



MINUTES

Minutes of a meeting of the **ANNUAL TOWN MEETING** held in the Severn & Wye Room, Ludlow Mascall Centre, Lower Galdeford, Ludlow on **MONDAY 23rd APRIL 2018** at **7.00PM**

ATM/01 PRESENT

Chairman:	Councillor Gill
Councillors:	Clarke; Cobley; Garner; Jones; Lyle; Mahalski; Parry; Perks; Sheward.
Officers:	Gina Wilding, Town Clerk; Anthony Bevington, Finance Assistant Louise Coles, Admin Assistant
Unitary Councillors:	Andy Boddington, Tracey Huffer and Vivienne Parry
Electors:	29

ATM/02 WELCOME BY THE MAYOR

The Mayor welcomed everyone to the meeting, introduced himself, the Councillors and Town Clerk, explained the order of business and thanked all who were attending.

The Mayor stated that it had been a pleasure and honour to have served the Council in the capacity of Mayor and that it had been a pleasure working with staff and Councillors.

ATM/03 APOLOGIES

Apologies were received from Councillors Ginger; O'Neill; Paton; Pote; Smithers.

ATM/04 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Cllr Cobley	Allotments	Rental of Allotment
Cllr Jones	Allotments	Rental of Allotment

Conflicts of Interest

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Cllr Parry	LIB	Chair of Ludlow in Bloom

Personal Interests

Non Declared

ATM/05 VOTING

The Mayor advised the meeting that if a vote was called, only Electors of the Town were eligible to vote.

ATM/06 PRESENTATION ON THE WORK OF THE TOWN COUNCIL 2017-2018

The Mayor explained that he was Chair of Full Council and updated residents.

Publications and Social Media

He outlined the Town Council's two main publications, namely the Buttercross Bulletin, which was produced quarterly and the Calendar of Events which around 85,000 copies were printed annually and distributed through the Town and Midlands to raise awareness of Ludlow Museum at the Buttercross and the events in Ludlow.

The Town Council also reached the public through the Town Council's website www.ludlow.gov.uk, Market website, Facebook and Twitter. In addition the Ludlow Market and Ludlow Museum at the Buttercross could be followed on Instagram and the Ludlow Museum at the Buttercross was on Trip Advisor.

Public are welcome to attend meetings at the Guildhall, to raise any concerns that need to be discussed.

Local Challenges

The Mayor outlined the questionnaires that have been circulated during the year and pleased with the response and interest of the residents. The Town Council are launching a Town Council Parking Consultation, and proposals are several and will give residents the chance to comment.

A consultant has been invited to visit Ludlow and comment upon the effectiveness of the CCTV. It is hoped that the Town Centre will have a better system introduced by the end of the year.

The Guildhall

The Mayor informed the residents that the Town Council has worked with the Architects, Hook Mason to reduce the costs of the project to £107,000 whilst ensuring the works improve the historic Guildhall.

The Town Walls

The Mayor informed the residents that Ludlow Town Council have appointed The Morton Partnership Ltd., to advise on the repairs of the section of Town Wall to the North of St Laurence Churchyard.

Town Council Staff

The Mayor informed residents that there were 21 full or part-time members of staff (FTE 14.5) working for the Town Council, to deliver the Town Council services including; Ludlow Market, Henley Road Cemetery, Ludlow Museum at the Buttercross, Amenity and Play Area Maintenance, Public Toilets, Street Trading, Cross Street Banners, Allotments, Committee Services, Websites, Social media, Newsletters, Civic Events, Financial and Administrative support.

The Mayor thanked the staff for all their hard work in carrying out the services that the Town Council are responsible for, and shared with the residents that a Deputy Town Clerk has been appointed and will take up their duties in May 2018.

ATM/07 STAFFING & APPEALS COMMITTEE – COUNCILLOR JONES

The Mayor invited Councillor Jones as Chair of the Staffing and Appeals Committee to speak on the work of the Committee.

Councillor Jones supports the Mayor in thanking all the staff for the hard work and dedication.

It was highlighted that Ludlow Town Council takes its responsibilities as an employer seriously and all Professional Human Resources and Health and Safety advice is provided by Ellis Whittam.

ATM/08 COMMUNITY LED PLAN STEERING GROUP – COUNCILLOR GARNER

The Mayor invited Councillor Garner as Chair of the Community Led Plan Steering Group to speak on the work of the Group.

Councillor Garner shared with the residents that the Community Led Plan is a vision for Ludlow for the next five to ten years. The recent consultation

highlighted common issues that the Town Council will include in the future development of Ludlow.

ATM/08 SERVICES COMMITTEE – COUNCILLOR CLARKE

The Mayor invited Councillor Clarke as Chair of the Services Committee to speak on the work of the Committee.

Markets & Street Trading

Councillor Clarke advised residents that the Market was doing extremely well, and Ludlow lends itself to be a Market and Street Trading Town.

Flower Beds in Ludlow

Councillor Clarke emphasised that Councillor Parry is the driving force behind Ludlow in Bloom. Achieving Gold again in 2017 with such small resources and thanking the Direct Labour Force for working with Ludlow in Bloom keeping the displays clean and tidy.

Cemetery & Chapel

Councillor Clarke shared with the residents that the Cemetery fees generate an income to the Town Council of £60,000

Toilets

Councillor Clarke shared with the residents that the income generated from the coin boxes at Castle Street Toilets for 2017/18 was £10,700. This does not cover the costs but make a contribution towards providing such facilities in the town.

Ludlow Museum at the Buttercross

Councillor Clarke shared with the residents that the Ludlow Museum at the Buttercross generated an income of £5,500, and that the merchandise that is available to purchase will be reviewed.

ATM/09 REPRESENTATIONAL COMMITTEE – COUNCILLOR SHEWARD

The Mayor invited Councillor Sheward as Vice Chair of the Representational Committee to speak on the work of the Committee.

Councillor Sheward, as Vice-Chair explained the role of Representational Committee as a statutory consultee for planning applications including advertising, listed building work, and tree applications received by the Planning Authority, Shropshire Council. He stated that the Town Council commented from a local perspective.

In 2017-18 the Committee commented on 72 planning applications and 13 tree applications.

He went on to say that the Committee also commented on traffic regulation orders, licensing; and pavement permits, which were a new role for the Committee this year.

Project Support Grants

Councillor Sheward stated that the following organisations had been awarded to:

Keep our Shropshire History Alive;
Ludlow Croquet Club;
Ludlow Destination Partnership;
Ludlow Green Festival;
Ludlow Fringe Festival, and
Friends of Ludlow Museum

ATM/10 POLICY & FINANCE COMMITTEE – COUNCILLOR COBLEY

The Mayor invited Councillor Cobley as Chair of the Policy and Finance Committee to speak on the work of the Committee

Councillor Cobley explained that role of the Committee was to review the policies and budget of the Town Council. The Committee looked at the Town Council's income and expenditure. He added that the Committee also received a quarterly exceptions reports.

He explained that the Council invited applications once a year and awarded Core Grant Funding to external organisations.

Councillor Cobley reported that the Committee adopted new policies when required and also reviewed and re-adopted policies on a regular basis, taking external advice if necessary, a list of which could be found in the Annual Report.

He explained that the Committee also commented on consultations from Shropshire Council, the most recent were the Economic Strategy, Leisure Strategy and Bus Strategy.

Councillor Cobley drew residents' attention to the council's financial timetable of End of Year in May, annual audit in June and approval of the Annual Return by Council in June, and external audit in July. The accounts could be inspected by residents in July, and the Annual Return was displayed on the website.

ATM/11 WRITTEN AND VERBAL QUESTIONS FROM RESIDENTS

The Mayor informed the public that questions had been received prior to the meeting.

Questions from Ludlow Town Centre Residents Association (12)

- Q1. **Twelve months ago the Council was asked if it supported the 20s Plenty campaign. What is the council position on this now?**
- A. Ludlow Town Council do report matters to the Police and the Ludlow Town Council Representational Committee has resolved to support 20's plenty proposal
- Q2. **Town wall? Why has it not been repaired?**
- A. The Morton Partnership has been appointed – there is a three phase plan in progress.
- Q3. **Vehicle exhaust emissions. Why has nothing been done to stop buses and coaches stopping for prolonged periods in the town centre with their engines running? This is a local issue and should be very simple to stop.**
- A. The matter has been discussed with Shropshire Council Public Protection, and the Unitary Authority can instruct Civil Enforcement Officers to act under Sc.42 of the Road and Traffic Act, so far this has not happened.
- Q4. **Has the pollution sampling device at the junction of Old Street & High Street been switch back on? If not why not? This was talked about last year.**
- A. The equipment has been switched off, as the levels recorded were not breaching current levels.
- Q5. **Anti-Social behaviour and driving has long been a feature of our town which is not beneficial to the local economy. What steps are being taken to eradicate this scourge? This is not just a police responsibility it is a civic one too.**
- A. The problem has to be reported to the Police and the Town Council once informed of any anti-social behaviour do report it.
- Q6. **The government has recently agreed to authorize local councils to increase the fines for littering. What steps are the council making to not only implement this rise but to actually enforce the law in the first place. The answer that it is the County Council's responsibility is not really acceptable.**

- A. Ludlow Town Council are not the Enforcement Authority, the Town Council can't issue penalty notices – this is the responsibility of Shropshire Council
- Q7. **Can the Town Council specify what proportion of its total income is spent on administration and the central office function?**
- A. 13.24% of income is spent on Administration and the Central Office functions.
- Q8. **Can the Town Council outline what action it has taken in respect of the difficulties encountered by people wishing to park in the town square during the evenings, given the potentially adverse effects on the town's night-time economy?**
- A. Consultation is being launched this evening and giving residents choices that will be put to Shropshire Council.
- Q9. **Can the Town Council outline what action it has taken in respect of the recent increase in business rates for many town centre traders, given the potential damage to the town's economy?**
- A. Ludlow Town Council has worked with the Chamber of Commerce to raise awareness and the local MP, Councillors and the Chamber have met with the Valuation Office. Councillor Ginger is now working with local businesses to resolve any revaluations.
- Q10. **During the recent period of snow and ice the pavements in the town centre remained untreated and lethally slippery. If this is the Town Council's responsibility why weren't the pavements cleared and gritted? If it is not, did the Town Council contact Shropshire Council about the dangerous conditions?**
- A. This is not the responsibility of Ludlow Town Council and if we are made aware of any problems, they are always reported to Shropshire Council.
- Q11. **Can the Town Council state when Wigley's Field Allotments Association will receive a statement detailing expenditure on the allotments site in past years?**
- A. Accounts are all recorded and monies unspent are carried over – information can be supplied.
- Q12. **Most other towns have an up-to-date security camera system. Why is Ludlow lagging seriously behind?**
- A. The previous system operated as a partnership between the then South Shropshire District Council, the Police and Ludlow Town Council. The CCTV Working Group are working on this project and looking to improve on what we currently have.

ATM/12 The Mayor then asked for questions from the floor.

Resident from Upper Linney

Q The Town Wall collapse was due to it not being properly maintained, will on-going maintenance be looked at?

A At the time the Town Council were not aware that they were responsible for the wall, and possibly no maintenance was not carried out, as soon as it is restored the Town Council will take on the responsibility of maintenance.

Resident from Old Street

Q We've been waiting for a statement containing detailed expenditure for some six years, what more can we do apart from a 'freedom of information' request to obtain this?

A The Town Council have a service level agreement with Wigley's Field Allotments Association and money is set-a-side for repairs. The Town Council are more than happy to provide the information and hold detailed accounts for inspection.

ATM/13 The Mayor then asked Councillor Lyle if she would like to comment on the CCTV. She adding that the CCTV project is taken seriously to make sure that security of town is taken serious.

ATM/14 Councillor Parry shared with the residents that the Town Council put in a lot of time to ensure that things are done properly.

Councillor Parry is pleased that the May Fair visits Ludlow town, and is good for residents of the town to enjoy with friends and family.

The meeting closed at 8:25 pm

Town Mayor

Date