

**LEDBURY TOWN COUNCIL  
MINUTES OF A MEETING OF FULL COUNCIL  
HELD ON 8 JANUARY 2026**

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**PRESENT:** Councillors Browning, Chowns, Eakin, Harvey (Chair), Kettle, Morris, and Troy

**ALSO PRESENT:** Angela Price – Town Clerk  
Julia Lawrence – Deputy Town Clerk  
Sophie Rudd – Minute Taker

**C1083. APOLOGIES FOR ABSENCE**

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

**C1084. DECLARATIONS OF INTEREST**

Councillor Chowns declared a non-pecuniary interest in agenda item 15, due to being the Chair of Trustees at LYAS.

**C1085. TO NOTE THE NOLAN PRINCIPLES**

**RESOLVED:**

**That the Nolan Principles be noted.**

**C1086. 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 be received and noted, noting that the Clerk will advise Members it is appropriate for them to be considered under this Duty.**

**C1087. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF COUNCIL HELD ON 4 DECEMBER 2025**

The Chair raised concerns about how the Notice of Motion had been dealt with at the meeting on 4 December. She was concerned that the decision taken had not been fully informed. The qualifying and bidding requirements have not yet been released by government for the Town of Culture initiative. Therefore, it is not yet possible to commit to submit a full bid.

The Chair proposed that, for the sake of safety, this decision be set aside and retaken at the council meeting scheduled for 29 January



2026. It was noted that Ross Town Council had committed to standing up a Working Group consider options to engage with the scheme as and when information becomes available

**RESOLVED:**

**That the minutes of the meeting of Council held on 4 December 2025 be approved and signed as a correct record subject to the following amendments:**

- 1. That Councillor Hughes be removed from the apologies list.**
- 2. That the wording in the penultimate sentence of minute C1062 be amended to read “consideration is being given to using some of the funds to improve signage...”**
- 3. Due to insufficient information being made available at the meeting of 4 December to fully commit to the scheme the decision in relation to the Town of Culture be resubmitted for consideration at the next meeting of Council on 29 January 2026.**

**C1088. TO RECEIVE AND NOTE THE ACTION SHEET**

**RESOLVED:**

**That the action sheet be received and noted.**

**C1089. CHAIRMAN'S COMMUNICATIONS**

The Chair advised that she had attended the Community Choir Christmas Concert which was a great success, raising donations for The ELY Memorial Fund and The Madison Shelbie Trust.

**C1090. TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(E) AND 3(F)**

None received.

**C1091. TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9**

None received.

**C1092. TO RECEIVE AND NOTE MONTH 8 FINANCIAL REPORTS**

The Chair noted that £17,736 of earmarked reserves have been transferred for works carried out throughout the year. Additionally, she noted that the current expenditure is almost exactly at the predicted level of 66.67%, standing at 66.31%.



*Councillor Browning joined the meeting at 7:15pm*

**RESOLVED:**

1. Receipts and payments for 1 – 30 November 2025 be received and noted.
2. The balance sheet and trial balance for month 8 be deferred until the next meeting of Full Council scheduled for 29<sup>th</sup> January 2026, as the Chair of Finance Policy and General Purposes was not in attendance.
3. The budget monitoring reports for 1 April to 30 November 2025 be received and noted.

**C1093. TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS FOR OCTOBER AND NOVEMBER 2025**

**RESOLVED:**

**That this item be deferred until the next meeting of Full Council scheduled for 29 January 2026, as the Chair of Finance Policy and General Purposes was not in attendance.**

**C1094. TO APPROVE INVOICES FOR PAYMENT FOR JANUARY 2026 (INTERIM)**

The Chair informed members that the Council are entering the third and final year of the current Christmas Lights Contract and that a new contractor will need to be identified with effect from 2027 and suggested setting up a Working Party.

**RESOLVED:**

1. That the invoices for payment in the sum of £27,409.48 + VAT be approved for payment.
2. That the Accounts Clerk be instructed to undertake the actions outlined in points 2 and 4.
3. That officers ensure that all necessary adaptations to the mountings and electricity points for the Christmas Lights 2026 be progressed as a matter of priority.

**C1095. TO APPROVE A REQUEST FROM HEREFORDSHIRE COUNCIL IN RESPECT OF CCTV REVENUE FUNDING 2026-2027.**

It was noted that there was an error in the correspondence which should read 'Ledbury' not 'Ross' at paragraph 4 of the letter from



Herefordshire Council. Councillor Chowns noted that the control room is moving to Plough Lane and recommended that Councillors take up the opportunity to visit the CCTV suite.

**RESOLVED:**

**That the extension to the SLA Agreement with Herefordshire Council in respect of the town CCTV for 2026/27 be sought and that the 2026-27 contribution to CCTV operating costs be approved in the sum of £11,026.42.**

**C1096. TO RECEIVE AND NOTE THE DRAFT ACTUARIAL VALUATION REPORT – WORCESTERSHIRE LOCAL GOVERNMENT PENSION SCHEME.**

**RESOLVED:**

**That the Draft Actuarial Valuation report be received and noted.**

**C1097. TO GIVE CONSIDERATION TO A REQUEST RECEIVED FROM LEAF**

Members were requested to give consideration to directing the two remaining payments ring fenced for LYAS to LEAF in the total of £5,000.

It was noted that at the meeting of Council held on 4 December 2025 a decision had been taken to provide funding in support of a full-time youth worker for Ledbury, to be managed under Community Hub.

It was felt that there was insufficient detail in the request from LEAF for Council to take an informed decision. It was suggested that, as part of the 2026/27 budget setting process, the balance of grant provision made by the council be considered against the three broad categories of: supporting older people, youth and community activities and that the funding previously granted to LYAS be moved in the interim to the Council's general reserves.

It was noted that the current grant funding allocated to LEAF ended in 2025/26 and that no multi-year funding application had been received in the timeframe requested.

*Councillor Chowns left the room due to a Declaration of Interest in this item.*

**RESOLVED:**

**1. That the £10,000 ring fenced for LYAS from 2024-25 and 2025-26 be moved to the Council's general reserve.**



2. That formal confirmation be sought from LYAS in respect of their delivery against their previous commitment to provide youth facilities in Ledbury.
3. That LEAF be asked to confirm what their interest and plans are in respect of additional provision of youth facilities in Ledbury.

*Councillor Chowns rejoined the meeting at 7:32pm*

**C1098. TO APPROVE NEW OR AMENDED POLICIES - DRAFT ENVIRONMENT AND SUSTAINABILITY POLICY**

The Chair noted that there were some amendments needed in respect of the Draft Environment and Sustainability Policy in particular references to local organisations and proposed that the policy be deferred to the meeting of Council on 29 January 2026.

**RESOLVED:**

1. That the Draft Environment & Sustainability Policy be deferred to the next meeting of Full Council scheduled for 29<sup>th</sup> January 2026 and that a tracked changed document be provided at that meeting
2. That metrics be included in the document to enable an understanding of how the policy is incorporated within the day to day management of the council.

**C1099. TO FORMALLY NOTE THE RESIGNATION OF EDWARD COLEMAN**

**RESOLVED:**

That the resignation of Edward Coleman be received and noted.

**C1100. CODE OF CONDUCT MATTERS**

**RESOLVED:**

None.

**C1101. TO RECEIVE AND NOTE THE OUTCOME OF THE INVESTIGATION BY THE INFORMATION COMMISSIONER (CASE NUMBER: IC-383874-Y1C7)**

**RESOLVED:**

That the outcome of the investigation by the Information Commissioner be received and noted.



C1102. TO CONSIDER PLANNING CONSULTATIONS

1. **Application No. 253209** – Dropped kerb - **18 Lower Road, Ledbury, Herefordshire, HR8 2DH.**

**RESOLVED:**

**No objection**

2. **Application No. 253317** – Part change of use from a mixed residential and retail use to residential use. - **123 The Homend Ledbury Herefordshire HR8 1BP**  
**LISTED BUILDING CONSENT**

**RESOLVED:**

**No objection**

3. **Application No. 253316** – Part change of use from a mixed residential and retail use to residential use. - **123 The Homend Ledbury Herefordshire HR8 1BP.**

**RESOLVED:**

**No objection.**

4. **Application No. 253151** – Installation of fibre optic cable and junction box – **16-18 Bye Street Ledbury Herefordshire HR8 2AA**  
**LISTED BUILDING CONSENT**

**RESOLVED:**

**That this application be deferred to the meeting of 29 January 2026 and that the Clerk seek further information regarding this application, highlighting that this building is believed to be the former Bishop's Palace and possibly one of the oldest buildings in Ledbury.**

5. **Application No. 253280** – Replacement of small extension with a larger single storey extension. Small utility room to be added at front of garage and roof lights to be added to sloping roof. - **10 Oakland Drive, Ledbury, Herefordshire, HR8 2ER**

**RESOLVED:**

**No objection**



6. **Application No. 253088** – 1 Replacement of existing plant with new, removal of existing cold room and alterations to 2 no. openings to the rear, proposed laundrette and parcel lockers to front, and general redecoration to store – **Co-op Supermarket, New Street, Ledbury, Herefordshire, HR8 2EZ.**

**RESOLVED:**

**No objection**

7. **Application No. 253480** – Refurbishment of existing building – **233 The Homend, Ledbury, Herefordshire, HR2 1BS – LISTED BUILDING CONSENT**

**RESOLVED:**

**No objection**

**C1103. TO RECEIVE AND NOTE THE UPDATE ON PLANNING DECISIONS**

**RESOLVED:**

**That the update on the planning decisions be received and noted.**

**C1104. TO CONSDIER A ROAD CLOSURE REQUEST FROM THE TALBOT HOTEL**

**RESOLVED:**

1. **That the Clerk advise Herefordshire Council and the applicant that Ledbury Town Council do not support the request for a road closure in New Street as per the request.**
2. **That the Talbot Hotel be encourage to talk with the Town Council about having access to St Katherine's Square as an alternative location for the event being proposed by the Talbot Hotel, noting that as this is a charity event there would be no charge to hire the square.**

**C1105. TO GIVE CONSIDERATION TO A REQUEST FROM WELLINGTON HEATH ROAD SAFETY**

Members were asked to give consideration to a request received from Wellington Heath in respect of funding towards Speed Indicator Devices (SID's) to be located in Wellington Heath.

**RESOLVED:**



1. That Ledbury Town Council support the request for funding in support of SID's for Wellington Heath in principal.
2. That the Clerk to respond seek further information on the following:
  - Anticipated costs for SIDs
  - Any additional funding Wellington Heath is seeking towards the provision of the SID's
  - What percentage of these costs are LTC being asked to contribute.
  - What timescales are involved with the installation of the SID's.

C1106. TO RECEIVE THE MARKET HOUSE QUINQUENNIAL SURVEY REPORT AND CONSIDER ANY RECOMMENDATIONS THEREIN

RESOLVED:

1. That the Market House quinquennial report be received and noted.
2. That officers be instructed to seek costings and provide a report back to Council detailing these costs in readiness for the Full Council meeting scheduled for 19<sup>th</sup> February 2026.
3. That Caroe & Partners be instructed to act as the Council's consultants, reviewing the quotations and overseeing any works commissioned.

C1107. TO APPROVE EXPENDITURE IN RESPECT OF DEFIBRILLATORS

RESOLVED:

1. That officers be instructed to purchase the defibrillator and associated items from Company 1 in the sum of ££1,440, noting that a local electrician has agreed to install the equipment free of charge.
2. That £750.00 be taken from budget line 118/4285, with the remaining balance of £690.00 to be taken from EMR336 (Community Projects).
3. That following the installation of the defibrillators Google Maps be informed of their locations.
4. That following installation an article is to be placed in the Newsletter and on Social Media Accounts to make the public aware of their location.



C1108. **TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF COUNCILLORS TO DISCUSS THE COUNCIL'S AMENITY MAINTENANCE PLANS HELD ON 11 DECEMBER 2025 AND TO CONSIDER AND RECOMMENDATIONS THEREIN.**

The Chair advised that a meeting had been held between herself, the Clerk and Deputy Clerk with the Community Hub to consider a way forward in respect of Dog Hill Woods. She advised that due to delays in progressing this matter the Hub had advised that the timescale to use the funding received via UKSPF was the end of February and therefore no longer viable. However, the Hub had advised that there was an alternative source of funding now available which they intended to apply for which would enable this project to proceed.

**RESOLVED:**

- 1. That the minutes of a meeting of Councillors to discuss the Council's Amenity Maintenance Plans held on 11 December 2025 be receive and noted.**
- 2. That officers approach the Forestry Commission for indicative costs in respect of obtaining an updated Dog Hill Wood Management Plan to include any issues that have arisen since its original drafting, i.e. tree diseases etc..**
- 3. That subject to the Community Hub being successful in obtaining Awards for All funding officers work with Nic Sims and Hub volunteers in relation to Dog Hill Wood to include basic woodland maintenance, clearing undergrowth and coppicing, in line with work previously undertaken by volunteers in 2022/23.**
- 4. That officers contact the Men's Shed project to see if they would be interested in undertaking any general maintenance for the wooden benches, subject to the Council providing them with the necessary materials.**

**That the current grounds contractor be asked if he would be willing to extend his current contract for a further 6 months whilst the staff review be progressed.**

- 5. That the request for the Clerk to resubmit her report in respect of future cemetery provision to full council be amended to a meeting of Councillors to ensure all new councillors are fully informed as to the current situation and proposed future options with recommendations being made from that meeting to be submitted to a future Council meeting.**



6. That the request for officers to draw up a job description and personal specification in respect of the current vacancy of Cemetery Groundsman be deferred due to the ongoing staff review.

C1109. TO GIVE CONSIDERATION TO HAVING PANIC BUTTONS INSTALLED IN THE COUNCIL RECEPTION AND PAINTED ROOM

RESOLVED:

1. That this item be deferred to the end of April 2026 to allow for a decision regarding Council accommodation as part of the staffing review.
2. That the Deputy Clerk obtain further information regarding the procedure and timeline of installing the devices.
3. That consideration be given to the installation of a panic button in the Painted Room subject to it being possible to install one in reception at a later date once a decision has been made regarding council accommodation.

C1110. THAT IN ACCORDANCE WITH STANDING ORDER 23(A), AUTHORITY BE GIVEN FOR THE DEEDS OF EXCLUSIVE RIGHT OF BURIAL 805 AND 806 TO BE SIGNED, GRANTING THE EXCLUSIVE RIGHT OF BURIAL TO THOSE NAMED ON THE INTERMENT FORM

RESOLVED:

That in accordance with Standing Order 23(a), authority be granted for the Deeds of Exclusive Rights of Burial numbers 805 and 806 to be signed.

*Councillor Eakin left the room at 20:21*

C1111. TO RECEIVE AND NOTE THE NOTES OF A MEETING TO REVIEW LEDBURY'S HERITAGE BUILDINGS HELD ON 31 OCTOBER 2025 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATION THEREIN

RESOLVED:

That the notes of a meeting to review Ledbury's Heritage Buildings held on 31 October 2025 be received and noted.

*Councillor Eakin returned to the meeting at 20.27*



C1112. TO APPROVE RECOMMENDATIONS FROM THE EVENTS WORKING PARTY

RESOLVED:

1. That Officers be authorised to proceed with the organisation of Ledbury World Bookfest 2026 as detailed within the report provided to Council.
2. That the budget of £3,500.00 with a £250.00 contingency to support the delivery of the programme of activities, promotional initiatives, and marketing be approved.
3. That the programme should include one author with associated pre-event school visits.
4. That officers work with Goal 17 – Herefordshire Volunteering as the platform for coordinating volunteering opportunities in Ledbury and that this be promoted to local organisations, businesses and residents.
5. That a review be provided on the success and implementation of the Volunteer database to council in 18 months', being July 2027.

C1113. TO RECEIVE AND NOTE THE MINUTES OF THE RESOURCES COMMITTEE MEETING HELD ON 4 DECEMBER 2025

RESOLVED:

That the minutes of the meeting of the Resources Committee meeting held on 4 December 2025 be received and noted.

C1114. TO NOMINATE COUNCILLOR REPRESENTATIVE TO STAND FOR ELECTION AS TOWN COUNCIL DIRECTOR ON HEREFORDSHIRE COUNCIL BID BOARD AT NOVEMBER 2026 AGM

RESOLVED:

That the Chair of the Planning Committee at the time of election should be the named representative put forward as a nomination, noting that this will be agreed at the Annual Council meeting in May 2026.

C1115. TO RECEIVE AND NOTE THE DRAFT MINUTES OF A MEETING OF THE MASEFIELD MATTERS MEETING HELD ON 9 DECEMBER



2025 AND TO CONSIDER ANY RECOMMENDATIONS THEREIN

**RESOLVED:**

1. That the minutes of a meeting of the Masefield Matters meeting held on 9 December 2025 be received and noted.
2. That the request for a two-month extension of the Masefield Matters Project Assistant to end 31 May 2026 be approved.
3. That Ledbury Town Council provide funding to support the two-month extension and that funding in the sum of £4,482.56 be added to the salaries line in the 2026/27 budget.

**C1116. DATE OF NEXT MEETING**

**RESOLVED:**

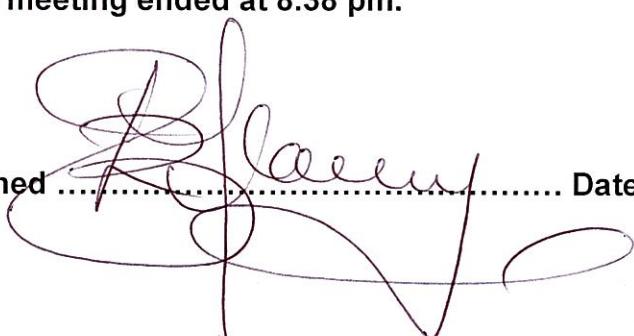
To note that the next meeting of Council is scheduled for Thursday, 29 January 2025.

**C1117. EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:**

As there were no confidential reports to be provided from the meeting of the Resources Meeting held on 8 January 2026 it was agreed that there was no further meeting and that the meeting was declared closed.

The meeting ended at 8.38 pm.

Signed .....  Dated ..... 29 January 2026

