

LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF FULL COUNCIL HELD ON 13 NOVEMBER 2025

PRESENT: Councillors: Chowns, Coleman, Eakin, Harvey (Chairman),
Hughes, Morris, Sinclair and Troy

ALSO PRESENT: Angela Price – Town Clerk
Julia Lawrence – Deputy Clerk
Sophie Rudd – Minute Taker
Richard West – Worcester South Citizen's Advice Service
Representative

C1023. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bradford,
Browning and Kettle.

C1024. DECLARATIONS OF INTEREST

Councillors Harvey and Morris declared an interest in item 12 in
relation to two invoices relating to the Bye Street Toilets due to being
Trustees of Love Ledbury.

C1025. TO NOTE THE NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be received and noted.

**C1026. 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 if and when it is appropriate for them
to be considered under this Duty.**

**C1027. TO APPROVE AND SIGN AS A CORRECT RECORD THE
MINUTES OF A MEETING OF COUNCIL HELD ON 30 OCTOBER
2025**

The Chairman sought clarification in respect of minute no. C998.
She advised that her recollection of what had been understood and
voted on was as minute no. C998. She restated her understanding of
the decision taken to be that Ledbury Town Council would purchase

the hearing loop system and gift it to Ledbury Places, noting that the Council could then reclaim the VAT for this purchase and that Ledbury Places would cover the cost for the feather signs and quiz sheets.

Members agreed with the Chairman's understanding of this resolution, being that Ledbury Places would pay for the feather signs and quiz sheets.

RESOLVED:

- 1. That the minutes of a meeting of Council held on 30 October 2025 be approved and signed as a correct record.**
- 2. That minute no. C998 was correct and therefore would stand as per the minutes.**

C1028. TO RECEIVE AND NOTE THE ACTION SHEET

The Clerk advised that minute no's. C954, C998 and C1000 had been completed. She also advised Members that planning application 252286 (min No. C1009(5) refers) had been resubmitted for a re-consultation.

It was noted that minute no. C998 in the action sheet differed from that within the minutes and should be amended to reflect this.

RESOLVED:

- 1. The Action Sheet be received and noted.**
- 2. That minute no. C998 in the action sheet be amended to concur with that which is within the minutes.**

C1029. CHAIRMAN'S COMMUNICATIONS

The Chairman reported that she had been invited to several events including the High Sherriff's Shrieval (attended on her behalf by Councillor Chowns), the Three Kings Parade, the Herefordshire Museum re-opening, Ledbury Town Carol Service, Light of Life Service in Hereford and the Ledbury Community Choir Christmas Concert.

RESOLVED:

That the Chairman's update be received and noted.

- C1030. TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3 (e) AND 3 (f)**

RESOLVED:

Mr Richard West of Worcester Citizens Advice Service was present at the meeting and it was agreed that he would be given an opportunity to speak at agenda item 13(iii).

- C1031. TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9**

RESOLVED:

None received.

- C1032. TO RECEIVE AND NOTE MONTH 7 FINANCIAL REPORTS**

RESOLVED:

That it be noted that the financial reports for month 7 were not available at this meeting and therefore will be presented at the next meeting of Council scheduled for 4 December 2025.

- C1033. TO CONFIRM THE VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS FOR SEPTEMBER AND OCTOBER 2025**

RESOLVED:

- 1. To note that the Chair of Finance, Policy & General Purposes Committee confirmed that the bank statements and reconciliations for September 2025 had been verified and signed.**
- 2. That the verification of the bank statements and reconciliations for October 2025 be deferred to the meeting of Council scheduled for 4 December 2025.**

- C1034. INVOICES FOR PAYMENT NOVEMBER 2025 (INTERIM)**

Due to Councillors Harvey and Morris submitting a declaration of interest in respect of the two invoices in relation to Bye Street toilets it was not possible to approve these two invoices as the meeting would have been inquorate. However, to ensure that all other invoices were approved for payment it was agreed that the two invoices relating to Bye Street toilets be withdrawn and that the Clerk and Chair of Finance, Policy & General Purposes Committee be delegated authority to approve these two invoices outside of the meeting.

RESOLVED:

1. That invoices for payment in the sum of £7,395.17 plus VAT be approved for payment (excluding invoices in respect of Bye Street Toilets).
2. That the Clerk and Chair of the Finance, Policy & General Purposes Committee be delegated to approve the two invoices in relation to Bye Street toilets in the sum of £705.00 outside of the meeting.
3. That a decision in relation to switching electricity accounts be deferred to the next meeting of Full Council, to allow the Clerk time to contact the Councils current providers to seek clarification in respect of the implications for electricity costs due to the Transition Network use of Systems (TNUoS) increase.

C1035. GRANT APPLICATIONS

Richard West of South Worcester Citizens Advice Service provided an update on service statistics for Ledbury.

The Chair asked Mr West about the delivery services within Ledbury and whether there were any plans to increase the service to more days per week. Mr West advised that they were looking at this and that it is currently a work in progress.

The Chair thanked Mr West for attending the meeting and for the update.

Members asked whether the Food Group had been approached about submitting a multi-year grant for the Ledbury Food Group events. The Clerk advised that she had met Griff Holliday and that this had been raised with them, however Mr Holliday was unsure what direction the Food Group might take after 2026 and therefore he was reticent to commit the Council to funding beyond 2026.

Richard West left the meeting at 7:45pm

RESOLVED:

1. That the service statistics for 2024/2025 in conjunction with the updates provided at the meeting be received and noted.
2. That the Clerk be authorised to release the remaining £2,500 to the South Worcester Citizen's Advice Service in respect of 2025/26 financial year.

3. That the Clerk provide a copy of the multi-year grant form to South Worcester Citizen's Advice Service in order for them to submit a multi-year grant application for the period 2026/27–28/29.
4. That Ledbury Food Group be awarded a grant of £2,000 in 2026/27 in support of the Ledbury Celebration event – Food Act 1984 s.50 and s.60 – power to establish markets in the Council's area and provide a market place and market buildings.
5. That Ledbury FC Youth be awarded a grant of £2,000 in 2026/27 (£1,000 in support of the boys and the girls teams respectively) in support of the U16 trip to Strömstad - Local Government Act 1972 Section 137 - power to spend money for the direct benefit of the Councils area or inhabitants when there is no other specific statutory power to do so.

C1036. CODE OF CONDUCT MATTERS

Members were provided with an update on Code of Conduct matters.

RESOLVED:

1. That the update in respect of Code of Conduct Complaints be received and noted, noting the response from Councillor Bradford.
2. That it be noted that recommendations a, b and c remain in place at this time.

C1037. PLANNING CONSULTATIONS

1. Application Number 252975 - Erection of a side extension. - Woodlands Lodge Parkway Ledbury Herefordshire HR8 2JG

RESOLVED:

No objection.

2. **Application Number 253037** - Single storey rear extension, porch canopy, and interior alterations. - **New House Bridge Street Ledbury Herefordshire HR8 2AW**

RESOLVED:

No objection.

3. **Application Number 253145** - Replacement cartway screen on east elevation. Replacement windows. Replacement front door (west elevation) - **Upper Barn, Ledbury, Herefordshire, HR8 2PX**

RESOLVED:

Members agreed this item was to be deferred to the next meeting of Full Council to be held on 4 December 2025.

C1038. PLANNING DECISIONS

RESOLVED:

That the planning decisions be received and noted.

C1039. MARKET HOUSE VISITOR NUMBERS

That the Market House visitor numbers be received and noted.

RESOLVED:

That the Market House visitor numbers be received and noted.

C1040. TO RECEIVE AND NOTE RESPONSE TO OBJECTION TO PREMISES LICENCE IN RESPECT OF WEAVERS, 10 NEW STREET, LEDBURY, HR8 2DX

Members expressed their disappointment at the response in respect of this premises licence application.

RESOLVED:

1. **That the response to the objection to the premises license in respect of Weavers, 10 New Street, Ledbury be received and noted.**
2. **That the Clerk express the Council's disappointment at the decision to the Ward Councillor, Stef Simmons and ask her to seek clarification on how they are to express future concerns.**

C1041. CORRESPONDENCE REGARDING SPEEDING

RESOLVED:

- 1. Members noted the actions taken by the Clerk in respect of the issues raised with the correspondence, noting that Councillor Peberdy had advised she would pick this up and that the Lengthsman will provide an update on what, if any, works they have been able to carry out.**
- 2. That an article be included in a future Council newsletter and on social media platforms clarifying what powers a Parish Council has and what areas come under their remit.**

C1042. TO RECEIVE AND NOTE CORRESPONDENCE FROM CPRE REGARDING LUGG MEADOW NATURE RESERVE

Members were provided with an update in respect of this application, which advised that the Planning Authority had advised the applicant that they would not support this application, and that it was understood that the applicant was currently considering whether to withdraw the application or wait for the refusal, following which they will consider making an appeal.

RESOLVED:

That in the light of the new information provided at the meeting it was agreed that Ledbury Town Council would take no further action in respect of this request, noting that this site is not in the Parish of Ledbury.

C1043. BUS INFRASTRUCTURE

RESOLVED:

- 1. That Ledbury Town Council agreed, in principle, to the request from Councillor Harvey, Ward Councillor for Ledbury North, and resolves to move the £8,000 allocated for the Daffodil Line Bus Service in the 2025/26 budget to earmarked reserve towards the cost of at least two roofed shelters.**
- 2. That consideration be given to whether any further additional funding should be allocated to roofed bus shelters within the 2026/27 budget.**
- 3. That subject to the outcome of the current staffing review consideration be given to which budget line the cost of watering the hanging baskets and roofed shelters should be allocated to i.e. Ledbury in Bloom budget line (115/4650),**

noting that the cost of watering the hanging baskets in 2025 was £4,480.

Councillor Eakin left the room at 8:24 and returned at 8:27

C1044. QUINQUENNIAL SURVEY FOR THE COUNCIL OFFICES

Members were provided with a copy of the quinquennial survey in respect of the Council offices.

Members asked whether there was currently a maintenance programme for the buildings in the ownership of the Council and were advised that officers have been asked to draw up a maintenance programme. It was noted that maintenance plans should be in place for all council operations, and that this is a good example of workstreams that can be delegated to officers as part of the new committee structure.

RESOLVED:

- 1. That Members receive and note the contents of the Quinquennial Survey.**
- 2. That officers be instructed to seek costings as outlined in the report and provide a report back to Council detailing these costs once received in order to progress the urgent works.**
- 3. That upon receipt of quotations, Caroe & Partners be asked to review the quotations and oversee the works.**
- 4. That Members instruct officers to seek quotations for a maintenance contract for the building's gullies and drains.**
- 5. That Members instruct officers to prepare a draft of a longer-term plan concerning all heritage buildings owned by the Council.**

Councillor Sinclair left the meeting at 8:30pm

C1045. STORAGE CONTAINER REPORT

Members were provided with an update in relation to a storage container to be located in the cemetery. There was some concern about where the storage container could be located within the cemetery and it was agreed that the Clerk would organise a site meeting to consider potential locations.

RESOLVED:

- 1. That the Clerk be authorised to purchase 2 x flat packed storage containers from Company no. 2 at a cost of £3,866.00 as detailed within the report to be delivered on a flatbed transit vehicle and assembly being undertaken from a crew from the company and that the costs for these units be taken from budget line 102/4312 – Storage container (£2,000), with the remaining £1,866.00 being taken from the council's general reserve and paid back in the 2026/27 budget.**
- 2. That the Clerk arrange a site visit with Councillors to consider the location of the storage container.**

C1046. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 23 OCTOBER 2025

RESOLVED:

That the minutes of the Resources Committee meeting held on 23 October 2025 be received and noted subject to the date being amended from 'September 2025' to 'October 2025'.

C1047. OUTSIDE BODIES

RESOLVED:

None received.

C1048. OFFICER REPORTS

Members were provided with officer reports for consideration. It was noted that the reports did not all cover the same timeframe.

The Chair raised concerns about the Christmas lights installation, officers provided reassurance that the lights would be installed on 20 November. Officers provided some background as to why the lights were being installed so close to the date arranged for the switch-on event (23 November), advising that they were supposed to have been installed on 22 October but for reason unknown this was not the case.

Concerns were raised in respect of the installation of the defibrillators at various locations around Ledbury. The Chair was concerned that this had been something that had been agreed some time ago but there appears to be no progress on getting them installed in Langlands and Bridge Street.

The Deputy Clerk advised that the defibrillators would be installed by the end of 2025. It was noted that these are lifesaving pieces of equipment and as such should be a priority.

The Chair noted that there appeared to be no reference to work in respect of the markets in the CEO report.

RESOLVED:

1. That the Officer reports be received and noted with thanks.
2. That future reports be aligned to cover the similar time periods.
3. That Festive Lighting be asked to provide an undertaking that they will install the lights in 2026 at least two weeks in advance of the lights switch on.
4. That the Deputy Clerk write to the gentleman who had raised the installation of a defibrillator in Langlands to provide an update on the progress.
5. That once the defibrillators are installed their locations be added to Google maps.
6. That estimated start dates be provided in respect of future projects.
7. That the CEO be asked to provide updates in future reports in respect of work undertaken around the Charter Market

C1049. HEREFORDSHIRE COUNTY BID – CONSULTATION SURVEY

RESOLVED:

That the Clerk be delegated to provide a response to the Consultation based on views expressed at the meeting.

C1050. SUSPENSION OF STANDING ORDER 3(x)

RESOLVED:

That Standing Order 3(x) be suspended for a period of 10 minutes to allow the remaining business of the Agenda to be completed.

C1051. DATE OF NEXT MEETING

RESOLVED:

To note that the next meeting of Council is scheduled for Thursday, 4 December 2025.

C1052. EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

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.

C1053. RESOURCES COMMITTEE – CONFIDENTIAL

Members were requested to give consideration to a request for the sum of £5,000 being approved to cover the cost of professional HR services to support the Clerk in respect of the ongoing staff review.

RESOLVED:

That £5,000 be made available from within the budget line 220/4590 – Professional Services for costs associated with the provision of HR support and advice to the Clerk in respect of the Staff Review.

The meeting ended at 9:02 pm

Signed ...  ... Date ... 4th December 2025.

