MINUTES

Minutes of a meeting of the **COUNCIL** held at The Guildhall, Mill Street, Ludlow on **MONDAY 22ND JUNE 2026** at **7.00 PM.**

FC/88 PRESENT

Chair:	Councillor Lyle
Councillors:	Addis; Cowell; Gill; Ginger; Maxwell-Muller; Owen; Parry; Tapley; Taylor
Officers:	Gina Wilding, Town Clerk Helen Jones, Senior Administrative Assistant

ABSENT

Councillors:	Childs; Hepworth; Harris

FC/89 HEALTH & SAFETY

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

FC/90 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/91 MEETING PROTOCOL

The Mayor reminded Members of the vital importance of mutual respect, professionalism, and full adherence to the Council's Code of Conduct, Standing Orders, and Meeting Protocol.

Councillors and officers have distinct yet complementary roles and work collaboratively in the best interests of the community. Councillors are responsible for setting policy and representing the public, while officers provide impartial advice and are tasked with implementing Council decisions.

During meetings, Members must conduct themselves with decorum, follow the established rules of debate, and respect the authority of the Chair. Disruptive behaviour, undue pressure on officers, or prioritising personal interests above Council objectives undermines good governance and is contrary to the standards of conduct expected in Council proceedings.

Maintaining integrity, accountability, and a respectful environment is essential to ensuring effective and transparent decision-making.

FC/92 APOLOGIES

Apologies were received from Councillors Childs, Harris and Hepworth.

FC/93 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests

None declared.

Conflicts of Interest

None declared.

Personal Interests

Councillor	Item	Reason
Cowell	25	Knows and supports the applicant.
Lyle	16 18 22 25 32 35	Knows the applicant. Knows members of the group and is a board member of Ludlow 21. Knows the library manager. Knows and supports the applicant. Knows one of the consultants. Knows the Chair of Ludlow Town Walls Trust.
Maxwell-Muller	35	Knows the Chair of Ludlow Town Walls Trust.
Owen	35	Knows the Chair of Ludlow Town Walls Trust.
Parry	22	Knows many of the library staff.

FC/94 PUBLIC OPEN SESSION

There were five members of the public in attendance.

A member of the public, speaking as the husband of a Helena Lane Day Care Service user, expressed concern that the consultation on the service's future was not meaningful and that a decision to close the service had been made in advance. He argued that Shropshire Council had underestimated the impact on service users and carers, highlighted a petition of 1,250 signatures opposing closure, and referred to previous unsuccessful changes to the service. He stated that Helena Lane provides essential support and respite for carers and warned that its closure could lead to increased demand for residential care and higher costs for Shropshire Council.

A member of the public spoke about the importance of the Helena Lane Day Care Service to her parents, explaining that her mother uses the service and that it provides vital respite for her father as carer. She expressed concerns about the consultation process, citing delays in receiving information and limited time to respond to proposals. She referred to the petition opposing closure of the service and asked the Council to support and share the petition and to write to Shropshire Council expressing opposition to the closure and support for retaining the service for Ludlow residents.

FC/95 **LUDLOW POLICE UPDATE**

PCSO Sue Cooke from the Safer Neighbourhood Team (SNT) reported that a number of operations are ongoing to address anti-social behaviour and drug-related crime, including regular high-visibility patrols and targeted activity to disrupt drug supply. A joint operation with Trading Standards had also been carried out to tackle the sale of illegal tobacco products. PCSO Cooke emphasised the SNT's ongoing commitment to partnership working with the Council and community, encouraged residents to report concerns, and highlighted continued community engagement through public surgeries and periodic opening of the police station front counter.

FC/96 **LUDLOW UNITARY COUNCILLOR'S SESSION**

Councillor Parry (Ludlow South) was present but had no update.

FC/97 **SHROPSHIRE GOOD FOOD PARTNERSHIP**

Dr Daphne Du Cros, Shropshire Good Food Partnership, presented an update on food resilience in Ludlow, including work to identify local food system strengths and vulnerabilities and build community resilience. She invited the Council to support the development of local food resilience initiatives and to engage with the proposed Community Labs programme to help strengthen preparedness for future disruptions.

FC/98 **RESOLVED DL/KC (unanimous)**

That the request for Ludlow to be a pilot town and to participate in shaping the project locally, be approved.

FC/99 **MINUTES**

RESOLVED DL/PA (9:0:1)

That the open and closed session minutes of Council on 13th May 2026 be approved as a correct record and signed by the Chair.

FC/100 **ITEMS TO ACTION**

RESOLVED DL/TG (9:0:1)

That the Items to Action be noted.

FC/101 **INTERNAL AUDIT**

RESOLVED RO/KC (unanimous)

That the signed Annual Internal Audit Report 2025/26, be adopted.

FC/102 **RESOLVED RO/KC (unanimous)**

That the yearend audit letter from the Internal Auditor, be received.

FC/103 **RESOLVED RO/KC (unanimous)**

That the yearend internal audit observations, be adopted.

FC/104 **RESOLVED RO/IMM (unanimous)**

That the restated asset register figure of £670,551.27, be noted.

FC/105 **ANNUAL GOVERNANCE AND ACCOUNTING RETURN (AGAR) 2025/26**

RESOLVED RO/TG (9:0:1)

That the explanation of the 2025 Box 8 figure, be noted.

FC/106 **RESOLVED RO/TG (9:0:1)**

That the Annual Governance Statement for 2025/26 be approved in accordance with the Accounts and Audit Regulations, and that it be noted, in respect of Assertion 10, that the Town Council is in the process of approving an Information Technology Policy and anticipates that this will be completed in July 2026.

FC/107 **<u>RESOLVED</u> RO/TG (9:0:1)**

That the Annual Return Statement of Account 2025/26 be approved, in accordance with the Accounts and Audit Regulations.

FC/108 **<u>RESOLVED</u> RO/TG (9:0:1)**

That the dates for the exercise of public rights be approved.

FC/109 **<u>ENGLISH DEVOLUTION AND COMMUNITY EMPOWERMENT ACT 2026</u>**

<u>RESOLVED</u> DL/GG (unanimous)

That the core messages for town and parish councils, be noted.

FC/110 **<u>SHROPSHIRE COUNCIL PARTNERSHIP WORKING</u>**

<u>RESOLVED</u> MT/GG (unanimous)

That the Town Council submit an Expression of Interest for street scene including street cleaning and public waste bins; and asset transfer that included extra land around the market square, castle square, and the building that houses the library whilst making clear that any future decision would be dependent upon receipt of further detailed information, including the financial implications, liabilities, staffing arrangements, and operational responsibilities associated with the proposal.

FC/111 **<u>LARGE VEHICLE ACCESS</u>**

<u>RESOLVED</u> GG/MT (unanimous)

That Shropshire Council be requested to provide advice on the feasibility of introducing a two-tier access restriction for heavy goods vehicles within the town centre (King Street and High Street), whereby vehicles up to a specified lower weight limit, for example 24 tonnes, would be permitted unrestricted access, while larger vehicles would be required to obtain a permit before entering the town centre. Such permits could be subject to additional conditions and controls, including the mandatory use of a banksman during vehicle movements.

FC/112 **<u>HELENA LANE DAY CENTRE</u>**

<u>RESOLVED</u> GG/KC (unanimous)

That the 38 Degrees petition to save Helena Lane Day Care Service be supported.

FC/113 RESOLVED GG/KC (unanimous)

That the Council writes to Shropshire Council to express the Town Council's concerns regarding the closure of Helena Lane Day Care Service.

FC/114 LUDLOW FAIRTRADE TOWN GROUP

RESOLVED GG/KC (unanimous)

That support is approved for Ludlow Fairtrade Town Group's Community Status for the next three years.

FC/115 PROJECT SUPPORT GRANT

RESOLVED GG/DL (unanimous)

That the grant application be refused on the grounds that it does not meet the Council's grant criteria, namely that the organisation is not based in Ludlow and the application does not clearly demonstrate how many residents will benefit. The Council nevertheless commended the initiative and its objectives.

FC/116 PROJECTS UPDATE

RESOLVED DL/GG (unanimous)

That the update on core projects, be received.

FC/117 CO-OPTION – CLEE VIEW AND GALLOWS BANK WARDS

RESOLVED DL/TG (7:2:1)

To hold a single agenda item meeting in early August to co-opt for the Clee View Ward Councillor vacancy.

FC/118 RESOLVED DL/TG (9:1:0)

That the co-option procedure be noted, and that the advert and application forms are amended to reflect the new meeting date and application deadline.

FC/119 <u>LUDLOW LIBRARY</u>

<u>RESOLVED</u> RO/TG (unanimous)

That the request for library service funding be deferred at this time and that the matter be incorporated into the partnership working discussions with Shropshire Council, including consideration of asset transfer of the whole building.

FC/120 <u>COMMITTEE AND TASK & FINISH GROUP MEMBERSHIP</u>

<u>RESOLVED</u> PA/TG (unanimous)

That Councillor Ginger's membership be approved for Representational Committee, Policy & Finance Committee, Budget Task & Finish Group and Churchyard Walls Task & Finish Group.

FC/121 <u>RESOLVED</u> RO/GG (unanimous)

That Councillor Hepworth's membership be approved for Policy & Finance Committee, Staffing Committee and Churchyard Walls Task & Finish Group.

FC/122 <u>RESOLVED</u> MT/TG (unanimous)

That Councillor Parry's membership be approved for Services Committee, Representational Committee, Policy & Finance Committee, Climate Action Task & Finish Group, Communications Task & Finish Group and Display Lighting Task & Finish Group.

FC/123 <u>RESOLVED</u> DL/IMM (unanimous)

That Councillor Addis and Councillor Cowell be approved onto the membership of Staffing Committee.

FC/124 <u>RESOLVED</u> MT/PA (unanimous)

That Councillor Owen be elected Chair of Staffing Committee for 2026/27.

FC/125 <u>RESOLVED</u> PA/DL (unanimous)

That a report returns to Council outlining the implications of moving the Staffing Committee meetings to the evenings.

FC/126 **<u>NOT CARRIED</u> GG/VP (3:4:3)**

That a Neighbourhood Plan Task & Finish Group is not created.

FC/127 **<u>RESOLVED</u> DL/KC (7:3:0)**

That a Neighbourhood Plan Task & Finish Group is created.

FC/128 **<u>RESOLVED</u> DL/KC (8:0:2)**

That membership of the Neighbourhood Plan Task & Finish Group be comprised of Councillors Cowell, Maxwell-Muller, Lyle and Taylor.

FC/129 **<u>RESOLVED</u> DL/MT (8:0:2)**

That the Terms of Reference be approved.

FC/130 **<u>REPRESENTATIVES ON OUTSIDE BODIES</u>**

<u>RESOLVED</u> DL/PA (9:0:1)

That Councillor Parry be appointed the second Town Council representative for SALC for 2026/27.

FC/131 **<u>RESOLVED</u> DL/PA (9:0:1)**

That Councillor Cowell be appointed the Town Council representative for French Twinning for 2026/27.

FC/132 **<u>RESOLVED</u> DL/PA (9:0:1)**

That Councillor Parry replace Councillor Harris as the Town Council representative for Ludlow and Ludford Almshouses Charities for 2026/27.

FC/133 **<u>STREET TRADING</u>**

<u>RESOLVED</u> GG/MT (unanimous)

That the report is taken back to Policy & Finance for further consideration.

FC/134 LUDLOW WAR MEMORIAL FUND

RESOLVED DL/PA (unanimous)

That the request from the Ludlow War Memorial Fund that the Council takes maintenance responsibility for the bench on the Peace Memorial Square donated by the late Stephen Treasure, be approved.

FC/135 COMMITTEE RECOMMENDATIONS

RESOLVED KC/IMM (9:0:1)

That the following recommendation from Representational Committee on 24th March 2026 be approved:

REP/26/288 CONNEXUS PROPERTY DISPOSALS AND SANDPITS REGENERATION – LUDLOW

RECOMMEND PA/SH (unanimous)

To approve writing to Connexus to seek clarification on the following, and that the information received is made available to the Neighbourhood Plan Task and Finish Group to inform their work.

Sandpits Regeneration Programme

- The current status and revised timeline of the regeneration.
- The number of homes removed from the original scheme.
- The allocation and expenditure of the £6.5 million budget.

Economic Viability and Rehousing

- The criteria used to determine when repair is not economically viable.
- The number of properties assessed in this way in Ludlow.
- The number of households rehoused as a result. Connexus Disposal Policy
- How many homes have been sold in Ludlow since 2022?
- How many new homes have been delivered in Ludlow in the same period?
- How sale proceeds from Ludlow properties have been reinvested locally?

Repairs and Maintenance

- Average repair response times in Ludlow.
- Whether prolonged disrepair contributes to later decisions that a property is not economically viable to retain.

FC/136 RESOLVED RO/IMM (8:0:2)

That the following recommendations from Policy & Finance Committee on 8th June 2026 be approved:

PF/17 b) <u>Internal Controls Policy</u>

<u>RECOMMENDED</u> KC/RO (Unanimous)

That the Internal Controls Policy, as amended, be adopted.

PF/18 c) <u>Risk Management Policy</u>

<u>RECOMMENDED</u> RO/KC (Unanimous)

That the Risk Management Policy, as amended, be adopted.

FC/137 <u>COMMITTEE MINUTES</u>

<u>RESOLVED</u> RO/IMM (5:0:5)

That the minutes of the Policy & Finance Committee on 13th April 2026 be received.

FC/138 <u>RESOLVED</u> KC/PA (8:0:2)

That the minutes of the Representational Committee on 19th May 2026 be received.

FC/139 <u>RESOLVED</u> RO/IMM (5:0:5)

That the draft minutes of the Policy & Finance Committee on 8th June 2026 be received.

FC/140 <u>RESOLVED</u> PA/KC (9:1:0)

That the draft minutes of the Services Committee on 10th June 2026 be received.

FC/141 <u>EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960</u>

<u>RESOLVED</u> DL/IMM (unanimous)

That 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, and the meeting continue in closed session.

The meeting closed at 9.29PM.

Town Mayor

Date

Closed session minutes will be issued for this meeting.