

**MINUTES OF AN MEETING OF FULL COUNCIL  
HELD ON 10 OCTOBER 2024**

---

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

**ALSO PRESENT:** Angela Price – Town Clerk  
Honor Holton – Minute Taker  
Julia Lawrence – Deputy Clerk  
Justine Peberdy – Ward Councillor

**C411. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Browning and Kettle.

**C412. DECLARATIONS OF INTEREST**

**Councillor Morris declared a non-pecuniary interest in agenda item 14 - Bye Street toilets due to being a Trustee of Love Ledbury.**

**Councillor Harvey declared a non- pecuniary interest in agenda item 14 – Bye Street toilets, due to being a Trustee of Love Ledbury.**

**C413. NOLAN PRINCIPLES**

Received and Noted.

**C414. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETNG OF COUNCIL HELD ON 19 SEPTEMBER 2024**

**That the minutes of a meeting of Council held on 19 September 2024 be approved subject to the following amendment:**

**RESOLVED:**

- 1. 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.**
- 2. That on completion of two above a meeting held with the Members of the Climate Change Working Party to clarify what the Council expect from the Working Party.**

**C415. ACTION SHEET**

**RESOLVED:**

**That the action sheet be received and noted.**

**C416. HEREFORDSHIRE COUNCILLOR' REPORTS**

- i. Councillor Harvey (To follow)**
- ii. Councillor Peberdy (Page 1983)**
- iii. Councillor Simmons (To follow)**

Councillor Sinclair raised concerns about disabled access from Little Marcle Road to Leadon Way; Councillor Peberdy agreed to look into this again.

**RESOLVED:**

- 1. That the Ward Councillor reports be received and noted.**
- 2. That the weight signage report be provided to the Ward Councillors and that the Clerk follow up this report with Herefordshire Council Highways officers.**

**C417. MAYORS COMMUNICATIONS (Verbal)**

Councillor Chowns provided an overview of events that he had attended.

**C418. TO CONSIDER QUESTIONS/ COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(e) and 3(f)**

No members of the public were present.

**C419. TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9**

None received.

**C420. TO APPROVE INVOICES FOR PAYMENT – OCTOBER INTERIM**

**RESOLVED:**

**That the invoices for payment in the total of £8,759.87 plus VAT be approved for payment.**

**C421. GRANT APPLICATIONS**

**RESOLVED:**

- 1. That the Ledbury Community Hub be awarded a grant of £500 to support the Santa's Grotto during Christmas Lights Switch-on event in November 2024 via the Local Government Act 1972 S9145(1)(a).**
- 2. That the Clerk provide Councillor Bradford with the information in relation to grant funding local organisations.**

**C422. REQUEST TO ESTABLISH ICT WORKING PARTY**

**RESOLVED:**

- 1. That an ICT task and finish group be established to consider the Council's IT and communications contracts and software packages such as the accounts package.**
- 2. That an expectation of timescales for the work of the ICT Task and Finish Group be set as 6-months.**

**C423. TO CONSIDER AND APPROVE MODEL FINANCE REGULATIONS**

Members were provided with a copy of the new Model Financial Regulations as provided by NALC and asked to consider some additional amendments within the document that would help with the operation of the Council's business.

**RESOLVED:**

**That the new Model Financial Regulations be adopted with immediate effect.**

Councillors Harvey and Morris left the room due to having declared an interest in the next agenda item.

**C424. TO RECEIVE AND NOTE THE NOTES OF A MEETING HELD BETWEEN LEDBURY TOWN COUNCIL, LOVE LEDBURY AND HEREFORDSHIRE COUNCIL ESTATES OFFICER IN RELATION TO BYE STREET TOILETS AND TO CONSIDER ANY RECOMMENDATIONS THEREIN**

Members were provided with notes of a meeting between Ledbury Town Council, Love Ledbury and the Estates Officer from Herefordshire Council in relation to the toilets on Bye Street, along with a draft

Partnership Agreement between Ledbury Town Council and Love Ledbury.

**RESOLVED:**

- 1. That Ledbury Town Council and Love Ledbury enter into a 6-month trial, whereby Ledbury Town Council will take on the management of the toilets on Bye Street.**
- 2. That the Clerk be authorised to sign the Partnership Agreement between Ledbury Town Council and Love Ledbury, on behalf of the Council.**
- 3. That the Clerk follow up with the Estates Officer in respect of a condition survey of the Bye Street Toilets.**

**C425. TO CONSIDER PLANNING CONSULTATIONS**

**RESOLVED:**

- 1. Application No. 242318 – Proposed new hanging sign and internal window vinyl. 18 New Street, Ledbury, Herefordshire, HR8 2DX, Advertisement Consent. – No objections.**
- 2. Application No. 242320 – Proposed new hanging sign and internal window vinyl. 18 New Street, Ledbury, Herefordshire, HR8 2DX – Listed Building Consent. – No objections.**
- 3. Application No. 242336 – Proposed removal of condition 3 of planning permission MH94/0153 (conversion to dwelling) – the condition on the planning permission no longer meets the 6 tests of planning conditions – Farm Building and Land at Walls Hills Farm, Bush Pitch, Ledbury, Herefordshire, HR8 2PR. – No objections.**
- 4. Application No. 242401 – Cedar, fell to ground level in the interest of safety. Reasons – multiple weak unions throughout crown. Significant branch loss has occurred on a number of occasions causing danger to occupant and neighbours. – South Parade House, South Parade, Ledbury Herefordshire, HR8 2HB. – That the Council’s response to this application be deferred until such time a report is available from the Tree Officer.**

**C426. TO RECEIVE AND NOTE PLANNING DECISIONS**

**RESOLVED:**

**That the Planning Decisions be received and noted.**

**C427. TO RECIEIVE AND NOTE PAINTED ROOM VISITOR NUMBERS**

**RESOLVED:**

**That the Painted Room visitor numbers be received and noted.**

**C428. TO CONSIDER A RECOMMENDATION FROM A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON 16 NOVEMBER 2023**

**RESOLVED:**

**That the Clerk be authorised to purchase the SID unit and associated accessories at a cost of £3,248.67 plus VAT and that the funds be taken from budget line 301/4546 of the 2024/25 budget and that the remaining funds of £1,248.67 be taken from earmarked reserve 336 – Community Projects.**

**C429. PARISH CHARTER CONSULTATION**

Councillor Harvey provided feedback on discussions held at the recent Parish Summit in respect of the Charter. She advised that one point that she had raised at the meeting had been in thinking about how locality working could assist in issues such as highways and planning.

**RESOLVED:**

**That individual Councillors provide feedback to the Mayor so that he can feed these back Herefordshire Council in respect of the draft Charter.**

**C430. REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS – CONSIDERATION OF COUNCIL RESPONSE**

Councillor Harvey advised that she had provided a response as a Ward Councillor that the following locations being considered as polling stations in Ledbury:

The Rugby Club – South ward  
Shaw Healthcare Leadon Bank for West Ward  
Reinstate St Katherines Hall

**RESOLVED:**

**That the review of Polling Districts, Polling Places and Polling Stations be received and noted, noting the comments that had been submitted by Councillor Harvey as a Ledbury Ward Councillor.**

**C431. OFFICER REPORTS**

**RESOLVED:**

1. That the officer reports be received and noted.
2. That an article about councillor vacancies be included in the next Council Newsletter.
3. If Councillors have suggestions for articles to be shared in the newsletter they inform officers accordingly.
4. That offices send a regular prompt to all Councillors prior to each newsletter being drafted.

**C432. OUTSIDE BODIES**

**TO RECEIVE AND NOTE THE MINUTES OF MEETINGS OF THE CARNIVAL ASSOCIATION HELD ON 7 AND 21 AUGUST 2024.**

**RESOLVED:**

**That the minute of meetings of the Carnival Association held on 7 and 21 August be received and noted.**

**C433. DATE OF NEXT MEETING**

**RESOLVED:**

1. Date of next Full Council meeting is set for Thursday, 17 October 2024.
2. To note that new working practices had been introduced in relation to the preparation of agendas and minutes, in the form of check lists for all staff to follow.

**C434. EXCLUSIONS 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.**

**C435. LEDBURY MORTUARY LEASE – FINAL DRAFT FOR APPROVAL**

**RESOLVED:**

**That the Clerk be authorised to sign the Mortuary Lease between Ledbury Town Council and Co-operative Funeral Care, on behalf of the Council, subject to amendments to a number of areas within the document as highlighted by Members.**

**C436. WORKS TO CEMETERY DRIVEWAYS**

**RESOLVED:**

- 1. That the works to the driveway as outlined in the Deputy Clerks report are not carried out.**
- 2. That officers investigate “lighter options” for the works to the driveways at the cemetery.**

**C437. TO GIVE CONSIDERATION TO A LETTER RECEIVED FROM THE LEDBURY COMMUNITY ASSOCIATION IN RESPECT OF THE FUTURE OF LEDBURY COMMUNITY HALL**

**RESOLVED:**

**That Councillor Morris attend the next meeting of the Community Hall Association meeting and advise them that he is the Council’s nominated outside body representative on this committee and that he has been asked to attend the meeting on behalf of the Council to start a dialogue in respect of their concerns in relation to the future of the Community Hall.**

**C438. NOTIFICATION IN RESPECT OF ISSUES WITH COUNCIL DOMAIN ADDRESS**

**RESOLVED:**

**That the Clerk be instructed to write to X-Net to request a report detailing what a DNS service alias is and what happened and what the consequences of this could have been to the Council had it not been resolved and what, if any, actions have been taken to prevent from this happening in the future.**

**The Deputy Clerk and Administrator were asked to leave the meeting at this point.**

**C439. COMMISSIONING OF PROFESSIONAL SERVICES**

The Mayor provided an overview of an issue that he and the Deputy Mayor were currently dealing with, with support of the Resources Committee.

He advised that there were two elements to this issue that the Council needed to obtain legal advice in respect of and that was what Members were being asked to consider at this meeting.

Following considerable discussion and various concerns raised by Members a named vote was requested for all proposals to be considered.

**RESOLVED:**

- 1. That the urgent actions taken by the Mayor and Deputy Mayor to request a further investigation report on the grounds of disciplinary be prepared by the Investigating Officer be approved.**

**For: Councillors Bradford, Chowns, Harvey, Hughes, Morris, Newsham and Sinclair (7)**

**Against: None**

**Abstentions: None**

- 2. That the urgent actions taken by the Mayor and Deputy Mayor to instruct the Clerk to contact solicitors to obtain costings and initial advice in respect of the potential compensation claim as a result of the complaint from a member of the public be approved.**

**For: Councillors Bradford, Chowns, Harvey and Hughes (4)**

**Against: Morris, Newsham and Sinclair (3)**

**Abstentions: None**

- 3. That the costs for the additional work be taken from the budget line 220/4590, noting that should there be an overspend the Clerk will report this to Council with a recommendation that any additional costs be borne from the General Reserve and that a ceiling of £5,000 and that regular reports on progress and costs be provided to Council.**

**For: Councillors Chowns, Harvey, Hughes, Morris, Newsham and Sinclair (6)**

**Against: None**



**Abstentions: Bradford (1)**

- 4. That Members note that regular invoices will be requested from both Hoople and the Solicitors, once appointed, and costs monitored and reported back to Council should there be an indication that the costs are nearing the ceiling of £5,000.**

**The meeting ended at 21:38.**

**Signed .....** **Date .....**