

**MINUTES OF A MEETING OF FULL COUNCIL HELD ON THURSDAY, 29 JULY
2021**

PRESENT: Councillors Bannister, Chowns, Harvey, Howells, Hughes, Manns
(Town Mayor), Morris and Troy

IN ATTENDANCE: Angela Price – Town Clerk

400. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Eakin, Knight and Whattler.

401. DECLARATIONS OF INTEREST

None received.

**402. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES
OF A MEETING OF COUNCIL HELD ON 27 MAY 2021 AND AN
EXTRAORDINARY MEETING OF COUNCIL HELD ON 23 JUNE 2021**

Councillor Harvey suggested that if Members identify spelling mistakes in the minutes, these be raised with the Clerk prior to the meeting to avoid lengthy discussions about them in the meetings. Councillor Hughes advised that this is not always possible due to the time scale between receiving the agenda and the meeting. The Clerk advised that going forward she hoped that minutes would be done in sufficient time to provide a draft copy to the chair of each committee, which should allow for spelling mistakes to be identified prior to their inclusion in the agenda.

RESOLVED:

1. That the minutes of the meeting of Council held on 27 May 2021 be approved and signed as a correct record subject to the following amendments.

a. Minute no. C355 – that the minute be amended to include the amendments made at the meeting as follows:

Page 1852, 2nd paragraph should read “subsequently lose the confidence of residents”

Page 1853, 2nd paragraph, point 2 should read “have taken advice from”

Replacement question on page 1854, paragraph 5 in BOLD text was incorrect in the minutes but had been amended in the NDP document.

- b. Page 1981-minute number C358(b) 4th paragraph should read “.... Including the definition of an” and not “including what the definition of an”.
 - c. Minute no. C360 – Councillor Hughes stated that The Clerk had advised at the meeting that all staff roles had be “professionally scored” which he felt should be included in the minutes.
2. That the minutes of the extraordinary meeting of Council held on 23 June 2021 be approved and signed as a correct record.

C403.

TO APPROVE AND SIGN THE MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON 24 JUNE 2021

RESOLVED:

That the minutes of the Annual Council meeting held on 24 June be approved and signed as a correct record subject to the following amendments:

1. Councillor l’Anson stated that she had thanked Councillor Harvey for her kind words concerning the efforts of the Foodbank and not her work with the Foodbank which had been recorded within minute no. C380.
2. Minute no. C387 – it was agreed that the term “Chair or Vice-Chair” be used in all future minutes, noting that there was spelling error in the heading of this minute no “Viceman”.
3. Minute no. C393 – that Association should be written in full and that the Food Bank be added to the list of Outside Bodies, subject to the Clerk confirming that the Council have a representative on the Group.
4. Minute no. C394 – should read “TO REVIEW THE ASSET REGISTER”
5. Minute no. C395 – amend to read “..... risks be received and noted, confirming that the Clerk”.
6. Minute no. C397 – spelling error - to be amended to read “SIGNATORIES”.

C404.

HEREFORDSHIRE COUNCILLOR WARD REPORTS

Councillor Harvey reminded Councillors of the importance of reviewing the Section 106 wish list of Ledbury Town Council, especially in the light of the housing developments coming to Ledbury in the future i.e. Viaduct

site, Cricket Club, and developments to the South of Ledbury. She understood that it had been considered at a meeting of the Planning Committee in June, but that no action had been taken at that time and urged the committee to revisit this.

All three Ward Councillors were aware of the parking issues at the site of the 64 bed Care Home, and it was suggested that Council send a letter in support of residents concerns to Herefordshire Council Highways department, highlighting the terms of the planning permission in respect of parking and other conditions that residents had raised concerns over.

Councillor Howells asked what Council wants from the Ward reports in respect of content. Councillor Hughes felt that the reports were very useful, and that Council should take advantage of the link with the Ward Councillors that the reports provide. It was agreed that the reports should include information relevant to the town that the Council may wish to discuss at future meetings.

RESOLVED:

1. **That the Clerk send a letter to Herefordshire Highways Department raising concerns over the parking issues at St Martin's Way, highlighting the terms of the planning permission in respect of parking and other conditions that had been raised by local residents.**
2. **That the Ward reports be received and noted.**

C405. **TO CONSIDER QUESTIONS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(E) AND 3(F)**

Councillor l'Anson raised concerns about the progress being made in respect of LYAS, however the Mayor advised that this item was not on the agenda and therefore it could not be discussed.

RESOLVED:

That an item should be included on the next agenda of the Environment & Leisure Committee in respect of LYAS.

C406. **TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9**

None received.

C407. **TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE ECONOMY AND TOURISM COMMITTEE HELD ON 1 JULY 2021 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN**

RESOLVED:

That the minutes of the meeting of the Economy & Tourism Committee held on 1 July 2021 be received and noted.

C408. **TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE PLANNING COMMITTEE HELD ON 8 JULY 2021 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN**

Councillor Harvey advised that a report on the Market Town Investment Plan (MTIP) would be going to a meeting of Herefordshire Council Cabinet in the near future and that Ledbury Town Council should provide any comments prior to reports being prepared and finalised.

Councillor Howells advised that there had been a delay on the report for inclusion in the NDP in respect of the MTIP..

Councillor Harvey suggested that as the housing land supply in Ledbury was already secured at 108% the need for affordable housing in Ledbury should be assessed.

RESOLVED:

That the minutes of the meeting of the Planning Committee held on 8 July 2021 be received and noted.

C409. **TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE ENVIRONMENT AND LEISURE COMMITTEE HELD ON 15 JULY 2021 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN**

RESOLVED:

That the minutes of the meeting of the Environment & Leisure Committee held on 15 July 2021 be received and noted.

C410. **TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON 22 JULY 2021 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN**

RESOLVED:

That the minutes of the meeting of the Finance, Policy & General Purposes Committee held on 22 July 2021 be received and noted.

C411.

DECISION NOTICES

Members were provided with records of officer decisions made in consultation with the Chair and Vice-Chair of relevant committees under delegated powers as per minute no. 251 Extraordinary meeting of Council held on 19 March 2019.

RESOLVED:

That the following decisions be received and noted.

- 1. Planning application decisions following non-decision-making meeting held on 13 May 2021**
- 2. Printing costs of Neighbourhood Development Plan booklet and questionnaire**
- 3. Motion received from Councillor Harvey in respect of adopting the Hereford City Council approach to presumed sequencing of Councillors for the civic honour of becoming Mayor of Ledbury.**
- 4. Proposed amendment to the Council's Co-option Policy as per minute C362.**
- 5. Motion received from Councillor Manns in respect of thank you to all essential workers**
- 6. Painting of rear of shelter – advanced payment**
- 7. Payment of grants awarded at a meeting of the Finance, Policy & General Purposes Committee held on 25 March 2021 (minute no. F287 refers)**
- 8. Planning application decisions following a non-decision-making meeting held on 10 June 2021**
- 9. Letter of support from Council in respect of Herefordshire CCTV**
- 10. Written confirmation to Hills Ford Three Shires Stages that Ledbury Town Council is in support of this event being held in Ledbury in September 2021**
- 11. Expenditure on the Garden Organic Project training Minute No. F288(2) refers**
- 12. Request to purchase tools for TMO**
- 13. Planning application decisions following a non-decision-making meeting held on 19 July 2021**
- 14. Agreement to purchase new desk top computers for two new staff members**
- 15. Agreement to accept vehicle insurance quote and make payment for one year's insurance.**

C412.

COMMITTEE MEMBERSHIP

RESOLVED to note that Councillor Chowns had expressed a wish to step down as a member of the Planning Committee due to being the Chair of the Environment & Leisure Committee and Vice-Chair of the Economy & Tourism Committee.

C413. **AMENDED TERMS OF REFERENCE**

RESOLVED:

That the amended Terms of Reference be received and noted, noting that they will now be reviewed by the relevant committees.

C414. **CO-OPTION**

Members were requested to give consideration to a timeline for a further co-option process to fill vacancies following the 2019 elections.

RESOLVED:

That the Clerk would provide a timeline for a further co-option process.

C415. **COUNCILLOR VACANCY**

Members were advised of the notice of resignation received from former Councillor Vesma.

The Clerk advised that she had notified Elections at Hereford Council and the vacancy had been advertised in accordance with the Local Government Act 1972. She advised that she had received notification from Elections that they had received a request in writing from 10 signatories for an election to be called. The notice inviting applicants for election would be displayed in due course, with a date for the election of 30 September.

RESOLVED:

That the report be received and noted.

C416. **TO GIVE CONSIDERATION TO RETURNING TO FACE-FACE-MEETINGS**

Members were requested to give consideration to returning to face-to-face meetings now that all Covid restrictions had been lifted.

Councillor Harvey pointed out that whilst holding meetings online the council had engaged with more members of the public and it was a more democratic process. It was discussed whether the council could hold hybrid meetings, however it was noted that the council does not have the facilities to conduct this type of meeting.

Councillor Bannister proposed that the Council return to face-to-face meetings for all council and standing committee meetings with immediate effect, which was seconded.

RESOLVED:

That Council return to face-to-face council and standing committees with immediate effect.

C417. **COUNCIL WEBSITE**

Councillor Bannister raised concerns over the council website noting that the website is the council's interface with the public and should be up-to-date and responsive. However, he felt that the current website had a number of issues that need addressing. He proposed setting up a Website Maintenance Team consisting of staff and councillors to manage the council's website.

Councillor Harvey stated that the council employ staff to manage this and following the recent recruitment of new staff the office should now be in a position to be able to manage the website and therefore there is no requirement for councillors to be involved.

A vote was taken on Councillor Bannister's proposal the outcome of which was 3 for, 3 against and 2 abstentions. The Mayor was required to use his casting vote and voted against and therefore the proposal was not carried.

RESOLVED:

That staff continue to manage the council website and Councillors inform the Clerk as and when they identify problems.

C418. **CONSIDERATION OF APPOINTING A COUNCILLOR AS AN INTERNAL, INTERNAL AUDITOR**

Members were requested to consider appointing a Councillor as an internal, Internal Auditor to review the processes and procedures on a regular basis.

It was felt that at this current time none of the councillors had the knowledge or experience to undertake this role.

RESOLVED:

That Council do not proceed with the appointing of an internal, Internal Auditor.

C419. **REQUEST FOR FUNDS FROM NEIGHBOURHOOD DEVELOPMENT PLAN WORKING PARTY**

Councillor Howells, as Chair of the NDP Working Party, advised Members that they had been unsuccessful in securing an Awards for All Grant to help with the cost of the NDP, advising that there is no appeal

process for this. As a result of this he advised it is likely that the NDP Working Party will need to call upon the additional funding that it was agreed would be available to them from the Council, which had been placed into the reserves from the 2020/21 budget.

Councillor Harvey noted that it was unfortunate, recognising it was a timing issue as many grants were being awarded to organisations following the Covid pandemic.

RESOLVED:

That it be noted that the Neighbourhood Development Plan Working Party are likely to require additional funding from Ledbury Town Council to assist with the preparation of the amended NDP subject to requests being submitted to the Finance, Policy & General Purposes Committee.

C420. SUSPENSION OF STANDING ORDER 3(X)

RESOLVED to suspend Standing Order 3(x) for the purpose of transacting the remainder of the agenda business.

C421. OUTSIDE BODIES REPORTS

RESOLVED That the report received from Ledbury in Bloom be received and noted.

C422. COUNCIL NEWSLETTER

RESOLVED to note that the next Council Newsletter is due for publication in September and that the following items should be included:

October Fair and Christmas Lights Switch on

C423. HILLS FORD THREE SHIRES STAGES RALLY – POTENTIAL ALLOCATION OF FUNDING

RESOLVED that a request for funding towards transport related matters should be submitted.

C424. DATE OF NEXT MEETING

RESOLVED to note that the next Council meeting is scheduled for 30 September 2021.

C425. **EXCLUSION OF PRESS AND PUBLIC**

RESOLVED:

That in accordance with Section 1(2) of the Public 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.

C426. **VALUATION OF COUNCIL LAND AND PROPERTIES**

RESOLVED:

That the Clerk be authorised to instruct John Goodwin Estate Agents to undertake the valuation of the Council land and properties as per their quote provided in the sum of £1,750.00.

The meeting ended at 9.04 pm.

Signed Dated

(Town Mayor)