



## MINUTES

Minutes of a meeting of the **COUNCIL** held in the Guildhall, Mill Street, Ludlow on **MONDAY 17<sup>th</sup> JUNE 2019** at **7.00 PM**.

### **FC/69     PRESENT**

Chairman:                      Councillor Gill

Councillors:                 Cobley; Garner; Ginger; Mahalski, Parry; Pote (Deputy Mayor); Sheward and Smithers.

Officers:                      Gina Wilding, Town Clerk  
Naomi Brotherton, Senior Admin Assistant

### **FC/70     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/71     PRESENTATION**

The Mayor read the citation for the Civic Award for Mr & Mrs Norman and presented it to them. He added that as well as the excellent work they had both undertaken to benefit the local community, Ludlow Town Council wished to thank Mr Norman for the invaluable advice he provides to the Town Council in relation to tree works planning applications in Ludlow.

### **FC/72     RECORDING OF MEETINGS**

The Mayor informed Council and the public that under the Openness of Local Government Regulations 2014, recording and broadcast including blogging, tweeting and other social media was permitted during the public session of Council meetings. He stated that the act of recording and broadcast must not interfere with the meeting.

He added that the Council understood that some members of the public may not wish to be recorded and asked that they make this known immediately.

### **FC/73     APOLOGIES**

Apologies were received from Councillors Clarke, Jones, Lyle, Paton and Perks.

**FC/74 DECLARATIONS OF INTEREST**Disclosable Pecuniary Interests

None

Conflicts of Interest

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Cllr Gill	10	Volunteer at Ludlow Assembly Rooms
Cllr Ginger	19	Knows the family
Cllr Parry	10	Ludlow in Bloom Volunteer at Ludlow Assembly Rooms

Personal Interests

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Cllr Cobley	13&14	Supports various Environmental Organisations in Ludlow.
	16	Member of Italian Twinning Group
Cllr Garner	2	Member of Ludlow 21 Group
Cllr Parry	6	Congregational Member of St Laurence Church

**FC/75 PUBLIC OPEN SESSION (15 minutes)**

There were 13 members of the public present.

Representative of St Laurence's Church – The Representative from St Laurence Church explained that he was attending to outline that St Laurence Church was applying for National Lottery Heritage Funding with the aim of making the Church a place fit for community use and for the 21<sup>st</sup> Century. He reported that already the pews had been removed and replaced with chairs which had allowed for community activities, which so far had included flamenco dancing, as well as art and music workshops. St Laurence Church felt that much more could be done to improve on the facilities and activities currently on offer.

The title of the project used for the funding application reflected Ludlow's unique heritage. The Representative explained that elements of the proposed project would be to provide a larger kitchen and enhanced WC facilities in the building. The organ was to be elevated to free floor space and make the mechanism accessible to visitors. The mechanical clock and Carillon is to be re-activated at ground level and new bells added. The sound system is to be upgraded and the shop relocated with its impact on other church activity reduced, and an integrated programme of learning, engagement and participation activities would promote the unique heritage of Ludlow and its historic context to new and enlarged audiences. He also outlined that disabled access would be made available, along with glass doors to one of the entrances.

The Church he said, wanted to engage with the whole of Ludlow and also visitors. Schools and Colleges would be approached and other providers such as Ludlow Castle and heritage groups to see if joint activities could be arranged.

He referred to the Community Led Plan (CLP) which he hoped the Church would build upon its outcomes.

He asked that the Town Council give consideration to a letter of support for the works to be undertaken as part of the National Lottery Heritage Fund Bid.

A Resident of Corve Street – The resident from Corve Street announced that he had been delighted to see the new bus shelter being erected on Corve Street that morning. He went on to thank Councillor Ginger for being a driving force for the project, and also thanked Councillor Pote. He thanked the Town Council stating that the shelter had been needed for a long time and was extremely appreciated.

## **FC/76 UNITARY COUNCILLORS SESSION**

Councillor Boddington, Ludlow North - Councillor Boddington reported that he had attended Shropshire Council's Scrutiny meeting on the 5<sup>th</sup> June reviewing parking charges in Ludlow. He said that he was disgusted by the response. Concessions for residents and holiday lets had been reviewed and revised but every other request by the Town Council had been ignored. Another meeting would be taking place in November and he urged the Town Council to build a case to fight the implementation of new charges.

Turning to Climate Emergency, Councillor Boddington stated that although some people think that the position is not real, it was the consensus from scientists that action needed to be taken. In his opinion if we did not act now there would be no future for future generations. He urged the Town Council to think long-term and stated that he felt that it applied at all levels of government, it could be small changes but collectively make an impact. This could be looking at leasing of vehicles, electric vehicle charging points, diversity planting and choosing green energy suppliers.

Councillor Parry, Ludlow South - Councillor Parry requested that thanks be passed on the Town Council's Direct Labour Force for the work that had been carried out at Wigley Fields Allotments. She stated that the Heart of England in Bloom Judges would be visiting the allotments this year.

Regarding the current refurbishment of the Linney toilets Councillor Parry requested that the plaque in commemoration of the original opening of the facility be retained. The Town Clerk confirmed that this could be looked into.

Turning to the Climate Emergency, Councillor Parry said in her opinion she thought it was poor that only one electric vehicle charging point (EVP) would be provided at Galdeford car park and she had been informed that four EVP points were being installed at Castle Street car park. She went on to say that she had raised concerns that the resurfacing work to the car parks was being carried out in the middle of the summer which would affect the town badly.

Finally Councillor Parry asked if the Town Council could lobby the BBC regarding the proposed introduction of a charge for TV licences for the over 75s. She had had lots of residents complain about this.

**FC/77**     **MINUTES – FULL COUNCIL 8<sup>th</sup> MAY 2019**

**RESOLVED (unanimous)     GG/TG**

That the open and closed minutes of Full Council on the 8<sup>th</sup> May 2019 be approved as a correct record and signed by the Chairman.

**FC/78**     **MINUTES – ANNUAL TOWN RESIDENTS MEETING – 29<sup>TH</sup> APRIL 2019**

**RESOLVED (unanimous)     TG/AC**

That the minutes of the Annual Town Residents Meeting on the 29<sup>th</sup> April 2019 be received.

**FC/79**     **ITEMS TO ACTION – 8<sup>th</sup> MAY 2019**

**RESOLVED (unanimous)     TG/RP**

That the Items to Action be noted.

**FC/80**     **PRESENTATION FROM LUDLOW VISITOR INFORMATION CENTRE**

The Mayor invited the CEO Ludlow Assembly Rooms and Trustee from Ludlow Assembly Rooms (LAR) to speak in relation to the Ludlow Visitor Information Centre (VIC). The CEO referred to the paper which had been included in the Agenda and stated she hoped that it answered the queries from the previous discussion. She added that she had been struck to learn that footfall had fallen in Ludlow in the shops and felt that it was in everyone's interest that visitor spending was increased and that having the VIC in the centre of town was essential but would need support.

Following a question from a Councillor, the CEO explained that the level of services available at the VIC would be linked to the amount of support received. Volunteers she added were not free and would need a manager. The aim would be to provide integrated services such as advertising a show and linking this to accommodation.

Another Councillor asked the timescale for the refurbishment to the building and the Trustee from the LAR stated they hoped the building would be ready later this year at the earliest but would depend on any unexpected issues arising.

The CEO invited any Councillors who had not been able to attend the hard hat tour the previous week to contact her for a tour.

A Councillor thanked the Representative and Trustee from LAR for the analysis and information provided.

**FC/81**     **INTERNAL AUDITORS REPORT AND SECTION 3 OF THE ANNUAL RETURN**

**RESOLVED (unanimous)     GG/AC**

That the Internal Auditors Report be adopted and Section 3 of the Annual Return be approved.

**FC/82**     **ANNUAL RETURN GOVERNANCE STATEMENT – SECTION 1**

**RESOLVED (unanimous)     GG/AC**

That in accordance with the Audit and Accounts Regulations the Annual Return Governance Statement (Section 1) be approved.

**FC/83**     **ANNUAL RETURN ACCOUNTING STATEMENT – SECTION 2**

**RESOLVED (unanimous)     AC/GG**

That in accordance with the Audit and Accounts Regulations the Annual Return Accounting Statement (Section 2) be approved.

**FC/84**     **PARKING CONSULTATION**

**RESOLVED (unanimous)     GG/TG**

That the report be noted.

**FC/85**     **CLIMATE EMERGENCY PROPOSAL**

**RESOLVED (unanimous)     RP/EG**

That the Town Council declares a Climate Emergency with the aim of becoming a carbon neutral organisation by 2030. It commits to identifying ways in which it can support this objective and to explore, with the community, the development of a Ludlow Town Council climate change strategy, and to consider establishing a Climate Action Partnership.

**FC/86**     **CLIMATE EMERGENCY LETTER**

**RESOLVED** (unanimous) GG/TG

That the letter be noted.

**FC/87**     **NOTES FROM A CLIMATE CONFERENCE**

**RESOLVED** (unanimous) GG/TM

That the notes from the Climate Conference be noted.

**FC/88**     **LUDLOW GO PLASTIC FREE**

**RESOLVED** (8:0:1) GG/TM

To uphold the existing policy and decline the request to waive the fee.

**FC/89**     **FLY THE RED ENSIGN FOR MERCHANT NAVY DAY 3<sup>RD</sup> SEPTEMBER 2019**

**RESOLVED** (unanimous) GG/VP

To approve the purchase and flying of the Red Ensign for Merchant Navy Day on the 3<sup>rd</sup> September 2019.

**FC/90**     **SAN PIETRO TWINNING – CELEBRATING 25 YEARS**

**RESOLVED** (unanimous) TG/GG

That the Town Council receive the framed commemoration of the 25<sup>th</sup> anniversary of Ludlow's Twinning with San Pietro and display it at the Guildhall.

**FC/91**     **PROJECT SUPPORT GRANTS**

Ludlow Fairtrade

**RESOLVED** (unanimous) GG/TG

That the application from the Ludlow Fairtrade Group is declined as the application fails to clearly identify the benefit to the community.

**FC/92**     **LUDLOW COLLEGE PRESENTATION EVENING**

**RESOLVED (unanimous)     TG/CS**

To approve the donation of £30 to Ludlow College in support of the Ludlow Town Council Prize for Citizenship and Leadership.

**FC/93**     **APPEAL LETTER REGARDING KERBSTONES AROUND A GRAVE**

**RESOLVED (unanimous)     GG/TG**

- i) To approve the request to install kerbstones on a grave purchased prior to the Town council change of policy in 2012.
- ii) To uphold the existing policy that all graves purchased after 1<sup>st</sup> January 2012 are not permitted to install kerb stones.

**FC/94**     **GREAT BRITISH HIGH STREET AWARDS 2019**

Members were divided on this issue. Some felt that applications should be submitted for funding for the High Street and others felt as the lowest amount to apply for was £250k the Town Council would have no option but to raise the precept significantly for several years to meet the match funding criteria.

One Councillor highlighted that the funding was available to partnerships and not just Council's and if a partnership was formed other areas of funding would be available.

**RESOLVED (6:1:2)     TG/GG**

That the Town Council does not submit an application for High Street Award funding.

**FC/95**     **PUBLIC WORKS LOAN BOARD**

**RESOLVED (unanimous)     TG/GG**

To note the letter confirming the terms and loan repayment schedule of the Public Works Loan Board.

**FC/96**     **COMMUNITY LED PLAN (CLP)**

Councillor Garner outlined that there were five stages leading to the Community Led Plan.

There was an initial one-to-one residents' consultation last year which formed the consultation paper. A public survey was then conducted.

The development of a plan from the survey document was formed containing public views, developments and changes.

After this point the aims and objectives against the vision of the Town Council and key document were drawn up.

In January 2019 members of the public were invited to join themed groups. Each group contained members of the public and organisations who wanted to support the aims and objectives.

The public she said had been enthusiastic and the plan would continue to develop with other organisations e.g. The Ludlow Destination Partnership larger plan had been reduced down and is part of the Community Led Plan. This has meant that people are owning the objectives.

The Mayor thanked Councillor Garner and other Councillors for their hard work.

**RESOLVED (unanimous) TG/GG**

That the update on the CLP be noted.

**FC/97 SUSPEND STANDING ORDERS**

**RESOLVED (unanimous) GG/AC**

That Standing Orders be suspended to reconsider Committee Membership.

**FC/98 COMMITTEE MEMBERSHIP**

**RESOLVED (unanimous) AC/GG**

That Councillor Parry become a member of the Policy & Finance Committee.

**FC/99 RE-INSTATE STANDING ORDERS**

**RESOLVED (unanimous) TG/RP**

That Standing Orders be re-instated.



**FC/100 COMMITTEE RECOMMENDATIONS – SERVICES COMMITTEE 3<sup>rd</sup> JUNE 2019**

**RESOLVED (unanimous) TF/GG**

That the recommendations from the Services Committee Meeting on the 3<sup>rd</sup> June 2019 be approved;

**CASTLE GARDENS**

- i) To establish the ownership and the maintenance liability for the small retaining wall surrounding Castle Gardens.
- ii) If the Town Council has maintenance liability, to seek quotes for remedial works.
- iii) To note that the advice of the Conservation Officer would not remove the spores from the wooden carriage of the cannon.
- iv) To agree that the spores are detrimental to the health of the wooden structure and arrange for the wooden plinth under the cannon to be carefully pressure washed to remove the spores.

**LUDLOW IN BLOOM JUDGING**

To approve the request from Ludlow in Bloom to use the Museum at the Buttercross as a starting point for 2019 judging from approx. 9.15am on Friday 12<sup>th</sup> July 2019, and delay public opening if necessary.

**PLAY AREAS & PATHS**

- i) To approve works to the junior multiplay climbing net at Wheeler Road to be completed by Kompan as per the quotation of £2979.12;
- ii) That the standard replacement seats for damaged swings at the Linney Play Area are purchased from 'Online Playgrounds' as per the quotation of £202.00;
- iii) To purchase play bark from Scotbark for Housman Play Area as per the quotation of £3,042.00 to include transportation and installation on site;
- iv) To note the available budgets £2,938 in Amenities maintenance and requirement to spend from contingences budget (£21,826).

**FC/101 COMMITTEE RECOMMENDATIONS – POLICY & FINANCE COMMITTEE 10<sup>th</sup> JUNE 2019**

**RESOLVED (unanimous) AC/TM**

That the recommendations from the Policy & Finance Committee on 10<sup>th</sup> June 2019 be approved;

DEBT RECOVERY POLICY

That the Debt Recovery Policy be amended to impose a 2% charge per month on all unpaid invoices outside the 28 day payment period.

POLICIES

That:-

- a) the Subject Access Policy be adopted.
- b) the Security Incident Policy be adopted.

**FC/102 COMMITTEE AND WORKING GROUP MINUTES**

**Policy & Finance Committee 15<sup>th</sup> April 2019**

**RESOLVED (unanimous) AC/CS**

That the minutes from the Policy & Finance Committee held on 15<sup>th</sup> April 2019 be received.

**FC/103 SERVICES COMMITTEE 3<sup>rd</sup> JUNE 2019**

**RESOLVED (unanimous) TG/GG**

That the minutes from the Services Committee held on 3<sup>rd</sup> June 2019 be received.

**FC/104 REPRESENTATIONAL COMMITTEE 1<sup>st</sup> MAY 2019 AND 29<sup>th</sup> MAY 2019**

**RESOLVED (unanimous) GG/CS**

That the minutes from the Representational Committee held on 1<sup>st</sup> May 2019 and 29<sup>th</sup> May 2019 be received.

The meeting closed at 7:58pm

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

\_\_\_\_\_  
Date

NB Closed session minutes will NOT be issued.