



MINUTES

Minutes of a meeting of the **COUNCIL** held in the Guildhall, Mill Street, Ludlow on **WEDNESDAY 3rd JUNE 2020** at **7.00 PM**.

FC/341 **PRESENT**

Chairman: Councillor Gill

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

Officers: Gina Wilding, Town Clerk
Kate Adams, Deputy Town Clerk
Sean Turgoose, DLF Supervisor
Tony Caton, Market Officer
Naomi Brotherton, Senior Admin Assistant

FC/342 **VIRTUAL MEETING WELCOME**

Mayor Councillor Tim Gill 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/343 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 asks that they turn off their camera and access the meeting via audio only.

FC/344 APOLOGIES

No apologies were received.

FC/345 DECLARATIONS OF INTERESTDisclosable Pecuniary Interests

There were none received

Conflicts of Interest

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Cllr Perks	7	Volunteer of Ludlow War Memorial Fund – Restored Bench for Able Seaman William Charles Williams VC
	9	Unconscious bias

Personal Interests

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Cllr Lyle	13a	Partner is volunteer for Friends of St Leonards
	19b	Knows the nominee
Cllr Perks	10	Unconscious bias
	13	Grant concerns
	18b	Knows the nominee

FC/346 PUBLIC OPEN SESSION (15 minutes)

There were sixteen members of the public present via Zoom. No members of the public wished to speak.

FC/347 UNITARY COUNCILLORS SESSION

Councillor T Huffer, Ludlow East – Councillor Huffer read a statement from Councillor Boddington, Unitary Councillor for Ludlow North, regarding the temporary closure of King Street on Friday and Saturdays. He stated that, in his opinion Friday closing would not be a viable option due to deliveries made to retailers, as Ludlow tended to be on the end of a long delivery round, due to its

geography. He did however support shorter trading hours with trade being spread over seven days a week.

He queried that the additional papers sent out that day had not been circulated beyond the Town Council.

Councillor T Huffer, Ludlow East – Councillor Huffer commented that she had spoken to many small traders and elderly residents who had highlighted the problematic issues with closing King Street. She said she agreed with their views that they would be disadvantaged if the bus stops were relocated to Upper Galdeford, because it would increase the walking distance. She added she appreciated the concern regarding footfall increasing at weekends, but urged the Town Council to keep the roads open with the social distancing measures.

Councillor Huffer voiced her concerns that if the temporary road closures went ahead it could become a permanent arrangement. She requested reassurances that this would not be the case, and a consultation would be carried out.

She added that it was her understanding that if an emergency TRO (Traffic Road Order) caused additional problems with traffic on Broad Street and the Linney, this could be removed quickly and easily by Shropshire Council.

The Mayor confirmed that all changes and road closures would be temporary to help manage difficulties likely to be caused by social distancing in a town with very narrow roadways and pavements.

The Town Clerk added that the temporary arrangements would remain under review to monitor, and if necessary, moderate the impact on the town.

FC/348 MINUTES – FULL COUNCIL 9th MARCH 2020

RESOLVED (unanimous) TG/GG

That the open and closed minutes of Full Council on Monday 9th March 2020 be approved as a correct record by the Chairman.

FC/349 ITEMS TO ACTION – 9th MARCH 2020

The Mayor thanked the staff for the items to action, adding especially in the current and difficult circumstances.

RESOLVED (unanimous) TG/AC

That the Items to Action be noted.

FC/350 CHAIRMAN AND COMMITTEES**RESOLVED (12:0:2) TG/JS**

That to retain the best level of experience during these uncertain times created by the COVID-19 pandemic, the continuation of the current Mayor, Deputy Mayor and Committee Chairmen and Vice-Chairs until the end of the current term of Council in May 2021 be approved.

FC/351 COUNCIL MEETING CALENDAR

The Chair and Vice-Chair of the Services Committee both felt that Services Meetings should be included in the list of Committee Meetings to enable long term planning of service delivery during the pandemic period.

The Town Clerk responded that the proposed calendar addressed the requirement that the whole Council consider the policy level decisions, relating to local services, that would be required during the evolving and fast paced pandemic. The pandemic was overloading staff with short term and reactionary measures, and there was currently no capacity for long term planning of project delivery, although this could be reviewed at future Full Council meetings.

RESOLVED (10:2:2) GP/MC

- i) That the COVID-19 Virtual Meeting Calendar of Council and Committee Meeting Dates for 2020/21 be approved, subject to the Representation Committee meeting date being altered from Tuesday 18th August to Wednesday 19th August;
- ii) That an additional three meetings of Services Committee are timetabled in the next 6 months.

FC/352 SOCIAL DISTANCING**RESOLVED (11:0:3) TG/GG**

- i) To accept all the social distancing signage proposed by Shropshire Council, and seek written confirmation that once SC have put up the signage, Ludlow Town Council is able to move, reposition, or remove the signage as the town council deems appropriate.
- ii) Ludlow Town Council seeks Shropshire Council's guidance on the county wide decision of either keep left or keep right, and for appropriate signage.
- iii) Ludlow Town Council accept that some planters are inhibiting pedestrian social distancing and should therefore be temporarily moved by Shropshire Council on to the Peace Memorial or around the Events Square so that the plants can still be enjoyed in the town.
- iv) If some planters can remain in place and be used for directional signage to help the flow of pedestrians this would also be supported.

- v) In these exceptional circumstances, Ludlow Town Council believe that some A-boards will impede pedestrian movement, and unnecessarily reduce the room for social distancing.
- vi) The Town Council will approach Shropshire Council to establish the legal position for A-boards; and approach the Chamber of Trade to seek co-operation from their members.
- vii) Ludlow Town Council also believe that the existing pavement permits need to be clearly identified, and asks that Shropshire Council provide this information.
- viii) To temporarily close King Street to all vehicles between 10am and 3pm on Fridays and Saturdays for one month, and then review the closure.
- ix) That a bus drop off point in Lower Galdeford operate during the road closures to enable level access to the town centre for the elderly.

FC/353 LUDLOW MARKET

The Town Clerk explained that the report provided Council with a number of proposals for stall layouts when reopening a social distanced Covid-19 secure market. She reported that Shropshire Council felt that the area known as Post Office Square, (adjacent to Quality Square), was vital for social distancing and they proposed a temporary suspension of market trading in this area during the pandemic, so the most recent layout proposals kept this area empty.

There was considerable discussion on this item.

RESOLVED (13:0:1) TG/RP

To approve layout V1 of fourteen stalls and one van on the market square, and four gazebo pitches and one van pitch on Events Square; and to reopen a socially distanced market on Monday 8th June 2020.

FC/354 RESOLVED (unanimous) TG/RJ

- i) To temporarily reduce the three types of markets to two, namely the regular markets and the whole market lets;
- ii) To retain rent free trading in June, and review in July, and monthly thereafter;
- iii) To approve the Covid-19 market trader regulations and stall allocation policy.
- iv) That the public toilets remain open at Castle Street and Smithfield, and the Linney Riverside Park toilets are reopened;
- v) To note the status of other town council services and facilities.

FC/355 ANNUAL CORE GRANTS

RESOLVED (13:1:0) TG/JS

- i) To adopt the Annual Core Grant procedure;
- ii) To approve the wording to be sent to previous applicants;

FC/356 FRIENDS OF ST LEONARDS

RESOLVED (unanimous) TG/GP

- i) To note the email from the Friends of St Leonards and write to thank them for their understanding and generosity in these difficult times;
- ii) That the returned grant money is put back into the Annual Core Grants budget for 2021/22.

FC/357 WORKS TO THE LINNEY RIVERSIDE PARK

RESOLVED (unanimous) TG/JS

To accept the quotation for £1270.00 from Derek Bufton, Tree and Fencing for works to remove the existing damaged fence from the banks of the Linney Riverside Park; replace with a new 42 metre post and rail fence, and install a self-closing gate.

8.25 pm Councillor Jones left the meeting.

FC/358 CIVIC NOMINATIONS

Members discussed the arrangement for nominations in 2020 and noted that due to the coronavirus that only one nomination had been received by the end of April.

Members felt that the individuals and organisations that had sprung into action to help the vulnerable during the pandemic should be publically celebrated through the giving of civic awards.

RESOLVED (unanimous) TG/GG

- i) Nominations are re-opened until the end of December 2020;
- ii) All nominations are considered at the Full Council meeting in January 2021;
- iii) In January 2021, the Town Council also reviews the possibilities for award giving, and at a suitable time, make arrangements for an in-person awards ceremony.

FC/359 COMMITTEE AND WORKING GROUP MINUTES

Policy & Finance Committee, 2nd March 2020

RESOLVED (11:0:2) AC/SO

That the minutes from the Policy & Finance Committee on the 2nd March 2020 be received.

FC/360 REPRESENTATIONAL COMMITTEE 4th MARCH, 29th APRIL 2020

RESOLVED (10:0:3) GG/TG

That the minutes of the Representational Committee on the 4th March and 29th April 2020 be received, and it be noted that representational were submitted to Shropshire Council for the 1st April 2020.

FC/361 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 8:34 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 **WEDNESDAY 3RD JUNE 2020** at **7:00PM**

FC/362 **CIVIC NOMINATIONS**

RESOLVED (unanimous) **TG/MC**

That the Civic Awards Criteria be noted.

FC/363 **CIVIC AWARDS**

RESOLVED (unanimous) **TG/SO**

That the nomination is considered along with any received by the end of December 2020 at a Full Council meeting in January 2021, and the nominators are informed of the delay.

FC/364 **CIVIC NOMINATION LETTER**

RESOLVED (unanimous) **TG/JS**

That the matter is revisited when considering additional nominations at the January 2021 Full Council meeting.

The meeting closed at 8.34 pm

Town Mayor

Date