

**MINUTES OF A MEETING OF FULL COUNCIL
HELD ON 3 SEPTEMBER 2026**

PRESENT: Councillors: Harvey (Chair), Chowns, Eakin, Hughes, Morris, Troy and Wilkinson

ALSO PRESENT:

Angela Price – Town Clerk
Julia Lawrence – Deputy Clerk
Sophie Rudd – Minute Taker
Justine Peberdy – Masefield Matters Board Chair

C1506. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bradford and Hamblin.

C1507. DECLARATIONS OF INTEREST

No declarations of interest were received.

C1508. TO NOTE THE NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be received and noted.

C1509. TO NOTE THE GENERAL DUTY ON PUBLIC AUTHORITIES OF SECTION 149 OF THE EQUALITY ACT 2010

RESOLVED:

That the General Duty on Public Authorities of Section 149 of the Equality Act 2010 be received and noted, with the Clerk advising Members of any items on the agenda that it is appropriate to consider under this Duty.

C1510. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF AN EXTRAORDINARY MEETING OF COUNCIL HELD ON 6 AUGUST 2026 AND AN ORDINARY MEETING OF COUNCIL HELD ON 6 AUGUST 2026.

RESOLVED:

That the minutes of an Extraordinary Meeting of Council held on 6 August and an ordinary Meeting of Council held on 6 August 2026 be approved and signed as a correct record subject to the following amendments:

6 August 2026 – Extraordinary meeting

Minute no. C1463 – amend heading to read “TO RECEIVE”

Minute no. C1466 – should read “That in accordance ...”

Minute no. C1467 – amend heading to read "TO APPROVE RECOMMENDATION FROM RESOURCES ...”

6 August 2026 – Ordinary meeting

Also Present – amend to read “Councillor Stef Simmons”

Minute no. C1397(3) – should read “ ... antisocial behaviour in and around”

C1511. TO RECEIVE AND NOTE THE ACTION SHEET

The following observations were highlighted:

1. C1044(5) – The plan has not been completed therefore the status needs to be changed to ‘in progress’.
2. Members requested that predicted delivery timescales be more specific once the appropriate staffing resources are in place.
3. C1491 - The Clerk informed Members that the report regarding notice boards and maps had not been included in the agenda pack due to Officers receiving information from external sources too late for inclusion, but that the report has been completed and would be included in the 24 September agenda.

RESOLVED:

1. **That the action sheet be received and noted.**
2. **That the feedback from Malvern Town Council in respect of anti-social behaviour at the Malvern Pump Track be received and noted and considered at the meeting of the Major Planning Applications scheduled for 17 September 2026..**

C1512. CHAIRMAN’S COMMUNICATIONS

Councillor Harvey confirmed that she had declined a number of invitations on health grounds and that these invitations will be circulated to the appropriate Members in her place.

Councillor Harvey informed Members that she has received concerns from a diligent member of the public regarding weeds in the high street and has asked that the weeding machine be deployed.

The Clerk informed Members that the new receptionist would be starting on Monday 7 September 2026.

C1513. TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(E) AND 3(F)

Helen l'Anson wished to speak on Agenda item 24. She noted that there was no reference to the Antiques Market in the Market Report. The Chairman confirmed this was an oversight and that the report would be amended to include the market. Mrs l'Anson also commented on the lack of advertisement around the market.

Helen l'Anson left the meeting at 7:15 pm

A member of the public spoke on issues regarding weeding around the town for example by the swimming pool and on the New Mills Estate.

The member of the public was informed about the 'Report It' function on the County Council website and the use of the What3Words app to provide exact locations..

The Chair informed Members that the schedules for road sweeping and grass cutting had not yet been made available by the County Council.

Councillor Peberdy informed Members that she was in contact with the Locality Steward and had had discussions of this nature with them. She advised that the Locality Steward is currently on annual leave and upon their return, a meeting with the Town Clerk is to be arranged and any outcome of this meeting will be provided to Full Council. The Town Clerk will look into whether any of the works suggested can be carried out via the Lengthsman Scheme.

C1514. TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9

None received.

C1515. TO RECEIVE AND NOTE BUDGET MONITORING REPORTS FOR MONTH 4

It was noted that the Masefield Matters budget is not part of the annual budget information, which is why there are no figures against this in the income and expenditure report. However, it was recognised that it would be helpful to have a separate page added to future reports which show this information.

The Clerk provided Members with an update on expenditure which had exceeded 100% as listed within the Detailed Income and expenditure report as follows:

102/4206 – Grounds Maintenance – Members were advised that the overspend was due to the planned works to a new pathway and

perimeter wall. The Clerk advised that the cost of these works will be borne from the Earmarked Reserve and that this will be transferred once the works have been completed and paid for.

102/4311 – Green Vehicle -Members were advised that it had been agreed that the cost of this vehicle would be paid back to the General Reserve over a period of three years.

108/4202 – Repairs to hanging baskets – Members were advised that it had been agreed that the cost of these repairs would be repaid over future years.

115/46550 – Ledbury in Bloom – it was noted that this overspend was due to an unanticipated increase in the annual cost

108/4240 – Upperfields flood scheme – it was noted that a grant of £4,000 had been awarded for these works; Ledbury Town Council are requested to provide the remaining £1,950 plus the cost of the percolation test. The Clerk advised that this is new expenditure which was not known at the time of the budget setting process and that report is anticipated at the next meeting outlining this.

118/4285 – Defibrillator maintenance – Overspend due to costs of new defibrillators – previously agreed that these funds will be taken from EMR

202/4119 – CCTV - Incorrect amount budgeted for in annual budget, this will mean an overspend at year end

202/4170 – Maintenance – this overspend is due to the planned works to the Market House and it has previously been agreed that this expenditure will be taken from EMR Listed Buildings once completed

214/4897 – LEAF Grant - £10,000 to be moved from Earmarked Reserves

220/4430 – Advertising – This overspend is due to recruitment advertising – proposed to move some of these costs to the Phased Staff Review Costs

220/4460 – Subscriptions – Overspend due to incorrect posting

225/4540 – Election expenses – expenditure refers to new Parish Councillor books for new councillors and in advance of 2027 elections. – agreed that this be moved to Councillor Training (225/4525)

401/4455 – Overspend due to annual increase in franking machine ad postage.

RESOLVED:

1. That the Receipts and Payments for 1 to 31 July 2026 be received and noted,
2. That the Balance Sheet and Trial Balance for Month 4 be received and noted.
3. That the budget monitoring reports be received and noted, noting the budget is below the expected percentage of 33.3% at the end of month 4 of the 2026/27 financial year.
4. That the Accounts Clerk be informed of actions required as outlined above.

C1516. TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS FOR JULY 2026

RESOLVED:

Councillor Eakin confirmed that the bank statements and reconciliations for July 2026 have been verified and signed.

C1517. TO APPROVE INVOICES FOR PAYMENT

The Chair requested that breakdowns be provided as to how the total figure is achieved in future agendas with reference to the relevant reports.

RESOLVED:

1. That the invoices for payment in the sum of £6,780.11 + VAT be approved, noting the breakdown of the reports provided was as follows:

	£1,276.00
	£ 352.05
	<u>£5,152.06</u>
TOTAL	£6,780.11 + VAT

2. That Members receive and note the information in respect of month 5 salaries, noting the breakdown as follows:

Salaries (Net)	£21,694.57
Employer NICs	£ 3,185.47
Employer Pension	<u>£ 4,331.00</u>
TOTAL	£29,211.04

C1518. TO RECEIVE AND NOTE THE OUTCOME OF THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN

RESOLVED:

That the information in respect of the 2025/26 external audit be received and noted, noting that the Council has received an unqualified audit, and that thanks given to all involved.

C1519. TO APPROVE THE DRAFT GRANTS POLICY AND APPLICATION FORM

RESOLVED:

That the draft Grants Policy and Application be deferred to a future meeting of the Grants Working Group at a date to be confirmed.

C1520. GRANT APPLICATIONS

Herefordshire Against Night-Time Disorder (HAND)

RESOLVED:

That a grant of £500 be awarded to Herefordshire Against Night Time Disorder (HAND) noting that it meets the criteria of the Local Government Act 1972 s.137(1) – Power to incur expenditure which, in their opinion, is in the interests of, and will bring direct benefit to, their area or any part of it or all or some of its inhabitants.

C1521. TO GIVE CONSIDERATION TO REQUEST FROM MASEFIELD MATTERS FOR THE RELEASE OF FUNDS TO BE PAID TO THE THREE DESIGNERS CHOSEN TO GO FORWARD TO THE NEXT STAGE OF THE DEVELOPMENT OF THE MASEFIELD MEMORIAL

Concerns were raised in respect of the request from the Masefield Matters Board to approve the 3 selected designers and the release of the agreed £3,000, £1,000 to be paid to each of the three designers to develop a template of their proposed designs.

It was noted that if Council were being asked to approve the 3 designers recommended by the Masefield Matters Board then these should have been attached to the report, along with detailed information to enable Members to make an informed decision.

Justine Peberdy advised Members of the selection process and noted that The Masefield Matters Board are following the timeline agreed by Full Council via the application submitted to the National Lottery Heritage Fund.

Mrs Peberdy highlighted that there is a Council representative on the Board who she believed should provide the link to communicate between the Board and the Council and she was concerned to learn that this is not operating as well as it should be.

Mrs Peberdy explained that she believed it was the role of the Council to approve the release of the £3,000 but that it was the Board's responsibility to choose the final three designers. It was recognised that the recommendation within the report provided was misleading and it was agreed to amend the motion as follows:



"That Members approve the release of the fund to the sum of £3,000, £1,000 to be paid to each of the three designers, selected by the Board, to develop a template of their proposed designs,"

RESOLVED:

1. That the release of the £3,000, £1,000 to be paid to each of the three designers to develop a template of their proposed designs be approved.
2. That a press release announcing the shortlisted applications, be published on the Council website by 18 September 2026.
3. That the press release be accompanied on the website by a report outlining the process undertaken to-date, the process going forward and details of due diligence carried out in respect of the final three designers.

Justine Peberdy left the meeting at 8:12pm

C1522. CODE OF CONDUCT MATTERS

None received.

C1523. TO FORMALLY RECEIVE NOTICE OF RESIGNATION FROM FORMER COUNCILLOR BROWNING

RESOLVED:

That Members formally note the resignation of Jonathan Browning, offering a vote of thanks for his contribution towards the Council and its business during his time as a Councillor and wishing him well for the future.

C1524. NOTICE OF ELECTION

RESOLVED:

1. That the Notice of Election be received and noted.
2. That it be noted that if the election is contested, a poll will take place on Thursday, 1 October 2026 and that the Town Council will be liable for costs of that election.
3. That the Clerk inform Elections officers that Ledbury Town Council wish to have poll cards issued for the election that has been called on 1 October 2026 and for any subsequent election that may result on the outcome of the Notice of Vacancy for the vacancy in South Ward and that this be reported back to Elections officers no later than Friday 4 September 2026.

**C1525. NOTICE OF MEETING WITH LEADER AND CHIEF EXECUTIVE OF
HEREFORDSHIRE COUNCIL ON 23 SEPTEMBER 2026**

RESOLVED:

That Members provide details of any issues they would like to raise at the meeting with the Leader and CEO of Herefordshire Council to the Clerk no later than 11 September 2026.

C1526. TO CONSIDER PLANNING CONSULTATIONS

- 1. Application No. 261558 – Garaging with storage above and external staircases as revised design to previously approved carport building to Plots D and E. - Site at Upper Mitchell Farm Bradlow and Westhill Ledbury Herefordshire HR8 1JF**

RESOLVED:

No objection

- 2. Application No. 262125 – Modernisation and improvement of existing off-road driving track and obstacles, with associated landscape, drainage and biodiversity enhancement works. - Land at Land Rover Experience, Sheep Field Eastnor Ledbury Herefordshire**

RESOLVED:

No objection

C1527. TO RECEIVE AND NOTE THE UPDATE ON PLANNING DECISIONS

The Clerk provided an update received from Councillor Simmons that Planning Application 261133 had been approved with conditions requested by Ledbury Town Council and the Ward Councillor re requirement for PTP upgrade under Environment Agency permitting.

RESOLVED:

That the update on the planning decisions be received and noted.

**C1528. REPRESENTATION AT HEREFORDSHIRE COUNCIL PLANNING
COMMITTEE**

Councillor Harvey provided an update, advising Members that there had been changes to the National Planning Policy Framework and that Officers would need to consider how these affected the position as far as the application in relation to the left hand side of what used to be Isaac's Store. She confirmed that this application will not be considered at the next planning committee and will be considered at a future meeting.

RESOLVED:

That Members note the update.



C1529. PUBLIC FOOTPATHS LEDBURY

Members were provided with an update received from Councillor Simmons in respect of this footpath.

RESOLVED:

That the report in respect of public footpath LR7 be received and noted.

C1530. TO GIVE CONSIDERATION TO A REPORT IN RESPECT OF LEDBURY MARKET

Members were provided with a Markets Progress report which outlined the progress in respect of the TEMAP report and proposals for a time table going forward.

RESOLVED:

- 1. That the progress made against the markets element of TEMAP, including established operational delivery, the Antiques and Vintage Market, the £10 pitch offer, use of St Katherine's Square, existing promotional channels and the staffing structure agreed for the service be noted.**
- 2. That the actions currently under way, particularly the highway/TRO work, preparation for greater use of the Market House undercroft, coordinated promotion and the transition to the revised staffing structure be noted.**
- 3. That the staged timetable in the section headed 'Staged introduction of the remaining actions' be approved as the basis for introducing the remaining TEMAP market actions, subject to the dependencies and further approvals identified within the report.**
- 4. That it be noted that the substantial expenditure, building changes, additional staffing/support or significant service changes be brought back to Council as costed proposals.**
- 5. That quarterly progress updates, with the first update establishing the baseline and reporting delivery against the milestones and timings in the 'TEMAP markets delivery: progress and timetable' section of the report be provided, noting that the first of these will be in December 2026.**

C1531. TO RECEIVE AND NOTE AN UPDATE IN RESPECT OF THE COMMUNITY ASSET TRANSFER (CAT) OF LEDBURY PLAY AREAS

RESOLVED:

That Members receive and note the update provided.

C1532. TO RECEIVE AND NOTE THE MINUTES OF THE EVENTS WORKING PARTY HELD ON 30 JULY 2026 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

Members noted the next Events Working Party meeting will be held on 17 September and not 1 October 2026.

RESOLVED:

1. That the hire of 20 gazebos from Green Tops Gazebos at a cost of £900 for the Light Switch on Event 2026 be approved.

2. That the gazebos hired from Green Tops Gazebos be charged to traders at the following costs:

Green Top hired Gazebo - £50

Traders own Gazebo - £40

Hot Food vehicle/catering unit - £80

3. That Traders within the Town with a permanent business premises be offered a 50% reduction on trading prices noting that they will be offered Ledbury Town Council Gazebos first.

4. That the Town Clerk review the previous Snow Machine Report to consider the potential purchase of a snow machine for future Light Switch On events, with the intention of hiring it out for use at future events and provide a further report detailing costs to the meeting of Council scheduled for 24 September 2026.

5. That the events strategy be provided to Members at the meeting of Council on 24 September 2026.

C1533. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE MASEFIELD MATTERS WORKING PARTY HELD ON 16 JULY 2026 AND THE EXTRAORDINARY MEETING HELD ON 14 AUGUST AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

RESOLVED:

That the minutes of the meeting of the Masefield Matters Working Party held on 16 July and the Extraordinary Meeting held on 14 August 2026 be received and noted.

C1534. TO GIVE CONSIDERATION TO THE TOWN AND PARISH COUNCIL SURVEY 2026

RESOLVED:

That this item to be referred to a meeting of Councillors, at a date to be confirmed, chaired by Councillor Chowns in his capacity as the Chair of the Environment and Leisure Committee to provide a draft response to submit to Full Council on 24 September 2026.

C1535. OUTSIDE BODIES

- i. To receive and note the minutes of a meeting of the Ledbury Carnival Association held on 22 July 2026, 5 August and 19 August 2026

RESOLVED:

That the minutes of the meeting of the Ledbury Carnival Association held on 22 July, 5 August and 19 August be received and noted with thanks given to all those involved with the event.

- ii. To receive and note the minutes of a meeting of Ledbury in Bloom held on 21 July 2026

RESOLVED:

That the minutes of the meeting of Ledbury in Bloom held on 21 July 2026 be received and noted.

- iii. To appoint outside body representatives to the following:

**RMTG Older People's Forum
RMTG Younger People's Forum
Police Liaison (due to Councillor resignation)**

RESOLVED:

- 1. That appointments to the RMTG Older and Younger People's Forum be deferred to a future meeting of Council.**
- 2. That Councillor Harvey be appointed as representative to the Police Liaison.**

C1536. SUSPENSION OF STANDING ORDER 3(X)

RESOLVED:

That Standing Order 3(x) be suspended for 20 minutes to enable the remaining business of the agenda to be completed.

Councillor Eakin left the meeting at 9:00pm



C1537. REQUEST FOR PERMISSION TO INSTALL POPPIES ON HANGING BASKET POSTS

Councillor Harvey informed Members that, in her capacity as Chair, she has a civic hospitality budget which she had not used to date. She proposed that the Council use this budget to sponsor 36 poppies and encourage sponsorship being sought from local businesses for the remaining 36 poppies, enabling the proposed feature to be displayed on both sides.

RESOLVED:

1. That permission be granted to Ledbury Poppy Appeal to permit the installation of approximately 36 poppies on the relevant lampposts from 22 October 2026 to 11 November 2026, subject to:
 - Ledbury Poppy Appeal providing evidence of appropriate Public Liability Insurance prior to installation;
 - the proposed fixing method being agreed and causing no damage to the posts;
 - the Poppy Appeal being responsible for the installation, inspection, maintenance and removal of the poppies;
 - the Poppy Appeal making good any damage caused to the posts or surrounding infrastructure; and
 - Ledbury Town Council retaining the right to require the removal of any signs that become damaged, loose, unsafe or otherwise cause a concern.
2. That the cost of £360.00 towards 36 poppies be met from the Mayors Hospitality budget line 210/4501.
3. That the Ledbury Poppy Appeal be advised of the offer from the Council to pay for 36 poppies and that the Ledbury Poppy Appeal be encouraged to write to local businesses to ask for sponsorship on a further 36 poppies.

Member of the public left the meeting at 9:03 pm

C1538. DATE OF NEXT MEETING

RESOLVED:

To note that the date of the next meeting of Council is scheduled for Thursday, 24 September 2026 at 7:00 pm in the Ledbury Town Council Offices.

C1539. EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

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.

C1540. TO RECEIVE AND NOTE AN UPDATE IN RESPECT OF GROUNDS MAINTENANCE CONTRACT EXTENSION

The Operations Manager provided Members with an update on the financial implications in respect of an extension of the grounds maintenance contract.

It was noted that due to the recent dry weather there had been a reduced amount of grass cutting and that as a result of this the cost for grounds maintenance work in August would be £45.00.

It was noted that the cost in respect of the extension of the grounds maintenance contract would be borne from the agreed 2026/27 budget.

RESOLVED:

1. That Members approve the extension of D M Property Maintenance grounds maintenance contract from 1 October 2026 to 26 February 2027, at a total cost of £4,500.
2. That Members authorise Officers to agree the terms of the extension with D M Property Maintenance and allocate the expenditure against the relevant budget provisions.

C1541. TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS DEEMED URGENT CONSIDERED AT THE RESOURCES MEETING ON 3 SEPTEMBER 2026

None received.

C1542. REQUEST FOR INSTALLATION OF ADDITIONAL MEMORIALS AT LEDBURY CEMETERY

Members were provided with further information in respect of request received in respect of the installation of a memorial at Ledbury Cemetery that did not meet the requirements of the Council's Cemetery rules and regulations.

The Chair asked why this issue had not been brought to the attention of the Council previously and what action had been taken in respect of refusal to comply with the rules and regulations of the Council.



The Operations Manager advised that when she had spoken to families they had advised that they were not aware of the rules and regulations.

The Chair advised that she did not feel the report had addressed the issues raised in the resolution of the previous meeting (minute C1505 refers), thus making it difficult to make a decision on the request without knowing how the overall subject should be dealt with.

Councillor Wilkinson asked for clarification on who is responsible for informing members of the public of the rules and regulations at the cemetery. The Clerk advised that the rules and regulations are provided to families as part of the forms completed with the funeral directors and memorial masons. The Council rely on these organisations to provide that information to families.

The Clerk advised that she had suggested to the Operations Manager that she arranges a meeting with the local funeral directors and memorial masons to discuss this and other issues to ensure that this information is being shared with families.

RESOLVED:

That this agenda item be deferred to the Full Council Meeting scheduled to be held on 24 September 2026 to allow officers to provide further information.

The meeting ended at 9:32 pm.

Signed

Chairman of the Council

Dated

24/9/26