

LEDBURY TOWN COUNCIL
MINUTES OF A MEETING OF FULL COUNCIL
HELD ON 3 JULY 2025

PRESENT: Councillors: Browning, Chowns, Harvey, Hughes and Morris.

ALSO PRESENT: Angela Price – Town Clerk
Julia Lawrence – Deputy Clerk
Justine Peberdy – Ward Councillor (Ledbury West)
Honor Holton – Minute Taker

C853. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bradford, Eakin, Kettle and Sinclair.

Councillor Browning advised that he would be arriving late to the meeting and gave his apologies for the items he would miss.

C854. DECLARATIONS OF INTEREST

Councillors Harvey and Morris declared a non-pecuniary interest in item 23, Love Ledbury Partnership agreement, due to being a Trustee of Love Ledbury.

C855. TO NOTE THE NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be received and noted.

C856. TO NOTE THE GENERAL DUTY ON PUBLIC AUTHORITIES OF SECTION 149 OF THE EQUALITY ACT 2010

RESOLVED:

That the general duty on public authorities of section 149 of the Equality Act 2010 was received and noted by members.

C857. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF COUNCIL HELD ON 12 JUNE 2025

RESOLVED:

That the minutes of a meeting of Full Council Meeting held on 12 June 2025 be approved and signed subject to the following amendment:



Page 4051, C844: "Purchase of self-propelled push mower", be amended to "Purchase of self-propelled mower".

C858. TO RECEIVE AND NOTE THE ACTION SHEET

RESOLVED:

That the Action sheet be received and noted.

C859. MAYOR'S COMMUNICATIONS

The Chairman reported that the "Clerks and Council's Direct Publication in England and Wales" had an article on page 13 relating to the Masefield Matters Project.

The Chairman spoke of her recent visit to HMS Ledbury on Friday, 27 June 2025, with members of Ledbury Town Council staff and the Masefield Matters Project Team. The Chairman advised that she had also spoken with members of staff at Ledbury Town Council regarding the increasing visibility of the work of HMS Ledbury on the Town Council's website. The Commanding Officer was keen for members of the ship's company to be present at this year's Remembrance Day in Ledbury on Sunday, 9 November 2025 and that staff would be following this up.

The Chairman also spoke about her visit to Walk and Talk on Wednesday, 2 July 2025 at Ledbury Rugby Club and the success of the day, with local groups supporting local people, as well as the recent Flag Raising event for Armed Forces Week.

The Chairman requested that her secretary provide her with a summary of recent events for future Mayor's Communications report.

RESOLVED:

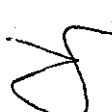
That the Chairman's secretary provide a summary of recent events.

C860. TO CONSIDER QUESTIONS/ COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3 (e) AND 3 (f)

None received.

C861. TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9

None received.



C862. TO RECEIVE AND NOTE MONTH 2 FINANCIAL REPORTS

It was noted that the costs of the Bye Street Toilets electricity was higher than anticipated. The Clerk advised that this was partly due to having received invoices for the previous year after 1 April 2025.

Councillor Peberdy left the meeting at 7:25 pm

RESOLVED:

1. That the Month 2 Financial Reports (receipts and payments, balance sheet, trial balance sheet and budget monitoring report) be received and noted subject to the following amendments:
2. That page 3988, 4903 be amended to read "Professional Fees".
3. That the Clerk investigate why the expenditure is in brackets in the sum of £8,000 Cost Centre 214 Nominal Code 4891 Age Uk Hereford Localities.

C863. TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS FOR APRIL AND MAY 2025

The Chairman confirmed that the reconciliation and bank statements for April 2025 have been verified. A new system for Petty Cash has been implemented provides evidence of the remaining cash when the accounts are reconciled at the end of each month.

The Chairman of Finance advised that he when he had attended the offices to sign the reconciliation for month 2 he had only been presented with the accounting records. No bank statements or reconciliation of the bank statements were provided and therefore he was unable to sign the reconciliation.

RESOLVED:

1. That the bank statements/reconciliations for April 2025 have been reconciled.
2. That the Clerk is to investigate why the Chairman of Finance did not receive any bank statements or reconciliation of bank statements for May 2025.



C864. INVOICES FOR PAYMENT JULY 2025

The Clerk advised Members of a response received from Festive Lighting Company in respect of a detailed breakdown as to why it had not been possible to have the overhead lights as planned in 2025.

The Chairman proposed an item on a future council agenda to include the issues as far as the suppliers are concerned and outcome of a dialogue with property owners about the renewal and possible relocation of the problematic mounting points.

The Clerk advised that there was a meeting arranged for the following week to review the Masefield expenditure codes.

RESOLVED:

1. That invoices be approved for payment in the sum of £19,273.18 plus VAT.
2. That the response from Festive Lighting in respect of 2024/2025 Christmas Lights costs, and the 2025/2026 Christmas Lights be received and noted.
3. That an item be included on a future agenda "Christmas Lights" once a dialogue has taken place with shop keepers.
4. That the total expenditure of £1,378.00 in respect of cost code number 235/4415 for the purchase of a positive plus high no neck/arms support chair, be received and noted.
5. That the overspend against 105/4770 be received and noted.

C865. GRANT APPLICATIONS

RESOLVED:

That the Grant Application from Sustainable Ledbury for a funding request of £200 be approved.

C866. SUBSCRIPTIONS

RESOLVED:

None were received.

C867. REQUEST FOR £10,015 RELEASE OF FUNDING IN RESPECT OF MASEFIELD MATTERS SEA FEVER ACTIVITY

RESOLVED:



1. That the Masefield Matters request to release funds for sea fever activities be approved.
2. That the Masefield Matters Project Coordinator provide a feedback report with actual costings for the 2 teachers over 6 days at £250 per day.

C868. PLANNING CONSULTATIONS

RESOLVED:

1. **Application Number 251240.** Two storey side extension and single storey front extension to front entrance lobby. – 17 Browning Road Ledbury Herefordshire HR8 2GA.

That this item be deferred to the next meeting of Full Council, due to the link being incorrect.

2. **Application Number 242783.** A hybrid planning application comprising: An application for full planning permission for the erection of a Day Nursery (Use Class E (f)) and Food store (Use Class E (a)) including access, car parking landscaping and associated work; & an application for outline planning permission for the erection of a medical centre (Use Class E (e), with access to be determined and all other matters reserved. -Land South of Leadon Way (A417) and East of Dymock Road (B4216) Ledbury Herefordshire – AMENDED/RE – CONSULTATION

That a meeting of Councillors be arranged to consider this application and that Neighbourhood Development Plan participants be invited to attend this meeting.

3. **Application Number 251261.** Erection of two dwellings, repairs to boundary walls and associated soft and hard landscape. 17-19 The Homend Ledbury Herefordshire HR8 1BN.
 - i. That this item be deferred due to concerns in respect of access issues in the event of a fire.
 - ii. Town Clerk to seek an extension for this application.

Councillor Browning joined the meeting at 8:00pm.

4. **Application Number 251809.** Works to trees in conversation area – T1 Chery – fell

That option 2 provided within the tree survey be approved:

“That a tree survey is undertaken and that the tree is not felled.

The Chairman suggested that the tree be pointed and work be done on the tree.

C869. PLANNING DECISIONS

RESOLVED:

That the Planning Decisions be received and noted.

C870. DRAFT RESPONSE TO LOCAL TRANSPORT PLAN 5 – 2025-2041

The Chairman thanked Councillors Chowns and Kettle, for their participation in the Working Party. She advised that due to the deadline for submission of the response being 30 June 2025 the Clerk had been instructed to provide the attached draft working group report to Herefordshire Council advising that should there be any amendments to this these would be provided on Friday, 4 July.

RESOLVED:

- 1. That Ledbury Town Council acknowledges and supports the aspects of LTP5 as they relate to Ledbury and recommends that the omissions as regards points c-d-e, g & h above are also recognised and included in LTP5.'**
- 2. That Ledbury Town Council acknowledges and supports the aspects of LTP5 as they relate to Ledbury and recommends that the omissions as regards points a & c above are also recognised and included in LTP5.'**
- 3. That Ledbury Town Council acknowledges and supports these aspects of LTP5 as they relate to the wider county and recommends that the omissions highlighted are also recognised and included in LTP5.'**
- 4. That the notes of the meeting held on 13 June 2025 be accepted as Ledbury Town Council's recommendations to be provided to Herefordshire Council.**

C871. NOTES OF A MEETING TO CONSIDER THE COUNCIL'S DRAFT PROPOSED AMENDED S106 WISH LIST

Councillor Chowns requested that the colouring system indicating the status of the suggested schemes be made clearer to interpret and that he considered more detailed descriptions were required.

Councillor Hughes questioned "Improved existing provision" on page 4016, Paths and Cycleways; and "better pedestrian access", for Transport and Highways, considering them to be vague.

Councillor Browning spoke of his concerns over the proposed lighting for the Town Trail. The Chairman explained that previous discussions had considered low level solar lighting to illuminate the trail surface to assist people in navigating the trail in the darker winter months.

The Chairman requested that Councillors read and review the existing infrastructure delivery plan (2017) ahead of the next meeting.

RESOLVED:

That a further meeting of Councillors be arranged for early August to consider the Council's S106 Wish List.

872. NEIGHBOURHOOD DEVELOPMENT PLANNING (NDP) FUNDING POSITION

RESOLVED:

- 1. That the Neighbourhood planning funding position be received and noted.**
- 2. That a meeting be arranged to include stakeholders and interested parties to discuss the options for future NDP development and engagement on local planning issues.**
- 3. That consideration be given to the Council putting aside some funding for planning activity.**

C873. TEMAP WORKING PARTY

- i. To receive and note the minutes of a meeting of the TEMAP Working Party held on 3 June 2025.**
- ii. Update report in respect of Consultants Report**

Councillor Hughes advised that the TEMAP Group now requires some direction from Council as to how to take forward suggestions from within the Feasibility Study and the Market and Tourism Strategies previously prepared.

RESOLVED:

- i. That the minutes of a meeting of the TEMAP Working Party held on 3 June 2025 be received and noted.**
- ii. That a meeting of Councillors and staff be arranged for early August to review the content of the Feasibility Study to decide on the priorities and to consider a way forward in respect of Tourism, Markets and Events.**

C874. EXTENSION OF STANDING ORDER 3(X)

RESOLVED:

That Standing order 3(x) be suspended for 15 minutes to allow the remaining business of the agenda to be completed.

C875. PAINTED ROOM VISITOR NUMBERS MARCH AND APRIL

The Clerk advised the meeting that this was a duplicate report from the previous meeting.

C876. CLIMATE CHANGE WORKING PARTY – OUTCOME OF MEETING BETWEEN COUNCILLOR CHOWNS AND NINA SHIELDS (SUSTAINABLE LEDBURY)

RESOLVED:

That this item be deferred until the next meeting of Full Council on Thursday, 24 July 2025.

C877. TO APPROVE DRAFT PARTNERSHIP AGREEMENT BETWEEN LEDBURY TOWN COUNCIL AND LOVE LEDBURY (LEDBURY & DISTRICT COMMUNITY BENEFITS SOCIETY) IN RELATION TO BYE STREET TOILETS AND CONSIDER REQUEST IN RESPECT OF FUTURE ARRANGEMENTS FOR INSURANCE COVER FOR THE PREMISES AND EVENTS

Councillor Morris and the Chairman left the room as they had declared a non-pecuniary interest in this item.

RESOLVED:

- 1. That Members agree to reimburse Love Ledbury Trustees the sum of £15.70 per month to cover the cost of the buildings insurance for matters not reserved to the County Council as the building's owners.**
- 2. That Ledbury Town Council include Bye Street Toilets within their current Public Liability Insurance Policy at no additional cost to the Council.**

C878. TO RECEIVE AND NOTE MINUTES OF THE EVENTS WORKING PARTY MEETING HELD ON TUESDAY 3 JUNE 2025

RESOLVED:



That the minutes of the Events Working Party meeting held on Tuesday 3 June 2025 be received and noted.

C879. TO RECEIVE NOTES OF A MEETING OF THE ICT TASK AND FINISH GROUP HELD ON 4 JUNE 2025

The Chairman reported operating issues with the Reception computer. Members agreed that a new computer system should be purchased for Reception as a matter of urgency, which will include a separate stand-alone server to act as host to the Rialtas software. Councillor Browning also suggested that increased RAM storage should be purchased for the new computer.

RESOLVED:

- 1. That the minutes of the ICT Task and Finish Group held on 4 June 2025 were received and noted.**
- 3. That a new computer system should be purchased for Reception as a matter of urgency, which will include a separate stand-alone server to act as host to the Rialtas software.**

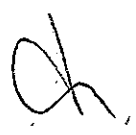
C880. OUTSIDE BODIES

- i. To receive nominations for Councillor representation on the following outside bodies:**
 - a. RMTG Local Councillor Panel – Rural Vulnerable Young**
 - b. RMTG Local Councillor Panel – Rural Older People**

RESOLVED:

- 1. That the Clerk contact outside organisations such as Age UK and LEAF to ask whether they would like to provide a representative to the above groups on behalf of Ledbury Town Council.**
- 2. Councillor Browning confirmed that he was happy to act as an intermediary, if applicable. The Clerk agreed to obtain a list of meeting dates and forward to Councillor Browning.**
- 3. That Council representatives on outside bodies be reminded that they should forward copies of agenda Agendas and Minutes of meetings to the Clerk so that they can be included within the Full Council meetings.**

C881. DATE OF NEXT MEETING

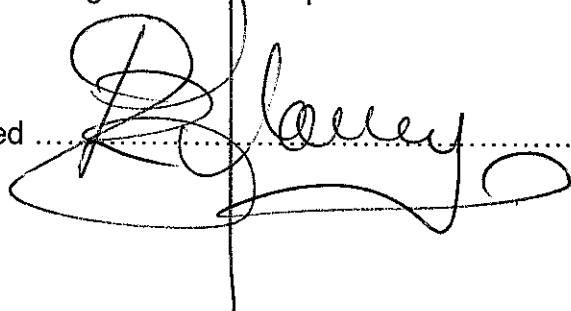


That the next meeting of Council is scheduled for Thursday 24 July 2025.

Councillor Morris gave his apologies in advance for the meeting.

The meeting ended at 9:15pm

Signed

A large, stylized handwritten signature in black ink, appearing to read 'Morris', written over a dotted line.

Date

24 July 2025

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