

# LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

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10 April 2025

To All Councillors

Dear Councillor

You are summoned to attend a meeting of **LEDBURY TOWN COUNCIL** to be held on **Thursday, 17 April 2025 at 7.00 pm** in the **Town Council Offices, Church Lane, Ledbury, HR8 1DH** for the purpose of transacting the business shown in the agenda below.

Yours faithfully

Angela Price PSLCC, AICCM, MIWFM  
Town Clerk

## 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. **To note the 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 an extraordinary meeting of Council held on 27 March 2025** (Pages 3328 - 3337)
5. **To receive and note the action sheet** (Pages 3338 - 3347)
6. **Ward Councillor Reports** (To Follow)
7. **Mayors Communications**
8. **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”*
9. **To receive motions presented by Councillors in accordance with Standing Order 9**

## **FINANCE**

10. **To receive and note Month 11 financial reports** (To follow)
  - i. **Receipts and Payments – 1 January to 28 February 2025**
  - ii. **Balance sheet and Trial Balance – Month 11**
  - iii. **Budget Monitoring Reports 1 April – 28 February 2025**
11. **Invoices for Payment** (Pages 3348 - 3357)
  - i. **To receive and note invoices approved for payment via Urgent Action**
  - ii. **To approve Invoices for payment (March Final)**
  - iii. **To approve invoices for payment (April Interim) – (To Follow)**
12. **Grant Applications received** (Pages 3358 – 3373)
  - i. **Ledbury & District u3a – Open Spaces Act 1906 ss 9-10 – power to provide and maintain open spaces as gardens in or outside the Council’s area – Amount requested £500**

- ii. Catcher Media Social CIC – Section 137 Local Government Act 1972 - Power of local authorities to incur expenditure for certain purposes not otherwise authorised – Amount requested £500.00
- iii. VE Day Street Party Grant applications
  - a. St Katherine’s Alms Houses £100.00
  - b. Warren Drive Neighbourhood Association £100.00

**13. Grants Feedback (Pages 3374 – 3377)**

To receive and note update report received from LEAF

**14. Subscriptions (Standing Item)**

**GOVERNANCE**

**15. Outcome of Code Of Conduct Complaint – Reference 2024-25 COC093 Standards Panel Held on 2 April 2025 (Pages 3378 - 3383)**

**16. Outcome of Notice for Election following resignation of two Councillors (Oral report)**

**PLANNING, ECONOMY & TOURISM**

**17. Planning Consultations (Pages 3384 - 3385)**

**18. To receive and note planning decisions (Pages 3386 - 3389)**

**19. Correspondence from Chair of Wellington Heath (Pages 3390 - 3393)**

**20. To review Council’s S106 Wish List (Pages 3394 - 3399)**

**21. To receive and note information in respect of proposed base station upgrade at Wallshill Farm, Hereford Road, Ledbury (Pages 3400 - 3409)**

**ENVIRONMENT & LEISURE**

**22. To review partnership working between Love Ledbury and Ledbury Town Council in respect of Bye Street Toilets (Pages 3410 - 3413)**

**23. Event plans and budgets for 2025/26 events (Pages 3414 - 3419)**

**24. Repairs required to hanging baskets (Pages 3420 - 3423)**

**25. Watering of hanging baskets 2025 (Pages 3424 - 3427)**

**26. Quotes for replacement timber sleepers for Recreation Ground play area (Pages 3428 - 3431)**

## **RESOURCES**

- 27. To receive and note the Minutes of a meeting of the Resources Committee held on 27 March 2025 and to give consideration to any recommendations therein (Pages 3431 - 3435)**

## **GENERAL**

- 28. Outside Bodies (Pages 3436 - 3439)**

**i. Ledbury Carnival – minutes of a meeting held on 2 April 2025**

- 29. Consideration of Public Service Award (Pages 3440 - 3442)**

- 30. Date of next meeting**

To note that the next meeting of Council will be the Annual Council Meeting scheduled for Thursday, 8 May 2025 which will be held in the Burgage Hall.

**Distribution: - Full agenda reports to all Councillors (9)  
Plus file copy**

**Agenda reports excluding Confidential items to:**

**Local Press (1)**

**Library (1)**

**Police (1)**

**MINUTES OF A MEETING OF FULL COUNCIL  
HELD ON 27 MARCH 2025**

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**PRESENT:** Councillors Bradford, Chowns (Town Mayor), Harvey, Kettle and Morris

**ALSO PRESENT:** Angela Price  
Councillor Simmons (Ledbury South)

**C707. APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Browning, Hughes and Sinclair.

**RESOLVED:**

**That the Clerk write to Councillor Eakin to establish whether it would be helpful to him to submit a formal request for dispensation for attendance at meetings and whether there are any reasonable adjustments that Council could consider in respect of how meetings are held which would assist him in his participation.**

**C708. DECLARATIONS OF INTEREST**

None received.

**C709. TO NOTE THE NOLAN PRINCIPLES**

**RESOLVED:**

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

**C710. TO APPROVE AND SIGN THE MINUTES OF A MEETING OF COUNCIL HELD ON 6 MARCH 2025 AS A CORRECT RECORD**

**RESOLVED:**

**That the minutes of the meeting of Council held on 6 March 2025 as a correct record.**

**C711. TO RECEIVE AND NOTE THE ACTION SHEET**

**RESOLVED:**

**That the action sheet be received and noted.**

C712.

## **WARD COUNCILLOR REPORTS**

Councillor Harvey provided a verbal Ward Report advising that the middle section of New Street is scheduled to be repaired in April and that the works would be carried out at night so as to minimise disruption to the businesses. She also noted that she had received notification that a planning application from Bloor to change the route of the canal through the development. Councillor Harvey raised the issues around the governments newly proposed housing targets and how this is likely to affect Herefordshire. She advised that as the current Neighbourhood Development Plan (NDP) was adopted in 2023 it does still carry some weight that that can be applied for five years from its adoption. However it should be noted that any planning applications that come forward from now are unlikely to be finalised until 2028 and therefore the weight given to the NDP will potentially light at that point. She urged Members to ensure that Ledbury Town Council engages vigorously in all future consultations in relation to the Local Plan and other planning matters.

Councillor Simmons provided an overview of her written report. Members were also made aware of the damage that had occurred to the "Welcome to Ledbury" sign in Parkway and the Clerk advised that she had received contact details of the individual who had been involved in this incident and advised that she would be making contact with them in due course. Councillor Simmons added further information in respect of the housing land supply changes raised by Councillor Harvey. She also provided an update in relation to the Vistry Development noting that they had taken this to appeal and if they are successful have advised they will be submitting their application within the next two months

### **RESOLVED:**

That the Ward reports be received and noted.

C713.

## **MAYORS COMMUNICATIONS**

The Mayor reminded Members of the Civic Celebration, which is scheduled for Sunday, 27 April 2025 at the Rugby Club.

C714.

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

The Mayor advised that he wished to read into the record of the meeting the content of an email that had been received from former Mayor Annette Crowe, which would be read without comment or discussion.

*"I understand that on the agenda there is a motion (no 9 ) to recognise former Councillor Howells in some way. I strongly object to this even being discussed bearing in mind that he publicly slandered myself and other residents of Ledbury in a disgusting tirade allowed by the then*

*Mayor. There are past Mayors who worked much harder for the town and actually enhanced Ledbury Town Council rather than bring it into disrepute with his mishandling of the War memorial.*

*I find this motion utterly repellent and it would be a travesty if he were so honoured. I would like this to be read out prior to any discussion and vote on the motion and your confirmation after the meeting that this has been done.”*

C715. **TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9**

Councillor Harvey had submitted the following motion for consideration:

*“That Ledbury Town Council consider an appropriate way to formally recognise the service of former Councillor Phillip Howells, particularly his contributions to the Neighbourhood Development Plan, the Council’s Corporate Plan, and his tenures as Mayor and deputy Mayor”*,

Councillor Harvey advised that she had been asked by Councillor Hughes, who was unable to be at this meeting, to put forward the Notice of Motion and advised that she had been happy to do so.

Councillor Bradford seconded the motion stating that he was in favour of recognising past Mayors and Councillors and asked that Council look at this as something they would take into consideration future Mayors rather than singling one Mayor out. He stated that he was not against the motion and did recognise Councillor Howells had worked under difficult circumstances and had put himself forward, many times, to be Mayor where others at the time were unwilling.

Councillor Harvey advised that she whilst she had been happy to bring the motion forward on behalf of Councillor Hughes and was in favour of recognising the work of people who have served the Ledbury Community in significant ways, not necessarily just for a long period of time, she suggested, as the proposer of the motion, an amendment to the Notice of Motion to recognise significant service to the Ledbury Community and for Council to consider this on a future agenda how they might recognise significant public and community service.

Following discussion Councillor Harvey provided the following amended Notice of Motion:

*“That Ledbury Town Council consider an appropriate way to formally recognise significant contributions to public and community service.”*

Councillor Bradford, as the seconder of the original motion, was happy to accept the amendment.

**RESOLVED:**

**That an item be placed on a future Council agenda that Ledbury Town Council consider options to formally recognise significant contributions to public and community service.**

**C716. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 6 MARCH 2024**

**RESOLVED:**

**That the minutes of the meeting of the Resources Committee held on 6 March 2025 be received and noted.**

**C717. TO RECEIVE AND NOTE MONTH 10 FINANCIAL REPORTS**

**RESOLVED:**

**That the month 10 financial reports be received and noted.**

**C718. TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS FOR JANUARY 2025**

It was noted that due to the resignation of John Newsham the January bank reconciliations had not yet been signed off.

**RESOLVED:**

**That as the suspended Vice Chair of the Finance, Policy & General Purposes Committee, Councillor Harvey agreed to call into the office the following week to review and sign the reconciliation documents.**

**C719. GRANT APPLICATIONS RECEIVED**

**RESOLVED:**

**That a grant of £500 be awarded to Ledbury Swifts in support of their visit to Strömstad noting that the statute for this award is Local Government (Miscellaneous Provisions) Act 1976, s.19.**

**C720. GRANTS FEEDBACK**

Members were provided with feedback from Citizens Advice Bureau in relation to how they support individuals who experience difficulties accessing the service provided due to travel of financial circumstances.

Councillors expressed their disappointment with the response provided, advising that previously Citizens Advice had attended Council meetings



to provide a report on how their services had helped residents of the Ledbury Community.

It was noted that Citizens Advice (CAB) now operate from the Ledbury Food Bank and a possible way forward in relation to the distribution of funds to CAB could be through the Ledbury Food Bank.

**RESOLVED:**

**That the Clerk write to Ledbury Food Bank to ask whether they would consider an annual report to Council on the work of CAB in helping local if the present funding paid directly to CAB were instead to be channelled through the Food Bank.**

C721.

**FEES AND CHARGES**

a. Cemetery Fees and Charges

**RESOLVED:**

1. **That the Cemetery fees and charges for 2025/26 be increased by 5% with effect from 1 April 2025, and that all Funeral Directors and Memorial Masons be advised of the increase accordingly.**
2. **That the additional charge from the grave digger of £25 per grave excavation be approved, to allow for the disposal of surplus soil to the skip.**
3. **That with effect from 1 April 2025 the current skip hire be amended to a 4 cubic yard skip at a cost of £225 plus VAT per hire.**

b. Room Hire and Market Fees and Charges

**RESOLVED:**

1. **That the Wedding and Charter Market fees and charges for 2025/26 be increased by 5% with effect from 1 April 2025 and that all Market Traders be advised of the new charges as a matter of priority.**
2. **That consideration be given to ways in which the offering for Weddings in the Jacobean Room can be marketed.**

C722. **SUBSCRIPTIONS – CAMPAIGN TO PROTECT RURAL ENGLAND**

**RESOLVED:**

**That the subscription with Campaign to Protect Rural England be renewed at a cost of £36.00.**

C723. **PLANNING CONSULTATIONS**

1. Application number 250438 – proposed new public entrance into Ledbury Nursing Home with external renovations and refurbishment including demolition of part of existing boundary wall to create stepped access from street. New canopy to Market Lodge entrance. New lighting and signage – **Ledbury Nursing Home, Market Street, Ledbury, Herefordshire, HR 2AQ**

**RESOLVED:**

**No objection.**

2. Application number 250754 – Works to Trees in Conservation Area – T1 – Leaning Yew adjacent to wall, remove leaning tree, retaining small upright tree to the rear. T2 – Two Cypress situated adjacent to the wall, carefully fell in sections to as near ground level as possible. reason – all three trees are within a metre of the wall which is now starting to collapse. Tree works are to facilitate rebuilding wall – Netherhall, Ledbury, Herefordshire, HR8 1DJ

**RESOLVED:**

**No objection.**

3. Application number 250841 – Works to trees covered by TPO T1: Scots Pine – reduce the overhanging branches by approx. 2-3m (see picture) and remove 5-6 limbs back to stem. T2: Corsican Pine (standing dead) – dismantle down to ground level. Following tree report, - The Garden House, Church Street, Ledbury, Herefordshire, HR8 1DJ

**RESOLVED:**

**No objection.**

4. Application number 250472 – Proposed cladding to a portion of the front of the house (retrospective) – 14 Auden Crescent, Ledbury, Herefordshire, HR8 2UU

**RESOLVED:**

C724. **No objection.  
TO RECEIVE AND NOTE PLANNING DECISIONS**

**RESOLVED:**

**That the planning decisions be received and noted.**

C725. **TO APPROVE THE DRAFT TOWN MAP**

Members were provided with a draft of the Town Map for consideration. Following considerable discussion it was agreed that the following comments should be fed back to suppliers.

Councillor Morris requested that the Masefield Matters logo be included on the map, however Members did not consider that this would be appropriate at this stage of the Masefield Matters project and it was suggested that the link to the Masefield Matters page on the Council website be provided to Visit Herefordshire to be include in the Ledbury Page of the website, which will mean that when individuals make use of the QR Code on the map that directs visitors to the Visit Herefordshire Ledbury page will be able to click on the link and find out information on the Masefield Matters project.

That clarification be sought in respect of the QR Code on the Independent Shopping section of the pages, as this Code takes visitors to the Visit Herefordshire Webpages.

**RESOLVED:**

1. That consideration be given to using a different picture of Church Lane, one that includes the hanging baskets and possibly bunting.
2. That the Ledbury Heritage photos remain as currently shown as a mixture of portrait and landscape views.
3. That the link to the Masefield Matters page on the Council website be provided to Visit Herefordshire to include in the Ledbury Page of the website.
4. That clarification be sought in respect of the QR Code on the Independent Shopping section of the pages, as this Code takes visitors to the Visit Herefordshire Webpages.
5. That a request be made that the small picture of the Heritage Centre overlapping the picture of the Barrett Browning Building

(BBI) moved to the right of the larger picture to allow all of the BBI to be seen.

6. That consideration be given to white borders around all pictures shown in the independent shopping section.
7. That consideration be given to making use of an alternative photograph of the Market House.

**C726. APPLICATION FOR GRANT OF PREMISES LICENCE**

**RESOLVED:**

**No objection.**

**C727. UPDATE ON SLOW WAYS PROJECT**

Members were provided with an update on the progress of the Slow Ways project and asked to consider providing a non-committal quote in support of the crowdfunding project.

**RESOLVED:**

**That the Clerk and Mayor meet to consider and provide a non-committal quote in support of the crowdfunding project for Slow Ways.**

**C728. OUTCOME OF RECENT DROPPED KERB SURVEY BY LEDBURY MOBILITY USERS**

**RESOLVED:**

**That the dropped kerb report provided by Ledbury Mobility users be forwarded to Herefordshire Council Ward members.**

**C729. ST MICHAEL & ALL ANGELS MEMORIAL TESTING**

**RESOLVED:**

**That the report be received and noted, noting that the information will be provided to the Diocese for next steps in relation to any repairs required.**

**C730. COMPLAINTS RECEIVED IN RESPECT OF LEDBURY WORLD BOOK FEST EVENT – 8 MARCH 2025**

Members were provided with copies of complaints received from traders in respect of the use of parking spaces for the market on World Book Fest Day.

The Clerk advised that she had written to all those who had submitted complaints advising that their comments had been noted and that going forward use of St Katherine's Square would be prioritised.

**RESOLVED:**

1. That the complaints be received and noted, noting that the Clerk has provided responses to all complainants.
2. That going forward delivery plans for all future events should be approved by Council and provided to the traders in good time so that they are aware of events and can consider how they might participate.

C731.

**MINUTES OF A MEETING TO DISCUSS VE DAY HELD ON 11 MARCH 2025**

Members were advised that a decision had been to not proceed with the event on the recreation ground due to limited staffing resources due to current sickness absences.

The Clerk asked for clarification on the proposed grant funding in support of Street Parties for the event.

Members were concerned with regard the health and safety and insurance implications of a burner to create a beacon effect. Members felt that alternative options should be looked at in respect of this.

**RESOLVED:**

1. **That it be noted that the proposed event on the recreation ground will not be going ahead due to lack of resources.**
2. **That a press release be published that there are grants available up to £100 per street party.**
3. **That the information packs provided with the grants for the late Queen Elizabeth II 70<sup>th</sup> Jubilee be amended for VE Day.**
4. **That the suggestion of a burner to be carried to the Church tower is not pursued, but that alternative options such as illuminating the lights at the tower with alternative colour bulbs or the projection of a flame onto the tower be investigated.**

C732.

**OUTSIDE BODIES**

**RESOLVED:**

**That the minutes of the Ledbury Carnival Association Committee held on 5 March 2025 be received and noted.**

**C733. 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.**

**C734. PROVISION OF NEW CCTV – LEDBURY RECREATION GROUND**

**RESOLVED:**

**That the allocation of £8,000 match funding towards the Ledbury Town Recreation Ground CCTV project be approved and that the funds be taken from the earmarked reserves.**

**C735. DATE OF NEXT MEETING**

**RESOLVED:**

**To note that the next meeting is scheduled for 17 April 2025.**

The meeting ended at 9.45 pm.

Signed ..... Dated.....

**FULL COUNCIL**  
**12.12.2024**

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
<b>FULL COUNCIL 14 November 2024</b>					
C518(2)	That further information be provided to a future meeting of council to inform Members on how much should be placed on deposit	TC/JH/EH	Future meeting of council	Meeting to be arranged with Cllrs Newsham and Harvey	In progress
C518(3)	That the Clerk and Cllrs Harvey and Newsham review the current market for a suitable high interest, short term deposit account	TC/JH/EH	Future meeting of council	meeting to be arranged with Cllr Harvey	In progress
<b>FULL COUNCIL 28 November 2024</b>					
C532(1)	That officers provide a report outlining the IT requirements of the council to include what is needed, when it needs to be replaced and costs to do so and that this be submitted to the ICT T & F group for consideration	TC	Jan-25	Meeting arranged for 22.01.2025 - report to be prepared - meeting postponed due to other priorities and staff shortages - date to be confirmed	In progress
<b>FULL COUNCIL 12 December 2024</b>					
C558(ii)	105/4700 - that it be noted that how stock is handled over financial years is to be considered as part of the financial year end.	TC/Chair of FPGP/IA	Financial Year end	To be reviewed following completion of 25/26 budget	In progress

C559(2iv)	That the Clerk raise a query with the Insurance Company in respect of the policy schedule for buildings, in particular in relation to the insured sums for the Cemetery Chapel and Mortuary Buildings.	TC		Jan-25		In progress
<b>FULL COUNCIL 9 JANUARY 2025</b>						
C593(2)	That a meeting be held with the Civic Society in respect of the best use of staffing in relation to supporting other heritage offerings in Ledbury	TC/CEO	TBC			In progress
C601(1)	That the electric vehicle shown at item 2 within the report be purchased for use by the Town Council's Maintenance Operative at a cost of £13,000 plus VAT.	TC		Feb-25	More information to be sourced in respect of storage unit and order to be placed for storage unit prior to ordering vehicle to ensure available storage	In progress
C601(2)	That officers obtain quotes for a 20 ft standard shipping container to be placed to the rear of the skip within the cemetery grounds.	TC		Jan-25	Obtaining costs for 20ft storage container - awaiting information on space available at cemetery as per discussed - 10.03.2025 waiting for information from planners re possible planning permission needs	In progress
C601(3)	That once the costs of a 20 ft standard shipping container have been established, both items be purchased from the General Reserve and arrangements be made for replacing these funds from future budget setting process.	TC		Jan/Feb 2025	see above	In progress



FULL COUNCIL 23 JANUARY 2025						
C625	That request from the CCWP Chair be deferred for consideration by the Climate Change Working Party upon resumption of their meetings.	DTC			To be included on future agenda of CCWP	In progress
C625.3	That the suggestion to hold an outdoor cinema event on the recreation ground on Saturday, 3 May 2025 be agreed in principle subject to more details being provided to a future meeting of council.	CEO	20.02.2025		CEO to provide more information - report provided to Members of Task & Finish Group that LTC does not currently have the resources to manage this event - awaiting	Confirmation to be sought from Council that LTC does not have resources at this time to put this event on
C629	That the Council support the Baton of Hope event in October 2025 and that Clerk meet with Talk Community to discuss this further.	TC	Feb-25		Awaiting meeting when more information available	In progress
C633.2	That consideration of the future maintenance of land owned by Herefordshire Council be deferred to a future meeting.	DTC			To be considered as part of specification review for grounds maintenance contract	In progress
C635.2	That the Council grant delegated powers to the Resources Committee to consider any potential counter claim, up to a specified limit, and that any counter claim exceeding that limit be referred to Council.	RES Comm	TBC		Awaiting response	In progress

**FULL COUNCIL 20 FEBRUARY 2025**

C652.	<p>The following motion was received from Councillor Hughes "That the Council forms a Task and Finish Group to consists of Town and Ward Councillors, Leaders of LEAF and the Community Hub, representatives of young people and other relevant individuals and organisations, to create a response to the recommendations from the Ledbury Listening Creative Consultation presented to Councillors and interested members of the Public and other organisations on 12 October 2024 and to bring forward recommendations to Council as a matter of priority."</p>	Mayor	Mar-25	Mayor to confirm whether he has contacted group	In progress
C653.	<p>Possible incorrect payment identified to this cc/nc - Clerk to review with accounts Clerk (22/4115). This line entry be amended to 'Possible incorrect posting identified to this cc/nc - Clerk to review with accounts clerk (22/4115)</p>	TC	Mar-25	Accounts Clerk currently off sick Clerk to investigate	In progress
C664.	<p>Members considered the proposals put forward for the post and chain fence but sought further ideas before a decision was made.</p>	TC/DTC	Mar-25	Officers to provide alternative options at future meeting	In progress
C668.	<p>That the Clerk obtain a map from Herefordshire Council setting out the specific areas to be cut and report back to Council.</p>	TC	Mar-25		In progress

C671.	That Members were all in favour of purchasing tyre swing A - Birds nests swing at a cost of £7,176.96	TC	Mar-25	In progress
<b>FULL COUNCIL 6 MARCH 2025</b>				
C682	That the Mayor follow up action from minute C652 in respect of meeting with the youth group	SC	TBC	In progress
C686(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.	TC	Mar-25	In progress
C686(3)	That a transfer of funds from EMR 335 - Amenity Spaces to 108/4228 be approved.	TC	Mar-25	In progress
C691(4)	That a meeting of Councillors be arranged to consider preparation of information for the Annual Council Meeting.	TC	March/April 2025	In progress
C695	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 txt highlighted in yellow in the report	TC	07.03.2025	Completed
C696(1)	That the Council reserve judgement on application 250373 until such time the traffic officer report is available	TC	On provision of traffic report	Awaiting report

C704	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 Park.	TC		Mar-25	Response to be sent	In progress
C705(1)	That the Clerk request a timetable for when the works to Bye Street Toilets will be carried out.	TC		Mar-25	Response to be sent	In progress
705(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.	TC		Mar-25	Response to be sent	In progress
<b>FULL COUNCIL 6 MARCH 2025</b>						
C707	That the clerk write to Cllr Eakin to establish whether it would be helpful to him to submit a formal request for dispensation for attendance at meetings and whether there are any reasonable adjustments that Council could consider in respect of how meetings are held which would assist his participation	TC				
C715	That an item be placed on a future council agenda that LC consider an appropriate way to formally recognise significant contributions to public and community service	TC				
C719	That a grant of £500 be awarded to Ledbury Swifts in support of their visit to Strömstad	TC		31.03.2025	Notification sent to Swifts and bank detail requested	In progress

C720	That the Clerk write to Mark Lister of the Ledbury Food Bank to ask whether they would consider working with LTC for the provision of funds to the FB for their distribution to CAB, to be supported by an annual report to Council providing details on how CAB have helped local residents of Ledbury.	TC			
C721(a1)	That the Cemetery fees and charges for 2025/26 be increased by 5% wef 1 April 2025, and that all Funeral Directors and Memorial Masons be advised of the increase accordingly.	DTC	31.03.2025	DTC advised if increase and asked to ensure letters are sent to all FD/MM's and amendments to listing made and put on website	In progress - Awaiting confirmation from DTC that completed
C721(a2)	That the additional charge from the grave digger of £25 per grave excavation be approved, to allow for the disposal of surplus soil to the skip	DTC	31.03.2025	DTC informed of outcome - notifying grave digger	In progress - Awaiting confirmation from DTC that completed
C721(a3)	That with effect from 01.04.25 the current skip hire be amended to a 4 cubic yard skip at a cost of £225 plus VAT per hire	DTC	31.03.2025	DTC advised of outcome and will make adjustment when next hiring skip	Completed
C721(b1)	That the wedding and charter market fees and charges for 25/26 be increased by 5% wef 01.04.2025 and that all Market Traders be advised of the new charges as a matter of priority.	DTC	31.03.2025	DTC informed of increase to fees and asked to write to all market traders and update fees and charges info on website as a matter of urgency	In progress - Awaiting confirmation from DTC that completed
C721(b2)	That consideration be given to ways in which the offering for Weddings in the Jacobean Room can be marketed	DTC/WC	2025/26	To be considered when staffing resources allow	In progress

C722	That the subscription with Campaign to Protect Rural England be renewed at a cost of £36.00	TC/AC	Apr-25	Payment to be made in next payment run	In progress
C725	That the recommendations in relation to amendments to the Town map be provided to the developers accordingly	TC	28.03.2025	All amendments reported back to developers - further draft awaited	Completed
C727	That the Clerk and Mayor meet to consider and provide a non-committal quote in support of the crowdfunding project for Slow Ways	TC/TM			In progress
C728	That the dropped kerb report provided by Ledbury Mobility users be forwarded to HC Ward Councillors	TC	31.03.2025	Report provided to Ward Councillors - Cllr Harvey forwarded to relevant officers	Completed
C730(2)	That going forward delivery plans for all future events should be provided to the traders so that they are aware of events and how they can participate and provide feedback in advance of events taking place	All staff	Ongoing	All staff to be aware of need to provide traders with event delivery plans	Completed - ongoing
C731(2)	That a press release be published advising that there are grants available up to £100 per street party	TC/DTC	31.03.2025	Press release completed and sent to press and published on website and socials	Completed
C731(3)	That the information packs provided with the grants for the late Queen's 70th Jubilee be amended for VE Day	TC/DTC	31.03.2025	Information packs being prepared	Completed

C731\4)	That the suggestion of a burner to be carried to the Church Tower is not pursued, but that alternative options such as illuminating the lights at the tower with alternative colour bulbs or the projection of a flame onto the tower be investigated.	DTC	01.04.2025	DTC report outcome to VE/VJ Day meeting 01.04.2025	Completed
C734	That the allocation of £8,000 match funding towards the Ledbury Town Recreation Ground CCTV project be approved and that the funds be taken from the earmarked reserves in 2025/26	TC	28.03.2025	Clerk advised HC officers of outcome accordingly	Completed





Report prepared by Angela Price – Town Clerk

**INVOICES PAID VIA URGENT ACTION – MARCH 2025 (FINAL) –APPROVED BY MAYOR AND DEPUTY MAYOR**

**Purpose of Report**

The purpose of this report is to provide Members with information to support the invoices for payment for March 2025 (final).

**Detailed Information**

Attached is a list of payments that were due for payment in March 2025 in the sum of £29,045.03 plus VAT and below is a list of explanations in respect of overspends and other queries relevant to those payments.

These payments were approved via urgent action by the Mayor and Deputy Mayor. The reason for the request for them to be approved via urgent action was due to the need to have as many invoices paid and cleared through the Council's bank account by 31 March 2025 to assist with the year end close down.

	<b>Code</b>	<b>Company</b>	<b>Description</b>	<b>Comments</b>
1	220/4590	Thompson & Co	Professional services (Payroll)	Previously identified that professional services will be an overspend at year end due to unexpected costs through the year.
2	401/4483	OMS	ICT Services and software	Previously identified overspend due to additional staff needs - budget increased in 2025/26
3	4014481	One Com	Telephones	Overspend due to additional phones required for new additional staff – adjustments taken into consideration in 2025/26 budget
4	127/4607	Various payments	Events	Majority of Overspend will be offset against UKSPF Funding received for two events in 2024/25
5	401/4482	Advansys	Website	Previously identified overspend due to two additional services provided to tidy up website
6	202/4116	Shredall	Confidential waste	Overspend due to increase in costs in-year

7	230/4051	O Trueman	Officer travel and expenses	Overspend due to officer attendance at conferences and increased mileage
8	230/4050	Training	Staff Training	Overspend previously identified – budget increased in 2025/26
9	210/4532	JW Plant	Flag Pole	Overspend due to purchase of VE Day Flag
10	109/4907	O Trueman reimbursement	Masefield Matters	Overspend to be offset by NLHF income
11	230/4001	Penelope Shaw	Temporary Staff	Overspend due to considerable staff absences in 2024/25
12	202/4170	Ledbury Hardware	Council offices – maintenance	Transfer agreed from EMR to be done before year end
13	102/4250	Ledbury Hardware	Cemetery tree works/property maintenance	Overspend due to works carried out in chapel
14	302/4432	Ledbury Hardware	Special project – phone boxes	Transfer from EMR to be done before year end

### **Recommendation**

Members are requested to endorse the actions taken by the Clerk, Mayor and Deputy Mayor under urgent actions to ensure that as many 2025/26 invoices were paid and cleared through the Council's bank account by 31 March 2025 to assist with the financial year end close down.

Invoices for March 2025

INVOICE DATE	INVOICE NO	BAC's / Direct Debit	COST CENTRE/ NOMINAL CODE	BUDGET FUNDS available	COMPANY	DESCRIPTION	NET AMOUNT	VAT AMOUNT	GROSS AMOUNT	NOTES
28/02/2025	016436880225	DD	105/4433	£200.20	Barclaycard	Card Payment Charge	£14.80	£0.96	£15.76	
28/02/2025	016436890225	DD	220/4433	£240.00	Barclaycard	Card Payment Charge	£10.00	£0.00	£10.00	
28/02/2025	L20566	DD	220/4590	-£8,846.00	Thompson & Co	Payroll	£46.00	£9.20	£55.20	1
10/03/2025	130751	DD	401/4483	-£2,819.00	OMS	Service Agreement Charge	£761.12	£152.22	£913.34	2
03/03/2025	KI-1DBC1576-0039	DD	201/4122	£1,244.00	e.on	Electricity Supply	£148.13	£7.41	£155.54	
17/03/2025	7519829	DD	401/4481	-£625.13	Onecom	Call / Service Charge	£305.74	£76.44	£382.18	3
17/03/2025	36351325	DD	109/New (4481?)	?		Phone bill	£39.50	£7.90	£47.40	
25/03/2025	-	BACS	401/4481	-£930.87	O2	month 12 Pensions	£86.46	£17.29	£103.75	3
25/03/2025	-	BACS	230/4000	£46,698.00	LTC	Month 12 HMRC	£4,735.11	£0.00	£4,735.11	
25/03/2025	-	BACS	230/4400	£41,962.89	LTC	Bookfest Leaflets x 500	£7,233.67	£0.00	£7,233.67	
26/02/2025	8219	BACS	127/4607	-£2,527.00	Signworx	Burgage Hall Hire	£125.00	£2.00	£127.00	4
03/03/2025	BH LTC 08/03/25	BACS	127/4607	-£2,652.00	Ledbury Civic Society	2 x Face Painters - Bookfest	£108.00	£0.00	£108.00	4
06/03/2025	-	BACS	127/4607	-£2,760.00	Looby Lou Parties	Craft Workshop - Bookfest	£260.00	£0.00	£260.00	4
08/03/1015	REA 080325	BACS	127/4607	-£3,020.00	Red Earth Arts C.I.C	Napoleon and The Sugarplum Fairy	£475.00	£0.00	£475.00	4
10/03/2025	412	BACS	127/4607	-£3,495.00	Sarah Millin	Art Workshop - Bookfest	£300.00	£0.00	£300.00	4
10/03/2025	0925	BACS	127/4607	-£3,795.00	Loby Lou's Interactive	The Bee Hive Walkabout - Bookfest	£495.00	£99.00	£594.00	4
18/03/2025	8468	BACS	127/4607	-£4,290.00	Storytelling	Costumes x 2 - Bookfest	£72.18	£14.44	£86.61	4
13/03/2025	033	BACS	127/4607	-£4,362.18	Megabounce	Sewing Workshop - Bookfest	£150.00	£0.00	£150.00	4
07/03/2025	INV-9992	BACS	127/4607	-£4,512.18	Authors Aloud UK Ltd	Alex Wharton - Bookfest	£1,180.20	£236.04	£1,416.24	4
27/02/2025	INV022478	BACS	235/4405	£1,414.41	Dolphin Tec	Printer / Scanner Charge	£284.35	£56.87	£341.22	
28/02/2025	-	BACS	106/4205	?		Contract works				
			108/4205			GM1 £336.66				
			110/4205			GM2 £1,120.00				
			125/4013			GM3 £100.00				
						GM4 £52.08				
			106/4205			Contract works				
			108/4205			GM1 £336.66				
			110/4205			GM2 £1,120.00				
05/03/2025	-	BACS	125/4013	?	D M Property Maintenance	GM3 £100.00	£1,608.74	£0.00	£1,608.74	
28/02/2025	INV-11813	BACS	202/4150	?	Bliss	GM4 £52.08	£316.00	£63.20	£379.20	
						Cleaning				

28/02/2025	000185		BACS		220/4460	£1,755.00	G & P Group Enterprise Ltd	Ledbury Reporter		£14.00	£0.00	£14.00	
01/03/2025	INV-50642		BACS		401/4482	<b>-£872.00</b>	Advansys	Website Host + Support		£98.00	£19.60	£117.60	5
04/03/2025	94321		BACS		202/4116	<b>-£182.00</b>	Shredall	Off site shredding		£82.72	£16.55	£99.27	6
06/03/2025	20817		BACS		102/4416	£1,266.00	Ledbury Garden Machinery	Handle housing/ labour		£101.05	£20.21	£121.26	
06/03/2025	-		BACS		230/4051	<b>-£467.80</b>		milage expenses					
10/03/2025	-		BACS		220/4430	£191.00	Olivia Trueman	£6.55		£14.54	£0.00	£14.54	7
11/03/2025	-		BACS		214/4890	£3,240.00	Ledbury Community Day	Grant		£300.00	£0.00	£300.00	
11/03/2025	-		BACS		214/4890	£2,940.00	Friends of Ledbury Children's Centre	Grant		£500.00	£0.00	£500.00	
10/03/2025	004		BACS		225/4525	£1,457.00		Gypsy and Traveller Awareness Training					
11/03/2025	91694413		BACS		230/4050	<b>-£2,012.00</b>	Christopher John Smith	1/3 Councillor Training (£150)		£450.00	£0.00	£450.00	8
11/03/2025	91694611		BACS		101/4224	£4.00	Herefordshire Council	Waste Collection Charges		£84.57	£0.00	£84.57	
12/03/2025	91694774		BACS		202/4021	£647.00	Herefordshire Council	Recycling		£121.49	£0.00	£121.49	
11/03/2025	20848		BACS		118/4176	£828.00	Herefordshire Council	CCTV Contribution		£2,637.90	£0.00	£2,637.90	
11/03/2025	0788/25		BACS		102/4416	£1,164.95	Ledbury Garden Machinery	Labour / bearing housing		£93.00	£18.60	£111.60	
12/03/2025	SINV081084		BACS		102/4250	£582.00	B&B Services Ltd	Fixed cemetary memorial board		£75.00	£15.00	£90.00	1
12/03/2025	SINV081083		BACS		220/4590	<b>-£8,892.00</b>	Worknest	Insurance including admin fee		£100.00	£13.00	£113.00	1
20/03/2025	66848228		BACS		220/4590	<b>-£8,992.00</b>	Worknest	Health and Safety		£1,980.00	£396.00	£2,376.00	1
12/03/2025	-		BACS		220/4590	<b>-£10,972.00</b>	Hoople	HR advice		£300.00	£60.00	£360.00	
14/03/1014	009827/JL		BACS		210/4532	£117.00	L.J Meredith	Flag Raising		£130.00	£0.00	£130.00	
17/03/2025	4385		BACS		210/4532	<b>-£13.00</b>	JW Plant	VE Day 80 Flag		£47.33	£9.46	£56.79	9
17/03/2025	2002931697		BACS		109/4907	<b>-£1,356.00</b>	Olivia Trueman	JM Glasses for Bookfest		£4.29	£0.00	£4.29	10
18/03/2025	51		BACS		101/4227	£1,000.00	Memsafe	Memorial testing		£480.00	£96.00	£576.00	
23/03/2025			BACS		102/4200	£1,030.00	Screwfix	J-Hooks		£59.96	£12.00	£71.96	
			BACS		230/4001	<b>-£7,860.00</b>	Penelope Shaw	Reception Cover		£1,043.90	£0.00	£1,043.90	11
					202/4170	<b>-£4,382.00</b>							12
					102/4250	<b>-£507.00</b>							13
					302/4432	<b>-£50.00</b>							14
					102/4150	£230.01							
07/03/2025	30		BACS		202/4150	?		3D lamp x 3, gold paint, bin bags, Hoover bags, cable ties, strip light		£89.50	£0.00	£89.50	
					127/4607	<b>-£5,692.38</b>	Ledbury Hardware Ltd						
								<b>TOTALS</b>		<b>29,045.03</b>	<b>1,394.20</b>	<b>30,439.22</b>	

Signed

Signatory 1

Signatory 2

Clerk

date

date

date



<b>FULL COUNCIL</b>	<b>6 MARCH 2025</b>	<b>AGENDA ITEM: 11(ii)(a)</b>
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Report prepared by Angela Price – Town Clerk

## **INVOICES FOR PAYMENT – MARCH 2025 (FINAL)**

### **Purpose of Report**

The purpose of this report is to provide Members with information to support the invoices for payment for March 2025 (final).

### **Detailed Information**

Attached is a list of payments that were due for payment for March 2025 in the sum of £2,217.78 plus VAT and below is a list of explanations in respect of overspends and other queries relevant to those payments.

	<b>Code</b>	<b>Company</b>	<b>Description</b>	<b>Comments</b>
1	202/416	Shredall	Confidential Waste	This has previously been identified as an end of year overspend due to unexpected in-year price increase due to cost of fuel etc.
2	18/4239	Ledbury & District CBS	Bye Street Toilets	Overspend due to unanticipated staff cover costs
3	1024330	P J Nicholls	Cemetery Fuel	Previously identified as end of year overspend due to in year price increase in fuel
4	127/4607	Herefordshire Council	Hire of Library for WBD	Part of overspend to be off-set against UKSPF funding received for Christmas event – budgets and events plan have been requested ahead of all 2025/26 event approvals
5	202/4150	Bliss Cleaning	Office Cleaning	Previously identified as overspend due to unexpected in year price increase in charges

### **Recommendation**

1. That Members note the comments in relation to overspends.
2. That the invoices for payment in the sum of £2,217.18 plus VAT be approved.





Invoices for March 2025

INVOICE DATE	INVOICE NO	BAC's / Direct Debit	COST CENTRE/ NOMINAL CODE	BUDGET FUNDS available	COMPANY	DESCRIPTION	NET AMOUNT	VAT AMOUNT	GROSS AMOUNT	NOTES
01/05/2024	68172	BACS	202/4116	-£264.72	Shredall	Off site shredding	£82.72	£16.55	£99.27	1
03/09/2024	-	BACS	125/4014	£96.00	Steve Maund	Lengthsman & P3 work	£792.00	£0.00	£792.00	
17/03/2025	-	BACS	108/4239	-£316.00	Ledbury & District CBS	Reimbursement of electricity and water bills for the period 10/10/2024 to 17/03/2025	£225.44	£0.00	£225.44	2
20/03/2025	27122	BACS	102/4225	£0.00	Quickskip	Cemetery Skip	£220.00	£44.00	£264.00	
24/03/2025	-	BACS	102/4330	-£123.00	P J Nicholls LTD Parkway Garage	diesel - BG08 FDZ	£31.33	£6.27	£37.60	3
27/03/2025	-	BACS	102/4330	-£154.33	P J Nicholls LTD Parkway Garage	petrol - CX66 OCG	£22.48	£4.50	£26.98	3.00
27/03/2025	-	BACS	102/4330	-£176.81	P J Nicholls LTD Parkway Garage	petrol - CX66 OCJ	£22.74	£4.55	£27.29	3.00
27/03/2025	91696340	BACS	127/4607	-£5,692.38	Herefordshire Council	Custodian Cover - Market House - Bookfest	£66.00	£0.00	£66.00	4
27/03/2025	INV022966	BACS	235/4405	£1,130.06	Dolphin Tec	Printer / Scanner Charge	£221.64	£44.33	£265.97	
29/03/2025	000194	BACS	220/4460	£1,741.00	G & P Group Enterprise Ltd	Ledbury Reporter	£10.40	£0.00	£10.40	
31/03/2025	LTC/Q1/2025	BACS	108/4122	£946.00	Ledbury Community Association	Supplying electricity to rec for CCTV and lighting	£207.03	£7.10	£214.13	
31/03/2025	INV-12052	BACS	202/4150	-£2,686.00	Bliss Cleaning Services	Cleaning W/C	£316.00	£63.20	£379.20	5
					<b>TOTALS</b>	<b>TOTALS</b>	<b>2,217.78</b>	<b>190.50</b>	<b>2,408.28</b>	

date

Signature 1

Signed



**Funding Request of £500 or less****Grant Application Form****1. Tell us about your organisation<sup>1</sup>**

<b>Contact Name:</b>	Sally Holliday
<b>Position:</b>	Trustee, membership secretary, Walled Garden group leader
<b>Organisation:</b>	Ledbury & District u3a
<b>Contact Address:</b>	Finches, Knapp Ridge, Ledbury HR8 1BJ
<b>Telephone Number:</b>	01531 633637
<b>E-mail:</b>	membership@ledburyu3a.org.uk
<b>Status of Organisation: (delete as appropriate)</b>	Charity
<b>Charity/Company No. (if applicable)</b>	1104465
<b>What does your organisation do?</b>	We are a world-wide organisation - our members are retired or approaching retirement. Our activities provide companionship, learning, practical activities, fun activities and events for our members.

<sup>1</sup> Data will be held in accordance with Ledbury Town Council's data privacy policy a copy of which can be found on our website at the following link:  
[https://www.ledburytowncouncil.gov.uk/uploads/General-privacy-policy\\_V0.1.pdf](https://www.ledburytowncouncil.gov.uk/uploads/General-privacy-policy_V0.1.pdf)

## 2. Tell us what support you need

<b>Project title:</b>	Trees in the Walled Garden
<b>Project duration (mm/yy):</b>	The tree surgeon had a quiet spell at the moment, but will not be able to do the job before too long because of birds' nesting time.
<b>Which one of the following five areas <u>best</u> fits your group's area of interest?</b>	Sport <input type="checkbox"/> Arts <input type="checkbox"/> Health <input type="checkbox"/> Environment <input checked="" type="checkbox"/> Yes Youth <input type="checkbox"/>
<b>What do you want to do, and why?</b>	<p>Some of the trees that are in the top part of the Walled Garden are in a sorry state. One has its trunk along the ground and 2 conifers only have greenery at the top of them. If these could be cleared, then the area could be so much more attractive. In addition, there are two tree trunks behind the seat at the top of the garden. The two trunks lean over the bench and we are told by a professional tree surgeon who has looked at the trees, that there is a defect at the base of one of them. People sit on the seat and given the severe angle of the trunks and taking into consideration the defect - are they safe?</p> <p>Again, if they could be removed then we could make, over time, a much more attractive area with shrubs and other planting which would enhance the pleasure of people - local and visitors to the town when they visit the Walled Garden.</p> <p>The u3a Walled Garden Group have been working in the Walled Garden for about 10 years.</p>
<b>How will your project be helpful to Ledbury?</b>	Clearing a very untidy area in a very attractive part of Ledbury, I'm sure would be much appreciated by resident and visitors alike. There is also the issue of the possible safety of the trees behind the seat.
<b>How will your organisation acknowledge the Town Council's funding support?</b>	We will inform our members (over 600) about the Town Council's funding support via our regular newsletters. We will also send reports of the project to the local paper and to the Ledbury Focus.

**3. Tell us how you plan to fund your project**

<b>What is the total cost of the project?</b>	<b>£500</b>
<b>Amount requested from Ledbury Town Council.</b>	<b>£500</b>
<b>Have you received a grant from Ledbury Town Council in the last 2 years? If so, how much and what for?</b>	<b>No</b>

**4. Further information provided in support of your application**

<b>Information</b>	<b>Enclosed</b> (please tick)	<b>Office Use Only</b> (Initial to confirm documentation complies with the requirement)
A copy of your organisation's most recent bank statement <b>(required)</b>	<b>Yes</b>	
Copies of any letters of support for your project		

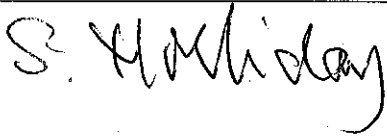
**5. Declaration by the applicant**

**I/we declare that, to the best of my/our belief, the information given on this application form and in any enclosed supporting document is correct.**

**I/we accept the following:**

- (i) That any false information we provide, even if provided in good faith, may lead to the withdrawal of the grant offered.**
- (ii) That any grant offered will be used only for the purposes set out in this application.**
- (iii) That we will provide a grant closure letter within 3 months of the end of the funding period.**

**Should any grant offered not be used in accordance with the terms and conditions set by the Town Council, we undertake on behalf of the organisation to repay the outstanding amount to Ledbury Town Council on demand.**

<b>Signed:</b>	
<b>Name (s):</b>	<b>Sally Holliday</b>
<b>Date:</b>	<b>March 20<sup>th</sup> 2025</b>

Please return completed form to:

Angela Price - Clerk to the Council  
Town Council Offices  
Church Street, Ledbury  
Herefordshire HR8 1DH  
Email: [clerk@ledburytowncouncil.gov.uk](mailto:clerk@ledburytowncouncil.gov.uk)







## **Funding Request of £500 or less**

### **Grant Application Form**

#### **1. Tell us about your organisation<sup>1</sup>**

<b>Contact Name:</b>	Julia Goldsmith
<b>Position:</b>	Director
<b>Organisation:</b>	Catcher Media Social CIC
<b>Contact Address:</b>	50 Lichfield Avenue Hereford HR1 2RJ
<b>Telephone Number:</b>	01432 277424
<b>E-mail:</b>	julia@catchermedia.co.uk
<b>Status of Organisation: (delete as appropriate)</b>	Not for Profit Other (specify): Community Interest Company
<b>Charity/Company No. (if applicable)</b>	8343486
<b>What does your organisation do?</b>	<p>Catcher Media create high-quality films using drama and documentary to engage, entertain and inform. Expert in using participatory methods with over 28 years of experience, they use film-making to engage diverse groups and specialise in health, sustainability and heritage projects.</p> <p>Catcher work with NGOs, charities, educational institutions, schools, councils and the NHS in projects with mainstream and alternative curriculum groups, prisoners, the homeless, rural villagers, SENDi pupils and adults, dementia groups, travelling Show-people, Roma people and Eastern European migrant workers, among others. They have worked in Herefordshire, all over the West Midlands, across the UK, within Europe, Africa and India.</p>

<sup>1</sup> Data will be held in accordance with Ledbury Town Council's data privacy policy a copy of which can be found on our website at the following link:

[https://www.ledburytowncouncil.gov.uk/uploads/General-privacy-policy\\_V0.1.pdf](https://www.ledburytowncouncil.gov.uk/uploads/General-privacy-policy_V0.1.pdf)



	<p>working Herefordshire Council’s Libraries, Archives and Museum Services, and Local groups such as The Market Theatre and The Ledbury Poetry Festival. Catcher works with Herefordshire-based volunteers, organisations, businesses and freelancers.</p> <p>Catcher Media are a not-for-shareholder-profit Community Interest Company limited by guarantee who report to the CIC regulator annually. We receive no core funding to operate, or to support the site. With this in mind, we are asking each of the local town councils and Hereford City Council to contribute towards keeping this resource online for the next 5-7 years. We have also emailed sponsorship requests to local businesses and individuals involved with the project e.g. Wye Valley brewery, and intend to include a ‘Donate’ button on the website, to help ensure that ongoing costs are met.</p>
<p><b>How will your project be helpful to Ledbury?</b></p>	<p>The website is free to access and contains a wealth of local heritage content in the highly accessible medium of videos, photographs and audio. Our feature-length documentaries ‘Stories from the Hop Yards’ and ‘Chewing the Cud’ played to two full houses at the Market Theatre in Ledbury and featured many residents and farmers from the Ledbury area. Moreover, the HLTAL site contains records of many aspects of Herefordshire social history like the May Fair, Hereford United football club and the Hereford College of Art (HCA) which are connected to the heritage of the people of Ledbury and increase well-being: Judy Giles’ interview (former HCA student living in Ledbury) being a great example.</p> <p>“Catcher Media are local wonders!”  “(Watching the film made me) love the place even more and want to find out more of its history!”  “It is so important both to document and share these stories, and this film does it in such an entertaining way!”  (Audience feedback, March 2025)</p> <p>The website is an ongoing project which regularly provides a platform for new films. It will be the repository for a new Five Season Press film (an internationally renowned poetry publisher based in the county for nearly</p>

	50 years) which will premiere at this year's Ledbury Poetry Festival.
<b>How will your organisation acknowledge the Town Council's funding support?</b>	Your logo will be placed on the website. Social Media posts, press releases and radio slots promoting the updated site will acknowledge your support.

### 3. Tell us how you plan to fund your project

<b>What is the total cost of the project?</b>	£ 4000 + VAT = £4800
<b>Amount requested from Ledbury Town Council.</b>	£ 500
<b>Have you received a grant from Ledbury Town Council in the last 2 years? If so, how much and what for?</b>	No

### 4. Further information provided in support of your application

<b>Information</b>	<b>Enclosed</b> (please tick)	<b>Office Use Only</b> (Initial to confirm documentation complies with the requirement)
A copy of your organisation's most recent bank statement <b>(required)</b>	✓	
Copies of any letters of support for your project	✓	

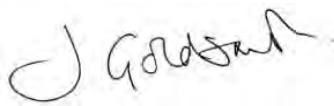
**5. Declaration by the applicant**

**I/we declare that, to the best of my/our belief, the information given on this application form and in any enclosed supporting document is correct.**

**I/we accept the following:**

- (i) That any false information we provide, even if provided in good faith, may lead to the withdrawal of the grant offered.**
- (ii) That any grant offered will be used only for the purposes set out in this application.**
- (iii) That we will provide a grant closure letter within 3 months of the end of the funding period.**

**Should any grant offered not be used in accordance with the terms and conditions set by the Town Council, we undertake on behalf of the organisation to repay the outstanding amount to Ledbury Town Council on demand.**

<b>Signed:</b>	
<b>Name (s):</b>	Julia Goldsmith
<b>Date:</b>	09/04/25

Please return completed form to:

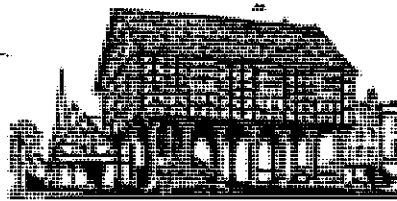
Angela Price - Clerk to the Council  
Town Council Offices  
Church Street, Ledbury  
Herefordshire HR8 1DH  
Email: [clerk@ledburytowncouncil.gov.uk](mailto:clerk@ledburytowncouncil.gov.uk)



LEDBURY TOWN COUNCIL

VE DAY STREET PARTY

GRANT APPLICATION FORM



Contact Details		
Are you applying for a grant as: (please tick)		
An individual resident <input checked="" type="checkbox"/> Community Group <input type="checkbox"/> Charity <input type="checkbox"/> Other <input type="checkbox"/>		
NAME OF ORGANISATION or INDIVIDUAL (Please complete in block letters)		
HILARY JONES		
If organisation, please provide a contact name & details of position held (e.g. Treasurer, Secretary)	Telephone:	
	Email:	
Address: No 9 ST KATHERINES ALMSTHOUSES HIGH STREET LEDBURY		
Postcode :		
Details of event		
What is the date and address of the Street Party? (All street parties must be within the parish of Ledbury)	Date: SUNDAY 4 <sup>TH</sup> MAY 2025	Location: ST. KATHERINES ALMSTHOUSES
Please describe and give full details of your proposed event	AFTERNOON TEA / PARTY FOR RESIDENTS	
What times it will take place ?	Start 2 pm	Finish 5 pm
Who are involved? Numbers, age group etc	Residents + families age range 65 - 99 years!	
If granted, what will you use the funding for ?	Catering eg food + provisions, tea, coffee etc. Decorations	

# LEDBURY TOWN COUNCIL

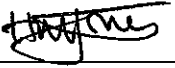
## VE DAY STREET PARTY



### DECLARATION

I/~~We~~ confirm that the details set out in this application are, to the best of our knowledge, correct. Ledbury Town Council will be notified immediately of any material changes to the information provided.

I/~~We~~ confirm we will provide receipts and photographs of the event to Ledbury Town Council, within 14 days of the event.

SIGNED:		DATE:	8/4/25
NAME:	HILARY JONES		

### Privacy Notice for Financial Assistance

Your details are held by Ledbury Town Council (the data controller) in accordance with the Data Protection Act to enable the administration of the grants process.

If you are an organisation or a group the legal basis for processing this data is the necessity for compliance with a legal obligation to consider your grant request.

If you include any personal details on this grant request on behalf of an organisation or group, the legal basis for processing this data is your consent to do so.

You can withdraw your consent at any time by notifying us. Our contact details to do so, or for any other queries is Town Council Offices, Church Street, Ledbury HEREFORDSHIRE HR8 1DH

We will keep your data for six years if your grant application is successful, and for six months if your application is turned down, plus the current financial year, which runs from 1st April to 31st March. Your information will not be shared further.

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Information you provide will only be used for the stated purpose.

Further information about the processing of your data can be found on our website at <https://www.ledburytowncouncil.gov.uk/en-gb/privacy-policy>

**Data Protection: Please confirm your consent below. You can grant consent to any or all of the purposes listed. You can withdraw or change your consent at any time by contacting us directly.**

Should the grant application be successful we may use the details, including your name and photo and location of the street party, in our newsletters, our website, our Facebook page

We may contact you to keep you informed about what is going on in the Council's area including news, events, meetings and activities. These communications may also sometimes appear on our website, or in printed or electronic form including social media.

### KEEPING IN TOUCH

Yes please, I would like to receive communications by email.

Yes please, I would like to receive communications by telephone.

Yes please, I would like to receive communications by mobile phone including text message.

Yes please, I would like to receive communications by social media including Facebook.

Yes please, I would like to receive communications by post.

No, I would not like to receive any further communications other than for the purposes of this application

**Please return completed form by 5pm on Friday 11 April 2025**, and addressed to the Town Clerk, Ledbury Town Council, Town Council Offices, Church Street, Ledbury HEREFORDSHIRE HR8 1DH Phone: 01531 632306 email: [clerk@ledburytowncouncil.gov.uk](mailto:clerk@ledburytowncouncil.gov.uk) **PLEASE MARK "VE DAY STREET PARTY GRANTS"**.



**LEDBURY TOWN COUNCIL**

**VE DAY STREET PARTY**

**GRANT APPLICATION FORM**



Contact Details		
Are you applying for a grant as: (please tick)		
An individual resident <input type="checkbox"/> Community Group <input checked="" type="checkbox"/> Charity <input type="checkbox"/> Other <input type="checkbox"/>		
NAME OF ORGANISATION or INDIVIDUAL (Please complete in block letters) WARREN DRIVE NEIGHBOURHOOD ASSOCIATION		
If organisation, please provide a contact name & details of position held (e.g. Treasurer, Secretary) SECRETARY	Telephone: 0792343 7896	Email: JANEWILLIAMS633@talktalk.net
Address: 6, WARREN LEBURY		
Postcode: NR8245		
Details of event		
What is the date and address of the Street Party? (All street parties must be within the parish of Ledbury)	Date: 4th MAY 2025	Location: WARREN DRIVE LEBURY
Please describe and give full details of your proposed event	STREET PARTY FOR RESIDENTS OF WARREN DRIVE	
What times it will take place?	Start 1pm	Finish 5pm
Who are involved? Numbers, age group etc	WHOLE ROAD INVITED AGES FROM 4yrs to 94yrs.	
If granted, what will you use the funding for?	DECORATIONS FOOD & REFRESHMENTS	

# LEDBURY TOWN COUNCIL

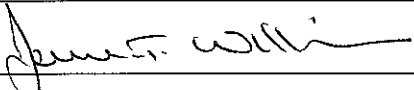
## VE DAY STREET PARTY



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I/We confirm we will provide receipts and photographs of the event to Ledbury Town Council, within 14 days of the event.

<b>SIGNED:</b>		<b>DATE:</b>
<b>NAME:</b>	JANE T. WILLIAMS	02-04-2025

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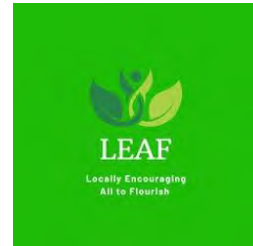
Yes please, I would like to receive communications by social media including Facebook.

Yes please, I would like to receive communications by post.

No, I would not like to receive any further communications other than for the purposes of this application

**Please return completed form by 5pm on Friday 11 April 2025, and addressed to the Town Clerk, Ledbury Town Council, Town Council Offices, Church Street, Ledbury HEREFORDSHIRE HR8 1DH Phone: 01531 632306 email: [clerk@ledburytowncouncil.gov.uk](mailto:clerk@ledburytowncouncil.gov.uk) PLEASE MARK "VE DAY STREET PARTY GRANTS".**

**APRIL 2025**



## **INTRODUCTION**

The purpose of this report for Ledbury Town Council is to update on the work and developments of LEAF (Locally Encouraging All to Flourish) in Ledbury over the past year and to report back on the use of the funds allocated to LEAF by the Council.

LEAF was founded in 2021 to improve the well-being of people in Ledbury. It is funded on an ongoing basis by donations from the local churches and from individuals who live in Ledbury. It continues to rely on the support of grant funding, in addition to donations, to continue to pay the small group of staff it employs. It also has a pool of tireless volunteers to call upon.

## **LEAF SERVICES TO THE TOWN**

LEAF continues to offer a mentoring and counselling service in the local primary schools, and this has now been extended to John Masefield High School.

The Family worker continues to run a Mums and toddler group in the Primary School and her work has been extended to include parenting classes which have been very successful with participants wanting more.

At Ledbury Primary School, Head Teacher Rachel Ussher says, “LEAF is doing amazing things here, literally life changing. We invest as much as we can in pastoral support, but we would never be able to afford what we get through LEAF.”

LEAF ran free family activity days across last year in the churches and in the community hall. The summer fun days were enhanced by the purchase of a plancha grill which enabled LEAF volunteers to cook over 100 burgers and hot dogs at each event. The grill had been funded by Tesco through their blue counter scheme.

This year’s Christmas Day lunch for single people was a huge success with 46 meals being cooked. The knit and crochet group recently celebrated its second birthday and continues to provide friendship to people in the town. LEAF also works in collaboration with Christians Against Poverty, employing a Debt Counsellor one day a week. Last year alone the service helped to release people from the burden of over £100,000-worth of debt.

## **CHANGES OVER THE YEAR**

In April 2024, LEAF was notified that it would receive a significant funding boost with a grant from the Safer Communities fund from Herefordshire Council and West Mercia Police. This funding provided a one- year grant from June 1 2024 to expand the family worker services at the primary school and to employ an individual one day per week to offer alternative provision to a small group of boys at Ledbury Primary school. It also enabled LEAF to employ a Youth worker.

On August 1 2024 LEAF took over the lease of St Katherine's Hall, Ledbury, and a Youth Drop- In service, started two days per week in the autumn.

### **SERVICES FUNDED BY LEDBURY TOWN COUNCIL**

From April 2023, Ledbury Town Council awarded LEAF £10,440 for each of three years. The funding was divided

Listening and Guidance Service at Ledbury Health Partnership	£5,000
Individual one on One Counselling	£5,040
Kintsugi Emotional Well-being Courses	£ 400.

£5,000 for the Listening and Guidance service pays for one Chaplain to work one day per week and to cover the insurance costs of the service.

£5,040 pays for 3 hours per week of individual one on one counselling for 48 weeks of the year.

£400 is a contribution to the journals for the people enrolled on the Kintsugi emotional well-being courses

### **LISTENING AND GUIDANCE SERVICE**

Over the last year LEAF has run a total of 8 sessions of support per week (a session being a half day). In addition to the day paid for by the Town Council Grant, LEAF funds another day through contributions from individuals and churches in the town. The remaining 4 sessions are provided by two volunteer chaplains.

Over the year they saw 116 referrals from the GP practice. An additional 14 people declined the service. Clients were both male and female and their ages ranged from 18 to 93 years.

Currently there is also a waiting list of 28 people. Unfortunately, such is the demand for the service, that for the third time in this 12-month period LEAF have had to temporarily close the waiting list to new referrals. (As of 17<sup>th</sup> March).

Listening and Guidance (L&G) continues to provide a life changing service, with the average uplift over the twelve months in the Warwick and Edinburgh Wellbeing Score (WEMWBS), being 15 points. (6 is a significant improvement)

Examples of this change include:

- a. Lady with past trauma who has improved after L&G with special work on trauma and her Wellbeing score has increased by 29 points
- b. Lady with worsening long-term anxiety: after 3 sessions has turned this around already reflected in an 18-point increase in Wellbeing score.
- c. Another person's feedback: "I'm in a good place and feel I'm happy to end our sessions. I'm managing to deal with my anger and anxiety in way that isn't as detrimental .... I'm finding I can let things go quicker and feel happier quicker.... Doing well....life is moving in a much happier and positive direction. I want to say a huge thank you for all your help and support. I often hear your voice when handling situations and emotions. My favourite being leave it to a higher power! ??"

Many from the service are referred on to either a Kintsugi emotional well-being course or to LEAF one to one counselling.

### **KINTSUGI EMOTIONAL WELL BEING COURSES**

LEAF volunteers ran two 12-week courses last year, in the Spring and Autumn of 2024. The courses had 10 attendees on average, with ideally no more than 12 attending at one time. The Ledbury Town Council grant enables each attendee to have their own personal journal.

Feedback from the courses is very positive. Below are some examples

#### **Kintsugi Hope feedback from course members**

- Please keep this group going as it's so supportive with everyone's challenging issues and needs. It's a life line to freedom.
- I didn't know what to expect but it proved to be a loving and kind group/place to go to discuss issues brought up by the topic of the week with the help and guidance of the leaders.
- Everyone should have the opportunity to attend a Kintsugi group because at some point we all feel broken.
- I would highly recommend this group to anyone with mental health issues
- I'm more peaceful.
- I'm more positive.
- The group leaders have been fantastic, I've learnt from them, other group members and I feel I've taken so much away from it.
- I looked around at everyone's faces and I saw they'd all blossomed since the first week.

### **LEAF COUNSELLING SERVICES**

Counselling services locally are also overstretched and either have closed lists or maintain long waits. By LEAF offering a counselling service to those referred on by the L&G service, the improvement in people's mental health can be maintained. This means that individuals who are struggling with anxiety, depression, unable to cope, and often unable to work during this period, can turn their lives around and begin to play a full part in society.

LEAF purchases counselling sessions from two counsellors. Both are accredited practitioners with BACP. LEAF purchased 279 sessions over the 12 months, of which 144 were funded through the Ledbury Town Council grant. The remaining sessions were funded by donations. At the end of December there were 11 people on the waiting list.

Feed-back from those benefitting is very encouraging. Below are some examples of what has been said:

#### **LEAF Counselling feedback from clients**

- It was such a life saver to have free counselling!
- I couldn't believe the kindness in being offered counselling charitably when my challenges were stopping me from working and unable to pay.

- I feel very fortunate to have been able to have this counselling and listening therapy, I wish there was more available for others.
- I really believe that the services offered as a charity, makes a profound difference to people's lives, by providing the right support to the people who might otherwise lack it.
- Thank you again to everyone that provides this amazing service.
- So supportive, kind and caring.
- I felt completely safe
- I was able to be accepted, listened to and to be understood from every angle
- Paced and handled brilliantly
- Nothing forced
- No pressure or judgement
- A place of acceptance, understanding and peace with the issues I was struggling with.
- It's been an enormous help to me.
- I feel a stronger and more confident person.
- I have stopped worrying about situations.
- It has really has changed my life for the better.
- I feel much more capable to handle any difficulties that may arise in the future.
- I learned various tools to deal with different challenging emotions, simple, but so powerful, and explained in an easy and inspirational way.
- It helped me to identify different patterns of behaviour in my mind and to understand where they came from.
- It has helped me cope, understand and deal with conflicting and difficult emotions that have arisen.
- The new, refreshing perspective on things really got me back on track to recover and heal.
- It helped me sort through my thinking in a way which really supported my mental health.
- Truly transformative.

## **CONCLUSIONS**

As you can see from the report, LEAF is making quite an impact across the town and has made significant strides in the 4 years since it was formed. The funding base of donations has grown in this time, but LEAF remains dependent upon local authorities recognising the value of the services that are being offered to Ledbury. We encourage Ledbury Town Council to continue to support this transformative work. LEAF will be seeking additional grant funding over the next 12 months, hopefully with another three-year grant. The stability offered with three- year funding has made a considerable difference to the work of the charity.

<b>FULL COUNCIL</b>	<b>17 APRIL 2025</b>	<b>AGENDA ITEM: 15</b>
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Report prepared by Angela Price – Town Clerk

**OUTCOME OF CODE OF CONDUCT COMPLAINT – REFERENCE 2024-25  
COC093 STANDARDS PANEL HELD ON 2 APRIL 2025**

**Purpose of Report**

The purpose of this report is to inform Members of the outcome of a Standards Panel Hearing held on 2 April 202 in respect of a complaint lodged against Councillor Bradford.

**Detailed Information**

Attached is a copy of the Standards Panel Decision Notice in respect of Code of Conduct Complaint 093.

Members will note that there are three recommendations within the Decision Notice which Ledbury Town Council are required to give consideration to which are included below:

1. That Councillor Bradford should apologise to the complainant for his poor judgement in his handling of interactions and its impact on the complainant. The wording of the apology should be agreed by the Monitoring Officer as far as scope and tone is concerned before it is sent to the complainant.
2. Councillor Bradford should undertake training focussed on member responsibilities around dignity and respect, to be arranged by Ledbury Town Council, within three months of the Decision Notice.
3. The Chairperson of the panel write to the Clerk of Ledbury Town Council to determine what support, processes or procedures could be considered, to try to build trust and confidence between Councillor Bradford and the complainant. If the panel considers they are appropriate, then such will be a recommendation of the panel to the Town Council to implement.

**Recommendation**

1. Members are requested to give consideration as to whether to accept the three recommendations set out in the Standards Panel Decision Notice as follows:
  1. That Councillor Bradford should apologise to the complainant for his poor judgement in his handling of interactions and its impact on the complainant. The wording of the apology should be agreed by the Monitoring Officer as far as scope and tone is concerned before it is sent to the complainant.

2. Councillor Bradford should undertake training focussed on member responsibilities around dignity and respect, to be arranged by Ledbury Town Council, within three months of the Decision Notice.
  3. The Chairperson of the panel write to the Clerk of Ledbury Town Council to determine what support, processes or procedures could be considered, to try to build trust and confidence between Councillor Bradford and the complainant. If the panel considers they are appropriate, then such will be a recommendation of the panel to the Town Council to implement.
2. That if Members resolves to implement all three recommendations as detailed above, the Resources Committee be delegated to consider an appropriate response on point 3 to be informed by consultation with both parties.





## STANDARDS PANEL DECISION NOTICE

### Complaint Number COC093 Councillor Tony Bradford of Ledbury Town Council

On 18 November 2024, the Council received a complaint that Councillor Bradford had failed to comply with the Code of Conduct of Ledbury Town Council. The complainant alleged that Councillor Bradford had failed to observe the Code of Conduct for members, adopted by Ledbury Town Council.

Following initial assessment, the Monitoring Officer, having consulted with two of the Council's Independent Persons, decided that the matter should be formally investigated.

The events giving rise to the complaint are described in the investigation report dated 05 February 2025, completed by a Senior Governance Lawyer. The investigator concluded that Councillor Bradford had breached the Code of Conduct of Ledbury Town Council.

The Monitoring Officer agreed with the investigator's findings and considered the options available to her upon completion of a formal investigation.

The Monitoring Officer wrote to Councillor Bradford and proposed to resolve the matter informally, including an apology to the complainant. In an email dated 13 February 2025, Councillor Bradford replied to say that he would not agree to such informal resolution.

Accordingly, the Monitoring Officer decided that the matter could not be resolved other than by a hearing. The Monitoring Officer consulted with two of the Council's Independent Persons, who agreed with this decision. As Councillor Bradford rejected the resolution offered, the Monitoring Officer referred the matter and jurisdiction for a decision, to the Standards Panel.

### ALLEGED BREACHES

The complaint against Councillor Bradford can be summarised in two parts that both relate to the same incident. The incident occurred on the 29 October 2024 at the reception area of the offices of Ledbury Town Council.

1. Inappropriate Joke – that during the incident, Councillor Bradford allegedly told the complainant a sexually inappropriate joke. This was considered under the following paragraphs of the LTC Code of Conduct:

*1.2 I treat local authority employees with respect and respect the role they play;*

*2.1 I do not bully any person;*

*2.3 I promote equalities and do not discriminate unlawfully against any person.*

*2.2 I do not harass any person*

2. Response of Councillor Bradford to the complainant's objection about the joke – when the complainant objected to the joke being told, Councillor Bradford asked whether she would report him and then said that he would simply deny it. He is alleged to have replied that he would 'deny, deny, deny'. This was considered under the following paragraphs of the Ledbury Town Council Code of Conduct:

*2.1 I do not bully any person;*

*6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else;*

*8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.*

## **DECISION**

### Inappropriate Joke

In relation to Councillor Bradford telling the complainant a joke at Ledbury Town Council offices on 29 October 2024, the panel considered the following matters:

- Councillor Bradford told the joke using words which he agrees were spoken by him, these were intended to be humorous. The words were misheard. However, the words were not received as humorous by the complainant (even with the misheard single word). The panel agreed that the content of the joke could only be considered as of a sexual nature.
- Councillor Bradford had showed poor judgement in telling the joke and then not taking the opportunity to defuse the situation. The panel were disappointed that Councillor Bradford had allowed this complaint to get this far. Although the panel did not consider there was malice by Councillor Bradford in telling the joke, he has demonstrated poor judgement and actions that are ill considered.
- It was discussed whether the joke, irrespective of whether it had been heard correctly, was inappropriate. The panel consider it was wrong when Councillor Bradford did not know the complainant well.
- The panel explored and considered the joke further and concluded that whether it had been told in 1<sup>st</sup> or 3<sup>rd</sup> person didn't excuse the fact that it was sexual in connotation and therefore inappropriate.
- The panel voted that Councillor Bradford had breached the code.

**The panel agreed Councillor Bradford was in breach of paragraph 1.2 but not of 2.1, 2.2 and 2.3 of the Ledbury Town Council Code of Conduct.**

The panel considered that Councillor Bradford was disrespectful (para 1.2) but it was a single event and he did not intend to bully (para 2.1) or harass (para 2.2) the complainant. Although mindful of the impact on the complainant, the panel did not consider that it amounted to unlawful discrimination or impact equalities (para 2.3).

### Response of Councillor Bradford to the complainant's objection about the joke

This relates to his alleged comments to the complainant that he would "deny, deny, deny" that he had said the joke and his comments that he would report the matter to the relevant authorities.

Views considered in coming to their decision.

- The Panel noted that Councillor Bradford's and the complainant's recollection of this part of the conversation differs. Councillor Bradford appears to be clear about what he didn't say but less clear on what he did say, to conclude the conversation. The complainant provides a clear statement of what was said, which is then corroborated by statements made by other officers. The Panel, as does the complainant, acknowledges that the complainant misheard one word.

- The panel considered that the evidence is finely balanced, Councillor Bradford's own recollection was inconsistent, in that he remembered points perfectly but could not remember what exactly was said. Likewise, the panel considered that the complainant had in turn misheard a word in the joke itself. Although there was corroborating evidence from witnesses, this evidence was based upon the version offered by the complainant. However, the panel considered that the corroborating information was provided to the witnesses soon after the incident and was consistent.
- When considering these multiple factors and on a balance of probabilities, the panel favoured the version of events as presented by the complainant, in that the words 'deny, deny, deny' were said.
- The panel considered the attempts by Ledbury Town Council to mediate the situation. Councillor Bradford's references in this process to reporting the matter to other authorities and further untrue allegations about the complainant's conduct was intimidating, contravening paragraph 8.3 of the Code.
- The panel agreed, in the case of bullying, on the balance of probabilities, that this did occur as the motivation for saying the denial.
- In relation to the further references to reporting the complainant to other authorities and the untrue allegations relating to her conduct, the Panel does not condone such action by Councillor Bradford but understands that he may have acted out of character. However, the Panel concluded that this was an attempt to dissuade the complainant from taking this further and a breach of paragraph 8.3.

**The panel voted that Councillor Bradford was in breach of paragraphs 2.1 and 8.3 but not in breach of paragraph 6.1 of the Ledbury Town Council Code of Conduct.**

#### **STANDARD PANEL'S DECISION AND SANCTION**

The Panel considered that Councillor Bradford had breached the Code of Conduct in relation to both allegations. In relation to determining fair, reasonable and appropriate sanctions.

The Panel considered that it should recommend sanctions that be restorative, rather than punitive and recognised that the complainant had requested certain sanctions and actions be taken.

The Panel determined that this Decision Notice amounts to censure by Herefordshire Council.


The Panel recommended the following actions are taken:

1. Councillor Bradford should apologise to the complainant for his poor judgement in his handling of interactions and its impact on the complainant. The wording of the apology should be agreed by the Monitoring Officer so far as scope and tone is concerned, before it is sent to the complainant.
2. Councillor Bradford should undertake training focussed on member responsibilities around dignity and respect, to be arranged by the Ledbury Town Council, within three months of the Decision Notice.
3. The Chairperson of the panel write to the Clerk of Ledbury Town Council to determine what support, processes or procedures could be considered, to try to build trust and confidence between Councillor Bradford and the complainant. If the panel considers they

are appropriate, then such will be a recommendation of the panel to the Town Council to implement;

The Panel acknowledged that this Decision Notice of the breach would be published by Herefordshire Council in accordance with its adopted procedure.

There is no right of appeal against this decision notice.



.....  
Chair of the Standards Panel  
Cllr David Hitchiner

Dated: 08<sup>th</sup> April 2025

<b>FULL COUNCIL</b>	<b>17 APRIL 2025</b>	<b>AGENDA ITEM: 17</b>
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Report prepared by Angela Price – Town Clerk

## **PLANNING CONSULTATIONS**

### **Purpose of Report**

The purpose of this report is to provide Members with a list of Planning Consultations received from Herefordshire Council.

### **Detailed Information**

Below is a list of planning consultations received from Herefordshire Council for comment from Ledbury Town Council, as a Statutory Consultee.

		<b>Deadline for comments/ determination</b>	<b>Application details</b>
1.	<a href="#"><u>250727</u></a>	Deadline date for comments <b>16/04/2025</b> Target determination date <b>29/04/2025</b>	Proposed single storey front extension – <b>14 Homend Crescent, Ledbury, Herefordshire, HR8 1AJ.</b>
2.	<a href="#"><u>250622</u></a>	Deadline date for comments <b>26/04/2025</b> Target determination date <b>12/05/2025</b>	Proposed erection of 5 dwellings, new vehicle and pedestrian access, landscaping and associated works – <b>Land at Ledbury Road, Wellington Heath, Ledbury, Herefordshire, HR8 1NB.</b>
3.	<a href="#"><u>250902</u></a>	Deadline date for comments <b>17/04/2024</b> Target determination date <b>13/05/2025</b>	Application to vary the section 106 agreement of application 171532 – to modify the Agreement by amending the definition and location of Canal Corridor Land. – <b>Land North of Viaduct, Adjoining Orchard Business Park, Ledbury, Herefordshire.</b>

### **Recommendation**

Members are requested to give consideration to the above planning consultations and provide relevant comments where applicable to be submitted to Herefordshire Council accordingly.



Planning Decisions Log

Planning App	Details	Case Officer	LTC's Recommendation	HFDS Decision
<b>LTC MEETING 9 JANUARY 2025</b>				
<a href="#">241791</a>	Proposed detached two storey dwelling with frontage parking – <b>Land at 23 Homend Crescent, Ledbury, Herefordshire, HR8 1AL</b>	tbc	No objection	No decision
<a href="#">242783</a>	A hybrid planning application for full planning permission for the erection of a Day Nursery (Use Class E(f)) and Foodstore (Use Class E (a)) including access, car parking, landscaping and associated work; & an application for outline planning permission for the erection of a medical centre (Use Class E(e)), with access to be determined and all other matters reserved. – <b>Land South of Leadon Way (A417) and East of Dymock Road (B4216) Ledbury, Herefordshire</b>	OJ	Referred to Major Planning applications meeting	No decision
<a href="#">242956</a>	Proposed damp proofing to be applied to masonry walls with internal finish being re-applied in a like for like manner – <b>82 The Homend, Ledbury, Herefordshire, HR8 1BX</b>	AM	No objection	No decision
<a href="#">243021</a>	New refurbished external fascia, new TSB canister sign mounted externally over the entrance door, TSB web sign, vinyl to window and refurbished 'like for like' projecting sign – <b>The Homend, Ledbury, Herefordshire, HR8 1BN</b>	FG	No objection	No decision
<a href="#">243121</a>	Proposed ground floor rear extension – <b>58 Bridge Street, Ledbury, Herefordshire, HR8 2AH</b>	FG	No objection	No decision
<b>LTC MEETING 23 JANUARY 2025</b>				
<a href="#">250134</a>	T1 -Yew overhanging conservatory, reduce lateral branches overhanging conservatory roof by approximately 2 metres to suitable live point. T2 - Two Yews in garden, remove low branches on main stems to leave clear main stems. T3 - Sycamore on lower boundary with grass field, remove small low branches on main stem to leave a	AC	No objection	No decision

	clear stem to main fork. Reasons - encroaching on building and shading vegetable garden – <b>Upper Hall Lodge, Ledbury, Herefordshire, HR8 1JA</b>				
<a href="#">243014</a>	Proposed refurbishment works to the front elevation of the TSB Branch to change the branding including the replacement of the existing fascia, new TSB cannister sign, web sign and replacement projecting sign,, internally new furniture and fittings, decorations as highlighted on plans – <b>17-8 The Homend, Ledbury, Herefordshire, HR8 1BN – LISTED BUILDING CONSENT</b>	<b>AM</b>	No objection	No objection	<b>No decision</b>
<a href="#">243214</a>	Proposed installation of new external CCTV cameras to Church Street and Church Lane elevations. Replacement of and improvements to existing internal CCTV installations. Installation of new grab rails to emergency exit door – <b>Ledbury Town Council, Church Lane, Ledbury, Herefordshire, HR8 1DL</b>	<b>AM</b>	Conflict of Interest – Provided for information only	Conflict of Interest – Provided for information only	<b>No decision</b>
<a href="#">243215</a>	Proposed installation of new external CCTV cameras to Church Street and Church Lane elevations. Replacement of and improvements to existing internal CCTV installations. Installation of new grab rails to emergency exit door – <b>Ledbury Town Council, Church Lane, Ledbury, Herefordshire, HR8 1DL – LISTED BUILDING CONSENT</b>	<b>AM</b>	Conflict of Interest – Provided for information only	Conflict of Interest – Provided for information only	<b>No decision</b>
<b>LTC MEETING 20 FEBRUARY 2025</b>					
<a href="#">250276</a>	Minor alterations to a previous proposal approved in 2019 (P184277/L & P184276/F). Conversion of existing swimming pool, gymnasium, and function room into letting rooms. Structural repairs to the roof. <b>25 High Street, Ledbury, Herefordshire, HR8 1DS</b>	<b>Awaiting allocation</b>		Whilst LTC do not have any particular objections to this application concerns were raised that this is more of an upscaling than a minor alteration – whilst LTC recognises increase hotel space in the town is a good thing, but it must	<b>No Decision</b>



				be weighed against the loss of the function room. Concerns were also raised in respect of potential parking and vehicle movements that may arise from the changes.	
<a href="#"><u>250277</u></a>	Minor alterations to a previous proposal approved in 2019 (P184277/L & P184276/F). Conversion of existing swimming pool, gymnasium, and function room into letting rooms. Structural repairs to the roof. <b>LISTED BUILDING CONSENT</b> <b>25 High Street, Ledbury, Herefordshire, HR8 1DS</b>	<b>Awaiting allocation</b>	<b>No Decision</b>	Whilst LTC do not have any particular objections to this application concerns were raised that this is more of an upscaling than a minor alteration – whilst LTC recognises increase hotel space in the town is a good thing, but it must be weighed against the loss of the function room. Concerns were also raised in respect of potential parking and vehicle movements that may arise from the changes.	<b>No Decision</b>
<a href="#"><u>250279</u></a>	Proposed side extensions and replacement garage. <b>25 Elmsdale Road, Ledbury, Herefordshire, HR8 2EG</b>	<b>Awaiting allocation</b>	<b>No Decision</b>	No Objection	<b>No Decision</b>
<a href="#"><u>250344</u></a>	Proposed single storey side extension to replace existing dilapidated sun room. <b>Old Pasture, Hillfield Drive, Ledbury, Herefordshire, HR8 1BH</b>	<b>Awaiting allocation</b>	<b>No Decision</b>	No objection – however consideration should be given to the appropriate	<b>No Decision</b>

				surface finishes and materials used to ensure they compliment the existing building.	
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<b>FULL COUNCIL</b>	<b>17 APRIL 2025</b>	<b>AGENDA ITEM: 19</b>
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Report prepared by Angela Price – Town Clerk

**CORRESPONDENCE FROM CHAIR OF WELLINGTON HEATH PARISH COUNCIL**

**Purpose of Report**

The purpose of this report is to provide Members with correspondence received from the Chair of Wellington Heath Parish Council in respect if road safety matters.

**Detailed Information**

The following correspondence has been received from the Chair of Wellington Heath Parish Council.

*“Wellington Heath Parish Council is involved in some work to improve road safety in Staplow, which is mainly in the parish, partly in Bosbury. As a result of a road safety survey last year, we are planning to make a grant application to the West Mercia Police Commissioner's Community Fund (Road Safety). It will be a package to include 2 Speed Indicator Devices (SIDs), installation costs, and white gates at the entrance to Staplow.*

*My understanding is that the left-hand verge as you enter Staplow from the south is in Ledbury parish. As you will see from the attached location maps (which have been approved by Herefordshire traffic management team) one SID and one white gate would be on that verge. If you have any issues with this, please let me know.”*

**Recommendation**

That Members receive and note the above information and advise the Clerk of any issues to be fed back in respect of the citing of the SID's and Gates.

## Staplow White Gates

Natalie's letter 9 Aug 24

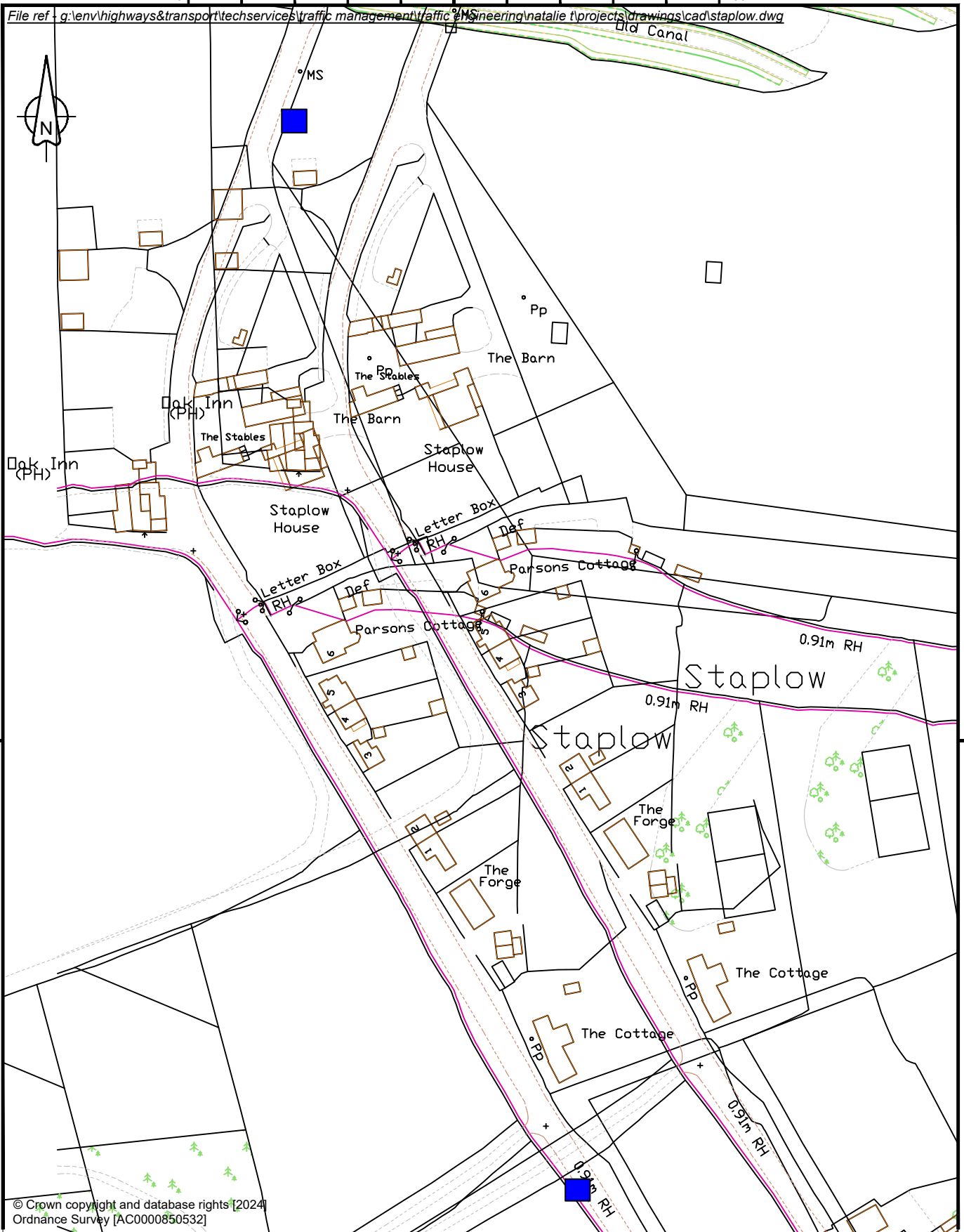
Ideally the best suited place for village gates would be to have them installed at the speed terminal points when entering the village we find that this has the biggest impact on the road user signalling that they are entering a built up area and maintains consistency around the county, you can find several examples of this across the county such as Edwiyn Ralph, Whitney on Wye, Aymestrey, Bosbury and so on.

During my site visit both speed terminal points in Staplow have sufficient verge width to facilitate various designs of village gates.

Location images sent to Joe Grice 6 July 2024







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Ordnance Survey [AC0000850532]

P1	First issue			
Rev	Revision details	Chkd	Appd	Date
Drawn:	N.T	Preliminary	<input checked="" type="checkbox"/>	
Design:	N.T	For comment	<input type="checkbox"/>	
Chkd:		For tender	<input type="checkbox"/>	
Appd:		For construction	<input type="checkbox"/>	
Date:		As constructed	<input type="checkbox"/>	
		Other	<input type="checkbox"/>	

Project Name	
<b>Staplow</b>	
Drawing Title	
<b>SID Location Proposals</b>	
Original Drg Size : A4	Dimensions : -
Scale : N.T	Page 3393 of 3412



**Herefordshire Council**

Drawing No	Rev
	<b>P0</b>



<b>FULL COUNCIL</b>	<b>17 APRIL 2025</b>	<b>AGENDA ITEM: 20</b>
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Report prepared by Angela Price – Town Clerk

## **TO REVIEW COUNCIL'S S106 WISH LIST**

### **Purpose of Report**

The purpose of this report is to ask Members to review the Council's S106 to ensure that the content is relevant to the types of community benefits or infrastructure the council would like to see funded through the Section 106 agreements.

### **Equality Duty**

Under section 149 of the Equality Act 2010, the "general duty" on public authorities is set out as follows:

A public authority must, in the exercise of its functions, have due regard to the need to:

- a. eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- b. advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- c. foster good relations between persons who share a relevant protected characteristic and person who do not share it.

The public sector equality duty (specific duty) requires Ledbury Town Council to consider how it can positively contribute to the advancement of equality and good relations and demonstrate that they are paying 'due regard' in their decision making in the design of policies and in the delivery of services.

### **Detailed Information**

A Section 106 (S106) wish list is a document or list used by local councils or planning authorities to outline the types of community benefits or infrastructure they would like to see funded or supported through Section 106 agreements.

The purpose of a S106 Wish List is to:

#### **1. Identify Local Priorities**

It helps the local authority identify and communicate the specific needs of the community—such as schools, parks, health facilities, transport, affordable housing, or public art.

## **2. Guide Developer Contributions**

When developers submit planning applications, the wish list helps guide negotiations on what planning obligations (in cash or kind) should be included as part of the development.

## **3. Increase Transparency**

It gives the public and stakeholders visibility into what the council is aiming for, promoting transparency and potentially community involvement in shaping priorities.

## **4. Support Strategic Planning**

Helps the council align contributions with wider strategic goals—like regeneration projects, climate initiatives, or urban improvements.

## **5. Maximize Community Benefits**

Ensures that new developments help mitigate their impact by contributing directly to local infrastructure and community services that will support the incoming population.

### **Example Items that could be included on a S106 Wish List are:**

- Funding for a new GP surgery in a growing area
- Improvements to nearby roads or pedestrian pathways
- New or improved play areas or sports facilities
- Affordable housing quotas
- Public transport enhancements
- Contributions toward school expansions

Attached is a copy of the Council's S106 Wish List which was last reviewed in October 2023.

It is good practice for Parish Council's to review their S106 Wish List annually and therefore Members are requested to give consideration to the attached list and consider whether there are any items that should be removed, amended or added to the current Wish List.

It is unclear by the colour coding within the Wish List which are considered higher priority than others and it would be helpful if, when reviewing the list, Members could indicate their preferred priorities which can then be indicated in a clearer way than that in place.

### **Recommendation**

1. That Members review the attached S106 Wish List and give agree whether any items should be removed, amended or added to the list.



2. That Members agree the priorities of each item on the amended list and agree a method of recording this within the list to clearly identify high to low priorities.
3. That a final copy of the list be submitted to Planning Officers at Herefordshire Council.



**LEDBURY TOWN COUNCIL**

**S106 WISH LIST AGREED AT A MEETING OF COUNCIL  
HELD ON 11 OCTOBER 2023**

<b>Project / Works Description</b>	<b>Project / Works Description</b>	<b>Priority</b>
Public green space	Development of an additional park/green space including a recreation ground at the viaduct site	Green
	Improved lighting at the Recreation Ground & Town Trail i.e. installing solar/movement activated lighting	Red
	Picnic area at the Recreation Ground	Green
	Improve landscaping and flow on the river	Green
Paths & cycleways	Improved existing provision:	Red
	Installing solar/movement activated lighting on Town Trail	Red
	All-weather path surface on Town Trail & riverside walk	Amber
	Widening of the Orchard Lane cycle/footbridge on Town Trail	Red
Play/exercise equipment	Improved play equipment in residential areas, e.g. New Mills, Deer Park	Amber
	Running/Trim-trail round town	Green
Youth/Teen provision	Provision of a Youth Centre in the form of a coffee bar/drop-in centre.	Red
	Creative workshop facilities particularly for young people i.e. rehearsal rooms, recording suite, wet art room, technology suite	Red
	Lifelong learning workshop facility	More details required
Additional sports provision	Athletics track	Green
	Range of facilities appealing across wider gender and age ranges e.g. Padel, short tennis, netball, indoor tennis/bowls centre.	Green
Town centre improvements	More urban trees	Amber
Transport & Highways	Better pedestrian provision - wider pavements	Red
	Mini roundabout JMHS/Mabels Furlong	Green
Car Parking & Traffic	Pedestrian crossings at key points, e.g. Gloucester Road near Biddulph Way and Hereford Road near Saxon Way and the new Viaduct site	Red
	Remodelling of road junctions in Bye-Bridge- Lower Rd, Woodleigh Rd & Little Marcle Rd	Red
Community areas	Litter and dog poo bins around town	Amber
	Improved and additional notice boards	Amber
	Redevelopment of Lawnside Road area	More details required

	Public toilet on the Recreation Ground	Green
Healthcare & Emergency Services	Combined blue-light facility close to bypass	Green
	Proper hospital nursing facilities for convalescence	Green

Our ref: CS 12301230

24 March 2025

Ledbury Town Council

By Email: [clerk@ledburytowncouncil.gov.uk](mailto:clerk@ledburytowncouncil.gov.uk)

Avison Young  
6th Floor  
11 York Street  
Manchester  
M2 2AW

Dear Sir/Madam,

**PROPOSED BASE STATION UPGRADE AT WALLSHILL FARM, HEREFORD ROAD, LEDBURY, HEREFORDSHIRE, HR8 2PR (NGRs: E 369466 / N 238000)**

Cornerstone is the UK's leading mobile infrastructure services company. We acquire, manage, and own over 20,000 sites and are committed to enabling best in class mobile connectivity for over half of all the country's mobile customers. We oversee works on behalf of telecommunications providers and wherever possible aim to:

- promote shared infrastructure
- maximise opportunities to consolidate the number of base stations
- significantly reduce the environmental impact of network development

Cornerstone are in the process of progressing suitable sites in the Ledbury area for radio base stations that will improve service provision for Vodafone Limited. The purpose of this letter is to consult with you and seek your views on our proposal before proceeding with the works. We understand that you are not always able to provide site specific comments, however, Cornerstone and Vodafone Limited are committed to consultation with communities for mobile telecommunications proposals and as such would encourage you to respond.

As part of the operator's network improvement program, there is a specific requirement for a radio base station upgrade at this location to replace existing equipment with the latest technologies, which will improve existing coverage provisions for better signal strength, capacity and speed.


Mobiles can only work with a network of base stations in place where people want to use their mobile phones or other wireless devices. Without base stations, the mobile phones, and other devices we rely on simply won't work.

**In the first instance, all correspondence should be directed to the agent.**

Cornerstone Planning Consultation Letter to Councillors - Reg 5 V.3 – 15/04/2021

Registered Address:

Cornerstone Telecommunications, Infrastructure Limited,  
Hive 2, 1530 Arlington Business Park, Theale, Berkshire, RG7 4SA.  
Registered in England & Wales No. 06087551.  
VAT No. GB142 8555 06

 Cornerstone, Hive 2,  
1530 Arlington Business Park,  
Theale, Berkshire, RG7 4SA

Please find below the details of the proposed site and the alternative site options considered and discounted in our site selection process: -

A number of options have been assessed in respect of the site search process and we consider the best solution is as follows:

### **CS 12301230 (Cornerstone, Vodafone Limited) Wallshill Farm**

**Description of Development:** Removal of 4no existing antennas to be replaced with 6no new antennas and other associated ancillary works thereto.

This option has been selected following the operator's sequential approach to site selection whereby existing base stations have been reviewed in the first instance to explore upgrade opportunities that can improve coverage provisions to cater for current and future demands, prior to the exploration of alternative locations for new installations. As the proposed works involve the upgrade of an existing base station, it was therefore not necessary to identify alternative site options in accordance with the Code of Best Practice for telecommunications development as well as national and local planning policy.

As a licensed code operator, a minimalistic approach to design is adopted in every instance to ensure that the least impactful scheme is pursued to ensure the site's overall visual appearance is kept to a technical minimum whilst ensuring the technical objectives of the works remain achievable. Within the technical parameters of each site's requirements, the operator seeks to maintain the minimum level of equipment and scale of works as far as practicable.

The proposed works are minor and will be capable of assimilating into the surrounding environment. In this instance an existing mast will be utilised and the proposed antennas will accommodate existing antenna locations at the top of the mast, which will retain the existing visual appearance of the site. The proposed antennas and ancillary equipment are small in scale, which will assimilate onto the tower with minimal visual impact.

Within the context of the immediate surroundings the extent of proposed changes would be nominally felt, thus preserving the existing character and setting of the surrounding area.


In accordance with planning legislation, the proposed scheme constitutes permitted development and does not require a prior approval/planning application to be submitted to the local planning authority however, a notification letter has been issued to inform them of the operator's intention to utilise permitted development rights for these works.

The Local Planning Authority must register and our records of other potential sites have already been reviewed, the policies in the Development Plan have been taken into account and the planning history of the site has been examined.

**In the first instance, all correspondence should be directed to the agent.**

Cornerstone Planning Consultation Letter to Councillors - Reg 5 V.3 - 15/04/2021

Registered Address:  
Cornerstone Telecommunications, Infrastructure Limited,  
Hive 2, 1530 Arlington Business Park, Theale, Berkshire, RG7 4SA.  
Registered in England & Wales No. 08087551.  
VAT No. GB142 8555 06

 Cornerstone, Hive 2,  
1530 Arlington Business Park,  
Theale, Berkshire, RG7 4SA

All Cornerstone installations are designed to be fully compliant with the public exposure guidelines established by the International Commission on Non-Ionizing Radiation Protection (ICNIRP). These guidelines have the support of UK Government, the European Union and they also have the formal backing of the World Health Organisation. A certificate of ICNIRP compliance will be included with the formal notification to the local planning authority.

We look forward to receiving any comments you may have on the proposal within 14 days of the date of this letter.

Should you have any queries regarding this matter, please do not hesitate to contact me (quoting cell number CS 12301230).

Yours faithfully,



**Mandy Poon MRTPI**

**Associate Planner, Technology**

+44 (0)1619564123 | Mobile +44 (0)7875934974

mandy.poon@avisonyoung.com | avisonyoung.com

6<sup>th</sup> Floor, 11 York Street, Manchester M2 2AW

(for and on behalf of Cornerstone)

Enc. Drawings

**In the first instance, all correspondence should be directed to the agent.**

Cornerstone Planning Consultation Letter to Councillors - Reg 5 V.3 – 15/04/2021

Registered Address:

Cornerstone Telecommunications Infrastructure Limited,  
Hive 2, 1530 Arlington Business Park, Theale, Berkshire, RG7 4SA,  
Registered in England & Wales No. 09067551.  
VAT No. GB142 8555 06



Cornerstone, Hive 2,  
1530 Arlington Business Park,  
Theale, Berkshire, RG7 4SA





ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE  
 N.G.R. E: 369466 N: 238000

DIRECTIONS TO SITE:  
 FROM THE M50 WESTBOUND, EXIT AT JUNCTION 2 AND TURN RIGHT ONTO THE A417 TOWARDS LEDBURY. AT THE ROUNDABOUT TURN LEFT ONTO THE A449. STAY IN THE BYPASS AROUND LEDBURY. AT THE NEW MILLS ROUNDABOUT TURN LEFT ONTO THE A436 HEREFORD ROAD. AFTER APPROX 500 METRES TURN LEFT TO THE FARM YARD TAKE THE LEFT FORK TO THE TRACK, CROSS YARD & UP AN INCLINE PASSING TO THE RIGHT OF THE HIGHEST BARN. TURN LEFT BEHIND BARN AND FOLLOW LOWER TRACK TO SITE COMPOUND ABOUT 300 YARDS

NOTES:

REV	MODIFICATION	BY	DATE
1A	ISSUED FOR PLANNING	NTA	03.25



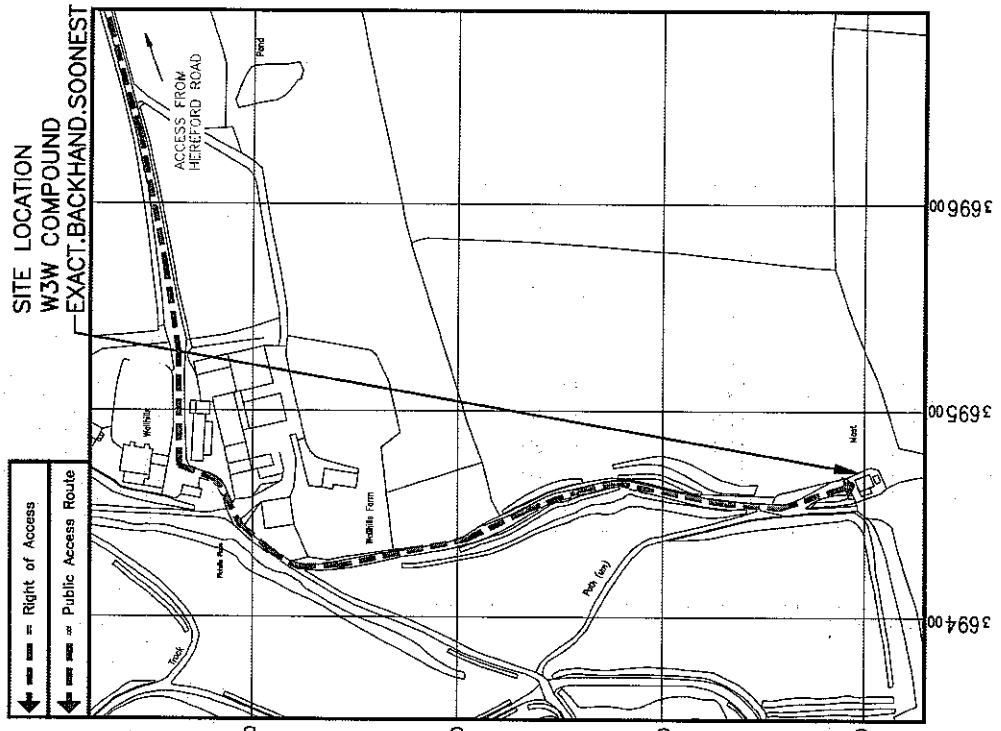
Cell Name	WALLSHILL FARM
Cell ID No	

CSID	V	VF	N/A
12301230	04371_32		
Project No.	N/A		N/A

Site Address / Contact Details  
 WALLSHILL FARM  
 HEREFORD ROAD  
 LEDBURY  
 HEREFORDSHIRE  
 HR8 2PR

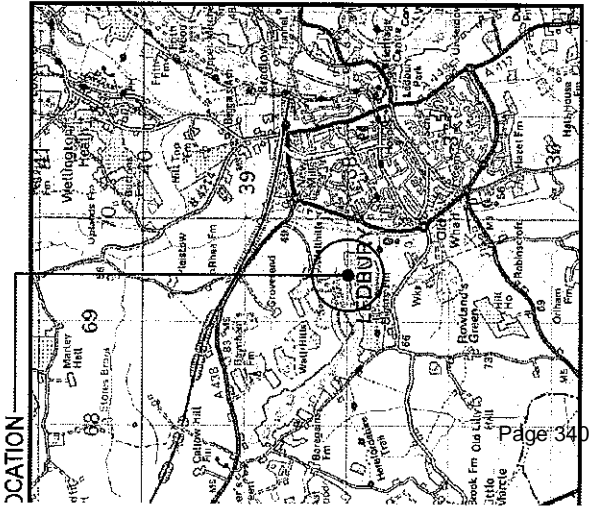
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Purpose of Issue	PLANNING
Drawing Number	100
Survived By	AROMMS
Drawn	NTA
Date	10.03.25
Checked	GF
Issue	1A
Original Sheet Size	A3
Scale	1:2500

SONTOUR version 2.3



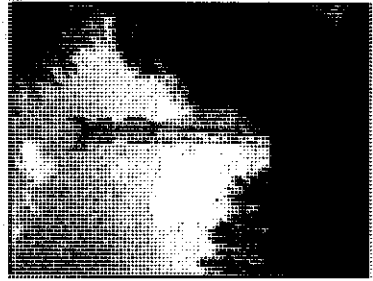
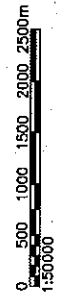
DETAILED SITE LOCATION

(Scale 1:2500)  
 Based upon Ordnance Survey map extract with the permission of the Controller of His Majesty's Stationary Office. Crown copyright. Licence No. 100022432



SITE LOCATION

(Scale 1:50000)  
 Ordnance Survey map extract based upon Landranger map series with the permission of the controller of His Majesty's Stationary Office. Licence No. 100022432. Crown copyright.



SITE PHOTOGRAPH

ALL DIMENSIONS ARE IN mm UNLESS SHOWN OTHERWISE  
 N.G.R. E: 369466  
 N: 1000000

NOTES:

REV	ISSUED FOR PLANNING	MODIFICATION
1A		



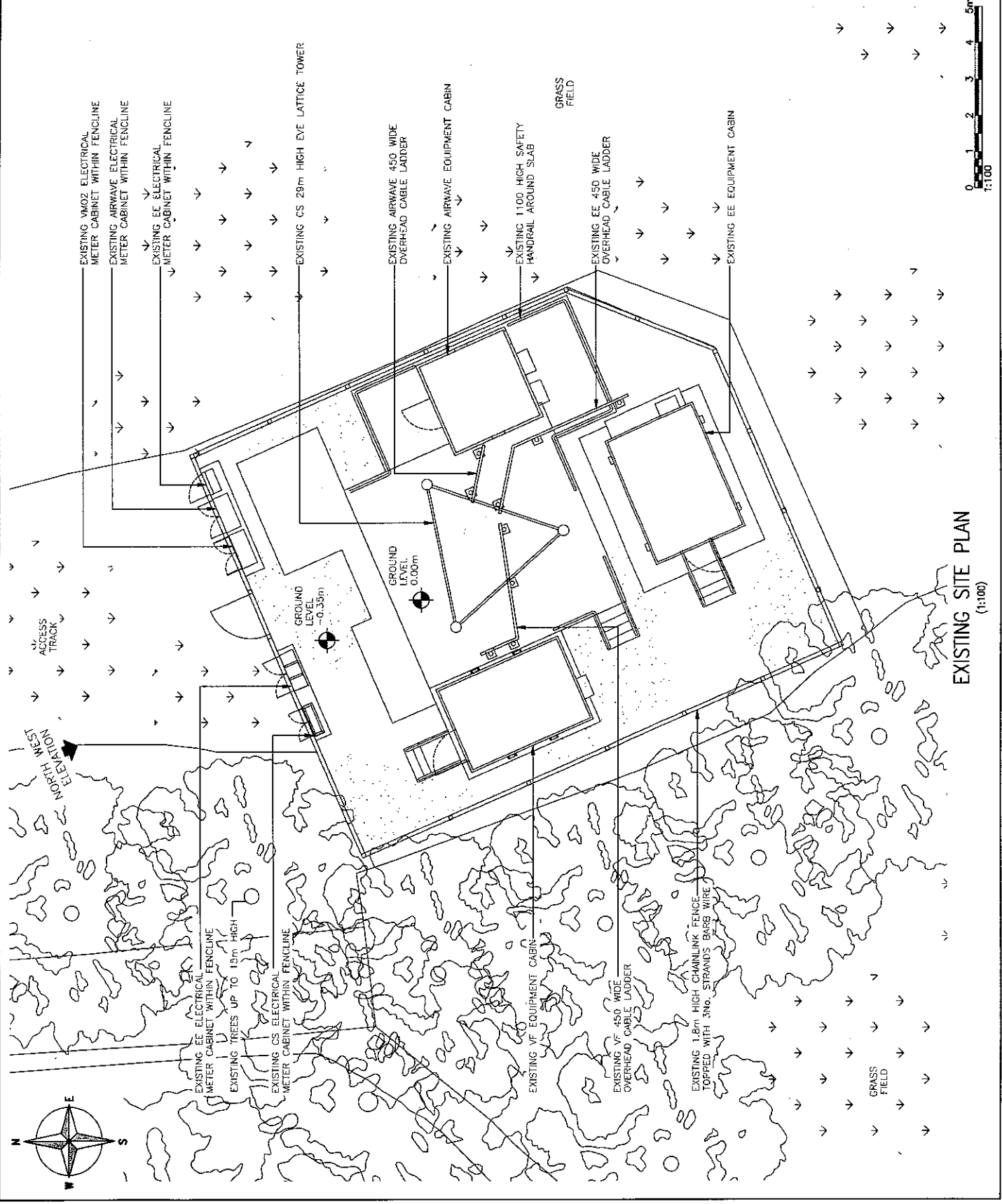
Cell Name	Cell ID No.
WALLSHILL FARI	

CSID	VF	VF
12301230	04371_3	

Protect No.	INA

Site Address / Cont	Planning
WALLSHILL FAR HEREFORD RC LEDBURY HEREFORDSHIRE HR8 2PR	EXISTING SITE I
Drawing Title:	PLANNING
Purpose of Issue:	
Drawing Number:	200

Checked By	Date	Checked By	Date
ARCOMMS	10.03.25		
MFA			





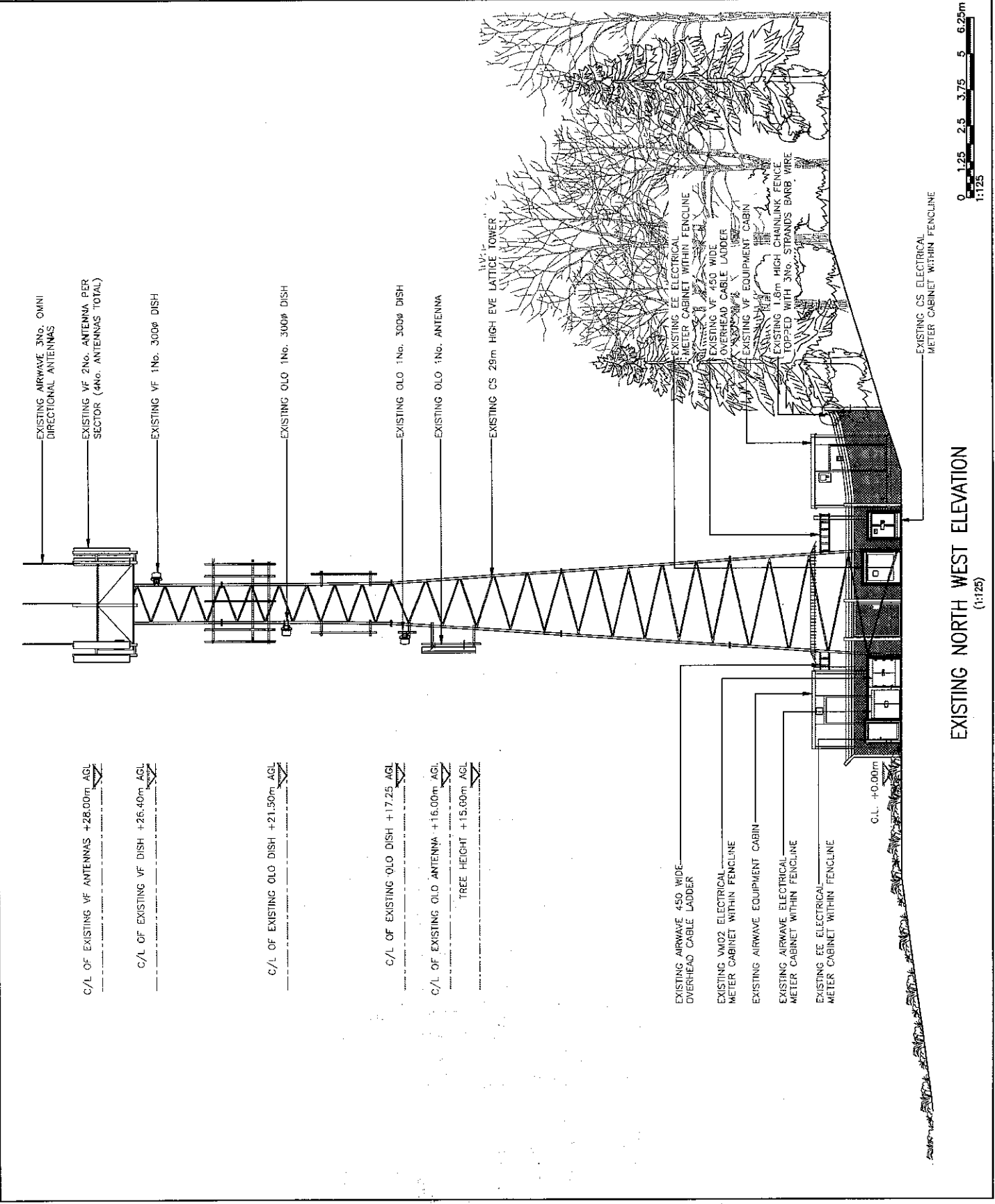
ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE  
 N.G.R. E: 369466 N:  
 NOTES:

1A	ISSUED FOR PLANNING
REV	MODIFICATION



Cell Name	WALLSHILL FAR
Cell ID N	
CSID	12301230
VF	04371_3
Plot No.	-
Site Address / Cont	WALLSHILL FAR HEREFORD ROAD LEDBURY HEREFORDSHIRE HR8 2PR

Drawing Title:	EXISTING ELEV
Purpose of Issue:	PLANNING
Drawing Number:	300
Drawn:	NTA
Checked:	CF
Date:	10.03.23
Scale:	1:125



EXISTING NORTH WEST ELEVATION  
 (1:125)



ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE  
 N.G.R. E: 369466 N: 238000  
 NOTES:

REV	MODIFICATION	DATE
1A	ISSUED FOR PLANNING	10.03.25



Cell Name	Cell ID No
WALLSHILL FARM	

CSID	VF	N/A
12301230	04371_32	

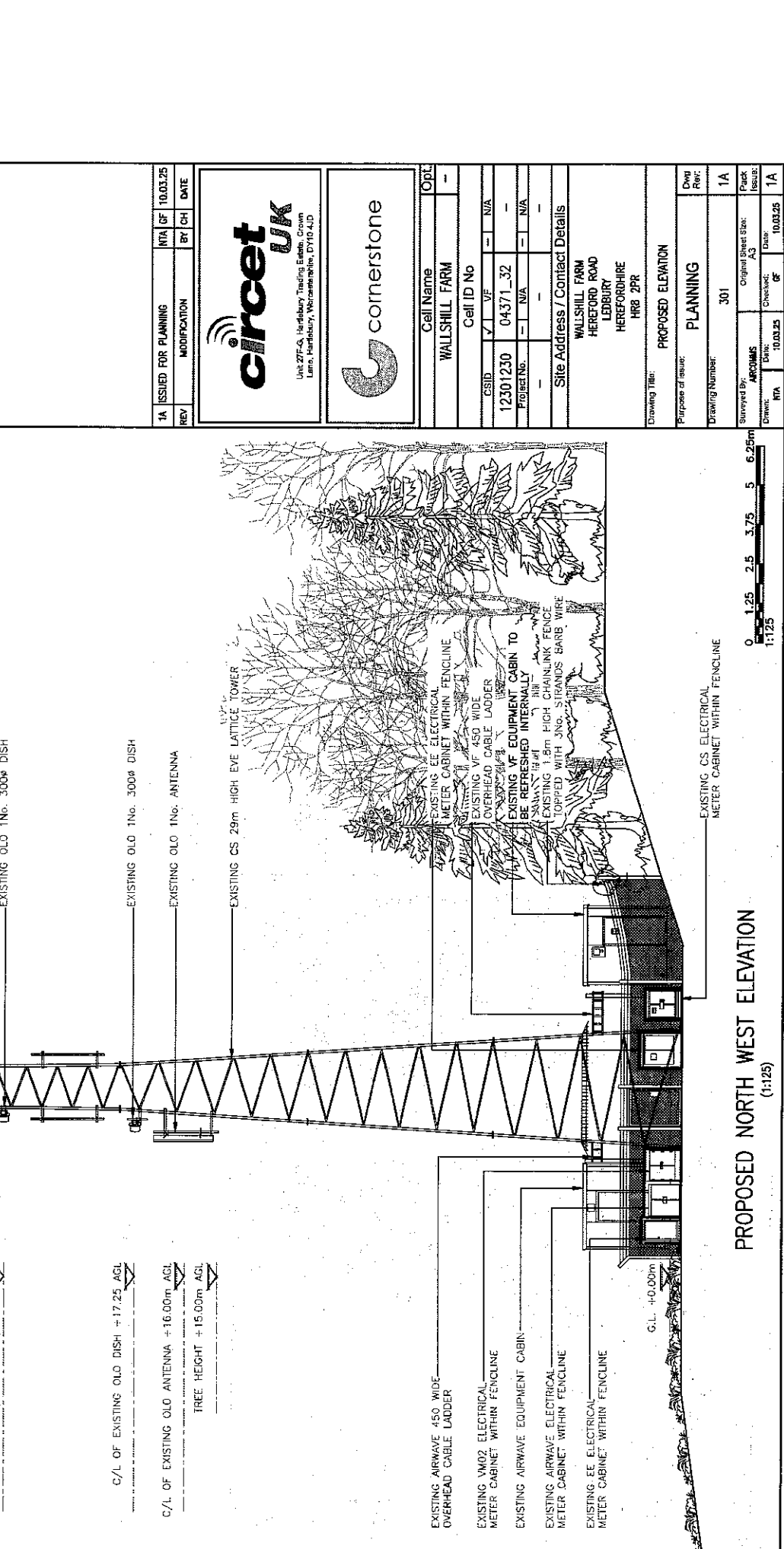
Project No.	N/A	N/A

Site Address / Contact Details	
WALLSHILL FARM HEREFORD ROAD LEBBURY HEREFORDSHIRE HR8 2PR	

Dwg Title	Proposed Elevation
PLANNING	

Dwg Rev	Original Sheet Size	Drawn	Checked	Date	Issue
1A	A3	10.03.25	GF	10.03.25	1A

Drawing Title: PROPOSED ELEVATION  
 Purpose of Issue: PLANNING  
 Drawing Number: 301  
 Survived By: ARJOMMS  
 Drawn: 10.03.25  
 Checked: GF  
 Date: 10.03.25  
 Issue: 1A  
 Scale: 0 1.25 2.5 3.75 5 6.25m  
 1:125



PROPOSED NORTH WEST ELEVATION (1:125)  
 EXISTING CS ELECTRICAL METER CABINET WITHIN FENCELINE  
 EXISTING EE ELECTRICAL METER CABINET WITHIN FENCELINE  
 EXISTING AIRWAVE EQUIPMENT CABIN  
 EXISTING AIRWAVE ELECTRICAL METER CABINET WITHIN FENCELINE  
 EXISTING VM02 ELECTRICAL METER CABINET WITHIN FENCELINE  
 EXISTING AIRWAVE 450 WIDE OVERHEAD CABLE LADDER  
 EXISTING CS 29m HIGH EYE LATTICE TOWER  
 EXISTING OLD 1No. ANTENNA  
 EXISTING OLD 1No. 300Ø DSH  
 EXISTING OLD 1No. 300Ø DISH  
 EXISTING VF 1No. 300Ø DSH  
 PROPOSED VF 6No. RRU PER SECTOR (18No. RRUs TOTAL)  
 PROPOSED VF 1No. ANTENNA PER SECTOR (3No. ANTENNAS TOTAL)  
 PROPOSED VF 1No. ANTENNA PER SECTOR (3No. ANTENNAS TOTAL)  
 EXISTING AIRWAVE 3No. OMNI DIRECTIONAL ANTENNAS  
 G.L. +0.00m  
 Scale: 0 1.25 2.5 3.75 5 6.25m  
 1:125



<b>FULL COUNCIL</b>	<b>17 APRIL 2025</b>	<b>AGENDA ITEM: 22</b>
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Report prepared by Angela Price – Town Clerk

**TO REVIEW PARTNERSHIP WORKING BETWEEN LOVE LEDBURY AND LEDBURY TOWN COUNCIL IN RESPECT OF BYE STREET TOILETS**

**Purpose of Report**

The purpose of this report is to provide Members with a review on how the partnership between Love Ledbury and Ledbury Town Council has worked and details of the cost to maintain the toilets during the trial period.

**Detailed Information**

As Members are aware at a meeting of Council held on 10 October 2024 it was resolved that

- 1. Ledbury Town Council and Love Ledbury enter into a 6-month trial, whereby Ledbury Town Council will take on the management of the toilets on Bye Street.**
- 2. The Clerk be authorised to sign the Partnership Agreement between Ledbury Town Council and Love Ledbury, on behalf of the Council.**
- 3. That the Clerk follow up with the Estates Officer in respect of a condition survey of the Bye Street Toilets.**

Subsequently, the Partnership Agreement was signed by both parties and the trial commenced.

It has now been just over six months since this agreement was entered into and therefore necessary to undertake a review of how the partnership has been working, the cost incurred by the Council and any pitfalls that need to be addressed prior to consideration being given to making this a permanent agreement.

As per the request above the Estates Officer at Herefordshire Council was asked to provide a condition survey of the Bye Street Toilets; this was provided to Members at their meeting held on 6 March 2025 and it was noted that there were some minor repairs required, but that these would all fall within the remit of Herefordshire Council and the Clerk was instructed to request a timetable for when the works to Bye Street Toilets will be carried out.

An email has been sent requesting this information, however due to the departure of the Estates Officer from Herefordshire Council no details have been provided as yet.

During the trial period the opening, closing and cleaning of the toilets has fallen to the Maintenance Operative as part of their role; this was included in their job description from inception in readiness for the Council either entering a partnership or taking on the toilets directly. Therefore, this significant aspect of the operation of the facility does not incur any additional expenditure, as a general rule. During this pilot, when the Maintenance Operative has been on annual leave, a member of office staff has covered his duties. However, should the council be minded to continue to operate the toilets and once the staff review is completed and the position of Cemetery Groundsman recruited into, the responsibility for daily servicing - in the absence of the Maintenance Operative – is proposed to become part of the Cemetery Groundsman's job specification.

During the pilot, the Maintenance Operative did take a significant portion of his annual leave whilst the council was also without the Cemetery Groundsman. Therefore arrangements were made with Bliss Cleaning to clean the toilets daily meaning that additional expenditure was incurred in that particular instance.

During the winter months, when public use of the facility was reduced, only two of the four cubicles have been open. Now that the tourist season has begun all toilet cubicles are being opened on a daily basis, including Sundays.

There have been some issues relating to the operation of the toilets over the trial period which have required attention:

- The time clock needed to be reset
- A lady got locked into one of the cubicles – it was later discovered that the locking mechanism is back to front when viewed from inside the cubicle (i.e. when green is showing on the outside of the door the toilet is engaged and vice-versa when red is showing and the instructions inside for locking the door are incorrect). Whilst officers did attend the facility as soon as the issue was reported, the lady had already managed to open the door for herself. Amended signs are in preparation to give improved instructions to users.
- While the TMO was recently on annual leave, there was thought to be an issue gaining access to the rear of the toilets. It appeared that a metal plate was stopping the gate from being opened, however on his return to work the TMO advised that he had gained access without issue. Love Ledbury have been made aware of this, and this is being looked into to assess whether there is any action required.
- The Perspex has been replaced in the noticeboard – this was carried out in-house

During the six-month period it has been reported by members of the public that the opening of the toilets has been well received and that the toilets are being well frequented.

Love Ledbury has been asked to provide input into this report and their comments are below.



## Love Ledbury Comments

Love Ledbury has welcomed the opportunity to pilot the operation of the Bye Street loos in partnership with Ledbury Town Council. We believe that communication has been free flowing and joint working has been successful. We hope the Town Council considers the pilot to have been a success and look forward to continuing to work with the council in a positive and supportive manner.

We also look forward to Herefordshire Council completing the repairs and maintenance to the fabric of the building which they have now accepted is their responsibility as property owner.

## Financial Implications

A budget of £500 was allocated to Bye Street Toilets for the six-month trial period and a budget of £1,000 has been allocated within the 2026/25 budget.

Below is a breakdown of the cost to the council for cleaning and repairs during the six-month trial period Oct 2024-April 2025. Members will notice that a large amount of the expenditure is due to having to employ an external company to clean the toilets in the absence of the TMO, however in future the Cemetery Groundsman post would provide this cover at no additional cost.

### **Exceptional costs:**

Bliss Cleaning (cover for TMO)	- Sept/Oct	£ 395.00
	- Nov	£ 316.00

### **Expected costs:**

Sheet of Perspex for notice board	- Oct	£ 138.00
HMS Repairs to time clock	- Nov	£ 50.00
Housekeeping (toilet roll)	- April 2025	£ 31.98
		<b>£ 219.98</b>
	<b>Total</b>	<b><u>£ 930.98</u></b>

In addition to the above there will be costs for water and electricity as detailed below. Currently the direct debit monthly payment made by Love Ledbury in respect of water bills is set at £3.00 per month which was set when the toilets were not in use.

Love Ledbury has provided copies of historic and the most recent water bills which show the difference between consumption before and during the pilot. This has been used to calculate the consumption and service charges relevant to the pilot period and to estimate the likely water costs to the end of the 2024-25 financial year.

<b>Electricity</b>	18.10.2024-17.11.2024	£ 38.47
(To be reimbursed March 2025)	18.11.2024-31.12.2024	£ 55.70
	18.12.2024-31.12.2024	£ 24.76
	01.01.2025-17.01.2025	£ 23.28
	18.02.2025-17.02.2025	£ 42.36
	18.02.2025-17.03.2025	£ 32.17
	<b>Total</b>	<b><u>£ 216.74</u></b>

<b>Water</b>	18.10.2024-10.12.2024	£ 9.40
Water (estimate)	11-12-2024-31-03-2025	<u>£ 29.29</u>
		<b><u>Total £ 38.69</u></b>

### **6-Month Operating Costs**

Exceptional Cleaning	£ 711.00
Operation and Repairs	£ 219.98
Electricity	£ 216.74
Water	<u>£ 38.69</u>
<b>Total expenditure for Oct 24 – March 25</b>	<b><u>£1,186.41</u></b>

This will mean there will be a deficit of circa £686.41 to be noted as a debt at the year-end close down for October 2024 to March 2025.

### **Budgeted expenditure 2025/26**

Electricity	£ 440.00
Water	£ 300.00
Housekeeping	£ 100.00
Contingencies	<u>£ 260.00</u>
<b>Total</b>	<b><u>£1,000.00</u></b>

### **Recommendation**

Members are requested to give consideration to the above information and consider whether they wish to continue with the partnership with Love Ledbury in respect of Bye Street Toilets on a permanent basis.

<b>FULL COUNCIL</b>	<b>17 APRIL 2025</b>	<b>AGENDA ITEM: 23</b>
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Report prepared by Olivia Trueman – Community Engagement Officer

## **LEDBURY TOWN COUNCIL EVENTS PROGRAMME AND BUDGET PLAN 2025/26**

### **Purpose of Report**

The purpose of this report is to seek Members' approval for the draft events programme and accompanying budget plan for 2025/26.

### **Equality Duty**

Under section 149 of the Equality Act 2010, the “general duty” on public authorities is set out as follows:

A public authority must, in the exercise of its functions, have due regard to the need to:

- a. eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- b. advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- c. foster good relations between persons who share a relevant protected characteristic and person who do not share it.

The public sector equality duty (specific duty) requires Ledbury Town Council to consider how it can positively contribute to the advancement of equality and good relations and demonstrate that they are paying ‘due regard’ in their decision making in the design of policies and in the delivery of services.

### **Detailed Information**

#### **Draft Programme of Events and Budget Proposal – 2024/2025**

Attached is a proposed draft programme of events, including a provisional budget. This budget is based on previous events organised by the Town Council and includes suggested cost centres and budget headings for consideration.

The Masefield Matters Project has also been incorporated into the programme, as many of its engagement sessions align well with the council's planned events.

Officers will continue to explore and apply for potential funding opportunities. For example, last year the Council successfully secured UKSPF funding for the Christmas Light Switch-On event, and it is hoped that a similar application can be made again this year.

Please note that the current budget spreadsheet does not include staff wages or any potential overtime required for delivering these events.

**Recommendation**

That Members give consideration for approval to the draft Events Programme and Budget and provide comments or feedback as necessary.

Ledbury Town Council Events programme and proposed budget plan 2025/26

**VE Day**

Commemorative event in Ledbury. Collaboration with RBL and the Church

Details	Date	Resources	Venues	Proposed Budget	Cost Centre	Budget Heading and Nominal Code	Extra Information and links
Projector on St Michael & All Angels Red, white and blue Town Decoration and event advertising	8/05/2025 - 11/05/2025		St Michael & All Angels	£800	tbc		
				£300	tbc		
				<b>Total £1,100</b>			

**Community Day and Great Big Green Week**

A celebration of community groups in Ledbury, with Ledbury Town Council hosting activities on the Recreation Ground in collaboration with the Maselfield Matters Project Team.

Details	Date	Resources	Venues	Proposed Budget	Cost Centre	Budget Heading and Nominal Code	Extra Information and links
Maselfield Matters themed activities during Community Day and the Great Big Green Week. These activities will be funded from the project.	07/06/2025	Maselfield Matters Project Coordinator and Assistant	Recreation Ground and Masters House	£2,240	109	1020 Maselfield Matters : National Heritage Funding	
Hire of 18 Metre long inflatable Sperm Whale from Fools Paradise	07/06/2025	Community Engagement Officer, Deputy Clerk, LTC Staff	Recreation Ground	£1,930	127	4595 Service and Events Climate Change	
Accommodation for artists for one night at Alexander Park	06/06/2025		n/a	£279	127	4607 Events	
Hire of Generator for the Recreation Ground	07/06/2025		n/a	£600			
Marketing costs including printing and adverts	05/05/2025	In house Printing	n/a	£200			
				<b>Total £5,249</b>			

**Ledbury Celebration**

Food and Crafts festival in St Katherine's car park on the last day of Ledbury Poetry Festival. Collaboration with Ledbury Food Group on managing the Market.

Details	Date	Resources	Venues	Proposed Budget	Cost Centre	Budget Heading and Nominal Code	Extra Information and links
Sourcing Traders, managing event on the day Music license	06/07/2025 06/07/2025	LTC Staff	St Katherine's Carpark and Square High Street	n/a £167.71	n/a 127	n/a 4607 Events	
				<b>Total £167.71</b>			

**Heritage Open Days**

Collaborating with heritage groups in Ledbury to host a week-long series of events celebrating the nationwide Heritage Festival. This year's theme is Architecture

Ledbury Town Council Events programme and proposed budget plan 2025/26

Details	Date	Resources	Venues	Proposed Budget	Cost Centre	Budget Heading and Nominal Code	Extra Information and links
Marketing, including printing brochures and advertising in local newspapers. Brochures to include stamps where visitors can receive a stamp from each building they visit		Community Engagement Officer and LTC Staff	n/a	£1,200	107	4703 Town promotion : Promotional material	
Production of a Masefield focused map of Ledbury to encourage people to explore the town during Heritage Open Days. Funding from Masefield Matters Project		Masefield Matters Project Team and Community Engagement Officer	n/a	£1,000	109	1020 Masefield Matters : National Heritage Funding	
Signage		LTC Staff	n/a	£250	107	4703 Town promotion : Promotional material	
Hold a medieval style market in the High Street - potential hog roast	12/09/2025-21/09/2025	LTC Staff	High Street and St Katherine's Square	n/a			
Bricks & Beams: Discovering Ledbury's Architectural Heritage. A guided walking tour highlighting Ledbury's diverse architectural styles, from medieval timber-framed buildings to Georgian and Victorian structures, showcasing how the town's architecture has evolved over the centuries.		Community Engagement Officer, Community Groups, Masefield Matters Project Team	In and around Ledbury, various venues	£500	107	4703 Town promotion : Promotional material	
Partner with local schools to create small buildings using recycled materials throughout the year, with all projects showcased in the Market House during Heritage Open Days week.		Community Engagement Officer, Ledbury Schools	Market House	n/a			
				<b>Total £2,950</b>			

**Christmas Light Festival**

Details	Date	Resources	Venues	Proposed Budget	Cost Centre	Budget Heading and Nominal Code	Extra Information and links
Work with Community Groups and businesses to hold a Christmas Light Festival/Light switch on. Possible match funding from UKSPF and collaboration with Ledbury Poetry.							
Hire of Band/live music			Under the Market House	£900			
Hire of local artists to hold family friendly workshops			St Katherine's Hall	£750			
Lantern a Parade through the town. Workshops to be held at Ledbury Community Hub and schools to the lead up of the event			High Street	£700			
Hire of Snow Machine and Entertainment			Market House	£700			
Ice Skating Rink or similar size activity			St Katherine's Square/ car park	£3,500			
Hire of Generator			n/a	£700			
Advertising including banners, programme and adverts in local newspapers			n/a	£950			
Road Closure			High Street	£250			
					127	4607 Services and Events : Events	

Ledbury Town Council Events programme and proposed budget plan 2025/26

Venue Hire	St Katherines Hall and the Burgage Hall	£300	
Hire of gazebos for Christmas Market	High Street	£900	301
			4554 Planning and Economic Development : Charter Market Strategy
		<b>Total £9650</b>	

**Ledbury World Bookfest**

Work with local businesses and community groups to hold events in and around the town, with a strong theme of reading and literature. Promote World Book Day and continue to build strong connections with the local schools. Funding available from the Masefield Matters Project

Details	Date	Resources	Venues	Proposed Budget	Cost Centre	Budget Heading and Nominal Code	Extra Information and links
Aardman workshop - creative clay modelling workshop for families.		LTC Staff, Masefield Matters Project Team	St Katherines Hall	£800			<a href="https://www.aardman.com/workshops/">https://www.aardman.com/workshops/</a>
Reading and writing workshops			Burgage Hall	£900			
Book themed Charter Market			Charter Market and High Street	n/a			
Entertainment / walk about characters			In and around the Town	£1,000			
Hiring an Author to hold engaging workshops. To include visits to schools a week before the event		Primary and Secondary Schools, Community Engagement Officer	Masters House	£1,500	127	4607 Services and Events : Events	
Marketing and advertising budget	08/03/2026	Community Engagement Officer, LTC Staff, Masefield Matters Project Team	n/a	£900			
"Unveiling of the 90 Little Book Shops: If the Town Council secures funding for one of the Little Book Stops, it could be officially launched during World Bookfest.		Community Engagement Officer and Talk Community	To be confirmed	n/a			<a href="https://www.penguin.co.uk/d-is-cover/campaigns/90-little-book-stops">https://www.penguin.co.uk/d-is-cover/campaigns/90-little-book-stops</a>
Masefield Related Workshops		Masefield Project Team	To be confirmed	£600	109	1020 Masefield Matters : National Heritage Funding	
				<b>Total £5,700</b>			

**Summary of proposed budget for events 2025/26**

<b>Cost Code</b>	<b>Budget Heading and Nominal Code</b>	<b>Total</b>
127	4595 Climate Change	£1,930
127	4607 Events	15096.71 *
109	1020 Masefield Matters	3,840
107	4703 Town Promotion	1,950
301	4554 Charter Market Strategy	£900

**Total £23.717**

\*Funding to be sought via UKSPF for the Light Switch-On and Christmas Festival



Report prepared by Julia Lawrence – Deputy Town Clerk

## **REPAIRS REQUIRED TO HANGING BASKET POSTS**

### **Purpose of Report**

The purpose of this report is to advise Members of four damaged hanging basket posts in the town and to ask for instructions on whether these hanging basket posts should be repaired/replaced.

### **Equality Duty**

Under section 149 of the Equality Act 2010, the “general duty” on public authorities is set out as follows:

A public authority must, in the exercise of its functions, have due regard to the need to:

- a. eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- b. advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- c. foster good relations between persons who share a relevant protected characteristic and person who do not share it.

The public sector equality duty (specific duty) requires Ledbury Town Council to consider how it can positively contribute to the advancement of equality and good relations and demonstrate that they are paying ‘due regard’ in their decision making in the design of policies and in the delivery of services.

### **Detailed Information**

Last year, four hanging basket posts were identified as being unfit to hang the hanging baskets, as shown below.





This post is located outside the Feathers Hotel and has already collapsed, and the top section is now stored in the back yard at the Council offices.

The hanging baskets are scheduled to be put up on Sunday, 25 May 2025.

A number of contractors were asked to provide quotes for the repair/replacement of the posts in readiness for the start of the hanging basket season; unfortunately, the response times to undertake the repairs go beyond the start of the watering season.

#### **Option (1)**

A local metal fabricator, established in 1993 and who specialises in architectural ironwork, has provided a quotation to supply four new hanging basket posts with the ornate design, which would be galvanised and painted. The posts would be in the region of £1,100 each plus VAT but this does not include siting them in the ground in place of the existing damaged posts. Members should note that whilst an order could be placed now, the fabricator would not be able to start the job until approximately September 2025.

**Total: £4,400 plus VAT (Posts only)**

#### **Option (2)**

Another local contractor has been invited to quote to remove existing block paving for two posts, cut out tarmac around the other two posts, backfill the holes and send the posts to a fabrications company. The fabrication company would cut out the bent/damaged sections and weld new ones into position, shot blast, prime and powder coat black, and reinstate the posts and block paving/tarmac.

The quotation received for the above is £4,929.50 plus VAT. Additionally, there will be a charge of £544.50, inclusive of VAT, to cover Herefordshire Council's Highways Streetwork's Permit, acknowledging that Herefordshire Council need 6 weeks' notice before commencement of works.

The contractor has confirmed that these works will take approximately 13 days to complete, of which 10 days will be the fabricators repairing the posts.

**Total: £5,474 plus VAT (Completed Works)**

### **Option (3)**

A third contractor was approached to repair the posts but declined to submit a quotation due to the condition of the posts and extent of work involved.

Other fabricators were approached but declined to quote as they are too busy to take on more work at this time.

In view of the above, The Yard House, who will be supplying the hanging baskets, has already been advised that four posts will be out of action this season.

### **Recommendation**

Members are asked to consider how they wish to proceed. If Option (1 ) is pursued, there will be additional costs for the installation of the posts which could end up being more expensive than Option (2) and a contractor will need to be sourced to undertake this work. Subject to the outcome, Members should note that the four posts will not be used for the 2025 season.

In summary:

Option (1)	£4,400 + VAT	Posts only
Option (2)	£5,474 + VAT	Complete job, subject to minimum of 6 weeks Notice to Herefordshire Council for the Permit



Report prepared by Julia Lawrence – Deputy Town Clerk

## **ARRANGEMENTS FOR WATERING THE HANGING BASKETS 2025**

### **Purpose of Report**

The purpose of this report is to ask Members to give consideration as to how the hanging baskets should be watered this coming season in the absence of a Groundsman.

### **Equality Duty**

Under section 149 of the Equality Act 2010, the “general duty” on public authorities is set out as follows:

A public authority must, in the exercise of its functions, have due regard to the need to:

- a. eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- b. advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- c. foster good relations between persons who share a relevant protected characteristic and person who do not share it.

The public sector equality duty (specific duty) requires Ledbury Town Council to consider how it can positively contribute to the advancement of equality and good relations and demonstrate that they are paying ‘due regard’ in their decision making in the design of policies and in the delivery of services.

### **Detailed Information**

Members will recall that last year alternative arrangements had to be put in place to water the hanging baskets in the absence of the Groundsman. The watering was carried out by some Councillors who drove the truck accompanied by the Maintenance Operative who watered the baskets. An external contractor (Stephen Large) also provided support at times.

This year, there will be 132 baskets put up on Sunday, 25 May 2025. Ideally the baskets will need to be watered three times each week, possibly more in exceptionally hot weather. Subject to weather conditions, the watering is reduced from August onwards and then approximately two weeks before they are due to be taken down, (in time for October Mop Fair) watering is not carried out as doing so would make the baskets too heavy to remove.

Options for consideration by Council are:

**Option (1)**

An external contractor has been approached who has a watering team based in Malvern. They usually carry out their watering regime between 4.00 am and 8.00 am or 7.00 pm and 11.00 pm. However, the company has stated that they find it more productive to water in the early hours.

The company has quoted £6,996.00 (excluding VAT) to water 132 baskets (£53 per basket three times a week) for the whole of the season, being late May until the removal of the baskets at the end of September.

**Option (2)**

Stephen Large Landscaping has been invited to submit a quotation for the watering. The contractor would use the Council's truck to undertake the watering. This contractor undertook some of the watering last year so is familiar with the arrangements. At the time of submitting this report, the contractor, due to other commitments, had not submitted their quotation, however, it is hoped that this will be available at the meeting.

**Option (3)**

Last year, the Council was grateful to those Councillors who helped out with the watering. This year, Councillors could be invited again to participate in the watering programme. (A rota could be drawn up whereby up of Councillors willing to drive the truck, with the Council's Maintenance Operative watering the baskets.) Last year, preference was given to early morning watering but evening watering could be considered as well.

**Option (4)**

Appoint a temporary member of staff whose sole responsibility would be to water all the hanging baskets throughout the season, paying the bottom Spinal Column Point salary of £12.26 (which is just above the National Minimum Wage of £12.21 per hour). On average, it takes approximately six hours to water all the baskets although this is normally broken down into two sessions.

There is funding in the 2025/26 budget for a cemetery groundsman for the whole of the financial year, therefore if the Council were to employ someone to undertake this role on a temporary basis the funds set aside for the cemetery groundsman role could be used.

If someone is employed on a temporary basis six-hours a day, three days a week over 20 weeks this would equate to £4,413.60 if employed directly via the Council.

It should be noted that it has been agreed that the post of Cemetery Groundsman will not be recruited until the scheduled staff review has been completed and a new job description drawn up for this role. It is hoped that the staff review will be able to start within the next two months, but it is not guaranteed that this will be finished in time for a new employee to be recruited to this role before the end of the hanging basket season.

## **Recommendation**

That Members give consideration on the options put forward:

- |          |  |                   |
|----------|--|-------------------|
| Option 1 | Appoint new external contractor                            | £6,996.00 + VAT   |
| Option 2 | Appoint Stephen Large Landscaping                          | Quotation awaited |
| Option 3 | Councillors carry out the watering programme               |                   |
| Option 4 | Appoint a temporary member of staff at NMW £12.21 per hour |                   |

That Members consider and select one of the above Options and instruct Officers to proceed with the preferred option, in readiness for the watering season.





Report prepared by Julia Lawrence – Deputy Town Clerk

## **TIMBER SLEEPERS FOR THE RECREATION GROUND**

### **Purpose of Report**

The purpose of this report is to ask Members to consider the quotations received for the replacement rotten timber sleepers at the wooden play area at the Recreation Ground.

### **Equality Duty**

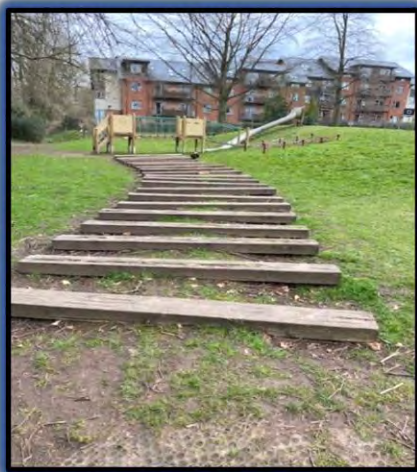
Under section 149 of the Equality Act 2010, the “general duty” on public authorities is set out as follows:

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- c. foster good relations between persons who share a relevant protected characteristic and person who do not share it.

The public sector equality duty (specific duty) requires Ledbury Town Council to consider how it can positively contribute to the advancement of equality and good relations and demonstrate that they are paying ‘due regard’ in their decision making in the design of policies and in the delivery of services.

### **Detailed Information**



The timber sleepers are located at the far end of the Recreation Ground, next to the new Timber bridge that was installed last year. The timbers have been insitu for a number of years and many of them have rotted or become slippery.

In early March, the Council received a complaint from a local resident that her three-year old daughter had slipped on one of the timber sleepers resulting in bruising to her face.

As seen in the photograph below, they are in a very poor condition.



Four contractors have been approached to provide a quotation for the replacement for all 20 sleepers.

**Contractor (1)**

This local contractor has confirmed that his diary is full and does not have the capacity to quote for this work.

**Contractor (2)**

This contractor has carried out work for the Council previously and has provided a quote of £2,235 plus VAT for oak hardwood sleepers and £1,985 plus VAT for softwood treated sleepers.

This contractor has questioned whether replacing the sleepers would be value for money as he considered *“they were too close to the timber bridge and were they actually used for anything other than a decorative feature?”*

**Contractor (3)**

A national playground provider has submitted their quotation to undertake the replacement of sleepers by steel plates being concreted into holes in the ground to which the timber sleepers are fixed.

Their quotation for the supply and installation of 20 timber sleepers is £8,868.64 plus VAT. This is broken down as follows:-

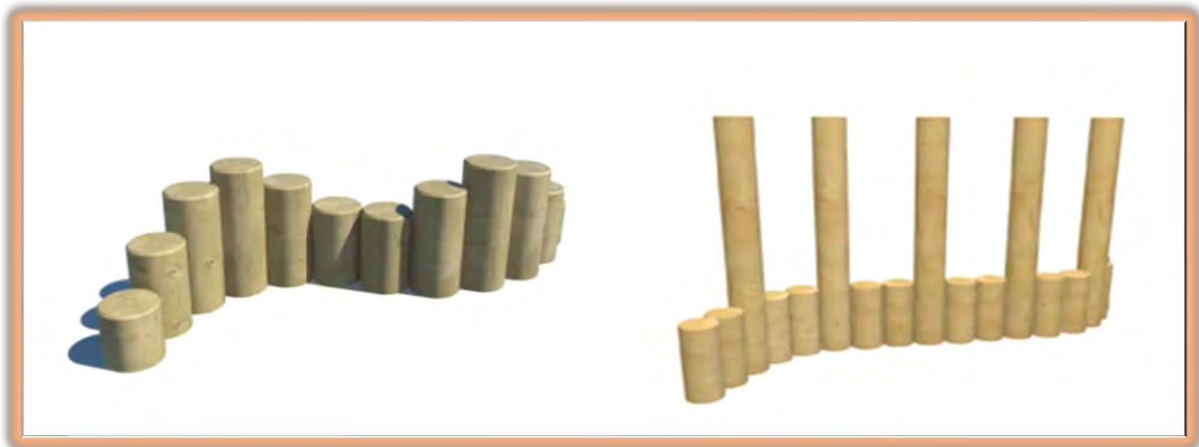
Ancillary Items	Removal of foundation spoil, pallets, Packaging and general rubbish	£513.50
	Container for onsite storage	£925.00
	Welfare facilities	£350.00
20 Timber Sleepers at £199.00 each		£3,980.00
Delivery and Installation		£2,083.54
Cut off at ground level		<u>£1,016.60</u>
		<b><u>£8,868.64</u></b>

#### **Contractor (4)**

This contractor, although they visited site, did not submit a quotation by the time of this report being submitted.

#### **Alternative Options**

Members may also wish to consider this as an opportunity to introduce a different piece of play equipment to “liven up” the existing range of play equipment. Based on the existing idea of a “trail”, the following are examples of alternative options that could be considered.



#### **Log Walk**

Intended age range: 3+ years  
Critical fall height: 600mm  
Size: L2.1m x W0.7m  
Cost: £1,225

#### **Log Walk Weave**

Intended age range: 3+ years  
Critical fall height: 600mm  
Size: L2.0m x W0.65m  
Cost: £1,450



#### **Tyre Hopscotch**

Intended age range: 3+ years  
Critical fall height: 600mm  
Size: 3.5m x W1.4m  
Cost: £625

All the timber components shown in these 3 examples are covered by a 20-year warranty covering rot and infestation.

Please note that whilst the cost of the equipment is shown, further confirmation will need to be sought to ensure that there are no other hidden costs.

## **Recommendation**

That Members receive and note the report and give consideration to the quotations received for replacement timber sleepers, as follows:

Contractor (2)      Oak Hardwood Sleepers - £2,235.00 + VAT  
                              Softwood Treated Sleepers - £1,985.00 + VAT

Contractor (3)      £8,868.40 + VAT

Contractor (4)      Quotation not received in time of submission of report.

Members may also wish to consider the alternative options as a means to introduce something new and different to the Recreation Ground.

**MINUTES OF A MEETING OF THE RESOURCES COMMITTEE  
HELD ON 27 MARCH 2025**

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**PRESENT:** Councillors Chowns (Town Mayor/Chair), Harvey and Morris

**ALSO PRESENT:** Angela Price – Town Clerk

**R157. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Hughes.

**R158. DECLARATIONS OF INTEREST**

None received.

**R159. NOLAN PRINCIPLES**

**RESOLVED:**

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

**R160. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 6 MARCH 2025**

**RESOLVED:**

**That the minutes of the Resources Committee meeting held on 6 March 2025 be approved and signed as a correct record.**

**R161. TO REVIEW PROGRESS TO-DATE ON COMMITTEE STRUCTURE REVIEW AND AGREE NEXT STEPS**

Members considered that it was important to get the Committee work programmes approved maintain a committee-based view of the Council's activities while the committees remain suspended.

1. That work to review of the Terms of Reference continue ahead of the Council's Annual Meeting.
2. That the Committee Work Programmes be submitted to Full Council for final approval.
3. That the Community Engagement Officer be asked to provide a "wash-up" report for the 2025 World Book Day and project/budget plans for all council events in 2025/26.
4. That the Clerk establish why the World Book Day had not been advertised in the Focus magazine.

R162. **TO REVIEW POLICIES**

**RESOLVED:**

**That the policies and procedures be deferred to the next meeting of the Resources Committee.**

R163. **DATE OF NEXT MEETING**

**RESOLVED:**

**That it be noted that the next meeting of the Resources Committee is scheduled for 17 April 2025.**

R164. **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.**

R165. **TO CONSIDER RESPONSE IN RESPECT OF POTENTIAL COMPENSATION OFFER**

Members were advised that a response to the initial offer is anticipated within the near future.

R167. **STAFFING MATTERS**

**RESOLVED**

- 1. That the update in respect of current sickness absence be noted.**
- 2. That the Clerk contact Hoople to seek advice in respect of a number of personnel matters.**
- 3. That the Clerk arrange for support from Rialtas in respect of month 11 and 12 and year end close down of the accounts.**
- 4. That it be noted that a temporary member staff has been brought in to help with office cover.**
- 5. That the updates on recent Training be received noted.**

6. That the update in respect of future training be received and noted.
7. That the update on officer TOIL be received and noted.
8. That the update on the staffing review be received and noted.

The meeting ended at 6.59 pm.

Signed ..... Dated .....

DRAFT





**MINUTES OF LEDBURY CARNIVAL ASSOCIATION COMMITTEE  
HELD ON WEDNESDAY 2<sup>nd</sup> APRIL 2025 at TOWN COUNCIL OFFICES, CHURCH ST.**

**PRESENT:** Mal Hughes (Chair) (MH), Sue Hughes (SH), Sonia Bowen (SB), Ann Price (AP), Johnny Chan (JC), Robin Hiseman (RH), David Kettle (DK), Harold Armitage (HA), Anita Griškjāne (AG), Juri Hayes (JH).

<b>1.</b>	<p><b>WELCOME AND APOLOGIES:</b> MH welcomed everyone and noted absent members as Alesa Halford (AH), Peter Salt (PS), Ashley Norton (AN).</p>
<b>2.</b>	<p><b>MINUTES OF PREVIOUS MEETING AND REPORT ON ACTION POINTS</b> MH reported the Minutes of the meeting held 5<sup>TH</sup> March had been previously circulated and were taken as read and approved as an accurate record. The action points not on this meeting agenda are:</p> <ol style="list-style-type: none"> <li>1. SH had circulated the Committee Role and Responsibilities and everyone confirmed they agreed with them.</li> </ol>
<b>3.</b>	<p><b>TREASURER'S REPORT</b></p> <ol style="list-style-type: none"> <li>1. AP reported a bank balance of £13,658.22p, which includes a cheque to AH of £40 for Princess Thank You Tea, and a BACS payment of £100 to cover the unrepresented cheque donation to the Fire Service for last year's carnival attendance. It also included the new monthly bank charge of £4.25p.</li> <li>2. AP reported she has now received the card reader and PIN to access the Bank Account.</li> </ol>
<b>4.</b>	<p><b>SECRETARY'S REPORT</b></p> <ol style="list-style-type: none"> <li>1. Our insurance policy needs checking to see what cover we actually have. SB/SH still need to look at this, but SB to get a comparative quote from elsewhere. JC advised that as our current policy expires very near to Carnival Day could we get a quote for 6 months insurance to take the pressure off renewing. <b>Action:</b> SH/SB to check insurance cover and to investigate renewal date.</li> <li>2. Hon Presidency: <b>Action:</b> Thank you letter to Ken Davies to be written and sent and letter to Constituency MP offering that role.</li> <li>3. SH asked for confirmation of the upper spend for a gift to Jan Meredith. £50 was agreed to buy something engraved. <b>Action:</b> Gift to be investigated and bought</li> <li>4. SH asked for Timeline updates from committee members.</li> </ol>
<b>5.</b>	<p><b>PROCESSION</b></p> <ol style="list-style-type: none"> <li>1. SB continues to push for Procession entries, programme advertisements and stalls. Any interest in the latter two are passed to RH and DK respectively.</li> <li>2. Procession entry form needs to be clarified particularly in relation to inclusion of UKSPF logos, and our Equality Policy. <b>Action:</b> SB to check Procession form and adjust as necessary</li> <li>3. It was agreed to put all policies on the website and refer to them within entry forms. SH to check the rules on UKSPF logos. <b>Action:</b> SH to send RH all policies to be uploaded to website <b>Action:</b> SH to investigate and advise about rules for UKSPF logos</li> <li>4. SB is to meet with the new Headteacher of John Masefield High School on 7<sup>th</sup> May to explore how students at JMS can engage more with Carnival and what roles could be identified. <b>Action:</b> SB to meet with Headteacher of JMS</li> <li>5. It was decided that JC would check with Jamie Hobby exactly what last year's prizes were, then we make a decision on whether to change the amount of prizes. <b>Action:</b> JC to check procession prize amounts with Jamie Hobby.</li> </ol>
<b>6.</b>	<p><b>ENTERTAINMENTS</b></p>

	<p>1. Music licence application ongoing. Fire Service require a Risk Assessment. New licence cost is £100 with formal advertising costs of £292. <b>Action:</b> SH to complete music licence application.</p> <p>2. All entertainers are now confirmed except secondary act for main stage. Discussion took place on whether we should ask the winners of Ledbury's Got Talent competition to perform, or whether they are not yet ready to perform for any length of time. <b>Action:</b> SH/SB to approach head of JMHS to ask if the winners would like to perform.</p> <p>3. SH approached LTC regarding who they use for generator hire and has a contact. <b>Action:</b> SH to get a quote to hire a generator.</p> <p>4. SH contacted Rowlands Fair and is meeting them on 14<sup>th</sup> April to discuss details. <b>Action:</b> SH to report on meeting with Rowlands Fair</p>
7.	<p><b>ROAD CLOSURE/MARSHALLING/SECURITY</b></p> <p>1. Relevant Traffic Management forms had been completed and submitted to Charlotte Orum, who raised queries about the previous year's submitted plan. <b>Action:</b> JH/JC to make sure this year's is more comprehensive.</p> <p>2. JH/JC to walk the Procession route with Dragonstar in May/June. <b>Action:</b> JH/JC to report to Committee on outcome of 'Walk'.</p> <p>3. Dragonstar is to attend our future committee meeting when we discuss the day-to-day running structure of Carnival Day. <b>Remaining Action:</b> JH/JC to negotiate a Service Agreement with Dragonstar and bring to committee for approval.</p>
8.	<p><b>FIRST AID COVER</b></p> <p>JH contacted St John Ambulance who confirmed their availability for Carnival Day, at approximately the same price as last year. St John Ambulance will further consider Risk Assessments and Evacuation Points, following a previous incident. <b>Action:</b> JH to liaise with St John Ambulance to finalise details.</p>
9.	<p><b>WEBSITE</b></p> <p>1. RH will continue to update data with any information we send him. <b>Action:</b> SH to send all carnival policies as Word docs to RH to upload to website.</p> <p>2. <b>E-mail:</b> RH explained that carnival webmail deleted items bin needs to be emptied regularly as webmail is not an archive system. RH has the procedure.</p>
10.	<p><b>CARNIVAL PROGRAMME</b></p> <p><b>Front Cover Design Competition:</b> SH reported the Primary School will run the competition after the Easter holidays. It will be completed by 30th June.</p> <p><b>Programme:</b></p> <p>1. Cost of Ads were again discussed, particularly whether charities/non-profit organisations should be charged. Charges applying to full paying ads are: Full page £100; half page £75; quarter page £50. Charities/NPOs to be offered a maximum half page free but they can have a full page for the half page rate. Exceptions to this would be the Flower Show who we agreed would be free.</p> <p>2. SB asked for clarification on the procedure for placing ads if she was asked. It was agreed that:</p> <ul style="list-style-type: none"> <li>➤ SB would send the Adverts Information Sheet to customer so they can contact RH direct.</li> <li>➤ RH contact details should be on the Adverts Information Sheet. If they send advert back to SB she will pass onto RH. <b>Action:</b> RH to insert contact details into the Advert Information Sheet</li> <li>➤ AP needs to be given details of order and contact details by RH to produce an invoice. AP is responsible for chasing payment. <b>Action:</b> SH to circulate the Adverts information sheet with these Minutes.</li> </ul> <p>3. The agreed final date for programme content to be submitted to RH is 30 June.</p>

11.	<p><b>PUBLICITY</b>  <b>Remaining Action:</b> RH/SB/SH/HA to decide contents for flyer.  RH circulated a revised design to depict the theme of <i>Wonders of the World</i> on advertising material. There were mixed feelings on this design and it was decided that Committee members should contact RH by Friday 4<sup>th</sup> April with any comments.  There was general agreement to distribute fliers to new estates by mid - July.</p>
12.	<p><b>SOCIAL MEDIA</b>  No report. SH will continue to send updates to AN to upload to social media.  <b>Action:</b> SH to send updates to AN.</p>
13.	<p><b>CARNIVAL PRINCESS</b>  SH reported the Primary School had now closed their survey. The children liked the idea of the Carnival Prince/Princess but would like an updated title. <i>Junior or Children's Mayor</i> was suggested and was agreed and liked by the Committee. The School suggested the title holder would wear their school uniform. It was noted that Parents would have to agree to chaperone their children to events.  <b>Action:</b> MH to check with LTC that there is no problem with using the term 'Mayor'.  The deadline for entries was planned for the end of the Easter school holiday.  There was discussion about providing a badge of office.  <b>Action:</b> SH to investigate the provision of a badge of office.  It was noted that RH has a contact for creating sashes and such like.</p>
14.	<p><b>FUNDRAISING AND SPONSORSHIP</b></p> <ol style="list-style-type: none"> <li>1. DK reported he had received a full attendance list from the breakfast meeting he attended, and was in the process of contacting them all for sponsorship and advertising in the Programme.</li> <li>2. DK had put together a draft idea for promotional packages to offer sponsors, which he will use as a reference when negotiating.</li> <li>3. It was noted that we do not meet the criteria for a grant from the Ellie Chowns constituency Fund.</li> <li>4. RH has a contact if we need to source printed banners.</li> </ol>
15.	<p><b>STALLS</b>  DK has contacted most of previous year's stallholders with some positive results to date and will continue to encourage applications.  <b>Action:</b> SH will advise DK what paperwork he needs from each stallholder.</p>
16.	<p><b>RAFFLE</b>  At the last meeting SB asked if we could check if we are authorised to have alcohol as a prize, and we can. SB reported having some ideas for raffle prizes and will pursue this.  <b>Action:</b> All Committee to source Raffle prizes.</p>
17.	<p><b>SHOP WINDOW COMPETITION</b>  SB has this in hand but it is a bit early to start promoting this.</p>
18.	<p><b>CARNIVAL EQUIPMENT STORAGE</b>  Still waiting for a go ahead from the Town Council to move our equipment. SH was concerned now that it has been on an empty plot of land for some time.  <b>Action:</b> SH to pursue the moving of carnival equipment.</p>
19.	<p><b>ANY OTHER NOTIFIED BUSINESS</b>  <b>Community Day:</b>  JC reported our stand has been confirmed for 7<sup>th</sup> June. We need volunteers to man the stand 10am to 2pm.  <b>Action:</b> Please contact JC if you can volunteer.</p>
20.	<p><b>DATE OF NEXT MEETING</b>  <b>Wednesday 7<sup>th</sup> May at Ledbury Town Council Offices.</b>  <b>Future meeting dates are 4<sup>th</sup> June; 2<sup>nd</sup> July; 16<sup>th</sup> July; 6<sup>th</sup> August and 20<sup>th</sup> August.</b></p>



Report prepared by Angela Price – Town Clerk

## **CONSIDERATION OF PUBLIC SERVICE AWARD**

### Purpose of Report

The purpose of this report is to ask Members to give consideration and agree a form of award to recognise those who provide a substantial contribution to Ledbury and or its residents through community and public service.

### **Equality Duty**

Under section 149 of the Equality Act 2010, the “general duty” on public authorities is set out as follows:

A public authority must, in the exercise of its functions, have due regard to the need to:

- a. eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- b. advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- c. foster good relations between persons who share a relevant protected characteristic and person who do not share it.

The public sector equality duty (specific duty) requires Ledbury Town Council to consider how it can positively contribute to the advancement of equality and good relations and demonstrate that they are paying ‘due regard’ in their decision making in the design of policies and in the delivery of services.

### **Detailed Information**

At a meeting of Council held on 27 March 2025 Members considered a Notice of Motion which had been submitted as follows:

***"That Ledbury Town Council consider an appropriate way to formally recognise the service of former Councillor Phillip Howells, particularly his contributions to the Neighbourhood Development Plan, the Council's Corporate Plan, and his tenures as Mayor and Deputy Mayor."***

During the course of discussions Councillor Harvey, as the proposer, suggested an amendment to her Notice of Motion, Councillor Bradford, as seconder to the original Notice of Motion advised he would support the amendment.

The amendment was:

***“That Ledbury Town Council consider an appropriate way to formally recognise significant contributions to public and community service.”***

it was resolved that an item be placed on a future Council agenda that Ledbury Town Council consider options to formally recognise significant contributions to public and community service.

Public service is vital to the well-being and development of any community and the recognition of individuals who make exceptional contributions through their time, skills, and dedication not only honours their efforts but also encourages civic engagement among other members of the town.

Ledbury Town Council already have the Citizen of the Year and Youth Achievement awards in place for residents. The Public Service Award would provide recognition of non-residents who have contributed to the community of Ledbury.

Below are suggestions of the potential types of awards and eligibility that could be established to acknowledge and celebrate significant public service to Ledbury and its community.

1. Lifetime Achievement Award
  - Purpose: To honour individuals with a long-standing history of exceptional service to the town across multiple areas or decades.
  - Eligibility: Minimum of \*\* years of documented public service contributions.
2. Community Impact Award
  - Purpose: To recognise individuals whose efforts have led to tangible improvements in community well-being (e.g., health, education, safety).
  - Eligibility: Nominees must be able to demonstrate measurable positive outcomes.
3. Civic Excellence Award
  - Purpose: To acknowledge innovative or particularly effective service projects led by an individual.
  - Eligibility: Nominees must lead or initiate a programme with clear goals and outcomes.
4. Spirit of the Town Award
  - Purpose: To honour someone who embodies the values, culture, and spirit of the community through public service.
  - Eligibility: Individuals who show extraordinary commitment and inspire unity.

When considering which awards to establish the following points must be considered and agreed upon:

- Clear criteria:
  - Including duration of service, impact, leadership, and innovation.

- Transparent nomination process:
  - Open to the public
- Selection committee: How will the nominations be considered and agreed upon.
- Recognition ceremony: Held during a designated event (e.g., Annual Parish Meeting)

### **Recommendation**

Members are requested to give consideration to the above information and agree on a format of award(s) to recognise those who provide a substantial contribution to Ledbury and/or its residents through community and public service.