



MINUTES

Minutes of a zoom meeting of the **COUNCIL** held on **MONDAY 26th APRIL 2021** at **7.00PM**.

FC/295 **PRESENT**

Chairman: Councillor Gill

Councillors: Adams; Clarke; Cobley; Garner; Ginger; Jones; Lyle; Naysmith; O'Neill; Parry (from 7.17pm); Pote, Sheward and Smithers.

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

FC/296 **VIRTUAL MEETING WELCOME**

The Chairman welcomed everyone to the virtual Full Council meeting, introduced the Councillors present, and explained that:

This is a formal Town Council meeting and will be held, just as ones in the Guildhall, using the published agenda.

As with meetings in the Guildhall, members of the public will be given the opportunity to speak during public participation, but will not be permitted, unless invited to do so by the Chairman, to speak at other times.

The Clerk has the ability to mute or remove anyone who does cause a nuisance, but of course, we hope that this won't be necessary.

It is impossible to hear if everyone speaks at once. So that we have some order, I'd be grateful if you could speak one at a time and use the 'reactions' button at the bottom of the Zoom screen and raise your virtual hand if you'd like to speak.

Please note that we will not be using the 'chat' function and will not be sharing any files via Zoom. In order to avoid your technology being compromised, please do not use Chat and do not respond to any messages made via Chat.

FC/297 **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 turn off their camera and access the meeting via audio only.

FC/298 APOLOGIES

Apologies were received from Councillor Perks due to IT failure.

FC/299 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests

None declared.

Conflicts of Interest

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Cllr Lyle	9a	Green Festival Board Member and Member of Ludlow 21
Cllr Gill	21b	Spends funds for organisation

Personal Interests

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Cllr Adams	9a	Member of Ludlow 21
	15	Partner made a grant on behalf of a group
	18b	Member of Ludlow 21
Cllr Clarke	11	Knows two members of the group
Cllr Cobley	6	Son in law works for Police
	12	Friends of LAR
Cllr Gill	10b	Customer at the cafe
Cllr Lyle	9b	Knows organiser
	11	Knows two members of the group
	12	Knows the board members and CEO
	15	Knows the applicant and supports the project
	18	Board Member of Ludlow 21 and knows applicant
Cllr Pote	9a	Volunteer and attended some planning meetings
	18b	Member of Ludlow 21 Sustainable Transport Group
Cllr Sheward	10b	Customer at the Cafe
	12	Knows Board Members at LAR

FC/300 PUBLIC OPEN SESSION (15 minutes)

There were eight members of the public present.

Restore Shropshire's Verges Project – The Representative from RSVP informed Council that she had had agreement from Shropshire Council and

support from Shropshire Wildlife Trust for the project, which had featured in their Spring edition publication.

She informed Council that two verges on Sheet Road, opposite the NFU Mutual offices by Greenacres had been identified and that work had been scheduled to begin on Friday 30th April 2021 at 11.00am. She outlined that there were five members of the group that would be working on the verges under social distancing conditions and that Councillors would be welcome to visit or help with the work.

The work would consist of sowing wildflowers which while aesthetically pleasing, would provide an environment for wildlife and insects, particularly pollinators; numbers of which had significantly reduced in Shropshire over the last few years.

She stated that she hoped that the Town Council would support the initiative.

Ludlow 21, Sustainable Transport Group – The Representative from Ludlow 21 spoke in support of the Project Support Grant Application on the Agenda. She explained the application was for printing costs for production of the town bus services, which included a town map and also a map of the bus routes. This would be the third print run and was being repeated due to the success of the previous two printings. She added that two larger A2 sheets with the timetables would be available at the Visitor Information Centre.

Ludlow 21, Green Festival – The Representative from the Green Festival informed Council that the Group were seeking permission to proceed with the Festival on Sunday 11th July 2021. He outlined that the Festival had successfully been part of Ludlow's calendar for nearly 20 years, and despite the pandemic this had not dismissed or made green issues less urgent.

In his opinion he felt that the town and visitors were ready for festivals and the Green Festival would be similar to previous years showcasing all the projects, focusing on a family day with catering, music, demonstrations and talks. He added that the Group was aware that social distancing measures could still be in place and that guidelines would be followed.

7.17pm Councillor Parry joined the meeting.

Taste at No 1 – The Owner at Taste at No1 drew Members attention to the fact that the Coffee Shop was adjacent to the High Street, Street Trading pitch. She commented that she hoped the Town Council would look favourably on the application for securing the pitch for six months, as she felt that using the street trading pitch would enhance the amenity of the area.

Finally, she said that Covid arrangements would be put in place during trading times and that all chairs, tables and other items would be packed away each evening.

FC/301 LUDLOW POLICE UPDATE

Constable Steve Grant addressed Council and sent the apologies for Sergeant Kelly, who had been called away on another matter.

He informed the Council that Whitebeam was an initiative to tackle rural crime. He stated that discussions, and successful engagements had taken place with local farmers, were having a positive effect - with 50 vehicles being stopped. Regarding traffic operations some concerns had been raised regarding speeding with drivers ignoring signage. This is being addressed.

He went on to say that an individual in Ludlow had been arrested and charged with possession and intent to supply class 'A' drugs. He urged Councillors and members of the public to report any incidents of crime or anti-social behaviour that they witnessed as this helped the Police to build up a picture of information, which could lead to further action.

Constable Grant praised the quality of the pictures from the CCTV phase I saying that it was a massive improvement.

FC/302 MINUTES – FULL COUNCIL 22nd MARCH 2021**RESOLVED (unanimous) TG/SO**

That the open and closed minutes of Full Council meeting held on Monday 22nd March 2021, be approved as a correct record by the Chairman.

FC/303 ITEMS TO ACTION – 22nd MARCH 2021

The Mayor thanked the Town Clerk and staff for the actions that had been completed as he was aware that staff were overstretched.

RESOLVED (unanimous) TG/AC

That the Items to Action be noted.

FC/304 GREEN FESTIVAL**RESOLVED (unanimous) TG/EG**

That subject to receipt of Risk Assessments and Action Plans to run the festival in a Covid-19 secure way, to approve the Green Festival using the Market Square and Events Square on 11th July 2021.

FC/305 **FRINGE FESTIVAL****RESOLVED (unanimous) VP/TG**

- i) That a COVID-19 Risk Assessment and event plan for the management of each proposed Fringe activity / event on Events Square is provided to the Town Council prior to permission for use of Events Square being granted;
- ii) Subject to the return of the market onto Post Office Square, to approve the siting of an exhibition trailer with a foot print of 23ft x 7ft (not including the drop down stage) on Events Square between 18th June and until 18th July in the street trading pitches, which are a total size of 29ft x 9ft;
- iii) That there will be no charge use of the Events Square street trading pitch from 18th June and until 18th July 2021.
- iv) Subject to the return of the market onto Post Office Square and the receipt of Risk Assessments and event plans from the Fringe Festival, to permit use of the Events Square for Pride Day, Conservation Day, Young Musicians, The Great Ludlow Get Together, The Big Sing, visiting choirs, Conservation Day, Story Tellers, Artists Market, Ludlow Concert Band, Theatre in the Square, Morris Dancers, Dancers in the Square, The Ludlow Art Trail, and Street performers.

FC/306 **MAYFAIR 2021****MOTION NOT CARRIED (4:10:0) TG/MC**

That the PEO's request is declined.

FC/307 **RESOLVED (11:3:0) MC/AC**

That the PEO submit detailed Risk Assessments and an Event Plan to the Town Council to be considered by Shropshire Council Safety Advisory Group in relation to their request to hold the Mayfair.

8.00 pm Councillor Jones left the meeting.

FC/308 **LUDLOW 10K RACE****RESOLVED (unanimous) TG/CS**

Subject to the Government Road Map permitting the event to legally take place, and that the organiser provides confirmation of the road closure and event times, and undertakes to reduce the impact on local businesses as much as possible; the Town Council supports the Ludlow 10k using the Events Square on Sunday 10th July 2020.

FC/309 RECOMMENCING STREET TRADING

RESOLVED (11:0:2) TG/AC

- i) That subject to the market being successful re-located to its normal position, Street Trading on Castle Square should resume on 17th May 2021.
- ii) To bring the matter back to the July Council meeting.

FC/311 STREET TRADING APPLICATION FOR TASTE AT NO 1 – HIGH STREET PITCH

RESOLVED (unanimous) TG/MC

That the Street Trading Pitch on High Street is immediately re-opened to take applications.

FC/312 RESOLVED (unanimous) TG/GG

That costs charged for the pitch are in line with the existing policy.

FC/313 REQUEST TO HIRE THE BUTTERCROSS – LUDLOW MALE VOICE CHOIR

RESOLVED (unanimous) RP/TG

To decline permission to use the Buttercross outside area before 17th May 2021 due to Government restrictions.

FC/314 RESOLVED (8:5:0) MC/RN

That when approved the use of the Buttercross includes singing accompanied by an electric piano.

FC/315 RESOLVED (unanimous) TG/MC

To approve use of the Buttercross for a small group for singing accompanied by an electric piano (numbers to be defined by risk assessment) after 17th May 2021.

FC/316 RESOLVED (unanimous) TG/CS

A fee of £6 per hour, which is a pro rata rate of the full evening rental price should be charged.

8.27pm Councillor Gill left the meeting and Councillor Pote chaired the next item.

FC/317 LUDLOW ASSEMBLY ROOMS/VISITOR INFORMATION CENTRE

RESOLVED (6:0:6) RP/MC

That Ludlow Assembly Rooms is asked to provide invoices, and itemised expenditure to explain how the Annual Core Grant monies were spent.

8.45pm Councillor Gill returned to the meeting and continued to chair the meeting.

FC/318 LUDLOW MUSEUM AT THE BUTTERCROSS

RESOLVED (unanimous) TG/EG

- i) To approve the updated risk assessment in principle.
- ii) To approve that re-opening takes place once the practicalities required for Covid-19 secure working and customer care are in place.
- iii) To approve the purchase of social distancing equipment from XL displays.

8.51pm Councillor Cobley left the meeting.

FC/319 FORMAL COUNCIL MEETINGS

RESOLVED (9:2:1) TG/JS

- i) That to keep councilors, staff and the public safe, only decisions that cannot be delegated to the Town Clerk are made at socially distanced Council Meetings at the Methodist Church in Broad Street until the council decides that it is safe enough to hold long public in person meetings again.
- ii) That the Town Clerk uses emergency delegated powers to enact Council recommendations. A table of delegated decisions would be published on the Council's website in lieu of the minutes to maintain openness and transparency.
- iii) To continue lobbying for the return of virtual decision making meetings.

FC/320 ANNUAL TOWN RESIDENTS MEETING - 21ST JUNE 2021

RESOLVED (unanimous) TG/JS

To approve the new date for the Annual Town Residents Meeting of 21st June 2021.

FC/321 EXTENSION OF MEETING

RESOLVED (unanimous) TG/JS

That the meeting will be extended for 30 minutes.

FC/321 MAYOR MAKING 9TH JUNE 2021

RESOLVED (11:0:1) TG/JS

That a smaller social distanced Mayor Making is arranged at the Ludlow Methodist Church on Wednesday 9th May 2021.

FC/322 GOVERNMENT CONSULTATION - LOCAL AUTHORITY REMOTE MEETINGS: CALL FOR EVIDENCE

To respond to the Consultation by the closing date on the 17th June 2021, using the points from the letter sent to the Secretary of State for Housing, Communities and Local Government on the 29th March 2021.

FC/323 RESTORING SHROPSHIRE VERGES PROJECT (RSVP)

RESOLVED (11:0:1) TG/RP

To support the Restoring Shropshire Verges Project for planting a verge on Sheet Road with wild flowers with the approval of Shropshire Council Highways Authority.

9.10pm Councillor Smithers left the meeting.

FC/324 CCTV UPDATE - LUDLOW

RESOLVED (unanimous) TG/DL

To note the update that Shropshire Council will cover their own costs associated with the agreement for the Town Council to fund and install a CCTV camera outside Ludlow Library.

FC/325 ANNUAL CORE GRANT APPLICATION, CRITERIA, & FEEDBACK FORM

RESOLVED (unanimous) GG/MC

To amend the criteria to include the amendment: To avoid misunderstandings, please note that in all circumstances, permission must be given by Ludlow

Town Council prior to awarded grant funds being used for any purpose that is different to the one stated on the application form.

FC/326 RESOLVED (unanimous)

That subject to the amendment in FC/325, the Annual Core Grant Criteria, application and new Evaluation and Monitoring Form are approved.

FC/327 PROJECT SUPPORT GRANT APPLICATION – LUDLOW 21 – SUSTAINABLE TRANSPORT GROUP

RESOLVED (unanimous) GG/DL

To award £300 to Ludlow 21 Sustainable Transport Group.

FC/328 LUDLOW TOWN RECOVERY GRANT UPDATE

RESOLVED (unanimous) TG/MC

To note the final project report submitted to Shropshire Council.

FC/329 COMMITTEE RECOMMENDATIONS FROM REPRESENTATIONAL COMMITTEE 23RD APRIL 2021

RESOLVED (10:0:1) TG/CS

To note there are no further recommendations.

FC/330 COMMITTEE MINUTES

REPRESENTATIONAL COMMITTEE – 17th MARCH 2021

RESOLVED (10:0:1) GG/CS

That the minutes of the Representational Committee meeting held on the 17th March 2021, be received.

FC/331 SERVICES COMMITTEE – 15TH MARCH 2021

RESOLVED (unanimous) MC/EG

That the minutes of the Services Committee meeting held on the 15th March 2021, be received.

FC/332 STAFFING COMMITTEE – 25TH MARCH 2021

RESOLVED (7:0:3) DL/TG

That the minutes of the Staffing Committee meeting held on the 25th March 2021, be received.

9.22pm Councillor Smithers re-joined the meeting.

FC/333 EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

RESOLVED (unanimous) TG/MC

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.

The meeting closed at 9:45 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 26th APRIL 2021** at **7:00PM**

FC/334 **COUNCILLOR IT**

RESOLVED (unanimous) TG/GG

That further investigations of the functionality the Samsung tablet including if there is a split screen function are made, and the findings are reported back to Council.

FC/335 **EXTENSION OF THE MEETING**

RESOLVED (unanimous) TG/RP

That the meeting be extended for a further 15 minutes.

FC/336 **STAFFING STRUCTURE REVIEW**

RESOLVED (6:0:5) TG/EG

To approve:-

- i) Recruitment for the 12hr per week Finance Role SCP 5-8.
- ii) Recruitment for the 19.5hr per week Reception Role SCP 1-4
- iii) The carrying forward of £51,349.00 unspent 2020 / 21 salaries budget into 2021 / 22.
- iv) Recruitment for 37hr per week Marketing, Communications and Committee Role SCP 13-17.
- v) Creation of work spaces upstairs at the Guildhall to facilitate the above appointments
- vi) Further exploration of a Projects and Assets role by a Staffing Task & Finish Group.
- vii) Further exploration of an additional admin apprentice role by a Staffing Task & Finish Group.
- viii) Further exploration LCRS risk assessment software, which is used by many local councils including Shrewsbury for RA management by a Staffing Task & Finish Group.

The meeting closed at 9.45 pm

Town Mayor

Date