



## LEDBURY TOWN COUNCIL

Minutes of Full Council Meeting held  
On Thursday 28<sup>th</sup> February 2019  
In The Community Hall – Ledbury

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### PRESENT:

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

**Councillors:** D. Baker; E. Harvey; J. Hopkins; P Howells;  
N. Morris; J Roberts; A Warmington; D Vesma;  
D.Whattler  
D. Knight (late) A. Harrison(late)

**In Attendance:** G. Roberts - Clerk to the Meeting  
M. ab Owain – Acting (Part-Time) Town Clerk  
A. Price - Town Clerk Designate  
S. Fisher - Minutes

8 members of the public

### C25 - 02.19 Apologies

Apologies were received from Cllrs Francis and Manns; Cllr Harrison had informed the Chair that he would arrive approximately 1 hr late.

### C26 - 02.19 Interests

There were no interests declared.

### C27 - 02.19 Public Participation

There was one request to speak from a member of public attending the meeting. As she could not stay for the meeting she asked if there would be a document available concerning the presentation from the Sports Federation. This was confirmed.

She then expressed dissatisfaction with the arrangements for stalls in the Saturday Market, and in particular the policy of not allocating stalls to political parties which she complained was not democratic.

The Chair responded that as this item was not on the Agenda for the meeting the matter could not be discussed. The member of the public then left the meeting.

### C28 - 02.19 Presentation from Ledbury & District Sports Federation

John Wildesmith from LDSF gave a brief presentation on the need for improved facilities for sports grounds, in the light of the transfer by the

County of the playing fields that had been formerly shared by both Rugby and Association Football to the sole use of the Rugby Club.

The Federation were disappointed that no such provision appeared to have been made in the Neighbourhood Development Plan.

Current members of the Council shared disappointment at the omission of sports facilities, and strongly agreed with the need for improved facilities. The Chair advised that the sports facilities were one of the issues being reviewed by the current NDP working party and she looked forward to the working party, the Council and the Federation working together on this.

19.45 John Wildesmith and 1 other member of the public left the meeting.

### **C29 - 02.19 Minutes**

Minutes of the Meeting of Full Council of 5<sup>th</sup> February 2019

Cllr Harvey requested clarification of Item C10; Cllr Howells explained that although the Minutes of the Finance & General Purposes Committee referred to therein were an accurate record of the meeting, he had been advised that some of the information given to the meeting was not accurate and he was liaising with the Temporary Clerk to check this.

**Proposal:** The Minutes be approved as an accurate record of the Full Meeting of Ledbury Town Council held in Open Session on 5<sup>th</sup> February 2019.

**Voting:** Agreed

### **C30 - 02.19 Chairman's Report and Correspondence**

The Chair reported that the past month has been busy; she had only attended two events on behalf of the Council:

A meeting with the Mayor of Hereford in Hereford; a meeting of the Mayors of Herefordshire Market Towns with Hereford City Council in Hereford.

There was no correspondence received during this period.

### **C31 - 02.19 Committee Matters: Economic Development & Planning Committee**

i) Minutes of the Meeting held on 7<sup>th</sup> February 2019

The Council received the Minutes of the meeting of the Economic Development and Planning Committee held on 7<sup>th</sup> February 2019.

Cllr Howells went into some detail of the proposals for Speed Indicative Devices at various points in the town and environs set out in section P25-02.19. Mindful of the impending Year End the Economic Development & Planning Committee had voted to request funding for site assessments and SID installations at these sites.

It was pointed out that Balfour Beatty were more than willing to provide advice on the suitability of sites and that this should be a first step in the process.

**Proposal:** The Minutes be approved as an accurate record of the Economic Development and Planning Committee held on 7<sup>th</sup> February 2019, but that any costs related to advice and installations relating to the proposals in section P25-02.19 be referred to an Extraordinary Meeting of the Finance and General Purposes Committee in early-mid March 2019.

**Voting:** Agreed

**Proposal:** To delegate authority to authorise costs related to advice and installations relating to the proposals in section P25-02.19 to an Extraordinary Meeting of the Finance and General Purposes Committee in early-mid March 2019.

**Voting:** Agreed

### **C32 - 02.19 Committee Matters: Environment & Leisure Committee**

The Council received the Minutes of the meeting of the Environment and Leisure Committee held on 14<sup>th</sup> February 2019.

Cllr Hopkins confirmed that a "Switch on" date for the 2019 Christmas Lights in Ledbury Town Centre has been set for Saturday 23<sup>rd</sup> November 2019.

She also informed the meeting that although temporary contracts have been granted for Dog Hill Wood and General Grounds Maintenance these would be reviewed and split into contracts for specialist skilled work and general maintenance.

Cllr Harvey reminded the meeting that Ward Councillors were to be copied into correspondence with Herefordshire Council officers relating to their specific wards and she had not seen any correspondence relating to the war memorial. Cllr Hopkins explained that contact had been by telephone.

There was some discussion about the works required to stabilise the War Memorial; Cllr Hopkins clarified that there are two types of works

needed - to stabilise the base of the monument which may be being undermined by water ingress below its base plinth, and to repair and restore the stonework of the upper part of the monument. A survey is scheduled for the week beginning 4<sup>th</sup> March to ascertain the precise nature of the works required before going out to tender for the jobs.

**Proposal:** The Council accept the Minutes as an accurate record of the meeting of the Environment and Leisure Committee held on 14<sup>th</sup> February 2019.

**Voting:** Agreed

Cllr Knight arrived at 20.10.

### **C33 - 02.19 Committee Matters: Finance & General Purposes Committee**

Minutes of a Meeting of the Finance and General Purposes Committee held on 21<sup>st</sup> February 2019

Held over to later in the meeting in the absence of Cllr Harrison.

### **C34 - 02.19 Committee Matters: Standing Committee**

The Council received the Minutes of the meeting of the Standing Committee held in Public Session on 7<sup>th</sup> February 2019

Cllr Howells noted that his name is spelled incorrectly on the Minutes.

The Chair drew attention to the proposal to change the name of the Standing Committee to Executive Committee.

**Proposal:** With the correction of the spelling of Cllr Howells name noted, the Minutes be approved as an accurate record of the Standing committee held in Public Session on 7<sup>th</sup> February 2019, and the proposals therein .

**Voting:** Agreed

### **C35 - 02.19 Financial Matters**

To approve invoices for payment received since Finance & General Purposes meeting of 21 February 2019.

Held over to later in the meeting in the absence of Cllr Harrison.

### **C36 - 02.19 Updated Code of Conduct and Register of Interest forms**

The Council had recently adopted the Herefordshire Council Code of Conduct. However this made reference to Herefordshire Council rather than Ledbury Town Council and needed amending to reflect LTC.

Cllr Harvey noted that she had seen a version of this document for another local authority where, rather than going through an amending each reference to the County Council and deleting paragraphs relating to activities not undertaken by that Council, a single front page had been attached stating that "for Herefordshire read \*\*\*\*", and noting the paragraphs that were not relevant.

She proposed this as an acceptable and time-saving alternative to complete redrafting.

**Proposal:** To accept the addition of an explanatory front page to clarify how the Herefordshire Council Code of Conduct will apply within Ledbury Town Council.

**Voting:** Agreed

### **C37 - 02.19 Financial Regulations**

To review and adopt the Financial Regulations reviewed by F&GP on 12 December 2019

There was some discussion of Item 11.1.a.ii, relating to contracts for specialist professional services.

The Chair pointed out that this document was as close as possible to the NALC Template for local councils; there has been some discussion about this section being misinterpreted by some councils, and it is being reviewed.

It was therefore proposed to accept this section as it stands with a note to update it as and when it is revised by NALC.

It was also noted that Paragraph 11.g would need to be updated as and when revised Standing Orders are adopted by the Council

**Proposal:** To accept the proposed Financial Regulations with the above provisos.

**Voting:** Agreed

### **C38 - 02.19 Grant Application Methodology**

### **C39 - 02.19 Specified Grant Applications**

### **C40 - 02.19 Grant Application**

All the above held over to later in the meeting in the absence of Cllr Harrison.

#### **C41 - 02.19 Standing Orders**

The Council Received the Standing Orders as reviewed by Standing Committee on 7 February 2019.

**Proposal:** To accept the proposed Standing Orders.

**Voting:** Agreed

#### **C42 - 02.19 Grounds Maintenance Contracts**

Cllr Hopkins confirmed that these had been dealt with during the discussion of the Minutes of the Environment and Leisure Committee - Item C32 - 02.19 - above

#### **C43 - 02.19 Parish Meeting**

The Chair confirmed that this has been set for Monday, 4<sup>th</sup> March, in the Burgage Hall.

Cllrs Hopkins and Vesma tendered their apologies that they would be unable to attend.

Cllr Harvey confirmed that she is collating information and displays for the members of the public attending to view at the meeting.

#### **C44 - 02.19 Encouraging Residents to Stand for Council**

The Chair confirmed that events to inform residents about the work and responsibilities of Councillors are planned for:

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

Wednesday 6<sup>th</sup> March from 6.00 - 8.00pm in the Council Offices.

Various Councillors and officers have volunteered to attend these. The Chair will attend both events.

#### **C45 - 02.19 Herefordshire Councillors' Reports**

Cllr Harvey confirmed that she will give a full update on the position in relation to the Viaduct site at the Parish Meeting on 4<sup>th</sup> March.

She confirmed that a revised planning application, for fewer houses, on the Dymock road is being promoted. She pointed out that this application would leave a small part of that site undeveloped, and suggested that Councillors consider possible uses for this small piece of land.

The report on the actions - or lack of them - of the relevant authorities in connection with the near-collapse of the Storesbrook Bridge has

been published, and "lessons have been learned"; furthermore Cllr Harvey has been assured that in future consultation on such work will be started much earlier.

There is also a report on the transfer of the Ross Road Playing Fields which has been drawn up but not published. Interested parties named in the report may be able to obtain copies under the Freedom of Information Act.

Councillor Harrison joined the meeting at 20.50.

**C33 - 02.19 Committee Matters: Finance & General Purposes Committee**  
(held over from earlier in the meeting)

Minutes of a Meeting of the Finance and General Purposes Committee held on 21<sup>st</sup> February 2019.

The Council noted the resolution to recommend to Full that the Glamorgan Telecoms quote for the office telephone system be accepted, with the condition that a reasonable minimum term is given.

Council also noted the query as to whether - given the new practice for signing cheques - signatories should have to be members of the Finance and General Purposes Committee.

**Proposal:** The Council accept the Minutes as an accurate record of the Meeting of the Finance and General Purposes Committee held on 21<sup>st</sup> February 2019 and agree to accept the Minutes and the Proposals therein.

**Voting:** Agreed

**C35 - 02.19 Financial Matters** (held over from earlier in the meeting).

The Council reviewed invoices received since Finance & General Purposes meeting of 21 February 2019

It was noted with approval that the work on coppicing in Dog Hill Wood had been done in advance of the start of the nesting season.

**Proposal:** The Council approve for payment all the invoices received since the Meeting of the Finance and General Purposes Committee held on 21<sup>st</sup> February 2019.

**Voting:** Agreed

**C38 - 02.19 Grant Application Methodology**  
(held over from earlier in the meeting)

The Council received recommendations of the working party on Grant Applications

It was noted that although the main document refers to Donations and Grants, there was no format proposed for Donations, and no details on where these would be applicable.

After some discussion it was agreed that in view of the revised format for Grant applications, including one-off grants for small sums, that provision for Donations was no longer required. It was proposed to delete the word "*Donations*" from the document where it appears alongside the word "*Grant*", and to replace it with the word "*Grant*" where it appears alone.

**Proposal:** With the above amendment the Council accept the recommendations of the working party on Grant Applications.

**Voting:** Agreed

**C39 - 02.19 Specified Grant Applications** (held over from earlier in the meeting)

There was some discussion of the application from the Maritime Cadets, in view of a large amount of increased funding for Community Transports recently announced by Herefordshire Council.

After discussions, the following decisions were made:

Carnival Association	Agreed - subject to the event happening
Community Association	Rejected.
Poetry Festival	Agreed
Age UK Hereford	Agreed
Community Action Ledbury & District	Agreed
Ledbury Primary School PTA	Agreed
Ledbury Places	Decision Deferred for more detail
Malvern Hills AONB Partnership	Agreed
Our Star Theatre Company	Rejected
Ledbury Maritime Cadet Unit	Decision Deferred for discussion
Ledbury Swifts	Agreed
John Masefield High School	£1,000 sum agreed
Ledbury Community Day	Agreed
Ledbury Food Group	Agreed in full (£650)



21.25 The time being noted, the Chair proposed suspending Standing Orders to enable Council to finish the Agenda by 10.00pm.

**Proposal:** That Standing Orders be suspended to enable Council to finish the Agenda.

**Voting:** Agreed

**C40 - 02.19 Grant Application** (held over from earlier in the meeting)

The Council considered a Grant Application from Ledbury Youth Drop-in Centre.

The Application had been received under the old format for applications, but after some discussion it was agreed that as this was proposed as an ongoing (3-year) Grant it should be granted, subject to complying with the reporting requirements in the revised Methodology approved earlier in the meeting.

**Proposal:** With the above proviso the Council approve a Grant to Ledbury Youth Drop-in Centre of £5,000pa for 3 years from April 2019.

**Voting:** Agreed

**C46 - 02.19 Outside Bodies**

Cllr Morris, on behalf of the Ledbury Food Group, informed the meeting that an Evening "all about pigs" will be held at the Burgage Hall on 15<sup>th</sup> April 2019.

**C47 - 02.19 General Correspondence**

The Temporary Clerk requested permission, under Item 10.5 of the newly accepted Financial Regulations, to carry out an urgent survey of the War Memorial to determine the precise nature of remedial and restorations works required.

**Proposal:** To permit the Temporary Clerk (as RFO), under Item 10.5 of the Financial Regulations, to carry out an urgent survey of the War Memorial to determine the precise nature of remedial and restorations works required.

**Voting:** Agreed

**C48 - 02.19 Date of Next Meeting:**

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

**C49 - 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.*

At this point Cllrs Roberts and Baker left the meeting.

\* \* \*

The meeting following the closed session ended at 9.55pm

CHAIRMAN ..... DATE .....