

**LEDBURY TOWN COUNCIL**  
**MINUTES OF A MEETING OF FULL COUNCIL**  
**HELD ON 06 OCTOBER 2022**

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**PRESENT:** Councillors Bannister, Bradford, Eakin, Harvey, Hughes, Sinclair, Sims and Whattler.

**ALSO PRESENT:** Angela Price – Town Clerk  
Julia Lawrence – Deputy Town Clerk  
Charlotte Bartrop – Minute Taker  
4 Members of the Public

**C590 APOLOGIES**

Apologies were received from Councillors Beddoes-Davis, Chowns, Howells, Morris, and Shields.

**C591 DECLARATIONS OF INTERESTS**

None received

**C592 TO RECEIVE AND NOTE THE NOLAN PRINCIPLES (STANDING ITEM)**

**RESOLVED:**

**That the Nolan Principles be received and noted.**

**C593 TO APPROVE AND SIGN THE MINUTES OF AN EXTRAORDINARY MEETING OF COUNCIL HELD ON 18 AUGUST 2022**

It was proposed that the minutes should be rejected due to inaccuracy. A named vote was called.

Cllr Bannister	For	Cllr Hughes	For
Cllr Bradford	For	Cllr Sinclair	For
Cllr Eakin	For	Cllr Sims	For
Cllr Harvey	For	Cllr Whattler	Abstention

**RESOLVED:**

**That the minutes of the extraordinary meeting of Council held on 18 August 2022 be deferred due to inaccuracies recorded therein.**

## **C594 HEREFORDSHIRE COUNCILLORS' REPORTS**

To receive reports from Ledbury Ward Members:

- i. Councillor Harvey
- ii. Councillor Howells
- iii. Councillor l'Anson

Councillor Harvey advised that she had not submitted a Ward report due to having been signed off sick from Herefordshire Council.

### **RESOLVED:**

**That the Ward Councillors reports be received and noted.**

## **C595 MAYORS COMMUNICATIONS**

- i. **Mayor's Report**
- ii. **Correspondence received from Ross-on-Wye Town Council**

### **RESOLVED:**

- i. **That the Mayor's report be received and noted.**
- ii. **That the Clerk write to Ross-on-Wye Town Council to open a dialogue in respect of a pilot scheme whereby an Enforcement Officer could be employed full time with their time to be split between Ledbury and Ross.**

## **C596 TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(E) AND 3(F)**

Mr Ian Colwell spoke in respect of Council tax in Ledbury, housing development and infrastructure.

*"Council Tax is at the very top of every band. Last year Ross was top on band H but this year it's Ledbury.*

*We're not rich, we need to look at this and ask what can be done. A lot of people are living with this idea that this is a great place to live but we need to look at this."*

Councillors Bradford and Sinclair agreed with Mr Colwell that this was not acceptable and asked why this was the case when Ledbury has lost a lot of its services such as the ambulance station and the fire station.

Mr Colwell went on to speak about the town infrastructure. He stated that the infrastructure is getting stretched too far. *“There are 14,000 patients at the doctor’s surgery with only 10 doctors who are part time. This cannot support the current residents but adding to them with the new developments will make it impossible to see a doctor. Also, does the sewerage works have provision to cope with the new developments?”*

Finally, Mr Colwell spoke with regard to schools. *“The Children in Hawk rise are not in the catchment area for the local schools, so they are filling the village schools.”*

Councillor Sims responded stating that he sympathised, but that Ledbury Town Council is not responsible for infrastructure. He proposed that a Parish Council meeting be held in order that all residents might have their say.

Councillor Bradford stated that he would welcome a Parish Council meeting. He reiterated that Ledbury Town Council has no power regarding infrastructure. He informed the meeting that there have been meetings with Taurus regarding this issue and the lack of support with after-hours services for Ledbury. He stated that Taurus had said that this was due to geographical data. Councillor Bradford suggested that a wider audience may be reached online than through a Parish Council meeting, he also suggested that a referendum might be held.

Mr Colwell then stated that there is £800,000 in a pot which must be spent within a 10-year timescale, or it will be returned to either Herefordshire Council or the developer. Ledbury West has £14,000 in this pot that has to be spent before 14 November 2022. He asked Councillor Harvey to look at this as a priority.

Councillor Sims advise Mr Colwell that there is a Section 106 meeting on Thursday, 13 October 2022 at 3pm and invited Mr Colwell to come along.

Councillor Harvey reminded Members that there had been regular opportunities recently via the Local Plan Consultations.

Councillor Sims stated that it is difficult for the town to see what the council are doing and that they need to inform people and engage them in what the council are doing. He suggested that a Parish meeting at this stage of NDP would be good idea.

Councillor Sims proposed that Ledbury Town Council set up a Parish Council meeting to talk about infrastructure, section 106 and the current neighbourhood development plan. This was voted for unanimously.

**RESOLVED:**

**That the Clerk be asked to set up a Parish Council meeting to talk about infrastructure, section 106 and the current neighbourhood development plan.**

**C597 TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9**

None received

**C598 TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 1 SEPTEMBER 2022 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN**

**RESOLVED:**

- 1. That the minutes of a meeting of the Resources Committee held on 1 September 2022 be received and noted as a correct record.**
- 2. That the post of Town Maintenance/Cleaner be contracted out for a 12-month fixed period to allow the Resources Committee time to consider the post in more detail.**
- 3. That the Resources Committee be delegated to draft a specification for the contract for the Town Maintenance/Cleaner.**
- 4. That the Clerks actions, to employ a contractor to assist with the maintenance of the cemetery, be endorsed.**
- 5. That officers continue to employ a contractor to assist with the maintenance of the cemetery for an interim period.**
- 6. That a report be submitted to the next meeting of Council in respect of recommendation 4.**
- 7. That the Temporary Community Development Officer be kept on, as per their agreed contract, until the end of March 2023 to enable an effective handover period between her and the permanent Community Development Officer on return from maternity leave.**
- 8. That the amendments to the Community Development Officer job description be approved.**
- 9. That a pilot scheme be introduced for the preparation of Working Party agendas and minutes be undertaken by Members of those Working Parties, and that the agenda and associated papers be provided to the Clerk to despatch to members accordingly.**
- 10. That a template for the agenda and minutes be provided to the Chairs of the Working Parties.**
- 11. That the recommendation to ask staff to maintain a record of work tasks on a daily basis to help inform council of where there are gaps in staffing and resources of the council be rejected.**

12. That the recommendation that Councillors be encouraged to actively promote and robustly support the Nolan Principles and be willing to challenge poor behaviour wherever it occurs and that the Chairs of Committees and Working Parties, in particular, be mindful of this when chairing meetings be rejected on the grounds that this should be standard behaviour for all Councillors.

**C599 TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE ECONOMY & PLANNING COMMITTEE HELD ON 11 AUGUST AND 8 SEPTEMBER 2022 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN**

**RESOLVED:**

**That the minutes of a meeting of the Economy & Planning held on 11 August and 8 September 2022 be received and noted.**

**C600 TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE ENVIRONMENT & LEISURE COMMITTEE HELD ON 27 SEPTEMBER 2022 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN**

Councillor Bradford raised concerns at the cost to provide traffic management for the Mop Fair, noting that it had been agreed at the Environment & Leisure Committee that officers would investigate the possibility of managing this in-house in future.

**RESOLVED:**

**That the minutes of a meeting of the Environment & Leisure Committee held on 27 September 2022 be received and noted.**

**C601 TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON 29 SEPTEMBER 2022 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN**

The Chair drew Members attention to the outcome of the 2021/22 External Audit, noting that the Council had received an unqualified audit for this period.

**RESOLVED:**

1. That the minutes of a meeting of the Finance, Policy & General Purposes Committee held on 29 September 2022 be received and noted.
2. That a virement of £1,000 to be taken from “Closed Churchyard – Tree Works/Property Maintenance” (CC101-NC4250) to “Amenity Areas – Dog Hill Wood Maintenance Coppicing” (CC108-NC4210) to provide sufficient funding for three days training in respect of

coppicing to be provided by Guy Tustin at a cost of £400 per day be approved.

3. That £200 be transferred from the Dropped Kerbs project to the Town Centre Public Realm (Sustainable Ledbury/Ledbury in Bloom) for the purchase of plants for autumn planting around the town.
4. That £3,058.79 be transferred from the Jubilee Picnic in the Park underspend for the cost of the supply and fixing of 4 replacement bins on the town trail.
5. That the remaining £1,800 from the dropped kerb project, and £200 from the Jubilee Picnic in the Park underspend. A total of £2,000, be made available to purchase a weeding and urban cleaning system, to help prevent weeds and clean up pavements and other surfaces within the town.
6. That movements be made from the general reserve to the relevant earmarked reserves as follows:

NC	ACCOUNT	2021/22 ADDITION £	BALANCE £
320	Earmarked reserves		112.92
321	Play/skate park	15,000	50,330.00
322	Traffic Management		9,000.00
323	Charter Market Improvements		1,000.00
324	Listed Building	TBC	110,000.00
325	Elections		10,000.00
326	Youth Support		5,000.00
328	War memorial	25,000	40,000.00
329	Paths, Bins and Benches		2,500.00
330	CCTV	5,000	10,000.00
331	Advertising		5,000.00
332	Climate change		2,000.00

333	Perimeter wall cemetery		15,000.00
334	Great Places to Visit		81,110.45
<b>TOTAL</b>		<b>45,000</b>	<b>341,053.37</b>

7. That £10,000 be transferred to the Listed Buildings earmarked reserve from the general reserve.
8. That £30,000 be placed in the 2023/24 budget for play equipment, noting that the £30,000 in the 2022/23 budget will be used for the refurbishment of the skate park.

**C602 TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE GRANTS WORKING PARTY HELD ON 28 SEPTEMBER 2022, AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN**

**RESOLVED:**

That the minutes of a meeting of the Grants Working Party held on 28 September 2022 be received and noted.

**C603 RECOMMENDATIONS FROM OTHER COMMITTEES**

**RESOLVED:**

1. That a Road Closure be applied for in respect of the Christmas Lights Switch on Event, which is to be held on Sunday 27 November 2022, between the hours of 10.00am and 6.00pm, in order to ensure the safety of all attendees.
2. That the Walkabout – 2 performers (3x30 minutes) and Street show (2 per day) at a cost of £1,110 be approved

**C604 NOTIFICATION OF RESIGNATION**

**Members were advised that a formal** notice of resignation had been received from Gary Troy on 18 September 2022. The Clerk advised that the relevant departments at Herefordshire Council have been advised of the Vacancy and that this had now been advertised.

Councillor Harvey asked if Mr Troy had provided a reason for his resignation, the Clerk that he had stated it was due to work pressures from employment.

**RESOLVED:**

**That the notice of resignation is received and noted.**

## **C605 OUTSIDE BODIES REPORTS (IF ANY)**

- a. Notes of a meeting of the Rural Market Town Group Older People's Forum
- b. Notes of a meeting of the Rural Market Town Group Young People's Forum
- c. Minutes of a meeting of the Ledbury in Bloom Committee Meeting held on 27 September 2022

### **RESOLVED:**

**That the notes and minutes are received and noted.**

## **C606 CORRESPONDENCE RECEIVED IN RESPECT OF CLOSURE OF BARCLAYS BANK**

### **RESOLVED:**

**That this item be referred to Economy and Planning Committee to investigate the benefits of a Bank hub to Ledbury Town.**

## **C607 LEDBURY WAR MEMORIAL – INTERNAL INVESTIGATION REPORT**

Members had been provided with a copy of Councillor Hughes' report on the Internal Investigation into processes and procedures in relation to the War Memorial refurbishment in 2020.

Councillor Sinclair noted that he had sent an email to Councillor Hughes earlier in the day and asked whether he could offer a response to that email. Councillor Hughes advised that clearly his statement in the report in relation to CDM rules had been based on incomplete information and stated that he had found no evidence that these duties were followed.

Councillor Harvey stated that she understood why Councillor Hughes' report had focused on areas of failings of processes, which had resulted in a negative report. She added that going forward the report should be used to identify how these mistakes are not repeated in the future. She stated that she had come to the meeting expecting a full specification, noting that she appreciated that it had arrived late to the Finance, Policy & General Purposes Committee, but that she was disappointed that committee had only referred the report on.

Councillor Harvey suggested that the report should be referred back to the Finance, Policy & General-Purpose Committee for them to prepare a specification as had been agreed at the previous meeting of council, in readiness for an external investigation. She suggested that the template used for the JR investigation may be useful in this instance.



Councillor Bradford understood the suggestion to refer it back to the Finance Committee however, he noted that things were already being put in place better management of projects, referring to the confidential papers within the agenda as an example.

The question of whether an external investigation was required was also raised as the Finance, Policy & General Purposes Committee had raised this question.

Councillor Sims ask whether the council has public trust, and would publication of this report return, or the production of an external report allay public fears?

The Clerk stated that measures have been put in place and that a checklist will be used for future projects. This is to be created by the Clerk and Deputy Clerk.

Councillor Sinclair proposed that Ledbury Town Council refers itself to the local government ombudsman, or alternative organisation, in respect of the War Memorial. The outcome of the vote was 3 for and 5 against.

Councillor Harvey proposed that Ledbury Town Council ask the Council's Internal Auditor to review the processes and procedures during the War Memorial refurbishment in 2019/20. The outcome of the vote was 6 for and 2 against.

**RESOLVED:**

**That the Clerk contact the Council's Internal Auditor to review the processes and procedures during the War Memorial refurbishment in 2019/20.**

**C608 SUSPENSION OF STANDING ORDER 3(x)**

**RESOLVED:**

**To suspend Standing Order 3(x) for a period of five minutes to consider how to manage the remaining agenda items.**

**C609 CALL FOR EXTRAORDINARY MEETING OF COUNCIL**

**RESOLVED:**

**That an extraordinary meeting of Council be arranged for Thursday, 13 October 2022 at 6.00 pm in the Burgage Hall for consideration of the two remaining agenda items.**

**The meeting ended at 9.05pm**

**Signed ..... Date .....**  
**(Town Mayor)**