



# LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

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3 January 2025

Dear Councillor

You are summoned to attend a meeting of **LEDBURY TOWN COUNCIL** to be held on **Thursday, 9 January 2025 at 7.00 pm** in the **Town Council Offices, Church Lane, Ledbury** for the purpose of transacting the business shown in the agenda below.

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

1. **Apologies**
2. **Declarations of Interests**

To receive any declarations of interest and written requests for dispensations.

*Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Ledbury Town Council Code of Conduct for Members and by the Localism Act 2011.*

*(Note: Members seeking advice on this item are asked to contact the Monitoring officer at least 72 hours prior to the meeting)*

3. **To note the Nolan Principles**  
<https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life—2>
4. **To approve and sign as a correct record the minutes of a meeting of Council held on 12 December 2024** (Pages 2692 - 2701)
5. **To receive and note the action sheet** (Pages 2702 - 2709)
6. **Mayors Communications**
7. **To consider questions/comments from members of the public in accordance with the provisions of Standing Orders 3(e) and 3(f)**  
  
*“Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. The period of time designated for public participation at a meeting shall not exceed 15 minutes unless directed by the Chairman of the meeting”*
8. **To receive motions presented by Councillors in accordance with Standing Order 9**

## **FINANCE**

9. **To approve Invoices for payment – January (Interim)**  
(Pages 2710 - 2711)
10. **To confirm verification of bank statements and reconciliations for August – November 2024**
11. **2024/25 Income/Expenditure in respect of Market Stall Electricity**  
(To follow)

## **GOVERNANCE**

12. **Request for Mandate for Clerk attending Connected Communities Scrutiny Committee on 15 January 2025** (To follow)
13. **Draft Acting-up and Additional Responsibility Payments Policy**  
(Pages 2712 - 2722)
14. **To review and approve Checklist Processes** (Pages 2724 - 2727)
  - i. Post meeting Checklist
  - ii. Checklist for dealing with invoices for payment

## **PLANNING, ECONOMY & TOURISM**

15. **To consider Planning Consultations** (Pages 2728 - 2729)
16. **To receive and note planning decisions** (Pages 2730 - 2732)
17. **To receive and note the end of year visitor numbers for the Painted Room by month and day)** (Pages 2734 - 2736)
18. **Pre-order Consultation – Proposed public footpath diversion order-Footpath LR35 (Part) in the Parish of Ledbury** (Page 2738)

## **ENVIRONMENT AND LEISURE**

19. **Request received from Ledbury Resident requesting permission to carry out works to tree on Ledbury Town Council land** (Page 2740)
20. **Ledbury War Memorial – Inspection at end of defects period report** (Pages 2742 - 2743)

## **RESOURCES**

21. **To receive and note the Minutes of a meeting of the Resources Committee held on 5 December 2024 and to give consideration to any recommendations therein** (Pages 2744 - 2746)

## **GENERAL**

22. **Outside Bodies** (Pages 2748 - 2749)
  - i. **Notes of a meeting of the Ledbury Carnival Association held on 27 November 2024**
23. **Date of next meeting**

To note that the next meeting of Council is scheduled for 23 January 2025 in the Council Offices
24. **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.
25. **Possible purchase of e-cargo vehicle** (Pages 2750 - 2753)
26. **Health & Safety support provision** (Page 2754 - 2793)

27. **Quote received in respect of new handing baskets contract**  
**(Pages 2794 - 2800)**

28. **Potential GDPR Breach** **(To follow)**

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

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

**MINTUES OF A MEETING OF FULL COUNCIL  
HELD ON 12 DECEMBER 2024**

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**PRESENT:** Councillors Chowns, Harvey, Hughes, Kettle and Morris

**ALSO PRESENT:** Angela Price – Town Clerk  
Honor Holton – Minute Taker

**C548. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Bradford, Browning and Sinclair. Councillor Howells' apologies were received as per his request for 6 months dispensation.

**C549. DECLARATIONS OF INTEREST**

1. Councillor Morris declared a non-pecuniary interest in respect of agenda item 19, in relation to the Town map and guide.
2. Councillor Chowns declared a pecuniary interest in respect of agenda item 9(b), in relation to his request for costs of one additional ink cartridge.

**C550. NOLAN PRINCIPLES**

**RESOLVED:**

That the Nolan Principles be received and noted.

**C551. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF COUNCIL HELD ON 28 NOVEMBER 2024**

**RESOLVED:**

That the minutes of the Council held on 28 November 2024 be approved and signed as a correct record, subject to the following amendments:

1. Minute no. C531 - be amended to read 'That an electric version be provided **for** inclusion on the visit Herefordshire website.
2. Minute no. C534 - that the title be amended to '**Planning Consultations**'.
3. Minute no. C543, that all references to Strômstad be corrected to, **Strömstad**.

4. Minute no. C534 - That the numbers of the resolved items be corrected to 1. and 2.

**C552. TO REVIEW THE ACTION SHEET**

**RESOLVED:**

1. That the action sheet be received and noted.
2. That future action sheets be provided detailing the current position of outstanding actions.

**C553. MAYOR'S COMMUNICATIONS**

The Mayor advised that he had attended a number of Christmas events and provided details on upcoming events as follows:

- Candle Lighting Event – Sunday 15 December 2024 at 10:00 am – 3:00 pm in the Ledbury Cemetery Chapel

**C554. TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(e) and 3(f)**

**RESOLVED:**

No members of the press or public were present.

**C555. TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9**

None received.

**C556. TO APPROVE INVOICES FOR PAYMENT - DECEMBER**

**RESOLVED:**

1. That the invoices for payments in December in the sum of £4,668.58 be approved.

Councillor Chowns left the room at 7.20 pm/

1. That the invoices for payment in December in the sum of £7,670.32 be approved.

Councillor Chowns returned to the meeting at 7.21 pm.

2. That Council monitor Cost Centre 102/Nominal Code 4001 and consider a possible virement at year end.

3. That it be noted that a transfer of £1,000 from EMR Listed Buildings to 202/4170 was agreed at a meeting of Council held on 28 November 2024 and that this will show in the month 9 figures.
4. That a budget line for gazebos be included in future budgets to cover costs of repairs and replacement parts.
5. That the £3,000 overspend in respect of the annual service of the Cemetery CCTV be noted and consideration be given to increasing the annual budget allocation £100.
6. That it be noted that it was agreed at a meeting of Council held on 28 November 2024 that a new budget line be included for Bye Street Toilets expenditure.
7. That the request from Councillor Chowns for the cost of 1 additional set of ink cartridges be approved.
8. That it be noted that it was agreed at a meeting of Council held on 28 November 2024 that £500 be transferred to a new budget line in respect of Bye Street Toilets expenditure for the remainder of the 2024/25 financial year.

**C557. TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS FOR AUGUST, SEPTEMBER AND OCTOBER**

**RESOLVED:**

That the bank statements and reconciliations for August, September and October be deferred to the next meeting of Council.

**C558. TO RECEIVE AND NOTE MONTH 7 FINANCIAL REPORTS**

**RESOLVED:**

1. That the month 7 financial reports be received and noted.
2. That future financial reports be accompanied with the report as previously agreed.
3. That clarification be provided on the following budget lines:

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- i. 101/4205 – Explanation to be provided as to why no expenditure has been assigned to this nominal code to date;

- ii. 102/400 – clerk to check current out-tur in respect of staff salaries;
- iii. 102/4001 – Clerk to check what has been assigned to this nominal code;
- iv. 102/4227 – Clerk to provide explanation in respect of overspend.

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- i. 105/4000 – That the overspend in relation to this budget line be reviewed during the 2025/26 budget setting process.
- ii. 15054700 - that it be noted that how stock is handled over financial years is to be considered as part of the financial year end.

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- i. 118/4276 that the electricity meter be read before and after each market session and a record kept to enable consideration of fees and charges at 2025/26 budget setting process.

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- i. 201/4170 – clarity be sought on whether the Market House Maintenance EMR figure is a credit of debit.

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- i. 225/4502 Mayor's Advertising be investigated to establish why there is an overspend.

**C559. ANNUAL INSURANCE RENEWAL**

**RESOVLVED:**

- 1. That the annual insurance renewal be approved and the Clerk authorised to make the necessary payment in the sum of £19.449.56.
- 2. That clarification be sought on the following items:
  - i. What services are provided within the Insurance Cover that Council has additional cover for from other providers, to avoid overlaps, such as Parish On-Line.
  - ii. That the Clerk contact the insurance company in respect of the replacement Tyre Swing at the Recreation Ground and the collapsed wall in the Church Yard.



- iii. That the Clerk contact the Insurance Company to establish whether a claim can be made for additional staffing costs related to the absence of one of the senior officers when on long term sickness absence.
- iv. That the Clerk raise a query with the Insurance Company in respect of the policy schedule for buildings, in particular in relation to the insured sums for the Cemetery Chapel and Mortuary Buildings.

**C560. GRANT FEEDBACK REPORT FROM CITIZEN'S ADVICE AND REQUEST FOR SIX MONTHLY PAYMENT**

**RESOVLED:**

1. That the grant feedback provided by Citizens Advice Bureau be received and noted.
2. That clarification be sought from Citizens Advice Bureau on how they are delivering the service in Ledbury and whether the option for their staff to do home visits where individuals experience travel or financial difficulties.
3. That the request for a grant of £2,500 be approved for payment, noting that this will be an overspend within the 2024/25 budget.

**C561. TO CONSIDER PLANNING CONSULATIONS**

1. **Application No. 42769** – Proposed variation of condition 2 of planning permission P213387/F (Amended scheme to convert redundant traditional agricultural buildings into 5 no. residential dwellings). (Previous approval references P184126/P and O184127/L) – Changes to layout of Plots D and E (collectively within building 5), to include amendments to windows & door openings to elevations, Revisions to detached carport building associated with same Plots and Updates to works to grounds to rear of Building 5. – **Upper Mitchell Farm, Bradlow and Westhill, Herefordshire, HR8 1JF.**

**Councillor Harvey raised concerns in respect of this application and advised that she would be raising these concerns at County level as Ward Councillor.**

**RESOLVED:**

**That a query in relation to the revised fenestration be submitted to planning officers.**

2. **Application No. 242505** – Proposed removal of 12’ high Leylandii hedge at the front of the property which borders the pathway alongside New Street. To be replaced with an 8’ fence matching an existing short portion of fencing – **Sheridon, New Street, Ledbury, Herefordshire, HR8 2EE.**

**RESOLVED:**

**No objections.**

**C562. TO RECEIVE AND NOTE PLANNING DECISIONS**

**RESOLVED:**

**That the planning decisions be received and noted.**

**C563. TO RECEIVE AND NOTE THE END OF YEAR VISITOR NUMBERS FOR THE PAINTED ROOM**

**RESOLVED:**

1. **That the end of year visitor numbers for the painted room be received and noted.**
2. **That consideration of opening times in 2025/26 be given in consultation with staff prior to the financial year end.**

**C564. TO CONSIDER AND APPROVE DRAFT TERMS AND CONDITIONS IN RESPECT OF HIRING OF ST KATHERINE’S SQUARE**

**RESOLVED:**

1. **That the draft terms and conditions in respect of hiring of St. Katherine’s Square be approved, subject to the following amendments:**
  - i. **‘A 20% non- refundable deposit will be required with all bookings.’ Be amended to. ‘A security deposit, equivalent of 20% of the booking fee will be requested in advance and reimbursed after confirmation that no damage has been done.’**
  2. **Under booking confirmation ‘A deposit may be required on booking.’ Be amended to ‘A security deposit will be required upon booking.’**
  3. **That the Mayor write to the Ward Councillor to highlight lighting concerns at St Katherine’s car park.**

**C565. TO CONSIDER AN APPLICATION FOR GRANT OF PREMISES LICENCE – THE CHEESE PANTRY, GROUND FLOOR, 7 THE HOMEND MEWS, THE HOMEND, LEDBURY, HR8 1BN**

**RESOLVED:**

- 1. That the application for grant of premises licence, The Cheese Pantry, Ground Floor, 7 The Homend Mews, The Homend, Ledbury, HR8 1BN be approved.**
- 3. That clarification be sought as to whether the opening hours within the application relate only to the month of December or whether this is all year round.**

**C566. PROCUREMENT OF DESIGN, COPY RIGHT AND PRINTING OF TOWN MAP AND GUIDE**

**RESOLVED:**

**That this item be deferred to be discussed in the confidential part of the meeting.**

**C567. GEOPHYSICAL SURVEY REPORT OF LEDBURY CEMETERY**

**RESOLVED:**

**That representatives of Landscape Ltd be invited to a Teams meeting in February with the Clerk and Chair of Environment & Leisure Committee to explain the content of the report.**

**C568. TO RECEIVE THE MINUTES OF A MEETING OF THE EVENTS WORKING PARTY HELD ON 15 NOVEMBER 2024 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN**

Councillor Morris raised concerns at the disbandment of the Events Working Party. It was noted that Working Parties do not have delegated powers to decide whether they should be disbanded, this falls under the remit of the parent committee or Council.

**RESOLVED:**

- 1. That the Events Working Party not be disbanded, and that it continue with bi-monthly meetings.**
- 2. That Councillors Morris and Hughes meet with Al Braithwaite to discuss what the issues with the Events Working Party continuing are.**

**C569. SUSPENSION OF STANDING ORDER 3(X)**

**RESOLVED:**

That Standing Order 3(x) be suspended for a period of 30 minutes to allow for the remainder of the business of the agenda to be completed.

**C569. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 21 NOVEMBER 2024 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN**

**RESOLVED:**

That the minutes of the Resources Committee held on 21 November 2024 be received and noted.

**C570. OUTSIDE BODIES**

**RESOLVED:**

That the Ledbury in Bloom outside bodies be noted.

**C571. DATE OF NEXT MEETING**

**RESOLVED:**

To note that the next meeting of Council is scheduled for Thursday, 9 January 2025.

**C572. EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:**

That 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.

Councillor Morris left the meeting at 9.085 pm.

**C573. PROCUREMENT OF DESIGN, COPY RIGHT AND PRINTING OF TOWN MAP AND GUIDE**

A query was raised in respect of whether previous town maps were being used in the design of a new town map and if they were had the proper permissions been granted to make use of these.

There was disappointment that a suggestion had been made not to consider a tear-off map.

**RESOLVED:**

1. That the recommendations provided within the report in respect of procurement, design, copyright and printing of the town map and guide be accepted.
2. That the Council approve the progression by the report writers, in conjunction with the Clerk, to procure the works required and meet the deadline of end of February.
3. The Council approve the funding streams and the Clerk be made , immediately, aware of any challenges faced in relation to the funding sources.
4. That any shortfall of funds be supported by Ledbury Town Council from within the 2024/25 budget – Cost Centre 107 Town Promotion/Nominal Code 470 – Promotional Material.
5. Do not accept the recommendation to not proceed with a tear off map
6. That clarification be sought in respect of whether previous designers have given permission for their designs of previous maps to be used.
7. That clarification be sought in respect of where the copies of the map will be stored.

Councillor Morris returned to the meeting at 9.21 pm.

**C574. POSSIBLE PURCHASE OF E-CARGO VEHICLE**

**RESOLVED:**

That this item be deferred to the next meeting of Council.

**C575. HEALTH AND SAFETY SUPPORT PROVISION**

**RESOLVED:**

That the following recommendations be approved.

1. That the Clerk be instructed to contact Worknest to accept the 3- month extension as outlined.

2. That further quotes be submitted to a meeting of Council in January 2025 for further consideration of Health & Safety support services.

**C576. RECOMMENDATION FROM RESOURCES COMMITTEE HELD ON 5 DECEMBER 2024**

**RESOLVED:**

1. That the recommendation from the Resources Committee Meeting held on 5 December 2025, in respect of an uplift of salary for staff undertaking additional duties in the absence of Post Holder 53 be approved, to be paid following the initial six-weeks of undertaking the duties.
2. That the Clerk draft an Acting-up and Additional Responsibility Payments Policy for submission to the next Full Council.

The meeting ended at 9:30pm

Signed ..... Date .....

(The Mayor)

DRAFT

**FULL COUNCIL**  
**12.12.2024**

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
<b>FULL COUNCIL 19 September 2024</b>					
C414.2	That on completion of draft terms of reference by Cllr Chowns a meeting be arranged with the Members of the Climate Change Working Party to clarify what the Council expect from the Working Party.	TC	TBC following above meeting	CCWP members to be invited to a meeting to consider amended Terms of Reference when drafted	In progress
<b>FULL COUNCIL 17 October 2024</b>					
C461.2	That the possibility of sponsorship for the above purchase be explored	TC		Letter drafted and sent to Mayor for agreement	In progress
<b>FULL COUNCIL 31 October 2024</b>					
C479	That the CEO liaise with the Histories Festival organisers and provide a short report for a future meeting of council	CEO		Update awaited from CEO	In progress
<b>FULL COUNCIL 14 November 2024</b>					
C499(2)	Letter to be sent to City Council asking them to reconsider their decision to withdraw funding for the provision of CCTV coverage for the city	TC/TM	19.12.2024	Letter drafted and sent to Mayor for agreement	In progress
C518(2)	That further information be provided to a future meeting of council to inform Members on how much should be placed on deposit	TC/JH/EH	Future meeting of council	Meeting to be arranged with Cllrs Newsham and Harvey	In progress

C518(3)	That the Clerk and Cllrs Harvey and Newsham review the current market for a suitable high interest, short term deposit account	TC/JH/EH	Future meeting of council	meeting to be arranged with Cllrs Newsham and Harvey	In progress
<b>FULL COUNCIL 28 November 2024</b>					
C528(2)	That a checklist detailing the process of dealing with invoices through to the payment process be drafted and submitted to the next meeting of council	AC	20.12.2024	to be included on agenda for 09.01.2025 meeting	Completed
C528(5)	That funds be transferred from EMR Listed Buildings to 202/4170 in the sum of £1,000	TC/AC	Dec-24	Accts Clerk to make movement expected to show in month 8 reports	In progress
C528(7)	That £500 be transferred from GR via EMR in respect of anticipated expenditure in relation to the 6-month trial period in respect of Bye Street toilets.	TC/AC	Dec-24	Accts Clerk to make movement expected to show in month 8 reports	In progress
C528(8)	That a budget of £1,000 be included in the 25/26 budget for Bye Street Toilets	TC/FP&GP	Dec-24		In progress
C528(9)	That the Clerk provide a breakdown of income/expenditure in relation to the market electricity and that consideration be given to increasing the cost to traders in the 25/26 budget setting process	TC	12.12.2024	Information to be included on agenda for 09.01.2025	In progress
C532(1)	That officers provide a report outlining the IT requirements of the council to include what is needed, when it needs to be replaced and costs to do so and that this be submitted to the ICT & F group for consideration	TC	Jan-25	Meeting arranged for 22.01.2025 - report to be prepared	In progress



C536(2)	That the Clerk and Mayor prepare a press release advising why the Council have taken this decision and that the RBL be informed of this decision prior to the publication of the press release	TC/SC	Dec-24	Draft sent to Mayor for approval	in progress
C539	That the CEO be asked to engage with members of the POV Group to consider the various options available to replace the current cantilever swing and provide a report on their top three choices from the options available, with associated costs, to a future meeting of council.	CEO	TBC	Clerk has spoken with LEAF - date to be arranged in New Year	In progress
<b>FULL COUNCIL 12 December 2024</b>					
C556(4)	That a budget line for gazebos be included in future budgets to cover costs of repairs and replacement parts	TC	Jan-25	To be included at budget setting process	Clerk and Chair of Finance to meet to prepare draft budget early Jan 2025
C556(5)	That the budget line for the annual service of the cemetery CCTV be increased to £100 in the 2025/26 budget	TC	Jan-25	To be included at budget setting process	Clerk and Chair of Finance to meet to prepare draft budget early Jan 2025
C557	That the reconciliations confirmation be deferred to the next meeting of Council	TC	09.01.2025	On agenda for confirmation	Completed
C558(2)	That future financial reports be accompanied with the report as previously agreed.	TC	Ongoing	To be included on all agendas where financial reports submitted	Ongoing
C558(3i)	i.101/4205 – Explanation to be provided as to why no expenditure has been assigned to this nominal code to date;	TC/AC	09.01.2025	Awaiting information from AC anticipate it being available for meeting of 09.01.2025	In progress

C558(3ii)	102/400 – clerk to check current out-turn in respect of staff salaries;	TC/AC	09.01.2025	Awaiting information from AC anticipate it being available for meeting of 09.01.2025	In progress
C558(3iii)	102/4001 – Clerk to check what has been assigned to this nominal code;	TC/AC	09.01.2025	Awaiting information from AC anticipate it being available for meeting of 09.01.2025	In progress
C558(3iv)	102/4227 – Clerk to provide explanation in respect of overspend.	TC/AC	09.01.2025	Awaiting information from AC anticipate it being available for meeting of 09.01.2025	In progress
C558(3i)	105/4000 – That the overspend in relation to this budget line be reviewed during the 2025/26 budget setting process.	TC / Council	Jan-25		In progress
C558(ii)	105/4700 - that it be noted that how stock is handled over financial years is to be considered as part of the financial year end.	TC/Chair of FPGP/IA	Financial Year end		In progress
C558(3i)	118/4276 that the electricity meter be read before and after each market session and a record kept to enable consideration of fees and charges at 2025/26 budget setting process.	TMO	Ongoing	TMO instructed to take readings as stated	ongoing
C558(3i)	201/4170 – clarity be sought on whether the Market House Maintenance EMR figure is a credit of debit.	TC	09.01.2025	This figure represents a movement from EMR to budget line	Completed
C558(3i)	225/4502 Mayor's Advertising be investigated to establish why there is an overspend.	TC/AC	09.01.2025	Awaiting information from AC anticipate it being available for meeting of 09.01.2025	In progress

C559(2i)	What services are provided within the Insurance Cover that Council has additional cover for from other providers, to avoid overlaps, such as Parish On-Line.	TC	Jan-25	TC reviewing - further details to be provided at future meeting	In progress
C559(2ii)	That the Clerk contact the insurance company in respect of the replacement Tyre Swing at the Recreation Ground and the collapsed wall in the Church Yard.	TC	Jan-25		In progress
C559(2iii)	That the Clerk contact the Insurance Company to establish whether a claim can be made for additional staffing costs related to the absence of one of the senior officers when on long term sickness absence.	TC	Jan-25		In progress
C559(2iv)	That the Clerk raise a query with the Insurance Company in respect of the policy schedule for buildings, in particular in relation to the insured sums for the Cemetery Chapel and Mortuary Buildings.	TC	Jan-25		In progress
C560(2)	That clarification be sought from Citizens Advice Bureau on how they are delivering the service in Ledbury and whether the option for their staff to do home visits where individuals experience travel or financial difficulties.	TC	Jan-25		In progress

		AC	Dec-24	Grant paid	Completed
C560(2)	That the request for a grant of £2,500 be approved for payment, noting that this will be an overspend within the 2024/25 budget.	AC			Completed
C561(1)	That a query in relation to the revised fenestration be submitted to planning officers.	TC	Jan-25		In progress
C563(2)	That consideration of opening times of the Painted Room in 2025/26 be given in consultation with staff prior to the financial year end.	TC/ Council	Jan-25	To be considered as part of budget setting process	In progress
C564(3)	That the Mayor write to the Ward Councillor to highlight lighting concerns at St Katherine's car park.	SC	?		In progress
C565(2)	That clarification be sought as to whether the opening hours within the application relate only to the month of December or whether this is all year round.	TC	Jan-25		In progress
C567	That representatives of Landscape Ltd be invited to a Teams meeting in February with the Clerk and Chair of Environment & Leisure Committee to explain the content of the report.	TC	Feb-25	Email to be sent	In progress
C568(1)	That the Events Working Party not be disbanded, and that it continue with bi-monthly meetings.	Officers	Jan-25	Date for future meeting to be agreed following meeting with AB	In progress
C568(2)	That Councillors Morris and Hughes meet with Al Braithwaite to discuss what the issues with the Events Working Party continuing are.	Cllrs NM/MH	?	Date to be confirmed	In progress

C573(1)	That the recommendations provided within the report in respect of procurement, design, copyright and printing of the town map and guide be accepted.	TC	06.01.2025	AB/SM to be advised	Completed
C573(2)	That the Council approve the progression by the report writers, in conjunction with the Clerk, to procure the works required and meet the deadline of end of February.	TC	06.01.2025	AB/SM to be advised	Completed
C573(3)	The Council approve the funding streams and the Clerk be made immediately, aware of any challenges faced in relation to the funding sources.	TEMAP Group	Ongoing	TEMAP Group to keep Clerk informed of progress and any changes	Ongoing
C573(4)	That any shortfall of funds be supported by Ledbury Town Council from within the 2024/25 budget – Cost Centre 107 Town Promotion/Nominal Code 470 – Promotional Material.	TC	Ongoing	To be noted for future reference if required	Ongoing
C573(5)	Do not accept the recommendation to not proceed with a tear off map	TC	06.01.2025	AB/SM to be advised	Completed
C573(6)	That clarification be sought in respect of whether previous designers have given permission for their designs of previous maps to be used.	TC	06.01.2025	AB/SM to be advised	Response to be provided to Council at meeting on 09.01.2025
C573(7)	That clarification be sought in respect of where the copies of the map will be stored.	TC	06.01.2025	AB/SM to be advised	Response to be provided to Council at meeting on 09.01.2025
C574	That this item be deferred to the next meeting of Council.	TC	09.01.2025	On agenda	Completed

C575(2)	That further quotes be submitted to a meeting of Council in January 2025 for further consideration of Health & Safety support services.	TC	09.01.2025	On agenda	Completed
C576(1)	That the recommendation from the Resources Committee Meeting held on 5 December 2025, in respect of an uplift of salary for staff undertaking additional duties in the absence of Post Holder 53 be approved, to be paid following the initial six-weeks of undertaking the duties.	TC	16.12.2024	Post holders advised	Completed
C576(2)	That the Clerk draft an Acting-up and Additional Responsibility Payments Policy for submission to the next Full Council.	TC	09.01.2025	Draft included on agenda	Completed

<b>FULL COUNCIL</b>	<b>9 JANUARY 2025</b>	<b>AGENDA ITEM: 9</b>
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Report prepared by Angela Price – Town Clerk

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

### **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 December 2024 in the sum of £9,682.79 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	118/4276	Npower	Market Electricity	Report to be provided with agenda in respect of income/expenditure relating to this budget line
2	230/4050	SLCC	Staff training	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>
3	220/4590	Hoople	Professional Services	Overspend due to additional costs for HR Services – <b>consider and identify virement at year end</b>
4	110/4175	Sentinel	Annual CCTV Maintenance recreation ground	No budget in place in 2024/25 budgets – consider transfer from EMR 330 – CCTV in sum of £587.00

### **Recommendation**

1. Monitor overspend on staff salaries and consider virement at year end from Councillor Training 225/4525.
2. Monitor overspend on professional services and consider and identify virement at year end.
3. Transfer £587.00 from EMT 330 CCTV to create new line in 2024/25 budget for maintenance of CCTV located at the recreation ground.
4. Ensure funds allocated in 2025/826 budgets for annual servicing of Recreation Ground CCTV.

Invoices for January 2025

INVOICE DATE	INVOICE NO	BAC's	COST CENTRE/ NOMINAL CODE	BUDGET FUNDS available	COMPANY	DESCRIPTION	NET AMOUNT	VAT AMOUNT	GROSS AMOUNT	NOTES
28.11.2024	7757	BACS	102/4170	1,261.00	Signworx	No parking on grass signs for Cemetery	243	48.60	291.60	
11.12.2024	12176785	BACS	118/4276	-439.00	inpower	Market stall electricity	79.62	3.98	83.60	1
01.01.2025	76646	BACS	220/4590	992.00	Worknest	Professional Services	515	103	618.00	
06.12.2024	27836	BACS	127/4271	499.00	JRB Enterprise Ltd	Dog Bags	260.96	52.19	313.15	
17.12.2024	H2342	BACS	230/4050	-1,197.00	SLCC	Training Finance - J Lawrence	250.00	50.00	300.00	2
31.12.2024	Expenses	BACS	225/4500	597.00	Stephen Chowns	Mayors Expenses	92.15	0	92.15	
31.12.2024	Expenses	BACS	225/4500	504.85	Stepehn Chowns	Mayors Expenses	57.00	0	57.0000	
17.12.2024		BACS	127/4607	4,464.07	Three Counties Bookshop	Gift Vouchers for Christmas Gifts	130.00	0.00	130.00	
13.12.2024	91674749	BACS	301/4546	2,000.00	Herefordshire Council	Warning sign installation	1477.2	295.44	1772.64	
22.12.2024	CCT24/12	BACS	127/4607	4,334.07	Coddington Christmas Trees	28ft Nordmann Tree	595	0	595.00	
31.12.2024	LTC/Q4/311224	BACS	108/4122	652.00	Ledbury Community Association	Electricity contribution	211.88	7.34	219.22	
31.12.2024	66847093	BACS	220/4590	992.00	Hoople	HR Investigation	2196.81	439.36	2636.17	3
28.12.2024	001/25/0123567	BACS	235/4405	539.00	Siemens	Lease rental for Printer	228.93	45.79	274.72	
19.12.2024	129553	BACS	110/4175	-587.00	Sentinel	12 Maintenance and call out service agreement & CCTV cameras	587.10	97.85	587.10	4
16.12.2024	GB-1088796555-2024-4631	BACS	235/4415	483.00	Amazon	Personalised name badges for LTC staff	16.48	3.32	19.80	
17.12.2024	LCO03093	BACS	220/4130	3,419.75	Clear Councils	Local Councils insurance renewal	3464.06	0	3464.00	
					<b>TOTALS</b>	<b>TOTALS</b>	<b>10,405.19</b>	<b>1,146.87</b>	<b>11,454.15</b>	

Signed

Signatory 1

Signatory 2

Clerk

date

date

date





**LEDBURY TOWN COUNCIL  
ACTING-UP AND ADDITIONAL RESPONSIBILITY PAYMENTS POLICY**

**1. INTRODUCTION**

Ledbury Town Council recognises the need for employees, on occasion, to temporarily undertake additional duties or responsibilities of a higher graded job for a limited period of time. This is referred to as “acting-up” or undertaking “additional responsibilities” for which a payment will be made (previously called honorariums).

It is important that this policy is applied in all situations where employees take on additional duties at a higher level in order to ensure consistency and fairness across the Council.

Payments for acting-up or additional responsibilities should not always be regarded as a first option for a manager. Consideration should be given to ways in which the work might be re-organised on a temporary basis (up to a maximum of 6 weeks), so that essential duties and responsibilities of the role are covered. Posts may remain vacant or not be covered where the manager decides this is appropriate.

In order to determine if an additional payment should be made to an employee, it is first necessary to consider whether or not the level of duties and/or standard of performance concerned are outside the normal scope of the individual’s elevated grade. It should be remembered that all posts have some capacity to respond to changing circumstances without this warranting an additional payment.

However, it is important to ensure that if employees are to operate temporarily beyond normal requirements of their job this is with the prior knowledge and agreement of their manager.

Acting-up and additional responsibility payments will be made in accordance with the Equal Opportunities Commission’s (EOC) guidance that there are objectively justified grounds. It is important therefore to ensure that the reasons for all such payments are established and that they satisfy the requirement.

This policy sets out the agreed approach to be taken for the application of acting-up and additional responsibility payments within the Council.

**2. SCOPE OF THE POLICY**

This policy applies to employees of Ledbury Town Council, including individuals employed in posts that have been evaluated using the NJC job evaluation scheme. The policy covers employees on permanent and fixed term contracts.



### **3. PRINCIPLES**

The main principles upon which the policy are based are:

- An acting-up or additional responsibility payment may be paid when, over a period of at least 6 weeks an employee, is required to undertake additional duties or a specific project which is deemed to be at a level beyond that which has been evaluated at the level of his / her current post.
- Payments will not be made if employees are covering periods of annual leave.
- The monetary value of the payment will be determined by the Resources Team and will be based on the NJC job evaluation scheme and the Council's pay and grading structure.
- All ongoing payments should have an end date. The end date for all payments should normally be no more than 6 months from the commencement date. Payments beyond 6 months may be possible in limited circumstances (see sections 4.3 and 5.3).
- Employees who are on protected salaries who undertake duties of a higher grade than their evaluated grade, but not higher than their protected salary are not entitled to receive additional remuneration. They should still be encouraged to undertake the opportunity of acting-up or take on additional responsibilities as part of their development to assist them in improving their promotion prospects.

### **4. ACTING-UP PAYMENTS**

#### **4.1 Definition**

An acting-up payment is payable when an employee undertakes temporarily all or part of the duties and responsibilities of a higher graded post for a continuous period which would normally be for a minimum of 6 weeks and a maximum of 6 months.

Payments will generally be made for temporary and unforeseen absences which may occur as a result of:

- Temporarily covering a higher graded vacant post until it is filled on a permanent basis,
- Covering a higher graded post while another employee is on long term sickness absence, or
- Covering a higher graded post due to other temporary extended leave arrangements e.g. career breaks, secondments, etc.



Where an absence is likely to be lengthy e.g. due to maternity or paternity leave, managers must consider making an appointment to the temporary vacancy through advertisement to a wider field of potential applicants and follow the Council's normal recruitment and selection process.

#### **4.2 Value of Payment**

Full Acting-Up – Payment should be based on the salary which would apply were the individual to be promoted to the higher level post, which would normally be the bottom point of the higher pay band. Once the qualifying period of 6 weeks has been satisfied, payment of the higher salary will be paid from the first day of the 7<sup>th</sup> week that the employee “acts-up”.

Partial Acting-Up - This is only payable when the employee is undertaking more than 30% of the duties of a higher graded post for a period of more than 6 weeks. The value of the payment will either be the same level of pay or a percentage salary increase. The exact value will be determined by the Resources Committee.

#### **4.3 Acting-Up Beyond 6 Months**

A month before the period of acting-up is due to finish a review should take place between the employee and the manager.

If it is anticipated that the requirement for acting-up will continue beyond the initial 6-month period, the resources committee, with guidance from the Service HR Provider, should then make a decision whether the acting-up should either:

- Continue for a further specified period (but no longer than a further 3 months)
- Be advertised as a temporary secondment or
- Be advertised as a permanent post.

The Resources Committee may also decide that the additional responsibilities allocated to an individual, under a partial acting-up arrangement, are now a permanent requirement of the role. If this is the case, the job role should be re-evaluated by the Pay and Reward Team.

### **5. ADDITIONAL RESPONSIBILITY PAYMENTS**

#### **5.1 Definition**

An additional responsibility payment is payable when, over a period of at least 6 weeks, an employee operates at a level and/or makes a contribution beyond the standard requirements of their substantive post and/or is subject to particular working conditions.



The requirement to make an additional responsibility payment must first be identified. It may arise in response to a wide range of circumstances, including recognising the role of an employee in:

- Carrying out specific tasks or projects,
- Making an exceptional level of contribution to the achievement of service objectives,
- Undertaking work that is particularly demanding, or
- Operating in a difficult or unusual work context.

It may also arise where there is a need to address operational difficulties related to new ways of working. In all cases the reason(s) why this is outside of the standard requirements and/or working relationships of the employee's current post must be identified together with the period over which it is anticipated the payment will apply.

## **5.2 Value of Payment**

The monetary value of an additional responsibility payment should be reasonable and proportionate to the circumstances and consistent with the Council's pay and grading structure and the NJC evaluation scheme. The following should be taken into account in determining the level of the payment:

- The overall range and level of duties performed
- The competence, knowledge and skills required
- The particular working circumstances.

The value of the payment will either be the same level of pay or a percentage salary increase. The exact value will be determined by the Pay and Reward Team.

## **5.3 Additional Responsibility Beyond 6 Months**

A month before the period of additional responsibility is due to finish a review should take place between the employee and the line manager. If it is anticipated that the requirement for additional responsibility will continue beyond the initial 6 month period, the Resources Committee with guidance from their Service HR Provider, should make a decision whether these responsibilities are now a permanent requirement of the role. If this is the case, the role should be re-evaluated by the Pay and Reward Team.



## **6. PRINCIPLES OF SELECTION**

Acting-up and taking on additional responsibilities provide an employee with the opportunity to develop new skills and experience, which may lead to enhanced career opportunities.

The selection process must be systematic and objective, and may include:

- Asking potential applicants to submit written details on why they think they are suitable for the role,
- An interview,
- Looking at their last Performance Development Review.

Records should be kept of the process and the reasons for selection forwarded to the Clerk. These will be stored on employee's personal files.

To ensure equality and fairness, consideration should be given to staff that are employed at the next level down and within the service area / team. Should suitable individuals not be identified then the opportunity of acting-up should be advertised to all employees and the normal recruitment process should be followed.

## **7. APPROVAL PROCESS**

Where a manager believes that an acting-up or additional responsibility payment is appropriate they should complete the Acting-Up / Additional Responsibility Request Form (see appendix 2). Request forms must be submitted to the Town Clerk for consideration.

If the request is supported by the Town Clerk, it should be passed to the Resources Committee to be evaluated. The Resources Committee will consider the grounds for making a payment and if supported will determine the level of payment.

The Clerk will provide payment to employees who are granted an acting-up or additional responsibility payment written confirmation detailing the reasons for the payment, the amount of the payment, the effective date, the duration of the payment and arrangements for review.

The Clerk will maintain a register of all acting-up and additional responsibility payments that are approved and declined.

## **8. OTHER PAY ARRANGEMENTS**

- The amount of any acting-up or additional responsibility payment will not alter the original grade of the post determined by the job evaluation process.
- Part-time employees receive a payment pro-rata to their contractual hours.



- Payments are made monthly in arrears and will be subject to tax and national insurance contributions.
- An acting-up and additional responsibility payments forms part of an employee's contractual pay and is therefore pensionable. Therefore, employees would be required to pay pension contributions on the value of the payment if they are a member of the Local Government Pension Scheme.
- The payment would be included in calculations for e.g. sick pay, maternity/paternity/adoption pay, holiday pay, redundancy pay, and when making any deductions.
- Payments will be paid in accordance with the normal pay frequency for the job concerned.

## **9. RESPONSIBILITIES**

The responsibilities under this policy are as follows:

- The relevant manager will make a formal request to the Town Clerk for making an acting-up or additional responsibility payment to an individual.
- Payments of any acting-up and additional responsibility payments will be subject to approval by the Resources Committee.
- The Town Clerk will ensure that up-to-date data is held, and retained, on all requests for payment made under this policy, in order to avoid any gender bias and ensure equality and fairness in treatment of the operation of the policy.
- Managers are responsible for ensuring payments are monitored and reviewed.
- The Clerk will submit an annual report to the Resources Committee which summarises the allocation of acting-up and additional responsibility payments.

## **10. POLICY REVIEW**

This policy will be periodically reviewed in line with procedures, in order that it remains appropriate to the Council's operation, is best practice and meets legal requirements.

## **11. RELATED DOCUMENTS**

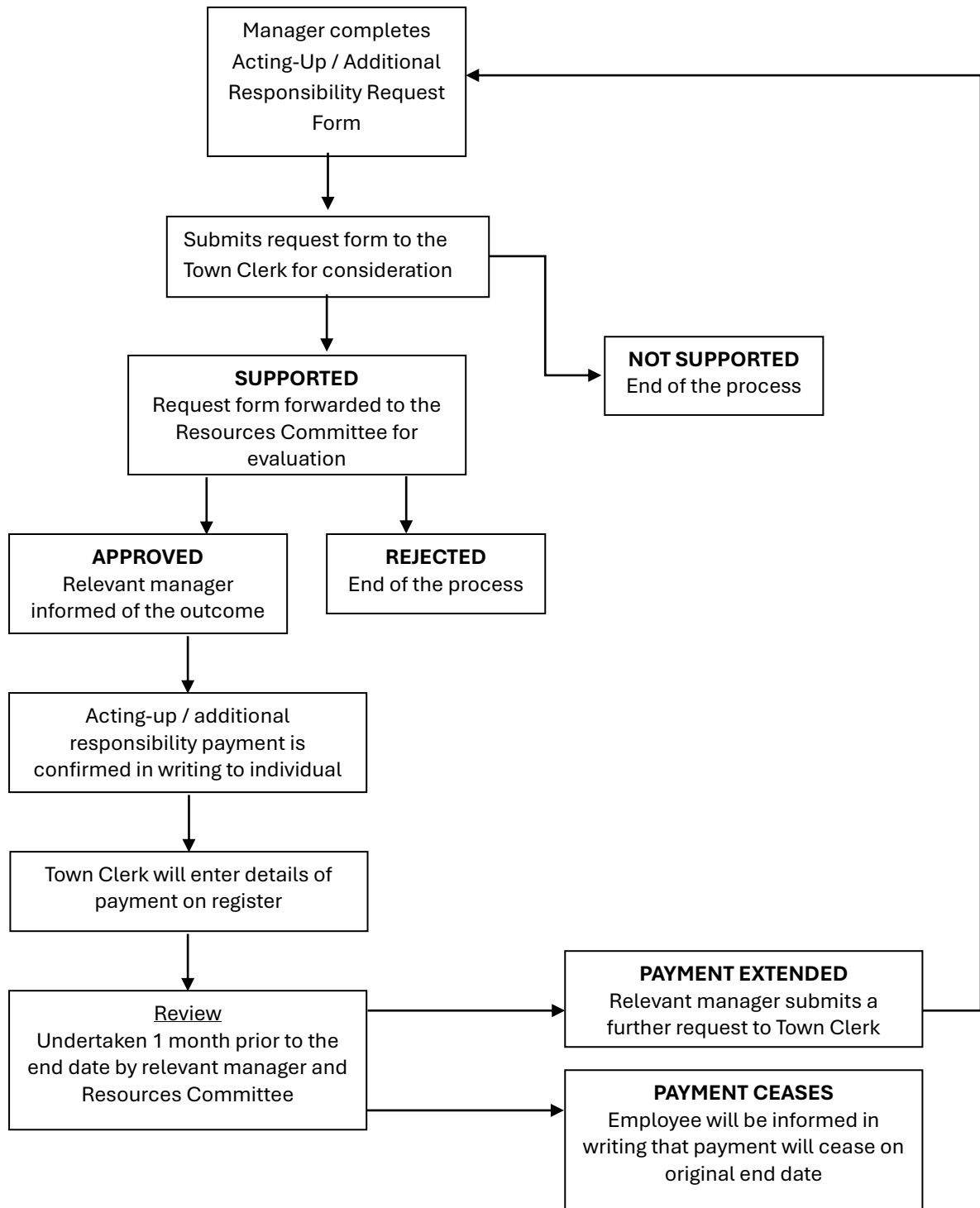
- Recruitment and Selection Policy
- Trafford Pay Policy
- Equalities in Employment Policy



**LEDBURY**  
TOWN COUNCIL

**12. APPENDICES**

- 1) Flowchart
- 2) Acting-Up/Additional Responsibility Payment Request Form







**LEDBURY TOWN COUNCIL**

**ACTING-UP / ADDITIONAL RESPONSIBILITY PAYMENT REQUEST FORM**

**PART 1 – to be completed by the appropriate manager**

Employee Details:

Name: \_\_\_\_\_ Pay

no: \_\_\_\_\_

Team: \_\_\_\_\_  
\_\_\_\_\_

Service /  
Directorate: \_\_\_\_\_  
\_\_\_\_\_

Current pay band: \_\_\_\_\_ Current spinal column  
point: \_\_\_\_\_

Current contractual  
hours: \_\_\_\_\_

Request for:

- 1) Acting-up payment: Full  Part
- 2) Additional responsibility payment

Please tick the factor(s) which additional responsibilities fall within:

Knowledge	Emotional Demands	
Mental Skills	Responsibility for People	
Interpersonal and Communication Skills	Responsibility for Supervision	
Physical Skills	Responsibility for Financial Resources	
Initiative and Independence	Responsibility for Physical Resources	
Physical Demands	Working Conditions	
Mental Demands		

Reason(s) for payment:



Date of commencement of payment: \_\_\_\_\_

Date if payment due to cease: \_\_\_\_\_

Name of manager submitting application: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**PART 2 – to be completed by the Resources Committee**

**DIRECTOR APPROVAL**

Application: Supported / Rejected (delete as necessary)

Date: \_\_\_\_\_

Reasons: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**PART 3 – to be completed by the Town Clerk**

**PAY & REWARD TEAM EVALUATION**

Application: Approved / Rejected (delete as necessary)

Date: \_\_\_\_\_

Reasons: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Signature of Clerk: \_\_\_\_\_

—

**Details of Payment:** (complete option which applicable)

1. Increase to Pay Band: \_\_\_\_\_ Spinal Column  
Point: \_\_\_\_\_

2. Salary percentage Increase: \_\_\_\_\_ %

Effective Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Review Date: \_\_\_\_\_ Details entered on to Register



<b>FULL COUNCIL</b>	<b>9 JANUARY 2025</b>	<b>AGENDA ITEM: 14</b>
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Report Prepared by Angela Price – Town Clerk

## **TO REVIEW AND APPROVE CHECKLIST PROCESSES**

### **Purpose of Report**

The purpose of this report is to provide members with the processes used as a checklist in respect of post-meeting actions and dealing with invoices for payment.

### **Detailed Information**

Due to a number of errors in respect of payments having occurred previously Members requested sight of the process used by officers to reduce the risk of these errors being repeated.

Attached are two processes identified by Members as ones they would wish to have sight of:

1. Post-meeting checklist – this provides staff with a tick-box process to be followed after all council and committee meetings.
2. Checklist for dealing with Invoices for Payment – this provides a flowchart for the process used in dealing with invoices received from the point of receipt to the point of payment approval.

### **Recommendation**

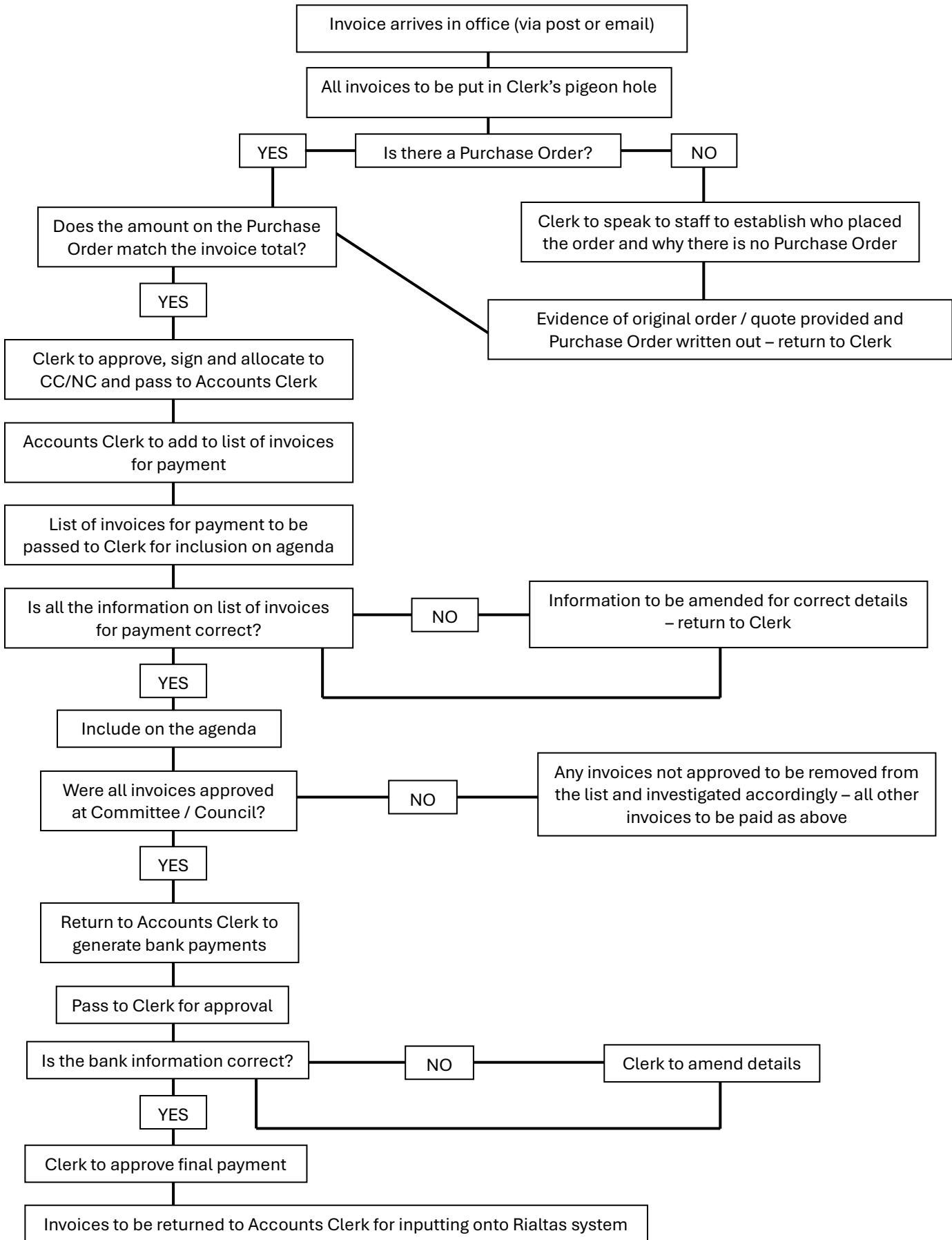
Members are requested to review the attached processes and make suggestions for amendments accordingly.

## POST MEETING CHECKLIST

No	Task	Completed	Signed
1	Day after meeting – draft minutes to be prepared – to be provided by Clerk of meeting no later than end of business two working days after meeting		
2	Meeting Clerk to review draft minutes and provide any suggested amendments via track changes and return to minute taker within two working days of receipt		
3.	Minute taker to review suggested amendments and make changes where appropriate – if queries on amendments discuss with meeting clerk		
4.	Amended minutes to be returned to meeting clerk within two working days of receipt		
5.	Meeting Clerk to review amended minutes – if ok send via email to Committee Chair for review		
6.	Committee Chair to review minutes and provide any suggested amendments and return to Meeting Clerk		
7.	Meeting Clerk to review amendments from Chair and amend accordingly		
8.	Final draft to be saved in shared drive and placed on next relevant agenda for approval		
9.	Committee minutes to be placed on Council agenda for receiving and noting and consideration of any recommendations therein		
10.	Working party and Task & Finish Group meetings to be placed on agenda of parent committee for receiving and noting and consideration of any recommendations therein		
11.	Action sheet to be prepared by minute taker		

12.	Action sheet to be populated by officers on completion of tasks within		
13.	Action sheet to be provided to relevant meetings providing the most up to date status of each task		
14.	Copy of minutes without "Draft" on to be provided to each meeting for signing by the Chair		
15.	Signed minutes to be placed on Council website as soon as possible		

# PROCESS CHECKLIST FOR DEALING WITH INVOICES FOR PAYMENT





<b>FULL COUNCIL</b>	<b>12 DECEMBER 2024</b>	<b>AGENDA ITEM:</b>
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Report prepared by Angela Price – Town Clerk

## **PLANNING CONSULTATIONS**

### **Purpose of Report**

The purpose of this report is to provide Members with a list of Planning Consultations received from Herefordshire Council.

### **Detailed Information**

Below is a list of planning consultations received from Herefordshire Council for comment from Ledbury Town Council, as a Statutory Consultee.

	<b>Application Number</b>	<b>Deadline for comments/ determination</b>	<b>Application details</b>
1	<a href="#">241791</a>	Deadline date for comments 16.01.2025 Target determination date 11.02.2025	Proposed detached two storey dwelling with frontage parking – <b>Land at 23 Homend Crescent, Ledbury, Herefordshire, HR9 1AL</b>
2	<a href="#">242783</a>	Deadline date for comments 12.01.2025 Target determination date 24.02.2025	A hybrid planning application for full planning permission for the erection of a Day Nursery (Use Class E(f)) and Foodstore (Use Class E (a)) including access, car parking, landscaping and associated work; & an application for outline planning permission for the erection of a medical centre (Use Class E(e)), with access to be determined and all other matters reserved. – <b>Land South of Leadon Way (A417) and East of Dymock Road (B4216) Ledbury, Herefordshire</b>
3	<a href="#">242890</a>	Deadline date for comments 06.01.2025 Target determination date 29.01.2025	Proposed conservatory to rear of bungalow – <b>5 Woodfield Road, Ledbury, Herefordshire, HR8 2XJ</b>

4	<a href="#">242956</a>	Deadline date for comments 11.01.2025 Target determination date 10.02.2025	Proposed damp proofing to be applied to masonry walls with internal finish being re-applied in a like for like manner – <b>82 The Homend, Ledbury, Herefordshire, HR8 1BX</b>
5	<a href="#">243021</a>	Deadline date for comments 12.01.2025 Target determination date 20.01.2025	New refurbished external fascia, new TSB canister sign mounted externally over the entrance door, TSB web sign, vinyl to window and refurbished 'like for like' projecting sign – <b>The Homend, Ledbury, Herefordshire, HR8 1BN</b>
6	<a href="#">243121</a>	Deadline date for comments 03.01.2025 Target determination date 31.01.2025	Proposed ground floor rear extension – <b>58 Bridge Street, Ledbury, Herefordshire, HR8 2AH</b>

### **Recommendation**

Members are requested to give consideration to the above planning consultations and provide relevant comments where applicable to be submitted to Herefordshire Council accordingly.

Agenda Item:

Planning Decisions Log

Planning App	Details	Case Officer	LTC's Recommendation	HFDS Decision
<b>LTC MEETING 14 MARCH 2024</b>				
<a href="#">240558</a>	Addition of internal insulation to first floor external walls - <b>Bishopsgate Cottage, 15 Cottage, 15 Bridge Street, Ledbury, Herefordshire, HR8 2AJ. LISTED BUILDING</b>	EA	No objection	No decision
<b>LTC MEETING 18 JULY 2024</b>				
<a href="#">241353</a>	Continued use of retail unit within Class E along with the ability to sell a wider range of retail goods; comprehensive refurbishment of the existing building and layout comprising: removal of external lobby; new shopfront/entrance feature, new fencing and gates to service yard, reconfigured external display area to create new holding area and additional car and cycle parking along with new sub-station, reconfiguration of parking along the storage frontage; and associated works – <b>Homebase at Galebreaker House, New Mills Industrial Estate, Ledbury, Herefordshire, HR8 2SR</b>	EA	That a response of no objection be submitted, noting that as this application is for continued use of a retail unit within Class E there are no planning reasons to object. However, a comment should be provided when responding that concerns were raised by Members in relation to the loss of a business such as Homebase and what it offers at a time when there are a number of new housing developments which would benefit from this type of store.	No decision

<b>LTC MEETING 19 SEPTEMBER 2024</b>				
<a href="#">241918</a>	Proposed single storey extension forming rear entrance lobby and extended living area together with internal alterations comprising partial removal of ground floor walls to create open plan living and adjustments to window and door openings - <b>Barn House, 23 New Street, Ledbury, Herefordshire, HR8 2DX</b>	<b>NS</b>	No objection	<b>Withdrawn</b>
<a href="#">241919</a>	Proposed single storey extension forming rear entrance lobby and extended living area together with internal alterations comprising partial removal of ground floor walls to create open plan living and adjustments to window and door openings – <b>Barn House, 23 New Street, Ledbury, Herefordshire, HR8 2DX – LISTED BUILDING CONSENT</b>	<b>NS</b>	No objections	<b>Withdrawn</b>
<a href="#">240558</a>	Re- Consultation: Addition of internal insulation to first floor external walls – <b>Bishopsgate Cottage, 15 Bridge Street, Ledbury, Herefordshire, HR8 2AJ</b>	<b>EA</b>	Deferred – abstention from Councillor Harvey	<b>No Decision</b>
<b>LTC MEETING 28 NOVEMBER 2024</b>				
<a href="#">242550</a>	Refurbishment works to an existing Gregg's shop including retaining existing shopfront and overhaul redecorating timber doors and frames. New internal wall, floor and ceiling finishes. New studwork partition walls, equipment such as display counters, fridges, freezers. No structural alterations – <b>2 High Street, Ledbury, Herefordshire, HR8 1DS</b>	<b>JE</b>	No objection	<b>No decision</b>
<a href="#">242714</a>	Proposed two storey side extension – <b>19 The Langlands, Ledbury, Herefordshire, HR8 1BB</b>	<b>AM</b>	No objection	<b>No decision</b>
<b>LTC MEETING 9 JANUARY 2025</b>				
<a href="#">241791</a>	Proposed detached two storey dwelling with frontage parking – <b>Land at 23 Homend Crescent, Ledbury, Herefordshire, HR8 1AL</b>	<b>tbc</b>	No objection	<b>No decision</b>
<a href="#">242783</a>	A hybrid planning application for full planning permission for the erection of a Day Nursery (Use Class E(f)) and Foodstore (Use Class E (a)) including access, car parking, landscaping and associated work; & an application for outline planning permission for the erection of a medical centre (Use Class E(e)), with access to be determined and all other matters reserved. –	<b>OJ</b>	No objection	<b>No decision</b>

	<b>Land South of Leadon Way (A417) and East of Dymock Road (B4216) Ledbury, Herefordshire</b>			
<a href="#">242890</a>	Proposed conservatory to rear of bungalow – <b>5 Woodfield Road, Ledbury, Herefordshire, HR8 2XJ</b>	<b>tbc</b>	No objection	<b>No decision</b>
<a href="#">242956</a>	Proposed damp proofing to be applied to masonry walls with internal finish being re-applied in a like for like manner – <b>82 The Homend, Ledbury, Herefordshire, HR8 1BX</b>	<b>tbc</b>	No objection	<b>No decision</b>
<a href="#">243021</a>	New refurbished external fascia, new TSB canister sign mounted externally over the entrance door, TSB web sign, vinyl to window and refurbished 'like for like' projecting sign – <b>The Homend, Ledbury, Herefordshire, HR8 1BN</b>	<b>tbc</b>	No objection	<b>No decision</b>
<a href="#">243121</a>	Proposed ground floor rear extension – <b>58 Bridge Street, Ledbury, Herefordshire, HR8 2AH</b>	<b>tbc</b>	No objection	<b>No decision</b>



	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Mar-24							
Hours Open	13	12.75	13.75	10		0	
staff hours	14.5	13.25	17	13.75		2	
Adult	21	34	46	25		12	
Child	2		2	1			
Adult Repeat			2				
Child Repeat							
total	23	34	50	26	0	12	0
daily average visitors	5.75	8.5	12.5	8.6		12	
							daily average visitors

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Apr-24							
Hours Open	18	22.5	18	18	0	20	
staff hours	25.5	23.5	20.25	19.5	0	23.5	
Adult	57	91	63	106	2	139	
Child		5	4	7		5	
Adult Repeat	2		2	8		6	
Child Repeat							
total	59	96	69	121	2	150	
daily average visitors	14.75	19.2	17.25	30.25	2	37.5	
							daily average visitors

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
May-24							
Hours Open	13.5	15	22.5	20.5		14.5	
staff hours	21	21.75	29.5	22		15.5	
Adult	43	58	78	88	4	105	
Child		2		4		1	
Adult Repeat			5	4		1	
Child Repeat							
total	43	60	83	96	4	107	0
daily average visitors	14.3	17.14	16.6	21.3	4	35	
							daily average visitors

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Jun-24							
Hours Open	18	18	18	18		18	
staff hours	19.75	23.75	22	22.5		19.5	
Adult	65	101	82	90		124	
Child	5		1			9	
Adult Repeat	1	1		2		2	
Child Repeat							
total	71	102	83	92	0	135	0
daily average visitors	17.75	25.5	20.75	23		33.75	
							daily average visitors

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Jul-24							
Hours Open	18	22.5	22.5	18	8	14	
staff hours	40	50	40	32.5	16.5	30	
Adult	97	79	121	60	43	108	
Child	4	7	2	1	1	4	
Adult Repeat		8		3	1	4	
Child Repeat							
total	101	94	123	64	45	116	0
							daily average visitors

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	daily average visitors
<b>Aug-24</b>								
Hours Open	16.5	22	22	27.5	27.5	27.5	12	155
staff hours	30	40	38	50	50	50	24.5	282.5
Adult	82	156	149	129	123	238	98	975
Child	3	21	3	7	9	12	2	57
Adult Repeat	1	6	2	5	6	2	1	23
Child Repeat								0
total	86	183	154	141	138	252	101	1055
daily average visitors	25.5	18.8	24.6	16	22.5	38.6		daily average visitors

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	daily average visitors
<b>Sep-24</b>								
Hours Open	26.5	22	22	22	22	22	15	151.5
staff hours	46	41.5	41.5	43	43	43	28	286
Adult	141	108	111	64	130	173	94	821
Child	29		2	85		5	5	126
Adult Repeat	6	2	4	106	1	4	1	124
Child Repeat				127				127
total	176	110	117	148	131	182	100	964
daily average visitors	35.2	27.5	29.25	32.75	32.75	45.5	20	daily average visitors

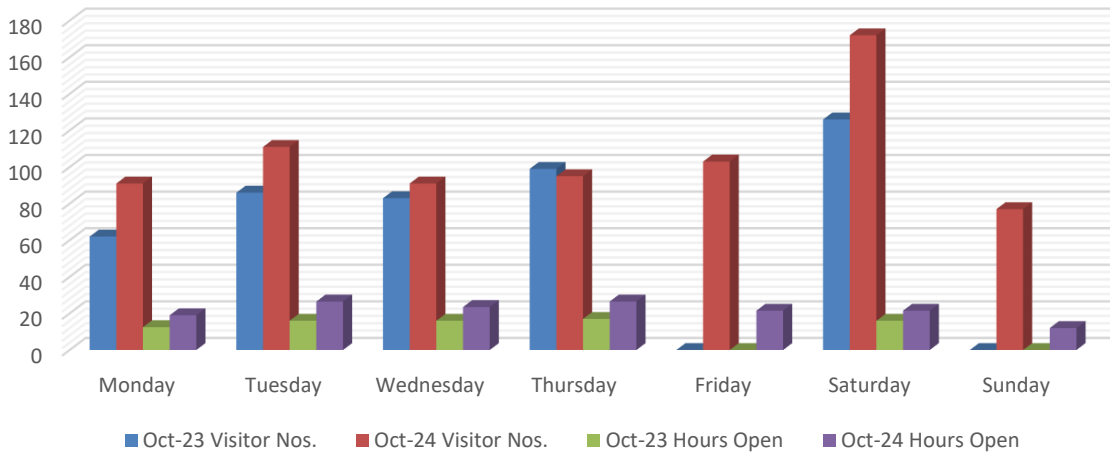
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	daily average visitors
<b>Oct-24</b>								
Hours Open	19	26.5	23.5	26.5	21.5	21.5	12	150.5
staff hours	20.5	45	40	46.25	35	38.25	26	251
Adult	82	102	84	92	98	166	72	696
Child	7	5	1	2	2	3	2	22
Adult Repeat	2	4	6	1	3	3	3	22
Child Repeat								0
total	91	111	91	95	103	172	77	740
daily average visitors	22.75	22.2	18.2	19	25.75	43	19.25	daily average visitors

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	daily average visitors
<b>Nov-24</b>								
Hours Open								0
staff hours								0
Adult								0
Child								0
Adult Repeat								0
Child Repeat								0
total	0	0	0	0	0	0	0	0
daily average visitors								daily average visitors

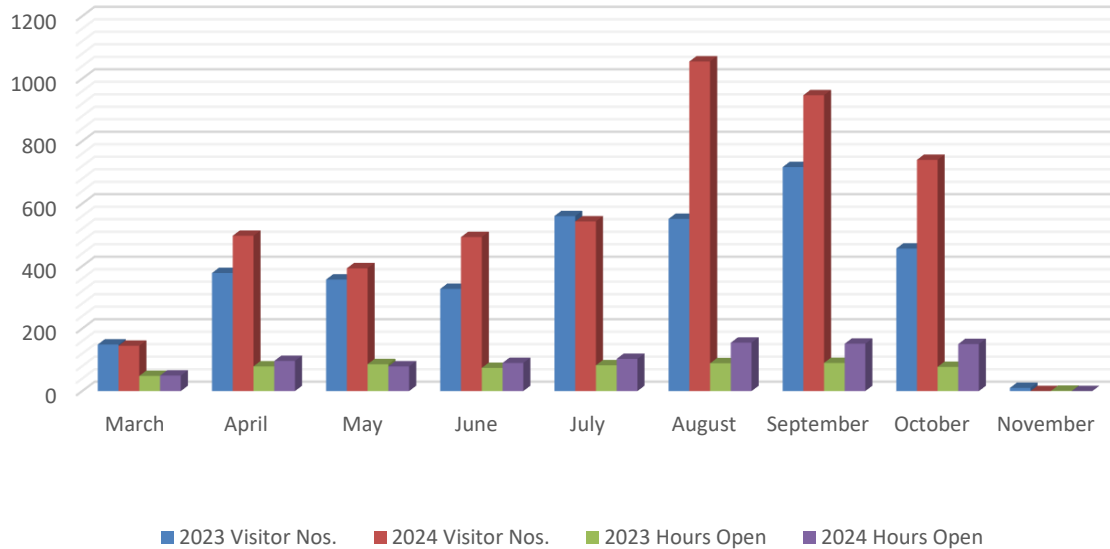
Key:
Includes event
Includes out of hours booking
includes bank holiday
includes staff training
includes school activity days
includes meeting



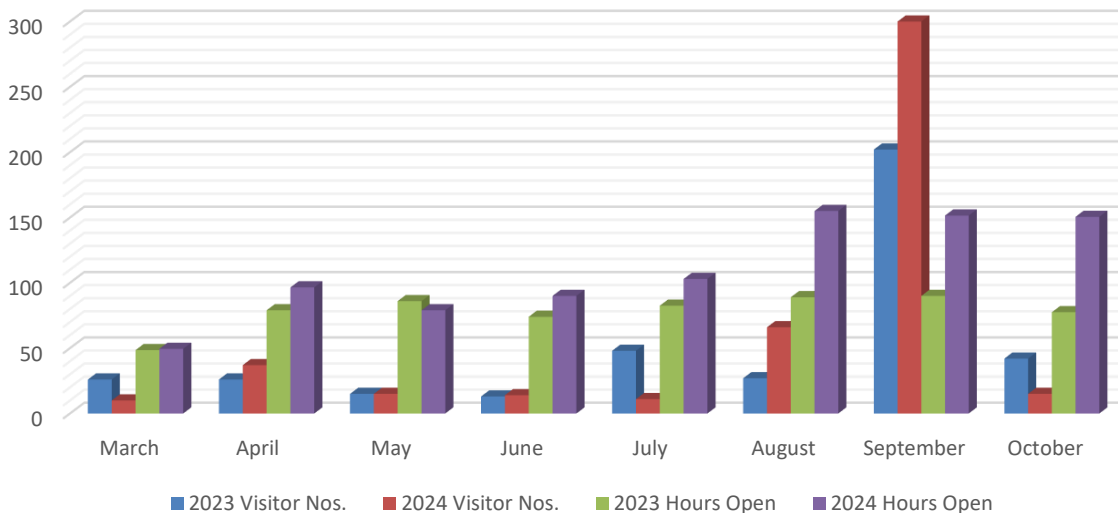
### October 23 & October 24 Visitor nos.



### Painted Room visitor Totals March to October 23/24



### Market House visitor Totals March to October 23/24





Consultee

Our Ref: PROW/LR35pre/AL

Please ask for: Alastair Lewis

Direct Line / Extension: 01432 383632

E-mail: Alastair.Lewis@herefordshire.gov.uk

9<sup>th</sup> December, 2024

Dear Consultee,

**PRE-ORDER CONSULTATIONS  
HIGHWAYS ACT 1980 SECTION 119, PROPOSED PUBLIC PATH DIVERSION ORDER  
FOOTPATH LR35 (PART) IN THE PARISH OF LEDBURY**

Herefordshire Council is proposing to divert part of footpath LR35 in the Parish of Ledbury. The site is at OS Grid Reference SO 7051 3681. Two copies of a plan are enclosed; these show both the existing legal line and the proposed diversion.

The reason for this diversion is to realign the footpath to the surfaced path through the development site as shown on the attached plan.

I would be grateful if you would let me have your views on the proposal, using one of the plans to illustrate them if you wish. Please reply by the 10<sup>th</sup> February, 2024 with any comments that you may have.

Yours Faithfully,

**A.Lewis  
Public Rights of Way Officer**

Enc



Report Prepared by Angela Price – Town Clerk

**REQUEST RECEIVED FROM LEDBURY RESIDENT REQUESTING PERMISSION TO CARRY OUT WORKS TO TREE ON LEDBURY TOWN COUNCIL LAND**

**Purpose of Report**

The purpose of this report is to ask Members to give consideration to a request from a local resident in respect of a tree located on Council land that affects their property.

**Detailed Information**

Correspondence has been received from a resident of Biddulph Way in respect of issues of bird droppings they are experiencing due to a tree that is located on Ledbury Town Council land, which is located adjacent to their property.

The following provides the content of the request received and the photographs are attached:

*“This has been happening everyday even though some overhanging branches were cut by your tree surgeon John Walsh about a year ago and later on by Dean Lee, also a tree surgeon, whom we paid to cut the upper branches after you granted us the permission to have the pruning done privately.*

*The photos I have attached are on a "good" day as there are many worse days in terms of amount of droppings covering our car. I try to park as close to the front lawn as possible in order for our car to be as far away as possible from the tree on the left, but it makes no difference. Not only do the droppings damage the car paint but they are also a health hazard especially as we have an 11-year-old grand-daughter who travels with us at times and who might inadvertently put her hand(s) on the bird's droppings.*

*We would therefore request the council's permission to have the two top branches of that tree cut off or the whole tree cut right down.*

*We also have continuing problems with the conifers and other trees by the side of our back garden: twigs , pine needles, leaves falling on our roof and blocking the gutters. These trees should be attended to. Please come at any time to \*\*\* if you would like to see for yourself.”*

**Recommendation**

That Members give consideration to the request and provide officers with instructions on how they wish to proceed.



<b>FULL COUNCIL</b>	<b>9 JANUARY 2025</b>	<b>AGENDA ITEM: 20</b>
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Report Prepared by Angela Price – Town Clerk

**LEDBURY WAR MEMORIAL – INSPECTION AT END OF DEFECTS PERIOD REPORT**

**Purpose of Report**

The purpose of this report is to provide Members with the details of the final defect inspection of the War Memorial, carried out by Caroe and Partners following the refurbishment works to the Memorial and prior to signing off the contract.

**Detailed Information**

A condition of the contract for the refurbishment works to the War Memorial in High Street, Ledbury was that a final inspection would be carried out 12-months after completion of the works to identify any defects/snags prior to final signing off and certification of the works.

A communication has been received from Caroe & Partners, sent to Ian Bishop (Contractor) advising of the outcome of that inspection, the details of which are below:

*“We have carried out our inspection and found the War Memorial and paving to be in good order with two very minor points requiring attention:*

- *One of the small river cobbles has dislodged and requires renewal.*
- *A small stone slab – possibly over a drainage rodding point has fractured. The paving remains level, and you warned us that this was inevitably a weak point.*

*Please would you renew the missing river cobble and the fractured stone slab or advise on suggested action.*

*We attach photographs including general record pictures via the WeTransfer link: <https://we.tl/t-FaxUiZ4doh>*

*Please would you download the photographs by no later than Tuesday 17 December as this is when the link will expire.*

*The War Memorial is looking good. Uneven colouration to the gilded frame is from the texture of the stone beneath, with small pockets in the stone inevitably attracting dirt. Uneven colouring to stonework and pointing elsewhere is from natural weathering, rainwater wash and dirt and is to be expected, as the repairs settle in.*

*Once these minor repairs are addressed, we will issue a certificate to release the retention.”*

## **Recommendation**

Members are requested to note the above information, and that following completion of these repairs a further update will be provided along with the relevant certification and retention payment invoice for approval.



**LEDBURY TOWN COUNCIL**

**MINUTES OF A MEETING OF THE RESOURCES COMMITTEE  
HELD ON 5 DECEMBER 202224**

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**PRESENT:** Councillors Chowns (Chair), Harvey, Hughes, Morris and Newsham

**R113. APOLOGIES FOR ABSENCE**

None received.

**R114. DECLARATIONS OF INTEREST**

None received.

**R115. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 5 DECEMBER 2024**

**RESOLVED:**

**That the minutes of the meeting of the Resources Committee held on 5 December 2024 be approved and signed as a correct record.**

**R116. TO REVIEW PROGRESS TO-DATE ON COMMITTEE STRUCTURE REVIEW AND CONSIDER NEXT STEPS**

Councillor Harvey talked through the work programmes of the Planning, Economy & Tourism Committee, recognising their priorities for the next 18 months. There was some concern as to where the Masefield Matters project should sit within the committee structure, and it was agreed that this would need to be considered down the line.

Councillor Chowns advised that he and Councillor Hughes had met to discuss the Environment & Leisure Committee work programmes but that they had not yet added it to the spreadsheet.

It was felt that the Finance, Policy & General Purposes and the Planning Economy & Tourism programmes were now at a stage whereby all Councillors could be invited to review the work so far and share their views going forward and that once the information had been input into the Environment & Leisure spreadsheet a meeting to discuss their work programmes with all Councillors should be arranged.

Following this the Chairs of the respective committees should come together to review the budget figures for their priorities for 2025/26 for consideration as part of the budget setting process.

The Chair and Vice Chair were undertaking a review of the past three years budgets in respect of under and overspends to help with the budget setting process, as well as reviewing what contracts are coming up for renewal.

It was suggested that the council should consider a more strategic approach in respect of grant funding to local organisations.

**RESOLVED:**

**That all Councillors be invited to attend a workshop at 6.00 pm on Thursday, 12 December 2024, to review the Finance, Policy & General Purposes Committee work programme and the Planning, Economy & Tourism Committee work programme, subject to time constraints.**

R117. **DATE OF NEXT MEETING**

To note that the next meeting of the Resources Committee is scheduled for 16 January 2025.

R118. **EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:**

**That 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.**

R119. **STAFFING MATTERS**

Members were provided with a number of updates in respect of staffing matters and asked to give consideration to salary uplifts for staff who were picking up some of the duties of a staff member who is currently on long term sickness.

Considerable discussion took place in respect of whether to offer an honorarium payment or an uplift in salaries for staff picking up additional duties. Members asked whether an honorarium payment would reset the clock in respect of the timescales for paying an uplift in salaries; the Clerk advised that the terms and conditions was silent on this.

The Mayor provided Members with an update on the Clerk's annual appraisal, noting that this would normally have been carried out by the outgoing Mayor in April/May of each year, but unfortunately this had not happened in 2024. Members were provided with a copy of the Action Plan agreed between the Mayor and the Clerk

**RESOLVED:**

- 1. That the update in respect of the sickness absence of Post Holder 53 be received and noted.**
- 2. That a road map for Post Holder 53's return to work be drafted ahead of the planned welfare meeting.**
- 3. That the Clerk obtain advice in respect of the Council's position should an employee refuse to consent to attend an occupational health assessment.**
- 4. That a salary uplift of 40% of the bottom scale of the higher role be offered to the staff members picking up additional duties after a period 6-week period.**
- 5. That the information in respect of staffing levels on 23 and 24 December 2024 be noted.**
- 6. That consideration be given to the management the cleaning of Bye Street Toilets whilst the Maintenance Operative is on annual leave in January.**
- 7. That the information provided in respect of the Clerks annual appraisal be received and noted.**



**MINUTES OF A MEETING OF LEDBURY CARNIVAL ASSOCIATION  
HELD ON WEDNESDAY 27th NOVEMBER 2024 at the Methodist Church, Bye Street.**

**PRESENT:** Mal Hughes (Chair) (MH), Sonia Bowen (SB), Sue Hughes (SH), Johnny Chan (JC), Robin Hiseman (RH), Ashley Norton (AN), David Kettle (DK), Garry Clark (GC), Kelly Wright (KW), Ann Price (AP).

**APOLOGIES:** Paul Bartlett (PB), Alesa Halford (AH), Harold Armitage (HA), Anita Griškjāne (AG), Juri Hayes (JH).

<b>1.</b>	<p><b>WELCOME AND APOLOGIES:</b> MH welcomed everyone to this first meeting of the new committee, and noted absent members. Everyone then introduced themselves and briefly said a little about themselves. KW advised that her daughter and possibly husband could also be members.</p>	
<b>2.</b>	<p><b>APPOINTMENT OF PROMOTER FOR CARNIVAL RAFFLE 2025</b> SH advised we have to appoint a new promoter as the previous incumbent, Janet Meredith, has retired from the Association. Malcolm Hughes offered himself, and was seconded by RH. The appointment was unanimously approved.</p>	
<b>3.</b>	<p><b>APPOINTMENT OF OTHER COMMITTEE MEMBERS</b> The following were appointed to the vacant positions:</p> <ul style="list-style-type: none"> <li>➤ <b>Procession Co-ordinator:</b> Sonia Bowen</li> <li>➤ <b>Event Management inc Road Closure/Marshalling:</b> Garry Clark</li> <li>➤ <b>Health and Safety Coordinator:</b> Juri Hayes (in his absence and with his approval)</li> <li>➤ <b>Stalls Coordinator:</b> AN had been shadowing this past year to learn from Jan Meredith but would not want to do this on his own this year. Kelly Wright to consider after speaking to current postholders.</li> <li>➤ <b>Entertainments Coordinator:</b></li> <li>➤ <b>Programme, Website and Publicity:</b> Robin Hiseman (Johnny Chan to support)</li> <li>➤ <b>Social Media:</b> Ashley Norton (Johnny Chan to support)</li> <li>➤ <b>Funding and Sponsorship:</b> As new Treasurer, Ann Price would consider taking this on in the future but not this year. SB advised that Emma Jackson offered some of her time but it was felt there might be a conflict of interest with her own job.</li> <li>➤ <b>Raffle:</b> As promoter MH could work with somebody to organise this.</li> <li>➤ <b>Shop Window Competition:</b> Could the Traders Association take this on? MH to talk to the Chair of the Traders Assoc.</li> <li>➤ <b>Carnival Prince/Princess Coordinator:</b> Alesa Halford will remain in post to next March, but we need to appoint someone. Need to revisit this role and bring to the next meeting.</li> </ul>	<p style="text-align: center;"><b>KW/SH Agenda</b></p> <p style="text-align: center;"><b>Agenda Agenda</b></p> <p style="text-align: center;"><b>MH</b></p> <p style="text-align: center;"><b>Agenda</b></p>
<b>4.</b>	<p><b>ANY OTHER BUSINESS</b></p> <ol style="list-style-type: none"> <li>1. Contact detail sheet was passed round for completion/checking.</li> <li>2. DK asked whether we would need the vintage car for the Princesses to ride in the Procession, as it would need to be booked as soon as possible.</li> <li>3. DK has details of the Street Band who played at the Town Lights Switch On, and suggested they be considered for Carnival.</li> <li>4. RH circulated mock ups of Business cards that he had been asked to produce. A decision will be made at the next meeting on whether to go ahead with these.</li> <li>5. JC advised he had a DBS certificate and if others needed one we should apply as soon as possible.</li> </ol>	<p style="text-align: center;"><b>Agenda</b></p> <p style="text-align: center;"><b>Agenda</b></p>

	<p>6. GC asked about next year's carnival theme. Ideas to take forward were - looking to the future, futuristic, the next 50 years</p> <p>7. SB asked if we could approach JM High School to appoint a young person to the Committee for input on what that generation would like at Carnival.</p> <p>8. SB asked that we have an active Trader on our Committee. MH to ask Traders Chairman.</p> <p>9. SB asked if we could approach a larger Ledbury organisation to see if there was anyone willing to take on the Sponsorship role, i.e. Probus, or the Rugby Club. MH offered to explore this with both organisations.</p>	<p><b>Agenda</b></p> <p><b>Agenda</b></p> <p><b>MH</b></p> <p><b>MH</b></p>
<p><b>5.</b></p>	<p><b>DATE OF NEXT MEETING:</b>  Wednesday 8<sup>th</sup> January 2025, 7.30pm at the Methodist Church.  Meeting closed at 8.25pm.</p>	