



MINUTES

Minutes of a meeting of the **COUNCIL** held in the Guildhall, Mill Street, Ludlow on **MONDAY 22nd OCTOBER 2018 at 7.00 PM.**

FC/176 PRESENT

Chairman: Councillor Gill

Councillors: Clarke; Cobley; Garner; Ginger; Jones; Lyle; Mahalski, O'Neill; Parry; Perks; Pote; Sheward (Deputy Mayor) and Smithers.

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

FC/177 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/178 APOLOGIES

Apologies were received from Councillor Paton.

FC/179 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests

None.

Conflicts of Interest

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Cllr Clarke	4	Involved with Dinham Millennium Green Project
Cllr Parry		Chair Ludlow in Bloom

Personal Interests

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Cllr Clarke	15	Involved with producing the Risk Assessments
Cllr Cobley	23	Son-in-law works for the Police
Cllr Ginger	15	Owens a business in Ludlow
Cllr Lyle	6	

	8	Knows the member from the Dinham Millennium Green Trust
	14	Knows the member from the Chamber of Trade
Cllr Parry	16	Knows Derek Beattie on the Ludlow Parish Paths Partnership
	15	Volunteer at the Assembly Rooms
Cllr Perks	14	Member of the Ladies RBL
	14,15,18	Rebuilding a bench to be placed where the proposed memorial is suggested.
		Volunteer on the Ludlow War Memorial Project
Cllr Smithers	15	On the Committee for the event
	18	Member of the RBL

FC/180 **PUBLIC OPEN SESSION (15 minutes)**

A resident and member of Defend Our NHS, raised her concerns with the Council with the proposed overnight closure of the A&E at the Princess Royal Hospital. She stressed that this would have huge implications for children as well as residents as ambulances would be diverted out of the county to Wrexham, Wolverhampton or Birmingham. This would mean that journeys would take one to one and half hours each way. Children she said could be taken to Shrewsbury A&E but care could be compromised as Paediatric care had been centralised at Telford Hospital. In her opinion she felt that this was dangerous for residents in South Shropshire and Powys.

The Member of Defend Our NHS requested support from the Town Council on this issue, adding that Shrewsbury and Telford Hospital (SaTH) were having a meeting this Thursday regarding the issue.

A resident and Member of Save Ludlow Maternity Unit updated the Council stating that Ludlow Maternity Unit was still closed for births but a consultation was due to be launched. She was also in conversation with a local GP who was investigating mortality rates.

She reported that the fight over the closure of services at Ludlow for women would continue and that she had been talking to a Solicitor about the position.

The Member of Save Ludlow Maternity Unit highlighted that this Wednesday 24th October a meeting for stakeholders was being held in Shrewsbury. The meeting was open to women and residents in Shropshire and the time had been rearranged to 10.00am to accommodate mothers involved in the school run. People had been invited to sign up for the meeting in advance, however the member for Defend our NHS had been declined a place. She asked that anyone attending the meeting to update either herself or the member for Defend our NHS.

A resident and member of Dinham Millennium Green Trust explained that since the passing away of Paul Nicholls the founder member of the Trust, the group were keen to continue with the vision and work, with further public events, many of them free. The Trust he explained would like to re-instate the Annual Water Carnival encompassing the whole community from all walks of life. He explained

the planning team that had been put together for this and also thanked Councillor Clarke for his input with the Risk Assessments.

The member of the Dinham Millennium Green Trust stressed that the Trust were keen that Ludlow was kept vibrant and interesting and wanted to bring back as part of the celebrations the duck race. He had also been in touch with a member of The National Coracle Society who had been invited to bring a coracle for demonstration. He added he hoped the Linney could become part of the event and said he would be in contact with the Council to discuss this idea further in the future. A date had not been chosen but he anticipated with the support of the Town Council this would be a Spring Event.

Councillor Perks stated that events like this were still ongoing in the twinned town of Narberth and offered to introduce the member of the Dinham Millennium Green Trust to the Narberth Twinning Group.

FC/181 UNITARY COUNCILLORS SESSION

Councillor Tracey Huffer, Ludlow East – Councillor Huffer thanked the Mayor and Councillor Garner for their support in the Youth Project in their roles outside the business of the Council. She said it was anticipated the project would be launched in January. She added it was a huge commitment for Ludlow, and its young people, and she would update the Council where possible.

She went on to say that there would be the annual Fireworks Display at Gallows Bank on Monday 29th October. She thanked Councillors for volunteering for the event. For clarification she stated that the event was being funded by Tesco Bags for Life for three years until 2019.

Councillor Andy Boddington, Ludlow North – Councillor Boddington outlined that the planning application for Sidney Road would be discussed the following day. Both himself, and Councillor Parry, he said would be speaking as Unitary Councillors and Councillor Huffer had given a written statement. He confirmed that they would oppose the application but it would be a tough one.

Turning to the Restricted Parking Zone Consultation item on the Agenda, Councillor Boddington questioned the timing. He stressed that with charges and rules being changed by Shropshire Council if these changes occurred at the same time, it he felt, would cause a chill effect in the town. He acknowledged that the temporary cones had half worked and requested that the Town Council put up temporary signs and deferred the decision till a later date. If it went ahead without a delay, in his opinion he felt that it would send a message that it was difficult or impossible to park in the town centre, resulting in making the town centre tidy with a reduction in profit.

Councillor Parry, Ludlow South - Councillor Parry informed Council that Monday 29th October Weeping Cross Lane to Sidney Road would be closed, Tuesday it would be Charlton Rise to Mary Elizabeth Road and on Wednesday there would be five way traffic lights when the pedestrian crossings would be installed.

There would still be access for buses and residents while the work was being carried out, and services, such as carers.

She also explained that due to poor quality of work Corve Street had been scheduled again to be resurfaced.

Councillor Parry announced that 17 new members had joined the Access Group and would be carrying out an audit access of buildings in Ludlow shortly.

FC/182 OPEN AND CLOSED MINUTES – 17th SEPTEMBER 2018

RESOLVED (13:0:1) TG/CS

That the open and closed Minutes of Full Council on the 17th September 2018 be approved as a correct record and signed by the Chairman.

FC/183 ITEMS TO ACTION – 17th SEPTEMBER 2018

The Mayor thanked all the staff for their work during such a difficult time with absences and illness.

RESOLVED (13:1:0) TG/CS

That the Items to Action be noted.

FC/184 LUDLOW DESTINATION PARTNERSHIP

The Chair invited Ms Tish Dockherty of the Ludlow Destination Partnership to speak on its work.

Ms Dockherty explained that the Partnership had been formed three and half years ago and was essentially a loose network of representatives from organisations associated with tourism. The group had looked for opportunities for funding tourism but had had no significant success. The partnership met on a quarterly basis.

The Aim of the Partnership, she said was; *To improve and sustain an attractive offer to visitors and further Ludlow's popularity as a tourist destination;*

And the Objectives:

- *To work collaboratively to consider ways of improving Ludlow's visitor offer ;*
- *To ensure that the Ludlow brand is consistent, attractive and effective;*
- *To ensure visitor publications, websites and social media are effective and consistent;*
- *To consider ways of improving key visitor attractions, services and festivals by sharing knowledge and resources;*

- *To consider opportunities to create new visitor services and attractions;*

The Partnership had now extended to a broad list of representatives spanning Shropshire Hills Tourism Business Group, Area of Outstanding National Beauty, St Laurence Church, Fringe Festival, Food Festival, Medieval, Ludlow Castle, Ludlow Town Council (the Town Clerk and Councillor Garner), Ludlow Assembly Rooms, The Visitor Information Centre, Ludlow Brewery and Fishmore Hall.

Projects had included a map from the train station and also a Coaches are Welcome Pack, which had been taken to a National Tourism Show. The next project would be a digital social media film for the Town, which was in the early planning stages.

Councillor Parry raised the issue of coaches dropping visitors at Smithfield Car Park. In her opinion, due to incline to the centre this deterred older visitors. She asked if all coaches could drop off either on Corve Street or Old Street. Ms Dockherty replied that they would try and get in contact with the coach companies.

FC/185 MIDWIFE LED UNITS (MLU) CONSULTATION

RESOLVED (12:1:1) TG/GG

To note that the MLU consultation will commence early 2019.

FC/186 RESTRICTED PARKING ZONE CONSULTATION

The Mayor thanked Councillor Boddington for being instrumental in the initiation of the process for the Restricted Parking Zone consultation.

7.42 pm Councillor Jones left the meeting.

7.44 pm Councillor Jones re-joined the meeting.

MOTION NOT CARRIED (4:8:0) GP/MC

It is recorded that the proposals that a further consultation is carried out giving two options; one to leave the parking as it is or to continue with the proposed parking enforcement was not carried.

FC/187 RESOLVED (11:3:0) TG/GG

To adopt the restricted parking zone area as depicted on the map in yellow.

FC/188 RESOLVED (unanimous) VP/GG

To approve the prohibition of parking in the yellow zone from 7.00am – 6.30pm seven days a week.

FC/189 RESOLVED (unanimous) TG/VP

That loading times are not restricted.

FC/190 RESOLVED (unanimous) TG/GG

That parking enforcement is used to keep the existing loading bay free from the obstruction of parked cars, so that it can be used for its intended purpose, which is to enable safe and convenient loading and unloading.

FC/191 RESOLVED (unanimous) TG/VP

That vehicular access behind the market and to Quality Square are kept open at all times.

FC/192 RESOLVED (13:0:1) TG/DL

To approve allocated town centre parking for motorcycles.

FC/193 BUDGET CONSULTATION**RESOLVED (13:0:1) TG/GP**

To adopt the budget working group recommendation that due to the previous prudent budget setting, the Town Council should endeavour to work towards a zero percent precept (no) increase in 2019/20.

FC/194 MOTION NOT CARRIED (6:8:1) AC/TM

It is recorded that the proposal that the budget consultation is adopted and the information communicated via press release, social media and website, excluding the paragraph regarding the bus shelter was not carried.

FC/195 RESOLVED (13:1:0) TG/GP

That the budget consultation is adopted and the information communicated via press release, social media and website.

FC/196 **RESOLVED (unanimous) TG/MC**

That feedback from the consultation is brought to the next Council meeting on the 3rd December 2018.

FC/197 **LUDLOW EMERGENCY CONTINGENCY PLANNING****MOTION NOT CARRIED (4:9:1) RJ/GG**

It is recorded that the proposal to await further information regarding the detailed content of Ludlow Emergency Contingency Plan before taking any decisions regarding the communication cascade was not carried.

FC/198 **RESOLVED (12:1:1) RJ/GG**

That:-

- i) The role of the Town Clerk in the local communication cascade/organisation framework for Ludlow Emergency Contingency Plan is to be considered by Council;
- iii) The matter be referred to the Staffing and Appeals Committee to make appropriate arrangement for discussion with the Town Clerk to agree support, training and remuneration prior to agreement of a contractual change is considered for approval by Council.

FC/199 **LUDLOW YOUTH PARTNERSHIP INSURANCE****RESOLVED (12:0:2) GG/TG**

That the matter be deferred until further information has been received from the Town Council's insurers.

FC/200 **LUDLOW PARISH PATH PARTNERSHIP****RESOLVED (unanimous) GP/GG**

- i) To support in principle Ludlow Parish Paths Partnership's suggestion that Able Seaman William Charles Williams is acknowledge in Ludlow;
- ii) To invite Ludlow Parish Partnerships to provide a plaque to be displayed on the bench being rebuilt that, once finished will be located at the end of Sandpits Road and Orchard Gardens.

FC/201 **BATTLES OVER A NATION'S TRIBUTE**

Councillor Lyle updated Council and thanked fellow Councillors Smithers and Paton for their input on the project. She highlighted that Risk Assessments had been circulated that day, prepared by Councillor Clarke and thanked him.

Following a question from Councillor Parry, Councillor Lyle confirmed that the beacon had been purchased by Gallow's Bank Trust ,who were intending to gift this to the Town Council after the event.

RESOLVED (13:0:1) DL/GG

- i) that a letter of thanks is sent to Gallows Bank Trust for purchasing the beacon for 11th November 2018 and gifting the beacon to the Town Council after the event;
- ii) to note that a mega phone is to be used for public address;
- iii) to note that progress had been made with risk assessments;
- iv) to note that a site plan, and volunteer insurance were still outstanding.

FC/202 LUDLOW ASSEMBLY ROOMS – AUDITORIUM SEAT SPONSORSHIP

RESOLVED (unanimous) GG/RJ

That the Town Council sponsor a new seat in the Auditorium with a one off donation for £150.

FC/203 LUDLOW HOMESTART

RESOLVED (unanimous) GG/GP

To write to the Homestart Head Office to express its regret over the closure of the Ludlow branch.

8.25pm Councillor Jones left the meeting.

FC/204 POPPY APPEAL

RESOLVED (unanimous) TG/JS

That the letter of thanks from the Poppy Appeal be noted.

FC/205 HEREFORDSHIRE AND LUDLOW COLLEGE

RESOLVED (unanimous) CS/TM

That the letter of thanks for sponsorship from Ludlow College be noted.

FC/206 COMMITTEE RECOMMENDATIONS – SERVICE COMMITTEE 8th OCTOBER 2018

S/57 MARKET VAT

RECOMMENDATION (unanimous) GG/MC

To acknowledge that Ludlow Town Council would be bound by legislation should VAT be imposed; and to advise that VAT, if applicable in 2019, would most likely apply to specialist markets and whole market lets.

S/59 FEES

RECOMMENDATION (4:3:1) JS/TG

To retain fees at the same level to support stability for regular markets, specialist markets and whole market lets.

RECOMMENDATION (unanimous) GG/MC

To retain the same level for all fees in 2019 / 20

S/61 LUDLOW MUSEUM AT THE BUTTERCROSS

RECOMMENDATION (unanimous) GG/GP

To accept the proposal from the Friends of Ludlow Museum to reimburse the Town Council for the admission price of children (children would enter the museum free of charge) and send a letter of appreciation for their generous offer.

RESOLVED (12:0:1) TG/MC

That the recommendations from the Services Committee on the 8th October 2018 be approved.

MARKET VAT

To acknowledge that Ludlow Town Council would be bound by legislation should VAT be imposed; and to advise that VAT, if applicable in 2019, would most likely apply to specialist markets and whole market lets.

FEES

- i) To retain fees at the same level to support stability for regular markets, specialist markets and whole market lets;
- ii) To retain the same level for all fees in 2019 / 20.

LUDLOW MUSEUM AT THE BUTTERCROSS

To accept the proposal from the Friends of Ludlow Museum to reimburse the Town Council for the admission price of children (children would enter the museum free of charge) and send a letter of appreciation for their generous offer.

FC/207 COMMITTEE RECOMMENDATIONS – POLICY & FINANCE COMMITTEE 22nd OCTOBER 2018

PF/59 INSURANCE

RECOMMENDED (Unanimous) AC/GG

- a) *That Loss of Registration/Licence insurance is not necessary for the activities of the Town Council.*
- b) *Subject to receipt of a quotation and clarification of the scope of the cover, to purchase Terrorism insurance cover.*
- c) *That further details of Professional Indemnity insurance and a price be sought from the insurers, to be brought back to the next Policy and Finance Committee for consideration.*

RESOLVED (12:0:1) TG/MC

That Loss of Registration/Licence insurance is not necessary for the activities of the Town Council.

FC/208 RESOLVED (7:5:1) GG/AC

That terrorism insurance is not purchased.

FC/209 RESOLVED (unanimous) JS/VP

That further details of Professional Indemnity insurance and a quotation be sought from the insurers to be brought back to the next Policy and Finance Committee.

FC/210 SUSPEND STANDING ORDERS

RESOLVED (unanimous) TG/GG

To suspend Standing Order 7a to reconsider Committee and Working Group Membership.

FC/211 COMMITTEE AND WORKING GROUP MEMBERSHIP

RESOLVED (unanimous) GG/CS

That:-

- i) Councillor Lyle becomes a member of the Budget Working Group;
- ii) Due to work commitments Councillor Perks is no longer a member of the Budget Working Group.

FC/212 RE-INSTATE STANDING ORDERS

RESOLVED (unanimous) TG/CS

That Standing Order 7a be re-instated.

FC/213 COMMITTEE AND WORKING GROUP MINUTES

Policy & Finance Committee 10th September 2018

RESOLVED (11:0:2) TG/MC

That the minutes from the Policy & Finance Committee held on 10th September 2018 be received.

FC/214 Services Committee 8th October 2018

RESOLVED (11:0:2) MC/GP

That the minutes from the Services Committee held on 8th October 2018 be received.

FC/215 Representational Committee 19th September 2018

RESOLVED (unanimous) GG/CS

That the minutes from the Representational Committee held on 19th September 2018 be received.

FC/216 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/CS

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

The meeting closed at 9.19 pm

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 22ND OCTOBER 2018** at **7:00pm**

FC/217 **EXTENSION OF THE MEETING**

RESOLVED (12:1:0) **TG/GP**

That the meeting be extended for 15 minutes.

FC/218 **EXTENSION OF THE MEETING**

RESOLVED (unanimous) **TG/CS**

That the meeting be extended for a further 15 minutes.

FC/219 **CCTV**

RESOLVED (unanimous) **GG/TG**

That:-

- i) no quotations are approved or accepted at this stage.
- ii) the quotation from ORP is used as the basis for a funding application to the Police Crime Commissioner;
- iii) a comparable matrix of all three quotations is brought to the next Full Council meeting on the 3rd December 2018.

The meeting closed at 9.19pm

Town Mayor