



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY
HEREFORDSHIRE HR8 1DH. Tel. (01531) 632306

Email: clerk@ledburytowncouncil.gov.uk

Website: www.ledburytowncouncil.gov.uk

21 May 2021

Dear Councillor

You are summoned to attend an extraordinary meeting of **LEDBURY TOWN COUNCIL** to be held on **Thursday, 29 July at 7.00 pm in the Burgage Hall, Church Lane, Ledbury**, for the purpose of transacting the business shown in the agenda below.

Yours faithfully

Angela Price PSLCC, AICCM
Town Clerk

A G E N D A

1. **Apologies**
2. **Declarations of Interests**

To receive any declarations of interest and written requests for dispensations.

Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Ledbury Town Council Code of Conduct for Members and by the Localism Act 2011.

(Note: Members seeking advice on this item are asked to contact the Monitoring officer at least 72 hours prior to the meeting)

3. **To approve and sign the minutes a meeting of Council held on 27 May 2021 and an Extraordinary meeting of Council held on 23 June 2021**
(Pages 1979-1989)
4. **To approve and sign the minutes of the Annual Council Meeting held on 24 June 2021**
(Pages 1990-2006)
5. **Herefordshire Councillors' Reports** (Pages 2007-2008)

To receive reports from Ledbury Ward Members:

- i. Councillor Howells
- ii. Councillor Harvey
- iii. Councillor I'Anson

(To Follow)
(To Follow)

6. To consider questions/comments from members of the public in accordance with the provisions of Standing Orders 3(e) and 3(f)

"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. The period of time designated for public participation at a meeting shall not exceed 15 minutes unless directed by the Chairman of the meeting"

7. To Receive motions presented by Councillors in accordance with Standing Order 9 (Standing Item)

MINUTES

- 8. To receive and note the minutes of a meeting of the Economy & Tourism Committee held on 1 July 2021 and to give consideration to any recommendations therein (To Follow)
- 9. 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 (To Follow)
- 10. To receive and note the minutes of a meeting of the Environment & Leisure Committee held on 15 July 2021 and to give consideration to any recommendations therein (Pages 2009-2014)
- 11. 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 (Pages 2015-2021)

GOVERNANCE

- 12. Decision Notices (Pages 2022-2037)
- 13. Committee Membership
Request from Councillor Chowns to step down from the Planning Committee
- 14. Amended Terms of Reference (Pages 2038-2046)
 - i. Economy & Tourism Committee
 - ii. Finance, Policy & General Purposes Committee
 - iii. Planning Committee

15. Co-option

To give consideration to when to carry out further co-option to current vacancies, which are as a result of insufficient candidates standing at the 2019 election

16. Councillor Vacancy (Page 2047)

17. To give consideration to returning to face-to-face meetings

18. Council Website (Page 2048)

19. Consideration of appointing a Councillor as an internal, internal auditor (Pages 2049-2050)

20. Request for funds from Neighbourhood Development Plan - Councillor Howells

GENERAL

21. Outside Bodies Reports (If any) (Pages 2051-2054)

- a. **Ledbury in Bloom – minutes of the Annual General Meeting held on 10 June 2021**

22. Council Newsletter (Standing Item)

23. Hills Ford Three Shires Stages Rally – Potential allocation of funding (Page 2055)

24. Date of next meeting

To note that the next meeting of Full Council is scheduled for 30 September 2021 at 7.00 pm

25. Exclusion of Press and Public

<p>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</p>
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26. Valuation of Council land and properties (Page 2056)

**Distribution: - Full agenda reports to all Councillors (10)
Plus file copy**

Agenda reports excluding Confidential items to Local Press (2), Library, Police and Councillor l'Anson

Agenda Item
3

**MINUTES OF A MEETING
OF FULL COUNCIL COMMITTEE MEETING HELD ON
THURSDAY 27 MAY 2021
VIA ZOOM**

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

IN ATTENDANCE: The Town Clerk – Angela Price

C353 APOLOGIES

Apologies were received from Councillor Chowns.

C354 DECLARATION OF INTERESTS

None received.

C355 TO RECEIVE AND NOTE THE MINUTES OF AN EXTRAORDINARY MEETING OF FULL COUNCIL HELD ON 22 APRIL 2021

Members were asked to receive and note the minutes of the extraordinary meeting of Full Council held on 22 April 2021.

Councillor Hughes highlighted errors within the minutes and the Clerk informed members that she would amend accordingly.

The minutes of the meeting of Full Council held on 22 April 2021 were received and noted.

C356 HEREFORDSHIRE COUNCILLORS REPORT

A written report was received from Councillor Howells.

That the Ward Councillor report provided by Councillor Howells be received and noted.

C357 TO CONSIDER QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC

None received.

C358 TO RECEIVE MOTIONS FROM COUNCILLORS

- a. The following motion was received from Councillor Harvey:

That Ledbury Town Council adopts the Hereford City Council approach to the presumed sequencing of Councillors for the civic honour of becoming Mayor of Ledbury.

Councillor Harvey explained that the Mayor and Deputy Mayor would be appointed on the basis of seniority of service with the Town Council. However, councillors who are due to be Mayor may defer for 1-4 years in succession or refuse the honour entirely.

Councillor Bannister felt that the above motion was unsuitable to discuss at the meeting due to Councillors having no voting rights. **Councillor Bannister proposed that an extraordinary meeting of Full Council is held where councillors are able to make a vote on Councillor Harveys motion.**

Whilst Councillor Eakin agreed with the above motion, he agreed with Councillor Bannister and suggested deferring the motion to an extraordinary meeting of Full Council where Councillors can vote.

Councillor Knight advised members that her preference would be to not defer the discussion, as the meeting was streamed on Facebook which allowed members of the public to be a part of the meeting. She felt that this was more transparent.

Councillor Morris seconded Councillor Bannisters proposal to not discuss the motion further.

Councillor Vesma proposed the following amendment to Councillor Bannisters proposal.

That each Councillor has an opportunity to discuss the motion provided by Councillor Harvey, and that an extraordinary meeting of Full Council is held when Councillors are able to vote.

Members were asked to take a named vote on the substantive proposal by Councillor Vesma.

FOR

**Councillor Eakin
Councillor Knight
Councillor Harvey
Councillor Hughes
Councillor Troy
Councillor Whattler
Councillor Vesma**

AGAINST

**Councillor Bannister
Councillor Manns
Councillor Howells
Councillor Morris**

The substantive proposal by Councillor Vesma was passed.

Each Councillor had the opportunity to discuss their views on Ledbury Town Council adopting Hereford City Council's approach to the presumed sequencing of Councillors for the civic honour of becoming Mayor of Ledbury.

Councillor Vesma strongly agreed with the motion and felt that it was a fairer and more democratic way for members to take turns to become Mayor.

Councillor Knight asked why the public could not vote for a mayor. Councillor Harvey advised that the public voted for all members to sit on the Council, and that it is written in the Local Government act 1972, that councillors vote on who the next mayor will be.

It was suggested that the above motion be deferred to an extraordinary meeting of Full Council for further discussion and vote.

The following motion was received from Councillor Manns:

- b. **That all essential workers who have worked through the Covid Pandemic are not only thanked but have their names recorded for future reference.**

Whilst Councillors agreed with the motion put forward by Councillor Manns, there were some concerns with the logistics and how the names of essential workers would be obtained.

Councillor Manns suggested contacting business that stayed open throughout the Covid-19 pandemic, including large supermarkets and local garages.

Councillor Vesma suggested creating a nomination form and advertising it on the Ledbury Town Council website, and potentially a wall of thanks.

Councillor Hughes had some concerns, including what the definition of an essential worker was and potentially missing residents off the list. Councillor Whattler also had concerns with GDPR.

Councillor Manns suggested an E-Scroll, where names could be updated regularly and shared on the Town Councils social media sites and website.

Members agreed that the motion was a fantastic idea and understood the importance of recognising those who have worked tirelessly through the pandemic.

Councillor Harvey suggested deferring the motion to the relevant standing committee for further discussion.

It was suggested that the above motion be deferred to the next meeting of Environmental and Leisure Committee.

C359

TO RECEIVE AND NOTE THE MINUTES OF MEETINGS OF THE ECONOMIC DEVELOPMENT AND PLANNING COMMITTEE

Members were requested to receive and note the minutes of the Economic Development and Planning Committee held on 8 April and 13 May and to consider recommendations therein.

The minutes of the Economic Development and Planning Committee held on 8 April and 13 May 2021 were received and noted.

C360

TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE

Members were requested to receive and note the minutes of a Resources Committee meeting held on 29 April 2021 and to consider any recommendations therein.

Councillor Hughes asked whether the new salary for the Community Development Officer has been analysed professionally. Councillor Harvey advised the new members of council that a recent organisational review has taken place where staff salaries have been taken into consideration.

The Clerk advised members that she would send a copy of the presentation that the new Community Development Officer presented to members of Resources.

The minutes of the Resources Committee held on 29 April 2021 were received and noted.

C361

TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE ENVIRONMENT AND LEISURE COMMITTEE

Members were requested to receive and note the minutes of a meeting of the Environment and Leisure Committee held on 20 May 2021 and to consider any recommendations therein.

Councillor Morris left the meeting.

The minutes of the meeting of the Environment and Leisure Committee held on 20 May 2021 were received and noted.

C362

CO-OPTION POLICY

Members were asked to give consideration to a suggested amendment to the Council's Co-option Policy.

Councillor Harvey asked members to consider either of the following processes being included in the Council's Co-option Policy:

- I. That all applicants are required to obtain two signatures from electors who reside within the ward the applicant wish to represent, this would be in line with the process when putting their name forward to stand in election.

OR

- II. That all applicants be required to obtain signatures from ten electors who reside within the ward the applicant wishes to represent, which is in line with the process for calling bye-elections.

Whilst Councillor Eakin agreed with the amendment to the Co-option Policy, he felt that it should be deferred to an extraordinary meeting of Full Council, where members can vote.

Councillor Vesma advised members that his preferred option was (I) and agreed with Councillor Eakin in relation to deferring to a meeting where members can vote.

Councillor Harvey asked whether it would be possible to approve all the draft minutes at the extraordinary meeting of Full Council as opposed to the Annual Council.

It was suggested that the proposed amendment to the Co-option Policy be deferred to the extraordinary meeting of Full Council.

C363 OUTSIDE BODIES

No update received.

C364 NEWSLETTER

The Clerk updated members on the summer edition Newsletter and advised members that they need to provide the Community Development Officer with their article by Monday.

C365 DATE OF THE NEXT MEETING

It was noted that the date of the next Full Council and the Annual Council meeting, scheduled for Thursday, 24 June 2021 at 7:30pm and will be held in the Burgage Hall.

The meeting closed at 21.24 pm.

Signed
Town Mayor

Date

MINUTES OF AN EXTRAORDINARY MEETING OF COUNCIL HELD ON
WEDNESDAY, 23 JUNE 2021

PRESENT: Councillors Bannister, Eakin, Harvey, Howells, Hughes, Knight, Manns, Morris and Troy

ALSO PRESENT: Angela Price – Town Clerk
Councillor Helen l'Anson – Ward Councillor

C366. APOLOGIES

Apologies were received from Councillor Whattler and Vesma.

C367. DECLARATIONS OF INTEREST

None received.

C368. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE EXTRAORDINARY MEETINGS OF COUNCIL HELD ON 22 APRIL AND 27 MAY 2021

RESOLVED:

1. That the minutes of the Extraordinary meeting of Council held on 22 April 2021 be approved and signed as a correct record subject to the following amendments:

- (a) Minute no. C349 – first paragraph, page 1880 be amended to read:

“However, there were some comments that the consultants and the AONB did not agree with, including whether Ledbury Park should be listed in the Settlement Boundary and whether Masefield Meadow should be included as a protected green space.”

- (b) Page 1881 “Discussions on the above points made by Councillor Harvey, second paragraph to be amended as follows:

“.....would have to be suitable for visitors to the Council’s website who are colour blind.”

- (c) Page 1883 “Point 6” first paragraph to be amended to read:

“.....platform services and extended car parking.”

(d) Page 1883 "Point 6" – remove "Suspension of Standing Orders"

2. That the minutes of the Extraordinary meeting of Council held on Thursday, 27 May 2021 be deferred to the next meeting of Council to allow for more detail to be included at minute no. C355.

C369. TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(e) and 3(f)

None received.

C370. TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9

Motion received from Councillor Harvey – Proposal for Civic Protocol – Appointment of Town Mayor

Councillor Harvey advised that her motion proposed the Council broadly adopting the procedure employed by Hereford City Council and other Councils in respect of how the Mayor and Deputy Mayor should be appointed.

She advised that the procedure would be that the Mayor and Deputy Mayor would be appointed in order of service to the Council which would allow Councillors to know when they would have the opportunity to be Mayor, noting that should they not wish to up either role they can decline.

In addition to the report provided Councillor Harvey stated that she felt it was a good idea for many reasons including allowing Members an opportunity to support their colleagues, a chance for each Deputy Mayor to train in readiness for the role of Mayor and that it removes the politics from the process. She stated that it will show that Members have confidence in one another and that everyone should be given the opportunity to stand for Mayor should they wish to do so.

Councillors raised the following points in respect of the proposal:

- That once a Member has served their year they should then return to the bottom of the list;
- That a Councillor who has left the Council and then returns should automatically return to the bottom of the list and not as Councillor Harvey had suggested, taking into account their accumulated years of service;
- That Members should not take up the role of Mayor/Deputy Mayor within the first 2/3 years of service;
- Councillors are democratically elected, and are on the Council to use their individual knowledge and experience to make

democratic decisions on who they think will be best doing a job in current circumstances – the process being proposed is anti-democratic;

- The proposal does offer a democratic process as Councillors would be required to vote on any candidate for the roles of Mayor and Deputy Mayor and can therefore exercise democracy through the voting process;
- What would happen when Members decline to take up the role – would they return to the bottom of the list;

There were mixed views on the proposal and Councillor Bannister urged Members to reject this proposal.

Councillor Knight left the meeting at 7.45 pm.

Councillor Troy felt that the proposal was incomplete and advised that he would be nervous voting on incomplete information, suggesting that the proposal needs to be more comprehensive.

Following considerable debate Councillor Howells proposed that this item be deferred for further information and a named vote was requested:

For: Councillors Bannister, Morris, Howells, Troy and Manns
Against: Councillors Harvey and Hughes
Abstention: Councillor Eakin

The Vote was carried.

RESOLVED to defer this item to a future meeting of Council, pending further information.

Councillor Howells left the meeting.

C371 TO RECEIVE AND NOTE THE MINUTES OF AN EXTRAORDINARY MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON 9 JUNE 2021 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATION THEREIN

RESOLVED:

1. That the minutes of the Extraordinary meeting of the Finance, Policy & General Purposes Committee held on 9 June 2021 be received and noted, noting the following amendments:

- (a) Page 1 – That “Via Virtual Means” be removed from the heading, as this meeting was held in person.

- (b) Minute no. F360. "To receive the Balance Sheet and Trial Balance" – paragraph two be amended to read as follows:

"She explained to Members that this had been carried out following the year end close down."

- (c) Minute no. F163 "MONITORTING" be amended to read "MONITORING".

- (d) Minute no. F364 – RECOMMENDATION – be amended to read as follows:

"That the completed Annual Governance Statement be approved at the next meeting of Council, subject to further advice being received from RBS Accountancy."

2. That a copy of the Annual Governance Statement be attached to the minutes for clarity on the questions asked in boxes 1-9.
3. That all decisions taken by the Clerk in conjunction with Chairs and Vice-Chairs to be submitted to the next meeting of Full Council for information purposes.

Councillor Howells re-joined the meeting.

C372. TO RECEIVE AND NOTE THE MINUTES OF THE ECONOMIC DEVELOPMENT & PLANNING COMMITTEE HELD ON 10 JUNE 2021 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

Councillor Harvey noted that there were resolved points within the minutes, however the meeting had been an informal, non-decision-making meeting and questioned whether this needed to be amended. The Clerk advised that Councillor Harvey was correct and that these need to be amended.

RESOLVED:

That the minutes of the Economic Development & Planning Committee held on 10 June 2021 be received and noted and that the following amendments be made prior to their approval at a future meeting of the committee:

1. Minute No. P432 be amended to read:

“Members of the Economic Development & Planning Committee received and noted the minutes of a meeting of the Economic Development & Planning Committee held on 13 May 2021.

2. Minute No. P434 (2-9) should be amended to read as follows:

“No objections were raised in respect of this application.”

3. Minute No. P436 be amended to read as follows:

“It was suggested that the Clerk consider arranging a meeting with Turley, in conjunction with the Chair and Vice Chair of the committee.”

C373. CO-OPTION POLICY

Members were requested to give consideration to a request from Councillor Harvey to include either of the following within the Co-option Policy:

1. That all applicants are required to obtain two signatures from electors who reside within the ward the applicant wishes to represent.

OR

2. That all applicants be required to obtain signatures from ten electors who reside within the ward the applicant wishes to represent.

Following debate on this matter Councillor Harvey proposed and Councillor Hughes seconded option 2 – “That all applicants be required to obtain signatures from ten electors who reside within the ward the application wishes to represent.”

The vote was CARRIED 5 votes to 3.

RESOLVED:

That the following be included within the Council’s Co-option Policy:

“That all applicants be required to obtain signatures from ten electors who reside within the ward the applicant wishes to represent.”

C374. SUSPENSION OF STANDING ORDER 3(x)

RESOLVED:

To suspend Standing Order 3(x) for a period of 30 minutes to allow for the completion of the remaining items on the agenda.

C375. TO RECEIVE THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR 2020/21

Members were provided with year-end budget information and asked to approve the Annual Governance and Accountability Statement as agreed at a meeting of the Finance, Policy & General Purposes Committee held on 9 June 2021, subject to satisfactory responses having been received from RBS Accountancy in respect of questions raised at that meeting.

The Chair of Finance, Policy & General Purposes Committee provided an overview of the information provided.

The Clerk advised that clarification of the points raised had been sought from RBS Accountancy and that this was attached to the reports. She also advised that the explanatory note in respect of boxes 5 and 8 were also enclosed with the reports.

Councillor Harvey advised that it would be helpful to include an explanation in respect of box 7.

RESOLVED:

1. That subject to the inclusion of an explanation in respect of box 7 being included, the Annual Governance and Accountability be approved.
2. That a vote of thanks be given to Sue Askwith for her hard work pulling the Council's finances together over the past year.

C376. DATE OF NEXT MEETING

The date of the next meeting would be confirmed at the Annual Council Meeting scheduled for 24 June 2021.

The meeting ended at 9.30 pm.

Signed Dated
(Town Mayor)

LEDBURY TOWN COUNCIL

MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON 24 JUNE 2021

PRESENT: Councillors Bannister, Chowns, Eakin, Harvey, Howells, Hughes, Knight, Manns, Morris, and Troy

ALSO PRESENT: Angela Price – Town Clerk
Councillor l'Anson – Ledbury Ward Councillor

C376. TO ELECT THE TOWN MAYOR FOR THE 2021/22 MUNICIPAL YEAR

Councillor Harvey, as the outgoing Deputy Mayor and presiding in the absence of the outgoing Mayor, asked for nominations to the role of Town Mayor of Ledbury for the 2021/22 Municipal Year.

Councillor Howells proposed Councillor Manns which was seconded by Councillor Eakin.

Councillor Morris proposed Councillor Bannister however Councillor Bannister declined the nomination.

Councillor Manns spoke in support of his nomination stating that he had over the years stood in for the Mayor and Deputy Mayor's when they have been unable to attend events and he felt that this had given him an insight into what is required as the Civic head of the Council and advised that he would do his best in the role, should he be elected.

Councillor Harvey asked Councillor Manns whether, as one of the few councillors who had been on the council at the time of the Judicial Review, he had provided a response to the questionnaire sent to all councillors by the auditor undertaking the special audit on behalf of the council. Councillor Manns advised he had not responded to the questionnaire, as a result of his response Councillor Harvey advised that she did not consider she was able to support his nomination to the role of Town Mayor.

Councillor Knight proposed Councillor Howells for the role of Mayor, however Councillor Howells declined the nomination.

A vote was taken on the proposal that Councillor Manns be elected to the role of Town Mayor for the 2021/22 Municipal Year the result of which was 8 for, 1 against and 1 abstention.

RESOLVED: that Councillor Manns be duly elected to the position of Town Mayor following which Councillor Manns read out and signed his Declaration of Acceptance of office and took the chair for the remainder of the meeting.

C377.

a. **Vote of thanks to outgoing Mayor**

RESOLVD: That a vote of thanks be given to the outgoing Mayor, Councillor Vesma, for all his hard work over the past year, noting that it had not been an easy year due to the Covid pandemic.

b. **Retiring Mayor's Response**

Unfortunately, the outgoing Mayor was unable to attend the meeting due to illness, however he had asked the outgoing Deputy Mayor to read out the following statement on his behalf:

"Many have commented on how unlucky I have been to have had my mayoral year compromised by the COVID disruptions. Whilst I completely understand why some may think that I most certainly do not. Serving my community through these tricky times has been the honour of a lifetime.

Much of what has been accomplished in the last year has been policy and procedural improvements behind-the-scenes. These activities don't make headlines or waves on Voice of Ledbury, but they do build foundations for a stronger future for the town.

I am grateful for the support of my colleagues on the council for voting for me as Mayor and who were so patient whilst I found my feet chairing meetings over Zoom. The standard of debate in Full Council meetings has been remarkably high in the last twelve months and we have made some really good decisions as a group.

Of everything that we have achieved, I think the creation of the new role of Community Development Officer may have the biggest impact in the long term. I believe that having a full-time member of staff whose primary purpose is to support local community groups and raise funds will forever change how the town relates to its Council. I am also very proud that we were able to promote from within - demonstrating the loyalty and talent of those who choose to work for us.

Some things, of course, did not go as well. I won't dwell on them now, but lessons have and will be learned.

I am grateful to Mrs Price and the team for their hard work and good judgement under exceptionally difficult circumstances. Each one of them is talented in their own right, but as a team they are a force to be reckoned with. I hope, when circumstances are different, that I will be able to work with them again.

I would like to thank my family for their endless support. COVID may have prevented the Mayoress and I from opening as many dog shows as we would have liked, but I could not ask for a more supportive and loving group of people to have by my side.

Finally, some words for whomever takes the mayorship this evening. Let service be its own reward; don't judge your success by how often you are in the paper or get bought a pint. Even when it might be unpopular in some quarters, quiet, respectful pursuit of your priorities as Mayor will win out. You have a great team behind you, and my best wishes for your success."

c. Vote of thanks to outgoing Deputy Mayor

RESOLVD: That a vote of thanks be given to the outgoing Deputy Mayor, Councillor Harvey.

d. Retiring Deputy Mayor's Response and closing remarks

Councillor Harvey stated that it had been a strange year as Deputy Mayor having spent most of it at home due to the pandemic. However, she considered the highlight of her year to have been providing support to the Ledbury Covid Support Group. She advised that this group had been at the forefront of the support groups in the County and that it had provided excellent affirmation community spirit and showed what Ledbury has to offer.

She also commented on the support that the Council had been able to give the Food Bank through the Pandemic and the work she had done with them, which had encouraged them to apply to the Council for additional funding support.

Councillor Harvey advised that the one and only event that she had attended had been the opening of the new Alms Houses run by the Buchanan Trust, which is based on the Bosbury Estate. She advised that the Trust had been set up to support retired and injured service veterans, providing places of refuge and rest for veterans.

She also advised that she had been able to support the Mayor on a number of issues behind the scenes, including the recruitment process to ensure that the Council has excellent staff to support it.

She advised that she had enjoyed her year as Deputy Mayor and wished whoever becomes her successor well for their forthcoming year.

C378. TO RECEIVE APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Treanor, Vesma and Whattler.

C379. TO ELECT A DEPUTY TOWN MAYOR FOR THE 2021/22 MUNICIPAL YEAR

Councillor Manns nominated Councillor Phillip Howells, which was seconded by Councillor Knight.

Councillor Morris nominated Councillor Matthew Eakin; however, Councillor Eakin declined the nomination.

Councillor Bannister nominated Councillor Morris; however, Councillor Morris declined the nomination.

A vote was taken on the proposal that Councillor Howells be elected to the role of Deputy Town Mayor for the 2021/22 Municipal Year the result of which was 8 for, 1 against and 1 abstention.

RESOLVED: that Councillor Howells be duly elected to the position of Deputy Town Mayor following which Councillor Howells read out and signed his Declaration of Acceptance of office and took the chair for the remainder of the meeting.

C380. TO RECEIVE DECLARATIONS OF INTEREST AND WRITTEN DISPENSATIONS

Councillor l'Anson thanked Councillor Harvey for all her work with the Ledbury Foodbank over the past year and congratulated the new Mayor and hoped that he has a great year in office. She also asked that the Cemetery Groundsman be given a special mention for all his work in the cemetery and around the town.

C381. PUBLIC PARTICIPATION

None received.

C382. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON 25 JUNE 2020

It was noted that agenda item C49 appeared to be repeated, and a question was raised as to whether the item 8 "Ledbury Food Group" should read Ledbury Food Bank.

RESOLVED:

- 1. That agenda item C49 be amended to show just 10 items in the list of Outside Body Representatives.**

2. That the Clerk investigate whether item 8 of agenda item C49 refers to the Food Group or Food Bank.
3. That the minutes of the Annual Council meeting held on 25 June 2021 be approved subject to the above amendments.

C383. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF EXTRAORDINARY MEETINGS OF COUNCIL HELD ON 22 APRIL AND 27 MAY 2021

RESOLVED: to note that these minutes had been addressed in an extraordinary meeting of council held on 23 June 2021.

C384. TO RECEIVE AND NOTE THE SCHEDULE OF MEETINGS FOR THE 2021/22 MUNICIPAL YEAR

Members were requested to approve the draft schedule of meetings for the 2021/22 Municipal year and also to give consideration to bringing forward the start time of all future Council and Standing Committees.

RESOLVED:

1. That all future Council and Standing Committees start at 7pm.
2. That the draft schedule of meetings for the 2021/22 municipal year be approved.

C385. TO APPOINT THE FOLLOWING COUNCIL COMMITTEES FOR THE ENSUING MUNICIPAL YEAR AND CONSIDER THEIR TERMS OF REFERENCE

RESOLVED:

That the Membership of the Council's Standing Committees for the 2021/22 Municipal year be as follows:

- a. **Planning Committee**
Councillors Bannister, Chowns, Harvey, Howells, Hughes, Knight, Morris, and Troy
- b. **Environment & Leisure**
Councillors Chowns, Eakin, Knight, Morris and Whattler
- c. **Finance, Policy & General Purposes Committee**
Councillors Eakin, Harvey, Howells, Hughes, and Knight

d. Economy & Tourism Committee

Councillors Bannister, Chowns, Harvey, Howells, Hughes, and Morris

e. Resources Committee

To consist of Mayor, Deputy Mayor and Chairs of all Standing Committees (6 Members). If the Committee Chair is not able to attend a meeting they can request their Vice-Chair to attend on their behalf.

f. That the Terms of Reference be received and noted, and that they be considered at the first meeting of each Standing Committee and referred back to Council for final approval.

C386. SUSPENSION OF STANDING ORDERS

RESOLVED: That Standing Orders be suspended to allow each committee to elect their Chair and Vice Chair for the 2021/22 Municipal year,

C387. TO ELECT CHAIRMAN AND VICEMAN OF THE COMMITTEES LISTED ABOVE

RESOLVED:

a. Planning Committee

**Chairman – Councillor Bannister
Vice-Chair – Councillor Morris**

b. Environment & Leisure Committee

**Chairman – Councillor Chowns
Vice-Chairman – Councillor Knight**

c. Finance, Policy & General Purposes Committee

**Chairman – Councillor Eakin
Vice-Chairman – Councillor Hughes**

d. Economy & Tourism Committee

**Chair – Councillor Hughes
Vice-Chair – Councillor Chowns**

e. Resources Committee

Chairman -Town Mayor – Councillor Manns

Vice-Chair – Deputy Town Mayor – Councillor Howells

C388. REINSTATEMENT OF STANDING ORDERS

RESOLVED: That Standing Orders be reinstated to allow consideration of the remainder of the business on the agenda.

C389. OUTGOING COMMITTEE CHAIR'S ANNUAL REPORTS

Councillor Manns commended Councillors Bannister, Harvey, and Howells on their work on the Bloor Inquiry.

Councillor Harvey responded by advising she had been made aware of land works at the Viaduct site which were of some concern as there are Sky Larks nesting on the ground on the site. She advised that Bloor had stated that these works were not being carried out by them and Councillor Harvey advised that she needed to investigate this further before reporting it, as it is a criminal act to disturb nesting birds.

RESOLVED:

- 1. That the annual reports be received and noted, copies are attached to the minutes for information.**
- 2. That the annual reports be included on the Council's website.**

Councillor Knight left the meeting at 20.54 pm.

C390. TO APPROVE THE COUNCIL'S STANDING ORDERS (TO INCLUDE THE COVID-19 INTERIM STANDING ORDERS)

Councillor Harvey proposed that whilst Covid restrictions are still in place the Council continue with the agreed delegated powers process and holding informal, non-decision-making meetings via zoom, with any decisions from those meetings being taken by the Clerk in conjunction with the Chairs and Vice-Chairs of Committees. However, she suggested that should there be decisions that need to be taken beyond the delegation to the Clerk and Chairs then a face-to-face meeting should be arranged.

Councillor Morris proposed a counter proposal that face-to-face meetings be re-established and was advised that should Councillor Harvey's motion fall then Council would vote on his proposal.

RESOLVED:

1. That Ledbury Town Council continue holding informal, non-decision-making meetings until such time Covid restrictions have been lifted. Any decisions as a result of those meetings will be taken under delegated powers by the Clerk in conjunction with the Chairs and Vice-Chairs of Committees and reported to Full Council.
2. That the Standing Orders be approved noting the amendments within.

C391. TO APPROVE AND ADOPT THE COUNCIL'S FINANCIAL REGULATIONS

RESOLVED: That the Financial Regulations be approved noting the amendments within.

C392. TO NOTE THE COUNCIL'S CODE OF CONDUCT

RESOLVED:

1. That the Council's Code of Conduct be received and noted.
2. That a copy of the Member/Staff Protocol be sent to all councillors.

C393. TO APPOINT COUNCIL REPRESENTATIVES TO SERVE ON OUTSIDE BODIES

RESOLVED:

1. That the following Members be elected as Outside Body Representatives for the 2021/22 Municipal year:

OUTSIDE BODY	2021/22
Age UK	Cllr Morris
Community Choir	Town Mayor (President)
Ledbury Carnival Ass	Town Mayor
Ledbury Community Ass	Cllr Morris
Ledbury Consolidated Charities	Cllr Eakin
Ledbury in Bloom	Councillors Bannister & Morris
Ledbury Stromstad Twinning	Town Mayor
Ledbury Food Group	Cllr Morris
Ledbury Children's Centre	Town Mayor

2. That the Clerk contact Councillor Knight to ask whether she wishes to continue to represent the Council on the following outside bodies.

Ledbury Carnival Committee
Ledbury Community Association
Ledbury Food Group

3. The Clerk to confirm whether no. 8 in the list is the Ledbury Food Group or Ledbury Food Bank.

C394. TO REVIEW THE ASSETT REGISTER

RESOLVED:

That the Asset Register be received and noted.

C395. TO RECEIVE AND NOTE ARRANGEMENTS FOR THE COUNCIL'S INSURANCE COVER IN RESPECT OF ALL INSURABLE RISKS FOR 2021/22

RESOLVED:

That the arrangements for the Council's insurance cover in respect of all insurable risks be received and noted, noting that the Clerk will be required to obtain quotes for a new three-year insurance cover in 2021.

C396. CORPORATE PLAN

It was noted that all Standing Committees need to review the relevant sections of the Corporate Plan and consider their priorities for the 2021/22 financial year.

C397. TO DETERMINE THE COUNCIL'S CHEQUE SIGNATORIS FOR THE 2021/22 MUNICIPAL YEAR

RESOLVED:

1. That Councillor Harvey be removed as a cheque signatory.
2. That Councillor Hughes be added as a cheque signatory.
3. That it be noted that subject to the above amendments the following be determined as cheque signatories for the 2021/22 Municipal year:

Councillors Eakin, Howells, Hughes, Manns, Morris, the Clerk and the Deputy Clerk once recruited.

C398. DATE OF NEXT MEETING

RESOLVED: To note that the next meeting of Full Council is scheduled for Thursday, 29 July 2021 at 7.00 pm. Notification of whether this meeting will be a face-to-face or Zoom meeting will be dependent on the lifting of Covid restrictions.

The meeting ended at 9.30 pm.

Signed Dated
(Town Mayor)

The past year has been a challenging one, both from the ongoing Coronavirus pandemic, and the difficulties associated with modernising and rationalising the policies of Ledbury Town Council. I would like to thank the office staff, especially Angie Price and Sue Askwith, for their invaluable help in navigating the complicated, and at times arcane structures of the council's finances and policies, as well as all the other office staff for their consistent friendliness, professionalism, and willingness to help on all my visits to the council offices. I would also like to thank my deputy chair, Cllr. Howells, and all members of the Finance, Policy and General Purposes Committee, for maintaining a civil, productive and friendly atmosphere at meetings, and bringing the range of knowledge, experience and perspectives necessary for local democracy to function.

I consider my year as chair of finance to have been a successful one, despite the difficult circumstances of the pandemic. We adopted a raft of new policies around privacy and good workplace practices. I would like to give particular mention to the Councillor Remuneration Policy adopted last year, which makes it easier for less financially secure people to participate in the council, and the Domestic Abuse policy adopted in March of this year, which aims to create a safer environment for our staff. We produced a 2021-2022 budget that was the product of a rigorous and involved debate, and which will allow the council to expand its staff and services for the town, allowing us to do more for the people of Ledbury as we come out of COVID, without putting excessive strain on our already hard working employees. In our annual governance and accountability return, we were able to answer all questions "yes" for the first time in several years. My only serious regret in the course of the year is the fact that the council received a Qualified Audit, a grim reminder that for all the progress we have made in modernising our financial procedures over the past few years, we have a ways to go.

In conclusion, I am finishing my year as chair of FP&GP largely satisfied with the results of our collective efforts thus far, and looking forward to continuing those efforts with my fellow councillors in the year ahead.

-Cllr. Matthew Eakin, outgoing Chair of LTC Finance, Polity and General Purposes Committee.

ED&P Annual Report – Chair Cllr John Bannister

This year (2020-21) has been a very a very challenging and a busy one for the ED&P standing committee. In Planning, it seems that every large developer wants to build in Ledbury. Major planning applications and work in progress have included.....

- Bloor Homes (625 dwellings),
- Bovis (140 dwellings)
- Barratts Phase 2 (46 dwellings)
- 64 Bed Care Home
- 92 Dwellings on Land behind the Full Pitcher
- 31 apartments on the Pugh's old auction centre site
- Lidl supermarket application
- Update of the Ledbury NDP

Just to go over some highlights....

Bloor Homes Appeal

The most important event was undoubtedly the Inquiry into the access issues concerning the Bloor Homes application for the development of 625 homes and 3 hectares of employment land on land north of the viaduct with a single access bringing all the development traffic to a proposed remodelled Hereford Road -Bromyard Road-Homend junction at the railway bridge, completely ruling out the possibility of an access onto the Leaden Way bypass under the viaduct.

The Herefordshire Planning Committee rejected this application twice and Bloor Homes appealed. Herefordshire Council decided not to defend the Planning committee's refusal decision at the appeal Inquiry. This left LTC with the momentous decision of whether or not to take up Rule 6 status at the inquiry. After much debate it was decided to take up this status and thus prepare a full and detailed case.

An inquiry team was set up with the help of members of the public and councillors from LTC and Wellington Heath and a provisional budget was agreed. It was decided by the team that with budget and time limitations LTC could not deal with all the issues which members of the public had concerns about, the agreed issues for LTC were ...

- The impact of the development generated Traffic on the road transport system and particularly the Junction at the railway bridge and the advantages an access under the viaduct would provide.
- The safety and operation of the proposed junction design
- Effect of increased traffic on the Malvern Hills AONB
- The Planning History of access issues regarding the development proposal and particularly the changes which led to a single access proposal onto the Bromyard road ignoring the possible access under the viaduct
- Impact on the Ledbury town centre conservation area

A team of professional consultants was appointed which included experts in transport planning, junction design, and landscape and heritage, Cllrs Howells and Harvey dealt

with the Impact on the Conservation area and the Planning history respectively. A Barrister was engaged to help develop and present the LTC case.

A major development was the involvement of the secretary of State for Housing, Robert Jenrick who "called in" the decision and so he would make the final decision no later than 15th March 2021 following a report and recommendation from the inspector.

The Inquiry was initially slated to start on 28nd of April but was compromised by the Covid Lockdown. The Planning Inspectorate decided that to avoid long delays, the case could be dealt with on-line, and a date and duration for the inquiry was set for Monday 13th July 2020. It ran over to the Friday and was still not completed. As a result, the inquiry opened again on Tuesday 22th September and was completed on Friday 25th. A total of 9 days with commensurate significant increases in time demands and the cost, which are reflected in the final budget.

A huge effort was required to produce the Proofs of Evidence for the LTC case, and many weeks of meetings and assembling evidence was a real challenge for the team especially given the impact of the Covid Lockdown. The LTC team put in a truly professional effort both in presenting the evidence and questioning the Bloor evidence. Much of the traffic impact and Junction design was highly technical and took much longer than the Planning Inspectorate had anticipated.

The SoS decision along with the inspectors report was published on 15th March 2021 with the following conclusions...

- The station junction WOULD NOT be significantly over-capacity in servicing an additional 625 homes and 3 hectares of employment land;
- A second access WOULD NOT provide any discernible benefit;
- The AONB and community of Wellington Heath WOULD NOT be significantly affected by rat running; and
- Traffic directed through the centre of Ledbury WOULD NOT impact significantly on the conservation area.

In effect, the inspector did not accept any of our points.

On costs, the inspector dismissed Bloor's application for costs against LTC on all points except the time taken to consider the concerns raised on the safety of the pedestrian route. The level of these costs has yet to be agreed. The total cost to the Ledbury Council Tax payer was £105K not including any costs.

Comments and News Reports following the appeal

There have been some Interesting and relevant developments following the inquiry decision, for example in a piece in the Daily Telegraph on 18th May 2021 SoS Jenrick stated that the current planning system was "not fit for purpose" and surveys have shown that it "fails to command public trust". He also stated that "the system excludes local residents who don't have time to engage in labyrinthine planning process". He went on....the system is "heavily weighted in favour of the applicants, big developers who can afford expensive lawyers and know how to navigate the system". In a somewhat contradictory comment he went on....we will continue to protect

Conservation areas, AONBs and it will be for democratically elected councillors to decide how to provide homes in their areas”

With respect to this comment, it is interesting to note that the access proposals for this Bloor development application was rejected twice by the Herefordshire Council Planning Committee, had more than 400 objections from local people, was objected to by the Ledbury Town Council, and was rejected with a 95% margin in a Parish poll. This is local people who know the issues with the proposed access.

However, in her report the inspector acknowledged the high degree of public objection to the access proposals but COMPLETELY discounted it by stating: “I am aware that the proposed development was subject to a large number of objections and in a poll of local people most people opposed it. However, local support or opposition to a scheme is not in itself a reason for granting or refusing planning permission.” – democracy in action this is not !

In the Sunday Times on June 13th 2021, there was an interesting article on donations made by Bloor Homes to the Conservative party. It turns out that only 2 days after SoS Jenrick made the decision on the Bloor appeal, John Bloor the billionaire donated £150k to the conservative party. The paper also went on to state that last year was the first time that Bloor had failed to donate to the Conservative party but he resumed his donations after the decision of the SoS Jenrick to allow the appeal.

A news report stated that 13% of Conservative party funding comes from Building developers like Bloor Homes.

Other Planning applications

There have been some successes in controlling planning applications, the application for Phase 2 of the Barratts Development at Hawk Rise was rejected by Hereford with some residents complaining about noise from the nearby factory – It seems that the large Bund and fence monstrosity has not done much to cure this problem.

The Deeley application for the construction of a Lidl and other facilities was also rejected by Herefordshire on the grounds of the trade diversion impact on the conservation area.

There is also a current application to build 31 apartments on the former Pughs auction room site at Market Street which has drawn many objections from members of the public. This application is still being considered.

Update of the Ledbury NDP

Every two years a NDP needs to be updated if it is to maintain its influence over development. The current NDP does not include a settlement boundary so this and other revisions have been included in a detailed consultation which has just gone out to Ledbury Residents.

The revision has been worked on by the NDP working party which includes members of the public and professional consultants and is chaired by Cllr Howells and reports to ED&P. Once again this has been a huge effort to get this consultation underway. The consultation documents have been delivered to every dwelling in the parish of Ledbury and is also available online. I want to give a special thanks to the NDP team who have put in so much effort to get this underway.

Economic Development Activities

This year LTC has developed a Corporate Plan which together with other plans and activities is guiding the efforts to deliver increasing economic activity, employment and investment in the town. The main areas which have been identified include

- The Visitor Economy
- Improving and expanding the Charter Market
- Introduction of Specialist Markets
- Improvements to the Market House to bring it into better use
- Herefordshire Market Towns investment Plan

An Economy and Tourism Working group has been set up to make recommendations on how best to promote the town as a tourist destination for heritage, the arts and shopping. This will be delivered initially by working closely with the Visit Herefordshire website.

Further working groups have been set up to make recommendations on how to develop the Charter Market and additional Specialist Markets and to look into possible improvements to the Market House to investigate how it might be brought into better use. Many of these activities have been hampered by the Covid regulations and by difficulty in recruiting LTC staff to work on these tasks. It is anticipated that the successful appointment of a Community Development Officer will now accelerate these tasks.

This Ledbury Town Investment Plan is one of five Market Town Investment Plans commissioned by Herefordshire Council. It has been produced by Rose Regeneration, working closely with Ledbury Town Council and with key local stakeholders representing the wider local community. Herefordshire's market towns, including Ledbury, play a critical role in the county's economy, as focal points for employment; for retail, tourism, leisure and culture; for business investment and growth; for housing; and for access to services. The market towns often provide the key interface between the wider rural areas, access to employment and local services, and connectivity to and from Hereford. The Herefordshire Market Towns Investment plan has been progressing with the identification of projects for investment.

Herefordshire Council has earmarked some £20million in its capital programme as an investment pot for capital projects in the County's five market towns. This funding can be used by the Council to invest in projects which can demonstrate an appropriate business case which show the ability of the projects to generate capital receipts or income which can be used to pay back the initial investment over time. Some of the projects in the Plan may secure funding through this route subject to detailed business cases being developed and considered by the Council. The projects include...

- Purchase and development of Employment Land at Little Marcle Road
- Improved Parking and access at the Railway Station
- Relocation and upgrading of Sports Facilities to Little Marcle Road
- Landscaping at the Masters House and St Katherines Car Park
- Conversion of LTC offices to Tourist accommodation and other services

Having identified the projects and scored them against Herefordshire Council criterion the next stage is to develop the detailed investment cases for the projects and this is now underway.

Traffic Management

The Traffic Management Working Group reports to ED&P and is chaired by Cllr Bannister. The main activities here are dealing with Parking and road safety issues. It seems that this work moves at a glacial pace but we have had some recent success at getting Speed indicator sites installed at 3 locations around the town. A single speed indicator device (SID) is rotated around these sites spending on month in each location. Data and analysis from the device will be published on the LTC website.

Parking and Road Traffic Orders (RTOs) which includes yellow lining, signage etc recommendations are made by this working group to ED&P. We have consulted with the public on issues and we receive many suggestions from members of the public pointing out issues. The difficulty here is getting the work done. We have put together a consolidated list of all the current issues around the town and we are working with Herefordshire to get the work done on a shorter timescale by paying for it out of LTC funds.

Report Ends

Well, where do I start!

This year has presented everybody with challenges; however, I am glad to have shared, debated and overcome them with my fellow councillors, Clerk, and members of staff.

I have been particularly blown away by the support that Ledbury residents have shown, especially to local businesses and traders. Ledbury has great community spirit and has pulled together in these strange and unprecedented times.

Although many plans have been cancelled or stored away for another year, there are some achievements that I, as the Chair of Environment and Leisure, am proud to have been a part of.

The shelter at the recreational ground has benefited from a much-needed revamp, and subsequently is now a popular place for young adults to hang out with friends and family. Although we can all agree that the artist has done an outstanding job, we simply cannot forget the local students who are behind the artwork and provided the council with the original ideas. There have been discussions on works to the skatepark and providing disabled friendly play equipment, I honestly believe this will make a big difference and feel privileged to have been a part of this.

The table and chairs under the market house have been very popular and I hope that the Council agree to continue this service permanently, especially with summer around the corner. I want to thank the residents and visitors for keeping the tables clean, ready for the next user to enjoy.

As I finish my year as the Chairman of Environment and Leisure, a certain comes to phrase comes to my mind, Carpe Diem!

Councillor Knight

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Agend Item

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Ledbury Town Council meeting Thursday 29th July 2021

Cllr Phillip Howells – Ledbury West Ward Councillor's report

Since the last full LTC Council meeting on 27th May 2021 I have attended a number of Herefordshire Council related meetings – mostly now reverting to physical meetings again.

The first full physical meeting of Herefordshire Council for over a year was held on Friday 28th May. It was the annual meeting when the chairs of the Council and key committees are elected. Because of existing COVID restrictions the council had to hire the only room big enough to house all councillors and officers (the usual Shire Hall venue is unusable and will be for some time due to dangerous roof collapses) at the Three Counties Hotel with each councillor shielded in little booths of plastic sheets. We had no choice, but it was frustratingly expensive with very difficult communications because of the social distancing requirements.

I was honoured to be elected as the new chair of the Children and Young People Scrutiny Committee. It's a privilege to be in a position to help make a difference to the lives of vulnerable young people, but this is going to be a particularly challenging role over the next two years given the complexities of the Improvement Plan that the Council is putting in place as a result of a non-statutory Improvement Notice that has been issued to the Council by the Department of Education following the High Court judgement against the Council for failings in the delivery of childrens' services.

As a result I've chaired two subsequent meetings of the Children's Services Scrutiny Committee:

- 1st June (first working day after being elected in fact) to review the work programme in the light of the High Court Judgment and the role of the committee in the Improvement Plan
- Had several briefing sessions since and more to come, with a full f2f informal briefing and discussion meeting held on 16th July to prepare for the agenda for the next full meeting of the committee scheduled for late July.

I also attended on 9th June (by Zoom) a Full Board Meeting LSIDB (Lower Severn Internal Drainage Board) as the Herefordshire Council appointed member. The Chair and Principal Officer of the LSIDB also visited Ledbury on 30th June to see for themselves the flooding issues we have in Ledbury. This will hopefully lead to better understanding and liaison between them and Herefordshire planners on the flooding we get from the River Leadon which we at LTC feel is a serious matter to more fully understand - and in relation to the likely Viaduct housing development site in particular. I learnt that whilst most minor rivers come under the jurisdiction of the

LSIDB, with major rivers the responsibility of the EA, in fact the Leadon comes under EA jurisdiction as well.

The new CEO of Herefordshire Council, Paul Walker, visited Ledbury on Monday 19th July and met with the three Ward councillors to update him on Ledbury issues, and he also met with the Mayor and Clerk. We discussed the neighbourhood plan, the need for new football facilities, the Conservation Area and the need for a management plan to help preserve its special qualities and the importance of getting funds from the Market Towns Economic Investment Plan report that is being produced – in particular to help fund employment and sporting facilities explored in the recent NDP public consultation on the sites south of the Little Marcle Road. He took notes of all these issues and I know he has already taken action on the football issue and how the council can help make it happen, for example.

A notable half day zoom training event I attended was a SOCJAG (Serious and Organised Crime Joint Action Group) organised presentation to councillors on 2nd July. Led by West Mercia Police and organised under the aegis of the Herefordshire Safeguarding Business Unit with the Herefordshire Community Safety Partnership, it was a sadly illuminating explanation of the increasing challenges to our communities of SOC. However it was also reassuring to be briefed on the infrastructure and teams in place to combat SOC, with examples of the real inroads and disruptions to SOC that the partnership is achieving, despite the increasingly sophisticated techniques and technology used by organised crime.

LEDBURY TOWN COUNCIL
MINUTES OF A MEETING OF THE
ENVIRONMENT AND LEISURE COMMITTEE
HELD ON 15th JULY 2021
VIA ZOOM

Agenda Item

10

PRESENT: Councillors Chowns (Chair), Eakin, Morris and Whattler

IN ATTENDANCE: Town Clerk – Angela Price

E158. APOLOGIES

Apologies were received from Councillors Knight and Manns (ex-officio)

E159. DECLARATION OF INTERESTS

None received.

E160. TERMS OF REFERENCE

Members received and noted the Terms of Reference for the Environment & Leisure Committee for the 2021/22 Municipal.

E161. PUBLIC PARTICIPATION

Councillor Chowns advised that the meeting would be a non-decision, non-voting meeting due to legislation for Council's to hold virtual meetings being withdrawn (minute no. C317 refers). She advised that any decision made in respect of the items discussed at the meeting would be made by the Clerk in consultation with the Chair and Vice Chair of the committee under delegated powers.

None received.

E162. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE ENVIRONMENT AND LEISURE COMMITTEE HELD ON 20 MAY 2021

That the minutes of a meeting of the Environment and Leisure Committee held on 20 May 2021 be received and noted, noting that they will be resubmitted to the first face-face meeting of the Committee for approval.

E163. TO REVIEW ACTION SHEET

The Clerk provided an update on the following items on the Action Sheet:

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1. E115 – The Clerk advised that she had contacted a number of companies to request quotes for undertaking a valuation of the Council's properties, however she advised that despite repeated emails and phone calls had not received any quotes. She therefore suggested that Members consider whether to recommend to Council to accept the quote received and move forward with this.
2. E135 – The Clerk advised that a decision had been taken by the Events Working Party Members, Councillors Knight and Howells, not to proceed with the proposed event on the recreation ground in 2021. The reason for the decision had been due to Covid restrictions not being lifted until 19 July and a licence not having been issued to date. It had been suggested that the Events Working Party would consider an event to coincide with the Queens Jubilee in 2022.

Councillor Morris suggested the Clerk contacting the new CEO at Herefordshire Council to discuss concerns in respect of communication with Herefordshire Council. The Clerk advised that she had spoken with one of the Community Hub Officers about meeting with Mr Walker and all six Herefordshire Town Clerks.

E164.

RECREATION GROUND

1. The Clerk had provided a report on the state of the shelter at the recreation ground following a recent fire that had been started at the recreation ground. She highlighted an issue with one of the centre arms of the shelter and advised that she had been in touch with a company in respect of the repairs. Currently the shelter had been cordoned on for safety concerns.

The Clerk advised that she had recently spoken with the Fire Brigade and Police who had suggested that a three-way group with the Council to put a programme in place to educate people about the risks of setting fires such as this.

The Clerk advised that she had shared cctv footage to the Police of the incident and that she was in discussions with Herefordshire CCTV suite about linking the CCTV at the Recreation Ground with theirs to improve the coverage and imagery. However, she advised that due to where the CCTV is currently stored it is difficult to access this, but it is hoped that access should be available in August.

2. **Basketball Court Line Marking**

The Clerk reported that this should now have been completed by BBLP free of charge.

3. Benches

The Clerk reported that the multi-coloured bench had been delivered and it was hoped that this would be installed in the following week. She also advised that the TMO had been painting some of the benches in the recreation ground and that there were plans to install replacement benches at the recreation ground.

Members received and noted the update on the recreation ground.

E165.

CEMETERY

Grant of Exclusive Right of Burial

1. That in accordance with Standing Order 23(a), authority be given for the Deeds of Exclusive Right of Burial (Deed numbers 326, 695 and 698 -701 inclusive) be signed, granting the exclusive right of burial to those named as the purchaser of the Deed of Exclusive Right of Burial

2. Transfer of Exclusive Right of Burial

That in accordance with Standing Order 23(a), authority be given for the Transfer of the Deed of Exclusive Right of Burial (Deed numbers 199, 324 and 471) to be signed, granting the exclusive right of burial to those named as the purchaser of the Deed of Exclusive Right of Burial.

Members noted the above information

E166.

WORKING PARTIES

1. To receive and note the minutes of the meeting of the Climate Change Working Party held on 28 June 2021 and to consider the following recommendations:

- a. *That the possibility of a pop-up shop, preferably in the High Street for the week before and during COP 26, in order to promote public awareness and possibly arrange a swap shop for items such as children's winter coats.*

The Clerk advised that she had spoken with the Chair of the Committee in respect of also inviting school children to the Council Committee Room to hold a meeting to debate Climate Change issues with the Mayor and Chair of the Climate Change Working Party.

Councillor Whattler asked who would man the shop and what would happen to the clothes at the end of the

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project. Councillor Chowns advised that Members of the Climate Change Working Party had offered to help with this and that a rota would be drawn up to assist this.

Members were in support of the initiative to promote the COP 26 event proposed.

Members suggested that the Community Development Officer was asked to investigate possible venues for the project.

- b. That the Council promote refill.org.uk and the refill ap with traders and supermarkets, and that Ledbury aim to become a Refill Town.

Members were in support of this initiative.

- c. That consideration be given to the facilitation of a Climate Change blog on the Council website, in collaboration with schools and local organisations.

Members suggested that the Community Development Officer be asked to provide more information on this initiative before a final decision.

- 2. Members received and noted the update on the inaugural meeting of the Friends of the Cemetery Group.
- 3. Christmas Lights

Councillor Chowns advised that Councillor Knight was keen to be part of a Task and Finish Group to consider the quotes for the Christmas Lights for the following three years.

It was suggested that the Clerk organise a Task & Finish Group, Councillor Morris advised that he would also be keen to be part of the Christmas Lights Task and Finish Group.

E167.

REPLACEMENT BOARDS AT DOG HILL WOODS

The Clerk reminded Members of the Committee that one of the boards at Dog Hill Woods needs to be replaced and also that the Council had received a request from the volunteers working at the Geo Site for an information board. The Clerk advised that she had contacted Herefordshire Council to see if they had a department that may be able to help produce the boards, however she had been advised that this role had been removed some years ago.

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Councillor Chowns suggested that a local company may wish to sponsor boards and it was suggested that the Clerk may wish to look into this.

E168. QUEENS JUBILEE 2022

The Clerk provided an update on the Queen's Green Canopy – Plant a Tree for the Jubilee. She informed Members that the Community Development Officer had applied for a tree pack and had been successful in securing a pack. The idea was to plant an avenue of Cherry Blossom within the cemetery grounds. The Clerk advised that the trees would be delivered in the autumn for planting.

Members received and noted the update.

E169. CORPORATE PLAN

The Clerk advised that the Committee now need to decide which of the priorities within the Corporate Plan are high priority.

Councillor Chowns noted that the town's event calendar had been hit considerably due to the pandemic.

The Clerk advised that the Council would be having a stall at the Carnival event in August and other events are starting to come back, albeit on a smaller scale.

The Clerk was asked to provide an update on the War Memorial, she advised that she was waiting for the report from the architects, and it was suggested that once the report is received it should be considered at an extraordinary meeting of the committee to discuss this item.

E170. DOG HILL WOODS MANAGEMENT PLAN

Members suggested that the Clerk investigate possible grant funding for the Woodland Management Plan for Dog Hill Woods with a view to appointing the one contractor who has provided a quote for this.

Councillor Morris provided details of a local resident who may be interested in providing a quote.

E160. DATE OF NEXT MEETING

Members noted that the date of the next Environment and Leisure Committee meeting is scheduled for 16 September 2021.

The meeting ended at 8.00 pm.

Signed

Dated

DRAFT

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**MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES
COMMITTEE HELD ON 22 JULY 2021
VIA ZOOM**

PRESENT: Councillors Eakin (Chair), Howells and Hughes

ALSO PRESENT: Angela Price – Town Clerk

F308 APOLOGIES

Apologies were received from Councillors Harvey, Manns and Knight.

F309 DECLARATIONS OF INTEREST

None received.

F310. PUBLIC PARTICIPATION

None received.

**F311. TO RECEIVE AND NOTE THE MINUTES OF AN
EXTRAORDINARY MEETING OF THE FINANCE, POLICY &
GENERAL PURPOSES COMMITTEE HELD ON 9 JUNE 2021**

Members received and noted the minutes of the Extraordinary meeting of the Finance, Policy & General Purposes Committee held on 9 June 2021, noting the following amendments:

- i. Minute no. F298 – the resolution should state 25 March 2021 and not 28 January 2021.
- ii. Minute no. F301 – the preamble should state March and April 2021 and not January and February 2021.
- iii. Minute no. F302 – the following should be recorded as a RESOLUTION and included in the Action Sheet:

“It was agreed that at the next meeting of the Finance, Policy & General Purposes Committee, Members go through previous accounts and identify the funds in the general fund that relate to earmarked reserves. It was also agreed that Members identify what special project funds need to come out of the general fund and back into the lines of the Special Budget.”

- iv. Minute no. F304 – Heading should read “SUSPENSION OF STANDING ORDERS”.

2015

- v. Minute np. F306 – Fourth paragraph should read as follows:

“Councillor Harvey requested that the Town Clerk confirm the dates that the notice of accounts should be advertised”

F312

ACTION SHEET

The Clerk advised that the minute no's recorded in respect of the meeting held on 9 June 2021 were incorrect and should read “F305 and F307”.

F307 - should read 24 June 2021 and not July.

Councillor Howells noted that Minute F289 stated “That the TC review section 7 of the Risk Register for consideration at the next meeting of the Finance, Policy & General Purposes Committee”.

The Clerk advised that she had spoken with the Chair of the Committee to advise that due to staff shortages she had not been able to bring this forward to this meeting, and as it was a non-decision-making committee she had felt that it would be better to bring this forward at a face-to-face meeting.

F313

TERMS OF REFERENCE

Councillor Hughes noted the following:

- i. The numbering in respect of “Under Delegated Powers” was incorrect.
- ii. Item no. 9 under delegated powers – insert a comma as follows:

“...due to the Council, not falling within the remit of any other Committee.”
- iii. Item no. 2 By way of recommendation to Full Council – amend to read as follows:

“To draft and finalise the Council's four-year Corporate Plan including the consideration of recommendations of any Committee in regard to the Corporate Plan before it is submitted for the approval of Council.
- iv. Item no. 10 By way of recommendation to Full Council – insert comma as follows:
“...for the recovery of monies due to the Council, not falling withing the remit of the Council or any other Committee.”

2016

F314 TO RECEIVE AND NOTE PAYMENTS MADE IN JULY 2021 VIA DELEGATED POWERS

Members received and noted the payments made in July 2021 via delegated powers in the net sum of £20,787.94, noting that the date on the sheet provided should read July 2021.

F315 TO RECEIVE AND NOTE INVOICES FOR PAYMENT FOR AUGUST 2021 (INTERIM)

Members received and noted the invoices for payment for August 2021 (Interim) in the net sum of £7,376.34.

F316 TO RECEIVE AND NOTE THE LIST OF RECEIPTS AND PAYMENTS FOR MAY AND JUNE 2021

Members received and noted the list of receipts and payments for May and June 2021.

F317 TO RECEIVE AND NOTE THE RECORD OF RECEIPTS AND PAYMENTS FOR MAY AND JUNE 2021 (Cashbook)

Councillor raised concerns about the payments in relation to the NDP, he advised that he could not see these in the list of payments. The Clerk advised that these were paid via credit card and will show as a reimbursement payment. Councillor Howells confirmed that he had identified the NDP expenditure within the list of payments.

Members received and noted the record of receipts and payments for May and June 2021 (Cashbook).

F318 TO RECEIVE THE BALANCE SHEET AND TRIAL BALANCE FOR MONTHS 2 AND 3

Members received and noted the balance sheet and trial balance for months 2 and 3.

F319 TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS DURING COVID 19 – MAY AND JUNE 2021

The Chair of the Finance, Policy & General Purposes Committee advised that he had attended the Council offices to review, approve and sign the Bank Statements and Reconciliations in accordance with the Council's Financial Regulations.

F320 BUDGET MONITORING REPORT

Councillor Howells asked whether the budget monitoring report had been prepared as a result of a budget monitoring meeting. The Clerk

2017

advised that this is a report that is generated via the accounts software package at month end close down.

Members received and noted the budget monitoring report, suggesting that the Clerk consider setting a date for a Budget Monitoring Working Party Meeting before the next meeting of the Finance, Policy & General Purposes Committee.

F321 TO RECEIVE AND NOTE A MORE DETAILED BALANCE SHEET (Excluding stock movement)

Councillor Eakin suggested that this report be attached to the balance sheet and trial balance on future agendas.

Members received and noted the more detailed balance sheet (excluding stock movement).

F322 EXTERNAL AND INTERNAL AUDIT

i. Appointment of Internal Auditor for 2021/22 to 2023/24

Members were requested to give consideration to the Clerk inviting tenders for internal auditing services for the period 2021/22 to 2023/24.

Members advised that they would support a decision via delegated powers to invite tenders for internal auditing services for the period 2021/22 – 2023/24.

ii. To give consideration to appointing a Councillor to act as internal, internal auditor

The Clerk explained that this would be someone from within the Council carrying out an in-house, internal audit of the council accounts, processes, and procedures. She advised it would provide a system of self-scrutiny.

Members advised that they would support a decision via delegated powers to refer this item to Full Council for further consideration.

F323 SUBSCRIPTIONS

Members noted that the annual subscription for Bullguard, internet security subscription had been agreed via delegated powers and paid in the sum of £117.00.

2018

F324

GRANT APPLICATIONS

i. Over £500.00

- a. Ledbury Carnival – Members advised that they would support a decision via delegated powers to award £1,000 to the Ledbury Carnival.
- b. John Maesfield High School – Councillor Hughes raised concern in respect of this application. He advised that schools receive funds for projects such as the one proposed and therefore did not feel that Ledbury Town Council could support this application.

The Clerk advised Members that they should be mindful that they should not grant funding to an organisation that receive funding via other government funding as this could be considered as double taxation.

Members advised that they would support a decision via delegated powers to decline this application.

- c. Ledbury Primary School – Members felt that this application was a good use of community funds, and no funding is provided to schools for the provision of defibrillators.

Members advised that they would support a decision via delegated powers to award £1,000 to Ledbury Primary School.

ii. Three-year funding application

Citizens Advice South Worcester – Members advised that they would support a decision via delegated powers to award £5,000 p/a over a three-year period to the Citizens Advice South Worcester.

F325

END OF YEAR GRANT REPORT

Members received and noted the end of year grant reports received from Ledbury Carnival and Dream your Future Counselling.

F326

RISK MANAGEMENT

Section 8 – Council Website

The Clerk advised Members that she had not had the opportunity to review Section 7 as agreed at the meeting held on 9 June, however she

2019

felt that Section 8 also needed updating and that she would update both sections at the same time.

She advised that Section 8 relates to when the Council were considering a new website and does not provide for risk now the website is in place. She suggested that the current risk information should remain in place, but that further risk information now needs to be included in respect of the management of the website.

She advised that she would report this for consideration at the next meeting of the committee.

F327 COUNCIL WEBSITE

The Clerk advised Member that there were some issues with the new website that still needed addressing and that she had been working with Councillor Bannister on this. She advised that Councillor Bannister had brought forward a suggestion with regard to future website management which would be included on the agenda for the Full Council meeting on 29 July.

F328 A GUIDE TO INSURING YOUR LISTED PROPERTY

Members received and noted a Guide to Insuring your Listed Property, noting that the Clerk would take the information into consideration when seeking insurance quotes later in the year.

F329 DATE OF NEXT MEETING

It was noted that the next meeting of the Finance, Policy & General Purposes Committee is scheduled for 23 September 2021.

F330 EXCLUSION OF PRESS AND PUBLIC

It was agreed 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.

F331 MORTUARY LEASE

The Clerk advised Members of the action she had taken in response to the Solicitors letter

Members noted the information received from the Council's Solicitor in relation to the current lease in respect of the Mortuary at the Cemetery on New Street. She also provided an update on the current situation in relation to the lease, prior to a new lease being drawn up.

The meeting ended at 8.09 pm

Signed Dated.....

DRAFT

2021

RECORD OF OFFICER DECISION

Agenda Item 12.

Decision Title	Planning application decisions
Date of Decision	13 May 2021
Decision Maker(s)	Clerk
Authority for Delegated decision	Minute no. 251 Extraordinary meeting of Council held on 19 March 2019
Consultation:	Chair of Planning Committee (taking into account discussions from the Planning Committee meeting held on 13 May 2021)
Decision Made:	<p>The following comments be sent in respect of planning applications received:</p> <ul style="list-style-type: none"> • 203223 – Land adjacent to The New House, Bromyard Road, Ledbury – No objection • 211130 – Swingate, Homend Crescent, Ledbury – No objection • 211145 – Carnreagh, Homend Crescent, Ledbury – No objection
Reason for Decision	Ledbury Town Council is a consultee in respect of all planning applications appertaining to Ledbury and as such reserve the right to comment. The above comments were as a result of discussions at the meeting of the Planning Committee held on 13 May 2021.
Associated Risks	Failure of LTC to comment on planning applications would result in planning applications being determined without input from the town councils planning committee as representatives of the electorate.
Alternative options considered and rejected	No alternative options were considered.
How long will this be in place	The responses above were forwarded to the planning officers at Herefordshire Council for inclusion on the Planning Portal and for consideration when determining planning applications.

2022

RECORD OF OFFICER DECISION

Decision Title	Printing costs of NDP booklet and questionnaire
Date of Decision	14 May 2021
Decision Maker(s)	Clerk
Authority for Delegated decision	Minute no. 251 Extraordinary meeting of Council held on 19 March 2019
Consultation:	Chair and of Economic Development & Planning Committee and Chair of NDP Working Party.
Decision Made:	Approval of expenditure from the NDP budget allocation for the printing of the Consultation booklet and questionnaire for delivery to all households in Ledbury.
Reason for Decision	In order for the NDP to progress to Reg. 14 there is a requirement for consultation with the residents of the town. To enable this the NDP Working Party had prepared a consultation booklet and questionnaire to be delivered to all households in Ledbury and to be available on-line. To meet the delivery requirement three quotes were received for the printing of 6,700 booklets and questionnaires and the Chair of the Economic Development & Planning Committee and the Chair of the NDP Working Party were asked to approve the expenditure from within the allocated NDP budget for consultations.
Associated Risks	Without the consultation the NDP would not be able to reach Reg. 14 and therefore Ledbury Town Council would not have an active NDP in place to protect them from unplanned development within the boundaries of Ledbury.
Alternative options considered and rejected	Three quotes were received, and Councillors were asked to approve the cheapest quote of the three in the sum of £1,039.
How long will this be in place	The consultation is the first of two that are scheduled which will provide information on the opinion of residents and business within Ledbury to inform the final outcome of the NDP which will last for a period of two years once accepted at which time a further review will be required.

2023

RECORD OF OFFICER DECISION

Decision Title	Delegated decision made following Town Council meeting on 27 May 2021
Date of Decision	28 May 2021
Decision Maker(s)	Clerk
Authority for Delegated decision	Minute no. 251 Extraordinary meeting of Council held on 19 March 2019
Consultation:	Chairman following meeting of 27 May 2021
Decision Made:	<p>That the following items be placed on the agenda of an Extraordinary meeting of Council to be held on 23 June 2021 in the Burgage Hall:</p> <ol style="list-style-type: none"> 1. Motion received from Councillor Harvey: "That Ledbury Town Council adopts the Hereford City Council approach to the presumed sequencing of Councillors for the civic honour of becoming Mayor of Ledbury", 2. The proposal to amend the Co-option Policy as per minute C362.
Reason for Decision	Due to legislation for Council's to hold virtual meetings being withdrawn and the decision taken by Councillors at an Extraordinary meeting of Council held on 22 April 2021 to not hold face-face meetings until after 21 June 2021 (minute no. C317 refers) the meeting was a non-decision-making meeting held via electronic means.
Associated Risks	Risk of the Clerk and Chairman not taking into consideration the discussion by Members at the meeting of 27 My 2021.
Alternative options considered and rejected	N/A
How long will this be in place	Both items were considered at a face-face meeting of council held on Wednesday, 23 June 2021.

2024

RECORD OF OFFICER DECISION

Decision Title	Delegated decision made following Town Council meeting on 27 May 2021
Date of Decision	28 May 2021
Decision Maker(s)	Clerk
Authority for Delegated decision	Minute no. 251 Extraordinary meeting of Council held on 19 March 2019
Consultation:	Chairman following meeting of 27 May 2021
Decision Made:	<p>That the following motion be placed on the agenda of an Extraordinary meeting of Council to be held on 23 June 2021 in the Bura Hall:</p> <p>"That all essential workers who have worked through the Covid Pandemic are not only thanked but have their names recorded for future reference".</p>
Reason for Decision	Due to legislation for Council's to hold virtual meetings being withdrawn and the decision taken by Councillors at an Extraordinary meeting of Council held on 22 April 2021 to not hold face-face meetings until after 21 June 2021 (minute no. C317 refers) the meeting was a non-decision-making meeting held via electronic means.
Associated Risks	Risk of the Clerk and Chairman not taking into consideration the discussion by Members at the meeting of 27 May 2021.
Alternative options considered and rejected	N/A
How long will this be in place	The item to be included on the first face-to-face agenda of the Environment & Leisure Committee.

2025

RECORD OF OFFICER DECISION

Decision Title	Painting of the rear of the Shelter
Date of Decision	8 July 2021
Decision Maker(s)	Clerk
Authority for Delegated decision	Minute no. 251 Extraordinary meeting of Council held on 19 March 2019
Consultation:	Chair and Vice-Chair of Finance, Policy & General Purposes Committee
Decision Made:	To make an advance payment in respect of the paint required for the painting of the rear of the shelter.
Reason for Decision	During the 2021/22 budget setting process it was agreed that funds would be made available for the painting of the rear of the shelter. Arrangements had been put in place for the painting to be undertaken in early July and as previously with the inside of the shelter artwork the artist had requested funds for the cost of the shelter prior to the work being carried out.
Associated Risks	The artist does not undertake the works.
Alternative options considered and rejected	No alternative options were considered.
How long will this be in place	Unfortunately, the weekend prior to when the works were to be carried out an incident occurred where a fire was lit under the shelter and there are concerns over the safety of one of the arm joints in the centre of the shelter. Arrangements are being made for this to be repaired, however it was felt that the shelter should be cordoned off until such time the repair has been carried out. This has now delayed the painting.

2026

RECORD OF OFFICER DECISION

Decision Title	Payment of grants awarded
Date of Decision	8 June 2021
Decision Maker(s)	Clerk
Authority for Delegated decision	Minute no. 251 Extraordinary meeting of Council held on 19 March 2019
Consultation:	Chair and Vice-Chair of Finance, Policy & General Purposes Committee
Decision Made:	To pay the following grant as agreed by minute no. F287: <ul style="list-style-type: none"> • Ledbury Bells - £2,000
Reason for Decision	At a meeting of the Finance, Policy & General Purposes Committee held on 25 March 2021 it was RESOLVED to award Ledbury Bells a grant of £2,000. The decision made was in respect of the release of those funds.
Associated Risks	Ledbury Bells had been advised of the award of £2,000 and therefore would have accounted for these funds within their budgets. If the funds were not released then Ledbury Bells would have a shortfall of £2,000 and would need to seek funding from other sources.
Alternative options considered and rejected	No alternative options were considered.
How long will this be in place	The grant was to help towards the costs of equipment for training and the refurbishment of the ringing room within the bell tower. The bell tower has now been opened up to the public and therefore the funding has assisted with this.

2027

RECORD OF OFFICER DECISION

Decision Title	Planning application decisions
Date of Decision	10 June 2021
Decision Maker(s)	Clerk
Authority for Delegated decision	Minute no. 251 Extraordinary meeting of Council held on 19 March 2019
Consultation:	Chair of Planning Committee (taking into account discussions from the Planning Committee meeting held on 10 June 2021)
Decision Made:	<p>The following comments be sent in respect of planning applications received:</p> <ul style="list-style-type: none"> • 204577 – Former Auction Rooms, Market Street, Ledbury – that the Clerk contact Herefordshire Council Planning Officers to request a site visit with PO's and residents to discuss concerns in respect of this planning application • 210627 – Ledbury Heritage Centre, Church Lane, Ledbury – No objection • 211083 – Land adjacent to Martins Way, Ledbury – No objection • 211090 – Land adjacent to Martins Way, Ledbury – No objection • 211301 – Smiths Motors Ledbury, Coach Garage, The Homend, Ledbury– No objection • 211377 & 211378 - Barn House, 23 New Street, Ledbury – No objection • 211553 – Granny Smiths, Woodleigh Road, Ledbury – No objection • 211908 – The Priory Gatehouse, Worcester Road, Ledbury – No objection
Reason for Decision	Ledbury Town Council is a consultee in respect of all planning applications appertaining to Ledbury and as such reserve the right to comment. The above comments were as a result of discussions at the meeting of the Planning Committee held on 10 June 2021.
Associated Risks	Failure of LTC to comment on planning applications would result in planning applications being determined without input from the town councils planning committee as representatives of the electorate.
Alternative options considered and rejected	No alternative options were considered.
How long will this be in place	The responses above were forwarded to the planning officers at Herefordshire Council for inclusion on the Planning Portal and for consideration when determining planning applications.

2028

RECORD OF OFFICER DECISION

Decision Title	Letter of support in respect of Herefordshire CCTV
Date of Decision	5 July 2021
Decision Maker(s)	Clerk, Mayor and Deputy Mayor
Authority for Delegated decision	Minute no. 251 Extraordinary meeting of Council held on 19 March 2019
Consultation:	Mayor and Deputy Mayor
Decision Made:	To provide a letter of support to Herefordshire cctv suite to help them gain funding.
Reason for Decision	No decision-making meeting due to be held within timescale required.
Associated Risks	N/A
Alternative options considered and rejected	No alternative options were considered.
How long will this be in place	Letter prepared and signed by the Mayor on same day.

2029

RECORD OF OFFICER DECISION

Decision Title	Hills Ford Three Shires Stages – Sunday, 5 September 2021
Date of Decision	9 July 2021
Decision Maker(s)	Clerk
Authority for Delegated decision	Minute no. 251 Extraordinary meeting of Council held on 19 March 2019
Consultation:	Mayor and Deputy Mayor
Decision Made:	Written confirmation from Ledbury Town Council that they welcome the Hills Ford Three Shires Stages to Ledbury on 5 September 2021 noting that there would be a road closure from 5.30 – 10.00 pm with the ceremonial start taking place from 7.00 pm. There would be a start ramp just in front of the Market House to which the Mayor would be invited to flag away the top cars. It should be noted that the road closures have been approved by Herefordshire Council Highways Department (subject to Covid restrictions at the time.
Reason for Decision	Members have previously received a presentation and update from Jeff Wheeler, the event organiser in respect of this event. Following the presentation Members advised that they were in full support of this event and therefore the Mayor and Deputy Mayor agreed with the Clerk providing a formal written response to confirm Ledbury Town Council's approval of the event.
Associated Risks	Risk to the Market House if ramp too close to, request made for copies of all relevant risk assessments, public liability insurance documents and proposed layout.
Alternative options considered and rejected	No alternative options were considered.
How long will this be in place	The event is to take place on Sunday, 5 September 2021 between the hours of 5.30 and 10.00 pm. The Three Shires Group hope that this will become an annual event.

RECORD OF OFFICER DECISION

Decision Title	Garden Organic Project
Date of Decision	12 July 2021
Decision Maker(s)	Clerk
Authority for Delegated decision	Minute no. 251 Extraordinary meeting of Council held on 19 March 2019
Consultation:	Chair and Vice Chair of Finance, Policy & General Purposes Committee
Decision Made:	To purchase tools as per the attached.
Reason for Decision	Minute No. F288(2) states "That Members of the Finance, Policy and General Purposes Committee authorise in principle the expenditure from the Climate Change 2020/21 budget in the sum of £2000 for the provision of training from Garden Organic, subject to the provision of a roll out programme as detailed above." Further information was received from the Chair of Climate Change Committee which was provided to the Chair and Vice Chair of the Committee to assist with the decision-making process. Details attached.
Associated Risks	N/A
Alternative options considered and rejected	No alternative options were considered.
How long will this be in place	Once the training has been received by a small group this will enable them to educate and train other interested parties within Ledbury.

RECORD OF OFFICER DECISION

Decision Title	Request to purchase tools for TMO
Date of Decision	13 July 2021
Decision Maker(s)	Clerk
Authority for Delegated decision	Minute no. 251 Extraordinary meeting of Council held on 19 March 2019
Consultation:	Chair and Vice Chair of Finance, Policy & General Purposes Committee
Decision Made:	To purchase tools as per the attached.
Reason for Decision	Tools needed to enable newly appointed TMO to undertake tasks around town and at council buildings – no decision-making meetings scheduled for decision
Associated Risks	N/A
Alternative options considered and rejected	No alternative options were considered.
How long will this be in place	Tools purchased will be stored in a store room at the cemetery for use by both the TMO and Groundsman as appropriate.

LTC Clerk

From: Malcolm Hughes
Sent: 13 July 2021 08:55
To: LTC Clerk
Subject: Re: Tools required

Approved

Cllr Mal Hughes
Ledbury Town Council

From: LTC Clerk <clerk@ledburytowncouncil.gov.uk>
Sent: Monday, July 12, 2021 4:45 PM
To: Matthew Eakin <meakin@ledburytowncouncil.gov.uk>; Malcolm Hughes <mhughes@ledburytowncouncil.gov.uk>; Stephen Chowns <schowns@ledburytowncouncil.gov.uk>
Subject: Tools required

Dear Councillors

As you are aware we have recently recruited a Town Centre Maintenance Operative. To enable him to carry many of the tasks being asked of him we need to purchase a variety of tools and the attached list provides details of tools required. The cost of these tools will be shared across three budget areas: Cemetery, Office and Recreation Ground dependent on what is being purchased as laid out in the attached list.

The cost of the order exceeds the £500 limit that I am able to approve and therefore would request that you as the Chairs (Vice-Chairs) of Finance and Environment & Leisure Committees approve the purchase of the tools.

The status of the budgets for where I would spend from are currently as follows:

Cost Centre 102 Nominal Code 4200 – Cemetery – New Equipment – budget £1,000 – actual year to date spend £481 – available to spend £519 minus £29.77 = £451.23 remaining
Cost centre 110 Nominal Code 4206 – Recreation Ground – Grounds Maintenance – budget £5,000 – actual year to date spend £1,292 – available to spend £3,707 minus £35.97 = £3,672 remaining
Cost Centre 202 Nominal code 4170 – Council Offices – Maintenance – budget £2,000 – actual year to date spend £149 – available to spend £1,851 minus £529.39 = £132.61 remaining

Your earliest response to this would be appreciated.

Kind regards

Angie

Angela Price PSLCC, MICCM, MIWFM
CiLCA (England & Wales)
Town Clerk
Ledbury Town Council
Tel: 01531 632306
Mobile: 07734966926

RECORD OF OFFICER DECISION

Decision Title	Planning application decisions
Date of Decision	22 July 2021
Decision Maker(s)	Clerk
Authority for Delegated decision	Minute no. 251 Extraordinary meeting of Council held on 19 March 2019
Consultation:	Chair of Planning Committee (taking into account discussions from the Re-convened Planning Committee meeting held on 19 July 2021)
Decision Made:	<p>The following comments be sent in respect of planning applications received:</p> <ul style="list-style-type: none"> • 211237 – Countrywide Stores, Ledbury – No objection • 211358 – 2 Homend Crescent, Ledbury – No objection • 211611 – Stoney Hill, Worcester Road, Ledbury – No objection • 211733 – Land west of Leadon Road, Lower Road Industrial Estate, Ledbury - No objection but would ask that when consider similar application to this preference is given to the creation of more than one job. Also, LTC welcome the attention given to timed/motion lighting on the site to reduce light pollution to preserve the night sky. • 211876 – 10 Pound Meadow, Ledbury – No objection • 211952 – All Angels Barn, Old Tannery Courtyard, 4 High Street, Ledbury – No objection • 211986 – 4 High Street, Ledbury – No objection • 212114 – Objection in view of the latest housing land supply figures and the reference made to this within the application • 212031 – 18 Hallwood Drive, Ledbury – No objection • 212080 – Lilac Cottage, Bridge Street, Ledbury – No objection • 212090 – Parkfield Farm, Leddington, Ledbury – No objection • 212243 – Land south of Leadon Way, Ledbury – Defer to Larger Planning Applications Working Party • 212487 – The Cedars, Horse Lane Orchard, Ledbury – No objection • 212483 – Bramble, Orchard Lane, Ledbury – defer to next meeting of committee
Reason for Decision	Ledbury Town Council is a consultee in respect of all planning applications appertaining to Ledbury and as such reserve the right to comment. The above comments were as a result of discussions at the meeting of the Planning Committee held on 19 July 2021.

Associated Risks	Failure of LTC to comment on planning applications would result in planning applications being determined without input from the town councils planning committee as representatives of the electorate.
Alternative options considered and rejected	No alternative options were considered.
How long will this be in place	The responses above were forwarded to the planning officers at Herefordshire Council for inclusion on the Planning Portal and for consideration when determining planning applications.

RECORD OF OFFICER DECISION

Decision Title	New desk top computers for two new staff members
Date of Decision	22 July 2021
Decision Maker(s)	Clerk
Authority for Delegated decision	Minute no. 251 Extraordinary meeting of Council held on 19 March 2019
Consultation:	Chair and Vice Chair or Finance, Policy & General Purposes Committee
Decision Made:	Purchase and configuration of two new desk top computers for two new staff members to be purchased on behalf of LTC by OMS and configured with all necessary access requirements as detailed below at a cost of
Reason for Decision	Following the recent recruitment process two new posts have been created namely, CDO and Account/Burial Clerk. Whilst there is an available pc for the accounts clerk this means that we do not currently have desktops for the CDO, and the Deputy Clerk posts. I am currently waiting for confirmation of price for these direct from Dell, however as the computers will need to be set up by OMS to include all the required shared drive and accounts for the staff to access it does make sense from OMS to purchase these on behalf of the council. Therefore, I would be grateful if you would agree to the expenditure for two new desk top computers plus set up and configuration from cost centre 401 nominal code 4415 office support and equipment where there is currently a budget of £3,000, subject to a quote from Dell. Your earliest reply would be appreciated as we will need to get these in place for the first week in August, which means they will need to be delivered and configured prior to that date.
Associated Risks	Failure to provide suitable equipment for staff members to undertake their roles will result in loss of productivity within the staff resource.
Alternative options considered and rejected	Costs were considered to purchase the PC's directly from Dell, however the cost and time involved to have these delivered to OMS for configuration and the onto LTC increased the cost above that of quoted by OMS. Therefore, the Clerk took the decision following approval for expenditure to request OMS to purchase the desk top computes on behalf of LTC and to undertake configuration of each machine before sending onto LTC.
How long will this be in place	The two PCs are for use by permanent members of the staff and will only be replaced when considered necessary.

RECORD OF OFFICER DECISION

Decision Title	Vehicle Insurance Quote
Date of Decision	22 July 2021
Decision Maker(s)	Clerk
Authority for Delegated decision	Minute no. 251 Extraordinary meeting of Council held on 19 March 2019
Consultation:	Chair and Vice Chair of the Finance, Policy & General Purposes Committee
Decision Made:	<p>Please find attached a quote we have received from our insurers in respect of the Council van.</p> <p>Please could I ask for your agreement to renew the van insurance with this company for a period of one year, with a view to reviewing next year when we are due to reviewing all the Council's insurance provision.</p> <p>The reason for asking you to agree to this for the following year is that due to staffing levels I do not consider I have sufficient time to contact other insurance companies to ask for additional quotes and as it is due for renewal on 5 August time is limited.</p>
Reason for Decision	<p>A quote was received from the council's insurers in respect of the Council van in the sum of £569.</p> <p>The Clerk requested agreement from the Chair and Vice Chair of the Finance, Policy & General Purposes Committee that she renew the van insurance with this company for a period of one year, with a view to reviewing next year when we are due to reviewing all the Council's insurance provision. The reason for asking them to agree to this for the following year is that due to staffing levels she did not have sufficient time to contact other insurance companies to ask for additional quotes and as it is due for renewal on 5 August time was limited.</p>
Associated Risks	<ul style="list-style-type: none"> • Failure to insure the cemetery van would render the van unusable until such time insurance was secured. • The cost of insurance could be cheaper elsewhere, however the Came and Company who act as the Council's broker should be providing information on a competitive quote.
Alternative options considered and rejected	Reviewing the cost of insurance with other companies, however as noted above the Clerk did not have sufficient time to do so and that as the Council's Insurance Broker's, Came and Company should be providing the council with a competitive quote.
How long will this be in place	The insurance will take effect from 5 August for a period of one-year by which time the clerk should have sufficient time to consider alternative options should they be available for the following year.

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LEDBURY TOWN COUNCIL
ECONOMY & TOURISM COMMITTEE

Agenda Item
14(i)

TERMS OF REFERENCE

1. Purpose

The purpose of the Economy & Tourism Committee is to:

- a. Promote events and businesses which attract visitors to Ledbury and boost the local economy;
- b. Develop programmes and actions to support local businesses and attract grants and inward investment.

2. Under Delegated Powers

- a. Develop strategies and action plans to promote tourism, business (including shops and markets) and business organisations;
- b. Develop strategies and action plans to achieve objectives set within Council's Corporate Plan (Appendix 1) within the context of Council's policies specified within the Neighbourhood Development Plan (Appendix 2);
- c. Establish and manage working parties, including task and finish groups and set Terms of Reference as appropriate;
- d. Co-opt representatives of heritage and tourism businesses and organisations, business organisations and businesses to working parties, including task and finish groups as appropriate.

3. By Way of Recommendation to Council

- a. Make recommendations to Council on any issues that have financial or staffing implications;
- b. Contribute to the formulation and implementation of Council's Corporate Plan, and making appropriate recommendations;
- c. Recommend priorities for objectives related to Economy & Tourism identified within the Council's Corporate Plan (Appendix 1) and within the dominion the Council's extant policies specified within the Neighbourhood Development Plan (Appendix 2).

4. Establishment of Terms of Reference and Review

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- a. These Terms of Reference will be approved by Council at its Annual Meetings and received and noted at the first meeting of the Economy & Tourism Committee each municipal year.
- b. If when receiving and noting the Terms of Reference the Committee make any recommendations to change them, the amended Terms of Reference will be submitted to the next meeting of Council for approval.

APPENDIX 1

Corporate Objectives (Economy and Tourism) from Corporate Plan

A. Overall Outcome: A Prosperous Ledbury

Objective 1: To work with others to ensure Ledbury is a vibrant place to live in, to work in, and to visit

- a. Encourage/support formal and informal cooperation and knowledge sharing between local businesses and employers.
- b. To explore benefits of organised business forums and lobbying groups, e.g. creation of a local Chamber of Commerce, Business Improvement District, Business Breakfast Club, etc.
- c. To lobby the County Council to secure investment in technology & enterprise projects in the town.
- d. Invest in online/printed promotional material in support of local events, encourage visitors and promote the local economy.
- e. Work with county council planners/local landowners to achieve sustainable growth. Identify local employment sites beside new homes and improved community infrastructure.

B. Overall Outcome: Cohesive Communities in Ledbury

Objective 1: To engage with the people of Ledbury, encouraging community participation

- a. Introduce a *Ledbury Business of the Year Award*.

Objective 3: To support well connected and enhanced community networks and safeguard community facilities

- a. Increase social media presence to enhance engagement with the community and businesses.
- b. To work with the *Market Towns* in Herefordshire through the *Market Towns Forum*.

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C. Overall Outcome: Vibrant Culture & Heritage in Ledbury

Objective 1: Enhance Community participation in the arts, culture and heritage

- a. Work in partnership with arts festival groups to support and develop local projects and events, e.g *Ledbury Poetry Festival, Lakefest*
- b. Produce a business plan for *The Painted Room*.
- c. Develop and promote the Council Offices and the Market House as the heart of the tourist focus in Ledbury.
- d. Promote Ledbury in Bloom.
- e. Support the 'Town Twinning' between Ledbury and Stromstad.
- f. Continue to support events e.g October Fair, Christmas Lights, Big Breakfast and Community Day.

Objective 2: Encourage participation in sports and recreation.

- a. Work in partnership with Herefordshire Council to promote and support sporting events in Herefordshire/Ledbury.

Objective 3: Promote heritage, culture and achievements.

- a. Publish new tourist leaflet.
- b. Consider possible *Blue Plaque* sites within Ledbury.
- c. To consider the erection of a statue of John Masefield.
- d. Celebrate Ledbury poets by way of a poetry and literature project.
- e. Promote Ledbury more effectively as a visitor destination.
- f. Develop and improve facilities to make visitors welcome.
- g. Maintain and expand the availability of quality public access spaces for recreation and leisure.

D. Overall Outcome: A Globally Responsible Ledbury

Objective 2: To undertake local procurement wherever possible, whilst achieving best value for money.

- a. Promote *Shop Local* campaign.

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APPENDIX 2

Policies (NDP 7)

EE1.1: New Employment Sites

- a. New employment sites (including those identified in Policy EE1.3) will be supported subject to compliance with other LNDP policies and HCS policies, including SS1, SS5 and LB1. (Refer to Ledbury Neighbourhood Development Plan 2018-2031)
- b. The regeneration, proportionate intensification or reassignment of previously developed brownfield land to employment land uses will be particularly supported.
- c. An application for an Enterprise or Business Start-up hub would be encouraged.

EE1.2: Protecting Existing Employment Land

- a. Existing employment sites and premises including future employment sites, will be protected from change of use to alternative non-employment uses. Applicants will be expected to demonstrate that the site has been actively marketed for employment use for a continuous period of at least twelve months before any such change of use will be considered.

EE1.3: Identified Employment Sites

The following sites are identified as appropriate locations for new employment land:

- a. South of Little Marcle Road
- b. North of the viaduct
- c. Lower Road Trading Estate

EE2.1: Promoting Visitor Accommodation

- a. Proposals which increase local hotel and visitor accommodation provision in, and in the vicinity of the town for both business and leisure purposes, provided proposals are consistent with other policies. Proposals supported within the Settlement Boundary include:

- Hotels
- Bed and breakfasts

Outside the settlement boundary the re-use of existing buildings, that are structurally sound and capable of conversion without complete or substantial reconstruction and conversion, to self-catering tourism units will be supported.

EE3.1: Retail Areas and Provision

- a. To preserve the current character, the change of use of A1 (shops) A3 (restaurants and cafes) or A4 (drinking establishments) to other use classes in the primary shopping area will not be supported. New A1, A3 and A4 provision will be supported within the primary and secondary shopping areas.
- b. New A2 (financial and professional services) and A5 (hot food takeaways) will not be supported within the primary shopping area, but will be encouraged within the secondary shopping area.
- c. New town centre development of this area will be expected to retain or enhance the existing provision of parking spaces.

Agenda Item
14(ii)

LEDBURY TOWN COUNCIL

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE

TERMS OF REFERENCE

UNDER DELEGATED POWERS

1. To monitor the keeping of the Council's accounts and generally to have the management of the financial affairs of the Council including regular budget monitoring and the approval of in year virements.
2. To determine applications for financial assistance through the grants process.
3. To authorise expenditure in respect of recommendations from Working Parties in accordance with the Council's Financial Regulations.
4. To make decision in respect of the use of reserves and review and determine the Reserves Policy.
5. To review and determine the Council's Investment Strategy annually.
6. To make in-year decisions to authorise orders and contracts for new works, goods, or services outside of existing budget provision taking into account budget monitoring and reserves policy.
7. To review and determine arrangements for insurances in respect of the Council's activities.
8. To investigate the recovery of monies due to the Council, not falling within the remit of any other committee.
9. To carry out the powers and duties of the Council with regard to advertising and publicity in accordance with the Council's Financial Regulations.
10. To promote and maintain good public relations with all local stakeholders, and with regional and national agencies.
11. To receive and approve revised, updated or newly drafted policies recommended from other committees or officers.
12. To draft the financial and economical policies of the council considering where appropriate the recommendations of other committees and officers.
13. The Chair or Vice-Chair of the Committee will attend the meetings of other council committees to explain why the Finance, Policy & General Purposes Committee has rejected a recommendation/proposal put forward by that committee.

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BY WAY OF RECOMMENDATION TO FULL COUNCIL

1. To review and make recommendations regarding the effectiveness of the Council's work, its use of resources, and standard levels of service provided.
2. To draft and finalise the Council's four-year Corporate Plan including the consideration of recommendations of any Committee in regard to the Corporate Plan before it is submitted for approval of Council.
3. To consider and make recommendations regarding any other matters concerning or affecting the town which do not fall within the terms of reference of any other committee.
4. To make recommendations concerning the levying of precepts by the Town Council.
5. To make recommendations concerning applications to Government Departments for sanction on the borrowing of money in relation to matters coming within the parameters of the Council.
6. To make recommendations regarding loans required by the Council
7. To submit for approval of the council draft capital and revenue budgets and proposals for supplementary estimates.
8. to review the Standing Orders and Financial Regulations of the Council making recommendations where appropriate.
9. Give initial consideration to all matters affecting the town passing through Parliament, local authorities, and public bodies, unless delegated to another committee or working party.
10. To make recommendations on the collection and legal proceedings for the recovery of monies due to the Council, not falling within the remit of any other committee.

TERMS OF REFERENCE

PLANNING COMMITTEE

Agenda Item
14(iii)

UNDER DELEGATED POWERS

1. To comment on all planning applications submitted by the Local Planning Authority with delegated powers to forward such comments as expeditiously as possible to the Authority
2. To make observations relating to applications for public entertainment, street trader stall, dredging, justices' and other similar licences
3. To make representations in relation to Local Development Plan proposals and other statutory planning documents prepared by Herefordshire County Council
4. To make representations when thought fit on planning appeals and to appoint a delegate to attend planning inquiries and Herefordshire County Council Planning Meetings as and when required
5. To comment on other planning related issues, such as proposed new community woodlands, pre-application consultations on telecommunications masts, proposed post office closures and the provision of public payphones
6. To comment on proposed tree preservation orders, public footpath diversions, and street name suggestions, etc.
7. To alert the Local Planning Authority to any alleged development control breaches in Ledbury
8. To comment on all planning applications concerning conservation specifically within the Ledbury area
9. To make representations, where relevant, in relation to Section 106 revenue collected by the Local Authority
10. To make representations to the Local Authority in respect of transport issues such as footpaths and cycle ways and park and ride facilities

**BY WAY OF RECOMMENDATION TO FULL COUNCIL OR THE FINANCE,
POLICY & GENERAL PURPOSES COMMITTEE**

1. To make recommendations on any issues that have a financial and or staffing implication for the Town Council
2. To contribute to formulation and implementation of the corporate plan, making appropriate recommendations.
3. To make recommendations in relation to traffic management within the town, including the preparation of Traffic Regulation Order requests
4. To establish and manage working parties, including task and finish groups and set Terms of Reference as appropriate.

FULL COUNCIL	29 JULY 2021	AGENDA ITEM: 16
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Report prepared by Angela Price – Town Clerk

COUNCILLOR VACANCY – NORTH WARD, LEDBURY

Purpose of Report

The purpose of this report is to provide Members of the notice of resignation received from former Councillor Vesma from Ledbury Town Council, North Ward.

Detailed Information

On 25 June 2021 the Mayor, Councillor Manns, received a letter of resignation from the then Councillor Vesma. The resignation was effective immediately.

Following receipt of the resignation the Clerk informed Electoral Registration and on 5 July the Clerk received a Notice of Vacancy to be displayed on 8 July. On 9 July the Clerk received notification from Electoral Registration advising that they had received a valid election request.

On 22 July the Clerk received notification that if the election is contested, the poll will take place on Thursday, 30 July and it is anticipated that further information will be available on the timeline by the time of this Council meeting.

Recommendation

That Members receive and note the above information, noting that if the election is contested the poll will take place on Thursday, 30 September 2021.

FULL COUNCIL	29 JULY 2021	AGENDA ITEM: 18
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Report prepared by Angela Price – Town Clerk

COUNCIL WEBSITE

Purpose of Report

The purpose of this report is to provide Members with a suggestion received from Councillor Bannister in relation to the Council website.

Detailed Information

As Members are aware the new Council website has had some teething problems and there are still many issues within the pages that need to be addressed. Recently Councillor Bannister has been reviewing the website and has advised the Clerk of a number of issues that needed attention. Some of these can be undertaken in-house by council staff and some require the website provider to amend, and all of the issues raised to-date have now been rectified.

However, there are still more issues that need to be addressed and with staffing levels having been reduce recently due to various reasons it has been difficult to manage this.

Councillor Bannister has suggested the following:

“That the Council have a website maintenance team which could consist of a member of the office staff and one or two interested councillors. The team responsibility would be to constantly review the website with the intention to carry out the following:

1. Keep it up-to-date and accurate both with latest news updates and adding other items of interest
2. Identify and report errors to the contractor
3. Improve the general appearance and operation of the site
4. Suggest future developments

The team operate mostly on-line but could have physical meetings if required. All changes to be agreed by the Clerk. The modus operandi could be:

1. Errors reported and fixed on an on-going continuous basis
2. Latest News updated weekly
3. General Maintenance and improvements reviewed on a monthly basis with the contractors”

Recommendation

That Members give consideration to the suggestion from Councillor Bannister and agree to the setting up of a Website Maintenance Team as per the above proposal.

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FULL COUNCIL	29 JULY 2021	AGENDA ITEM: 19
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Report prepared by Angela Price – Town Clerk

CONSIDERATION OF APPOINTING A COUNCILLOR AS AN INTERNAL, INTERNAL AUDITOR

Purpose of Report

The purpose of this report is to ask Members to give consideration to the appointment a Councillor to act as an internal, internal auditor for Ledbury Town Council.

Detailed Information

Members of the Finance, Policy & General Purposes Committee were requested to give consideration to the following report, and it was agreed by the Clerk in consultation with the Chair and Vice Chair of the Finance, Policy & General Purposes Committee, via delegated powers, that this item should be referred to a meeting of Council for consideration,

As Members are aware it is a requirement that the Council appoints an Internal Auditor to undertake, at the very least, an annual audit of the Council. As part of this process the Internal Auditor is required to respond to a set of questions, one of those questions is:

“Does the Council appoint an Internal, Internal Auditor?”

This would be someone from within the Council who does not have responsibility for the accounts, who is considered competent enough to undertake a regular audit of the processes and procedures of the Council in addition to that of the Internal Auditor. It is a form of self-scrutiny.

There are Council's who employ this practice, it is considered to be an aid to the annual Internal Audit carried out by the appointed Internal Auditor. It is not a necessity for the Councillor to be qualified in carrying out audit, however they would need to have an understanding of basic accounting processes and all the processes and procedures of the Council.

Once appointed the Councillor would be expected to review the processes and procedures on a regular basis and alert the Clerk and Council to any issues and concerns in relation to those processes and procedures to enable these to be corrected at the earliest opportunity.

Recommendation

That Members of the Finance, Policy & General Purposes Committee give consideration to the above and suggest that the Clerk, in conjunction with the Chair and Vice-Chair of the Committee consider the inclusion of this item on a future Full Council agenda.



Agenda Item

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**Minutes of the Annual General Meeting held on 10th June 2021
held at Jubilee Close**

Present: Christina Vass Acting Chairperson; Jane Gunn Treasurer; Bill Allen; Estelle Dalrairie; Doreen Feakes; Wendy Hill; Marcus Low; Una & Gareth Morgan; John Wadley; Rosie Watkins

Welcome: The Acting Chairperson (Christina Vass) welcomed all and thanked them for their support for Ledbury in Bloom. The volunteers introduced themselves. Christina explained that the AGM should have been held in November 2020 but as we could not meet during the Covid lockdown this AGM would cover the period for business and financials from November 2019 to March 2021, the next AGM therefore would be held in November 2021 to bring everything back into line.

Clive Gunn: Clive's invaluable contribution to Ledbury in Bloom was recognised by all and a presentation of a white Camelia in his memory was made to Jane. It is planned to plant this in the Walled Garden.

Apologies: Ken Davies, Clive Jupp. Lynne McCrae and Cllrs Bannister and Morris (there is a council meeting)

Minutes of the 2019 AGM: These had been distributed and agreed. The reference to the "likes" in the penultimate paragraph related to the award of our 13th Gold. The Acting Chairperson signed the minutes.

Acting Chairperson's Report 2020/21

"Well, 2020 was not what we expected! We were on target for our 14th Gold (Luckily we had

2021

the 13th gold under our belts!)

Our winter programme had paid dividends so that as we went into full lockdown in March our key sites bloomed without our attention. The extremely dry hot conditions helped. Had it been this year we would have been overrun with weeds.

Tesco had said that our project would be in the store to support from April for three months. Robin was our new fundraiser and things were looking good.

Two weekends before lockdown we managed to change the rotting troughs on the Top Cross for new ones made by John Wadley with the materials paid by Ledbury Town Council. The previous mild winter meant that nearly all the geraniums and many of the begonias had survived. Keeping plant costs down.

Our previous decision to plant perennials across the town and in the tubs meant that our plant bill was kept low. LiB pulled in its horns and waited.

The In Bloom competition was cancelled as were our committee meetings. All fundraising ceased: Clive and I felt we could not ask businesses for donations as they struggled with closure, staff furloughs and the difficult business climate.

Tesco then announced that they were changing their Bags of Help initiative and asked us to reapply. After a short discussion, Clive and I decided we could not meet the new criteria.

The plan had been to replace all the tubs on the high Street with long lasting self-watering ones. A generous donation of £1500 allowed us to purchase 12 new tubs to replace the tubs between the two crossings. This was carried out on a Saturday afternoon in late October just ahead of the November lockdown.

Part of our 2020 plan had been to give Amanda Lambourne the right-hand side of Queens Walk to create a wildlife corridor this was also put on hold.

By August it was clear that Robin was suffering from Long Covid and unable to do any fundraising or watering. All the shopkeepers with a tub outside their premises were asked if they would water it. The tubs bloomed as did the hanging baskets as visitors returned to Ledbury in July and August.

Our Thursday meetings required masks and social distancing. The new norm.

We were able to meet in small numbers during the November restrictions so were able to sweep and compost the leaves in the Walled Garden and generally tidy the areas we tend

around the town for winter.

And as you all know since the 3rd lockdown eased in March 2021, we have been back to meeting up every week, tackling the weeds and wet conditions the weather has thrown at us this year.

Secretary & Treasurer's Report

The financial statement for 1st November 2019 to 31st March 2021 was distributed. This period means the November 2021 AGM will cover April to October 2021.

We have spread out our expenditure carefully eking out resources and have saved on watering. The refunds figure relates to returned fees from the RHS as the competition and presentation were cancelled as well as some plant returns.

We have had a generous anonymous donation from an individual. The chairman of the Traders Association also held a street collection for LiB

We are a not for profit group, not a formal charity and we need c£1,000 to £1500 at the start of the year when most bills come in.

The accounts were approved and the Treasurer thanked.

Ken Davies: Ken has been President of Ledbury in Bloom since its inception, as well as undertaking many other civic duties. His health and age meant he was now stepping down. A gift of malt whisky would be delivered to him with an expression of our grateful thanks.

Election of President and Committee members 2021

Gareth Morgan was proposed as President and elected unanimously.

The following posts were elected unopposed:-

Chairperson: Christina Vass

Secretary: Una Morgan

Treasurer: Jane Gunn

Publicity and website: Marcus Low

There were no nominations for other posts (Deputy Chair, Fundraising, School Liaison) but it was agreed that a Chairman and Deputy will be needed at the November AGM. Christina asked all present to try to recruit more volunteers.

Looking Forward 2021 and beyond

Christina reported that she was entering LiB in the RHS Heart of England in Bloom competition this year. It will be a virtual entry with the portfolio submitted online and there will not be a judges visit as in previous years. The entry this year is free. Sally Holliday was entering U3A's flower beds in the Walled Garden in the Its Your Neighbourhood (IYN) section.

To raise our profile again we will need to draw up a PR plan, including considering updating the brochure and increase our fund-raising efforts.

Marcus' recently uploaded an article to Facebook which has already generated 2 potential volunteers. Christina hopes to get small groups to take responsibility for different sites. With decreasing numbers of volunteers, it may be that next year LiB just submit several IYN entries rather than the major undertaking of entering the whole town to be judged. There is now a Friends of Ledbury Station Group run through Midland Railway. Lynn and Gareth are both members, LiB may be asked to plant tubs.

In place of this year's Carnival on Bank Holiday Monday, there will be stalls in St Katherine's carpark and we will be there with other horticultural groups. We need to think of ideas to promote LiB. Una agreed to find out more information. We will have a meeting to decide on this, provisional date Tuesday 6th July.

Tesco's have recently promised us £1,000 instead of the £4,000 we originally applied for. This was unexpected and very welcome as it will allow us to buy more self-watering tubs probably in the Autumn. We are committed to this purchase as it was the reason we were given the original grant and we will have to evidence the purchase and installation to Tesco.

There are two neglected areas in the Town – the two large metal troughs in the Bye St long stay car park and the rose bushes in Belle Orchard. The tenants of the Barn have taken over the troughs in St Katherine's car park reducing our workload to the entrance and the lavender beds.

Any Other Business

Marcus queried if there is any mileage in finding out about other towns locally. Many operate differently.

Rosie has suggested we map the town to show areas of responsibility and show other opportunities.

The next meeting will be on 6^h July when we will discuss the upcoming August fair.

A vote of thanks to Christina was given for all her work though the year and her hospitality.

The meeting closed at 8.10pm

Agenda Item
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CHEL TENHAM MOTOR CLUB
a passion for driving



Cheltenham Motor Club
Upper Park Street, Cheltenham, Glos GL52 6SA
07376 104545 / email info@threeshiresstages.co.uk

Dear Councillors,

Hills Ford Three Shires Stages Rally – Sunday 5th September 2021

With exactly two months until our event, we thought that this was an appropriate moment for you to consider which projects that you wish to submit, for potential allocation of funding from our events Community Support Fund.

Applications are now invited in the form of a written submission (no more than 250 words) for any projects that you wish to be considered for a share of the £2,500 which has been put aside for this year's event.

A panel of District and County Councillors (from outside the area covered by the rally) will consider the applications and decide on merit which projects should receive an allocation of the funding.

The closing date for applications for this year's event is **Friday 20th August** and the winners will be announced on the evening of Saturday 4th September.

We look forward to receiving your applications and good luck!

Organising Committee
Cheltenham Motor Club



CHEL TENHAM MOTOR CLUB
a passion for driving



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CONFIDENTIAL

FULL COUNCIL	29 JULY 2021	AGENDA ITEM: 26
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Report prepared by Angela Price – Town Clerk

VALUATION OF COUNCIL LAND AND PROPERTIES

Purpose of Report

The purpose of this report is to provide Councillors with an update on the provision of quotes for the undertaking of the valuation of all council owned land and properties.

Detailed Information

Members will recall that the Clerk has been instructed to seek valuations on all council owned land and properties.

At a meeting of the Finance, Policy & General Purposes Committee held on 25 March 2021 the Clerk advised Members of a quote that had been received in respect of the valuation in the sum of £1,750.00 (plus VAT). It was resolved at that meeting that the Clerk should seek two further quotes in respect of the valuations and as a result of this the Clerk has contacted other companies asking them to provide quotes. However, despite chasing them and engaging in correspondence with one of the companies no further quotes have been received.

The Clerk alerted the Environment & Leisure Committee of this issue at their meeting on 15 July 2021, and it was later agreed via delegated powers that this should be referred to Council for agreement to instruct the Clerk to proceed with the company that had provided a quote in the sum of £1,750 (plus VAT).

It should be noted that the company that has provided the quote has carried out a similar project on behalf of Ledbury Town Council in the past and therefore have some information already available to them following that exercise, which is likely to reduce the time spent on this.

Recommendation

That Members authorise the Clerk instruct the company who have provided a quote for the valuation of the council land and properties in the sum of £1,750, to proceed with the valuation on behalf of the Council.

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