



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

HEREFORDSHIRE HR8 1DH. Tel. (01531) 632306

Email: clerk@ledburytowncouncil.gov.uk

Website: www.ledburytowncouncil.gov.uk

26 March 2024

Dear Councillor

“TO FOLLOW ITEMS”

Please find attached the agenda items marked as “To Follow” on the original agenda dated 22 March 2024 in respect of the meeting of **LEDBURY TOWN COUNCIL** to be held on Thursday, 28 March 2024 at 7.00 pm in the Burgage Hall, 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

5. Herefordshire Councillors' Reports

(Pages 1299 - 1306)

To receive reports from Ledbury Ward Members:

- i. Councillor Harvey
- ii. Councillor Peberdy
- iii. Councillor Simmons

9. To receive motions presented by Councillors in accordance with Standing Order 9

Motion received from Councillor l'Anson:

That this Council provide an apology to its most senior member of staff for their failings in carrying out their duty of care to them over the past 3½ years.

MINUTES

13. To receive and note the minutes of a meeting of the Finance, Policy & General Purposes Committee held on 21 February 2024 and to give consideration to any recommendations therein (1307 - 1312)

**Distribution: - Full agenda reports to all Councillors (12)
Plus file copy**

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

Ledbury North: Councillor Ward Report – February-March 2024

Master's House Landscaping



Works on site were completed, as anticipated, in February. A formal opening for the square is to be planned.

Discussions and consultation has been held with the Town Council about the options under consideration by Herefordshire Council for the licensed use and hire of the new space.

Local businesses have been reminded of the need to abide by the terms of their access permissions for vehicles across the top end of the square.

I have requested that the unnecessary, wonky and unsightly bollards are addressed – see photo.

Since the square was completed there has been an incidence of vandalism, with window/s in the Master's House broken by people throwing the loose chippings from the porous drainage area at the rear of St Katherine's Hall.

McCarthy & Stone Development of 'Masefield's Meadow'

The deadline for making written submissions to the appeal has now closed (14 March). The reference for the appeal is: Appeal 223248 - APP/W1850/W/23/3334961 - Green Acres The Homend, LEDBURY - P223248/F

The Inspector appointed to decide the appeal is T Law BSc MSc MRTPI, and the hearing will open at 10.00am on Wednesday 29 May 2024. It is likely to be completed in a 1 sitting day(s) and the format of the event will be an in-person, face to face event. The venue is likely to be in Hereford but the location is yet to be confirmed.

The statement of case submitted by Herefordshire Council in defending the decision to refuse is available to view here: <https://myaccount.herefordshire.gov.uk/documents?id=92999ebb-eabf-11ee-907c-005056ab11cd>

The viability report considering the case made by the developer to justify their refusal to deliver affordable housing and contribute S106 monies towards the provision of community infrastructure was withheld from the Planning Committee. It has been made available to the appeal and can be viewed here:

<https://myaccount.herefordshire.gov.uk/documents?id=92adfd21-cfd6-11ee-9078-005056ab3a27>

Viaduct Housing Development

Bloor have requested an amendment to the planning condition requiring them to instate the extension to the Riverside Park before the first dwelling is occupied. The reason for this is that their built-out rate has meant that homes are almost ready for occupation, but the ground is too waterlogged for the necessary works to be undertaken. The suggestion is that the condition is changed to allow up to 50 homes to be occupied before the park is ready for use.

Bloor have provided assurance that they will commence work as soon as ground conditions allow, and that the 50 house figure is proposed to provide a reasonable buffer to allow for the sort of heavy rainfall events in early summer that we have experienced in recent years. I am content that this is a reasonable adjustment to make to the conditions and have signalled I have no objection.

The toucan crossing for pedestrians and cyclists by Ballard Close on the Hereford Road is under construction. This is another required installation ahead of the first house being occupied on the development site – see FP1 in the table below. I have asked Bloor to confirm that the essential footpath and cycleway links through the railway embankment to their development site will be installed and accessible as soon as the crossing is commissioned. I am concerned that this may not be the case, but I await a response from the developer.

Table 6: Trigger Points for Wider Highway Infrastructure

Phase	Type	Description	Start Date	Completion Date	Trigger Point
S278 (1)	Bromyard Road Highway Works	Site Access Roundabout on Bromyard Road and footpath link to Bromyard Road Trading Estate from emergency access. Initial construction access via existing field access.	May 2023	Spring 2024	Prior to first occupation
S278 (2)	Bromyard Road / Hereford Road / Homend Highway Works	Improvement works at junction including signalisation of junction with new left turn lane on Hereford Road (onto Bromyard Road) and controlled pedestrian crossing to Station.	Summer 2024	Winter 2024	Pre-occupation of 100/150 th dwelling
S278 (3)	Hereford Road Highway Works	Package of measures including introduction of toucan controlled pedestrian crossing (including links to FP1), uncontrolled crossings, and new 3m foot and cycle path, widening, surfacing and lighting to Town Trail Link to the east of the discontinued railway bridge.	Spring 2025	Winter 2025	Pre-occupation of 250 th dwelling
FP1	Foot and Cycle Path	New foot and cycle path running along eastern edge of the canal connecting Bromyard Road and Phase 1 of the development to the Viaduct and FP2. New foot and cycle path through the Viaduct Tunnel to Ballard Close, and new toucan controlled pedestrian crossing to the southern side of Hereford Road. Surfacing, widening and lighting of section of public footpath (Ref 2818) to Town Trail.	Summer 2023	Winter 2023	Prior to first occupation
FP2	Foot and Cycle Path	New foot and cycle path extending under the Viaduct through to Hereford Road / New Mills Way roundabout.	Summer 2024	Spring 2025	Pre-occupation of 250 th dwelling

Flooding on the Bromyard Road

Problems with blockages to the drainage infrastructure under the highway at the station junction have continued. Drainage layout drawings have been provided and the capacity of the existing drainage pipework is being investigated.

I have requested that any upgrade to the pipework is coordinated so that it is undertaken at the same time as the roadworks to install the signalised junction at the station to accommodate the additional traffic from the Bloor development.

Town Centre Road Closures

Inevitably, the closure of the Top Cross in all directions for a week and the four weeks of roadworks at this point in the town cause considerable disruption locally and hit many town traders very hard. I have been advised that there are no funds available to compensate businesses for the impact of these works on their trade. However, I have requested that the funds provided to the County BID for the promotion of Herefordshire as a visitor destination be used to highlight the attractions in Ledbury and its surrounding area.

It may be helpful for the Town Council's Events and Tourism working party/s to liaise with the BID. I have also asked whether support is available to provide technical assistance to small and micro businesses to make better use of the Local Free application and its ability to provide push marketing messages to visitors.

TRO Consultations – Woodleigh Road

It is disappointing that the reinstatement of the safe pedestrian walkway between New Street and the Town Trail has been rejected as the result of a number of objections received during the second round of consultation. Families walking to school will continue to have to take their chances at peak traffic movement times and share space with cars moving in both directions along this section of road.

It was concerning to see comments online that the measures were unnecessary as no-one had been injured in an accident at this location. Personally I do not consider that to be the yardstick any of us should be using when considering where and how to make it safer to walk and to cycle around the town.

Consultations

The following consultations are live on the Herefordshire Council website at the following location:

<https://consultations.herefordshire.gov.uk/consultations>

- Draft Herefordshire Local Plan (Regulation 18) consultation – ends 24 May
- Local Transport Plan consultation – ends 21 May
- Renewal of Public Space Protection Order (PSPO) for alcohol consultation – ends 28 April
- Proposed increase to taxi licence fees 2024-25 consultation – ends 11 April
- Review of gambling policy consultation – ends 18 April

Local Plan Update: The face-to-face consultation roadshow for the Local Plan update attended the market in Ledbury on 26 March, following little or no advance publicity.

Ledbury is proposed to take an additional 600 homes to the south of the town to consolidate the existing unplanned urban extension which has grown up there since 2015. It is also proposed that the employment land in the area of the Heineken plant the other side of the river is extended by 3ha to 18ha.

It is important that local people get to properly consider these proposals for further growth of the town. It is also important that planned policy changes regarding development in villages, the open countryside and in the National Landscapes (previously known as AONBs) are given consideration. These changes are likely to impact on the requirement for development in the market towns and the city.

I have requested that officers make the display materials available to enable a more sustained and meaningful display of the plan and policy changes to be organised locally. I would hope that the council could consider making the panelled room available for the display of these materials.

Public Space Protection Orders: With the creation of the new St Katherine's Square public space and increasing complaints regarding alcohol consumption along the Town Trail, it will be important for the Town Council to consider making representation for the extension of the Ledbury PSPO to include these areas, and to correct the mistakes in delineating the current area around the Walled Garden and Upper Hall.

County Council initiatives

Whilst the Council Leader's Newsletter continues to be a rather sporadic, Talk Community and Talk Parish initiatives continue. I encourage councillors - and particularly committee chairs - to sign up for automatic alerts on issues of interest via the council's website:

<https://public.govdelivery.com/accounts/UKHEREF/subscriber/new>

Councillor Liz Harvey

IOC & Independents for Herefordshire – Ledbury North Ward Member – 27 March 2024

epjharvey@herefordshire.gov.uk

March 2024 Report from Cllr Justine Peberdy – Ward Councillor Ledbury West

Work on the construction of the shared cycle footway at the back of Golding Way, has resumed following meetings with residents of Golding Way, Andy Byng (Highways), and Chloe Smart (Planning). It was agreed that the statutory consultations had been carried out, and recognised that the residents felt that the consultation process is insufficient. As planned, the path will be tarmacked and lit to encourage pedestrians and cyclists. The option of using red lighting to lessen the impact on wildlife is being considered.

LTC will have received information from HCC announcing the release of additional money for the Lengthsman Scheme, PROW funding and Local Drainage Funding. LTC should consider a list of priorities for PROW funding now in order to submit an expression of interest in early April. One consideration, requested by a resident through Councillor Sinclair, could be to improve access (currently steps) onto the riverside walk from Little Marcle Road.

A recent S106 briefing highlighted how the S106 delivery team, following consultation with the Scrutiny Management Board, have made changes to speed up the rate of clearing a large back log of funded projects. They have introduced various highways 'packages' for traffic calming measures and safer school routes which can be more quickly and cheaply employed than through TROs, including SIDS (speed indicator devices), road markings and '20mph when lights flash' guidelines around schools. All measures introduced are followed up with traffic speed and volume surveys to assess efficacy.

HCC are working with the Police and Crime Commissioner to build safer communities and prevent crime. Some of the projects receiving funding, which could benefit Ledbury, include:

- Employment of a family support worker at John Masefield to work closely with families and young people who have emerging problems or additional needs that require targeted support.
- A youth participation project led by Rural Media that will see young people create impactful social media content to generate conversations about positive masculinity, healthy behaviours, personal safety and productive role modelling.
- Safe and Strong – delivered by CLD Trust to support young people struggling with mental health issues

We can contribute to The Local Transport Plan consultation process here up until 21 May 2024 -

<https://online1.snapsurveys.com/ltpfeedback>

This feedback will help to shape the plan before a wider public consultation process is held later in the year.

Thank you to Helen for suggesting the Councillor Coffee and Catch Up. It was helpful to meet town councillors with dedicated time to share information and ideas. I'm grateful for the opportunity, which will be useful to me even if there is just one councillor in attendance each time whose brains I can pick for half an hour!

justine.peberdy@herefordshire.gov.uk

Herefordshire Council Update

Budget

The annual budget for Herefordshire Council was set at the February Full Council meeting with the March Full Council meeting confirming the precepts for Parish and Town Councils, Fire and Police. Various concerns were raised at the continued squeeze on local authority finances, the lack of multi-year settlements from Government and the unsustainable pressure from increasing demands for adult and child social care. Nearly 70% of Herefordshire Council's revenue budget is allocated to adult and child social care, with only 17% allocated for other statutory provision such as refuse and recycling and highway maintenance.

Local Spatial Plan, Local Transport Plan and Minerals and Waste Plan

The Minerals and Waste Local Plan for the County has been approved and adopted following examination by the inspector and approval by Full Council. This sets the policy and spatial strategy for minerals and waste in the county.

The Local Transport Plan review is now underway following a delay whilst awaiting DfT Guidance, which has now been shelved. The objectives are being set and I urge anyone with concerns about travel and transport within, to and from Ledbury to engage at this stage.

The Local Spatial Plan review is also underway with draft Local Plan 2021-2041 undergoing its Regulation 18 Consultation. This will set out the housing and employment land allocation for Ledbury.

I am deeply concerned at the proposed allocation of an **additional 450 houses in a strategic land allocation** off the Gloucester Rd between Leadon Way and Parkway and will be responding that I do not support this level of growth within the plan period to 2041 given recent allocations and developments in the area. The policy sets out:

Policy LEDB2: Land to the south of Ledbury

Land to the south of Ledbury will bring forward a master-planned sustainable development on 25 hectares of land and will be expected to deliver:

Housing requirement:

1. A minimum of 450 new homes at an average minimum density of 30-35 dwellings per hectare which includes a mix of market and affordable house sizes and types in accordance with Policy BC1 and reflect the latest Herefordshire Housing Market Needs Assessment;
2. An affordable housing target of 35% of the dwelling total must be affordable housing to meet local needs;
3. A minimum of 5% of the dwellings being made available as dedicated serviced plots for self or custom build housing in accordance with Policy BC3;

Access:

4. Provide important linkages to the town at an early stage. This is expected to be in the form of an attractive, easily accessible, safe and direct crossing on Leadon Way to connect with the town;
5. Transport Assessments, Travel Plans, Environmental Statements and other supporting documents must be provided to ensure that the impact on the existing strategic road network and its junctions will not result in any detrimental impact to its safe operation. Suitable junction capacity assessments and appropriate levels of mitigation will be required;
6. And look to future-proof sustainable transport modes and accessible links to support housing growth within and beyond the plan period;

Community:

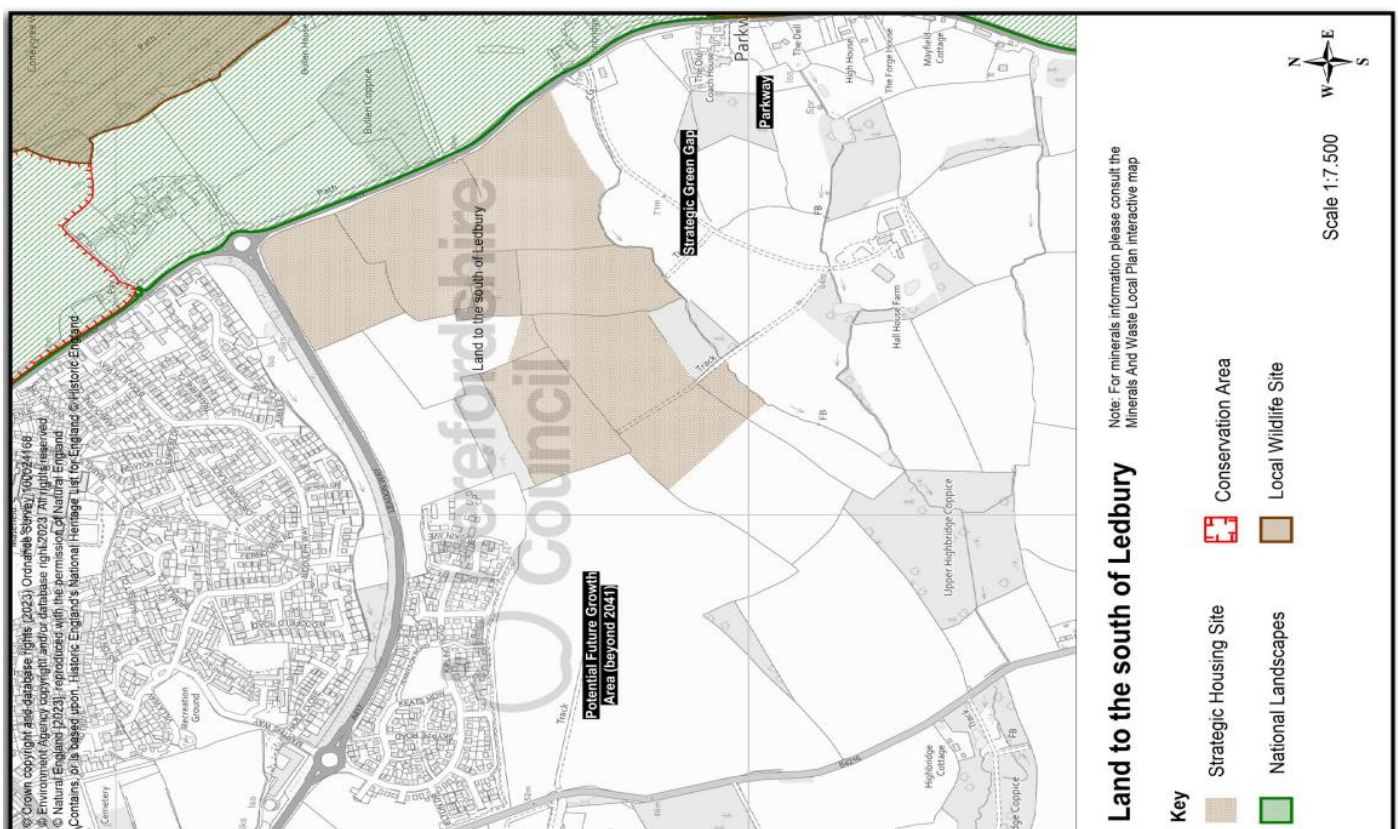
7. An appropriate, distinctive, new sustainable community facility;
8. A small scale neighbourhood retail facility to enable easy, active and safe access to day to day needs;
9. Provide a Health Impact Assessment, to ensure that the health and wellbeing of future residents is maximised;
10. Financial contribution towards education provision;

Design and open space:

11. A development proposal which respects the landscape setting, including minimising any impact to the distinctive and unique nature of the Malvern Hills National Landscape;
12. Green infrastructure corridors that give structure to the development, maximise connectivity by providing attractive routes to walk, wheel and cycle, and provide a strong natural edge to the development to maintain the separation from Parkway;
13. On-site delivery of an appropriate level of multi-functional open space which should include semi-natural green space together with measures for its on-going maintenance, and provision for allotments or community garden;
14. A comprehensive Sustainable urban Drainage System (SuDS) which includes measures such as rain gardens and swales to manage ground and surface water drainage and safeguard against any flood risk;
15. Siting, scale, massing and layout and materials that are sympathetic to the character and distinctiveness of Ledbury and align with the requirements of the Ledbury Design Code;
16. Proposals for biodiversity net gain (BNG) must be provided as part of the development. The layout and siting of the scheme should avoid any negative impact on biodiversity. The site must deliver 20% BNG, as measured by the statutory biodiversity metric, and which should preferably be located within or adjacent to the development site. If demonstrably not practical to deliver the required level of BNG on-site, details of a suitable and appropriate off-site solution for the remaining net gain should be provided, or, as a last resort, statutory biodiversity credits should be purchased. For significant on-site gains, and all off-site gains, BNG must be maintained for at least 30 years after completion; and

Heritage assets:

17. Assess the archaeological significance of the area to safeguard heritage assets and inform development proposals.



Current Consultations

- Consultations on the Draft Local Plan and Local Transport Plan have commenced. A consultation event in Ledbury took place on Tuesday 26th March 9:30pm-12noon at the Market House. Cllr Harvey and I have requested additional events and the spatial team are looking at running additional evening events.
- Renewal of Public Space Protection Order (PSPO) for alcohol consultation runs from 18th March to 28th April 2024.
- Review of gambling policy consultation, 8th March to 18th April 2024.
- New policy for licensing of sex establishments consultation, 27th February to 24th March 2024.

Online consultation details can be found from this link: [Latest consultations – Herefordshire Consultations](#)

Ledbury Youth

LEDDBURY LISTENING: CREATIVE POP-UPS

Aged 9 to 18?
Come along to our drop-ins at St Katherine's Hall and Ledbury Poetry House **on Tuesday 26th March.**

Free creative sessions. Get involved in photography, making zines, podcasts, poetry + have your say about growing up here

- 12pm-4pm @ St Katherine's Hall, High Street, HR8 1DZ.
- 5pm-7pm @ The Poetry House, Barrett Browning Institute, HR82AA.

If you want more info about this contact: Tim Cook at tim@ruralmedia.co.uk.

RURAL MEDIA
ESMÉE FAIRBAIRN
THE CLD TRUST
TALK COMMUNITY

I have been working to try and improve provision of and access to youth services in Ledbury. As part of this I have attended a third meeting of organisations who are providing youth services or have funding to support youth services within Ledbury. This fed back headline results from the recent Ledbury Youth listening survey. This collated over 600 responses from young people in our town. Following this two drop-in sessions were held on Tuesday 26th March (12pm-4pm St Katherine's Hall, and 5pm-7pm The Poetry House) to work more closely with young people in creative pop-up's to find out what they want to see and do in Ledbury.

In addition I am supporting allocation of s106 funding to provide new football facilities and funding for projects working with pupils at John Masfield High School and Ledbury Primary Schools.

Dymock Road Flood



Since early January I have been pushing for funding and an engineering solution to the pluvial flooding issue on the Dymock Rd. I am pleased to report that I attended site today (21/03/24) with BBLP to view drainage engineering works being undertaken. All water has been pumped off to enable survey work that showed the clay land drainage pipes have failed and a large section of new drainage ditch is being dug to connect the low point in the carriageway to alternative connections. The carriageway condition has also been reported for repair works.

I'm hopeful these works will resolve the issue but will monitor performance and ensure gully cleaning is conducted.

Hawk Rise - Attenuation Pond, Tree replanting, Dog Control and Fouling, Bin provision and Bus Service



Following a walk around the estate, and after discussions with residents, I raised concerns with council officers about dead/dying trees, dog fouling and lack of water within attenuation pond despite recent record wet weather. The planning case officer and tree officer requested replanting of the trees along the boundary footpath behind Hawk Rise and this has been commenced. The fenced play area within the centre of the estate has now been included within the map of the County Dog Exclusion Order. In addition the Environmental Health Team have placed 'no dog fouling' signs on the estate paths to enable enforcement action where dog faeces is not removed by owners. The site drainage and operation of the attenuation pond is being investigated and I hope to be able to provide an update on this in my next ward report.

I have contacted the local bus service operator, transport officer and s106 delivery officer to ascertain the feasibility and potential for extension of bus services to Hawk Rise. Currently there are no plans by the operator to extend the service. S106 money is being provided to enable installation of bus shelter on nearby Martin's Way.

Gloucester Rd/Tennis Club Land Drainage Issue



Due to a blocked land drain in private ownership a large volume of water is pouring off the hills onto the footpath and highway in proximity of Ledbury Tennis Club. This issue has been reported multiple times and is resulting in blocked culvert on the highway and splashing of pedestrians and cyclists. I am pushing for action to be taken with the landowner to clear the blockage.

Leadon Way roundabout construction/Martins Way enabling works

The construction of the Vistry/Bovis development on land south of Leadon Way is ongoing and has led to a number of complaints and concerns being raised. These have predominantly been around the operation of the three way traffic lights, Martin's Way one way, carriageway gradients at the new roundabout, noise and visual disturbance. Discussions with the streetworks permit team have led to attendance of operatives to reset temporary lights. Due to concerns that abnormal loads fabricated in Ledbury would be unable to navigate the roundabout a temporary solution has been applied. I have raised concerns with Highways/Vistry that this requires a more permanent solution to be found.

Planning Committee

My work on the Planning and Regulatory Committee continues. I have been scrutinising all local planning applications, holding discussions with planning and enforcement officers, s106 and highways officers.

Vistry/Bovis - Land South of Leadon Way - A revised planning application was submitted for the development including amendments and details of landscaping, boundary treatment for the proposed cyclepath/footway connection into Shepherd's Close amongst other elements. Revisions have been made to the plans following consultation responses and the application is awaiting determination. I have raised additional concerns regarding the phasing of elements of the proposals (Herefordshire Planning Search – application number 233023).

Following a decision taken by Planning Committee to refuse consent for the proposed **McCarthy Stone retirement complex at The Knapp** an appeal hearing is scheduled for 29th May 2024. The Planning Inspector denied a request from the appellant for a Public Inquiry. Interested groups and individuals have submitted responses to the Planning Inspector and details can be viewed using application number 223248 at [Planning Search – Herefordshire Council](#)

Contact details

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 or phone 07792881706

Please send any written correspondence to:

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

LEDBURY TOWN COUNCIL

**MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES
COMMITTEE
HELD ON 21 JANUARY 2024**

PRESENT: Councillors Bradford, Furlonger, Hughes (Chair), l'Anson, Newsham, and Sinclair.

ALSO PRESENT: Angela Price – Town Clerk
Sophie Jarvis – Minute Taker

F134. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Eakin, Harvey & Howells.

F135. DECLARATIONS OF INTERESTS

None received.

F136. NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be received and noted.

F137. PUBLIC PARTICIPATION

No members of the public were present.

**F138. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF AN
EXTRAORDINARY MEETING OF THE FINANCE, POLICY & GENERAL
PURPOSES COMMITTEE HELD ON 18 JANUARY 2024**

RESOLVED:

That the minutes of an Extraordinary Meeting of the Finance, Policy & General Purposes Committee be approved and signed as a correct record.

F139. TO REVIEW THE ACTION SHEET

Members discussed Minute No. F88.5 on the action sheet 'That when reviewing the Terms of Reference of Standing Committees, consideration be given to where the council buildings should sit.

Members queried why this point was on the action sheet and stated that council buildings have always sat with the Environment & Leisure Committee, and it should continue this way. Councillor Bradford proposed that a recommendation be made to Full Council that the responsibility of council buildings should remain with the Environment & Leisure Committee, Councillor Sinclair seconded this, and all members were in favour.

RESOLVED:

That the action sheet be received and noted.

RECOMMENDATION:

That the responsibility of council buildings remains with the Environment & Leisure Committee.

F140. INVOICES FOR PAYMENT

Councillor Newsham noted that there would be an interim between this committee and the new financial year in which he queried how invoices would be dealt with during this period.

Councillor Sinclair proposed that during this period the Clerk be authorised to make payments, subject to consultation of all invoices for payment with the Chair and Vice Chair of the Finance Committee.

Members were advised that the payment to SLCC – invoice no. QL204985-1 needs to be withdrawn, due to this training not being needed by the post holder, as it will be included in the CiLCA qualification.

RESOLVED:

- 1. That invoice no. QL204985-1 from SLCC in the sum of £144.00 be withdrawn as the post holder will undertake this training as part of the CiLCA training.**
- 2. That the invoices be approved for payment for March 2024 in the total sum of £37,7841.10.**
- 3. That the Clerk be authorised to make payments of any outstanding invoices received prior to the financial year end 2023/24, subject to consultation with the Chair and Vice Chair of the Finance, Policy & General Purposes Committee.**

F141. TO RECEIVE THE RECORD OF RECEIPTS AND PAYMENTS FOR DECEMBER 2023, JANUARY AND FEBRUARY 2024

Councillors queried why there were so many cashbooks and what they meant, for which the Clerk provide an explanation.

RESOLVED:

That the receipts and payments for December 2023, January and February 2024 be received and noted.

F142. TO RECEIVE THE BALANCE SHEET AND TRIAL BALANCE FOR MONTHS 9, 10 AND 11

Councillor Bradford queried why Ledbury Town Council were paying £500 to the 'Malvern Hills AONB Partnership' when they are in a different County.

Members were advised that this had been a grant that had routinely understood as a standing agreement with Malvern Hill's AONB, however it was felt that this should be looked into with a report back to a future meeting, with a view to requesting the Malvern Hills AONB to complete a multi-year grant application.

RESOLVED:

- 1. That the Balance Sheet and Trial Balance for months 9, 10 and 11 be received and noted.**
- 2. That the Clerk write to the Malvern Hills AONB Partnership to clarify the grant application process.**

F143. BUDGET MONITORING REPORTS 1 APRIL – 29 FEBRUARY 2024

Councillor Hughes queried the 'Agency Cover' on the Budget Monitoring Reports, the Clerk informed members that this was for the temporary staff at the Cemetery.

Councillor Bradford raised some concerns in respect of the funding situation with Buses4us and it was agreed that the Clerk would contact Clare Stone and ask for an update in time for the Traffic Management Working Party meeting scheduled for 27 March 2024.

RESOLVED:

- 1. That the budget Monitoring reports for 1 April – 29 February 2024 be received and noted.**
- 2. That the Clerk write to Buses4Us for an update in time for the Traffic Management Working Party meeting scheduled for 27 March 2024.**

F144. TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS FOR DECEMBER 2023, JANUARY AND FEBRUARY 2024

RESOLVED:

- 1. That it be noted that the bank statements and reconciliations for December 2023, January 2024 had been signed by the Chairman of**

the Finance, Policy & General Purposes Committee in accordance with the Council's Financial Regulations.

- 2. That it be noted that the Chair had not been able to sign the bank statements and reconciliation for February 2024, as these had not been available when he visited the office.**
- 3. That the approval of the bank statements and reconciliation for February 2024 be deferred to the next meeting of the Finance, Policy & General Purposes Committee, when the Chair would have had time to approve them accordingly.**

F145. AUDIT REPORTS

RESOLVED:

No reports were presented at this meeting, a report will be on the Full Council agenda scheduled for Thursday 28 March 2024.

F146. GRANT APPLICATIONS

- i. Ledbury Places**
- ii. Ledbury Community Day**
- iii. LEAF**
- iv. Ledbury Fringe**

RESOLVED:

- 1. That the Ledbury Places Grant Application falls due to it being retrospective.**
- 2. That the LEAF Grant Application could not be considered due to the wrong documentation being on the agenda.**

RECOMMENDATION:

That a recommendation be submitted to Full Council that the following grants be awarded from the 2024/25 budget in respect of grant applications received.

- i. That Ledbury Community Day – £300 - Local Government Act S137 financial assistance**
- ii. Ledbury Fringe - £500 - Local Government Act 1972 s145(1)(a) – Provision of entertainments**

F147. GRANT FEEDBACK REPORTS

- i. Friends of Ledbury's Children Centre

RESOLVED:

That members thank Friends of Ledbury's Children Centre for their Grant Feedback Report and that it be received and noted.

F148. SECTION 137 EXPENDITURE LIMIT FOR 2024/25

Councillor Sinclair proposed that all recommendations in the Section 137 Expenditure Limit for 2024/25 be approved, Councillor Sinclair seconded the motion, and all members were in favour.

RESOLVED:

- 1. That members of the Finance, Policy & General Purposes Committee note that the appropriate sum for S137 in 2024/25 is £10.81, and that Ledbury Town Council's allocation for unspecified grant expenditure, which includes S137, 2024/25 is £20,000.**
- 2. That to date Ledbury Town Council 2024/25 allocated expenditure via S137 is £10,560.487.**
- 3. That to date Ledbury Town Council's 2024/25 allocated expenditure via other powers is £4,610.48.**
- 4. That a sum of £14,179.04 is available for grants in 2024/25, which the Council can choose to spend on S137 or other statutes, subject to grant applications received throughout the 2024/25 financial year.**

F149. WEBSITE IMPROVEMENT QUOTES

- i. Introduction new calendar page for events
- ii. Improvements to "Finance" pages of website
- iii. To integrate "Whatsapp" onto the homepage of website

Councillor Sinclair proposed that members approve item i and ii but not item iii in the Website Improvement Quotes report, Councillor Bradford seconded this, all members were in favour.

RESOLVED:

- 1. That improvements to the Finance and Audit pages of the Council website be approved at a cost of £1,695 plus VAT.**
- 2. That the introduction of an additional calendar for "Events" and renaming the current calendar to "Meetings" at a cost of £1,295 plus VAT be approved.**

3. That the Council do not approve the introduction of Whatsapp facility on the Council website.

F150. WORKPLACE SMOKE–FREE POLICY

RESOLVED:

That Ledbury Town Council adopt the Workplace Smoke–Free Policy.

F133. DATE OF NEXT MEETING

RESOLVED:

To note that the date of the next ordinary meeting of the Finance, Policy & General Purposes Committee will be agreed at the Annual Meeting scheduled for 9 May 2024.

The meeting ended at 8:25pm.

Signed Date.....
(Chairman)