

LEDBURY TOWN COUNCIL

**MINUTES OF AN EXTRAORDINARY MEETING OF FULL COUNCIL
HELD ON
22 NOVEMBER 2021**

PRESENT: Councillors Howells, Knight, Manns (Town Mayor-Chair), Troy and Whattler

ALSO PRESENT: Angela Price – Town Clerk

C459 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bannister, Bradford, Chowns, Eakin, Harvey, Hughes and Sinclair

C460 DECLARATIONS OF INTEREST

None received.

C461 TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF AN EXTRAORDINARY MEETING OF COUNCIL HELD ON 21 OCTOBER 2021

The Clerk advised that Councillor Sinclair had contacted her in respect of minute no. C458 to advise that he believed the following resolution had been made at the meeting and therefore should be included in the minutes:

“That the Council’s Solicitor be asked whether there would be any merit in pursuing a criminal investigation and whether it is worth contacting the Police in respect of this matter.”

The Mayor advised that he recalled having seconded this motion and Councillors also recalled the motion be voted on.

Councillor Howells advised that he given his apologies for the meeting, however they had not been recorded. He also noted that the date of the next meeting of Council had been recorded as 7 December 2021, whereas the date of the next meeting is 2 December 2021.

RESOLVED:

That the minutes of the extraordinary meeting of council held on 21 October 2021 be approved and signed as a correct subject to the following amendments:

1. That the following resolution be included as Resolution 6 in minute no. C458:

“That the Council’s Solicitor be asked whether there would be any merit in pursuing a criminal investigation and whether it is worth contacting the Police in respect of this matter.”
2. That the minutes be amended to show that Councillor Howells had given his apologies for the meeting.
3. That the date of the next meeting be amended to read “2 December 2021”.

C462.

GREAT PLACES TO VISIT – SERVICE LEVEL AGREEMENT

Members were advised that the meeting had been called for the purpose of considering the Great Places to Visit Activities list and agree which two Councillors should sign the Service Level Agreement, in accordance with Standing Order 23, due to the SLA stating that it has been prepared as a Deed.

However, the Clerk advised Members of a number of anomalies within the Service Level Agreement which she advised prevent Council from being able to sign the agreement at this stage.

- The date of the Service Level Agreement had been included on the front page of the document as 15 November 2021, however two pages in the commencement date was noted as 4 November 2021. Later in the document (12.1) it advises that Hereford Council could withhold, or suspend payment of the Funding and/or require repayment of all or part of the Funding if:
 - (b) the delivery of the Project does not start within 4 weeks of the Commencement Date.
- On page 2 of the document it advises that the Funding Period ends on 31 March 2022, the information received was that this funding period ends in June 2022.
- There are a number of requirements listed within the agreement that need to be defined:
 - Page 9 – 12.1(c) – “the Council considers that the Delivery Partner has not made **satisfactory progress** with the delivery of the Project Activity.
 - Page 11 – 19 Termination – The Council may terminate this agreement on giving Delivery Partner one month’s written notice it be required to do so by financial restraints or **for any other reason**.

These need to be addressed with Hereford Council in respect of definition of both highlighted points.

- Page 1265 – 23 Dispute Resolution – in both 23.1 and 23.2 there are blank spaces which should be filled prior to signing off the document.
- Page 1266 – This document has been executed as a deed and is delivered and takes effect on the date stated at the beginning of it.

As mentioned above clarification needs to be sought on the commencement date, and once Ledbury Town Council has agreed their activity list and are satisfied that all the anomalies within the document have been addressed, then the document should be signed by two Councillors and witnessed by the Clerk, as the Proper Officer, in line with Standing Order 23.

- As stated above because this agreement has been drawn up as a deed it must be signed in accordance with Ledbury Town Council Standing Order no. 23, which states that it should be signed by two Councillors and witnessed by the Clerk. Therefore, the authorised signatories on page 14 will need to be amended accordingly.

The Clerk suggested that Members should review the Activity list provided as she was able to provide updates on the items listed following a conversation with Councillor Harvey as a Ward Councillor and the Cabinet Member for Finance at Herefordshire Council.

The Clerk advised that Councillor Harvey had raised a number of concerns with Roger Allonby, Head of Economy at Herefordshire Council in relation to the Service Level Agreement.

Members reviewed each of the items on the Activity List, and it was agreed that the Clerk should investigate the following items further and provide feedback to the meeting of Council scheduled for 2 December 2021.

1. Provision of commercial solar lighting in St Katherines car park – The Clerk advised that they may wish to reconsider this item as a project under the funding scheme, on the grounds that the lighting at St Katherines car park is likely to be part of the landscaping project at the Master's House which is being considered by Hereford Council under S106 provision. Councillor Whattler suggested considering not having fixed solar lights, that they could be mounted on concrete blocks, which could be used in other areas of the town once the Master's House Landscaping project is completed.

2. Provision of recycling bins in the town centre – The Clerk advised that she had received notification from the Waste Department at Herefordshire council via the Economy Team that they had recently explored the idea of recycling bins but that a number of operational issues had been identified, which meant that the service could not currently be provided under the street cleansing arrangements. Therefore, the advice received from the Economy Team was that the Town Council should give consideration to an alternative project.
3. To repair and extend the steps at Dog Hill Woods to the picnic area at the top – Members agreed that the Clerk should investigate this activity further with a view to providing costings and more detail of the project to the meeting of Council scheduled for 2 December 2021.
4. Provision of a shop front enhancement grant scheme for local traders – The Clerk advised Members of concerns around the possible need for listed building/planning permission that may be required for works under this scheme. She advised that it may not be possible to deliver the scheme within the timeframe of the funding. Members agreed that further investigation of this was needed.
5. Submission of Traffic Regulation Order for the installation of dropped kerbs in and around the town centre – the Clerk advised that Members may wish to reconsider this activity, pointing out that whilst the TRO may be submitted it does not guarantee the work will be undertaken in the period of the funding.

The Clerk advised of a number of suggestions received from Councillor Harvey and it was agreed that these would be sent to all Councillors for consideration prior to the meeting on 2 December.

Councillor Whattler asked whether instead of the recycling bins consideration could be given to the repair of a set of steps on the Town Trail steps leading up

Councillor Knight asked whether the installation of a tennis court on the recreation ground could be considered within the activities.

RESOLVED

1. **That the Clerk work with Councillor Harvey and Herefordshire Officers to ensure the points raised above in respect of the Service Level Agreement are addressed.**

2. That the Clerk revisit the Activity List and establish whether the public realm projects in points 1, 4 and 5 above are investigated further with Herefordshire Council.
3. That the Clerk provide costings and more detail to the meeting of Council scheduled for 2 December 2021 in respect of the proposal to extend the steps at Dog Hill Woods.
4. That a report be provided at the meeting of Council on 4 December on the progress of the issues raised within these minutes.

C463

DATE OF NEXT MEETING

RESOLVED to note that the next meeting of Council is scheduled for 2 December 2021 at 7.00 pm in the Burgage Hall.

The meeting ended at 8.03 pm.

Signed Dated