

LEDBURY TOWN COUNCIL

**MINUTES OF A MEETING OF FULL COUNCIL
HELD ON 30 OCTOBER 2025**

PRESENT: Councillors: Bradford, Chowns, Coleman, Harvey (Chairman),
Hughes, Kettle, Morris and Troy

ALSO PRESENT: Angela Price – Town Clerk
Julia Lawrence – Deputy Clerk
Sophie Rudd – Minute Taker
Alison Braithwaite – Trustee of Ledbury Places

C992. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Browning and Eakin .

C993. DECLARATIONS OF INTEREST

None received.

C994. TO NOTE THE NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be received and noted.

**C995. TO NOTE THE GENERAL DUTY ON PUBLIC AUTHORITIES OF
SECTION 149 OF THE EQUALITY ACT 2010**

RESOLVED:

**That the General Duty on Public Authorities of Section 149 of
the Equality Act 2010 be received and noted, noting that the
Clerk will advise Members if and when it is appropriate for them
to be considered under this Duty.**

**C996. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES
OF A MEETING OF COUNCIL HELD ON 2 OCTOBER 2025**

RESOLVED:

**That the minutes of a meeting of Council held on 2 October
2025 be approved and signed as a correct record.**

C997. TO RECEIVE AND NOTE THE ACTION SHEET

It was suggested that timeframes be given where possible for the completion of outstanding tasks in addition to the "In Progress" status.

Councillor Harvey informed members that Ward Councillors had received a response in relation to Social Housing allocations, however she advised this had raised additional queries around the procedure Housing Associations are operating in respect of the percentage of allocations for residents from outside of the Ledbury area. Further clarification on this point had been requested and was awaited from Herefordshire Council officers.

RESOLVED:

That the Action Sheet be received and noted.

C998. GRANT APPLICATIONS

Members agreed to move agenda item 14 to this point of the meeting so as to allow the Ledbury Places representative to leave the meeting due to another engagement.

Al Braitwaite was in attendance at the meeting as a representative of Ledbury Places and in reference to the Grant Application that had been submitted and considered at the Council meeting held on 2 October 2025.

RESOLVED:

- 1. That Ledbury Town Council purchase the hearing loop system and gift it to the Heritage Centre at a cost of £1,768.00, noting that the Council would be able to reclaim the VAT.**
- 2. That the money saved by Ledbury Places on the VAT, which would not be being paid by the Town Council, would be used by Ledbury Places themselves to fund purchase of the flags and printing**

Alison Braithewaite left the meeting at 7:26 pm

C999. TO RECEIVE WARD REPORTS

Councillor Harvey provided an update in respect of her Ward report in response to questions in relation to the following matters:

- i) A response is awaited in regard to 14 The High Street.

- ii) An additional EV charging point is being installed in St Katherine's Car Park.

RESOLVED

That the Ward reports be received with thanks.

C1000. CHAIRMAN'S COMMUNICATIONS

The Chairman reported that she had attended a number of events, including the launch of the Royal British Legion Poppy Appeal, Ledbury's Walk and Talk Picnic and the Britain in Bloom Award Ceremony.

RESOLVED:

That a formal letter of congratulations and thanks be sent to Ledbury in Bloom on receiving their 15th consecutive gold award.

C1001. TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3 (e) AND 3 (f)

RESOLVED:

None present.

C1002. TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9

Motion received from Councillor Bradford

"That Council agree to reinstate the Finance, Policy & General Purposes and Environment & Leisure Committee meetings to encourage debate in a timely manner and make recommendations to Council accordingly."

It was noted that the motion had been presented to the meeting without a seconder and that it could not be debated until the motion was seconded.

Councillor Harvey provided background information for new Councillors as to why the Council had taken the decision to suspend Committee meetings following which Councillor Kettle seconded Councillor Bradford's motion.

Following considerable discussion an amended motion was proposed which both the proposer and seconder were happy to accept, as follows:

"That Council agree the intention to reinstate all three Standing Committees, namely Environment & Leisure, Finance, Policy & General Purposes and Planning, Economy & Tourism with effect from April 2026, at the latest, subject to detailed plans including updated terms of reference being approved by Council at or before the March 2026 Council meeting."

RESOLVED:

1. **All three Standing Committees, namely Environment & Leisure, Finance, Policy & General Purposes and Planning, Economy & Tourism be reinstated with effect from April 2026, at the latest, subject to detailed plans including updated terms of reference being approved by Council at or before the March 2026 Council meeting.**
2. **That the quorum of the committees be reviewed ahead of returning to the committee structure of the Council.**

C1003. TO RECEIVE AND NOTE MONTH 6 FINANCIAL REPORTS

RESOLVED:

1. **That the Receipts and Payments for the period 1-30 September 2025 be received and noted.**
2. **That the Balance sheet and Trial Balance for Month 6, ending 30 September 2025 be received and noted.**
3. **That the Budget Monitoring Reports to 30 September 2025 be received and noted, noting that the expenditure at month 6 was at 48.2%.**
4. **That the Clerk contact Rialtas in respect of how the system shows transfers from the in-year budget to Ear Marked Reserves.**

C1004. TO CONFIRM THE VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS FOR SEPTEMBER 2025

Councillor Hughes advised that he had not received an invitation to attend the Council offices to review and sign the bank statements and reconciliations.

RESOLVED:

To note that the bank statements and reconciliations have not been verified and signed.

C1005. INVOICES FOR PAYMENT OCTOBER 2025 (FINAL)

Members were advised that due to the scheduled meeting of 23 October 2025 not being quorate the Chair of the Council, Chair of the Finance, Policy & General Purposes Committee in consultation with the Town Clerk had approved the invoices for payment as per the attached lists.

RESOLVED:

1. That the actions taken by the Chair of the Council, Chair of the Finance, Policy & General Purposes Committee, in consultation with the Town Clerk to approve the invoices for payment in the total of £9,114.89 be endorsed.
2. That the Clerk be authorised to purchase a new printer in the sum of £420.00 for the outright purchase and enter into a service agreement, noting that the only additional costs will be in relation to the amount of colour and mono prints per month.

C1006. TO CONSIDER THE STATEMENT MADE BY HEREFORDSHIRE COUNCIL AT THEIR MEETING HELD ON 3 OCTOBER 2025 REGARDING PLAY AREA INVESTMENT

RESOLVED:

That the Clerk be instructed to meet with Herefordshire Council Officers to explore the implications of potential asset transfers of play areas within Ledbury, noting that there is potential funding available from Herefordshire Council for investment in these play areas.

C1007. TO RECEIVE AND NOTE THE NOTES OF A MEETING TO CONSIDER THE FEASIBILITY STUDY AND PROPOSED TEMAP ACTIONS AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

RESOLVED THAT:

- a. The Membership of the TEMAP WG and its Terms of Reference be reviewed and the revised proposals be considered at the next TEMAP WG Meeting.
- b. The Events Working Group be renamed the Festivals & Events Working Group, and its Terms of Reference revised accordingly.

- c. Local Visitor Economy Partnership (LVEP) and Herefordshire BID be invited to appoint representatives to be included in the membership of the TEMAP WG.
- d. The Clerk be tasked to ensure that the Council's ongoing Staff Review adequately reflects the requirement that the Council deliver across the three key strands: Tourism, Markets and Events in any changes proposed to staff roles and responsibilities.
- e. The future location of the TIC should be included in the Council's consideration of its future accommodation needs, as supported by Council in its meeting of 11 September 2025; and that the TEMAP WG's support for the Victorian Wing of The Master's House as a possible option be noted.
- f. The Clerk be tasked to define the role of Tourism Manager and the responsibilities be designated by Spring 2026, and that a business case for the provision of an enhanced TIC service, to become operational during the 2026 season, be drafted for presentation to Council by a date to be agreed [suggest February 2026].
- g. An integrated action plan, covering Tourism, Events and Markets, to progress the accepted recommendations of the Feasibility Study be developed jointly by the Festivals and Events WG and TEMAP WG by a date to be agreed [suggest by January 2026].

C1008. CODE OF CONDUCT MATTERS

The Clerk provided an update on Code of Conduct matters.

RESOLVED:

That the update in respect of Code of Conduct Complaints be received and noted.

C1009. TO RECEIVE AND NOTE THE "CHARTER FOR HEREFORDSHIRE'S COUNCILS 2025"

RESOLVED:

- 1. **That Ledbury Town Council adopt the Charter for Herefordshire's Council 2025.**



2. **That the Clerk notify Herefordshire Council that Ledbury Town Council have adopted the Charter for Herefordshire's Councils 2025.**

C1010. PLANNING CONSULTATIONS

1. **Application Number 252841** – Application to determine if prior approval is required for a proposed part change of use from a mixed commercial and residential site to Dwellinghouse (Use Class C3) – **5a The Royal Hall, The Southend, Ledbury, Herefordshire, HR8 2EY.**

RESOLVED:

No objection.

2. **Application Number 252834** – Conversion of garage to provide art studio and office. External changes to fenestration – **2 Larkrise, Knapp Lane, Ledbury, Herefordshire, HR8 1AN.**

RESOLVED:

No objection.

3. **Application Number 252953** – Brick faced rear and side extension to replace existing glazed conservatory and side extension – **32 Oakland Drive, Ledbury, Herefordshire, HR8 2ER**

RESOLVED:

No objection.

4. **Application Number 252920** – Application to remove a S106 planning obligation at Flights Orchard tying all land owned by the applicant to the dwelling - **Flights Orchard, Flights Farm Ledbury Herefordshire HR8 2JN**

RESOLVED:

No objection.

5. **Application Number 252286** – Application of reserved matters relating to layout, scale, appearance and landscaping pursuant to Outline permission 171532 APP/W1850/W/20/3244410 (Site for a mixed use development including the erection of up to 625 new homes (including affordable housing), up to 2.9 hectares of B1 employment land, a canal corridor, public open space (including a linear park), access, drainage and ground modelling works and



other associated works. The proposal is for outline planning permission with all matters reserved for future consideration with the exception of access) for 43 dwellings with associated parking, garages, highway and drainage infrastructure (Phase 2A) – **Land North of Viaduct adjoining Orchard Business Park, Ledbury, Herefordshire**

RESOLVED:

1. **That the draft response prepared by the Major Planning Applications Working Group be approved, subject to the relevant policies being added prior to it being submitted to Herefordshire Council Planners.**
2. **That a copy of the response will be attached to these minutes.**

Councillor Bradford left the meeting at 8:56pm

C1011. PLANNING DECISIONS

RESOLVED:

That the planning decisions be received and noted.

C1012. LICENSING APPLICATION IN RESPECT OF WEAVERS, 10 NEW STREET, LEDBURY, HR8 2DX

RESOLVED:

That an objection under the Prevention of Public Nuisance be submitted in respect of the Licence application for Weavers, 10 New Street, Ledbury, HR8 2DX as regards the proposed licencing hours on grounds of public nuisance and that a preference be expressed for this new business to start its operation under standard trading hours.

C1013. SUSPENSION OF STANDING ORDER 3(x)

RESOLVED:

That Standing Order 3(x) be suspended for a period of 30 minutes to allow the remaining business of the Agenda to be completed.

C1014. CORRESPONDENCE FROM THE LEDBURY CIVIC SOCIETY REGARDING ROUNDABOUT SPONSORSHIP

RESOLVED:

1. That officers be instructed to apply for the Licence to Cultivate the Kipling Road roundabout and invite sponsorship from local businesses/organisations for the planting out and maintenance of the Kipling Road roundabout in accordance with the criteria set out in the Licence to Cultivate.
2. That Officers be authorised to apply for the Licence to Cultivate the Leadon Way and Bromyard Road roundabouts once they have been formally adopted by Herefordshire Council.

C1015. PROPOSED OFFICER ACTIONS IN RESPECT OF THE RECENT FIRE RISK ASSESSMENT

RESOLVED:

That the Fire Risk Assessment report be received and noted.

C1016. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE MASEFIELD MATTERS BOARD HELD ON 13 OCTOBER 2025

RESOLVED:

1. That the minutes of the Masfield Matters meeting held on 14 October 2025 be received and noted.
2. That discussions be held with the suggested alternative Evaluator in respect of them taking on the remaining phases of the Evaluation role for the project.
3. That the Council instruct the Clerk to terminate the current Evaluators contract subject to any terms and conditions.

C1017. OUTSIDE BODIES

RESOLVED:

That the minutes of a meeting of the Ledbury Community Choir held on 19 September 2025 be received and noted.

C1018. TO RECEIVE AND NOTE MINUTES OF A MEETING ON 6 OCTOBER TO DISCUSS THE SERVICE OF REMEMBRANCE

RESOLVED:

That the notes of the meeting to discuss the Annual Service of Remembrance be received and noted.

C1019. CEMETERY

RESOLVED:

- 1. That authority be given that the Deeds of Exclusive Rights of Burial no's. 800 and 801 be signed in accordance with Standing Order 23(a).**
- 2. That authority be given that the Transfer of the Deeds of Exclusive Rights of Burial no's. 540 and 100128 be signed in accordance with Standing Order 23(a).**

C1020. EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

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

C1021. RESOURCES COMMITTEE – CONFIDENTIAL

RESOLVED:

That the update provided in respect of a confidential staffing matter be received and noted.

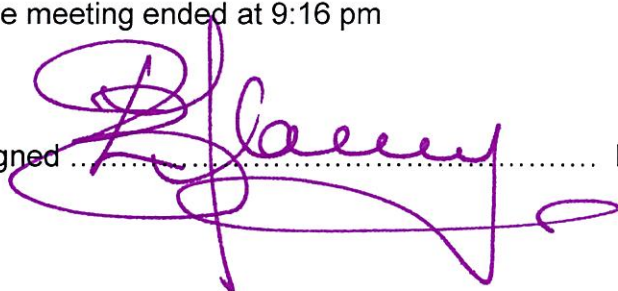
C1022. DATE OF NEXT MEETING

RESOLVED:

To note that the next meeting of Council is scheduled for Thursday, 13 November 2025.

The meeting ended at 9:16 pm

Signed



Date

13 November 2025.

