



## MINUTES

Minutes of a meeting of the **COUNCIL** held at The Guildhall, Mill Street, Ludlow on **MONDAY 3<sup>rd</sup> MARCH 2025** at **7.00 PM**.

### **FC/311    PRESENT**

Chairman:                      Councillor B. Waite

Councillors:                Childs; Garner; Gill; Ginger; Harris; Parry; Tapley; Thompson and S. Waite.

Officers:                     Gina Wilding, Town Clerk  
Helen Jones, Senior Admin Assistant

### **ABSENT**

Councillors:                De Gersigny, Hall, Jones and Miller.

### **FC/312    HEALTH & SAFETY**

The Mayor, Councillor B. Waite, welcomed everyone to the Full Council meeting and made some health and safety announcements.

### **FC/313    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.

### **FC/314    APOLOGIES**

Apologies were received from Councillors De Gersigny (family commitment), Hall (holiday), Jones (ill health) and Miller (ill health).

### **FC/315    DECLARATIONS OF INTEREST**

Disclosable Pecuniary Interests  
None

Conflicts of Interest

None

Personal Interests

None

**FC/316    PUBLIC OPEN SESSION (15 minutes)**

There were four members of the public in attendance.

A resident of Whitcliffe spoke on the topic of the town walls at St. Laurence Churchyard. He referred to an exchange of letters in 2015 between Shropshire Council and Ludlow Town Council. He enquired if LTC had been maintaining the stabilisation measures put in place by SC in 2013, and if LTC was intending to discuss this matter at the forthcoming meeting.

A resident of Ludford also spoke on the topic of the town walls at St. Laurence Churchyard. He asked if LTC is prepared to accept responsibility for the Town Walls. He understood that LTC signed a declaration to say they accept responsibility. He stated that only by working together with other bodies equally keen to restore the town walls can they be returned to their proper and safe state, and surely LTC must be keen for any help it can get. He accused LTC of hiding the state of the section of walls towards The Compasses.

**FC/317    LUDLOW POLICE UPDATE**

Ludlow Safer Neighbourhood Team provided a copy of their monthly newsletter.

**FC/318    LUDLOW'S UNITARY COUNCILLORS SESSION**

Councillor Parry (Ludlow South) confirmed that Shropshire Council has now moved into the Guildhall building.

**FC/319    MINUTES**

**RESOLVED BW/SH (unanimous)**

That the minutes of the Council meetings held on Monday 20<sup>th</sup> January 2025 and Monday 3<sup>rd</sup> February 2025 be approved as a correct record and signed by the Chair.

**FC/320    ITEMS TO ACTION**

**RESOLVED BW/SW (unanimous)**

That the Items to Action of the Council meetings held on 20<sup>th</sup> January 2025 be noted.

**FC/321     TRANSPORT FOR WALES**

The Council received a presentation from Nichole Sarra, Stakeholder Manager for the Borders, Transport for Wales (TfW) on the improvements of the rolling stock, improvements to the timetable to reduce interdependent services and the resultant knock-on delays, and expansion of services. She explained it would be difficult to reinstate some stops to Craven Arms because of timetabling complications.

Questions and responses:

Q: Where do the CCTV cameras feed into, who monitors them?

A: British Transport Police do have access to the cameras so they are able to monitor the platforms for anti-social behaviour, for example. I will find out exactly and come back to you.

Q: Do you think the target for deploying all Class 197 trains by Easter is achievable?

A: Possibly not, there have been delays getting them all into service because of the time this class of train requires in maintenance, but we are heading in the right direction.

Q: Can you give us the figures for the Visit Shropshire campaign last year?

A: I can certainly request these and forward them on, but what I will say is that the campaign wouldn't be renewed for this year if it hadn't been a success last year.

Q: Are there risk assessments for the impact of overcrowded carriages for example, the 'two-carriage' service provided at very busy times?

A: We do try to take account of the very busy times and to put on the bigger trains where possible, for example, in the last few weeks we have introduced the Class 197's on the Birmingham to Shrewsbury line to increase capacity. The conductors have responsibility for the trains on the line, but they cannot physically prevent people getting on the service, hence why some trains may be crowded at times.

**FC/322     STEPHEN HOUSE**

The Council also received a presentation from Paul Kemp, Lay Pastoral Support at St Laurence's Church, to explain how Stephen House provides a vital support service for individuals facing homelessness, loneliness, financial difficulties, or other challenges. The facility offers emergency day services including hot drinks, meals, showers, a safe place to rest, and emotional support. It also guides individuals towards further help from local charities and agencies. Named in memory of Stephen Treasure, who had a vision for such a space, Stephen House is funded through community donations to help those in crisis. The facility is open to all, offering a welcoming environment where individuals can find support and a way forward.

Questions and responses:

Q: How do you advertise your services?

A: Word of mouth mostly, I do a lot of networking and collaboration with other agencies. I work closely with Shropshire Council, Connexus and Star Housing.

Q: Could you clarify what you mean by the service “not being a drop-in centre, but all are welcome”?

A: Our approach is that everybody is welcome, but there must be a purpose for the visit.

**FC/323    TOWN CRIER**

**RESOLVED BW/TG (unanimous)**

To approve subscription membership of the Ancient & Honourable Guild of Town Criers.

**FC/324    RESOLVED BW/SW (9:0:1)**

To approve the voluntary position of Ludlow Town Crier with the duties described in the report plus a list of key annual events and a clause to state that the Town Crier will only perform duties within the parish of Ludlow, and there will be no expenses payable for the role.

**FC/325    RESOLVED BW/EG (unanimous)**

To approve the draft application form.

**FC/326    RESOLVED BW/SW (9:0:1)**

That subject to a satisfactory completion of the application form, to approve the appointment of a Town Crier.

**FC/327    ELECTION UPDATE**

**RESOLVED BW/TG (unanimous)**

To note the procedural updates.

**FC/328    RESOLVED BW/TG (unanimous)**

To approve the change of date of the Annual Town Residents Meeting (ATRM) to 19<sup>th</sup> May 2025.

**FC/329    STANDING ORDERS**

**RESOLVED BW/TG (unanimous)**

To insert the following words into Standing Orders:

‘Councillors are not permitted to speak in public open session at Council or committee meetings on any agenda items.’

**FC/330    CLIMATE ACTION PLAN**

**RESOLVED BW/EG (unanimous)**

To note the minutes of the Climate Action Task and Finish Group.

**FC/331    RESOLVED BW/EG (unanimous)**

To approve the updates to the Council’s Climate Action Plan.

**FC/332    CHRISTMAS LIGHTS**

**RESOLVED BW/TG (unanimous)**

To approve the new configuration of lights in Corve Street.

**FC/333    RESOLVED SH/DT (5:4:1)**

To approve the installation of white curtain lights in Corve Street.

**FC/334    SAFETY OF LITHIUM-ION BATTERIES CAMPAIGN**

**RESOLVED BW/EG (unanimous)**

To approve support for the campaign and to write to Lord Foster.

**FC/335    CIVIC AWARDS AND ANNUAL PLAQUE AWARD SCHEME**

**RESOLVED BW/EG (unanimous)**

To approve the criteria including the new plaque award.

**FC/336    RESOLVED BW/EG (unanimous)**

To approve release of civic award nomination forms.

**FC/337    PROJECT SUPPORT GRANT - LAR**

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

To approve a grant of £480 to cover the free tickets for local children and to reject the £250 for marketing expenses.

**FC/338    RESOLVED GG/SW (9:0:1)**

To review the criteria for Project Support Grants in relation to Core Grant Awards / maximum award to an organisation at the next Council meeting.

**FC/339    COMMITTEE RECOMMENDATIONS**

**RESOLVED SW/SH (9:0:1)**

To approve the recommendations from Policy and Finance Committee on 24<sup>th</sup> February 2025:

- **Policy Review**

That the Investment Policy, as amended, be adopted.

That the Policy for Handling of Fundraising Bucket Collection and Static Fundraising Tins for the Mayor's Charity, subject to the inclusion of the following paragraph at 4.1.4 "The amount is to be verified by a separate member of staff to the collector prior to banking", be adopted.

- **Task and Finish Group Recommendations:**

That the recommendations from the Climate Action Task and Finish Group meeting held on the 13<sup>th</sup> of February 2025, be approved as follows: -

- a) £168 is spent from budget 101/4062 on purchasing two medium (90L) blister recycling boxes to be purchased from ReFactory and donated to Ludlow Cancer Support Group for their community initiative. That the remaining budget in 101/4062 be carried forward into the next financial year.
- b) Ludlow Town Council apply for a stall (free of charge) at the 2025 Green Festival.

- **Allstar Chargepass**

That the Council apply for an Allstar Chargepass fuel account (Electric, Diesel and Petrol) with two cards.

- **Combining of Budgets**

That the Subscriptions and Publications (101/4023), and Licence Fees (101/4054) budgets be amalgamated into budget 101/4023 – Subscription and Licence Fees.

- **Transaction Fees Cost Centre**

That a new cost centre (104) Transaction Fees be created and the following codes be moved from their current cost centre to:-

<b>Old Code</b>	<b>New Code</b>
101/4058 – Bank Charges	104/4058
119/4523 – Buttercross Card Payment Fees	104/4523
201/4327 – PayPal Commission Charge	104/4327
201/4524 – Market Card Payment Fees	104/4524
411/4075 – Linney Parking Meter Fees	104/4075
New code – Guildhall Card Payment Fees	New code

**FC/340    RESOLVED BW/EG (9:0:1)**

To approve the recommendation from Services Committee on 19<sup>th</sup> February 2025 to create a working group to include Councillors, and members of the Gorilla Gardeners, Ludlow Chamber of Trade, and Wigley Field Allotments to manage the planting and watering of the tubs, and to defer the appointment of the Task and Finish Group membership until the first meeting of the new council in May 2025.

**FC/341    COMMITTEE MINUTES**

**RESOLVED DT/SH (unanimous)**

To receive the minutes of the Policy and Finance Committee meeting held on 13<sup>th</sup> January 2025 and 24<sup>th</sup> February 2025.

**FC/342    RESOLVED BW/SH (9:0:1)**

To receive the minutes of the Services Committee meeting held on 19<sup>th</sup> February 2025.

**FC/343    RESOLVED GG/DT (unanimous)**

To receive the minutes of the Representational Committee meeting held on 14<sup>th</sup> January 2025 and 11<sup>th</sup> February 2025.

**FC/344    RESOLVED EG/DT (9:0:1)**

To receive the minutes of the Staffing Committee held on 20<sup>th</sup> February 2025.

The meeting closed at 8:40PM.

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Town Mayor

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Date

Closed session minutes will NOT be issued for this meeting.