



## MINUTES

Minutes of a meeting of the **COUNCIL** held in the Guildhall, Mill Street, Ludlow on **MONDAY 23<sup>rd</sup> JUNE 2014** at 7.00PM.

### FC/61 PRESENT

Chairman: Councillor Draper, Mayor

Councillors: Gill; Ginger; Holcombe; Jones; Lyle; J. Newbold;  
S. Newbold; Parry; Perks; Sheward; Smithers

Officers: Gina Wilding, Town Clerk;  
Lucy Jones, Finance Secretary

### FC/62 HEALTH & SAFETY

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

### FC/63 APOLOGIES

Apologies for absence were received from Councillors Cobley, Kemp and Mold.

### FC/64 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests  
None declared.

#### Conflicts of Interest

<u>Member</u>	<u>Interest</u>	<u>Reason</u>
P. Draper	Annual Core Grant	Mayor's Charity

#### Personal Interests

<u>Member</u>	<u>Interest</u>	<u>Reason</u>
V. Parry	Twinning Signage	Ludlow in Bloom Member of La Ferte Mace Twinning Association
C. Sheward	Cemetery Matters	Related to family concerned
G. Perks	Twinning Signage	Member of Narberth Twinning Association
	Bromfield Road Housing Development	Relations live in the area
G. Ginger	Independent's Day	Independent Town Business owner

**FC/65 PUBLIC OPEN SESSION (15 minutes)**

There was one member of the public present.

Tony Mahalski, 9 Mill Street, Ludlow on behalf of Ludlow Civic Society, stated that he had been inspired by a recent paper published by the Civic Society on the history of the Castle Gardens fountain, to seek permission to raise funds and restore the fountain.

Councillor Parry stated that it would be wonderful to see the fountain working again, she added that the Heart of England in Bloom judges asked about it almost every year.

Councillor Perks stated restoration of the fountain would be an asset to the town, but he emphasised that the Town Council would need to be in control of the project.

Councillor Jones informed Members that a similar project had been looked at several years ago but had been found to be too expensive at the time

**FC/66 UNITARY COUNCILLORS SESSION**

Unitary Councillor A Boddington, Ludlow North, stated that he had called a meeting with English Heritage and Shropshire Council Conservation Team to discuss the listed cobbles and also the pillars supporting the covered walkway on Broad Street, which he felt had been neglected in recent years. He said that he would suggest that the cobbles join are placed on the "At Risk" register, as he had been very disappointed when Shropshire Council had approved two new broadband cabinets on the cobbled areas.

Councillor Boddington passed on apologies from Councillor T and R Huffer who were unable to attend, but wished to say that the 292 bus service from Ludlow to Kidderminster had now been saved though there would be some timetable changes. Also that unfortunately the 492 service to Hereford, except for the College bus, would come to an end in September.

Councillor Boddington went on to discuss the town bus service including the park and ride, suggesting that a third direct park and ride service was required, and proposed a meeting between the Council's to discuss.

He added that there was a Planning site meeting tomorrow to discuss the proposed housing development off Bromfield Road. He stated that several amendments had been submitted including the deletion of the footbridge and the creation of a roundabout on the A49.

Lastly Councillor Boddington stated that following further negotiations the waste management firm on Weeping Cross Lane were now getting close to their target weight for waste on site and had been granted a further two weeks to clear the malodorous waste.

Unitary Councillor V Parry, Ludlow South, stated that she has changed her Shropshire Council interests to include the environment and therefore Councillors and the public could now contact her with regards to play areas, trees and waste. She stated that Shropshire Council had now carried out a full inspection of their play areas and had allocated funds to ensure that they would be brought up to standard.

Councillor Parry added that following her conversation with the railway, the embankment on Sheet Road had now been cleared of litter.

**FC/67**    **MINUTES**

a) **Open Session**

**RESOLVED (Unanimous) RJ/VP**

That the minutes of the Council meeting held on the 14<sup>th</sup> May 2014, be approved as a correct record and signed by the Chairman.

**FC/68**    a) **Closed Session**

**RESOLVED (Unanimous) JS/GP**

That the closed session minutes of the Council meeting held on the 14<sup>th</sup> May 2014, be approved as a correct record and signed by the Chairman.

**FC/69**    **ITEMS TO ACTION – 14<sup>th</sup> MAY 2014**

**RESOLVED (Unanimous) JS/GG**

That the Items to Action from the meeting of the 14<sup>th</sup> May 2014 be noted.

**FC/70**    **GOOD WORKING PRACTICES**

**RESOLVED (Unanimous) RJ/JS**

That the notice be approved for display in public areas of the Town Council properties at the Guildhall and the Cemetery Depot

**FC/71**    Upon Councillor Ginger making the following proposal relating to the Tribunal, Councillor Perks requested a recorded vote.

**RESOLVED (11:0:1) GP/PD**

That the voting on the next proposal be a recorded vote.

**FC/72** **RESOLVED** (For: PD, GG, TG, NH, RJ, DL, VP, CS, JS; Against: GP; Abstention: JN, SN) GG/RJ

That the minutes and publically available information relating to the concluded tribunal be noted and that the matter is closed.

**FC/73** **RESOLVED** (Unanimous) JS/GG

That the ACAS Guidance for Employers and Managers: Bully and Harassment at Work be adopted.

**FC/74** **MEETING PROTOCOL**

**RESOLVED** (Unanimous) JS/TG

That the Meeting Protocol be noted and readopted.

**FC/75** **PRESS PROTOCOL**

Councillor Parry expressed her concerns that the policy could hinder her work as a Unitary Councillor. The Mayor stated that so long as she made it clear in any statement to the press that she was speaking as a Unitary Councillor this policy would not effect her work for Shropshire Council.

**RESOLVED** (11:0:1) JS/TG

That the Press Protocol be noted.

**FC/76** **CLOSED SESSION MINUTES**

**RESOLVED** (Unanimous) PD/JS

That the minutes presented be noted.

**FC/77** **POLICY AND FINANCE COMMITTEE**

a) **Minutes**

**RESOLVED** (Unanimous) JS/GG

That the open and closed session minutes of the Policy and Finance Committee meeting held on the 9<sup>th</sup> June 2014, be received.

**FC/78 b) Recommendations**

**Allotments Lease**

**That the terms of the new lease be accepted and the lease be completed.**

**RESOLVED (Unanimous) NH/JS**

That the terms of the new lease be accepted and the lease be completed.

**FC/79 Annual Core Grant Funding Application**

**That Homestart Shropshire South be awarded an Annual Core Budget Grant of £1,000.**

**RESOLVED (Unanimous) NH/TG**

That Homestart Shropshire South be awarded an Annual Core Budget Grant of £1,000.

**FC/80 REPRESENTATIONAL COMMITTEE**

**a) 7<sup>th</sup> May 2014**

**RESOLVED (Unanimous) JS/PD**

That the minutes of the Representational Committee meeting held on the 7<sup>th</sup> May 2014, be received.

**FC/81 b) 4<sup>th</sup> June 2014**

**RESOLVED (Unanimous) GG/TG**

That the minutes of the Representational Committee meeting held on the 4<sup>th</sup> June 2014, be received.

**FC/82 SERVICES COMMITTEE**

**a) Minutes**

**RESOLVED (11:0:1) GG/TG**

That the minutes of the Services Committee meeting held on the 2<sup>nd</sup> June 2014, be received.

**FC/83 b) Recommendations**

**Potential of Reduced Trading Space in the Buttercross**

That:-

- i) provision of two Buttercross trading pitches is adopted;
- ii) the street trading pitch is bookable by market traders;
- iii) regular traders temporarily displaced from the Buttercross due to the installation of the lift are offered regular pitches on the general market or the option to trade on a street trading pitch at the same rate they currently pay; if traders do not wish to trade in another position there would be no arrears accrued during the period that the works prevented trading.

**RESOLVED (9:1:2) JS/TG**

That:-

- i) provision of two Buttercross trading pitches is adopted;
- ii) the street trading pitch is bookable by market traders;
- iii) regular traders temporarily displaced from the Buttercross due to the installation of the lift are offered regular pitches on the general market or the option to trade on a street trading pitch at the same rate they currently pay; if traders do not wish to trade in another position there would be no arrears accrued during the period that the works prevented trading.

**FC/84 Market Trader Parking Arrangements**

**That the current parking arrangements for Market Traders remains in place.**

**RESOLVED (Unanimous) GP/TG**

That the current parking arrangements for Market Traders remains in place.

**FC/85 STAFFING AND APPEALS COMMITTEE**

**a) Minutes**

**RESOLVED (Unanimous) GG/JS**

That the minutes of the Staffing and Appeals Committee meeting held on the 17<sup>th</sup> June 2014, be received.

**FC/86 b) Recommendations**

**Out of Hours Policy**

That:-

- i) on-call staff receive an additional £25 for the week that they are on-call;
- ii) on-call staff receive £25 for each approved call out, plus their hourly rate;
- iii) the Out of Hours procedure is adopted;

Councillor Sheward asked if the Council had a time off in lieu (TOIL) policy. The Town Clerk stated that staff did use a TOIL system but it is separate to the new recommended Out of Hours Procedure.

**RESOLVED (11:0:1) NH/JS**

That:-

- iv) on-call staff receive an additional £25 for the week that they are on-call;
- v) on-call staff receive £25 for each approved call out, plus their hourly rate;
- vi) the Out of Hours Procedure is adopted;
- vii) the Out of Hours Procedure be reviewed after a year and a report be brought back to Staffing and Appeals Committee.

**FC/87 CIVIC EVENTS WORKING GROUP RECOMMENDATIONS**

**Freedom of the Town 20<sup>th</sup> September 2014**

**That it would be an honour to have The Lord Lieutenant of Shropshire in attendance.**

The Mayor advised that should the Lord Lieutenant attend he would take precedence over all including the Mayor at the event.

**RESOLVED (Unanimous) PD/RJ**

That it would be an honour to have The Lord Lieutenant of Shropshire in attendance.

**FC/88 INTERNAL AUDIT REPORT**

Councillor Holcombe congratulated the staff on a very good report with no concerns.

**RESOLVED (Unanimous) RJ/JS**

That:-

- i) the Internal Audit Report be accepted.

- ii) the Internal Audit Report recommendations, that the asset register should be updated so as to ensure recorded asset values agree with insurance values, as stated in the Zurich Municipal policy documentation, be approved.

**FC/89 ANNUAL RETURN 2013/14**

Councillors Ginger thanked the staff for all their hard work over the year.

**RESOLVED (Unanimous) GG/JS**

That the Annual Return be approved, signed by the Mayor and sent to the External Auditor.

**FC/90 FINANCIAL REGULATIONS**

The Town Clerk explained that the new Financial Regulation were more comprehensive and were written in light of new legislation. Having attended a training course on the regulations, the Town Clerk stated that they had been written to cover all different sizes of town and parish councils and therefore needed to be amended to fit each organisation.

Councillor Jones stated that the new Financial Regulations recognised the Council's current ways of working. They did not create or extend powers and the current procedures worked well with a good allocation of duties and time between staff and Councillors

**RESOLVED (11:0:1) GG/RJ**

That the new Financial Regulations be adopted.

**FC/91 STANDING ORDERS**

**RESOLVED (Unanimous) JS/GG**

That, subject to the insertion of the sentence "The Mayor may not become the Chairman or Vice-Chairman of the Staffing and Appeals Committee", the new Standing Orders be adopted.

**FC/92 THE BUTTERCROSS**

**a) Funding Agreement**

Councillor Ginger expressed his thanks to the staff for making this project possible and he encouraged the Council to endeavour to do all they can to complete the project on time.



**RESOLVED (11:0:1) RJ/GG**

That the Funding Agreement from Shropshire Council be approved.

**FC/93 b) Progress Update**

Members received a diagram of the lift aperture and loft gantry from a structural engineer.

**RESOLVED (Unanimous) GG/JS**

That the progress of the Buttercross project be noted.

**FC/94 INDEPENDENT'S DAY**

**RESOLVED (Unanimous) GG/GP**

That:-

- i) the Chamber of Trade and Commerce be offered some space on Post Office Square for Independent's Day.
- ii) the request to make an exception to reduce or waive the fee for the erection of banners for Independent's Day be refused.

**FC/95 REQUEST FOR USE OF FACILITIES**

**a) The Linney Riverside Park**

The Town Clerk stated that the event was proposed to take place on Sunday 24<sup>th</sup> August 2014 as part of the Green Festival

**RESOLVED (Unanimous) JS/GP**

That the request for the use of the Linney Riverside Park on Sunday 24<sup>th</sup> August 2014 be approved on the provision that the event provides a written risk assessment and insurance and liaises with both the Friends of the Linney Riverside Park and the Town Clerk when organising the event.

**FC/96 b) Wheeler Road Playing Field**

Councillor Ginger suggested that as the fee of £320.00 had been set in 2012 the Council should consider making a small increase.

Councillor Smithers added that it was good to see such an event taking part in another area of town, outside the town centre.

**RESOLVED (9:3:0) JS/GP**

That:-

- i) the request from Pinders Circus to hold an event at Wheeler Road Playing Field from Monday 15<sup>th</sup> to Wednesday 17<sup>th</sup> September 2014 be approved.
- ii) a charge of £350.00 be applied, plus a £250.00 returnable deposit.

**FC/97 CEMETERY MATTERS**

The Town Clerk explained that though this request does go against the Council's Cemetery Regulations, Council may wish to make an exception due to the one off circumstances. She added that the positioning of the headstone in this are would not cause any undue access issues to either grounds maintenance staff, grave diggers or members of the public.

Councillor Jones stated that as it had not been the fault of the family that the original grave could not be dug to a double depth the Council should honour the original spirit of the matter so that the family may have a headstone with both parents names on it covering both graves.

**RESOLVED (11:0:1) RJ/GG**

That the request be approved in this one off situation due to the original drainage issues.

**FC/98 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) PD/RJ**

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

The meeting closed at 9.03pm.

---

Town Mayor

---

Date

N.B. Closed Session Minutes will be issued.