



MINUTES

Minutes of a meeting of the **COUNCIL** held in the Guildhall, Mill Street, Ludlow on **WEDNESDAY 20th JANUARY 2016** at 7.00 PM.

FC/190 PRESENT

Chairman: Councillor Kemp, Deputy Mayor

Councillors: Clarke; Copley; Gill; Ginger; R Jones; Parry; Perks; Sheward; and Smithers.

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

FC/191 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/192 APOLOGIES

Apologies were received from Councillors Draper, Lyle; M Jones, J Newbold, and S Newbold.

FC/193 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests

None

Conflicts of Interest

<u>Member</u>	<u>Item</u>	<u>Reason</u>
A. Copley	9	Library & Customer Service point at Craven Arms Community Centre
V. Parry	20	Trustee of St Laurence's Palmers Guild
	22	Conflict to the point of potential bias

Personal Interests

A. Copley	22	Member of the press is a former work colleague
T. Gill	20	Worships at St Laurence Church
P. Kemp	20	Volunteer during Christmas Period at St Laurence's Church
		Daughter sings in choir at St Laurence Church

V. Parry	20	Worshiper at St Laurence's Church Board of Trustees St Laurence Ludlow in Bloom
G.Perks	10 18b 20	Pride of Place, received a core grant 2014/15 Pride of Place, received a core grant 2014/15 Worshiper one of St Laurence's Church Group Member of the War Memorial Trust – engaged Town Band for Event Trustee of SSFS from 2 nd February 2016

FC/194 PUBLIC OPEN SESSION (15 minutes)

There were no members of the public present.

FC/195 UNITARY COUNCILLORS SESSION

Apologies had been received from Councillors T Huffer and R Huffer.

A Boddington, Ludlow North – Councillor Boddington highlighted the current consultation regarding the provision of the out of hours GP service 'ShropDoc' which was being compared with the national 111 service. He stated that the 111 service referred 13% of patients to the 999 service, whilst ShropDoc only referred 2%. He added that in all likelihood ShropDoc would be reduced to minimal cover or abolished.

Referring to Youth Services, Councillor Boddington advised Council that detached workers were in place for 14 year olds and had started work last Friday evening. This arrangement would continue until the summer, when negotiations would need to recommence for the service to continue, which would be difficult given that the budget for 2016/17 was zero.

Councillor Boddington drew Members attention to several current planning applications. The first was for redevelopment of maisonettes on Sandpits Road which had been delayed due to issues with a cluster of trees, however this may be overcome by replanting.

An application for changes to the Foyer would also be entering the planning process next week. The adjacent public footpath and wall, would require sensitive work to improve without losing the character.

To secure funding a decision would need to be reached before the end of the financial year on the maisonettes and the Foyer development.

Turning to the application for Stone House, Councillor Boddington stated there had been little public support for the design of the application submitted for housing. The application would be subject to a call-in because the site was owned by Shropshire Council and would be discussed at a Southern Planning Committee meeting in due course.

Councillor Ginger requested that an update be brought to the Representational Committee regarding the redevelopment of the maisonettes on Sandpits Road.

Councillor V Parry, Ludlow South - Councillor Parry informed Council that there were petitions in all GP surgeries in support of retaining the current level of service for Shropdoc.

FC/196 MINUTES – 9th NOVEMBER 2015

RESOLVED (unanimous) PK/RJ

That the open and closed session minutes of the Council meeting held on the 9th November 2015, be approved as a correct record and signed by the Chairman.

FC/197 ITEMS TO ACTION – 9th NOVEMBER 2015

The Deputy Mayor thanked the staff for producing the Items to Action list.

RESOLVED (unanimous) PK/GG

That the Items to Action from the meetings held on the 9th November 2015 be noted.

FC/198 MEETING PROTOCOL

The Deputy Mayor read out key parts of the report.

Councillor Jones requested clarification regarding non-Committee Members attending meetings as a member of the public and asked if they had to leave for confidential items. The Town Clerk confirmed that they would be asked to leave for confidential items.

Councillor Parry asked for clarification regarding conflicts of interest and Members leaving the room for particular items. The Town Clerk confirmed that if a Member was a Trustee on an outside body, a member had a dual interest and therefore due to the legal position they may need to withdraw from the room for the item.

Following a question from Councillor Sheward, the Town Clerk confirmed that recommendations from other Committees would be considered by Full Council. She added however the minutes of a Committee could only be approved by the Committee.

RESOLVED (unanimous) PK/GP

That the existing Meeting Protocol and Standing Orders for Committee Meetings be noted.

FC/199 LIBRARIES AND CUSTOMER SERVICE POINTS

The Deputy Mayor invited comments.

In reference to Ludlow Library, Councillor Parry explained that Shropshire Council attempts to change the configuration of reception desks had been thwarted by IT difficulties, and the matter had been ongoing for two years. She stated her support the library and in her opinion the combined facility of library and museum/resource centre had probably saved it from closure.

RESOLVED (unanimous) GG/GP

That

- i) the information requested and points made by LTC in the letter dated 22nd December were not fully addressed, and further clarification should be sought, to this end the portfolio holder Councillor Stuart West be invited to the next Council meeting to discuss library and customer service provision.
- ii) The Town Clerk be authorised to write to Shropshire Council to make the following points:-
 - The creation of the Ludlow's Library and Resource Centre in 2005 replaced two inadequate facilities and was funded by Shropshire County Council, Heritage Lottery funding, South Shropshire District Council and Friends of Ludlow Museum
 - The founding vision of the building was for a library and museum resource centre, not a council building;
 - At the time of planning and construction, the justification for the loss of a significant number of parking spaces, in excess of 50, was that the library and resource centre would be a significant asset for Ludlow;
 - The current reception/library configuration does not deliver the confidentially required by the staff and residents using the services based within the building and members would like to discuss how works are progressing to address these issues which, once resolved, will enable Shropshire Council to deliver a customer and community focused service;
 - To request an expedited explanation of Shropshire Council's vision for the provision of services and use of the building; and the way this vision will meet the needs of the residents of Ludlow;
- iii) The Town Clerk is to contact the Friends of Ludlow Museum to ask for their comments.

FC/200 CORE GRANT - LUDLOW CONCERT BAND**RESOLVED (unanimous) GG/TG**

That an annual core grant of £500 for 2016/17 be awarded to the Ludlow Concert Band.

FC/201 RECOMMENDATIONS FROM THE POLICY & FINANCE COMMITTEE 30th NOVEMBER 2015 – FAIR TRADE WORKING GROUP

SUSPEND STANDING ORDERS

That Standing Order 11a be suspended in order to reconsider the item regarding formation and Membership of the Fairtrade Working Group.

RESOLVED (unanimous) GP/RJ

FC/202 MEMBERSHIP OF THE FAIRTRADE WORKING GROUP

RESOLVED (unanimous) RJ/GG

That the membership of the Fair Trade Working Group consist of Councillors Lyle, Parry and Cobley.

FC/203 RE-INSTATE STANDING ORDERS

RESOLVED (unanimous) PK/RJ

That Standing Order 11a be re-instated.

FC/204 RECOMMENDATIONS FROM THE POLICY & FINANCE COMMITTEE 30th NOVEMBER 2015 – PROJECT SUPPORT GRANTS

PF/77 REPRESENTATIONAL COMMITTEE RECOMMENDATIONS

RECOMMENDED (Unanimous GG/PD)

In line with the policy that all grants will be applied for annually:

- i) From April 2016, Representational Committee receives applications for grants of up to £300.00 to provide ongoing annual support to local organisations and one-off project support*
- ii) The grant is renamed Annual & Project Support Grants*
- iii) The criteria is amended to state that the purpose of the grant can be either a one-off project or support for an established local initiative*
- iv) Representational Committee retains a budget of £2,000.00*

RESOLVED (unanimous) RJ/GG

That the recommendations regarding Annual and Project Support Grants from the Policy & Finance Committee held on the 30th November 2015 be adopted:-

Annual & Project Support Grants

In line with the policy that all grants will be applied for annually:

- i) From April 2016, Representational Committee receives applications for grants of up to £300.00 to provide ongoing annual support to local organisations and one-off project support;
- ii) The grant is renamed Annual & Project Support Grants;
- iii) The criteria is amended to state that the purpose of the grant can be either a one-off project or support for an established local initiative;
- v) Representational Committee retains a budget of £2,000.00.

FC/205 RECOMMENDATIONS FROM THE SERVICES COMMITTEE 23rd NOVEMBER 2015

S/93 MEMORIAL BENCH FEES

RECOMMENDED
GG/RJ

That the current memorial bench fee is increased to £549.00 to cover costs.

S/98 IDENTIFICATION OF MARKET STALLS

Members concurred that market stall holders must comply with legislation and display their contact details each time they trade, it is a requirement of Trading Standards and would be a mandatory requirement of the Market Licence.

RECOMMENDATION (unanimous)
GG/RJ

That

- i) the consultation responses from the Market Traders are noted;*
- ii) the Market Licence is amended to include proposed wording, to read as,*

"3a) Trader Contact Details

Traders must provide their full contact details to the Town Council and undertake to clearly display their name, postal address and telephone number on their stall at all times when trading. Email addresses where available should also be displayed. This can be in the form of business cards, leaflets, packing or simply a notice." are adopted.

RESOLVED (unanimous) RJ/JS

That the recommendations from the Services Committee held on the 23rd November 2015 be adopted:-

MEMORIAL BENCH FEES

That the current memorial bench fee is increased to £549.00 to cover costs.

IDENTIFICATION OF MARKET STALLS

That:-

- i) the consultation responses from the Market Traders are noted;
- ii) the Market Licence is amended to include proposed wording, to read as,

“3a) Trader Contact Details

Traders must provide their full contact details to the Town Council and undertake to clearly display their name, postal address and telephone number on their stall at all times when trading. Email addresses where available should also be displayed. This can be in the form of business cards, leaflets, packing or simply a notice.”

FC/206 VISION AND CORPORATE GOVERNANCE

Following a question from Councillor Perks the Town Clerk confirmed that the benefit of this document was that it was a standalone document not connected to the Town Plan.

The vision, aims, objective and corporate governance principals of the Town Council would inform the content of the Annual Report.

RESOLVED (unanimous) GP/JS

That the Town Council's Vision, Aims and Objectives and Corporate Governance Statement is adopted.

7.50pm Councillor R Jones left the meeting.

7.52pm Councillor R Jones re-joined the meeting.

FC/207 TOWN PLAN

8.00pm Councillor Gill left the meeting.

RESOLVED (unanimous) PK/VP

That the Town Plan Working Group meet on Thursday 11th February at 3 pm.

8.02pm Councillor Gill re-joined the meeting.

FC/208 HER MAJESTY THE QUEEN – 90TH BIRTHDAY CELEBRATIONS

Members discussed the options for celebrating HM the Queen's 90th birthday.

RESOLVED (unanimous) CS/GP

That:-

- i) A birthday card is commissioned from a local printer and sent from the Mayor, Town Council and residents of Ludlow to the Queen;
- ii) A budget of £500 is created for 2015/16 to be allocated to local organisations that organise 90th birthday celebrations;
- iii) a press release is issued inviting organisations to apply for part or all of the £500;

- iv) Applications will be approved by Full Council.

FC/209 BUSES UPDATE

RESOLVED (unanimous) GG/RJ

That the bus update be noted.

FC/210 COUNCILLOR NOMINATIONS FOR BUCKINGHAM PALACE GARDEN PARTY – THURSDAY 19TH MAY 2016

RESOLVED (unanimous) GG/RJ

That:-

- i) the current Mayor, Councillor Draper be nominated as the Town Council's Representative to attend the Queen's Buckingham Palace Garden Party;
- ii) the reason cited for his nomination should be tireless commitment to civic duties and his exemplary work organising Ludlow poppy appeal.

FC/211 COMMITTEE AND WORKING GROUP MINUTES

MINUTES FROM THE POLICY & FINANCE COMMITTEE 30TH NOVEMBER 2015

RESOLVED (unanimous) AC/TG

That the minutes of the Policy & Finance Committee of the 30th November 2015 be received.

FC/212 REPRESENTATIONAL COMMITTEE – MINUTES 18TH NOVEMBER AND 16TH DECEMBER 2015

RESOLVED (unanimous) GG/TG

That the minutes of the Representational Committee meetings held on the 18th November and 16th December 2015, be received.

FC/213 SERVICES COMMITTEE – MINUTES 23RD NOVEMBER 2016

RESOLVED (unanimous) RJ/AC

That the minutes of the Services Committee meeting held on the 23rd November 2015, be received.

FC/214 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) PK/JS

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

The meeting closed at 9.21pm

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 **WEDNESDAY 20th JANUARY 2016** at 7:00PM

FC/215 **TOWN WALLS**

RESOLVED (unanimous) PK/MC

That the background information and minutes be noted.

FC/216 **RESOLVED** (unanimous) GP/GG

That

- i) the Town Council seek advice from Historic England prior to appointing a structural engineer and project manager;
- ii) a press release announcing the appointment of the structural engineer would be made as soon as practicable.

FC/217 **CONFIDENTIAL RECOMMENDATIONS FROM THE SERVICES COMMITTEE**
23RD NOVEMBER 2015

S/100 **PUBLIC TOILETS – CASTLE STREET**

RECOMMENDED (9:1:1)
RJ/TG

That:-

- i) *A press release is issued to include the following points:-*
 - *in 2011 the Town Council took on the responsibility of the public toilets and from Shropshire Council;*
 - *Ludlow Town Council will work to improve the tourist experience;*
 - *The Town Council will continue to reduce costs and increase income streams;*
 - *the Town Council will actively employ related income to improve existing toilets.*
- ii) *Coin boxes are installed at Castle Street toilets.*

RESOLVED (9:0:1) GP/RJ

That the recommendations from the Services Committee on the 23rd November 2015 be approved:-

PUBLIC TOILETS – CASTLE STREET**RECOMMENDED (9:1:1)****RJ/TG**

That:-

- iii) A press release is issued to include the following points:-
- in 2011 the Town Council took on the responsibility of the public toilets and from Shropshire Council;
 - Ludlow Town Council will work to improve the tourist experience;
 - The Town Council will continue to reduce costs and increase income streams;
 - the Town Council will actively employ related income to improve existing toilets.
- iv) Coin boxes are installed at Castle Street toilets.

FC/219 EXTENSION OF THE MEETING**RESOLVED (unanimous) PK/GP**

That the meeting be extended for a further 30 minutes.

FC/220 STANDING ORDER 24(a)

9.05pm Councillor Parry addressed members and left the meeting.

RESOLVED (8:0:2) MC/TG

That Councillor Parry be removed from the Services Committee because her actions were in breach of Standing Order 24(a).

FC/221 RESOLVED (8:0:2) TG/RJ

That:-

- i) A nomination for membership to the Services Committee will not be considered for 6 months;
- ii) That appropriate training is offered;
- iii) Should appropriate/available training not be undertaken within 6 months, or this opportunity be declined, the matter would be referred to the Monitoring Officer.

9.15pm Councillor Parry re-joined the meeting.

The meeting closed at 9.21pm

Town Mayor

Date

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