



MINUTES

Minutes of the **COUNCIL** held at Ludlow Methodist Church, Broad Street, Ludlow, on **MONDAY 20th JUNE 2022** at **7.00 PM**.

FC/64 **PRESENT**

Chairman: Councillor Ginger

Councillors: Adams; Childs; Garner; Gill; Lyle; O'Neill; Parry; Pote; Thompson; Waite.

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

FC/65 **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/66 **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/67 **APOLOGIES**

Apologies were received from Councillors Jones and Tapley.

FC/68 **DECLARATIONS OF INTEREST**Disclosable Pecuniary Interests

| <u>Member</u> | <u>Item</u> | <u>Reason</u> |
|---------------|-------------|--|
| Cllr Waite | 14a,b,c | Company provides IT support to the Town Council. |

Conflicts of Interest

| <u>Member</u> | <u>Item</u> | <u>Reason</u> |
|---------------|-------------|--------------------------|
| Cllr Parry | 7 | Chair of Ludlow in Bloom |

Personal Interests

| <u>Member</u> | <u>Item</u> | <u>Reason</u> |
|---------------|-------------|--|
| Cllr Lyle | 11b | Knows Beth Heath |
| | 13 | Knows the Education and Community Co-ordinator |

FC/69 **PUBLIC OPEN SESSION (15 minutes)**

There were no members of the public present.

FC/70 **VISIT SHROPSHIRE**

The Mayor invited the Project Lead of Visit Shropshire to explain their work.

The Project Lead explained that the organisation was a not-for-profit destination organisation which raised the profile of tourism in Shropshire, funded through membership.

Visit Shropshire he explained, had recently added a new Town Council membership to its service, and Shrewsbury BID and Bishops Castle Town Council had joined. There were three levels of membership, bronze, silver and gold and as you would expect the level of advertising coverage would increase the higher the level.

He outlined that advertising was done through TV, radio, media and billboards outside the county to draw visitors into the area. 2k visitors visited the website and from this they had 1 million subscribers on social media. The presence of the organisation had grown with articles in the Times now on a regular basis.

The Project Lead advised that they had a contact in each of the subscribed towns who fed information to Visit Shropshire to enable the process of local information to be smoothly transmitted.

The Mayor thanked the Project Lead for his time and the presentation.

FC/71 PRESENTATION FROM SHROPSHIRE COUNCIL YOUTH SERVICES

The Mayor invited the Detached Youth Worker to explain the work of the Shropshire Council Youth Services in Ludlow.

The Detached Youth Worker outlined that the service was split into three; North, South and Central and that his patch covered the south-west to include Craven Arms, Ludlow and Cleobury. He explained that he and a colleague made up the new Southwest Shropshire Youth Team.

He further explained that detached meant working outside as there was fixed office or venue. The service had been operational since the end of February and had mostly been focused around the Sandpits and Wheeler Road area where numbers of youngsters congregated. For Ludlow he stated that they had worked on the streets first and were looking to cement relationships.

The Detached Youth Worker confirmed that they worked with age 10 upwards, although they were aiming to target 14+, to tackle the issues such as expulsion and vulnerability to county lines grooming.

The Detached Youth Worker confirmed that he had strong links with the other youth services covering South Shropshire, SYA (Shropshire Youth Association) and also SSYF (South Shropshire Youth Forum). He explained that SSYF was more outreach, organising activities whereas Shropshire Council Youth Services was more an informal classroom without walls and therefore there was no duplication.

The Councillors for Rockspring Ward requested to be kept in the loop and to be involved in a walk-around one night. The Detached Youth Worker confirmed that this would be possible.

FC/72 LUDLOW POLICE

PC Steve Mellor from Church Stretton explained that he was the representative for the meeting to give an update by PCSO Beth Hinton.

PC Mellor advised that there had been an increase in thefts from sheds, with garden equipment and power tools being targeted. He informed Council that should this happen to residents then putting out the cardboard waste from new items for recycling should be done warily as this was an advert to a burglar for a repeat visit. He reported that a prolific burglar in the area had recently been arrested.

He highlighted that if residents wished to protect household items the Police advised SmartWater and he directed Members to www.smartwater.com using the code WDBCRIME25 to qualify for a discounted rate. He also recommended reporting any theft to <https://www.westmercia.police.uk/> which would also give the telephone number.

Within the Parish Charter, PC Steve Mellor outlined that the priorities were drugs, anti-social driving, and anti-social behaviour.

He confirmed that patrols were continuing at Henley Road Cemetery.

Turning to anti-social driving PC Mellor confirmed that on his way into the meeting he had instructed a driver to put on their seatbelt and the Police were educating drivers about parking on the pavement as well as mobile phone use. He informed Members that operation snap was still active where dashcam footage of anti-social drivers could be uploaded.

A Member raised the issue of emails not being acknowledged and PC Mellor confirmed that this had been identified as needing to be updated and rectified within the next three months.

Another Member asked about noisy drivers, some of which had put holes in their exhausts for effect. He said the Police issued formal Section 59 notices – two notices and the car could be taken away.

Due to the increase in fuel rises, PC Mellor confirmed that they were expecting thefts but many farmers had been educated in advance and had taken additional security measures, such as changing tanks or adding additional locks.

FC/73 UNITARY COUNCILLORS SESSION

Cllr V Parry, Ludlow South – highlighted everyone from the town who had thanked her for the beautiful display of flowers in relation to Ludlow in Bloom. She informed Council that she would not be organising the Heart of England in Bloom competition this year due to health restraints and despite asking other Ludlow in Bloom Committee Members, no-one had stepped into this role.

Councillor Parry declared that she had been liaising with BT Openreach as many cables were still left unconnected on poles and had been informed that there was a shortage of new poles to replace those damaged. She stated this was a problem as Wi-Fi service in certain areas of the town was appallingly bad.

She had also had an incident with a resident where a telephone pole had been installed in the wrong place forcing him to reverse dangerously onto the main road, but this had now been rectified.

FC/74 MINUTES – ANNUAL TOWN RESIDENTS MEETING 25th APRIL 2022

RESOLVED (10:0:1) GG/PA

That the minutes of the Annual Town Residents Meeting on Monday 25th April 2022 be approved as a correct record and signed by the Chairman.

FC/75 MINUTES – FULL COUNCIL – 11TH MAY 2022

RESOLVED (10:0:1) GG/TG

That the minutes of Full Council on Wednesday 11th May 2022 be approved as a correct record and signed by the Chairman.

FC/76 ITEMS TO ACTION

RESOLVED (unanimous) GG/TG

That the items to action be noted.

FC/77 INTERNAL AUDITORS REPORT

RESOLVED (unanimous) GG/PA

That the Internal Auditors Report be adopted and Section 3 of the Annual Return 2021/22 be approved.

FC/78 ANNUAL GOVERNANCE AND ACCOUNTING RETURN 2021 / 22 (AGAR)

RESOLVED (unanimous) GG/PA

That in accordance with the Audit and Accounts Regulations the Annual Return Governance Statement 2021/22 (Section 1) be approved.

FC/79 RESOLVED (unanimous) GG/PA

That in accordance with the Audit and Accounts Regulations the Annual Return Accounting Statement 2021/22 (Section 2) be approved.

FC/ 80 VISIT SHROPSHIRE MEMBERSHIP

RESOLVED (unanimous) GG/PA

To approve payment of £500 for Visit Shropshire bronze membership for a year, and there are discussions with Ludlow Chamber of Trade and Ludlow Destination Partnership to help fund an enhanced membership level next year.

FC/81 REQUEST TO USE WHEELER ROAD AS A VENUE FOR A FAMILY DAY ON THE 20TH AUGUST 2022

RESOLVED (unanimous) GG/DL

That subject to confirmation of adequate Risk Assessments, stewards and litter picking arrangements, the request by the Education and Community Coordinator for the Ludlow Fringe Festival to use Wheeler Road as a venue for a family day on the 20th August be approved.

8.02pm Councillor Waite left the meeting.

FC/82 NALC LTN 87 - PROCUREMENT

RESOLVED (10:0:1) GG/PA

That NALC is asked for clarification regarding the inclusion of VAT and the matter is brought back to a future meeting.

FC/83 SUSPEND STANDING ORDERS – ORDER 7

RESOLVED (unanimous) GG/TG

To suspend Standing Order 7 to reconsider previous resolutions.

FC/84 STANDING ORDERS AND FINANCIAL REGULATIONS

RESOLVED (unanimous) GG/RP

To wait for the clarification response from NALC in relation to LTN 87 Procurement before considering adoption of amended Standing Orders and Financial Regulations.

8.10pm Councillor Waite returned to the meeting.

FC/85 RE-INSTATE STANDING ORDERS

RESOLVED (unanimous) GG/TG

That Standing Order 7 be re-instated.

FC/86 **BARCLAYS BANK**

RESOLVED (10:0:1) GG/VP

That a letter is sent to Barclays Bank expressing the Town Council's disappointment at the inconvenience caused to businesses and residents by the closure of a busy and well-used branch.

FC/87 **ALTERNATIVE BANKING OPTIONS**

RESOLVED (10:0:1) TG/EG

That the Town Council continues to bank with Barclays but options are brought to a future Council Meeting within 6-12 weeks.

FC/88 **CIVIC POLICIES**

RESOLVED (10:0:1) TG/RP

That when the Mayor and Deputy Mayor are unable to attend civic events to represent Ludlow Town Council, staff in consultation with the Mayor and Deputy Mayor, will invite other Councillors to attend. Any Councillor representing Ludlow Town Council by invitation at civic events and occasions shall be permitted to claim expenses from the Mayor's allowance.

FC/89 **CIVIC POLICIES**

RESOLVED (unanimous) TG/DT

That the amended Mayor's Civic Handbook, and Ceremonial Chains Handling Policy are adopted.

FC/90 **TOWN CLERK'S APPRAISAL ACTION POINTS**

RESOLVED (unanimous) GG/DL

That the Town Clerk's Appraisal Action Points are approved.

FC/91 **NALC LTN 80 MEMBERS CODE OF CONDUCT**

RESOLVED (unanimous) GG/TG

That the NALC LTN 80 Members Code of Conduct be adopted.

FC/92 SUSPEND STANDING ORDERS – ORDER 7

RESOLVED (unanimous) GG/TG

To suspend Standing Order 7 to reconsider previous resolutions.

FC/93 COMMITTEE MEMBERSHIP

RESOLVED (unanimous) TG/RP

That Councillor Adams becomes a member of the Policy & Finance Committee.

FC/94 BUDGET TASK & FINISH GROUP

RESOLVED (unanimous) PA/TG

That Councillor Adams becomes a member of the Budget Task & Finish Group.

FC/95 REPRESENTATIVES ON OUTSIDE BODIES

RESOLVED (unanimous) GG/PA

That Councillor Pote becomes the Town Council Representative on the Parish Paths Partnership.

FC/96 RE-INSTATE STANDING ORDERS

RESOLVED (unanimous) GG/RP

That Standing Orders be re-instated.

FC/97 CLIMATE ACTION SUB-COMMITTEE

RESOLVED (unanimous) RP/GG

That the Terms of Reference for the Climate Sub-Committee be approved.

FC/98 CLIMATE ACTION SUB-COMMITTEE MEMBERSHIP

RESOLVED (unanimous) GG/DT

That Councillors Adams, Lyle, Parry, Pote and Waite become members of the Climate Action Sub-Committee for 2022-23.

FC/99 REPRESENTATIVES ON OUTSIDE BODIES

RESOLVED (9:1:1) RP/DL

That it be noted that the Representatives on Outside Bodies Policy only permits Councillors to attend the meetings of the organisation and does not permit Councillors to arrange their own meetings with the organisation.

FC/100 END OF YEAR REPORT TO COUNCIL ON REPRESENTATIVES ON OUTSIDE BODIES

RESOLVED (unanimous) GG/TG

To approve the report template for Council Representatives on Outside Bodies to report to Council every 6 months in April and October.

FC/101 RECRUITMENT

RESOLVED (unanimous) GG/DL

- i) To ratify the appointment of AL as a Full-time Assistant Grounds Person/Market Assistant at SCP 3-4
- ii) To ratify the appointment to RB as Full-time Assistant Grounds Person SCP 1-4
- iii) That a letter be sent to both employees congratulating them on passing their probationary period and acknowledging that the Town Council appreciates their hard work.

FC/102 COMMITTEE MINUTES

Representational Committee 4th May and 7th June 2022

RESOLVED (9:0:2) GG/DT

To receive the Minutes of the Representational Committee held on the 4th May and 7th June 2022.

FC/103 STAFFING COMMITTEE – 14th JUNE 2022

RESOLVED (10:0:1) DL/BW

To receive the Minutes of the Staffing Committee held on the 14th June 2022.

FC/104 EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

RESOLVED (10:1:0) GG/RP

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 8:55 pm.

Town Mayor

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 20th JUNE 2022** at **7:00PM**

FC/103 **GUILDHALL**

RESOLVED (unanimous) TG/RP

To approve the specifications, and to approve delegated authority for the Town Clerk in consultation with the Mayor to approve the most suitable quotation, and to proceed with the works in consultation with Shropshire Council's Conservation Officer.

FC/104 **TOWN WALLS**

RESOLVED (unanimous) GG/BW

To approve the timetable to arrange a confidential meeting with the barrister at 7pm Monday 12th September and change Policy and Finance committee meeting to 6pm on the same evening.

The meeting closed at 8.55pm

Town Mayor

Date