

**LEDBURY TOWN COUNCIL  
MINUTES OF A MEETING OF FULL COUNCIL  
HELD ON 25 MAY 2023**

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**PRESENT:** Councillors Bradford, Chowns, Hughes, l'Anson (Chair) and Sinclair

**ALSO PRESENT:** Angela Price – Town Clerk  
Sophie Jarvis – Minute Taker  
Stef Simmons – Ledbury South Ward Councillor  
Justine Peberdy – Ledbury West Ward Councillor

**C1 APOLOGIES**

Apologies were received from Councillors Harvey, Howells, and Morris.

**C2 DECLARATIONS OF INTERESTS**

Councillor Hughes declared an interest in Agenda Item 19 Outside Bodies Reports, due to his wife sitting on both the Strömstad Twinning Association & the Carnival Committee. Councillor Hughes stated that he would not vote on this item.

Councillor Sinclair declared an interest in the resident parking permits in Masefield Avenue due to living in that street.

**C3 TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON 11 MAY 2023**

Councillor Sinclair proposed that the minutes of the Annual Council Meeting held on 11 May 2023 be signed as a correct record. Councillor Bradford seconded the motion, and all members were in favour.

**RESOLVED:**

**That the minutes of the Annual Council Meeting held on 11 May 2023 be approved and signed as a correct record.**

**C4 HEREFORDSHIRE COUNCILLOR'S REPORTS**

Ward reports were received from Ledbury Ward Members:

- i. Councillor Harvey
- ii. Councillor Peberdy
- iii. Councillor Simmons

Councillor Simmons provided members with a verbal update from the planning officer, Chloe Smart, on the early works that had taken place at the Viaduct site.

Members expressed their frustration at comments made in Councillor Harvey's Ward Report under the item 'Parking Problems and Traffic Regulation Orders'. As members clarified that they are against the development of highway engineering solutions to parking problems not 'seeking to disrupt' it as stated in the report.

**RESOLVED:**

**That the Ward Councillor's reports be accepted with thanks, noting that members had expressed their disappointment in the comments made regarding the 'Parking Problems and Traffic Regulation Orders' in Councillor Harvey's Ward Report.**

**C5 MAYORS COMMUNICATIONS**

The Mayor, Councillor l'Anson, gave members a verbal update on her theme for the year, 'Lean on Ledbury', and the two charities that she had chosen to raise money for during her year in office. Megan Baker House (Ledbury) and Close House (Hereford).

**RESOLVED:**

**That the Mayor's Communications be received and noted.**

**C6 TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(E) AND 3(F)**

**RESOLVED:**

**No questions/comments from members of the public were received.**

**C7 TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9**

**RESOLVED:**

**No motions were presented by Councillors.**

**C8 TO RECEIVE AND NOTE THE MINUTES OF A MEETINGS OF THE PLANNING, ECONOMY & TOURISM COMMITTEE HELD ON 13 APRIL AND 18 MAY 2023 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN**

Members were advised that the minutes of the meeting held on 18 May 2023 had not been finalised and therefore were not available to present to this meeting. Councillor Bradford proposed that the minutes of the Planning, Economy & Tourism Committee held on 13 April 2023 be received and noted and that the minutes of the meeting held on 18 May 2023 be deferred to the

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next Full Council meeting. Councillor Hughes seconded the motion and all members were in favour of this.

**RESOLVED:**

**That the minutes of the Planning, Economy & Tourism Committee held on 18 May 2023 be put on the next Full Council agenda.**

**C9 SCHEDULE OF MEETINGS**

Members discussed that this Schedule of Meetings document is a draft and is subject to change to allow members to make good decisions in a management restructure.

Councillor Hughes proposed that members accept this draft of the 'Schedule of Meetings 2023/24'. Councillor Bradford seconded the motion, and all members were in favour.

**RESOLVED:**

**That the draft 'Schedule of Meetings 2023/24' be approved and accepted for the interim until such time the Council agree a change to the current Committee Structure.**

**C10 TO RECEIVE INVOICES FOR PAYMENT (MAY INTERIM)**

Councillor Sinclair questioned why the Town Council cover the costs for the payphone at Ledbury Train Station. Councillor Bradford confirmed that the Town Council had agreed previously, circa 12-years ago, to fund this.

Members discussed the cost of the 'Shredall' contract and it was agreed that this would be reviewed to see if the costs could be reduced, with a report on this being submitted to a future meeting of Council.

The Clerk explained that an error had been made in respect of the Npower payment, advising that this invoice had been previously agreed and paid and therefore should not be included on the attached list.

Councillor Sinclair proposed that the May interim invoices for payment be approved, Councillor Chowns seconded the motion, and all members were in favour.

**RESOLVED:**

- 1. That the May interim invoices for payment be approved in the sum of £5826.54 plus VAT.**
- 2. That the 'Shredall' contract be reviewed, and a report be submitted to a future meeting of Council for consideration.**

## **C11 COUNCILLOR ALLOWANCES**

Councillor Sinclair advised that he was against accepting Councillor Allowances from Herefordshire Council and therefore proposed that Ledbury Town Council do not request Herefordshire Council to establish a Remuneration Panel to make recommendations on the points listed in point 11 of the document within the agenda papers. All members were in favour and also against accepting this.

### **RESOLVED:**

**That Ledbury Town Council do not request Herefordshire Council to establish a Remuneration.**

## **C12 TERMINATION OF PHOTOCOPIER CONTRACT**

Members were provided with a report advising of an error that had been made in respect of the termination of the photocopier contract which ended in April 2023.

As a result of the error the Council were automatically entered into a further 12-month long contract with Vision and Members were asked to decide whether they wished to pay the outstanding amount in one payment or on a monthly basis.

Councillor Sinclair proposed that the payment should be made monthly, Councillor Hughes seconded this motion and ask that Officers ensure that a contracts database is set up to prevent this from happening in the future. He also asked that officers identify savings in other areas, monthly, to offset the additional costs incurred due to the extended contract.

Councillor Bradford enquired why the photocopier had to be leased rather than bought outright. The Clerk explained that when a photocopier is leased it covers the costs of maintenance call outs and toner replacements. Councillor Bradford requested that the next time the photocopier contract ends that the option of buying a machine outright rather than leasing it be investigated.

### **RESOLVED:**

- 1. That the outstanding payment of the previous photocopier contract be paid off monthly.**
- 2. That officers identify savings within the budgets on a monthly basis to offset the additional costs.**
- 3. That officers ensure that all contract details are retained on a database within the council offices to ensure that this type of error is not repeated in the future.**

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4. **When the contract for the current photocopier is due for renewal officers provide information to committee for the purchase of a copier outright against the costs to lease a machine.**

**C13 REQUEST FROM PATRICK BRAZIL IN RELATION TO SHOP FRONT GRANT FUNDING**

Members discussed that this grant application had missed the deadline to be submitted and all members were in favour of not issuing a shop front grant to Patrick Brazil because of this.

**RESOLVED:**

**That Patrick Brazil be advised that as this funding stream has now closed to the council it would not be possible for the council to award a shop front grant as per his request.**

**C14 REQUEST ON BEHALF OF HEREFORDSHIRE ARMED FORCES DAY COMMITTEE**

Members discussed that Ledbury is showing its support by having a flag raising ceremony on Monday, 19 June 2023 for Armed Forces Day in town. Members felt that there was a lack of information provided by Herefordshire's Armed Forces Covenant as to how many Ledbury Cadets and families are involved in this event. Due to this event not taking place in Ledbury and the lack of information received Councillor Hughes proposed that Ledbury Town Council do not financially contribute to this event but send their best wishes for a successful day. Councillor Sinclair seconded this motion, and all members were in favour.

**RESOLVED:**

**That Ledbury Town Council do not financially support the forthcoming Armed Forces Day event in Hereford but send their best wishes for a successful day.**

**C15 ENERGY & RESOURCES EFFICIENCY REPORT**

Councillor Hughes proposed that members accept the 'No-cost measures' and the 'Low-cost measures' in the Energy & Resources Efficiency Report and that officers be requested to explore the 'Action plan: Capital cost measures' with heritage and conservation officers to identify resources in the budget, as well as identify any grant funding that may be available to assist with the cost of this. Councillor Chowns seconded the motion, and all members were in favour.

**RESOLVED:**

1. **That the 'No-cost measures' and the 'Low-cost measures' contained within the Energy & Resources Efficiency Report be actioned.**

2. That officers explore the 'Action plan: Capital cost measures' with heritage and conservation officers to identify resources in the budget and whether there is any grant funding available to cover the costs of this.

## **C16 LEDBURY WAR MEMORIAL**

- i. **Update on start date for refurbishment works and signing of contracts.**

Members were concerned at the proposal by the contractor to undertake the works on the War Memorial in stages. Members stated that residents would be understanding if the pavement was closed off to ensure the work carried out was up to the best standard.

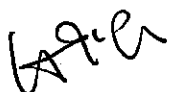
Councillor Bradford proposed that the Clerk be instructed to contact the company carrying out the works on the War Memorial and to request that this is not done in sections and the whole pavement is closed off for the duration of the works. It was also suggested that the Clerk be instructed to contact Caroe, as the project managers for these works and ask them to investigate Herefordshire Council's target determination date for the discharge of condition 3 of the Listed Building Consent to establish whether the July date would affect the work scheduled provided by the contractor.

- ii. **Report from Councillor Sinclair**

Councillor Hughes proposed that members authorise Councillor Sinclair to take evidence to West Mercia Police and ask them to open a fraud investigation with regards to the War Memorial. Councillor Bradford seconded the motion, a vote took place 4 members were in favour of this proposal with one abstention.

### **RESOLVED:**

1. That the company carrying out the works on the War Memorial be contacted to request further information on his proposal to undertake the works in stages, thus not having to close off the pavement completely throughout the time the works are being carried out.
2. That Caroe & Partners be contacted, as the project managers, to investigate the target determination date for the discharge of condition 3 of the Listed Building Consent.
3. That Councillor Sinclair be authorised to take evidence to West Mercia Police, on behalf of Ledbury Town Council, and ask them to open a fraud investigation with regards to the War Memorial.



## **C17 HEREFORDSHIRE 2050 ECONOMIC PLAN**

Councillor Hughes noted that nothing in the Herefordshire 2050 Economic Plan goes against the Ledbury Neighbourhood Development Plan.

### **RESOLVED:**

**That members receive and note the Herefordshire 2050 Economic Plan.**

## **C18 OUTSIDE BODIES REPORTS**

- i. Ledbury Strömstad Twinning Association – 31 January 2023**
- ii. Ledbury Carnival Association – 8 March and 12 April 2023**

Councillor Chowns proposed that both of the outside bodies' reports provided by Ledbury Strömstad Twinning Association and Ledbury Carnival Association be received with thanks. Councillor Sinclair seconded the motion, and all members were in favour.

Councillor Bradford informed members that the Community Centre had expressed an interest in becoming an outside body for Ledbury Town Council. Councillor Hughes was appointed as their representative and all members were in favour of this.

### **RESOLVED:**

- 1. That the Ledbury Strömstad Twinning Association and the Ledbury Carnival Association outside bodies reports were received with thanks.**
- 2. That Councillor Hughes be appointed as the Council's representative from on the Community Centre Committee.**

## **C19 LEDBURY TRAFFIC MANAGEMENT REPORT**

Members received the Ledbury Traffic Management Report with thanks and noted that this is a draft version that will need considerable re-writing. Councillor Hughes offered to assist the author in finalising this document. All members were in favour of this.

### **RESOLVED:**

**That the Ledbury Traffic Management Report be received and noted with thanks, noting that this is a draft version, and that Councillor Hughes work with the author to finalise this document for submission to the next Full Council meeting, scheduled for Thursday, 29 June 2023.**

**C20 DATE OF NEXT MEETING**

**RESOLVED:**

**That the next meeting of Full Council is scheduled for 29 June 2023 at 7:00pm.**

**C21 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, the press and public are excluded from the remainder of the meeting.**

**RESOLVED:**

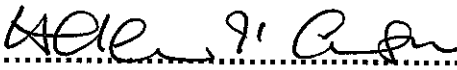
**All members voted in favour of excluding the press and public.**

**C22 REQUEST FOR RE-EVALUATION OF POST 50**

**RESOLVED:**

**That the request for re-evaluation of post holder 50 be approved and that the Clerk be instructed to engage a suitable qualified company to undertake the review.**

**The meeting ended at 8:15pm.**

Signed .....  ..... Date ..... 04/07/23 .....  
(Town Mayor)