



MINUTES

Minutes of a meeting of the **COUNCIL** held in the Guildhall, Mill Street, Ludlow on **MONDAY 18th MARCH 2013** at **7.00PM**.

FC/344 **PRESENT**

Chairman: Councillor Pound, Mayor

Councillors: Aitken; Callender; Davies; Draper; Hunt; McCormack; Newbold; Parry; Perks; Phillips; Smithers; Toop

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

Also in Attendance: David Current, Co-Wheels
Lesley Pritchard, Ludlow in Bloom

FC/345 **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/346 **APOLOGIES**

Apologies for absence were received from Councillor Wilcox.

FC/347 **DECLARATIONS OF INTEREST**

Disclosable Pecuniary Interests

None declared.

Conflicts of Interest

None declared.

Personal Interests

<u>Member</u>	<u>Interest</u>	<u>Reason</u>
Councillor Parry	Queens Diamond Jubilee Ludlow in Bloom	Member Chair
Councillor Aitken	Queens Diamond Jubilee	Member
Councillor Phillips	Ludlow Business Owner	Parking
Councillor Toop	Queens Diamond Jubilee	Member

Councillor Perks	Skillbuilders Twinning Parking Chamber of Commerce	Member Member
Councillor Smithers	Twinning Fringe Festival	
Councillor Hunt	Ludlow Park and Ride	Bus Driver

FC/348 PUBLIC OPEN SESSION (15 minutes)

There were thirteen members of the public and press present.

Rai Fisher, Roses and Fishes Interiors, Broad Street, Ludlow, made a statement on behalf of the retailers and businesses of Ludlow. She stated that the impact of the new Sunday parking charges was already being felt.

She said many businesses had begun opening on a Sunday to counteract the effects of the recession and were now being penalised. She added that a petition of over one thousand signatories had been collected to rescind the Sunday on-street parking charges.

Robin Pote, 12a Mill Street stated that the Town Centre Residents Association did support free parking both on and off street on Sundays but as this is unlikely the new scheme was the best option. He asked that the 6 month trial be allowed to take its course in order to gauge the true effects on the town prior to review.

FC/349 PUBLIC OPEN SESSION FEEDBACK (15 minutes)

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

FC/350 UNITARY COUNCILLORS SESSION

Unitary Councillor R Taylor-Smith, Ludlow North, stated that resurfacing works in Ludlow were continuing despite some delays due to the weather and the issues in Bromfield Road would be rectified shortly.

Councillor R Taylor-Smith went on to say that Ludlow and Shrewsbury were the only towns with on-street parking charges and they were the only towns to have a Park and Ride service. She added that there were many different schemes that could be looked in regard to parking including the Town Council subsidising the scheme. She added that all submitted information was considered at the Cabinet meeting.

Due to time constraints Unitary Councillor M Taylor-Smith, Ludlow South, was unable to speak in the Public Open Session and stated that he was speaking as

a member of the public. He quoted from the Journal stating that Ludlow Town Council's press release had not communicated to their former employee.

Speaking as a Unitary Councillor Mr Taylor-Smith said that the Sunday Parking Scheme consultation had been extended to allow further submissions and that Shropshire Council took into account who comments came from not just the number for or against. He stated that the scheme was a whole package including reduced charges in car parks on Sundays and as there was almost double the number of off-street spaces this was not an income generating scheme. He added that Shropshire Council were looking to extend the Parking and Ride service to Sundays during summer months.

FC/351 MINUTES

a) 9th January 2013 – Open Session

RESOLVED (JA/PD 11:0:2)

That the minutes of the Council meeting held on the 9th January 2013, be approved as a correct record and signed by the Chairman.

FC/352 b) 28th February 2013 – Open Session

RESOLVED (PD/PT 10:0:3)

That the minutes of the Council meeting held on the 28th February 2013, be approved as a correct record and signed by the Chairman.

FC/353 c) 28th February 2013 – Closed Session

RESOLVED (GP/PT 10:0:3)

That the closed session minutes of the Council meeting held on the 28th February 2013, be approved as a correct record and signed by the Chairman.

FC/354 SHROPSHIRE CAR CLUB – CO-WHEELS

Mr Currant thanked the Council for inviting him to the meeting and made a presentation to Members on the Co-Wheels Car Club scheme. The presentation is attached to these minutes.

FC/355 LUDLOW IN BLOOM

Lesley Pritchard of Ludlow in Bloom made a presentation, which is attached to these minutes, on the 2012 judging day.

FC/356 POLICY & FINANCE COMMITTEE**a) Minutes – 21st January and 4th March 2013 – Open and Closed Session****RESOLVED (SM/JA 10:0:3)**

That the open and closed session minutes of the Policy and Finance Committee meetings held on the 21st January and 4th March 2013, be received.

FC/357 b) Recommendations**Recommendations from Services Committee**

That:-

- i) the Town Council write a letter of support to the Walkers Welcome Initiative;
- ii) the Town Council pay the £50 Walkers Welcome project registration fee;
- iii) the Town Council pay a contribution of £50 for the defibrillator cascade telephone system.

RESOLVED (SM/JS 12:0:1)

That:-

- i) the Town Council write a letter of support to the Walkers Welcome Initiative;
- ii) the Town Council pay the £50 Walkers Welcome project registration fee;
- iii) the Town Council pays a contribution of £50 for the defibrillator cascade telephone system.

FC/358 Town Plan Report

That:-

- i) the changes made to the Town Plan as contained within the minutes of the Town Plan Working Group meeting held on the 30th October 2012 and the matrix attached to the report be noted.
- ii) any further major review, changes or further implementation of the Town Plan be postponed until the new Council is convened in May 2013.

RESOLVED (SM/PD 12:0:1)

That:-

- i) the changes made to the Town Plan as contained within the minutes of the Town Plan Working Group meeting held on the 30th October 2012 and the matrix attached to the report be noted.
- ii) any further major review, changes or further implementation of the Town Plan be postponed until the new Council is convened in May 2013.

FC/359 Barclay Card Statement

That the Council seeks to use UK based suppliers for online purchases whenever possible.

RESOLVED (SM/JS 11:0:2)

That the Council seeks to use UK based suppliers for online purchases whenever possible.

FC/360 Street Trading Policy

That:-

- i) where available electricity is charged at a minimum of £1.00 per day for lighting only. The use of any other electrical equipment will be charged at £5.00 per day for non-vehicular pitches and £7.50 per day for vehicular pitches.**
- ii) all electrical equipment must be safe and comply with the requirements of statutory regulations such as the Health & Safety at Work Act.**
- iii) no Street Trader is to use an electrically run heater.**
- iv) the period of notice required by the Office to process an application for Street Trading is a minimum of 7 days, or at the discretion of the Town Clerk.**
- v) the additional section on cancellations, credits and refunds be adopted into the Policy.**
- vi) section 13 of the Street Trading Policy be amended to read as follows:-**
 - 13.1 If a permit is surrendered for cancellation within normal office hours and 24 hours prior to trading a credit will be permitted.**
 - 13.2 The Town Council reserves the right not to grant a credit if a permit is presented for cancellation (in full or part) with less than 24 hours notice.**

RESOLVED (SM/JS 12:0:1)

That:-

- i) where available electricity is charged at a minimum of £1.00 per day for lighting only. The use of any other electrical equipment will be charged at £5.00 per day for non-vehicular pitches and £7.50 per day for vehicular pitches.**
- ii) all electrical equipment must be safe and comply with the requirements of statutory regulations such as the Health & Safety at Work Act.**
- iii) no Street Trader is to use an electrically run heater.**
- iv) the period of notice required by the office to process a Street Trading application is a minimum of 7 days or at the discretion of the Town Clerk.**
- v) the additional section on cancellations, credits and refunds be adopted into the Policy.**
- vi) section 13 of the Street Trading Policy be amended to read as follows:-**

- 13.1 If a permit is surrendered for cancellation within normal office hours and 24 hours prior to trading a credit will be permitted.
- 13.2 The Town Council reserves the right not to grant a credit if a permit is presented for cancellation (in full or part) with less than 24 hours notice.

FC/361 Communications Working Group - Time Capsule

That:-

- i) the leaflet regarding poverty should be included in the time capsule;**
- ii) the Visitor Information Centre should be approached for Ludlow based leaflets to be included;**
- iii) the capsule is officially closed at the Annual Town Residents Meeting.**
- iv) a photo opportunity is undertaken with Councillors after 2nd May but before 7th May 2013 before the capsule is placed in it's resting place.**

RESOLVED (SM/GP 12:0:1)

That:-

- i) the leaflet Ludlow Under Poverty should be included in the time capsule;
- ii) the Visitor Information Centre should be approached for Ludlow based leaflets to be included;
- iii) the capsule is officially closed at the Annual Town Residents Meeting 2013.
- iv) a photo opportunity is undertaken with Councillors after 2nd May but before 7th May 2013 before the capsule is placed in it's resting place.

FC/362 Communications Working Group - Website

That the Town Clerk be authorised to offer the Community Council in Shropshire the Town Council Chamber as a venue for social media training in South Shropshire.

RESOLVED (SM/JS 12:0:1)

That the Town Clerk be authorised to offer the Community Council in Shropshire the Town Council Chamber as a venue for social media training in South Shropshire.

FC/363 Policies

a) Members Induction Pack

That the Members Induction Pack be adopted.

RESOLVED (SM/JS 12:0:1)

That the Members Induction Pack be adopted.

FC/364 b) Castle Gardens Policy

That the Castle Gardens Policy, subject to inclusion of the words “general public” in the first paragraph and the deletion of “cyclists”, be adopted.

RESOLVED (SM/JA 11:0:2)

That the Castle Gardens Policy, subject to inclusion of the words “general public” in the first paragraph and the deletion of “cyclists”, be adopted.

FC/365 REPRESENTATIONAL COMMITTEE

RESOLVED (JA/GP 12:0:1)

That the minutes of the Representational Committee meetings held on the 21st November 2012, 19th December 2012, 16th January 2013 and 13th February 2013, be received.

FC/366 SERVICES COMMITTEE

a) Minutes

RESOLVED (PH/PD 12:0:1)

That the minutes of the Services Committee meetings held on the 14th January and 25th February 2013, be received.

FC/367 b) Recommendations

Dinham/Castle Gardens

That:-

- i) the Town Clerk be authorised to respond to the Fringe Festival organiser confirming that the Committee had no objections to Events Square being used on the dates requested; and**
 - ii) decline the request for use of Castle Gardens for the Fringe Festival;**
- Members agreed that in order to avoid confusion the gardens continue to be referred to as Castle Gardens.

RESOLVED (JS/AP Unanimous)

That:-

- i) the Town Clerk be authorised to respond to the Fringe Festival organiser confirming that the Committee had no objections to Events Square being used on the dates requested; and
- ii) decline the request for use of Castle Gardens for the Fringe Festival.

FC/368 Bus Stops/Bus Shelter on Corve Street

That:-

- i) following discussion with Shropshire Council's Transport officer, Ludlow Town Council create a virtual image of potential new bus shelter locations and advertises these at the locations and on a website; and
- ii) a public consultation is conducted.

RESOLVED (JS/PH 9:1:3)

That:-

- i) following Shropshire Council's Transport officer, creating a virtual image of potential new bus shelter locations, Ludlow Town Council advertises the images at the suggested locations and on the website; and
- ii) a public consultation is conducted.

FC/369 LUDLOW FRINGE FESTIVAL

Councillors consider the letter received from the Ludlow Fringe Festival confirming that any charges they set for the use of the Events Square during the festival would be to cover costs only, no profit would be made and the majority of event on the square would be for entertainment purposes only.

RESOLVED (JS/PT 10:0:3)

That no charge be made to the Ludlow Fringe Festival for the use of the Events Square in 2013.

FC/370 STAFFING AND APPEALS SUB-COMMITTEE

RESOLVED (JS/PT 10:2:1)

That the closed session minutes of the Staffing and Appeals Sub-Committee meetings held on the 26th November 2012, 10th, 12th and 20th December 2012, 9th January 2013 and 26th February 2013, be received.

FC/371 TWINNING SUB-COMMITTEE

a) Minutes

RESOLVED (GP/MP 12:0:1)

That the minutes of the Twinning Sub-Committee meeting held on the 21st February 2013, be received.

FC/372 b) Recommendations

Whitland Choir, Carmarthen

That the remaining £100 left in budget from 2012-2013 be added to the £100 in the budget for 2013-2014 be added together to support the choirs visit to Ludlow.

RESOLVED (GP/MP 12:0:1)

That the remaining £100 left in budget from 2012-2013 be added to the £100 in the budget for 2013-2014 to support the choirs visit to Ludlow.

FC/373 QUEEN'S DIAMOND JUBILEE

The Mayor drew Members attention to the letter received from Alan Poulton, Chair of the Queen's Diamond Jubilee Group and conveyed sincere condolences from the Council for the sad loss of Peter Turner who had been instrumental in the success of the event.

Councillor Aitken stated that the event had been a great success and he congratulated the Group.

RESOLVED (JA/PD Unanimous)

That the Queen's Diamond Jubilee Group accounts be noted.

FC/374 COMMITTEE CALENDAR

RESOLVED (JA/JS 12:0:1)

That the Representational Committee meeting scheduled to take place on the 8th May 2013 be moved to the 1st May 2013.

FC/375 PARKING MATTERS

The Mayor advised that as Sunday Parking Charges had been considered by the Council within the last six months, if Members wished to reconsider the matter Standing Order 11 would need to be waived.

FC/376 STANDING ORDERS

RESOLVED (MP/LC Unanimous)

That Standing Order 11 be waived in order to reconsider the matter of Sunday parking charges.

FC/377 PARKING MATTERS**a) Sunday Parking Charges**

Councillor Perks stated that the new Sunday Parking charges were damaging to the town. He added that the Town Council does not have the budget to subsidise charges and suggested undertaking a review of the parking charges in Ludlow.

Councillor McCormack pointed out that though she sympathises with local business and residents the Town Council has no control over parking in the town and can only represent the town's views.

RESOLVED (GP/DD Unanimous)

That:-

- i) the Town Clerk send a letter from Representational Committee as resolved.
- ii) the Town Clerk investigate the options for reviewing parking charges in Ludlow and feedback on the revenue/costings when figures are available.

FC/378 b) Car Park Ownership

The Town Clerk explained that the assets were transferred with the function so included all car parking in Ludlow. Councillor Smithers suggested registering an interest in the car park land in the event that Shropshire Council consider selling.

FC/379 EXTENSION OF THE MEETING**RESOLVED (JS/SM Unanimous)**

That in accordance with Standing Orders the meeting be extended by 30 minutes.

FC/380 b) Car Park Ownership**RESOLVED (GP/JS Unanimous)**

That:-

- i) the report be noted.
- ii) The Town Clerk report back to the Council with further information on the 'Community Right to Bid' scheme.

FC/381 HONORARY FREEMEN AND FREEWOMEN

Councillor Aitken asked what the rights or duties of such a title include. Councillor Draper stated that it is a title only and usually awarded in recognition of service to the town.

RESOLVED (GP/PH Unanimous)

That the Honorary Freemen and Freewomen report be deferred to the next Council.

FC/382 BUTTERCROSS HERITAGE INTERPRETATION CENTRE

The Town Clerk informed Members that the Buttercross Interpretation Centre business plan was developing well. The Working Group had consulted with the Tourism Group and Chamber of Trade and Commerce and this had confirmed good support for the Heritage Interpretation Centre. She confirmed that scaffolding would be installed before next week and works would begin by the end of March.

FC/383 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 (AP/MP Unanimous)

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

The meeting closed at 9.25pm.

Town Mayor

Date

N.B. Closed Session Minutes will be issued.