

**LEDBURY TOWN COUNCIL**  
**MINUTES OF A MEETING OF FULL COUNCIL**  
**HELD ON 09 JUNE 2022**

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**PRESENT:** Councillors Auburn, Bannister, Beddoes-Davis, Bradford, Chowns, Howells (Town Mayor), Morris, Shields, Sims, Troy and Whattler

**ALSO PRESENT:** Angela Price – Town Clerk  
Julia Lawrence – Deputy Town Clerk

A two-minute silence was observed in memory of the late Councillor Dee Knight.

**C517 APOLOGIES**

Apologies were received from Councillors Harvey, Hughes, Manns and Sinclair

**C518 DECLARATIONS OF INTEREST**

**None received**

**C519 TO APPROVE AND SIGN THE MINUTES OF THE EXTRAORDINARY MEETING OF COUNCIL HELD ON 31 MAY 2022**

**RESOLVED:**

**That the minutes of the extraordinary Meeting of Council held on 31 May 2022 be approved and signed as a correct record.**

**C520 TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(E) AND 3(F)**

**None received**

**C521 HEREFORDSHIRE COUNCILLORS' REPORTS**

- i. Councillor Harvey**
- ii. Councillor I'Anson**
- iii. Councillor Howells**

Councillor I'Anson's report raised the issue of the NHS after hours surgeries being held in other towns other than Ledbury and the lack of transport to enable Ledbury residents to attend. The Chairman stated that this is in the hands of the NHS and is not something that is dealt with at Town Council level. Councillor Bradford requested that Ledbury

Town Council make representation to Herefordshire Council and the Chairman will ask the Clerk to write again to try to get this matter addressed.

Councillor Howells reported that he had attended the latest bi-monthly Balfour Beatty Ledbury specific meeting with Councillor l'Anson and Councillor Harvey. One outcome of the meeting was advice on support being available to councils on Social Value Project whereby Balfour Beatty Living Places will attend and give free labour, but Ledbury Town Council would pay for materials.

**RESOLVED:**

- 1. That the Committee noted and received the reports.**
- 2. That Clerk write to Herefordshire Council in respect of the lack of an out of hours surgery in Ledbury and in particular of transport for Ledbury residents to get to out of hours surgeries in the other towns that had them.**

**C522 Mayors Communications**

The Mayor raised the following points

1. The Mayor thanked office staff for all the hard work at the Jubilee Event and Community Day.
2. Councillor Manns was unable to attend the Annual Meeting due to ill health but had a small ceremony and photo opportunity with the Mayor, Deputy Mayor and Town Clerk to hand over his past Mayor's badge.
3. The Clerk reported that Ledbury Town Council had had a stand on Community Day and that it was disappointing to note that not one Councillor attended to help. The Clerk urged Councillors to make every effort to attend such events in future and to bear in mind the forthcoming Carnival event.

**C523. TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS (E) AND 3(F)**

1. Councillor l'Anson advised that she could find no reference to the results of the donations made for previous Mayor charities nor for new charities. The Clerk advised that charities for this current year had not yet been decided but the Mayor would report back in due course and that the total raised by Councillor Manns will be reported to the next meeting

It was noted that there were six high priority observations on the Internal Audit. Councillor l'Anson asked what measures had been put in place to rectify these. The Clerk advised that measures were already being put in place for many of the points raised by the new Internal Auditor.

2. The Corporate Plan, Objective 3, states: "Ledbury wears its beauty lightly". An explanation of its meaning was requested by Councillor l'Anson. The Mayor confirmed that this was a direct quote received from a newspapers report about Ledbury

The Clerk confirmed that the quote for Advansys was for £400, valid for 14 days with effect from 8 April 2022, however she had agreed with Advansys that they would honour this sum.

**C524 TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9**

Councillor Morris put forward the following motion:

"That Ledbury Town Council considers commissioning a memorial to John Masefield, and that the memorial be in the form of brass plaques to be positioned around the town."

Councillor Sims felt that this motion should be expanded to include other poets and Councillor Beddoes-Davis saw this as a creative opportunity to involve local craftsmen. Chloe Gardner, Director of Ledbury Poetry Festival, asked to be involved in further discussions.

Councillor Bradford believed that the project needed to be looked at more comprehensively as there was currently no budget available for such a project. The Committee agreed unanimously that a Task & Finish Group be arranged to discuss this further with a report of that meeting being submitted to the Environment and Leisure Committee with recommendations.

**RESOLVED:**

**That a Task & Finish Group meeting be arranged to discuss how the memorial for John Masefield and other poets, should be progressed, with a report from that meeting being submitted to a meeting of the Environment & Leisure Committee.**

## **MINUTES**

**C525 TO RECEIVE AND NOTE THE MINUTES IF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON 26 MAY 2022 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN**

**RESOLVED:**

**That the minutes of the Finance, Policy & General Purposes Committee held on 26 May 2022 were approved and signed as a correct record.**

**C526 TO RECEIVE AND NOTE MINUTES OF A MEETING OF THE ECONOMY & PLANNING COMMITTEE HELD ON 19 MAY 2022 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN**

**RESOLVED:**

**That the minutes of the Economy & Planning Committee held on 19 May 2022 were approved and signed as a correct record.**

## **GOVERNANCE**

**C527 ANNUAL GOVERNANCE ACCOUNTABILITY RETURN**

Members noted the improved quality of audit report received from IAC and considered the additional information provided by the Clerk in respect of the observations made by the Auditor.

The Clerk advised Members that Ledbury Town Council's Asset Register needed reviewing, and that this would be a large piece of work to ensure it's improvement. .

The Clerk advised that she had signend up for additional finance training via the SLCC, in the form of the recently introduced FILCA course to help ensure a better understanding of finance and audit processes going forward.

**RESOLVED:**

- 1. That the Annual Governance Accountability Return be received and approved.**
- 2. That Section 1 be completed with "Yes" to all responses.**

3. That the Clerk make arrangements for the Annual Governance Accountability Return to be sent to the External Auditor with all relevant financial documentation.
4. That the Notice of Public Rights be displayed in the Notice Board and on the Councils website accordingly.

**C528 COMMITTEE MEMBERSHIP**

The recently co-opted Councillors put forward their requests to join the following committees.

Councillor Auburn	– Environmental & Leisure
Councillor Beddoes-Davis	– Environment & Leisure
Councillor Shields	– Economy & Planning Environment & Leisure
Councillor Sims	– Economy & Planning Environment & Leisure

**RESOLVED:**

**That the proposed Councillors are duly appointed to the Committee's as listed above.**

**C529 HOLDING MEETINGS IN COMMITTEE ROOM**

Councillor Bradford had previously expressed his concerns in attending meetings held in the Committee room at Ledbury Town Council due to its small size and the number of Councillors and residents who could potentially be in attendance at any one time. Councillor Bradford considered that the Market House would be more appropriate and requested an item to discuss a possible stair lift be put to the next Full Council meeting.

The Committee debated the pros and cons of an Air Purifier upon advice that a purifier would not necessarily reduce infection risks and in conjunction with the advice that the Clerk had sought from SLCC it was agreed that all future Standing Committee meetings would be held in the Burgage Hall, Church Lane on health and safety grounds whereas smaller meetings such as working parties would be held in Ledbury Town Council offices.

**RESOLVED:**

**That all future Council and Standing Committee meetings be held in the Burgage Hall on the grounds of health and safety.**

## **C530 TERMS OF REFERENCE**

The Chair advised that there were two amendments to the Terms of Reference for the Finance, Policy & General Purposes Committee as follows:

Page 2725 -

- Corporate Plan Objectives had been added to the heading to ensure clarification that these appendix's related to the Corporate Plan
- Overall Outcome – A More Equal Ledbury – Objective 1 –wording had been changed to “equitably” instead of “equal”.

**RESOLVED:**

**That the amendments to the Finance Policy & General Purposes Committee Terms of Reference be approved.**

## **C531 FINANCIAL REGULATIONS**

Members were advised of an amendment to Financial Regulation 11(h), as a result of an observation made within the Internal Auditors Report as follows:

- Page 2743, highlighted in red, item 11(h), be amended from £60,000 to £25,000.

**RESOLVED:**

**That the Financial Regulations be approved**

## **GENERAL**

### **C532 OUTSIDE BODIES REPORTS (IF ANY)**

The following reports were presented to the Committee:

- a. Minutes of a meeting of the Carnival Association held on 9 March 2022.
- b. Ledbury-Strômstad Twinning Association Newsletter.
- c. Minutes of a meeting of the Ledbury Strômstad Town Twinning Association held on 22 March 2022.

**RESOLVED:**

**That Members of the Full Council received and noted the above-mentioned documents.**

## C533

### Market Towns Maintenance Fund

Members of the Committee noted that Herefordshire Council had advised that funding in the sum of, £350,000 was being made available to each of the Town Councils in 2022/2023 and £200,000 in 2023/2024 for public realm works. Members were provided with a list of projects, provided by Herefordshire Council's and members were asked to agree the list and categorise these projects in order of importance.

The committee discussed the list and agreed the following order of importance::

1. New drainage and steps solution for Conigree PROW on Worcs road to prevent flooding of the town centre
2. New resurfacing of Lower Road Trading Estate
3. New reinstatement of one-way junction exit from Woodleigh Road onto New Street and pedestrian and cyclist refuge
4. Repair of high-level pavement section and post and rail fence at top cross (MF-W\_03)
5. Safety fence repairs at: Knapp Lane, Beggar's Ash, Leadon Way/Bypass, Little Marcle Road N&S (MF-W-04 to 08)
6. New larger pipework and culvert on Little Marcle Road where old railway used to cross to prevent flooding of this well used road
7. Resurfacing of top of Biddulph Way from A 438- Spring Grove (MF-R-08)
8. Resurfacing of Bridge Street-Lower Road (MF-R-08)
9. Change surface and drainage on PROW between The Homend and Robinson's Meadow to prevent flooding and dangerous walking conditions caused by current loose surface material
10. Residents' parking Zones requested in Masefield Avenue, Queens' Court, Belle Orchard/Belle Orchard Close.
11. Resurfacing of Robinson's Meadow
12. Resurfacing of Barnett Avenue as a well-used cut through to Orchard Lane (MF-R-03)

Councillor Sims requested that the above information should be added to the Ledbury Town Council website.

The Chair stated that once we have timescales and costs for the above works, we should then give members of the public the opportunity to put forward suggestions for other works to be done.

The Chair recorded a note of thanks to Councillor Harvey and the Clerk for all their hard work in bringing together the list

**RESOLVED:**

**That the above list of works be provided to Hereford Council in order of importance to be undertaken by Balfour Beatty Living Places.**

**C534 CULTIVATION LICENCES**

Following the paper submitted to Full Council in relation to Cultivation Licenses for different areas in Ledbury, members agreed to refer the matter to the next Environmental and Leisure Committee meeting for discussion.

**RESOLVED:**

**That this item be referred to a meeting of the Environment and Leisure Committee**

**C535 SKATE PARK UPDATE**

Members of the Committee were advised of the current position regarding the Skate Park confirming that whilst the company selected to carry out the improvement work wished to scale down operations due to the sole director's ill health, the consultant, Alistair, who was setting up in business on his own, was still prepared to undertake works once he had revisited revised proposals put to him, as detailed in the report submitted.

Following further discussion, provided a full due diligence process was undertaken, the Committee agreed to pursue the proposal put forward by the Consultant, Alastair.

**RESOLVED:**

**That the Deputy Clerk obtain revised proposals from the Consultant, Alastair, subject to following a due diligence process into him and his new business venture.**

**C536 REVIEW OF CLEANING CONTRACT**

Members noted that the current cleaning contractor had advised that due to Covid, they would be increasing their hourly rates. Subsequently quotations had been received from three local companies to provide cleaning services at the Ledbury Town Council offices.

**RESOLVED:**

**That company one be appointed, subject to ensuring that all employees were being paid the national living wage.**

**C537 UPDATE ON PROGRESS ON WAR MEMORIAL REPAIRS**



The Clerk reported that following inspections underneath the War Memorial, there was nothing to suggest that there were any blockages. The report has now been lodged with Caroe and Partners, who are preparing the Planning Application, which is expected to take approximately 8 weeks with an anticipated commencement of works in August 2022. A press release will be issued shortly giving an update.

**RESOLVED:**

**That the report be received and noted.**

**C538 GWR COMMUNITY FUND**

A proposal had been received from the Traffic Management Working Party that the Clerk be instructed to apply for a grant from the GWR community fund for the purpose of obtaining a feasibility study into improved access at Ledbury Train Station

**RESOLVED:**

**That that the Clerk apply for a grant via The GWR Community Fund for the purpose of obtaining a feasibility study into improved access at Ledbury Train Station**

**C539 QUOTATION RECEIVED FROM ADVANSYS IN RESPECT OF OPTIMISING LEDBURY TOWN COUNCIL WEBSITE**

**RESOLVED**

**That Advansys be requested to carry out the work in respect of optimising Ledbury Town Council Website at a cost of £400.**

**C540. SUSPENSION OF STANDING ORDER 3(X)**

**RESOLVED:**

**That Standing Order 3(x) be suspended for a period of 30 At 9.00pm Members of the Committee voted to extend the meeting for a period of 30 minutes to allow the remaining business on the agenda to be completed.**

**At 9.04pm Councillors Morris and Howells left the meeting and re-joined at 9.10pm**

**C541 EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:**

**That in accordance with Section 1(2) of the Public Bodies Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, the press and public are excluded from the remainder of the meeting.**

**C5402 LEDBURY WAR MEMORIAL**

Members of the Committee were provided with information received from the War Memorial Commission in respect of an application the Clerk had made in an attempt to secure grant funding for the repairs to the War Memorial. Unfortunately, the response from the War Memorial Commission had not been positive and Members were advised of the reasons for their refusal.

Members of the Committee agreed that the Clerk should draft a press release on return from annual leave, advising that the Council had contacted the War Memorial Trust in respect of possible funding, but that this request had been denied. Councillor Bradford requested that members of the Committee should see sight of the press release before it is issued.

**RESOLVED:**

**That the members of the Committee noted the contents of the report and requested the Clerk draft a press release and share with Councillors before issue.**

**C543 DATE OF NEXT MEETING**

**To note that the next meeting of the Full Council is scheduled for 4 August 2022.**

The meeting ended at 9.30 pm

**Signed .....** **Date .....**