



## MINUTES

Minutes of a meeting of the **COUNCIL** held in the Guildhall, Mill Street, Ludlow on **MONDAY 28<sup>th</sup> JULY 2014** at 7.00PM.

### **FC/103** **PRESENT**

Chairman: Councillor Draper, Mayor

Councillors: Copley; Gill; Ginger; Holcombe; Kemp; Lyle; Mold; J. Newbold; S. Newbold; Parry; Perks; Sheward; Smithers

Officers: Gina Wilding, Town Clerk;  
Lucy Jones, Finance Secretary  
Sarah Hughes, Admin Assistant

### **FC/104** **HEALTH & SAFETY**

The Mayor informed Councillors and members of the public of the fire exits, fire assembly point and asked that everyone sign the attendance log.

### **FC/105** **APOLOGIES**

Apologies for absence were received from Councillor Jones.

### **FC/106** **DECLARATIONS OF INTEREST**

#### Disclosable Pecuniary Interests

None declared.

#### Conflicts of Interest

None declared.

#### Personal Interests

<u>Member</u>	<u>Interest</u>	<u>Reason</u>
P. Draper	Core Funding Application	Know person involved with group
T. Gill	Ludlow in Bloom SLA	Wife involved with Ludlow in Bloom
P. Kemp	Licensing Application	Licensee and Chair of Pubwatch
D. Lyle	Core Funding Application	Know person involved with group
V. Parry	Ludlow in Bloom SLA	Chair of Ludlow in Bloom
	Licensing Applications	Member of Shropshire Council Licensing Committee
	Core Funding Application	Know person involved with group

G. Perks	Core Funding Application	Know person involved in group
C. Sheward	Ludlow in Bloom SLA	Ex-Member of Ludlow in Bloom
	Core Funding Application	Know person involved with group

### **FC/107 PUBLIC OPEN SESSION (15 minutes)**

There were three members of the public and press present.

Tony Mahalski, Mill Street, Ludlow on behalf of the Civic Society stated that he hoped the Council would favourably consider his request to restore the fountain in Castle Garden. He said that he had already obtains quotes for the restoration which range from £12,000 to £25,000.

Joyce Brand, College Street, Ludlow on behalf of Shropshire Save our NHS, stated that most residents were unaware of the large changes taking place in the local NHS facilities. Many of these changes are driven by the economy and not by the best interests of the public and this will have a huge impact on the care available to residents of Ludlow.

Ms Brand said that the current plans included the closure or limiting of Shrewsbury A&E and diversion of patients to Telford. There are plans for a new hospital between Shrewsbury and Telford but this is at least twelve year away and in meantime residents will be losing local facilities and have to travel much further for care. She hoped that the Town Council would consider the papers provided in detail and make a response on behalf of the residents of Ludlow.

### **FC/108 UNITARY COUNCILLORS SESSION**

Unitary Councillor T Huffer, Ludlow East, explained to Members how Ludlow residents would be effected by the new "Future Fit" proposals for the NHS. She stated that Ludlow was at risk of losing its minor injuries unit and further facilities were being moved from Shrewsbury Hospital to Telford, which with a lack of direct public transport will be very detrimental to the people of Ludlow.

Councillor Huffer stated that Ludlow will need to work together to fight for the facilities they need to be locally accessible. She added that the public consultation on the "Future Fit" scheme will begin in September 2014.

Unitary Councillor A Boddington, Ludlow North, stated that two new temporary CCTV cameras were being installed in Ludlow tomorrow to cover the Parkway and The Bull and Compasses public houses in the hope of deterring anti-social behaviour.

Councillor Boddington went on to say that the Bromfield Road housing development planning application had been refused, although an appeal is expected. Also the pre-planning application consultation is now underway for the proposed development of 150 homes at Foldgate Lane. He added that over 500 homes were at the pre-application stage in Ludlow at the moment.

Unitary Councillor V Parry, Ludlow South, informed the Council that she had recently met with Shropshire Council to discuss the buses/Park and Ride and previous promises made that Sunday parking charges would be invested in the Park and Ride service. She had also mentioned that a proposal from Shropshire Council regarding the Town Council taking over management of town car parks was to be imminently expected.

**FC/109 MINUTES**

**RESOLVED (13:0:1) JS/DL**

That the open and closed session minutes of the Council meeting held on the 23<sup>rd</sup> June 2014, be approved as a correct record and signed by the Chairman.

**FC/110 ITEMS TO ACTION – 23<sup>rd</sup> JUNE 2014**

**RESOLVED (Unanimous) PD/NH**

That the Items to Action from the meeting held on the 23<sup>rd</sup> June 2014 be noted.

**FC/111 POLICY AND FINANCE COMMITTEE**

**a) Minutes**

**RESOLVED (Unanimous) NH/TG**

That the open and closed session minutes of the Policy and Finance Committee meeting held on the 14<sup>th</sup> July 2014, be received.

**FC/112 b) Recommendations**

**Flexible Working Policy**

That:-

- a) the Flexible Working Policy be adopted
- b) the ACAS guide be noted.

**RESOLVED (Unanimous) NH/JS**

That:-

- a) the Flexible Working Policy be adopted
- b) the ACAS guide be noted.

**FC/113 SERVICES COMMITTEE**

**a) Minutes**

**RESOLVED (Unanimous) PD/JS**

That the minutes of the Services Committee meeting held on the 7<sup>th</sup> July 2014, be received.

**FC/114 b) Recommendations**

**Room Hire Charges at the Guildhall**

That:-

- i) the policy be adopted;**
- ii) the application and hire charges be adopted;**
- iii) bookings for evening meetings will not be accepted;**
- iv) catering and refreshment facilities are not offered;**
- v) Heritage tours will not be charged, but will be invited to make a contribution to the Mayor's Charity;**
- vi) a refundable deposit of £20.00 is paid for any small damages/breakages; and a clause in the agreement is added to state any damage in excess of £20.00 will be invoiced in full to the hirer.**

**RESOLVED (Unanimous) PD/JS**

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- i) the policy be adopted;**
- ii) the application and hire charges be adopted;**
- iii) bookings for evening meetings will not be accepted;**
- iv) catering and refreshment facilities are not offered;**
- v) Heritage tours will not be charged, but will be invited to make a contribution to the Mayor's Charity;**
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**FC/115 Cemetery Matters**

**That the amended Cemetery and Memorial Regulations and appendices be adopted.**

**RESOLVED (Unanimous) PD/PK**

That the amended Cemetery and Memorial Regulations and appendices be adopted.

**FC/116 Bench Plaques**

That:

- i) the amended bench plaque regulations be adopted;
- ii) the amended costs for bench plaques be adopted.

**RESOLVED (Unanimous) PD/JS**

That:

- i) the amended bench plaque regulations be adopted;
- ii) the amended costs for bench plaques be adopted.

**FC/117 IT PROVISION**

That:-

- i) the Town Clerk is authorised to research and update a long-term IT equipment replacement strategy for the Town Council;
- ii) the Town Council continues to use the current supplier for ad hoc computer solutions;
- iii) the Town Clerk is authorised to obtain quotations to replace the two oldest desktop PCs;
- iv) subject to acceptable quotations, the two oldest desktop PCs are replaced in the 2014-15 financial year;

**RESOLVED (Unanimous) PD/JS**

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- i) the Town Clerk is authorised to research and update a long-term IT equipment replacement strategy for the Town Council;
- ii) the Town Council continues to use the current supplier for ad hoc computer solutions;
- iii) the Town Clerk is authorised to obtain quotations to replace the two oldest desktop PCs;
- iv) subject to acceptable quotations, the two oldest desktop PCs are replaced in the 2014-15 financial year;

**FC/118 REPRESENTATIONAL COMMITTEE**

**a) Minutes**

**RESOLVED (Unanimous) GG/DL**

That the minutes of the Representational Committee meeting held on the 2<sup>nd</sup> July 2014, be received.

**FC/119 b) Recommendations**

**Community Infrastructure Levy (CIL)**

**That:-**

- i) Members note that an account code has been created in ear-marked reserves for Neighbourhood Fund monies.**
- ii) further clarification / amendment with regard to clause 1.5 of the agreement, be requested.**
- iii) a reviewable timescale with Shropshire Council be agreed so that accountability is maintained, but also sufficient funds can be accrued.**

**RESOLVED (Unanimous) GG/PD**

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- i) Members note that an account code has been created in ear-marked reserves for Neighbourhood Fund monies.**
- ii) further clarification / amendment with regard to clause 1.5 of the agreement, be requested.**
- iii) a reviewable timescale with Shropshire Council be agreed so that accountability is maintained, but also sufficient funds can be accrued.**

**FC/120 CIVIC EVENT WORKING GROUP**

**a) Minutes**

**RESOLVED (Unanimous) JS/TG**

That the minutes of the Civic Events Working Group meeting held on the 12<sup>th</sup> June 2014, be received.

**FC/121 b) Recommendations**

**Commemoration of the 100<sup>th</sup> Anniversary of World War I**

**That Ludlow Town Council contribute £100.00 representing half the costs of the buffet.**

**RESOLVED (Unanimous) JS/GP**

That Ludlow Town Council contribute £100.00 representing half the costs of the buffet.

**FC/122 Stone Memorial to Commemorate the Fallen Of WWI**

**That the offer of an existing stone memorial be considered at the next Services Committee.**

**RESOLVED (Unanimous) JS/GP**

That the offer of an existing stone memorial be considered at the next Services Committee.

**FC/123 LUDLOW CASTLE – SCHEDULED MONUMENT**

Councillor Perks queried the historical merit of Castle Gardens, as the information from English Heritage did not set out any reasons for including the gardens in the Schedule.

Councillor Parry stated that the gardens were well maintain by the Direct Labour Force, they are not neglected or at risk of falling into disrepair.

The Mayor stated that English Heritage consider the ground beneath the gardens to be of archaeological interest and therefore if they are included in the Schedule of Ludlow Castle the Town Council would need to seek permission to excavate to any significant depth i.e. removing dead trees etc.

Councillor Smithers suggested that the Council should request that specific items, including the cannon, fountain and benches are not included in the scheduling so that the Council is free to maintain its property as necessary.

The Town Clerk explained that English Heritage guidelines now recommended a three metre boundary around all Scheduled Monuments to control development and protect relevant archaeology.

**RESOLVED (11:1:2) GG/GP**

That Ludlow Town Council acknowledges the strategic importance of the close proximity of Castle Gardens to Ludlow Castle, but Members felt that the report from English Heritage did not clearly state the reason for the amended entry. The Town Council are proud of Castle Gardens and do not accept that the rescheduling is necessary.

**FC/124 LUDLOW IN BLOOM SERVICE LEVEL AGREEMENT**

**RESOLVED (13:0:1) GP/PK**

That:-

- i) a workable timetable and scheduling are agreed between Ludlow in Bloom and Ludlow Town Council to ensure both organisations work effectively for the benefit of Ludlow.
- ii) if a written workable timetable is not agreed in advance and effective scheduling is not possible the Town Council is under no obligation to provide ad –hoc assistance.
- iii) safe working practices must be adhered to at all times and only competent Council personnel be permitted to undertake work at high level.

**FC/125 LICENSING APPLICATIONS**

**RESOLVED (13:0:1) PK/TG**

That the Shropshire Council licensing applications be noted.

**FC/126 CASTLE GARDENS FOUNTAIN**

Councillor Ginger expressed his concerns as the future liabilities of the fountain, including water rates, insurance etc., once it has been restored.

Councillor Perks pointed out that the fountain is in the ownership of the Town Council and therefore the Council needed to keep control of the project and make an informed decision on its future.

Councillor Gill pointed out that the fountain was now in such a condition that if it is not repaired shortly it will be beyond restoration.

**RESOLVED (Unanimous) GP/PK**

That:-

- i) the Town Council accepts the offer of assistance from the resident/ representative of the Civic Society to investigate if and how the fountain in Castle Gardens could be refurbished.
- ii) the Town Clerk write a letter to Mr Mahalski to thank him for his interest, explain the Council process for such a project and request a detailed financial and method statement which would need to be approved by Council before any work begins.
- iii) a report be brought back to the a future Council meeting.

**FC/127 GUILDHALL CLOCK**

**RESOLVED (13:1:0) GG/GP**

That:-

- i) the request to inspect inside the Guildhall Clock be refused as Council research has proven the clock was donated to the town and due to cost prohibitive health and safety issues which were acknowledged by the Court Service as a factor in the clock not being wound up.
- iii) if maintenance necessitates an inspection of the clock by the Council and health and safety concerns are met the Council will inform the Greene Trust.



**FC/128 A&E SERVICES IN SHROPSHIRE**

Councillor Parry thanked Joyce Brand for bringing this matter to Council, as she stated Ludlow and its needs are often forgotten in such matters and Telford is not a practical alternative for most residents.

**RESOLVED (Unanimous) GP/TG**

That:-

- i) the Town Clerk write a letter to Philip Dunne MP to ascertain if rural proofing had been considered with regard to "Future Fit" policy, especially in consideration to travelling times and access to public transport.
- ii) Councillors review the information provided at a future meeting.

**FC/129 SUSTAINABLE COMMUNITIES ACT**

The Town Clerk explained that the proposal being put forward by Sevenoaks Town Council was for town and parish council to receive a percentage of current Non Domestic Rates.

Councillor Draper expressed his concerns that such funds may come with additional responsibilities for the Town Council.

Councillors Ginger and Holcombe agreed that that both residents and businesses would be happy to see local money spent locally.

**RESOLVED (Unanimous) PD/GP**

That Ludlow Town Council support the proposal that town and parish councils should receive a percentage of the current Non Domestic Rates.

**FC/130 ANNUAL CORE GRANT FUNDING APPLICATION**

Councillor Ginger stated that though the aim of the group were admirable their plans were not yet advanced enough to be considered. He suggested they reapply for funding once a bank account was set up, costings agreed and meetings and events had taken place.

**RESOLVED (13:0:1) GG/PD**

That the Ludlow Cancer Support Group reapply for funding once they are more established.

**FC/131 EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

The Chairman moved that the public be excluded from the meeting for the following item(s) of business pursuant to section 1 of the Public Bodies (Admission to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

**RESOLVED (Unanimous) PD/GG**

That the public be excluded and the meeting continue in closed session.

The meeting closed at 9.00pm.

\_\_\_\_\_  
Town Mayor

\_\_\_\_\_  
Date

N.B. Closed Session Minutes will be issued.