

**LEDBURY TOWN COUNCIL
MINUTES OF A MEETING OF FULL COUNCIL
HELD ON 4 JUNE 2026**

PRESENT: Councillors: Harvey (Chair), Hamblin (Deputy Chair), Bradford, Browning, Chowns, Kettle, Troy, Wilkinson.

ALSO PRESENT:

Angela Price – Town Clerk
Julia Lawrence – Deputy Clerk
Sophie Rudd – Minute Taker

C1358. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Eakin and Hughes. Apologies were also received from Councillor Browning electronically.

C1359. DECLARATIONS OF INTEREST

A pecuniary interest was received from Councillors Kettle and Wilkinson in respect of agenda item 19 – planning consultation no. 261133.

Councillor Troy declared a personal interest in agenda item 19 – planning consultation no. 261133 due to having a personal relationship with the applicant.

C1360. TO NOTE THE NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be received and noted.

C1361. 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 of any items on the agenda that it is appropriate to be considered under this Duty.

C1362. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON 14 MAY 2026

RESOLVED:

That the minutes of the Annual Council Meeting held on 14 May 2026 be approved and signed as a correct record, subject to the following amendment:

Minute no. C1330 – be amended to read “That Councillor Hamblin be duly elected to the position of Vice-Chair.....)

C1363. TO RECEIVE AND NOTE THE ACTION SHEET

The Clerk advised Members of a response received from the Council's current confidential waste provider following notification that the Council wished to end the current contract. They had provided the following offer:

- i. A collection of 20 bags every two months, instead of the current monthly 10 bag collection, for a charge of £90 per collection, reducing the monthly cost to £45.
- ii. An ad hoc service arrangement of a charge of £100 per collection plus £45 call out fee.

It was noted that both of these options meant that a larger number of sacks of confidential waste would remain on site for longer periods and that due to limited space this was not practical. Members did not feel it appropriate to store confidential waste on sight for longer periods than is currently the case.

It was noted that some of the actions listed on the action sheet have extended beyond the estimated completion dates.

Councillor Bradford asked for an update in respect of the provision of Christmas Lights. The Deputy Clerk advised that a meeting had taken place with the new account manager, and further information is awaited from them in respect of the 2026/27 display, which is due in the first two weeks of June.

RESOLVED:

1. **That the action sheet be received and noted.**
2. **That officers review the estimated completion dates on the action sheet and prioritise the actions or make a case for revising the completion dates.**
3. **That the decision taken at the meeting of 7 May to end the contract with the Council's current confidential waste collection company in favour of an alternative company stand.**
4. **That when considering changing contractors for services the incumbent contractor be asked to provide a best price option for consideration.**

SM

C1364. CHAIRMAN'S COMMUNICATIONS

The Chair advised that there had been a blizzard of invitations that had been received for all the new civic years, many of which the Chair had advised she would not be attending. She noted that this offers opportunities for other Councillors to represent the Council and advised that Sophie Jarvis will be in touch with Councillors about events that require representation accordingly.

C1365. TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(E) AND 3(F)

Councillor Peberdy asked Members to give consideration to the following when considering agenda item 27 – Ledbury Signs:

"Would it be possible for LTC to consider a large Welcome to Ledbury sign on the land in front of the heras fencing opposite the Hereford roundabout to deter flyposting and disguise what may well be a building site for some time."

The Chair thanked Councillor Peberdy for her request and advised that this would be considered alongside agenda item 27.

C1366. TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9

None received.

C1367. TO CONFIRM VERIFICATION OF BUDGET MONITORING REPORTS FOR APRIL 2026

RESOLVED:

1. That the budget monitoring reports for month 1 be received and noted, noting that the budget remains in line with the expected 8.33% at the end of month 1 of the 2026/27 financial year.
2. That officers review the financial input.

C1368. TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS FOR APRIL 2026

RESOLVED:

That due to the Chair of the Finance, Policy & General Purposes Committee not being present this item be deferred to the next meeting of Council.

SM

C1369. TO APPROVE INVOICES FOR PAYMENT

RESOLVED:

That the invoices for payment in the sum of £9887.81 plus VAT be approved.

C1370. TO GIVE CONSIDERATION TO THE INTERNAL AUDITOR REPORT 2025/26

Members were requested to give consideration to the internal auditor report and attachments.

RESOLVED:

1. That the Internal Auditor Report 2025/26 be received and the suggested responses provided by the RFO in the comments box of the Internal Auditors Observations be approved, noting that these will be provided to the Internal Auditor.
2. That the suggested responses provided by the RFO in relation to the Annual Governance Accountability Return 2025/26 (Section 1) be approved and the Chairman be authorised to sign this accordingly.
3. That the explanation of significant variations from last year to this year in Section 2 "The statement of Accounts" be noted.
4. That Section 2 – The Statement of Accounts be approved and the Chairman be authorised to sign this accordingly.
5. That the publication of the Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return be approved.
6. That the Chairman be authorised to sign the Statement of Internal Control prior to its submission to the External Auditor.
7. That the draft Investment Strategy be approved and adopted.
8. That the Clerk be authorised to submit the Annual Governance & Accountability Return 2025/26 and associated documents to the Council's external auditors, PKF Littlejohn in line with the requirements of the Accounts and Audit Regulations (2015).

SM

C1371. TO CONSIDER THE PROPOSED TECHNICAL SPECIFICATION FOR MEETING RECORDING AND DRAFT POLICY FOR LIVE STREAMING AND RECORDING OF COUNCIL MEETINGS

RESOLVED:

1. That officers be authorised to proceed with the purchase of the following equipment:
 - i. Audio-visual device – Owl 4+ £1,800 – £2,000
 - ii. Expansion Mic to extend pick up range (useful for larger rooms):£ 249
 - iii. Laptop (if required): £600 – £1,000
 - iv. External Hard drive (if required): £ 250Total cost (upper range) £3,499
2. That one third of the cost be borne from the 2025/26 budget line 401/4483 – ICT Services (£1,166.33)
3. That the remaining balance of £2,332.67 be borne from the general reserve, and provision made in the 2026/27 and 2026/28 budget to repay the remaining two thirds of the cost of the equipment to the general reserve.
4. That the draft Policy for the Recording and Live Streaming of Council Meetings be approved subject to the following:

Section 9 – 9.1 – To read:

“ Recordings shall be retained for the length of the Council year, unless required for a legal or evidential purpose.”
3. That the Clerk be authorised to implement the policy upon delivery of the above recording equipment.
4. That the Policy for the Recording and Live Streaming of Council Meetings be reviewed biennially or upon legislative change.
5. That it be noted that the introduction of recording of meetings and uploading of these via the Council's YouTube channel has been considered under S149 of the Equalities Act 2010.

C1372. TO CONSIDER SIGNING UP TO RIALTASWEB

RESOLVED:

1. That the Clerk be authorised to sign the contract with Rialtas for the provision of cloud-based software at a cost of £583.33 for the period June 2026-March 2027 and £700.00 per annum, plus annual increases, with effect from 1 April 2027 onwards.

54

C1373. GRANT APPLICATIONS

- i. Titans Netball Academy
- ii. Ramblers Wellbeing Walks
- iii. Ledbury Convoy

Members were advised that the application for grant funding expected from the Ledbury Convoy had not been received in time for this meeting.

RESOLVED:

1. That a grant of £500 be awarded to the Titan Netball Academy under the Local Government (Miscellaneous Provisions) Act 1976, s. 19 in support of setting up of a sustainable junior netball programme in Ledbury.
2. That be a grant of £500 be awarded to the Ramblers Wellbeing Walks under the Local Government Act 1972 s.137, in support of their annual Christmas Lunch.
3. That it be noted that both of the above grant applications have been considered under the S149 Equalities Act 2010.

C1374. CODE OF CONDUCT MATTERS

Councillor Harvey advised that she had received notification from the Monitoring Officer of the receipt of a complaint against a Member of Ledbury Town Council and that this was currently being assessed.

C1375. REPRESENTATION OF OUTSIDE BODIES

RESOLVED:

1. That Councillor Morris be elected to represent Ledbury Town Council on Age UK Wyvern for the 2026/27 Municipal Year.
2. That Councillor Chowns be elected to represent Ledbury Town Council on the following outside bodies:
 - i. Ledbury Strömstad Twinning Association
 - ii. Ledbury Foodbank
3. That Rural Market Towns Group – Younger Persons and Older Persons Panel vacancies be referred back to the next meeting of council.
4. That it be noted that the Consolidated Charities only have one meeting a year and that they are aware that Councillor

SH

Eakin is the Council's representative and will be notified of the date of the meeting accordingly.

C1376. TO CONSIDER PLANNING CONSULTATIONS

- 1. Application No. 250297 – Dayroom/laundry room for consented mobile homes site (part retrospective) – Little Bush Pitch, Ledbury, Herefordshire,, HR8 2PX**

Councillor Harvey asked whether a response had been received from planning officers in respect of this Council's comments. She advised that she had been informed by Planning Officers that following the comments from Ledbury Town Council they had written to the applicant asking for an explanation as to why the site had been split, only to consider the caravan area, and not taking into account that there was a building on the site already which was capable of providing these services.

RESOLVED:

That no recommendation is made in respect of this planning until such time a response is provided to the questions sent to the Planning Officers.

- 2. Application No. 250939 - Proposed clearance of the site and erection of a shop with associated vehicular access and parking. - Land to the West of 1 New Mills Hereford Road Ledbury Herefordshire**

Councillor Harvey reminded Members of the history of this application and advised that Planning Officers had indicated that they would be recommending approval of the application. Therefore, the question for Ledbury Town Council to consider is whether to ask Councillor Peberdy, as the Ward Councillor, to make a case for it to go to Planning Committee or to recognise that this is going to happen and that it will result in a further retail outlet outside of the town centre.

RESOLVED:

That Councillor Peberdy be asked to make a case for planning application 250939 to go to the local authorities Planning Committee.

- 3. Application No. 260870 - Alterations to the existing shopfront, installation of a larger metal fascia sign positioned over the existing timber fascia; and the installation of overhead lighting (RETROSPECTIVE-RE-CONSULTATION)**

RESOLVED:

That Ledbury Town Council support the comments submitted by the Ledbury Civic Society.

SH

4. **Application No. 261077** – Change of use of existing barn from a tool hire/business use to a light industrial workshop (Use Class E(g)(iii)). - **Orchard Cottage Ledbury Herefordshire HR8 1LG**

RESOLVED:

No objection

5. **Application No. 261133** – Change of use from a hotel and associated annexe (Class C1) to HMO (sui generis) to accommodate up to 32 Fruitful Jobs Ltd workers and associated insertion of an upper floor window in the east elevation of the hotel. - **Leadon House Hotel Ross Road Ledbury, Herefordshire, HR8 2LP.**

RESOLVED:

It was not possible to make comment on this planning application due to three Members submitting declarations of interest, which rendered the meeting inquorate for this item.

6. **Application No. 261147** - Installation of a wall-mounted electric vehicle charging unit on side elevation – **The Malt House, The Homend, Ledbury, Herefordshire, HR8 1AR – LISTED BUILDING CONSENT**

RESOLVED:

No objection

7. **Application No. 261165** - Approval of reserved matters relating to layout, scale, external appearance and landscaping (pursuant to outline planning permission appeal ref. APP/W1850/W/20/3244410 and LPA ref. 171532) for 104 dwellings with associated parking, garages, highway and drainage infrastructure (Phase 2B). - **Land North of Viaduct, Adjoining Orchard Business Park, Ledbury, Herefordshire**

RESOLVED:

That this planning application be referred to a meeting of the Major Planning Application Working Party.

8. **Application No. 261198** - Two Birch trees adjacent to driveway and parking area, fell to as near ground level as possible. Reason – outgrown situation. **Priory Lodge Worcester Road Ledbury Herefordshire HR8 1PL.**

RESOLVED:

It was noted that this application is on the agenda as a separate item.

SH

9. **Application No. 261238** - Application for variation/ removal of conditions following grant of planning permission 233023. To remove condition 27 and to vary the wording of conditions 1, 8, 9, 20, 22, 23, 24, 25 and 26. To remove the Biddulph Way Cycle Link and for compliance with the already discharged information. **Land South of Leadon Way, Ledbury, Herefordshire.**

RESOLVED:

That this planning application be referred to a meeting of the Major Planning Application Working Party.

10. **Application No. 261246** - Rear extension of existing auction centre and associated works. **Hazle Meadows Auction Centre, Ross Road, Ledbury, Herefordshire, HR8 2LP.**

RESOLVED:

No objection

11. **Application No. 261252** - The construction of a 40m x 20m equine arena for private use, together with associated fencing and biodiversity enhancement works. Change of use of the land under the arena from agricultural to equine. **Land at Wall Hills Farm Hereford Road Ledbury Hereford Herefordshire HR8 2PR.**

RESOLVED:

No objection

12. **Application No. 261283** - Canopy to existing paved area to rear of Dining Hall. **The John Masefield High School, Mabels Furlong, Ledbury, Herefordshire, HR8 2HF.**

RESOLVED:

No objection

C1377. TO RECEIVE AND NOTE THE UPDATE ON PLANNING DECISIONS

RESOLVED:

That the update on the planning decisions be received and noted.

C1378. REPORT FROM TREE WARDEN IN RESPECT OF APPLICATION 261198

Members were provided with a detailed report from the Tree Warden in respect of the removal of two birch trees at Priory Lodge, Worcester Road, Ledbury, Herefordshire, HR8 1PL

RESOLVED:

That Members note the information within the Tree Warden's report and submit a response of no objection.

SH

C1379. REPRESENTATION AT HEREFORDSHIRE COUNCIL PLANNING COMMITTEE

None received.

C1380. TO CONSIDER THE LOCAL GOVERNMENT BOUNDARY COMMISSION REVIEW FOR ENGLAND

RESOLVED

That the Clerk provide a response as follows:

“Ledbury Town Council welcomes the Boundary Commission’s partial acceptance of the proposals submitted by the Council. However, the Council would reiterate that an electoral imbalance remains between the South and West Wards which could be further reduced by adopting the Council’s recommendations in full.

The Council continues to support the transfer of the entire area currently proposed for division from the South Ward into the West Ward, with the Ward boundary following a clear and recognisable geographical feature from the Full Pitcher Roundabout along the course of the River Leadon to the parish boundary. The Council considers that this approach would provide a more logical and easily identifiable ward boundary whilst achieving a better balance in electoral representation between the wards.”

C1381. HEREFORDSHIRE PARKING STRATEGY CONSULTATION

Councillor Harvey highlighted an issue in respect of the revenue generated from the car parks at county level, which is approximately £5.5 m after the cost of enforcement and administration has been taken into account. She noted that the County Council is not supposed to make a profit on the car parks; the funds are supposed to be used to cover the costs of services relevant to transport and car parking. She advised that she has repeatedly challenged Herefordshire Council officers to demonstrate that they are spending the net income correctly. She noted that the strategy says the Council will improve on reporting of income received and she suggested that an annual report providing details of income and costs incurred should be provided.

RESOLVED

That the Clerk be instructed to provide a response as based on the following points:

- i. That Ledbury Town Council welcome that there are no proposals for on street parking charging in the Market towns.

SH

- ii. That an annual report should be provided detailing income and costs incurred and the use of net income against statutory approved services.
- iii. Investment in technology to better the service
- iv. Introduction of a software system to allow virtual permits to be issued. This particularly relevant to people in residents parking zones who may wish to have a temporary permit for particularly for contractors to work on their property or to have visitor permits.
- v. Supporting the use of online apps
- vi. Better promotion of car share and park and ride schemes
- vii. Better promotion of season tickets, with more flexible payment methods for this.
- viii. Improved enforcement in respect of parking on yellow lines, obstructions of driveways and gateways etc. – actually issue tickets.
- ix. Provision of bike boxes and Beryl Bikes – edge of centre park and cycle capability at the station and rugby club.
- x. Improved electricity infrastructure in the town – fast EV charging points
- xi. Parking provision for buses and coaches and drop off points
- xii. implementation of traffic calming and removal of level changes
- xiii. Maintaining of white lining and surfaces in car parks
- xiv. Improved lighting for car parks

C1382. PAINTED ROOM/MARKET HOUSE VISITOR NUMBERS

RESOLVED:

That the Painted Room and Market House visitor numbers be received and noted.

C1383. FEES AND CHARGES

RESOLVED:

That the recommendations from the Task and Finish Group in respect of changes to fees and charges for weddings, room hire, cemetery and the charter market be approved and implemented with effect from Friday, 5 June.

C1384. WELCOME TO LEDBURY SIGNS

RESOLVED:

- 1. That officers establish ownership of the Welcome to Ledbury Signs.
- 2. That this item be deferred pending further information.

SH

C1385. OFFICER REPORTS

RESOLVED:

1. That the Officer reports be received and noted with thanks.
2. That the Deputy Clerk confirm timescales for the works to the Market House to ensure that these do not coincide with the October Fair dates.

C1386. OUTSIDE BODIES

RESOLVED:

- i. That the minutes of the meeting of the carnival Association held on 6 May 2026 be received and noted.
- ii. That the minutes of the Ledbury Community Choir meeting held on 17 April 2026 be received and noted.

C1389. CORRESPONDENCE RECEIVED FROM DIRECTOR OF EASTNOR CASTLE REQUESTING COUNCIL SUPPORT FOR LEDBURY CONVOY EVENT

RESOLVED:

That the Clerk write to the organisers of the Ledbury Convoy advising that the Council have the event on their events calendar and that the Council will continue to liaise with them over the summer and leading up to the event and provide advice and discuss what support they feel they made need from the Town Council.

C1389. EXCLUSION OF PRESS AND PUBLIC

There were no urgent actions from the Resources Committee for consideration and therefore there was no requirement to exclude the press and public.

C1390. URGENT RECOMMENDATIONS FROM RESOURCES COMMITTEE

None.

C1391. DATE OF NEXT MEETING

RESOLVED:

To note that the date of the next meeting of Council is scheduled for Thursday, 25 June 2026 at 7:00pm.

The meeting ended at 21:19.

SH

Signed  Dated 16/07

