



MINUTES

Minutes of the **COUNCIL** held at Ludlow Methodist Church, Broad Street, Ludlow, on **MONDAY 1st AUGUST 2022 at 7.00 PM.**

FC/105 PRESENT

Chairman: Councillor Ginger

Councillors: Adams; Childs; Garner; Gill; Lyle; O'Neill; Parry; Pote; Tapley; Thompson; Waite.

Officers: Gina Wilding, Town Clerk
Kate Adams, Deputy Town Clerk
Naomi Brotherton, Senior Admin Assistant

FC/106 HEALTH AND SAFETY

The Mayor welcomed everyone to the Full Council meeting and requested that in the event of a fire alarm, everyone was to leave in an orderly fashion by the main exit at the front of the building. In the unlikely event that this route is blocked, to leave through the rear fire exit, and through the side entrance. For the public upstairs, fire exits could be found at the front and at the back. The assembly point is outside on the pavement away from the front of the building.

FC/107 RECORDING OF MEETINGS

The Mayor notified those present that under the Openness of Local Government Regulations 2014, recording and broadcasting is permitted during public session of Council Meetings. The act of recording and broadcasting must not interfere with the meeting.

The Council understands that some members of the public may not wish to be recorded and asked that they make this known at this point in the meeting.

FC/108 APOLOGIES

Apologies were received from Councillor Jones.

FC/109 DECLARATIONS OF INTERESTDisclosable Pecuniary Interests

None.

Conflicts of Interest

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Cllr J Laurie	17	Fringe Committee Member
Cllr Lyle	15b	Member of Ludlow 21
	17	Green Festival Committee Member
Cllr Parry		Chair of Ludlow in Bloom
Cllr Pote	17	Green Festival Committee Member
Cllr Thompson	17	Green Festival Committee Member

Personal Interests

<u>Member</u>	<u>Item</u>	<u>Reason</u>
All Cllrs	10	Knows at least one co-option applicant
Cllr Adams	15b	Member of Ludlow 21
Cllr Lyle	6	Knows Beth Hinton
	19	Knows Beth Hinton
Cllr Parry	19	Has connections with the Police Crime Commissioner through SC
Cllr Pote	11	contributor to Parking Working Group plan
	15b	Member of Ludlow 21
Cllr Thompson	15b	Member of Ludlow 21

FC/110 PUBLIC OPEN SESSION (15 minutes)

There was one member of the public present.

FC/111 LUDLOW POLICE

PCSO Beth Hinton reported that the Police would be asking for the Council's updated priorities next month. She confirmed that the three areas Members had currently raised were drugs, anti-social driving and driving offences.

She urged Members to report any issues surrounding drugs to enable the Police to build a larger picture as it would highlight where patrols would need to take place. This could be done by calling 101 or speaking to a member of the team.

PCSO Hinton drew Council's attention to a number of cuckoo posters that had been displayed. These were notices for the vulnerable and that the Police were

currently working with the housing association, Shropshire Council and Connexus.

The 18th-24th July was anti-social driving week. She reported that a Section 59 notice was issued to a driver the previous week and that if they received another warning, their vehicle would be seized. Patrols were also still being carried at the Eco Park which had been raised as a problem area. The anti-social driving was still being addressed. She encouraged dashcam footage to be uploaded to operation snap.

Other driving offences were being witnessed on Tower Street and vehicle registrations were being collected via CCTV with drivers being issued with fixed penalty notices.

Following a question from a Member, PCSO Hinton confirmed that there was a further issue with IT during the hot weather and requested that any emails sent during this period should be re-sent. The earlier issue with emails not being acknowledged was being referred to Head Office.

One Member confirmed that she was aware that burglaries and county line crime was still an issue. She also reported that nuisance noisy vehicles were still racing down Temeside and requested Inspector Roberts' contact details. PSCO Hinton confirmed that she would forward these to her.

FC/112 UNITARY COUNCILLORS SESSION

Cllr T Huffer, Ludlow East – voiced her concerns and opinion regarding Festivals and Events item on the agenda.

Regarding the proposal of improvements for Wheeler Road Play Area she thanked the Mayor and the Councillors, as she saw this as a positive move for young people.

She confirmed that the traffic calming at Sandpits School was being revisited, and improvements were being made. She stated that this was an example of collaboration between the Town Council, Unitary Councillors and residents.

Cllr R Huffer, Clee Division – Councillor Huffer advised Council that there were a number of solar farm planning application forms being submitted to Shropshire Council for consideration. He felt that there was a duty of care to Ludlow as the surrounding area had been taking the brunt of these type of applications. Globally, he said, we are close to a food and fuel crisis, so the balance was difficult. Applications had been made for Greete, Ledwyche and Caynham and if approved would have a major impact on the rural landscape and quality of life for residents. He urged Members to have the debate to ensure that the location of the farms were going in the right place and where policy dictates.

Cllr V Parry, Ludlow South – highlighted that works had been completed on Weeping Cross Lane and that 'halos' would be added to the pedestrian crossing adjacent to Smithfield car park. She advised she was pleased that

Councillor R Huffer had drawn Members attention to the solar farm applications as she was on the Planning Committee of Shropshire Council.

She asked that Town Councillors let her know if there are concerns from the community regarding SC services and functions, and also matters relating to the Housing Association, as she felt she was well placed to be of assistance.

FC/113 MINUTES – FULL COUNCIL – 20th JUNE 2022

RESOLVED (unanimous) GG/BW

That the minutes of Full Council on Monday 20th June 2022 be approved as a correct record and signed by the Chairman.

FC/114 ITEMS TO ACTION

RESOLVED (unanimous) GG/TG

That the items to action be noted.

FC/115 CO-OPTIONS

RESOLVED (unanimous) GG/TG

That the Co-option Process be noted.

FC/116 CO-OPTION APPLICATION FORMS

RESOLVED (unanimous) GG/TG

That:-

- i) candidates not present at the meeting are ineligible for co-option and their application would not proceed any further;
- ii) the Co-option application forms of Jessica Laurie, Daniel Seal, Alexander Urka and Stuart Waite be noted.

FC/117 CO-OPTION PRESENTATIONS

The candidates were invited to speak for three minutes each.

FC/118 CO-OPTIONS

HAYTON WARD

Mr S Waite was proposed by Councillor Gill and Seconded by Councillor O'Neill.

A paper ballot was taken.

RESOLVED (7:4:1) TG/SO

That Mr S Waite is co-opted as Councillor for Hayton Ward.

FC/119 GALLOWS BANK WARD

Jessica Laurie was proposed by Councillor Adams and seconded by Councillor Thompson.

Daniel Seal was proposed by Councillor O'Neill and seconded by Councillor Parry.

Alexander Urka was proposed by Councillor Tapley and seconded by Councillor Gill.

A paper ballot was taken.

Candidate	Votes
Mr A Urka	3
Mrs J Laurie	9
Mr D Seal	0

RESOLVED (9:3:0) PA/DT

That Mrs Jessica Laurie is co-opted as Councillor for Gallows Bank.

FC/120 DECLARATION OF ACCEPTANCE OF OFFICE

The two co-opted Councillors signed the Declaration of Acceptance of Office which was witnessed and countersigned by the Town Clerk and joined the meeting.

FC/121 MARKET PARKING

RESOLVED (13:1:0) TG/BW

That Ludlow Town Council asks Shropshire Council for a parking order without loading restrictions on the market Square so that the same parking restrictions on enforced on Events Square, Post Office Square and the Market Square.

FC/122 RESOLVED (unanimous) GG/TG

That once the parking order is enacted, its effect will be monitored by market traders and the Town Council.

FC/123 RESOLVED (unanimous) GG/TG

That if after a period of six months, if the Town Council deems the parking order to have been ineffective at its next meeting, Ludlow Town Council will approve consultation with the Conservation Officer for approval of the design of the bollards to be installed on the Market Square.

FC/124 PROJECTS UPDATE

RESOLVED (unanimous) GG/TG

To the projects update from the Town Clerk be received.

FC/125 VEHICLES UPDATE

RESOLVED (unanimous) GG/VP

- i) To approve the long-term actions and identified budgets.
- ii) That the Town Clerk is given delegated authority to lease two hybrid vans for use by the Direct Labour Force, and this should be actioned within two months.

FC/126 CHRISTMAS LIGHT UPDATE

RESOLVED (13:1:0) GG/BW

That the Christmas Lights update be noted.

FC/127 MAYORS CHARITY FUNDRAISING STATIC TIN AND BUCKET COLLECTION POLICY

RESOLVED (unanimous) GG/DL

That the Policy for Handling of Fundraising Bucket Collection and Static Collection Fundraising Tins for the Mayor's Charity be approved.

FC/128 PROJECT SUPPORT GRANT CRITERIA

RESOLVED (unanimous) GG/PA

That the Project Support Grant Criteria be noted.

FC/129 PROJECT SUPPORT GRANT APPLICATION - LUDLOW 21

RESOLVED (13:0:1) EG/PA

To approve a Project Support Grant of £300 for Ludlow 21.

FC/130 PROJECT SUPPORT GRANT APPLICATION – SHROPSHIRE CADETS

RESOLVED (13:0:1) VP/DT

To approve a Project Support Grant of £200 for Ludlow Cadets.

FC/131 SHROPSHIRE COUNCIL CONSULTATION – STREET TRADING

RESOLVED (unanimous) GG/TG

That the Town Council supports street trading being administered by councils at a local level.

FC/132 SHROPSHIRE COUNCIL CONSULTATION – DRAFT LIBRARY STRATEGY

RESOLVED (unanimous) DL/RP

That Members submit their views no later than 5pm Tuesday 2nd August 2022 to the Town Clerk to enable a collective response to be made for the deadline of the 3rd August 2022.

FC/133 FESTIVALS AND EVENTS

RESOLVED (12:1:1) GG/DL

That all festivals are contacted and asked to be respectful to the needs of the residents and local businesses, and to clear up after their event.

FC/134 RESOLVED (unanimous) GG/SW

That if the Town Council has to clean up after festivals there will be a charge levied.

FC/135 RESOLVED (unanimous) GG/VP

That the Town Council evaluates all proposals from festivals at the time of receipt; and that points 2.3 and 2.4 are deferred until the Town Council has received a proposal from the new organisers of Ludlow 10k when the matter will be brought back to council for discussion.

FC/136 RESOLVED (12:0:2) GG/PA

That Shropshire Council Public Protection is consulted to ascertain the maximum legal decibel level for town centre streets, and this level is applied to all performances in the town centre streets.

8.30pm Councillor Gill left the meeting.

FC/137 COMMERCIAL BUILDINGS

RESOLVED (unanimous) VP/GG

To approve writing the businesses that back onto Church Walk to ask them to consider if the external decoration of their building might require cleaning or refurbishment, and if they could do anything to improve the tidiness of the street scene in this area.

FC/138 RESOLVED (unanimous) VP/GG

That if premises owners do not respond to the Town Council's approach, the matter should be notified to Shropshire Council.

FC/139 WEST MERCIA PARISH CONTRACT

RESOLVED (unanimous) GG/DT

That the existing contract be approved.

FC/140 POLICE CRIME COMMISSIONER TOWN AND PARISH COUNCIL SURVEY

RESOLVED (unanimous) GG/PA

That no later than Friday 4th August, Councillors send their completed consultation forms to the Town Clerk for a majority collective response to the PCC.

FC/141 CIVILITY AND RESPECT PLEDGE

RESOLVED (11:1:1) GG/EG

That the Civility and Respect Pledge be adopted.

The Civility and Respect Pledge

By signing the Pledge, your council is agreeing that the council will treat councillors, clerks, employees, members of the public, and representatives of

partner organisations and volunteers with civility and respect in their roles and that it:

- Has put in place a training programme for councillors and staff
- Has signed up to the Code of Conduct for councillors
- Has good governance arrangements in place including staff contracts and a dignity at work policy
- Will seek professional help at the early stages should civility and respect issues arise
- Will commit to calling out bullying and harassment if and when it happens
- Will continue to learn from best practices in the sector and aspire to be a role model/champion council through for example the local Local Council Award Scheme
- Supports the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate.

FC/142 COMMITTEE RECOMMENDATIONS

Policy and Finance Committee 13th June 2022

RESOLVED (12:0:1) GG/PA

To approve the recommendations from the Policy & Finance Committee 13th June 2022:

PROTOCOL ON THE USE OF PERMITS FOR ENTERTAINMENTS SQUARE AND POST OFFICE SQUARE

That the amended Protocol on the use of permits for Events Square and the relevant application form, be adopted by Full Council.

FC/143 RECOMMENDATIONS FROM SERVICES COMMITTEE 27TH JULY 2022

RESOLVED (unanimous) GG/DL

LINNEY RIVERSIDE PARK

- i) Approval of installation of a swing arm height restriction bar at the Linney Riverside Car park;
- ii) approval of a local company to supply and instal the height restriction barrier subject to the price being comparable with national suppliers.

FC/144 **RESOLVED** (12:0:1) GG/EG**WHEELER ROAD PLAY AREA**

Approval of a new teen shelter, which is a replica of the teen shelter installed in Bishops Castle, to be located in the centre of the playing fields near to the skate park area.

FC/145 **RESOLVED** (unanimous) GG/EG

Removal and disposal of the green teen shelter located to the edge of the recreation area close to the properties in Wheeler Road and the removal of the hard standing, and remaining hard standing used for the previously removed teen shelter, and reinstate grass.

FC/146 **LUDLOW MARKET****RESOLVED** (12:0:1) GG/DC

That Ludlow market is operated under the powers of Royal Charters and part 111 of the Food Act 1984.

FC/147 **WHEELER ROAD RECREATION AREA****RESOLVED** (unanimous) GG/BW

To approve expenditure of £48,060.00 from ear marked reserves 324 and 325 at Wheeler Road Recreation area for:

- Purchase and installation of the teen shelter
- Installation of vulcanised surface at the MUGA and spraying coating existing fencing with anti-graffiti paint.
- Repair and maintenance of the play area safety surface.
- Installation of Hockey Style Goal Posts
- Community artist and materials to guide young people painting the Skate Park
- Installation of extra bins and emptying arrangements.

That the cost of the repair and maintenance of the play area surface be reported to council.

FC/148 **RECRUITMENT****RESOLVED** (unanimous) DL/GG

- i) To ratify the appointment of JR as part-time Admin Assistant at SCP 4 pro rata.

- ii) To ratify the appointment of RB as part-time Communications and Marketing Officer at SCP 15 pro rata
- iii) To ratify the appointment of MI as part-time Public Facilities Operative at SCP 4 pro rata.

FC/149 COMMITTEE MINUTES

Representational Committee 12th July 2022

RESOLVED (12:0:1) GG/DL

To receive the Minutes of the Representational Committee held on 12th July 2022.

FC/150 SERVICES COMMITTEE – 15th JUNE 2022

RESOLVED (12:0:1) BW/RP

To receive the Minutes of the Services Committee held on the 15th June 2022.

FC/151 STAFFING COMMITTEE – 14TH JUNE 2022

RESOLVED (12:0:1) DL/SW

To receive the Minutes of the Staffing Committee held on the 14th June 2022.

The meeting closed at 8:47 pm.

Town Mayor

Date

NB Closed session minutes will NOT be issued.