

**MINUTES OF A MEETING OF  
FULL COUNCIL  
HELD ON 1 AUGUST 2019  
IN THE TOWN COUNCIL OFFICES, LEDBURY**

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**PRESENT** Councillors: Harvey, Manns, Morris, Knight, Vesma and Whattler

**IN ATTENDANCE** The Town Clerk- Angela Price  
The Minute Taker- Olivia Bundy  
Representative of Ledbury Reporter - Gary Bills-Geddes  
Ward Member- Helen l'Anson  
Member of the Public- Mary Cooper

**C57. APOLOGIES**

**Apologies were received from Councillors Bannister, Eakin and Howells**

**C58. DECLARATION OF INTERESTS**

**None were received**

**C59. MINUTES OF FULL COUNCIL HELD ON THE 4 JULY**

Members were requested to approve and sign the minutes from the Full Council Meeting held on 4 July 2019 as a correct record.

The Town Clerk updated members on agenda item C40 and advised that she had been in contact with the Chairman of the Christmas Lights working Party regarding Public Liability Insurance. The Clerk suggested that it would be beneficial for the Council to take ownership of the Christmas lights again in order to provide Public Liability Insurance cover via the Councils insurance.

Members agreed that it would be beneficial to bring the Christmas lights working party back under the umbrella of the Council.

**RESOLVED:**

- 1. That the minutes of the meeting of Full Council held on the 4 July 2019 be approved and signed as a correct record.**
- 2. That the Town Clerk write to the Christmas Light Group and invite them to return to the status of a Council Working Party in order for them to benefit from the Council's Public Liability Insurance.**

**C60. CHAIRMAN'S REPORT**

A written report was received from The Mayor, Councillor Howells.

**RESOLVED:**

**That the Mayors report be received and noted**

**C61. HEREFORDSHIRE COUNCILLORS REPORT**

Written reports were received from Councillors Howells and l'Anson and Councillor Harvey advised that she had submitted a written report to the Clerk. However, the Clerk advised that she had not received it in time for the meeting. Councillor Harvey subsequently gave a brief overview of her report.

**RESOLVED:**

- 1. That the reports be received and noted.**
- 2. That once received, the Town Clerk forward Councillor Harvey's written report to all Councillors**

**C62. TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDER 3(e)**

Mrs Cooper expressed her concerns with the current council website and advised that there has been no updated date agendas or minutes. She also expressed her concerns with regards to the notice board and missing accounts information.

The Clerk advised that the new website is still under construction and that officers were working to ensure the website is up to date and that all agendas and minutes are posted on the current website as a matter of urgency.

The Clerk also advised that the meeting notices can be found on the notice board weekly and that she would look into the missing accounts information.

**RESOLVED:**

**That the Clerk investigates whether the notice of Exercising of Public Rights in relation to the Council's accounts is displayed on the Council's website and in the notice board.**

**C63. TO RECEIVE MOTIONS PRESENTED BY THE COUNCILLORS IN ACCORDANCE OF THE STANDING ORDER 9**

**RESOLVED:**

**None Received**

**C64. MINUTES OF A MEETING OF THE ECONOMIC DEVELOPMENT AND PLANNING COMMITTEE MEETING HELD ON THE 11 JULY 2019**

Members were requested to receive and note the minutes from The Economic Development & Planning Committee meeting held on the 11<sup>th</sup> July 2019.

**RESOLVED:**

**That the minutes of the Economic Development & Planning Committee meeting held on the 11 July 2019 be received and noted.**

**C65. MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON THE 18 JULY 2019**

Members were requested to receive and note the minutes from the Resources Committee meeting held on the 1<sup>st</sup> July 2019.

**RESOLVED:**

**That the minutes of the Resources Committee meeting held on the 18 July 2019 be approved and signed as a correct record.**

**C66. MINUTES OF A MEETING OF THE FINANCE, POLICY AND GENERAL PURPOSES COMMITTEE HELD ON THE 25 JULY 2019**

Members were requested to receive and note the minutes from The Finance, Policy and General Purposes Meeting on the 25 July 2019.

The Clerk advised that the minute numbers F45 & F57 should read "Recommended" and not "Resolved"

**RESOLVED:**

**That the minutes of the Finance, Policy and General Purposes meeting be received and noted, noting the amendment to minute numbers F45 & F57.**

**C67. TO APPROVE INVOICES FOR PAYMENT RECEIVED FOR JUNE 2019**

Members were asked to approve invoices for payment received for June 2019 in the sum of £3,243.76

**RESOLVED:**

**That the invoices for payment received for June 2019 in the sum of £3,243.76 be approved.**

**C68. VIREMENT RECOMMENDATIONS AND UPDATE OF QUERIES FROM A MEETING OF THE FINANCE, POLICY AND GENERAL PURPOSES COMMITTEE HELD ON THE 25 JULY 2019**

Members were requested to give consideration to a number of virements identified at The Finance, Policy and General Purposes Committee via the quarterly Budget Report

**RESOLVED:**

**That members approved the following virements and actions accordingly: -**

- 1. Virement of £1,500 from General Reserves to Cost Centre 102 - Nominal Code 4203 Grounds Maintenance Extras.**
- 2. Virement of £5,000 from Cost Centre 103- Nominal Code 4016 Town Cleaner to Cost Centre 230 – Nominal Code 4001 Temporary Staff.**
- 3. Virement of £1,000 from General Reserves to Cost Centre 235 – Nominal Code 4481 Telephones.**
- 4. That consideration be given to implementing a budget for the October Fair to cover expenses such as Traffic Management and First Aid etc. the anticipated budget would be £4,000.**

**C69. TERMS OF REFERENCE**

Members were asked to approve the Terms of Reference for the Resources Committee.

Members noticed that there were duplicated numbers on page 287 and number 4 should be reworded.

**RESOLVED:**

**That the Terms of Reference be approved subject to the above amendment.**

**C70. CLERKS REPORT**

The Town Clerk provided members with a written report

**RESOLVED:**

**That the Town Clerks report be received and noted**

**C71. OUTSIDE BODIES**

The Clerk advised that she had recently been contacted by a representative of The Food Bank and asked if the council could provide a maximum of two representatives to sit as an outside body representative on their group.

Members were requested to nominate a maximum of two representatives to sit on the Food Bank as Outside Body Representatives.

Members nominated the following Councillors to represent the Food Bank.

- I. Councillor Knight
- II. Councillor Manns

**RESOLVED:**

**That Councillors Manns and Knight be elected as representatives on the Ledbury Food Bank Group**

**C72. UPDATE FROM NEIGHBOURHOOD DEVELOPMENT PLAN WORKING PARTY**

Members were provided with a copy of the minutes of a meeting from the Neighbourhood Development Working Plan committee on the 2 July 2019.

**RESOLVED:**

**That the updates from the Neighbourhood Development Plan Working Party be noted and received**

**C73. SERVICE LEVEL AGREEMENT**

Members were asked to receive and note the Service Level Agreement between Ledbury Town Council and Herefordshire Councils Neighbourhood Planning team in respect of the Neighbourhood Development Plan.

**RESOLVED:**

**That the Mayor, Councillor Howells, sign the Service Level Agreement on behalf of the Council**

**C74. TRAFFIC MANAGEMENT ASSESSMENT UPDATE**

The clerk advised that she had received feedback from Traffic Management Companies however it had been difficult to obtain quotes as further paperwork was still outstanding. She also advised that some of the companies approached had advised that they were unable to carry out the assessment due to a conflict of interest

Councillor Harvey suggested delegating a decision on the Traffic Management Assessment to the chairs of Finance and Planning with consultation from The Town Clerk once quotes had been received.

There was a lengthy discussion between members regarding budgets for a Traffic Management Assessment and it was agreed that a budget of £2,000 would be a starting point. Councillor Harvey suggested a 'fall back decision' and proposed that if it became obvious that the cost would be higher than the £2,000 budget that the members of the Economic Planning and Development be delegated to make a decision on behalf of the Full Council.

**RESOLVED:**

- 1. Members agreed to set a budget of £2000 for a Traffic Management Assessment and proposed that this be delegated to the Chairs of Finance and Economic Development & Planning in consultation with the Clerk**
- 2. That if the budget is likely to be higher than the £2,000 agreed the Economic Development & Planning Committee be given delegated powers to make a decision on behalf of the Council.**

**C75. COUNCIL WEBSITE**

Members agreed that they were not happy with the draft website and proposed looking back through the statement of requirement in order to produce feedback for the website designers.

Councillor Vesma suggested that in the first instance the website designers be asked to revisit it in respect of the various issues raised prior to the ICT Working Party giving it consideration.

**RESOLVED:**

**That the verbal report from the Town Clerk be received and Noted**

**C76. PARISH POLL**

The Clerk updated members with regards to the recent Parish Poll request in respect of the access to the proposed Viaduct Housing Development. She advised that the Parish Poll will take place on the 15<sup>th</sup> August between the hours of 4:00 – 9:00 pm and that the votes will be taken from people attending the polling station which will be the community centre.

Councillor Harvey volunteered to create a leaflet for distribution around Ledbury with the dates and times of the Parish Poll and suggested using signage at the other two sites that are normally used as polling stations redirecting members of the public to the Community Centre.

Gary Bills-Geddes of Ledbury Reporter advised that he would advertise the Parish poll in next week's Ledbury Reporter and on-line

**RESOLVED:**

1. **That Councillor Harvey creates a leaflet to be distributed around Ledbury with information on the Parish Poll**
2. **That signage is put up at the other two Polling Stations redirecting members of the public to the Community Centre**

**C77. CCTV CONTROL ROOM**

The Town Clerk provided members with dates in September that are available for Councillors to visit the Herefordshire CCTV Control Room

Members agreed on the date of Monday, 16 September 2019.

**RESOLVED:**

**That the Town Clerk arranges a visit to the Herefordshire CCTV room for 16<sup>th</sup> September and emails members with the confirmed time**

**C78. REQUEST FROM MAYOR TO HOLD AN EVENT FOR EXISTING COUNCILLORS TO MEET WITH PROSPECTIVE CANDIDATES INTERESTED IN STANDING FOR ELECTION**

Members felt that it would be more appropriate to hold an event in the Council Office and provide light refreshments.

Councillor Harvey suggested reusing the boards from Community Day and advertise the event via the Ledbury Reporter, newsletter and social media.

**RESOLVED:**

**That the Clerk speak to the Mayor to identify a date for an event for interested candidates and provide light refreshments.**

**C79. INSPECTION OF THE WASPS AT THE MARKET HOUSE**

Members were provided with a written report from Ridout Associates which advised that the wasps are pushing out rotten wood dust from the beams and that it was the opinion of Ridout that the wasps were not causing new damage to the beams.

Members questioned how bad the rot is and suggested another appraisal of the Market House with the view of a rotten wood treatment

**RESOLVED:**

**That the Clerk look into costs of rotten wood treatment and seek advice from Conservation Officers**

**C80. SILVER SUNDAY**

Members were asked to consider engaging with the charity 'Silver Sunday' with the view to holding an event.

Members agreed that they would like to investigate Silver Sunday in the future, however that due to the short notice it would not be viable in 2019. Councillors felt that in the meantime there was an opportunity to work alongside other local charities including Action Ledbury and Age UK.

Councillor Whattler suggested advertising local events in the Newsletter, especially over the winter months to help more people socialise.

**RESOLVED:**

- 1. That members investigate Silver Sunday with a view to holding an event in 2020.**



2. **That members look at working closely with Age UK and Action Ledbury to help stop loneliness with the older population.**
3. **That upcoming events are advertised in future editions of the Council's Newsletter**

**C81. MARKET TOWN FORUMS**

Members were requested to consider the reinstatement of the Market Town Forum and how this could be potentially introduced to avoid one person being responsible for the preparation of its agendas and minutes.

**Councillor Manns left the meeting (9:03 pm)**

Members agreed that they would like to be apart of the Market Town Forum working alongside other Parish Councils and felt that the suggestion for each Town Council to host it once a year was a good idea. It was suggested that if some of the councils were not so keen to host it Ledbury would be happy to host on their behalf.

**RESOLVED:**

**That the Town clerk report back to the next Chairman's meeting advising that Ledbury Town Council would welcome the reinstatement of the Market Town Forum and would be more than happy to take their turn in hosting the meetings and also those of Councils who did not want that responsibility.**

**C82. NOTICE OF REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS**

Members were informed that Herefordshire Council are reviewing the Polling Districts and Polling Stations.

**RESOLVED:**

**That the report be received and noted.**

**C83. DATE OF NEXT MEETING**

**RESOLVED:**

**That it be noted that the next meeting of Council is scheduled for 3 October 2019 at 7:30pm, in the Council Offices.**

**C84. EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:**

That in accordance with Section (12) 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 be excluded from the remainder of the meeting.

**C85. CCTV**

The Clerk provided Members with potential costs in relation to moving the CCTV from the Community Centre or alternatively costs to ensure the security of the CCTV in its present position.

Following a lengthy discussion, members agreed to keep the CCTV in its current position but that a number of actions be put in place to ensure the security of the CCTV recording unit and that a CCTV Policy be prepared by the Clerk.

The Clerk advised that the CCTV policy would be submitted to the next meeting of the Finance, Policy & General Purposes Committee.

**RESOLVED:**

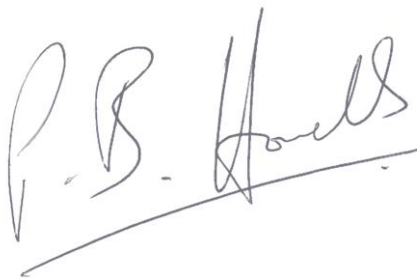
**That the Clerk arranges for a number of actions to secure the CCTV equipment in respect of future viewing processes.**

**That the Clerk prepares a CCTV Policy**

**Meeting ended at 9.30 pm.**

Signed

Date: 12 September 2019

A handwritten signature in black ink, appearing to read 'P. B. Howell', written over a horizontal line.