



MINUTES

Minutes of a meeting of the **COUNCIL** held in the Guildhall, Mill Street, Ludlow on **TUESDAY 26th APRIL 2016** at 7.00 PM.

FC/284 PRESENT

Chairman: Councillor Draper, Mayor

Councillors: Clarke; Cobley; Gill; Ginger; R Jones; Kemp; Lyle; Parry; Perks; and Sheward.

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

FC/285 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/286 APOLOGIES

Apologies were received from Councillors M Jones and Smithers.

FC/287 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests

<u>Member</u>	<u>Item</u>	<u>Reason</u>
V. Parry	10	Chair, Ludlow in Bloom

Conflicts of Interest

<u>Member</u>	<u>Item</u>	<u>Reason</u>
G. Ginger	10	Recommended Richard Smallman to LIB
	12	Is a business owner in Ludlow
	16	Is a business owner in Ludlow

Personal Interests

<u>Member</u>	<u>Item</u>	<u>Reason</u>
A. Cobley	11	The general Manager at Rockspring is Treasurer for SSYF
	13	Friends of ANOB
P. Draper	14	Honorary Member of Rotary Club

	15	Wife works at Terry Jones Travel where proposed board to be erected
P. Kemp	22	
D. Lyle	8	Knows the applicant
	9	Knows the architect
	11	Knows the applicant
	12	Knows the applicant
	13	Is involved with tourism
	14	Associate member of the Rotary Club
	15	Knows the applicant
V. Parry	11	On the Committee for the Gardening Project
	15	Knows a member of the Civic Society
G. Perks	8	Knows both the signatories on the form
	10	Is a volunteer with Pride of Place (POP) – supports LIB and involved in LIB bench project
	11	POP works closely with SSYF
	15	Involved in the original conception/erection of board
	20b	Involved with POP bench project
C. Sheward	11	Involved with fundraising for project

FC/288 PUBLIC OPEN SESSION (15 minutes)

Roy Major, Ludlow Rotary Club - Ludlow Dog Day

Mr Major explained to Council that the Rotary Club had initiated and organised the Ludlow Dog Day and referred to the letter on the agenda. The request in the letter was that the advert for the Ludlow Dog Day in the Ludlow Calendar of Events was highlighted in blue and given the same status as other Ludlow events.

The aim of the day is to raise charitable funds for local organisations as well as considered charities and the day is to appeal to all walks of life for residents and visitors alike. He explained that the day is professionally organised by and attracts visitors to the area. A copy of his main points are attached to these minutes.

Councillor Ginger stated that it was a worthy cause, and what he was about to say was in no way criticism, but the event was not being held in Ludlow. He asked Mr Major why the Rotary Club had chosen Stokesay Court which was 5 miles outside Ludlow.

Mr Major responded by saying that capacity has been a key consideration in the second year there were 3,300 people plus dogs which needed a large area and this would not be practical in the centre of Ludlow. It was however possible that in the future the event should be moved to Ludlow.

Sue Campbell, Shropshire, Telford and Wrekin, Defend Our NHS

Ms Campbell thanked the Town Council for answering many questions and concerns regarding Ludlow Hospital and NHS services at the Annual Town Meeting the previous evening. She informed Council that she had attended a

meeting that morning and the decision of closure of one of the A&E Departments either at Telford or Shrewsbury Hospital had been deferred.

She asked how the Town Council would be responding to concerns made the previous evening and voiced at other Council Meetings.

The Mayor replied that the Town Council had pledged to do whatever it could by, liaising with the CCG and NHS Trust, writing letters, issuing press releases and arranging meetings when called upon. He explained that the NHS and CCG had both been invited to attend the Annual Town Meeting the previous evening but no representative had been available.

FC/289 UNITARY COUNCILLORS SESSION

Councillor A Boddington, Ludlow North – Councillor Boddington gave Councillor Huffer's apologies for the meeting. Regarding the status of Ludford Bridge he informed Council that it was weather permitting expected to open on the 13th May. The works were due to be completed on the 10th May and this would allow sufficient time for the lime mortar to dry and would highlight any problems. It was initially hoped the scaffolding would be removed this weekend in time for the Mayfair.

In relation to Youth Services he highlighted that services had been stable with weekly youth clubs and Youth Workers working Friday evenings, and that they were planning to work Friday of the Mayfair weekend as well.

Councillor Boddington advised Council that some months ago the Town Council had asked for the Youth Centre to be placed on the Community Asset Transfer list but that had not happened. He stated that this position had now changed and there was an opportunity for the Town Council, community organisations, or charities to consider taking the building provision of youth services in Ludlow. He confirmed that there was only six months for plans to be drawn up, or like many other services be withdrawn by Shropshire Council, and the service would probably cease to exist.

RESOLVED (unanimous) GG/GP

To ask Ludlow's Unitary Councillors to express to Shropshire Council:-

- i) The Town Council's frustration that Ludford Bridge was not open for the Mayfair;
- ii) The Town Council's concerns that signage for road closures was slow to arrive, and when in place, was confusing for visitors unfamiliar with local landmarks and road layout
- iii) The Town Council's thanks and praise for the high quality of the stonework restoration;

Councillor V Parry, Ludlow South - Councillor Parry stated that at the Annual Town Residents meeting the previous evening the residents of Ludlow had

raised concerns and urged the Town Council to act on these concerns. In 12 months the position regarding services could be completely different.

FC/290 MINUTES – 14th MARCH 2016

RESOLVED (10:0:1) MC/GG

That the open and closed session minutes of the Council meeting held on the 14th March 2016, be approved as a correct record and signed by the Chairman.

FC/291 ITEMS TO ACTION – 14th MARCH 2016

The Mayor thanked the staff for their ongoing work to undertake the Items to Action.

RESOLVED (unanimous) PD/AC

That the Items to Action be noted.

FC/292 PROJECT AND CORE GRANT APPLICATION

Ludlow Men's Hockey Club

The Mayor congratulated the Ludlow Men's Hockey Club for reaching the England Final being played in London on the 1st May 2016.

RESOLVED (10:0:1) GG/TG

That the application for £300 for the Ludlow Men's Hockey team be approved.

FC/293 THE GUILDHALL ROOF

The Mayor stated that the Conservation Architect had subsequently made the following clarifications to the report:

3.2 Scaffolding will be required for the front face and partially to the north & south ends.

3.4 Although tiling is in reasonable condition the roof has been repaired over time, there would be economies to re-roof at this time utilizing the scaffolding and contractors preliminaries and benefits of buildability.

Costs would be in the region of £30-40,000.

The Town Clerk advised Council that they would need to decide which work were to be undertaken and the Architect would then draw up a detailed tender document; quotations and permissions would then be sought.

RESOLVED (unanimous) GG/GP

That:-

- i) The decision is deferred
- ii) The Conservation Architect is invited to an informal meeting to provide further information regarding type of scaffolding, the cost of works, full justification for the necessity of the works;
- iii) Confirmation is sought regarding the condition and requirement of the roof chillers, and their possible removal;
- iv) Following the informal meeting, recommendations brought back to Council.

7.45pm Councillor Parry left the meeting.

FC/294 LUDLOW IN BLOOM

The Mayor explained that Ludlow in Bloom had requested to take up a quantity of paving slabs at the bottom of Lower Corve Street, level it with sand and gravel and relay the slabs. It had been proposed that the work take place in front of the tree to the side where the slabs were uneven and any broken slabs would be replaced, at no cost the Town Council.

RESOLVED (unanimous) GG/TG

That:-

- i) LIB employ a contractor to lift the uneven paving slabs on land owned by Ludlow Town Council on Lower Corve Street. The contractor levels and make safe the paving and replaces the broken paving slabs.
- ii) The works are at no cost to the Town Council and the works are covered by suitable liability insurance put in place by Ludlow in Bloom
- iii) Town Council's Direct Labour Force Supervisor is notified when the works are complete.

7.50pm Councillor Parry re-joined the meeting.

FC/295 GARDENING PROJECT

Council discussed the suitability of the project for either Castle Gardens or St John's and the level of input from the Town Council's Direct Labour Force (DLF).

The Town Clerk confirmed that South Shropshire Youth Forum Foyer (SSYF) would need to submit a design for approval and a maintenance schedule.

RESOLVED (unanimous) PD/TG

That:-

- i) Permission is granted for the SSYF & the Foyer undertake a gardening project in St John's Garden to plant a flower bed of annuals;

- ii) Delegated authority is given to the Direct labour Force (DLF) Supervisor to agree the design, size and a maintenance schedule for the Foyer / SSYF to undertake;
- iii) The bed will be cut by the DLF
- iv) Upon completion of the project, a report from SSYF is submitted to Services Committee meeting.

FC/296 LUDLOW CONCERT BAND

The Ludlow Concert Band had been asked to play at the Ludlow Food Festival and had requested permission to set up and play in Castle Gardens.

RESOLVED (unanimous) GP/VP

That permission is granted for the Ludlow Concert Band to use Castle Gardens for an hour to play during the 2016 Spring Food Festival.

FC/297 LUDLOW FOOD FESTIVAL

Ludlow Food Festival have request permission for an art installation of large brightly coloured metal gorillas to be placed on the Market Square, Castle Gardens and other locations around Ludlow Town Centre.

RESOLVED (10:0:1) GG/GP

That:-

- i) Member approved of the principle of encouraging visitors into areas of the town not directly connected to the Food Festival or festival trails. Members that felt that the proposed locations did not sufficiently reflect this principle. Therefore the locations for the gorillas should include Galdeford, Tower Street, Old Street and Corve Street as well as Castle Gardens, Market Square and other town centre locations.
- ii) Permission is granted to the Ludlow Food Festival for the gorilla art installation on Castle Gardens, Market Square with no liability to the Town Council;

FC/298 LUDLOW DESTINATION PARTNERSHIP

RESOLVED (unanimous) PD/RJ

That the report is noted.

FC/299 LUDLOW DOG DAY – CALENDAR OF EVENTS

Members voiced their support for the Ludlow Dog Day and acknowledged the valuable charity work of the Ludlow Rotary Group.

RESOLVED (8:2:1) GP/TG

That:-

- i) the Town Council supports the Ludlow Rotary Club and its charity work;
- ii) the request to highlight the Ludlow Dog Day in blue on the Ludlow Calendar of Events is declined because the event is not held in Ludlow;
- iii) If, in the future, the event is held in the Ludlow it will be highlighted in blue in the Ludlow Calendar of Events.

FC/300 INTERPRETATION BOARD

Council discussed the request from the Civic Society to re-instate the interpretation board outside Terry Jones Travel Agents.

RESOLVED (unanimous) PD/TG

- i) To support the request from the Civic Society to reinstate the interpretation board outside Terry Jones Travel;
- ii) To submit the Listed Building Consent application subject to drawings being supplied by Ludlow Civic Society
- iii) To seek confirmation that the details on the interpretation board are correct prior to installation.

FC/301 WIFI IN LUDLOW TOWN CENTRE

Members discussed the provision of town centre Wifi in Ludlow. It was agreed that whilst wifi could be an asset for the town, there were much more pressing and urgent matters regarding provision of existing local services to be considered.

RESOLVED (unanimous) GP/CS

That:-

- i) Solvings are asked to provide further technical details regarding the scale, range, number of wifi hardware required;
- ii) The issue be deferred and at a later date be referred to committee. The timescale for this is at the discretion of the Town Clerk.

FC/302 CIVIC HANDBOOK**RESOLVED (unanimous) VP/GP**

That, subject to the removal of obligation to provide an advertising banner on page 96, the Civic Handbook be adopted.

FC/303 LETTERS OF THANKS**RESOLVED (unanimous) PD/AC**

That the letters be noted.

FC/304 COMMITTEE AND WORKING GROUP MINUTES**MINUTES FROM THE POLICY & FINANCE COMMITTEE 11TH APRIL 2016****RESOLVED (unanimous) PD/MC**That the minutes of the Policy & Finance Committee of the 11th April 2016 be received.**FC/305 REPRESENTATIONAL COMMITTEE – MINUTES 9th MARCH AND 6th APRIL 2016****RESOLVED (unanimous) GG/PD**To note the tabled amendment to R/309 “.... Moved to the north (forward in the plot) by 2/2.5m to bring it in line with the existing *rear* building line....” and receive the minutes of the Representational Committee meeting held on the 9th March and 6th April 2016.**FC/306 SERVICES COMMITTEE – MINUTES 4th APRIL 2016****RESOLVED (unanimous) RJ/MC**That the minutes of the Services Committee meeting held on the 4th April 2016 be received.**FC/307 RECOMMENDATIONS FROM THE POLICY & FINANCE COMMITTEE – 11TH APRIL 2016***PF/130 POLICIES**a) Data Protection Policy***RECOMMENDED (Unanimous) PD/GG***That the Data Protection Policy be adopted.**PF/131 b) Recruitment and Selection Policy***RECOMMENDED (Unanimous) PD/JS***That the Recruitment and Selection Policy be readopted.*

PF/132 c) Vehicle Replacement and Machinery Maintenance Policy

RECOMMENDED (Unanimous) GG/JS

That the Vehicle Replacement and Machinery Maintenance Policy, subject to the amendment of the review period to 3 years and inclusion of lease hire as an option for vehicles and machinery, be readopted.

PF/133 d) Member Officer Protocol

RECOMMENDED (8:0:1) PD/TG

That the Member Officer Protocol be readopted.

PF/134 e) Whistle Blowing Policy

RECOMMENDED (Unanimous) PD/JS

That the Whistle Blowing Policy, as amended, be readopted.

PF/135 f) Twinning Protocol

RECOMMENDED (Unanimous) PD/MC

That:-

- a) the Twinning Protocol, as amended, be readopted.*
- b) the Twinning Associations be informed of the increased funding available from April 2016.*

PF/138 PAPERLESS AGENDAS

RECOMMENDATION (Unanimous) GG/TG

That:-

- a) the Council's progress and cost savings due to digital communication be noted.*
- b) the Council is committed to fully paperless agendas.*
- c) a report on implementation be brought back to Policy and Finance Committee for adoption*

RESOLVED (10:0:1) PD/TG

That the recommendations from the Policy & Finance Committee held on the 11th April 2016 be approved:-

POLICIES

Data Protection Policy

That the Data Protection Policy be adopted.

Recruitment and Selection Policy

That the Recruitment and Selection Policy be readopted.

Vehicle Replacement and Machinery Maintenance Policy

That the Vehicle Replacement and Machinery Maintenance Policy, subject to the amendment of the review period to 3 years and inclusion of lease hire as an option for vehicles and machinery, be readopted.

Member Officer Protocol

That the Member Officer Protocol be readopted.

Whistle Blowing Policy

That the Whistle Blowing Policy, as amended, be readopted.

Twinning Protocol

That:-

- i) the Twinning Protocol, as amended, be readopted.
- iv) the Twinning Associations be informed of the increased funding available from April 2016.

PAPERLESS AGENDAS

That:-

- i) the Council's progress and cost savings due to digital communication be noted.
- ii) the Council is committed to fully paperless agendas.
- iii) a report on implementation be brought back to Policy and Finance Committee for adoption

8.40pm Councillor Gill left the meeting.

FC/308 RECOMMENDATIONS FROM THE SERVICES COMMITTEE – 4th APRIL 2016S/148 TRANSPORT490 BUS SERVICE

RECOMMENDED (unanimous)

PD/RJ

- i) To write to the parishes of Ludford, Ashford Carbonell; Ashford Bowdler; Richards Castle, Orleton and Leominster for their feedback on the 490 service and local alternative options;
- ii) To support local services;
- iii) To research local alternative options including the Ludlow Traveller; the school /college bus; and other existing services.

S/149 LUDLOW TOWN SERVICE

RECOMMENDED (unanimous)

JS/GG

To contact Shropshire Council to restate Ludlow Town Council's point of view that the town and Park & Ride bus services are very important to Ludlow, and current timetabling of the town buses is inefficient because one follows after the other in, and this inefficiency needs to be reviewed and improved.

S/150 SHROPSHIRE COUNCIL ZERO BUDGETS 2017/18

RECOMMENDED (unanimous)
GG/RJ

- i) *Further to the current engagement regarding Ludlow Library and Customer Point Services, to engage with Shropshire Council to establish detailed information to enable assessment of the impact and strategic planning in the face of the funding cuts in April 2017;*
- ii) *To issue press releases to raise awareness of Shropshire Council's financial plan to cut funding to services in April 2017 and invite comments from the local community.*

S/152 MARKET CASUAL TRADING

RECOMMENDED (Unanimous)
GG/RJ

That the market fees remain the same for regular and casual traders.

RESOLVED (unanimous) RJ/GG

That the recommendations from the Services Committee held on the 4th April 2016 be approved:-

TRANSPORT

490 BUS SERVICE

- i) To write to the parishes of Ludford, Ashford Carbonell; Ashford Bowdler; Richards Castle, Orleton and Leominster for their feedback on the 490 service and local alternative options;
- ii) To support local services;
- iii) To research local alternative options including the Ludlow Traveller; the school /college bus; and other existing services.

p LUDLOW TOWN SERVICE

To contact Shropshire Council to restate Ludlow Town Council's point of view that the town and Park & Ride bus services are very important to Ludlow, and current timetabling of the town buses is inefficient because one follows after the other in, and this inefficiency needs to be reviewed and improved.

SHROPSHIRE COUNCIL ZERO BUDGETS 2017/18

- i) Further to the current engagement regarding Ludlow Library and Customer Point Services, to engage with Shropshire Council to establish detailed information to enable assessment of the impact and strategic planning in the face of the funding cuts in April 2017;

- ii) To issue press releases to raise awareness of Shropshire Council's financial plan to cut funding to services in April 2017 and invite comments from the local community.

MARKET CASUAL TRADING

That the market fees remain the same for regular and casual traders.

FC/309 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) PD/RJ

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

The meeting closed at 8.50 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 **TUESDAY 26TH APRIL 2016** at 7:00PM

FC/310 **CIVIC REGALIA**

RESOLVED (unanimous) **TG/GP**

That B150804-16 is purchased, is property of the Town Council, and at no cost to the Town Council.

FC/311 **MUSEUM AT THE BUTTERCROSS SERVICE LEVEL AGREEMENT**

RESOLVED (unanimous) **GP/TG**

That the amendments and restructuring the way the pump-priming investment is paid to the Town Council is approved.

The meeting closed at 9.30pm

Town Mayor

Date

