

**MINUTES OF A MEETING OF
FULL COUNCIL
HELD ON 3 OCTOBER 2019
IN THE TOWN COUNCIL OFFICES, LEDBURY**

PRESENT Councillors Bannister, Harvey, Howells (Town Mayor), Manns, Morris, Whattler and Vesma

IN ATTENDANCE Town Clerk- Angela Price
Minute Taker- Olivia Bundy
Representative of the Ledbury Food Group

C92. APOLOGIES

Apologies were received from Councillor Knight.

C93. DECLARATION OF INTERESTS

Councillor Vesma declared a pecuniary interest in agenda item 26, Quotes in respect of ICT Service Provision and signed a Disclosure of members interest form.

C94. MINUTES OF AN EXTRAORDINARY MEETING OF FULL COUNCIL HELD ON THE 12 SEPTEMBER 2019

Members were requested to approve and sign the minutes of an Extraordinary meeting of Full Council held on the 12 September 2019

RESOLVED:

That the minutes of Full Council on the 12 September 2019 be approved and signed as a correct record.

C95. CHAIRMAN'S REPORT

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

Councillor Howells updated members on the events and activities that he had attended in the last month, including attending a meeting with the Chairman at Herefordshire Council where S106 money had been discussed and how it could be spent in Market Towns like Ledbury. Councillor Howells also advised members that he had held his first Charity event 'The Mayors Mile'. which had raised £225 for his chosen charities.

The Mayor advised of the following correspondence received:

The representative of Ledbury Places, Mark Waller, enquired to see if he could attend the next Full Council Meeting with a presentation. Members agreed that they would like to hear from the representative of Ledbury Places on the next Full Council Meeting at 7:00pm on the November 2019.

Hereford Cathedral enquired whether the council would be willing to contribute to a presentation gift for the Bishop. Members agreed that they would defer this to the next Finance, Policy & General Purposes Committee Meeting.

Ledbury Poetry Festival had written thanking the Mayor and the Council for the generous donation.

RESOLVED:

1. **That the Mayors report be received and noted.**
2. **That the Town Clerk arranges for Mark Waller of Ledbury Places to attend the next Full Council Meeting on the 7 November 2019**
3. **That the request from Hereford Cathedral be deferred to the next meeting of the Finance, Policy & General Purposes Committee schedule to take place on the 24 October 2019**

C96.

HEREFORDSHIRE COUNCILLORS REPORT

Written reports were received from Councillors Howells, l'Anson and Harvey

RESOLVED:

That the Ward Councillor reports be received and noted.

C97.

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

RESOLVED:

None received

C98. TO RECEIVE MOTIONS PRESENTED BY THE COUNCILLORS IN ACCORDANCE OF THE STANDING ORDER 9

RESOLVED:

None Received

C99. MINUTES OF A MEETING OF THE ECONOMIC DEVELOPMENT AND PLANNING COMMITTEE MEETING HELD ON THE 15 AUGUST AND 12 SEPTEMBER AND AN EXTRAORDINARY MEETING HELD ON THE 25 SEPTEMBER 2019

Members were requested to receive and note the minutes from The Economic Development & Planning Meeting, held on the 15 August and 12 September and an extraordinary meeting held on the 25 September 2019.

Councillor Vesma advised members that at the extraordinary meeting on the 25 September it had been agreed that the Town Clerk would chase the Traffic Management Assessment in readiness for the Full Council Meeting. He expressed some concerns with the Traffic Management Assessment that had been received and felt that it did not meet the specification provided

The Town Clerk advised that she had contacted the Consultants in respect of this and provided members with a copy of their response.

Members agreed that they would like to have more time to read the report and suggested that Councillor Vesma, as the Chair of planning and Councillor Harvey, as the North Ward member, have a conference call with the consultant to go through member's concerns.

RESOLVED:

- 1. That the minutes of the Economic Development & Planning Committee held on the 15 August, 12 September and an extraordinary meeting held on the 25 September 2019 be received and noted.**
- 2. That Full Council give delegated powers to Councillors Vesma and Harvey to arrange a telephone conference call with the consultant with regards to the concerns of Members in respect of the Traffic Management Assessment.**

C100. MINUTES OF A MEETING OF THE ENVIRONMENT AND LEISURE COMMITTEE HELD ON THE 19 SEPTEMBER 2019

Members were requested to receive and note the minutes from Environment and Leisure committee held on the 19 September 2019.

RESOLVED:

That the minutes of the Environment and leisure meeting held on the 19 September 2019 be approved and signed as a correct record.

C101. MINUTES OF A MEETING OF THE FINANCE, POLICY AND GENERAL PURPOSES COMMITTEE HELD ON THE 26 SEPTEMBER 2019

The Town Clerk advised that the Minutes of a meeting of the Finance, Policy and General Purposes Committee held on the 26 September were not available, due to the meeting only having taken place the previous week

Members agreed to defer this to the next Full Council Meeting on the 7 November 2019.

RESOLVED:

That the minutes of the Finance, Policy and General Purposes Committee meeting be deferred to the next Full Council meeting on the 7 November 2019.

C102. 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 £2,098.50.

RESOLVED:

That the invoices for payment received for June 2019 in the sum of £2,098.50 be approved.

C103. TOWN CLERK REPORT

The Town Clerk provided members with a written report with details of meetings and work- streams that the clerk had been involved in since the last Full Council meeting.

Members asked the Town Clerk for an update on the repairs to the Market House. The Town Clerk advised members that she had a meeting scheduled with a surveyor and would report back to a future Full Council Meeting.

Members suggested applying a temporary cover to the broken plaster on the Market House due to the time of the year and the weather not being suitable for works to the Lime plaster

RESOLVED:

1. **That members receive and note The Town Clerks Report**

2. **That the Town Clerk prepares a report on the Market House for a future meeting of Full Council following a meeting with the surveyor and in the meantime arrange for temporary cover on the broken lime plaster before winter.**

C104.

OUTSIDE BODIES

The Clerk advised that she had recently been contacted by a member of the Town Plan Working Group and asked if the council could provide 2/3 representatives to sit as outside body representatives on their group.

Members were requested to consider a recommendation from the Town Plan Working Group to include Ledbury Health Group as an official Outside Body of the council and nominate 2/3 Councillors to be appointed to the group.

Members nominated the following Councillors to represent The Ledbury Health Group and suggested asking Councillors that could not make the Full Council Meeting

- I. Councillor Vesma
- II. Councillor Harvey

RESOLVED:

That Councillors Vesma and Harvey be elected as Representatives on the Ledbury Health Group, with Councillor Manns as a substitute.

C105.

UPDATE FROM THE NDP WORKING PARTY

Members were requested to receive and note the following: -

1.

The minutes of a meeting of the NDP working party held on the 12 August and the 3 September 2019.

Councillor Harvey advised that she had not been informed that she had an action point on minute number 42 (page 417) of the meeting notes held on the 12 August and therefore her action on resolution point 3 is to be noted as suspended

2.

Budget plan – including the funding request to Council

Members were provided with a copy of the Ledbury Neighbourhood Development Plan Budget and were asked to consider a funding request.

3.

Members agreed to defer the budget plan to the next Finance, Policy and General Purposes Committee meeting on the 24 October 2019

To receive recommendations on the appointment of a Landscape Consultant and other Consultant to assist with revision of the NDP

Members agreed to appoint the recommended Landscape Consultant and other Consultant to assist with the revision of the NDP, subject to funding.

RESOLVED:

1.

That the minutes of a meeting held on the 12 August and the 3 September be received and noted.

2.

That the Budget Plan be deferred to the next Finance, Policy and General purposes meeting on the 24 October 2019

3.

That the recommended Landscape consultant and other consultant as recommended by members of the NDP Working Party be appointed to assist with the revision of the NDP.

C106.

WEBSITE UPDATE

Councillor Vesma advised members that Councillor Rae Clarke had been removed from the ICT Working Party and replaced by Councillor Harvey.

RESOLVED:

That Councillor Harvey is a member of the ICT Working Party.

C107.

VISIT TO THE HEREFORDSHIRE CCTV ROOM

Members were provided with a written report on the recent visit to Herefordshire CCTV control room.

It was noted that Councillor Whattler was also present at the CCTV room visit.

Councillor Harvey proposed that the Town Clerk looks into quotes for an upgraded system and supplies members with the Service Level Agreement for the next Full Council Meeting.

RESOLVED:

That the Town Clerk receive quotes for a system upgrade of the CCTV at the community centre and provides the Service Level Agreement for the next Full Council meeting.

C108.

CUSTOMER AND COMMUNITY FUND

Members were provided with a 'Customer and Communities Improvement Fund' information booklet.

The Town Clerk advised members that Sustainable Ledbury were looking to apply for a grant and that she would provide members with an update accordingly.

Councillor Vesma suggested writing to Sustainable Ledbury to see if they would be interested in becoming an outside body to the Council.

RESOLVED:

That the Town Clerk writes to Sustainable Ledbury inviting them to become an outside body of the council.

C109.

75th ANNIVERSARY OF VE AND VJ DAY 2020

Members were provided with a report from Hereford Chairman's Office in respect of plans for VE & VJ 75th anniversary and were asked to consider ways in which they could promote events in Ledbury for both the BE and VJ day in 2020.

Councillor Manns advised that he had Army memorabilia that he would be happy for the council to use for their front windows in the office.

Councillor Harvey suggested that The Town Clerk contact Jenny Harrison to see if she would like to help promote VJ and VE day and also suggested asking the public to get involved and promote events which the council could help fund.

RESOLVED:

1. **That the Town Clerk contacts Jenny Harrison to discuss VE & VJ day 2020.**
2. **That the local residents be asked if they would like to be involved with promoting and planning events for VE & VJ day.**

C110.

ARMED FORCES COVENANT PARTNERSHIP

Due to time constraints members agreed to defer this agenda item to the next full council meeting on the 7 November 2019.

RESOLVED:

That this agenda item be deferred to the next full council meeting on the 7 November 2019.

C111.

WELCOME TO LEDBURY SIGN

The Town Clerk advised members that one of the 'welcome to Ledbury signs' was missing on the Bromyard Road

Members proposed that the Town Clerk creates a report for the next Full Council Meeting on the 7 November and provides quotes for new boards. Members also suggested adding 'Twinned with Strömstad' on the new boards

RESOLVED:

That the Town Clerk provided a report providing quotes for a new 'Welcome to Ledbury Sign' and new Ledbury in Bloom signs.

C112.

LEDBURY YOUTH COUNCIL

Councillor Harvey agreed that the council should look into ways to engage with the young people of Ledbury, however felt that a Ledbury Youth Council would be too much of a commitment due to exams and other commitments young people have. She suggested speaking to Fortis Living as they regularly organise family fun events and advise on ways to connect with Families residing in Ledbury.

Members agreed that it would be a good idea to interact with the young adults of Ledbury and ask what they would like to do.

RESOLVED:

That the Town Clerk provides a report for the next Full Council meeting on the 7 November 2019 in respect of a possible way forward with a youth group within Ledbury.

C113.

COUNCIL VACANCIES

The Town Clerk advised members that she had been in contact with the SLCC and Hereford Council regarding council vacancies and will update members accordingly upon receipt of a response from Hereford Council.

RESOLVED:

That the Town Clerk updates members once she has heard from SLCC and/or Hereford Council regarding the Council vacancies

C114.

REQUEST FOR LEDBURY TOWN COUNCIL TO APPROVE SPEED INDICATOR DEVICES

Members were provided with a report from Councillor Howells requesting approval for additional speed indicator devices in Ledbury.

Councillor Howells advised that previously the Economic Development and Planning Committee had been

approached by a representative of the Traffic Management Working Party requesting consideration for additional Speed Indicator Devices (SID'S) due to concerns of speeding traffic.

The Town Clerk also advised members that she had been approached by a company that are offering a free trial for a SID. She advised that the device will gather data to provide results as to see how well the speed indicator worked over the trial period.

Members agreed to funding the assessments for a new SID and in the meantime authorised the Clerk to proceed with investigations into a free SID trial.

Councillor Harvey suggested installing the free trial SID on the Southend Road near John Masefield School.

RESOLVED:

That the council commission an investigation for an assessment study from HCC for three new SID base installations in Parkway (from Gloucester end), on the Gloucester road and on the Ross Road at a cost of £490 for each assessment.

C115.

DATE OF NEXT MEETING

RESOLVED:

To note that the next meeting of Full Council is scheduled on the 7 November 2019

C116.

EXCLUSION OF PRESS AND PUBLIC

Members voted to NOT exclude the public for the remainder of the meeting.

C117.

QUOTES IN RESPECT OF ICT SERVICE PROVISION

The Town Clerk advised members that due to the Council having previously decided not to renew their contract with Microshade, the Councils current ICT providers, tenders had been invited from four local companies to supply IT services to Ledbury Town Council.

Members were provided with the four tenders and were requested to give consideration as to which quote, they would like to proceed with

Members agreed to go ahead with quote number 4.

Councillor Vesma did speak on this item, but due to having declared an interested did not participate in the vote.

RESOLVED:

That quote 4 supply ICT support to Ledbury Town Council with effect from December 2019.

C118.

QUOTES IN RESPECT OF SPECIAL AUDIT

Members were provided with an update on quotes which had been considered at the Finance, Policy and General Purposes Committee in respect of the special audit review.

Councillor Harvey advised members that she asked the Clerk to contact the provider of quote 1 to enquire whether due to the council having limited funds available for the review, if council staff were able to provide as much relevant documentation as possible in respect of the review, would they be able to provide an hourly price to carry out the work.

The Clerk advised that she had spoken with the providers of quote 1 and they had advised that this could be something that could be considered and that their charges per hour would be as follows:

Partner - £175 per hour
Manager - £90 per hour
Senior auditor - £65 per hour

Members agreed that the Clerk, Chair and Vice Chair of the Finance, Policy & General Purposes Committee should be given delegated powers to meet with the providers of Quote 1 and make a decision on which quote to accept, subject to the outcome of that meeting.

RESOLVED:

1. **That the Clerk, Chair and Vice Chair of the Finance, Policy & General Purposes Committee with delegated powers to meet with the providers of Quote 1 and make a decision on which quote to accept**
- 2.

That the Town Clerk produces a report with an update for the next Finance, Policy and General Purposes meeting on the 24 October 2019

C119.

OFFICE CLOSURE AND FUTURE ACCOMMODATION

The Town Clerk advised members that she had discussed with staff the need to close the council offices for at least a week in order to sort out and organise the various rooms within the building in relation to information as well as stationery and other items as the Council has a limited amount of storage capacity.

The Clerk also advised members that the upstairs offices were now empty and that they had been advertised on the website, however to-date there had been no interest in renting the space. The Town Clerk suggested that the offices could be utilised by the Council with senior staff moving to the first-floor offices allowing more room for filing and an extra office downstairs for councillors or internal auditors to utilise. The Town Clerk advised that there would be an annual loss of £7,500 if members were to agree to staff utilising the whole building as office space.

Members agreed to the officer's proposals in respect of senior staff moving to the first floor of the council office previously rented by Radfield Care Home, and to close the council offices for a week to allow staff the opportunity to sort through the office and paperwork.

RESOLVED:

1. **That the Clerk identifies a week where the council offices could be closed to allow staff the opportunity to sort through the offices and paperwork to provide better working practices within the council in the future.**
2. **That the offices on the ground floor of the building be utilised by senior staff to allow more room for filing and storage downstairs.**

C120.

LAND AT BLENHEIM CLOSE

The Town Clerk advised that she had received a letter from a resident residing at Blenheim Close, asking whether it would be possible to purchase a piece of land owned by the council. The Letter explained that the

purpose of the purchased land would be to create extra parking for themselves and neighbours.

Members agreed to the Clerk establishing with the council's solicitors, whether the Town Council does still own the land and to engage a valuation company to establish the worth of the land for sale for the purpose proposed

Councillor Harvey suggested asking the valuation company be asked to value other land that the council own including the Deer Park.

RESOLVED:

1. **That the Town Clerk engage with a valuation company subject to speaking to the councillor's solicitors to see if the council own the land.**
2. **That the Clerk ask the valuation company to provide valuation for all areas of land owned by Ledbury Town Council.**

Meeting closed at 10:20 pm

Signed

Dated: 7 November 2019



