



## MINUTES

Minutes of a meeting of the **COUNCIL** held in the Guildhall, Mill Street, Ludlow on **MONDAY 27<sup>TH</sup> JULY 2015 at 7.00 PM.**

### FC/90 PRESENT

Chairman: Councillor Draper, Mayor

Councillors: Cobley; Gill; Ginger; Kemp; Lyle; J. Newbold; S. Newbold; Parry; Perks; Sheward and Smithers.

Officers: Gina Wilding, Town Clerk  
Naomi Brotherton, Senior Admin Assistant  
Stephanie Williams, Cemetery Officer/Admin Assistant

Also in attendance: Mr Nicholas Hancox, Director of Nicholas Hancox Solicitors Ltd.  
Ewart Carson, Independent Verifier

### FC/91 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/92 APOLOGIES

Apologies were received from Councillor R Jones.

### FC/93 DECLARATIONS OF INTEREST

#### Disclosable Pecuniary Interests

None declared.

#### Conflicts of Interest

<u>Member</u>	<u>Item</u>	<u>Reason</u>
V. Parry	19	SC Unitary Councillor; Trustee of St Laurence's Conservation Committee
G. Perks	17	Has expressed concerns several times and taking independent advice

#### Personal Interests

P. Draper	8	Knows two of the applicants.
D. Lyle	8	Knows three of the applicants.

V. Parry	8	Knows some of the applicants.
	12	Chair of Ludlow in Bloom
	16	Member of the Youth Services Partnership
G. Perks	8	Knows one of the candidates.
	10a&b	Currently not a member on any Committees and taking independent advice
	19	Regular worshiper at St Laurence
J. Smithers	16	Treasurer for the Youth Partnership

#### FC/94 **PUBLIC OPEN SESSION (15 minutes)**

Ms Pat Hanson, Station Drive – Ms Hanson informed Council that the PCC had made a decision, without consultation with either Ludlow Hospital or any of the GP surgeries to close Stretton Ward at Ludlow Hospital on Friday 31<sup>st</sup> July 2015. She stated that in her opinion the NHS Trust had been economical with the truth by issuing a press release saying that two wards were being combined implying that beds were being increased. She said that this was far from the truth as by closing Stretton Ward 40 beds and combining wards, bed would become 24. She added that this position was bad for Ludlow as in previous years both Ludlow Hospital wards were full in the winter. Ms Hanson went on to say that although the Future Fit consultation was currently being conducted if the hospital lost beds, the chances of Ludlow retaining emergency care services would be slim and it was highly possible that the minor injuries unit would be next to close. She urged the Town Council to support the hospital to lead a strong movement to safeguard the ward, as she felt that this was the first step to losing the hospital.

Dr Nigel Hall, Overton - Dr Hall stated that he had been a GP for 30 years in Ludlow and had looked after patients on Stretton Ward during his time in Ludlow. He agreed with Ms Hanson that if beds dropped to 24 the hospital could close. He commented that if Stretton Ward closed then it was highly likely that the Minor Injuries would follow, then Out-patients and maternity services. He urged the Town Council to organise a public meeting to gauge the depth of feeling on the matter.

Mrs Joyce Brand, College Street – Mrs Brand reinforced the fact that no consultation had taken place regarding the closure of Stretton Ward at Ludlow Hospital. She went on to say that Ludlow was vulnerable and if the residents wanted to save the hospital they would need to fight for it.

Councillor Perks informed Council that when the issue of the closing the hospital had happened in 2006, the then District Council, along with other organisations, had helped with road closures to enable a public protest march through the Town. He added that he had also marched in support to keep the hospital open.

**RESOLVED (11:0:1) GP/DL**

That:-

- i) A public meeting is organised by the Town Council before the end of the week;
- ii) A press release is issued.

**FC/95 UNITARY COUNCILLORS SESSION**

Councillor T Huffer, Ludlow East – Councillor Huffer explained that she had been to a Scrutiny Meeting that day and had been appalled to find that the CCG had not been informed about the closure of Stretton Ward at the Hospital until Friday 24<sup>th</sup> July 2015. She said, that as she understood it, the ward was being closed because it was a mixed sex ward which was no longer acceptable. Councillor Huffer stated that the NHS Trust had been written to but there had been no satisfactory answer. She stated that this closure would be detrimental to Ludlow and would create a second rate health provision and added that Ludlow residents needed to fight to keep it open.

Councillor A Boddington, Ludlow North – Councillor Boddington concurred that Ludlow needed to fight to keep the hospital open. Although he added that there was little leverage, Shropshire Council was working with the Health Trust and that there would be less money in the future, especially for local government. He advised Council that more would need to be done by local communities as it was likely that budgets would be cut between 25-40% by 2019. Councillor Boddington stated that in his opinion if health services were centralised to Shrewsbury and Telford it would impact on the future and all aspects of life in Ludlow.

Councillor V Parry, Ludlow South – Councillor Parry reported that she agreed with all the comments that had been made regarding the hospital. She had also been informed that there was a 25 year renewal lease which had not been signed.

Councillor Ginger said that whilst he was in total support of fighting for the hospital if the town had any chance of making a difference in his opinion figures would be needed. He asked how many residents annually used the current services and requested that Unitary Councillors pass this information onto the Town Clerk.

**FC/96 MINUTES – 22<sup>nd</sup> JUNE 2015**

Councillor Perks queried FC/80 and stated that he had emailed the Town Clerk to ask why the minute was not a full record of the process. He added that he had concerns about the tribunal and that lessons needed to be learned and that he wanted it minuted that he would be approaching external organisations for advice.

The Mayor responded by saying that all Councillors were welcome to go to external organisations for advice if they so wished.

**RESOLVED (unanimous) GG/PK**

That the open and closed session minutes of the Council meeting held on the 15<sup>th</sup> June 2015, be approved as a correct record and signed by the Chairman.

**FC/97** **MINUTES – 1<sup>st</sup> JULY 2015**

**RESOLVED (unanimous) CS/GG**

That the open and closed session minutes of the Council meeting held on the 1<sup>st</sup> July 2015, be approved as a correct record and signed by the Chairman.

**FC/98** **ITEMS TO ACTION – 22<sup>nd</sup> JUNE 2015 and 1<sup>st</sup> JULY 2015**

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

**RESOLVED (unanimous) PK/JS**

That the Items to Action from the meetings held on the 22<sup>nd</sup> June and 1<sup>st</sup> July 2015 be noted.

**FC/99** **CO-OPTIONS**

The Mayor welcomed the co-option applicants to the meeting and explained the majority voting procedure that Members would follow in co-opting new Councillors to Ludlow Town Council. Applicants were then invited to speak individually for two minutes each.

Mr Mark Clarke – Mr Clarke thanked Council for the opportunity to speak and gave his condolences to former Councillor Terry Mold's family. He informed Council that he wished to serve as a Councillor and had live in Ludlow for the past 15 years. He had witnessed changes such as the new library, Tesco, Aldi and the Eco Park, some had been controversial and had now been accept. Mr Clarke added that he wanted to step up to the plate, to help and not moan. He said he had been born in Shropshire and for the past 30 years and worked in a customer focussed environment and felt that he could bring these skills, roles and experience to the Council. Mr Clarke continued by saying that he was currently a Group Operations Manager and supported projects in the Town and local area. He added he could use his experience to help the community to evolve into a progressive, vibrant place and was aware of the work involved. He went on to say that he wished to build on the experience of the current Councillors and would draw on their help when making decisions.

Mr Antony Green – Mr Green informed Council that he had only lived in Ludlow since December and hoped that he could offer the Council something as an outsider. He told Council that he was a qualified teacher, writer and journalist,

was a people person, liked dialogue and was a diplomat, helping opposing views come to a consensus. Mr Green stated that he had been in London for the previous five years and had worked on community events. He felt he was an able communicator and wished to become a Councillor to make a difference for the future. He voiced his support for Ludlow Hospital. Mr Green added that he was a member of the Labour Party and had joined the Jobs for Ludlow Group helping residents complete application forms for jobs and look for new jobs. He finished by saying that he could bring diversity to the Town Council and had originally come to Ludlow to care for an elderly relative and was a single man without a family which gave him a different view on life.

Mr Ian Griffiths – Mr Griffiths announced to Council that he had been born in Wolverhampton and had stood as a candidate in the recent parliamentary election but had not been successful. He reported that he wanted to be a Councillor and felt that it was vocational rather than a political career move. Mr Griffiths went on to say that he had an invested interest in organisations and was a patient leader for the Shropshire CCG Group, which had initiated a programme about patient leadership with Diabetes UK. Mr Griffiths went on to say that he believed in helping his community and lived in a rural part of Ludlow. When Shropshire Council axed the Shropshire Link bus with the help of Councillor Boddington he had campaigned for the Ludlow Traveller bus which brought people to Ludlow for shopping, appointments and socialising. He added that he had recently started campaigning to keep the Registrar's office in Ludlow and had helped a local resident with a Council Tax issue.

Mrs Maria Jones – Mrs Jones outlined to Council that she had lived and worked in Ludlow most of her life and was currently a volunteer ambulance car driver. She explained that this had given her the opportunity to meet people and hoped that her experiences would be beneficial to the Town Council. She advised Council that if she became a Councillor she would actively seek to help other people as her interests and aims for Ludlow were the same as local residents. She spoke about short-comings and that if the Ludlow could work with other Towns, improvements and ideas could be made or shared. Mrs Jones said that her aim, as a councillor was to implement a safer environment for residents and that added in 2012 she had actively campaigned to save Gallows Bank as a recreation ground.

Mrs Valerie Harrington – Mrs Harrington informed Council that she had lived in Ludlow for 40 years and had children and grandchildren still in the area. She stated that she had supported events over the years and also contributed to fund raising events. She was also a key holder for St Giles Church and was a member/captain of the Burway Bowling Club, as well as having a keen interest in fishing. Mrs Harrington stated that she was currently the weekend Manageress of the Forest Dog Charity Rescue Shop. She added that it was time that she did something for Ludlow.

Mr Anthony Mahalski - Mr Mahalski thanked Council and said that he had arrived in Ludlow two years ago. He stated that he had joined groups in Ludlow such as the Civic Society, Conservation Trust of St Laurences, was the treasurer of Friends of the Museum, and a member of the Town Residence Association,

Wildlife Trust and a member of Friends of Whitcliffe. He wished to make a contribution to the Town and had recently been involved in tree planting on Castle walks, involved with the restoration of the Fountain in Castle Gardens, although unsuccessful, and felt that he could bring his skill set to the Town Council. He finished by saying his hobbies were dog walking, swimming and bridge.

Mr Alan Stewart – Mr Stewart informed Council that he had been in Ludlow for 9 years, in Gallows Bank, married with two daughters. He stated he had originally applied for co-option in 2013, was unsuccessful and then beaten in the by-election by Councillor Gill. He advised Council that he had a degree in civic engineering and had local experience of a green shelter exchange and recycling, along with interests of green energy. He attended meetings and clubs in connection with recycling and the hydro scheme, Ludlow 21, the Food Centre, school trips, dance club for Fathers and children, Fairtrade events and the green festival.

**FC/100** The vote was independently verified by Mr Ewart Carson, Members were co-opted as follows:

Gallows Bank Ward – majority vote - Mrs Maria Jones.

Hayton Ward

Round 1 –

M Clarke – 3 votes

A Green – 0 votes

I Griffiths – 0 votes

V Harrington – 3 votes

T Mahalski – 3 votes

A Stewart – 3 votes

Round 2 –

M Clarke – 4 votes

V Harrington – 4 votes

T Mahalski – 1 vote

A Stewart – 3 votes

Round 3 –

M Clarke – 7 votes

V Harrington – 4 votes

A Stewart – 1 votes

Majority vote – Mr Mark Clarke.

**FC/101 DECLARATION OF ACCEPTANCE OF OFFICE**

The co-opted Councillors signed the Declaration of Acceptance of Office which was witnessed and countersigned by the Town Clerk.

**FC/102 COUNCIL CALENDAR****RESOLVED (unanimous) PK/DL**

That the calendar remains unchanged.

**FC/103 COMMITTEE MEMBERSHIP**Services Committee**RESOLVED (12:0:2) GG/TG**

That Councillor M Clarke joins the Services Committee.

**FC/104 Policy & Finance Committee****RESOLVED (13:0:1) TG/AC**

That Councillor M Clarke joins the Policy & Finance Committee.

**FC/105 Staffing & Appeals****RESOLVED (12:0:2) TG/JS**

That Councillor M Jones joins the Staffing & Appeals Committee.

**FC/106 MEMBERSHIP OF WORKING GROUPS****RESOLVED (12:0:2) AC/CS**

That Councillor M Jones joins the following Working Groups.

Twinning  
Christmas Lights  
Town Plan  
Neighbourhood Plan

**FC/107 REPRESENTATIVES ON OUTSIDE BODIES****RESOLVED (12:0:2) PD/GG**

That the representatives on outside bodies is noted.

**FC/108 POLICY AND FINANCE COMMITTEE****a) Minutes – 13<sup>th</sup> July 2015**

Councillor Cobley requested that on the items to action the date is put against the minute number.

**RESOLVED (13:0:1) AC/CS**

That the minutes of the Policy & Finance Committee of the 13<sup>th</sup> July 2015 be received.

**FC/109 b) Recommendations from Policy and Finance Committee 13<sup>th</sup> July 2015****PF/27 PAY PAL****RECOMMENDED (Unanimous)  
JS/CS**

*That as recommended by the internal auditor:*

- i) To set up a Cash Book account for PayPal which should be subject to review and reconciliation as with other Cash Book accounts;*
- ii) To amend Financial Regulations to include reference to the operation of the PayPal account and specifically:*

*The balance of the Pay pal account should not exceed £3,000.00.*

*Purchases from the Pay Pal account are prohibited.*

*Refunds to Market Traders are authorised by the Town Clerk or the Market Officer and are permitted within the remit of the Market Regulations.*

*Admin Procedures and Authorisations for Pay Pal:  
The Town Clerk, Finance Officer and Finance Assistant are authorised to move funds from the PayPal account to Ludlow Town Council bank account online to manage the balance within the limit set.*

*The Market Admin Assistant has restricted authorisation to access the Pay Pal account to confirm payments and bookings.*

**PF/28 NON DOMESTIC RATES (NDR)****RECOMMENDED (6:0:1)  
JS/VP**

- i) That the budget for Market NDR is increased by the full amount of the deficit £534*



*ii) The increase to the budget is reported to Services Committee and the committee notes that the market rents were not increased in 2015/16 and therefore the increased cost were absorbed by the Town Council.*

**RESOLVED (unanimous) AC/PK**

That the recommendations from the Policy & Finance Committee on the 18<sup>th</sup> July 2015 be adopted:-

**PAY PAL**

That as recommended by the internal auditor:

- i) To set up a Cash Book account for PayPal which should be subject to review and reconciliation as with other Cash Book accounts;
- ii) To amend Financial Regulations to include reference to the operation of the PayPal account and specifically:

The balance of the Pay pal account should not exceed £3,000.00.

Purchases from the Pay Pal account are prohibited.

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The Market Admin Assistant has restricted authorisation to access the Pay Pal account to confirm payments and bookings.

**NON DOMESTIC RATES (NDR)**

- i) That the budget for Market NDR is increased by the full amount of the deficit £534;
- ii) The increase to the budget is reported to Services Committee and the committee notes that the market rents were not increased in 2015/16 and therefore the increased cost were absorbed by the Town Council.

**FC/110 SERVICES COMMITTEE – MINUTES 6<sup>th</sup> JULY 2015**

There was discussion over whether item S/35 should be a resolution or recommendation. Councillor Perks commented that until the information was sought from Historic England and brought back to the Services Committee it should remain as a resolution.

**RESOLVED (unanimous) PD/GG**

That the minutes of the Services Committee meeting held on the 6<sup>th</sup> July 2015, be received.

**FC/111 REPRESENTATIONAL COMMITTEE – MINUTES 15<sup>th</sup> JUNE 2015**

Councillor Ginger stated that he did not chair the meeting of the Representational Committee on the 15<sup>th</sup> June 2015.

**RESOLVED (unanimous) PD/CS**

That the minutes of the Representational Committee meetings held on the 15<sup>th</sup> June 2015, be received.

**FC/112 REPRESENTATIONAL COMMITTEE – MINUTES 1<sup>st</sup> JULY 2015****RESOLVED (unanimous) GG/CS**

That the minutes of the Representational Committee meetings held on the 1<sup>st</sup> July 2015, be received.

**FC/113 CIVIC EVENTS WORKING GROUP - MINUTES 18<sup>TH</sup> JUNE 2015****a) Minutes 18<sup>th</sup> June 2015****RESOLVED (unanimous) JS/PD**

That the minutes of the Civic Events Working Group on the 18<sup>th</sup> June be received.

**FC/114 b) Recommendations from the Civic Events Working Group 18<sup>th</sup> June 2015****CE/07 VICTORY IN JAPAN DAY**

*Saturday 15<sup>th</sup> August 2015 (UK)  
Wednesday 2<sup>nd</sup> September 2015 (USA)*

**RECOMMENDATION (unanimous)  
CW/PD**

*That a service is held at St. Laurences Church on Saturday 15<sup>th</sup> August in commemoration of VJ Day 2015.*

**CE/08 ARMED FORCES DAY  
*Saturday 25<sup>th</sup> June 2016*****RECOMMENDATION (unanimous)  
JS/PD**

- i) Armed Forces Day is supported in The Mayors Sunday Service;*
- ii) That Events Square be made available for the RBL for Armed Forces Day.*

**RESOLVED (unanimous) JS/CS**

That the recommendations from the Civic Events Working Group on the 18<sup>th</sup> June be approved.

**VICTORY IN JAPAN DAY**

Saturday 15<sup>th</sup> August 2015 (UK)

Wednesday 2<sup>nd</sup> September 2015 (USA)

That a service is held at St. Laurences Church on Saturday 15<sup>th</sup> August in commemoration of VJ Day 2015.

**ARMED FORCES DAY**

Saturday 25<sup>th</sup> June 2016

- i) Armed Forces Day is supported in The Mayors Sunday Service;
- ii) That Events Square be made available for the RBL for Armed Forces Day.

**FC/115 FUTURE FUNDING OUTLOOK FOR COUNCILS****RESOLVED (unanimous) RJ/CS**

That:-

- i) The Town Clerk be authorised to contact Shropshire Council to request greater clarity of budget spending; and
- ii) The Town Clerk is authorised to contact Central Government, SALC, NALC and Shropshire Council to express the dismay of the future projected figures for spending in Ludlow and what it means to rate payers in Ludlow.

**FC/116 YOUTH PROVISION****RESOLVED (unanimous) PD/GG**

That the information from Shropshire Council on youth provision be noted.

**FC/117 UPDATE ON THE BUTTERCROSS**

The Town Clerk explained that the Buttercross was close to being finished and that the empty cases for museum exhibits were being installed in the Buttercross this week. She highlighted the boards to be displayed in the Buttercross, as attached in the agenda.

**FC/118 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/JS**

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

The meeting closed at 9.45pm

\_\_\_\_\_  
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 27<sup>th</sup> JULY 2015** at **6:30PM**

**FC/119**    **9.00 PM EXTENSION OF THE MEETING**

**RESOLVED** (unanimous)    PD/GP

That the meeting be extended for 30 minutes.

9.30 pm Councillor J Newbold and Councillor S Newbold left the meeting.

**FC/120**    **9.30 PM EXTENSION OF THE MEETING**

**RESOLVED** (unanimous)    PD/GP

That the meeting be extended for 30 minutes.

**FC/121**    **TOWN WALLS**

**RESOLVED** (unanimous)    PD/GP

That:-

- i) The update on the position on legal costs be noted; and
- ii) A meeting is arranged between the three parties to discuss a way forward.

The meeting closed at 9.45pm

\_\_\_\_\_  
Town Mayor

\_\_\_\_\_  
Date

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