

**MINUTES OF A MEETING OF FULL COUNCIL  
HELD ON 6 MARCH 2025**

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**PRESENT:** Councillors Chowns, Hughes, Kettle and Morris

**ALSO PRESENT:** Angela Price – Town Clerk  
Julia Lawrence – Deputy Clerk  
Honor Holton – Minute Taker

**C678. APOLOGIES FOR ABSENCE**

Apologies of absence were received from Councillors Bradford and Harvey.

**C679. DECLARATIONS OF INTEREST**

A declaration of interest was made by Councillor Morris for item 11 – Grant Application Community Day and item 28 – Bye Street Toilets.

**C680. TO NOTE THE NOLAN PRINCIPLES**

**RESOLVED:**

**That the Nolan Principles be received and noted.**

**C681. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF AN EXTRAORDINARY MEETING OF COUNCIL HELD ON 20 FEBRUARY 2025**

Councillor Hughes asked for clarification on the standing of draft minutes after they have been published on the agenda. Members were advised that once the minutes have been issued on an agenda any requests for amendments to those minutes must be considered at the relevant meeting where the minutes are to be approved and signed as a correct record.

It was agreed that the Clerk would send out an email to all Councillors reminding them of this.

**RESOLVED:**

- 1. That the Clerk emails all Councillors advising that amendments to draft minutes can only be considered at the relevant meeting whereby all Members are provided with the opportunity to consider any amendments requested.**

2. That the following amendments be made to the minutes: -
  - i. That C664 - "St. Michael's" be amended to St. Michael and that all staff be made aware of the correct spelling.
  - ii. That C657 - "The Clerk advised that he had received" be amended to "The Clerk advised that she had received."
  - iii. That C671.2 - "Accommodation needing to be blocked urgently." be amended to "Accommodation needing to be booked urgently."

**C682. TO RECEIVE AND NOTE THE ACTION SHEET**

**RESOLVED:**

1. That C593(2) – That the CEO be added to the "to be actioned" column.
2. C601 (2) and (3) – Noted that the Clerk is waiting to hear from the Planning Officers.
4. That C652 – The Mayor is to follow up within the next few days.

**C683. MAYOR'S COMMUNICATIONS**

The Mayor provided an update on the upcoming International Women's Day Coffee Morning on Friday 7 March 2025, and the upcoming meeting on 19 March 2025 with Mr Paul Walker, as well as the recent success of Ledbury's Got Talent.

Councillor Morris asked that an item be added to the agenda in respect of the Town Council's relationship with the Library.

**RESOLVED:**

**That Members advise the Clerk of any items that they would like to have added to the agenda in advance of the meeting on 19 March 2025.**

**C684. TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(e) AND 3(f)**

**None were present.**



**C685. TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9**

**RESOLVED:**

None received.

**C686. TO APPROVE INVOICES FOR PAYMENT**

**RESOLVED:**

1. That comments in respect of numbers 1, 4, 5, 6 and 7 be noted.
2. That a virement from 225/4525 £1,000 to 230/4400 be approved noting that there will be an overspend of staff training budget at year end.
3. That a transfer of funds from EMR 335 - Amenity Spaces to 108/4228 be approved.
4. That the invoices for payment for March (interim) in the sum of £3,613.06 plus VAT be approved.

**C687. NOTIFICATION OF OUTCOME OF INSURANCE CLAIM AGAINST LEDBURY TOWN COUNCIL**

**RESOLVED:**

That the outcome of the insurance claim against Ledbury Town Council be received and noted.

**C688. GRANT APPLICATIONS RECEIVED**

**RESOLVED:**

1. That the Ledbury Community Day be awarded a grant of £300 in support of their annual event – Local Government Act 1972 s.145(1)(a).
2. That the Ledbury Children’s Centre be awarded a grant of £500 to support the provision of “Fun for Families in the Forest School” – Local Government Act (Miscellaneous Provisions Act 1976 s.19).
3. That subject to there being sufficient funds remaining in the 2024/25 grants budget the grants be paid with immediate effect.



**C689. COUNCILLOR RESIGNATIONS**

Members were advised of two Councillor resignations namely Phillip Howells and John Newsham respectively.

The Mayor spoke of his appreciation and support from both Councillors Howells and Newsham, which was supported by Councillor Hughes. The Council also recognised Councillor Howells' achievements on both the Corporate Plan and the Neighbourhood Development Plan.

**RESOLVED**

**That the Councillor Resignations be received and noted.**

**C690. TO RECEIVE NOTIFICATION FROM COUNCILLOR SINCLAIR IN RESPECT OF APOLOGY TO DAVID THOMAS AS PER STANDARDS PANEL RECOMMENDATION**

It was noted that Councillor Sinclair was not present at the meeting to advise whether he had provided an apology. However it was noted that Councillor Sinclair had, through local press, stated that he would not be making an apology.

**C691. TO STAND UP COUNCIL COMMITTEES AND GIVE CONSIDERATION TO COMMITTEE MEMBERSHIP FOR THE REMAINDER OF THE 2024/25 MUNICIPAL YEAR**

Members considered that following the resignation of two Councillors the Council now has just nine Members and therefore the Council was not currently in a position to stand up committees at this time and that the current format should continue.

**RESOLVED**

- 1. That the Council continues with Council meetings and Resource meetings at three-week intervals for the remainder of the 2024/25 Municipal Year.**
- 2. That the Resources Meetings be scheduled for 6.00 pm on the same evening of Full Council meetings which will be held at 7.00 pm.**
- 3. That if the agenda for the Resources Committee is short, then that meeting should start at 6.30 pm instead of 6.00 pm.**
- 4. That a meeting of Councillors be arranged to consider preparation of information for the Annual Council Meeting.**



**C692. DRAFT SCHEDULE OF MEETINGS**

It was agreed that an amended Schedule of Meetings be created as follows:

27 March 2025 – 6.00 pm\* Resources/7.00 pm Full Council

17 April 2025 – 6.00 pm\* Resources/7.00 pm Full Council

24 April 2025 – 7.00 pm Annual Parish Meeting

1 May 2025 - 6.00 pm Resources Committee

8 May 2025 – Annual Council Meeting

\*That if the Resources agenda was short that the meetings commence at 6.30 pm.

**RESOLVED:**

**That an amended Schedule of Meetings be created as follows:**

27 March 2025 – 6.00 pm\* Resources/7.00 pm Full Council

17 April 2025 – 6.00 pm\* Resources/7.00 pm Full Council

4 April 2025 – 7.00 pm Annual Parish Meeting

1 May 2025 -6.00 pm Resources Committee

8 May 2025 – Annual Council Meeting

\*That if the Resources agenda was short that the meetings commence at 6.30 pm.

**C693. SUSPENSION OF STANDING ORDERS**

**RESOLVED:**

**It was agreed that the decision not to reinstate Committees meant that there was currently no requirement to appoint a Chair of the Finance, Policy & General Purposes Committee and therefore no requirement to suspend Standing Orders.**

**C694. TO APPOINT CHAIRMAN TO FINANCE, POLICY & GENERAL PURPOSES COMMITTEE**

**RESOLVED:**

- 1. It was agreed that the decision not to reinstate Committees meant that there was currently no requirement to appoint a Chair of the Finance, Policy & General Purposes Committee.**



2. Councillor Hughes advised that following the resignation of John Newsham, who had been appointed as the Chair of the Finance, Policy & General Purposes Committee in May 2024, he would, as a former Chair of this committee be happy to sign off bank reconciliations and other matters relating to the Finance Committee if needed.

**C695. TO GIVE CONSIDERATION TO AMENDMENT TO LEDBURY TOWN COUNCIL SUBMISSION IN RESPECT OF PLANNING APPLICATION 242783**

Members were provided with evidence received from the Ledbury Healthcare Partnership and the Patient Participation Group that differed to information provided to the Council in respect of planning application no. 242783 (Lidl Development) whereby The Health Partnership and Patient Participation Group asked that Ledbury Town Council amend their submission to Herefordshire Council Planning Department to reflect this.

**RESOLVED:**

**That the Council's submission in respect of Planning Application no. 242783 agreed at their meeting on 13 February 2025 be amended by removing the following content:**

**"The Town Council understands that this is also the preference of the current GP services contract holder, Ledbury Healthcare Partnership, and also that of the Integrated Care Board which continues to discuss provided extended town centre facilities amongst public service colleagues under the "One Public Estate" partnership."**

**C696. PLANNING CONSULTATIONS**

**RESOLVED:**

1. **Application number 250373 – Proposed raising the roof of two bays of an existing building to accommodate new plant – Orchard Business Park, Bevisol Ltd, Bromyard Road, Ledbury, Herefordshire, HR8 1LG.**

**RESOLVED:**

**That Ledbury Town Council reserve judgement until such time the report requested by the Traffic Officer is available.**



2. **Application number 250392** – Proposed installation of photovoltaic solar panels on south facing roof of Barn B vehicle and bike storage – **Old Plaistow, Rhea Lane, Ledbury, Herefordshire, HR8 2PU LISTED BUILDING CONSENT.**

**RESOLVED:**

**No objection.**

3. **Application number 250413** – Proposed agricultural building – **Marely Hill, Staplow, Herefordshire, HR8 1NR**

**RESOLVED:**

**No objection.**

4. **Application number 250613** – Works to Trees in a Conservation Area – T1: Maple – reduce by 10 – 15% in order to reduce size and leave balance. Due to reported weak forks present. – **Land between 2-3 Magistrates Court, Church Road, Ledbury, Herefordshire, HR8 1EY.**

**RESOLVED:**

**No objection**

**C697. TO RECEIVE AND NOTE PLANNING DECISIONS**

**RESOLVED:**

**That the Planning Decisions be received and noted.**

**C698. NOTIFICATION OF PLANNING PERMISSION AND LISTED BUILDING CONSENT IN RESPECT OF NEW CCTV IN LEDBURY TOWN COUNCIL OFFICES**

**RESOLVED:**

**That the notification of Planning permission of the Listed Building Consent in respect of the new CCTV in Ledbury Town Council Offices be received and noted.**

**C699. CHANGE OF CLUB NAME – REQUEST FOR FEEDBACK**

Members were requested to provide feedback to the Wyvern Swim and Sun Club on proposals to change their name to Ledbury Naturist Club.

Members felt that as the group is based some way out of Ledbury they did not feel using “Ledbury” in their name was appropriate and asked the

Clerk to write back suggesting that they consider an alternative name to Ledbury Naturist Club.

**RESOLVED:**

**That the Clerk write back to the Wyvern Swim and Sun Club suggesting that as their group is based someway out of Ledbury the consider an alternative name.**

**C700. NOTES OF A MEETING OF THE TEMAP TASK & FINISH GROUP HELD ON 4 FEBRUARY 2025**

**RESOLVED:**

**That the notes of a meeting of the TEMAP Task and Finish Group held on 4 February 2025 be received and noted.**

**C701. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 20 FEBRUARY 2025 AND TO GIVE CONSDIERATIONS TO ANY RECOMMENDATIONS THEREIN**

**RESOLVED:**

**That the minutes of a meeting of the Resources Committee held on 20 February be received and noted.**

**C702. RECOMMENDATION FROM RESOURCES COMMITTEE HELD ON 6 MARCH 2025**

Members were asked to give consideration to a draft Staff Review Specification as recommended from the meeting of the Resources Committee.

**RESOLVED:**

**That the Draft Staff Review Specification be approved and the Clerk be authorised to send this out to suitable companies requesting quotations to undertake the review.**

**C703. PROPOSAL IN RESPECT OF DISPLAY OF LITTLE STRÖMSTAD MEMORABILIA**

**RESOLVED:**

**That the Clerk write to Strömstad Twining Association to advise them that the Council support their request to create a display of pictures and artifacts in the Market House.**





**C704. ELECTRIC CHARGE POINTS**

Members discussed the location of charging points and considered it would be useful to have high powered charging points at St Katherines and Bye Street Car Parks.

**RESOLVED:**

**That the Clerk write back to Herefordshire Council to ask that consideration be given to new charging points at St Katherines and Bye Street Car Parks.**

**C705. CORRESPONDENCE RECEIVED FROM HELEN BEALE – HEREFORDSHIRE COUNCIL ESTATES OFFICER**

1. Bye Street Toilets Condition Survey

Members were provided with the outcome of the recent Condition Survey carried out on Bye Street Toilets, which provided detail on a number of repairs needed. It was noted that these repairs would be the responsibility of Herefordshire Council.

2. St Katherine's Square

Members were asked to raise any potential snagging issues in relation to St Katherine's Square to be reported back to Herefordshire Council Estates Officers prior to contract sign off and the final retention monies being released. Councillor Morris raised concerns over the tool needed for the access panels within the square and also provision of signage at the Square.

3. Church Lane Public Conveniences

Members were provided with a condition survey report in respect of the Church Lane toilets asking whether Ledbury town Council would be willing to consider taking on the day-to-day management of these toilets.

**RESOLVED:**

1. **That the Clerk request a timetable for when the works to Bye Street Toilets will be carried out.**
2. **That the Clerk request the provision of two panel access tools for St Katherine's Square.**
3. **That a request be made for signage at St Katherine's Square.**
4. **That the Estates Officers be advised that Ledbury Town Council do not wish to take on Church Lane toilets and that this be a matter to be addressed with Mr Walker on 19 March.**



C706. DATE OF NEXT MEETING

RESOLVED:

That the next meeting of Full Council to take place on Thursday, 27 March 2025.

The meeting ended at 8:30pm

Signed .....



Date .....

