



MINUTES

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

FC/142 PRESENT

Chairman: Councillor Draper, Mayor

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

Officers: Gina Wilding, Town Clerk
Sarah Hughes, Finance Assistant

FC/143 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/144 APOLOGIES

Apologies were received from Councillors Clarke, M Jones, J Newbold, S Newbold and Perks.

FC/145 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Councillor Parry	8	Chair of Ludlow in Bloom

Conflicts of Interest

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Councillor Smithers	8	Treasurer of Youth Fourm
Councillor Cobley	8	Friend of Whitcliffe & Council Representative
	Unitary	Works for Housing Association
Councillor Gill	8	Friend of Whitcliffe
Councillor Lyle	8	Friend of Whitcliffe

Personal Interests

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Councillor Lyle	8	Ludlow Youth Partnership - knows applicant & helped to secure funding of the 2016 craft activities via Ludlow 21 Friends of Whitcliffe – knows applicant & committee members
	12	Ludlow Fringe – knows applicant Knows Mr Dalton & member of Amnesty International
Councillor Parry	13	Member of Civic Society
	8	Knows applicants of all organisations listed and involved in Youth Partnership
	13	Member of Civic Society
	14	Member of the Almshouses Association
Councillor Draper	8	Knows applicants of all organisations listed
Councillor Cobley	12	Family members of Eastern European nationality
Councillor Ginger	12	Family members of Eastern European nationality with Dual Nationality
Councillor Smithers	14	Member of the Almshouses Association

FC/146 PUBLIC OPEN SESSION (15 minutes)

Gareth Thomas, Friends of Whitcliffe Common & Shropshire Wildlife Trust – Mr Thomas spoke regarding the planning application to fell 2 oak trees on Whitcliffe Common (Planning Ref 16/03003/TCA). He suggested that members inform the Friends of Whitcliffe Common of their disappointment in the decision to fell the trees, and they are appealing for feedback on the issue. He added that the Friends of Whitcliffe common will be required to gain permission from Shropshire Wildlife Trust to remove the trees.

Regarding the Friends of Whitcliffe's application for funding, Mr Thomas felt that should they decide not to fell the oak trees, despite gaining permission from Shropshire Council, then the funding should be granted. However if the decision is made to fell the oak trees, then he felt the grant from Ludlow Town Council would be inappropriate.

David Burton, Peoples Alliance for Ludlow – Mr Burton updated members on the progress of the group, which was set up following a public meeting on 12th July. The working group have agreed a charter and have met to discuss concerns within the town. They have also actively supported community events such as the recent 'sleepout' to support the Foyer. Mr Burton finished by saying that the organisation will keep Ludlow Town Council closely informed with their progress.

Steven Dolton, Amnesty International, - Mr Dolton began by saying that generally Ludlow is a fair and peaceful town, however he is conscious that as the community

grows more diverse, he is being made aware of incidents where this isn't the case. He believes that support from Ludlow Town Council will demonstrate that such behaviour will not be tolerated.

Tony Mahalski, Ludlow Civic Society – Mr Mahalski firstly thanked members for the opportunity to put the case forward for rehoming the Mill Stone. He informed the meeting that they hope to open the Jubilee Gardens in Summer 2017. They feel that the Mill Stone would be a well suited addition to the gardens, which would be open from dusk until dawn to reduce the possibility of vandalism. They hope to include a plaque which would provide people with information on the Mill Stone's history.

Hilary Bufton, Friends of Whitcliffe Common – Ms Bufton stated that she felt Councillor Gill's comments in this week's newspaper were inappropriate and that she hoped he could reconsider this. She added that a line should be drawn under the disagreement and the Friends of Whitcliffe Common should be judged on their excellent work during the last 20 years. The group organise 9 annual fundraising events and have received many awards for their efforts. She added that the support from Ludlow Town Council is crucial, as safety works can be very expensive, including the current works to the donkey steps and aging trees.

FC/147 UNITARY COUNCILLORS SESSION

Councillor A. Boddington, Ludlow North – Councillor Boddington informed members that Councillor T Huffer is unable to attend this evening's meeting and sent her apologies. Regarding the letter from Shropshire Council's Chair of Health & Adult Social Care (Item 9b), Councillor Boddington stated that Councillor Huffer had received confirmation that the details of the letter were incorrect, and that Mr Dakin has agreed to bring the correct information to members.

Councillor Boddington went on to update members on developments with Hospital Services, informing the meeting that Shropshire and Telford Clinical Commissioning Groups favour a single A&E at the Royal Shrewsbury Hospital, and The Women and Children's Centre at the Princes Royal Hospital will move back to Shrewsbury. Non-emergency procedures and other aspects of health care, such as oncology treatment, will remain in Telford. He urged people to attend the joint Town Council & LJC public meeting being held this Thursday 29th September at 7pm at Ludlow School.

Regarding the opposition to the felling of the oak trees on Whitcliffe common, Councillor Boddington stated that the decision has been made to grant permission, and regardless of opinion we should move on.

During a meeting at Shropshire Council it was agreed that funding should be secured for the Foyer for another 12 months, however for subsequent years there is a £2million shortfall in Shropshire Council's budget to support them.

Regarding Item 12, Amnesty International, Councillor Boddington expressed his support for the project, adding that he is currently seeking private housing in Ludlow to support refugee families from Syria. 33 Syrian refugees have been

settled in the North of the County and he is now looking for two 4 bedroomed houses in Ludlow in order to reach the countries quota of 60 people, including children. He added that the accommodation is being paid for by the Home Office and would not come from Council Tax funds.

FC/148 MINUTES – 22nd AUGUST 2016

Councillor Draper concurred that a recorded vote requested by Councillor Perks during the meeting on 22nd August would be included in the minutes.

RESOLVED (unanimous) TG/GG

That the open and closed session minutes of the Council meeting held on the 22nd August 2016, including the recorded vote, be approved as a correct record and signed by the Chairman.

FC/149 ITEMS TO ACTION – 22nd AUGUST 2016

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

RESOLVED (unanimous) PD/AC

That the Items to Action be noted.

FC/150 ANNUAL CORE GRANTS

The Mayor invited applicants of the Annual Core Grants to speak in support of their application. Each organisation was invited to speak for three minutes.

BRIDGNORTH & DISTRICT CRIME PREVENTION PANEL

David Cooper, Treasurer of Crucial Crew, gave a brief presentation providing details of the project, which provides safety awareness events for around 850 eleven year olds across South Shropshire, 60 of which are from Ludlow. Safety scenarios including but not restricted to, fire hazards, electrical dangers, railways, knife crime, drug awareness, online safety and animal handling. The project has been going for 6 years with the support of the emergency services.

Councillors commended the hard work of the organisation, but felt that tripling the grant amount could not be justified given the cuts from Shropshire Council. It was agreed that a 50% increase was more appropriate and demonstrated the council's continued support for the project.

RESOLVED (unanimous) GG/TG

To award £300 Annual Core Grant Funding to Bridgnorth & District Crime Prevention Panel in 2017/18.

FC/151 LUDLOW YOUTH PARTNERSHIP

Councillor Smithers commented that no one was able to attend to provide a presentation on behalf of the Youth Partnership, however as treasurer he may be able to answer any questions from members and would abstain from the vote.

Councillors felt that an increase from the £500 awarded to the Youth Partnership last year £1,200 was unmanageable given the cuts to the budget.

Councillor Sheward commented that the loss of funding to Youth Services is a big issue for the town, and he felt the Town Council should support the Youth Partnership in full, however Councillor Cobley responded that it is not possible for the Town Council to fill funding gaps left by the cuts from Shropshire Council.

It was agreed that a 50% increase would be appropriate.

RESOLVED (8:0:2) GG/RJ

To award £750 Annual Core Grant Funding to Ludlow Youth Partnership in 2017/18.

FC/152 FRIENDS OF WHITCLIFFE COMMON

Daphne Jones, Chair of Whitcliffe Common, gave a brief statement in which she requested that the grant application is decided based upon the organisations hard work and achievements from the past 20 years.

The Chair asked Councillor Gill whether he held a pre-determined opinion on the Friends of Whitcliffe Common, to which Councillor Gill confirmed he would withdraw from the vote.

Councillors agreed that the issue of the felling of the oak trees should be treated separately to this application for funding. Councillor Gill added that he felt the grant could not be justified as the organisation has a larger reserve than some of the other organisations that have requested funding.

Councillor Gill left the meeting at 7.59pm

RESOLVED (6:1:2) AC/VP

To award £500 Annual Core Grant Funding to Friends of Whitcliffe Common in 2017/18.

Councillor Gill re-entered the meeting at 8.04pm

FC/153 LUDLOW IN BLOOM

Councillor Parry, Chair of Ludlow in Bloom, talked to members about Ludlow in Bloom, whose 13 Committee Members strive to make the town beautiful for residents and visitors. She expressed her thanks to the Town Council for their

support in previous years and said that the partnership between Ludlow in Bloom and Town Council staff was a strength to the organisation.

Members thanked Councillor Parry for her hard work.

Councillor Parry left the meeting at 8.05pm

RESOLVED (unanimous) GG/TG

To award £2,500 Annual Core Grant Funding to Ludlow in Bloom in 2017/18.

FC/154 LUDLOW FRINGE

Anita Bigsby, Managing Director of the Ludlow Fringe, thanked Ludlow Town Council for their support so far. She informed members that she is applying for funding from the Arts Council, and so the support and funding received from Ludlow Town Council would be crucial. She informed members of the success of the festival, which draws nationwide attention to Ludlow.

RESOLVED (9:0:1) GG/AC

To award £2,000 Annual Core Grant Funding to Ludlow Fringe in 2017/18.

Councillor Parry re-entered the meeting at 8.10pm

FC/155 LUDLOW HOSPITAL

Councillor Boddington confirmed that questions are being requested before the meeting, with the view of selecting the questions to be presented to the panel shortly before it starts.

Councillor Parry informed members that she would be attending the meeting, but would be arriving late.

Regarding the letter from Shropshire Council's Chair of Health and Adult Social Care, the Chair suggested that members request the correct information from Mr Dakin, as it appears the details of his previous response may not be accurate.

RESOLVED (unanimous) PD/JS

That:-

- i) The update regarding the public meeting on the 29th September 2016 is noted.
- ii) A letter is written to Shropshire Council's Chair of Health and Adult Social Care requesting details of the number of days Ludlow MIU was closed due to staff shortage.

FC/156 **EXTERNAL AUDIT****RESOLVED (9:0:1) GG/AC**

That:

- i) The completed external audit 2015-16 be noted, and
- ii) The asset valuation report be noted.

FC/157 **COUNCIL MEETINGS**

Councillor Cobley noted that Shropshire Council's Local Services time frame should be considered when planning dates of next year's Committee meetings.

RESOLVED (unanimous) PD/TG

That:-

- i) The next Full Council will be on Monday 7th November 2016
- ii) The next Services Committee will be on Monday 21st November 2016

FC/158 **SUSPEND STANDING ORDERS****RESOLVED (unanimous) TG/PK**

To suspend Standing Order 11a for the next item

FC/159 **COMMITTEE MEMBERSHIP**

The Town Clerk stated that Councillor Maria Jones has requested to join the Representational and Services Committees and Standing Orders permitted the item to be considered without written notice.

RESOLVED (unanimous) GG/RJ

That:-

- i) Councillor Lyle becomes a member of the Staffing & Appeals Committee
- ii) Councillor Parry becomes a member of the Services Committee
- iii) Councillor M Jones' request for membership onto the Representational and Services Committees is put forward to the next Full Council meeting.

FC/160 **RE-INSTATE STANDING ORDERS****RESOLVED (unanimous) TG/CS**

That Standing Order 11a is re-instated.

FC/161 **AMNESTY INTERNATIONAL**

The Mayor stated the importance of standing up against hate crime.

RESOLVED (unanimous) AC/PD

That Ludlow Town Council endorses the work of Amnesty International and whole heartedly supports the signed petition against racism and xenophobia.

FC/162 MILL STONE

Members welcomed the request from the Civic Society and praised the organisations ongoing good work.

RESOLVED (unanimous) DL/TG

To approve:-

- i) The request from Ludlow Civic Society to relocate the Mill Stone in the Jubilee Gardens
- ii) That a letter is written to Ludlow Civic Society informing them of this decision and thanking them for their hard work.

FC/163 CUSTOMER SERVICES OPENING HOURS REVIEW

Councillor Parry informed members that she had spoken to Shropshire Council customer services staff who had put forward suggestions for opening hours based on peak usage demand of their services.

Councillor Draper suggested that the Town Council should promote the consultation and encourage people to submit responses before the deadline on 17th October 2016.

RESOLVED (unanimous) PD/JS

That:-

- i) Ludlow Town Council promote the survey via Social Media, website and a press release,
- ii) Customer Services Opening Hours should be amended as follows to best serve the community:

Monday 9am-5pm (longer hours because it's a busy day for enquiries)

Thursday 10am-3.30pm (shorter hours because it's a quieter day)

Friday 10am-5pm (extended hours to cover enquiries for food parcels and benefits before weekend closure)

FC/164 PHARMACY CUTS**RESOLVED (unanimous) DL/GG**

That the update from the MP regarding cuts to Pharmacies, be received.

FC/165 RECOMMENDATIONS FROM POLICY & FINANCE COMMITTEE 12TH SEPTEMBER 2016

Councillor Cobley informed members that the Lone Worker Policy had been revised following assessment from Ellis Whittam. He also clarified that the quotes costs of tablets for paperless agendas was £49.00

PF/46 LONE WORKER POLICIES

RECOMMENDED (Unanimous) AC/MC

That the amended Lone Worker Policy be adopted.

PF/47 PAPERLESS AGENDAS

RECOMMENDED (Unanimous) AC/RJ

That fifteen 7" tablets are purchased for loan to Councillors

RESOLVED (unanimous) AC/TG

That the recommendations from the Policy & Finance Committee on the 12th September 2016 be approved.

LONE WORKER POLICIES

That the amended Lone Worker Policy be adopted.

PAPERLESS AGENDAS

That fifteen 7" tablets are purchased for loan to Councillors

FC/166 RECOMMENDATIONS FROM SERVICES COMMITTEE 5TH SEPTEMBER 2016

S/42 MEMBERSHIP

RECOMMENDED (unanimous)
RJ/MC

That Councillor Parry's membership on the Services Committee is reinstated.

S/43 VAN REPLACEMENT

RECOMMENDED (6:1:0)
MC/JS

That:-

- i) A quote for replacing the Mitsubishi L200 Pick Up (2009), Peugeot Expert 1800 (2006); and Vauxhall Vivaro SWB 2.0CDTi (2013) vans on a new 3 year*

lease be obtained so that this can be compared to the cost of rolling the current lease and ownership of the existing vans.

ii) *Van provision is revisited in 6 months*

S/45 SIGNAGE

RECOMMENDED (unanimous)

GG/MC

That the existing pedestrian finger post sign for Smithfield Toilets is altered to include the distance to the toilets expressed in minutes.

S/46 LUDLOW MUSEUM AT THE BUTTERCROSS

RECOMMENDED (Unanimous)

GG/JS

That authority is delegated, subject to normal financial regulations, to the Town Clerk to proceed with the design and print of a DL leaflet for Ludlow Museum at the Buttercross.

S/47 BAIRNSFATHER MURAL

RECOMMENDED (Unanimous)

RJ/TG

That the request from Councillor Smithers regarding the financial administration of the Bairnsfather project is declined on the basis of insufficient staff capacity.

RESOLVED (unanimous) RJ/TG

That the recommendations from the Services Committee on the 5th September 2016 be approved.

MEMBERSHIP

That Councillor Parry's membership on the Services Committee is reinstated.

VAN REPLACEMENT

That:-

- i) A quote for replacing the Mitsubishi L200 Pick Up (2009), Peugeot Expert 1800 (2006); and Vauxhall Vivaro SWB 2.0CDTi (2013) vans on a new 3 year lease be obtained so that this can be compared to the cost of rolling the current lease and ownership of the existing vans.
- ii) Van provision is revisited in 6 months

SIGNAGE

That the existing pedestrian finger post sign for Smithfield Toilets is altered to include the distance to the toilets expressed in minutes.

LUDLOW MUSEUM AT THE BUTTERCROSS

That authority is delegated, subject to normal financial regulations, to the Town Clerk to proceed with the design and print of a DL leaflet for Ludlow Museum at the Buttercross.

BAIRNSFATHER MURAL

That the request from Councillor Smithers regarding the financial administration of the Bairnsfather project is declined on the basis of insufficient staff capacity.

FC/167 COMMITTEE AND WORKING GROUP MINUTES**POLICY & FINANCE COMMITTEE MEETING – 12th SEPTEMBER 2016****RESOLVED (unanimous) AC/TG**

That the minutes of the Policy & Finance Committee on the 12th September 2016 be received.

FC/168 MINUTES FROM THE REPRESENTATIONAL COMMITTEE MEETINGS 24th AUGUST 2016**RESOLVED (unanimous) GG/CS**

That the minutes of the Representational Committee meetings on the 24th August 2016 be received.

FC/169 MINUTES FROM THE SERVICES COMMITTEE MEETINGS 5th SEPTEMBER 2016**RESOLVED (unanimous) RJ/GG**

That the minutes of the Services Committee meeting held on the 5th September 2016 be received.

FC/170 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 8.40 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 26th SEPTEMBER 2016** at 7:00PM

FC/171 **CONFIDENTIAL RECOMMENDATIONS FROM POLICY & FINANCE COMMITTEE 12TH SEPTEMBER 2016**

RESOLVED (unanimous) AC/JS

That the recommendations from the Policy & Finance Committee from the 12th September be approved.

UTILITY SUPPLIES

That upon cessation of the individual contracts the Council will transfer electricity supply contracts for all sites to West Mercia Energy.

The meeting closed at 8.40pm

Town Mayor

Date

