



MINUTES

Minutes of a meeting of the **COUNCIL** held in the Guildhall, Mill Street, Ludlow on **MONDAY 25TH JULY 2016** at 7.00 PM.

FC/79 PRESENT

Chairman: Councillor Sheward, Deputy Mayor

Councillors: Clarke; Gill; Ginger; Kemp (from 7.20pm); Lyle; Parry; Perks; and Smithers.

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

FC/80 HEALTH & SAFETY

The Deputy Mayor informed Councillors and members of the public of the fire exits, fire assembly point and asked that everyone sign the attendance log.

FC/81 APOLOGIES

Apologies were received from Councillors Cobley, Draper and R Jones, J Newbold and S Newbold

FC/82 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests
None.

Conflicts of Interest

<u>Member</u>	<u>Item</u>	<u>Reason</u>
P. Kemp	18b	Employee of Ludlow Infant School when funding received
V. Parry	18b	Ludlow Infant School involved with Ludlow of Bloom - Chair of Ludlow in Bloom
G. Perks	12	POP organises insurance through the Council

Personal Interests

<u>Member</u>	<u>Item</u>	<u>Reason</u>
P. Kemp	21	Key holder for St Laurence's Church

D. Lyle	8 18a	Knows the presenter and is a member of Ludlow 21 Knows Claire Jackson from Homestart and has worked on projects with her.
V. Parry	18b	Part of Ludlow in Bloom. Knows the teachers and pupils.
G. Perks	11 15 21	Works with Save our NHS Group On the War Memorial Fund Committee Knows Bill Klemperer from Historic England and worked on projects with him

FC/83 **PUBLIC OPEN SESSION (15 minutes)**

Mr Peter Lawley- Resident – Mr Lawley asked Members if they were aware of the position of Church Stretton Town Council who had progressed further than Ludlow with undertaking services from Shropshire Council. He highlighted Church Stretton's Library and Leisure Centre. He stated that the Leisure Centre was in the early stages but were asking businesses and residents for monetary pledges of support. Secondly was the Library, two groups had agreed jointly to run the library, one was a non-profit community group and the second group was connected to the school. He asked if Ludlow Town Council could go this route and expedite taking over services.

Councillor Ginger responded by saying that the position with Ludlow Library and the Leisure Centre differed greatly to that of Church Stretton. Firstly the Library was the point of contact for Shropshire Council with a reception desk, Registrar Services and Resource Centre. Secondly, the Leisure Centre was a different size and scale, the amount of school usage and the grants it received. The Deputy Mayor also confirmed that the Leisure Centre had been put into a different category.

Mr Adams – Ludlow 21 – Mr Adams asked whether the Town Council had set a date for the public meeting regarding the proposed cuts.

The Deputy Mayor explained that a date had not been set but a series of meetings had taken place with Shropshire Council to discuss the proposals. He stated that the proposals were still being fleshed out and this would be easier with the extension of a year which Shropshire Council had given Town and Parish Councils. He added that discussions with other Town and Parish Councils had taken place and a memorandum of understanding drawn up. The Deputy Mayor stated that although discussions had taken place with Shropshire Council, Ludlow Town Council was still in dark as to where it stood regarding the detail of the services it was being asked to take on.

The Town Clerk added that the process was slow as all Town and Parish Councils were requesting the same financial information and Shropshire Council only had a limited number of officers to respond. She emphasised that the Town Council was pleased with the extension of time but needed a clear proposal from Shropshire Council and then options could be discussed further.

Robin Pote – Ludlow Town Centre Residents Association (LTCRA) – Mr Pote informed Council that the LTCRA supported the 20's plenty proposed speed restrictions in Ludlow. He raised the issue regarding street collections and a recent disparity on the Market and asked for clarification.

The Town Clerk explained that street collection permits were issued by Shropshire Council and the designated area for Castle Square was the area known as Events Square.

FC/84 UNITARY COUNCILLORS SESSION

Councillor A. Boddington, Ludlow North – Councillor Boddington outlined that the next Local Joint Committee (LJC) Meeting would be in September. This would debate service cuts. It was only recently that the Leader of Shropshire Council had announced on radio that it was allowing 12 months for transfer of services and he highlighted that both Officers and Councillors were not aware of this at the time. Despite taking to cabinet last week a proposal for an increase in Council Tax, this had been rejected.

He raised his concerns regarding bus services, which were under severe threat of being reduced by 75% over the next three years, and that the 722 bus service had been removed from all paperwork that he had received recently, which was a mystery.

Councillor Boddington also advised Members of a public enquiry on Tuesday 2nd August regarding the proposed development of Foldgate Lane. He added that the majority of representations received had been objections.

Two other areas of concern included Youth Services, for which he and Councillor Huffer had put forward a good case for continued service. The other area of concern was a Police presence in Ludlow, which had been minimal to zero recently and explained that a collaborative meeting had been arranged recently between the Police, Shropshire Council Officers and Town Council Officers. It was anticipated that this meeting would become an informal public drop-in session, where residents could bring their concerns.

Councillor Perks asked through the Chair what reserves Shropshire Council had and how much Shropshire Council needed to function.

In response, Councillor Boddington stated that Shropshire Council had £100 million in long-term investments, which was classed as reserves. £40 million was in reserves and £18 million for ongoing costs. He stated in his opinion that he would like to see £28 million taken from Shropshire reserves to ensure that services were continued for 12 months, or more. However, he had been told that Shropshire Council were below the level of viability with £18 million ongoing costs.

Councillor Ginger voiced his disbelief that Shropshire Council had mismanaged its budget for nine year and in his opinion would not be able to draw £12 million from its investment reserves for services to continue.

Councillor V Parry, Ludlow South – Councillor Parry informed Council that she had requested an Officer from Shropshire Council to visit all Town and Parish Councils to explain the outcome of the Big Conversation but that this had not been forthcoming. She highlighted other issues but said that they had been made political and in some cases she had been told only one person from each political party could vote. She stated that she was pleased that the Community Recreation Team Leader from Outdoor Recreation had done a site visit in Ludlow and had visited all the play areas that Shropshire Council maintain with the Town Clerk and DLF Supervisor. She was also pleased to inform the Town Council that these areas had been maintained and refurbished and hoped that the Town Council would consider taking these on in the transfer of services.

Councillor Perks stated that he would like to see what assets had been sold in Ludlow and what funds had gone into the 'pot' for Shropshire Council, which could have been spent in Ludlow. Councillor Parry responded by saying that she had queried the sale of old Stone House and had been told that the funds would be put into the "central pot".

FC/85 **MINUTES – 20th JUNE 2016**

RESOLVED (unanimous) GG/JS

That the open and closed session minutes of the Council meeting held on the 20th June 2016, be approved as a correct record and signed by the Chairman.

FC/86 **ITEMS TO ACTION – 20th JUNE 2016**

The Deputy Mayor thanked the Town Clerk and staff for their ongoing work to undertake the Items to Action.

RESOLVED (unanimous) CS/JS

That the Items to Action be noted.

FC/87 **PRESENTATION FROM 20S PLENTY IN LUDLOW**

Mr David Carrant gave a presentation on the requested 20mph speed restriction across the centre of Ludlow. A copy of his presentation is attached to these minutes.

Whilst Councillors saw the merit of the proposal they felt that there would be an enforcement issue. Councillor Ginger also voiced his support but concerns, as the areas that were successfully highlighted in the report were not comparable with Ludlow. Secondly he had commented that raising funds for the scheme would be problematic as the Town Council had no budget for it, nor Shropshire Council and the other organisations listed were in a similar position. Councillor Perks suggested that this issue could be raised at an Integrated Community Management meeting.

FC/88 PRESENTATION FROM THE HOUSMAN SOCIETY

Mr Max Hunt from the Housman Society gave a presentation referring to the papers that had been included in the Agenda and gave each Member an information pack.

Mr Hunt outlined that the Housman Society was an organisation with international support and funding. He invited Ludlow Town Council to join forces with the organisation to enhance tourism and the local economy by publicising the work and life of A E Housman. He stated that he had visited Ludlow on the anniversary of Housman's death and looked at the topograph in Castle Street Car Park which referred to the 'blue remembered hills', coined by A E Housman but there was no reference to Housman and his grave at St Laurence's was covered in grass and weeds. A E Housman was well known for writing 'A Shropshire Lad' and in his opinion Mr Hunt stated that this was an opportunity for celebration, and on the same level as Shakespeare was in Stratford.

Mr Hunt explained that Housman was a small industry on its own. Many soldiers had taken a copy of A Shropshire Lad with them to war in 1916, many soldiers did not return, nor their copies of a Shropshire Lad, making the 1916 copy a rare find. Secondly, Peter Parker's Housman History book had been reviewed in the national newspapers recently, and the author appearing on Andrew Marr's TV show.

He went on to say that Ludlow was the capital of Housman and asked the Town Council for support in publicising this fact and an opportunity to further discuss options including a revised version of the Housman Trail leaflet, which was originally produced in collaboration with the old District Council. In addition he was aware the Buttercross Museum was opening this week and offered some literature on A E Housman to be included.

Both Councillor Smithers, Lyle and Parry expressed an interest in further discussions.

Councillor Ginger informed Mr Hunt that the works of A E Housman were included in the annual Remembrance Service, which was read by the Mayor.

RESOLVED (unanimous) CS/JS

That the Town Clerk discusses the proposals regarding Ludlow's connection with the works and life of A E Housman in more detail with Mr Hunt.

FC/89 LOCAL SERVICES

Members discussed the current position regarding local services.

RESOLVED (6:3:0) GP/JS

That:-

- i) Given the Leader of Shropshire Council's announcement on the 13th July, Ludlow Town Council continues to request the detailed information necessary to continue the process and enable the Town Council to act with due diligence;
- ii) That an ongoing open dialogue is maintained with residents regarding Shropshire Council's proposed service cuts.

FC/90 LUDLOW HOSPITAL

The Town Clerk explained that now Philip Dunne MP is Minister for Health efforts were being made to organise a public meeting. It was proposed that the meeting would be arranged after the summer holiday period.

RESOLVED (unanimous) GP/JS

That:-

- i) The Town Clerk is supported in arranging the public meeting after the summer holiday period;
- ii) The Sustainable and Transformation Plan and enclosure from Save Our NHS is circulated to all Members.

FC/91 ANNUAL CORE GRANT PROCEDURE

Members discussed the Annual Core Grant Procedure and the Town Clerk confirmed that with the new procedure for Annual Project Grants for 2016-17, there was only £45 left in the budget. Councillor Ginger urged Council to increase this amount as he stated that many small organisations relied on small amounts to survive.

RESOLVED (unanimous) GG/TG

That:-

- i) The Annual Core Grant Procedure is adopted;
- ii) The Annual Project Support Grant Funding for 2016-2017 is increased from £2,000 to £4,000.

FC/92 INTEGRATED COMMUNITY MANAGEMENT

Members agreed that the aims of Integrated Community Management were positive. The idea was to bring together Civic Enforcement Partners and Parish and Unitary Councils.

Councillor Ginger, whilst in agreement, voiced his concerns that the admin may fall to the Town Council staff and Councillors, who already had heavy workloads and tight deadlines.

The Town Clerk stated that when the initial meeting had taken place it had been requested that the Town Council take over the admin role but she had declined for this reason.

RESOLVED (7:0:2) GP/TG

That:-

- i) the Town Council approves participation in the trial Integrated Community Management (ICM) Programme in Ludlow, beginning in September;
- ii) A progress report is received at Council six months from September; with Ludlow's current successes and also projects being developed and brought into the mechanism e.g 20s Plenty Scheme.

FC/93 LUDFORD BRIDGE

RESOLVED (unanimous) GG/TG

That the update on Ludford Bridge be noted.

FC/94 CENTENARY FIELDS

Whilst Members were positive about the scheme they felt that there was no Town Council site suitable in Ludlow. However, they felt that other organisations in the Town may wish to become part of the scheme and that the information should be passed on.

RESOLVED (unanimous) GG/GP

That:-

- i) the Town Council does not register a Town Council area with the Centenary Fields Programme;
- ii) The letter is passed onto Gallows Bank, Mill on the Green and the Friends of Whitcliffe Common.

FC/95 RECOMMENDATIONS FROM POLICY & FINANCE COMMITTEE 18TH JULY 2016

The Town Clerk informed Members that she was still waiting for feedback from Ellis Whittam on the Lone Worker Policy and that when this had been received it would be referred back to Policy & Finance Committee.

PF/28 POLICIES

Councillor Clarke referred to the suggested additions to the policy that he had submitted which he felt were pertinent. He added that, in order to protect the Council, staff should sign such policies to say that they have been read.

RECOMMENDED (Unanimous) JS/AC

That:-

- a) the Lone Worker Policy be referred to Ellis Whittam for their comments on the suggested additions.

- b) *the policy, as approved by Ellis Whittam, be referred to Council for consideration and adoption.*

PF/30 VIREMENT

RECOMMENDED (Unanimous) JS/TG

That a virement of £2,500 from code 501/4800 to 402/4550 be approved.

RESOLVED (unanimous) JS/GG

That a virement of £2,500 from code 501/4800 to 402/4550 be approved.

FC/96 RECOMMENDATIONS FROM SERVICES COMMITTEE 18TH JULY 2016

S/28 CEMETERY PLOTS

Members noted the report and appendices detailing the proposed changes of use for Section I and Section L.

RECOMMENDED (unanimous)
PD/RJ

- i) That Section I is used only for burials and no further reserved graves are accepted in this area;*
- ii) all pre-purchased reserved graves are allocated in section L,*
- iii) One new row is created on section L and extend entries are recorded for plot L in the burial register to record additional plots.*

S/29 MUSLIM BURIALS

RECOMMENDED (unanimous)
PD/MC

That:-

- i) It is recognised that there is a finite capacity at Henley Road Cemetery and Ludlow Town Council must ensure that best use of the area for the residents of the parish.*
- ii) A statistical report is compiled using historic burial rates to predict future demand and likely lifespan of the remaining space in the cemetery; and the report is brought back to members.*

S/32 CASTLE GARDENS

RECOMMENDED (Unanimous)
GG/RJ

That volunteers from Ludlow Civic Society undertake the works to refurbish the chains and posts at Castle Gardens and undertake appropriate consultation with Historic England and secure permissions with Historic England prior works commencing.

RESOLVED (unanimous) GG/JS

That the recommendations from the Services Committee on the 18th July 2016 be approved.

CEMETERY PLOTS

- i) That Section I is used only for burials and no further reserved graves are accepted in this area;
- ii) All pre-purchased reserved graves are allocated in section L,
- iii) One new row is created on section L and extend entries are recorded for plot L in the burial register to record additional plots.

MUSLIM BURIALS

That:-

- i) It is recognised that there is a finite capacity at Henley Road Cemetery and Ludlow Town Council must ensure that best use of the area for the residents of the parish.
- ii) A statistical report is compiled using historic burial rates to predict future demand and likely lifespan of the remaining space in the cemetery; and the report is brought back to members.

CASTLE GARDENS

That volunteers from Ludlow Civic Society undertake the works to refurbish the chains and posts at Castle Gardens and undertake appropriate consultation with Historic England and secure permissions with Historic England prior works commencing.

FC/97 SUSPEND STANDING ORDERS

RESOLVED (unanimous) CS/GG

That Standing Order 6 month rule be suspended in order to reconsider the item regarding Committee Membership.

FC/98 RECOMMENDATIONS FROM STREET TRADING SUB-COMMITTEE 1st JULY 2016

ST/09 STREET TRADING ON TOWER STREET

RECOMMENDATION (unanimous) TG/JS

To request further members of the sub-committee at Full Council on the 25th July 2016.

RESOLVED (unanimous) JS/MC

That Councillors Perks and Sheward become Members of the Street Trading Sub-Committee.

FC/99 RE-INSTATE STANDING ORDERS

RESOLVED (unanimous) CS/GG

That Standing Orders be re-instated.

FC/100 COMMITTEE AND WORKING GROUP MINUTES

POLICY & FINANCE COMMITTEE MEETING – 13TH JUNE 2016

That the minutes of the Policy & Finance Committee meetings on the 13th June 2016 be received.

RESOLVED (unanimous) JS/MC

That the minutes of the Representational Committee meetings on the 13th June 2016 be received.

FC/101 MINUTES FROM THE REPRESENTATIONAL COMMITTEE MEETINGS 29TH JUNE 2016

RESOLVED (unanimous) GG/CS

That the minutes of the Representational Committee meetings on the 29th June 2016 be received.

FC/102 SERVICES COMMITTEE – MINUTES 11TH JULY 2016

RESOLVED (unanimous) JS/GG

That the minutes of the Services Committee meeting held on the 11th July 2016 be received.

FC/103 STAFFING & APPEALS COMMITTEE – 28TH JUNE 2016

Councillor Perks raised the question as to why he had not been included in the attendance list for the minutes. The Deputy Mayor confirmed that as Councillor Perks was not a member of the Committee he was classed as a member of the public attending the meeting.

RESOLVED (8:1:0) JS/GG

That the minutes of the Staffing & Appeals Committee meeting held on the 28th June 2016 be received.

FC/104 STREET TRADING SUB-COMMITTE 2016 – 1ST JULY 2016

RESOLVED (unanimous) JS/TG

That the minutes of the Staffing & Appeals Committee meeting held on the 1st July 2016 be received.

FC/105 TOWN PLAN STEERING GROUP – 30TH JUNE 2016

RESOLVED (unanimous) VP/GG

That the notes of the Town Plan Steering Group held on the 30th June 2016 be received.

FC/106 FEEDBACK FROM ORGANISATIONS THAT RECEIVED FUNDING TO CELEBRATED THE QUEEN'S 90TH BIRTHDAY

RESOLVED (unanimous) JS/GG

That:-

- i) The feedback from Homestart and Ludlow Infant School that received funding to celebrate the Queen's 90th birthday be noted.
- ii) Thank you letters to both organisations are sent for the feedback received.

FC/107 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) CS/JS

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

The meeting closed at 8.58 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 25th JULY 2016** at 7:00PM

FC/108 CONFIDENTIAL RECOMMENDATIONS FROM THE POLICY & FINANCE COMMITTEE – 18th JULY 2016

RESOLVED (unanimous) TG/JS

INSURANCE

That the Council approve the Insurance policy from Ecclesiastical offered by insurance broker Came & Company for a period of three years from 1 September 2016.

FC/109 RESIDENTIAL RENT REVIEW

RESOLVED (unanimous) TG/GG

That a residential rent review be undertaking in accordance with the rent review process.

FC/110 GAS CONTRACT

RESOLVED (8:0:1) JS/TG

To approve a 1 year gas contract with CNG for The Buttercross

FC/111 LUDLOW TOWN WALLS

RESOLVED (unanimous) GG/TG

That the update be noted.

The meeting closed at 8.58pm

Town Mayor

Date