



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

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10 September 2025

To All Councillors

Dear Councillor

Please find attached the **To Follow reports** in respect of the meeting of Council scheduled for **11 September 2025**.

Yours faithfully

Angela Price PSLCC, AICCM, MIWFM
Town Clerk

FILMING AND RECORDING OF COUNCIL MEETINGS

Members of the public are permitted to film or record meetings to which they are permitted access, in a non-disruptive manner. Whilst those attending meetings are deemed to have consented to the filming, recording, or broadcasting of meetings, those exercising the rights to film, record or broadcast must respect the rights of other people attending under the Data Protection Act (GDPR) 2018

A G E N D A

7. Ward Reports (Pages 4634 - 4640)

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

FINANCE

13. Additional Invoices for payment (Pages 4642 - 4642)

RESOURCES

- 35 To receive and note the minutes of a meeting of the Resources Committee held on 14 August and 4 September 2025 (To follow) and to receive any recommendations therein (Pages 4644 - 4647)**
- 36. Code of Conduct matters – update report (Pages 4648 - 4650)**
- 40. Exclusion of Press and Public**
- In accordance with Section 12(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
- 42. Confidential matters from Resources Committee meeting held on 4 September 2025 (If any) (Pages 4651 - 4652)**

**Distribution: - Full agenda reports to all Councillors (9)
Plus file copy**

**Agenda reports excluding Confidential items to:
Local Press (1)
Library (1)
Police (1)**

Ledbury North: Councillor Ward Report – July/August 2025

Flooding and Drainage Issues

I have been pursuing a number of flooding and drainage issues in the Wellington Heath part of my ward.

The recent dry spell has now broken and the risk of flooding from rapid run-off has increased and is evident across the ward.

Councillors are asked to encourage members of the public to continue to report blocked drains using the 'Report It' function on the Herefordshire Council website, so that these can be cleared before further heavy rainfall occurs.

<https://www.herefordshire.gov.uk/report-problem>

Transport Matters

The Ledbury ward members met with Highways Officers and Police to discuss road safety issues in the parish.

Developments & Planning

Lidl Hybrid Development – this was approved by Planning Committee on 3 September. The inevitable significant impact on the north ward town centre has not been mitigated in any way by the developer contributions agreed by Planning Officers. I am in discussion with officer at Herefordshire Council regarding ways in which to support and strengthen the town centre retail core in advance of the development coming forward. £70,000 has been agreed to fund the purchase of a disabled access EV minibus for Community Action Ledbury and £30,000 towards an extension to the EV charging points planned for the town. There is presently no clear way forward to fund or deliver the suggested healthcare facility on the hybrid site.

Vistry 600 dwelling urban extension – Vistry have cancelled the proposed meeting with town councillors and ward members to discuss their plans to submit an application for a large extension to their current 'Hop Fields' development to the south of the town. This may be linked to rumours that a developer is preparing to submit an application on the Vistry-owned 'Jubilee Meadow' to the north of Leadon Way which is designated as protected green space and a wildlife corridor in the Ledbury NDP.

Feathers Hotel – a revised planning application has been submitted to increase the number of bedroom created by converting the conference facility and swimming pool/gym at the hotel from the 10 rooms given planning permission to 15 rooms. See application P252469/L.

Enforcement

14 High Street - Action has been commenced to issue a legal notice under Section 77 of The Building Act against the owner of the building concerning its condition.

4 The Southend – Action is continuing to address concerns regarding building works and building condition.

Hill House Farm/Ledbury Rugby Club – Investigation of reports regarding unauthorised tree works to TPO protected trees have been instigated.

Storesbrook Bridge – Action is being taken regarding unauthorised signage located adjacent to the bridge.

Residents' Issues

I have been dealing with issues raised by residents and businesses including:

- Noise nuisance from licenced premises
- Traffic and road safety issues in Wellington Heath
- Flooding and highway issues in Wellington Heath
- Overgrowth and amenity issues in Robinson's Meadow
- Dangerous driving and nuisance parking on Bank Crescent
- Access to EV charging points
- Improved approach to Community Speedwatch volunteer approval by police
- Pace and scope of One Public Estate discussions
- Repositioning of CCTV infrastructure in Bridge Street
- Challenged pavement licence fee rates for businesses
- Incorrect designation of PSPO areas for alcohol consumption in the town centre
- Dilapidations to listed buildings and enforcement issues

Committee Work

I have attended Full Council, Group Leaders' and Employment Panel meetings at Herefordshire Council. I proposed an almost unanimously supported Notice of Motion at Full Council to push back on the undeliverable and damagingly high housing targets placed on Herefordshire by central government.

I have attended Cabinet to comment on the Children and Young People's Improvement Plan, the Domestic Abuse Strategy for Herefordshire, and the Procurement Strategy for the Western Bypass.

I am participating in a Working Group considering options to address concerns raised by the Boundary Commission regarding rebalancing elector numbers across wards in Herefordshire.

I have met with representatives of the Integrated Care Board, Ledbury Healthcare Partnership Patients Participation Group, Shaw Healthcare, Adult Social Care and Public Health to discuss strategic planning for service delivery.

I have represented Herefordshire Council on the West Mercia Police & Crime Panel and the Lower Severn Drainage Board and shall be attending the West Mercia Police & Crime Panel again on 18 September to scrutinise the recently announced £8m in-year budget shortfall and proposed additional cuts to police services.

Councillor Liz Harvey

It's Our County & Independents for Herefordshire – Ledbury North Ward Member – 9 September 2025

epjharvey@herefordshire.gov.uk

September 2025 Report from Cllr Justine Peberdy – Ward Councillor Ledbury West

City and Market Town Public Realm Investment

It's good to learn that Ledbury has been allocated £200k of capital funding for targeted investment in highway maintenance and public realm improvements relating to accessibility, overall condition and active travel. I look forward to contributing towards identifying opportunities for improvements.

Road Safety

Recent data collected by West Mercia Police has confirmed that Lower Road qualifies for Community Speed Watch. I'll follow up with Lower Road residents and Ledbury Speed Watch.

Kempley Brook Drive damage to trees

The investigation led to enforcement action in the form of a written warning to the perpetrator.

Masefield Matters

A strategy is now in place to raise the required match funding. Applications to trusts and foundations are in progress. Three fundraising events are also planned. Forthcoming events in our 'familiarisation phase' include Heritage Open Days (Sept 16 & 20), a visit to the Cutty Sark with students from JMHS (Oct 17) and an event in collaboration with Ledbury Refugee Support.

Ledbury Health Practice Patient Participation Group

At the recent meeting of the LHP PPG the approval of the Lidl application was welcomed. The need to move quickly to get the ICB on board with the relocation of the GP surgery was discussed with the practice manager. The PPG have issued a useful document explaining how to use the NHS app and KLINIK, the online contact service for LHP.

Bus Provision in Ledbury

I invited and received the following feedback from residents about bus provision in Ledbury:

- i. The hourly service on the 232 and 476 is a good improvement.
- ii. The direct buses to Gloucester and Cheltenham, lost during lockdown and not reinstated, are missed.
- iii. The timetables of 232 and 32 (to Gloucester) should avoid 30-minute wait for connection at Newent.
- iv. Improvements needed in the timetable from Hawk Rise to Ledbury Primary School.

I hope to progress these through my work on the Bus Provision Task and Finish Group (Environment and Sustainability Scrutiny Committee).

Local Access Forum

I met with the enforcement officer to understand the obstacles to enforcement.

We are recruiting new members and are looking for anyone interested in protecting and improving public access to the countryside. [Local access forum application - Section 1 - MyHerefordshire](#).

Planning Obligations enforcement

I'm working with a group of local volunteers who would like to see improvements in the delivery of planning obligations (BNG, landscaping, etc.), and support enforcement by undertaking spot-checks on developments. A recent report revealed that just 53% of housing developments were delivering their BNG obligations. Hawk Rise residents recently highlighted how many of the trees, planted through BNG obligations, have died.

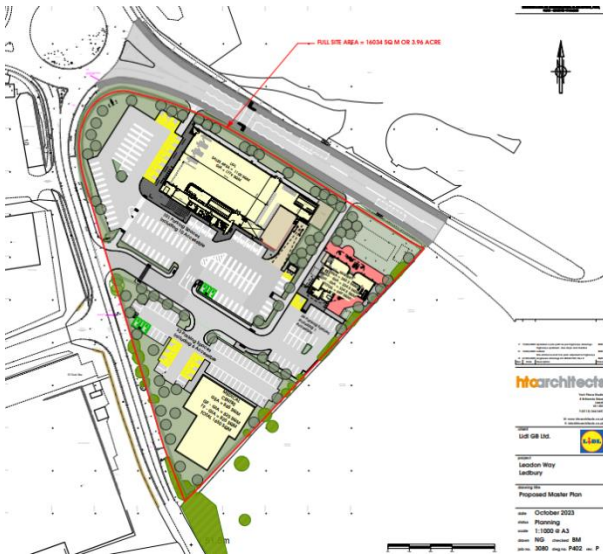
Drainage Scheme

2025/2026 Drainage Grant Scheme is currently open for applications, deadline is 28th September 2025.

justine.peberdy@herefordshire.gov.uk

Ledbury South (with Eastnor and Donnington) Ward Report September 2025 – Cllr Stef Simmons

Planning Update



Lidl, Nursery and Medical Centre (Ref: P242783/O)

Herefordshire Council Planning Committee on 3rd September made the decision to approve the planning application, with some changes to the conditions. Cllr Harvey spoke to represent views of residents and traders of her ward and concerns about potential loss of town centre services. As ward member for the development site I also represented resident views, my concerns and opinions and suggested changes to the proposed conditions that were adopted by the committee and approved. There is a high degree of uncertainty surrounding the outline element, and further surveys and reports required to be submitted before works on site can commence. The approved scheme will have a toucan crossing of the Leadon Way, new bus stops, and £100,000 for Community Action Ledbury to purchase an EV minibus.

Vistry Homes – Land South of Ledbury towards Parkway

Following the Government's announcement that 1.5million new homes are required to be built with over 27,000 allocated to Herefordshire – Vistry have publicised via a leaflet drop their intention to push forward with plans for 600 homes between Ledbury and Parkway. This is an increase from the 450 homes they consulted on last year (see redline boundary of previous and revised site). Whilst a planning application has not yet been submitted detailing these proposals, Vistry have made a formal request to Herefordshire Council to specify what should be covered by an Environmental Impact Assessment and presented in the Environmental Statement/Report that will accompany any application (Scoping Opinion). Given that Ledbury has already had 1,200 new homes forced on us at appeal, and that Herefordshire's local development plan is still being formulated, these new proposals are not being developed in the best interests of Ledbury or with reference to what the town desperately needs.



Platinum Way off New Street

Following concerns raised about the unfinished state of the footways and roads I have been told that investigations of groundworks and CCTV surveying of adopted sewer network have been completed. Following submission and report sign off from Severn Trent the paths/roads will have the go ahead to be finished and surfaced. I have raised the importance of this happening before weather conditions deteriorate.

Buses

Following my request at Full Council meeting last autumn a Bus Summit was held at the beginning of July. This included bus operators, community bus services, public transport interest groups, councillors, and council officers responsible for transport planning. Presentations and workshops were held to look at how public transport services could be improved and this will feed into the Local Transport Plan that is currently in development.

Money from government to be spent on bus service improvements has been allocated to upgrading key bus stops/hubs with electronic signs and real time passenger information to help people to know when the next service will be arriving.

The extension to the DRM 476 service is now running onto Hawk Rise, with hopes the 232 Daffodil Line service will also be extended here in the near future. A new bus stop for the 232 service on the Ross Road at the Rugby Club sports and community hub has been installed – now correctly orientated and positioned. A further two bus stop will be placed on Leadon Way to serve the approved foodstore and nursery.

A438 Resurfacing

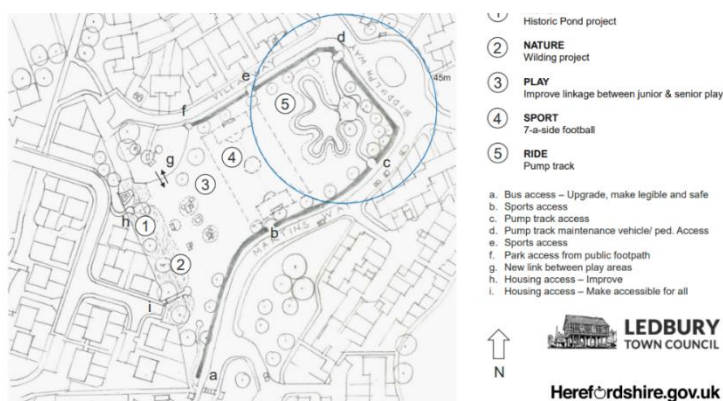
Plans for the second half of the A438 resurfacing (Eastnor to the A449) have had to be revised. This was due to take place under a complete road closure during the October half-term. However following notification of Worcestershire County Council's lengthy closure of the A449 Wells Road due to collapsed retaining wall and gas main, the A438 will be the diversion route. As such the resurfacing will now take place 10th to 19th November under traffic signals with a convoy slowly allowing vehicles through site. The improved signage and surface lining is included.

Some positive news for our young people!

Last year over 650 young people from Ledbury and surrounding villages responded to a survey asking what they liked and disliked about Ledbury and what improvements they wanted to see. The responses called for improvements to the public parks – including provision of a Mountain Bike or Pump Track

Herefordshire Council secured developer contributions (£106k money) towards improvements and following meetings with Ward Members and LTC, including site visits, preliminary plans have been developed by council officers. These plans were presented to local people on 22nd July at a fun consultation event in Deer Park, where a Champion BMX rider and track designer was on hand to take young people on their bikes around a track layout. A planning application will be submitted and, subject to approval, a contractor will be appointed later this year

Funds have also been identified for improvements to seating on Oatley's Meadow – with links being explored with the John Masefield Memorial Project to develop something special for this section of the town trail that contributes to the wider aims for this Heritage Lottery funded project.



Road Safety

I have received numerous emails and phone calls about road safety in and around Ledbury. Many people are concerned about both speeds and volume of traffic and how dangerous it is for people to simply access their driveways or walk and cycle around the town. I am aware my fellow ward councillors (Cllr Peberdy and Cllr Harvey) have also had complaints of a similar nature. We had automatic traffic counters deployed earlier this year and the data showed the locations of excessive speeds and traffic volumes. We are met with the police, highways safety officers and engineers on 6th August to discuss concerns with the aim of developing a plan to address these issues. The Police have been taking their own monitoring readings on The Southend and Lower Road with a view to further enforcement and community awareness campaign. I am also supporting JMHS and residents of the Southend, Mables Furlong, Bray Avenue and Warren Drive to address parking and safety issues in proximity to the school.

Other ward work and council roles

I continue my ward work responding to calls for help from residents on subjects such as; housing, drainage, road safety and speeding, maintenance, sports facility improvements, bus services, education and SEND provision etc. I also fulfil my role on planning committee considering applications that are redirected for democratic oversight and decision making. In my role as Deputy Group Leader for the Greens I also substitute for colleagues on other committees and meetings. As Vice Chair of Herefordshire Council I also fulfil civic roles as diverse as opening of the May Fair in Hereford, attending and speaking at Armed Forces Covenant meetings and representing Herefordshire at British Citizenship Ceremonies to celebrate and welcome those who have attained British Nationality.

I hold a Ward Surgery monthly at Ledbury Rugby Club on Tuesdays 6:30 – 7:30pm by appointment, or I can visit individuals 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

Invoices for September 2025

INVOICE DATE	INVOICE NO	DD/BAC's	COST CENTRE/ NOMINAL	BUDGET FUNDS	COMPANY	DESCRIPTION	NET AMOUNT	VAT AMOUNT	GROSS AMOUNT	NOTES
03.09.2025	KI-3006C022-0055	DD	202/4122		Octopus Energy	Ledbury Town Council - Electricity	£249.39	£12.47	£261.86	
09.09.2025	KI-1DBC1576-0044	DD	202/4122	£9,890.00	E.on	Ledbury Market House - Electricity	£199.37	£9.97	£209.34	
03.09.2025	KI-B0926478-0052	DD	101/4122	?	Octopus Energy	Cemetery - Electricity	£32.86	£0.00	£34.50	
03.09.2025	P216260438	DD	220/4433	£389.00	Take Payments	Service Charge - Card Machine	£49.00	£9.80	£58.80	
						TOTAL Direct Debits	£530.62	£32.24	£564.50	
19.06.2025	0000147869	BACS	110/4235	£2,935.60	Sovereign	Play Equipment	£1,298.44	£259.69	£1,558.13	Overspend due to unanticipated works to replace damaged play equipment - officer recommendation to transfer £2,935.60 from EMR 335 Amenity and open spaces
25.08.2025	250825	BACS	109/4906	£15,662.82	LEAF	Plants - MM - Ledbury Carnival	£80.00	£0.00	£80.00	
27.08.2025	S12465108	BACS	235/4415		Office Boffins	Weekly Planner Whiteboards	£125.90	£25.18	£151.08	
02.09.2025	2006822847	BACS	235/4415	£1,836.00	Screwfix	Metal Shelf	£58.32	£11.67	£69.99	
27.08.2025	43	BACS	202/4170		C H Baetjer	Supply and fit window pane	£65.00	£0.00	£65.00	
04.09.2025	G85005E0GFIGTI	BACS	202/4170	£4,795.15	Amazon	Frosted Window Film	£9.13	£1.83	£10.96	
29.08.2025	11102033	BACS	220/4590	£10,790.00	Chubb	FRA & Training	£605.00	£121.00	£726.00	
31.08.2025	007	BACS	108/4205	£2,410.00	D M Property Maintenance	Contract Works	£1,608.00	£0.00	£1,608.00	
			110/4205	£6,540.00						
			110/4236	£3,730.00						
			108/4252	£844.00						
31.08.2025	INV-13215	BACS	202/4150	£1,381.00	Bliss Cleaning	Cleaning W.C.	£301.00	£60.20	£361.20	
02.09.2025	21725	BACS	102/4416	£1,807.00	Ledbury Garden Machinery	Labour + Water Bowser Switch	£34.00	£6.80	£40.80	
02.09.2025	G856PSVEGAELUI	BACS	109/4907		Amazon	Salt-Water Poems and Ballads	£13.95	£0.00	£13.95	
05.09.2025	91728088	BACS	109/4907	£8,136.00	Herefordshire Council	Room Hire	£15.00	£0.00	£15.00	
03.09.2025	9333	BACS	127/4607	£8,154.94	Signworx	Landscape Prints	£75.00	£15.00	£90.00	
04.09.2025	0000416617	BACS	109/4430		Total Merchandise	Pens - MM	£130.62	£26.12	£156.74	
09.09.2025	0026453	BACS	109/4430	£9,373.00	All About West of the Hills	Quarter Page Advert	£80.00	£16.00	£96.00	
04.09.2025	003821	BACS	115/4650	£902.00	Stephen C. Large	Watering Hanging Baskets	£1,760.00	£352.00	£2,112.00	
05.09.2025	MCNTGX4XC2	BACS	220/4430	£343.00	Meta Ads	Advertisement	£9.54	£0.00	£9.54	
09.09.2025	#IN003366	BACS	220/4592	£500.00	KIDSHIVIS	Children's hard hat with chin strap x 10	£57.39	£1.50	£58.89	
09.09.2025	785257	BACS	235/4400		Printerbase	Printer Cartridges	£148.50	£29.70	£178.20	
09.09.2025	6308705	BACS	235/4400	£2,475.32	Viking Raja	Stationary	£25.92	£5.18	£31.10	
10.09.2025	91731335	BACS	118/4176	£9,362.00	Herefordshire Council	CCTV Contribution	£2,637.90	£0.00	£2,637.90	
10.09.2025	91731342	BACS	202/4021	£879.00	Herefordshire Council	Waste Collection	£121.49	£0.00	£121.49	
10.09.2025	91731334	BACS	101/4224	£165.00	Herefordshire Council	Waste Collection	£84.57	£0.00	£84.57	
						BACS Totals	£9,344.67	£931.87	£10,276.54	
						Overall total expenditure	£9,875.29	£964.11	£10,841.04	
Signed		Signatory 1				date				
		Signatory 2				date				
		Clerk				date				

**MINUTES OF A MEETING OF THE RESOURCES COMMITTEE
HELD ON 4 SEPTEMBER 2025**

PRESENT: Councillors Harvey (Chair), Hughes and Morris

ALSO PRESENT: Angela Price – Town Clerk

R209. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Chowns.

R210. DECLARATIONS OF INTEREST

None received.

**R211. TO APPROVE & SIGN AS A CORRECT RECORD THE MINUTES OF
A MEETING OF THE RESOURCES COMMITTEE HELD ON 14
AUGUST 2025**

RESOLVED:

That the minutes of the meeting of the Resources Committee held on 14 August 2025 be approved and signed as a correct record.

R212. DATE OF NEXT MEETING

RESOLVED:

To note that the next meeting of the Resources Committee is scheduled for 11 September 2025 and that following this meeting consideration will be given as to whether that date should be amended, due to the close proximity of this meeting.

R213. 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.

R214. STAFFING MATTERS

Members were advised that post holder 53 had completed the CiLCA qualification with the exception of one unit. They were advised that the post holder had resubmitted the unit following a referral, but unfortunately the submission had been referred as unsatisfactory. The

terms of course are that each candidate can receive one referral on each unit, any further referral is deemed as a fail and an additional fee of £12.50 is payable to allow re-submission.

The Clerk advised that the resubmission had been agreed with the post holder and arrangements put in place to make the payment, following which they will have 27 days to resubmit the unit.

RESOLVED:

1. That the update on staff training be received and noted.
2. That should post holder 53 receive further referrals in respect of the one remaining unit and incur any further referral costs the employee will be required to meet those costs.
3. That a decision relating to the information provided in support of agenda item 7 be deferred and taken into account when considering that item.

RECOMMENDATION

That Counselling be offered to Post Holder 60 via the Council's Occupational Health provider, with the costs being covered by the Council, subject to confirmation of the costs.

R215.

CODE OF CONDUCT MATTERS

1. Members were asked to give consideration to a draft complaint prepared by the Chairman as per minute no. R208(2) and take a view on whether to proceed with a formal complaint to the Monitoring Officer in respect of Councillor Sinclair's handling of confidential reports and material.

During the discussions Members were made aware of further correspondence from Councillor Sinclair which identified a further breach of confidentiality and Members agreed that this should be added to the complaint.

Following considerable discussion Members agreed that the following should be added to the third paragraph of page six:

"..... and threatened to make public".

2. Members were asked to give consideration to a draft complaint prepared by the Chairman as pre minute no. R208(1) and take a view on whether to proceed with a formal complaint to the Monitoring Officer in respect of Councillor Sinclair's behaviour towards the Clerk.

During the discussion Members were made aware of a further correspondence that highlighted Councillor Sinclair's behaviour towards the Clerk.

3. **COC093**

Members were advised of the response received from the Monitoring Officer in respect of recommendation 3 of COC093, which was that the Chair of the Standards Panel was in agreement with the proposed protective measures.

It was agreed that this would need to be reported to full council at the meeting on 11 September 2025.

Members were somewhat surprised of feedback from the Monitoring Officer advising that the Monitoring Officer had not written to the complainant in respect of COC093 notifying them of the outcome.

It was recognised that as the employer of the complainant the Council should also write to them following the meeting of Council on 11 September 2025 with the Council's decision on whether to implement the protective measures recommended by the Monitoring Officer.

RESOLVED:

1. **That a formal complaint be submitted to the Monitoring Officer in respect of Councillor Sinclair's handling of confidential reports and material, subject to the following addition to the third paragraph on page 6:**

 ".... and threatened to make public".
2. **That a formal complaint be submitted to the Monitoring Officer in respect of Councillor Sinclair's behaviour toward the Clerk .**
3. **That the Chair submits the complaints on behalf of the Council in the name of the Resources Committee as the embodiment of the Clerk's employer.**

4. That the Clerk write to the Monitoring Officer reminding them that whilst the complainant was an employee of Ledbury Town Council they had submitted the complaint directly and that it had not been the Council who had submitted the complaint and therefore the Council would have expected the Monitoring Officer to have written to the complainant to make them aware of the decision of the Chair of the Standards Panel as regards the detail of the Panel's Recommendation 3, in a similar way to the way in which they had written to Councillor Bradford.
5. That the Chair write to Councillor Bradford to reiterate that if he wished to appeal the outcome of an internal investigation under the Complaint Procedure, he should follow that procedure and write to the Monitoring Officer.
6. That the Chair write to Councillor Sinclair instructing him to desist from corresponding further on the matter of another councillor's complaint.

The meeting ended at 19:05.

Signed Date

FULL COUNCIL	11 SEPTEMBER 2025	AGENDA ITEM: 36
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Report Prepared by Angela Price

CODE OF CONDUCT MATTERS

Purpose of Report

The purpose of this report is to provide Members with updates in respect of matters relating to Code of Conduct.

Detailed Information

1. COC093 – Recommendation 3

Members will recall that Code of Conduct Complaint COC093 was upheld against Cllr Bradford in April 2025. The Monitoring Officer's recommendations from the Standards Panel hearing are as follows;

1. Councillor Bradford should apologise to the complainant for his poor judgement in his handling of interactions and its impact on the complainant. The wording of the apology should be agreed by the Monitoring Officer so far as scope and tone is concerned, before it is sent to the complainant.
2. Councillor Bradford should undertake training focussed on member responsibilities around dignity and respect, to be arranged by the Ledbury Town Council within three months of the Decision Notice.
3. The Chairperson of the panel write to the Clerk of Ledbury Town Council to determine what support, processes or procedures could be considered, to try to build trust and confidence between Councillor Bradford and the complainant. If the panel considers they are appropriate, then such will be a recommendation of the panel to the Town Council to implement.

To date Councillor Bradford has not complied with the first two recommendations. In response he notified the Clerk that he had informed the Monitoring Officer in writing that he would not be apologising and would not be attending any training.

A meeting was held with the complainant and their union representative to discuss Recommendation 3 and the potential support, processes or procedures that could be considered for provision to the Chair of the Standards Panel for their consideration. The outcome of that meeting was reported to the Resources Committee and shared with the Monitoring Officer.

The Monitoring Officer provided feedback which was considered further by the Resources Committee, at Council's request.

Revised proposals were resubmitted for consideration by the Chair of the Standards Panel, who has now responded and a copy of their response is attached for Council's consideration.

Members are now requested to give consideration to the recommended actions set out in the attached letter and to decide whether to approve the implementation of these actions with immediate effect.

2. Submission of Code of Conduct Complaints against Councillor Sinclair

At a meeting of Council held on 24 July 2025 Council delegated responsibility to the Resources Committee to consider appropriate action as regards Cllr Sinclair's behaviour.

Members will have noted the decisions taken at the Resources Committee held on 4 September 2025 that two Code of Conduct complaints be submitted to the Monitoring Officer on behalf of Ledbury Town Council in the name of the Resources Committee relating to:

1. Councillor Sinclair's handling of confidential reports and material.
2. Councillor Sinclair's behaviour toward the Clerk.

RECOMMENDATIONS

1. That Members approve the implementation of the protective measures as recommended in the attached letter from the Senior Governance Team at Herefordshire Council as regards Recommendation 3 of COC093.
2. That it be noted that two Code of Conduct complaints will be submitted to the Monitoring Officer on behalf of Ledbury Town Council, as per the delegated powers granted to the Resources Committee in respect of undertaking further appropriate action as regards Councillor Sinclair's behaviour .



Directorate/Div Finance, Legal and Democratic Services
Team: Legal Services
Please ask for: Marcia Zurian
Email: Code-of-conduct@herefordshire.gov.uk
Date: 31.07.2025

Mrs A Price
Clerk to Ledbury Town Council
By email: clerk@ledburytowncouncil.gov.uk

Dear Angie

Code of Conduct reference COC093

I write with reference to COC0093, code of conduct complaint involving Cllr Bradford of Ledbury Town Council (LTC).

The Standards Panel considers the actions that have been agreed and proposed by the Resources Committee of LTC, in respect of recommendation 3 of the Standards Panel decision, are appropriate and will be the recommendation of the panel to the Town Council to implement.

For clarity, the actions are set out below at points a to e:

- a) *Cllr Bradford should only send correspondence by email or in writing to the Council marked 'for the attention of the Clerk'.*
- b) *Cllr Bradford communicates with the Council Offices by telephone only to the Clerk's mobile phone number.*
- c) *Cllr Bradford attends the Council Offices only for approved meetings of council or councillors, or with 24 hours written notice to the Clerk or her Deputy.*
- d) *That mediation between Cllr Bradford and the complainant, taking a restorative approach to rebuilding a working relationship, be commenced when the parties are prepared to engage in such mediation.*
- e) *That the distancing measures (a, b & c) apply only until the first two Panel recommendations are complied with and (d) has been commenced, or until the Clerk or Monitoring Officer considers appropriate.*

We have written to Cllr Bradford in these terms.

Kind regards

Senior Governance Team
Herefordshire Council