

**LEDBURY TOWN COUNCIL
MINUTES OF A MEETING OF FULL COUNCIL
HELD ON 2 APRIL 2026**

PRESENT: Councillors Bradford, Chowns, Harvey (Chairman), Hughes, Kettle, Troy

ALSO PRESENT: Angela Price – Town Clerk
Councillor Simmons (Ledbury South)

C1227. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Morris.

The Chair reminded Members that if they are unable to attend a meeting of Council, they do need to tender formal apologies to the Clerk, reminding them that they are “Summoned” to attend a meeting of Council and therefore should make every effort to attend.

C1228. DECLARATIONS OF INTEREST

None received.

C1229. TO NOTE THE NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be received and noted.

C1230. 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 would advise Members when it is appropriate for the matters to be considered under the Duty.

C1231. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF COUNCIL HELD ON 12 MARCH 2026

The Clerk advised that Councillor Morris had advised of some typos within the minutes. The Chair asked that these be identified for the record, it was noted that the copy within the agenda pack was not the corrected version.

SH

RESOLVED:

That the minutes of the meeting of Council held on 12 March 2026 be deferred to the next meeting of Council to allow for the typos to be identified and recorded accordingly.

C1232. TO RECEIVE AND NOTE THE ACTION SHEET

RESOLVED:

That the action sheet be received and noted.

C1233. WARD COUNCILLOR REPORTS

Councillor Bradford noted the information in respect of disabled access at Ledbury Train Station. He stated that he was surprised at the figure within the Ward reports of £10 Million for installing a pedestrian bridge with lifts. He asked whether there were alternative options that could be looked at.

Councillor Simmons advised that various options had been discussed during the meeting and that the figure quoted was based on the costs involved at other stations.

Members were advised that during the meeting Councillors were made aware that as there is no disability access at the station under the Disability Discrimination Act 1995 Network Rail will pay for a taxi from the station to the next available station.

RESOLVED:

- 1. That the Ward reports be received with thanks.**
- 2. That the Council promotes the information in respect of taxis with the general public via its social media, noticeboards, website, and newsletter.**
- 3. That Network Rail be asked to put a sign up at the station making disabled users aware of the taxi service.**

C1234. CHAIRMAN'S COMMUNICATIONS

RESOLVED:

That the Chairman's Communications be received and noted.

SH

C1235. TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(e) and s(f)

None received.

C1236. TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9

None received.

C1237. BUDGET MONITORING

RESOLVED:

- 1. That the notes of Budget Monitoring Meeting held on 19 March 2026 be received and noted.**
- 2. That the following year end budget movements be approved and carried out prior to the year-end closedown:**
 - 2.1** A virement of £10,447 be undertaken from 102/4001 to 102/4169
 - 2.2** A virement of £607 be undertaken from budget line 102/4200 to 4206
 - 2.3** Funds to cover overspend to be taken from the General Reserve in-year; Provision is made within the 2026/27 and 2027/28 budget to replace funds.
 - 2.4** A virement of £2,859.00 be undertaken from 102/4000 to 103/4000.
 - 2.5** It was noted that the increase in the Painted Room opening hours had been agreed after the budget for 2025/26 had been set. Propose overspend be managed via additional income from Painted Room (increase of £13,000).
 - 2.6** Artisan books purchased on a sale or return - underspend to be off-set by increased in-year sales income (increase of £1,550).
 - 2.7** Vire £391.00 from 102/4122. Officers were asked to consider an appropriate time to switch off the underfloor heating and service area convector heater in Bye Street Toilets.
 - 2.8** Propose move £400 from EMR 336 to 118/4285
 - 2.9** Virement of £5,079.53 from 102/4000 to 201/4122.
 - 2.10** Move £913.00 from EMR 324 to 202/4170
 - 2.11** Overspend be journalled from 202/4185 to 202/4170. 202/4170 overspend be managed via a movement from EMR 324.
 - 2.12** Virement of £178.00 be made from 202/4021. Officers to investigate water meter.

JM

- 2.13 Virement of £2,470 from 214/4891 to 202/4122
- 2.14 Virement of £2,044 from 214/4900 to 220/4590
- 2.15 Virement of £25,712 from 102/4000 to 230/4000.
- 2.16 Virement of £1,506 from 235/4170
- 2.17 To note that the overspend of 235/4415 is due to installation of lease line and will be covered in-year from general reserve then paid back via arrangements made in 2026/27 & 2027/28 financial years.
- 2.18 401/4483 Cover in-year from General Reserve and then pay back via Funds allocated in 2026/27 and 2027/28 budget to replace overspend.

3. That the following year end movements to/from Ear Marked Reserves be completed as part of the year end closedown process:

- 3.1 **101/4206 – Grounds Maintenance.**
Proposed underspend be moved to EMR 335 - £1,000.
- 3.2 **102/4223 – Perimeter Wall Repairs**
Proposed underspend be moved to EMR 335 - £2,000.
- 3.3 **102/4273 – Scatter Garden**
Funds be carried forward to 2026/27.
- 3.4 **102/4310 – Vehicle Replacement/Refurb**
Proposed underspend be moved to EMR 339 - £5,000.
- 3.5 **102/431 – Green Vehicle**
Proposed underspend be moved to EMR 339 - £3,000.
- 3.6 **105/4434 – Music License**
Proposed underspend be moved to EMR 336 - £500 – funds being allocated annually to cover cost of music licence which is due every three years.
- 3.7 **108/4204 – Dog Hill Wood Management Plan**
Proposed underspend be moved to EMR 335 - £1,000.
- 3.8 **108/4210 – Dog Hill Wood Coppicing**
Proposed underspend be moved to EMR 335 - £1,000.
- 3.9 **110/4237 – Skate Park Maintenance**
Proposed underspend be moved to EMR 335 - £500.
- 3.10 **110/4238 – Youth Shelter Maintenance**
Proposed underspend be moved to EMR 335 - £200.
- 3.11 **110/4229 – Street Light Maintenance**
Proposed underspend be moved to EMR 335 - £500.
- 3.12 **301/4553 – Tourist Information Centre**
Funds to be carried forward into 2026/27 budget -£1,000.
- 3.13. **301/4554 – Charter Market Strategy**
Funds to be carried forward into 2026/27 budget - £5,000

C1238. INVOICES FOR PAYMENT

RESOLVED:

- 1. That the invoices approved for payment by the Chairman, Chair of Finance, Policy & General Purposes Committee and Clerk via delegated powers in the sum of £11,854.54 plus VAT be noted, noting that the Chairman declared an interest in the two payments to Love Ledbury due to being a Trustee and therefore these two invoices were approved by the Chair of the Finance, Policy & General Purposes Committee and the Clerk only.**
- 2. That the invoices for payment in the sum of £278.85 plus VAT be approved.**
- 3. That the information relating to staff salaries for January, February and March 2026 be received and noted.**

C1239. CREDIT CARD COMPARISON REPORT

Members were asked to consider a comparison report in respect of a Council credit card.

RESOLVED:

- 1. That the Responsible Finance Officer be instructed to apply for a credit card with Lloyds Bank.**
- 2. That the Responsible Finance Officer be instructed to review ethical banking accounts and provide a report to a future meeting of Council for consideration of changing banks.**

C1240. LIVE STREAMING OF COUNCIL MEETINGS (PRE-LEGISLATION)

Members were requested to consider a report on future live streaming of Council meetings.

The Chair raised concerns in respect of live streaming via Teams rather than YouTube and considered that delivery model Option A – View only livestream should be the option to move forward with at this time.

RESOLVED:

- 1. That the introduction of live streaming of Council meetings in advance of legislation be approved as per Option A – View only livestream using the same format as other local councils.**

JH

2. That Members support the procurement of suitable audio visual equipment, including consideration of the Owl Labs Meeting Owl 4.
3. That officers provide a clear specification in terms of equipment required to deliver a system to work in Ledbury Town Council offices.
4. That officers develop a draft procedure and guidance for live streaming.

C1241. TO RECEIVE AND NOTE UPDATE IN RESPECT OF CODE OF CONDUCT MATTERS

The Chairman provided an update on the progress of the current Code of Conduct that had been submitted on behalf of the Council. She advised that she had received a draft report on the ongoing Code of Conduct Complaint and advised that the deadline for a response was 8 April 2026, following which a final version of the report would be produced.

RESOLVED:

That the update received from the Chairman in respect of the ongoing Code of Conduct complaint be received and noted.

C1242. PLANNING CONSULTATIONS

1. **Application No. 260461** – Single storey kitchen extension and associated external works – Old Plastow, Rhea Lane, Ledbury, Herefordshire, HR8 2PU

RESOLVED:

No objection

2. **Application No. 240462** - Single storey kitchen extension and associated external works – Old Plastow, Rhea Lane, Ledbury, Herefordshire, HR8 2PU **LISTED BUILDING CONSENT**

RESOLVED:

No objection

3. **Application no. 250297** – Dayroom/laundry room for consented mobile homes site (part retrospective) – **Little Bush Pitch, Ledbury, Herefordshire, HR8 2PX**

The Chair provided some historical information in respect of this application, pointing out that there is a huge bungalow on this

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site which had started as a small washroom for mobile home pitches, which had subsequently been inhabited which had become regularised retrospectively, which it is likely would not have received planning permission. In addition to that washroom, which was now a large residential house with two static caravan pitches on the site, which is a single family site.

She advised that this planning application segmented the site and only considers the area where the two static homes are and that they are now asking, partly retrospectively, for a further dayroom/laundry facility on the site.

RESOLVED:

- 1. That the Clerk query with Planning Officers why this single-family site is being split in this way when those two static pitches are only there as a consequence of being part of the single-family site that was given the original planning permission.**
- 2. That this planning application be deferred to a future meeting of Council once a response has been received from the Planning Officers.**
- 4. Application No. 260761 – Two storey rear extension – New House, Bridge Street, Ledbury, Herefordshire, HR8 2AW**

RESOLVED:

No objection.

Councillor Simmons advised of a planning matter in relation to application no. 260577 – 24 Lambourne Close for a Certificate of Lawfulness, change of use from a dwelling house C3 to a children's residential C2 Care Home for up to two children and two adults.

RESOLVED:

That this planning application be included on the next Council agenda for consideration.

C1243. PLANNING DECISIONS

RESOLVED:

That the planning decisions be received and noted.

C1244. UK TOWN OF CULTURE

JM

Councillor Kettle provided a verbal update on the progress of the Expressions of Interest by the Community Hub. He advised that the final EOI had now been submitted.

He advised that the anticipated outcome of this stage will hopefully be provided in June 2026.

The Chair queried what is meant by “demountable venue” which had been targeted at the recreation ground for potentially 500 people.

Councillor Kettle explained that it was a “pop-up” venue but advised that the detail had not been looked into at this stage. The Clerk added that it was her understanding that it was proposed as a wooden structure with a hard base that could be put up and taken down as required.

It was noted that this is only an Expression of Interest at this time, which is community led.

RESOLVED:

That the update be received and noted and a copy of the final submission be provided to all councillors.

C1245. TO GIVE CONSIDERATION TO A DRAFT TRAFFIC REGULATION ORDER SUBMISSION IN RESPECT OF SOUTHEND/MABELS FURLONG PARKING AND ROAD SAFETY REQUEST

Members were reminded that this item had been deferred from the meeting of Council held on 12 March 2026, due to one Councillor having submitted a declaration of interest which rendered the meeting inquorate.

The Council were being asked to support the approach as proposed by Councillor Simmons.

RESOLVED:

That Ledbury Town Council supports the approach being proposed by Councillor Simmons as far as Highways Engineers look at the issues raised and provide recommendations for solutions for Mabels Furlong and Southend.

C1246. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE MAJOR PLANNING APPLICATIONS WORKING PARTY

JH

RESOLVED:

That the minutes of the meeting of the Major Planning Applications Working Party be received and noted.

C1247. FEES AND CHARGES

Councillor Harvey expressed concern that a report had been presented to council, as it had been her understanding that a further report would be referred back to a further meeting of the Working Party providing the missing information from the report.

It was considered that this information was not ready to be considered by Full Council and did not contain the information that the working party had asked for, particularly in relation to market fees in comparison to other markets in the area and also to look at recommendations from the TEMAP report in terms of what has been agreed as the initiative to be taken forward in respect of the markets.

RESOLVED:

- 1. That the minutes of a meeting of the Fees and Charges Working Party meeting held on 19 March 2026 be received and noted.**
- 2. That the Report be referred back to the Working Party for further consideration and a recommendation from them on what Council should be doing in respect of their fees and charges.**
- 3. That officers arrange a further Working Party meeting and that this be held late afternoon (4.00 pm).**
- 4. That officers look beyond Herefordshire for market fees comparisons.**

C1248. TO GIVE CONSIDERATION TO QUOTATIONS RECEIVED IN RESPECT OF WORKS REQUIRED AT LEDBURY CEMETERY

1. Repointing works

Members were requested to give consideration to quotes received in response to much needed repointing works to the perimeter wall of the cemetery.

Members were concerned about the spread of quotes in relation to these works and it was noted that the report advised that some of the contractors who had provided quotes had carried out works for the Council, however there was no correlation

JM

between which quotes were from companies who had carried out work for the Council previously and whether their work had been of an acceptable standard.

2. Gravel Footpath in front of the storage container

Members were unclear as to whether the contractors that had submitted quotes for these works were different to those for the works to the perimeter wall.

Concerns were raised in respect of the dimensions of the diagram included in the report and asked that this be amended prior to the report being resubmitted to Council and clarity being sought on the measurements provided to contractors as these may have an impact on the costs quoted.

The Chair noted that with both of the items in this report she would not expect an in-year budget to cover the costs entirely for the works required. The Clerk advised that funds have been put into earmarked reserves for the repair of the perimeter wall.

Members expressed regret but felt they had no choice but to defer a decision on these two items pending further information.

RESOLVED:

- 1. That the report in respect of the repairs to the perimeter wall be deferred to enable information to be included in respect of which quotes are from companies who have undertaken work on behalf of the Council previously and whether those works were to an acceptable standard.**
- 2. That the dimensions of the diagram included within the report in respect of the footpath be revisited and a copy of the specification provided to the contractors be provided within the amended report.**

C1249. TO GIVE CONSIDERATION TO QUOTATIONS RECEIVED IN RESPECT OF MARKET HOUSE STAIRCASE REPAIRS

Members raised a number of concerns in respect of the proposed works to the Market House staircase.

Members considered it would be appropriate to have a report from a suitably qualified person stating that whilst there are repairs required to the staircase it is structurally sound for use at this time.

Members were concerned that there is a 100% difference between the two quotes and sought clarification on some of the additional costs within one of the quotes.

JH

RESOLVED:

1. That this item be deferred to a future meeting of Council pending further information and clarification in respect of the quotes received.
2. That the Deputy Clerk contact Caroe for confirmation that the staircase is structurally sound and safe to be used prior to the proposed works being undertaken.
3. That officers provide Councillor Bradford with reports in respect of the future use of the Market House.

C1250. TO GIVE CONSIDERATION TO OPTIONS IN RESPECT OF DISPOSAL OF SURPLUS FURNITURE

Members were provided with an update on the surplus furniture which is in the Market House. They were advised that there is less urgency in respect of this matter due to a significant amount of the furniture having been moved to storage within the Cemetery buildings.

It was noted that there was no indication within the report about timescales for discussions with the third party and it was felt that it would be helpful to have this information.

RESOLVED:

1. That this report be deferred until a timeframe for the outcome of the third-party discussions is provided.
2. That the furniture is not offered for sale at the forthcoming antiques market.
3. That a list of dates for upcoming auctions at Pugh's be provided within the deferred report.

C1251. UPDATE ON DEFIBRILLATORS

It was noted that there whilst the report advised on the balance of EMR 336, no indication of the costs of the defibrillators within the report.

It was noted that the suite of reports provided within the Environment & Leisure section of the agenda were particularly disappointing in respect of the information that had not been provided within.

RESOLVED:

JM

That the Defibrillator report be deferred for further information in respect of costs to enable Members to make a decision in the event that other organisations do not wish to support the defibrillators via donating towards their purchase.

C1252. OUTCOME OF EXPRESSION OF INTEREST IN RESPECT OF PLAY AREAS IN LEDBURY

The Clerk advised that she had received notification from Herefordshire Council that they had confirmed their acceptance of the Expression of Interest from Ledbury Town Council in respect of a possible asset transfer. She also confirmed that since writing the report she had received further information from Herefordshire Council in respect of the funds available to support the asset transfer and that this would be reported to Council at their meeting scheduled for 23 April 2026.

RESOLVED:

That the update in respect of the potential asset transfer of play areas in Ledbury be received and noted.

C1253. EVENTS WORKING PARTY

1. Events Working Party Minutes – 23 March 2026

The Clerk provided Members with information in respect of an Event that the Traders would like to bring to the High Street in conjunction with Eastnor Land Rover. The proposal is to bring a number of Land Rovers and military vehicles to the High Street along with street food traders. It would involve closing off the High Street from 4.00 pm to 8.00 pm on Saturday, 19 September and the Events Working Party had agreed to invite the organisers to their next meeting in order to provide more details of the event.

It was suggested that it would be helpful to have the events calendar appended to the minutes of the Events Working Party.

2. To give consideration to the Events Strategy

Members were asked to give consideration and provide feedback in respect of the draft Events Strategy.

It was suggested that it would be helpful to include a more incremental approach to events around Ledbury and to see Ledbury doing things to support these events, i.e., Malvern Show Ground Spring and Autumn events, two Big Apple Events, Chilli Festival and other Eastnor events. It is an opportunity to do things in Ledbury to support these events and encourage visitors to the area to stop off in the town.

JM

It was felt that the Strategy is a good start but that there is more work that could be done to improve the final document.

Clarification was sought in respect of section 7 of the Strategy as to what this means. Does it mean that if events do not meet the preferred criteria Ledbury Town Council would not support these events?

3. To receive outcome report on Ledbury World Bookfest 2026

It was noted that the report did not contain any metrics in respect of the success of the event like those mentioned in Section 9 of the Events Strategy.

RESOLVED:

- 1. That the minutes of the Events Working Party be received and noted.**
- 2. That the event calendar be appended to future copies of the minutes of the Events Working Party.**
- 3. That the Events Working Party gives consideration as to how a more incremental approach to events around Ledbury can be incorporated into the Events Strategy and how the current events plan aligns with the Strategy and where the gaps are that Council would be looking to fill.**
- 4. That the Events Working Party consider providing a checklist for things to consider for groups other than the Town Council to consider when planning an event.**
- 5. That the Ledbury World Bookfest 2026 update be received and noted, noting that it would be helpful to have detailed metrics about the whole event.**

C1254. SUSPENSION OF STANDING ORDER 3(x)

RESOLVED:

That Standing Order 3(x) be suspended for a period of 20 minutes to allow for the remaining business of the agenda to be considered.

C1255. TO RECEIVE AND NOTE LEDBURY CELEBRATION DAY AND GREAT BIG GREEN WEEK EVENT UPDATE

JM

It was noted that the Community Hub had budgeted for use of a commercial grade gazebo. Members queried whether one of the Council gazebos would be suitable.

RESOLVED:

1. That the update of the Ledbury Celebration Day and Great Big Green Week be received and noted.
2. That officers query with the Community Hub as to whether one of the Council's gazebos would be suitable for their event.

C1256. GRANTING OF EXCLUSIVE RIGHT OF BURIALS

RESOLVED:

That in accordance with Standing Order 23(a), authority be given for the Deeds of Exclusive Right of Burial 807, 812, 813 and 814 and signed accordingly.

C1257. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 12 MARCH 2026 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

RESOLVED:

That the minutes of the meeting of the Resources Committee held on 12 March 2026 be received and noted.

C1258. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE LEDBURY CARNIVAL ASSOCIATION HELD ON 4 FEBRUARY 2026

RESOLVED:

That the minutes of the Ledbury Carnival Association held on 4 February 2026 be received and noted.

C1259. DATE OF NEXT MEETING

RESOLVED:

To note that the date of the next meeting of Council is 23 April 2026.

C1260. EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

JM

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.

C1261. UPDATE IN RESPECT OF SMALL CLAIMS ACTION

Members were provided with an update in respect of the proposal to apply to the Small Claims Court taken in the meeting on 12 March 2026.

RESOLVED:

That Members note officers' actions in respect of the small claims court action, noting that if no written response is received from the business by Friday, 10 April confirming their agreement to the terms presented, officers will proceed with the Small Claims Court Action.

The meeting ended at 21.06 pm.

Signed  Date 25/06/26

JM

