

LEDBURY TOWN COUNCIL

**MINUTES OF A MEETING OF FULL COUNCIL
HELD ON 2 OCTOBER 2025**

PRESENT: Councillors: Bradford, Browning, Eakin, Harvey (Chair), Hughes, Kettle, Morris, and Troy

ALSO PRESENT: Angela Price – Town Clerk
Julia Lawrence – Deputy Clerk
Honor Holton – Minute Taker
One member of the Public

C966. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Chowns, Coleman and Sinclair.

C967. DECLARATIONS OF INTEREST

- Councillor Harvey declared a non-pecuniary interest in item number 14, due to a personal relationship with the applicant for the Ledbury Fringe Grant
- Councillors Hughes and Kettle declared a non – pecuniary interest in item 14 due to being members of the Ledbury Carnival Association.

C968. TO NOTE THE NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be received and noted.

C969. 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.

C970. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF COUNCIL HELD ON 11 SEPTEMBER 2025

RESOLVED:

That the minutes of a meeting of Council held on 11 September 2025 be approved and signed as a correct record subject to the following amendment:

Minute no. C954. That “ALTENRATIVE” be amended to “ALTERNATIVE.”

C971. TO RECEIVE AND NOTE THE ACTION SHEET

RESOLVED:

That the Action Sheet be received and noted, subject to the following amendments:

C931(2) – Councillor Bradford reminded Members that it had previously been agreed to meet with Platform Housing on a 6-monthly basis and pointed out that this had not happened.

1. C948(3) – The Clerk advised that she had not been able to attend the flood workshop due to staff shortages.
2. That the Clerk contact Herefordshire Council officers to ask whether there is any information that could be shared from the Workshop or whether there are any plans to hold further workshops.
3. C954, “Hoped that a report will be available” be amended to “Planned to provide a report at the next meeting of council.”

C972. CHAIRMAN’S COMMUNICATIONS

The Chairman spoke on a recent event she had attended with Councillor Hughes to Leadon Bank to assist with the presentation of the Long Service Awards to Shaw Healthcare Staff. The Chairman also noted the upcoming October Fair taking place on Monday, 13 and Tuesday, 14 October 2025.

C973. TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3 (e) AND 3 (f)

RESOLVED:

A member of the Public asked what the process is to have an item included on the Council agenda. They were advised that they should send their requests to the Clerk

C974. TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9

RESOLVED:

None were received.

C975. TO RECEIVE AND NOTE MONTH 5 FINANCIAL REPORTS

RESOLVED:

1. That the Receipts and payments for the period 1-31 August 2025 be received and noted.
2. That the Balance sheet and Trial Balance for Month 5, ending 31 August 2025 be received and noted.
3. That the Budget Monitoring Reports to 31 August 2025 be received and noted.
4. The Chair requested that all Councillors be sent an electronic copy of the full Excel Budget Workbook for 2025-26 in preparation for budgeting for 2026-27.

C976. INVOICES FOR PAYMENT OCTOBER 2025 (INTERIM)

The Chairman thanked the Clerk and Finance Team for swiftly progressing the additional Rialtas software and training.

RESOLVED:

That the following Recommendations be approved:

1. That the invoices for payment in the sum of £13,035.12 plus VAT be approved for payment.
2. That the sharing of the cost to purchase the badge punch press between the Council and the Masfield Matters Project be approved.

3. That a new EMR be set up for the cost of new IT Software and equipment in the sum of £15,000.
4. That a £5,000 budget allocation be made over the next three years to repay the General Reserves for the cost of the IT software and equipment.
5. That it be noted that the Accounts Clerk be asked to undertake a journal movement in respect of IT equipment purchased from 401/4483 ICT Services and Software to 235/4415 office support & Equipment in the sum of £1,754.
6. That funds be transferred from the new IT EMR to both lines to cover approved in-year expenditure as and when appropriate.

C977 LOCAL GOVERNMENT PAY AWARD 2025

RESOLVED

That the information in respect of the Local Government Pay Award for 2025/26 be received and noted.

C978. SUBSCRIPTIONS

RESOLVED:

1. None received.
2. The Subscriptions is removed as a standing item from future agendas.

C979. GRANT FUNDING APPLICATIONS

RESOLVED:

1. That the minutes of the Grant Working Party held on 23 September 2025 be approved as a correct record and that consideration be given to the recommendations within.
2. **RECOMMENDATIONS:**

Over £500
 - i. That the Malvern District Scouts be awarded a grant of £2,500 under the Local Government Act 1976,

S137 Power of local authorities to incur expenditure for certain purposes not otherwise authorised.

- ii. That Ledbury Places be asked to provide two further quotes in respect of the Hearing Loop and be invited to attend the meeting of Council on 23 September 2025 to provide clarification on their request for grant funding,**
- iii. That the Ledbury Community Hub be awarded a grant of £2,500 and that they be encouraged to submit a multi-year application to assist the operating costs of the Community Hub and that they be invited to give a presentation to a future meeting of Council Local Government Act 1972, s137 Power of local authorities to incur expenditure for certain purposes not otherwise authorised**

Multi – Year

Councillors Hughes and Kettle left the meeting, as they had declared a non-pecuniary interest.

- iv. That the Ledbury Carnival Association be awarded a multi-year grant to as set out below,**

Year 1 - £5,000
Year 2 - £5,500
Year 3 - £6,000
- v. That Ledbury Town Council work closely with the Carnival Association to create a plan for the next three years in terms of public engagement and shaping the event for the 21st Century.**

Councillors Hughes and Kettle returned to the meeting.

Councillor Harvey left the meeting, as she had declared an interest in the Ledbury Fringe.

- vi. That the Ledbury Fringe be awarded a grant as set out below, and that they be encouraged to seek additional funding from other sources - Local Government Act 1972, s145(1)(a) Power to provide entertainments and facilities for dancing in or outside the council's area**

Year 1 - £1,000
Year 2 - £1,000

Year 3 - £1,000

Councillor Harvey returned to the meeting.

- vii. That Ledbury primary School PTA be awarded a multi-year grant to Ledbury Primary School PTA in support of an annual fireworks display set out below - Local Government (Miscellaneous Provisions) Act 1976, s. 19 – Power to provide and contribute to a wide range of recreational facilities in or outside the council's area**

Year 1 - £1,500

Year 2 - £1,500

Year 3 - £1,500

- viii. That Community Voluntary Action Ledbury also known as (Community Action Ledbury) be awarded a multi-year grant to Community Action Ledbury as set out below - Local Government Act 1976, s137 power of local authorities to incur expenditure for certain purposes not otherwise authorised**

Year 1 - £12,000

Year 2 - £12,500

Year 3 - £13,000

- ix. That 50% of the allocated grant award (£2,500) be released to Citizens Advice Bureau (CAB) from within the 2025/26 budget allocation**

- ix. That the Clerk writes to CAB advising that 50% of the annual grant funding will be paid to them and that they be advised that the Council is currently reviewing the arrangements of how grant funding will be paid to them going forward - Local Government Act 1976, s137 power of local authorities to incur expenditure for certain purposes not otherwise authorised**

Additional Grant applications received

- x. That the Royal British Legion be awarded a grant of £240 towards the cost of hosting the ship's company of HMS Ledbury at the Remembrance Day commemorations - Local Government Act 1976, s137 power of local authorities to incur expenditure for certain purposes not otherwise authorised**

- C980. UPDATE IN RESPECT OF POTENTIAL LEASE LINE**

RESOLVED:

C981. COUNCIL POLICIES

RESOLVED:

- C982. CODE OF CONDUCT MATTERS**

Full Council 04.10.2025 V3

RESOLVED:

That the update in respect of four Code of Conduct Complaints against Ledbury Town Councillors be received and noted.

C982. SUSPENSION OF STANDING ORDER 3(x)

RESOLVED:

That Standing Orders be suspended for a period of 30 minutes to allow the remaining business of the Agenda to be completed.

C983 PLANNING CONSULTATIONS

- 1. Application Number 252142 – Proposed change of use from a retail butchers shop with commercial production kitchen to a hot food take away business with installation of replacement mechanical kitchen ventilation system – 71a The Homend, Ledbury, Herefordshire, HR8 1BP.**

RESOLVED:

No objection, subject to reassurances that the proposed extraction unit and waste management plans are acceptable to the statutory consultees i.e. environmental health.

- 2. Application Number 252742 – T1 – Red Oak adjacent to car park, fell to as near ground level as possible. – Ledbury Rugby Union Football Club, Ross Road, Ledbury, Herefordshire HR8 2LP.**

RESOLVED:

No objection, and the Rugby Club be encouraged to plant replacement young trees at suitable locations around their grounds.

Councillor Bradford left the meeting at 9:05pm

C984. PLANNING DECISIONS

RESOLVED:

That the planning decisions be received and noted.

C984. PLANNING INSPECTORATE APPEAL DECISION – SHERIDON, NEW STREET, LEDBURY, HEREFORDSHIRE, HR8 2EE

RESOLVED:

That the Planning Inspectorate Appeal Decision be received and noted.

C985. PAINTED ROOM VISITOR NUMBERS

RESOLVED:

That the Painted Room Visitor Numbers be received and noted.

C896. TO RECEIVE AND NOTE MINUTES OF THE EVENTS WORKING PARTY MEETING HELD ON 23 & 30 SEPTEMBER 2025

RESOLVED:

- 1. That the minutes of the Events Working Party Meeting held on 23 & 30 September 2025 be received and noted.**
- 2. That the recommendations within the report be considered at agenda item 21.**

C987. CHRISTMAS LIGHTS SWITCH ON

RESOLVED:

- 1. That officers be authorised to progress the Christmas Lights Switch On Event using the allocated budget, at an estimated cost of £4,510 which includes all the entertainment referred to above.**
- 2. That consideration be given to how the ABE lorry can be accessed, noting that they may be able to provide steps.**
- 3. That a fee of £40 be levied on market traders for the hire of a market pitch.**
- 4. That a fee of £80 be levied on vehicle based hot food traders.**
- 5. That the Barn be asked if they would be interested in holding a Farmer's Market in partnership with the Town Council on St. Katherine's Square.**

6. That Council offer a discount of 50% per stall-based trading pitch to town centre businesses, as a way of supporting independent traders and encourage local participation, noting that the fee per pitch offered will be £20.

C988. TO REVIEW GROUNDS MAINTENANCE CONTRACT

RESOLVED:

That this item be deferred to a working party meeting to review the Council's amenity maintenance plans, to include the request from the Community Hub to undertake conservation work in respect of Dog Hill Woods.

C989. REQUEST FROM LOCAL POLICING TEAM FOR QUARTERLY PARISH PRIORITIES

Members were requested to give consideration to parish priorities in respect of policing.

RESOLVED:

That the following priorities be provided to the local policing team:

1. Speeding on Homend, High Street, Southend/Glos Rd, New Street, Hereford Road and round the bypass/Leaden Way
2. ASB & vandalism at and adjacent to town playground and park areas and along town trail
3. Sale of alcohol and tobacco to underage consumers
4. Public smoking of cannabis particularly in town centre and PSPO areas of the town
5. Unlicensed riding of e-scooters and motorbikes
6. Treatment of migrant workers at local farms
7. County lines and use of supermarket car parks and town centre locations for transfer of drugs and handling of cash
8. PCSO visibility – esp 15:00-20:00

That the following priorities be raised, noting that Council took the view that these would already be priorities of the Police

1. Child safeguarding and tackling of neglect
2. Drink/drug driving – particularly in the run-up to Christmas

C990. OUTSIDE BODIES

RESOLVED:

- i. That the minutes of a meeting of the Ledbury Carnival Committee held on 3 September 2025 be received and noted.
- ii. That the minutes of meetings of the Ledbury Community Choir held on 28 July 2025 be received and noted.

C991. DATE OF NEXT MEETING

RESOLVED:

To note that the next meeting of Council is scheduled for Thursday, 23 October 2025.

The meeting ended at 9:22 pm

A handwritten signature in black ink, appearing to read 'S. Flacey', written over a faint circular stamp.

Signed

Date 12.11.2025