

LEDBURY TOWN COUNCIL
MINUTES OF A MEETING OF FULL COUNCIL
HELD ON 04 AUGUST 2022

PRESENT: Councillors Auburn, Beddoes-Davis, Bradford, Chowns, Eakin, Howells, Hughes, Manns, Shields and Sims.

ALSO PRESENT: Angela Price – Town Clerk
Julia Lawrence – Deputy Town Clerk
Sophie Jarvis – Minute Taker
Member of the press – Hereford Times

C553. APOLOGIES

Apologies were received from Councillors Bannister, Harvey, Sinclair, Troy and Whattler.

C554. DECLARATIONS OF INTEREST

Councillor Shields declared a declaration of interest on Agenda Item 18, Corporate Volunteer Days. She informed the Council that she is the Chairman of Sustainable Ledbury and advised that she would leave the room when this item was being discussed.

No other declarations of interest were made.

C555. TO RECEIVE AND NOTE THE NOLAN PRINCIPLES (STANDING ITEM)

RESOLVED:

That the Nolan Principles be received and noted.

C556. TO APPROVE AND SIGN THE MINUTES OF AN EXTRAORDINARY MEETING OF COUNCIL HELD ON 14 JULY 2022

RESOLVED:

That the minutes of the extraordinary meeting of Council held on 14 July 2022 be approved and signed as a correct record.

C557. HEREFORDSHIRE COUNCILLORS' REPORTS

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

- i. Councillor Shields queried whether there was a time schedule on the Master's House. Councillor Howells confirmed that this item would be discussed further at an extraordinary council meeting on Thursday, 18 August 2022.

RESOLVED:

That the Ward Councillors reports be received and noted.

C558. MAYOR'S COMMUNICATIONS

- a. **Notes of a meeting with Paul Middlebrough – West Mercia Assistant Policy & Crime Commissioner**

Councillor Bradford expressed his concerns about speeding incidents in and around the town and how he believed there are issues with communications with the police force. He asked why were the PCSO's sent to Ross-on-Wye when Ledbury residents pay the highest council tax in Herefordshire. Councillor Howells confirmed the Ledbury PCSO has been off due to medical reasons, and that Sarah Ransome-williams is Ledbury's contact at the police station.

It was discussed that there should be a Councillor representing Ledbury Town Council who can take on the role of liaising with the police force.

Discussions also took place about PACT meetings and whether the Police should be asked to attend Full Council meetings to provide updates on policing issues. Councillor Hughes stated that the lack of police presence is poor and expressed how difficult it is to contact the police. He explained that on the West Mercia website there are no contact details provided and if you do need to contact the police the only contact number you can use is 111.

Councillor Auburn queried whether there are any plans on having a speed camera/indicator on Homend Road to reduce the amount of speeding drivers. Councillor Eakin confirmed that there had been previous discussions about having speed indicators on the Homend Road and informed the council that it had not been followed through due to potential issues of where they would be placed. The Town Clerk advised that she would raise the issue of speeding at their next meeting with Sarah Ransome-Williams and suggest that they consider carrying out speed checks on the Homend Road during the evenings.

b. Thankyou from Ledbury in Bloom

Thank you letter from Ledbury in Bloom was received and noted.

c. Thank you from Griff Holiday – Ledbury Food Group

Thank you letter from the Ledbury Food Group was received and noted.

Councillor Howells also made the Council aware of three additional thank you letters received from the Strömstad Twinning Association, Ledbury Carnival, and LEAF.

RESOLVED:

- 1. That Councillor Howells raise Councillors concerns at a meeting with the Commissioner in at a future meeting.**
- 2. That the Town Clerk investigate the possibility of PACT meetings being reinstated, or the Police attend Council Meetings.**
- 3. That Councillor Hughes be appointed to take on the role of liaising with the police.**

C559. TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(E) AND 3 (F)

RESOLVED:

None received.

C560. TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9

RESOLVED:

None received.

C561. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 5 MAY 2022 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN (

RESOLVED:

That the minutes of a meeting of the Resources Committee held on 5 May 2022 be approved and signed as a correct record.

C562. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE ECONOMY & PLANNING COMMITTEE HELD ON 16 JUNE AND 14 JULY 2022 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

The Town Clerk advised Members that she had received notification of an appeal in respect of item 10.1, minute number P603. She advised that if the council wished to have representation at that appeal hearing on 24 August the deadline for informing Herefordshire Council was 5 August.

Councillor Bradford queried whether Ledbury Town Council had objected to this planning application previously. Councillor Howells confirmed that Ledbury Town Council objected, and it was refused planning approval by Herefordshire Council.

Councillor Eakin advised that it would be negligent to not represent Ledbury Town Council at this appeal, however, he suggested as he is not on the Planning Committee it might be more appropriate for a member from the Planning Committee to attend. Councillor Sims proposed that this matter should be deferred to the Economy & Planning Committee on 11 August 2022. The Town Clerk agreed and confirmed that any representative attending the meeting should be given a mandate from Council on how to represent the Council.

It was agreed that any recommendation from the Economy & Planning Committee should be referred to the extraordinary Full Council Meeting on 18 August 2022 for Council to approve that mandate.

Councillor Auburn queried minute point P590. Town Clerk confirmed that the meeting with Bloor Homes had taken place on 22 June 2022 and the point was raised with them. The Clerk confirmed that Bloor have also requested a future meeting.

There was a discussion about page 3074, minute point P582. The Town Clerk informed Councillors that the BID had asked all Town Councils to put forward a representative however, there was only one space available on the Board. Therefore, they had agreed to create a rota for those councils who had put forward names and she confirmed that Ross-on-Wye had been selected to sit on the BID as it is the least represented town on the BID.

RESOLVED:

- 1. That the minutes of a meeting of the Economy & Planning Committee held on 16 June and 14 July 2022 be approved and signed as a correct record.**
- 2. That an item be included on the Economy & Planning Agenda of the meeting scheduled for 11 August 2022 in respect of Council representation at the upcoming appeal hearing, and that any**

recommendation from that meeting be referred to the extraordinary meeting of Full Council scheduled for 18 August 2022.

C563. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE ENVIRONMENT & LEISURE COMMITTEE HELD ON 7 JULY 2022 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

RESOLVED:

That the minutes of a meeting of the Environment & Leisure Committee held on 7 July 2022 be approved and signed as a correct record.

C564. COMMITTEE MEMBERSHIP

Notification had been received from Councillor Morris advising that he wished to resign from the Environment & Leisure Committee

RESOLVED:

That Councillor Morris' resignation from the Environment & Leisure Committee be received and noted.

C565. NOTIFICATION OF VACANCY IN LEDBURY NORTH (Pages 3108-3109)

Councillor Bradford asked if anybody had put themselves forward for the vacancy in Ledbury North. Councillor Howells confirmed that no one had put themselves forward for this position. The option to co-opt was discussed, however, Councillor Howells suggested that with elections scheduled for May 2023 and the time it would take to co-opt it might be beneficial to not fulfil the vacancy at this time.

RESOLVED:

That the vacancy in Ledbury North not be filled at this time.

C566. STANDING DIRECT DEBITS MADE BY LEDBURY TOWN COUNCIL

Town Clerk informed Councillors that standing direct debits will be presented to the annual meeting for approval in future years as Councillors are required to approve the direct debits Ledbury Town Council make annually.

Councillor Auburn asked whether it would be possible to provide the minimum and maximum amounts from the last 12 months set out in an excel spreadsheet.

Councillor Sims queried the process to decide which providers Ledbury Town Council use for things such as electricity etc. The Clerk confirmed that this is undertaken via Council as and when the contracts expire. It was discussed that at the next Full Council meeting the Town Clerk will provide a document with

all the contract providers information on and the dates in which the contracts expire.

RESOLVED:

- 1. The Council approve the standing direct debits as presented.**
- 2. That the Clerk provide a document with all the contract providers and information on contract expiry dates to a future meeting of Full Council.**

C567. OUTSIDE BODIES REPORTS (IF ANY)

- a. Minutes of a meeting of the Carnival Association held on 8 June and 13 July 2022
- b. Minutes of a meeting of the Ledbury in Bloom Committee meeting held on 21 June 2022

Councillor Sims queried whether Ledbury Town Council has any representation at the Carnival. The Town Clerk confirmed that Ledbury Town Council will be having a stall at the Carnival.

The Clerk informed all the Councillors that they will all be receiving an email shortly in preparation for the stall at Carnival and that Councillors will be required to help on the day.

RESOLVED:

- 1. That the minutes of meetings of the Carnival Association held on 8 June and 13 July 2022 be received and noted.**
- 2. That the minutes of a meeting of the Ledbury in Bloom Committee held on 21 June 2022 to be received and noted.**

C568. FIRE AUTHORITY ANNUAL SERVICE REVIEW AND PLAN

RESOLVED:

That the Fire Authority Annual Service review and Plan be received and noted.

C569. MINUTES OF TOWN CLERKS MEETING WITH PAUL WALKER CEO HEREFORDSHIRE COUNCIL HELD ON 19 MAY 2022

Town Clerk confirmed that these are new meetings that are being held bi-monthly and moving forwards the minutes will always be put on the agenda of Full Council meetings.

Members agreed that they need to draw up a S106 wish list to be provided to Herefordshire Council, and it was agreed that a S106 Task and Finish Group meeting should be arranged as a matter of urgency.

RESOLVED:

- 1. That the Clerk schedule a S106 Task & Finish Meeting as a matter of urgency.**

C570. CORPORATE VOLUNTEER DAYS

Prior to leaving the meeting Councillor Shields informed the Council that Ledbury in Bloom are short on volunteers. Councillor Shields then left the meeting for this item.

Councillor Sims advised that he thought the recommendation was a good idea and that he supports contacting Sustainable Ledbury.

RESOLVED:

That the Town Clerk and CDO to have a conversation about which groups could benefit from this scheme and meet with them to discuss the possibilities.

C571. MARKET HOUSE/COUNCIL OFFICES - REPAIRS/TIMBER ASSESSMENT

Councillor Bradford informed the Council that the repairs to the Market House should be a high priority matter and the process should move forward as quickly as possible due to the deterioration of the stilts.

The Deputy Clerk informed the Members that quotations had been received from two companies, via Caroe & Partners, approximately 12 months ago, to undertake the works at the Market House, which would run in conjunction with the timber assessment works. At that time, Members agreed not to select a company until the timber assessments had been undertaken. Caroe & Partners had recommended that once the works do take place, the timber assessment consultant (Robert Demaus) should also be present. Members were asked to consider the proposals put forward from Robert Demaus to undertake the timber assessments along with Caroe & Partners acting as Clerk of Works.

Members agreed to the proposals put forward but this was only subject to Ledbury Town Council seeking advice from English Heritage in the first instance and seeking their opinion on the timber assessment report that had been presented in October 2021. It was also agreed that whilst a response was awaited, no invasive work should be undertaken on the Market House and nothing should proceed without the consent of Ledbury Town Council.

Councillor Bradford informed the Council that he believed this is a critical matter. Councillor Beddoes-Davis agreed and asked if Ledbury Town Council had consulted English Heritage to get their advice. Deputy Clerk confirmed that she was unsure unless they had spoken directly to Caroe & Partners. The Town Clerk confirmed that this would be checked. Councillor Beddoes-Davis queried what the process was in going through Caroe & Partners for the works. Town Clerk confirmed that Caroe & Partners are the technical advisor and a company that the Town Council has been using for many years, who are familiar with the council properties. Councillor Bradford stated that English Heritage have always been involved and this has been ongoing for decades.

Councillor Morris queried whether it would be possible to continue some of the work that has already been started parallel to contacting English Heritage to avoid any further delay. Councillor Eakin proposed that the recommendation be amended to state that the two would run parallel.

RESOLVED:

- 1. That officers contact English Heritage for advice in respect of the timber assessment and works being suggested.**
- 2. That no invasive works be carried out until such time English Heritage have been consulted.**
- 3. If possible, the timber assessment works be undertaken parallel to contacting English Heritage, to avoid unnecessary delays, with the exception of any invasive works.**
- 4. That officers investigate ways to protect the buildings during the winter months should there be a delay in the repair programme.**
- 5. That officers investigate possible grants towards the costs of the proposed works.**

C572. DATE OF NEXT MEETING

RESOLVED:

To note that an extraordinary meeting of Council is scheduled for Thursday, 18 August 2022 and that the next ordinary meeting of Full Council is scheduled for 29 September 2022.

C573. CARD PAYMENT SYSTEM

Members were requested to give consideration to the introduction of an electronic card payment machine for use in the Painted Room and Council offices.

Councillor Hughes proposed that the Barclays Bank option should be chosen as the selected card payment system, on the basis that the system is tried for 12 months and then reviewed.

RESOLVED:

That the Clerk be instructed to enter into a 12-month contract with Barclays Bank take payments for the provision of an electronic card payment system.

C574. EXCLUSION OF PRESS AND PUBLIC

Members considered whether Agenda Items 22 and 23 could be considered in public session. The Clerk advised that Agenda Item 223 related to a staffing matter and therefore should be considered in closed session.

Discussions also took place regarding the 'pink confidential papers' and when Councillors should have sight of them. The Town Clerk confirmed that all Councillors should have sight of the pink papers as part of their agenda before the meeting takes place to be prepared for it. However, she pointed out that in respect of the recent reports that had been provided at meetings, it had been agreed that this action be taken due to some of the information being made public.

RESOLVED:

That Agenda Item 22 be considered in open session.

C575. EXCLUSION OF PRESS AND PUBLIC

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

RESOLVED:

Member of the press (Hereford Times) left the meeting.

C576. TO CONSIDER QUOTES FOR JOB EVALUATION OF POST HOLDER 53

Members were requested to approve job evaluation of post holder 53 and agree which quote to accept in relation to this job evaluation.

RESOLVED:

- 1. That the job evaluation of post holder 53 be approved.**
- 2. That the Clerk be authorised to inform proposer no. 2 that they have been appointed to carry out the job evaluation of the post holder.**

The meeting ended at 8.30 pm

Signed Date
(Town Mayor)

DRAFT