



LEDBURY TOWN COUNCIL

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12 May 2026

To: All Members of Ledbury Town Council

Dear Member

Please find attached To Follow documents in respect of the Annual Meeting of **LEDBURY TOWN COUNCIL** to be held on **Thursday, 14 May 2026 at 7.00 pm** at the **Community Hall, Lawnside Road, Ledbury, HR8 2AE**.

Yours faithfully

Angela Price
Town Clerk

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AGENDA

MINUTES

10. To approve and sign as a correct record the minutes of a meeting of Council held on 7 May 2026 (Pages 6750 - 6759)

GOVERNANCE

22. Outside Bodies Representation (Page 6760)

FINANCE

32. To approve Invoices for payment for May 2026 (Final)
(Pages 6762 - 6763)

Distribution: - Full agenda reports to all Councillors
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- Local Press
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**LEDBURY TOWN COUNCIL
MINUTES OF A MEETING OF FULL COUNCIL
HELD ON 7 MAY 2026**

PRESENT: Councillors: Harvey (Chair), Hughes (Deputy Chair) Chowns, Kettle, Morris, Troy, Wilkinson,

ALSO PRESENT:

Angela Price – Town Clerk
Julia Lawrence – Deputy Clerk
Sophie Rudd – Minute Taker
Justine Peberdy – Ward Councillor

C1297. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bradford, Browning, Eakin, and Hamblin.

C1298. DECLARATIONS OF INTEREST

No declarations of interest were received.

C1299. TO NOTE THE NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be received and noted.

C1300. 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 of any items on the agenda that it is appropriate to be considered under this Duty.

C1301. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES MEETINGS OF COUNCIL HELD ON 16 AND 23 APRIL 2026

RESOLVED:

That the minutes of Council held on 16 and 23 April 2026 be approved and signed as a correct record.

C1302. TO RECEIVE AND NOTE THE ACTION SHEET

The Clerk advised Members that she had received a response from the Case Officer in respect of planning application 250297, which advised they had not yet received a response from the applicant in respect of the query raised by Ledbury Town Council as to why this single-family

site is being split as proposed when the two static pitches are only there as a consequence of being part of the single-family site that was given the original planning permission.

RESOLVED:

- 1. That the action sheet be received and noted.**
- 2. That planning application 250297 be referred back to the next meeting of Council.**

C1303. CHAIRMAN'S COMMUNICATIONS

The Chair thanked Councillor Chowns for attending the Earth Day Community Choir Event and advised that as the civic year is coming to a close she has no further events to attend in her capacity as Chair.

C1304. TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(E) AND 3(F)

None received.

C1305. TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9

None received.

Members noted that Councillor Peberdy was present at the meeting in support of agenda item 28 – Masefield Matters. It was agreed to bring agenda item 28 forward.

C1306. Masefield Matters

Councillor Peberdy advised that the recommendation of a Literary Trail was the result of a year of engagement activities to remind the community of Ledbury why John Masefield deserves a memorial in Ledbury. She advised that of the 150 submissions received it was likely that these came from people who had been engaged in the familiarisation events. She explained that this is another step towards the 150th anniversary of the birth of John Masefield in June 2028 noting that this step was deciding on what form the memorial would take, with the more exciting decision of which design will be chosen, which will also be part of a public consultation process.

Councillor Peberdy finished by thanking the Council for their support to this project and confirmed that the recommendation was that the Council accept the decision of the Masefield Matters Board that the final memorial will take the form of a Walking/Literary public Trail, noting that the next stage will be to advertise the commission and invite firstly, expressions of interest which will then be shortlisted, with a

public exhibition of shortlisted designs to allow the public to choose the final design.

Members expressed their delight in the outcome of the consultation processes and gave their thanks to the Masefield Matters Board and staff for all of the work that had been undertaken in the process to date.

RESOLVED:

1. That the minutes of a meeting of Masefield Matters Board held on 21 April 2026 be received and noted.
2. That Members accept the recommendation of the Masefield Matters Board that the form of the Memorial will be a Walking/Literary Trail.
3. That the release of funds to the amount of £5,000 to support the commissioning stage of the Masefield Matters project be approved.
4. That thanks from the Council be expressed to the Masefield Matters Board and staff.

C1307. TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS FOR MARCH 2026

RESOLVED:

To note that the interim Bank Statements and Reconciliations for March 2026 have been verified.

C1308. TO APPROVE INVOICES FOR PAYMENT

RESOLVED:

Members approved the invoices for payment in the sum of £8,289.42 + VAT, which represents the following:

Invoices to be paid	£6,275.71
Direct Debits due in May 2026	<u>£2,013.71</u>
TOTAL	<u>£8,289.42</u>

C1309. TO GIVE CONSIDERATION TO QUOTES RECEIVED IN RESPECT OF CONFIDENTIAL WASTE CONTRACT

Members were requested to give consideration to quotes received in respect of three companies who could provide confidential waste services.

RESOLVED:

That officers be instructed to appoint Company 2 at a monthly cost of £75.

C1310. TO RECEIVE AND NOTE THE WORCESTERSHIRE PENSIONS FUND ANNUAL REPORT AND ACTUARIAL REVIEW OUTCOME FOR THE PERIOD 1 APRIL 2026-31 MARCH 2029

RESOLVED:

That the report in respect of the Worcestershire Pension Fund Actuarial Valuation as of 31 March 2026 be received and noted.

C1311. GRANT APPLICATIONS

i. Titans Netball Club

RESOLVED:

That the Clerk seek clarification on the following points and that the grant application be deferred to the next meeting of Full Council, subject to receipt of the information:

- **Where would the netball team hold its practice sessions?**
- **Does the team provide equal opportunities for both girls and boys to participate?**

C1312. CODE OF CONDUCT MATTERS

The Chairman advised that a Decision Notice had been published on the County Council's website in respect of the Code of Conduct Complaint which had been delegated to the Resources Committee to deal with regarding the behaviour of ex-councillor Sinclair. She advised that the majority of the concerns raised had been upheld as breaches of the Code of Conduct as set out below:

- 1.2-Treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play;
- 2.1-I do not bully any person;
- 2.2-I do not harass any person;
- 4.1-(a) I do not disclose information given to me in confidence by anyone;
- 8.3-I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings;
- 8.4-I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

The Chair noted that the outcome reflected the difficulties that the Council and staff have experienced over many months, expressing her gratitude to the staff for the patience over the length of time it has taken to address this matter.

The Chair noted that although the subject member had resigned and was therefore no longer a serving councillor the Council are required to

consider the three recommendations within the Decision Notice as set out below and that it should be noted that the third recommendation is taking into account that should Mr Sinclair return to being a Councillor that there will be requirements in place that he will need to abide by, noting that this was not something that she had come across previously but very telling that the Monitoring Officer had judged it to be necessary to put this caveat in place:

- (i) That Councillor Sinclair should provide a written apology to the complainant, with the wording and tone of the apology to be approved by the Monitoring Officer prior to issue.
- (ii) That the Monitoring Officer consult with the complainant regarding any safeguards, processes or procedures which may assist in rebuilding trust and confidence between the parties, such measures to be held in abeyance unless Councillor Sinclair is re-elected to Ledbury Town Council, at which point they should be implemented within three months of election where considered appropriate and achievable.
- (iii) That Councillor Sinclair undertake appropriate training in relation to the Code of Conduct and Data Protection/GDPR requirements, such recommendation also being held in abeyance pending any future election to Ledbury Town Council or any other council, with such training to be completed within three months of election.

RESOLVED:

1. **That the Clerk be instructed to write to the Monitoring Officer advising that Ledbury Town Council endorse and implement the recommendations of the Monitoring Officer as set out in the Decision Notice relating to COC00128 as far as is able with immediate effect.**
2. **That the Decision Notice be published on the Town Councils website.**

C1313. TO CONSIDER PLANNING CONSULTATIONS

1. **Application No. 250939 – Proposed clearance of the site and erection of a shop with associated vehicular access and parking.
- Land to the West of 1 New Mills Hereford Road Ledbury Herefordshire**

RESOLVED:

- i. **That planning application 250939 be referred to the Planning Applications Working Party to draft a response.**
- ii. **That the Clerk be instructed to request an extension for comments to 5 June 2026.**

2. **Application No. 260371** – Installation of stairlift to the left-hand side of the staircase ascending. - **55 New Street Ledbury Herefordshire HR8 2EA**

RESOLVED:
No objection

3. **Application No. 261030** – First floor extension over existing single storey side extension. - **Paladin Homend Crescent Ledbury Herefordshire HR8 1AQ**

RESOLVED:
No objection

4. **Application No. 261077** – Change of use of existing barn from a tool hire/business use to a light industrial workshop (Use Class E(g)(iii)). - **Orchard Cottage Ledbury Herefordshire HR8 1LG**

RESOLVED:
Members agreed to defer item to the next meeting of Full Council and will wait until comments from ANOB have been received before making comment.

5. **Application No. 261198** – Two Birch trees adjacent to driveway and parking area, fell to as near ground level as possible. Reason - outgrown situation. - **Priory Lodge, Worcester Road, Ledbury, Herefordshire, HR8 1PL**

RESOLVED:

1. **Objection on the grounds that “outgrowing its situation” is not considered a good enough reason to fell healthy trees, particularly in a conservation area.**
2. **That the Clerk ask the Tree Warden to provide a view on the condition of this tree.**

C1314. TO RECEIVE AND NOTE THE UPDATE ON PLANNING DECISIONS

RESOLVED:
That the update on the planning decisions be received and noted.

C1315. REPRESENTATION AT HEREFORDSHIRE COUNCIL PLANNING COMMITTEE

None received.

C1316. TO CONSIDER AN APPEAL IN RELATION TO 250622 - LAND AT LEDBURY ROAD, WELLINGTON HEATH, LEDBURY, HR8 1NB- PROPOSED ERECTION OF 5 DWELLINGS, NEW VEHICLE AND PEDESTRIAN ACCESS, LANDSCAPING AND ASSOCIATED WORKS.

It was noted that this agenda item related to proposed erection of dwellings in Wellington Heath, and it was agreed that whilst Ledbury Town Council should keep a watchful eye on the progress of this application, no further comment be provided at this time.

RESOLVED:

That the appeal in relation to application no, 250622 be received and noted.

C1317. TO CONSIDER THE LOCAL GOVERNMENT BOUNDARY COMMISSION REVIEW FOR ENGLAND

Councillor Harvey reminded members of the proposals put forward by Ward Councillors, which Ledbury Town Council had supported, which had proposed moving some of the South Ward into the West Ward. It was noted that not all of the proposals put forward were accepted.

RESOLVED:

Members agreed to defer this item to a future meeting of Council and that Members reprise the submission that the Council made against the report recommendations from the Boundary Commission and that Members feed comments to the Clerk and this item be revisited at a future meeting of Council.

C1318. STAPLOW ROAD SAFETY SCHEME UPDATE

The clerk has emailed HC who will send the money directly to them. SID costings to be obtained.

RESOLVED:

- 1. Members receive and note that update provided by Wellington Heath Parish Council, noting that they are no requesting £6,000 of the original £10,000 agreed by Ledbury Town Council and the Market Investment Team.**

C1319. HEREFORDSHIRE COUNTY BID PLAN 2027-2031 STAGE 2 CONSULTATION

Councillor Kettle left the room at 8:17pm and returning at 8:21pm

Members discussed the advantages and disadvantages that had been experienced with the BID since its implementation, noting that the BID fees are a contribution to the county of Herefordshire as a whole which

highlights various tourist opportunities within the county whilst raising its profile as a “staycation” destination.

It was noted that there were two roadshows taking place on 13 May and that it was important that there was representation from Ledbury Town Council at these events.

It was noted that the Clerk had provided a suggested draft council response to the BID Consultation, and it was suggested that the response be amended to be more specific to Ledbury, as set out below:

“Ledbury Town Council welcomes the opportunity to contribute to the Herefordshire County BID Ballot 2026 Stage 2 Consultation.

The Council recognises the importance of the visitor economy to Ledbury and supports initiatives that enhance the town’s profile, increase footfall, and support local businesses.

In responding to the consultation, the Council would wish to emphasise the following priorities:

- *Demonstrates continued investment in destination marketing that benefits Ledbury*
- *Demonstrates support for independent businesses and high street Resilience in Ledbury*
- *Supports delivery of events and cultural initiatives that attract visitors year-round*
- *Provides improved data and insights to support local decision-making*
- *Builds strong engagement with local councils and business groups*

The Council also encourages ongoing transparency in governance and clear demonstration of value for levy-paying businesses.

Subject to the final Business Plan reflecting these priorities, the Council is broadly supportive of continued collaboration through the BID model.”

RESOLVED:

1. **That Members note that there is an opportunity to attend a Consultation Ballot Roadshow at the Feathers Hotel on 13 May 2026 as follows:**
 - **Date: 13 May 2026**
 - **Daytime Roadshow: 10:00-14:00**
 - **Venue: Feathers Hotel, High Street, Ledbury**
 - **Evening Business Meeting: 17:30 start**
 - **Venue: The Old Grammar School, Church Street, Ledbury**

2. That Members instruct the Clerk to submit the response on behalf of Ledbury Town Council subject to the amendments as outlined above.
3. That the Clerk be instructed to write to the Traders to encourage them to engage with the BID Consultation.

C1320. PAINTED ROOM/MARKET HOUSE VISITOR NUMBERS

RESOLVED:

That the Painted Room and Market House visitor numbers be received and noted.

C1321. TO CONSIDER QUOTES RECEIVED IN RESPECT OF WORKS TO THE MARKET HOUSE STAIRS

Members were requested to give consideration to quotes received in respect of works to the Market House stairs.

RESOLVED:

1. That officers instruct Company 2 to undertake the works, subject to the 10% contingency be removed from the overall cost, noting that this will reduce the cost of the works to £18,700.
2. That the costs for the works be met from budget line: 202/4170 in the sum of £5,000 and the balance being met from EMR 324 Listed Buildings, in the financial year 2026/27.

C1322. TO CONSIDER QUOTES RECEIVED IN RESPECT CEMETERY WORKS

Members were requested to give consideration to quotes received in respect of the following works within the Cemetery:

1. Repointing of Cemetery wall
2. Creation of gravel path in front of new storage container

RESOLVED:

1. That officers be instructed to appoint Company 1 to undertake the repointing works to the cemetery wall at a cost of £1,580 plus VAT, noting that the cost for this work will be borne from CC102/NC4223 Perimeter Wall.
2. That officers be instructed to appoint Company 1 to undertake the works to create a gravel pathway at a cost of £3,775 plus VAT, noting that the cost for this work will be met as follows:
 - CC102/NC4206 - £3,000 and EMR 335 - £775
3. That Caroe be appointed to oversee the perimeter wall works.

C1323. TO RECEIVE AND NOTE THE UPDATE REPORT IN RESPECT OF THE PROVISION OF DEFIBRILLATORS IN LEDBURY

Members were requested to receive and note an update in respect of the provision of defibrillators in Ledbury.

RESOLVED:

That the update in respect of Defibrillators be received and noted.

C1324. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 23 APRIL 2026 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

RESOLVED:

That the minutes of the meeting of the Resources Committee meeting held on 22 January 2026 be received and noted.

C1325. DATE OF NEXT MEETING

RESOLVED:

To note that the date of the next meeting of Council will be the Annual Council Meeting scheduled for Thursday, 14 May 2026 at 7:00pm in the Community Hall.

The meeting ended at 8:47pm.

Signed **Dated**

AGENDA ITEM: 22

LEDBURY TOWN COUNCIL
OUTSIDE BODIES REPRESENTATIVES 2026/27

OUTSIDE BODY	COUNCILLOR REPRESENTATIVE 2025/26	COUNCILLOR REPRESENTATIVE 2026/27
Age Concern	Councillor Morris	
Community Choir	Chairman (President)	Town Mayor/Chairman (President)
Community Hall Association	Councillor Morris Councillor Hughes	
Herefordshire Council- Parish Summits	Appropriate Chair or Vice Chair	Appropriate Chair or Vice Chair
Ledbury Carnival Association	Chairman Councillor Kettle	Town Mayor/Chairman
Ledbury Consolidated Charities	Councillor Eakin	
Ledbury in Bloom	Councillor Morris Vacancy	
Ledbury Strömstad Twinning	Chairman Councillor Chowns	Town Mayor/Chairman
Ledbury Food Group	Councillor Morris	
Ledbury Food Bank	Councillor Chowns Councillor Morris	
Ledbury Children's Centre	Chairman	Town Mayor/Chairman
Ledbury Primary School Governors	Councillor Morris	Councillor Morris
RMTG Local Councillor Panels – Rural Vulnerable Young & Older People	Younger Peoples Group – Vacancy Older People's Group - vacancy	
John Masefield Society	Councillor Morris	

ANNUAL COUNCIL MEETING	14 MAY 2026	AGENDA ITEM: 32
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Report prepared by Angela Price – Town Clerk

INVOICES FOR PAYMENT – MAY 2026

Purpose of Report

The purpose of this report is to ask Members to approve invoices for payment for May 2026 in the sum of **£8,828.55** plus VAT.

Detailed Information

Attached is a list of payments for approval in the sum of **£8,828.55** plus VAT. This list represents payments in relation to May

Due to these payments relating to month 2 of the financial year there are no overspends or concerns to report at this time.

Included in this list is a request for payment from Festive Lighting in respect of 60% of the balance of the Christmas Lights hire charge. Members will recall that when entering into the contract with Festive Lighting it was agreed that the £15,000 would be paid over three payments each year, the first two being at 40% (£6,000 x two) and the final payment being 20% (£3,000) of the overall cost. The attached invoice states that Festive Lighting are requesting an initial payment of 60% of the hire charge for 2025.

The Clerk has queried this with Festive Lighting and hopes to be able to provide clarification as to why this has changed at the meeting and whether Festive Lighting have agreed to honour the agreed payment plan of 40% x 2 and 20%.

Recommendation

1. That Members approve the invoices for payment in the sum of **£8,828.55** plus VAT.
2. That Members receive any update available to them in respect of the invoice received from Festive Lighting and why the payment plan has been altered.

PRELIMINARY PURCHASE DAYBOOK

Order by Invoices Entered

Creditors for Month No 2

										Nominal Ledger Analysis			
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description		
05/05/2026	85832656	667	APRICE	AP	12.83	2.57	15.40	4907	109	12.83	Re-imburse AP Fasthosts		
05/05/2026	85831174	668	APRICE	AP	17.11	3.42	20.53	4907	109	17.11	Re-imburse AP Fasthosts		
30/01/2026	2026/HT238	669	LEDCIVIC	LED004	140.00	0.00	140.00	4553	301	140.00	Ledbury Heritage Trail Map		
15/04/2026	LEBROCQ	670	LEBROCQ	LEBROCQ	750.00	0.00	750.00	4906	109	750.00	MM Concert Bosbury House		
18/04/2026	180426	671	REDEARTH	RED001	225.00	0.00	225.00	4903	109	225.00	Poetry Workshop MM		
01/04/2026	280326	672	REDEARTH	RED001	300.00	0.00	300.00	4903	109	300.00	Materials for MM Workshop		
30/04/2026	202604000004	673	PJNICHOLS	PJN001	90.73	18.14	108.87	4330	102	90.73	Fuel for cemetery mowers		
07/05/2026	55552	674	ADVANSYS	ADV001	65.00	13.00	78.00	4482	401	65.00	LTC SSL Certificate renewal		
01/04/2026	2026-03-000062	675	FESTIVE	FEST	7,227.88	1,445.58	8,673.46	4640	115	7,227.88	Hire & Install charge		
TOTAL INVOICES										8,828.55			
										1,482.71			
										10,311.26			

VAT ANALYSIS CODE E @ 0.00% 1,415.00 0.00 1,415.00

VAT ANALYSIS CODE S @ 20.00% 7,413.55 1,482.71 8,896.26

TOTALS 8,828.55 1,482.71 10,311.26