

**MINUTES OF A MEETING
OF FULL COUNCIL
HELD ON 5 DECEMBER 2019
HELD AT TOWN COUNCIL OFFICES, LEDBURY**

PRESENT Councillors: Bannister, Harvey, Manns, Morris, Vesma

IN ATTENDANCE The Town Clerk- Angela Price
Administrator – Olivia Bundy

C152. APOLOGIES

Apologies were received from Councillors Howells, Knight, Whattler, Knight

It was noted that Councillor Howells had given his apologies for the meeting, as per the meeting in November, that due to him being a parliamentary candidate in the forthcoming General Election he had taken advise 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.

Councillor l'Anson had also tendered her apologies as a Ward Councillor.

C153. DECLARATION OF INTERESTS

None received

C154. PUBLIC PARTICIPATION

A representative of the Three Shires Rally asked to speak on agenda item 19.

C155. TO APPROVE THE MINUTES OF A MEETING OF FULL COUNCIL HELD ON 7 NOVEMBER 2019

Members were requested to approve and sign the minutes of a Full Council meeting held on 7 November 2019.

Councillor Manns advised that in the previous Full Council Meeting he had requested that a budget line for Christmas Lights be reinstated in the Council's budget, but that this had not been recorded in the minutes. The Clerk confirmed that provision for this was being made in the 2020/21 budget.

The Town Clerk advised members that the company repairing the War Memorial had suggested engraving Mr Heaton's name into a flagstone and that this was something they could do.

RESOLVED:

1. **That the minutes of a meeting of Full Council held on 7th November be approved and signed as correct record**
2. **That the Town Clerk contact The Stone Workshop, providing them with the details of Mr Heaton to enable them to create an inscription in one of the flagstones to be placed around the War Memorial when the refurbishments are undertaken.**

C156

CHAIRMANS 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.

C157.

HEREFORDSHIRE COUNCILLORS REPORTS

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

Councillor Harvey updated members on her recent meetings and upcoming consultations. She advised members that she felt concerned that Bloor homes had not taken the opportunity to consider what the community wanted with regards to access onto the viaduct.

Councillor Vesma asked Councillor Harvey about the update on the invitation that was sent to Herefordshire Council Cabinet to visit Ledbury to meet with Town Councillors. He suggested that members delegate this to The Town Clerk to arrange a briefing session.

RESOLVED:

1. **That the Ward Members reports be received and noted.**
2. **That the Town Clerk arrange a meeting between Town Councillors and Herefordshire Council Cabinet.**

C158.

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

A representative from Cheltenham Motor Sport asked Members to consider a request from Three Shires Stages to provide a presentation to Council on 5 March 2020 regarding the Three Shires Car Rally on 6 September 2020.

He provided an outline of the event and where it was anticipated it would be travelling through Ledbury. He advised Members that there would be a six-week consultation period undertaken by Motor Sport UK, with comments to be received by mid-February. He advised that they would need to apply for road closures 6-months ahead of the event and that he would personally be leaflet dropping all homes that would be affected by the road closures.

He advised that Motor Sports UK also have a Community Support Fund and would encourage the Council to apply for a grant for any projects to support the community.

RESOLVED

That the short presentation provided by the representative of the Cheltenham Motor Club be received and noted, and that they be invited to attend a pre-council meeting on 5 March 2020 to provide a more detailed presentation on the event.

C159.

TO RECEIVE AND NOTE THE MINUTES OF THE ECONOMIC DEVELOPMENT & PLANNING COMMITTEE HELD ON 21 NOVEMBER 2019 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS HEREIN

Members were requested to receive and note the minutes of a meeting of Economic Development & Planning held on 21 November 2019.

The Town Clerk advised members of a recommendation that had been sent from the Economic Development & Planning Committee to lobby Central Government to introduce Pre-Application discussions, a similar process to that of Wales in England.

RESOLVED:

- 1. That the Minutes of a meeting of Economic Development & Planning Committee be received and noted**

2. **That the Town Clerk write to Central Government to lobby for the introduction of a pre-application process similar to that in Wales.**

C160. TO RECEIVE AND NOTE THE MINUTES OF THE ENVIRONMENT AND LEISURE COMMITTEE HELD ON 21 NOVEMBER 2019

Members were requested to receive and note the minutes of a meeting of Environment and Leisure Committee held on 21 November 2019 and to consider any recommendations therein.

The Town Clerk advised members that a recommendation had been made from the Environment and Leisure Committee to Council to give consideration to staff being permitted to utilise two of the parking spaces situated at the Recreation Ground that the Council own for parking when at work.

Councillor Harvey advised that the parking at the Recreation Ground was for members of the public who wanted to use the Recreation Ground for a short period of time and may have a disability. She suggested that the Clerk investigate the legal side of providing parking to staff as there may be tax implications for the staff members.

The Clerk advised that there was currently a sign stating that parking was permitted for a minimum of 2-hours, but that there is no sign to indicate the spaces are for Blue Badge holders. The Clerk suggested that if this is the purpose of the spaces new signage should be made to indicate this for clarity.

Councillor Manns proposed accepting the parking for staff.

RESOLVED:

1. **That the recommendation of parking for staff at the Recreation Ground be accepted.**
2. **That the minutes of a meeting of the Environment and Leisure Committee held on 21 November be approved and signed as a correct record.**

C161. TO RECEIVE AND NOTE MINUTES OF THE MEETING OF THE FINANCE, POLICY AND GENERAL PURPOSES COMMITTEE HELD ON 28 NOVEMBER 2019 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

Councillor Harvey requested that members be given extra time to read through the minutes due to only having received them at the meeting.

Members were requested to give consideration the following recommendations.

That the following items be considered for inclusion in the Environment & Leisure 2020/21 budget as additional expenditure: -

- | | | |
|----|--|--------------------------|
| i. | New Benches and picnic tables | £ 3,910.00 |
| | 20 x Derby Steel Litter Bins (for the cemetery & Town Trail) | £ 5,980.00 |
| | 20 x moulded benches (cemetery and Rec) | £ 5,180.00 |
| | Replacement Sit and Ride Mower | £ 4,500.00 |
| | 10 x Replacement Planters for Ledbury in Bloom | <u>£ 1,100.00</u> |
| | TOTAL | <u>£20,670.00</u> |
- ii. That the proposed cemetery fees and charges be approved subject to the Town Clerk investigating other local Parish Councils cemetery charges and update members accordingly.
- iii. That the proposed room hire charges be approved in principle for the 2020/21 budget.
- iv. That £10,000 be placed into a special project budget head – “Market House Renovations” for future improvements to the Market House, such as a lift and toilet and kitchen facilities.
- v. That the Lengthsman scheme be moved from the Environment & Leisure budget and placed in the Economic Development & Planning budget.
- iv. That the budget for Traffic Management be increased to £10,000 in the 2020/21 budget.
- iiiv. That the increase to the Charter Market fees for 2020/21, be approved, noting that the Clerk is to investigate costs of a Street Management Consultant.
- iiiv. Councillor Harvey noted that the recommendations to Economic Development & Environment & Leisure Committees should have been recommendations to Finance, Policy & General Purposes Committee for consideration in the draft budget, which will then be submitted to Full Council.

- ix. She also noted that recommendation 3 on minute number F112 should read:
- x. "That the proposed cemetery fees and charges be approved noted subject to the Town Clerk investigating other local Parish Councils cemetery charges and update members accordingly."
- xi. Members agreed that minute number F113 should read "Draft 2020/21 Budget."

RESOLVED:

That the above recommendations be accepted, subject to the amendments as noted.

C162.

TO APPROVE INVOICES FOR PAYMENT RECEIVED IN NOVEMBER/DECEMBER 2019

Members were asked to approve invoices for payment received in November/December 2019 in the sum of £4,764.53

The Town Clerk requested that members give delegated powers to herself and the Chair of the Finance, Policy & General Purposes Committee to make payments over the Christmas Period due to there being no Finance/Full Council meetings scheduled until 23 January 2020.

Councillor Harvey proposed to accept the invoices for payment received in November/ December 2019

RESOLVED:

- 1. That the invoices for payment received in November/December 2019 be approved in the sum of £4,764.53.**
- 2. That delegated powers be provided to the Clerk and Chair of the Finance, Policy & General Purposes Committee in respect of any payments needed to be made over the Christmas period.**

C163.

SMART WATER

Members were asked to consider introducing the Smart Water Scheme in Ledbury following a presentation from Sgt Ram Ashton in the previous Full Council meeting on 7 November 2019.

Councillor Harvey advised that other Parish Councils including Tarrington and Wellington Heath had signed up to

the scheme. She felt that it would be difficult to have the community support or the funding in the budget to cover it at present. However, she suggested that it would be worth putting into the budget over the next couple of years. She proposed a provision in the budget to introduce the Smart Water Scheme in principle and spread the cost over three years.

The Town Clerk suggested consulting on the Smart Water Scheme at the next Parish Meeting to gather public feedback.

RESOLVED:

1. **That the report be received and noted.**
2. **That Smart Water be included on the agenda of the January Parish Meeting for consultation.**

C164.

VIADUCT DEVELOPMENT

Members were provided with an update on the Bloor Homes Housing Development at the Viaduct Site and were asked to consider a representative from Ledbury Town Council to speak at the Hereford County Council Planning Meeting on 11 December 2020.

Members proposed that as Councillor Bannister had spoken on behalf of the Council on previous occasions, he should represent the Council at the Hereford County Council Planning meeting on 11 December 2019. Councillor Vesma advised that Councillor Howells would also be attending the planning meeting.

Councillor Bannister felt that it would be worth taking legal advice if the planning for the Viaduct was accepted. The Clerk advised that there was a 'Professional Fees' budget

Councillor Vesma suggested an extraordinary meeting of Council should be held on 19 December 2019 before the Resources meeting to discuss how the Council wish to continue should the planning application be approved by Hereford Council with the single access at the Viaduct.

Councillor Harvey proposed to note the TPA response.

RESOLVED:

1. **That the response received from TPA be received and noted.**

2. **That Councillor Bannister represent the Council at the Hereford Council Planning Meeting on 11 December 2019.**
3. **That an extraordinary meeting of Council be scheduled for 19 December 2019, before the Resources Meeting.**

C165. TOWN CLERKS REPORT

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

RESOLVED:

That members receive and note the Town Clerks report.

C166. OUTSIDE BODIES

Councillor Harvey felt that it would be beneficial to invite the Town Plan Working Party back under the umbrella of the Full Council to provide more support due to their valuable work.

Councillor Harvey proposed that she and the Town Clerk meet the Town Plan Working Party to discuss the 2020/21 budget and that they be offered the opportunity to become a Working Party of the council.

RESOLVED:

That the Town Clerk and Chair of Finance, Policy & General Purposes Committee arrange a date to discuss the budget in early January with representatives of the Town Working Party.

C167. UPDATE ON COUNCIL WEBSITE

Councillor Vesma advised that a date had not yet been agreed for the next meeting of the ICT Working Party and that he needed to speak with the Deputy Town to arrange this.

RESOLVED

That the Deputy Town Clerk be asked to arrange a meeting of the ICT Working Party as a matter of urgency.

C168. REQUEST FROM SUSTAINABLE LEDBURY

Members were asked to consider supporting Sustainable Ledbury with regards to the Ledbury Station project.

RESOLVED:

1. **That the Clerk write a letter of support on behalf of the Council**
2. **That the Council commit to supporting the project with a grant of £250 if the project is accepted.**

C169. NOTES OF A MEETING OF A MEETING TO DISCUSS VE & VJ 75TH ANNIVERSARY HELD ON 14 NOVEMBER 2019

Members were asked to receive and note the notes of a meeting in respect of VE & VJ day 202

Councillor Harvey proposed that the Chair of the Environment & Leisure Committee be invited to future meetings and suggested also inviting the Chair of the Traders Association.

Councillor Manns also advised that he would like to be a part of the group and that he would attend any future meetings.

At 9.28 pm Councillor Vesma proposed that standing orders be suspended for a period of 30-minutes.

RESOLVED:

1. **That the notes a meeting in respect of the VE & VJ DAY held on 14 November be received and noted.**
2. **That the Councillor Whattler, as the Chair of the Environment & Leisure Committee and Councillor Manns be invited to attend future meetings.**
3. **Members agreed to suspend Standing Orders for a period of 30-minutes.**

C170. REQUEST FROM THREE SHIRES STAGES TO GIVE PRESENTATION TO A FUTURE MEETING OF FULL COUNCIL

Members were asked to consider a request from Three Shires Stages to provide a presentation to a Full Council Meeting regarding the Three Shires Rally on 6 September 2020.

RESOLVED:

That the Three Shires Stages attend the Full Council meeting held on 5 March 2020

C171. DATE OF NEXT MEETING

The date of the next meeting of Full Council will be held on 6 February 2020.

C172. EXCLUSION OF THE PUBLIC

RESOLVED:

That in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, in the public interest the press and public are excluded from the remainder of the meeting.

C173. LONDON BRIDGE

Members were asked to receive and note the updated London Bridge Protocol.

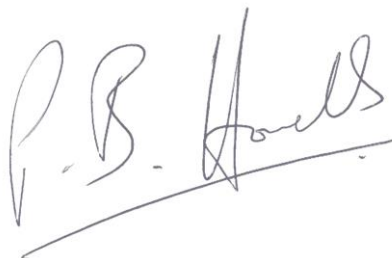
RESOLVED:

That the London Bridge Protocol be received and noted.

Meeting closed 9:30 pm.

Signed

Dated: 6 February 2020

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