

## MINUTES

Minutes of a meeting of the **COUNCIL** held in the Guildhall, Mill Street, Ludlow on **MONDAY 19<sup>th</sup> MARCH 2018** at 7.00 PM.

### **FC/323 PRESENT**

Chairman: Cllr Tim Gill, Mayor

Councillors: Cllrs Clarke, Garner, Ginger, Jones, Lyle, Mahalski, O'Neil, Paton, Parry (from 7.30 pm), Perks, Sheward and Smithers.

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

Also in attendance: Tracey Onslow, Deputy Crime Commissioner  
Philippa Jackman-Day, Rural & Business Crime Officer  
PC Steve Mason, Ludlow Police Station  
CSO Bethany Hinton

### **FC/324 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/325 APOLOGIES**

Apologies for absence were received from Councillors Cobley and Pote.

### **FC/326 DECLARATIONS OF INTEREST**

#### Disclosable Pecuniary Interests

None.

#### Conflicts of Interest

##### Member

Cllr Ginger

##### Item

8

##### Reason

Owens a business in Ludlow.

#### Personal Interests

##### Member

Cllr Ginger

##### Item

4

##### Reason

Has previously had dealings, regarding council business with Mr Farley member of the public attending the meeting today

	8	Founder member of the WhatsApp Group against shoplifting and part of the 'we don't buy crime scheme'
Cllr Lyle	4	Knows Mr Farley member of the public
	15	Knows Claire Jackson, Homestart
	20	Knows Philip Belchere and Trevor Hewitt
Cllr Paton	13b	Fringe Festival Committee member
Cllr Perks	9	MLU active supporter of the hospital for many years.
	11	Internal auditor and my current ICO referral.
	12a	Member of St John's Church
	12c	Member of the War Memorial Fund Committee
	18e	Concerns regarding timing of RS commemorations
	22b	Internal auditor and my current ICO referral.

### **FC/327 PUBLIC OPEN SESSION (15 minutes)**

There were eight members of the public present.

Gill George, Defend Our NHS – Ms George informed Council that that she was speaking on behalf of Defend our NHS, and Alison Hiles of 'Save Ludlow MLU'. She believed that Philip Dunne, MP's letter was incorrect and that he had been misinformed of the short-term sickness at Shrewsbury and Telford Hospitals (SaTH). She stated that in her opinion SaTH and the Clinical Commissioning Group (CCG) were making perverse and irrational decisions which went against National Policy and would ultimately cost the health and lives of local women and babies.

Ms George informed Council that the Group intended to take up their campaign nationally because the decisions being made by SaTH and the CCG didn't feel like local solutions. SaTH and the CCG had given evidence that there were 3,250 birth in rural areas over the past year but in reality this figure was more like 200. The Group is intending to write to all women MPs, leading Consultants and figures in the community to highlight the issues faced.

Turning to ShropDoc, Ms George informed Council that the current dedicated number would be switched off on the 3<sup>rd</sup> July, and be replaced with the 111 office based service in Dudley. She felt this was unacceptable. ShropDoc would then be put out to tender, but would be a dumbed down service with no support from the Community Hospitals.

David Trotter, Humanist Group – Mr Trotter advised Council that he had written to the Town Council in December with his request for the Humanist Group to use the Town Council's microphone after the Remembrance Sunday Church Service and wreath laying at the Peace Memorial for a short reading, such as a poem and to highlight the Humanist perspective. [In terms of process, the letter had been to the CEWG and there was a recommendation for Council on the

agenda]. The letter had been included in the Agenda. Mr Trotter reported that he had been a resident in Ludlow for over 20 years, had been an RAF navigator and had also served with the Canadian Air Force. He stressed that he was an atheist, like all members of the Humanist Group, but there was no intention to undermine the current Remembrance Sunday commemorations.

Owen Elias – Humanist Group and Past Mayor – Mr Elias stated that he had attended the last Remembrance Sunday commemorations, which in his opinion should not be forgotten. With the current arrangement members of the public and organisations who did not wish to be part of the Church Service stood outside by the Peace Memorial waiting for the wreath laying. He added the Humanist Group were not disruptive and were a harmless collection of people and asked the Town Council to consider the Group's request.

Nikki Carter, Carters of Ludlow, Parys Road – Mrs Carter explained that she had attended two previous meetings of the Town Council and was interested into what progress the Police had made against crime for the town and businesses in Ludlow. She advised Council that her business had been broken into on Boxing Day 2017 and an hour and twenty minutes before the meeting it had been burgled again. Both crimes had been reported to the Police. She added that her business had not been singled out and that there had been a spate of burglaries.

John Farley, Resident – Mr Farley advised Council that as the Town Council was expanding services which the Unitary Council was giving up he was asking four questions to check on the competence of the Town Council and value for money. He read four questions, stating that he had provided them before the meeting to the Town Council and was expecting the answer that evening and to be followed up in writing by the end of the week. He then intended to share both his letter/questions and the Town Council's response to the press.

Mr Farley read the following four questions:

1. Are the staff, and particularly the town Clerk, appropriately qualified to take on the increasing workload and responsibilities as more services come within the Town Council remit and the budget increases correspondingly?
2. Can the Council please provide full and open explanation for the perceived underspend last year and the apparent inaction/delay in recruiting a Deputy to the town Clerk?
3. What is the current pay of the town Clerk and how does it compare to similar positions in equivalent councils? Likewise, the planned Deputy Town Clerk? Please also provide history of pay changes for the Town Clerk since initial appointment.
4. How is the Town Clerk managed by the councillors in respect of objective setting and evaluation of performance?

The Mayor responded. Firstly, he confirmed that time had been given to an initial response at very short notice and external imposition of a further reply timescale would not be workable.

He went on to say that the Town Council was a responsible employer and that all staff that were appointed went through a rigorous interview process. Ongoing training was provided to ensure development of staff regardless of their level within the Council structure. He established that this was an important role of the Town Council given its need to change and to navigate future needs.

Regarding the reported underspend reported as £80k in the local newspaper. He explained that this was due to the Town Council acting to ensure good value for money to ensure that they were value for money in relation to works to the Guildhall roof and natural ventilation. Initially quotes had come in for £270k but this had been reduced to £107k. This amount was being funded by £60k from the rates/precept, £20k reserves and £27k from insurance.

The Mayor explained that the Town Council had a dynamic workforce which met challenges and most recently was to appoint a Deputy Town Clerk. The delay in appointing had been due to two members of staff going on maternity leave and in turn temporary staff had to be recruited, and trained to ensure that the Town Council continued to function. Interviews for the Deputy Town Clerk he added would be happening on Tuesday 20<sup>th</sup> March 2018 and Wednesday 21<sup>st</sup> March. A member of staff would then be appointed to this role to help the Town Council negotiate the challenges ahead.

Staff he added were appointed under the terms of the Green Book. Wage levels were set by this and graded to this. The Town Clerk elaborated that the Green Book was the nationally recognised legislation for terms and conditions for employees which councils followed including the Town Council.

The Mayor advised Mr Farley that any actual information specific to employees, including wages, would not be issued as this was covered by data protection legislation. He confirmed that all staff had annual appraisals and that the Town Clerk's appraisal was annually carried out in April with the Mayor and Chair of the Staffing & Appeals Committee.

## **FC/338 UNITARY COUNCILLORS SESSION**

Councillor Boddington, Ludlow North – Councillor Boddington gave Councillor Huffer's apologies for the meeting.

He highlighted that the main issue in his opinion had been the recent inclement weather conditions, which had caused disruption three times in the past three months. Shropshire Council had responded but with very limited resources. He informed Council that he had attended a local Workshop in Birmingham regarding pooling resources across Authorities. He added that Shropshire Council could not solve everything and therefore a longer term solution needed to be sought.

Councillor Boddington went on to say that the highways budget for 2018-19 was being reduced by £5 million with the same reduction the following year.

Services he said and resources were split between 999 and Shropshire Council but there simply was not enough budget to go around, despite Shropshire Council's best efforts. He said that it was unlikely that Shropshire Council would have to deal with an emergency on the scale of Grenfield Tower, snow for two weeks was fairly typical for Shropshire. He highlighted that due to the snow the town's food chain supply had been disrupted significantly and had taken a while to recover but the more serious issue had been pharmacies where stocks of medication had been seriously depleted. He urged the Town Council to become involved in the Emergency Plan Committee to include Ludlow, which he saw as a collaboration between the Town Council, Shropshire council, Councillors and staff.

The Mayor thanked Councillor Boddington.

#### **REMEMBRANCE OF CANON JEFFRY WILCOX**

The Mayor made a statement declaring that he had been saddened by the sudden passing away of the Mayor's Chaplain, Canon Jeffrey Wilcox. Stating that he had only known him for a short time, but had come to value his opinion and dry humour. They had often walked up Broad Street together and as the Mayor put it, "he was my sort of clergy - down to earth. Canon Wilcox had a shining heart, wanting to improve society for all people, regardless of their situation or background."

The Mayor concluded that Canon Wilcox would be missed and the Town Council owed him its gratitude.

#### **FC/339 OPEN & CLOSED MINUTES - 29th JANUARY 2018**

##### **RESOLVED (unanimous) TG/RJ**

That the open and closed session minutes of the Full Council meeting on 29<sup>th</sup> January 2018 be approved, as a correct record of the meeting.

#### **FC/340 ITEMS TO ACTION**

##### **RESOLVED (unanimous) RJ/CS**

That the Items to Action be noted.

#### **FC/341 PRESENTATION FROM WEST MERCIA POLICE**

The Mayor invited Tracey Onslow, the Deputy Crime Commissioner to speak.

Ms Onslow said she was honoured to be the Deputy Crime Commissioner. She explained that she wanted to provide an overview of the Police and Crime Commissioners role (PCC). She introduced two colleagues at the meeting PC Steve Mason, based at Ludlow Police station and Philippa Jackman-Day the Rural & Business Crime Officer.

She explained that John Campion the Crime Commissioner for West Midlands had been in post since 2015. He had five main roles. He was held to account the Chief Constable, Anthony Bangham, set budgets, controlled his own budget, set a plan which had been to consultation twice and was responsible for helping to reform and retain West Mercia Police Force.

The Crime Commissioner had also instigated a Victim's Charter. If crimes were reported, services were available for victims. He had also ensured that crimes that had not been reported such as sexual violence, those services, and the charter were still available to victims. And in relation to sexual violence a male sexual advisor had now been employed. The Victim's Code is currently being reviewed. It is a comprehensive government document.

The Deputy Crime Commissioner outlined that the Crime Commissioner had also launched a 'behind the badge scheme' for staff to ensure that they suffered no abuse or assault. This scheme was available and open to all professional services.

Turning to reforming West Mercia the Deputy Crime Commissioner described a new telephone operation control service. Currently West Mercia was taking 10k weekly calls but with the new system this had dropped to 8k and covered the 101 calls. She added that only around 2k calls were emergency related. The time in which calls were answered had dropped from 14 seconds to 7. A new computer system had also been installed and like any new technology there were initial teething problems. Body cameras she stated were now widely worn by officers and this had been well received and in her opinion shortened evidence gathering. If someone was caught on camera then they were more likely to plead guilty in court. Officers had also been issued with mobile phones and laptops making working patterns simpler and Officers could work out in the Community and be seen more.

CCTV was another issue that was being addressed. Many of the Shropshire systems the Deputy Crime Commissioner stated were old legacy systems with multiple problems, the main issue was that image resolution was unsuitable. The Crime Commissioner she said was keen that all the systems linked up with Hindlip and resources were being allocated for this and something to be worked towards.

The Deputy Crime Commissioner stated that to tackle crime, a 'we don't buy crime' scheme was operating and smart water was available, along with Neighbourhood Watch Schemes, which were successfully being co-ordinated on Facebook. Cyber-crime was also something high on the Police's list to combat, younger people were being targeted as the market for the unscrupulous, as well as cards being cloned. Education classes for teenagers was also been held in the county, as statistics showed that it took an average of 20 minutes for a teenager to send a compromising photograph to a stranger.

A programme of events were being planned for the summer, as well as events by new the Rural & Business Crime Officer. Originally this role had been part-time and ad hoc but was now a dedicated post.

7.30 pm – Councillor Parry joined the meeting.

Philippa Jackman-Day the Rural & Business Crime Officer introduced herself, describing her role as being liaison between, civic roles, the communities and Police Force. She said that the title was fitting as Shropshire was mainly rural. She wanted to hear concerns and issues and had already been working closely with the Safer Neighbourhood Teams. A WhatsApp Group had been formed to help combat shoplifting in the town and reported crime had been reduced. She also confirmed that summer events would be advertised. She asked Members to report to her issues on CCTV, the WhatsApp Group as the general public were the eyes and ears on the ground, and she could then feedback.

The Mayor then invited comments from around the table and questions. He stated that he himself welcomed the increased speed for answering 999 calls, but the officer response was poor. He said that it was the fault of the lack of resources and not down to the Officer(s) when they attended, but in his opinion there were not enough police on the ground. Shoplifting - he felt had not reduced.

PC Mason responded by saying that shoplifting needed to be reported as the Police were duty bound to provide a crime number and since the introduction of the WhatsApp Group less incidences of shop lifting had been reported. He also stated that whilst the Police did know local criminals, and could gather evidence, it was down to the Crown Prosecution to prosecute. He also stated he understood the CCTV Working Group, was working towards improving CCTV in the town, along with the Police installing ANPR cameras to monitor vehicles entering Ludlow. He urged residents and Members to also report issues with drugs.

Other Members also commented on the speed of Officers attending after 999 calls and also graffiti, which PC Mason confirmed had reduced as one offender had been dealt with 12 months ago.

Councillor Perks stated that in his opinion the Community Safety Partnership needed to take more action. After the former District Council had been dissolved its activity along with other schemes had reduced or disappeared. He also voiced his concerns that reports from local businesses owners at previous meetings that residents may take things into their own hands.

The Deputy Crime Commissioner confirmed that the Community Safety Partnership was well attended, and provided a wealth of local knowledge and the PCC was keen that funding was spent locally.

Councillor Ginger raised issues over shop lifting. Having had a business in Ludlow for 32 years he said speaking for himself and other shop owners he did not feel safe from theft. In his opinion, shoplifting was out of control and

needed old fashioned Bobbies on the beat. On a single Saturday, goods of the value of £1,330.00 had been stolen. Councillor Ginger stated that he had been the first to join 'we don't buy crime' scheme and also was a founder member of the WhatsApp shopkeeper scheme.

The Mayor added the downside of reporting crime with little or no results was that insurance policies increased and if residents and businesses felt there would be no resolution then they would not report crime.

Following a question from Councillor Garner, the Rural & Business Crime Officer confirmed that her post was funded by the PCC and also the Superintendent. This had been supported with the 'we don't buy crime scheme' and funding for signage was available. She added that all residents and groups should be encouraged to join the Neighbourhood Watch Facebook Page and she would be happy to provide a list of funding/services she was involved with.

After a question from Councillor Smithers regarding knowledge of local criminals in Ludlow, PC Mason stated that there were a handful, all of whom he knew. Again he urged Members to report crime, which he said the Police would investigate. Officers received training through the Professionalising Investigation Programme (PIP), which provides an outline of the skills that investigators required along with training.

Councillor Jones stated that in her opinion she felt the largest impact would be Police presence which would deter crime. She added all it needed was for a Police vehicle to drive through Ludlow perhaps 3-4 times per week and crime would reduce.

8.06 pm – Councillor Jones left the meeting.

8.07 pm – Councillor Clarke left the meeting.

#### **FC/342 LETTER FROM THE MP – LUDLOW MLU**

Councillor Perks requested a named vote.

#### **RESOLVED (9:0:2) TG/GL**

For: EG, GG, TG, DL, TM, NP, SO, VP, JS

Against: None

Abstentions: GP, CS

That the letter be noted.

#### **FC/343 EMERGENCY PLANNING**

8.09 pm – Councillor Clarke re-joined the meeting.



**RESOLVED (unanimous) EG/TG**

- i) That the Town Council continues to liaise with Shropshire council Emergency Planning to ensure that up-to-date local information is available for Shropshire Council's Emergency Plan in Ludlow.
- ii) That a Working Group is formed of Councillors and members from other organisations.

**FC/344 EMERGENCY PLANNING WORKING GROUP**

**RESOLVED (unanimous) TG/TM**

That membership of the Emergency Planning Working Group consists of Councillors, Garner, Lyle, O'Neill, Parry, Paton, Sheward and Smithers.

**FC/345 INTERNAL AUDITOR'S INTERIM REPORT**

**RESOLVED (unanimous) MC/VP**

That:-

- i) The Internal Auditors Interim report be noted;
- ii) The Market Officer creates a digital list of market traders for each of the regular market days, which are Monday, Wednesday, Friday and Saturday.
- iii) All regular Market Traders to have an up-to-date licence and a paper copy is filed in the office.
- iv) The summary sheet recording market income separately records the income from pitches, vans and traders in the Buttercross.
- v) The existing amendment form is used for all amendments to applications for approval by the Town Clerk;
- vi) A procedure to verify that income due from Licence holders is fully collected is brought to Committee for approval;
- vii) A process for recording and monitoring trader absences is put in place;
- viii) That high priority actions, as denoted by the internal auditor, are completed and reported back to the next Services Committee;
- ix) That medium priority actions, as denoted by the internal auditor, are completed and reported back to Services Committee in due course.

**FC/346 OUTLINE PROPOSAL FROM ST LAURENCE REGARDING CHANGES TO REMEMBRANCE SUNDAY PROCEEDINGS 2018**

**RESOLVED (unanimous) GP/TG**

That the Town Clerk will undertake a walkthrough of proposed changes to proceedings and timings with St Laurence Church and report back to the Full Council in June.

**FC/347**    **REQUEST FROM THE HUMANIST GROUP AND RECOMMENDATIONS FROM THE CIVIC EVENTS WORKING GROUP****RESOLVED (10:2:0) TM/EG**

That it is clearly communicated that the Remembrance Sunday is inclusive of all organisations and the Ludlow & Marches Humanist Group are welcomed to Remembrance Sunday to lay a wreath at the appropriate time with all the other organisations who participate in the event. However, the request to have access to the microphone is declined, and it should be noted that the same request from any other organisation would also be declined.

**FC/348**    **WWI SILENT SOLDIER CAMPAIGN****RESOLVED (10:0:2) TG/TM**

That a Silent Soldier is purchased for display at Ludlow Museum at the Buttercross.

**FC/349**    **REQUEST TO PLAY ON EVENTS SQUARE 22<sup>ND</sup> APRIL 2018****RESOLVED (unanimous) GP/JS**

To approve the request for the Ludlow Concert Band to play on Events Square with the Salisbury Concert Band on the 22<sup>nd</sup> April 2018 from 11am-11.45am.

**FC/350**    **GREAT GET TOGETHER**

The Town Clerk informed Council that the requested date had been changed to Saturday 30<sup>th</sup> June to avoid a clash with the Pride Event being organised by the Fringe Festival.

Councillor Paton confirmed that the Great get Together was for fundraising only and was non-political.

**RESOLVED (unanimous) GP/TG**

That the request for a Great Get Together on Saturday 30<sup>th</sup> June 2018 on Events Square for fundraising in commemoration of Jo Cox MP is approved.

**FC/351 CIVIC NOMINATIONS**

**RESOLVED (unanimous) GP/TG**

That the Civic Awards Criteria, nomination form, press release, poster and application timetable be approved.

**FC/352 HOMESTART, LUDLOW**

**RESOLVED (unanimous) GP/TG**

That the letter from Homestart be noted.

**FC/353 COMMUNITY LED PLAN**

**RESOLVED (unanimous) MC/DL**

That the update and timetable for the Community Led Plan be noted.

**FC/354 RECOMMENDATIONS FROM P&F COMMITTEE 12<sup>TH</sup> MARCH 2018**

**POLICIES**

**Policy on the use of Town Council Gazebos for Community Groups**

**RECOMMENDED (unanimous) TG/GP**

*That the revised policy on the use of town council gazebos for community groups, with the addition of a compensation clause, is readopted.*

**SOCIAL MEDIA POLICY**

**RECOMMENDED (unanimous) EG/GP**

*That the revised Social Media Policy be adopted.*

**RESOLVED (unanimous) TG/CS**

That the recommendations from the P&F Committee meeting held on the 12<sup>th</sup> March 2018 be approved;

**POLICIES**

**Policy on the use of Town Council Gazebos for Community Groups**

That the revised policy on the use of town council gazebos for community groups, with the addition of a compensation clause, is readopted.

SOCIAL MEDIA POLICY

That the revised Social Media Policy be adopted.

**FC/355 COMMITTEE AND WORKING GROUP MINUTES**

**RESOLVED (unanimous) TM/CS**

That the minutes listed are received: Policy & Finance Committee 22<sup>nd</sup> January 2018, Representational Committee 14<sup>th</sup> February 2018, Services 5<sup>th</sup> March 2018, Staffing & Appeals 6<sup>th</sup> March 2018 and Civic Events Working Group 8<sup>th</sup> February 2018.

**FC/356 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) TG/JS**

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

Meeting closed at 9:20pm

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Town Mayor

\_\_\_\_\_  
Date

NB Closed session minutes will be issued.



## CLOSED SESSION MINUTES

Minutes of a meeting of the **COUNCIL** held in the Guildhall, Mill Street, Ludlow on **MONDAY 19<sup>th</sup> MARCH 2018** at 7:00PM

**FC/357**    **LEADER EU FUNDING UPDATE**

**RESOLVED** (unanimous) TG/GL

That the quotation from Architect Trevor Hewitt be accepted.

**FC/358**    **EXTENSION OF THE MEETING**

**RESOLVED** (unanimous) TG/CS

That the meeting be extended by 15 minutes.

**FC/359**    **GARDEN OF REST – LEGAL ADVICE**

**RESOLVED** (unanimous)    TG/CS

- i) To accept of the legal advice.
- ii) To use actual data prior to the wall collapse to calculate time spent undertaking maintenance at the Garden of Rest and use this as the benchmark for the level of works and financial commitment of the Town Council.

**FC/360**    **GARDEN OF REST – UPDATE OF TWO MEETINGS 2<sup>ND</sup> FEBRUARY AND 12<sup>th</sup> FEBRUARY 2018**

**RESOLVED** (unanimous)    GP/TG

That the update on the two meetings on the 2<sup>nd</sup> and 12<sup>th</sup> February 2018 be noted.

**FC/361**    **LETTER FROM THE MP**

**RESOLVED** (unanimous)    TG/GP

That the letter from the MP be noted.

**FC/362 EXTENSION OF THE MEETING**

**RESOLVED (unanimous) TG/JS**

That the meeting be extended by 15 minutes.

**FC/363 GENERAL DATA PROTECTION REGULATIONS (GDPR)**

**RESOLVED (unanimous) GP/TG**

That:-

- i) The NALC draft policies are revised and come back to a future Council meeting;
- ii) The quotation for a GDRP Data Protection Officer from Kevin Rose is accepted at £435 annually.

The meeting closed at 9.20pm

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Town Mayor

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Date