



**LEDBURY TOWN COUNCIL**  
**Minutes of Full Council Meeting**  
**held on Thursday 4 July 2019**  
**in The Town Council Offices, Ledbury**

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**PRESENT:** Councillor Howells (Town Mayor – in the Chair) together with Councillors Eakin, Harvey (arrived 7.35 pm), Knight (arrived 7.50 pm), Morris, Vesma and Whattler

**IN ATTENDANCE:** Angie Price - Town Clerk  
Sally Fisher - Minute Taker  
Helen l'Anson - Ward Member  
1 member of the public

**C35. APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Manns and Rae-Clark

**C36. DECLARATIONS OF INTERESTS**

There were no interests declared.

**C37. a) TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF FULL COUNCIL HELD ON 30 MAY 2019**

Councillor Morris updated the meeting on the proposed publication date of the Newsletter. He advised that it was anticipated that the next Newsletter would be prepared in time to be distributed with the September issue of Ledbury Focus magazine.

**RESOLVED: That the minutes of the meeting of Full Council held on 30 May 2019 be approved and signed as a correct record.**

**b) TO APPROVE AND SIGN THE MINUTES OF THE EXTRAORDINARY MEETING OF FULL COUNCIL HELD ON 27 JUNE 2019**

**RESOLVED: That the minutes of the extraordinary meeting of Full Council held on 27 June 2019 be approved and signed as a correct record.**

**C38. CHAIRMAN'S REPORT AND CORRESPONDENCE**

Councillor Howells advised that a response had been received, via the Town Clerk advising that their request in respect of co-option of non-councillor members to Standing Committees, advising that the request had been referred to the Returning Officer accordingly.

Councillor Howells informed Members that he had attended five events representing Ledbury Town Council, with a further two scheduled. Those attended included the re-opening of The Feathers Hotel, Armed Forces Day events, Herefords Schools Games, Ledbury Community Day and the Chairman's meeting in Hereford County Council.

Councillor Howells asked that his thanks be forwarded to Paul Kinnaird, Griff Holliday, Clive Gunn, Norman Stanier, David Hewitt and Councillor Nick Morris.

### **C39. HEREFORDSHIRE WARD COUNCILLORS REPORTS**

It was agreed that this item would be brought forward on the agenda to allow Ward Councillors who were not Town Councillors to leave the meeting following the delivery of their report if they wished to.

Councillor l'Anson reported that it should be noted that in the recently published league tables for Council Support for Children with High Needs Herefordshire had been listed as the second highest. She informed the meeting that a decision on the Planning Application for the Leadon Way development had been deferred without discussion, following Councillor Harvey's strong representations at the relevant meeting.

Councillor l'Anson had also attended a press call at Ledbury Station with respect to the announcement of plans to implement parking charges at the Station.

Councillor Harvey disagreed with Councillor l'Anson's statement that there had been no discussion of the Leadon Way development, although she agreed that it had been curtailed and a decision deferred. Councillor Harvey explained concerns at proposals for noise mitigation at the site, referencing the bund and fence and the planned layout which it was considered would result in the social and affordable housing bearing the brunt of the noise nuisance.

Councillor Harvey confirmed that an appeal was to be scheduled in respect of the Dymock Road development and that she had put forward a request for the hearings to be held in Ledbury to allow local people to attend and contribute, which she asked other Ward Councillors to support.

Councillor Harvey advised that further action in respect of the proposed development at the Viaduct Site had been deferred to 18 September 2019.

Councillor Harvey explained that the announcement of parking charges at Ledbury Station had been made in error by West Midland Trains, advising that there were plans to undertake a survey into parking

charges in the near future, which she had asked the representative from W M trains to contact the Clerk to discuss.

Councillor Howells concurred with the other Councillors Reports. He added that he had attended a meeting concerning the amalgamation of various West Midlands Clinical Commissioning Groups, with a view to cost-saving. He had done so in order to query clinical provision - especially for Children. He advised that a report back from the working party on the amalgamation is anticipated in April 2020.

Following the presentation of the above Reports Councillor Howells asked whether Members would prefer future reports to be made in writing or verbally; after some discussion it was agreed that written reports should be submitted in time to be distributed with other meeting papers, with verbal updates at the meetings.

**RESOLVED: that the verbal reports from Ward Members be received and noted and that future reports be submitted in writing and included in the agenda papers, with verbal updates being provided at the meeting.**

**C40. TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(e) AND 3(f)**

Mrs Hill, of the Christmas Lights Working Party, expressed concern at the statement in the minutes of the Environment & Leisure Committee of 20 June which stated that "Ledbury Council do not have any responsibility for the Public Liability insurance for the Christmas Lights".

The Town Clerk advised that as the Working Party no longer existed under the auspice of the Council, but as an Outside Body, the Council were not able to provide Public Liability Insurance for the Christmas Lights event. She advised that if the working party were to come back under the umbrella of the Council this would not be a problem. Mrs Hill advised that she would be more than happy for the Christmas Lights Working Party to return to the Town Council. Mrs Hill advised that if this could not be sorted then she would resign from the Working Party.

**RESOLVED: That the Town Clerk look into alternative ways of how the Council could assist with the Public Liability Insurance for the Christmas Lights event.**

**C41. TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9**

None Received

## **MINUTES**

- C42. TO RECEIVE AND NOTE MINUTES OF A MEETING OF THE ECONOMIC DEVELOPMENT & PLANNING COMMITTEE HELD ON 13 JUNE 2019 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN**

**RESOLVED:** That the minutes of the Meeting of the Economic Development & Planning Committee held on 13 June 2019 be received and noted.

- C43. TO RECEIVE AND NOTE MINUTES OF AN EXTRAORDINARY MEETING OF THE RESOURCES COMMITTEE HELD ON 19 JUNE 2019 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN**

**RESOLVED:** That the minutes of the Extraordinary Meeting of the Resources Committee be received and noted.

- C44. TO RECEIVE AND NOTE MINUTES OF A MEETING OF THE ENVIRONMENT & LEISURE COMMITTEE HELD ON 20 JUNE 2019 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN**

### **Minute No. 3 – Waste Bins**

Members of the Environment & Leisure were unsure about the accuracy of the second paragraph and therefore it was agreed that this be removed.

Further discussion ensued around the Public Liability for the Christmas Lights Working Party and Councillor Harvey advised that the Public Liability Insurance of “Love Ledbury” only covers up to 500 people and therefore it would not be possible for them to provide cover for the Christmas Lights event.

**RESOLVED:** That subject to the above amendment the minutes of the meeting of the Environment & Leisure Committee held on 20 June 2019 be received and noted.

- C45. TO RECEIVE AND NOTE MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON 27 JUNE 2019 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN**

**RESOLVED:** That the minutes of the meeting of the Finance, Policy & General Purposes Committee held on 27 June 2019 be received and noted.

## **FINANCE**

- C46. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2018/19**

Members were requested to give consideration to the recommendation from the Finance, Policy & General Purposes Committee in respect of the Annual

Governance Statement 2018/19 and the accompanying report prepared by the Deputy Town Clerk.

**RESOLVED:**

1. That the recommendation from the Finance, Policy & General Purposes Committee in respect of the Annual Governance Statement 2018/19 be accepted and signed by the Mayor and the Town Clerk be authorised to send the Statement and all other relevant documentation to the Council's External Auditor.
2. That the Deputy Town Clerk be thanked for the report provided detailing the reasons for the differences in the 2017/18 and 2018/19 totals.

**C47. REQUEST FOR FUNDING FOR SPECIAL AUDIT**

Members were requested to authorise the Town Clerk to proceed with the previously agreed Special Audit Review in respect of the Judicial Review expenditure, with a ceiling of £3,000 being taken from budget 4950 "Unspecified Projects – Devolved Services".

**RESOLVED:**

1. That the Town Clerk be authorised to proceed with the previously agreed Special Audit Review in respect of the Judicial Review expenditure, with a ceiling of £3,000 being taken from budget 4950 "Unspecified Projects – Devolved Services".
2. That should the work being carried out by the auditor be likely to exceed the £3,000 budget the Town Clerk submit a further report to the Finance, Policy & General Purposes Committee in respect of further funds to allow the review to be completed.

**C48. TO APPROVE INVOICES FOR PAYMENT RECEIVED IN JUNE 2019**

It was noted that the total figures of the Schedule of Payments for June 2019 did not correspond.

**RESOLVED:** That a decision on the payment of invoices received in June 2019 be delegated to the Town Clerk and the Chair of the Finance, Policy and General Purposes Committee following clarification of the total figures.

**C49. RELEASE OF GRANT FUNDS FOR 2019**

Members were requested to agree to the release of the funds for Grants awarded as part of the 2019/20 grant funding process.

Concerns were raised in so far as these grants had been agreed by Council previously and therefore there was requirement for them to come back to committee for release. The Clerk advised that she would concur with this, but as she had been advised that this was normal practice had decided to refer them back for release.

**RESOLVED:**

- 1. That payment of the grants awarded be made as a matter of urgency.**
- 2. That those organisations awarded grants be invited to attend an event at the Council Offices for which Councillor Vesma will produce large cheques.**

**GOVERNANCE**

**C50. TERMS OF REFERENCE**

Members were requested to approve the Terms of Reference for the Environment & Leisure and Resources Committees.

**RESOLVED: That the Terms of Reference for the Environment & Leisure and Resources Committees be approved.**

**C51. TOWN CLERK'S REPORT**

**RESOLVED: That the Town Clerk's Report be received and noted, with thanks recorded to the Town Clerk.**

**C52. TO RECEIVE REPORTS FROM REPRESENTATIVES SERVING ON OUTSIDE BODIES**

None Received

**C53. UPDATE FROM NEIGHBOURHOOD PLAN DEVELOPMENT WORKING PARTY**

Members were provided with an update from the Chair of the Neighbourhood Development Plan and advised that the document sent out at agenda 19(b) was incorrect and they were provided with the correct documentation at the meeting.

Members were being asked to retrospectively approve the document that had been sent out to Consultants as part of the specification documents in respect of work to amend the current Neighbourhood Development Plan.

Councillor Harvey expressed some concerns on whether the language used in the document was right and felt that there was more consultation needed on the proposals before going forward with the proposed works.

Members agreed that once the quotes were received it may be necessary to review the required works and request amended quotes from the consultants.

**RESOLVED:**

- 1) That the Minutes of the meeting of the Working Party held on 11 June 2019 be received and noted.
- 2) That the document entitled "Action Required preparatory to submitting proposals for a revised settlement boundary" be received and noted, noting that there may be a requirement to amend this document prior to any further work taking place.
- 3) That the update on the proposed revised settlement boundary be received and noted.

**GENERAL**

**C54. UPDATE ON COUNCIL WEBSITE**

Councillor Vesma reported that work was continuing on the new Council Website. The Clerk advised that it was anticipated that a live version of the new website will be available for Members and Officers to test in the near future.

**RESOLVED: To receive the verbal update from Councillor Vesma and the Town Clerk.**

**C55. LEDBURY IN BLOOM - REPLACEMENT SIGNS**

Members were advised of three quotes that had been received in respect of the changes required to the Ledbury in Bloom Boards.

**RESOLVED: That the Council accept Quote no. 2 in the sum of £100 plus VAT for the work needed to amend the signs subject to it being for the revision of the dates from 2017 to 2018 and not for four new signs.**

**C56. DATE OF NEXT MEETING**

**RESOLVED: To note that the date of the next scheduled meeting of the Full Council is Thursday, 1 August 2019.**

The Meeting closed at 9.31pm

Signed

Date: 1 August 2019

