

**MINUTES OF AN MEETING OF FULL COUNCIL
HELD ON 14 NOVEMBER 2024**

PRESENT: Councillors, Harvey, Hughes, Kettle and Morris

ALSO PRESENT: Angela Price – Town Clerk
Honor Holton – Minute Taker
Councillor Justine Peberdy – Ledbury West Ward

C484. APOLOGIES FOR ABSENCE

Apologies of absence were given from Councillors Bradford, Chowns, Eakin and Sinclair. Councillor Howells apologies were received as per his request for dispensation.

C485. DECLARATIONS OF INTEREST

None received

C486. NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be received and noted.

**C487. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES
OF A MEETING OF COUNCIL HELD ON 31 OCTOBER 2024**

RESOLVED:

That the minutes of the Full Council meeting held on 31 October 2024 be approved and signed as a correct record, subject to the following amendment:

That minute no. C474 be amended to read:

“South Parade House, South Parade, Ledbury, Herefordshire, HR8 2HB. (awaiting tree officer report) – Tree has recently been felled without Council approval or authorisation and will be looked into.”

C488. ACTION SHEET

RESOLVED:

That the action sheet be received and noted.



C489. WARD COUNCILLOR REPORTS

RESOLVED:

Councillor Peberdy advised Members of a number of concerns that had been raised with her in respect of speeding on Lower Road and suggested that a SID device be considered for this road. It was also requested by Councillor Harvey and Councillor Peberdy that the Council consider providing a contribution towards signage for a weight limit sign at Lower Road.

Justine Peberdy left the meeting at 7:30pm

That the Ward Councillor Reports be received and noted.

C490. MAYORS COMMUNICATIONS

RESOLVED:

The Town Clerk, in the absence of the Mayor, reminded Council there is an upcoming Coffee Morning on Tuesday 19 November 2024 for International Men's Day, which will be held at the Town Council Offices.

C491. TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH PROVISIONS OF STANDING ORDERS 3(e) AND 3(f)

No members of the Press or Public were present at this meeting.

C492. TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9

None received.

C493. TO RECEIVE AND NOTE THE MINUTES OF AN EXTRAORDINARY MEETING OF THE RESOURCES COMMITTEE HELD ON 11 OCTOBER 2024 AND THE MINUTES OF A MEETING HELD ON 24 OCTOBER 2024 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

RESOLVED:

That the minutes of the meetings on 11 October 2024 and 24 October 2024 be received and noted.

A handwritten signature in black ink, appearing to be a stylized 'S' or 'G' followed by a flourish.

C494. TO APPROVE INVOICES FOR PAYMENT – NOVEMBER 2024 (INTERIM)

RESOLVED:

1. That the cost centre 401 nominal codes 4480 (ICT Computer) and 4483 (ICT services & Software Lease be amalgamated into one nominal code.
2. That as per minute no. C397 any costs for new IT equipment in the 2024/25 financial year be taken from the General Reserve and that a total of £1,140 be transferred from the General Reserve to an Earmarked Reserve for IT Equipment & Services to off-set the overspend in 401/4480.
3. That a virement be made from 225/4545 Annual and other meetings of £1,000 to be moved to 235/4400 stationary to off-set anticipated overspend.
4. That the accounts clerk be instructed to journal £272.69 from 102/4170 to 102/4206.
5. That a virement be made from 102/4250 Tree Works/ Property Maintenance of £400.00 to be moved to 102/4170 Maintenance.
6. That nominal codes 4170 maintenance, 4206 grounds maintenance and 4250 Tree Works/Property Maintenance in 2025/26 budget.
7. That a virement be made from 214/4890 unspecified grants of £350 to be moved to 214/4800 Barrett Browning Clock.
8. That the administrative error in respect of total cost of preferred Christmas Lights contract be noted and that it be recognised that the actual cost to supply Christmas Lights by Festive Lighting was £15,000 for which there are sufficient funds within the 2024/25 budget.
9. That the invoice payments for November 2024 are to be approved in the sum of £16,414.48 plus VAT

C495. TO RECEIVE THE RECORD OF RECEIPTS AND PAYMENTS FOR SEPTEMBER 2024

RESOLVED:

That the record of receipts and payments for September 2024 be received and noted.

C496. TO RECEIVE THE BALANCE SHEET AND TRIAL BALANCE FOR MONTH 6

RESOLVED:

That the balance sheet and trial balance for month 6 be received and noted.

C497. BUDGET MONITORING REPORTS 1 APRIL – 30 SEPTEMBER 2024

RESOLVED:

That the budget monitoring reports form 1 April – 30 September 2024 be received and noted.

C498. TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS FOR AUGUST AND SEPTEMBER

RESOLVED:

That this item be deferred to the next Full Council meeting due to Councillor Newsham not being present at the meeting to confirm.

C499. TO REVIEW CCTV REVENUE FUNDING 2025-2026

Members were provided with notification of the cost of the Ledbury CCTV which is managed by Herefordshire County Council for a one-year extension whilst discussion progress in respect of the future of the CCTV service.

RESOLVED:

- 1. That the Clerk be asked to confirm with Herefordshire Council that Ledbury Town Council agree to an extension of one-year for the monitoring and maintenance of CCTV coverage in Ledbury in 2025/26 at a cost of £10,551.60.**
- 2. That the Clerk write to Hereford City Council encouraging the city council to reconsider its decision to withdraw funding support for the provision of CCTV in Hereford City, copying in other Town Clerks for information.**

C500. GRANT APPLICATIONS

RESOLVED:

That Ledbury Food Group be awarded 50% of the total cost of the project, which amounts to £1,852.00 and that this will be paid from the Council's 2025/26 grant fund in April 2025.



C501. TO CONSIDER PLANNING CONSULTATIONS

RESOLVED:

1. **Application number 242541** - proposed alterations to principal elevation in the form of new doors and windows, in a more outward position. – **10 New Street, Ledbury, Herefordshire, HR8 2DX. No objection.**
2. **Application number 242738** - works to trees in conservation area – Proposed works to western red cedar – to reduce the tree by 30% to take it back to the work done in May 2012. The tree is now grown so tall that it is excessively shading the garden. **No objection.**

C502. TO RECEIVE AND NOTE PLANNING DECISIONS

RESOLVED:

That the planning decision are to be received and noted.

C503. TREE PRESERVATION ORDER NOTIFICATION

RESOLVED:

That the tree preservation order notification be received and noted.

C504. NOTIFICATION OF GIFT OF LAND PROPOSAL FROM VISTRY GROUP

RESOLVED:

1. **That the Clerk write to Vistry noting that Ledbury Town Council would like them to consider travel links.**
2. **That the Clerk write Vistry thanking them for their kind offer and to advise that Ledbury Town Council are very positive and would be keen in principal to accept the offer by Vistry to transfer the freehold ownership of the land to the Town Council.**

C505. TO NOTE ENVIROMENTAL IMPACT ASSESSMENT SCREENING OPINION IN RESPECT OF APPLICATION P242776

RESOLVED:

That the information provided in respect of the Environmental Impact Assessment Screening Opinion in respect of application P242776 be received and noted.



C506. REQUEST FOR VIEWS FROM WELLINGTON HEATH PARISH COUNCIL ON ROAD SAFETY ISSUES

RESOLVED:

That the Clerk respond to Wellington Heath Parish Council advising that Ledbury Town Council are supportive of safety measures on the edge of the Parish and that welcome the opportunity to meet with them and discuss this with the support of Highways Officers.

C507. TO CONSIDER AN APPLICATION FORM LANARK HOUSE INVESTMENTS LTD FOR A VARIATION OF A PREMISES LICENCE

RESOLVED:

No objection to the application for a variation to premises licence in respect of Lanark House investments LTD.

C508. INCREASING TOURISM IN LEDBURY UPDATE REPORT – OCTOBER 2024 – HERITAGE AND HISTORY

Councillor Harvey advised that there is £2,000 of funding available from the Herefordshire BID for project/s proposed by local retail and tourism businesses. She also advised that there are some funds available within the Council's reserves from the Portas in the region of £1,500 - £1,800 previously ring-fenced for the Traders' Association plans for a visitor map. Cllr Harvey suggested that these funds should be considered alongside funds proposed for a map in the recent awarded grant to the Painted Room and a joined-up proposal for one or more maps be brought forward.

RESOLVED:

That the Council support the recommendations within the report as follows:

- 1. Town Map & Guide: A report be submitted to a future meeting of Council setting out the details of quotes received for all aspects of this work, delivery timescales and the funding sources, with the caveat that all areas of tourism and that the Painted Room Tour Guide Manager be included in the discussions and design.**
- 2. That any decision in respect of distribution of the map be deferred until such time the map is prepared, but that Council would welcome the group's thoughts on where this should be distributed.**



3. That the Council support the representatives of the above historic buildings seeking common ground for better aligned opening times.
4. That the Council recognise that coach parking and coach driver hosting is an issue that they are keen to look at but do not feel this is something that the Community Engagement Officer should be asked to do. The issue of encouraging and catering to coach parties should be explored further.
5. That the draft Terms of Reference and the progression of the Project Board be approved subject to an amendment to number two as follows:

"The Project Board will review the progress of the TEMAP project and make recommendations to Council or the relevant committee on whether to continue, change or stop associated/contributing projects."

C509. ANNUAL PLAY EQUIPMENT INSPECTION REPORTS

RESOLVED:

1. That the annual play equipment inspection reports be received and noted.
2. That consideration of potential budget implications be considered at the 2025/26 budget setting process.

C510. OUTCOME OF CODE OF CONDUCT COMPLAINT

That the outcome of code of conduct complaint be received and noted.

C511. CONSULTATION OF ENABLING REMOTE ATTENDANCE AND PROXY VOTING AT LOCAL AUTHORITY MEETINGS

RESOLVED:

That due to the number of Councillors present at the meeting, Councillors respond directly to the consultation.

C512. SUSPENSION OF STANDING ORDER 3(X)

RESOLVED:

That Standing Order 3(x) be suspended for 30 minutes to enable the remainder of the business of the agenda to be completed.

C513. OUTCOME OF NOTICE OF CASUAL VACANCY

RESOLVED:

That the notice of casual vacancy is received and noted.

C514. TO APPROVE DRAFT FUND RAISING POLICY

RESOLVED:

That the draft funding policy be approved.

C514. OUTSIDE BODIES

RESOLVED:

That Councillor Kettle to be nominated as the Council's representative for Ledbury Carnival Committee.

C515. DATE OF NEXT MEETING

RESOLVED:

To note that the date of the next meeting is 28 November 2024.

C516. 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.

C517. RECOMMENDATION FORM RESOURCES COMMITTEE HELD ON 7 NOVEMBER 2024 IN RESPECT OF POST HOLDER 47

RESOLVED:

That the findings of the Occupational Health Doctor in relation to Post Holder 47 be accepted and the Clerk be authorised to complete and sign the Employee Declaration in support of ill health retirement.

A handwritten signature in black ink, consisting of a stylized 'S' followed by a loop and a horizontal stroke.

C518. REQUEST FROM CHAIR OF MASEFIELD MATTERS PROJECT BOARD

RESOLVED:

1. That Council agree to a percentage of the funds received being placed in a high interest, short term deposit account.
2. That further information be provided to a future meeting of council to inform Members on how much of the grant should be placed on deposit.
3. That the Clerk and Councillors Newsham and Harvey be asked to review the current market for a suitable high interest, short term deposit account and to make recommendations back to Council.

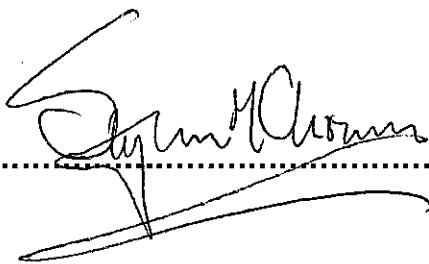
C519. CONSIDERATION OF PURCHASING AN ELECTRICALLY ASSISTED PEDAL CYCLE

RESOLVED:

1. That further detail be provided on the bike options ranking considering their respective payload capacity, electric power, cost and possible storage options for consideration by Council.
2. That option number three within the report be discounted.

The meeting ended at: 9:23pm

Signed



Date

5th Dec 2024

