



MINUTES

Minutes of a meeting of the **COUNCIL** held at The Guildhall, Mill Street, Ludlow on **MONDAY 11TH DECEMBER 2023** at 7.00 PM.

FC/227 **PRESENT**

Chairman: Councillor Ginger

Councillors: Childs; Garner; Gill; Hall; O'Neill; Parry; Pote; Tapley; Thompson, Urka; B Waite, S Waite.

Officers: Gina Wilding, Town Clerk

FC/228 **ABSENT**

Councillor Jones was absent due to work commitments.

FC/229 **HEALTH & SAFETY**

The Mayor welcomed everyone to the Full Council meeting, and requested that in the event of a fire alarm, everyone should leave in an orderly fashion by the main exit at the front of the building. The assembly point is outside on the pavement away opposite the Guildhall.

FC/230 **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/231 **APOLOGIES**

Apologies for absence were received from Councillor Jones.

FC/232 DECLARATIONS OF INTERESTDisclosable Pecuniary Interests

None

Conflicts of Interest

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Councillor Parry	No item identified	Chair, Ludlow in Bloom
Councillor Childs	No item identified	Admin of Residents Group Page
Councillor Urka	16a	Council Representative
Councillor Gill	10	Shareholder
Councillor Pote	15	Has raised safety concerns

Personal InterestsMember

None

FC/233 PUBLIC OPEN SESSION (15 minutes)

There were twenty-two members of the public present. Eight made verbal representations to the Council.

A resident of Dinham raised the following concern:

The licensing application for Ludlow castle is inappropriate. Whilst the concerts last year were great. The noise level was intrusive and affected their enjoyment of being in their own home, so they would not want the number of events to be increased.

A resident of Dinham raised the following concern:

The licensing application for Ludlow castle is inappropriate and would only serve the profits of the castle and the event company. It would not serve the town well. Residents of Dinham were advised that there would a chance for them to provide feedback after last year's four concerts, but this has not happened – and should happen. Overall, the resident felt that three concerns, not four would be appropriate and there were issues with the Friday concert, which was too loud in their opinion. The resident reported the incident of an arrest, and that ASB linked to concerts had a detrimental impact on health and wellbeing of residents. The resident was also concerned that road closure and limited access for residents were a problem.

A resident of Dinham raised the following concern:

He is concerned that the number of events proposed in the licensing application is inappropriate. He had attended a meeting with the organisers before the concerts and the promised feedback meeting after events had not taken place – this was disappointing and should happen.

A resident of Dinham raised the following concern:

The licensing application for Ludlow castle is inappropriate. Overall, the concerts last year could be made acceptable to residents, but there had not been a feedback meeting, and this was a problem. The licensing application for 15 events is overkill, and it must be recognised that the disruption to the town extends beyond the actual events. There is a period of nine days for set up and take down for the event. In this period the normal rhythm of the town is disrupted, and this is to the detriment of the residents, and other users and visitors of the town.

A resident of Dinham raised the following concern:

The licensing application for Ludlow castle is inappropriate. In addition to the comments made by others, they were concerned about the excess pollution from vehicles including the HGVs, which included exhaust emissions and particles from their tyres.

A resident of Dinham, who is also the Chairman of Ludlow Civic Society raised the following concern:

The licensing application for Ludlow castle is inappropriate. He stated that Ludlow Civic Society had a membership of 300 and were opposed to the licensing application. The detrimental impacts would be due to road closures, public nuisance, and intolerable noise. He had heard that the number had been reduced from 15 to 8, but contended that this new figure had been proposed by an authority at a distance from Ludlow and he could not see how it had any relationship to what would be good for the town – it appeared to be an exercise in reaching a more acceptable sounding number – but not an exercise in doing what was right for the town.

He said that the four new concerts last year were acceptable, but there were problems that needed to be addressed including sound levels, and damage to his car, which he accepts may not be related, but felt that the extra vehicles and reduced space contributed. He thought that more events would be to the detriment of other users of the town, and only benefit the profits of the castle and the organisers.

A resident of Dinham raised the following concern:

The licensing application for Ludlow castle is inappropriate. The economic benefit of a few was not appropriate to the level of disruption and activity that would overtake the town. Eight extra events are too much. There would be one event every three weeks and there would also be to the set up and take down period, which also has a detrimental impact to the normal life of the town. Ludlow would become a less attractive place – and this is unacceptable. There should be no more than the extra four concerts took place last year.

FC/234 LUDLOW POLICE UPDATE

Inspector Tozer and Sergeant Grant attended the meeting.

Inspector Tozer reported that regarding shop thefts there was a county wide initiative following a government directive that all shop thefts should be investigated. Locally, there had been 5 arrests of prolific offenders, however, the courts often release them back into the community. There was a further initiative to use criminal behaviour orders to help manage offenders.

In relation to drug crimes, a warrant had resulted in seizure of a large haul of class A drugs. Ludlow was requesting assistance from a divisional team who had the resources to support local police and undertake stop and search, and other measures to disrupt the usual patterns of behaviours.

The main point made was that the police need intelligence for the local community otherwise they are unable to act! Ways to get intelligence to the police are Crimestoppers, reporting online, calling 101 or if a crim is in progress, then via 999.

Councillor Tozer also answers a range of questions from Councillors.

FC/235 LUDLOW UNITARY COUNCILLORS SESSION

Councillor V Parry, Ludlow South – stated that she had attended a meeting with Connexus concerning the poor state of the repairs in the Sandpits area. She confirmed she would report back with a progress report.

FC/236 MINUTES – 30TH OCTOBER 2023

RESOLVED (unanimous) GG/SW

That the open and closed minutes of Council held on the Monday 30th October 2023, be approved as a correct record and signed by the Chairman.

FC/237 ITEMS TO ACTION

RESOLVED (unanimous) GG/EG

That the pending items to action are compiled into a table with a brief update on progress for the next meeting.

FC/238 PLANNING APPLICATION 23/04457/FUL

Following a presentation from representative from the developer, the architect, and M&S. Councillors, overall, felt the new design was an improvement in terms of its relationship to the existing countryside setting. Councillors noted that the store would be all electric, but that the airtightness of the roof was not sufficient for the installation of solar panels, and an area currently planned for landscaping

could be used as a bus stop, which was welcomed to help reduce people's reliance on cars.

FC/239 DRAFT BUDGET RECOMMENDATIONS

RESOLVED (unanimous) SW/GG

To approve the release of a budget statement and service provision update in this report.

FC/240 RESOLVED (unanimous) GG/TG

To note that the final budget and precept figures will be presented for approval by the Full Council in January 2024.

FC/241 SPRING FESTIVAL

RESOLVED (unanimous) GG/BW

To approve use of the Events Square for set up and take down of the Spring Festival from 7th May to 16th May 2024 inclusive; and to approve the use of the street trading pitches, subject to receiving application forms, on 10th, 11th and 12th May 2024 at the usual Spring Festival rate.

FC/242 REQUEST TO NOMINATE A TRUSTEE

RESOLVED (unanimous) BW/SW

To nominate Councillor Parry as the trustee for Hosyer-Foxe Almshouse charity, Sir Job Charlton Almshouse charity, and Elizabeth Massey Almshouse charity.

FC/243 MARKET AWARDS

RESOLVED (unanimous) GG/TG

To approve the submission of an application to NABMA for best small outdoor market.

FC/244 COMMUNITY INFRASTRUCTURE LEVY (CIL) FUNDING

RESOLVED (unanimous) GG/DT

To approve the safety improvements to the access area to Ludlow Railway Station area as a key priority for the Town Council.

To approve working in partnership with Shropshire Council and in principle, contributing Ludlow Town Council's CIL funds towards delivering safety improvements to the access to Ludlow Railway Station.

FC/245 GRANT FUNDING

RESOLVED (unanimous) GG/DT

That the Project Support Funding application from Ludlow Fairtrade Group did not meet the Council 's criteria.

FC/246 RESOLVED (unanimous) GG/TG

To receive Project Support Grant feedback and to send a letter of thanks to Ludlow Assembly Rooms.

FC/245 COMMITTEE MEMBERSHIP

RESOLVED (unanimous) GG/SW

To approve Councillor Hall's membership of Services and Representational Committee.

FC/246 RESOLVED (unanimous) RP/GG

That the membership of Staffing Committee elected Councillor B. Waite as the Chairman of the Staffing Committee.

FC/247 STAFFING TERMS OF REFERENCE

RESOLVED (unanimous) BW/GG

To approve the following amendments recommended by Staffing Committee on 14th November 2023.

To add the following wording in the membership section:

2.6 As befitting for the role, the members of the committee shall act with impartiality and integrity at all times.

To amend 4.5 to include the words 'in accordance with the council's Recruitment and Selection Policy.'

To add a line in section 4 to state: To undertake the annual appraisal of the town clerk. In agreement with the town clerk, the appraisal panel shall be up to three

members of the committee, who shall also support the town clerk through the pressures and stresses of the role.

To add a line in section 4 to state: To monitor and periodically review the Staff Induction Policy and Procedure.

To add a line in section 4 to state: To monitor and periodically review the Councillor Induction Policy and Procedure.

FC/248 MEMBERSHIP OF OUTSIDE ORGANISATIONS - LUDLOW ASSEMBLY ROOMS.

Councillor Thompson was nominated TG/DT,
Councillor Urka was nominated AU/AT,
Councillor Hall was nominated SW/AU,

RESOLVED (5:0:8) TG/DT

To elect Councillor Thompson as representative for Ludlow Assembly Rooms.

FC/249 MEMBERSHIP OF OUTSIDE ORGANISATIONS – CONSERVATION TRUST FOR ST LAURENCE.

Councillor Hall was nominated GG/AT,
Councillor Parry was nominated AU/VP,

RESOLVED (7:0:6) GG/AT

To elect Councillor Hall as representative for the Conservation Trust for St. Laurence.

FC/250 MEMBERSHIP OF OUTSIDE ORGANISATIONS – LUDLOW FOOD NETWORK

RESOLVED (unanimous) GG/EG

To elect Councillor Garner as representative for the Ludlow Food Network.

FC/251 MEMBERSHIP OF OUTSIDE ORGANISATIONS – WIGLEYS FIELD ALLOTMENTS

RESOLVED (unanimous) GG/SW

To elect Councillor S. Waite as representative for Wigley's Field Allotments.

FC/252 MEMBERSHIP OF OUTSIDE ORGANISATIONS – FRENCH TWINNING ASSOCIATION

RESOLVED (unanimous) RP/RH

To elect Councillor S. Waite as representative for Ludlow French Twinning Association.

FC/253 SIGNATORIES

RESOLVED (unanimous) RH/RP

To approve Councillor B.Waite as a new signatory.

FC/254 RESOLVED (unanimous) DC/DT

To approve Councillor S.Waite as a new signatory.

FC/255 POLICY AND FINANCE COMMITTEE RECOMMENDATIONS

RESOLVED (unanimous) SW/SO

To approve the following recommendations from Policy and Finance on 9th September, and 4th December 2023:

That the Investment Policy, Investment Strategy, Protocol on Member/Officer Relations and Social Media Policy, be adopted.

That the Interim Internal Auditor observations and the proposed actions be approved.

That the new format Social Media Policy be adopted.

That the Social Media Statement be adopted.

FC/256 SERVICES COMMITTEE RECOMMENDATIONS

RESOLVED (unanimous) BW/RH

To approve the following recommendation from Services on 29th November 2023:

To approve the 2024 / 25 fees for service users to Full Council and that the market electricity charge to traders should be reviewed quarterly to reflect changes in the electricity supply market.

FEES		2023 / 24 2024 / 25	Extras
Cemetery Fees			
Ludlow Parishioners:			.
Exclusive Rights of Burial		£511.00	
Exclusive Rights of Interment of cremated remains		£218.00	
Re-opening of a grave		£315.00	
Use of Cemetery Chapel		£200.00	
Interment of ashes		£109.00	
Extension of Exclusive Rights of Burial		£109.00	
Erection of Headstone (including VAT)		£131.00	
Additional Inscription (including VAT)		£131.00	
Non-Parishioners:			
Exclusive Rights of Burial		£1,429.00	
Exclusive Rights of Interment of cremated remains		£654.00	
Re-opening of a grave		£654.00	
Use of Cemetery Chapel		£409.00	
Interment of Ashes		£327.00	
Extension of Exclusive Rights of Burial		£327.00	
Erection of Headstone (including VAT)		£411.00	
Additional Inscription (including VAT)		£411.00	
Grave Excavation Fees			
Treble		£600.00	.
Double		£500.00	
Excavation of a Re-open/Single Grave		£427.00	
Ashes (new/reopen)		£140.00	
Mechanical Dig		£150.00	
Hire of the GH Chamber			
Room Hire - Hourly		£15.00	
Room Hire - Full day		£100.00	
Room Hire - Half a day		£60.00	
Regular Market Rents			
Monday per stall	Low Season	£10	
	High Season	£13.50	
Monday per van	Low Season	£11.50	
	High Season	£14.50	
Wednesday per stall	Low Season	£13.50	
	High Season	£17.00	
Wednesday per van	Low Season	£13.50	
	High Season	£18.00	

Friday per stall	Low Season	£17.00	
	High Season	£21.50	
Friday per van	Low Season	£18.00	
	High Season	£23.50	
Saturday per stall	Low Season	£18.00	
	High Season	£22.50	
Saturday per van	Low Season	£19.00	
	High Season	£24.50	
Market Rent Pitch Rents			
Monday up to 9m ²	Low Season	£10.00	
	High Season	£13.50	
Monday up to 18m ²	Low Season	£14.50	
	High Season	£19.00	
Wednesday up to 9m ²	Low Season	£13.50	
	High Season	£17.00	
Wednesday up to 18m ²	Low Season	£21.50	
	High Season	£28.00	
Friday up to 9m ²	Low Season	£17.00	
	High Season	£21.50	
Friday up to 18m ²	Low Season	£23.50	
	High Season	£30.00	
Saturday up to 9m ²	Low Season	£18.00	
	High Season	£22.50	
Saturday up to 18m ²	Low Season	£24.50	
	High Season	£32.50	
Buttercross Market Rent			
Monday	Low Season	£11.50	
	High Season	£14.50	
Wednesday	Low Season	£12.50	
	High Season	£15.50	
Thursday	Low Season	£13.50	
	High Season	£17.00	
Friday	Low Season	£14.50	
	High Season	£19.00	
Saturday	Low Season	£15.50	
	High Season	£20.00	
Sunday Exclusive Use	All year	£58.50	
Specialist Market Rents			
Thursday	1 Stall	£18.00	
	2 Stalls	£29.00	
	3 Stalls	£40.00	

	Pitch	£18.00	
	Large Pitch	£29.00	
	Van	£20.00	
Sunday	1 Stall	£23.50	
	2 Stalls	£40.00	
	3 Stalls	£56.50	
	Pitch	£23.50	
	Large Pitch	£40.00	
	Van	£25.50	
Festival	Stall	£40.00	
	Pitch	£39.00	
	Van	£45.50	
Market Electricity			
1 day electric usage	Stall	£1.50	
	Pitch	£1.50 / £3.00	
	Van	£4.00	
Overnight electric usage	Van	£5.00	
Whole Market Let			Electricity
Weekdays (Per day)	Low Season	£221.00	£7.50
	High Season	£442.00	£7.50
Weekends (Per day)	Low Season	£254.00	£7.50
	High Season	£508.00	£7.50
Event Square Let Fees			
Per Stall/Pitch		£17.00	
Street Trading			
The Bull Ring per pitch per day	General Fee	£11.00	
	Festival Fee	£32.50	
Castle Sq (near to College) per pitch per day	General Fee	£20.00	
	Festival Fee	£39.00	
Castle Sq (near to College) vehicular pitch per day	General Fee	£39.00	
	Festival Fee	£77.50	
High Street (next to Bx) per pitch per day	General Fee	£19.50	
	Festival Fee	£37.50	
Tower Street per pitch per day	General Fee	£11.00	
	Festival Fee	£21.50	
Street Trading Electricity Charges			
Non- Vehicular Pitches	Lighting	£1.00	
	Other items	£5.00	

Vehicular Pitches	Lighting	£1.00	
	Other items	£7.50	
Calendar of Events			
Small advert (46mm x 46mm)	Inc. VAT	£159.00	
Medium advert (92mm x 46mm)	Inc. VAT	£268.00	
Large advert (92mm x 92mm)	Inc. VAT	£536.00	
Single entry (including date, title, venue and time)	Inc. VAT	£84.00	
Additional information per line (32 characters)	Inc. VAT	£17.00	
Further entry within the month (50% discount)	Inc. VAT	£42.00	
Further additional information per line (50% discount)	Inc. VAT	£8.50	
Ludlow Museum			
Entrance Fees	Adults	£1.20	
	Children	£0.00	
Castle Street Toilets			
Entry		20p	
Linney Parking Meter			
1 Day Parking		£2.00	
Memorial Bench Fees			
NEW BENCH with single brass plaque	Bench	£595.00	
	Admin	£126.50	
	Siting Fee	£230.00	
	Maintenance 5 year	£120.00	
BRASS PLAQUE on existing bench	Plaque (installed)	£95.00	
	Maintenance 5year	£75.00	
	Admin	£85.00	
Model Publication Scheme			
Disbursement cost - Photocopying B&W		0.10	

FC/257 STAFFING COMMITTEE RECOMMENDATIONS

RESOLVED (unanimous) BW/RP

To approve the recommendation from Staffing Committee on 14th November 2023: To adopt the annual pay award and NALC pay scales for 2023 / 24.

FC/258 COMMITTEE MINUTES

RESOLVED (12:0:1) SW/SON

To receive the minutes of Policy & Finance Committee held on 11th September and 23rd October 2023.

FC/259 RESOLVED (unanimous) BW/GG

To receive the minutes of Services Committee held on 6th September and 18th October 2023.

FC/260 RESOLVED (12:0:1) GG/SW

To receive the minutes of Representational Committee held on 5th September, 3rd October and 7th November 2023.

FC/261 RESOLVED (12:0:1) BW/RP

To receive the minutes of the Staffing Committee held on 14th November 2023.

The meeting closed at 8.45pm

Town Mayor

Date