

**LEDBURY TOWN COUNCIL
MINUTES OF A MEETING OF FULL COUNCIL
HELD ON 3 AUGUST 2023**

PRESENT: Councillors Bradford, Chowns (Chair), Furlonger, Harvey, Hughes, McAll, Morris and Newsham

ALSO PRESENT: Angela Price – Town Clerk
Charlotte Barltrop – Minute Taker

C68. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Eakin, Howells and l'Anson.

C69. DECLARATIONS OF INTERESTS

No declarations of interest were received.

C70. NOLAN PRINCIPLES

RESOLVED

That the Nolan Principles be received and noted.

C71. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING OF FULL COUNCIL HELD ON 2 AUGUST 2023

RESOLVED

That the minutes of the Extraordinary meeting of Full Council held on 2 August be approved and signed as a correct record.

C72. HEREFORDSHIRE COUNCILLORS' REPORTS

To receive reports from Ledbury Ward Members:

i. Councillor Harvey

Councillor Harvey expanded on her report by informing members of the proposed TRO's advising that the next stage of the process for each of these will be a public consultation and asked Members to give consideration to whether they were in support of the proposals.

There was a short discussion regarding on street parking in the vicinity of the Railway Station which has become more of an issue since charges had been introduced for the station Car Park. Councillor Harvey advised that she had suggested to the petrol station that visibility for drivers

exiting the garage could be improved if they were to switch the entrance and exit access to the petrol station.

Members asked the Clerk to write to the company to this effect as well as Councillor Bradford speaking with the owners of the petrol station to support the discussions that Councillor Harvey had previously had with them.

- ii. Councillor Peberdy
- iii. Councillor Simmons

RESOLVED

1. That the Ward Councillor reports be received and noted.
2. That the Clerk advise Herefordshire Council Highways Officers that Ledbury Town Council are in support of the TRO proposal identified.
3. That the Clerk write to the owners of the Texaco petrol station to request that they consider switching the entrance and exits to improve visibility and safety on Homend.

C73. MAYORS COMMUNICATIONS

None received.

C74. TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(E) AND 3(F)

No members of the public were present.

C75. TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9

None received.

C76. TO RECEIVE AND NOTE THE MINUTES OF MEETINGS OF THE PLANNING, ECONOMY & TOURISM COMMITTEE HELD ON 13 JULY 2023 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

RESOLVED

That the minutes of the meetings of Planning, Economy and Tourism Committee held on 13 July 2023 be received and noted.

C77. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE ENVIRONMENT & LEISURE COMMITTEE HELD ON 20 JULY 2023 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

RESOLVED:

- 1. That the minutes of the meeting of the Environment & Leisure Committee held on 20 July 2023 be received and noted.**
- 2. To note that an extraordinary meeting of the Environment & Leisure Committee would take place on Thursday, 17 August 2023.**

C78. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON 27 JULY 2023 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

It was noted that there were only three Councillors present at this meeting, Councillors Bradford, Hughes and l'Anson.

Minute No. F39.i.1. - be amended to read "That a recommendation be made to Council that due to the low amount in the general fund at the year-end close no movements from the general fund to the earmarked reserves be undertaken in respect of the 2022/23 year-end balance."

Minute F49 - That the decision regarding the Mortuary Lease be referred to the Finance, Policy & General Purposes Committee due to the discussion surrounding who may be the best solicitor to represent Ledbury Town Council.

F51 The Clerk informed the members that further correspondence had been received on 03.08.2023.

RESOLVED

- 1. That the minutes of a meeting of the Finance, Policy & General Purposes Committee held on 27 July 2023 be received and noted, subject to the following amendment:**

Minute No. F39.i.1. - be amended to read "That a recommendation be made to Council that due to the low amount in the general fund at the year-end close no movements from the general fund to the earmarked reserves be undertaken in respect of the 2022/23 year-end balance."

- 2. That the Clerk investigate alternative solicitors that may be able to assist with the Mortuary Lease with a further report being referred back to the Finance, Policy & General Purposes Committee.**
- 3. That the Clerk write to the Council's solicitors expressing their disappointment at the service they have received in respect of two issues.**

4. That a Warrant of Control application be made to recover the outstanding sum of £928.30 plus costs.
5. That the Clerk be instructed to write to the complainant to warn them that they may be deemed a vexatious complainant and that should they continue in the same manner then stage one of the Vexatious Complainant Policy will be invoked against them.
6. That acceptance of the offer of assistance received from Mr Rippon be subject to any response received from the individual in relation to the warning of the Vexatious Complaints Policy being brought into force.

C79. TO APPROVE INVOICES FOR PAYMENT (JULY FINAL)

RESOLVED

That the invoices for payment for July be approved for payment in the sum of £5,575.72 plus VAT.

C80. TO GIVE CONSIDERATION TO THE DELEGATION OF PAYMENTS DUE OUTSIDE OF THE COMMITTEE CYCLE

RESOLVED

That members agreed to a temporary amendment to Financial Regulation 5 as outlined within the report, to enable Planning, Economy & Tourism Committee to be able to approve invoices for payment until such time as the Council's committee structure has been reviewed, at which time further permanent amendments may be required to the Financial Regulations.

C81. RECOMMENDATIONS FROM OTHER COMMITTEES

i. Environment & Leisure Committee – Memorial Testing

Members were requested to approve a sum of £5,000 being provided from the General Reserve for headstone Testing at Ledbury Cemetery.

Members asked whether the Council is also responsible for the headstone testing at St Michael & All Angels Church yard, as part of the responsibilities bestowed on the Council. The Clerk advised that she was unsure about this but that she would investigate this with a report back to the Environment & Leisure Committee.

RESOLVED

1. That £5,000 be taken from the General Reserve to enable the Memorial Testing programme to proceed ensuring that the Council meets its statutory obligations in respect of memorial testing.

2. That Officers be authorised to instruct Memsafe to undertake memorial testing of the remaining areas within Ledbury Cemetery at the earliest opportunity.
3. That the Clerk investigate whether the Council is responsible for memorial testing at St Michael & All Angels Church Yard.

ii. **FINANCE, POLICY & GENERAL PURPOSES COMMITTEE**

- a. **Appointment of Internal Auditor to Undertake Review Council Procedures**

RESOLVED

That the Clerk be authorised to instruct the Internal Auditor to proceed with a review of the Council's policies and procedures at a cost of £31,382.50 for 3.5 days plus a further £395 plus VAT contingency, noting that the areas of the review will be:

- Corporate Governance - (standing orders/financial regulations/committee terms of reference/minutes)
- Procurement
- Human Resources/Personnel
- Corporate Communication (use of website/social media)
- Burials

- b. **MARKET HOUSE ROOF TENDER**

RESOLVED

1. That DA Cook, as the only contractor to submit a tender for the roof works and taking into account the response received from Caroe & Partners, be appointed to undertake the roof repairs to the Market House, High Street, Ledbury, as per their tender submission in the sum of £33,364.60, noting that £13,168.68 of the cost is for scaffolding and that it includes a contingency of £5,000.
2. That Caroe & Partners be appointed to provide support with the roofing project and attend site visits whilst work is being undertaken, which will be at their normal hourly rate.

C82. COMMITTEE MEMBERSHIP

Members were requested to give consideration to a change in the Terms of Reference for the Resources Committee that had arisen, due to the Deputy Mayor also being a Committee Chair, thus meaning that the Membership of the Resources Committee had been reduced by one person.

Councillor Harvey proposed that rather than the membership being limited to named Councillors, it should refer to roles. Therefore, if the Chair were unable

to attend or was committed by holding another position within the Resources Committee the Vice-Chair would be bound to attend.

RESOLVED

- 1. That the Resources Committee Terms of Reference be amended as follows:**

In the event that a Chair of one of the Standing Committees is not available they will request their Vice-Chair to attend as their substitute.

In the event that the Mayor or Deputy Mayor is also a Chair of a Standing Committee, they will attend the Resources Committee in their role of Mayor or Deputy Mayor and the Vice-Chair of said Committee will be asked to attend the Resources Committee for the Municipal Year in place of the Chair.

In the event that a Councillor is Vice-Chair of more than one Committee and the meeting is likely to be inquorate the meeting will be rearranged for an alternative date.

- 2. That the co-opted Councillors be elected to sit on the following Committees:**

Councillor Furlonger – Planning, Economy & Tourism Committee and Finance, Policy & General Purposes Committee

Councillor McAll – Environment & Leisure Committee and Planning, Economy & Tourism Committee

Councillor Newsham – Environment & Leisure Committee and Finance, Policy & General Purposes Committee

C83. OUTSIDE BODIES

- i. Minutes of a meeting of the Ledbury Strömstad Twinning Association – 18 April 2023**
- ii. Minutes of a meeting of Ledbury Carnival Association – 12 July 2023**

RESOLVED

That the reports from the outside bodies be received and noted.

C84. PROGRESS ON CALL FOR REMOTE MEETING POWERS FOR COUNCILS

RESOLVED

That the information on progress for remote meeting powers for Councils be received and noted.

C85. LEDBURY WAR MEMORIAL

- i. Response received from West Mercia Police
- ii. Response received from Council's Solicitors
- iii. Certificate of Progress Payment
- iv. Architects site visit report – 24 July 2023

Councillor Harvey requested that in future the Certificate of Progress be considered on the agenda prior to Members being asked to approve invoices for payment.

Members enquired as to the length of the works and timeline. The Clerk informed Members that the work was scheduled to be concluded before the end of September but that there was currently an issue with one of the drainage channels which may have to be custom made.

RESOLVED

- 1. That the response from West Mercia Police be received, noting that the Police do not believe this to be a Police matter.
 - 2. That the response received from Ms Hughes-McEwan be received and noted.
 - 3. That Members receive and accept the Certificate of Progress Payment, noting that the invoice from Ian Bishop in relation to this was included within the list of invoices for payment at Agenda Item 12.
 - 4. That Members receive and note the report noting that this is part of the JCT contract process.
19. Date of next meeting

RESOLVED

That the next meeting of Full Council is scheduled for 28 September 2023.

The meeting ended at 8.50pm

Signed Date
(Town Mayor)