



## MINUTES

Minutes of a meeting of the **COUNCIL** held virtually via zoom on **MONDAY 6<sup>th</sup> JULY 2020** at **7.00 PM**.

### **FC/1**      **PRESENT**

Chairman:                      Councillor Pote (Deputy Chair)

Councillors:                  Adams, Clarke, Copley, Garner, Ginger, Lyle, Naysmith, O'Neill, Parry, Perks, Sheward and Smithers.

Officers:                        Gina Wilding, Town Clerk  
Kate Adams, Deputy Town Clerk (minute taker)  
Tony Caton, Market Officer  
Sarah Scarlet-Farr, Museum Assistant

### **FC/2**      **VIRTUAL MEETING WELCOME**

Deputy Mayor Councillor Pote 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/3 RECORDING OF MEETINGS**

The Deputy 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/4 APOLOGIES**

Apologies were received from Councillor Gill.

**FC/5 DECLARATIONS OF INTEREST**Disclosable Pecuniary Interests

There were none received

Conflicts of Interest

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Cllr Parry	19	Ludlow in Bloom

Personal Interests

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Cllr Clarke	12	Knows owner of the premises
Cllr Cobley	12	Knows owner of the premises
	9	Son in law works for WMP
Cllr Lyle	18	Knows a member of Rugby Club Board
Cllr Ginger	12	Knows owner of the premises
	18	Previously sponsored Ludlow Rugby club
Cllr Perks	10	Longstanding concerns
	12	Knows owners of the premises
	18	Family involvement with Ludlow Rugby club
	14	Knows some of the regular market traders
	19	Ludlow in Bloom volunteer
Cllr Pote	10	CCTV work

**FC/6 PUBLIC OPEN SESSION (15 minutes)**

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

**FC/7      UNITARY COUNCILLORS SESSION**

Councillor Viv Parry, Ludlow South

Councillor Parry raised concerns that the current local bus timetable is not allowing people enough time to do all of their shopping in town. She is meeting with James Willets on 7<sup>th</sup> July to discuss.

Councillor Parry also raised concerns that there is a planned road closure of Temeside 20<sup>th</sup> July – 14<sup>th</sup> August for essential gas works, and asked if any Councillors have any thoughts on this, please could they email her.

Councillor Andy Boddington, Ludlow North

Councillor Boddington added to Councillor Parry's concerns that if the road works go ahead there will be no buses running that could drop off passengers for level access to the town centre on a Friday and Saturday, due to the King Street road closure.

Councillor Boddington raised concerns that the heras fencing in St Laurence's Garden of Rest has been moved, which allows access that enables anti-social behaviour. He stated that small plastic packets and nitrous oxide containers provided evidence of the type of anti-social behaviour.

**FC/8      MINUTES – FULL COUNCIL 3<sup>RD</sup> JUNE 2020**

**RESOLVED (unanimous)    RP/GP**

That the open and closed minutes of Full Council on Monday 3<sup>rd</sup> June 2020 be approved as a correct record by the Chairman.

**FC/9      ITEMS TO ACTION – 3<sup>RD</sup> JUNE 2020**

The Deputy Mayor thanked the staff for the items to action.

**RESOLVED (12:0:1)    RP/GG**

That the Items to Action be noted.

**FC/10     PRESENTATION FROM POLICE SERGEANT DAMIAN KELLY**

Sergeant Kelly introduced himself with a brief summary of his connection to the area and his career history.

Sergeant Kelly informed members of the three objectives which the police have: 1) Safer roads, 2) Safer people, 3) Safer homes.

In terms of safer roads the following work has been taking place/is ongoing:

- Target days including a seatbelt campaign, a speed enforcement campaign which took place in June and general traffic enforcement.
- 9 operations took place altogether in June including Operation Whitebeam which was tackling rural thefts.

In terms of safer people the following work has been taking place/is ongoing:

- Also includes Operation Whitebeam and overnight operations
- The team area aware of drug issues in the Garden of Rest and the Cemetery and are undertaking patrols. If we could provide target times for patrols that would assist them.
- Warrants on residential addresses
- Cuckooing addresses – engaging weekly with the resident and gathering information for more warrants to be issued.
- Working with the Mental Health Partnership (Rachel Pearce) for the last two months to help those most vulnerable.
- Aware of issues at the Feathers Hotel which has been used to house homeless people during the Covid-19 pandemic. They have an antisocial behaviour plan which details occupants and helps to build further actions. Staff at the Feathers extremely helpful.

In terms of safer homes the following work has been taking place/is ongoing:

- Drug related issues as above.
- Domestic violence is being dealt with using Domestic Abuse Risk Management plans which ensures that every person classed as medium/high priority has a plan and there are continual visits with the victim to ensure safe guarding.
- Child abuse and education. Work within a Safer Schools Strategy in South Shropshire which gives a minimum standard required by staff during monthly visits to spot vulnerabilities. It also builds in recognition with the local officers.

Sergeant Kelly confirmed that he had sent an introductory email with his contact details (this had been forwarded to Cllrs by the town clerk).

There was a Councillor Q&A session:

Councillor Parry raised concerns regarding high speed driving around town by drivers, and issues relating to antisocial behaviour, and also general speeding along Temeside and problems at the Eco Park. Sergeant Kelly has already been made aware of these problems by his team.

Councillor Garner asked how the police were getting the feedback regarding drug problems and how was it being collated. Sergeant Kelly explained that all information is confidential, it is graded by risk and then they build intelligence before acting.

Councillor Garner also asked about social distancing enforcement and Sergeant Kelly explained that their role is to educate members of the public, enforcement would be a last resort.

Any reports regarding infringement are dealt with by Bronze cell in Shrewsbury which collates information and generates hotspots/ individuals that would need to be dealt with.

Councillor Perks raised the question about 'bullying' on social media. Sergeant Kelly said in serious cases it can be dealt with under Malicious Communications Act 1988, or section 127 of the Communications Act 2003, and victims should approach the police.

Councillor Ginger confirmed that there is regular antisocial behaviour in Wood Yard, and nightly antisocial behaviour in St Laurence's Garden of Rest.

Councillor O'Neill raised concerns regarding antisocial behaviour on Rock Lane, Sergeant Kelly confirmed that this location is on their patrols.

Councillor Pote again raised the issue of speeding around the town and that he would like it to be reduced.

The Chair thanked Sergeant Kelly for attending the meeting and providing extremely useful information.

**FC/11**     **ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN  
(AGAR) AND INTERNAL AUDITOR'S REPORT**

The Town Clerk confirmed that the Internal Auditor has signed off page 3 of the AGAR, and the document is included in the agenda papers.

She also confirmed that the Internal Audit observations with her comments were included in the agenda papers.

The Town Clerk confirmed that there could be financial penalties from the external auditor if the council failed to meet the required deadline.

Cllr Perks requested to be removed as an authorised Councillor on the payments process

Cllr Perks requested a named vote for each item.

**RESOLVED (unanimous) RP/JS**

For - Smithers, Parry, Garner, Perks, Naysmith, Ginger, O'Neill, Clarke, Cobley, Sheward, Lyle, Adams

To note that the submission deadline for the receipt of the approved AGAR and supporting documentation is Friday 31 July 2020.

**FC/12**     **RESOLVED (11:0:1) RP/JS**

For – Parry, Garner, Smithers, Naysmith, Ginger, O'Neill, Clarke, Sheward, Cobley, Lyle, Pote

Abstention – Perks, Adams

To adopt the Internal Auditor's Report and the signed section 3.

**FC/13** **RESOLVED (10:1:2)** **RP/CS**

For – Garner, Smithers, Naysmith, Ginger, O'Neil, Clarke, Cobley, Sheward, Lyle, Pote  
Against – Perks; Abstention – Parry, Adams

To approve the Annual Return Governance Statement (Section 1) in accordance with the Accounts and Audit Regulations.

**FC/14** **RESOLVED (8:0:5)** **RP/AC**

For – Garner, Smithers, Ginger, O'Neill, Clarke, Cobley, Sheward, Pote  
Abstention – Parry, Perks, Naysmith, Lyle, Adams

To approve the Statement of Accounts 2019-20 in accordance with the Accounts and Audit Regulations.

**FC/15** **SERVICES COMMITTEE MEETING DATES**

**RESOLVED (unanimous)** **RP/GP**

To approve the calendar dates for Services Committee in 2020 as 21<sup>st</sup> September, 19<sup>th</sup> October, 14<sup>th</sup> December.

**FC/16** **BUTTERCROSS OUTSIDE TRADING AREA**

**RESOLVED (unanimous)** **RP/JS**

To approve a single socially distanced market trader pitch in the Buttercross Outside Trading Area.

**FC/17** **RESOLVED (unanimous)** **RP/GG**

To approve use of the Buttercross market area by the Church Inn when the area is not being used by market traders as per the approved process and regulations.

**FC/18** **MOTION NOT CARRIED GP/RP (0:10:3)**

That a reviewable no fee period in July is appropriate for the Church Inn use of the Buttercross Outside Trading Area.

*The motion was not carried, and a fee of £35 per session will be applicable for the Church Inn use of the Buttercross Outside Trading Area.*

**FC/19**     **CODE OF CONDUCT CONSULTATION**

**RESOLVED (unanimous)    GP/RP**

The Council accept the opportunity to take part in the Code of Conduct consultation (deadline 17 August 2020).

The Town Clerk offered to clarify queries from councillors for the next meeting and the following queries / statements were made:

With reference to the internal resolution procedure, there was a statement of support for an internal resolution procedure, and a request that the whole council should be involved in process of a referral being made to the monitoring officer at Shropshire Council.

There was a statement in support of town councils being able to retain their independence from affiliation to political parties.

In the meantime, Councillors should take the opportunity to attend webinars organised by the Local Government Authority.

**FC/20**     **LUDLOW MARKET**

The Market Manager was invited to give a brief update on Ludlow market under Covid-19 regulations.

The Market Manager outlined the requirements to ensure the market remains a safe environment, including ensuring PPE is used correctly, signage is clear, and the one way system enforced and barriers and signage remains in place to safely guide customers.

The Town Clerk confirmed that Shropshire Council have already been approached regarding the use of Post Office Square and that this enquiry will be pursued as the re-introduction of traders on the Post Office Square would greatly boost the market.

**RESOLVED (unanimous)    GP/RP**

To approve the revised layout to be in use from Wednesday 8<sup>th</sup> July 2020.

**FC/21**     **RESOLVED (unanimous)    RP/JS**

To approve free rent for all market traders in July up to and including 3rd August when the decision will be reviewed by Full Council.

**FC/22     RESOLVED (unanimous)     GP/RP**

To approve the revised Covid-19 market regulations.

**FC/23     EXTENSION OF MEETING**

**RESOLVED (unanimous)     RP/JS**

That the meeting be extended by 30 minutes.

9.00pm     Cllr Perks and Cllr Cobley left the meeting.

**FC/24     PLAY AREAS**

**RESOLVED (unanimous)     JS/GG**

That the Town Council owned play areas at Wheeler Road, The Linney Riverside Park, and Houseman Crescent are re-opened on Saturday 11<sup>th</sup> July with social distancing measures.

**FC/25     LUDLOW MUSEUM AT THE BUTTERCROSS**

9.08pm     Cllr Lyle left the meeting.

**RESOLVED (unanimous)     CS/JS**

That the Town Council staff continue to work towards a reopening plan, and an update is presented to Full Council on 3<sup>rd</sup> August 2020.

**FC/26     THE GUILDHALL**

**RESOLVED (unanimous)     MC/CS**

That a further report is presented to Full Council on 3<sup>rd</sup> August 2020.

**FC/27     EXTENSION OF MEETING**

**RESOLVED (unanimous)     RP/JS**

That the meeting be extended by a further 15 minutes.

**FC/28     THE LINNEY RIVERSIDE PARK**

**RESOLVED (8:0:2) RP/CS**



- i) That Ludlow Town Council make like for like repairs the damaged fencing between Linney Recreation Area, and the Rugby Club site.
- ii) That the work to be completed by the Direct Labour Force.

**FC/29    RESOLVED (9:1:0)    RP/CS**

The request from the Rugby Club to use an area of the Linney Riverside Park as Rugby Club land is denied.

**FC/30    LUDLOW IN BLOOM PLANTERS**

**RESOLVED (unanimous)    GG/RP**

- i) That the ownership and maintenance of two new round seven day water reservoir planters are accepted from the resident by the Town Council.
- ii) The planters will be located on the end closest to the market on Events Square
- iii) Ludlow Town Council writes to the resident to thank him for his generosity.

**FC/22    COMMITTEE MINUTES**

**RESOLVED (unanimous)    RP/CS**

To receive minutes of the Representational Committee's held on 27<sup>th</sup> and 28<sup>th</sup> May 2020.

The meeting closed at 9.43pm

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Town Mayor

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Date

NB Closed session minutes will NOT be issued.