



MINUTES

Minutes of a meeting of the **COUNCIL** held in the Guildhall, Mill Street, Ludlow on **MONDAY 28th OCTOBER 2019** at **7.00 PM**.

FC/196 **PRESENT**

Chairman: Councillor Pote

Councillors: Clarke; Ginger; Lyle; O'Neill, Parry and Sheward.

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

FC/197 **HEALTH & SAFETY**

The Deputy Mayor informed Councillors and members of the public of the fire exits, fire assembly point and asked that everyone sign the attendance log.

FC/198 **RECORDING OF MEETINGS**

The Deputy Mayor informed Council and the public that under the Openness of Local Government Regulations 2014, recording and broadcast including blogging, tweeting and other social media was permitted during the public session of Council meetings. He stated that the act of recording and broadcast must not interfere with the meeting.

He added that the Council understood that some members of the public may not wish to be recorded and asked that they make this known immediately.

FC/199 **APOLOGIES**

Apologies were received from Councillors Cobley, Garner, Gill, Jones, Mahalski, Paton, Perks and Smithers.

FC/200 **DECLARATIONS OF INTEREST**

Disclosable Pecuniary Interests

None.

Conflicts of Interest

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Clr Parry		Chair Ludlow in Bloom

	11	Volunteer Steward at LAR
Cllr Pote	15b	Previously stated views in writing

Personal Interests

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Cllr Ginger		Personal friend of Euro shell owner.
Cllr Lyle	11	Knows the applicant and regular user of LAR.
Cllr Parry	17	Knows residents on the street
Cllr Pote	11	Knows the applicant and regular user of LAR.
Cllr Sheward	11	Mr Penn Election Agent when stood for Unitary Cllr two years ago.
	15a	Completed the survey in the library as a resident.

FC/201 PUBLIC OPEN SESSION (15 minutes)

There were four members of the public present.

A Resident of Ludlow – Look for a Book – The resident from Ludlow explained that the idea of ‘look for a book’ had been initiated by a retired Head Teacher in Cumbria as she had a lot of children’s books. She was worried that many children looked at their screens and tablets rather than explore their environment. She therefore wrote a note (attached to these minutes), congratulating the child for finding the book and inviting them to read it, keep it until they had finished and then re-hide it for another child to find and enjoy. The books had been put in a non-recyclable waterproof bag.

Northwich had followed and now had over 500 members with the local Police force tweeting ‘suspicious book sighted...’

The resident for ‘Ludlow Look for a Book’ explained that she had started this scheme in Ludlow and had hidden books around the castle, in playgrounds, Rockspring, Sandpits and around town, using the plastic innards from cereal boxes, cellophane from birthday card etc as waterproof bags. She welcomed donations of books to continue the scheme and any non-recyclable plastic wrapping and asked that the Town Council support this initiative.

Members thanked the resident for attending and stated their appreciation and support of the scheme.

Resident of Ludlow, Broad Street – The resident from Broad Street explained that he lived in Lower Broad Street which in the past had been a rat-infested slum but had become a desirable place to live. He reported that he regularly picked up litter and added it was a pity that the Town Council didn’t follow with the same care, adding in his opinion that the Town Council offices demonstrated a lack of care.

The resident went on to say that previously the Town Council had informed him that litter and dog fouling fell under the responsibility of Shropshire Council and suggested that the Town Council made an effort at least to keep the Town Centre

litter free. He suggested a campaign to involve all the businesses and residents of the Town centre would be a simple and cheap exercise, if there was a will.

The resident exceeded the three minutes allotted speaking time and was requested to stop. He exited the meeting and left a full copy of his notes, attached to these minutes.

FC/202 UNITARY COUNCILLORS SESSION

Councillor Parry made no comment.

FC/203 MINUTES – FULL COUNCIL 16th SEPTEMBER 2109

RESOLVED (6:0:1) RP/GG

That the open and closed minutes of Full Council on the 16th September 2019 be approved as a correct record and signed by the Chairman.

FC/204 ITEMS TO ACTION – 16th SEPTEMBER 2019

RESOLVED (6:0:1) CS/DL

That the tabled Items to Action be noted.

FC/205 PRESENTATION FROM HEAD OF EARLY HELP, PARTNERSHIPS AND COMISSIONING, CHILDREN'S SERVICES, SHROPSHIRE COUNCIL

The Head of Early Help explained that she had had a prior meeting with the Mayor and Unitary Councillor Tracey Huffer, regarding the Youth Consultation.

She outlined that previously funding had been delivered at a local level through the Local Joint Committees, and this model would cease at the end of March 2020. The proposed replacement model is qualified Detached Youth Workers working evenings and weekends on the streets in areas that youngsters congregate. The youth workers would seek to work in partnership with Schools, the Police, Youth Hubs and Town and Parish Councils.

In Ludlow it had been recorded youth crime was on the increase, which included drug and knife crime; this was along with the increased demand for social care for youngsters. She stressed that cuts were not being made, in 2019-20 £290k had been budgeted and this had been increased to £300k for 2020-21.

The Head of Early Help explained that Shropshire Council (SC) would be able to fund either the Detached Youth Workers or Youth Club provision, but not both. The current provision of a weekly 1.5 hours youth club session costs approximately £7,500, and SC were asking Town and Parish Councils if there was an appetite and ability to provide funding.

Many voiced their frustration and views that Shropshire Council was already asking the Town Council to take on responsibility of the amenity areas in Ludlow without financial support; and now being asked for an additional £7,500. One Member pointed out that many of the youth clubs were being charged rent for use of the room which ate away most of the budget allocation. She added that this was unfair when she understood that other group users of the building were charged a peppercorn rent.

The Head of Early Help agreed that there needed to be a focus on the most vulnerable youngsters and if the rent for the Youth Clubs were stopping the delivery of services then she would take this point back back to Shropshire Council for reconsideration.

RESOLVED (unanimous) RP/DL

That Ludlow Town Council would not support funds for Youth Services at Ludlow Youth Club being paid to Shropshire Council for room rental; and insist that Shropshire Council waive the rent. If this were to happen, then Ludlow Town Council would enter into meaningful discussions regarding youth services in Ludlow.

FC/206 DEVOLVED SERVICES

RESOLVED (unanimous) RP/GG

That the contextual information regarding Devolved Services from Shropshire Council to the Town Council be noted.

FC/207 DEFERRED ANNUAL CORE GRANT APPLICATIONS

LUDLOW ASSEMBLY ROOMS

The CEO for the Assembly Rooms spoke in support of the grant application.

RESOLVED (unanimous) GG/MC

That Annual Core Grant Funding of £10,000 is awarded to Ludlow Assembly Rooms in 2020-21.

FC/208 VISITOR INFORMATION CENTRE

The CEO for the Assembly Rooms spoke in support of the grant application.

THE MOTION WAS NOT CARRIED (3:4:0) VP/CS

Motion not carried for proposed Annual Core Grant Funding of £7,000.

FC/209 VISITOR INFORMATION CENTRE

RESOLVED (6:1:0) GG/DL

That Annual Core Grant Funding of £5,000 is awarded to the Visitor Information Centre for 2020-21.

FC/210 EXTERNAL AUDIT AND ANNUAL RETURN FOR 2018-2019

RESOLVED (unanimous) RP/GG

That the conclusion of the External Audit and Annual Return (AGAR) for 2018-19 be adopted.

FC/211 BUDGET INFORMATION

The Deputy Mayor thanked the Town Clerk and Budget Working Group for the creation of clearly presented and informative budget information.

RESOLVED (unanimous) RP/GG

That the budget information is approved and released to the public.

FC/212 REFERENDUM PRINCIPALS FOR TOWN & PARISH COUNCILS

RESOLVED (unanimous) GG/MC

That it is noted that the Government has announced that it does not propose to set 'referendum principals' for Town & Parish Councils in England for 2020/21.

FC/213 BUSINESS RATES FOR PUBLIC TOILETS

RESOLVED (unanimous) GG/RP

To note that a proposed new law removing business rates from public toilets fell due to the recent prorogation of Parliament.

FC/214 INSURANCE

RESOLVED (unanimous) GG/DL

That the increase in the insurance premium due to changed circumstances is noted.

FC/215 SHROPSHIRE COUNCIL CONSULTATIONS

Library Consultation

RESOLVED (unanimous) GG/DL

That Ludlow Town Council insists that Shropshire Council does not reduce staffing, opening hours, the breadth of the range of supported activities, or their financial support for Ludlow Library, which is an important hub for residents of Ludlow and surrounding areas.

8.19pm Councillor Pote left the meeting for the following item.

FC/216 NOMINATIONS FOR TEMPORARY CHAIR

The Town Clerk called for nominations for a temporary Chair.

RESOLVED (unanimous) VP/DL

That Councillor Ginger chair the next item on the Agenda.

FC/217 AMENDMENTS TO SHROPSHIRE COUNCIL'S PARKING STRATEGY

RESOLVED (unanimous) GG/MC

That Ludlow Town Council respond to the consultation as follows:-

- a) The Council's previous representations on these matters be reiterated;
- b) That Shropshire Council ensure that all properties within the Red and Blue Zones are included on the parking system;
- c) That the Town Council supports the allocation of two residents parking permits per property;
- d) That while the Town Council does support a concession for holiday let properties it considers this preferential treatment over other businesses in the town and asks that Shropshire Council consider extending this concession to all businesses in the on street residents parking scheme area.

8.22pm Councillor Pote returned to the meeting and continued Chairing the meeting.

FC/218 BUS SHELTER

RESOLVED (unanimous) RP/GG

To approve funding of £4,200 for one bus shelter in the 2020/21 budget.

FC/219 RESOLVED (unanimous) RP/CS

That consultation is carried out with local organisations through Representational Committee to identify all the sites in Ludlow that require a bus shelters, and the

committee recommend one site as a priority for completion within the financial year 2020/21.

FC/220 AMENITY LAND HENLEY ORCHARDS

RESOLVED (unanimous) RP/VP

That Ludlow Town Council retain the community land for the benefit of the community, and the request to purchase a piece of amenity land at Henley Orchards is declined.

FC/221 MAYFAIR

RESOLVED (unanimous) GG/DL

That the income and expenditure over the period 2015-19 be noted.

FC/222 RESOLVED (unanimous) GG/SO

That the rent for the Mayfair increases annually by the Consumer Price Index.

FC/223 TASK & FINISH GROUPS

RESOLVED (unanimous) VP/DL

That an additional term of reference is included as follows:

That when appropriate to the task, the Task and Finish Group should consult with outside organisations or appropriate persons, and the nature and outcome of this consultation should be openly reported to the appropriate Committee or Full Council.

FC/224 RESOLVED (unanimous) RP/MC

That all Working Groups are renamed Task and Finish Groups.

FC/225 RESOLVED (unanimous) RP/MC

That the following Terms of Reference for Task and Finish Groups are adopted and reviewed annually.

1. Task & Finish Groups can be created by the Town Council or by a Committee. They must have a specified purpose and a set target date of completion.

2. Task & Finish Groups must have a specified purpose agreed by the Town Council or a relevant Committee.
3. Task & Finish Groups will refer all proposals to the Town Council or the Committee to which it reports for approval.
4. No more than ten Task & Finish Groups at any one time.
5. Councillors cannot be part of a Task & Finish Group if they have a personal, prejudicial or financial interest in the subject of the Group unless appropriate dispensations have been agreed by the Council.
6. Councillors on Task & Finish Groups must abide by the Code of Conduct both between themselves and to all others.
7. All inter-group communications must be addressed to all Group members to include the Council office.
8. Each Task & Finish Group should have a minimum number of three Councillors.
9. All Task & Finish Groups to be reviewed at the Annual Meeting of the Town Council.
10. Task & Finish Groups will report to Council or Committee a minimum of every three months. A written report should be issued which will be circulated to all Councillors in advance of the meeting with the agenda.
11. Task & Finish Groups will appoint a spokesperson. If no open consensus is achieved, then it will be by blind vote.
12. The Clerk / Responsible Financial Officer shall be an ex-officio member of each Task & Finish Group with responsibility for administrative support and guidance.
13. That when appropriate to the task, the Task and Finish Group should consult with outside organisations or appropriate persons, and the nature and outcome of this consultation should be openly reported to the appropriate Committee or Full Council.
14. Any change or extension to the remit of a Task & Finish Groups or change of membership should be agreed by the Council or relevant Committee.

FC/226 COMMITTEE RECOMMENDATIONS – SERVICES COMMITTEE 14th OCTOBER 2019

S/76 BENCHES

RESOLVED (unanimous) GG/VP

To recommend that Council approve of the dedication of a memorial bench to former Parade Marshall Dave Lewis in Castle Gardens.

To recommend to Council the standardising of bench colour across Castle Square, Events Square and Castle Gardens to ebony stain.

To recommend that Council provisionally accept the donation of four benches from a local resident.

S/79 SILENT SOLDIER

RECOMMENDATION (unanimous) GG/DL

To approve a request for a Silent Soldier to be installed by the War Memorial Fund Committee in Castle Gardens

S/81 LUDLOW MUSEUM AT THE BUTTERCROSS

RESOLVED (unanimous) GG/RJ

- i) *To recommend acceptance of the quote for environmentally friendly lighting alterations to allow a better view of the collections by G. E. Bright Electrical at £49 per light fitting + VAT giving a total cost of £588.*

S/82 WHEELER ROAD PATH

RECOMMENDED (7:0:1) GG/RJ

To accept the quotation of £107.10 for the concrete for a path that will be laid by the DLF when their workload permits.

RESOLVED (unanimous) MC/GG

That the recommendations from the Services Committee Meeting on the 14th October 2019 be approved;

BENCHES

1. To approve dedication of a memorial bench to former Parade Marshall Dave Lewis in Castle Gardens.
2. To standardise bench colour across Castle Square, Events Square and Castle Gardens to ebony stain.
3. To accept the donation of four benches from a local resident.

SILENT SOLDIER

To approve a request for a Silent Soldier to be installed by the War Memorial Fund Committee in Castle Gardens

LUDLOW MUSEUM AT THE BUTTERCROSS

To accept the quote for environmentally friendly lighting alterations to allow a better view of the collections by G. E. Bright Electrical at £49 per light fitting + VAT giving a total cost of £588.

WHEELER ROAD PATH

To accept the quotation of £107.10 for the concrete for a path that will be laid by the DLF when their workload permits.

FC/227 COMMITTEE RECOMMENDATIONS – POLICY & FINANCE COMMITTEE 21st OCTOBER 2019

PF/66 BUDGET CONSULTATION

RECOMMENDED (Unanimous) GG/AC

That the Budget Consultation be approved and published.

PF/67 SHROPSHIRE COUNCIL CONSULTATIONS

Amendments to Shropshire Council Parking Strategy

RECOMMENDED (Unanimous) AC/TG

That Ludlow Town Council respond to the consultation as follows:-

- e) *The Council's previous representations on these matters be reiterated;*
- f) *That Shropshire Council ensure that all properties within the Red and Blue Zones are included on the parking system;*
- g) *That the Town Council supports the allocation of two residents parking permits per property;*
- h) *That while the Town Council does support a concession for holiday let properties it considers this preferential treatment over other businesses in the town and asks that Shropshire Council consider extending this concession to all businesses in the on street residents parking scheme area.*

PF/69 POLICY – INTERNET USE POLICY

RECOMMENDED (Unanimous) AC/MC

That:-

- a) *The policy include a reference to the supporting policies, Social Media Policy, GDPR and Computer Misuse Regulations;*
- b) *Paragraph 2.3 be amended to read "unauthorised hacking";*
- c) *All references to "Fax" be deleted;*
- d) *The Policy be signed by all members of staff to certify that they have read, understood and will abide by the policy;*
- e) *Paragraph 2.1 be amended to read:-
"The Council recognises that reasonable use of computer facilities to communicate brief personal non-offensive messages during breaks is acceptable and is a privilege that the Council is prepare to allow, but the amount of time spent much not be abused or it will be stopped. Exceptions may be made in emergency circumstances which should be notified to the Town Clerk.";*
- f) *The punctuation in paragraph 2.3 be corrected;*
- g) *Subject to the above amendment the Internet Use Policy be adopted.*

RESOLVED (unanimous) GG/CS

That the recommendations from the Policy & Finance Committee on 21st October 2019 be approved;

BUDGET CONSULTATION

That the Budget Consultation be approved and published.

SHROPSHIRE COUNCIL CONSULTATIONSAmendments to Shropshire Council Parking Strategy

That Ludlow Town Council respond to the consultation as follows:-

- a) The Council's previous representations on these matters be reiterated;
- b) That Shropshire Council ensure that all properties within the Red and Blue Zones are included on the parking system;
- c) That the Town Council supports the allocation of two residents parking permits per property;
- d) That while the Town Council does support a concession for holiday let properties it considers this preferential treatment over other businesses in the town and asks that Shropshire Council consider extending this concession to all businesses in the on street residents parking scheme area.

POLICY – INTERNET USE POLICY

That:-

- a) The policy include a reference to the supporting policies, Social Media Policy, GDPR and Computer Misuse Regulations;
- b) Paragraph 2.3 be amended to read "unauthorised hacking";
- c) All references to "Fax" be deleted;
- d) The Policy be signed by all members of staff to certify that they have read, understood and will abide by the policy;
- e) Paragraph 2.1 be amended to read:-
"The Council recognises that reasonable use of computer facilities to communicate brief personal non-offensive messages during breaks is acceptable and is a privilege that the Council is prepare to allow, but the amount of time spent much not be abused or it will be stopped. Exceptions may be made in emergency circumstances which should be notified to the Town Clerk.";
- f) The punctuation in paragraph 2.3 be corrected;
- g) Subject to the above amendment the Internet Use Policy be adopted.

FC/228 COMMITTEE AND WORKING GROUP MINUTES**RESOLVED (unanimous) RP/DL**

That the minutes from the Policy & Finance Committee 9th September 2019, Services Committee 14th October 2019 and Representational Committee 18th September, 9th October and 16th October 2019 be received.

FC/229 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) RP/CS

That the public be excluded and the meeting continue in closed session.

The meeting closed at 8:58 pm

Town Mayor
NB Closed session minutes will be issued.

Date