MINUTES OF A MEETING OF FULL COUNCIL
HELD ON 6 AUGUST 2026

PRESENT: Councillors: Harvey (Chair), Hamblin (Deputy Chair) Chowns, Eakin, Hughes, Morris, and Wilkinson.

ALSO PRESENT:

Angela Price – Town Clerk
Julia Lawrence – Deputy Clerk
Sophie Rudd – Minute Taker
Stef Simmons – Ward Councillor

C1468. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bradford and Troy.

C1469. DECLARATIONS OF INTEREST

No declarations of interest were received.

C1470. TO NOTE THE NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be received and noted.

C1471. 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.

C1472. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF COUNCIL HELD ON 16 JULY 2026

It was clarified that the approach from the outside organisation is being reviewed by the Resources Committee and will then be brought to a future meeting of Full Council.

RESOLVED:

That the minutes of Council held on 16 July 2026 be approved and signed as a correct record.

C1473. TO RECEIVE AND NOTE THE ACTION SHEET

Clarification was sought on the following points:

C1417 – That officers be instructed to undertake a detailed appraisal of the operational costs, benefits disbenefits and risks associated with each of the five options outlined with the report, with a further report being presented to a future meeting of Council. The Clerk clarified that this minute number related to the potential relocation of the Council offices.

C1044(5) – Officers to prepare a long-term plan concerning heritage buildings owned by the council. Members asked why this had not yet been completed – the Clerk advised that it had been delayed due to other work streams that were considered to be of a higher priority and agreed to revisit this.

C1280 – That the Council instructs officers to urgently draft proposals in respect of progressing TEMAP recommendations in respect of developing the market. The Town Clerk confirmed the report would be provided to the meeting of Full Council scheduled for 3 September 2026.

C1397(3) – That the Clerk contact Malvern Town Council to ask what issues they experienced in relation to the antisocial behaviour in and around the Adam Lee Pump Track. The Clerk advised that she had not spoken with the Clerk from Malvern Town Council but that she would follow this up and hopefully be able to provide a response to the meeting of 3 September.

C1447 –Councillor Simmons confirmed that following an email from the Clerk she had spoken with Planning Officers in respect of two planning applications that were outstanding and advised that the delays were due to further information awaited from the applicants or other third parties. Councillor Harvey advised that the County Council were in the process of implementing a new information management system which it is hoped will make it a lot swifter for information to show on the web pages.

C1449 – It was confirmed that this was in relation to Ledbury in Bloom obtaining permission to erect signage on the highway.

C1429 – The Clerk advised that she had spoken with the organisers of the Ledbury Convoy event and that they have agreed that they would confirm with the owner of the tank that will be in town as to whether it would be possible for the Ambassadors to have their photograph taken whilst on the tank.

RESOLVED:

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

2. **That when completing the action sheet officers ensure that they are clear on what the action is relating to.**

3. **That the Clerk consider expediting the work around drafting a long-term plan concerning all heritage buildings owned by the Council.**

C1474. WARD REPORTS

Councillor Harvey advised that she was currently signed off sick at County Council level and therefore had not provided a Ward report.

Further to the written report received Ward Councillor Simmons provided updates on Children's Services, Rail Strategy, 4 The South End, The Hereford Bypass, funding for a new building at John Masefield High School, increasing pupil capacity.

Members were informed that the Station Improvement Fund (SIF) bid was unsuccessful as it was deemed that there was not sufficient need, and a further bid will be submitted at the appropriate time.

Councillor Hughes queried progress on 14 The High Street; Councillor Harvey advised that this property had been placed on the 'buildings at risk' watch register and the owners had been written to in a statutory manner with regards the condition of the building. She also advised that she had written to the Economic Development Team asking for an update on the possible display of decals for the windows for which owner permission would need to be obtained.

The Clerk advised that due to working away Councillor Peberdy had notified that she would not be submitting a Ward report on this occasion.

RESOLVED:

1. **That the ward reports be received and noted.**

C1475. CHAIRMAN'S COMMUNICATIONS

Councillor Harvey confirmed the Mayor's Mile would be taking place on Sunday 9 August 2026, advising that participants can complete this in person or virtually.

Councillor Harvey thanked Councillor Hamblin for attending the Ross Carnival on her behalf last weekend and Councillor Chowns for attending the Battle of Evesham on her behalf.

C1476. TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(E) AND 3(F)

None received.

C1477. TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9

None received.

C1478. TO RECEIVE AND NOTE BUDGET MONITORING REPORTS FOR MONTH 3

Clarification was sought on the following in respect of the detailed income and expenditure report:

1. 102/4311 – Green Vehicle – it was noted that the committed expenditure meant that this budget line was showing a 448.3% expenditure – Members were reminded that this was in relation to the cargo bike and that it had been agreed that the cost of the purchase would be met from funds allocated in 2025/26 and 2026/27 (£6,000) and the general reserve, noting that the remaining costs would be repaid over subsequent years through allocation within future budgets.

2. 108/4202 – Repairs to hanging baskets – Members were reminded that this funding would be taken from an earmarked reserve (EMR) and that once the invoice has been paid the accounts clerk will undertake a movement from EMR accordingly.

3. 127/4595 – Climate Change – It was noted that this budget line was showing a 200% expenditure – the Clerk advised that she would review this with the Accounts Clerk and provide an update.

4. 202/4119 – CCTV New – It was noted that this budget line was showing a 208% expenditure – the Clerk advised that she would review this with the Accounts Clerk and provide an update.

5. 202/4170 – Maintenance – The Deputy Clerk advised that anticipated committed expenditure was due to works agreed in respect of the Market House. The Clerk advised that Members had previously agreed that the cost of the repairs would be taken from the Listed Buildings EMR and that the movement from EMR would be undertaken following the payment of associated invoices.

6. 109 Masefield Matters – Councillor Wilkinson requested for the budget figures to be included. The Clerk clarified that this has to be paid for from an EMR and therefore the Accounts Clerk needs to undertake the movements.

7. It was noted that the detailed income and expenditure report included in the agenda stated it related to month 4. However, it was noted that Members had not received the same report for month 3. The Town Clerk is going to look into this.

8. 225/4540 – Election Expenses – Clarification was sought in respect of the £192 expenditure recorded within the budget line. The Clerk advised that she would review this with the Accounts Clerk and provide an update.

9. 108/4210 – Dog Hill Wood Coppicing – Concerns were raised in respect of the £3,000 budget not yet having been spent. Councillor Harvey reminded Members that this was something that was being discussed with the Community Hub and that the timing of the works to be carried out is yet to be confirmed.

RESOLVED:

1. **That the budget monitoring reports be received and noted, noting the budget is below the expected percentage of 25% at the end of month 3 of the 2026/27 financial year.**

2. **That the Clerk review budget line 127/4595 and provide an update accordingly.**

3. **That the Clerk review budget line 202/4119 and provide an update accordingly.**

4. **That the Accounts Clerk be instructed to undertake EMR movements in respect of expenditure under Cost Centre 109 (Masefield Matters) for the 2026/27 budget.**

5. **That the Accounts Clerk be instructed to provide Members with a copy of the end of Month three detailed income and expenditure report.**

6. **That the Clerk review budget line 225/4540 and provide an update accordingly.**

C1479. TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS FOR JUNE AND JULY 2026

RESOLVED:

Councillor Eakin confirmed that he and the Clerk had verified and signed the bank statements and reconciliations for June and July 2026.

C1480. TO APPROVE INVOICES FOR PAYMENT

RESOLVED:

1. **That the invoices for payment in the sum of £14,719.90 + VAT be approved.**

2. **That Members receive and note points 1 and 2 from within the Invoices for Payment report.**

3. **That the Accounts Clerk be instruct4ed to amend the payment in respect of Hoople services from 220/4170 to 220/4590.**

4. **That the Accounts Clerk be instructed to undertake movements from the Masefield Matters Ear Marked Reserve to Cost Centre 109 accordingly.**

5. **That due to there being no further scheduled meeting of the Council during August 2026, delegated authority be granted to the Town Clerk, in consultation with the Chairman of the Council and the Chairman of the Finance, Policy & General Purposes Committee, to authorise the payment of invoices falling due before the next meeting of the Council on 3 September 2026, provided that:**

    i. **Payments are made in accordance with the Council's approved budget and Financial Regulations;**
    ii. **No new commitments or expenditure outside the approved budget are authorised under this delegation; and;**
    iii. **A schedule of all payments authorised under these delegated powers is presented to the next meeting of the Council for noting and ratification.**

C1481. GRANT APPLICATIONS

1st Ledbury Rainbows

RESOLVED:

1. **That it be noted that the report advised that there were three applications for consideration whereby there was only one application for consideration.**

2. **That a three-year grant of £200 per annum be awarded to the 1st Ledbury Rainbows noting that it meets the criteria of the Local Government Act 1972 s.137 – Power to incur expenditure for certain purposes not otherwise authorised.**

C1482. TO REVIEW PAYROLL SERVICES

RESOLVED:

1. **That Company 2 Tier 2 be appointed to provide payroll services to Ledbury Town Council which would generate an annual saving of £309.00.**

2. **That Company 2 be appointed for a period of three years at which time a review of payroll services will be undertaken.**

3. **That the Clerk/RFO be authorised to finalise the service agreement with Company 2.**

C1483. TO GIVE CONSIDERATION TO PURCHASING CHAIRMAN'S/VICE CHAIRMAN'S BADGE OF OFFICE

Members were requested to give consideration to a report in respect of the cost to purchase Chairman's/Vice-Chairman's Badge of Office.

RESOLVED:

That no further action be taken in respect of the purchase of Chairman's and Vice-Chairman's badges of office.

C1484. TO GIVE CONSIDERATION TO PURCHASING PAST CHAIRMAN'S BADGES

Members were requested to give consideration to a report in respect of the cost to purchase Past Chairman's Badges.

It was noted that currently the Council has a stock of Past Mayor's Badges however at no time have they purchased Past Chairman's Badges.

RESOLVED:

That this item be deferred and officers investigate other providers and submit their findings at a future meeting of Council.

Councillor Stef Simmons left the meeting at 7:58pm

C1485. CODE OF CONDUCT MATTERS

None received.

C1486. TO FORMALLY RECEIVE NOTICE OF RESIGNATION FROM FORMER COUNCILLOR DAVID KETTLE

RESOLVED:

That Members formally note the resignation of David Kettle, offering a vote of thanks for his contribution towards the Council and its business during his time as a Councillor and wishing him well for the future.

C1487. TO CONSIDER PLANNING CONSULTATIONS

1. **Application No. 261536 – RECONSULTATION** - Regularisation of unconsented work: Suspended ground floor replacement. Exposed timber frame and brick infill within the shop. Blockwork infilled doorway. Front casement windows and internal secondary glazing. Rear bedroom and kitchen windows. Kitchen extractor flue. - **Wing On, 26 New Street, Ledbury, Herefordshire, HR8 2DX**

   RESOLVED:
   No objection

2. **Application No. 261944 –** Green galvanised steel bicycle storage for up to 6 bikes, including electric bikes, with charging provision and potential future use for mobility scooters (Retrospective) **- Anemone House, 59 Bank Crescent, Ledbury, Herefordshire, HR8 1AF**

   RESOLVED:
   No objection

3. **Application No. 261981 –** Timber-walled double garage fixed to a concrete slab with storage above and an insulated roof with interlocking green metal tiles (Retrospective) – **Oakfields, Ross Road, Ledbury, Herefordshire, HR8 2LE**

   RESOLVED:
   No objection

4. **Application No. 262014 –** Two-storey side extension over the existing garage, single-storey rear extension, and external alterations comprising replacement front windows and doors with revised fenestration colour. - **7 Oakland Drive, Ledbury, Herefordshire, HR8 2ER**

RESOLVED:
No objection

5. **Application No. 262052 –** Construction of pump track and associated landscaping – **Land at Martins Way Park, Ledbury, Herefordshire**

RESOLVED:
Referred to a meeting of the Major Planning Application Working Party at a date to be confirmed.

C1488. TO RECEIVE AND NOTE THE UPDATE ON PLANNING DECISIONS

RESOLVED:

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

C1489. REPRESENTATION AT HEREFORDSHIRE COUNCIL PLANNING COMMITTEE

Councillor Harvey advised that she had recently attended a redirection meeting in respect of Planning Application 253317. She advised that this application would be considered at a planning committee of Herefordshire Council and suggested that Ledbury Town Council should consider whether they have a representative at this meeting.

RESOLVED:

That planning application no. 253317 be placed on the Agenda for 3 September for Members to take a view on whether a representative of Ledbury Town Council should attend the Herefordshire Council Planning meeting where this is to be considered.

C1490. TO REVIEW THE CHARTER MARKET TRAFFIC REGULATION (TRO) AREA

Members asked Officers to make them aware if they feel they do not have the delegated powers to progress a decision that has been reached at Full Council so that decisions can be implemented in a timely fashion.

RESOLVED:

1. **That the preferred option is to seek a significant reduction in the extent of the current Market Day Traffic Regulation Order so that only the highway space genuinely required for the operation of the Charter Market remains subject to parking restrictions, namely two spaces immediately adjacent to the Market House.**

2. **That the Town Clerk be authorised to commence discussions with Herefordshire Council regarding the statutory process required to vary the Traffic Regulation Order.**

3. **That the Town Clerk be authorised to work in consultation with the relevant Herefordshire Council officers to prepare a detailed plan identifying the revised TRO boundary and associated market layout for approval prior to submission of a formal application.**

4. **That Members note that the Town Clerk has written to the Parking Services Manager at Herefordshire Council asking them to give consideration to exercising enforcement discretion during any agreed transitional period pending completion of the statutory TRO variation process.**

C1491. TO CONSIDER QUOTATIONS FOR UPDATING THE MAPS WITHIN THE TOWN'S NOTICE BOARDS

Members suggested it would be helpful to have pictures of the maps being proposed and the current maps to assist with the decision-making process.

Councillor Hamblin suggested that once the maps have been designed and printed it would be helpful if Ledbury Town Council could take possession of the electronic version for future use.

RESOLVED:

That this item be deferred pending the following information being provided:

i. **Pictures of the current maps and the proposed maps;**
ii. **Consideration of other potential locations where further maps could be displayed.**
iii. **That Ledbury Town Council retain ownership of the map file in a vector format to assist future use.**
iv. **That consideration of making use of the back of the notice boards, where appropriate, for paid advertising.**

v. **That the exact sizes of maps required for each location be made available and that the measurements be in metric.**

C1492. PUBLIC FOOTPATHS

i. Public Footpath ZB1 and ZB2 diversion (JAGA Site)

RESOLVED:

That Herefordshire Council be advised that Ledbury Town Council decline the request from the applicant that they retain the timber roadside fence as an acceptable alternative to the previously requested screening hedge.

ii. Footpath LR7

RESOLVED:

That this item be deferred to a future meeting of Full Council with a map attached to the report.

C1493. TO RECEIVE AND NOTE THE MINUTES OF THE EVENTS WORKING PARTY HELD ON 30 JULY 2026 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

Due to an administrative error the Councillors had not received the To Follow reports and therefore it was felt that this item should be deferred to the meeting scheduled for 3 September 2026.

RESOLVED:

That this item be deferred to the Meeting of Full Council to be held on 3 September 2026.

C1494. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE GROUNDS' MAINTENANCE TASK AND FINISH GROUP HELD ON 9 JULY 2026 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

RESOLVED:

1. **That the minutes of the meeting of the Ground's Maintenance Task and Finish Group held on 9 July 2026 be received and noted.**

2. **That further consideration be given to how the tender document is structured and that a further meeting of the Task & Finish Group be scheduled.**

C1495. TO GIVE CONSIDERATION TO QUOTES RECEIVED IN RESPECT OF THE BAT AND BIRD INSPECTION

Due to an administrative error the Councillors had not received the To Follow reports and therefore it was felt that this item should be deferred to the meeting scheduled for 3 September 2026.

However, it was recognised that there were time constraints in respect of having the bat and bird survey carried out. It was therefore proposed that the Clerk, Chair of the Council and Chair of the Environment & Leisure Committee be afforded delegated powers to make a decision on which contractor to appoint to undertake the bat and bird survey.

RESOLVED:

Due to the time-sensitive nature of this matter, this is to be dealt with by the Town Clerk, and the Chairs of Finance and Governance and Environment and Leisure under delegated powers.

C1496. CEMETERY

RESOLVED:

1. **That in accordance with Standing Order 23(a), authority be given for the Deeds of Exclusive Right of Burial 810,816-818 and 821 to be signed, granting the exclusive right of burial to those named on the interment form.**

2. **That in accordance with Standing Order 23(a), authority be given for the Deeds of Exclusive Right of Burial 319,409 and 693 to be signed, granting the transfer of the exclusive right of burial to those named on each transfer request.**

C1497. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 16 JULY 2026 AND THE EXTRAORDINARY MEETING HELD ON 29 JULY 2026 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

RESOLVED:

That the minutes of the Resources Committee meeting held on 16 July 2026 and the extraordinary meeting held on 29 July 2026 be received and noted.

C1498. TO RECEIVE AN UPDATE ON THE LEDBURY MARKET TOWN INVESTMENT PROGRAMME

Members noted that the report should refer to Wellington Heath rather than Staplow.

RESOLVED:

That the update in respect of the Ledbury Market Town Investment Fund be received and noted.

C1499. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE MASEFIELD MATTERS WORKING PARTY HELD ON 16 JULY 2026 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

Concerns were raised in respect of a number of matters relating to the Masefield Matters Project.

Due to an administrative error the Councillors had not received the To Follow reports and therefore it was felt that this item should be deferred to the meeting scheduled for 3 September 2026.

RESOLVED:

1. **That this item be deferred to the Meeting of Full Council to be held on 3 September 2026.**

2. **That a breakdown on the financial situation of the Masefield Matters project be provided to Members at their meeting on 3 September 2026, and that it include a forecast to the project end detailing how funds will be allocated against things that have not yet happened and that the comes with a covering report that provides adequate explanation.**

3. **That the Clerk review the Terms of Reference of the Masefield Matters project and consider whether there are elements of those that need to be highlighted to the Board to ensure the Board is meeting its responsibilities.**

4. **That Masefield Matters be placed as a standing item on the Full Council agenda for the remainder of the time of the project.**

C1500. TO GIVE CONSIDERATION TO A REQUEST RECEIVED FROM LEDBURY PLACES FOR SUPPORT IN RESPECT OF EXTERNAL GRANT APPLICATION FOR LEDBURY THROUGH TIME DIGITAL TRAIL

RESOLVED:

1. **That Ledbury Places be advised that Ledbury Town Council support in principle the development of a digital heritage trail.**

2. **That due to concerns relating to the proposed business model and viability of the proposed provider of the trail, Ledbury Town Council is unable to support the request for them to act as a supporting partner or provide officer support at this time.**

Councillor Eakin left the meeting at 9:00pm

C1501. SUSPENSION OF STANDING ORDER 3(X)

RESOLVED:

That Standing Order 3(x) be suspended for 20 minutes to enable the remaining business of the agenda to be completed.

C1502. OUTSIDE BODIES

i. To receive and note the minutes of a meeting of the Ledbury Community Choir held on 3 July 2026

RESOLVED:

That the minutes of the meeting of the Ledbury Community Choir held on 3 July 2026 be received and noted.

ii. To receive and note the minutes of a meeting of the Ledbury Carnival held on 1 July 2026

RESOLVED:

That the minutes of the meeting of the Ledbury Carnival held on 1 July 2026 be received and noted.

iii. To appoint outside body representatives to the following:

RMTG Older People's Forum
RMTG Younger People's Forum

RESOLVED:

That appointments to the RMTG Older and Younger People's Forum be deferred to a future meeting of Council until such time as a Councillor is nominated to represent the Council.

C1503. DATE OF NEXT MEETING

RESOLVED:

To note that the date of the next meeting of Council is scheduled for Thursday, 3 September 2026 at 7:00pm in the Ledbury Town Council Offices.

Members were advised that due to not having received the papers in respect of co-option as anticipated, the planned co-option meeting for 12 August 2026 has been cancelled and will be rearranged once the papers have been received

C1504. EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

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.

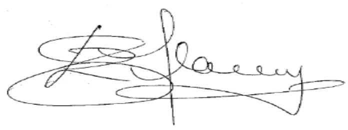
C1505. REQUEST FOR INSTALLATION OF ADDITIONAL MEMORIALS AT LEDBURY CEMETERY

RESOLVED:

That this item be deferred to a further meeting of Full Council so that a more detailed report can be produced to include the scale of the contravention, how long items have been in place and details of those who have received first and second letters requesting the removal of prohibited items.

The meeting ended at 9:19pm.

Signed: **Dated: 3 September 2026**



Chairman of the Council