

**MINUTES OF AN MEETING OF FULL COUNCIL  
HELD ON 19 SEPTEMBER 2024**

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**PRESENT:** Councillors Bradford, Chowns, Eakin, Furlonger, Harvey, Hughes, Morris, Newsham, and Sinclair.

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

**C362. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Howells and late apologies from Councillor Furlonger.

**C363. DECLARATIONS OF INTEREST**

Councillor Harvey declared an interest in agenda item 18 – due to having been appointed to represent Herefordshire Council Malvern Hills National Landscape and advised that she would leave the room when the item was discussed.

**C364. NOLAN PRINCIPLES**

**RESOLVED:**

**That the Nolan Principles be received and noted.**

**C365. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING OF COUNCIL HELD ON 1 AUGUST AND EXTRAORDINARY MEETINGS OF 5 AND 8 AUGUST 2024**

**RESOLVED:**

- 1. That the Minutes of the meeting of Council held on 1 August and the extraordinary meetings of Council held on 5 and 8 August 2024 be approved and signed as a correct record**

**C366. HEREFORDSHIRE COUNCILLOR'S REPORTS**

**RESOLVED:**

**That it be noted that Ward Councillor reports will be provided at the full council scheduled for 3 October 2024.**

**C367. MAYORS COMMUNICATIONS**

**RESOLVED:**

Councillor Chowns informed Members of a request for dispensation received from Councillor Howells. He advised that Councillor Howells

was requesting dispensation for a period of six-months whereby he would not be attending Council and/or Committee meetings due to health concerns.

**RESOLVED:**

**That Councillor Howells be granted dispensation for a period of six-months whereby he will not be attending Council and/or Committee meetings.**

**C368. TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3 (E) AND 3 (F)**

**RESOLVED:**

**None were received.**

**C369. TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9**

The following Notice of Motion had been received from Councillor Sinclair and seconded by Councillor Furlonger.

*“That the Climate Change Working Party set up under the parentage of the Environment & Leisure Committee be disbanded due to them not achieving anything despite incurring costs to the Council budget, and therefore to the residents of Ledbury.”*

Councillor Sinclair proposed that agenda items 8 and 9 be taken together as they both related to the Notice of Motion.

It was noted that Ledbury Town Council had previously made a Climate Declaration and that the Climate Change Working Party was a product of that declaration. It was suggested that if the Climate Change Working Party was not achieving any suitable outcomes through its meetings, then this is a failing of the Council not providing sufficient guidance and direction to the Working Party.

Considerable discussion ensued following which a named vote was requested in respect of the Notice of Motion, the outcome of which was:

FOR: Councillors Bradford, Furlonger, Newsham and Sinclair

AGAINST: Councillors Chowns, Eakin, Harvey, Hughes and Morris

The motion was therefore LOST.

**RESOLVED:**

1. That the Notice of Motion was not carried.
2. That a meeting of Councillors interested in the Climate Change Working Party be arranged to review the Terms of Reference and scope of the Working Party. That on completion of two above a meeting be held with the Members of the Climate Change Working Party to clarify the what the Council expect from the Working Party.

**C370. TO RECEIVE A REPORT FROM THE CLIMATE CHANGE WORKING PARTY TO BE CONSIDERED ALONGSIDE THE NOTICE OF MOTIONS DISBAND THE CLIMATE CHANGE WORKING PARTY**

**RESOLVED:**

That the report from the Chair of the Climate Change Working Party be received and noted.

**C371. TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON 25 JULY 2024**

**RESOLVED:**

That the minutes of a meeting of the Finance, Policy & General Purposes Committee held on 25 July 2024 be approved and signed as a correct record.

**C372. ACTION SHEET**

**RESOLVED:**

That the Finance, Policy & General Purposes Action sheet be received and noted, subject to the following amendment:

Minute no. F178.2 – be amended to read “Charter Market” and not “Market Square”.

**C373. TO APPROVE INVOICES FOR PAYMENT SEPTEMBER INTERIM**

**RESOLVED:**

That the invoices for payment in the sum of £21,121.35 (plus VAT) be approved subject to clarification in respect of the payment to Festive Lighting.

**C374. TO RECEIVE THE RECORD OF RECEIPTS AND PAYMENTS FOR JULY AND AUGUST 2024**

**RESOLVED:**

That the receipts and payments for July and August 2024 be received and noted.

**C375. TO RECEIVE THE BALANCE SHEET AND TRIAL BALANCE FOR MONTHS 4 AND 5**

**RESOLVED:**

That the balance sheet and trial balance for months 4 and 5 be received and noted.

**C376. BUDGET MONITORING REPORTS 1 APRIL – 31 AUGUST 2024**

It was noted that the Clerk was due to meet with Councillors Newsham and Harvey to discuss how the finance reports could be improved going forward.

**RESOLVED:**

That the Budget Monitoring Reports for 1 April – 31 August 2024 be received and noted.

**C377. TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS FOR JUNE AND JULY 2024**

**RESOLVED:**

1. That it be noted that Councillor Newsham confirmed that he had attended the office and that he and the Clerk had verified the bank statements and reconciliations for June and July 2024.
2. That Councillor Newsham be appointed to continue verification of bank statements and reconciliations whilst the committees are suspended.

**C378. OUTCOME OF EXTERNAL AUDIT 2023/24**

**RESOLVED:**

To note that Ledbury Town Council had received an unqualified audit in respect of the 2023/24 audit.

19:50 Councillor Harvey left the room for the duration of the next agenda item, due to having declared an interest.

**C379. GRANT APPLICATIONS**

**RESOLVED:**

That the request for funding from the Malvern Hills National Landscape Partnership be declined and that the Clerk provide the reasoning behind the decision to when notifying them of the Councils decision.

Councillor Harvey re-entered the room at: 19:56.

**C380. SUBSCRIPTIONS**

**RESOLVED:**

1. That the annual renewal of the Clerk's Membership to the IWFM (Institute of Facilities Management) be approved in the sum of £192.00).
2. That the request for an additional Adobe Licence to be assigned to the Community Engagement Officer be declined, due to the Council already having two licences in place.

**C381. CORRESPONDENCE FROM BLACHERE ILLUMINATIONS IN RESPECT OF CHRISTMAS LIGHTS HELD BY THEM BUT OWNED BY LEDBURY TOWN COUNCIL**

**RESOLVED:**

1. That the Clerk be authorised to inform Blachere Illuminations that the Council wish to claim the lights owned by the Council and currently stored in Blockley.
2. That the Clerk contact Blachere Illuminations to establish the whether the lights could be collected via a standard car and if possible, arrange for Councillor Newsham to collect this when next in this area, otherwise to inform Blachere that the Council will pay the £50 for the costs of delivery to the Council Offices.
3. That upon receipt of the lights from Blachere, HMS Electrical be asked to PAT test them.

**C382. TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE ENVIRONMENT & LEISURE COMMITTEE HELD ON 17 JULY 2004 AND APPROVE ANY RECOMMENDATIONS THEREIN**

**RESOLVED:**

**That the minutes of a meeting of the Environment and Leisure Committee held on 17 July 2004 be approved and signed as a correct record subject to the following amendment:**

**Minute no. E146(6) – be amended to read as follows:**

**“That woodlands burials be investigated.”**

**C383. ACTION SHEET**

**RESOLVED:**

**That the action sheet be received and noted, subject to the above amendment being made to minute no. E146(6).**

**C384. EXECUTION AND SEALING OF LEGAL DEEDS**

**RESOLVED:**

- 1. That Deeds of Exclusive Right of Burial nos. 777, 780 and 781 be signed in accordance with Standing Order 23(aa).**
- 2. That the Transfer of Deeds of Exclusive Rights of Burials nos. 281, 4886, 499, 506, 610 and 759 be signed in accordance with Standing Order 23(a).**

**C385. TO RECEIVE AND NOTE THE NOTES OF A MEETING WITH ROYAL BRITISH LEGION (RBL) HELD ON 27 AUGUST 2024 AND CONSIDER ANY RECOMMENDATIONS THEREIN.**

**RESOLVED:**

**That the notes of the meeting with Royal British Legion held on 27 August 2024 be received and noted.**

**C386. TO RECEIVE AND NOTE THE NOTES OF A MEETING OF THE EVENTS WORKING PARTY HELD ON 1 AUGUST 2024 AND CONSIDER ANY RECOMMENDATIONS THEREIN.**

**RESOLVED:**

**That the notes of the meeting of the Events Working Party Held on 1 August 2024 be received and noted.**

**C387. LEDBURY CHAPEL – PEWS AND LECTERNS**

**RESOLVED:**

**That Company No. 2 be appointed to carry out the restoration works to the Chapel Pews and Lecterns at a cost of £1,880.**

**C388. TO APPROVE AND SIGN THE MINUTES OF A MEETING OF PLANNING ECONOMY & TOURISM COMMITTEE HELD ON 15 AUGUST 2024 AND TO CONSIDER ANY RECOMMENDATIONS THEREIN**

**RESOLVED:**

**That the minutes of a meeting of the Planning, Economy & Tourism Committee be approved and signed as a correct record.**

**C389. ACTION SHEET**

Members were asked to give consideration on how to proceed with the Neighbourhood Development Plan (NDP) with the dispensation in place for Councillor Howells and with the knowledge that Anne Lumb or Nicola Forde had declined to be leads on this Working Party.

**RESOLVED:**

**That organisations such as Ledbury Places, the Civic Society, Sustainable Ledbury and Ledbury Naturalists be asked whether they would be interested in supporting any future work in relation to the NDP.**

**C390. PLANNING CONSULTATIONS**

Members were reminded that it is their responsibility to visit the Herefordshire Council Planning Portal to view planning applications and to visit sites where applicable, in respect of planning consultations put before the Council to enable informed decisions to be made at meetings.

- i. Planning Application No. 241877 – Proposed erection of wooden fence to provide security and privacy (Retrospective)– 1 Ellenscroft Court, Ledbury, Herefordshire, HR8 2NZ**

**RESOLVED:**

**No objection**

- ii. **Planning Application No. 241918** – 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- **Barn House, 23 New Street, Ledbury, Herefordshire, HR8 2DX**

**RESOLVED: No Objection.**

- iii. **Planning Application No. 241919** – 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 – **Barn House, 23 New Street, Ledbury, Herefordshire, HR8 2DX – LISTED BUILDING**

**RESOLVED: No Objection.**

- iv. **Planning Application No. 240558**- Re- consultation: Addition of internal insulation to first floor external walls – **Bishopsgate Cottage, 15 Bridge Street, Ledbury, Herefordshire, HR8 2AJ – Listed Building Consent**

**RESOLVED:**

**Deferred pending further information as requested by the Building Conservation Officer; one abstention from Councillor Harvey.**

- v. **Planning Application No. 242179** – To fell Robinia to ground level – highly infected with mistletoe, which has caused large diameter limbs to fail. The upper canopy is also showing signs of dieback. Silver birch reduction – To reduce over hanging limbs growing towards neighbouring buildings by 2-3 meter. The in remaining canopy- **Abbey House, 37 Homend, Ledbury, Herefordshire, HR8 1BP.**

**RESOLVED: No Objections.**

- vi. **Planning Application No. 242046** – Proposed erection of a timber gazebo in the rear garden – **Orchard House, New Street, Ledbury, Herefordshire, HR8 2EL**

**RESOLVED: No objections, one abstention from Councillor Harvey.**



**C391. PLANNING DECISIONS**

**RESOLVED:**

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

**C392. TO RECEIVE AND NOTE THE NOTES OF A MEETING TO DISCUSS WELCOME PACKS HELD ON 28 AUGUST 2024**

**RESOLVED:**

**That the notes of the meeting to discuss Welcome Packs held on 28 August 2024 be received and noted.**

**C393. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE MARKETS WORKING PARTY HELD ON 21 AUGUST 2024 AND CONSIDER ANY RECOMMENDATIONS THEREIN**

Members were requested to give consideration to the following recommendations from the Working Party:

1. That new market traders be offered a free pitch at the Market for the first 6-12 months.
2. That Ledbury Town Council no longer promote the Tuesday Market on Tuesday, but that current traders such as the Fish trader and the Afghan food stall be allowed to continue, and that time and effort go into promoting and enhancing the Saturday Market.
3. That if 2 above is agreed discussion be held with Herefordshire Council in respect of amendments to the current TRO in respect of High Street.

Councillor Harvey expressed concerns in respect of the recommendations, and suggested traders being prioritised to be put under the Market House. Councillor Bradford agreed with Councillor Harvey and suggested offering one month free to all traders as a bonus for traders' loyalty.

**RESOLVED:**

1. **That all three recommendations as listed above be declined.**

**C394. SUSPENSION OF STANDING ORDER 3(X)**

**RESOLVED:**

That Standing Order 3(x) be suspended for 30 minutes to allow the remaining businesses of the agenda to be completed.

**C395. NATIONAL PLANNING POLICY (NPPF) CONSULATION**

**RESOLVED:**

That Ledbury Town Council do not reply to the National Planning Policy Consultation, but that if any Councillors wish to respond they do as individuals.

**C396. REQUEST FOR A MEETING FROM VISTRY GROUP**

**RESOLVED:**

That the request from McLoughlin Planning to meet with Ledbury Town Council be declined.

**C397. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 29 AUGUST 2024 AND TO CONSIDER ANY RECOMMENDATIONS THEREIN**

Members were advised that Minute no. R86(11) should have been recorded as a recommendation and not a resolution.

**RESOLVED:**

That the minutes of the Resources Committee held on 29 August 2024 be received and noted.

1. That approval be given for the purchase of IT equipment and office furniture in respect of the new role, Administrative Assistant to the Clerk, noting that the funds would be taken from the following budget lines:

CC401/NC4480-ICT/Computers – available balance	£1,275.00
CC2335/NC4415- Office Support and Equipment - available balance	£ 1,053.00
From General Reserve	£ 478.61
Total anticipated spend	£ 2,806.61

**C398. DRAFT TRAINING POLICY**

**RESOLVED:**

That the draft Training Policy be approved.

**C399. TOWN AND PARISH COUNCIL SURVEY 2024 – POLICE AND CRIME PLAN**

**RESOLVED:**

- 1. That this be discussed at the pre-meeting to consider items for discussion with the Police and Crime commissioner.**
- 2. That Councillors visit the online map which provides crime statistics for logged in Ledbury prior to the pre-meeting**

**C400. DATE OF NEXT MEETING**

**RESOLVED:**

**That the next Ordinary meeting of Council is scheduled for Thursday, 3 October at 7.00 pm, but that an extraordinary meeting for the purpose of co-option has been scheduled for 6.00 pm on 3 October 2024.**

**C401. 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**

**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 Sinclair left the meeting at 21:10**

**C402. SERVICE AGREEMENT BETWEEN LEDBURY TOWN COUNCIL AND ROGERS FAMILY IN RELATION TO OCTOBER FAIR – FINAL DRAFT FOR APPROVAL**

Members were asked to approve the final draft Service Level Agreement between Ledbury Town Council and the Rogers family in respect of the October Fair.

Some concerns were raised in respect of the rent paid by the Rogers family and Members were advised that this would be something that could be discussed with the family going forward, but that it should be

recognised that it is important to get the agreement in place in its current form to ensure both parties are in agreement with their role in respect of the fair now.

**RESOLVED:**

**That the Clerk be authorised to sign the Service Level Agreement between Ledbury Town Council and the Rogers family, on behalf of the Council.**

**C403. LEDBURY MORTUARY LEASE – FINAL DRAFT FOR APPROVAL (TO FOLLOW SUBJECT TO RECEIPT FROM SOLICITOR)**

**RESOLVED:**

**That this item be deferred to the meeting of Council scheduled for 3 October 2024**

The meeting ended at 21:24 pm.

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

DRAFT