



# LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

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23 January 2025

Dear Councillor

Please find attached the To Follow reports in respect of the meeting of **LEDBURY TOWN COUNCIL** to be held on **Thursday, 23 January 2025 at 7.00 pm** in the **Town Council Offices, Church Lane, Ledbury.**

Yours faithfully

Angela Price PSLCC, AICCM, MIWFM  
Town Clerk

## FILMING AND RECORDING OF COUNCIL MEETINGS

Members of the public are permitted to film or record meetings to which they are permitted access, in a non-disruptive manner. Whilst those attending meetings are deemed to have consented to the filming, recording, or broadcasting of meetings, those exercising the rights to film, record or broadcast must respect the rights of other people attending under the Data Protection Act (GDPR) 2018

## A G E N D A

6. **Ward Councillor Reports** (Pages 2864 - 2865)
- i. Councillor Simmons

## FINANCE

10. **To approve Invoices for payment – January (Final)** (Pages 2866 - 2869)
12. **Market Stall Electricity** (Pages 2870 - 2874)

## **GOVERNANCE**

13. **To review and approve Checklist Processes (Pages 2876 - 2878)**
- i. Post meeting Checklist
  - ii. Checklist for dealing with invoices for payment

## **PLANNING**

16. **Recommendation from Major Planning Applications Task & Finish in respect of planning application 242783**

Due to delay in setting up this meeting Clerk has requested an extension to mid-February for Ledbury Town Council response – meeting to be held at 10.00 am Tuesday, 28 January 2025 in the Council Offices

## **GENERAL**

27. **Exclusion of Press and Public**

**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.**

30. **To receive recommendation from the Resources Committee (Pages 2879 - 2881)**

**Distribution: - Full agenda reports to all Councillors (10)  
Plus file copy**

**Agenda reports excluding Confidential items to:  
Local Press (1)  
Library (1)  
Police (1)**

**Herefordshire Council Budget and Council Tax**

Herefordshire Council will be setting its annual budget for 2025/26 over the next few weeks. The proposed revenue budget and council tax reduction scheme will be discussed at the next cabinet meeting on 23 January 2025 and the final revenue budget, council tax and capital investment budgets will need to be agreed at Full Council on Friday 7 February 2025. The total draft revenue budget proposed for 2025/26 is £232million. The way Herefordshire is funded by central government has changed and we have seen the amount we receive reduced by £2.5m, against a backdrop of increasing demands for statutory services and increasing costs. To balance the budget a council tax increase of 4.99% is being proposed along with £6.9million savings and mitigations across the council and services.

**Government Planning Reforms and Housing Numbers for Herefordshire**

The Government has made changes to the National Planning Policy Framework and in January confirmed that it has dramatically increased the number of houses that each planning authority has to build. Herefordshire has seen its allocation increase from 16,200 to 27,000 houses across the 20 year plan period. This means that Herefordshire Council’s draft spatial plan (presented at the Burgage Hall last year for consultation) is having to be radically revised with consideration of how and where all these additional houses could possibly be located, and the infrastructure required to support this. Given the constraints of requirement for agricultural land to produce food and protection of our valued natural environment it is not possible to see how this circle can be squared. As soon as further detail becomes available I will share that with all. I have stressed that regardless of allocations, Ledbury has taken far more development than intended in the current plan period and can not be expected to absorb further housing.

**Lidl Planning Application – Dymock Rd/Leadon Way**



Lidl have submitted a planning application for the site between the Dymock Road and Leadon Way. This consists of detailed planning for a food store and day nursery and outline planning for a medical centre. Lidl would not build the Medical Centre – simply provide the land to a third party to construct and rent, and there are as yet no guarantees provided as to this element’s commencement or occupancy. The application and supporting documents can be viewed on the Herefordshire Council planning portal [Planning Search – Herefordshire Council](#) using case number 242783. Consultation is open until 27<sup>th</sup> January and comments are encouraged from residents before this date.

**Leadon Way Toucan Crossing**

The new Toucan Crossing and improved footway connection has been installed across the Leadon Way to connect New Street with Ross Road. The delay in the lights being activated is due to the need to install an anti-skid surface on the approach to the crossing. This has to be done in the dry and when temperatures are above freezing.

**New Bus Service for Hawk Rise**

A new bus stop is due to be installed on Hawk Rise in February to enable the DRM 476 service to connect the estate to the rest of the bus network. This will be situated next to play area at the top of Keats Meadow. The revised timetable is being approved and will be published. In addition a new covered bus stop is being installed on Martins Way opposite the Deer Park Care Home. Preparatory work is also being conducted to put in an additional stop for the 232 Daffodil Line on Ross Road near the sports pitches and community hub at the Rugby club.

### New Street/Biddulph Way/Martins Way road surfaces

The New Street chasm was finally filled last week after persistent reports from residents, ward councillors and Ledbury Town Council. It should not require this level of effort, or delay in response, to have serious defects fixed. The Annual Maintenance Plan, that sets out the resurfacing programme for the next financial year, is being finalised and both ward councillors for New Street have been lobbying for resurfacing of the street and white lines to be reinstated rather than repeated fill and patch works. In addition both BBLP and Highways have been made aware of the deteriorating state of Martins Way and Biddulph Way.



### Landscape Nature Recovery Strategy – Mapping

Herefordshire Council are currently seeking your views on the priority areas for nature recovery in Herefordshire. They want public and landowner feedback to update the map. For the map to be the best tool that it can be, Herefordshire Council need as many people as possible to fill out the survey and to share your local knowledge. The information gathered will allow alterations to be made to the map. The data will also be used to help shape the priorities and measures that will be included in the written section of the strategy. Visit the LNRS mapping page to comment about the most up to date version of the nature recovery priority opportunities map <https://www.herefordshire.gov.uk/conservation-1/herefordshire-local-nature-recovery-strategy-lnrs/2>

Or scan the QR code:



If you require support or assistance to complete the questionnaire please email [NatureRecovery@herefordshire.gov.uk](mailto:NatureRecovery@herefordshire.gov.uk) or call 01432 260586.

I am holding a Ward Surgery monthly at Ledbury Rugby Club on Tuesdays 6:30 – 7:30pm by appointment, or I can visit individuals if mobility an issue. I am contactable via email [stef.simmons@herefordshire.gov.uk](mailto:stef.simmons@herefordshire.gov.uk) or phone 07792881706 Please send any written correspondence to:

Cllr Stef Simmons  
C/O Herefordshire Council  
Plough Lane  
Hereford HR4 0LE

|                     |                        |                           |
|---------------------|------------------------|---------------------------|
| <b>FULL COUNCIL</b> | <b>23 JANUARY 2025</b> | <b>AGENDA ITEM: 10(i)</b> |
|---------------------|------------------------|---------------------------|

Report prepared by Angela Price – Town Clerk

## **INVOICES FOR PAYMENT – JANUARY 2025 (FINAL)**

### **Purpose of Report**

The purpose of this report is to provide Members with information to support the invoices for payment for November.

### **Detailed Information**

Attached is a list of payments due for payment for January 2025 (Final) in the sum of £10,072.51 plus VAT and below is a list of explanations in respect of overspends and other queries relevant to those payments.

|   | <b>Code</b> | <b>Company</b>   | <b>Description</b>           | <b>Comments</b>  |
|---|-------------|------------------|------------------------------|--|
| 1 | 230/4050    | ACAS             | Staff Training               | Previously considered - Overspend due to more staff training than anticipated – review levels in 2025/26 budget – <b>consider virement at year end from Councillor Training – 225/4525</b> |
| 2 | 102/4001    | Stephen C Large  | Agency Cover                 | Previously discussed – overspend due to absence of groundsman – some of costs could be off-set against 101/4001 salaries at year end   |
| 3 | 202/4170    | Ledbury Hardware | Council offices Maintenance  | Overspend previously identified and agreed at meeting 28.11.2024 to transfer £1,000 from EMR Listed Buildings – <b>transfer to show in month 9 reports</b>                                 |
| 4 | 102/4170    | Ledbury Hardware | Cemetery Maintenance         | Accounts clerk to review budget line to ensure no mis-postings   |
| 5 | 102/4330    | P J Nichols      | Fuel                         | Agreed to monitor potential overspend at meeting held on 14.11.2024 - Grass cutting season has come to an end – van not being used regularly – <b>monitor</b>                              |
| 6 | 235/4115    | Amazon           | Office support and equipment | Slight overspend – <b>monitor</b>  |

|   |          |             |                       |   |
|---|----------|-------------|-----------------------|---|
| 7 | 220/4590 | Latus group | Professional Services | Overspend previously identified due to additional costs for HR advice and support – budget increased in 2025/26 draft of budget |
|---|----------|-------------|-----------------------|---|

**Recommendation**

1. Monitor overspend and consider virement at year end from Councillor Training 225/4525.
2. Monitor overspend on Agency Cover and note that some of the overspend can be off set against staff salaries.
4. Accounts clerk be asked to review budget line to ensure no mis-postings with any mis-postings to be journalled to correct budget lines.
5. Monitor potential overspend noting that the grass cutting season has come to an end and the van is not being used regularly.
6. Monitor budget line 235/4115.
7. Continue to monitor budget line 220/4590, noting that proposal for council to consider will be to increase Professional Services in 2025/263 budget to £15,000.



Invoices for January 2025

| INVOICE DATE | INVOICE NO       | BAC's | COST CENTRE/<br>NOMINAL<br>CODE              | BUDGET FUNDS available                  | COMPANY                     | DESCRIPTION                              | NET AMOUNT | VAT AMOUNT | GROSS AMOUNT | NOTES |
|--------------|------------------|-------|--|---|-----------------------------|--|------------|------------|--------------|-------|
| 10.01.2025   | 16/19810         | BACS  | 230/4050                                     | -£1,447.00                              | ACAS                        | JL Training                              | £295.00    | £0.00      | £295.00      |       |
| 04.01.2025   | 170              | BACS  | 220/4460                                     | £2,074.07                               | G & P Group (Ledbury News)  | Ledbury Reporter                         | £18.60     | £0.00      | £18.60       |       |
| 08.01.2025   | 765212           | BACS  | 235/4400                                     | £893.95                                 | Printerbase                 | Ink Cartridges                           | £267.59    | £53.51     | £321.10      |       |
| 02.01.2025   | 3680             | BACS  | 102/4001                                     | -£4,875.00                              | Stephen C Large             | Maintenance work at Cemetery             | £1,180.00  | £236.00    | £1,416.00    |       |
| 31.12.2024   | 22               | BACS  | 202/4170                                     | £1,884                                  |                             | Maintenance at LTC & Cemetery            | £50.69     | £10.14     | £60.83       |       |
| 31.12.2024   | 202412000005     | BACS  | 102/4170                                     | £ 619                                   | Ledbury Hardware            | Fuel for Mowers                          | £21.77     | £4.36      | £26.13       |       |
| 31.12.2024   |                  | BACS  | 102/4330                                     | -£64.80                                 | P J Nichols                 | Mileage                                  | £103.50    | £0.00      | £103.50      |       |
| 08.12.2024   | GB5000A1Z7FCHI   | BACS  | 235/4415                                     | -£2.82                                  | Amazon                      | Phone protector                          | £12.48     | £2.49      | £14.97       |       |
| 06.01.2025   | KI-DA9D9877-0021 | BACS  | 202/4122                                     | £7,550.93                               | e.on                        | LTC Electricity                          | £1,039.71  | £242.39    | £1,282.10    |       |
| 16.12.2024   |                  | BACS  | 235/4400                                     | £626.36                                 | A Price - reimburse         | 2025 Diaries                             | £21.95     | £0.00      | £21.95       |       |
| 18.12.2024   | 36               | BACS  | 127/new code                                 | To be offset against donations received | Monkeys                     | Presents for local children at Christmas | £128.75    | £0.00      | £128.75      |       |
| 13.12.2024   |                  | BACS  | 230/4051                                     | £165.50                                 | LEAF plants                 | Present for member of staff from LTC     | £20.00     | £0.00      | £20.00       |       |
| 18.12.2024   | 21974            | BACS  | 102/4225                                     | £440.00                                 | Quickskip                   | Skip exchange for Cemetery               | £220.00    | £44.00     | £264.00      |       |
| 30.12.2024   |                  | BACS  | 4205/108<br>4205/110<br>4236/110<br>4013/125 | £2518<br>£2718<br>£4348<br>£608         | D M Property<br>Maintenance | Contractor works                         | £1,608.74  | £0.00      | £1,608.74    |       |
| 10.01.2025   | 5292549          | BACS  | 235/4400                                     | £604.41                                 | Viking Raja                 | Stationery                               | £27.50     | £5.50      | £33.00       |       |

|            |                |      |              |   |                         |  |                  |                 |                  |
|------------|----------------|------|--------------|---|-------------------------|--|------------------|-----------------|------------------|
| 31.12.2024 | 11366          | BACS | TBC          | £500.00                                 | Bliss Cleaning Services | Bye St Toilets                           | £316.00          | £63.20          | £379.20          |
| 31.12.2024 | 468673         | BACS | 220/4590     | -£2,443.00                              | Latus Group             | Medical record request                   | £995.00          | £0.00           | £995.00          |
| 27.12.2024 | 7833230        | BACS | 102/4115     | £80.00                                  | Waterplus               | Used and surface water drainage          | £23.39           | £0.00           | £23.39           |
| 17.12.2024 | 7788539        | BACS | 102/4115     | £60.00                                  | Waterplus               | Used and surface water drainage          | £20.81           | £0.00           | £20.81           |
| 06.01.2025 |                | BACS | 214/4901     | £5,084.95                               | Kim Lynch               | Framed Print Masefield Matters           | £82.95           | £0.00           | £82.95           |
| 15.01.2025 | GB50001BFTCJZ1 | BACS | 235/4400     | £302.00                                 | Amazon                  | Standing Desk                            | £302.41          | £60.48          | £362.89          |
| 13.01.2025 | LTCAJ250113    | BACS | 214/4901     | £5,002.00                               | Dragon Orchard          | Juice supplied for Masefield Matters     | £36.00           | £7.20           | £43.20           |
| 15.01.2025 | 4060           | BACS | 105/4430     | £660.00                                 | Signpost                | Advertising for painted Room             | £395.00          | £79.00          | £474.00          |
| 18.12.2024 | 181224         | BACS | 127/new code | To be offset against donations received | Blandfords              | Presents for local children at Christmas | £516.20          | £103.24         | £619.44          |
| 17.01.2025 | GB5EYLEAAEUI   | BACS | 109/4907     | £111,111.00                             | Amazon                  | Power Adaptor                            | £19.00           | £4.99           | £23.99           |
| 16.01.2025 | 10785362       | BACS | 202/4185     | £1,544.00                               | Chubb                   | Engineers visit to repair alarms         | £387.80          | £77.56          | £465.36          |
| 13.01.2025 | Allcott/001    | BACS | 225/4500     | £597.00                                 | City of Worcester       | Mayors Charity Banquet                   | £140.00          | £0.00           | £140.00          |
| 16.01.2025 | 10785263       | BACS | 202/4185     | £1,156.20                               | Chubb                   | Fire Alarm service                       | £273.15          | £54.63          | £327.78          |
| 13.01.2025 |                | BACS | 214/4901     | £4,966.00                               | Jane Mee                | Train costs for MIM Meeting              | £86.30           | £0.00           | £86.30           |
| 16.01.2025 | 130264         | BACS | 109/         | £111,092.00                             | OMS                     | IT Equipment for MIM                     | £1,336.22        | £267.24         | £1,603.46        |
| 31.12.2024 | L20058         | BACS | 220/4590     | £3,438.00                               | Thompson & Co           | Payroll                                  | £126.00          | £25.20          | £151.20          |
|            |                |      |              |   |                         | <b>TOTALS</b>                            | <b>10,072.51</b> | <b>1,341.13</b> | <b>11,413.64</b> |

Signed \_\_\_\_\_ date \_\_\_\_\_

Signatory 1 \_\_\_\_\_ date \_\_\_\_\_

Signatory 2 \_\_\_\_\_



|                     |                        |                        |
|---------------------|------------------------|------------------------|
| <b>FULL COUNCIL</b> | <b>23 JANUARY 2025</b> | <b>AGENDA ITEM: 12</b> |
|---------------------|------------------------|------------------------|

Report prepared by Angela Price – Town Clerk

**MARKET STALL ELECTRICITY**

**Purpose of Report**

The purpose of this report is to provide Members with an in-principle rate for use of Market Stall electricity facilities that recovers the average cost of the hook ups based on consumption costs over the last 12-months.

**Detailed Information**

At the meeting of council held on 9 January 2025 the Clerk was asked to provide an in-principle rate for use of electricity facilities that recovers the average cost of the hook ups over the last 12-months.

The attached report suggests that the average cost of electricity consumption of the market stall supply is £20.11 per month and on average there is just one market trader who makes use of the electricity supply regularly on Saturday's.

In August 2024 there was an increase in the cost of consumption which can be attributed to the Carnival who are not charged for use of this supply for their event. However, it is generally businesses such as food vendors who make a profit on the day through sales who use the electricity supply at this event and therefore consideration should be given to whether they should be charged for this use.

Currently the cost to market traders is £1.50 per hook up per day.

The following calculation is based on one person using the electricity supply once a week all year round.

|   |         |
|---|---------|
| Average monthly consumption cost (minus carnival) | £ 16.28 |
| x 12 = average cost per month                     | £195.36 |
| ÷ 52 = cost per hook up                           | £ 3.76  |

When considering whether to increase the cost per hook up for market traders Members should consider that the above is based on just one market trader using the electricity each week, and there are, on occasions other market traders who will also connect to the supply.

They should also consider that the Christmas Tree also makes use of the electricity during December of each year, and also the late-night shopping event for which traders are charged also makes use of the supply. However the increase of electricity consumption by the Christmas Tree this is minimal.

## **Recommendation**

1. That Members give consideration to the above information and approve an increase in the cost of electricity supply hook ups to market traders and other users to £3.00 per hook up.
2. That Members give consideration as to whether business making use of the electricity at events such as the Carnival should be charged for use of the electricity.

|                     |                       |                        |
|---------------------|-----------------------|------------------------|
| <b>FULL COUNCIL</b> | <b>9 JANUARY 2025</b> | <b>AGENDA ITEM: 12</b> |
|---------------------|-----------------------|------------------------|

Report prepared by Angela Price – Town Clerk

## **2024/25 INCOME/EXPENDITURE IN RESPECT OF MARKET STALL ELECTRICITY**

### Purpose of Report

The purpose of this report is to provide Members with details of the income/ expenditure in relation to the electricity supply in High Street, Ledbury.

### **Detailed Information**

Members have requested details of the income/expenditure in relation to the electricity supply in High Street, Ledbury which is generally used by market traders at the Tuesday and Saturday Charter Markets and at events held in High Street.

The Maintenance Operative has been asked to keep readings of the electricity meter before and after all usage of the electricity by market traders, however as he is currently on annual leave officers have been unable to obtain this information.

### **Financial Implications**

In 22024/25 to date a total of £631.93 has been paid in relation to the market electricity supply, with an income of just £61.50 over a period of 9 months, which equates to an average expenditure of £70.00 per month with an average income of £6..83 a month.

Current charges by Npower for this account are as follows:

Consumption charges        - standard rate 44.69800 p/kwh  
Standing charge                - 176.500 p/day

On a 31-day month the cost of the standing charge equates to:

**31 x 176.500 = £54.72**

Over a 12-month period based on 365 days this quates to: **£644.22**

On average the consumption each month is circa 44/45 kw/h which equates to:

**45 x 44.69800 = £20.11**

Over a 12-month period this equates to: **£241.32**

Currently the charge to the market trader for use of the electricity per day is £1.50.

Electricity is less likely to be used on a Tuesday and in 2024/25 has only been used by one trader on Saturdays and has occasionally been used by traders at events.

Income from traders in 2024/25 to date is as follows:

|      | <b>April</b> | <b>May</b> | <b>June</b> | <b>July</b> | <b>Aug</b> | <b>Sept</b> | <b>Oct</b> | <b>Nov</b> | <b>Dec</b> | <b>TOTAL</b> |
|------|--------------|------------|-------------|-------------|------------|-------------|------------|------------|------------|--------------|
| Sat  | £6.00        | £6.00      | £9.00       | £6.00       | £7.50      | £7.50       | £6.00      | £7.50      | £4.50      | 60.00        |
| Tues | 0            | 0          | 0           | 0           | 0          | 0           | 0          | 0          | £1.50      | 1.50         |

Anticipated income for the remainder of the 2024/25 period based on stalls currently booked in is:

Saturdays – **£19.50**

Tuesdays - **£ 1.50**

Based on the above figures the income for supply of electricity in 2024/25 will be **£82.50**.

#### **Income/expenditure 2024/25**

|                                      |                       |
|--------------------------------------|-----------------------|
| 12 months standing charges           | £644.22               |
| 12 months average consumption costs  | <u>£241.32</u>        |
| <b>Total anticipated expenditure</b> | <b>£885.54</b>        |
| <b>Minus anticipated income</b>      | <b><u>£ 82.50</u></b> |
| <b>Total Income/Expenditure</b>      | <b><u>£803.04</u></b> |

**The anticipated income for 2024/25 is approximately 34% of the annual consumption cost and approximately 9.5% of the overall costs of electricity supply.**

Market pitch fees are currently charged at £18.50 for a pitch on High Street and £22.00 for a pitch under the Market House and the total income received to date in 2024/25 in respect of market pitch fees is £6,677.10

Officers have contacted other Town Councils in Herefordshire to establish whether they charge for electricity for market traders and if so what those charges are and this information is below:

*Leominster - £5.00 charged for their Food Fayre but otherwise not charged, will be under review for when they move back into the square.*

*Ross - £2.00 per socket per day (taken from website)*

*Bromyard - No charge, as they are too far away from the power source for it to be supplied.*

*Hereford - £5.00 if using lights, £10.00 if cooking. £15.00 per pillar used (VAT exempt) for community, marketing and arts rental of a space. (taken from website)*

*Kington - Asked SR to call back on Monday when the Clerk is in, assistant clerk wasn't sure of the answer.*

**Recommendation**

That Members note the above information and give consideration to an increase in the cost to supply electricity to market traders in High Street.





## POST MEETING CHECKLIST

| No | Task   | Completed by     | Action Taker | Signed |
|----|--|------------------|--------------|--------|
| 1  | Day after meeting – draft minutes and action sheet to be prepared – to be provided by Clerk of meeting   | Meeting + 2 days |              |        |
| 2  | <i>Meeting Clerk to agree target completion dates for actions and to identify any resource implications</i>                                      | Meeting + 3 days |              |        |
| 3  | Meeting Clerk to review draft minutes and provide any suggested amendments and return to minute taker  | Meeting + 3 days |              |        |
| 4  | Minute taker to make changes   | Meeting + 4 days |              |        |
| 5  | Meeting Clerk to review final draft of minutes and send to Committee Chair for approval  | Meeting + 5 days |              |        |
| 6  | Final draft to be saved in shared drive, hyperlinked to master folder, post a copy of minute master to website and place on next relevant agenda |                  |              |        |
| 7  | Action sheet to be populated by officers on completion of tasks  |                  |              |        |
| 8  | Action sheet for relevant meetings providing the most up to date status of each task to be exported as pdf                                       | Meeting – 8 days |              |        |
| 9  | Print hard copy for agenda packs include a clen final copy of the minutes in the Chairman's pack   | Meeting – 6 days |              |        |
| 10 | Signed minutes (scanned in a pdf format) to be placed on Council website as soon as possible   | Meeting + 3 days |              |        |
| 11 | Master signed minutes placed on file   |                  |              |        |



# PROCESS CHECKLIST FOR DEALING WITH INVOICES FOR PAYMENT

