



MINUTES

Minutes of a meeting of the **COUNCIL** held in the Guildhall, Mill Street, Ludlow on **MONDAY 9th MARCH 2020** at **7.00 PM**.

FC/304 PRESENT

Chairman: Councillor Gill

Councillors: Adams; Clarke; Cobley Garner; Ginger; Jones; Lyle, Naysmith; O'Neill, Parry; Perks, Pote; Sheward and Smithers.

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

FC/305 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/306 RECORDING OF MEETINGS

The Mayor informed Council and the public that under the Openness of Local Government Regulations 2014, recording and broadcast including blogging, tweeting and other social media was permitted during the public session of Council meetings. He stated that the act of recording and broadcast must not interfere with the meeting.

He added that the Council understood that some members of the public may not wish to be recorded and asked that they make this known immediately.

FC/307 APOLOGIES

No apologies were received.

FC/308 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Cllr Cobley	11	Financial interest in the renewable energy supplie

Conflicts of Interest

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Cllr Perks	15	Unconscious bias
	23b	Unconscious bias

Personal Interests

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Cllr Adams	13	Member of Ludlow 21 Sustainable Transport Group
Cllr Cobley	10	Son-in-law works for the Police
	14	Supports Shropshire Wildlife
	17b	Knows the Mace Bearer
	19	Volunteer for the Parish Paths
	20	LAYP – volunteers annual firework display at Gallows Bank
	25	Friends of Ludlow Assembly Rooms
	27	Knows former Sergeant at Arms
Cllr Garner	20	LTC Rep and volunteer
Cllr Gill	25	Volunteer at Ludlow Assembly Rooms
Cllr Lyle	14	Member of the Friends of Corve and Teme and knows Chair
	20	Volunteer at Gallows Bank Fireworks and helps at craft afternoons
	21	Knows the applicant and involved with the project Ludlow in Bloom
Cllr Parry	9	Founder Member of Ludlow Youth Centre
	19	Personally paid for bench to be restored
	25	Volunteer Ludlow Assembly Rooms
Cllr Perks	14	Planted trees for the War Memorial
	19	Volunteer restoring bench
	25	Volunteer Ludlow Assembly Rooms
Cllr Pote	13	Member of Ludlow 21 Sustainable Transport Group
	14	Supports Environmental issues
	19	Secretary of South Shropshire Ramblers
Cllr Smithers	20	Treasurer Ludlow Area Youth Partnership

FC/309 PUBLIC OPEN SESSION (15 minutes)

There were no members of the public present.

A Councillor stated that the views expressed were not his own, and read the following statement from the Parish Paths Partnership:

"What is there to say, more than we are thoroughly disgusted the bench (for Seaman William Charles Williams) should have been damaged and glad that it didn't involve the plaque.

It really does make one wonder if this is really the best place for the plaque?

Any further damage by a few mindless individuals would be a terrible blow to the Williams' family, would be totally at variance to his action of laying down his life for his country, and bring discredit to the Town."

FC/310 UNITARY COUNCILLORS SESSION

Councillor T Huffer, Ludlow East – Councillor Huffer expressed her disappointment that Council was not discussing the funding for Ludlow Youth provision at this meeting. She outlined that Shropshire Council would withdraw funding in March 2021 and felt that there was an urgency to the matter because Town Council would be setting its precept in October 2020. She said Shropshire Council would not be swayed on the funding, and the Youth Club in Market Drayton was publically campaigning as it was due to close in two weeks. She requested a meeting with the Mayor, Councillor Garner and Town Clerk to outline proposals to be taken to Council at a future meeting.

Councillor A Boddington, Ludlow North – Councillor Boddington commented that in his opinion the report on Chains and Posts was a step in the right direction to combat the issue of parking in Castle Square. Moving onto buses he stated he was concerned. Shropshire Council were tendering for the 701 and 722 services and Minsterley Motors were part of this process. There was current a subsidy of £93,000 provided by Shropshire Council to support the current provision. A fully commercially funded service without the subsidy would only be one bus an hour round the town and no provision for a park and ride service. The current bus services were at 30 minute intervals, which in his opinion is already too long.

Councillor Boddington reported that Ludlow had been rated top priority for bus services due to large percentage of residents not driving. He suggested that the bus services remained status quo until the new houses and supermarket had been built at Rocks Green, and then it was reviewed again.

Although the 292 bus was not on the agenda for discussion at Shropshire Council, this service ran from Kidderminster and was operated by Diamond. Diamond had already been called in to the Traffic Commission for running behind schedule. There had been conflicting information from the owner and bus drivers but Councillor Boddington had requested that the service departed from the Compasses, rather than Upper Galdeford.

Councillor V Parry, Ludlow South – Councillor Parry informed the Council that she agreed with Councillor Boddington's comments regarding the conflicting information on the 722 bus route.

Turning to the Corona virus Councillor Parry asked what measures the Town Council would be making for staff and residents. She felt that measures should not just fall to Shropshire Council.

Councillor Parry informed Council that she had had some good news in relation to the Access for All Programme by Network Rail. The Access Group had for many years requested a lift on the railway station. At a meeting she had had

recently at Ludlow Station, Network Rail would be reviewing safety issues with users reversing out of parking spaces onto the main road, disabled parking, reviewing the path between the station and adjacent doctor's surgery, tactile paving and solutions would be reviewed for blind service users.

She declared that despite Network Rail having eight other lifts to be fitted at stations in the County and Wales, she had been told that Ludlow's was first on the list. A good result she said, despite waiting many years.

In response to Councillor Parry, Councillor Lyle stated that a Staffing Meeting would be called shortly and part of the meeting would be to discuss measures in relation to the Corona virus.

Councillor Pote expressed his dismay at the In and Out of Ludlow Group not having been included in the Network Rail Meeting. He outlined that the Group had a meeting shortly with Network Rail and this seemed pointless if a decision had already been made.

Councillor Perks highlighted that as Italy was in the grip of the Corona virus perhaps a letter of support could be sent to the twinned town San Pietro.

FC/311 MINUTES – FULL COUNCIL 27th JANUARY AND 24th FEBRUARY 2020

The Mayor stated that a statement had been made to the questions raised by the Climate Emergency Group at Council and these would be circulated to Members. A copy has been attached to these minutes.

RESOLVED (11:1:3) TG/JS **FOR:** PA, MC, AC, EG, TG, GG, DL, RN,
SO, CS, JS
AGAINST: GP
ABSTENTION: RJ, VP, RP

That the open and closed minutes of Full Council on the 27th January and 24th February 2020 be approved as a correct record and signed by the Chairman.

FC/312 ITEMS TO ACTION – 27th JANUARY and 24th FEBRUARY 2020

The Chair thanked the staff for their work.

RESOLVED (unanimous) TG/MC

That the Items to Action be noted.

FC/313 LUDLOW YOUTH CENTRE

RESOLVED (unanimous) TG/GG

That the 2015 Expression of Interest for Community Asset Transfer for the Ludlow Youth Centre is renewed.

FC/314 HUMAN TRAFFICKING & ANTI-SLAVERY

RESOLVED (unanimous) GG/DL

That the Policy & Finance Committee draft an Anti-slavery and Human Trafficking Policy which is brought back to Council for approval, and then there is further consideration regarding endorsing the Anti-Slavery Partnership and town-wide campaign.

FC/315 CLIMATE EMERGENCY – CARBON FOOTPRINT ASSESSMENT

7.28pm Councillor Cobley left the meeting.

The Town Clerk gave a verbal update to her report. She had been in contact with the Marches Energy Agency. They had given a ball park figure for basic carbon footprint assessment and recommendations for £1,500.00, which included a site visit and training session.

She explained that the Town Council needed to know its basic carbon footprint as a starting point and improvements would then be planned and be made incrementally.

RESOLVED (11:2:1) GP/RP

That the ball park figure of £1,500 for a basic carbon footprint assessment with recommendations for the next steps, and to include a site visit and training for staff by the Marches Energy Agency is accepted.

FC/316 RENEWABLE ENERGY TARIFF

The Town Clerk updated Council that the total electric budget across all sites was £13,875 switching to a renewable energy tariff with the existing energy supplier would be an increase in 0.5% equating to an additional £70 annually. Gas was only available at one site and the budget was £400 - switching to a renewable energy tariff would increase the cost by 30% equating to an additional £120 annually.

RESOLVED (13:1:0) MC/GP

That the decision to move to renewable energy sources is deferred until the carbon footprint has been undertaken, and further research is undertaken into the range of offers available.

7.39 pm Councillor Cobley re-joined the meeting.

FC/317 CHAINS AND POSTS CASTLE SQUARE

The Mayor thanked Councillor Pote and Ginger for their work on this matter.

It was explained that the issue of parking in Castle Square would be approached in stages with consultations.

Following a question from a Councillor, it was stated that if posts and chains were installed on Events Square they would effectively pay for themselves because the Council had suspended the pitch due to parked cars blocking it, and was currently losing Street Trading revenue.

RESOLVED (11:0:1) GG/RP

To seek in principle agreement from Shropshire Council and Ludlow College to put posts and chains around Events Square.

FC/318 RESOLVED (unanimous) RP/CS

To arrange an informal meeting with Shropshire Council to further discuss the possibilities of a Traffic Restriction Order on the Market Square and Post Office Square.

FC/319 RESOLVED (unanimous) CS/RP

To further research the posts and chains proposal for the Market Square and consult with the Market Traders.

FC/320 LOCAL BUS CONSULTATION – 701,722

It has been acknowledged that Ludlow had been rated top priority for bus services due to large percentage of residents not driving, and the Town Council has recently erected a bus shelter in Corve Street, and is consulting on the locations of additional shelters with funding in place for putting up one shelter in the next financial year.

RESOLVED (unanimous) GG/GP

To reply to the consultation that Shropshire Council make no reductions to the current 701 and 722 bus timetables and continue subsidising the routes.

FC/321 TREES FOR LUDLOW

RESOLVED (unanimous) TG/VP

That the proposal from the Friends of Corve & Teme to participate in a Trees for Ludlow Project is approved.

FC/322 INTERNAL AUDITORS REPORT

RESOLVED (14:0:1) GG/CS

That the Internal Auditors Report is adopted and an Action Plan is created and reviewed by the Policy & Finance Committee.

FC/323 COMMONWEALTH DAY

RESOLVED (14:0:1) TG/RJ

To note that the Commonwealth flag was flown on Commonwealth Day – Monday 9th March 2020.

FC/324 SERGEANT AT ARMS

RESOLVED (13:0:2) TG/GG

To approve Mr Nick Chapman to undertake the role of Sergeant at Arms.

FC/325 MACE BEARER

RESOLVED (13:0:2) TG/AC

To approve Mr Alan Procter to undertake the role of Mace Bearer.

FC/326 COMMITTEE MEMBERSHIP

Councillor Perks stated that he had resigned from the Staffing Committee and all Task & Finish Groups except the Civic Events Task & Finish Group.

RESOLVED (unanimous) TG/MC

That:-

- i) Councillor Naysmith become a member of Services Committee, Policy & Finance Committee, Representational Committee, and the Night Market Task & Finish Group;
- ii) Councillor Adams become a member of Services Committee, Policy & Finance Committee and Representational Committee;

FC/327 ABLE SEAMAN WILLIAM CHARLES WILLIAMS

8.12pm Councillor Lyle left the meeting.

8.13pm Councillor Lyle rejoined the meeting.

RESOLVED (14:0:1) TG/AC

To note that the plaque has been received from the Parish Paths Partnership but due to vandalism of the bench there will be a delay with the fixture and unveiling.

FC/328 RESOLVED (unanimous) GG/GP

That the Parish Paths is thanked for their email. To express the Town Council's disgust regarding the vandalism to the bench and explain not all benches can be protected with CCTV. However, a Perspex cover will be fitted to protect the plaque.

FC/329 PROJECT SUPPORT GRANT APPLICATIONS

RESOLVED (unanimous) GG/GP

That a Project Support Grant of £300 be awarded to Ludlow Photographic Club.

The funding application from Ludlow Area Youth Partnership was withdrawn.

FC/330 PROJECT SUPPORT GRANT FEEDBACK

RESOLVED (unanimous) TG/MC

That the feedback from the Ludlow Fairtrade Group be received.

FC/331 COMMITTEE RECOMMENDATIONS – POLICY & FINANCE COMMITTEE 20TH JANUARY AND 2ND MARCH 2020

RESOLVED (unanimous) AC/CS

POLICY REVIEW – ADVERTISING POLICY

That the Advertising Policy be adopted.

Flexible Working Policy

That the Flexible Working Policy, as amended, be adopted.

Parental Bereavement Leave Policy

That the Parental Bereavement Leave Policy, be adopted.

FC/332 COMMITTEE RECOMMENDATIONS – SERVICES COMMITTEE 2ND MARCH 2020

RESOLVED (unanimous) MC/GG

VE VJ DAY POPPIES

To purchase 15 poppies for the lamp posts on the market square and events Square for VE Day.

FC/333 COMMITTEE AND WORKING GROUP MINUTES

Policy & Finance Committee, 20TH January 2020

RESOLVED (14:0:1) AC/CS

That the minutes from the Policy & Finance Committee on the 20th January 2020 be received.

FC/334 SERVICES COMMITTEE 24TH FEBRUARY 2020

RESOLVED (14:0:1) MC/EG

That the minutes of the Services Committee on the 24th February 2020 be received.

FC/335 REPRESENTATIONAL COMMITTEE, 15TH JANUARY, 5TH FEBRUARY 2020

RESOLVED (13:0:2) GG/CS

That the minutes of the Representational Committee on the 15th January and 5th February 2020 be received.

FC/336 STAFFING COMMITTEE, 20TH FEBRUARY 2020

RESOLVED (13:0:2) DL/RP

That the minutes of the Staffing Committee on the 20th February 2020 be received.

FC/337 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) TG/RP

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

The meeting closed at 8:35 pm

Town Mayor

Date

NB Closed session minutes will be issued.

CLOSED SESSION MINUTES

Closed Session minutes of a meeting of the **COUNCIL** held in the Guildhall, Mill Street, Ludlow on **MONDAY 9th MARCH 2020** at **7:00PM**

FC/338 LUDLOW ASSEMBLY ROOMS

RESOLVED (14:1:0) GG/VP

That the Ludlow Assembly Rooms provide evidence within 28 days of receipt of a letter from the Town Council that the 30 year lease with Shropshire Council is in place because the Town Council wish to ensure that understanding under which the grant of public money were agreed is in place.

FC/339 CONFIDENTIAL RECOMMENDATIONS FROM STAFFING COMMITTEE 20TH FEBRUARY 2020

RESOLVED (unanimous) GG/RJ

That:-

- i) the tender document as amended according to the solicitor's advice, be approved;
- ii) the following local authorities and companies are invited to tender; Shropshire Council, Society of Local Council Clerks, Telford & Wrekin Council and Ellis Whittam, be approved;
- iii) the tender timetable V1 be approved with the amended contract period to the 18th April.

Item	Tender timetable V1
Tender Document Agreed by Council	9 March 2020
Send out invitations to identified companies, and advertise in the press and website	16 March – 10 April 4 weeks total
Clarification Stage/ Questions about specification	23 March Beginning of Week 2
End of Clarification Stage	28 March - End of week 2
Submission Deadline	18 April - End of week five
Bid evaluation	19-30 April - Week 6
Decision of Award of Contract	Full Council on 6 th May
Start Date of Contract	18 th May 2020
End of contract period	End of August 2020

FC/340 SERGEANT AT ARMS

RESOLVED (unanimous) GG/RJ

That the quotation for the plaque for the retired Sergeant at Arms be approved and a formal presentation is made at Mayor Making.

The meeting closed at 8.35 pm

Town Mayor

Date