

**MINUTES OF A MEETING OF  
FULL COUNCIL  
HELD ON 7 NOVEMBER 2019  
IN THE TOWN COUNCIL OFFICES, LEDBURY**

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**PRESENT** Councillors Bannister, Eakin, Harvey, Manns, Morris, Whattler and Vesma (Chair)

**IN ATTENDANCE** The Town Clerk – Angie Price  
Ward Member – Helen l’Anson  
Minute Taker – Olivia Bundy  
Ledbury Reporter – Garry Bills-Geddes  
Hereford Reporter – Carmelo Garcia  
Youth Council – Sally Holiday  
Members of the public

**C121. APOLOGIES**

Apologies were received from Councillor Howells.

It was noted that Councillor Howells had given his apologies for the meeting, due to him being a parliamentary candidate in the forthcoming General Election he had taken advice from the Clerk and Monitoring Officer who had both advised that whilst during Purdah local government authorities are able to continue their normal business, as Councillor Howells was currently Town Mayor and a Parliamentary candidate it might be wise to take a step back for the period up to the General Election.

**C122. DECLARATION OF INTERESTS**

**None received**

**C123. PUBLIC PARTICIPATION**

Sally Holiday of Ledbury Youth Council advised that she would like to speak on Agenda Item 23.

**C124. MINUTES**

Members were requested to approve and sign the minutes of a Full Council meeting held on 3 October 2019 as a correct record.

**RESOLVED:**

**That the minutes of Full Council meeting held on 3 October 2019 be approved and signed as a correct record.**

**C125. CHAIRMAN'S REPORT**

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

Councillor Vesma updated members on the recent events and activities that Councillor Howells had attended.

**RESOLVED:**

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

**C126. WARD REPORTS**

Written reports were received from Ward Members Councillor Howells, Harvey and l'Anson.

Councillor Harvey personally thanked Councillor Bannister for his witness statement on behalf of Ledbury Town Council at the Gladman Appeal. She also showed her appreciation to the members of the public who took time to attend the inquiry and even provide witness statements.

Councillor Harvey also advised that there is a hearing on Wednesday, 13 November at the Shire Hall, Hereford with regards to the Land North of the Viaduct site and encouraged both Councillors and members of the public to attend.

Councillor l'Anson advised that she would be attending the hearing and that she would be willing to provide a statement as a Ward Councillor.

**RESOLVED**

**That the Ward Councillor reports be received and noted.**

**C127. TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC**

Sally Holiday, of the Ledbury Youth Council, asked to speak on agenda item 23 – Proposals in respect of Ledbury Youth Group.

She advised that the Youth Council had been set up in 2015 as a result of a questionnaire filled in by over 300 young people who felt that they weren't listened to with respect to things that concerned them.

She advised that they had received much support from Ledbury Town Council including gifted craft equipment for fun days, Youth Council Badges for Full Council Meetings and printing support for events they held.

Sally Holiday advised that over the last 4-years the Youth Council have been involved in many community days including bucket carrying at the carnival, support at the Council's Civic Services and children's activities at the Recreation ground. She explained that this had been very rewarding over the years to see how the young people have grown in confidence and mature as a result of the work and volunteering they had done, and wondered where the Youth Council would fit into the projected plans for Ledbury Youth Group.

**RESOLVED:**

**That the comments from Sally Holiday of the Ledbury Youth Council be received and noted and considered at agenda item 23.**

**C128.**

**MOTIONS**

Councillors Bannister and Howells submitted the following Motion:

**“We would like to propose that Ledbury Town Council instructs the Clerk to make contact with all the Market Town Council's in Hereford, along with Hereford City Council, separate to the Market Town Forum being proposed by Hereford County Council, with a view to setting up an initial Town Council Forum to discuss how the Market Towns can come together to influence policy for the County.**

**These meetings would not only be beneficial to the Market Town's in helping to inform debate with Hereford County Council but could also be a useful tool to inform and offer support to smaller Parish Council's within the County.”**

Councillor Bannister felt that Ledbury Council could influence County Councils to set up Market Forums and felt that it could contribute to the Core Strategy and NDP.

Councillor Harvey advised that she was aware that Hereford Council wanted to reinstate the Market Town Forum. She felt that a Market Town Forum would be beneficial however, felt that there could be concerns when discussing planning, as the Market Towns were likely to be competing in this. She suggested looking at the Terms of Reference of the previous Forum to see if anything needed to be updated.

The Town Clerk advised that she had attended the last two Chairman's Meetings in Hereford, with the Mayor, and that whilst all of the Market Town's welcomed the reinstatement of the Forum there were mixed feelings about where and how the meetings should be managed.

As Councillor Howells was not present at the meeting, a seconder to the motion was called for, Councillor Manns agreed to second

the motion and Councillor Vesma asked for a vote to action the above motion.

**RESOLVED:**

**That the Town Clerk be asked to contact the Market Town's in Hereford, including Hereford City to setting up a Town Council Forum.**

**C129. MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 17 OCTOBER 2019**

Members were asked to receive and note the minutes of a meeting of the Resources Committee held on 17 October and to give consideration to any recommendations therein.

**RESOLVED:**

**That the minutes of the Resources meeting held on 17 October be received and noted**

**C130. TO CONSIDER THE MINUTES OF A MEETING OF FINANCE, POLICY AND GENERAL PURPOSES COMMITTEE HELD ON 24 OCTOBER 2019 AND CONSIDER ANY RECOMMENDATIONS THEREIN**

Members were asked to receive and note the minutes of a meeting of the Finance, Policy and General Purposes Committee held on 24 October and to give consideration to any recommendations therein.

Councillor Harvey advised that minute number F86 should read:

**'She advised that as this report had ~~not~~ now been received she would release the payment accordingly.'**

Councillor Eakin advised members of the recommendations on minute numbers F92 and F93. He advised that members of the FP & GP felt that it was beneficial for the Clerk and Deputy Clerk to each have a work mobile phone with a monthly cost of £37.50 each as well as a corporate credit card with a limit of £1,000 each. He explained that the cards will be kept locked in the councils safe until such time they are required, this would include payments for online purchases for the office or for the Clerk or Deputy Clerk to use when away from the office on Council Business or at a Conference.

**RESOLVED:**

1. That minute number F86 be amended as above.
2. That two mobile phones be purchased on contract with O2 for the Town Clerk and Deputy Clerk at a cost of £37.50 per month for each phone.
3. That Credit cards for use by the Clerk and Deputy Clerk be obtained with a credit limit of £1,000 per card and that the cards be kept in the council safe when not in use, with the Financial Regulations being amended accordingly.
4. That Post Holder 49 be paid accrued TOIL to reduce the amount of hours owed to them and that should the post holder not be in a position to use all of their annual leave by the end of the annual leave period in March 2020, they be reimbursed any outstanding leave.
5. That Post Holder 4 be awarded an increase in salary to recognise their senior role within the team and that this be backdated to the first written request received by officers.

**C131.**

**TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF AN EXTRAORDINARY MEETING OF THE ECONOMIC DEVELOPMENT & PLANNING COMMITTEE HELD ON 30 OCTOBER 2019 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN**

Members were asked to receive and note the minutes of an Extraordinary meeting of the Economic Planning and Development Committee held on 30 October 2019 and to give consideration to any recommendations therein.

It was noted that Councillor Howells is an Ex-Officio of this Committee and therefore should be recorded as such in the Economic Development and Planning Committee minutes.

**RESOLVED:**

**That the minutes of the Economic Development & Planning Committee meeting held on 30 October be received and noted.**

**C132.**

**TO RECEIVE AND NOTE THE MINUTES OF A PARISH MEETING HELD ON 29 OCTOBER 2019 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN**

Members were asked to receive and note the minutes of a Parish Meeting held on 29 October 2019 and to give consideration to any recommendations therein.

**RESOLVED:**

**That the minutes of the Parish held on 29<sup>th</sup> October be received and noted.**

**C133. TO APPROVE INVOICES FOR PAYMENT RECEIVED IN OCTOBER/ NOVEMBER 2019**

Members were asked to approve invoices for payment received for October 2019 in the sum of £18,580.21.

**RESOLVED:**

**That the invoices for payment received for October 2019 in the sum of £18,580.21 be approved.**

**C134. LETTER RECEIVED IN RESPECT OF THE WAR MEMORIAL**

Councillor Vesma advised members of a telephone call and subsequent letter from a former Ledbury Resident who had offered to donate the amount of £30,642 to cover the costs of the repairs to Ledbury's War Memorial.

Members had a lengthy discussion on how they could make recognition of this kind donation. Councillor Manns suggested purchasing a plaque that could be installed near the War Memorial with the name of the Resident and amount donated

Members agreed that it might be a nice gesture to invite the gentleman to join members on Remembrance Sunday in Ledbury as a special guest.

**RESOLVED:**

- 1. That members accept the kind donation of £30,642 for the repairs to Ledbury War Memorial from an Ex Ledbury Resident**
- 2. That the Clerk looks into the possibility of installing a plaque near the War memorial as a recognition of his kind donation.**

**C135. MAYOR'S CHARITY ACCOUNT SIGNATORIES**

The Clerk advised members that the Council had a separate account for the Mayors fund raising, to that of the councils accounts. She advised that the current named signatories include the previous Clerk and Mayor and to comply with the current financial regulation it is necessary to make the amendment to the signatories.

The Clerk advised that a new mandate needs to be completed by herself and the new Mayor, Councillor Howells.

**RESOLVED:**

**That the Town Clerk be authorised to make arrangements for a new bank mandate to be completed in respect of the Mayors Charity account.**

**C136. FINANCE REGULATIONS**

Members were asked to approve the amended Financial Regulations to reflect the credit cards.

**RESOLVED:**

**That the amended Financial Regulations be approved.**

**C137. TOWN CLERKS 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.

**RESOLVED:**

**That Members receive and note the Town Clerks Report.**

**C138. OUTSIDE BODIES**

Councillor Bannister advised members that the Annual Ledbury in Bloom meeting will be held on 13 November 2019 and that he would be attending on behalf of the Council. He advised that Clive Gunn, Chairmen of Ledbury in Bloom, had raised some concerns with regard to weeding along various pavements, street furniture and the Ledbury in Bloom signage.

The clerk advised that she had been in contact with the lengthsman and confirmed that he sprays the weeds 3 times a year and questioned whether this is enough. She also advised that she will be looking at new signage for Ledbury in Bloom in the future.

The Clerk advised that the Council's current representative for the Food Group had not been attending the committee meetings and that she had been approached by the group to ask if any Councillors would be willing to take their place. Alternatively, former Councillor Keith Francis had declared an interested in representing the Council on the Food Group.

Councillor Morris volunteered to be the representative for Ledbury Food Group.

**RESOLVED:**

**That Councillor Morris be nominated as the Councils outside body representative to the Ledbury Food Group.**

**C139. BUDGET SETTING PROCESS**

Members were asked to consider dates for the budget setting process.

Councillor Harvey proposed looking at the budget process in the New Year to ensure the Council were meeting statutory requirements.

Members proposed a Parish meeting in January to discuss the budget setting process.

**RESOLVED:**

**That the Clerk arranges a Parish Meeting in January for the budget setting process.**

**C140. COUNCIL VACANCIES**

Members were provided with details of the response received from Alistair Neill, the Chief Executive of Herefordshire County Council in respect of a way forward for Ledbury Town Council to fill its remaining 8-vacant seats as a result of their being insufficient candidates standing at the Council elections held in May 2019.

Councillor Harvey suggested an Extraordinary Resources meeting in December to discuss the co-option policy and create a response to the chief Executive of Herefordshire County Council. The Clerk advised that this would also provide an opportunity for the Resources Committee to have discussion about the 2020/21 budget.

**RESOLVED:**

**That an Extraordinary meeting of Resources be arranged for December to discuss the Co-option Policy and 2020/21 budget.**

**C141. COUNCIL WEBISTE**

Councillor Vesma advised members that the Developer of the new website had declined the offer to meet the ICT Working Party to discuss issues with the new website and how to go forward.



Councillor Bannister felt that the website was a disappointment and suggested spending more time on the current website as opposed to waiting for the new website.

Councillor Harvey proposed that a meeting of the ICT Working Party be organised to allow for discussion around the new website and how to go forward to ensure the Council are meeting their statutory requirements.

**RESOLVED:**

**That the Deputy Town Clerk arrange a meeting of the ICT Working Party as a matter of priority.**

**C142. HEREFORDSHIRE CCTV**

Members were provided with a report from Hereford Council relating to the review of their Control Room and Towns CCTV systems.

Members agreed to the Council signing a new contract of 9-years with Herefordshire CCTV.

**RESOLVED:**

**That the Clerk inform Hereford County Council that the Council are happy to commit to the CCTV agreement for a period of 9-years.**

**C143. ARMED FORCES COVENANT PARTNERSHIP**

Members were asked to give consideration to signing up to Herefordshire's Armed Forces Covenant Partnership pledging to encourage local communities in supporting the Armed Forces Community.

Councillor Vesma advised that he had recently attended an Armed Forces event and felt that the covenant would be a good way to introduce new councillors from a military background.

**RESOLVED:**

**That Ledbury Council sign Hereford's Armed Forces Covenant.**

**C144. PROPOSALS IN RESPECT OF YOUTH GROUP**

Members were provided with a report in respect of Ledbury Youth Group and were asked to give consideration to a Youth Forum or Action Group which could interact with the Council.

Councillor Harvey suggested looking through previous Full Council minutes as she believed that this had been discussed in

the previous administration. She felt that the Youth should be asked what they would like to engage with the Council and suggested contacting the schools advising them that they could arrange to see Councillors.

The clerk suggested a Youth Parish Meeting to talk to councillors about their suggestion for Ledbury and how they would like to engage with the Council.

Councillor Morris felt that Councillor Eakin would be a good role model due to being a young Councillor.

**RESOLVED:**

- 1. That the Clerk arrange a Youth Parish Meeting to be held in the new year and that all the different youth groups in the town be invited to attend.**
- 2. That as the youngest Councillor, Councillor Eakin make himself available to attend the Youth Parish Meeting.**

**C145. TALK COMMUNITY GROUP**

Members were asked to give consideration to inviting Helun Sandifort, Senior Project Manager of Corporate Services at Hereford County Council to give a brief presentation on 'Talk Community Hub'

Members agreed to the Clerks recommendation to invite Helun Sandifort to the next Full Council Meeting on 5 December 2019.

**RESOLVED:**

**That the Town Clerk invite Helun Sandifort to the next Full Council Meeting on 5 December 2019.**

**C146. REQUEST FROM LEDBURY SEALED KNOTS SOCIETY**

**Members were asked to consider a request of support from Ledbury Sealed Knot Society.**

**Councillor Harvey suggested inviting the Ledbury Sealed Knot Society to a pre-council meeting to give a presentation in the New Year.**

**RESOLVED:**

- 1. That Ledbury Town Council support the Ledbury Sealed Knot**

2. **That the Town Clerk invite the Ledbury Sealed Knot Society to a pre-council meeting to give a presentation in the New Year.**

**C147. NOTES OF A MEETING OF THE LEDBURY TOWN PLAN WORKING GROUP HELD ON 17 SEPTEMBER 2019**

Members were asked to receive and note the Minutes of a Ledbury Town Plan Working Group Meeting held on 17 September.

Councillor Harvey felt that the Ledbury Town Plan Working Group and their contribution to Ledbury was very valuable and suggested that the Town Clerk attend their next meeting offering them the opportunity to operate under the umbrella of the Town Council. She also suggested that the Clerk could offer some guidance in respect of minute terminology, including the use of "Resolved and Recommendations".

**RESOLVED:**

1. **That the minutes of the Ledbury Town Plan Working Group held on 17 September be received and noted.**
2. **That the Town Clerk attend the next meeting of the Town Plan Working Party and offer the Group the opportunity to operate under the umbrella of the Town Council.**

**C148. NOTES OF A MEETING OF THE CHRISTMAS LIGHTS WORKING PARTY HELD ON 22 OCTOBER AND 6 NOVEMBER**

Members were asked to receive and note the minutes of the Christmas Lights Working Party held on 22 October and 6 November

The Clerk advised members that in a recent Christmas Lights Meeting it was agreed that the council would provide gift bags rather than presents to children visiting Santa on 23 November. She provided members with a detailed breakdown of costings of the gifts bags and advised that this needed to be agreed in the meeting for the staff to purchase in time for the Light Switch on Event on 23 November.

Councillor Harvey, as the Chair of Finance, proposed to give delegated powers to The Clerk due to time constraints.

**RESOLVED:**

1. **That the minutes of The Christmas Lights Working Party be received and noted.**

2. **That the Clerk be provided with delegated powers to authorise the purchase of gift bags for the Light Switch on Event on 23 November.**

**C149. REQUEST FROM GUILD OF HEREFORDSHIRE**

Members were advised of a request from the Guild of Herefordshire in respect of the purchase of a PPL/PRS Licence in respect of the Market House.

The Clerk advised that she had since received confirmation from The Guild of Herefordshire that they are going to purchase a PPL Licence. She also advised that she had been approached by a local band who asked if they could play under the Market House on the Late-Night Shopping Event.

Councillor Harvey suggested speaking to Caroline Green from the Trader Association to see if they have any room under The Market House and proposed that the Council look into purchasing a PPL licence for future events.

**RESOLVED:**

**That the Clerk liaise with the Trader Association regrading music on the Late-Night Shopping Event.**

**C150. DATE OF NEXT MEETING**

**The next Full Council Meeting will be held on 5 December 2019 at 7:30 in the Council Offices.**

**C151. SUSPENSION OF STANDING ORDERS**

Councillor Morris asked that Standing orders be suspended for a closed session with the Exclusion of Press and Public to discuss one item.

The Town Clerk advised the Chair that the Local Government Act 1972 does not allow for "Any Other Business" on Council agendas and therefore it would not be appropriate for Standing Orders to be suspended to allow for a non-agenda item to be discussed

The Chair, whilst noting the Clerks advise, put the request to Members for which a vote was taken with the outcome being tied 3-3, therefore the Chair had the deciding vote and agreed to allow the additional item to be considered and thus Standing Orders to be suspended.

Councillor Morris advised that in a previous meeting had been agreed by members that the next newsletter would be distributed in March 2020. He felt that due to the recent issues of the Gladman

Appeal and Viaduct site a newsletter should be released before the New Year.

Councillor Harvey agreed that it would be a good idea to share the success of the Gladman Appeal in a newsletter and suggested creating an electronic copy to save money and time.

The Town Clerk asked for clarification on whether the person who had designed the last newsletter had been approved by the committee for all future newsletter and was advised that this was not the case.

Councillor Vesma expressed his concerns as to why Councillor Morris had requested the item to be discussed in "Closed Session".

Members agreed to create an electronic newspaper in early December subject to office staff having sufficient time to prepare one.

**RESOLVED:**

**That the Town Clerk arranges for a E-Newsletter to be prepared and despatched in early December, subject to their being sufficient staff availability to do so.**

The meeting closed 9.38 pm.

Signed

Dated: 5 December 2019

