

MINUTES

Minutes of a meeting of the **COUNCIL** held in the Guildhall, Mill Street, Ludlow on **MONDAY 31ST JULY 2017** at 7.00 PM.

FC/117 PRESENT

Chairman: Mayor Gill

Councillors: Clarke; Cobley; Jones; Garner; Ginger; Lyle; Mahalski; O'Neill; Parry; Pote; Sheward and Smithers.

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

FC/118 PRESENTATION

The Mayor read the citation for the Civic Award for Mr G Acton and invited him forward to receive it.

FC119 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/120 APOLOGIES

Apologies for absence were received from Councillors Paton and Perks.

Apologies were also received for Unitary Councillors Boddington and Huffer.

FC/121 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests

None Declared

Conflicts of Interest

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Cllr M Clarke	10	Car owner and resident
Cllr A Cobley	10	Car owner and resident
Cllr R Jones	10	Car owner and resident
Cllr E Garner	10	Car owner
Cllr G Ginger	10	Car owner and resident
Cllr A Mahalski	10	Car owner and resident
Cllr S O'Neill	10	Car owner and resident

Cllr V Parry (serious conflict)	10	Unitary Councillor, Car owner and resident Chair, Ludlow in Bloom
Cllr R Pote	10	Car owner and resident
Cllr J Smithers	10	Car owner and resident

Councillor Ginger expressed concern in relation to the Parking Consultation (Item 10 on the Agenda) that there may be grounds for declaring a pecuniary interest as a shop owner and resident, although after consideration a conflict of interest was declared.

Personal Interests

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Cllr A Cobley	9	Friends of Ludlow Hospital
Cllr D Lyle	11	Knows David Currant and affiliated with Ludlow 21
Cllr V Parry	9	Friends of Ludlow Hospital
Cllr R Pote	11	Attends Ludlow 21 meetings and involved with the process.
Cllr C Sheward	16	Offered discount by Market Traders but declined.
Cllr J Smithers	11	Attends Ludlow 21 meetings and involved with the process.

FC/122 PUBLIC OPEN SESSION (15 minutes)

Joyce Brand, College Street – Mrs Brand spoke in relation to the 10K race which had occurred in Ludlow recently. She informed Council that she wanted to know why a public consultation regarding the race, as it was a paid entrance event, had not happened, and advised that she had contacted Shropshire Council regarding this. She stated that Shropshire Council had responded by sending her an email which had been sent to all Town Councillors regarding the race. She added that to her knowledge a discussion had not taken place at the Town Council and asked for an explanation.

The Mayor responded that the matter had been discussed at the Representational Committee. He added that he was in support of this type of event which brought additional trade to businesses and that furthermore had interviewed businesses who had confirmed an increase in trade, apart from one which had reported a drop in business the previous week to the event, but this has been attributed to the closure of the A49 at Onibury for work at the level crossing. He listed the businesses that he had spoken to, one of which stated that if they had known of the increase in trade they would have extended their licence. He agreed with Mrs Brand that mistakes had been made regarding the process, but added that Ludlow is not just a Town Centre and this event had had an influence past the centre.

Juliet Diamond, Mill Street – Mrs Diamond spoke regarding the 10K race and informed Council that her information and research had been done in a hurry and

was contrary to what the Mayor had reported. She added she was glad that the Mayor had spoken to local businesses. She went on to say that residents wanted to support these types of events and a public consultation prior to the event would have enabled this. Mrs Diamond pointed out that if the Event Organisers had done their research before the event it may have benefitted the Town more.

The Mayor responded that the businesses he had spoken to had put their comments onto Facebook which disassociated themselves from Mrs Diamond's comments, however he stated he did not disagree with all her comments.

David Carrant – 20's plenty campaign – Mr Carrant outlined the papers included in the Agenda. He advised Council that the campaign was now becoming a countrywide movement and that Church Stretton, Oswestry, Shifnal and Bridgnorth Town Councils were organising similar surveys. He informed Council that a meeting was being held on the 20th September in Shrewsbury, which would outline the advantages of the scheme and would provide more information, to which Members were invited.

Cllr Julia Buckley – Bridgnorth Town Councillor, Community Hospital Services – Cllr Buckley explained to Council that Bridgnorth Town Council (BTC) had written to SaTH (Shrewsbury & Telford Hospital) and the CCG (Clinical Care Group). She outlined that a copy of that letter had been included in the Council Agenda and she urged Ludlow Town Council to take a similar stand and action. Cllr Buckley went on to say that she had supported the campaign to keep maternity services locally and have the maternity unit re-opened.

She informed Council that SaTH were doing an engagement exercise over the summer, which would be an online survey open to the public, which she urged all those present to complete. At the beginning of September a Code Design Workshop for services was being undertaken by SaTH and the CCG. At the end of this Workshop recommendations would be made followed by proposals. There would be no further public consultation and the decision on services would be made.

She highlighted that the letter sent from BTC highlighted that BTC was a key stakeholder and that no consultation had been carried out prior to the temporary closure of Bridgnorth's Maternity Unit. She explained that she had received two responses from the letter. Firstly from the CCG that no consultation had been carried out, and was due to start in the summer. Secondly, a response from Simon Wright, Chief Executive of SaTH, that the closures were temporary and a decision had been made quickly.

Councillor Buckley re-iterated that there was a small window of opportunity for the public to become part of the engagement process, before a decision was taken in September for Members to represent residents. She added that next year Minor Injuries would be reviewed and by taking action now members could influence the survival of Community Hospitals.

Mr J Meadows, Dinham – Mr Meadows stated that in his opinion a verbal conversation with business owners in relation to the 10k race was not a

comprehensive survey and that all businesses owners and market traders should be included.

FC/123 UNITARY COUNCILLORS SESSION

Viv Parry, Ludlow South – Councillor Parry reported that small business cards had been printed up for Hands Together a 'one-stop shop' for the elderly to access services in Ludlow. She informed Council that she was due to meet with a representative from Birmingham in relation to helping set Ludlow up as a 'Dementia Friendly Town' and that members and organisations would be invited to a future meeting. It had been estimated that 400 residents in Ludlow suffered with dementia and that the Ludlow had a population of 63-65% older people, which would only increase with time.

FC/124 OPEN MINUTES – 19th JUNE 2017

RESOLVED (11:0:2) CS/GG

That the open minutes of the Council meeting held on the 19th June 2017, be approved as a correct record and signed by the Chairman.

FC/125 CLOSED MINUTES – 19TH JUNE 2017

RESOLVED (11:0:2) RJ/GG

That the closed minutes of the Council meeting held on the 19th June 2017, be approved as a correct record and signed by the Chairman.

FC/126 MINUTES – 29th JUNE 2017

RESOLVED (unanimous) GG/CS

That the minutes of the Council meeting held on the 29th June 2017, be approved as a correct record and signed by the Chairman.

FC/127 ITEMS TO ACTION

The Mayor thanked the staff for their work.

RESOLVED (unanimous) RJ/AC

That the Items to Action be noted.

FC/128 LUDLOW HOSPITAL – LEAGUE OF FRIENDS UPDATE

The Mayor highlighted the update in the Agenda from the League of Friends of Ludlow Hospital. He went on to say that he had attended a public meeting with Mr Mendez of SaTH, which, in his opinion focused only on financial considerations and not community, rural well-being. Ludlow Hospital beds had

been reduced from 77 and this would of course drive up the unit cost per bed. The rent paid to the landlord PropCo was also additional financial burden.

Councillor Pote added that he had also attended the meeting and praised the work of Defend our NHS adding that residents owed them a debt of gratitude.

The Mayor also reported that a meeting had taken place today and that a decision would be published on the 3rd August 2017, over the closure of either the A&E at Shrewsbury or Telford Hospital by the CCG. A further meeting would take place on the 12th August where the two CCG's would endorse closure plans.

FC/129 LETTER FROM COUNCILLOR JULIA BUCKLEY, BRIDGNORTH TOWN COUNCILLOR REGARDING MATERNITY SERVICES AT BRIDGNORTH HOSPITAL

RESOLVED (unanimous) GG/JS

That:-

- i) The Town Clerk is authorised to send a similar letter to SaTH
- ii) The final paragraph in the letter from Bridgnorth Town Council is used and amended to read "We seek formal invitation to participate..."
- iii) The Town Clerk is authorised to write to the LJC Parish Council's inviting them to send their own letter of support.

FC/130 SHROPSHIRE COUNCIL PARKING CONSULTATION

Members raised concerns over:-

- That the proposals seemed to be geared for Shrewsbury not Ludlow.
- The extension from short to long stay parking would cause more congestion in the Town Centre and create a general shortage of car parking and also for both GP surgeries with limited or no parking.
- The proposal of Castle Square car park to become long-stay would compound the current parking problems on Events Square.
- Removal of the 'pop and shop' scheme would deter local shoppers.
- Decrease in free parking times with the extension of parking times from 6pm-8pm would harm the night-time economy of the town.
- There only beneficiary of the increased Sunday charges is Shropshire Council's coffers.
- That the proposed increases were astronomical at 167% and 273%.
- The new higher charges in Castle Street Car Park would penalise shoppers, workers and tourists.
- That the proposals are biased towards those who "can afford to pay" and have deep pockets.
- The revenue collected by Shropshire Council is not returned to Ludlow for car park improvements/renovations.

- That the current resident's permit scheme is flawed.
- Inaccuracies in the supporting information in relation to the distance between car parks and quantity of spaces.
- The proposal for season tickets for lorry parking was cheaper than car parking at Smithfield Car Park.
- The consultation is realistically only available via the internet, excluding some residents.

Councillor Smithers asked the newspaper reporter present if they would put an article in the newspaper asking residents to send their comments regarding the parking proposals to their Ward Councillor.

RESOLVED (unanimous) GG/TG

That:-

- i) That all Members send their comments to the Town Clerk no later than the 7th August.
- ii) Comments to be compiled into proposals focused on the needs of Ludlow and brought to the next available meeting for approval.
- ii) Ward Councillors invite comments from local residents to ensure that the proposals reflect local concerns and priorities.

FC/131 LUDLOW 21 – 20's PLENTY CAMPAIGN

Councillor Clarke raised concerns over policing the speed limit, should it be adopted, although in principal he agreed it was a good idea. He added that this scheme was not supported by the Police Crime Commissioner or the Director of Public Health, as it was not a workable scheme.

RESOLVED (12:0:1) TG/GG

- i) To note the information from Ludlow 21
- ii) Councillors were encouraged to attend the conference on the 20th September in Shrewsbury.

FC/132 SUSPEND STANDING ORDERS

RESOLVED (unanimous) TG/CS

To suspend Standing Orders to reconsider the item regarding Committee Membership.

FC/133 COMMUNICATIONS WORKING GROUP

RESOLVED (7:3:3) TG/SO

That a Communications Working Group is created.

FC/134 **MEMBERSHIP OF COMMUNICATIONS WORKING GROUP**

The Mayor invited self-nominations for the Communication Working Group.

RESOLVED (9:1:3)

That the membership for the Communications Working Group be Councillors Cobley, Garner, Lyle' O'Neill and Smithers.

FC/135 **REPRESENTATIVES ON OUTSIDE BODIES**

RESOLVED (unanimous) AM/TG

That the Town Council appoints Representatives on the Civic Society and Friends of Ludlow Museum.

FC/136 **RESOLVED** (unanimous) AM/TG

That Councillor Mahalski be the Town Council's Representative on the Civic Society.

FC/137 **RESOLVED** (unanimous) AM/TG

That Councillors Parry, Malhaski and Smithers are Town Council Representatives on the Friends of Ludlow Museum, although only one of the three may attend each meeting.

FC/138 **RESOLVED** (12:01) RJ/TG

That for the Ludlow 21 Groups:-

- i) Councillor Garner be the Town Council's Representative on the Green Festival;
- ii) Councillor Pote be the Town Council's Representative on the Ludlow 21 Transport Group;
- iii) Councillor Lyle be the Town Council's Representative on the Reducing Waste/Re-using/Recycling Group;
- iv) Councillor Robin Pote be the Town Council's Representative on the Ludlow 21 Swifts Group.

FC/139 **RE-INSTATE STANDING ORDERS**

RESOLVED (unanimous) SO/GG

That Standing Orders be re-instated.

FC/140 RECOMMENDATIONS FROM POLICY & FINANCE 10th APRIL 2017

PF/116 INSURANCE REVIEW

PF/118 RECOMMENDED (unanimous) JS/GP

That the Intruder Alarm Protocol addendum to Lone Worker Policy, be adopted.

RESOLVED (unanimous) AC/JS

That the recommendations from the Policy & Finance Committee meeting held on the 10th April 2017 be approved:

INSURANCE REVIEW

That the Intruder Alarm Protocol addendum to Lone Worker Policy, be adopted.

FC/141 RECOMMENDATIONS FROM POLICY & FINANCE 24th JULY 2017

PF/26 COUNTRYSIDE ACCESS STRATEGY REVIEW

RESOLVED (unanimous) GP/EG

That:-

- a) the draft reply provided by the Town Clerk is amended to include comments of councillors at the meeting, and circulated to all Councillors for feedback prior to Full Council.*
- b) Full Council on 31 July 2017 agree a final consultation response*
- c) Cllr Garner explores the timescale and the town council's eligibility to apply for the next round of European Union Leader funding to support tourism activities in Ludlow, and brings the information back to Committee.*

PF/27 POLICIES

Health and Safety Policy and Handbook

RECOMMENDED (unanimous) GP/MC

That:-

- a) the Town Clerk write a letter to Ellis Whittam expressing the Town Council's dissatisfaction that the Health and Safety Policy and Handbook were provided to the Council with so many inaccuracies relating to the corporate structure of the Council.*
- b) Ludlow Town Council supports the current practice and continued development of standard operating procedures.*
- c) the Health and Safety Policy and Handbook are adopted as a fit for purpose document subject to the correction of the inaccuracies relating to the corporate structure of the Council.*

RESOLVED (unanimous) AC/GG

That the recommendations from the Policy & Finance Committee meeting held on the 10th April 2017 be approved and the final consultation paper included in the Agenda is adopted.

COUNTRYSIDE ACCESS STRATEGY REVIEW

That:-

- a) the draft reply provided by the Town Clerk is amended to include comments of councillors at the meeting, and circulated to all Councillors for feedback prior to Full Council.
- b) Full Council on 31 July 2017 agree a final consultation response
- c) Cllr Garner explores the timescale and the town council's eligibility to apply for the next round of European Union Leader funding to support tourism activities in Ludlow, and brings the information back to Committee.

FC/142 RESOLVED (unanimous) AC/GG

That the recommendations from the Policy & Finance Committee meeting held on the 10th April 2017 be approved, subject to amendments from Ellis Whittam.

POLICIES

Health and Safety Policy and Handbook

That:-

- a) the Town Clerk write a letter to Ellis Whittam expressing the Town Council's dissatisfaction that the Health and Safety Policy and Handbook were provided to the Council with so many inaccuracies relating to the corporate structure of the Council.
- b) Ludlow Town Council supports the current practice and continued development of standard operating procedures.
- c) the Health and Safety Policy and Handbook are adopted as a fit for purpose document subject to the correction of the inaccuracies relating to the corporate structure of the Council.

FC/143 COMMITTEE & WORKING GROUP MINUTES

Policy & Finance Committee 12th June 2017

RESOLVED (unanimous) AC/TG

That the minutes from the Policy & Finance Committee held on 12th June 2017 be received.

FC/144 Representational Committee 28th June 2017

RESOLVED (unanimous) GG/CS

That the minutes from the Representational Committee held on 28th June 2017 be received.

FC/145 Representational Committee 19th July 2017

RESOLVED (unanimous) GG/CS

That the minutes from the Representational Committee held on 19th July 2017 be received.

FC/146 Services 17th July 2017

RESOLVED (12:0:1) MC/GG

That the minutes from the Services Committee held on 17th July 2017 be received.

FC/147 Staffing & Appeals 10th July 2017

RESOLVED (12:0:1) RJ/TG

That the minutes from the Staffing & Appeals Committee held on 10th July 2017 be received.

FC/148 Staffing & Appeals 14th July 2017

RESOLVED (12:0:1) RJ/CS

That the minutes from the Staffing & Appeals Committee held on 14th July 2017 be received.

FC/149 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) RJ/RP

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

The meeting closed at 9.25pm

Town Mayor

Date

NB Closed session minutes will be issued.



CLOSED SESSION MINUTES

Closed Session minutes of a meeting of the **COUNCIL** held in the Guildhall, Mill Street, Ludlow on **MONDAY 31st JULY 2017** at **7:00PM**

FC/150 **STAFFING MATTER**

RESOLVED (unanimous) **GG/AC**

That:-

- i) The Council authorises a letter to be sent from the Mayor to the Market Traders explaining the need to correct or retract the inaccuracies.

FC/151 **EXTENSION OF THE MEETING**

RESOLVED (unanimous) **TG/RJ**

That the meeting be extended for 30 minutes.

FC/152 **GUILDHALL**

RESOLVED (unanimous) **TG/VP**

That a single item extraordinary Council meeting is called, date to be arranged, to review previously received information and decisions, and agree a final and workable way forward.

The meeting closed at 9.25pm

Town Mayor

Date