

LEDBURY TOWN COUNCIL
Minutes of a Meeting of
Ledbury Town Council
held on Tuesday 28th January 2016
in The Methodist Hall, Ledbury

Present: Councillors: The Town Mayor, Councillor A Crowe, Chairman

D Baker	R Barnes
P Bettington	A Bradford
M Eager	M Eakin
E Fieldhouse	K Francis
A Harrison	E Harvey
M Mackness	A Manns
N Morris	J Roberts
N Roberts	A Warmington
R Yeoman	

In attendance: Mrs K Mitchell – Clerk to the Council
Mrs M Bradman – Deputy Clerk to the Council
Sally Tagg – Foxley Tagg Planning Ltd.
Three members of the public and Press.

The Mayor announced that the Value of the month, was Peace.

C.8 - 1.16 APOLOGIES

All members present.

C.9 - 1.16 DECLARATIONS OF INTEREST

Cllr N Morris declared a Disclosable Pecuniary Interest in item 9.4 Tourism Brochure.

Cllr E Harvey declared a Non Pecuniary Interest in Item 13.1 Bye Street Toilets

C.10 - 1.16 PUBLIC PARTICIPATION

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

C.11 - 1.16 NEIGHBOURHOOD DEVELOPMENT PLAN (NDP)

1. Members received a presentation from Sally Tagg, the consultant engaged to support the Town Council in the production of the NDP, on the progress made to date. She gave a brief overview of the steps involved and advised that the next stage would be a consultation on the vision and objectives.

Members were advised that Mrs Tagg would report to Full Council at intervals relative to the progress of the plan.

- 2. Members received a report from the Management Group meeting held on 26th January 2016.

Recommendation 1. It was agreed that the Terms of Reference, Working Together documents and Agreement Form with amendments be adopted by Full Council.

Recommendation 2. To approve an extension to the Foxley Tagg Planning Ltd contract to 2018 and that the additional £10,000 fee associated with a reviewed schedule be approved (ref C.104 - 12.15).

Recommendation 3. To approve a Call for Sites to be carried out by Foxley Tagg Planning and that a budget sum of £5,000 be allocated for this purpose (up to 15 sites).

RESOLVED: That the Report be noted and that the above recommendations 1-3, be approved and adopted.

VOTING:

For	10
Against	5
Abstentions	3

C.12 - 1.16 MINUTES

- 1. The Minutes of the meeting held on 3rd December, 2015, copies having been circulated, were confirmed as an accurate record.
- 2. The Minutes of the meeting held on 19th January, 2016, copies having been circulated, were confirmed as an accurate record.

C.13 - 1.16 CHAIRMAN'S REPORT AND CORRESPONDENCE

The Town Mayor informed members that a report on her mayoral activities since the last meeting would be circulated at a later date.

The Deputy Mayor, Councillor Francis advised members that he had deputised for the Mayor at a Herefordshire Mayors meeting held on 19th January 2016 and circulated a report from said meeting.

C.14 - 1.16 LEDBURY TOWN PLAN

Mr G Holliday, acting secretary of the Town Plan Working Party, presented a report, copies having been circulated, on the group's activities since the last meeting.

RESOLVED: That the Report be noted.

C.15 - 1.16 HEREFORDSHIRE COUNCILLOR’S REPORTS

The Clerk conveyed apologies from Cllr Emma Holton, ward member for Ledbury South and advised that her report would be available in electronic format.

Reports from North and West ward members were not available.

C.16 - 1.16 COMMITTEE REPORTS – ECONOMIC DEVELOPMENT & PLANNING

- 1. Cllr E Harvey, Chairman of the Economic Development and Planning Committee presented the minutes of the meeting held on 10th December, 2015, copies having been circulated.

RESOLVED: That the minutes P.84-12.15 to P.89-12.15, be received and noted and that any recommendations contained therein be approved and adopted.

VOTING: Unanimous

- 2. Councillor E Harvey, Chairman of the Economic Development and Planning Committee presented the minutes of the meeting held on 7th January, 2016, copies having been circulated.

Referring to P.7-01.16 members were advised that the resolution wording ‘Town Plan’, should be amended to read ‘Traffic Management’.

RESOLVED: That the minutes P.01-1.16 to P.13-1.16, as amended, be received and noted and that any recommendations contained therein be approved and adopted.

VOTING:	For	14
	Against	4

- 3. Members considered a draft response to the Local Transport Plan 2016-2031.

RESOLVED: That the draft response as presented, be approved for submission to Herefordshire Council by 29th January, 2016.

VOTING:	For	17
	Against	1

At this point in the meeting Councillor Morris declared a Disclosable Pecuniary Interest in the tourism brochure and left the meeting during discussion of the item.

4. Tourism Brochure

Members were circulated with the latest version of the draft brochure, design and start-up costs, and revised printing costs. Councillor Harvey advised that the other funders of the brochure, Eastnor Castle, Hellens Manor and Westons Cider had provided written confirmation of their contributions for year 1. The initial cost of £1,850 per partner was considered too high. Agreement had been obtained for a smaller print run of 50,000 copies at a cost of £774 to each partner.

RESOLVED: That the final draft of the brochure be approved for printing, at a cost of £774 per partner, subject to print quotations being obtained in the Town Council's name.

VOTING: For 14
Against 4

C.17 - 1.16 COMMITTEE REPORTS – ENVIRONMENT & LEISURE

Councillor M Eager, Chairman of the Environment and Leisure Committee presented the minutes of the meeting held on 14th January, 2016, copies having been circulated.

Referring to E.7-01.16, members were advised that an email had been received from Herefordshire Council, regarding the possibility of shared grass cutting. It was agreed that the matter be referred back to the Environment and Leisure Committee for further consideration.

RESOLVED: That the minutes E.1-01.16 to E.12-01.16, be received and noted and that any recommendations contained therein be approved and adopted.

VOTING: For 14
Abstentions 4

C.18 - 1.16 COMMITTEE REPORTS – FINANCE & GENERAL PURPOSES

1. Councillor A Warmington, Vice Chairman of the Finance & General Purposes Committee, presented the minutes of the meeting held on the 21st January 2016, copies having been previously circulated.

Referring to F.5.5-01.16, the resolution should be amended to read: Closing date for applications: 15.02.16

Referring to F10.01.16, Cllr Warmington advised that the piece he was writing on Values was in fact for the Ledbury Focus rather than the Ledbury Reporter.

RESOLVED: That the minutes F.1-01.16 to F.11-01.16, as amended, be received and noted and that any recommendations contained therein be approved and adopted.

VOTING: For 11
Abstentions 7

2. Risk Register

Members were advised that the Working Group were still working on the document and hoped to have it ready for the next Finance & General Purposes Committee meeting.

C.19 - 1.16 COMMITTEE REPORTS - STANDING COMMITTEE

The Town Mayor, Councillor A Crowe, presented the Minutes of the meeting held on 22nd December, 2015, copies having been circulated.

RESOLVED: That the minutes be received and noted.

VOTING: For 13
Abstentions 5

C.20 - 1.16 BUDGET AND PRECEPT 2016/17

1. Approval of Committee Budgets

RESOLVED: That the Committee budgets for 2016/17, as listed below, be approved, with a total net expenditure in the sum of £345,424

	£
Environment & Leisure	127,392
Finance & General Purposes	210,857
Economic Development & Planning	-7,825
Full Council	15,000

VOTING: Unanimous

2. Precept Request for 2016/17

In view of the approved budget and estimated closing balances, it was

RESOLVED: That Ledbury Town Council request a Precept of £308,647 from Herefordshire Council for the year 2016/17.

VOTING: Unanimous

C.21 - 1.16 REVIEW OF STANDING ORDERS, FINANCIAL REGULATIONS AND CODE OF CONDUCT

1. Members considered the recommendations of the working group set up to review the documents listed below. Copies of the documents showing recommendations with tracked changes had been circulated to members.

i. Standing Orders

RESOLVED: To approve the proposed changes and that the revised Standing Orders, be approved and adopted.

VOTING: For 17
Abstentions 1

ii. Financial Regulations

RESOLVED: To approve the proposed changes and that the revised Financial Regulations, be approved and adopted.

VOTING: Unanimous

iii. Code of Conduct

In light of an impending review of the Code of Conduct by Herefordshire Council, it was

RESOLVED: That the suggested amendment on Page 11, item 6, to insert the the words “leave the room, and....” be approved and the revised Code of Conduct be approved and adopted.

Further revisions to be looked at following the Herefordshire Council review.

VOTING: Unanimous

2. Committee System

Members discussed in principle the delegation of authority to Town Council Committees (subject to Full Council agreeing draft Terms of Reference put forward by each Committee).

RESOLVED: That the Democratic Participation Working Party be tasked to look into the matter and bring back a report to inform further debate at Full Council.

VOTING: For 13
Abstentions 5

C.22 - 1.16 EMPLOYMENT MATTER

Discussion was deferred to the end of the meeting for consideration in private session.

C.23 - 1.16 NOTICE OF MOTION 1/2016

Proposed by Councillor Mackness, seconded by Councillor Morris

This council does not currently have a policy stating how councillors and staff will handle council correspondence received. In the interests of transparency and in helping to build trust with the local community this matter needs to be clarified as soon as possible. To this end I propose that:

“This council tasks the Democratic Participation Working Party with responsibility for researching and preparation of a policy on the handling of all Council correspondence be that by letter, email, fax, hand delivered etc. To achieve this end members of the DPWP will consider national guidance, best practice from other councils, and the strengths and possible shortcomings of our current practices and will prepare a paper for consideration in time to be included in the agenda for the next full council meeting if possible or by the March Full Council meeting at the latest”.

Following a lengthy debate, a vote was taken.

VOTING:	For	7
	Against	10
	Abstention	1

The Motion was LOST

Cllr Manns left the meeting at this point.

C.24 - 1.16 OUTSIDE BODIES

There were no reports presented.

C.25 - 1.16 GENERAL CORRESPONDENCE

Members were circulated with a list of general correspondence received in the office.

C.26 - 1.16 QUESTIONS TO THE TOWN MAYOR

There were no questions.

C.27 - 1.16 DATE OF NEXT MEETING

The next scheduled meeting will be held on 25th February, 2016.

C.22 - 1.16 EMPLOYMENT MATTER...continued.

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Due to the confidential nature of the business to be transacted and pursuant to Section 1(2) of the above Act, a resolution was passed to exclude the public and press during discussion of the following agenda items. The confidential nature being the consideration of employment matters.

Staff members left the meeting at this point.

A request was made for the Councillors involved to leave the meeting. This request was refused and the Mayor subsequently closed the meeting without further discussion.

Chairman.....

Date.....