

**MINUTES OF A MEETING  
OF FULL COUNCIL COMMITTEE MEETING HELD ON  
THURSDAY 1 APRIL 2021  
VIA ZOOM**

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**PRESENT:** Councillors Bannister, Chowns, Eakin, Harvey, Howells, Knight, Manns, Morris, Whattler and Vesma (Chair)

**IN ATTENDANCE:** The Town Clerk – Angela Price  
Councillor l’Anson

**C309 APOLOGIES FOR ABSENCE**

None received.

**C310 DECLARATION OF INTERESTS**

Councillor Manns declared a personal interest in agenda item 24 and it was agreed that Members would consider item 25 prior to item 24, which would then allow Councillor Manns to leave the meeting.

**C311 TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF AN EXTRAORDINARY MEETING OF FULL COUNCIL HELD ON 22 MARCH 2021**

Members were requested to give consideration to the minutes of the Extraordinary meeting of Full Council Meeting held on 22 March 2021 and approve and sign as a correct record.

**RESOLVED:**

That the minutes of the meeting of Full Council held on 22 March 2021 be approved and signed as correct record.

**C312 TO RECEIVE THE CHAIRMANS REPORT**

Councillor Vesma advised that due to the pandemic he had not attended any civic events.

**RESOLVED:**

That the Mayors report be received and noted.

**C313 HEREFORDSHIRE COUNCILLORS REPORT**

Written reports were received from Councillor Howells and Helen l’Anson and Councillor Harvey.

**RESOLVED:**

That the Ward Councillor reports be received and noted.

**C314 TO CONSIDER QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC**

None received.

**C315 TO RECEIVE MOTIONS FROM COUNCILLORS**

None received.

**C316 TO RECEIVE AND NOTE THE MINUTES OF MEETINGS OF THE ECONOMIC DEVELOPMENT AND PLANNING COMMITTEE HELD ON 11 FEBRUARY AND 11 MARCH AND AN EXTRAORDINARY MEETING HELD ON 22 MARCH 2021**

Members were requested to receive and note the minutes of the Economic Development and Planning Committee held on 11 February and 11 March 2021 and an extraordinary meeting held on 22 March 2021 and to consider recommendations therein.

Councillor Howells advised members of the following recommendation on page 1523, minute number P327.

*“That a recommendation be sent to Full Council Committee to agree that the Council meet with Planning Officers at Herefordshire Council and Bovis Homes representatives to discuss their proposals further with the intention of securing a safer access to the development. “*

**RESOLVED:**

1. That the minutes of the Economic Development and Planning Committee held on 11 February and 11 March 2021 and the Extraordinary meeting on 22 March 2021 be received and noted.
2. That the Clerk be instructed to arrange a meeting with Bovis and Herefordshire Council Planning Officers.

**C317 TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 4 MARCH 2021**

Members were requested to receive and note the minutes of a Resources Committee meeting held on 4 March 2021 and to consider any recommendations therein.

**RESOLVED:**

That the minutes of the Resources Committee held on 4 March 2021 be received and noted.

**C318 TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE ENVIRONMENT AND LEISURE COMMITTEE HELD ON 18 MARCH 2021**

Members were requested to receive and note the minutes of a meeting of the Environment and Leisure Committee held on 18 March 2021 and to consider any recommendations therein.

**RESOLVED:**

**That the minutes of the meeting of the Environment and Leisure Committee held on 18 March 2021 be received and noted.**

**C319**

**TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE FINANCE, POLICY AND GENERAL PURPOSES COMMITTEE.**

Members were requested to receive and note the minutes of a meeting of the Finance, Policy and General Purposes Committee held on 25 March 2021 and to consider any recommendations therein.

Councillor Eakin advised members of the following recommendation:

***F291 – That Council approve the adoption of the Draft Domestic Abuse in the Workplace Policy, subject to the amendment to the title of the document.***

Members were also advised that the recommendation at minute no. F295 would be discussed later in the agenda.

**RESOLVED:**

- 1. That the minutes of the Finance, Policy and General Purposes Committee, held on 25 March 2021 be received and noted.**
- 2. That the draft Domestic Abuse Support in the Workplace policy be adopted.**

**C320**

**NEIGHBOURHOOD DEVELOPMENT PLAN**

Members were requested to approve the following documents:

- I. Communications and Consultation v6 – March 2021
- II. Budget.

Councillor Howells advised that if the Covid-19 restrictions are lifted it is hoped that a public consultation could be held in May, as suggested by Councillor Harvey in the previous meeting of Full Council.

Councillor Howells provided members with the following updated documents which were to be noted. He suggested that there be an extraordinary meeting of Economic Development and Planning prior the Extraordinary meeting of Full Council scheduled for Thursday, 15 April 2021 to approve documents ready for the NDP consultation.

- I. Issues and Options v8.2
- II. Issues Report v8 Questionnaire v0.03

1801

III. Issues and Options leaflet v8

Councillor Harvey felt that members of the public should have a say on what should go in the NDP, including whether a second access under the Viaduct should be saved.

Councillor Howells advised that the advice the NDP Working Party had received from consultants and Hereford Officers was that if the second access were to be added into the Neighbourhood Development Plan and subsequently dismissed by the inspector, it could delay the NDP further.

**RESOLVED:**

1. **That Members approve the Communications and Consultation v6 – March 2021 and Budget papers.**
2. **That Members receive and note the following documents:**
  - I. **Issues and Options v8.2**
  - II. **Issues Report v8 Questionnaire v0.03**
  - III. **Issues and Options leaflet v8**

**C321**

**CO-OPTION**

Members were requested to note that there an extraordinary meeting of Full Council was scheduled for 6 April 2021 for the purpose of considering applications for co-option.

**RESOLVED:**

**That an extraordinary meeting of Full Council will be held on 6 April 2021 for the purpose of considering applications for co-option.**

**C322**

**CHECKLIST FOR HOLDING AN IN-PERSON COUNCIL MEETING**

The Clerk advised that between the 7 and 17 May there is no legislation to hold meetings virtually.

Councillor Harvey suggested moving the date of the Annual Council meeting to June to allow covid restrictions to lift and residents to attend an 'in person meeting'. She also suggested delegating powers to the Town Clerk as they had at the start of the pandemic when meetings could not be legally held and that the Council hold non-decision/non-voting meetings where members can discuss issues but that the decisions would be taken by the Town Clerk in conjunction with the Chair and Vice-chair of the relevant committee.

Councillor Knight asked whether it would be possible for Working Parties to be held in person.

Councillor l'Anson advised members that residents shielding would not be able to attend meetings with more than 30 people until September 2021.

Councillor Harvey asked whether the Town Clerk could confirm whether the Council could meet on zoom between 7 May to 21 June 2021 to discuss the Council matters, noting that no decisions would be made in the meeting, and that delegated powers be given to the Town Clerk to make decisions.

**RESOLVED:**

**That the Town Clerk seek advice from sector specific bodies to confirm whether the council could hold informal meetings between 7 May to 21 June 2021.**

**That the Town Clerk draft a resolution for holding in-person Council meetings for the next meeting of Full Council on Thursday, 15 March 2021.**

C323

**PUBLIC QUESTIONS AT MEETINGS – AMENDMENT TO STANDING ORDERS**

Councillor Bannister proposed that all future questions received from members of the public are should be submitted with full name and contact details.

The Clerk had provided the following suggested amendment to Standing Order 3 (e):

“Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. *If the members of the public are not present at the meeting to put their question to Members, they will be required to provide their name when submitting their questions to the Clerk or Members.*”

Councillor Manns agreed with Councillor Bannister’s proposal and felt that it would be a fair way to ensure that residents have their say.

Councillor Harvey agreed that it was not an unreasonable request for members of the public to provide their contact details when submitting questions for committee meetings.

**RESOLVED:**

**That the following amendment be made to Standing Order 3 (e) in the Councils Standing Orders and that this amendment be presented in the Standing Orders at the Annual Council Meeting scheduled for 13 May 2021.**

“Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. *If the members of the public are not present at the meeting to put their question to Members, they will be required to provide their name when submitting their questions to the Clerk or Members.*”

C324

**REQUEST FROM CLIMATE CHANGE WORKING PARTY**

1803

Members were requested to consider the following recommendation from the Climate Change Working Party:

***“That a recommendation be sent to a meeting of Full Council to consider amending the Financial Regulations to make it clear that quotes for sustainable contracts, renewable energy and from eco/green suppliers will be sought in first instance.”***

**RESOLVED:**

**That the following statement be included in the Councils Financial Regulations at Section 10 “Orders for Work, Goods and Services” and that the amendment be presented in the Financial Regulations at the Annual Council Meeting scheduled for 13 May 2021:**

***“That quotes for sustainable contracts, renewable energy and from eco/green suppliers will be sought in the first instance.”***

**C325 OUTSIDE BODIES**

No update received.

**C326 COUNCIL NEWSLETTER**

Members were unsure of the deadline for the next Council Newsletter and asked whether the Administrative Officer would email members with the date of the next newsletter. The Clerk advised that the Spring Newsletter had been uploaded to the Council website and Social Media sites on time.

**RESOLVED:**

**That an email be sent to Councillors advising them of the deadline date for submission in respect of the Summer Newsletter.**

**C327 NHS CARERS SUPPORT DAY**

Members were provided with information on the NHS Carers support day which will be celebrated nationally on Monday, 5 July 2021.

**RESOLVED:**

**That the update on the NHS Carers Support Day be received and noted.**

**C328 DATE OF THE NEXT MEETING**

**RESOLVED: that it be noted that the next Full Council meeting was scheduled for 6 April 2021 and that this meeting would be an extraordinary meeting of Council for the purpose of considering applications for co-option.**

**C329 EXCLUSION OF PRESS AND PUBLIC**

1804

Councillor Knight asked whether the Council could discuss the War Memorial in open session. The Clerk advised that she could update members on the public on the War Memorial as she had not received the quote from a contractor as expected, which was the reason for this agenda item being considered in confidential session.

**RESOLVED:**

**That agenda item 25(b) "War Memorial" be brought forward to be discussed in open session.**

**C330**

**WAR MEMORIAL**

The Clerk advised that herself, Councillor Bannister, and Councillor Knight had met with the preferred contractor at the War Memorial as agreed in a meeting of Environment and Leisure Committee. During that meeting it had been suggested removing the flagstones near the road and replace with small brick like stones, similar to those on either side of the Memorial, to provide a stronger surface in the areas where vehicles regular mount the pavement. The contractor also suggested that the War Memorial could be sealed to help prevent future wear and tear and algae.

Whilst Councillor Harvey agreed that the works to the War Memorial were needed, she felt that the Council would benefit contacting a professional to seek advice on the work needed.

Members agreed to the Town Clerk contacting heritage architects or professionals in monument restoration, to provide the council with an opinion on the work that has currently been undertaken and advise on future works needed.

**RESOLVED:**

**That the Town Clerk be authorised to contact heritage architects or professionals in monument restoration, to provide the council with an opinion on the work that has currently been undertaken on the War Memorial and advise on future works needed.**

**C331**

**EXCLUSION OF PRESS AND PUBLIC**

**It was 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 were excluded from the remainder of the meeting.**

**C332**

**NDP QUOTES FOR ADDITIONAL WORK**

Members were requested to approve quotations received in respect of additional NDP work.

**RESOLVED**

**That the quotations received in respect of additional NDP development Work be approved, noting that the budget for quote number 3 would be £5,000.**

**C333**

**LAND OWNED BY LEDBURY TOWN COUNCIL**

The Clerk advised members of a discussion she had with the Councils Solicitors in relation to Council owned properties. It was noted that some of the properties were not registered with the Land Registry, and that the Solicitors could register the land on behalf of the council at a cost.

Councillor Vesma proposed that the Town Clerk obtain a quote for the Solicitors to register the Councils properties.

The Clerk updated members on the progress of booking valuations for the Councils assets.

**RESOLVED**

**That the Town Clerk be authorised to contact Ledbury Town Council's Solicitors to obtain a quote to register the Council owned Properties with Land Registry.**

**C334**

**SUSPENSION OF STANDING ORDER 3(x)**

**Members were requested to agree to the suspension of Standing Order 3(x) to consider confidential agenda items 24 & 25.**

**RESOLVED: That Standing Order 3(x) be suspended to allow an additional 30 minutes to discuss agenda items 24 & 25.**

**C335**

**RECOMMENDATIONS FROM OTHER COMMITTEES**

**Finance, Policy & General Purposes Committee – 28 March 2021 - Outcome of job review of post holders 48 and 50**

Members were provided with recommendation from the Finance, Policy and General Purposes Committee in respect of a job review of posts 48 and 50.

**RESOLVED**

**That the recommendation from the Finance, Policy & General Purposes Committee in respect of the outcome of the job review of post holders 48 and 50 be approved.**



C336

**APPLICATIONS FOR DISTINGUISHED CITIZENS AND YOUTH ACHIEVEMENTS AWARDS**

Councillor Manns advised members that he was related to one of the nominees for the Distinguished Citizens Award and subsequently was unable to vote.

Councillor Manns left the meeting.

Councillor Knight provided members with the details of two residents in Ledbury that she would like to nominate for the Distinguished Citizens Awards due to their work in the community during the pandemic.

**RESOLVED**

**That the two nominees brought forward by Councillor Knight for the Distinguished Citizens Awards be recognised and awarded.**

The meeting closed at 10:00 pm.

Signed .....  
Town Mayor

Date .....

1806(a)

