

LEDBURY TOWN COUNCIL
MINUTES OF A MEETING OF FULL COUNCIL
HELD ON 11 SEPTEMBER 2025

PRESENT: Councillors: Harvey, Hughes, Morris, Kettle, Troy, Eakin and Chowns

ALSO PRESENT: Angela Price – Town Clerk
Julia Lawrence – Deputy Clerk
Sophie Rudd – Minute Taker
Councillor Simmons – Ledbury South Ward Councillor

C923. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Sinclair.

C924. DECLARATIONS OF INTEREST

Councillors Harvey and Morris declared a non-pecuniary interest in item 23, Love Ledbury Partnership agreement, due to each being a Trustee of Love Ledbury. Councillor Hughes declared a non-pecuniary interest in item 17 as he is a member of the Strömstad Twinning Association. Councillor Chowns declared a non-pecuniary interest in item 27 due to being a member of the Canal Trust.

C925. TO NOTE THE NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be received and noted.

C926. TO NOTE THE GENERAL DUTY ON PUBLIC AUTHORITIES OF SECTION 149 OF THE EQUALITY ACT 2010

The Chair explained that Parish Councils are required to consider whether any decisions made have a disproportionate impact on groups that have protected characteristics under the Equalities Act 2010 and advised that the Clerk would alert members should consideration need to be given to any agenda items and that these considerations will be noted within the council minutes.

RESOLVED:

That the General Duty on Public Authorities of Section 149 of the Equality Act 2010 be received and noted.

C927. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF AN EXTRAORDINARY MEETING OF COUNCIL HELD ON 21 AUGUST 2025.

RESOLVED:

That the minutes of an extraordinary meeting of Council held on 21 August 2025 be approved and signed as a correct record subject to the following amendment:

Minute no. C922 *“The Clerk informed members that an Extraordinary meeting was likely to take place in the second week of August re co-options to the Council.”* being removed.

C928. TO RECEIVE AND NOTE THE ACTION SHEET

RESOLVED:

That the Action Sheet be received and noted, noting that the ongoing item in relation to minute number C903(i)(2) to be marked as complete.

C929. WARD REPORTS

Members acknowledged the fire that had taken place on the Lower Road Trading Estate on 10 September a gave special thanks given to the fire service who had attended.

Councillor Hughes asked for an update in relation to Councillor Harvey's Report regarding 14 High Street. Councillor Harvey confirmed that Herefordshire Council has a board looking at problem buildings across the county that are listed or in a poor state. She advised that she had been assured that 14 High Street had been added to the list and that she is in discussion with the economic development team regarding improving the exterior appearance of the building.

Councillor Simmons advised that in relation to 4 South End, a 151 Notice was due to be served however this is now pending but confirmed that building is also on the list.

Councillor Harvey communicated that £200,000 has been ring-fenced in Herefordshire Council budgets for each of the market towns in order to undertake additional public realm and highways works and the town council will be consulted on that in due course.

RESOLVED:

That the Ward Reports be received and noted.

C930. CHAIRMAN'S COMMUNICATIONS

The Chair confirmed emails are being sent to the community groups and organisations being showcased this month mostly regarding buildings and the green environment and website/social media updates will follow.

C931. TO CONSIDER QUESTIONS/ COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3 (e) AND 3 (f)

A member of the public queried the allocation of social housing and whether social housing is being provided to people from outside of the Ledbury area as an overspill for other areas ahead of local residents.

RESOLVED:

- 1. Ward Members look into the matter in respect of the process for allocating social housing and would provide a response to the member of the public, copied to the Clerk.**
- 2. Following receipt of the ward members' update Ledbury Town Council to review the matter and consider how it can best influence matters further.**

The member of the public and Ward Councillor Simmons left the meeting at 7:21.

C932. TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9

The following Notice of Motion was received from Councillor Harvey, seconded by Councillor Morris:

"That Ledbury Town Council support the exploration of the accommodation needs for the council – following on from the staff review – and to revisit the Heritage Asset project's recommendations for the improved management and heritage buildings owned by the Council."

The clerk confirmed The Civic Society, Ledbury Places and TEMAP are in support of this motion

RESOLVED:

- 1. That Ledbury Town Council explore the accommodation needs of the Council, following on from the staff review, and to revisit the Heritage Asset project's recommendations for the improved management and heritage buildings owned by the Council.**

2. That following discussion in-house the conversation be opened to the wider heritage community.

C933. TO RECEIVE AND NOTE MONTH 4 FINANCIAL REPORTS

In relation to the Trial Balance Sheet, Councillor Morris raised a query in relation to the three cost centres for card rentals as we only have two card machines. Tree Works was raised.

Ward Councillor Simmons re-entered the room at 7:28

RESOLVED:

1. That the Finance Overview Report for Month 4 be received and noted.
2. That it be noted that the War Memorial refund will have been received in total with effect from September 2025.
3. That a movement from Earmarked Reserves be made to offset the accrual total of £1,378 to ensure there are sufficient funds for the 2025/26 civic events.
4. That receipts and payments for 1 – 30 July 2025 be received and noted.
5. That Month 4 budget monitoring reports be received and noted subject to the spelling of 109/4903 being amended to read 'Professional Fees'.
6. The Town Clerk to investigate and clarify why there are three cost centres listed for card rentals within the Trial Balance report.

C934. TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS FOR MAY, JUNE AND JULY 2025

RESOLVED:

To note that the Bank Statements and Reconciliations for May, June, July and August 2025 have been verified.

C935. INVOICES FOR PAYMENT SEPTEMBER 2025 (INTERIM)

Members were advised of the following updates in respect of invoices for payment:

1. That the payment in the sum of £30.00 to Ledbury Community Hub had been cancelled as they had double booked the room.

2. That the invoice from EON in the sum of £209.00 had been queried due to it being an estimated bill and no meter reading having been provided for several months. The Clerk advised that this account was in credit in the sum of £549.00 and that she had requested this amount be refunded. She also advised that she had requested that a smart meter be installed to avoid this issue arising again.

Councillors Harvey and Morris remained in the room but did not vote on the invoices for payment due to having declared an interest.

RESOLVED:

1. That the invoices for payment in the sum of £23,393.53 plus VAT be approved for payment.
2. That the officer explanation, provided within the supporting report, in respect of 105/4700 be received and noted.
3. That the officer comment, provided within the supporting report, in relation to 115/4122 be received and noted.
4. That the word 'no' be removed from the comment section in point 2 of the invoices for payment report.

C936. OUTCOME OF EXTERNAL AUDIT

RESOLVED:

The outcome of the external audit to be received and noted with congratulations to staff in regard to the outcome of the audit.

C937. BUDGET MONITORING MEETING OF 15 JULY 2025

RESOLVED:

1. That the notes of the Budget Monitoring Meeting held on 15 July 2025 be received and noted.
2. That it be noted that the £8,000 grant awarded to Buses4Us has been returned due to them advising they no longer required the additional funding support.

C938. SUBSCRIPTIONS

None received.

C939. GRANT FUNDING APPLICATIONS

RESOLVED:

- 1. That Ledbury Primary School – Local Government (Miscellaneous Provisions) Act 1976, s. 19 - be awarded a grant in the sum of £1,000. and be encouraged to apply for a multi-year grant specifically for the firework display. That they be reminded that they were also provided a grant for extra-curriculum activities and that this should be recognised as received in any future grant applications.**
- 2. That Ledbury Strömstad Twinning Association – Local Government Act 1972, s. 144 (Tourism) – be awarded £1,000, being the full cost of the project, in order that they can focus volunteer effort on creating the display opposed to fundraising to pay for it.**

C940. INFORMATION, COMMUNICATIONS AND TECHNOLOGY

RESOLVED:

- 1. That the notes of the ICT meeting held on 21 August 2025 be received and noted.**
- 2. That the Clerk be authorised to upgrade to five operating licenses for the Rialtas software for Omega Accounts Package, Cemeteries and Memorials at an additional annual cost of £392.00.**
- 3. That the Clerk be authorised to purchase the Sales Ledger software for the Rialtas system at a cost of £1,063 for the initial purchase and an additional annual cost of £235 annually for support and maintenance.**
- 4. That the Clerk be authorised to purchase the Purchase Ledger and invoicing software for the Rialtas system at a cost of £1,797 for the initial purchase and an additional cost of £235 annually for support and maintenance.**
- 5. That the clerk be authorised to place an order with OMS for the replacement IT equipment outlined in the minutes of the meeting of 21 August 2025 at a cost of £8,080.52.**
- 6. That a two year lease line be installed at a monthly cost of approximately £300/£350 with a “move clause” to be included in the contract.**

C941. REQUEST FROM TOUR GUIDES FOR ADDITIONAL BUDGET FUNDS TO PURCHASE STOCK

Members were requested to give consideration to a request from the Tour Guides for additional budget funds to cover the purchase of stock.

RESOLVED:

1. **That a virement be made from budget line 107/4703 to 105/4700 in the amount of £1,000.**
2. **Consideration to be given to increasing next year's budget as part of the 2026/27 budget setting process.**

C942. PLANNING CONSULTATIONS

RESOLVED:

1. **Application Number: 252058** Proposed erection of a single storey rear extension and construction of a vehicle parking area – **102 Bridge Street, Ledbury, Herefordshire, HR8 2AN**

No Objection.

2. **Application Number: 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**

That Ledbury Town Council echo the comments and concerns of Wellington Heath Parish Council with regards to layout, pedestrian safety, and the delivery of an offroad footpath, noting that it is a fast road with a blind bend.

3. **Application Number: 252156** Proposed replacement self-build dwelling and detached garage, associated landscaping works and change of use from agricultural to residential – **Bradlow Farm, Bradlow, Ledbury, Herefordshire, HR8 1JE**

That Ledbury Town Council echo the comments of the National Landscape's regarding using local Malvern Stone for cladding in place of Forest of Dean Stone.

Councillor Morris left the meeting at 8:00pm

4. **Application Number: 252192** Proposed erection of a detached double garage with storage over – **Laurel Cottage, Little Marcle Road, Ledbury, Herefordshire, HR8 2DP**

No Objection.

5. **Application Number: 252208** Proposed first floor extension to side, front and rear and single storey front extension – **Belle House, Parkway, Ledbury, Herefordshire, H8 2JD**

No Objection.

6. **Application Number: 252249** Proposed removal of asbestos roof covering to outbuilding and recover using bitumen based corrugated sheet roof covering. (Retrospective) – **7 High Street, Ledbury, Herefordshire, HR8 1DS**

No Objection.

7. **Application Number: 252329** Proposed rear extension – **28 Orchard Place, Ledbury, Herefordshire, HR8 2XD**

No Objection.

8. **Application Number: 252348** T1 Beech, fell to as near to the ground level as possible. Reason – minor dieback of foliage in upper canopy. Large area of decay extending up main stem on east side from ground level. Evidence of fresh bleeding around area of decay/ Kretzschmaria deusta present at base between buttress roots on the south side at ground level. Area of decay on north side at ground level between buttress roots – **Upper Hall Lodge, Ledbury, Herefordshire, HR8 1JA**

No Objection.

9. **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 208 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**

1. **That this application be referred to a Major Planning Application Working Group Meeting to discuss in more detail and to make recommendation back to Council**

2. **The Clerk is to write to the case officer to ask for an extension.**

10. **Application Number: 252388** Proposed removal of existing rear extension, replacement with a two-storey extension, a single-storey side extension and the erection of a garden office pod – **3 Staplow Cottages, Ledbury, Herefordshire, HR8 1 NP**

No Objection.

11. **Application Number: 252468** Minor alterations to previous approved applications 250276 + 250277 for the conversion of the existing gym and function room into 15 letting bedrooms – **25 High Street, Ledbury, Herefordshire, HR8 1DS**

No Objection.

12. **Application Number: 252469** Minor alterations to previous approved applications 250276 + 250277 for the conversion of the existing gym and function room into 15 letting bedrooms - **25 High Street, Ledbury, Herefordshire, HR8 1DS – LISTED BUILDING**

No Objection.

13. **Application Number: 252470** Proposed variation of condition 2 of planning permission 203223 (proposed detached dwelling) – change to self-build and reduction in scale – **Land adjacent The New House, Old Kennels Farm, Bromyard road, Ledbury, Herefordshire, HR8 1LG**

No Objection.

C943. PLANNING DECISIONS

RESOLVED:

That the Planning Decisions be received and noted, noting that the Lidl application had now been approved (application no. 242783)

C944. APPLICATION FOR A PREMISES LICENSE – D T Waller & Sons, 88 The Homend, Ledbury, Herefordshire, HR8 1BX.

RESOLVED:

No objection.

C945. TEMAP WORKING PARTY

RESOLVED:

- 1. A Meeting of Councillors be arranged prior to commissioning the integrated action plan. That the individual who has been supporting Ross Town Council on a similar project be invited to this meeting.**
- 2. That the recommendations within the report submitted to Council on 3 July 2025 be considered at the meeting of Councillors.**
- 3. That the Ledbury Maps Distribution Report be received and noted.**

C946. NEIGHBOURHOOD DEVELOPMENT PLAN

RESOLVED:

- 1. That the notes of the meeting held on 20 August be received and noted.**
- 2. That Ledbury Town Council invite representatives from various interested groups within Ledbury to expand the conversation to a wider stake holder forum – possibly a Strategic Planning Working Group.**
- 3. That the Market House be used as a location for story boarding and exhibition space.**
- 4. To make the committee room space available as a DDA compliant consultation space when required.**

That it be recorded that Council gave consideration to the expenditure in respect of this project and agreed that it meets the requirements of the Section 149 of the Equalities Act 2011, in so far as the project provides for individuals who are protected by the Act due to qualifying of protected characteristics.

C947. SECTION 106

RESOLVED:

- 1. That the notes of the meeting of the s106 Task and Finish Group held on 12 August 2025 be received and noted.**
- 2. That the Ward Councillors be asked to lobby for the conservation areas to have condition surveys done as part**

of evidence for Local Plan and for a new spatial planning policy covering the development of the Lawnside Road area.

3. The clerk provide the draft s106 list to Councillor Peberdy and asked to provide any additions with any updates provided being forwarded to the planning officers thereafter.
4. That the s106 payment made in respect of the Bloor Development be received and noted.

C948. COMMUNITY FLOOD EQUIPMENT UPDATE AND FLOOD PLAN WORKSHOP

RESOLVED:

1. That the report be received and noted.
2. That the volunteer role of Flood Warden be put out for public advertisement for expression of interest and then candidates be selected.
3. The Clerk draft a Parish Flood Plan, with the support of Herefordshire Council and attend the workshop on 24 September 2025.

C949. HEREFORD & GLOUCESTER CANAL TRUST

RESOLVED:

1. That the minutes of the meeting with the Hereford and Gloucester Canal Trust held on 31 July 2025 be received and noted.

Councillor Chowns abstained due to being a member of the Canal Trust.

2. That Ledbury Town Council formally offer the Hereford and Gloucester Canal Trust use of the upper room of the Market House to develop and display their proposals and plans to assist with community engagement.

C950. CORRESPONDENCE RECEIVED IN OBJECTION TO THE BUILDING OF HOUSES, COMMERCIAL PREMISES OR STRUCTURES ON DEER PARK MEADOW, LEDBURY.

Councillor Simmons confirmed that a past pre-application had been submitted with the parcel of land being bought speculatively. Residents of Jubilee Close were approached regarding access to their gardens for survey works to be undertaken. The current position is that no formal

planning applications have been submitted. The land is protected green space.

RESOLVED:

1. That the correspondence be received and noted.
2. The Clerk to respond to the sender thanking them for the information provided and asking whether they would like to participate in the Planning Working Group.

C951. MALVERN HILLS LANDSCAPE – ANNUAL REVIEW 2024/25

RESOLVED:

1. That the correspondence be received and noted.
2. The Clerk to write to the Malvern Hills National Landscape Partnership thanking them for their correspondence and that we will review our position in 2026/27.
3. That double taxation be investigated should the Council decide to consider making a financial contribution in the future.

Councillor Harvey did not vote due to being an appointee on the steering board on behalf of Herefordshire Council.

C952. LOCAL POLICING – ANNUAL TOWN & PARISH SURVEY

RESOLVED:

1. That the Clerk be instructed to provide the Council's response to the Local Policing – Annual Town and Parish Council Survey 2025 ,
2. That it be noted that any Councillors who wish to make further comments are encouraged to submit an individual response.

C953. EVENTS WORKING PARTY

RESOLVED:

1. That the minutes of the Events Working Party Meeting held on Tuesday 19 August 2025 be received and noted.
2. That the Community Engagement Officer be asked to start collating a library of useful example documents to include, but not be limited to, event management plans, road closure

applications, maps of the town and event guidance as recommended.

C954. LEDBURY CEMETERY – ALTERNATIVE STORAGE SOLUTIONS

RESOLVED:

This item be deferred until further information is provided to include a location plan, vehicle access, utility connection, whether planning permission is required for the larger building options, and what security provision is required.

C955. BIDDULPH WAY TREES

RESOLVED:

1. That contractor number 3 be appointed at a cost of £3,188 + VAT with any costs over £896 being taken from EMR 335.
2. That when appointing the contractor the Deputy Clerk ask them to ensure that bat roosts need to be considered prior to undertaking the works.

C956. LEDBURY COMMUNITY HUB – DOG HILL WOODS

Members were requested to give consideration to a request from the Ledbury Community Hub in respect of working in Dog Hill Woods.

RESOLVED:

1. That the Clerk write to the Community Hub thanking them for their kind offer stating that Council are supportive of working with them and providing an opportunity for enhancement of volunteer skill set.
2. That Council review their management plans to ensure that their request is in line with the Council's current plans and align with the Council's responsibilities
3. That following the review of the management plan a meeting be held with representatives of the Ledbury Community Hub,
4. It be noted that the response time is of the essence due to UKSPF funding.

Councillor Simmons left the meeting at 8:52

C957. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 14 AUGUST 2025 AND TO RECEIVE ANY RECOMMENDATIONS THEREIN

RESOLVED:

That the minutes of the Resources Committee held on 14 August and 4 September 2025 be received and noted.

C958. CODE OF CONDUCT MATTERS – UPDATE REPORT

RESOLVED:

- 1. That Members implement the measures as recommended by the Senior Governance Team at Herefordshire Council as regards to Recommendation 3 of COC093.**
- 2. That it be noted that two Code of Conduct complaints will be submitted to the Monitoring Officer on behalf of Ledbury Town Council as per the delegated power granted to the Resources Committee in respect of undertaking further appropriate action as regards the behaviour of a councillor.**

C959. MASEFIELD MATTERS

RESOLVED:

That the minutes of the Masefield Matters Board Meeting held on 8 August 2025 be received and noted.

C960. SUSPENSION OF STANDING ORDER 6(X)

That Standing Orders 3(y) be suspended for a period of 15 minutes to enable the remaining business of the agenda.

C961. OUTSIDE BODIES

RESOLVED:

- 1. That the minutes of a meeting of the Traders & Business Association held on 25 June 2025 be received and noted.**
- 2. That the minutes of meetings of the Carnival Association Committee held on 6 and 20 August 2025 be received and noted.**
- 3. That the Clerk write a letter of appreciation and congratulations to the Carnival Association Committee for their work through the year and the success of the Ledbury Carnival.**

C962. DATE OF NEXT MEETING

To note that the next meeting of Council is scheduled for Thursday, 2 October 2025.

C963. 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.

C964. APPOINTMENT OF AUDITOR FOR 2025/26 TO 2027/28

RESOLVED:

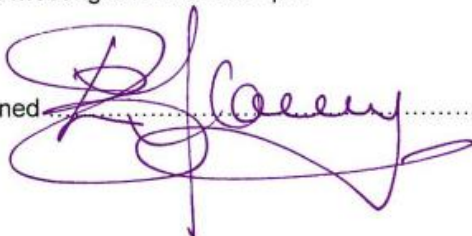
That IAC Audit and Consultancy Ltd be appointed at a cost of £789 p/a

C965. CONFIDENTIAL MATTERS

RESOLVED:

1. That CBT counselling be offered to Post Holder 53, the cost of which to be borne by Ledbury Town Council in the sum of £795.00 for 6 sessions.
2. That face-to-face counselling be offered for Post Holder 49 and the approval of the cost of that counselling be sought once an appropriate provider has been identified by Post Holder 49 in consultation with their GP.

The meeting ended at 9:04 pm

Signed  Date 31 October 2025.