

**MINUTES OF A MEETING OF FULL COUNCIL
HELD ON 12 DECEMBER 2024**

PRESENT: Councillors Chowns, Harvey, Hughes, Kettle and Morris

ALSO PRESENT: Angela Price – Town Clerk
Honor Holton – Minute Taker

C548. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bradford, Browning and Sinclair. Councillor Howells' apologies were received as per his request for 6 months dispensation.

C549. DECLARATIONS OF INTEREST

1. Councillor Morris declared a non-pecuniary interest in respect of agenda item 19, in relation to the Town map and guide.
2. Councillor Chowns declared a pecuniary interest in respect of agenda item 9(b), in relation to his request for costs of one additional ink cartridge.

C550. NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be received and noted.

**C551. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES
OF A MEETING OF COUNCIL HELD ON 28 NOVEMBER 2024**

RESOLVED:

That the minutes of the Council held on 28 November 2024 be approved and signed as a correct record, subject to the following amendments:

1. Minute no. C531 - be amended to read 'That an electric version be provided for inclusion on the visit Herefordshire website.'
2. Minute no. C534 - that the title be amended to 'Planning Consultations'.
3. Minute no. C543, that all references to Strömstad be corrected to, Strömstad.

4. Minute no. C534 - That the numbers of the resolved items be corrected to 1. and 2.

C552. TO REVIEW THE ACTION SHEET

RESOLVED:

1. That the action sheet be received and noted.
2. That future action sheets be provided detailing the current position of outstanding actions.

C553. MAYOR'S COMMUNICATIONS

The Mayor advised that he had attended a number of Christmas events and provided details on upcoming events as follows:

- Candle Lighting Event – Sunday 15 December 2024 at 10:00 am – 3:00 pm in the Ledbury Cemetery Chapel

C554. TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(e) and 3(f)

RESOLVED:

No members of the press or public were present.

C555. TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9

None received.

C556. TO APPROVE INVOICES FOR PAYMENT - DECEMBER

RESOLVED:

1. That the invoices for payments in December in the sum of £4,668.58 be approved.

Councillor Chowns left the room at 7.20 pm/

1. That the invoices for payment in December in the sum of £7,670.32 be approved.

Councillor Chowns returned to the meeting at 7.21 pm.

2. That Council monitor Cost Centre 102/Nominal Code 4001 and consider a possible virement at year end.

3. That it be noted that a transfer of £1,000 from EMR Listed Buildings to 202/4170 was agreed at a meeting of Council held on 28 November 2024 and that this will show in the month 9 figures.
4. That a budget line for gazebos be included in future budgets to cover costs of repairs and replacement parts.
5. That the £3,000 overspend in respect of the annual service of the Cemetery CCTV be noted and consideration be given to increasing the annual budget allocation £100.
6. That it be noted that it was agreed at a meeting of Council held on 28 November 2024 that a new budget line be included for Bye Street Toilets expenditure.
7. That the request from Councillor Chowns for the cost of 1 additional set of ink cartridges be approved.
8. That it be noted that it was agreed at a meeting of Council held on 28 November 2024 that £500 be transferred to a new budget line in respect of Bye Street Toilets expenditure for the remainder of the 2024/25 financial year.

C557. TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS FOR AUGUST, SEPTEMBER AND OCTOBER

RESOLVED:

That the bank statements and reconciliations for August, September and October be deferred to the next meeting of Council.

C558. TO RECEIVE AND NOTE MONTH 7 FINANCIAL REPORTS

RESOLVED:

1. That the month 7 financial reports be received and noted.
2. That future financial reports be accompanied with the report as previously agreed.
3. That clarification be provided on the following budget lines:

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- i. 101/4205 – Explanation to be provided as to why no expenditure has been assigned to this nominal code to date;

- ii. 102/400 – clerk to check current out-tur in respect of staff salaries;
- iii. 102/4001 – Clerk to check what has been assigned to this nominal code;
- iv. 102/4227 – Clerk to provide explanation in respect of overspend.

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- i. 105/4000 – That the overspend in relation to this budget line be reviewed during the 2025/26 budget setting process.
- ii. 15054700 - that it be noted that how stock is handled over financial years is to be considered as part of the financial year end.

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- i. 118/4276 that the electricity meter be read before and after each market session and a record kept to enable consideration of fees and charges at 2025/26 budget setting process.

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- i. 201/4170 – clarity be sought on whether the Market House Maintenance EMR figure is a credit of debit.

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- i. 225/4502 Mayor's Advertising be investigated to establish why there is an overspend.

C559. ANNUAL INSURANCE RENEWAL

RESOLVED:

- 1. That the annual insurance renewal be approved and the Clerk authorised to make the necessary payment in the sum of £19,449.56.
- 2. That clarification be sought on the following items:
 - i. What services are provided within the Insurance Cover that Council has additional cover for from other providers, to avoid overlaps, such as Parish On-Line.
 - ii. That the Clerk contact the insurance company in respect of the replacement Tyre Swing at the Recreation Ground and the collapsed wall in the Church Yard.



- iii. That the Clerk contact the Insurance Company to establish whether a claim can be made for additional staffing costs related to the absence of one of the senior officers when on long term sickness absence.
- iv. 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.

C560. GRANT FEEDBACK REPORT FROM CITIZEN'S ADVICE AND REQUEST FOR SIX MONTHLY PAYMENT

RESOVLED:

- 1. That the grant feedback provided by Citizens Advice Bureau be received and noted.
- 2. That clarification be sought from Citizens Advice Bureau on how they are delivering the service in Ledbury and whether the option for their staff to do home visits where individuals experience travel or financial difficulties.
- 3. That the request for a grant of £2,500 be approved for payment, noting that this will be an overspend within the 2024/25 budget.

C561. TO CONSIDER PLANNING CONSULATIONS

- 1. **Application No. 42769** – Proposed variation of condition 2 of planning permission P213387/F (Amended scheme to convert redundant traditional agricultural buildings into 5 no. residential dwellings). (Previous approval references P184126/P and O184127/L) – Changes to layout of Plots D and E (collectively within building 5), to include amendments to windows & door openings to elevations, Revisions to detached carport building associated with same Plots and Updates to works to grounds to rear of Building 5. – **Upper Mitchell Farm, Bradlow and Westhill, Herefordshire, HR8 1JF.**

Councillor Harvey raised concerns in respect of this application and advised that she would be raising these concerns at County level as Ward Councillor.

RESOLVED:

That a query in relation to the revised fenestration be submitted to planning officers.



2. **Application No. 242505** – Proposed removal of 12' high Leylandii hedge at the front of the property which borders the pathway alongside New Street. To be replaced with an 8' fence matching an existing short portion of fencing – **Sheridon, New Street, Ledbury, Herefordshire, HR8 2EE.**

RESOLVED:

No objections.

C562. TO RECEIVE AND NOTE PLANNING DECISIONS

RESOLVED:

That the planning decisions be received and noted.

C563. TO RECEIVE AND NOTE THE END OF YEAR VISITOR NUMBERS FOR THE PAINTED ROOM

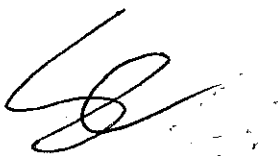
RESOLVED:

1. **That the end of year visitor numbers for the painted room be received and noted.**
2. **That consideration of opening times in 2025/26 be given in consultation with staff prior to the financial year end.**

C564. TO CONSIDER AND APPROVE DRAFT TERMS AND CONDITIONS IN RESPECT OF HIRING OF ST KATHERINE'S SQUARE

RESOLVED:

1. **That the draft terms and conditions in respect of hiring of St. Katherine's Square be approved, subject to the following amendments:**
 - i. **'A 20% non- refundable deposit will be required with all bookings.' Be amended to. 'A security deposit, equivalent of 20% of the booking fee will be requested in advance and reimbursed after confirmation that no damage has been done.'**
 2. **Under booking confirmation 'A deposit may be required on booking.' Be amended to 'A security deposit will be required upon booking.'**
 3. **That the Mayor write to the Ward Councillor to highlight lighting concerns at St Katherine's car park.**



C565. TO CONSIDER AN APPLICATION FOR GRANT OF PREMISES LICENCE – THE CHEESE PANTRY, GROUND FLOOR, 7 THE HOMEND MEWS, THE HOMEND, LEDBURY, HR8 1BN

RESOLVED:

- 1. That the application for grant of premises licence, The Cheese Pantry, Ground Floor, 7 The Homend Mews, The Homend, Ledbury, HR8 1BN be approved.**
- 3. That clarification be sought as to whether the opening hours within the application relate only to the month of December or whether this is all year round.**

C566. PROCUREMENT OF DESIGN, COPY RIGHT AND PRINTING OF TOWN MAP AND GUIDE

RESOLVED:

That this item be deferred to be discussed in the confidential part of the meeting.

C567. GEOPHYSICAL SURVEY REPORT OF LEDBURY CEMETERY

RESOLVED:

That representatives of Landscape Ltd be invited to a Teams meeting in February with the Clerk and Chair of Environment & Leisure Committee to explain the content of the report.

C568. TO RECEIVE THE MINUTES OF A MEETING OF THE EVENTS WORKING PARTY HELD ON 15 NOVEMBER 2024 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

Councillor Morris raised concerns at the disbandment of the Events Working Party. It was noted that Working Parties do not have delegated powers to decide whether they should be disbanded, this falls under the remit of the parent committee or Council.

RESOLVED:

- 1. That the Events Working Party not be disbanded, and that it continue with bi-monthly meetings.**
- 2. That Councillors Morris and Hughes meet with Al Braithwaite to discuss what the issues with the Events Working Party continuing are.**

C569. SUSPENSION OF STANDING ORDER 3(X)

RESOLVED:

That Standing Order 3(x) be suspended for a period of 30 minutes to allow for the remainder of the business of the agenda to be completed.

C569. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 21 NOVEMBER 2024 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

RESOLVED:

That the minutes of the Resources Committee held on 21 November 2024 be received and noted.

C570. OUTSIDE BODIES

RESOLVED:

That the Ledbury in Bloom outside bodies be noted.

C571. DATE OF NEXT MEETING

RESOLVED:

To note that the next meeting of Council is scheduled for Thursday, 9 January 2025.

C572. 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.

Councillor Morris left the meeting at 9.085 pm.

C573. PROCUREMENT OF DESIGN, COPY RIGHT AND PRINTING OF TOWN MAP AND GUIDE

A query was raised in respect of whether previous town maps were being used in the design of a new town map and if they were had the proper permissions been granted to make use of these.



There was disappointment that a suggestion had been made not to consider a tear-off map.

RESOLVED:

1. That the recommendations provided within the report in respect of procurement, design, copyright and printing of the town map and guide be accepted.
2. That the Council approve the progression by the report writers, in conjunction with the Clerk, to procure the works required and meet the deadline of end of February.
3. The Council approve the funding streams and the Clerk be made , immediately, aware of any challenges faced in relation to the funding sources.
4. That any shortfall of funds be supported by Ledbury Town Council from within the 2024/25 budget – Cost Centre 107 Town Promotion/Nominal Code 470 – Promotional Material.
5. Do not accept the recommendation to not proceed with a tear off map
6. That clarification be sought in respect of whether previous designers have given permission for their designs of previous maps to be used.
7. That clarification be sought in respect of where the copies of the map will be stored.

Councillor Morris returned to the meeting at 9.21 pm.

C574. POSSIBLE PURCHASE OF E-CARGO VEHICLE

RESOLVED:

That this item be deferred to the next meeting of Council.

C575. HEALTH AND SAFETY SUPPORT PROVISION

RESOLVED:

That the following recommendations be approved.

1. That the Clerk be instructed to contact Worknest to accept the 3- month extension as outlined.




2. That further quotes be submitted to a meeting of Council in January 2025 for further consideration of Health & Safety support services.

C576. RECOMMENDATION FROM RESOURCES COMMITTEE HELD ON 5 DECEMBER 2024

RESOLVED:

1. That the recommendation from the Resources Committee Meeting held on 5 December 2025, in respect of an uplift of salary for staff undertaking additional duties in the absence of Post Holder 53 be approved, to be paid following the initial six-weeks of undertaking the duties.
2. That the Clerk draft an Acting-up and Additional Responsibility Payments Policy for submission to the next Full Council.

The meeting ended at 9:30pm

Signed  Date 9th January 2025
(The Mayor)