



**LEDBURY TOWN COUNCIL**

**Minutes of Full Council Meeting held  
On Tuesday 5<sup>th</sup> February 2019  
In The Methodist Hall – Ledbury**

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**PRESENT:**

**Chair of the Council;** N. Shields

**Councillors:** M Eakin; K Francis; J. Hopkins; P Howells;  
N. Morris; D. Whattler

**In Attendance:** M. ab Owain – Acting (Part-Time) Town Clerk  
S. Fisher - Minutes

G. Bills-Geddes - Ledbury Reporter  
11 members of the public

**C02 - 02.19 Apologies**

Apologies were received from Cllrs, Baker; Bradford; Harrison; Harvey;  
Manns; Roberts; Warmington; Wilce and Vesma;

**C03 - 02.19 Interests**

Cllr Francis declared a pecuniary interest in Item 22 – Recovery of  
Legal Fees – and signed the register.

**C04 - 02.19 Public Participation**

There were three requests to speak from the members of public  
attending the meeting.

The first wished to express support for the Ledbury Youth Activities  
Support project

A second expressed dissatisfaction with the number of Councillors  
attending this and the December meeting, especially the recently  
elected members.

The Chair responded that at least two of the members elected since  
June were present, and that non-attending Councillors are actually ill,  
therefore it would be both unwise and antisocial for them to attend.

The final comment referred to the practice of requesting public comment at the opening of the meeting, rather than when specific items are discussed.

The Chair explained that the order of the Agenda is determined by Standing orders, although it is possible for the meeting to over-ride those in cases of special interest. She added that Standing Orders are generally common to all Local Councils but they are presently being reviewed to ensure they are currently fit for purpose.

#### **C05 - 02.19 Presentation from Ledbury Youth Activities Support**

Tony Hodder and Christina Thorpe from LYAS gave a brief presentation on the history of the project, now occupying the former Library Building on the Corner of Bye Street, and plans for its future. Mr Hodder ended with a request for future funding to be considered by the Council

The Chairman advised that this should be referred to the Finance Committee for detailed consideration, and asked that the financial details from the presentation should be sent to the Council prior to the next meeting, scheduled for 21<sup>st</sup> February 2019. There was general agreement of support in principle for the project.

19.55 The LYAS team and 7 other members of the public left the meeting at this point

#### **C06 - 02.19 Minutes**

i) Minutes of the Meeting of Full Council of 6<sup>th</sup> December 2018

**Proposal:** The Minutes be approved as an accurate record of the Full Meeting of Ledbury Town Council held in Open Session on 6<sup>th</sup> December 2018.

**Voting:** Agreed

ii) Minutes of the Meeting of Full Council of 3rd January 2019

**Proposal:** The Minutes be approved as an accurate record of the Full Meeting of Ledbury Town Council held in Open Session on 3rd January 2019.

**Voting:** Agreed

**C07 - 02.19 Chairman's Report and Correspondence**

The Chair reported that the past month has been very busy. She attended the following events on behalf of the Council:

The Big Breakfast, organised by Ledbury Food Group, with the High Sheriff and his wife; a Carol Service; a Symposium on Social Care, organised by the High Sheriff, in the Shire Hall.

She added that much of her time since the last meeting had been spent focussing on Policies and Procedures for the Council.

There was no correspondence received during this period.

**C08 - 02.19 Committee Matters: Economic Development & Planning Committee**

- i) Minutes of the Meeting held on 13<sup>th</sup> December 2018

The Council received the Minutes of the meeting of the Economic Development and Planning Committee held on 13<sup>th</sup> December 2018.

**Proposal:** The Minutes be approved as an accurate record of the Economic Development and Planning Committee held on 13<sup>th</sup> December 2018.

**Voting:** Agreed

- i) Minutes of the Meeting held on 3<sup>rd</sup> January 2019

The Council received the Minutes of the meeting of the Economic Development and Planning Committee held on 3<sup>rd</sup> January 2019.

**Proposal:** The Minutes be approved as an accurate record of the Economic Development and Planning Committee held on 3<sup>rd</sup> January 2019.

**Voting:** Agreed

**C09 - 02.19 Committee Matters: Environment & Leisure Committee**

The Council received the Minutes of the meeting of the Environment and Leisure Committee held on 10<sup>th</sup> January 2019.

Cllr Hopkins requested permission to not stand while addressing the Chair and this was granted.

Cllr Hopkins highlighted Item E12 - the Resolution to create a new Nominal Code in the accounts for the October Fair.

Cllr Francis asked why the Shelter on the Recreation Ground had been removed before the new Shelter was ready for installation.

The Temporary Clerk replied that the old Shelter had been removed for safety reasons; the new Shelter is on order and will be installed as soon as ground conditions are acceptable to the Contractor.

Cllr Morris asked when this would be, to which the Temporary Clerk responded that it was hoped by the end of May, but it depended on weather and ground conditions.

Cllr Francis then asked why repairs had not been undertaken as a matter of urgency on the footpath in the playground area.

Cllr Shields replied that there is doubt as to the ownership of the path, and the Council is waiting to hear back from Herefordshire County who claim ownership.

Cllr Morris asked what was being done about the litter bins, and The Temporary Clerk and Cllr Shields explained that this is also being followed up with Herefordshire County to ascertain ownership and will be actioned as soon as a response is received.

**Proposal:** The Council accept the Minutes as an accurate record of the meeting of the Environment and Leisure Committee held on 10<sup>th</sup> January 2019.

**Voting:** Agreed

## **C10 - 02.19 Committee Matters: Finance & General Purposes Committee**

- i) Minutes of the Extraordinary Meeting held on 13<sup>th</sup> December 2018.

The Council received the Minutes of the Extraordinary Meeting held on 13<sup>th</sup> December 2018.

Cllr Howells commented that the information contained in Item F155-12.18 4.2 may not be correct. He did, however, agree that the Minutes were an accurate record of the meeting.

**Proposal:** The Council accept the Minutes as an accurate record of the Extraordinary Meeting held on 13<sup>th</sup> December 2018, but refer Item F155-12.18 4.2 back to the Committee for fact-checking.

**Voting:** Agreed

ii) Minutes of a Meeting of the Finance and General Purposes Committee held on 17<sup>th</sup> January 2019

The Council received the Minutes of the Meeting of the Finance and General Purposes Committee held on 17<sup>th</sup> January 2019.

Cllrs Francis and Morris queried item F5-01.19 5.2 regarding signing of cheques. They were informed that the procedure proposed was actually that which should have already been followed, as it is that outlined in the current Financial Regulations of the Council. Cllr Francis therefore requested that he be removed from the list of approved signatories for the Council as he does not attend meetings of the Finance and General Purposes Committee, not being a member thereof. This was noted by the Temporary Clerk.

Cllr Shields asked that it be noted that Revised Financial Regulations have been drafted and their approval will be on the Agenda for the next Full Council Meeting.

**Proposal:** The Council accept the Minutes as an accurate record of the Meeting of the Finance and General Purposes Committee held on 17<sup>th</sup> January 2019 and agree to accept the Minutes and the Proposals therein.

**Voting:** Agreed

iii) Minutes of an Extraordinary Meeting of the Finance and General Purposes Committee held on 24<sup>th</sup> January 2019

The Council received the Minutes of an Extraordinary Meeting of the Finance and General Purposes Committee held on 24<sup>th</sup> January 2019.

It was noted that the word "Extraordinary" was missing from the title of the Minutes. Cllr Hopkins proposed that this amendment be made.

**Proposal:** With the above amendment to the title of the Minutes, the Council accept the Minutes as an accurate record of the Extraordinary Meeting of the Finance and General Purposes Committee held on 24<sup>th</sup> January 2019

**Voting:** Agreed

## **C11 - 02.19 Viaduct Site Development**

In the absence of Cllr Harvey, who has been monitoring this particular development, the chair explained that there are concerns about the proposed site access.

Herefordshire's Core Strategy only requires that access be 'satisfactory'. In order to challenge whether or not the latest proposals are satisfactory evidence will have to be presented.

Cllr Harvey had consulted with Wellington Heath PC who are prepared to make a proportional contribution to the funding of a report reviewing the Transport Assessment document presented by the developers. The meeting agreed that the Clerk should obtain quotes for the preparation of such a report.

Action: Clerk to obtain quotes from traffic consultants to prepare a review of the Transport Assessment document presented by developers.

Cllr Harvey had also suggested that a Parish Meeting should be called to review the developers' proposals on access and gather evidence of the views of residents. Such a meeting could be called at the request of 10 residents. Cllr Shields asked if there were 10 residents in the room who would support this but there was an insufficient number.

It was agreed that support would be sought outside the meeting.

#### **C12 - 02.19 Sustainability**

Following receipt of a document on sustainability from a third party, the Chair proposed to ask all council committees to include sustainability in their thinking when agreeing actions as a "Declaration of Intent" for the future.

**Proposal:** To ask all council committees to include sustainability in their thinking when agreeing actions

**Voting:** Agreed

#### **C13 - 02.19 Encouraging Candidates for the May Elections**

The Chair stated that, since some experienced councillors were not planning to stand for re-election this year the Council was considering ways to encourage new candidates to stand.

Two 'drop-in' events are planned to explain to potential candidates what is involved in being a councillor and to answer any questions. She asked councillors if they would be available to help on the two dates in question.

These events are planned for:

Saturday 2<sup>nd</sup> March, between 10.00am and 1.00pm in the Market Hall and

Wednesday 6<sup>th</sup> March from 2.00pm in the Council Offices.

CLIs Howells and Whattler volunteered to attend on 2<sup>nd</sup> March, and the Temporary Clerk and Cllr Hopkins will attend on 6<sup>th</sup> March. The Chair will attend both.

An article has been submitted for the March Focus.

The newsletter will be finalised to be distributed with the Focus which gives a deadline of 20th February.

#### **C14 - 02.19 Councillor/Staff Protocol**

The draft document was reviewed by the meeting; the Chair stated that it is important to get such policies in place prior to the May elections.

**Proposal:** To accept the proposed Councillor/Staff Protocol.

**Voting:** Agreed

The Temporary Clerk was asked to ensure that the formal document is now placed on the Council website.

#### **C15 - 02.19 Herefordshire CCTV**

A long and detailed document concerning the updating of existing CCTV systems across the County was presented. It was not clear what support Herefordshire Council were seeking from this Council.

The Temporary Clerk was asked to seek clarification.

Cllr Francis encouraged all Councillors to visit the CCT Control Room before making any decisions.

The Temporary Clerk was asked to arrange a visit.

Action: Temporary Clerk to seek clarification on costs and arrange a visit to the CCT Control Room for Councillors.

**C16 - 02.19 Herefordshire Councillors' Reports**

In the absence of County Councillors the Chair reported that Cllr Harvey had confirmed to the Chair that apart from the question of the Viaduct site previously discussed there were no matters she wished to bring to the attention of the Council.

**C17 - 02.19 Outside Bodies**

Cllr Morris, on behalf of the Ledbury Food Group, gave a brief report on the Big Breakfast event held on 2<sup>nd</sup> and 3<sup>rd</sup> February 2019.

Cllr Eakin reported that he had been in contact with the Ledbury Consolidated Charities in December, who had reported that they had received no requests for assistance of any sort in the course of the year, but it appears that some applications have now been made.

**C18 - 02.19 General Correspondence**

The Council has received notice of the annual St George's Day parade organised by the Scouts, which will be held on Saturday 28<sup>th</sup> April 2019. The usual arrangements and temporary road closures will apply

The Council has also been asked to participate in the Ledbury Community Day on 8<sup>th</sup> June 2019. It was felt that no decision should be taken by this Council but that the information should be passed on to the new Council following the May elections. In the meantime the Council will express interest in participating to the organisers.

Action: Temporary Clerk to express interest to the organisers of Community Day and ensure that this item is on the agenda for the first Full Council meeting after the elections.

**C19 - 02.19 Date of Next Meeting:**

The date of the next meeting of the Full Council was confirmed as Thursday 28<sup>th</sup> February 2019.

**C20 - 02.19 Exclusion of Members of the Public**

**Proposal:** To exclude members of the public from the rest of the meeting.

**Voting:**      Agreed

*Public Bodies (Admission to Meeting) Act 1960 Section 1  
extended by Local Government Act 1972 Section 100. In  
order to consider confidential legal, financial and employment  
matters the Chairman proposed to exclude members of the  
public.*

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There meeting following the closed session ended at 9.50pm

CHAIRMAN .....      DATE .....