

**LEDBURY TOWN COUNCIL
MINUTES OF A MEETING OF FULL COUNCIL
HELD ON 01 DECEMBER 2022**

PRESENT: Councillors Bannister, Beddoes-Davis, Bradford, Chowns, Howells (Chair), Hughes, Morris, Sinclair and Whattler.

ALSO PRESENT: Angela Price – Town Clerk
Julia Lawrence – Deputy Town Clerk
Charlotte Bartrop – Minute Taker
Councillor Helen l'Anson – Ward Councillor

C661 APOLOGIES

Apologies were received from Councillors Auburn, Eakin, Harvey, Hughes and Manns.

C662 DECLARATIONS OF INTEREST

No declarations of interest were received.

C663 TO RECEIVE AND NOTE THE NOLAN PRINCIPLES (Standing Item)

RESOLVED:

That the Nolan Principles be received and noted.

C664 TO APPROVE AND SIGN THE MINUTES OF AN EXTRAORDINARY MEETING OF COUNCIL HELD ON 12 JANUARY 2023

RESOLVED:

That the minutes of an Extraordinary Meeting of Full Council held on 12 January 2023 be received and noted as a correct record

C665 HEREFORDSHIRE COUNCILLORS' REPORTS

To receive reports from Ledbury Ward Members:

- i. Councillor Harvey
- ii. Councillor Howells
- iii. Councillor l'Anson

RESOLVED:

That the Herefordshire Councillors' Reports be received and noted.

RBW

C666 MAYOR'S COMMUNICATIONS

RESOLVED:

That the Mayor's communications be received and noted.

C667 TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(E) AND 3(F)

No members of the public were present.

C668 TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9

No motions were presented by the attendees.

C669 TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 11 JANUARY 2023 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

RESOLVED:

1. That the minutes of the meeting of the Resources Committee held on 11 January 2023 be received and noted.
2. That the Clerk be instructed to proceed with the evaluation of post holder 60 accordingly.

C670 TO RECEIVE AND NOTE THE MINUTES OF MEETINGS OF THE PLANNING, ECONOMY & TOURISM COMMITTEE HELD ON 8 DECEMBER 2022 AND 12 JANUARY 2023 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

Councillor Sims submitted a declaration of interest in relation to Minute P697, town signage.

Minute No. P723 – It was noted that the minute did not clearly reflect that the provision of outdoor storage related to all relevant properties on the development.

RESOLVED:

That the minutes of the meetings of the Planning, Economy & Tourism Committee held on 8 December 2022 and 12 January 2023 be received and noted, subject to an amendment to minute no. P723 as above.

C671 TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE ENVIRONMENT & LEISURE COMMITTEE HELD ON 19 JANUARY 2023 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

Concerns were raised as to whether the minutes were an accurate reflection of the discussion that had taken place. The majority of Members felt that the minutes were a good reflection of the discussion that had taken place and therefore did not see a need for the minutes to be amended.

RESOLVED:

1. That the minutes of the meeting of the Environment & Leisure Committee held on 19 January 2023 be received and noted.

C672 TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON 26 JANUARY 2023 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

RESOLVED:

1. That the minutes of a meeting of the Finance, Policy & General Purposes Committee held on 26 January 2023 be received and noted.
2. That the Clerk be authorised to complete and return the V2 Agreement to the proposed contributions outcome of the 2022 Actuarial Valuation accordingly.

C673 TO RECEIVE AND NOTE THE MINUTES OF THE CORONATION TASK & FINISH GROUP HELD ON 23 JANUARY 2023 AND A COVERING REPORT AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

Councillor Sinclair proposed that Members accept the Task and Finish group's recommendations. There was no seconder for this proposal.

Members were advised that the Task & Finish Group had recommended an event take place on Bank Holiday Monday, 8 May 2023 in Ledbury High Street. The Palace outline of events for the Coronation weekend is that the Coronation takes place on Saturday, 6 May, with the Big Lunch on Sunday, 7 May and the Big Help Out on Monday, 8 May. Members were also advised that they do not have to follow the guidance received from the Palace.

Councillor Beddoes-Davies proposed that Members should accept the proposal received by the Palace in respect of the Coronation Weekend and that any event should take place on Sunday, 7 May. Councillor Sims seconded the motion, pointing out that any conflicting events may dampen the mood of a large event in the town centre.

Members discussed whether there would be a monetary contribution required by Ledbury Town Council. It was agreed that whilst there would be some cost

PRA

associated with any event, that sponsorship should be sought from local businesses in order to host this event.

Councillor Beddoes-Davis was asked to clarify her proposal, she advised that she was suggesting that the Council hold a "robust" event on the Sunday and support the Big Help Out volunteering on the Monday.

Members debated as to which day or days the event should take place. They agreed that Palace advice should be followed and that the big event should be held on the Sunday with a volunteering event taking place on Monday.

There was some confusion in relation to the proposal and the proposer was asked to clarify this again, Councillor Beddoes-Davis proposed that a food event be held on the Sunday, with the volunteering day on the Monday, in line with the guidance put out by Buckingham Palace.

Members queried as to whether the office would have the resources to undertake such an event. The Clerk informed the Members that this type of event always required staffing and that there would be a cost involved with this. It was then discussed as to whether a further Task & Finish Group meeting had been set or if the matter was now being passed over the Ledbury Town Council staff to deal with. It was felt that this matter had not been decided by the Task & Finish Group. It was also pointed out that due to the elections taking place on Thursday, 4 May, there will be no Councillors in place at the time of the Coronation weekend, and therefore it may be that former/new councillors may not be available to assist with this event, thus putting more pressure on a small staff base.

The Mayor suggested taking this item back to the Environment & Leisure Committee for further discussion, however, the Clerk pointed out that this was not until the middle of March and if they were to hold a large event then decisions need to be taken urgently. It was suggested that the Events Working Party, meeting on Wednesday, 8 February 2023, should discuss this matter and make decisions regarding details in order that they can be presented to the Extraordinary Meeting of Full Council on Thursday, 9 February 2023.

RESOLVED:

- 1. That the Members agreed that the minutes of the Coronation Task & Finish Group be received and noted.**
- 2. That Ledbury Town Council hold a food event on Sunday, 7 May, with a volunteering day on Monday, 8 May 2023, in line with the guidance put out by Buckingham Palace.**
- 3. That Events Working Party be asked to discuss this further at their meeting on 8 February 2023 and bring forward a "concrete proposal" providing all of the detail for the event on the Sunday, and that this be submitted to an Extraordinary meeting of Council scheduled for 9 February 2023 for final approval.**

C674 2023/24 DRAFT BUDGET

RESOLVED:

1. That the 2023/24 budget as recommended by the Finance, Policy & General Purposes Committee held on 26 January 2023 be approved.
2. That the Town Clerk be authorised to contact Herefordshire Council and request a precept of £640,671, an annual increase from £174.18 to £180.17, which equates to a 3.44% increase (£5.99 which equates to a monthly increase of £0.49 for all Band D equivalent properties).
3. That the Special Projects listed within the draft budget papers be funded from the Council's General and Earmarked Reserves accordingly.

C675 NOTIFICATION OF EXTERNAL AUDITOR APPOINTMENT FOR THE 2022/23 FINANCIAL YEAR FOR THE 5-YEAR PERIOD UNTIL 2026-27

RESOLVED:

That the Members receive and note the information which confirms that PKF Littlejohn have been appointed by the SAAA as external auditors to Ledbury Town Council for the period 2022/23 – 2026/27.

C676 INSURANCE REINSTATEMENT COST ASSESSMENTS

RESOLVED:

1. That Members agreed to receive and note the information within the report prepared by the Town Clerk, noting that these will now enable officers to approach other insurance companies for quotes for a three-year period.
2. That the Clerk be instructed to contact Purcell Architects and request an electronic (AutoCAD or Similar) version of the drawings as referred to in the above report.
3. That Members agree to commissioning an accurate measured survey for the Cemetery Chapel as recommended by Andy Hibberd.

C677 MARKET TOWNS FUNDING 2023/24

Members were requested to review the list of projects provided by Herefordshire Council and make amendments where appropriate and provide an updated list for works in 2023/24, noting that some of the projects had been completed in the 2022/23 financial year.

1. New drainage and steps solution for Conigree PROW on the Worcester Road to prevent flooding of the town centre – It is believed that works

PBA

- have already been carried out, however if they have not been carried out this item should remain on the list.
2. New resurfacing of Lower Road Trading Estate – That these works have been completed.
 3. New reinstatement of one-way junction exit from Woodleigh Road onto New Street and pedestrian and cyclist refuge – That this should be pursued as there is evidence of this working during Covid, this will also make the road safer for pedestrian users as there is no walkway or pavement.
 4. Repair of high-level pavement section and post and rail fence at top cross (MF-W_03) – That these works have been completed.
 5. Safety fence repairs at: Knapp Lane, Beggar's Ash, Leadon Way/Bypass, Little Marcle Road N&S (MF-W-04 to 08) – That these works are in progress.
 6. New larger pipework and culvert on Little Marcle Road where old railway used to cross to prevent flooding of this well used road – That this item should remain on the list to be completed.
 7. Resurfacing of top of Biddulph Way from A 438- Spring Grove (MF-R-08) – That this item should remain on the list to be completed.
 8. Resurfacing of Bridge Street-Lower Road (MF-R-08) – That the works have been completed, however the finish is substandard and should be revisited by Balfour Beatty. The Town Clerk is to report this to Balfour Beatty.
 9. Change surface and drainage on PROW between The Homend and Robinson's Meadow to prevent flooding and dangerous walking conditions caused by current loose surface material – That this item should remain on the list to be completed.
 10. Residents' parking Zones requested in Masefield Avenue, Queens' Court, Belle Orchard/Belle Orchard Close. – That Members agreed that there was no appetite for Residents' Parking Zones in Ledbury and this item should be removed from the list.
 11. Resurfacing of Robinson's Meadow – That these works have been completed.
 12. Resurfacing of Barnett Avenue as a well-used cut through to Orchard Lane (MF-R-03) – That Members agreed to add Queensway and Margaret Road to this item.

RESOLVED:

That an updated version of the list provided in 2022/23 be submitted to Herefordshire Council, with the following amendments:

1. **That those projects believed to have already been undertaken be highlighted with Herefordshire Council for removal;**
2. **Item 10 – residents parking zones be withdrawn from the list;**
3. **Item 12 – to include Queensway and Margaret Road.**

C678 2023 COUNCIL ELECTIONS

- a. Pre-election Period March – May 2023
- b. Events to encourage residents to stand for election as Town Councillors

Councillors discussed tools which might be used to inform the residents of Ledbury as to what it means to be a Councillor and how someone can go about becoming a Councillor to encourage residents to stand in the upcoming elections.

Suggestions included an A5 leaflet which can be handed out with information such as what a Councillor does and how to become a Councillor, information to be placed under the Market House on market days when the town footfall may be greater, as well as holding events whereby Councillors are available to meet potential Councillors and answer their questions.

RESOLVED:

1. That information regarding the requirement for photo ID be pinned to the Facebook page and the front page of the website.
2. That Members receive and note the information provided in the report from the Town Clerk and agreed to abide by the guidance provided during the pre-election period.
3. That a statement being pinned to the top of the Facebook page advising that during the pre-election period the Council will not be able to respond to any comments placed on the platform that could be deemed political with an explanation as to why this will not be possible.
4. That Officers produce an A5 leaflet with a simple guide as to what a local Councillor does and how to become one, with the express intention of recruiting Town Councillors for the forthcoming election.

C679 LEDBURY MARKET TOWNS INITIATIVE PLAN (MTIP) – MINUTES OF A MEETING HELD ON 7 DECEMBER 2022

Concerns were raised in relation to some of the land discussed within the document, noting that this relates to private land and therefore they cannot see how the plan can be feasible. The Chair advised that the plans had been discussed with the relevant people and that there have been negotiations with Herefordshire Council regarding some of the privately owned Heineken property which may be for sale.

It was raised that the Tourist Information Centre does not feature, especially as this is an ongoing project for the Council.

Councillor Sims proposed that the Tourist Information Centre be included on this list.



The inclusion of the Town Map was discussed. Members were advised that it had been agreed that the tear off maps would be funded via the Great Places to Visit funding, however the funding has since ended which means that funds would need to be secured from elsewhere in order to realise this project. It was agreed that this item would come back to Full Council once it has moved forward.

RESOLVED:

That the Tourist Information Centre should be included within the list of projects to be submitted to Vinia Abesamis, Senior Policy & Funding Officer at Herefordshire Council.

C680 LOCAL SERVICE DELIVERY AND PLACE-SHAPING: A FRAMEWORK TO SUPPORT PARISH AND TOWN COUNCILS

RESOLVED:

That the Local Service Delivery and Place Shaping information be received and noted.

C681 OUTSIDE BODIES REPORTS (If any)

RESOLVED:

That the Outside Bodies Reports be received and noted.

C682 RECOMMENDATION FROM TRAFFIC MANAGEMENT COMMITTEE – COMMUNITY SPEED WATCH (MINUTES ATTACHED FOR INFORMATION)

RESOLVED:

That Ledbury Town Council support the implementation of a Community Speedwatch Programme in Ledbury and as part of that they advertise for a volunteer co-ordinator to take the scheme forward.

C683 3 SHIRES STAGES RALLY – SAFETY MANUAL

RESOLVED:

That the 3 Shires Stages Rally Safety Manual be received and noted.

C684 REQUEST TO CONSIDER APPOINTMENT OF A “MAYOR’S CADET”

Members requested an explanation as to what a “Mayor’s Cadet” is. It was ascertained that this is a young person who is aspiring, capable and has the ability to achieve. The role includes assisting the Mayor by carrying the Wreath at the Remembrance Service. Concerns were raised in respect of safeguarding

and whether DBS checks would be required, however the Clerk advised that this would not be necessary.

RESOLVED:

That the Clerk contact the Lieutenancy to ask if they have a policy in relation to the Lord Lieutenancy's cadet that they would be willing to share with Ledbury Town Council.

C685 ADVICE FROM THE POLICE ON HOW TO REPORT ALLEGED INCIDENTS REPORTED ON SOCIAL MEDIA

RESOLVED:

That the advice from the Police on how to report alleged incidents reported on social media be received and noted.

C686 COMMUNITY ACTION LEDBURY – MAKING A DIFFERENCE: OUR IMPACT IN 2022

RESOLVED:

That the Community Action Ledbury report be received and noted.

C687 THE FUTURE OF LOCAL COUNCILS: A SURVEY OF PARISH, TOWN AND COMMUNITY COUNCILS IN ENGLAND AND WALES

RESOLVED:

That the report on the Future of Local Councils be received and noted.

C688 DATE OF NEXT MEETING

To note that the next meeting of Full Council is scheduled for 30 March 2023 at 7.00pm.

The meeting ended at 8.45pm

Signed P. B. Smith Date 14/2/23
(Town Mayor)

