



## MINUTES

Minutes of a meeting of the **COUNCIL** held in the Ludlow Conference Centre, Ludlow on **MONDAY 14<sup>th</sup> MARCH 2011** at 7.00PM

### **FC/212 PRESENT**

Chairman: Councillor Aitken, Mayor

Vice-Chairman: Councillor Pope, Deputy Mayor

Councillors: Davies; Hunt; McCormack; Mitchell; Newbold; Parry; Pound;

Officers: Veronica Calderbank, Town Clerk;  
Lucy Morgan, PA

Also in Attendance: Inspector James Dunn

### **FC/213 PRAYERS**

The Mayor welcomed the Ven. Colin Williams and invited him to lead the Council in prayers.

### **FC/214 APOLOGIES**

Apologies for absence were received from Councillors Callender, Glaze, Jackson, Smithers and Wilcox.

### **FC/215 DECLARATIONS OF INTEREST**

In accordance with the terms of the Local Authorities (Model Code of Conduct) (England) Order 2007 issued under Section 51 of the Local Government Act 2000 Members declared interests as follows:

#### Personal Interests

<u>Member</u>	<u>Item</u>
V. Parry	Member of Ludlow in Bloom Vehicle Activated Sign - Resident of Temeside

A. Pope	Parking Season Tickets
	Code of Conduct Complaint
D. Davies	Bus Shelter

Prejudicial Interests

D. Davies	Bus Shelter
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**FC216 PUBLIC OPEN SESSION (15 minutes)**

There were no members of the public present.

**FC/217 PUBLIC OPEN SESSION FEEDBACK (15 minutes)**

The Town Clerk stated that all questions had been answered at the previous meeting.

**FC/218 UNITARY COUNCILLORS SESSION**

Councillor R. Taylor-Smith thanked the Council for hosting a very informative Market Town Revitalisation meeting. She stated that the bids shortlisted had already been considered by Shropshire Council Officers and would be presented to an Internal Board on the 18<sup>th</sup> March and the Local Joint Committee on the 30<sup>th</sup> March 2011.

She went on to say that there were currently no plans to continue the closure of King Street into May and as it had been said it was hoped to reopen in time for the Ludlow Mayfair. This may have given the wrong impression. She stated that the work was progressing well.

Councillor R. Taylor-Smith on behalf of Councillor T. Huffer stated that the hospitals consultation closed today. Shropshire Council was aiming to safe guard current facilities and was looking forward to Ludlow's new hospital.

She added that Councillor M. Taylor-Smith and herself from the 14<sup>th</sup> May 2011 onwards, would be holding surgeries on Saturdays between 10.00am and 11.00am in Ludlow Library.

The Chairman welcomed Mr Engels, a reporter from the Times Newspaper, Mr Engels is working on an article regarding Local Government working which will be published in one of the Financial Times newspapers on the 9<sup>th</sup> April 2011.

Councillor M. Taylor-Smith congratulated the Council on their precept. He advised that the leaflet enclosed with all Council Tax statements included the precept figures for the twelve largest Market Towns in Shropshire and that Ludlow was the third lowest due to its profitable running of the market.

Councillor M. Taylor-Smith went on to inform Members that the Ludford Bridge works were currently two days ahead of schedule. He thanked the Representational Committee for their comments on vehicle restrictions for the bridge. He agreed that a weight limit was impractical and a length restriction would decrease incidents. He added that the Bus Consultation ended on Monday 21<sup>st</sup> March and Shropshire Council is open to all comments from the Council and individuals.

Councillor M. Taylor-Smith stated that the parking scheme which had been completed in three stages. Stage 1 included a large consultation carried out over nine months and had rationalised charging and the price of seasons tickets (200 days parking in the relevant car park with a discount depending on the length of time the ticket related to) across the county. These figures were resolved by Cabinet. Step 2 had applied an increase to all charges of inflation plus 3% each year for the next three years. Step 3, the step we are at now, is to legally approve the order; consultation has already taken place in the previous steps.

Councillor Pope stated that it seemed the Town Council were only notified of the large price increases, which would impact on the town after the decision had been made. Councillor M. Taylor-Smith commented that the price of some season tickets in the County had gone down.

The Chairman stated that the proposed prices for season tickets would be prohibitive to some members of the public. He pointed out Shropshire Council's obligation to consult contained within the Charter. Councillor M. Taylor-Smith reminded the Council that they had not signed up to the Charter which was being rewritten. He added that the same formula had been applied to over fifty car parks in Shropshire, Ludlow prices had not been increased in two years and there had been no significant rationale behind the old price of the season tickets.

## **FC/219 POLICING PRESENTATION – INSPECTOR DUNN**

The Mayor welcomed Inspector Dunn to the meeting. Inspector Dunn spoke to the Council on three main policing areas.

### **Performance**

Inspector Dunn informed the Council that in the Parish of Ludlow last year there had been 560 crimes, this year to date there had been 564, therefore similar level was being maintained and last year had been extremely low. He went on to say that, including community resolutions (what the victim wants i.e. apology) the Police found and dealt with persons responsible for 35% of crimes in Ludlow an increase from 26% last year.

### **Review of Policing**

Inspector Dunn stated that at this time the status quo in Ludlow would remain and that the good practice of the Town was to be rolled out across the County.

Councillor Pound left the meeting at 7:40pm

Inspector Dunn added that there were no plans to cut Community Support Officers in Ludlow but that that up-and-coming budgeting and a change of Chief Constable may affect Policing across the Country.

Councillor Pound re-joined the meeting at 7.44pm

### **Events**

Inspector Dunn explained to the Council that there was a common misconception as to the powers the Police had at events, the Highways Authority, Town/Parish Council and Licensing Authority had greater control. The Safety Advisory Committee aims to bring all authorities and interested parties together to ensure a safe event.

Following questions from Members Inspector Dunn advised that the 75% discount on Event Policing would stand for 2011 without prejudice to future years. Councillor Newbold asked if requesting Police at events guaranteed a Police presence. Inspector Dunn stated that barring any serious emergencies or major incidents this was guaranteed. Members discussed the matter of requesting Police presence at the Mayfair

### **RESOLVED (Unanimous)**

That the Town Council request a Police presence at the Ludlow Mayfair in line with the 75% discount as agreed for the same period of time as last year.

The Mayor thanked Inspector Dunn and invited him to report to Council on an annual basis.

## **FC/220 MINUTES**

### **a) 31<sup>st</sup> January 2011**

### **RESOLVED (Unanimous)**

That the minutes of the Council meeting held on the 31<sup>st</sup> January 2011, be approved as a correct record and signed by the Chairman.

## **FC/221 b) 23<sup>rd</sup> February 2011**

### **RESOLVED (8:0:1)**

That the minutes of the Council meeting held on the 23<sup>rd</sup> February 2011, be approved as a correct record and signed by the Chairman.

**FC/222 POLICY AND FINANCE COMMITTEE**

**a) Minutes**

**RESOLVED (Unanimous)**

That the draft minutes of the Policy and Finance Committee meeting held on 28<sup>th</sup> February 2011, be received.

**FC/223 b) Recommendations**

**Grievance and Disciplinary Policy**

**That Grievance and Disciplinary Policy be adopted.**

**RESOLVED (Unanimous)**

That Grievance and Disciplinary Policy be adopted.

**FC/224 Managing Absence**

**That Managing Absence Policy be adopted.**

**RESOLVED (Unanimous)**

That Managing Absence Policy be adopted.

**FC/225 Parking**

**That:-**

- i. the Town Council objects to the increase in the price of season tickets which should be kept to a maximum of 3% increase to cover inflation.**
- ii. the Town Clerk query the difference between the published draft order and the order being adopted.**

Councillor Parry stated that she had received around fifteen complaints regarding the increase to the price of season tickets.

**RESOLVED (8:0:1)**

**That:-**

- i. the Town Council objects to the increase in the price of season tickets which should be kept to a maximum of 3% increase to cover inflation.**
- ii. the Town Clerk query the difference between the published draft order and the order being adopted.**

**FC/226 Public Conveniences**

That:-

- i. in light of the ongoing discussions the Town Council request a delay of the closure of Ludlow's toilets until a resolution is agreed.
- ii. if the closure is not delayed the Town Council publicise the situation.

The Town Clerk provided Members with a copy of a letter received today from Shropshire Council. She highlighted the paragraph that guaranteed the Amenity Land grant funding for 2011/12 and also the diminishing running costs of the toilets which had originally been stated as nearer £18,000. She reassured Members that she had made no offers to Shropshire Council on the Council's behalf as stated.

The Town Clerk explained that the Council was not paid for the maintenance carried out at Fishmore Amenity Area on Shropshire Council's (the landowner) behalf. Councillor Pound expressed concerns with regard to health and safety at the old tip site (Fishmore Amenity Area). The Town Clerk reassured Members that Shropshire Council were liable, as landowner, for any issues arising and not the Town Council.

The Town Clerk stated that this was a very complicated issue and suggested calling a Special Council meeting to discuss in full the details and implications of any agreement reached with Shropshire Council.

**RESOLVED (Unanimous)**

That:-

- i) the Town Clerk continue negotiations with Shropshire Council on a cost neutral basis and aim to keep the toilets open until an agreement is made.
- ii) if the toilets are closed the Town Council hire portaloos for public use.
- iii) if the toilets are closed the Town Council publicise the situation.
- iv) a Special Council meeting be called to discuss the matter in full before the end of March 2011.

**FC/227 Streetlighting**

**That the Town Council accept Shropshire Council's offer to purchase streetlight electricity on the Town Council's behalf, if Shropshire Council do not take over all of the Town Council's streetlights.**

**RESOLVED (Unanimous)**

That the Town Council accept Shropshire Council's offer to purchase electricity on the Town Council's behalf.

**FC/228 Unnecessary Duplication of Reports**

**That:-**

- i. where reports which have already been presented to a meeting are to be reconsidered unaltered, Council request Members to bring the previous agenda papers rather than duplicating the report.**
- ii. the Town Council consider receiving agendas electronically.**

**RESOLVED (Unanimous)**

That where reports which have already been presented to a meeting are to be reconsidered unaltered, Council request Members to bring the previous agenda papers rather than duplicating the report.

**FC/229 SERVICES COMMITTEE**

**a) Minutes**

**RESOLVED (Unanimous)**

That the draft minutes of the Services Committee meeting held on 21<sup>st</sup> February 2011, be received.

**FC/230 b) Recommendations**

**Notes from the Heart of England in Bloom Judge**

**That remedial works as recommended from the Heart of England in Bloom are added to the DLF schedule wherever possible.**

**RESOLVED (Unanimous)**

That remedial works as recommended from the Heart of England in Bloom are added to the DLF schedule wherever possible.

**FC/231 Taxi Ranks, Bollards and Parking Places**

**3.1 Extension for the Taxi Rank**

**That the Town Council supports the extension of the Taxi Rank onto Lower Galdeford.**

**RESOLVED (Unanimous)**

That the Town Council supports the extension of the Taxi Rank onto Lower Galdeford.

**FC/232 3.2 Bollard at the junction of Broad Street and Brand Lane**

**That the Town Council objects to a bollard being placed on the junction of Broad Street and Brand Lane.**

**RESOLVED (Unanimous)**

That the Town Council objects to a bollard being placed on the junction of Broad Street and Brand Lane.

**FC/233 3.3 Additional Parallel Parking Bays on Lower Broad Street, (West Side)**

**That:-**

- i) there is no objection to the additional parking spaces at the lower end of Broad Street outside house numbers 27, 40 and 43 and 29 on the opposite side of the road subject to the spaces not being on the footpath.**
- ii) there is objection to the additional parking spaces on the higher end of Lower Broad Street outside numbers 68, 71 and 72 due to the potential problems this could cause for emergency vehicles.**

**RESOLVED (Unanimous)**

**That:-**

- i) there is no objection to the additional parking spaces at the lower end of Broad Street outside house numbers 27, 40 and 43 and 29 on the opposite side of the road subject to the spaces not being on the footpath.**
- ii) there is objection to the additional parking spaces on the higher end of Lower Broad Street outside numbers 68, 71 and 72 due to the potential problems this could cause for emergency vehicles.**

**FC/234 REPRESENTATIONAL COMMITTEE**

**a) Minutes**

**RESOLVED (Unanimous)**

That the minutes of the Representational Committee meeting held on the 8<sup>th</sup> February 2011, be received.

**FC/235 b) Recommendations**

**Grants, Planning, Transport, Parking & Paths**

**That:-**

- i) Ludlow Town Council nominates the following sites for a Vehicle Activate Sign speed control sign:-**



**Old Street; Henley Road – exiting the A49 roundabout up to the cemetery; either end of Bromfield Road (two sites); and Stanton Road.**

- ii) **the Town Council funds the infrastructure installation at up to two sites advised by Highways Agency.**
- iii) **up to £1,000 be taken from the ‘contingences’ budget.**

Councillor Parry stated that a Vehicle Activate Sign was needed on Temeside due to the speed of traffic. The Town Clerk advised that the Town Council was required to pay £500 towards each sign.

### **RESOLVED (6:2:1)**

That:-

- i) Ludlow Town Council nominates the following sites for a Vehicle Activate Sign speed control sign:-
  - Old Street;
  - Henley Road – exiting the A49 roundabout up to the cemetery;
  - Either end of Bromfield Road (two sites);
  - Stanton Road;
  - Temeside.
- ii) the Town Council funds the infrastructure installation at up to two sites
- iii) the Town Council requests the advice of the Highways Authority as to the most appropriate two sites for the signs.
- vi) up to £1,000 be taken from the ‘contingences’ budget.

### **FC/236 MARKETS**

Councillor Newbold queried the figures in the report. The Town Clerk explained that the figures for stalls let by the Town Council were based on the average number of stalls let on each market, whereas for whole market letting the figures include the whole market of 43 stalls.

Councillor Parry said that she understood that the Festivals let stalls for around double the price charged by the Town Council, though it was too short notice to alter the letting scheme for this year how the Market was run during the Festivals needed to be reviewed for next year, as others were making money from the Town Council.

Councillor Hunt left the meeting at 8.43pm

### **RESOLVED (7:0:1)**

That

- i) a Sub-Committee of the Policy and Finance Committee be formed to deal with market matters, to meet twice a year.
- ii) membership remain the same as adopted in 2010 (Councillors McCormack, Newbold, Parry, Pound and Smithers)

Councillor Hunt re-joined the meeting at 8.47pm

The Town Clerk advised that the Festivals had already advertised and taken bookings for the Spring and Autumn Festivals this year therefore she requested that the Council honour these bookings and review the policy in 2012.

**FC/237 RESOLVED (Unanimous)**

That:-

- i) the information in section 2.1 relating to Whole Square Lettings be noted.
- ii) the agreed fee of £35.00 per standard size stall be charged to the Festival for the Spring event and this price be continued for future bookings in 2011 including the September Food Festival.
- iii) the rental and charging policy with regard to Festivals be reviewed for 2012.

**FC/238 MARKET REVITALISATION**

The Town Clerk explained that the notes attached had been sent to Shropshire Council and that she was in correspondence with bid representatives. She added that a further report would be presented to Council in the future on the progress of those bids not put forward to the Market Town Revitalisation team as Category 1 choices.

**FC/239 BUS SHELTERS**

Councillor Parry stated that only one bus shelter was required on Corve Street outside the Compasses Inn and that the cost the Town Council would incur for two bus stops was too much to take from contingencies.

Councillor McCormack asked if any research had been done into how many people would use the proposed bus stops, as she had seen many people use the bus stop outside the Compasses Inn but had not seen similar usage at the bottom of Corve Street outside St. Leonards Press. Councillor Davies declared a personal and prejudicial interest and stated that installing a bus shelter outside St. Leonards Press would help develop the use of the bus service especially with regard to Rocks Green. Councillor Parry suggested that it would be better to consider a shelter at Rocks Green not two on Corve Street.

Councillor Davies left the meeting at 8.51pm before the matter was discussed further.

Councillor Pound informed Members that a previous bus shelter purchased by the Town Council had never been erected due to siting issues. He emphasised that the Council needed to confirm permission to site the shelter before purchase. The Town Clerk explained that the Town Council were not purchasing or siting the shelter, only providing 25% of the cost to Shropshire Council.

**RESOLVED (Unanimous)**

That:-

- i) the Town Clerk apply to Shropshire Council for 75% funding for a bus shelter on Corve Street outside the Compasses Inn.
- ii) the Town Clerk contacts the Compasses Inn and businesses on Corve Street to alert them to the initiative.

**FC/240 ADOPTION OF POLICIES**

The Mayor explained that the Debt Recovery Policy and the Health and Safety Management System had been recommended for adoption by Policy and Finance Committee on the 14<sup>th</sup> September 2009 and they needed formal review and Council approval this year.

**RESOLVED (Unanimous)**

That the Debt Recovery Policy and the Health and Safety Management System be adopted.

**FC/241 STREET TRADING LICENCES**

The Town Clerk informed the Council that Street Trading Powers would be transferred to the Town Council on the 1<sup>st</sup> April 2011 and that there needed to be a policy in place prior to that date. She asked that Members consider setting up a Street Trading Sub-Committee to manage this function reporting on an alternating basis twice a year with the Market Sub-Committee on quarterly dates.

**RESOLVED (Unanimous)**

That:-

- i) a Sub-Committee of Policy and Finance Committee be set up to deal with all matters relating to Street Trading to meet twice a year on quarterly dates to alternate with the Markets Sub-Committee.
- ii) the Membership of the Street Trading Sub-Committee be Councillors McCormack, Mitchell, Newbold and Smithers.

**FC/242** Councillor Newbold pointed out that Market and Street Trading were different matters and needed to be kept separate. The Town Clerk asked that Members adopt the Street Trading rules but not the forms which required amendment both would be further considered at the Street Trading Sub-Committee to develop the policy.

**RESOLVED (Unanimous)**

That the Street Trading rules be adopted.

**FC/243 EXTERNAL AUDIT AND APPOINTMENT OF INTERNAL AUDITOR**

The Town Clerk explained that the results of the audit were open for the public to view and would also be put onto the website, but she asked that due to the content of her report the matter be considered in closed session.

**FC/244 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)**

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

The meeting closed at 9.30pm.

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Town Mayor

\_\_\_\_\_  
Date

N.B. Confidential Minutes will be issued.