

LEDBURY TOWN COUNCIL
MINUTES OF A MEETING OF FULL COUNCIL
HELD ON 12 JUNE 2025

PRESENT: Councillors: Bradford, Browning, Chowns, Eakin, Harvey (Chair), Hughes, Kettle and Morris.

ALSO PRESENT: Julia Lawrence – Deputy Clerk
Honor Holton – Minute Taker

C824. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Sinclair.

C825. DECLARATIONS OF INTEREST

Councillors Harvey and Morris declared a non-pecuniary interest in item 23, Love Ledbury Partnership agreement, due to each being a Trustee of Love Ledbury.

Councillor Stephen Chowns declared a non-pecuniary interest in item 14, Sustainable Ledbury grant application.

C826. TO NOTE THE NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be received and noted.

C827. TO NOTE THE GENERAL DUTY ON PUBLIC AUTHORITIES OF SECTION 149 OF THE EQUALITY ACT 2010

RESOLVED:

That the General Duty on Public Authorities of Section 149 of the Equality Act 2010 be received and noted.

C828. TO APPROVE AND SIGN, AS A CORRECT RECORD, THE MINUTES OF COUNCIL HELD ON 22 MAY 2025

RESOLVED:

That the minutes of Council held on 22 May 2025 be approved and signed subject to the following amendments:

Page 3834, line two: “.... this item was on the agenda *to purely to* receive and note”, should be amended to “.... this item was on the agenda *to purely* receive and note”.

Page 3836 No 1: that "This event is *contra* to the climate declaration ..." be amended to "This event is *contrary* to the climate declaration ...".

Page 3836: that "Residents being *inconvenienced* and unable to leave/return ..." be amended to "Residents being *inconvenienced or endangered* and unable to leave/return ...".

Page 3837: "That Officers seek approval *via* the National Lottery ..." be amended to "That Officers seek approval *from* the National Lottery ...".

Page 3844: That "It was noted that due to the meeting not being quorate this meeting had been postponed and would now take place on *29 June 2025*, with the minutes being submitted to the meeting of council on *12 June 2021*" be amended to read "It was noted that due to the meeting not being quorate this meeting had been postponed and would now take place on *29 May 2025*, with the minutes being submitted to the meeting of council on *12 June 2025*".

C829. TO RECEIVE AND NOTE THE ACTION SHEETS

Whilst the Action Sheet was received and noted, Members considered that several items had been "in progress" for a considerable time and requested that the Clerk meet with the Chair and Deputy Chair to review the current status of some of the items listed.

RESOLVED:

That the action sheet be received and noted.

That the Clerk arranges a meeting with the Chair and Deputy Chair to review the Action Sheets.

C830. WARD COUNCILLOR REPORTS

Members agreed that a meeting should be arranged with the Canal Trust so that they can explain their broader plans for the reinstatement of the Canal. Councillor Harvey considered that the Canal Trust would be happy to come if Ledbury Town Council invited them.

RESOLVED:

That the Ward Councillor Reports submitted from Councillors Simmons and Harvey be received and noted.

That the Clerk contacts the Canal Trust and arranges a mutually convenient meeting to be held at the Council Offices so that Councillors can discuss with the Canal Trust their plans/timescales for the reinstatement of the Canal.

C831. MAYOR'S COMMUNICATIONS

The Chairman reported that an invitation had been received from the Poetry House to enable them to provide an update on their plans for the building and how they are going to make the best use of it as an asset. The Chairman also confirmed that she had received an email from Howard Pugh inviting her to visit the Pugh's Auction Site.

C832. TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(e) AND 3(f)

No members of the public were present.

C833. TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9

None received.

C834. TO RECEIVE AND NOTE MONTH 1 FINANCIAL REPORTS

RESOLVED:

That the Month 1 Financial Reports (receipts and payments, balance sheet and trial balance and budget monitoring report) be received and noted.

C835. TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS FOR MARCH 2025 (MONTH 12 2024/25) AND APRIL (MONTH 1 2025/26)

The Chairman advised that she had raised some minus postings in relation to Masefield Matters but recognised there is a need to provide further detail in respect of the Masefield Matters expenditure budget within the budget sheets.

She also advised that she had raised a query in relation to month 12 which appeared to be a software issue that is being investigated by the accounts clerk with the software provider.

Councillor Harvey confirmed that she had not signed the month 1 reconciliations and that these remain outstanding.

Councillor Hughes confirmed that he had taken over the role of Chair of Finance, from May 2025 onwards and was waiting for the Accounts Clerk to advise him when the reconciliations would be ready for him to approve.

RESOLVED:

1. That officers populate the expenditure detail in respect of Cost Centre 109 and the various headings from the agreed Masfield Matters budget plan that was provided as part of the funding application.
2. That further clarification on the software issue, being investigated by the Accounts Clerk with the software provider be noted.
3. That Councillor Hughes, as the elected Chair of the Finance, Policy & General Purposes Committee will undertake the reconciliation for the remainder of the 2025/26 Municipal year.

C836. INVOICES FOR PAYMENTS (JUNE 2025)

It was noted that the total invoices for payment stated within the report did not tally with those in the spreadsheet. Officers were requested to review the payments and provide clarity .

RESOLVED:

1. That invoices be approved for payment in the sum of £9,925.93.
2. That clarity be sought as to where the £7,362.58 figure derived from.

C837. GRANT APPLICATIONS

Sustainable Ledbury had submitted a grant application, but it was not clear what the monies would be for. Pages 2 and 4 of the grant application had also been omitted from the agenda papers.

RESOLVED:

That this item be deferred to the next meeting of Full Council and further information be sought from the applicant.

C838. SUBSCRIPTIONS

RESOLVED:

None were received.

C839. PLANNING CONSULTATIONS

RESOLVED:

- 1. Application Number 251067.** Proposed variation of conditions 2 and 22 of planning permission 223248 (Proposed demolition of existing buildings on site and erection of Retirements Living apartments with associated access, car parking, landscaping, ancillary facilities, and associated works) – Amend Locations Plan to incorporate actual drainage route. Amend Tree Protection Plan to allow for removal of trees on site – **The Knapp, The Homend, Ledbury, Herefordshire, HR8 1AP.**

No Objection. Members would like assurance that consideration is given to the ecology of the waterway to ensure it does not get damaged. Secondly, where the trees are to be replanted, Members requested that more mature trees be required to be planted as opposed to young saplings.

- 2. Application Number 251268.** Proposed first floor extension above an existing garage, plus internal alterations including converting the existing garage into a utility room & study and replacing the existing garage door with a window. – **16 Progress Close, Ledbury, Herefordshire, HR8 2QZ.**

No Objection.

- 3. Application Number 242430.** Proposed erection of one detached dwellinghouse after removal of barns. – **Plaistow Farm, Rhea Lane, Ledbury, Herefordshire, HR8 2PU.**

No Objection.

- 4. Application Number 251334.** Proposed single storey rear extension and a raised, decked terrace. – **The Merlin's, 35 Bank Crescent Ledbury, Herefordshire, HR8 1AE.**

No Objection.

- 5. Application Number 251304.** Proposed installation of PV panels on barn outbuilding. – **Old Plaistow, Ledbury, Herefordshire, HR8 2PU.**

No Objection.

6. **Application Number 250939.** Proposed clearance of the site and erection of a farm shop with associated vehicular access and parking. – **Land to the West of 1 New Mills, Hereford Road, Ledbury, Herefordshire.**

No Objections, subject to ensuring that conditions are applied to require the majority of the shop's products be grown/produced locally.

7. **Application Number 251504.** Proposed removal of electrical heaters and installation of under floor heating, gas boiler and flue. – **St Katherines Hall, High Street, Ledbury, Herefordshire, HR8 1DZ.**

No Objection. Members questioned whether a gas boiler is the most appropriate form of heating especially when there are other more efficient options available.

8. **Application Number 251505.** Proposed removal of electrical heaters and installation of under floor heating, gas boiler and flue. – **St Katherines Hall, High Street, Ledbury, Herefordshire, HR8 1DZ. – LISTED BUILDING CONSENT.**

No Objection.

9. **Application Number 251527.** Proposed change of use from agricultural to mixed use – agricultural and equestrian. No operational development. – **Land at Wall Hills Farm, Hereford Road, Ledbury, Herefordshire, HR8 2PR.**

No Objection.

C840. PLANNING DECISIONS

RESOLVED:

That the Planning Decisions be received and noted.

C841. APPLICATION FOR A GRANT OF PREMISES LICENCE – FLAT 2, 23 HIGH STREET, LEDBURY, HEREFORDSHIRE, HR8 1DS

RESOLVED:

That this application is not supported by Ledbury Town Council. It was considered out of character with the Town Centre and concerns were raised relating to noise, public safety and the possible impact on children who could be visiting the shop during school hours when alcohol is being sold.

C842. PAINTED ROOM VISITOR NUMBERS MARCH – APRIL COMPARISON

RESOLVED:

That the Painted Room Visitor numbers be received and noted.

C843. LEDBURY CEMETERY – FENCE POSTS

Members considered the proposal for a small fence to be installed along a section of the top drive of the Cemetery to act as a deterrent to keep vehicles off the grass verges.

RESOLVED:

- 1. That Company 2 be appointed to install the fence posts, with two recesses in each post, at a cost of £3,200 + VAT.**
- 2. That the cost of the fence posts be taken from budget line 102/4206 Cemetery Grounds Maintenance with the additional £1,000 be taken from EMR 335 Amenity and Public Spaces.**

C844. LEDBURY CEMETERY – PURCHASE OF SELF- PROPELLED MOWER

Members considered that as they were halfway through the growing season with input from an external ground's contractor, it made more sense to revisit this in February 2026, in readiness for next year's maintenance programme.

RESOLVED:

That this item be deferred until February 2026 prior to the commencement of the growing season and after the recruitment of a new groundsman.

C845. TIMBER TRAIL FOR THE RECREATION GROUND

RESOLVED:

- 1. That the Long Walk Weave and Tyre Hopscotch be purchased for the Recreation Ground, in place of the existing timber sleepers at a cost of £3,246.11 plus VAT. This also includes the removal and disposal of the 20 existing timber sleepers.**
- 2. That the cost of the equipment be taken from the remaining funds from budget line 110/4235 Recreation Ground Play Equipment for £2,823.04 with the balance of £423.07 being taken from EMR 335 Amenity and Public Spaces.**



3. That any surplus soil be dispersed amongst the shrubs on the Town Trail – subject to the agreement of Herefordshire Council, and the Deputy Clerk liaise with Ledbury in Bloom to see if they would like the soil for the raised beds.

C846. TO APPROVE DRAFT PARTNERSHIP AGREEMENT BETWEEN LEDBURY TOWN COUNCIL AND LOVE LEDBURY (LEDBURY & DISTRICT COMMUNITY BENEFIT SOCIETY) IN RELATION TO BYE STREET TOILETS AND CONSIDER REQUEST IN RESPECT OF FUTURE ARRANGEMENTS FOR INSURANCE COVER FOR THE PREMISES AND EVENTS

Councillors Harvey and Morris left the room due to having declared an interest in this agenda item.

Councillor Bradford queried what the actual costs for Ledbury Town Council would be for the year and if the Council has enough money in the budget to cover this expense. Discussion took place regarding insurance for the toilets and whose responsibility this fell to.

RESOLVED:

Members considered that the report presented together with a copy of the draft Partnership Agreement were not aligned and requested further clarification on the text in respect of insurance liabilities be provided at the next meeting.

C847. CHIMNEY CLOSURE PLATE

Members considered the information that had been submitted but requested that Caroe & Partners be requested to review the nature of the works put forward, as part of their quinquennial survey, to ensure airflow and ventilation were considered. Members requested that Caroe & Partners also act as "Clerk of Works". The Deputy Clerk is to contact Caroe & Partners to obtain their opinion.

RESOLVED:

That the Deputy Clerk contact Caroe & Partners to seek their advice concerning the chimney closure plate as regards its installation and for them to act as "Clerk of Works", noting that a decision to proceed will be deferred until the outcome of a review of the works by Caroe & Partner is confirmed as safe.

C848. TO RECEIVE AND NOTE NOTICE UNDER REGULATION 5(3)(B) OF THE NITRATE POLLUTION PREVENTION REGULATIONS 2015

RESOLVED:

That the Notice under Regulation 5(3)(B) of the Nitrate Pollution Prevention Regulations 2015 be received and noted.

Councillor Bradford left the meeting at 8:55pm

C849. TO RECEIVE AND NOTE THE MINUTES OF THE MEETING OF THE RESOURCES COMMITTEE HELD ON 29 MAY 2025 TO CONSIDER ANY RECOMMENDATIONS THEREIN

RESOLVED:

- 1. That the minutes of the meeting of the Resources Committee held on 29 May 2025 be received and noted.**
- 2. That minute number R191 'Code of Conduct Matters' be referred back to the committee to consider in light of advice received from the Monitoring Officer and to seek further guidance on employer responsibilities.**

C850. OFFICER REPORTS

RESOLVED:

That the Officer Reports be received and noted with thanks.

C851. OUTSIDE BODIES

- i. Outside Body Representation**
 - a. RMTG Local Councillor Panel – Rural Vulnerable Young**
 - b. RMTG Local Councillor Panel – Rural Older People**
- ii. To receive and note the minutes of a meeting of the Ledbury Community Day Committee held on 29 May 2025**
- iii. To receive and note the minutes of a meeting of the Ledbury Traders and business Association held on 30 April 2025**

RESOLVED:

- i. That the Outside Body Representations for Rural Vulnerable Young and Rural Older People be deferred until the next meeting of Council.**
- ii That the minutes of a meeting of the Ledbury Community Day Committee held on 29 May 2025 be received and noted.**

- iii That the minutes of a meeting of the Ledbury Traders and Business Association held on 30 April 2025 be received and noted.

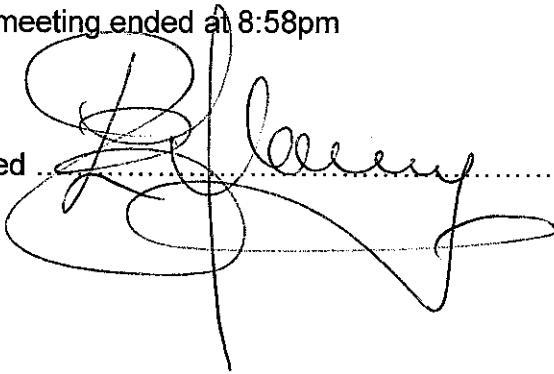
C852. DATE OF NEXT MEETING

RESOLVED:

That the next meeting of Full Council be held on Thursday, 3 July 2025.

The meeting ended at 8:58pm

Signed

A large, stylized handwritten signature in black ink, written over a dotted line.

Date

4 July 2025

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