



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

HEREFORDSHIRE HR8 1DH. Tel. (01531) 632306

Email: clerk@ledburytowncouncil.gov.uk

Website: www.ledburytowncouncil.gov.uk

27 June 2024

Dear Councillor

You are summoned to attend an extraordinary meeting of **LEDBURY TOWN COUNCIL** to be held on **Thursday, 4 July 2024** at **6.30 pm** in the **Council Offices, Church Lane, Ledbury** for the purpose of transacting the business shown in the agenda below.

Yours faithfully

Councillor Steven Chowns
Town Mayor

FILMING AND RECORDING OF COUNCIL MEETINGS

Members of the public are permitted to film or record meetings to which they are permitted access, in a non-disruptive manner. Whilst those attending meetings are deemed to have consented to the filming, recording, or broadcasting of meetings, those exercising the rights to film, record or broadcast must respect the rights of other people attending under the Data Protection Act (GDPR) 2018

A G E N D A

1. **Apologies**
2. **Declarations of Interests**

To receive any declarations of interest and written requests for dispensations.

Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Ledbury Town Council Code of Conduct for Members and by the Localism Act 2011.

(Note: Members seeking advice on this item are asked to contact the Monitoring officer at least 72 hours prior to the meeting)

3. Nolan Principles

<https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2>

4. To approve and sign as a correct record the minutes of a meeting of Full Council held on 6 June 2024 (Pages 1542 - 1549)

5. To consider questions/comments from members of the public in accordance with the provisions of Standing Orders 3(e) and 3(f)

“Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. The period of time designated for public participation at a meeting shall not exceed 15 minutes unless directed by the Chairman of the meeting”

6. Exclusion of Press and Public

In accordance with Section 12(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.

7. To approve the submission of an application for funding to the National Lottery Heritage Fund (NLHF) in respect of the John Masefield Memorial project (Pages 1550 - 1585)

Attached:

- NLHF application, project costs and Terms and conditions
- Copy of Full Council report, dated 6 June 2024, with additional comments to note

**Distribution: - Full agenda reports to all Councillors (10)
Plus file copy**

**Agenda reports excluding Confidential items to:
Local Press (2)
Library (1)
Police (1)**

LEDBURY TOWN COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON 6 JUNE 2024

PRESENT: Councillors Bradford, Chowns (Chair), Eakin, Harvey, Howells, Hughes & Morris

ALSO PRESENT: Angela Price – Town Clerk
Julia Lawrence – Deputy Town Clerk
Sophie Jarvis – Minute Taker
Councillor Justine Peberdy

C273. TO RECEIVE APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Furlonger, Newsham & Sinclair.

C274. TO RECEIVE DECLARATIONS OF INTEREST AND WRITTEN REQUESTS FOR DISPENSATIONS

RESOLVED

None received.

C275. NOLAN PRINCIPLES

RESOLVED

That the Nolan Principles were received and noted.

A minute's silence was held for Members to pay their respects to the late Councillor Dean Whattler.

C276. TO APPROVE AND SIGN THE MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON 9 MAY 2024

RESOLVED

That the minutes of the Annual Council meeting held on 9 May 2024 be approved and signed as a correct record subject to the retiring Mayor's comments being added as an appendix.

Councillor Peberdy arrived at 7:10pm.

C277. HEREFORDSHIRE COUNCILLORS' REPORTS

To receive reports from Ledbury Ward Members:

- i. Councillor Harvey (Ledbury North)

- ii. Councillor Peberdy (Ledbury West)
- iii. Councillor Simmons (Ledbury South)

RESOLVED

1. That the Councillor Ward Reports were received and noted with thanks.
2. That Ledbury Town Council ensure that they make residents aware of how to do postal votes and promote this on social media platforms as well as the website.
3. That the Clerk write to Herefordshire Council to express the Town Council's concerns on the hire charges of St Katherine's Square and query how they justified these figures.

C278. MAYOR' S COMMUNICATIONS

RESOLVED

That the Mayor's communications were received and noted.

C279. TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(e) AND 3 (f)

RESOLVED

None received.

C280. TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9

RESOLVED

None received.

C281. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE PLANNING, ECONOMY & TOURISM COMMITTEE HELD ON 16 MAY 2024 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN.

RESOLVED

1. That the minutes of a meeting of the Planning, Economy & Tourism Committee held on 16 May 2024 were received and noted.
2. That the amended version of the Draft Tourism Strategy be deferred for consideration at the next Full Council meeting scheduled for 1 August 2024.

C282. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON 25 MAY 2024 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

RESOLVED

1. That the minutes of a meeting of the Finance, Policy & General Purposes Committee held on 25 May 2024 were received and noted.

2. That the following recommendations were approved:

That £37,442.92 be moved from Earmarked Reserves to General Reserve as detailed below:

From Earmarked Reserve	To General Reserve
320 – EMR General	112.92
321 and 327 – Recreation ground equipment and Play/Skate Park	20,330
325 – Elections	5,000
332 – Climate Change	2,000
328 – War Memorial	10,000
Total Movement from EMR To General Reserve	37,442.92

That the following earmarked reserves be amalgamated:

Listed Buildings incorporate

- War Memorial
- Perimeter Wall Cemetery

Amenity and Public Spaces

- Recreation Ground/Play/Skate Park
- Charter Market Improvements
- Paths, Bins and Benches
- CCTV

Community Projects

- Traffic Management
- Elections
- Youth Support

That the £5,000 underspend for the Youth Drop-in support (CC214/NC4870) be moved to 326 Youth Support.

That the Internal Auditor be asked whether the Council is making reasonable and sufficient provision to their earmarked reserves year on year.

3. That LEAF be awarded a £500 grant for their Ledbury Youth Survey from the 2024/25 budget.
4. That the Clerk be instructed to publish the Grant Feedback Report for Ledbury Places in the next Town Council newsletter.

C283. COMMITTEE MEMBERSHIP

To consider any requests in respect of committee Membership for the 2024/25 Municipal Year

RESOLVED

That Councillor Bradford was elected onto the following committees:

- Environment & Leisure
- Finance, Policy & General Purposes
- Planning, Economy & Tourism

That Councillor Eakin was elected onto the following committees:

- Environment & Leisure
- Finance, Policy & General Purposes

C284. GENERAL ELECTION ADVICE FOR MEMBERS

Councillor Howells advised Members that he was standing as a candidate for Wolverhampton West.

RESOLVED

That the General Election Advice for Members was received and noted.

Councillor Peberdy left the meeting at 7:52pm.

C285. INTERNAL/EXTERNAL AUDIT

Annual Governance Accountability Return 2022/23

RESOLVED

1. That Members received and noted the Internal Auditor Report 2023/24 and approve the responses provided by the RFO in the comments box of the Internal Auditors Observations, which once approved will be referred back to the Internal Auditor.
2. That Members approved the resolutions made by the Finance, Policy & General Purposes Committee at its meeting on 23 May 2024, in relation to the Annual Governance Accountability Return 2023/24 (Section 1), noting the negative response in respect of

Assertion 3, as advised by the Council's Internal Auditor, and that the Mayor sign this accordingly.

- 3. That Members approved Section 2 – The Statement of Accounts as agreed at the Finance, Policy and General Purposes Committee held on 23 May 2024 and that the Mayor sign this accordingly.**
- 4. That the draft letter to be sent to the External Auditors, PKF Littlejohn, was approved.**
- 5. That the publication of the Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return be approved.**
- 6. That the Town Mayor be asked to sign the Statement of Internal Control prior to its submission to the External Auditor.**
- 7. That the draft Investment Strategy was approved and adopted.**
- 8. That the Clerk be authorised to submit the Annual Governance & Accountability Return 2023/24 and associated documents to the Council's external auditors, PKF Littlejohn, in line with the requirements of the Accounts and Audit Regulations (2015).**

C286. UPDATE ON COMMITTEE STRUCTURE TASK & FINISH GROUP

RESOLVED

- 1. That the update on the Committee Structure Task & Finish Group was received and noted.**
- 2. That the target remains for September to develop the Committee Structure.**

C287. INVOICES FOR PAYMENT (JUNE INTERIM)

RESOLVED

That the invoices for payment (June interim) for the sum on £11,820.91 (excluding VAT) be approved for payment.

C288. REQUEST FROM OTHER COMMITTEES/WORKING PARTIES

John Masefield Working Party

Members discussed their concerns over the wording of the recommendation which is suggesting that 'the recruitment of two staff by the Council'. Members wanted it to be made clearer that the funding for this would come from the NLHF application **not** Ledbury Town Council.

RESOLVED

That in principle, Full Council support the following recommendations:

- 1. That Members considered that Recommendation 1 required rewording.**
- 2. That Ledbury Town Council agreed to match funding of £5,000, which would be in addition to the £15,000 the Council has already pledged in support of setting up this project.**
- 3. That the Working Party be authorised to submit the NLHF application, subject to the remaining information being included accordingly.**
- 4. That Members give consideration as to whether it would be the Council who would be responsible for the memorial on completion, and if not, who and how it would be maintained, accepting that there is likely to be an annual cost to the Council which would be dependent on the design/style of the final memorial.**
- 5. That the £5,000 in remaining funds will be drawn upon but this may not happen until September 2024.**

C289. OFFICER REPORTS

- i. Town Clerk
- ii. Deputy Clerk
- iii. Community Engagement Officer

RESOLVED

That the Officer Reports were received and noted with thanks.

C290. OUTSIDE BODIES

- i. Membership – deferred from Annual Council Meeting
 - Ledbury Carnival Association
 - Ledbury Consolidated Charities – previously Councillor Eakin
 - RMTG Local Councillor Panes
 - Vulnerable Young People – Previously Councillor Sinclair who has advised he no longer wishes to be the Council representative.
 - Vulnerable Older People – Previously Councillor Howells – awaiting response from RMTG as to whether these groups are still functioning.
- ii. Minutes of a meeting of Ledbury Stromstad Twinning Association held on 8 March 2024

- iii. Minutes of a meeting of Ledbury Carnival Association held on 1 May 2024

RESOLVED

1. That there is currently no Council Representative on the Ledbury Carnival Association.
2. That Councillor Eakin agreed to remain a Council Representative for Ledbury Consolidated Charities.
3. That Councillor Howells agreed be a Council Representative for RMTG Local Councillor Panes for both Vulnerable Young and Older people.
4. That all minutes of external bodies should be included within the agenda packs going forward.
5. That the minutes of a meeting of Ledbury Stromstad Twinning Association held on 8 March 2024 were received and noted with thanks.
6. That the minutes of a meeting of Ledbury Carnival Association held on 1 May 2024 were received and noted with thanks.

Councillor Eakin left the meeting at 9:00pm.

C291. TRAFFIC REGULATION ORDER (TRO) SCHEME ON VARIOUS ROADS, LEDBURY, HEREFORDSHIRE

To give consideration to and provide response to the attached Notice of Proposals documents in respect of proposed TRO by the deadline date of 14 June 2024.

RESOLVED

That Ledbury Town Council welcomed the proposals for the Traffic Regulation Order Scheme but query further details on Churchill Meadow going into Little Marcle Road.

C292. REQUEST FROM TARRINGTON PARISH COUNCIL

RESOLVED

That Ledbury Town Council agreed to support the request from Tarrington Parish Council to encourage more travellers to use the bins and reduce traffic in the Town.

C293. REQUEST IN RESPECT OF THE CAMPAIGN TO IMPROVE THE SAFETY OF LITHIUM BATTERIES (USED IN E-BIKES AND E-SCOOTERS) AND THEIR DISPOSAL

RESOLVED

That Ledbury Town Council agreed to support the request in respect of the campaign to improve the safety of lithium batteries (used in e-bikes and e-scooters) and their disposal.

C294. DATE OF NEXT MEETING

RESOLVED

To note that the next meeting of Full Council will be held on 1 August 2024.

The meeting ended at 9:15pm.

Signed **Dated**

DRAFT