

**MINUTES OF A MEETING OF FULL COUNCIL
HELD ON 9 JANUARY 2025**

PRESENT: Councillors Browning, Chowns, Harvey, Kettle, Morris, Newsham and Sinclair

ALSO PRESENT: Angela Price – Town Clerk
Councillor Peberdy – Ledbury West Ward Councillor

The Mayor welcomed Councillor Browning to the Council, and also Emma Clowsley, the newly appointed Masefield Matters Project Coordinator.

C577. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bradford and Hughes. Councillor Howells' apologies were received as per his request for 6-months dispensation.

C578. DECLARATIONS OF INTEREST

None received.

C579. TO NOTE THE NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be received and noted.

C580. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF COUNCIL HELD ON 12 DECEMBER 2024

RESOLVED:

That the minutes of the meeting of Council held on 12 December 2024 be approved and signed as a correct record.

C581. TO RECEIVE AND NOTE THE ACTION SHEET

The Clerk provided updates on a number of points within the Action Sheet.

RESOLVED:

That the action sheet be received and noted.



C582. MAYOR'S COMMUNICATIONS

The Mayor advised that he sends a short letter to the Ledbury Focus bi-monthly and that his next contribution will be about Ledbury Life over the next three years, which included the Masefield Matter project and the 80th Celebrations of VE and VJ Day which will take place in 2025. He advised that there was a committee working with the British Legion and Church and reviewing what is likely to happen nationally for both of these events, and that it has been agreed that equal providence be given to both dates.

The Mayor also referred to the work that has been done to the Committee Structure by Resources members stating that he is hopeful that this work will be coming to fruition in the not-too-distant future.

RESOLVED:

That the Mayor write to the Ledbury Brass Band congratulating and thanking them for their efforts in Ledbury and Herefordshire and that an item be included in the Council's Newsletter.

C583. TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(e) and 3(f)

None received.

C584. TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9

None received.

C585. TO APPROVE INVOICES FOR PAYMENT – JANUARY (INTERIM)

RESOLVED:

1. **That Council Monitor on staff training and consider a virement at year end from Councillor Training 225/4525.**
2. **That Council Monitor overspend on professional services and consider and identify virement at year end.**
3. **That £587.00 be transferred from EMR 330 CCTV to create new line in 2024//25 budget for maintenance of CCTV located at the Recreation Ground.**
4. **That funds be allocated in the 2025/26 budgets for annual servicing of the CCTV located at the Recreation Ground.**



5. That a training plan for 2025/26 be prepared for consideration as part of the budget setting process.
6. That a list of training taken in 2024/25 be provided to Members.
7. That the Clerk provide details of the Warning sign listed within the payments list.
8. That the invoices for payment be approved in the sum of £10,405.19 plus VAT.

C586. TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS FOR AUGUST – NOVEMBER 2024

Councillor Newsham advised that he had verified the bank statements and reconciliations for August and October. However, he advised that there was an issue with the September reconciliation which an update from Rialtas was awaited and that the November reconciliation had not yet been completed.

RESOLVED:

1. To note that the bank statements and reconciliations for August and October have been verified.
2. That the verification of the bank statements and reconciliations for September and November be referred back to the next meeting of Council.

C587. 2024/25 INCOME/EXPENDITURE IN RESPECT OF MARKET STALL ELECTRICITY

Members were provided with a breakdown of the income/expenditure in respect of the market stall electricity to allow Members to give consideration to a potential increase in charges.

RESOLVED:

That the report be deferred to the next meeting of Council whereby the Clerk be asked to provide an in principal rate for use of electricity facilities that recovers the average cost of the hook ups over the last 12-months

C588. REQUEST FOR MANDATE FOR CLERK ATTENDING CONNECTED COMMUNITIES SCRUTINY COMMITTEE ON 15 JANUARY 2025

The Clerk advised that she had been invited to attend a meeting of the Connected Communities Scrutiny Committee to give feedback on how they can support the development and delivery of the plans as best it



can and asked that Council provide a mandate for her to provide a response on issues on behalf of Ledbury Town Council at that meeting.

RESOLVED:

1. That the Clerk be given a mandate to respond on the following points on behalf of Ledbury Town Council:
 - Communication – whilst Ward Councillors have advised that there is progress being made on a number of the projects considered via the Market Towns Improvement Plan, there are no updates being provided;
 - Delivery Plan on what resources are to be deployed to help deliver the projects – although the plans have been developed in conjunction with the Town Council and other stakeholders, they are owned by Herefordshire Council and not for the Town Council's to deliver;
 - Provide understanding on what Herefordshire Council are doing to deliver the projects and how the Town Council can usefully do to help the delivery;
 - Where in the County Council delivery plan is the delivery of the Economic Development Plans for the Market Towns actually being represented;
 - What progress is being made in respect of the Station Loop at Ledbury Train Station.
2. That a letter be sent to Dr Ellie Chowns, MP to request an update on the progress of the station loop at Ledbury Train Station.

C589. DRAFT ACTING-UP AND ADDITIONAL RESPONSIBILITY PAYMENTS POLICY

RESOLVED:

1. That the Acting-Up and Additional Responsibility Payments Policy be approved subject to the following amendments:
 - i. Introduction – Paragraph 4 – “elevated grade be amended to read “current grade”.
 - ii. 4.2 Value of Payment – Partial Acting-Up – the last two sentences be amended to read as follows:

“The value of the payment will be determined by the Resources Committee.”
 - iii. That the document be consistent with reference to the Resources Committee.



- iv. **9 Responsibilities – 3rd bullet point remove the word “gender”.**
 - v. **11 Related Documents - Remove reference to “Trafford Pay Policy”.**
2. **That following the above amendments the flow diagram be checked to ensure its compatibility with the amendments.**
 3. **That once the amendments have been made the final document be sent to Unions for their input.**

C590. TO REVIEW AND APPROVE CHECKLIST PROCESSES

RESOLVED:

That this item be deferred to allow Councillor Harvey to meet with the Clerk to review the checklists.

C591. TO CONSIDER PLANNING CONSULTATIONS

- i. **Application No. 241791 – Proposed detached two storey dwelling with frontage parking – Land at 23 Homend Crescent, Ledbury, Herefordshire, HR8 1AL**

RESOLVED:

No objection

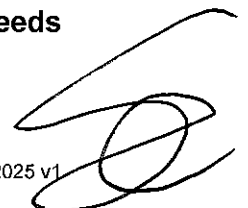
- ii. **Application No. 242783 – A hybrid planning application for full planning permission for the erection of a Day Nursery (Use Class E(f)) and Food store (Use Class E(a)) including access, car parking, landscaping, and associated work; & an application for outline planning permission for the erection of a medial centre (Sue Clas 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.**

The Clerk advised Members that Lidl had requested a meeting with Ledbury Town Council in respect of this application.

RESOLVED:

1. **That the Major Planning Applications Task and Finish Group be set up to consider this application and that the following points be considered at that meeting:**

- **Retail Impact Assessment and future retail needs of Ledbury Town Council**



- **Consideration of the revised plans in relation to their original application**

2. That the request for Lidl to meet with Council be considered at the Major Planning Application Task & Finish Group.

iii. Application No. 242890 - Proposed conservatory to rear of bungalow – 5 Woodfield Road, Ledbury, Herefordshire, HR8 2XJ

RESOLVED:

No objection.

iv. Application No. 242956 – Proposed damp proofing to be applied to masonry walls with internal finish being re-applied in a like for like manner – 82 The Homend, Ledbury, Herefordshire. HR8 1BX

RESOLVED:

No objection

v. Application No. 243021 – New refurbished external fascia, new TSB canister sign mounted externally over the entrance door, TB web sign, vinyl to window and refurbished “like for like” projecting sign – The Homend, Ledbury, Herefordshire, HR8 1BN

RESOLVED:

No objection

v. Application No. 243121 – Proposed ground floor rear extension – 58 Bridge Street, Ledbury, Herefordshire, HR8 2AH

RESOLVED:

No objection

C592. TO RECEIVE AND NOTE PLANNING DECISIONS

RESOLVED:

That the planning decisions be received and noted.



C593. TO RECEIVE AND NOTE THE END OF YEAR VISITOR NUMBERS FOR THE PAINTED ROOM BY MONTH AND DAY

- 1. That the end of year visitor numbers for the Painted Room be received and noted.**
- 2. That a meeting be held with the Civic Society in respect of the best use of staffing in relation to supporting other heritage offerings in Ledbury.**

C594. PRE-ORDER CONSULTATION – PROPOED PUBLIC FOOTPATH DIVERSION ORDER - FOOTPATH LR35 (PART) IN THE PARISH OF LEDBURY

RESOLVED:

No objection.

C595. REQUEST RECEIVED FROM LEDBURY RESIDENT REQUESTING PERMMISSION TO CARRY OUT WORKS TO TREE ON LEDBURY TOWN COUNCIL LAND

- 1. That officers arrange for an inspection of the tree in question and the surrounding area with a view to a systematic view on the Councils responsibilities to render the area safe.**
- 2. That a response be provided to the resident advising of the actions to be taken by Ledbury Town Council with a view to making the tree and surrounding area safe.**
- 3. That the report include advice on the hedges on Deer Park.**

C596. LEDBURY WAR MEMORIAL – INSPECTION AT END OF DEFENCTS PERIOD REPORT

RESOLVED:

That the report in respect of the final inspection of the War Memorial following refurbishment, be received and noted, noting that following the completion of the repairs a further update will be provided along with the relevant certification and retention payment invoice for approval.



C597. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 5 DECEMBER 2024 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATION THEREIN

RESOLVED:

That the minutes of a meeting of the Resources Committee held on 5 December 2024 be received and noted.

C598. OUTSIDE BODIES

Councillor Kettle advised that the theme for Carnival in 2025 is "Wonders of the World".

RESOLVED:

That the notes of a meeting of the Ledbury Carnival Association held on 27 November 2024.

C599. DATE OF NEXT MEETING

RESOLVED:

To note that the next meeting of Council is scheduled for 23 January 2025.

C600. 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.

C601. CONSIDERATION OF PURCHASING AN ELECTRICALLY ASSISTED PEDAL CYCLE

RESOLVED:

- 1. That the electric vehicle shown at item 2 within the report be purchased for use by the Town Council's Maintenance Operative at a cost of £13,000 plus VAT.**
- 2. That officers obtain quotes for a 20 ft standard shipping container to be placed to the rear of the skip within the cemetery grounds.**



3. That once the costs of a 20 ft standard shipping container have been established, both items be purchased from the General Reserve and arrangements be made for replacing these funds from future budget setting process.

C602. HEALTH & SAFETY SUPPORT PROVISION

RESOLVED:

That a contract for the provision of Health & Safety Support Services be entered into with company no. 1 for a period of 60-months at a cost of £170.71 per annum.

C603. QUOTES RECEIVED IN RESPECT OF NEW HANGING BASKET CONTRACT

RESOLVED:

That the Yard House be appointed to provide 136 planted hanging baskets as part of Ledbury in Bloom for a period of 3-years at a cost of £3,528 per annum.

C604. POTENTIAL GDPR BREACH

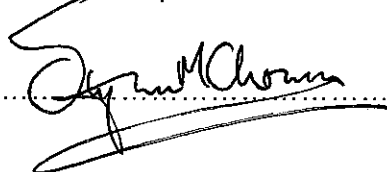
The Clerk advised Members that concerns had been raised with her in respect of a potential GDPR Breach within Ledbury Town Council. The Clerk advised that she had discussed the concerns with the Information Commissioner's Office and that the advice received was that neither of the two issues raised constituted a GDPR breach.

RESOLVED:

That the update provided by the Clerk in respect of a potential GDPR Breach be received and noted.

The meeting ended at 8.9 pm.

Signed



Date

23/1/25

