

**MINTUES OF A MEETING OF FULL COUNCIL
HELD ON 28 NOVEMBER 2024**

PRESENT: Councillors Chowns, Harvey, Hughes, and Kettle

ALSO PRESENT: Angela Price – Town Clerk
Helen l'Anson – Local Trader
Johanna Barclay – Handley Organics
Livvy Leaf - Ledbury Leaf
Bella Johnson – Ledbury Cycle Forum

C520. APOLOGIES FOR ABSENCE

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

C521. DECLARATIONS OF INTEREST

Councillor Harvey declared a non-pecuniary interest in respect of agenda items 9 and 14, in relation to Bye Street Toilets, due to being a Director/Trustee of Love Ledbury.

C522. NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be received and noted.

**C523. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES
OF A MEETING OF COUNCIL HELD ON 14 NOVEMBER 2024**

RESOLVED:

That the minutes of the meeting of Council held on 14 November 2024 be approved and signed as a correct record, subject to the following amendments:

- Minute no. C487 last paragraph be amended to read:
“..... (Tree Officer report)”
- Minute no. C499(2) should read:
“...write to Hereford City Council”



C524. TO REVIEW THE ACTION SHEET

RESOLVED:

**C525. That the action sheet be received and noted.
MAYOR'S COMMUNICATIONS**

The Mayor advised that he attended a number of Christmas events.

The Mayor provided details of upcoming events as follows:

- Mayor's Coffee Morning – Wednesday, 4 December 2024 at 10.30 am at Town Council Offices
- Town Carol Service – Sunday, 8 December 2024 at 6.00 pm in St Michael & All Angels Church
- Christmas Candle Lighting – 15 December 2024 10.00 am – 3.00 pm at Cemetery Chapel. New Street

RESOLVED:

That the Mayor's communications be received and noted.

C526. TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(e) and 3(f)

Traders present noted that it was the feeling of many traders in the town that 2024 Hills Ford Rally had affected trade when they were in town in September 2024 for the Ceremonial Rally

Mrs l'Anson asked:

"Will Ledbury Town Council publicly commit to consulting and interacting with Ledbury Traders over policies and decisions that affect the centre of our beautiful town.

Mrs Johnson read out a letter that had been provided to Members which advised of issues around aggressive driving around the lanes around Ledbury and Colwall before and after the Rally. She also stated that the road closures had caused problems with people attending h-Art events in the area and that traders and a home carer had been impacted by the road closures.

Ms Barclay expressed concern at the impact that bringing the road closure forward this year had had on town business. She pointed out that there were already a number of events during the year which involved closure of the High Street that impacted on local businesses and transport providers and said that traders feel that events are being put ahead of them and their businesses.



Ms Leaf added that consultation with the traders needs to be undertaken to help find a way that such events can work for all.

Speakers suggested that the rally could start later, which would mean a later road closure or that the ceremonial start be moved out of town maybe to the Rugby Club or somewhere similar or held on a Sunday when there are less traders are open.

Councillor Chowns clarified that Ledbury Town Council is not the promoter of this event, and nor do they have input in the seeking of the road closures for the event.

Councillor Harvey noted the concerns raised, advised that as far as she was aware permission has not yet been granted for the 2025 event and gave assurance that she would take the concerns raised to the County Council.

The Mayor thanked the members of the public for attending the meeting and advised that their comments would be taken into account when considering agenda item 23.

The members of the public left the meeting at 19:38.

C527. TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9

None received.

C528. TO APPROVE INVOICES FOR PAYMENT - NOVEMBER FINAL

Councillor Harvey left the room at 19:48 due to having declared an interest in the Bye Street Toilets.

RESOLVED:

- 1. That the invoices for payment for November (Final) be approved for payment in the sum of £9,684.09 (Plus VAT), noting that the payment to Councillor Hughes should have been recorded as £32.30 and not £63.94 and that the amount due to be paid to Jane Mee should have been £90.30.**
- 2. That a checklist detailing the process of dealing with invoices through to the payment process be drafted and submitted to the next meeting of Council.**
- 3. That Members give consideration to creating an Earmarked Reserve for the replacement of Council vehicles during the 2025/26 budget setting process.**



4. That the budget for Wreaths be increased within future budgets to allow for the purchase of two wreaths annually.
5. That funds be transferred from EMR Listed Buildings to 202/4170 in the sum of £1,000.
6. That it be noted that a virement from 225/440 in the sum of £1,000 was agreed at the meeting of Council held on 14 November 2024, and that this will show in the budget following month 7 closedown.
7. That a transfer of £500 from the General Reserve to the 2024/25 budget via earmarked reserves in respect of anticipated expenditure in relation to the 6-month trial period whereby Ledbury Town Council are managing the Bye Street toilets be approved.
8. That a budget of £1,000 be included in the 2025/26 budget for Bye Street toilet expenditure in anticipation of the management of the toilets being taken over by Ledbury Town Council on a permanent basis.

Councillor Harvey returned to the room at 19:51.

9. That the Clerk provide a breakdown of the income from the Market Electricity to the next meeting and that consideration be given to increasing the cost to traders for the use of electricity in the 2025/26 budget setting process.
10. That the market electricity supply meter be read before and after each market for the remainder of this calendar year in order to gauge the power consumption against what is being charged.

C529. TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS FOR AUGUST AND SEPTEMBER

RESOLVED:

That this item be deferred to the next meeting.

C530. INTERNAL AUDIT INTERIM REPORT

Members were provided with the Internal Auditors Interim Report, including observations and suggested responses provided by the Clerk.

Members noted the recommended responses provided by the Clerk and made the following observations:



B1/C1. That a post meeting check-list be drafted in respect of the handling of decisions from meetings and presented to a future meeting of council for consideration and assurance.

B2. It was noted that the reference to 7.1 could not be identified within the Councils Financial Regulations as stated by the Internal Auditor. Members were satisfied that the current process is appropriate and that the section within the Financial Regulations in respect of salaries sufficiently covered this issue and that there is no requirement for Councillors to be involved in this process. Concerns regarding the accurate posting of payments should be addressed via the check-list/process that has already been requested for the finance clerk to draft.

D1/2. That these will be considered as part of the budget setting process and end of year financial review.

E1. This is already being considered.

L1. No evidence of this could be found within the ICO Model Publication Scheme that payments of over £100 should be published on the Council's website. However, it was noted that all payments are provided on the invoices for payments lists provided to council agendas, and therefore to avoid additional work for staff members, this document be uploaded to the finance page of the website going forward.

M1. That this be noted for recording at future meetings.

RESOLVED:

1. That the Internal Auditor's Interim Report and be received and noted.
2. That the suggested responses provided by the Clerk be approved, subject to the above amendments and forwarded to the Internal Auditor.

C531. TO CONSIDER GRANT APPLICATIONS

RESOLVED:

That Ledbury Civic Society be awarded £1,000 for funding towards an illustrated guide to Ledbury's Principle buildings and that this expenditure be taken from budget line 104/704 Tourism/Town Plan Projects, subject to the following caveats:

- That the Painted Room and Town Council buildings be included in the guide
- That the Guide be printed on recycled paper

- That an electronic version be provided for inclusion on the Visit Herefordshire website.

C532. SUGGESTED ROAD MAP IN RESPECT OF REPLACEMENT IT EQUIPMENT

Members were advised that some of the IT equipment in the office will be due for replacement in 2025/26 and were provided with a suggested road map for replacement from their IT providers.

RESOLVED:

1. That officers use the roadmap provided to inform a report outlining the council's future IT requirements looking ahead at least 4 years, and that this be submitted to the ICT Task and Finish group for consideration.
2. That provision of funds for the replacement of IT equipment be placed in the 2025/26 budget.

C533. BYE STREET TOILETS EXPENDITURE

RESOLVED:

To note that this item was dealt with under minute number C528.

C534. TO CONSIDER PLANNING CONSULTATIONS

RESOLVED:

1. Application No. 242550 – Refurbishment works to an existing Gregg's shop including retaining existing shopfront and overhaul redecorating timber doors and frames. New internal wall, floor and ceiling finishes. New studwork partition walls, plumbing electrical installations. New removable and mobile equipment such as display counters, fridges, freezers. No structural alterations – 2 High Street, Ledbury, Herefordshire, HR8 1DS – No objection
2. Application No. 242661 – Proposed demolition of existing rear conservatory and construction of rear single storey extension – 4 Hereford Road, Ledbury, Herefordshire, HR8 2LQ – No objection
3. Application No. 242714 – Proposed two storey side extension – 19 The Langlands, Ledbury, Herefordshire, HR8 1BB – No objection

- C535. TO CONSIDER DETAILS OF PROPOSED BASE STATION UPGRADE AT EXISTING MAST, WALLSHILL FARM, HEREFORD ROAD, LEDBURY. HEREFORDSHIRE, HR8 2PR**

RESOLVED:

That the details of the proposed Base Station upgrade be received and noted.

- C536. LEDBURY WAR MEMORIAL – FUTURE MAINTENANCE**

Members were provided with a response received from the War Memorial Trust Conservation in respect of maintenance and cleaning of War Memorials, following a request from a Councillor to consider “Wet and Forget” on the Ledbury War Memorial.

RESOLVED:

- 1. That the advice received from the War Memorial Trust Conservation be taken onboard and that the cleaning of the War Memorial cease with immediate effect in line with that advice and that the council’s professional heritage asset advisers be notified.**
- 2. That the Clerk and Mayor prepare a press release advising why the Council have taken this decision.**

- C537. MARKET HOUSE – CORRESPONDENCE RECEIVED FROM IAN STAINBURN**

Mr Stainburn had written to the Council extending an invitation for them to join him for a guided tour of the Market House and sharing of information in respect of the history of works to the Market House.

RESOLVED:

That Mr Stainburn’s offer for Members to join him for a tour of the Market House and sharing of information in respect of the history of the works to the Market House be accepted.

- C538. CEMETERY**

RESOLVED:

- 1. That authority be given for the signing of the Deeds of Exclusive Right of Burial nos. 782-791 in accordance with Standing Order 23(a).**



2. That authority be given for the signing of the Transfer of Deed of Exclusive Rights of Burial no. 1001185 in accordance with Standing Order 23(a).

C539. REPLACEMENT TYRE SWING

RESOLVED:

That the Community Engagement Officer be asked to engage with members of the POV Group to consider the various options available to replace the current cantilever swing and provide a report on their top three choices from the options available, with associated costs, to a future meeting of Council for consideration.

C540. TO RECEIVE THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 7 NOVEMBER 2024 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

RESOLVED:

1. That it be noted that the recommendation at Minute no. R101 was dealt with at the Council meeting held on 14 November 2024.
2. That the minutes of the meeting of the Resources Committee held on 7 November 2024 be received and noted.

C541. TO APPROVE POLICIES

RESOLVED:

1. That the Draft Bullying, Harassment and Victimisation Policy be approved, subject to the following amendments:
 - That any reference to "Personnel Committee" be replaced with "Resources Committee."
2. That the Draft amended CCTV Policy be approved subject to the following amendments:
 - 10.4.1 – be amended to read "A person whose image ..."
 - That reference be made to the role of Data Protection Officer (DPO) as being the Clerk
3. That a diagram detailing the surveillance span and resolution of the cameras be produced and placed on record and be made available to councillors upon request to the Clerk.



C542. HILLS FORD RALLY

Members considered the concerns raised by the members of the public earlier in the meeting; at the same time they did recognise that there were likely to be many members of the public who welcome the rally and the ceremonial start being held in Ledbury.

RESOLVED:

That a response be provided to Councillor Durkin advising of the concerns raised about potentially changing the start time and not clashing with other county events and request that the rally doesn't coincide with these or other local events.

C543. OUTSIDE BODIES

RESOLVED:

- 1. That the minutes of a meeting of the Ledbury Strömstad Twinning Association be received and noted.**
- 3. That consideration be given in relation to the events timetable and for the events plan to consider whether there is anything further the Council can do to promote and improve Strömstad links.**

C544. DATE OF NEXT MEETING

RESOLVED:

To note that the date of the next meeting is scheduled for 12 December 2024.

C545. SUSPENSION OF STANDING ORDER 3(X)

RESOLVED:

That Standing Order 3(x) be extended to enable the completion of business, but not to exceed beyond 30 minutes.

C546. 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.

C547. RENEWAL PROPOSAL IN RESPECT OF HEALTH AND SAFETY SUPPORT

RESOLVED:

1. That the Clerk Contact the Council's current Health & Safety support provider and request a one-year extension at the current cost, to enable a tender process, in line with the Council's Financial Regulations, to be undertaken.
3. That a review of all current contract end dates be undertaken.

The meeting ended at 9.04 pm.

Signed  Date 19th Dec 2024
(The Mayor)