

**LEDBURY TOWN COUNCIL  
MINUTES OF A MEETING OF FULL COUNCIL  
HELD ON 4 DECEMBER 2025**

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**PRESENT:** Councillors Chowns, Eakin, Hughes (Chair), Kettle, Morris, and Troy

**ALSO PRESENT:** Angela Price – Town Clerk  
Julia Lawrence – Deputy Town Clerk  
Councillor Justine Peberdy – Ward Councillor Ledbury West  
Nic Sims – Ledbury Community Hub

**C1054. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Bradford, Browning, and Harvey.

**C1055. DECLARATIONS OF INTEREST**

Councillor Hughes declared a non-pecuniary interest in agenda item 24, due to being the Chair of the Ledbury Carnival Association.

**C1056. TO NOTE THE NOLAN PRINCIPLES**

Members were reminded that Members should be conscious of the Nolan Principles in all interactions with members of the public, whether acting in their capacity as a Councillor or not.

**RESOLVED:**

**That the Nolan Principles be noted.**

**C1057. 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 it is appropriate for them to be considered under this Duty.**

**C1058. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF COUNCIL HELD ON 13 NOVEMBER 2025**

**RESOLVED:**

**That the minutes of the meeting of Council held on 13 November 2025 be approved and signed as a correct record.**

**C1059. TO RECEIVE AND NOTE THE ACTION SHEET**

**RESOLVED:**

**That the action sheet be received and noted.**

**C1060. TO RECEIVE WARD REPORTS**

**RESOLVED:**

**That the Ward reports be received with thanks.**

**C1061. CHAIRMAN'S COMMUNICATIONS**

The Chair advised of an email received from Mr Bill Stomp thanking the Council for the grant towards the Walk and Talk Christmas lunch that had taken place on Wednesday, 3 December.

The Chair informed Members of the passing of former Councillor and Mayor Keith Francis. He advised that Keith had been a schoolteacher and had served on Ledbury Town Council from 2000-2019. Keith had been Town Mayor on two occasions in 2003 and 2008 and had made a major contribution to Ledbury with his involvement with Ledbury carnival and the Silurian Morris.

The Chair asked Members to stand for a minute's silence.

**C1062. TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(E) AND 3(F)**

It was noted that Nic Sims was in attendance to provide further information in relation to agenda item 16. Members agreed to allow Mr Sims to speak when that agenda item was discussed.

A local resident, Mr Able, raised concerns about a matter that had been discussed at the meeting of Council on 13 November 2025 as shown below:

*"The poor lighting in areas of Ledbury due to the overgrowth of trees and bushes. Areas include*

- New Mills*

- *Little Marcle Road*
- *Southend from the Tennis Club to the top cross*
- *Bromyard Road*
- *Hereford Road*

*Poor condition of the footpath from the railway bridge to the Beggars Ash turning to Wellington Heath. The footpath is now too narrow for people to walk on, needs cleaning/repairing, and streetlights are covered by a tree and an evergreen bush.*

*Could Ledbury Council, Herefordshire Council, and the Police confirm what their plan of action is to stop cars speeding around Ledbury? Particularly, the Bromyard Road from the new housing into Ledbury, the Hereford Road and the Southend up to the Gloucester Road roundabout.”*

Mr Able was advised that his email had been discussed at the meeting in November and the issues raised had been shared with Herefordshire Council.

The Chair provided details of how and where the Ledbury Speed Awareness operate, he also advised that the Ledbury Group just has four members and as there is a requirement for three members to be present at any time they are carrying out speed awareness this has proved difficult.

Councillor Peberdy advised that where it is not possible for the Community Speed Watch Team to monitor speeds the Police will provide a van and their Speed Watch Team to monitor these areas. This has recently been conducted in Southend and was published in local press.

She also advised that Herefordshire Council have made available £200,000 to the Market Towns for Public Realm works. The following projects are being considered and costed as part of this funding:

- i. Improved road signage in and around the town;
- ii. Various 20mph zones;
- iii. Improved accessibility around the town with more dropped kerbs being installed.

**C1063. TO RECEIVE MOTIONS PRESENTED BY COUONCILLORS IN ACCORDANCE WITH STANDING ORDER 9**

The following motion was submitted by Councillor Morris and seconded by Councillor Hughes:

*That Ledbury Town Council*

1. *Formally commit to pursuing “Town of Culture 2028” status for Ledbury.*

2. *Establish a Town of Culture 2028 Working Group, comprising Councillors, community representatives, and sector experts, to coordinate planning, development, and consultation.*

Nic Sims advised that the Community Hub would give their full support for this and if the council were to a resolve to pursue the Town of Culture 2028 status the Community Hub would be interested in being part of the Working Group.

**RESOLVED:**

1. **That Ledbury Town Council commit to pursuing “Town of Culture 2028” status for Ledbury.**
2. **That a Town of Culture 2028 Working Group, comprising Councillors, Community Representatives, and sector experts, co-ordinate planning, development, and consultation.**

**C1064. TO RECEIVE AND NOTE MONTH 7 FINANCIAL REPORTS**

**RESOLVED:**

1. **That the receipts and payments for 1 – 31 October 2025 be received and noted.**
2. **That the balance sheet and trial balance for month 7 be received and noted.**
3. **That the budget monitoring reports for 1 April to 31 October 2025 be received and noted.**

**C1065. TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS FOR OCTOBER 2025**

The Chair advised that he had not been invited into the Council offices to verify and sign the bank statements and reconciliations.

**RESOLVED:**

**That the verification of bank statements and reconciliations for October 2025 be deferred to the meeting of Council scheduled for 8 January 2025.**

**C1066. TO APPROVE INVOICES FOR PAYMENT FOR DECEMBER 2025 (INTERIM)**

**RESOLVED:**

- 1. That the invoices for payment in the sum of £15,937.74 be approved for payment.**
- 2. That the information relating to staff salaries for November in sum of £41,321.92 and December in the sum of £40,045.54 be approved.**
- 3. That the Accounts Clerk be instructed to undertake the following actions in relation to in-year overspends:**
  - i. Create EMR as per minute no. C976 - £15,000 to be moved from general reserve to New EMR to cover the cost of the new IT equipment and Lease Line and associated costs, and movement of funds from the new EMR be made in respect of budget lines 401/4483 and 235/4415 accordingly.**
  - ii. Journal £2,571.50 from budget line 102/4001 to 102/4206.**
  - iii. Undertake a virement of £1,000 from budget line 107/4704 to 225/4420.**

**C1067. TO RECEIVE THE INTERIM INTERNAL AUDIT REPORT 2025/26 AND GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN**

Members were provided with the Internal Auditors Interim report following a visit on 4 November 2025.

**RESOLVED:**

- 1. That the following amendments be made to the responses to the Observation report prior to it being provided to the Internal Auditor as feedback:**
  - i. B3 – That the Clerk and Chair of the Finance, Policy General Purposes Committee meet to review the 2025/26 VAT claims.**
  - ii. D2 – That the Council undertake a review of the level of Earmarked Reserves and verify whether they are accurate as part of the Annual Budget setting process.**
  - iii. D3 – That an EMR be set up for MM project fund in 2026/27 and funds be moved across as expenditure as and when they are spent.**

2. **That the tender level within the Council's Financial Regulations and Standing Orders be set at £25,000 in line with the NALC recommendations and that both documents be amended and copies provided to Members accordingly.**

**C1068. ANNUAL INSURANCE RENEWAL**

**RESOLVED:**

**That the renewal of the Council's buildings, contents and cybercrime insurance be approved in the sum of £20,211.74, noting that there is an increase of £762.18 in respect of the three-year contract with Clear Councils.**

**C1069. FUNDING PROPSAL FROM LEDBURY COMMUNITY HUB**

Nic Sims was invited to speak on the Community Hub proposal for Ledbury Town Council to support the funding of a Youth Worker for Ledbury. He provided an overview of the projects currently in place advising that they currently have funding in place for a part-time youth worker with effect from January 2026. He explained that they would like to expand the provision of youth services in Ledbury to a full-time youth worker and are therefore asking Ledbury Town Council for top up funds in support of this.

The Chair asked what the relationship between the Ledbury Community Hub and LEAF is in relation to the provision of youth facilities. Nic advised that they have a good working relationship with LEAF and that LEAF's youth work leans to primary school age children, whereas the Community Hub works with the older secondary school age children. He also advised that if they were able to secure funds for a full-time youth worker they would be able to support other youth provision within Ledbury.

Councillor Chowns reminded Members that the Council had, in the past, earmarked funds for LYAS. It was noted that these funds are still available but that no decision had been taken by Council as to how these funds should be granted for youth provision whilst LYAS were in abeyance.

**RESOLVED:**

**That Ledbury Town Council support the request for funding for a full-time youth working in Ledbury as set out below to be paid to the Community Hub on a quarterly basis:**

<b>Year</b>	<b>Period</b>	<b>LTC Contribution requested</b>
2025/26	January-March	£ 5,400
2026/27	April-March	£21,900 (£5,475 per quarter)
2027/28	April-March	£23,100 (£5,775 per quarter)
2028/29	April-December	£18,000 (£6,000 per quarter)

The Chair thanked Nic Sims for attending the meeting and all the work the Ledbury Community Hub is doing.

**C1070. CODE OF CONDUCT MATTERS**

**RESOLVED:**

**To receive and note the information provided in respect of COC128.**

**C1071. TO CONSIDER PLANNING CONSULTATIONS**

- 1. Application No. 252853** – Two fascia internally illuminated signs, one internally illuminated totem sign, and one non illuminated vinyl on glazing – **Homebase, New Mills Industrial Estate, Ledbury, Herefordshire, HR8 1JA**

**RESOLVED:**

**No objection**

- 2. Application No. 252751** – Works to windows on the ground floor of the west side of the property – **3 Upper Hall, Ledbury, Herefordshire, HR8 1JA – LISTED BUILDING CONSENT**

**RESOLVED:**

**No objection**

- 3. Application No. 250622** – Proposed erection of 5 dwellings, new vehicle and pedestrian access, landscaping and associated works – **Land at Ledbury Road, Wellington Heath, Ledbury, Herefordshire, HR8 1NB**

**RESOLVED:**

**That Ledbury Town Council submit an objection in respect of this application, in support of the grounds for objection provided by Wellington Heath Parish Council.**

- 4. Application No. 253145** – Replacement cartway screen on east elevation. Replacement windows. Replacement front door (west elevation) – **Upper Barn, Ledbury, Herefordshire, HR8 2PX**

**RESOLVED:**

**No objection**

5. **Application No. 253184** – Installation of new shopfront to RHS main entrance. Remove existing RHS doors & relocate to LHS main entrance. New shopfront (side panel staff riser) to RHSS of relocated doors. Including new externally illuminated fascia and projecting signage – **8 The Homend, Ledbury, Herefordshire, HR8 1BT**

**RESOLVED:**

**No objection**

6. **Application NO. 253185** – 1 No timber fascia sign with externally illuminated letters by trough lighting. 1 No timber projecting sign (double sided) with externally illuminated letters by trough lighting – **8 The Homend, Ledbury, Herefordshire, HR8 1BT**

**RESOLVED:**

**No objection**

7. **Application No. 253361** – Application to determine if prior approval is required for a proposed change of use of ground floor shop to 1 no. flat (Use Class C3) – **5 Homend Walk, The Homend, Ledbury, Herefordshire**

**RESOLVED:**

**No objection**

**C1072. TO RECEIVE AND NOTE THE UPDATE ON PLANNING DECISIONS**

**RESOLVED:**

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

**C1073. HEREFORDSHIRE HOTEL & CONFERENCE DEMAND STUDY**

**RESOLVED:**

**To receive and note the information provided, noting that the Clerk had provided a response as detailed within the report.**



**C1074. TO RECEIVE AND NOTE THE ANNUAL ROSPA REPORT IN RESPECT OF EQUIPMENT AT RECREATION GROUND**

**RESOLVED:**

**That the ROSPA inspection reports be received and noted, noting that the Deputy Clerk is in the process of arranging for the required remedial works to be undertaken.**

**C1075. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE EVENTS WORKING PARTY HELD ON 28 OCTOBER 2025 AND TO CONSIDER ANY RECOMMENDATIONS THEREIN**

**RESOLVED:**

- 1. That the minutes of the meeting of the Events Working Party held on 28 October 2025 be received and noted.**
- 2. That Ledbury Town Council support having large scale maps printed and for them to be added to notice boards around the town pre-Easter, in readiness for the 2026 Tourist season, subject to Herefordshire Council granting permission for the maps to be placed in their noticeboards.**
- 3. That the BID be approached for funding towards the cost of the maps and new Perspex fronts of the noticeboards where required.**

**C1076. TO RECEIVE THE NOTES OF A MEETING TO DISCUSS THE FUTURE OF THE COUNCILS MARKET PROVISION HELD ON 29 NOVEMBER 2025 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN**

The Clerk provide an update on the progress of the actions within the notes.

**RESOLVED:**

**That the notes of a meeting to discuss the future of the Council's market provision held on 29 November 2025 be received and noted, noting that officers are progressing the actions from within the notes.**

**C1077. FUTURE USE OF LEDBURY MARKET HOUSE**

Members were provided with options in respect of the future use of the Market House.

Councillor Chowns made reference to the accessibility of the building, noting that due to accessibility the Market House could not be used for

public meetings. It was noted that whatever the final agreed use of the Market House is it does present accessibility issues and that details of the inaccessibility of the building should be provided in promotional literature and on the Council's website.

Councillor Hughes did not take part in the vote in relation to this agenda item, due to having declared a non-pecuniary interest.

**RESOLVED:**

- 1. That Officers progress the exhibition space proposal for the Carnival, the Canal Trust and Little Strömstad, subject to a suitable storage solution being identified for items that are currently stored in the Market House.**
- 2. That officers encourage the use of the centre of the upstairs of the Market House for Saturday Markets.**

**C1078. AUTHORISATION OF SIGNING OF DEEDS OF EXCLUSIVE RIGHTS OF BURIAL NO'S. 802-804**

**RESOLVED:**

**That the signing of the Deeds of Exclusive Rights of Burial no's 802-804 be approved.**

**C1079. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE RESOURCES MEETING HELD ON 13 NOVEMBER**

**RESOLVED:**

**That the minutes of the meeting of the Resources meeting held on 13 November 2025 be received and noted.**

**C1080. OUTSIDE BODIES**

**RESOLVED:**

- I. That the minutes of the Carnival AGM held on 12 November 2025 be received and noted.**
- II. That the minutes of the meeting of the Ledbury Food Group held on 3 November 2025 be received and noted.**
- III. That the minutes of a meeting of the Ledbury Community Choir held on 30 October 2025 be received and noted.**

**C1081. DATE OF NEXT MEETING**

**RESOLVED:**

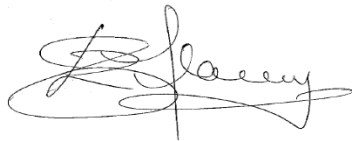
To note that the next meeting of Council is scheduled for Thursday, 8 January 2025.

**C1082. EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:**

As there were no confidential reports to be provided from the meeting of the Resources Meeting held on 4 December 2025 it was agreed that there was no further meeting and that the meeting was declared closed.

The meeting ended at 8.40 pm.

A handwritten signature in black ink, appearing to read 'J. Flaherty', written over a horizontal line.

**Signed:  
(Chairman)**

**Dated: 12 January 2026**