



MINUTES

Minutes of a meeting of the **COUNCIL** held in the Guildhall, Mill Street, Ludlow on **MONDAY 3rd FEBRUARY 2014 at 7.00PM.**

FC/318 PRESENT

Chairman: Councillor Smithers, Mayor

Councillors: Copley; Draper; Ginger; Holcombe; Jones; Kemp; Lyle; J. Newbold; S. Newbold; Parry; Perks; Sheward; Toop

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

FC/319 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/320 APOLOGIES

No apologies for absence were received.

FC/321 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests

<u>Member</u>	<u>Interest</u>	<u>Reason</u>
P. Draper	Police Commission	Employer supplies the police
G. Perks	Registrars Service	Interests registered with Shropshire Council
P. Toop	Ludlow Market	Market Trader

Conflicts of Interest

<u>Member</u>	<u>Interest</u>	<u>Reason</u>
D. Lyle	Ludlow Fringe Festival Ludlow Festival of Small Gardens	Chair of the Friends of Ludlow Festival Chair of the Friends of Ludlow Festival
C. Sheward	Registrars Service	Interests registered with Shropshire Council

Personal Interests

<u>Member</u>	<u>Interest</u>	<u>Reason</u>
A. Cobley	Youth Forum Police Commission	Works for Rockspring Centre Interests registered with Shropshire Council
	SAMDev	Interests registered with Shropshire Council
P. Draper	Ludlow Fringe Festival	Events held in RBL Victory House
N. Holcombe	Ludlow Fringe Festival	Knows organiser
P. Kemp	PubWatch	Chairman
V. Parry	Ludlow Fringe Festival	Interests registered with Shropshire Council
G. Perks	Signage	Interests registered with Shropshire Council
C. Sheward	Ludlow Festival of Small Gardens	Involved with an organisation which took part in event

The Town Clerk confirmed that Members did not need to declare a Pecuniary Interest in regards to the precept.

FC/322 PUBLIC OPEN SESSION (15 minutes)

There were four members of the public and press present.

Angela Simonson, Director of the Ludlow Festival of Small Gardens stated that the Festival had become a community interest company on the 23rd December 2013, meaning it is a not for profit, independent organisation fundraising for local group in the town including the Foyer, Rockspring Centre and Assembly Rooms. The company also supported local charities, artists and small businesses through its annual event. She went on to say that in 2013 the Festival held a free plant day in the Sandpits area which saw over 400 plants distributed to local households within 2 hours.

Tim Gill of Waterside, Temeside, Ludlow drew Members attention to the inconsistencies in parking enforcement across the town. He stated that residents in the town centre were claiming areas of pavement as private parking and causing obstruction on footpaths especially in the area by the Hoysers Almshouses. Councillor Smithers said that the Council would bring this to the attention of the parking authority, Shropshire Council.

FC/323 PUBLIC OPEN SESSION FEEDBACK (15 minutes)

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

FC/324 UNITARY COUNCILLORS SESSION

Unitary Councillor V Parry, Ludlow South, updated the Council on the bus meeting that was held on Saturday 1st February 2014. She stated that over 120 members of the public attended the meeting and were given the opportunity to make comments. Some people requested additional bus shelters and were advised to approach the Town Council directly with their request.

Councillor Parry passed on apologies from Councillors T Huffer and R Huffer who were unable to attend tonight's meeting.

FC/325 MINUTES**a) 25th November 2013 – Open Session****RESOLVED (11:0:3) PD/VP**

That the minutes of the Council meeting held on the 25th November 2013, be approved as a correct record and signed by the Chairman.

FC/326 b) 25th November 2013 – Closed Session**RESOLVED (12:0:2) PD/GP**

That the closed session minutes of the Council meeting held on the 25th November 2013, subject to the amendment of the vote at FC/296 to (10:0:1), be approved as a correct record and signed by the Chairman.

FC/327 c) 4th December 2013 – Open Session**RESOLVED (10:0:4) PD/RJ**

That the minutes of the Council meeting held on the 4th December 2013, be approved as a correct record and signed by the Chairman.

FC/328 d) 4th December 2013 – Closed Session**RESOLVED (6:0:8) PD/GG**

That the closed session minutes of the Council meeting held on the 4th December 2013, be approved as a correct record and signed by the Chairman.

FC/329 e) 27th January 2014 – Open & Closed Session

RESOLVED (7:0:7) PD/RJ

That the open and closed session minutes of the Council meeting held on the 27th January 2014, be approved as a correct record and signed by the Chairman.

FC/330 POLICY AND FINANCE COMMITTEE

a) Minutes

RESOLVED (unanimous) NH/GG

That the open and closed session minutes of the Policy and Finance Committee meeting held on the 20th January 2014, be received.

FC/331 b) Recommendations

South Shropshire Youth Forum Annual Report

That the annual core budget grant to the South Shropshire Youth Forum be increased to £1,000 in 2014/15.

Social Media

That:-

- i) the Social Media Strategy and Social Media Policy be adopted;
- ii) the established Twitter account @LudlowMarket is updated on market days by the Market Officer;
- iii) @LudlowTC is updated by the Town Clerk and Admin staff;
- iv) a family focused Town Council Facebook page is created;
- v) when the new combined Town Council and Market website is created, links to social media are included.

Council Signatories

That:-

- i) Councillors Holcombe and Kemp become Council signatories.
- ii) at her request Councillor Parry be removed from the list of Council signatories.

Ludlow Fringe Festival

That the Town Clerk be authorised to offer the Events Square to the Fringe Festival on the dates requested as available.

Teme Weirs Trust

That the Annual Core Budget Grant to the Teme Weirs Trust be maintained at £300.00 in 2014/15.

RESOLVED (13:1:0) NH/GP

South Shropshire Youth Forum Annual Report

That the annual core budget grant to the South Shropshire Youth Forum be increased to £1,000 in 2014/15.

Social Media

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- i) the Social Media Strategy and Social Media Policy be adopted;
- ii) the established Twitter account @LudlowMarket is updated on market days by the Market Officer;
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Teme Weirs Trust

That the Annual Core Budget Grant to the Teme Weirs Trust be maintained at £300.00 in 2014/15.

FC/332 REPRESENTATIONAL COMMITTEE

RESOLVED (unanimous) PT/JS

That the minutes of the Representational Committee meeting held on the 27th November, 18th December 2013 and 15th January 2014, be received.

FC/333 SERVICES COMMITTEE

a) Minutes

Councillor Parry confirmed that the Coder Road Household Recycling Centre would be closing at the end of February.

RESOLVED (unanimous) VP/JS

That the open and closed session minutes of the Services Committee meeting held on the 13th January 2014, be received.

FC/334 b) Recommendations

Proposed Transfer of Amenity Land from Shropshire Council

That:-

- i) the initial proposal to transfer amenity land from Shropshire Council be noted;**
- ii) Members will consider the proposal when more detail is available regarding the sites, conditions of equipment, liabilities and funding.**

RESOLVED (unanimous) VP/JS

That:-

- i) the initial proposal to transfer amenity land from Shropshire Council be noted;**
- ii) Members will consider the proposal when more detail is available regarding the sites, conditions of equipment, liabilities and funding.**

Councillor Toop left the meeting at 7.40pm

FC/335 Specialist Markets

That:-

- i) the Regulations for the operation of the Specialist Markets be adopted;**
- ii) the Market Officer liaise with the Town Clerk with breaches of Licences and report back to a future Services Committee.**

Town Council Gazebos

That subject to paragraph three under Purpose in the Policy be replaced with, "Any newer gazebos are not covered by this Policy and will be for solely Town Council use," the Policy be adopted.

Change to Market Regulations

That:-

- i) the current cost of £1.00 for electricity is reviewed annually at the Policy & Finance Committee;**

- ii) the use of portable gas or electric heaters is not permitted unless there is prior written permission from the Town Clerk;
- iii) prior to festivals and whole market lets, permission is sought for use of heating and cooking appliances on market stalls;
- iv) waste collections are continued.

Parking for Market Traders

That:-

- i) the extension of the trial parking scheme for market traders be noted;
- ii) a review of parking for market traders is undertaken before the end of March 2014;
- iii) more details are requested regarding the "In and Out" meeting from Shropshire Council.

RESOLVED (Unanimous) VP/GG

Specialist Markets

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- i) the Regulations for the operation of the Specialist Markets be adopted;
- ii) the Market Officer liaise with the Town Clerk with breaches of Licences and report back to a future Services Committee.

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- i) the extension of the trial parking scheme for market traders be noted;
- ii) a review of parking for market traders is undertaken before the end of March 2014;
- iii) more details are requested regarding the "In and Out" meeting from Shropshire Council.

Councillor Toop rejoined the meeting at 7.43pm

FC/336 STAFFING AND APPEALS COMMITTEE

RESOLVED (12:1:1) PT/JS

That the minutes of the Staffing and Appeal Committee meeting held on the 22nd January 2014, be received.

FC/337 BUTTERCROSS WORKING GROUP

a) Minutes

RESOLVED (Unanimous) PT/CS

That the minutes of the Buttercross Working Group meeting held on the 27th January 2014, be received.

FC/338 b) Recommendations

Buttercross Heritage Museum Report

That :-

- i) working within the funding timescale and the agreed budget, the Town Clerk continues to plan and install the infrastructure at the Buttercross.**
- i) the Visitor Facilities Manager attend the next Working Group Meeting (date TBA)**

RESOLVED (Unanimous) PT/GP

That :-

- i) working within the funding timescale and the agreed budget, the Town Clerk continues to plan and install the infrastructure at the Buttercross.**
- i) the Visitor Facilities Manager attend the next Working Group Meeting (date TBA)**

FC/339 c) Membership

RESOLVED (unanimous) PD/GG

That the membership of the Buttercross Working Group be agreed as Councillors Draper, Ginger, Kemp, Lyle, Parry, Perks, Sheward, Smithers and Toop.

FC/340 ANNUAL CORE GRANT FUNDING**a) Ludlow Fringe Festival**

The Town Clerk advised Members that the Town Council had supported the Ludlow Fringe Festival with a grant of £2,000.00 in its inaugural year.

Councillor Ginger pointed out that there were many worthy causes in the town and Ludlow Town Council had limited fund at its disposal.

Councillor Parry stated that the Local Joint Committee would be coming to an end in February and Shropshire Council were cutting all grants to outside organisations, therefore many groups would now be looking to the Town Council for assistance.

RESOLVED (8:5:1) NH/GP

That:-

- i) Ludlow Fringe Festival be awarded a grant of £1,000.00 for 2014/15 only.
- ii) the Council does not guarantee that any funding will be available in the following year and the festival will need to reapply.

FC/341 b) Ludlow Festival of Small Gardens

Councillor Parry stated that this was a very large sum of money for a single event. She said that, for example, Ludlow in Bloom received a similar grant sum and provided a service to the town year round.

Councillor Sheward stated that the Festival was an amazing event that was far reaching across the whole town.

Councillor Jones said that it was good to see an event in the town that involved all walks of life.

RESOLVED (10:2:2)

That:-

- i) the current application for £2,000 is not accepted by the Council.
- ii) the Ludlow Festival of Small Gardens be asked to present an amended bid to the next meeting for consideration.

FC/342 POLICE COMMISSION**a) Budget 2014/15****RESOLVED (Unanimous) JS/GP**

That the information be noted.

FC/343 b) Pubwatch Scheme

Councillor Kemp explained that the Ludlow Pubwatch scheme met once a month. He informed Members that some town pubs and many other licensed retailers were not part of the scheme.

RESOLVED (Unanimous) PD/JS

That the Town Clerk write to all pubs not currently in the scheme and all licensed retailers in the town and that the Ludlow Chamber of Trade and Commerce and LCAP are informed.

FC/344 c) Ludlow Police Inspector**RESOLVED (Unanimous) JS/PD**

That the attendance of Police Inspector at the next Council meeting be noted.

FC/345 SAMDev & LOCAL PLANNING POLICY FRAMEWORK

Councillor Perks stated that this was important issue which required far more in-depth information from Shropshire Council and further discussion as it could have a huge impact on the town.

RESOLVED (Unanimous) JS/GP

That:-

- i) the information provided be noted.
- ii) the Town Clerk write to Shropshire Council to express the Council's views.
- iii) the Town Clerk write to Philip Dunne MP to express the Council's views.

FC/346 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) JS/PD

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

The meeting closed at 9.15pm.

Town Mayor

N.B. Closed Session Minutes will be issued.

Date