

**MINUTES OF A MEETING
OF FULL COUNCIL COMMITTEE MEETING HELD ON
5 MARCH 2020
IN THE TOWN COUNCIL OFFICES, LEDBURY**

PRESENT: Councillors Bannister, Harvey, Howells (Chair), Manns, Morris, Knight,

IN ATTENDANCE: The Town Clerk – Angela Price
The Minute Taker- Olivia Bundy

C212 APOLOGIES

Apologies were received from Councillor Eakin, Whattler and Vesma

C213 DECLARATION OF INTERESTS

None received

C214 PUBLIC PARTICIPATION

Councillor Howells welcomed members of the public and residents to the meeting and proposed moving agenda Item 14 to the start of the meeting due to the high attendance and interest on the Bloor Homes Appeal.

C215 TO RECEIVE MOTIONS

The following motion was received from Councillor Bannister, seconded by Councillor Howells:

1. "That Ledbury Town Council call an emergency parish meeting as soon as possible, to discuss (in the light of Hereford Council's decision not to present a case defending the planning committee's decision on the Bloor access decision) how this Council and members of the public can get involved in the Inquiry.
2. That this issue be deemed as priority action for Ledbury Town Council and that reconsideration be given to our potential Rule 6 Status.
3. That an extension date for the start of the Appeal should be requested due to late notice that Hereford Council will not be defending their planning committee's decision."

Councillor Bannister explained that on 29 January 2020 a meeting was arranged between members and two planning officers to discuss the Bloor Homes Appeal. At that meeting the Planning Officer's suggested that Herefordshire Council hoped to be mounting a robust defence to present at the Bloor Homes Appeal. As a result of the meeting, Ledbury Councillors decided to not apply for a Rule 6 Status and attend the enquiry as an interested 3rd party. However, Councillor Bannister explained that Herefordshire Council informed the public of their decision to not defend the

committee decision on 21st February 2020, which was the deadline date for submitting defence papers.

Councillor Harvey advised members of correspondence she had had with the Planning Inspectorate and confirmed that Ledbury Town Council had been awarded a concession in order to apply for Rule 6 Status. She explained that a summary of the case would need to be submitted as a matter of urgency.

The Town Clerk advised that she had spoken to a Solicitor and Barrister who had both advised that they would be able to represent Ledbury Town Council. Members asked what the likely cost of these professional services would, the Clerk advised that the Barrister had advised that his fees would be in the region of £200/£250 per hour.

Whilst Councillor Bannister understood the importance of arranging a Parish Meeting to decide to whether to apply for a Rule 6 Status, he advised that it would leave little time to submit a case to the Inquiry and organise a Working Party. Councillor Harvey noted that at the recent Parish Poll 95% of residents were voted against the application with just the one access route; she felt that the Parish Poll had provided Ledbury Town Council with a democratic mandate to defend the Viaduct Development.

The Town Clerk from Wellington Health advised that the Council would be willing to provide some money from their reserves to support the Council if they were to apply for a Rule 6 Status.

John Bannister proposed the following;

1. That Ledbury Town Council calls an emergency Parish Meeting to discuss and action the work on making 3rd party submissions at the inquiry.
2. That Ledbury Town Council take up a Rule 6(6) Status in the Inquiry and that this activity is deemed a priority.
3. That Ledbury Town Council ask for a delay on the inquiry to allow time to work on the case so as not to be a disadvantage at the inquiry.

Councillor Morris seconded the proposal and a vote was taken the outcome of which was 5 for and 1 abstention.

Councillor Harvey advised that at the previous Full Council Meeting it had been projected that the Council would be underspent by approximately £130,000 at the end of the 2019/20 financial year;

1. That the Council set a budget of £30,000 as an indicative budget for defence of the Viaduct appeal with the possibility of another £10,000 on professional services that may be associated with the Traffic Study.

2. That delegated powers be provided to the Working Party, in conjunction with the Town Clerk and Chair of Finance to allow the use of the budget of £40,000 for the Bloor Homes appeal.

A vote was taken the outcome of which was 5 for and 1 abstention.

The Mayor thanked those members of the public for attending the meeting and advised that they were welcome to stay for the remainder of the meeting.

RESOLVED:

1. That Ledbury Town Council calls an emergency Parish Meeting to discuss and action the work on making 3rd party submissions at the inquiry.
2. That Ledbury Town Council takes up a Rule 6(6) Status at the Inquiry and that this activity for this is deemed a priority
3. That Ledbury Town Council ask for a delay to the start of the Inquiry to allow time to work on the case so as not to be at a disadvantage at the Inquiry.
4. That the Council set a budget of £30k as an indicative budget for defend with the possibility of another £10k on professional services that may be associated with the Traffic Study.
5. That delegated powers be provided to the Working Party, in conjunction with the Town Clerk and Chair of Finance to allow the use of the budget of £40,000 for the Bloor Homes appeal.
6. That the following Councillors be elected to sit on the Viaduct Working Party: Councillor Bannister, Harvey and Howells along with members of the public who may be interested.

C216

MAYORS BADGES

Members were requested to consider whether they would wish to change the design of the current Past Mayors Badge and if so, what they would like to change the design to.

Councillor Manns suggested keeping the current badge design to reduce costs that would be involved in creating a new badge and to ensure that a badge is available for the end of the Municipal Year to be presented to the outgoing Mayor.

RESOLVED:

That Council continue to use the current design for the Past Mayor's Badge.

- C217** **NOTES OF A MEETING TO DISCUSS VE & VJ 75TH ANNIVERSARY HELD ON 20 JANUARY 2020**
- RESOLVED:**
- That the Notes of a meeting to discuss VE & VJ 75th Anniversary held on 20 January 2020 be received and noted**
- C218** **NOTES OF A HEREFORDSHIRE COUNCIL CHAIRMANS MEETING HELD ON 26 NOVEMBER 2019**
- Councillor Howells updated members of a recent Chairman's Meeting he attended on 26 November 2019.
- He advised that the main discussion was regarding reinstating the Market Towns Forum and that the inaugural meeting of this was scheduled for 7 March 2020 and he advised that he would update members accordingly.
- Councillor Harvey advised members that representation at the Market Town Forum meetings was not an automatic appointment of the Town Mayor and that previously Councillors had been nominated and elected to the Forum.
- The Clerk advised that this issue was on the agenda for consideration as part of agenda item 27.
- RESOLVED:**
- That the notes of a Herefordshire Council Chairman's Meeting be received and noted**
- C219** **TOWN CLERKS REPORT**
- Members were asked to receive and note the Town Clerks Report with details of meetings and works streams that the Clerk has undertaken since the last Full Council Meeting.
- RESOLVED:**
- That Members receive and note the Town Clerk Report.**
- C220** **COUNCIL NEWSLETTER**
- The Town Clerk advised members of the progress for the new edition of the Councillor e-Newsletter. She asked members to encourage outside bodies and organisations to send in any articles they may have for inclusion in the next edition.
- Councillor Harvey felt that the Newsletter would be a good opportunity for the Council to keep members of the public updated on the Bloor Homes Appeal.
- The Town Clerk noted that the Press release for Bloor Homes would be uploaded to the Council website.

RESOLVED:

1. **That members receive and note the update of progress regarding the Council Newsletter, noting that there will be an article on the Bloor Appeal.**

C221

HOMELESSNESS IN LEDBURY

The Town Clerk informed members of an email she had received from a concerned resident advising that a man had been noticed sitting outside the Market House with a sign advising that he was homeless.

Members were asked to consider ways in which they could work with local homeless organisations to provide information to residents on how they can get involved and by providing posters and information around the town.

Councillor Harvey advised members that Herefordshire Council have an updated homeless prevention strategy and that there is a proactive team that will visit homeless people. She also advised that a number could be found on the Herefordshire Website.

RESOLVED:

1. **That the Town Clerk contact the concerned resident to suggest that in the future they contact Herefordshire Council Homeless Scheme.**
2. **That Ledbury Town Council advise members of the public that Herefordshire Council have an updated homeless prevention strategy.**

C222

TO GIVE CONSIDERATION TO A LETTER FROM THE TOWN MAYOR IN RESPECT OF A JOINT VISITOR ATTRACTION INITIATIVE.

Members were provided with a copy of a letter from the Mayor in respect of Joint Visitor Attraction Initiative.

Councillor Morris asked if it would be possible for the Clerk to email members a list of names that the letter would be sent to.

RESOLVED:

1. **That the draft letter from the Mayor in respect of joint visitor attraction initiative be received and noted.**
2. **That the Town Clerk send members a list of contacts that the letter would be sent to.**

C223

TO APPROVE AND SIGN THE MINUTES OF A MEETING OF FULL COUNCIL HELD ON 6 FEBRUARY 2020

Members were requested to receive and sign as a correct record, the minutes of a meeting of the Full Council Committee held on 6 February 2020

Councillor Manns noted that he was present at the meeting however his name was not recorded.

RESOLVED:

1. **That the minutes of the Full Council meeting held on 6 February 2020 be signed as a correct record.**
2. **That Councillor Manns' name be added to the Full Council minutes of 6 February 2020, as being present at the meeting.**

C224

TO RECEIVE CHAIRMAN'S REPORT AND CORRESPONDANCE

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

Councillor Howells advised members of his recent Mayors events including the Tesco Bag Pack and presentation to Ledbury U3A & Ledbury Ladies Afternoon Club. He advised that he had raised around £200 for his chosen youth charities.

RESOLVED:

1. **That the Chairman's report be received and noted.**

C225

HEREFORDSHIRE COUNCILLORS REPORTS

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

Councillor Harvey advised members that updated information on COVID 19 could be found on the GOV website. She felt that members had a responsibility to carry hand sanitiser and tissues to lead by example.

The Town Clerk advised that she would be looking into procedures for staff and that she would prepare a plan for the next Resources meeting on 19 March 2020. She explained that most staff were able to work from home if needed, however there is one member of staff who would potentially be high risk due to underlining Health conditions who would not be able to work from home.

Due to time constraints members agreed to give The Town Clerk delegated powers to prepare a plan for the office and staff for the COVID 19 outbreak.

RESOLVED:

1. **That the Ward Member reports be received and noted.**
2. **That the Clerk prepare a plan for the office and staff regarding the COVID 19 outbreak for the next Resources meeting on 19 March 2020.**

C226

TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC

None received

C227

MINUTES OF A MEETING OF ECONOMIC PLANNING AND DEVELOPMENT HELD ON 13 FEBRUARY 2020

Members were requested to receive and note the minutes of a meeting of the Economic Development & Planning Committee held on 13 February 2020 and to consider any recommendations therein.

Councillor Knight noted that she was present at the meeting however her name was not recorded.

Councillor Harvey advised that she was present for some of the meeting however this had not been recorded.

The Town Clerk advised that there had been a recommendation on page 955- **minute number P138** ; the Neighbourhood Development Plan Working Party were asking Council to approve the creation of a website for £30 a month, noting that all activity or uploading is checked by the Town Clerk prior to publishing.

There was a lengthy discussion regarding the website and whilst members understood the current workload for the staff in the office, it was agreed that the Neighbourhood Development Plan should make use of the page on the Council's website and that staff would be responsible for uploading with the Town Clerk's approval.

RESOLVED

1. **That the minutes of the Economic Development and Planning Meeting be received and noted.**
2. **That Councillors Knight and Harvey be added to the Economic Development and Planning Committee minutes on 13 February 2020, as being present at the meeting.**
3. **That the Neighbourhood Development Plan Working Party Makes use of the dedicated page on the Town Council's website noting that all activity and uploads have been reviewed by the Town Clerk prior to uploading.**

C228

MINUTES OF A MEETING OF ENVIRONMENT & LEISURE COMMITTEE HELD ON 20 FEBRUARY 2020

Members were requested to receive and note the minutes of a meeting of the Environment and Leisure Committee held on 20 February 2020 and to consider any recommendations therein.

Members were advised that there was one recommendation in the minutes, but that due to the confidential nature of the item this would be discussed in a confidential session of the meeting.

RESOLVED:

1. **That the minutes of a meeting of Environment and Leisure Committee held on 20 February 2020 be received and noted.**
2. **To note that the recommendation at minute no. E61 will be discussed in confidential session due to the confidential nature of the item.**

C229

MINUTES OF A MEETING OF FINANCE, POLICY AND GENERAL PURPOSES

Members were requested to receive and note the minutes of a meeting of the Finance, Policy and general Purposes Committee held on 27 February 2020 and to consider any recommendations therein.

RESOLVED:

1. **That the minutes of a meeting of Finance, Policy and General Purposes Committee held on 27 February 2020 be received and noted.**

C230

RECOMMENDATIONS FROM OTHER COMMITTEES

All of these had been dealt with under each set of minutes accordingly.

C231

TO IMPROVE INVOICES FOR PAYMENT RECEIVED IN FEBRUARY 2020

The Clerk advised that the invoice for payments document was not available for the meeting.

Councillor Harvey suggested that the Town Clerk provide members with a copy of the invoices for payment via email.

RESOLVED:

1. **That the invoices for payment as presented at the meeting be approved for payment.**
2. **That the Town Clerk email members with the invoices for payment.**

C232

OUTSIDE BODIES

Members were asked to receive and note the notes of a meeting of the Ledbury Town Plan Working Group held on 18 February 2020.

Councillor Morris suggested The Town Clerk contacts outside bodies to see if they would like to have any input in the Newsletter.

RESOLVED:

1. **That the notes of the Ledbury Town Plan Working Group held on 18 February 2020 be received and noted.**

2. **That the Town Clerk contact outside bodies to invite them to provide articles for inclusion in the Council's newsletter.**

C233

TO RECEIVE NOTES OF A MEETING OF THE VE/VJ DAY MEETING HELD ON 24 FEBRUARY 2020

Members were asked to receive and note the notes of a meeting of the VE/VJ Day Meeting held on 24 February 2020 and to consider recommendations therein.

The Town Clerk updated members on the recent VE/VJ meeting and advised that of a recommendation from the group to accept the quote of £480 to cover the transport for Mr Heaton. She explained that Mr Heaton would be a special guest of the Council on VE Day due to his kind donation to repair the War Memorial.

Councillor Morris proposed that Community Action be approached to see if they would be willing to quote for the Transport of Mr Heaton, noting that if the quote was higher that members accept the quote of £480.

RESOLVED:

1. **That the notes of the VE/VJ Day Meeting held on 24 February be received and noted**
2. **That the Town Clerk contact Ledbury Community Action to enquire whether they would like to quote for the transport of Mr Heaton for VE Day, noting that if the quote was more substantial that members accept the quote of £480.**

C234

UPDATE ON COUNCILLOR VACANCIES

The Town Clerk advised that she had received notification of the advertisement for the Vacancy and that she would display the vacancy advert on the notice board on Monday 9th March in accordance with legal requirements. She also advised members that the closing date for Co-option applications was 27th March 2020 advising that she had received two applications to date.

RESOLVED:

That members receive and note the verbal update from the Town Clerk regarding Council Vacancy, noting that the Vacancy is due to be advertised on 9 March 2020.

C235

RECOMMENDATIONS FROM OTHER COMMITTEES

RESOLVED:

None received

C236

VIADUCT DEVELOPMENT UPDATE

NOTICES OF MOTION UNDER STANDING ORDERS

The Chairman proposed the suspension of Standing Orders 7a in order to allow the vote on Agenda Item 24 due to previous resolution of council to not apply for Rule 6 Status having been taken in the past six months.

RESOLVED:

Members agreed to retrospectively note the suspension of Standing Order 7a in respect of the vote taken on Rule 6 Status.

C237

CLIMATE EMERGENCY DECLARATION

Members were provided with a copy of a presentation on 'tackling the climate crisis at a local level' which was presented to The Town Clerk at the recent Practitioners Conference.

RESOLVED:

That the presentation be received and noted and taken into account at the Climate Emergency Working Party when setting resolutions in place.

C238

UPDATE ON COUNCIL WEBSITE

The Clerk updated members on the progress of the new Council website. She advised that she had sent Councillor Bannister and Vesma's comments to the website developer however had not received Councillor Harvey's comments to-date.

Members were advised that the Council will need to provide an Accessibility Statement on their website with effect from September 2020 and that she would contact the website provider to discuss this. She explained that it was a requirement for all public sector websites and mobile apps, ensuring they are accessible to all users, especially those with disabilities.

RESOLVED:

1. **That the update from the Town Clerk be received and noted, noting that the Council will be required to provide an Accessibility Statement on their website with effect from September 2020.**

C239

PROPOSED MEETING WITH HEREFORDSHIRE COUNCIL CABINET

Members were provided with a response received from the office of the Leader of Hereford Council in respect the request for a meeting with the Cabinet. The email had asked whether the issues that Ledbury Town Council would like to discuss with the Cabinet were likely to be discussed at the newly formed Market Town Forum and if so they would not wish to duplicate these discussions.

Councillor Harvey reiterated her previous comments that these meetings were part of Hereford Council's improved way of working with local Parish Councils and as such felt the meeting should go ahead. Several items were suggested for discussion:

Business Improvement District, County Wide Tourism, BBLP Annual Plan, Car Parking, Transport issues, the Public Realm and Asset Transfer.

Councillor Harvey proposed nominating 3 members to attend the Market Town Forum alongside The Town Clerk. She advised that the meeting would be an opportunity for Market Towns to meet with Cabinet Members to discuss issues relevant to them as a collective.

Councillor Howells, Knight and Bannister volunteered to attend the meeting with the Town Clerk.

RESOLVED:

1. **That the Town Clerk respond to the Herefordshire Council advising that Ledbury Town Council still wish to meet with the Cabinet.**
2. **That the following Councillors be elected to represent Ledbury Town Council on the Market Towns Forum: Councillor Howells, Knight and Bannister.**

C240

DATE OF NEXT MEETING

RESOLVED:

That members note the date of the next meeting of Full Council is scheduled for 2nd April 2020

C241

EXCLUSION OF PRESS AND 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, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting.

C242

TO CONSIDER QUOTES FOR HEALTH AND SAFETY SUPPORT

The Town Clerk provided members with information on costs for Health and Safety support, due to the current contract the council agreed to continue with Ellis Whittam for their Health and Safety support.

The Clerk advised that the current provider is currently working with the Council to prepare a comprehensive handbook, which contains the current Health and Safety policies which provided advise on where improvements were needed.

Councillor Morris proposed that the Clerk contact the current provider to see if they would reduce their fee as an existing customer, noting that if the cost could not be reduced, the Clerk continue with the current provider, Ellis Whittam.

RESOLVED:

1. **That the Clerk contact the current Health and Safety Provider, Ellis Whittam, to enquire whether they would be willing to reduce their costs, noting that if the cost cannot be reduced the Clerk continue the contract.**

C243

TO CONSIDER QUOTES FOR ORGANISATIONAL/ STAFF REVIEW

Members were provided with quotes in relation to the proposed organisational/ staffing review.

Councillor Harvey expressed her concerns with the price difference between the three companies. Whilst she understood the importance of the organisational review, she proposed that the Town Clerk go back to the two companies with the lower quotes to ensure that they have received a full and correct brief for the council's organisational review.

RESOLVED:

That the Town Clerk ensure that all those who had quoted are provided with the same information to ensure a fair process is carried out in respect of quoting in respect of the organisational review.

C245

LAND AT BLENHIEM CLOSE

The Town Clerk updated members on the request that was received from a resident from Blenheim Drive to purchase an area of land owned by the Council.

She advised that if the Council were to sell the land then the Council would be required to publicise this, in particular making other residents within the area aware they were considering selling the area of land, to ensure that the council have acted transparently and fairly.

Councillor Harvey noted that if the Council were to sell the parcel of land, it would cause a vehicle restriction to other land the Council owned nearby. She also felt that the Council should arrange an asset review in the near future.

The Clerk advised that an offer had been made in respect of purchasing the land, however, councillors felt that the offer was low and that they were not entirely sure, in the light of information received, that they wanted to sell the land at this time.

Councillor Harvey proposed that The Town Clerk contact the resident at Blenheim and advise that currently, the council do not wish to sell the parcel of land.

RESOLVED:

That the Town Clerk contact the resident at Blenheim and advise that further to advice received the council do not wish to sell the parcel of land at this time.

The meeting closed at 10.20 pm

Signed
Town Mayor

Date