

**LEDBURY TOWN COUNCIL
MINUTES OF A MEETING OF FULL COUNCIL
HELD ON 12 MARCH 2026**

PRESENT: Councillors Chowns, Harvey (Chair), Hughes, Kettle, Morris and Troy

ALSO PRESENT: Angela Price – Town Clerk
Julia Lawrence – Deputy Town Clerk
Sophie Rudd – Minute Taker
Stef Simmons – Ward Councillor

C1194. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bradford, Browning, Eakin and Sinclair

C1195. DECLARATIONS OF INTEREST

Councillor Morris declared a pecuniary interest in agenda item 20, due to being a resident in Southend.

C1196. TO NOTE THE NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be noted.

C1197. 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, noting that the Clerk would advise Members when it is appropriate for matters to be considered under this Duty.

C1198. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF COUNCIL HELD ON 25 FEBRUARY 2026 AND AN EXTRAORDINARY MEETING OF COUNCIL HELD ON 26 FEBRUARY 2026

RESOLVED:

That the minutes of the meeting of Council held on 25 February 2026 and an extraordinary meeting of council held on 26 February 2026 be approved and signed as a correct record.



C1199. TO RECEIVE AND NOTE THE ACTION SHEET

RESOLVED:

That the action sheet be received and noted subject to Nina Shields name being corrected within.

C1200. CHAIRMAN'S COMMUNICATIONS

The Chair advised Members of upcoming events which she was unable to attend: the Opening Ceremony for the Berlin Wall segment at Eastnor, the Herefordshire Armed Forces Covenant Partnership's Annual Review and Breakfast Networking event and the Declaration of the High Sheriff. Invitations will be circulated to the appropriate councillors to attend in her place.

C1201. TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(E) AND 3(F)

Councillor Simmons spoke on behalf of local residents in respect of Agenda item 20.

It was suggested that agenda item 20 be moved up the agenda to allow residents to hear the debate and any decisions the Council may make on this item. However, it was noted that as Councillor Morris had declared a pecuniary interest and would therefore be leaving the room for the debate, this would render the meeting inquorate and therefore Council would not be able to make any decisions in respect of this matter at this meeting.

C1202. TO GIVE CONSIDERATION TO A DRAFT TRAFFIC REGULATION ORDER SUBMISSION IN RESPECT OF SOUTHEND/MABLES FURLONG PARKING AND ROAD SAFETY REQUEST (COUNCILLOR SIMMONS)

The chair suggested that the Clerk be delegated powers to write to Highways Officers acknowledging the Council had had sight of the proposed TRO submission prepared by Councillor Simmons and that this item be referred back to the meeting of Council scheduled for 2 April 2026, in the hope that there will be sufficient Town Councillors in attendance for the agenda item to be debated and a decision made on whether to support it or not.

RESOLVED

- 1. That the Clerk write to the Highways Officer acknowledging that Ledbury Town Council had had sight of the proposed TRO submission prepared by Councillor Simmons and that they understand the concerns of the local residents.**

2. That this agenda item be referred back to the meeting of Council scheduled for 2 April 2026.

Members of the public left the meeting at 7:26 pm

C1203. TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9

None received.

C1204. TO RECEIVE AND NOTE MONTH 11 FINANCIAL REPORTS

RESOLVED:

1. Receipts and payments for 1 – 28 February 2026 be received and noted.
2. The balance sheet and trial balance for month 11 be received and noted.
3. The budget monitoring reports for 1 April to 28 February 2026 be received and noted.

C1205. TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS FOR FEBRUARY 2026

RESOLVED:

To note that Councillor Hughes confirmed that he had verified and signed the Bank Statements and Reconciliations for February 2026.

C1206. TO APPROVE INVOICES FOR PAYMENT FOR MARCH 2026 (INTERIM)

RESOLVED:

1. That the invoices for payment in the sum of £17,867.99 plus VAT be approved for payment.
2. That the Accounts Clerk be instructed to undertake the following actions:
 - i) That £1,264 be moved from budget line 220/4580 (Audit external) to budget line 220/4130 (Insurance).
 - ii) That £2,130 be taken from EMR 336 – Community projects in respect of the cost of the defibrillators.

- iii) That members approve a virement of £500 from budget line 201/4170 (Market House Maintenance) to budget line 202/4150 (Cleaning).
 - iv) That £2,000 be moved from budget line 220/4579 (Audit Internal) to this budget line 220/4590 (Audit Internal).
 - v) That £5,000 be moved from budget line 214/4900 (Buses 4 Us) to budget line 214/4890 as agreed at FC 25.02.2026 (minute no.C1160(iii)(1) refers)
3. That the Chairman, the Chair of Finance, Policy & General Purposes Committee and Clerk be given delegated powers to approve any further invoices for payment for March 2026 to ensure that as many invoices are paid before the last day of the financial year (31 March 2026).

C1207. GRANT FEEDBACK

RESOLVED:

- i. To receive and note Grant feedback received from Catcher Media “Herefordshire Life Through A Lens website Update 2025”
- ii. To receive and note grant feedback from The Scouts in respect of Warren Oak Scout Campsite.

C1208. TO APPROVE A REQUEST FROM MASEFIELD MATTERS TO RELEASE FUNDS FOR THE DAFFODIL COUNTRYSIDE REMINISCENCE PROJECT

RESOLVED

- 1. That the release of allocated funds from within the NLHF funding in the sum of £3,330.00 in respect of the Daffodil Countryside Reminiscence Project be approved.
- 2. That the Clerk enquire whether residents of Leadon Bank were invited to partake in the project.

C1209. CODE OF CONDUCT MATTERS

The Chair provided an update, advising that she had written to the investigating officer requesting an update on the outstanding complaints, to which she is waiting for a response.

The Chair confirmed that no progress has been made on apologies or training following the two Standards Boards and decisions taken by Ledbury Town Council to uphold the recommendations from those.

C1210. TO CONSIDER REINSTATEMENT OF STANDING COMMITTEES

Members had hoped to be in a position to look at updating Terms of Reference of its Standing Committees with a view to reinstating them at the start of the 2026/27 Municipal Year.

However, it was noted that there had not been sufficient level of attendance at Council meetings, Working Parties and meetings of Councillors to reassure Members that the Standing Committees would be quorate should they be reinstated.

Whilst Members are advocates for reinstating the Standing Committees it was felt that until there is sufficient quorate to make it an effective activity the reinstatement of the committees should be postponed for a period of time.

It was felt that the Council is still not in a position to have confidence that they are able to progress with reinstating committees as proposed at the meeting on 30 October 2025 and that there should be a target of having at least 14 Members (a further four Members) before considering reinstating the standing committees.

RESOLVED

- 1. That the re-instatement of standing committees be postponed until such time there are 14 Councillors in post and meetings are consistently attended by all members.**
- 2. That a co-option meeting be arranged for April to enable Councillors Troy, Browning and Kettle to be formally co-opted onto Ledbury Town Council, and consideration to be given to the application that the Clerk has received.**
- 3. That a further round of co-option be undertaken in May/ June 2026 and that the Clerk make the necessary arrangements for this to be promoted.**

C1211. TO CONSIDER PLANNING CONSULTATIONS

- 1. Application No. 253506 – Side and rear extensions together with attic conversion - 3 Beggars Ash Cottages Beggars Ash Wellington Heath Ledbury Herefordshire HR8 1LN**

RESOLVED:

No objection



2. Application No. 253580 – Part change of use and conversion of detached double garage from residential (Use Class C3) to commercial (Use Class E(c)(ii))- 4 Progress Close Ledbury Herefordshire HR8 2QZ

Members noted the comments provided by the Clerk in the Planning Consultations report. The Chair suggested that as it is likely that there will be a re-consultation in respect of this application Council may wish to delay its response.

Councillor Hughes proposed that no objection be submitted which Councillor Kettle seconded the motion.

RESOLVED:

No objection

C1212. TO RECEIVE AND NOTE THE UPDATE ON PLANNING DECISIONS

RESOLVED:

That the update on the planning decisions be received and noted.

C1213. LICENSING APPLICATIONS

- i. To consider granting a premises license in respect of Sitara, 19 High Street, Ledbury, Herefordshire, HR8 1DS.

RESOLVED

That no objection be submitted in respect of the Licence application for Sitara, 19 High Street, Ledbury, Herefordshire, HR8 1DS.

C1214. TO RECEIVE AND NOTE THE MINUTES OF A MAJOR PLANNING APPLICATIONS WORKING PARTY MEETING HELD ON 25 FEBRUARY 2026 AND CONSIDER ANY RECOMMENATIONS THEREIN

Members were advised that Councillors Harvey and Simmons had attended the Local Plan Public consultation at Redmarley, and that the Clerk had also attended. Councillor Harvey advised that Herefordshire Council Planning officers had drafted a robust response in respect of the Local Plan Consultation.

Councillor Harvey advised that she considered the draft proposed Ledbury response was a well thought out and detailed response that was a good representation of the comments highlighted in the Working Party and she recommended it to be submitted in its current form.



Councillor Simmons advised that she would also be submitting a response to the Local Plan in her capacity of Ward Councillor, with specific reference to the Glynchbrooke proposals.

RESOLVED

That the minutes of the Major Planning working Party be received and noted.

C1215. TO GIVE CONSIDERATION TO THE DRAFT RESPONSE TO THE FOREST OF DEAN DISTRICT COUNCIL LOCAL PLAN 2025-2045

RESOLVED

That the Clerk submit the Working Party's recommended text as the Council's response in respect of the Forest of Dean District Council Local Plan 2025-2045.

C1216. UK TOWN OF CULTURE – VERBAL UPDATE

Councillor Kettle informed members that two meetings had taken place and that a draft expression of interest had been circulated which will be finalised at the meeting on 19 March 2026.

RESOLVED

That the verbal update from Councillor Kettle in respect of the UK Town of Culture Expression of Interest be received and noted.

C1217. TO GIVE CONSIDERATION TO AN INCREASE IN FEES AND CHARGES 2026/2027

Members considered that the information provided within the report whereby the cost of market stall pitches in the High Street are cheaper than those under the Market House or upstairs in the Market House does not match the aspirations of the Council to eventually reduce the Traffic Regulation Order on the High Street to just the one space in favour of utilising the underneath and upstairs of the Market House and potentially St Katherine's Square.

It was also considered that a more detailed review of the cemetery fees and charges need to be undertaken to bring these in line with other towns within Hereford who are burial authorities.

RESOLVED

That officers arrange a meeting of Councillors at a date to be confirmed to consider the annual increase to all fees and charges



in more depth and to allow time for more information to be obtained in respect of the charges levied by other Market Towns..

C1218. DEFIBRILLATORS

RESOLVED

1. The defibrillator report be received and noted.
2. That it be agreed in principle that a defibrillator be purchased to be located at Bence's premises on Lower Road Trading Estate, subject to officers engaging with Bence regarding a potential contribution towards the purchase and/or ongoing maintenance costs prior to procurement.
3. That should Bence not wish to contribute to the cost of the defibrillator the costs to purchase this be met from EMR 336 – Community Projects.

C1219. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE EVENTS WORKING PARTY HELD ON 18 FEBRUARY AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

RESOLVED

That the minutes of the meeting of the Events Working Party held on 18 February 2026 be received and noted.

C1220. TO RECEIVE AND NOTE THE MASEFIELD MATTERS UPDATE REPORT

RESOLVED

1. That the Masefield Matters update report be received and noted.
2. That the Clerk establish when and where the end of consultation event scheduled for Sunday 29th March 2026 will be advertised.

C1221. OFFICER REPORTS

- i) The Clerk
- ii) The Deputy Clerk
- iii) The Community Engagement Officer

A verbal update on play areas was provided by the Clerk. Herefordshire Council has accepted in principle our expression of interest in taking over the 7 playgrounds mentioned in the report.



Ward Councillor Stef Simmons provided a verbal update in relation to the Pump Track. A draft first design has been received.

RESOLVED

That the Officer Reports be received and noted.

C1222. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE LEDBURY CARNIVAL ASSOCIATION COMMITTEE HELD ON 4 FEBRUARY 2026

RESOLVED

That the minutes of the meeting of the Ledbury Carnival Association Committee held on 4 February 2026 be received and noted.

C1223. DATE OF NEXT MEETING

RESOLVED:

To note that the next meeting of Council is scheduled for Thursday, 2 April 2026.

C1224. 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, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting.

Councillor Simmons left the meeting at 8:34 pm

C1225. TO GIVE CONSIDERATION TO A FEE PROPOSAL FOR ARCHITECT SERVICES

RESOLVED:

- 1. Members received and noted the report.**
- 2. That Caroe & Partners be instructed to proceed with the works as outlined in the Deputy Clerk's report, in accordance with their Fee Proposal and in accordance with CDM Regulations at a cost of £6,400.00 + VAT to be funded from 202/4590 Finance and General Purposes/Professional Services.**



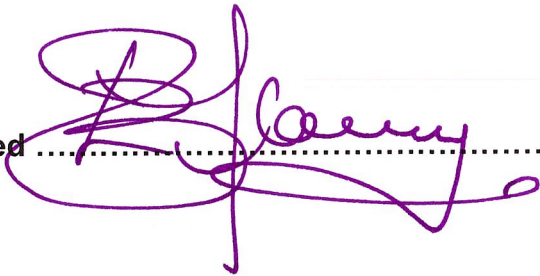
C1226. TO CONSIDER MAKING A CLAIM THROUGH THE SMALL CLAIMS COURT

RESOLVED

That the Clerk submit the relevant forms seeking payment for the cost of a replacement gazebo through the Small Claims Court, noting that the cost of £155.00 will be met from budget line: 220/4590 – Finance and General Purposes/ Professional Services.

The meeting ended at 8.44 pm.

Signed



Dated

16 April 2026

