



## MINUTES

Minutes of the **COUNCIL** held at Ludlow Methodist Church, Broad Street, Ludlow, on **MONDAY 13<sup>th</sup> DECEMBER 2021** at **7.00 PM**.

### **FC/211**    **PRESENT**

Chairman:                      Councillor Pote

Councillors:                 Adams; Gill; Ginger; Lyle; Parry; Perks; Tapley; Thompson; Waite.

Officers:                      Gina Wilding, Town Clerk  
Naomi Brotherton, Senior Admin Assistant  
Tony Caton, Market Officer

### **FC/212**    **HEALTH AND SAFETY**

The Mayor welcomed everyone to the Full Council meeting, and requested that in the event of a fire alarm, everyone was to leave in an orderly fashion by the main exit at the front of the building. In the unlikely event that this route is blocked, to leave through the rear fire exit, and through the side entrance. For the public upstairs, fire exits could be found at the front and at the back. The assembly point is outside on the pavement away from the front of the building.

### **FC/213**    **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/214**    **APOLOGIES**

Apologies were received from Councillors Boddington, Durnall, Garner, Jones, and O'Neill.

**FC/215 DECLARATIONS OF INTEREST**Disclosable Pecuniary Interests

None disclosed.

Conflicts of Interest

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Cllr Parry		Chair, Ludlow in Bloom
Cllr Perks	10,11,17c	Volunteer for bench repairs and materials purchased by LTC

Personal Interests

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Cllr Lyle	21	Knows the Creative Director
Cllr Perks	10, 17c	Volunteer for bench repairs
	11	Material costs purchased for LTC bench repairs
	13a	Volunteer for bench repairs and repair cafe
	21	Knows the Creative Director

**FC/216 PUBLIC OPEN SESSION (15 minutes)**

There were 10 members of the public present.

Chair of Ludford Parish Council – The Chair advised Council that the new Sainsbury's had opened at Rocks Green on the 20<sup>th</sup> November 2021. She highlighted that the store provided employment for 95 people, was the most sustainable currently built by Sainsbury's, and the design met all current eco-standards. She thanked the Deputy Mayor for attending the opening.

Referring to the Council minutes FC/178, she spoke of the Working Group Meeting which took place between Ludford Parish Council and LTC (Ludlow Town Council) on the 12<sup>th</sup> October, with LTC Members as observers. She acknowledged that the meeting was in relation to the Community Governance Review and a copy of the initial Parish Council response to Shropshire Council had been provided. She said she looked forward to the response from the Town Council. She added that she hoped joint working would continue.

She wished everyone a restful Christmas and New Year and invited those present to attend the next Parish Council meeting, on Monday 17<sup>th</sup> January 2022, 7pm at the Bishops Mascall Centre.

Resident, Mill Street - The resident spoke with reference to an item in confidential session.

The Mayor stated that the issue was an item on the Agenda in the confidential session and was not open for public discussion.

**FC/217 LUDLOW POLICE**

Apologies were received.

**FC/218 UNITARY COUNCILLORS SESSION**

Cllr V Parry, Ludlow South – referred to a meeting which had taken place, the previous Friday, between Officers from Shropshire Council and the Town Council staff/Members and asked why Unitary Councillors had not been informed of this.

The Town Clerk responded by saying that Shropshire Council had called the meeting and extended all the invites, which was outside the remit of the Town Council.

**FC/219 RESOLVED (5:3:2) GG/VP**

That the meeting continues without a recess.

**FC/220 MINUTES – 8<sup>th</sup> NOVEMBER 2021****RESOLVED (8:0:2) RP/PA**

That the minutes of Full Council on Monday 8<sup>th</sup> November 2021 be approved as a correct record.

**FC/221 ITEMS TO ACTION****RESOLVED (unanimous) RP/DL**

That the items to action be noted.

**FC/222 RECCOMENDATIONS FROM SERVICES COMMITTEE****RESOLVED (9:0:1) RP/GP**

That, effective from 1<sup>st</sup> April 2022, the recommendations from Services Committee to increase of fees be approved.

<b>FEES</b>		<b>2022/23</b>
<b>Cemetery Fees</b>		
Ludlow Parishioners:		
Exclusive Rights of Burial		£510.35
Exclusive Rights of Interment of cremated remains		£217.76

Re-opening of a grave		£314.26
Use of Cemetery Chapel		£136.09
Interment of ashes		£108.88
Extension of Exclusive Rights of Burial		£108.88
Erection of Headstone (including VAT)		£130.62
Additional Inscription (including VAT)		£130.62
<b>Non-Parishioners:</b>		
Exclusive Rights of Burial		£1,429.00
Exclusive Rights of Interment of cremated remains		£653.27
Re-opening of a grave		£653.27
Use of Cemetery Chapel		£408.28
Interment of Ashes		£326.63
Extension of Exclusive Rights of Burial		£326.63
Erection of Headstone (including VAT)		£410.60
Additional Inscription (including VAT)		£410.60
<b>Grave Excavation Fees</b>		
Treble		£436.80
Double		£382.20
Excavation of a Re-open/Single Grave		£327.60
Ashes (new/reopen)		£87.36
<b>Hire of the GH Chamber</b>		
Room Hire - Hourly		£10.71
Room Hire - Hour and half		£13.93
Room Hire - Half a day (5 hours)		£42.85
<b>Regular Market Rents</b>		
Monday per stall	Low Season	£9.88
	High Season	£13.21
Monday per van	Low Season	£11.02
	High Season	£14.35
Wednesday per stall	Low Season	£13.21
	High Season	£16.54
Wednesday per van	Low Season	£13.21
	High Season	£17.68
Friday per stall	Low Season	£16.54
	High Season	£21.01
Friday per van	Low Season	£17.68
	High Season	£23.19
Saturday per stall	Low Season	£17.68

	High Season	£22.05
Saturday per van	Low Season	£18.72
	High Season	£24.23
<b>Market Rent Pitch Rents</b>		
Monday up to 9m <sup>2</sup>	Low Season	£9.88
	High Season	£13.21
Monday up to 18m <sup>2</sup>	Low Season	£14.35
	High Season	£18.72
Wednesday up to 9m <sup>2</sup>	Low Season	£13.21
	High Season	£16.54
Wednesday up to 18m <sup>2</sup>	Low Season	£21.01
	High Season	£27.56
Friday up to 9m <sup>2</sup>	Low Season	£16.54
	High Season	£21.01
Friday up to 18m <sup>2</sup>	Low Season	£23.19
	High Season	£29.74
Saturday up to 9m <sup>2</sup>	Low Season	£17.68
	High Season	£22.05
Saturday up to 18m <sup>2</sup>	Low Season	£24.23
	High Season	£32.03
<b>Buttercross Market Rent</b>		
Monday	Low Season	£11.02
	High Season	£14.35
Wednesday	Low Season	£12.17
	High Season	£15.50
Thursday	Low Season	£13.21
	High Season	£16.54
Friday	Low Season	£14.35
	High Season	£18.72
Saturday	Low Season	£15.50
	High Season	£19.86
Sunday Exclusive Use	All year	£58.45
<b>Specialist Market Rents</b>		
Thursday	1 Stall	£17.68
	2 Stalls	£28.70
	3 Stalls	£39.73
	Pitch	£17.68
	Large Pitch	£28.70
Sunday	Van	£19.86
	1 Stall	£23.19

	2 Stalls	£39.73
	3 Stalls	£56.26
	Pitch	£23.19
	Large Pitch	£39.73
	Van	£25.38
Festival	Stall	£39.73
	Pitch	£39.73
	Van	£45.24
<b>Market Electricity</b>		
1 day electric usage		£1.00
<b>Whole Market Let</b>		
Weekdays (Per day)	Low Season	£220.67
	High Season	£441.33
Weekends (Per day)	Low Season	£253.77
	High Season	£507.53
<b>Event Square Let Fees</b>		
Per Stall/Pitch		£16.55
<b>Street Trading</b>		
The Bull Ring per pitch per day	General Fee	£10.71
	Festival Fee	£32.14
Castle Sq (near to College) per pitch per day	General Fee	£19.86
	Festival Fee	£38.62
Castle Sq (near to College) vehicular pitch per day	General Fee	£38.62
	Festival Fee	£77.23
High Street (next to Bx) per pitch per day	General Fee	£19.28
	Festival Fee	£37.49
Tower Street per pitch per day	General Fee	£10.71
	Festival Fee	£21.42
<b>Street Trading Electricity Charges</b>		
Non- Vehicular Pitches	Lighting	£1.00
	Other items	£5.00
Vehicular Pitches	Lighting	£1.00
	Other items	£7.50
<b>Calendar of Events</b>		
Small advert (46mm x 46mm)	Inc. VAT	£144.73
Medium advert (92mm x 46mm)	Inc. VAT	£243.77
Large advert (92mm x 92mm)	Inc. VAT	£487.51

Single entry (including date, title, venue and time)	Inc. VAT	£76.17
Additional information per line (32 characters)	Inc. VAT	£15.24
Further entry within the month (50% discount)	Inc. VAT	£38.08
Further additional information per line (50% discount)	Inc. VAT	£7.61
<b>Ludlow Museum</b>		
Entrance Fees	Adults	£1.04
	Children	£0.00
<b>Castle Street Toilets</b>		
Entry		£0.20
<b>Linney Parking Meter</b>		
1 Day Parking		£2.00
<b>Memorial Bench Fees</b>		
NEW BENCH with single brass plaque	Bench	£588.09
	Admin	£85.70
	Siting Fee	£214.24
	Maintenance 5 year	£107.12
BRASS PLAQUE on existing bench	Plaque	£91.05
	Maintenance 5year	£74.98
	Admin	£85.70
<b>Model Publication Scheme</b>		
Disbursement cost - Photocopying B&W		£0.10

**FC/223 BUDGET TASK & FINISH GROUP INTERIM RECOMMENDATIONS**

Interim Draft Budget

**RESOLVED (unanimous) RP/TG**

To approve the interim draft budget.

**FC/224 INTERIM DRAFT PRECEPT**

**RESOLVED (unanimous) RP/TG**

To approve the interim precept of £708,607.00.

**FC/225 INTERIM AUDITORS REPORT**

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

That the Interim Auditor's Report is adopted.

**FC/226 CLIMATE CHANGE AWARENESS**

Using Social Media

7.27pm Councillor Gill left the meeting.

7.28pm Councillor Gill re-joined the meeting.

**RESOLVED (7:0:3) PA/GP**

That the item is referred to the Climate Task & Finish meeting this week and for the group to report their recommendations to the next available Council meeting.

**FC/227 TERMS OF REFERENCE CLIMATE ACTION TASK & FINISH**

**RESOLVED (unanimous) GPRP**

That the Terms of Reference for the Climate Action Task & Finish are adopted.

**FC/228 NOTES FROM THE CLIMATE ACTION TASK & FINISH, ENVIRONMENTAL POLICY AND CCLA ENVIRONMENTAL AWARE INVESTING**

**RESOLVED (unanimous) GP/RP**

That the following is received:-

- Notes from the Climate Action Task & Finish Group.
- The Town Council's Environmental Policy
- CCLA Environmental Aware Investing

**FC/229 SHROPSHIRE GARDEN PARTY**

The Mayor confirmed that a maximum of two nominations could be made.



**RESOLVED (unanimous) RP/GP**

That the Civic Award Winners in 2021 are contacted to establish if they wish to be considered, and all names are put into a hat, with two names being drawn out and nominated to attend Shropshire's Garden Party 2022.

**FC/230 MARKET SOFTWARE**

7.39pm Councillor Lyle left the meeting.

7.41pm Councillor Lyle re-joined the meeting.

**RESOLVED (9:0:1) RP/TG**

To defer any consideration of payments, or agreements with Payment Kiosks UK until the Town Council has a clear understanding of the liquidation process from Katie Wells of Leonard Curtis.

**FC/231 RESOLVED (8:0:2) RP/TG**

To explore other software options.

**FC/232 HENLEY ROAD CEMETERY**

**RESOLVED (unanimous) RP/BW**

To approve the fee for exhumation of cremated remains.

**FC/233 RESOLVED (unanimous) RP/BW**

To approve submission of the application for grant of license.

**FC/234 DELEGATED AUTHORITY RECOMMENDATIONS FROM COMMITTEES**

Representational Committee – 10<sup>th</sup> November 2021

**RESOLVED (unanimous) RP/PA**

To ratify the Delegated Authority Recommendations from the Representational Committee 10<sup>th</sup> November 2021.

**FC/235 POLICY & FINANCE COMMITTEE – 25<sup>TH</sup> OCTOBER 2021**

**RESOLVED (unanimous) PA/DL**

To ratify the Delegated Authority Recommendations from the Policy & Finance Committee 25<sup>th</sup> October 2021.

**FC/236 SERVICES COMMITTEE – 1<sup>st</sup> DECEMBER 2021**

**RESOLVED (8:0:1) GP/TG**

To ratify the Delegated Authority Recommendations from the Services Committee 1<sup>st</sup> December 2021.

7.50pm Councillor Lyle left the meeting.

**FC/237 EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

**RESOLVED (unanimous) RP/BW**

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.

7.51pm Councillor Lyle re-joined the meeting.

The meeting closed at 8:32 pm.

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Town Mayor

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Date

NB Closed session minutes WILL be issued.

## CLOSED SESSION MINUTES

Closed Session minutes of a meeting of the **COUNCIL** held at Ludlow Methodist Church, Broad Street, Ludlow on **MONDAY 13<sup>TH</sup> DECEMBER 2021** at **7:00PM**

**FC/238**    **REPORT FROM THE MORTON PARTNERSHIP**

**RESOLVED** (unanimous)    RP/GG

To send the Morton Partnership report to the Town Council's legal advisor for further consideration and advice.

**FC/239**    **HENLEY ROAD DEPOT**

**RESOLVED** (unanimous)    RP/TG

That the matter is deferred until the insurance settlement is known.

**FC/240**    **QUOTATIONS FOR CLIMATE AWARENESS REPORT**

**RESOLVED** (unanimous)    GP/PA

To defer until the Climate Task & Finish Group provide further recommendations to a future Council meeting.

**FC/241**    **MONITORING OFFICER**

8.26pm Councillor Perks left the meeting.

**RESOLVED** (unanimous)    TG/DL

To adopt the report and that the Council receives an unreserved apology for the matters outlined in the report.

The meeting closed at 8.32pm

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Town Mayor

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Date