

## LEDBURY TOWN COUNCIL

### Minutes of a Meeting of

### Ledbury Town Council

held on

Thursday 19<sup>th</sup> June 2014

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**Present:** Councillors: The Town Mayor, Councillor R Barnes, Chairman  
P Bettington                      A Conway  
M Eager                              K Francis  
R Hadley                             E Harvey  
C Jupp                                C Ridler  
J Roberts                            T Widdows  
P Winter                             R Yeoman

In Attendance: Mrs K Mitchell – Clerk to the Council  
Mrs R Blandford – Clerical Officer  
2 Members of the public; 1 Member of the Press

#### **C.22 - 06.14 APOLOGIES**

Apologies were received and accepted for Councillors A Bradford, D Durham, A Crowe, M Roberts and C Stallard Daniels.

#### **C.23 - 06.14 DECLARATIONS OF INTEREST**

There were no declarations of interests made at this point in the meeting.

#### **C.24 - 06.14 DISPENSATIONS**

No applications for dispensations had been received.

#### **C.25 - 06.14 PUBLIC PARTICIPATION**

There were no members of the public who wished to speak.

#### **C.26 - 06.14 MINUTES**

1. The Minutes of the Annual Council Meeting held on 8<sup>th</sup> May 2014, copies having been circulated, were confirmed as an accurate record and signed by the Chairman.
2. The Minutes of the Meeting held on 12<sup>th</sup> June 2014, copies having been circulated, were confirmed as an accurate record and signed by the Chairman.

#### **C.27 - 06.14 CHAIRMAN'S REPORT**

The Town Mayor, Councillor Bob Barnes presented a written report on his mayoral activities since the Annual meeting in May, copies having been circulated to members. He thanked the Deputy Mayor Councillor Rob Yeoman for his support and taking on the events he had been

unable to attend himself. In response to a question from Councillor Harvey, the Town Mayor confirmed that he would be attending the Armed Forces event in Hereford city.

Members were circulated with a list of the Deputy Mayor's civic activities and meetings with other bodies of interest for the period 8<sup>th</sup> May 2014 to 16<sup>th</sup> June 2014.

#### **C.28 - 06.14 LEDBURY TOWN PLAN**

1. Mr G Holliday, acting secretary of the Town Plan Steering Group presented a report on the Group's activities since the last meeting.

He expressed his thanks to all the volunteers who had given up their time to input the data from the Town Plan questionnaires and appealed for additional volunteer help for the next phase of the Plan.

The Town Mayor thanked Mr Holliday for his excellent report.

**RESOLVED: That the Report be noted.**

2. Members received the Minutes of the Town Plan Steering Group meeting held on 27<sup>th</sup> May 2014, copies having been previously circulated.

**RESOLVED: That the Minutes be noted.**

#### **C.29 - 06.14 HEREFORDSHIRE COUNCILLORS' REPORTS**

Members received a written report from ward member Councillor E Harvey on activities at county level, copies having been circulated. She drew members' attention to confirmation from Heineken that 97 jobs will be lost from the Ledbury site as a result of moving its cider production to Bulmers in Hereford. 16 jobs will be retained in Ledbury for the dedicated purpose of fruit milling and juice storage. Cllr Hadley provided an update from Heineken, confirming that 97 jobs would be lost but that 53 of those employees had taken on new roles at the Hereford site. 18 jobs would be retained in Ledbury to operate the mill.

Councillor Harvey also highlighted her report on grass cutting in Ledbury. She urged members to examine the maps provided by Balfour Beatty (BB) showing the town's grassed areas and frequency of cuts and to inform either herself or Councillor Bettington of any omissions.

Councillor Bettington presented a written report, copies having been circulated.

Councillor Eager raised his concerns about the lack of car parking signage in the town and asked ward members to look into the issue.

Councillor Barnes asked whether the BB streetscene contract included trees on the Town Trail. Councillor Bettington advised that he would follow up both enquiries and report back.

### C.30 - 06.14 COMMITTEE REPORTS – ECONOMIC DEVELOPMENT & PLANNING

1. Councillor J Roberts, Chairman of the Economic Development and Planning Committee presented the minutes of the meeting held on 8th May, 2014, copies having been circulated.

**RESOLVED: That the minutes P.01-05.14 to P.05-05.14, be received and noted and that any recommendations contained therein be approved and adopted.**

**VOTING: Unanimous**

2. Councillor J Roberts, Chairman of the Economic Development and Planning Committee presented the minutes of the meeting held on 22<sup>nd</sup> May, 2014, copies having been circulated.
  - i. Referring to P.12-05.14, 1, Charter Market - Councillor Harvey asked that the Town Council review the success in turnover as a result of having the Tuesday Market professionally managed.
  - ii. Referring to P.13-05.14, Town Plan Steering Group - Councillor Harvey spoke against the recommendation not to change the Town Plan Steering Group to a formal Working Party as she felt that this was having a detrimental effect on its members and the work they were doing. She confirmed that the group would continue to provide its own administrative support and would not be an extra burden on the office staff.

Following discussion, a separate vote was taken on the recommendation:

**That the Town Council be recommended not to change the Town Plan Steering Group to a formal Working Party of the Economic Development & Planning Committee.**

**VOTING: For 0  
Against 9  
Abstentions 4**

It was proposed, seconded and

**RESOLVED: That the Town Plan Steering Group becomes a formal Working Party of the Economic Development and Planning Committee.**

**VOTING:** For 7  
Against 1  
Abstentions 5

**RESOLVED:** That the minutes P.06-05.14 to P.18-05.14, as amended be received and noted and that any recommendations contained therein be approved and adopted.

**VOTING:** For 12  
Abstentions 1

### **C.31 - 06.14 COMMITTEE REPORTS – ENVIRONMENT & LEISURE**

1. Councillor M Eager, Chairman of the Environment and Leisure Committee presented the minutes of the meeting held on 8<sup>th</sup> May, 2014, copies having been circulated.

**RESOLVED:** That the minutes E.1-05.14 to E.5-05.14 be received and noted and that any recommendations contained therein be approved and adopted.

**VOTING:** For 12  
Abstentions 1

2. Councillor M Eager, Chairman of the Environment and Leisure Committee presented the minutes of the meeting held on 29<sup>th</sup> May, 2014, copies having been circulated.
  - i. Referring to E.13-05.14, Dog Fouling, it was further proposed seconded and

**RESOLVED:** That the Town Council launch a campaign, to coincide with the start of the school holidays, to encourage all residents to pick up dog mess when they encounter it and that the campaign be branded 'Ledbury Business Week'.

**VOTING:** For 11  
Abstentions 2

Councillor R Hadley offered to take the lead on this initiative.

Councillor Francis reported that the Community Dog Wardens had expressed a preference for identity cards rather than the arm bands they currently use. They had also reported a problem with fouling in the Closed Churchyard and requested that consideration be given to the installation of a sign in Cabbage Walk leading from the churchyard to the Worcester Road.

ii. Referring to E.15-05.14, Outside Bodies, 1. East Area HALC, Councillor Francis advised of two corrections to the Minutes:

a) The Meeting was a HALC meeting and not an East Area HALC meeting.

b) The last sentence '*Councillor Francis will be unable to represent the Town Council on the 15th July and so Councillor Widdows will attend instead*' should be deleted.

**RESOLVED: That the minutes E.6-05.14 to E.20-05.14, as corrected, be received and noted and that any recommendations contained therein be approved and adopted.**

**VOTING: For 12  
Abstentions 1**

3. Management of green spaces in Ledbury.

In light of Herefordshire Council cutbacks in the frequency of grass cutting, members considered whether 'in principle' the Town Council might wish to open discussions with Herefordshire Council regarding the management of green spaces in Ledbury.

Councillor Harvey outlined the issues and suggested that the green spaces might be better kept under local ownership rather than at county level.

Following further discussion, it was

**RESOLVED: That Ledbury Town Council open discussions with Herefordshire Council on the future of some of the green spaces in Ledbury and to determine what scope there is for the Town Council to take them on, subject to further information being obtained.**

**VOTING: Unanimous**

**C.32-06.14 COMMITTEE REPORTS – FINANCE & GENERAL PURPOSES**

## 1. Minutes

Councillor P Winter, Chairman of the Finance & General Purposes Committee, presented the minutes of the meeting held on the 8<sup>th</sup> May 2014, copies having been previously circulated.

*Councillor K Francis left the chamber at the point.*

**RESOLVED: That the minutes F.1-05.14 to F.5-05.14 be received and noted and that any recommendations contained therein be approved and adopted.**

**VOTING: For 11  
Abstentions 1**

## 2. Minutes

Councillor P Winter, Chairman of the Finance & General Purposes Committee, presented the minutes of the meeting held on the 5<sup>th</sup> June 2014, copies having been previously circulated.

*Councillor K Francis returned to the chamber at the point.*

Referring to F.7-06.14, Declarations of Interests; the Minutes should be amended to include the declarations of non-pecuniary interest from Councillors Bettington, Jupp and Winter in respect of F.10-06.13, 3 Unspecified Grants. The named Councillors had abstained from voting on the item in question.

**RESOLVED: That the minutes F.6-06.14 to F.20-06.14, as amended, be received and noted and that any recommendations contained therein be approved and adopted.**

**VOTING: Unanimous**

## 3. Democratic Participation Working Party

Members had been circulated with a report from the meeting held on 21<sup>st</sup> May, 2014.

Referring to members present: Councillor R Yeoman's name should be added.

Referring to Item 4. Improve democratic participation. (ref C170-04.14) Members were requested to complete the spreadsheet and return to the office for collation prior to the next working party meeting on 24<sup>th</sup> June 2014.

**RESOLVED: That the Report be noted.**

**VOTING: For 12  
Abstentions 1**

## 4. Newsletter

Members considered the draft Newsletter for August 2014. (Refer F.15 – 06.14). The Clerk advised that a small section was still to be added calling for additional volunteer Dog Wardens.

**RESOLVED: That the draft Newsletter be approved.**

**VOTING: Unanimous**

5. Annual Return for the year ended 31<sup>st</sup> March, 2014

Members were advised that the Internal Auditor had checked the accounts for year ended 31<sup>st</sup> March, 2014 and would complete the annual internal audit report at section 4 following the Council's formal approval of section 1 (accounting statements) and section 2 (annual governance statement).

Members had been previously circulated with copies of:-

## 5.1 Balance Sheet

**RESOLVED: That the Balance sheet for 2013/14 be approved and adopted.**

**VOTING: Unanimous**

## 5.2 Audit Commission Annual Return Section 1

**RESOLVED: That the figures as presented in Section 1, Accounting Statements for Ledbury Town Council's External Audit 2013/14, be approved and adopted.**

**VOTING: Unanimous**

## 5.3 Audit Commission Annual Return Section 2

Members completed items 1 to 9 of Section 2 - Annual Governance Statement 2013/14, responding as follows:-

- |               |  |
|---------------|--|
| <b>1. Yes</b> | <b>The Council has prepared its statement of accounts in the way prescribed by law</b>   |
| <b>2. Yes</b> | <b>The Council has made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</b> |

3. **Yes**            **The Council has only done things it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.**
4. **Yes**            **The Council has during the year given all persons interested the opportunity to inspect and ask questions about the Council's accounts.**
5. **Yes**            **The Council has considered the financial and other risks it faces and dealt with them properly.**
6. **Yes**            **The Council has arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the council.**
7. **Yes**            **The Council has responded to matters brought to its attention by internal and external audit.**
8. **Yes**            **The Council has disclosed everything it should have about its business activity during the year including events taking place after year-end if relevant.**
9. **N/A**            **The Council has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.**

**RESOLVED:** That the annual governance statement for 2013/14 be approved for submission to the external auditors.

**VOTING:**            **Unanimous**



**C.33–06.13 LEDBURY PLACES**

The Town Mayor, Councillor Barnes, presented a written report, copies having been circulated. He advised that since the last meeting, activities had centred around applications for funding. An application is currently being drafted to the Townscape Heritage Initiative fund. Work is also underway on working drawings of the mock-up lifts and accompanying display material.

Councillor Yeoman reported that the first Directors meeting had taken place on 10<sup>th</sup> June, 2014 which was also the day that 'Ledbury Places' had been incorporated at Companies House. The meeting had received an update on a proposed funding strategy and had also discussed the possibility of having an independent chairman.

Councillor Jupp suggested that a separate meeting should be held to examine the Ledbury Places Feasibility Study, to which all Councillors would be invited to attend. Date to be advised. The Town Mayor reminded members that the Study is already in the public domain and can be downloaded from the Ledbury Places website [www.ledburyplaces.org](http://www.ledburyplaces.org). In order to aid discussion, Councillor Yeoman offered to put together a summary of the document for the meeting.

**C. 34–06.13 REPORTS FROM OUTSIDE BODIES**

Members received the Minutes of the Ledbury Food Group meeting held on 12<sup>th</sup> May 2014, copies having been circulated.

**RESOLVED: That the Minutes be noted.**

**C.35–06.13 GENERAL CORRESPONDENCE**

The Clerk gave details of general correspondence received in the office.

Members were advised that Herefordshire Council would be commencing a public consultation on its budget for 2015/16 at the end of July and had issued an invitation to the Town Council to attend a meeting to discuss the budget consultation proposals on Thursday 24<sup>th</sup> July 2014. Unfortunately, due to a meeting clash with the next scheduled Full Council meeting of Ledbury Town Council, no members would be available to attend.

**C.36–06.13 QUESTIONS TO THE TOWN MAYOR**

Councillor Eager asked the Mayor if he shared his disappointment that some members had not attended the Full Council meeting due to the World Cup England match taking place at the same time. The Town Mayor responded that he couldn't comment as no reasons had been given for the Councillors' absence.

Councillor Francis asked the Mayor if he agreed that VE Day on the 8<sup>th</sup> May 2015 was a significant date and if he would take the lead on behalf of the Town Council in making plans to celebrate the occasion.

The Mayor replied that he did agree and asked Councillors to give thought to how the occasion might be marked.

The Town Mayor reminded members that the Neighbourhood Plan Consultation events would be taking place on Saturday 21<sup>st</sup> June under the Market House and in The Community Hall. He asked members for their assistance on the day and requested that they also make their own representations on the consultation.

**C.37–06.13 DATE OF NEXT MEETING**

The next meeting will be held on 24<sup>th</sup> July 2014.

There being no further business the meeting closed at 9.45 p.m.

Chairman..... Date.....