



MINUTES

Minutes of a zoom meeting of the **COUNCIL** held on **MONDAY 22nd MARCH 2021** at **7.00 PM**.

FC/256 **PRESENT**

Chairman: Councillor Gill

Councillors: Adams; Clarke; Copley; Garner; Ginger; Lyle; Naysmith;
O'Neill; Parry (from 7.09m); Pote and Sheward.

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

FC/257 **VIRTUAL MEETING WELCOME**

The Chairman 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/258 **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 turn off their camera and access the meeting via audio only.

FC/259 APOLOGIES

Apologies were received from Councillors Jones and Perks.

FC/260 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests

None declared.

Conflicts of Interest

| <u>Member</u> | <u>Item</u> | <u>Reason</u> |
|---------------|-------------|-------------------------------|
| Cllr Gill | 21b | Spends funds for organisation |
| Cllr Parry | 21a | Ludlow in Bloom |

Personal Interests

| <u>Member</u> | <u>Item</u> | <u>Reason</u> |
|---------------|-------------|--|
| Cllr Cobley | 6 & 15 | Son in law works for Police |
| | 21b | Friends of LAR |
| | 25 | Personal Computer currently with company |
| Cllr Garner | 10b | Knows the Rep from Chamber of Commerce |
| Cllr Lyle | 10b | Knows Rep from Chamber & Cllr Rep for Chamber of Trade |
| Cllr O'Neill | 14 | Wife applied to be an extra on the film |
| Cllr Pote | 10b | Knows Rep from Chamber of Commerce |
| Cllr Parry | 21b | Volunteer at LAR |
| Cllr Sheward | 21b | Knows a member on LAR Cttee and through Labour Party |

FC/261 PUBLIC OPEN SESSION (15 minutes)

There was one members of the public present.

The Representative from the Local to Ludlow Produce market referred to the email she had written to all Members outlining her thoughts on opening up of the Market in a safe way as restrictions ease. She explained that she was the Manager of the fortnightly Local Produce Market and also a Director of the Local to Ludlow CIC.

She highlighted that non-essential traders of the Local Produce Market had not traded since before Christmas and that some traders were seasonal, trading from Spring until Autumn. She drew Members attention to the fact that the Local

Produce Market was currently operating at a loss due to the reduced stall capacity and therefore welcomed any increase in stalls.

The Representative reported that according to studies transmission rates of the virus were decreased by 90% by simply being outside. Therefore traders were keen to trade and would comply with national and local guidelines and would be more than happy to co-work with the Town Council and staff. She suggested that the Local Produce Market worked closely with the Town Council's Market Officer to achieve a safe, increased capacity market on a regular basis, should Members resolve to increase capacity in the coming weeks.

7.09pm Councillor Parry joined the meeting.

FC/262 LUDLOW POLICE UPDATE

Sgt Damien Kelly addressed Council.

He outlined that the Safer Roads objectives were being progressed, with speed enforcement in key areas of the town. Dedicated unmarked operations to tackle anti-social driving had been carried out at the Eco Park and the A49, resulting with a drunk driving fine for an incident at the Eco Park. He added that requests for speeding enforcement on Bromfield Road and Temeside had been added to the list.

Another operation was planned this month to tackle Rural Acquisitive Crime with general patrols and there were several ongoing crime investigations. Officers were still attending neighbour disputes with partner agencies.

Sgt Kelly informed Council that visibility patrols through the 17 parishes, along with visits to eight schools to spot vulnerability was continuing with the Officers that were available. He added that resources were stretched but that domestic abuse and drug related Risk Management Plans were being managed on a weekly basis.

A Member thanked Sgt Kelly and the team at Ludlow stating that she was aware of how stretched their resources were at present and logistics were challenged in the current climate.

Another Member thanked Sgt Kelly for the work Officers were managing to cover and highlighted that day trippers were visiting the Linney and she had received complaints regarding this.

Sgt Kelly responded by saying that the law allowed people to leave home for exercise but that it was only National guidance advising people to stay local to home. Although fines could not be issued Officers could speak to visitors who had travelled significant distances and re-iterate the guidance.

Another Member advised Sgt Kelly that regular drinking that had been taking place outside the Castle had now moved to a less conspicuous location, down the side of the Castle, and asked if this could be investigated. He thanked Sgt

Kelly for attending the meeting as he felt that it made a big difference to Councillors when residents asked questions and ensured the Town Council could support the work of the Police.

FC/263 MINUTES – FULL COUNCIL 22nd FEBRUARY 2021

RESOLVED (unanimous) TG/PA

That the open and closed minutes of Full Council meeting held on Monday 22nd February 2021, be approved as a correct record by the Chairman.

FC/264 ITEMS TO ACTION – 22nd FEBRUARY 2021

The Mayor thanked the Town Clerk and staff for the actions that had been completed as he was aware of the understaffing and short-staffing situation.

RESOLVED (unanimous) TG/RP

That the Items to Action be noted.

**FC/265 RECRUITMENT MUSEUM ASSISTANT AND DLF ASSISTANT
GROUNDSPERSON/MARKET ASSISTANT**

RESOLVED (unanimous) TG/SO

To approve the recruitment of a 15 hr per week Museum Assistant, and a 37 hr per week Direct Labour Force Assistant Groundsperson / Market Assistant.

FC/266 LUDLOW MARKET

RESOLVED (unanimous) TG/MC

Subject to government guidance, the Market is re-opened as a 30 trading space market on Monday 12 April 2021.

FC/267 RESOLVED (unanimous) TG/MC

Subject to government guidance, to continue working to the current Covid-19 market regulations and the Covid secure mitigations, with the amendment that face visors should read face coverings.

FC/268 RESOLVED (10:1:0) AC/DL

Subject to government guidance, to continue to charge half the high season rent for general and specialist markets until at least the 17th May, and to return to full price rent with the reopening of the full size market.

FC/269 **RESOLVED (10:0:1)** **TG/EG**

Subject to government guidance, to retain the 30 stall layout until Sunday 16th May 2021, and return the market to the full size market from Monday 17th May 2021.

FC/270 **RESOLVED (unanimous)** **TG/AC**

That the Town Council's Specialist Thursday and Sunday markets re-start from Monday 12th April 2021.

FC/271 **RESOLVED (unanimous)** **TG/MC**

That Specialist Markets are advertised on social media from Tuesday 6th April 2021, and in an online and printed market leaflet advertising the Specialist Market dates is released in May 2021.

FC/272 **RESOLVED (unanimous)** **GG/TG**

That ongoing discussions about trading and parking prevention on Post Office Square should continue with Shropshire Council after the election.

FC/273 **LUDLOW MARKET – TUESDAY ‘MAKERS MARKETS’ IN AUGUST 2021****RESOLVED (unanimous)** **TG/dl**

- i) To approve a whole market let to Ludlow Chamber of Trade for a Makers Market at £424.36 per day on Tuesdays in August 2021.
- ii) To approve putting up a banner supplied by Ludlow Chamber of Trade in High Street, and to advertise the Makers Market on Social media, and in print publications as appropriate, which may or may not include the Calendar of Events, depending on publication dates.

FC/274 **MAYFAIR 2021****RESOLVED (unanimous)** **TG/AC**

That due to the restrictions imposed by government and the open plan nature of the town centre site, Ludlow Mayfair does not take place in 2021.

FC/275 **REQUEST FROM LUDLOW CONCERT BAND****RESOLVED (unanimous)** **TG/MC**

- i) That subject to confirmation that the Ludlow Concert Band provides a Marshall to ensure that the event is Covid safe, the Town Council approves a concert on Sunday 27th June;
- ii) And subject to a safe event on the 27th June the additional dates on Sunday 18th July and Sunday 22nd August are approved.

FC/276 NEW COUNCILLOR INDUCTION PROCESS**RESOLVED (unanimous) TG/EG**

That the new Councillor Induction process includes:

- i) Fully digital induction pack documentation;
- ii) That as is usual practice, Councillors receive up to date polices and notification of SALC training.
- iii) The induction process is planned to unroll over the first three months of the new Council;
- iv) There are a series of timetabled virtual meetings to introduce councillors to each other and their roles and responsibilities; to meet the staff; to become familiar with the remit of the different committees; to explain Civic Events; and to explore an overview of the aims and objectives of the Council;

FC/277 PARKING EVENTS SQUARE FOR FILMING AT LUDLOW CASTLE

This matter has been deferred waiting for additional information.

FC/278 CCTV UPDATE**RESOLVED (unanimous) TG/GG**

That the Town Council approaches Shropshire Council in relation to CCTV installation on the library, to explain:

- That the Town Council and Ludlow Police have worked together to identify the most effective sites for CCTV, and the area outside the library was highlighted in this process because of the concealed nature of the site, and incidences of anti-social behavior, vandalism, and drug dealing and taking.
- That local authorities have a duty to deter crime, and the CCTV is an effective deterrent.
- That the Town Council are funding and organising the installation and the ongoing to maintenance of the equipment. The Town Council has asked for asked for Shropshire Council's assistance to facilitate permission for installation on Shropshire Council land and facilities. Shropshire Council has indicated that a one off payment of £450 and an annual charge of £54.81(to be increased annually in line with RPI) would be charged for the siting of CCTV on Shropshire Council facilities.

- That Ludlow Town Council ask Shropshire Council to waive the one-off fees and fund the costs as their contribution to support the deterrence of crime and disorder outside their building in Ludlow.

FC/279 RESOLVED (unanimous) AC/TG

To note the progress with phase II of the CCTV installation.

FC/280 COMMUNITY LED PLAN (CLP)

RESOLVED (unanimous) TG/EG

To approve Ludlow Community Led Plan and approve the recommendation that LTC is a critical partner and consultee in the development of a Community Led Plan. However, it is clear that LTC does not have the resources either in terms of staffing or finances to support the overall management of the plan, and some of the areas that are important to residents. For example, LTC has no specific mandate to support Health and Wellbeing of older residents. We need to find a new and creative way of working with the community, to move this forward. This will give ownership and responsibility for its development to individuals and groups who have a passion and interest in the key themes within the plan.

FC/281 RESOLVED (unanimous) TG/VP

To approve the following action plan to be undertaken by the CLP Steering Group:

- A Community Based group will be set up, with individuals and representatives from interest groups within the town. These will ensure that each element of key themes of the plan are represented, these include:
 - Children and Young People
 - Older People
 - Environment
 - Tourism, Retail, Economy
 - Crime and Safety
 - Transport, Parking and Road Safety
- Group membership will always include at least one Councillor and an officer. The chair of the group will be elected at the first meeting, this may be a member of the community or a Councillor. Terms of reference for the group will be drafted and forwarded to LTC.
- Update of the plan – Formal updates of the plan will be presented to Full Council twice per year. This will include a written report circulated to all members and a question and answer session at council.

FC/282 ONLINE MEETINGS

RESOLVED (unanimous) TG/AC

- To write to the Ministry of Housing, Communities and Local Government (MHCLG) urging that the temporary change to the meeting rules set out in

the Local Government Act 1972 be made permanent to allow the flexibility to hold meetings remotely or in person after 6 May 2021.

- ii) The Town Council also writes to SALC, Philip Dunne MP and Shropshire Council expressing the same wishes.

FC/283 INTERNAL AUDITOR

RESOLVED (unanimous) CS/EG

To adopt the internal auditor's report and that progress is reported to Council on a quarterly basis.

FC/284 EXTERNAL AUDITOR

RESOLVED (unanimous) CS/EG

To note a change to the External Auditors process.

FC/285 STANDING ORDERS AND FINANCIAL REGULATIONS

RESOLVED (unanimous) TG/GG

That the existing Standing Orders and the Financial Regulations revised to include the credit card spending limit are adopted.

8.50pm Councillor Gill left the meeting

The Deputy Mayor, Cllr Pote chaired the next item.

FC/286 ANNUAL CORE GRANT FEEDBACK FOR GRANTS AWARDED FOR 2020-21

RESOLVED (unanimous) RP/GG

To note the Annual Core Grant Feedback for Grants Awarded for 2020-21 for Ludlow in Bloom.

FC/287 EXTENSION OF THE MEETING

RESOLVED (unanimous) RP/AC

That the meeting be extended by 15 minutes to 9.15pm.

FC/288 EXTENSION OF THE MEETING

RESOLVED (unanimous) RP/AC

That the meeting be extended by 15 minutes to 9.30pm.

FC/289 **LUDLOW ASSEMBLY ROOMS/VISITOR INFORMATION CENTRE****RESOLVED (unanimous) MC/ EG**

That the Town Council writes to Ludlow Assembly Rooms regarding the Visitor Information Centre funding to state that the information provided to Town Council to date does not provide sufficiently detailed evidence of how funds have been spent in alignment with the criteria under which the grant was awarded.

The Town Council requests that an itemised account of defrayed expenditure is provided to show how the funding has been spent to fulfil the purposes for which it was granted, and that the drayed expenditure information is provided in time for the next Full Council meeting on the 19th April 2021.

9.18 pm The Mayor re-joined the meeting and chaired the remainder of the meeting.

FC/290 **COMMITTEE RECOMMENDATIONS FROM SERVICES COMMITTEE 15TH MARCH 2021****RESOLVED (unanimous) MC/EG**

That the recommendations from the Services Committee 15th March 2021 be approved.

TENDERS

To approve a tender price of £9 per tree and H&S documentation for the tree survey and mapping from Llanerch Arboriculture.

ELECTRIC VEHICLES

That Council approves the initiation of a scoping report for the introduction of Electric Work Vehicles.

FC/291 **COMMITTEE MINUTES****REPRESENTATIONAL COMMITTEE – 17th FEBRUARY 2021****RESOLVED (10:0:1) GG/CS**

That the minutes of the Representational Committee meeting held on the 17th February 2021, be received.

FC/292 POLICY & FINANCE COMMITTEE – 15TH FEBRUARY 2021

RESOLVED (9:0:2) AC/CS

That the minutes of the Policy & Finance Committee meeting held on the 15th February 2021, be received.

FC/293 EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

RESOLVED (unanimous) TG/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 9:29 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 **MONDAY 22nd MARCH 2021** at **7:00PM**

FC/294 **COUNCILLOR IT TABLETS**

RESOLVED (unanimous) **RP/GG**

To approve expenditure for one Samsung Galaxy Tab A7 10.4”
32 GB Wi-Fi at £199.00 to establish if it is fit for purpose.

The meeting closed at 9.29 pm

Town Mayor

Date