

LEDBURY TOWN COUNCIL

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23 November 2023

Dear Councillor

Please find attached the items listed "To Follow" on the previously despatched agenda in respect of the meeting of Council to be held on Thursday, 23 November 2023 at 7.00 pm in the Jacobean Room, Ledbury Town Council, Church Lane, Ledbury for the purpose of transacting the business shown in the agenda below.

Yours faithfully

Angela Price PSLCC, AICCM, MIWFM
Town Clerk

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A G E N D A

5. Herefordshire Councillors' Reports (Pages 952-959)

To receive reports from Ledbury Ward Members:

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

MINUTES

12. To receive and note the minutes of a meeting of the Finance, Policy & General Purposes Committee held on 16 November 2023 and to give consideration to any recommendations therein (Pages 960-969)

FINANCE

15. Council Insurance

- a. Renewal Quotes (Pages 970-973)**

GENERAL

- 21. Ledbury War Memorial update on completion of works (Pages 974-980)**

**Distribution: - Full agenda reports to all Councillors (13)
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Local Press (2)
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Police (1)**

Ledbury North: Councillor Ward Report - November 2023

Master's House Landscaping



An improved railing design has been suggested for the perimeter of the square. The set of ramp hand rails adjacent to the gable end of St Katherine's Hall have been agreed to be positioned in the gravelled area and not drilled into the laid stonework. The colour of both sets of railings has been changed from black to dark grey and all the changes agreed by the Conservation Officer and with Planners.

The missing second floor box to provide access to power points for markets and events has been reinstated. Additional funding to cover the cost of these improvements has been agreed.

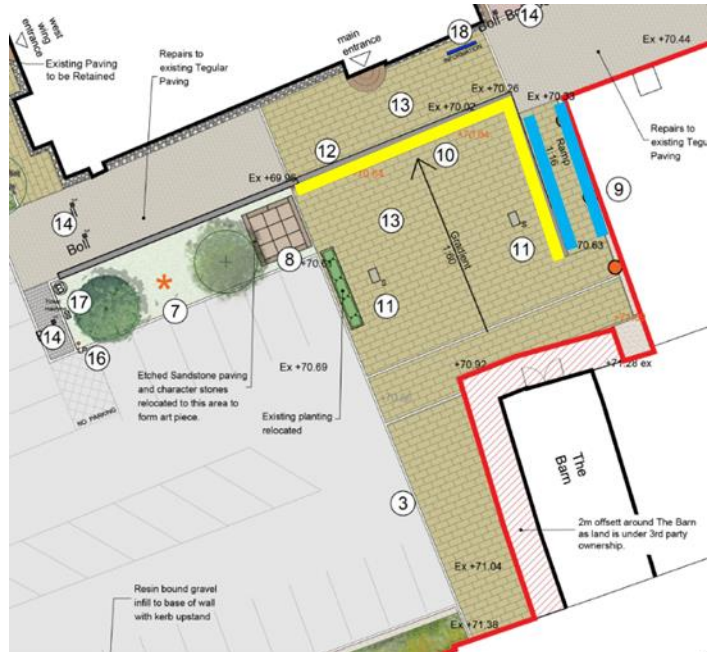
However, it remains the case that the floor boxes will not have power provided to them and a question remains over whether any lighting will be installed

Viaduct Housing Development



The roundabout at the entry point to this development has been completed and the majority of traffic controls have been removed. I visited the site manager to discuss complaints received from local residents regarding

Works on site continue – and I have continued to work with officer and local stakeholders to find improved solutions to the railing designs for installation around two sides of the square (indicated in yellow on the diagram below) and along both sides of the disabled ramp (lines in blue).



light pollution/nuisance they were experiencing from the flood lighting installed on the roundabout. However, the lighting has apparently been requested by Herefordshire Council's highways officers and I am still trying to find out whether it is possible for the direction of the lights or their cowls to be adjusted.

The picture shows a view from the site car park back towards the roundabout. There was a lot of standing water on the site when I visited, following the heavy rain we experienced earlier in the month.

McCarthy & Stone Development of 'Masefield's Meadow'

This planning application was considered by the county council's Planning Committee on 25 October. With the majority of committee members attending a site visit the day before. I attended the meeting and spoke on the matter raising concerns regarding the protected nature of the site, scale of the development, lack of affordable housing, lack of S106 contributions.

After considering the matter the Committee resolved that:

"The application be REFUSED due to: the protection of open and green spaces; highway safety concerns regarding the site access; the impact on the landscape and conservation and enhancement of buildings of historic importance; contrary to Ledbury NDP policies CL2.1 (g and h) and BE2.1 and core strategy policies MT1 and LD1."

An appeal against the decision has already been lodged with the Planning Inspectorate with a request that the appeal is heard by means of a public inquiry (the most expensive sort of appeal). I have a meeting with planners next week to discuss the council's approach to the appeal.

Flooding on the Bromyard Road



In the summer I requested that BBLP ensure that the large land drain on Network Rail land to the north east of the Bromyard Road junction be checked for blockages and the filter screens cleared of debris ahead of the autumn storms.

Despite this, in Early November the land drain was, once again, blocked and water was overflowing damaging the public right of way, flowing onto the Bromyard Road and causing a hazard and nuisance to local businesses and passing vehicles.

On 3rd November I requested urgent action to clear the blockage and to deal with the consequent additional blockages to highway drains and gullies (see image of water bubbling up through drain gratings in the road at the entrance to Sequani).

Since then, I have escalated the matter twice and am in correspondence with the Director at Network Rail responsible for their asset management and maintenance programme. Despite this, as at today (21 November) businesses continue to experience flooding and water ingress to their properties and drains in the road remain blocked.

S106 Projects

I have given my support to the Town Council's request that a signage review is conducted to address issues with the management of traffic through the town centre – particularly heavy vehicles passing through and not delivering within the down centre. The work is now being scoped and will be undertaken by external contractors rather than by BBLP.

TRO Consultations

Public Traffic Regulation Consultations are underway for the reintroduction of the 'No Entry' for vehicles to the New Street end of Woodleigh Road and for speed limit changes on New Street, Bromyard Road and Leadon Way. Details can be found here: <https://www.herefordshire.gov.uk/directory/24/traffic-regulation-orders/category/51>

Consultations

The following consultations are live on the Herefordshire Council website:

Call for sites: Housing land, economic land and Traveller sites: Herefordshire Council are preparing both a Brownfield and an Employment Land Availability Assessment. The consultation runs from **23 October to 4 December 2023**.

- The purpose of the Brownfield Land Availability Assessment is to identify and assess land that is brownfield and can support either residential or employment-based development.
- The Employment Land Availability Assessment is seeking to identify land that can support specifically employment-based development, whether brownfield or greenfield.

These assessments taken together will provide important evidence of brownfield land and employment land availability in Herefordshire. To gather the necessary information to facilitate the assessments, the council is undertaking a call for sites exercise county-wide, for both previously assessed sites and newly available sites.

More information is available here: <https://consultations.herefordshire.gov.uk/consultations/article/80/call-for-sites-housing-land-economic-land-and-traveller-sites>

Garden waste collection survey: Following recent confirmation from government regarding their waste strategy, we now know that all councils will be asked to provide a separate garden waste collection service.

Introducing a separate garden waste collection service will support the council's vision to increase recycling rates as set out in our Integrated Waste Management Strategy 2021-2035.

The council is assessing future options for the collection of garden waste from residential properties, and evaluating the introduction of a paid for subscription-based collection service to be introduced from April 2025. Legislation allows for a charge to be made to cover the cost of running a separate garden waste service and current evaluation anticipates that the annual subscription fee would be £55.. The consultation runs from **13 November to 19 January 2024**.

Subscribing properties would be provided with a 240 litre brown bin. Collections would take place on a fortnightly basis between March and October giving 18 collections in total. The garden waste collected would be composted. Should this service be introduced it will replace the current arrangement and green sacks for garden waste will no longer be available for purchase and will not be collected alongside the black bin.

More information is available here:

<https://consultations.herefordshire.gov.uk/consultations/article/105/garden-waste-collection-survey>

Budget 2024-25 consultation: This year has seen unprecedented increases in costs for both residents and businesses across Herefordshire and we recognise the impact on you and your families. It has also had a significant impact on the council's finances with large increases in costs across all service areas combined with unprecedented increases in demand in adult and children's social care.

We therefore have to review all our services to consider what we can continue to provide. We'll need to make savings in some areas to be able to continue to provide services in others. Your feedback will help make sure we prioritise the services which best serve our residents' needs and requirements for support. The consultation runs from **21 November to 31 December 2023**.

The council would like to hear from anyone who currently lives or works in Herefordshire and is over 16 years old, regardless of whether or not you pay Council Tax. It is running separate consultation events for businesses and local organisations. It is also running a series of public consultation events, listed below.

- **Saturday 25 November - Ledbury Market House - 9am to 2pm**
- Thursday 30 November - **Ross-on-Wye Market House - 10am to 2pm**
- Friday 1 December - **Leominster Market - 9am to 1pm**
- Saturday 2 December - **Kington Winter Food and Drink Festival - Oxford Arms, Kington - 10am to 2pm**
- Sunday 3 December - **Bromyard Market Square - 9am to 2pm**
- Thursday 7 December - **Hereford High Town (Christmas market) - 10am to 3pm**
- Friday 8 December - **Hereford Sixth Form College - 12.30pm to 2pm**
- Thursday 14 December - **Hereford High Town (Christmas market) - 10am to 3pm**

Lower Severn Drainage Board

I am the County Council's appointed representative on the drainage board, which has responsibility for the Leadon catchment. I attended the board's AGM earlier in November and am appointed vice chair of the board's Business Development and Growth Committee. The Board is responsible for drainage within the Leadon catchment – which is seen as a stressed river system.

I hope that my involvement in the work of the Board will mean that I can seek improvements to the strategizing of infrastructure investment and the handling of water upstream of Ledbury so as to reduce the risk to the town and its residents from rainfall and river flooding events.

Police and Crime Commissioner Panel

I am one of the County Council's two appointed representative on this panel. I have attended two meetings so far this year. The second being last week when the in-year performance of the Commissioner and the Force were scrutinised. The agenda papers and a recording of the meeting can be accessed here:

<https://worcestershire.moderngov.co.uk/ieListDocuments.aspx?CId=147&MId=5707&Ver=4>

Statistics regarding West Mercia performance can be found here:

<https://www.westmercia-pcc.gov.uk/app/uploads/2023/11/Q2-Performance-Report-PUBLIC.pdf?x49635>

Nationally tracked statistics regarding all police forces' performance, including West Mercia, can be found here:

<https://www.police.uk/pu/your-area/west-mercia-police/performance/performance-west-mercia-police/?tc=PAE08>

According to the published data, West Mercia is the 5th highest police force in England for the incidence of homicide and that incidents of Harassment and Stalking have increased by over 40% in Herefordshire over the last quarter. The PCC and acting Chief Constable say that these figures are down to anomalies in the way that data is being recorded.

I have been appointed to a Task and Finish Group scrutinising the development of the Commissioner's 2024-25 budget for the West Mercia force. There is an election for the position for Police and Crime Commissioner in 2024 on 2 May.

Malvern Hills AONB Joint Advisory Committee

I am one of the County Council's two appointed representatives on this Committee. I attended the first meeting this month. The AONB has produced a number of position statements regarding: Housing and Landscape-led Development, Renewable Energy and Lighting and Horse Related Development. These will be used to inform comment on planning applications from now on.



A key item to note is that all the UK's AONB are being 'rebranded' by government and, with effect from the end of this month, will instead be called 'National Landscapes' in the same way that we have designated 'National Parks'. Each AONB has had a new logo designed and all literature and websites will be required to have a common look and feel. The rebranding has been launched today (22 November). A video about the project can be accessed here:

<https://www.youtube.com/watch?v=3DPQbwGv-4o> The new logos for all the rebranded AONBs are shown below with the Wye Valley and Malvern Hills ones highlighted.

Minutes of the Advisory Board meeting can be accessed here:

<http://worcestershire.moderngov.co.uk/mgA.aspx?M=5887&LLL=0>

County Council initiatives

There is now a minority Conservative-led administration in charge in Herefordshire. Still no monthly Leader's Report being provided, despite promises to do so. Apparently the Leader plans to produce a newsletter in December. We shall see.

Talk Community and Talk Parish initiatives continue. I encourage councillors - and particularly committee chairs - to sign up for automatic alerts on issues of interest via the council's website:

<https://public.govdelivery.com/accounts/UKHEREF/subscriber/new>

Councillor Liz Harvey

IOC & Independents for Herefordshire – Ledbury North Ward Member – 22 November 2023
epjharvey@herefordshire.gov.uk

November 2023 Report from Cllr Justine Peberdy – Ward Councillor Ledbury West

It was an honour to lay a wreath on behalf of HCC at the Remembrance Day service. I thought the event was very well organised and the War Memorial looked fantastic.

Stef and I met with Greg Speller (S106 Senior Project Manager) to give our support to the signage & weight limit review.

The meeting of the LHP PPG (Ledbury Health Partnership Patient Participation Group) on 25 October was well attended. We heard from Stef about S106 money available for health service provision, and from GP Partner Dr Sam Cockyane and Physician Associate Matt Hagley about patient assessment.

On the New Mills footway foliage is blocking the lighting and making the path very dark. The undergrowth and leaf mulch are narrowing the path, and in places it's no longer wide enough for safe use of both cyclists and pedestrians. Residents have raised this with me, (and also gratitude for the work that Steve Maunde has managed so far). I have reported this through the council website but am concerned that it's unlikely to be high priority. Any suggestions about other avenues gratefully received!

My recent newsletter invited feedback about 20mph limits, and prompted a flurry of divided opinion, but I'm pleased that the majority appear to be in favour. Those against it often suggest that without enforcement we won't see an improvement.

At my first meeting of the Local Access Forum I was made aware of the urgency of registering PROWS that are not already on the Definitive Map before the deadline of 2031. Council officers reported that it can take up to a year and cost about £20,000 to process each application, so there is consternation about how this is achievable.

Over the coming months I will be part of a cross-party working group (along with Liz) looking at the Public Realm Services Future Operating Model. Herefordshire Council's contract with Balfour Beatty has been extended for two years in accordance with the contract terms and data showing that (not very challenging) performance thresholds had been achieved. Value for money is a concern, so the council is proposing changes, including bringing some services back in-house.

I use the 232 bus from Much Marcle to Ledbury regularly. I know from my fellow Daffodil Line travellers that it is a valued and important service. I hope the Town Council will do all it can to support it into its second year of operation.

justine.peberdy@herefordshire.gov.uk

Ledbury South November 2023 Ward Report – Cllr Stef Simmons

1. Apologies

I am unable to attend Full Council this month however please feel free to contact me with any questions or further information on any items in my report. I also wanted to say how sorry I was to not be able to attend the Act of Remembrance at the restored memorial due to Vice Chair duties in Hereford. I understand from my fellow councillors that it was an extremely well organised and moving parade and service. My congratulations to all those involved in ensuring the Memorial and poppy display were ready for the weekend's commemorations and the hard work of those organising and taking part on the Sunday.

2. Herefordshire Council Update.

- Cabinet instigated a review of Talk Community (service to support community and voluntary groups in Herefordshire) ostensibly to look at value for money and effectiveness of delivery across the County and to see where savings can be made to fund other priorities (Southern Link Road). This impacted a range of projects in Ledbury bidding for Superhubs funding.
- Next Full Council meeting scheduled for 8th December. Resubmission of revised budget following it being pulled from agenda/vote at the 13th October Full Council in response to opposition: *"The changes from the October meeting are: a new line has been added for a Community Capital Grants Scheme of £2.0m to support the valuable work our community organisations support the council with. This is funded by reducing the £12.3m previously proposed for the Southern Link Road by a corresponding £2.0m to £10.3m. Appendix A has been updated for the revised changes and appendix C includes these amendments into the revised capital programme to be recommended to Council"*.
- Councillors, members of the public and voluntary organisations are able to ask questions of both cabinet and full council on the agenda submitted and this is encouraged.
- My work on the Planning and Regulatory Committee continues. I have been scrutinising all local planning applications, holding discussions with planning and enforcement officers, s106 and highways officers. This includes new Vistry site.
- Recent decision taken by Planning Committee to refuse consent for the proposed McCarthy Stone retirement complex at The Knapp. Intention to Appeal with a request for a 4 day Public Inquiry has been lodged.

3. Ward Casework – examples of recent help provided to residents

- Reporting of various footpath and road defects and potholes including Biddulph Way, New Street, A438 and Parkway
- Helping residents with housing concerns
- Helping resolve concerns with Dwr Cymru Welsh Water works on Southend (residents parking and traffic lights problems) and proposed and postponed road closure at Top Cross
- Addressing concerns about Vistry development commencement and highways
- Conditional call in of planning application to planning committee due to public interest

4. Events and meetings attended since last ward report

- Ledbury litter pick supported by HMS Ledbury personnel
- Further discussions with S106 delivery officers to discuss funds received from developers around Ledbury and new 'wish list' of projects for forthcoming Core Strategy review
- Meeting with LEAF on youth services
- Attended briefing on revised waste contract proposals
- Presented to Ledbury Health Partnership PPG on Herefordshire Council support for projects to help health service delivery
- Climate change adaptation plan workshop
- Site meeting with Vistry on works commenced
- Site meeting with Highways officer on Leadon Way re revised speed limit proposals and installation of new Toucan crossing at bottom of New Street to connect to Ross road
- Meeting with Highways engineer on s106 projects, Eastnor possible Traffic Regulation Order to reduce speed limit, request for highways improvements in Parkway, Eastnor and Ross Road
- Support for review of signage and weight limits across Ledbury - due to contract and report asap
- As Vice Chair I represented Herefordshire Council at the Hereford Act of Remembrance and Rural Media's Youth Voice event
- Attended opening of the Ledbury Mop Fair and launch of Pot and Page as a community hub

5. Contact details

- I am holding a Ward Surgery monthly at Ledbury Rugby Club on Tuesdays 6:30 – 7:30pm by appointment, or can visit if mobility an issue.
- I am contactable via email stef.simmons@herefordshire.gov.uk or phone 07792881706
- Please send any written correspondence to:
 - Cllr Stef Simmons
 - C/O Herefordshire Council
 - Plough Lane
 - Hereford
 - HR4 0LE

LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE

HELD ON 16 NOVEMBER 2023

PRESENT: Councillors Bradford, Furlonger, Harvey, Hughes (Chair), l'Anson and Newsham

ALSO PRESENT: Angela Price – Town Clerk
Julia Lawrence – Deputy Town Clerk
Sophie Jarvis – Minute Taker
1 member of the public – Emma Jackson

F77. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Eakin & Howells.

F78. DECLARATIONS OF INTERESTS

Councillor Hughes declared an interest in the Grant Application from Ledbury Places due to his personal friendship with the Treasurer. He informed members that he would remain in the meeting as Chair for this item but would not take part in the discussions or vote in respect of this application.

F79. NOLAN PRINCIPLES

The Chair reiterated the importance of the Nolan Principles Stating that it was his personal belief that as Councillors, they should all act as Councillors according to the Nolan Principles with all friends and neighbours, even though it may not always be considered to be council business. The public view is as councillors we should be seen to behave as Councillors at all times, as a corporate body and not to seek to undermine other Councillors.

Councillor Harvey pointed out that having had to tread this line quite finely at times, it is important to acknowledge that the Nolan Principles are a good framework for living and general behaviour in life, however it is an important principle that people who are Councillors are entitled to be private individuals, noting that it is not inappropriate to point out that you are happy to discuss matters, but at an appropriate time, when not being a private individual and with their friends and family.

Councillor Hughes clarified that he was referring more to interactions on social media than other scenarios.

RESOLVED:

That the Nolan Principles be received and noted.

F80. PUBLIC PARTICIPATION

Councillor Furlonger arrived at 7:07pm.

Emma Jackson informed members that she was attending the meeting to be informed on the outcome of the Ledbury Poetry grant application.

Councillor Bradford arrived at 7:09pm.

Councillor Harvey asked whether now would be a good time for her to make a proposal in respect of how to deal with the grant applications included on the agenda for consideration. She noted that there were a lot of grant applications included on the agenda, some for this year.

She proposed that agenda item 14 be dealt with at a separate meeting at which time Members should consider the provision for the next year's grant process, and a more strategic approach in respect of the grant application process. She informed members that the budget line for the grants could also be reviewed ahead of that meeting to ensure they are provided with the most up-to-date information in respect of what is available in the 2023/24 budget in respect of grants, noting that it would be helpful to have a covering report to advise of the current and future position of grant funding available.

After further discussion, Councillor Harvey clarified that whilst the grant applications should be discussed in a public meeting, it may be helpful to have a meeting of Councillors to discuss the budget and principles underlying the approach to public grants which can then inform that public meeting.

Councillor Furlonger queried what further information could be provided to Members ahead of this meeting. The Clerk advised that she would be able to provide detailed information on what grants have been paid in 2023/24 and whether they were paid as individual grants or from the "Unspecified Grants" budget line and information on the multi-year grants already agreed.

The Chair asked Emma Jackson if she would be happy with this approach being taken. Ms Jackson informed members that clearer guidelines would be extremely helpful and would aid the Poetry Festival to approach grant applications differently in line with prioritising their projects in which they need funding.

RESOLVED:

- 1. That a meeting of Councillors be arranged to discuss the budget and principles underlying the approach to public grants.**
- 2. That following the meeting of Councillors, an extraordinary meeting of the Finance, Policy & General Purposes Committee be scheduled to consider the grant applications received.**

F81. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON 21 SEPTEMBER 2023

Minute no. F58.1 should be amended to read 'What could be done to improve the "fleetness of foot" of the Working Party?'

RESOLVED:

That the minutes of a meeting of the Finance, Policy and General Purposes Committee held on 21 September 2023 be approved and signed as a correct record subject to the following amendment:

"That Minute no. F58.1 be amended to read as follows:

"What could be done to improve the fleetness of foot" of the Working Party."

F82. TO REVIEW THE ACTION SHEET

The following points on the Action Sheet were discussed:

F532(2) – That a recommendation be put to Full Council that Ledbury Town Council put together a specification of the requirements for a website and invite tenders from companies that are used to working with Town and Parish Councils with a view to commissioning a new website.

The Clerk informed Members that officers are currently working with Advansys to re-design the Agendas and Minutes page on the Town Council website to make this much easier to navigate for all users.

Members noted that this was a step forward in improving the website and suggested that crawler software be investigated to ensure that there are no broken links on the website. The Clerk advised that the next page to be looked at needs to be the Finances page.

F46 – That the Clerk and Councillor Hughes work on the Risk register and provide an amended version to a future meeting of Committee.

The Chair informed members that he had met with the Clerk and have completed section 1 of the Risk Register, with plans to meet again in the future to consider the remaining sections.

F58.1 That the Committee Structure Working Party be asked to make an early recommendation regarding how to improve the operation and structure of all Working Parties and return their decision to Full Council as soon as possible.

The Chair advised that the next stage of work was now going out to the Standing Committee to look at their budgets planning for the year ahead.

RESOLVED:

1. That officers continue to review the website pages and work with the Website provider to create improved pages and enhanced navigation.
2. That officers investigate “crawler software” to be used on the council website.
3. That the action sheet be received and noted.

F83. a. INVOICES FOR PAYMENT

Councillor Bradford queried why a grant was being given to Malvern Hills AONB when they are based in Worcestershire and not Herefordshire. It was stated that this would be an item on the agenda for the meeting to discuss the grants process.

RESOLVED:

That the invoices for payment in the sum of £15,338.09 (plus VAT) be approved.

- b. **TO RECEIVE THE RECORD OF RECEIPTS AND PAYMENTS FOR AUGUST AND SEPTEMBER 2023**

RESOLVED:

That the receipts and payments for August and September 2023 be received and noted.

F84. TO RECEIVE THE BALANCE SHEET AND TRIAL BALANCE FOR MONTHS 5 AND 6

RESOLVED:

That the Balance Sheet and Trial Balance for months 5 and 6 be received and noted.

F85. BUDGET MONITORING REPORTS 1 APRIL – 30 SEPTEMBER 2023

Councillor Harvey suggested that the Clerk be given the opportunity to have the errors identified rectified, and that following this a budget monitoring meeting be held to consider the reports and that should any councillors identify any further errors within the documents they be brought to the Clerk’s attention to be rectified.

RESOLVED:

1. **That a Budget Monitoring meeting be held in December to review the Budget Monitoring Report and that in the meantime, should Councillors identify any further errors these be reported to the Clerk for amending**

accordingly.

2. That the Budget Monitoring Reports be deferred until such time as the amendments have been made.

F86. TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS FOR MARCH TO JUNE, JULY, AUGUST, AND SEPTEMBER 2023

RESOLVED:

That it be noted that the bank statements and reconciliations for June, July, August and September 2023 had been signed by the Chairman of the Finance, Policy & General Purposes Committee in accordance with the Council's Financial Regulations.

**F87. TO RECEIVE OUTCOME OF 2022/23 EXTERNAL AUDIT REPORT
RESOLVED:**

1. That Members note that the Notice of Conclusion of Audit was displayed with effect from 28 September 2023, in line with statutory requirements.
2. That Members note that the Notice of Conclusion of Audit and Certified AGAR (Sections 1,2 & 3) were published in council notice boards and on the website prior to 30 September 2023,
3. That copies of the AGAR be available for purchase by any person on payment of £2.00.
4. That Sections 1,2 and 3 of the 2022/23 published AGAR will remain available for public access for a period of not less than 5-years from the date of publication.
5. That members receive the outcome of 2022/23 External Audit Report, noting the error in respect of approval of Sections 1 and 2.
6. That it be noted that if necessary, an extraordinary meeting be held in future to receive the report and record that the Notice of Conclusion of Audit has been advertised in accordance with statutory requirements.

F88. ITEMS FOR CONSIDERATION FOR INCLUSION IN 2024/25 BUDGET

The Clerk advised that she had reviewed the budget sheets as included in the agenda pack and noted that a blanket increase had not been made, but where increases had been made, they had been increased by 6.7% (CPI), or to a level reflective of this years expenditure.

Councillor Harvey suggested that it would be helpful to have some comments added to the budget sheets indicating where increases have been made and why.

Members noted that Ledbury Town Council makes donations to Age UK Hereford Localities, Ledbury Foodbank, Ledbury Carnival and other various local organisations and that this should be published in the Council's newsletter.

It was noted that reports are not being received from recipients of grants, as per the conditions and it was agreed that these should be requested.

Councillor Newsham noted that the suggested increase to the Telephone and Broadband services was insufficient for the coming year, noting that he was aware that the providers of these services are looking to increase their costs by RPI plus 3.9%.

Members were advised that the Clerk hoped to have reports from insurance brokers for consideration at Full Council on 23 November and advised that the figure within the 2023/24 budgets would be spent in December when the insurance is due.

Councillor Harvey asked why the utilities and various other costs were not included as part of the budget responsibility for this committee. The Clerk advised that historically these had always been included in the budget lines for buildings, which are managed via the Environment & Leisure Committee.

Councillor Harvey stated that she believes a charge should be made in respect of maintaining cemetery plots. Councillor Bradford advised that a request had been made at the recent Environment & Leisure Committee that cemetery fees and charges be reviewed and that costs be presented for a 3, 5 or 7 percentage increase.

Councillor Hughes raised two points that need to be considered:

1. How do we address the underselling of the resource and service being provided by Ledbury Town Council via its cemetery?
2. Clarification on whether there is an additional charge for non-residents of Ledbury.

The Clerk confirmed that there is an additional charge for non-residents of Ledbury and that this charge is double that of a resident of Ledbury.

Councillor Hughes advised that he was looking for a set of recommendations in respect of increasing the costs in relation to cemetery services, which are fully costed.

The Clerk advised that the Council's policy in respect of the Exclusive Right of Burial is currently for a period of 99 years. An Exclusive Right of Burial can only be sold, in law, for a period not exceeding 100 years. She advised that many councils have reduced the initial purchase time to 75, 50 or 25 years, and following this period the family is then offered the opportunity to purchase further years, not exceeding the total of 100 years.

RESOLVED:

1. That the budget monitoring sheets be noted.
2. That the details of donations given to the local organisations from the council be published in the newsletter.
3. That a comments column be added to the Budget sheets indicating where and why increases have been made.
4. That organisations that have received grant funding be asked to provide a report on how the grant funds have been spent.
5. That when reviewing the Terms of Reference of Standing Committees, consideration be given to where the council buildings should sit.
6. The matter of cemetery fees and charges be referred back to the Environment & Leisure Committee, and the Clerk be asked to provide information to support a potential increase in cemetery costs for consideration in respect of the 2024/25 cemetery income for inclusion in the budget.
7. That the list of items previously discussed at Standing Committees for inclusion in the 2024/25 budget be deferred at this time.
8. That a Working Party be set up as soon as possible to consider the committee's work plan for the next year and how this will inform the budget setting process.

F89. CONSIDERATION OF PRIORITY BUSINESS

Due to it being 8.55 pm the Chair asked the Clerk to identify what agenda items need to be considered as a priority, stating that he did not wish to extend the meeting beyond 9.00pm.

RESOLVED:

That agenda items 15 and 17 be dealt with at this meeting, with the remaining agenda items 13, 16, 18 and 21 being included in an extraordinary meeting agenda.

F90. TO RECEIVE NOTIFICATION OF CCTV REVENUE FUNDING 2024-2026

RESOLVED:

There was insufficient time to discuss this item, this will be put on the agenda for the next Finance, Policy and General Purposes Committee meeting.

F91. ANNUAL GRANT APPLICATION

As discussed during the public participation item, there will be a separate meeting set to go through the grant application process along with the budget to create a more strategic approach.

RESOLVED:

1. That a meeting of Councillors be arranged to discuss the budget and principles underlying the approach to public grants.
2. That following the meeting of Councillors, an extraordinary meeting of the Finance, Policy & General Purposes Committee be scheduled to consider the grant applications received.

F92. RECOMMENDATIONS FROM OTHER COMMITTEES

RESOLVED:

The following recommendations from other committees were approved:

1. Traffic Management Working Party – 25 October 2023
 - a. Minute No. TMWP8 – That members of the Traffic Management Working Party recommend to Finance, Policy & General Purposes Committee that one mini-SID device and three poles be installed around Ledbury, along with the method for data collection, as listed above, and any additional extras deemed necessary be purchased from the 2023/24 Traffic Management budget line and Earmarked Reserves, subject to the agreement from Hereford Council that these can be sited in three positions previously used for SID's, noting that the cost to purchase the above would be circa £4,000.
2. Environment & Leisure Committee – 2 November 2023
 - a. Minute No. E57 (2) – That members agreed to make a recommendation to the Finance, Policy and General Purposes Committee to appoint Caroe & Partners to provide a feasibility study and quantity surveyors report in respect of a proposal to install a stairlift at the Market House at a cost circa £3,600 to be funded from the Listed Buildings Earmarked Reserve.

b. Minute No. E61

- i. Members agreed to recommend to the Finance, Policy and General Purposes Committee that the Timber Climber be replaced as a matter of urgency and that the funds are taken from the 2023/24 budget. (110/4235).**
- ii. That members agreed to recommend to the Finance, Policy & General Purposes Committee that company number 7 is engaged to undertake the replacement of the Timber Climber at a cost of £9,500.**
- iii. That members agreed to recommend to Finance, Policy & General Purposes Committee to repair the inclusive roundabout using funds from the 2023/24 Play Equipment Budget (110/4236).**
- iv. That members recommend to the Finance, Policy and General Purposes Committee to appoint company to undertake the repairs to the inclusive roundabout at a cost of £1,550 (+VAT).**

F93. REQUEST FROM TALK COMMUNITY IN RESPECT OF WINTER OF WELLBEING EVENTS FUNDING

RESOLVED:

There was insufficient time to discuss this item, this will be put on the agenda for the next Finance, Policy and General Purposes Committee meeting.

F94. FIRE RISK ASSESSMENT REPORT

RESOLVED:

- 1. That the contents of the Fire Risk Assessment Report be received and noted and that it be acknowledged that officers are working with Chubb to review the outcomes and make improvements where necessary.**
- 2. That a work schedule be provided by officers in respect of the required improvement**

F95. RISK REGISTER

RESOLVED:

There was insufficient time to discuss this item, this will be put on the agenda for the next Finance, Policy and General Purposes Committee meeting.

F96. DATE OF NEXT MEETING

RESOLVED:

To note that the next meeting of the Finance, Policy & General Purposes Committee is scheduled to take place on 18 January 2023 at 7.00 pm, in the Committee Room, Council Offices, Church Lane, Ledbury.

F97. 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 be excluded from the remainder of the meeting.

F98. OUTCOME OF WARRANT OF CONTROL APPLICATION

RESOLVED:

There was insufficient time to discuss this item, this will be put on the agenda for the next Finance, Policy and General Purposes Committee meeting.

The meeting ended at 9:00pm.

Signed Date.....
(Chairman)

INSURANCE QUOTES 2024/25

Broker no. 1

Commercial Combined (excluding Buildings & Business Interruption)

Option 1 - 1-Year Replacement

Annual Premium	£2,805.59
Insurance Premium Tax	£336.71
Policy Administration Fee	£45.00
Overall Amount Due	£3,187.60

Option 2 - 3-Year Long Agreement

Year 1 Annual Premium	£2,741.71
Insurance Premium Tax	£329.01
Policy Administration Fee	£45.00
Year-1 Overall Amount Due	£3,187.60

Buildings & Business Interruption

This Broker has recommended that due to the Listed Buildings nature of the buildings estate that the Council remains with its current provider in respect of Buildings Insurance. However, by doing so they have advised that they do not have access to these terms at present, as only the existing broker can provide these renewal terms, but that they would be the same for either company.

Optional Stand Alone Policies

Cyber Insurance Awaited

Limit	£250K/£1k
Premium	£308
Insurance Premium Tax	£36.99
TOTAL	£345.25

Terrorism Insurance To add to above premium £40.41 plus IPT p/a

Broker No. 2**Commercial Combined (includes buildings)****Option 1 - 1-Year Replacement**

Annual Premium	£14,862.94
Insurance Premium Tax	£1,783.56
Overall Amount	£16,646.50

Option 2 3-Year Long Agreement

Year 1 Annual Premium	TBC
Insurance Premium Tax	TBC
Overall Amount	TBC

Buildings insurance includes impact cover for the Market House

Optional Stand Alone Policies**Cyber Insurance**

Limit	£100K/£1K	£250K/£1K	£500K/£1K
Premium	£305	£435	£568
Insurance Premium Tax	£36.60	£52.20	£68.16
TOTAL	£341.60	£487.20	£636.16

Terrorism Insurance 483.63 p/a

Broker No. 3

Commercial Combined (excluding Buildings & Business Interruption)

Option 1 - 1-Year Replacement

Annual Premium	TBC
Insurance Premium Tax	TBC
Policy Administration Fee	TBC
Overall Amount Due	TBC

Option 2 - 3-Year Long Agreement

Year 1 Annual Premium	TBC
Insurance Premium Tax	TBC
Policy Administration Fee	TBC
Year-1 Overall Amount Due	TBC

Optional Stand Alone Policies

Cyber Insurance	Awaited
Terrorism Insurance	Awaited

FULL COUNCIL	23 NOVEMBER 2023	AGENDA ITEM: 21
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Report prepared by Angela Price – Town Clerk

LEDBURY WAR MEMORIAL

Purpose of Report

The purpose of this report is to provide Members with additional information in respect of the works undertaken to the War Memorial.

Detailed Information

This report is supplied in addition to the report previously provided with the agenda papers.

Attached is the Practical Completion Certificate issued by Caroe and Partners, a Certificate of Progress Payment in the sum of £12,435.24 (Plus VAT), Ian Bishop's Risk Assessment and Material List (for information) and O'Brien Price drawing C8197/01rA.

O'Brien Price advised that they had inspected the work to the War Memorial on 3 November and stated the following:

“The paving and drainage work were all complete and have been executed to a high standard. The drainage channel has been installed right around the plinth and the access chamber for the drain has been relocated because of space constraints. Our drawing C8197/01rA as an as-built record incorporates these changes and is attached”.

Financial Implications

Caroe and Partners have advised the following:

“Ian's final account figure for the work carried out is £33,182.50 plus VAT which is significantly less than the contract figure of £44,032.50 plus VAT. Our certificates issued today are based on this final account figure.

We also agreed that Ian's costs for re-filling any voided joints in the paving in the spring and lightly cleaning the paving, and then refilling again and lightly cleaning the monument and paving before Remembrance Day 2024, would each be £500 plus VAT. These costs will go towards the first year's expected maintenance. Please would you therefore plan for this additional expenditure, to be taken from the original project cost allowance. Please would you confirm that Ledbury Town Council is content for Ian to carry out this work. We can then issue an A.I.”

Recommendation

1. Members are requested to note the information provided by O'Brien Price and Caroe and Partners.
2. Members are requested to approval the progress payment to Ian Bishop in the sum of £12,435.24 plus VAT, noting that this is the final payment.
3. Members are requested to approve the re-filling of any voided joints in the paving in the spring and before Remembrance Day 2024, at a cost of £500 on each occasion, totalling £1,000, to be included in the 2024/25 budget.
4. That Members receive the practical completion certificate.

PRACTICAL COMPLETION CERTIFICATE

Caroe &
Partners
Architects

Project no. **HI930**
Project name **LEDBURY War Memorial**
Date **20 November 2023**
Certificate no. **I**
Contract **MW**

71C, St Thomas Street
Wells, Somerset, BA5 2UY
Tel 01749 677561
wells@caroe.co.uk
www.caroe.co.uk

Employer **Ledbury Town Council**
 Church Street
 Ledbury
 HR8 1DH

Contractor **Ian Bishop Masonry**
 49A Barton Street
 Tewkesbury
 GL20 5PU

Under the terms of the above-mentioned Contract, I/We hereby certify that in my/our opinion

Practical completion of the works has been achieved

~~* and the Contractor has supplied the specified documents and drawings relating to the Contract's
Designed Portion~~

* and the Contractor has complied with the contractual requirements in respect of information for
the health and safety file

~~* subject to completion of the health and safety file~~

On 9 November 2023

The end of rectification period will therefore be

On 9 November 2024

Signature of the Contract Administrator
on behalf of Caroe & Partners



CERTIFICATE OF PROGRESS PAYMENT

Caroe &
Partners
Architects

Project no. H1930
Project name LEDBURY War Memorial
Date of Valuation 18 November 2023
Date of Issue 20 November 2023
Final Date for Payment 4 December 2023
Certificate no. 4
Contract MW

71C St Thomas Street
Wells, Somerset, BA5 2UY

Tel 01749 677561

wells@caroe.co.uk
www.caroe.co.uk

Employer	Ledbury Town Council Church Street Ledbury HR8 1DH	Contractor	Ian Bishop Masonry 49A Barton Street Tewkesbury GL20 5PU
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This certificate of progress payment is issued under the terms of the above mentioned agreement

Value of Work Executed and of materials and goods on site	£	33,182.50
Amount payable (97.5% of the above value)	£	32,352.94
Less total amounts previously certified	£	19,917.70
Net amount for payment	£	12,435.24

All amounts are exclusive of VAT. The Employer shall in addition pay the amount of VAT properly chargeable.

We hereby certify that the AMOUNT FOR PAYMENT due to the contractor is

Twelve Thousand Four Hundred & Thirty Five Pounds Twenty Four Pence

Signature of the Contract Administrator on behalf of Caroe & Partners



Distribution

Employer
File

✓

Contractor

✓

Quantity Surveyor

IAN BISHOP MASONRY

STONEMASONRY AND BUILDING CONSERVATION

VAT REGISTRATION – 354777461

DATE – 12/11/23

REF LEDBURY WAR MEMORIAL

RISK ASSESMENT

<u>POTENTIAL RISKS</u>	<u>MITIGATION</u>
Removal of existing paving – Potential of uneven surface/trip hazard	All areas of paving works to be enclosed/cordoned off within working compound until new paving reinstated
Masonry cleaning with Therma tec cleaning system – High temperature steam in use risk of scolding	Working area cordoned off for duration of cleaning, work carried out by specialist with full PPE and assistant watching for pedestrians
Stone cutting/trimming – risk of noise/dust	All cutting carried out with noise reduction equipment with water fed dust suppression system
Removal of existing obelisk – risk of falling masonry	Area cordoned off trained operatives working with specialist lifting equipment from scaffolding tower.
Installation of new obelisk – risk of falling masonry	Specialist hi ab haulage used to lift stone into place within cordoned off area.

MATERIAL LIST

STONE INDENTS AND OBELISK – PORTLAND STONE

BEDDING MORTARS FOR YORKSTONE PAVING/BASE STONES – 3 PARTS SHARP SAND: 1 PART NHL 5 HYDRAULIC LIME

BEDDING MORTAR FRO BLOCK PAVING – 3 PARTS SHARP SAND:1 PART CEMENT

POINTING MORTAR FOR MEMORIAL REPAIRS/ POINTING – 2PARTS BNATHSTOINE DUST:1 PART KILNDRIED FINE SAND:1 PART NHL 2 HYDRAULIC LIME

POINTING MORTAR YORKSTONE PAVING – 2 PARTS CUMBRIAN 2MM SAND:1 PART PULVERIZED FLYASH :1 PART NHL5 HYDRAULIC LIME

POINTING FOR BLOCK PAVING – 2 PARTS LILN DRIED SAND:1 PART RED BUILDING SAND :0.5 PART NHL2 HYDRAULIC (DRY MIX BRUSHED INTO JOINTS)

49A BARTON ST. TEWKESBURY.GLOS. GL20 5PU

MOBILE – 07973217980

EMAIL – ianbishopbm17@gmail.com

NOTES

1. This drawing is to be read in conjunction with the Architects Drawings.
2. All dimensions are in millimetres unless noted otherwise.
3. Use only given dimensions. Refer to Architect's drawings for all other dimensions or if appropriate, dimensions taken on site.
4. This drawing is to be read in conjunction with all other project drawings.
5. All dimensions to be checked/taken on site by Contractors.
6. All proprietary products are to be installed in strict accordance with manufacturers written instructions.
7. All construction products with appropriate harmonized European standard including fabricated structural steelwork shall have CE markings in accordance with The Construction Products Regulation (CPR). Where requested the manufacturer shall provide the Declaration Of Performance (CPR).

This drawing is for information purposes only and is not to be used for any purposes whatsoever without specific reference to O'Brien & Price Cheltenham Ltd.

No warranty is given as to the precise accuracy of the as-built details.

The information contained herein is a collation of that obtained from existing records and established during the course of the work. No detailed investigations have been undertaken to establish existing details outside the areas affected by the works.

record drawing

RECORD DRAWING DETAILS ARE BASED ON THE LAST 'CONSTRUCTION' ISSUE DRAWINGS

In the event that an electronically transmitted record drawing may be found to differ in its content from the original signed hard copy then the latter shall always have precedence.

This drawing is the copyright of O'Brien & Price, Cheltenham Ltd. and must not be copied or reproduced without permission.

CDM RESIDUAL RISKS

There are no residual risks which a competent contractor should not be able to deal with

as built

A Construction details updated as built. 09.11.23 CG mrrh
Drawing status changed to As Built.

REV. AMENDMENTS DATE DRAWN CHECKED
DO NOT SCALE THIS DRAWING



o'brien + price
CHELTENHAM
CONSULTING, CIVIL & STRUCTURAL ENGINEERS

O'BRIEN & PRICE CHELTENHAM LTD
13 IMPERIAL SQUARE
CHELTENHAM, GLOS. GL50 1QB
TEL: 01242 237227 FAX: 01242 234227
email: structures@obrien-price.co.uk
REGISTERED IN ENGLAND No. 4642988

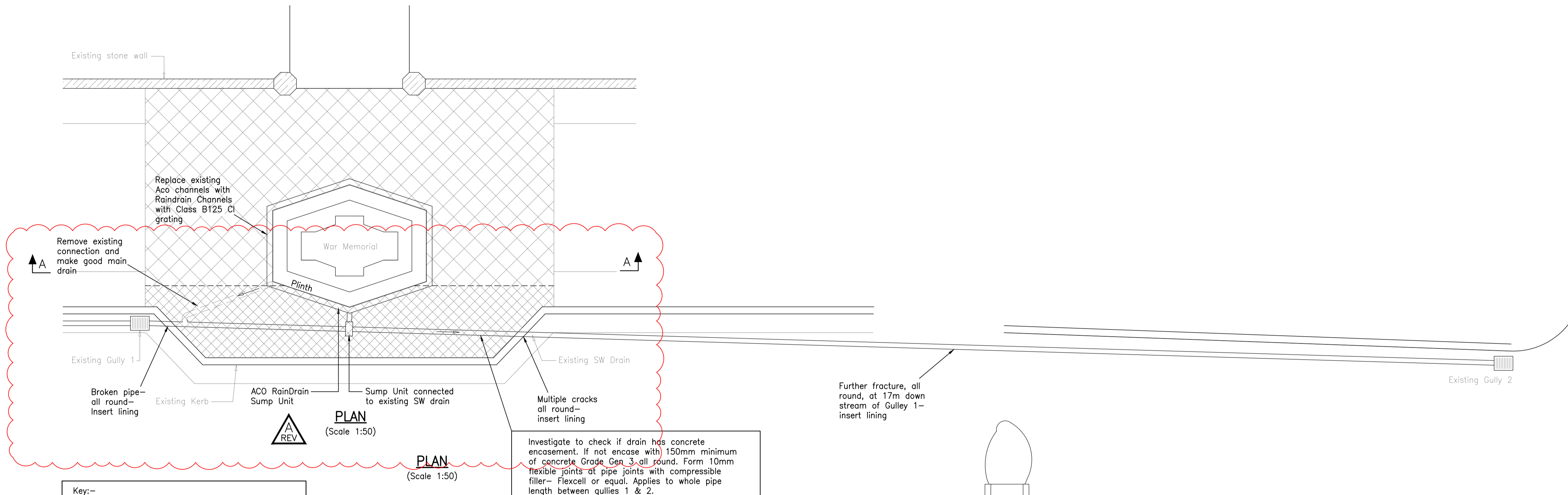
PROJECT **LEDBURY WAR MEMORIAL**

DESCRIPTION **REPAIR WORK TO MEMORIAL PAVING AND DRAINAGE**

SCALES **As Noted @ A1** DATE **Aug 2022**
DRAWN **MRH** CHECKED **-**

ISSUED FOR :-
PRELIMINARY. BILLING. CONSTRUCTION.
COMMENT. CONTRACT. AS BUILT.

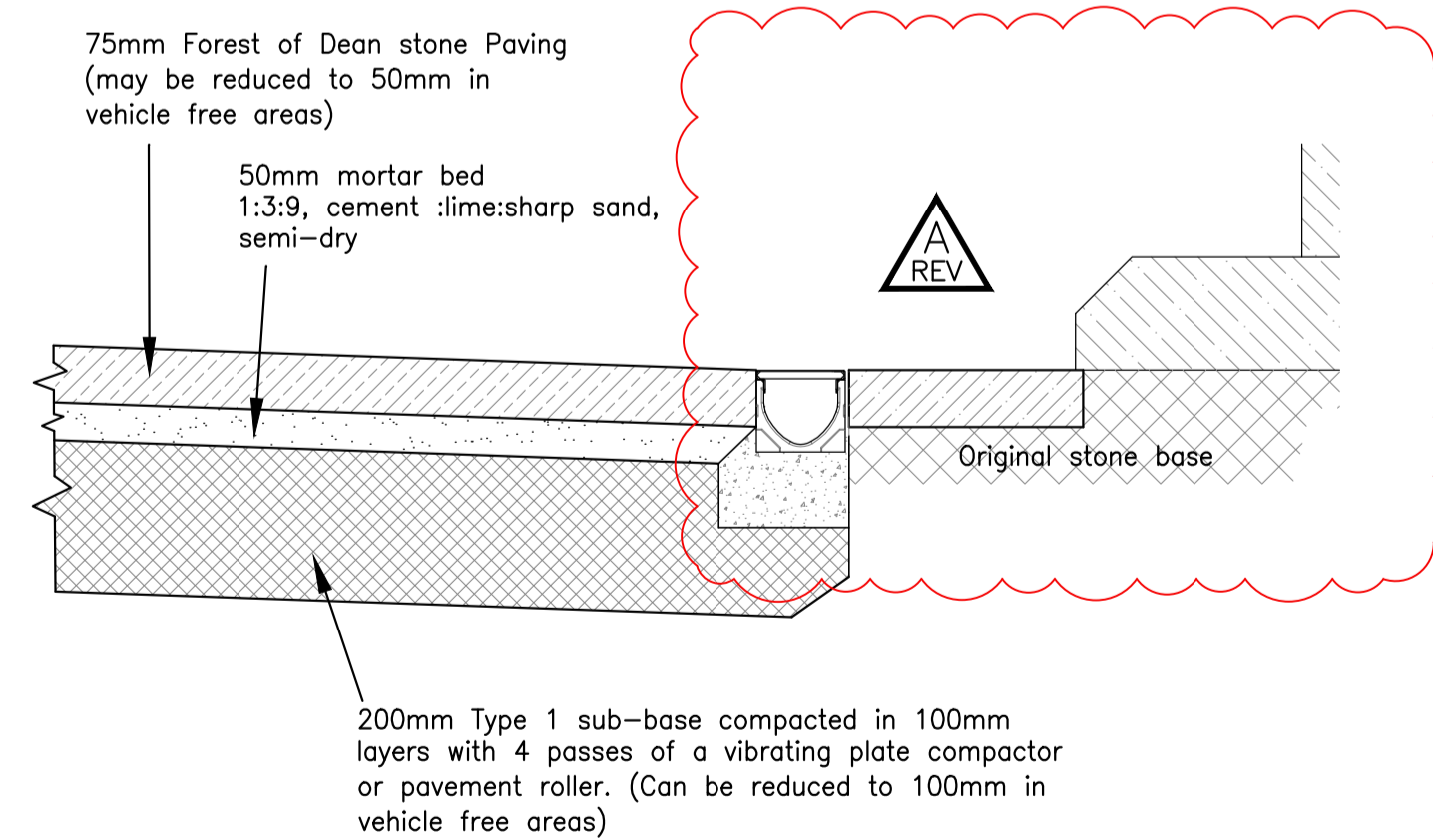
DRAWING NO. **C8197/01 rev A**



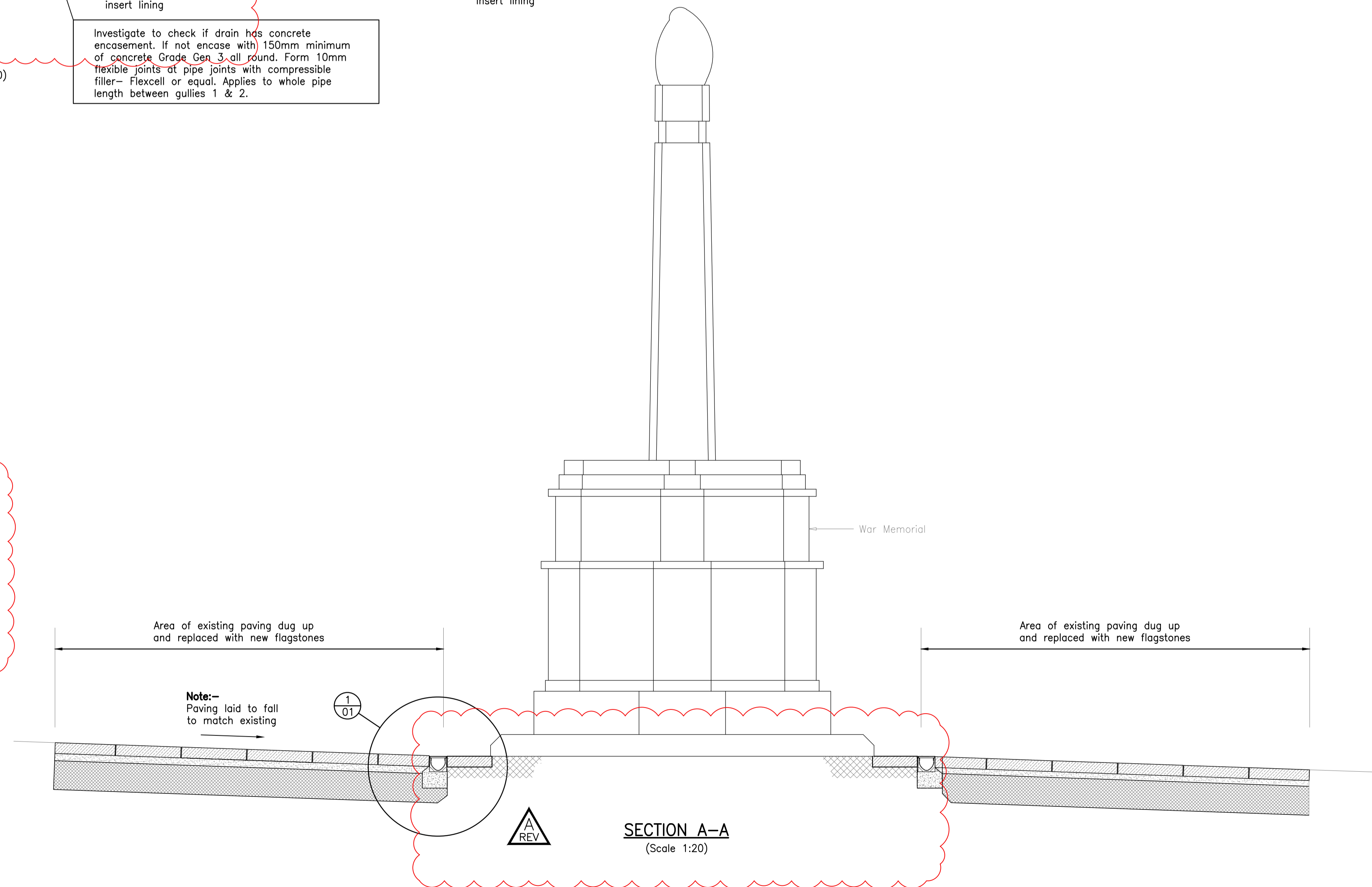
Key:-
 Denotes area of existing paving dug up and replaced with new flagstones
 Denotes area of existing paving dug up and replaced with new flagstones, with 300thk concrete sub-base below

PLAN
(Scale 1:50)

PLAN
(Scale 1:50)



DETAIL 1 (Typical)
(Scale 1:10)



SECTION A-A
(Scale 1:20)