



## MINUTES

Minutes of a meeting of the **COUNCIL** held in the Ludlow Conference Centre, Ludlow on **MONDAY 6<sup>th</sup> FEBRUARY 2012 at 7.00PM**

### **FC/288 PRESENT**

Chairman: Councillor Aitken, Mayor

Vice-Chairman: Councillor Wilcox, Deputy Mayor

Councillors: Davies; Hunt; Jackson; McCormack; Newbold; Parry; Perks; Pound; Smithers

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

### **FC/289 PRAYERS**

In the absence of the Mayor's Chaplain, the Ven. Colin Williams, the Mayor asked Councillor Canon Wilcox to lead the Council in prayers. In his prayers Councillor Canon Wilcox honoured the Queen's Diamond Jubilee.

### **FC/290 APOLOGIES**

Apologies were received from Councillor Phillips.

### **FC/291 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>
G. Perks	Pride of Place
	Twinning
J. Smithers	Ludlow in Bloom
V. Parry	Ludlow in Bloom
	Queen's Diamond Jubilee Committee
D. Davies	Town Walls Trust
P. Hunt	Shropshire Housing Group

Prejudicial Interests

There were no prejudicial interests declared.

**FC/292 PUBLIC OPEN SESSION (15 minutes)**

There were four members of the public and press present.

Mr R Burns, 8 Poyner Road, Ludlow, wished to support the request from Ludlow College to reunite the Boer War Memorial Plaques and the remaining part of the memorial statue. He reminded Members of the sadness when the statue was broken as it was removed from the Town Hall before its demolition in 1986, the horses head was saved and sent to the National Army Museum and on the centenary of the original statues unveiling in 1905 the head was brought back to Ludlow and restored by Dr Jen Davies and installed at Palmers House. He stated the commemorative plaques have now been stored in the Royal British Legion for a quarter of a century and were in very good condition and if the request was granted the plaques would be restored and preserved using War Memorial Committee funds. He added that Ludlow College had several connections to the Boer War and was the last surviving link in the town, the reuniting of the memorial plaques and statue would reinstate the town's memorial.

Mr J Whilding, Holbatch House, Holbatch, trading as Wyvern Ices, stated that he had concerns with regards to the new Street Trading policy which stated that engines could not be left running, he said that he was willing to invest in a generator which could be placed away from the pitch to decrease any nuisance, or he could use a smaller van for soft scoop ice cream which did not require electricity. He emphasised that he was willing to work with the Town Council to come up with a solution. He added that he would like to make a donation to Ludlow in Bloom if one of the members would contact him.

**FC/293 UNITARY COUNCILLORS SESSION**

Unitary Councillor R. Taylor-Smith, Ludlow North, informed Members that the next Local Joint Committee meeting would be held on the 1<sup>st</sup> March 2012 and the next Planning meeting on the 8<sup>th</sup> February 2012 at 5.00pm.

She went on to say that before Christmas Shropshire Council had offered a response to the Ludlow Assembly Rooms business plan. The Box office would be moving to the Castle Square entrance with the Visitor Information Centre, there was also the opportunity for a community asset transfer following the programme of urgent repairs over the next three years. She emphasised that Shropshire Council were working closely with the Assembly Rooms for the best solution.

Councillor Parry asked when the resurfacing of Old Street would be done. Councillor R. Taylor-Smith stated that a date had not been set but that the works could not be done in freezing conditions.

Unitary Councillor M. Taylor-Smith, Ludlow South, drew Members attention to a mistake in the Council minutes from the 5<sup>th</sup> December 2011, the proposed cost for the revised traffic system on Ludford Bridge was £125,000 not £100,000. He queried the Heritage Lottery Fund bid match funding available for next year. The Town Clerk stated that this would be discussed during the budget item but that there were funds available from this years surplus.

**FC/294 PUBLIC OPEN SESSION FEEDBACK (15 minutes)**

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

**FC/295 MINUTES**

**a) 5<sup>th</sup> December 2011**

**RESOLVED (11:0:1)**

That the minutes of the Council meeting held on the 5<sup>th</sup> December 2011, subject to the amendment of “£100,000” to “£125,000” at minute FC/233 and the deletion of the phrase “did not wish to be” and insertion of “had been incorrectly stated as a” at minute FC/238, be approved as a correct record and signed by the Chairman.

**FC/296 b) 30<sup>th</sup> January 2012**

**RESOLVED (10:0:1)**

That the minutes of the Extraordinary Council meeting held on the 30<sup>th</sup> January 2012, be approved as a correct record and signed by the Chairman.

**FC/297 SERVICES COMMITTEE**

**RESOLVED (unanimous)**

That the minutes of the Services Committee meeting held on the 16<sup>th</sup> January 2012, be received.

**FC/298 REPRESENTATIONAL COMMITTEE**

**a) Minutes**

**RESOLVED (unanimous)**

That the minutes of the Representational Committee meetings held on the 6<sup>th</sup> December 2011 and 10<sup>th</sup> January 2012, be received.

**FC/299 b) Recommendations**

**Ludlow Area Planning Liaison Group**

**To nominate Councillor Perks as the representative from Representational Committee.**

**RESOLVED (unanimous)**

That Councillor Perks becomes Ludlow Town Council's representative on the Ludlow Area Planning Liaison Group.

**FC/300 POLICY AND FINANCE COMMITTEE**

**a) Minutes**

**RESOLVED (unanimous)**

That the minutes of the Policy and Finance Committee meeting held on the 23<sup>rd</sup> January 2012, be received.

**FC/301 b) Recommendations**

**Babies Memorial**

**That:-**

- i) the existing babies memorial stone is cleaned;**
- ii) no barrier is added to enclose the babies memorial area;**
- iii) that a small oblong bed is created within the babies memorial area but is maintained by the DLF workforce;**
- iv) that the canopy of the holly tree is raised during regular maintenance work of other trees in the Cemetery.**

**RESOLVED (unanimous)**

**That:-**

- i) the existing babies memorial stone is cleaned;**
- ii) no barrier is added to enclose the babies memorial area;**

- iii) that a small oblong bed is created within the babies memorial area but is maintained by the DLF workforce;
- iv) that the canopy of the holly tree is raised during regular maintenance work of other trees in the Cemetery.

**FC/302 Policies**

**a) Flag Protocol**

**That the Flag Protocol be adopted.**

**RESOLVED (unanimous)**

That the Flag Protocol be adopted.

**FC/303 b) Twinning Protocol**

**That paragraph 1.3 of the Twinning Protocol be amended to read “The Sub-Committee is prepared to assist the Twinning Associations in respect of schedules of activities and programmes for individual exchanges and events with any financial involvement being approved by Council”.**

**That the following amendments be made to the Twinning Protocol:-**

**1.5 – Replace “be responsible for” with “assist with”**

**2. – Delete “is to be followed”.**

**3.1 - Insert “by the Council” after “allocated”.**

**3.3 – Amend to read “The Council will decide whether or not to make any payment towards travel and subsistence expenses”.**

**3.4 – Delete**

**3.6 – Delete**

**3.7 – Replace the word “County” with “Country”**

**That the Twinning Protocol be approved and passed to the Twinning Sub-Committee for them to further recommend amendments to Council if required.**

Members noted that these amendments had been made and the policy had been considered by the Twinning Sub-Committee who had made recommendations as to the adoption of the policy later on the agenda.

**FC/304 c) Protocol on Member/Officer Relations**

**That as amended the Protocol on Member/Officer Relations be adopted.**

Members discussed further amendments to the policy and agreed to refer it back to Policy & Finance Committee to clarify the alterations.

**RESOLVED (unanimous)**

That the Protocol on Member/Officer Relation be deferred to the next Policy and Finance Committee meeting.

**FC/305 Protocol on Communications**

**That subject to the amendments above the Protocol on Communications be adopted.**

**RESOLVED (unanimous)**

That the Protocol on Communications be adopted.

**FC/306 Protocol on Bullying and Harassment**

**That subject to the insertion of the paragraph “6. This protocol is to be construed in accordance with the Ludlow Town Council Grievance Policy”, the Protocol on Bullying and Harassment be adopted.**

**RESOLVED (unanimous)**

That the Protocol on Bullying and Harassment be adopted.

**FC/307 Guidance Notes on Whistle-Blowing**

**That subject to the amendment above the Guidance Notes on Whistle-Blowing be adopted.**

**RESOLVED (unanimous)**

That the Guidance Notes on Whistle-Blowing be adopted.

**FC/308 BUDGET 2012/13 & PRECEPT**

**That:-**

- i) the budget be approved.**
- ii) a precept of £330,973, representing a 0% increased, be approved.**

The Town Clerk stated that since the Policy and Finance Committee made recommendations she had been advised of a pension deficit payment for the 2012/13 budget which she would incorporate. Also she stated that she hoped to draw down the Big Lottery Fund grant for the Linney Riverside Park before the end of this financial year which would leave a surplus which she proposed to carry forward in order to restore the Buttercross first floor ceiling, though she hoped to secure funding for this from English Heritage. She believed the Town

Council would have around £100,000 in balance at the end of this financial year but she could not say for sure until the 31<sup>st</sup> March 2012.

Councillor Perks asked if the Council was VAT registered, the Town Clerk confirmed that it was.

Councillor Parry thanked the Town Clerk and staff for their hard work in pulling together this budget. The Mayor stated that it was great that Ludlow was able to a 0% precept increase and he was pleased that the Town Clerk was confident of this years budget.

The Town Clerk added that she understood we may be the only Council in Shropshire maintaining a 0% precept.

**RESOLVED (unanimous)**

That the budget be approved.

**FC/309 RESOLVED (unanimous)**

That a precept of £330,973, representing a 0% increased, be approved.

**FC/310 RESOLVED (unanimous)**

That a press release be issued as to the precept level set at 0%.

**FC/311 BOER WAR MEMORIAL**

The Mayor explained the offer from Ludlow College, Councillor Smithers stated that the memorial plaques had been stored by the Royal British Legion since they were removal from the Town Hall when it was demolished but that they were still the property of the Town Council.

**RESOLVED (10:0:1)**

That Ludlow College be given consent to restore, display and maintain the memorial plaque and horse's head.

**FC/312 PROJECTS UPDATE**

**a) Boxing Club**

The Town Clerk stated that the Boxing Club had now been demolished, security fencing had been erected and the construction of the new building would begin in a fortnight.

**FC/313 b) The Linney Riverside Park**

The Town Clerk said that the grass on the mounds was now growing and she hoped to use turf from the Boxing Club groundwork on the mounds to make them more resilient to flooding. She stated that she had met with a surveyor today who will sign off on the works to complete the formalities of the bid in order to draw down the funds.

Councillor Jackson asked for clarification as to what grants had been awarded for the Linney Riverside Park. The Town Clerk stated that there was a grant from the Big Lottery Fund for groundworks and play area, Shropshire Council S106 monies and earmarked reserves from the Town Council.

The Town Clerk added that boating would not be looked at again this year but she would advise selling the franchise as it was economically viable for the Town Council to run. This would be a project for next year.

**FC/314 c) The Buttercross**

The Town Clerk stated that she had not allowed the workforce to clear the Buttercross to the instability of the ceiling. However, she had now consulted with Shropshire Council's Conservation Officer, Colin Richards who had advised that if safety equipment is worn the building can be cleared.

**FC/315 OLYMPIC TORCH RELAY**

The Town Clerk stated that this would be a very historic year, she was not able to disclose and details yet except the date, but she asked Councillors to support the event wholeheartedly. Councillor Smithers added that the Royal British Legion from Ludlow and other towns were very keen to be involved.

The Town Clerk said that the Town Council was organising a school art competition and the winning entries would be displayed on banners around the town. She stated that this was a one off opportunity to promote Ludlow and the more unique the event the more coverage the town would receive.

In response to a question from Councillor Pound the Town Clerk stated that she could not be sure of the numbers attending the relay, school attendance was being organised by Shropshire Council but she understood that one school from outside Ludlow was bringing three coaches. She added that event had the support of St John's Ambulance Service.

**FC/316 QUEENS DIAMOND JUBILEE**

The Town Clerk advised that the Queen's diamond Jubilee Group had requested allocating part of the grant to the purchase of bunting, she suggested



that the Council workforce put this up free of charge in advance so that it is in place for the Olympic Torch Relay also.

The Mayor informed Members that the next Queen's Diamond Jubilee Group meeting was on the 14<sup>th</sup> February 2012. The Town Clerk added that any groups interested in placing flower displays in the Church over the Jubilee weekend should contact Jenny Vaughan.

**RESOLVED (unanimous)**

That £1,000 of the Queen's Diamond Jubilee Group grant be used to purchase bunting to be put up by the Town Council workforce in advance of the Olympic Torch Relay.

**FC/317 COUNCIL CALENDAR**

**RESOLVED (10:0:1)**

That the amendments to the 2012 Council Calendar be approved.

**FC/318 STREET TRADING**

**a) Minutes**

**RESOLVED (unanimous)**

That the minutes of the Street Trading Sub-Committee meeting held on the 24<sup>th</sup> January 2012, be received.

**FC/319 b) Recommendations**

**Marking Out Pitch Areas**

**That the Bull Ring and High Street (next to the Buttercross) pitches are marked out temporarily with removable paint and a more permanent marker be fixed in the ground permanently to denote the position of the pitches at a future date.**

The Town Clerk advised that this had now been completed.

**FC/320 Street Trading Applications – Discounts for Block Bookings**

**That:-**

- i) street traders should be offered a discounted rate for any of the street trading pitches if booked and paid for in advance as follows:-**
  - a) 3 months at 10%**

- b) 6 months at 15%
- c) Annual at 25%
- ii) festival dates would only be included for annual permits thus excluding the 3 or 6 month permits, where festivals will be paid for separately;
- iii) festival dates would be, the Spring and Summer festivals, Mayfair, Food Festivals and Medieval Fayre, Remembrance Sunday and Jubilees, where footfall is expected to be more substantial.
- iv) the above rates are incorporated into Schedule 3 of the Street Trading Policy.

**RESOLVED (unanimous)**

That:-

- i) street traders should be offered a discounted rate for any of the street trading pitches if booked and paid for in advance as follows:-
  - a) 3 months at 10%
  - b) 6 months at 15%
  - c) Annual at 25%
- ii) festival dates would only be included for annual permits thus excluding the 3 or 6 month permits, where festivals will be paid for separately;
- iii) festival dates would be, the Spring and Summer festivals, Mayfair, Food Festivals and Medieval Fayre, Remembrance Sunday and Jubilees, where footfall is expected to be more substantial.
- iv) the above rates are incorporated into Schedule 3 of the Street Trading Policy.

**FC/321 Mr Whilding, Ice-Cream seller – Yearly Permit**

That: -

- i) the Town Clerk be authorised to write to Mr Whilding to offer him an annual permit for the Castle Square pitch (outside the College),
- ii) this permit excludes both the Spring and Autumn Food Festivals due to a prior booking.

**RESOLVED (9:0:2)**

That: -

- i) the Town Clerk be authorised to write to Mr Whilding to offer him an annual permit for the Castle Square pitch (outside the College),
- ii) this permit excludes both the Spring and Autumn Food Festivals due to a prior booking.

**FC/322 RESOLVED (unanimous)**

That the Town Clerk be given delegated authority to administer the Street Trading Policy.

**FC/323 TWINNING**

**a) Minutes**

**RESOLVED (unanimous)**

That the minutes of the Twinning Sub-Committee meeting held on the 25<sup>th</sup> January 2012, be received.

**FC/324 b) Recommendations**

**Twinning Protocol**

That the Policy as amended by the Twinning Sub-Committee on the 25<sup>th</sup> January 2012 is referred to the next Full Council meeting for adoption.

**RESOLVED (unanimous)**

That the Twinning Protocol be adopted.

**FC/325 SANDPITS ROAD/WHITEFRIARS REVISION TO LENGTH OF WAITING RESTRICTION**

Councillor Hunt stated that the restrictions in place had gone further than the Town Council's original intention to protect the visibility on the corner. The Town Clerk passed on Unitary Councillor Huffer's apologies she was unable to attend but supported this amendment.

The Mayor drew Members attention to the representations received from concerned parties; he added that cars parking in the area acted as traffic calming so reducing the restriction would make the area safer.

**RESOLVED (unanimous)**

That the revised length of waiting restrictions at Sandpits Road/Whitefriars proposed by Shropshire Council be approved.

**FC/326 LUDLOW TREE OF LIGHT**

**RESOLVED (unanimous)**

That the letter of thanks from the Ludlow Rotary Tree of Light be noted.

**FC/327 BRIDGNORTH & SOUTH SHROPSHIRE CRUCIAL CREW**

The Town Clerk stated that this request had come to Council as Representational only had authority to award £200. She added that the Town Council did have power to award grants to aid crime prevention.

Councillor Jackson stated that she had attended an event organised by the Crucial Crew which was attend by all the emergency services who gave important hard-hitting presentations to the many young people there. She believed it was an extraordinary event and was very impressed.

Councillor Perks pointed out that funding had been requested for seventeen children from Clee Hill Community Primary Scholl which was in Caynham Parish not Ludlow. The Town Clerk stated that crime did not stop at borders, but that the Council should check if Caynham Parish Council had been asked to support the event. Councillor McCormack advised caution on this matter as if Ludlow Town Council paid for another parishes school why not the others?

**RESOLVED (unanimous)**

That:-

- i) in principle the Town Council support the event and make a grant of £441.00 for the Ludlow School Children;
- ii) the Town Clerk clarify the figures stated and whether Clee Hill Community Primary School could be supported by Caynham Parish and if not refer the matter to Representational Committee for their consideration.

**FC/328 SHROPSHIRE TOURISM**

Following a question the Town Clerk stated that she had not receive any correspondence on this matter from the Chamber of Commerce. Councillor Smithers, as the Council's representative at the Chamber, stated he would raise the matter at the next meeting and report back to the Town Clerk.

**RESOLVED (unanimous)**

That this matter be deferred until further information has been received from the Chamber of Commerce.

**FC/329 MARKET MATTERS**

The Town Clerk advised Members that last years Medieval Market was very successful, she explained that the regular market traders trading on the Saturday paying ordinary rent had requested a £5.00 discount for dressing in medieval costume. This discount had been given to traders on the Sunday Market as dressing up was mandatory, discounting the festival market rent from £35.00 to £30.00 per stall.

Councillor Parry stated that she had been informed by the Chairman of the Ludlow Market Traders Association that this £5.00 discount had been in place for many years, but she added that when she attended the market at 3.00pm only around five traders were in costume.

**RESOLVED (9:0:2)**

That the Town Clerk be given delegated authority to resolve such market matters

**FC/330 TOILETS**

The Town Clerk informed Members that Shropshire Council had offered to pay for the installation of automatic locks and coin boxes at Smithfield and Castle Street toilets. She stated that there were pros and cons to the use of coin boxes but as it would cost the Town Council nothing try the system she recommended having them installed.

The Town Clerk added that the income could be earmarked to the toilets to offset the cost of cleaning, maintenance and holiday cover. Councillor McCormack asked if this system could allow for extended opening hours for community benefit.

**RESOLVED (unanimous)**

That:-

- i) the automatic locks and coin boxes be installed at Smithfield and Castle Street toilets, to be paid for by Shropshire Council
- ii) the matter be referred to Policy and Finance Committee to recommend a policy of the running/prices/times for using the coin boxes.

**FC/331 COMMITTEE MEMBERSHIP**

The Mayor explained that there was currently a vacancy on Services Committee and Councillor Perks would like to fill the vacancy.

**RESOLVED (unanimous)**

That Councillor Perks become a member of Services Committee.

**FC/332 ELECTION OF MAYOR AND DEPUTY MAYOR**

The Town Clerk explained to Members that there were many different options as to how to elect a Mayor, a Councillor had suggested using the format where each year the Council elects a Deputy Mayor who automatically becomes Mayor the following year. She added that the start of any new system could be delayed until 2013 following the election. She reminded the Council that any decision

could be reconsidered at any time so the resolution made tonight did not bind any future Council.

Councillor Perks supported the proposed system as it prepared the Councillor for their year as Mayor and may encourage a wider range of Councillors to put themselves forward for the position. He added that it would make the Deputy Mayor aware of the skills needed to be a good Mayor, he stated that Councillor Aitken had done some aspects very well.

Several Councillors stated that the current system worked well and they saw no reason to change it, the decision should be left to next years Council after the elections.

**RESOLVED (unanimous)**

That the status quo, of electing a Mayor and Deputy Mayor separately with no succession, be maintained.

**FC/333 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 9.10pm.

\_\_\_\_\_  
Town Mayor

\_\_\_\_\_  
Date

N.B. Confidential Minutes will be issued.