



MINUTES

Minutes of a meeting of the **COUNCIL** held in the Guildhall, Mill Street, Ludlow on **MONDAY 28TH SEPTEMBER 2015 at 7.00 PM.**

FC/122 PRESENT

Chairman: Councillor Draper, Mayor

Councillors: Cobleby; Gill; Ginger; M Jones; R Jones; Kemp; Lyle; Parry; and Sheward.

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

Also in attendance: Canon Jeffrey Wilcox

FC/123 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/124 APOLOGIES

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

FC/125 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests

None declared.

Conflicts of Interest

<u>Member</u>	<u>Item</u>	<u>Reason</u>
A. Cobleby	13a	Employer owns Renaissance Centre.
	15	Works at Rockspring Centre
	16	Works at the Rockspring Centre
	17b	Son-in-law works for West Mercia Police
V. Parry	13a&b	Chair of Ludlow in Bloom

Personal Interests

G. Ginger	17b	Owns a shop in Ludlow
V. Parry	13a&b	Chair of Ludlow in Bloom

FC/126 PUBLIC OPEN SESSION (15 minutes)

Mr H Mackley – Deli on the Square – Mr Mackley explained that he was one of the business owners who had been victim to the wave of burglaries recently experienced in Ludlow over the last six weeks. He informed Council that a small amount of cash had been stolen, however, this had not been the first burglary in Ludlow. He went on to say that he had lived and worked in Ludlow for many years. Mr Mackley stated that he was unhappy with the response from the Police Services who visited 24 hours after the event and advised him not to keep cash on the premises and to put signs in the window to say cash not kept on the premises. He felt that this was an insult 24 hours after the event and felt that policing levels in Ludlow were inadequate and insufficient. He said that he now no longer felt safe working in his shop.

Mrs T Stibbons – War Memorial Fund - Mrs Stibbons asked for an update on the proposed memorial bench to be placed at the Market War Memorial.

The Mayor informed her that an update was on the Agenda and would be discussed later on in the meeting.

PC S Grant, West Mercia Police, Ludlow - PC Grant informed Council that he was aware of the burglaries in Ludlow and that one arrest had been made and the person responsible was currently on bail. He advised Council that further officers would be joining Ludlow's PCs shortly. Existing officers were currently undertaking evening patrols both plain clothes and in uniform. He added that everything possible was being done, given the limited resources in these austere times. He stated that he was committed to working in a rural community that needed looking after just as much as urban areas.

PC Grant informed Council that many of the incidents attended by the Police highlighted that both residents and business owners could increase security measures and that the Police could provide and advise on a variety of equipment to reduce crime, such as CCTV.

PC Grant went on to say that there was a scheme currently running called "Operation Vacant", this applied to vacant properties and he urged Council and the public to inform the Police of empty properties which would be added to the list and these would be added to the patrol rota.

Pro-active schemes currently running included Trading Standards, VOSA and Customs and Excise. PC Grant referred to the level of terrorism threats in the UK and advised all those present that it was also their responsibility to fight threats and requested that any suspicious behaviour was reported to the Police. Forthcoming schemes also included the Hate Crime Campaign running from the 12-16th October against discrimination of race, gender religion etc.

PC Grant highlighted speeding issues in Ludlow and the surrounding area currently under review as well as a recent peregrine poisoning, which was being dealt with by a Wildlife Officer.

Councillor Gill thanked PC Grant for attending the meeting and for being honest. He went on to say that a Police Commissioner had attended a previous meeting and had informed Members how much money had been saved but Councillor Gill felt that policing in Ludlow was inadequate and residents did not feel safe; and there was still the question on future policing levels in Ludlow.

Councillor Parry informed Council that she would be attending the Local Joint Committee (LJC) on the 22nd October 2015 and would raise the issues with the Police Commissioner.

FC/127 UNITARY COUNCILLORS SESSION

Councillor T Huffer, Ludlow East – Councillor Huffer reported that long-term provision for Youth was uncertain, but as of last Friday there was an agreed interim six week programme which would run until Christmas. This would be for a detached Youth Worker, from SYA and SSYF for 1½ hours on Friday evenings at Wheeler Road. The Junior Youth Club would also be running. Councillor Huffer went on to say that there was nothing after December and asked if anyone interested in providing youth services could come forward. Councillor Huffer asked for help to get the message out.

Turning to the Future Fit Programme Councillor Huffer explained that the two lead Officers on this project had left and she urged the Town Council to represent the needs of Ludlow residents as the focus for the four proposed options, in her opinion were unsuitable, given the projected population increases for Ludlow in the next few years. She said that she felt the programme could be redesigned as the options were heavily weighted towards acute emergency services, which were unsustainable for Ludlow as there needed to be an emphasis on the community hospital and its services.

Councillor A Boddington, Ludlow North – Councillor Boddington stated that he would ask the Deputy Police Commissioner questions at the next LJC meeting regarding service levels of policing. Turning to road safety, Councillor Boddington informed Council that the junction of Gravel Hill and New Street was under consideration and that as a temporary measure, road signage would be re-painted and the mini-roundabout raised.

Referring to the issue of refugees, Councillor Boddington informed Council that a meeting had been arranged at the Feathers Hotel on Thursday 1st October at 7pm and that he would update Council after this meeting.

Councillor V Parry, Ludlow South – Councillor Parry voiced her concerns with the current bus fare increase, without consultation (the increased costs can be found in this Agenda at item 14).

7.40pm Councillor Jones left the meeting.

7.42pm Councillor Jones re-joined the meeting.

FC/128 MINUTES – 27th JULY 2015RESOLVED (unanimous) PK/AC

That subject to the addition to FC/121 to read as,”

iii) Ludlow Town Council’s Solicitor to draft a position statement for approval”

the open and closed session minutes of the Council meeting held on the 27th July 2015, be approved as a correct record and signed by the Chairman.

FC/129 ITEMS TO ACTION – 27th JULY 2015

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

RESOLVED (unanimous) PD/PK

That the Items to Action from the meetings held on the 27th July 2015 be noted.

FC/130 POLICY AND FINANCE COMMITTEEa) Minutes – 14th September 2015RESOLVED (unanimous) AC/GG

That the minutes of the Policy & Finance Committee of the 14th September 2015 be received.

FC/131 b) Recommendations from Policy and Finance Committee 13th July and 14th September 2015*PF/26 POLICIES**a) Twinning Policy*

*RECOMMENDED (Unanimous)
JS/VP*

That:-

*i) **The Twinning Working Group be convened to review the policy and consider raising the amount available to each Twinning Association by 100% from £100 to £200.***

PF/30 GUILDHALL ELECTRIC

*RECOMMENDED (Unanimous)
GG/VP*

i) To accept the two year fixed contract with E.ON.

RESOLVED (unanimous) AC/PK

PF/40 POLICIES

a) Pension Policy

RECOMMENDED (Unanimous) JS/PD

That the Pension Policy is adopted.

PF/41 b) Entertainment & Events Permits Protocol

RECOMMENDED (Unanimous) PD/JS

That the Entertainment & Events Permits Protocol is adopted with the amendment to item 4 to 'Deputising Staff'.

PF/42 HEALTH & SAFETY

RECOMMENDED (Unanimous) PD/GG

To:-

i) Adopt the Health and Safety Policy.

ii) To refer the issue of disabled access to the next Full Council meeting.

MARKET ELECTRIC

PF/45 Continue monitoring Market Electric

RECOMMENDED (Unanimous) PK/PD

To continue monitoring Market Electric

PF/46 Continue monthly meter reads

RECOMMENDED (Unanimous) AC/PK

To continue monthly meter reads and report to Policy and Finance on a Quarterly basis.

PF/47 Charges for Market Electric.

RECOMMENDED (Unanimous) GG/PD

To reconsider electric charges within the 2016/17 budget setting process.

RESOLVED (unanimous) AC/GG

That the recommendations from the Policy & Finance Committee on the 13th July and 14th September 2015 be adopted:-

POLICIES

a) Twinning Policy

That:-

- i) The Twinning Working Group be convened to review the policy and consider raising the amount available to each Twinning Association by 100% from £100 to £200.

GUILDHALL ELECTRIC

- i) To accept the two year fixed contract with E.ON.

POLICIES

a) Pension Policy

That the Pension Policy is adopted.

b) Entertainment & Events Permits Protocol

That the Entertainment & Events Permits Protocol is adopted with the amendment to item 4 to 'Deputising Staff'.

HEALTH & SAFETY

To:-

- i) Adopt the Health and Safety Policy.
- ii) To refer the issue of disabled access to the next Full Council meeting.

MARKET ELECTRIC

Continue monitoring Market Electric

To continue monitoring Market Electric

Continue monthly meter reads

To continue monthly meter reads and report to Policy and Finance on a Quarterly basis.

Charges for Market Electric.

To reconsider electric charges within the 2016/17 budget setting process.

FC/132 SERVICES COMMITTEE – MINUTES 7th SEPTEMBER 2015

RESOLVED (unanimous) RJ/TG

That the minutes of the Services Committee meeting held on the 7th September 2015, be received.

FC/133 RECOMMENDATIONS FROM SERVICES COMMITTEE 7TH SEPTEMBER 2015

S/51 Specialist Markets – Sunday Medieval Market

**RECOMMENDED (unanimous)
GG/TG**

That the policy of one stall per trader for the Specialist Sunday Medieval Market be continued.

S/52 Markets between Christmas and New Year

**RECOMMENDED (unanimous)
RJ/MC**

- i) There is provision for a pre-paid market or a whole market let to accommodate markets requested by traders between Christmas and New Year.*
- ii) Permitting first refusal on Christmas Eve Market 2015 to licensed regular Friday and Saturday regular traders.*

RESOLVED (unanimous) RJ/TG

That the recommendations from the Services Committee on the 7th September be accepted.

Specialist Markets – Sunday Medieval Market

That the policy of one stall per trader for the Specialist Sunday Medieval Market be continued.

Markets between Christmas and New Year

- i) There is provision for a pre-paid market or a whole market let to accommodate markets requested by traders between Christmas and New Year.
- ii) Permitting first refusal on Christmas Eve Market 2015 to licensed regular Friday and Saturday regular traders.

FC/134 REPRESENTATIONAL COMMITTEE – MINUTES 29th JULY AND 26th AUGUST 2015

RESOLVED (unanimous) GG/CS

That the minutes of the Representational Committee meetings held on the 29th July and 26th August 2015, be received.

FC/135 STAFFING & APPEALS COMMITTEE – MINUTES 17TH SEPTEMBER 2015

RESOLVED (unanimous) CS/TG

That the minutes of the Staffing & Appeals Committee meeting held on the 17th September 2015, be received.

FC/136 SUSPEND STANDING ORDERS

RESOLVED (unanimous) PD/VP

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

FC/137 COMMITTEE AND WORKING GROUP MEMBERSHIP

RESOLVED (unanimous)PD/GG

That:-

- i) Councillor M Jones becomes a Member of the Services and Representational Committees respectively;
- ii) Councillor V Parry becomes a Member of the Civic Events Working Group.

FC/138 RE-INSTATE STANDING ORDERS

RESOLVED (unanimous) PD/TG

That Standing Orders be re-instated.

FC/139 LUDLOW IN BLOOM (LIB) – JUDGES COMMENTS

The Mayor thanked the Town Council staff for their support and significant contribution into Ludlow in Bloom.

The Town Clerk stated that the judges had highlighted two areas, one was the benches in Castle Gardens which were on a refurbishment schedule and she felt that the judges should be given more information next year. The second point was the hanging baskets, and as judging was early the growth of the plants was less than that of the plants than more established later on in the

year, and the type of basket which only allowed for plants to be placed in the top and not the sides and suggested that the height was lowered to allow the judges to see the top growth.

Councillor Parry highlighted a former trader who wished to volunteer to look after the baskets. It was agreed that care of the baskets would be placed on the next Services Agenda.

FC/140 LUDLOW IN BLOOM – SERVICE LEVEL AGREEMENT

Councillor Parry thanked the Council for their annual grant of £2,500 for 2012-2015 and requested that this amount remained unchanged. The LIB Committee would apply for additional external funding.

7.59pm Councillor Parry left the meeting.

RESOLVED (7:0:2) RJ/AC

That the Service Level Agreement 2016-2019 be approved.

8.03pm Councillor Parry re-joined the meeting.

FC/141 LOCAL BUS SERVICES – ROUTES 701 & 702

Members discussed the views residents had expressed regarding bus services in Ludlow, including fares increasing without consultation, buses not running on time, and buses not keeping to the routes.

Councillor Ginger voiced his dismay that Shropshire Council had ignored the last letter sent stating the views of users and residents in Ludlow. Concerns were raised regarding unrealistic timings for routes that may lead to unreliable late buses.

RESOLVED (unanimous) PD/GG

That

- i) the Town Clerk draft a strongly worded letter to Shropshire Council, which is to be circulated to Councillors for comments;
- ii) Why there had been a fare increase without consultation;
- iii) Why the fare increases were necessary;
- iv) Why the repeated incidences of ad-hoc re-routing were permitted.

FC/142 LUDLOW YOUTH PARTNERSHIP

The Mayor thanked Councillor Huffer for the interim programme in place.

8.10pm Councillor Gill left the meeting.

RESOLVED (unanimous) PD/DL

That the Town Clerk:-

- i) Write to Shropshire Council to state the importance of the provision of youth services in Ludlow; and
- ii) Since there is no provided of Youth Services after Christmas, Ludlow Town Council will support efforts to circulate information to prospective providers.

8.13pm Councillor Gill re-joined the meeting.

FC/143 REVIEW OF CORE GRANT FUNDING – LUDLOW FOOTBALL STADIUM

Members had awarded £500 to the Football Stadium in February 2015.

RESOLVED (unanimous) RJ/PD

That further consideration be deferred until the minutes of the inaugural meeting of the Ludlow Football Stadium Partnership are received.

FC/144 CORE GRANT FUNDING – LUDLOW YOUTH PARTNERSHIP

RESOLVED (unanimous) GG/RJ

That £268.07 remaining youth funding for 2015/16 be paid to the Ludlow Youth Partnership to support the Gallows Bank Firework Display on the 26th October 2015.

FC/145 LETTER OF THANKS FROM THE LUDLOW YOUTH PARTNERSHIP

Members noted the letter of thanks for financial support for two youth activity sessions from the Ludlow Youth Partnership.

FC/146 CONSULTATIONS

Consultation – Parish Councils Bill – Closing Date 30th September 2015

RESOLVED (unanimous) PD/PK

That the agreed prioritisation be submitted to NALC before the 30th September 2015.

FC/147 ANNUAL SURVEY FOR POLICING IN WEST MERCIA

Members discussed the options and agreed that they would submit their answers individually to the Town Council offices by Monday 5th October 2015 for collation and submission to West Mercia.

RESOLVED (unanimous) AC/PK

That Members would complete the survey individually and submit them for collation to the Town Council Offices by Monday 5th October;

FC/148 UPDATE ON FUTURE FIT

The Mayor declared that the options were inadequate given the Governments target for housing provision in Ludlow and the resultant increase in population in Ludlow.

RESOLVED (unanimous) VP/AC

That the Town Clerk is authorised to write a strongly worded letter to the Department of Health stating:-

- i) That the current four options Future Fit Programme are not fit for purpose
- ii) That community health services must be considered alongside acute emergency services
- iii) That the letter be copied to Ludlow GP's.

FC/149 UPDATE ON LUDLOW HOSPITAL

The Mayor informed Council that he had attended a recent meeting chaired by MP Phillip Dunne and a copy of the minutes would be circulated when available.

FC/150 GUILDHALL ACCESS

Members discussed the options recommended in the report.

Councillor Parry declared that she had taken the options to the South Shropshire Access Group who had requested that all three options were available. She asked however if there was access via the fire door at the rear of the building. The Town Clerk confirmed that this was not possible as the Town Council did not own the land.

RESOLVED (unanimous) VP/CS

That the following recommendations be approved:-

- i) Subject to necessary approvals, a wall mounted post box be installed, suitable for wheelchairs;
- ii) Subject to necessary approvals, a bell accessible by wheel chair users is installed;
- iii) Full contact details are displayed outside the Guildhall, including telephone numbers and email addresses so that contact can easily be made with staff members.

FC/151 COMPLETION OF THE EXTERNAL AUDIT

RESOLVED (unanimous) PD/PK

That the completion of the External Audit be noted.

FC/152 WAR MEMORIAL BENCH UPDATE

The Town Clerk informed Council that the bench displaced from the War Memorial could be placed in Castle Gardens in a space and this could be done without disturbing the ground. She added that she was still waiting for a reply from Shropshire Council as to whether the new proposed bench from the War Memorial Fund could be installed at the Market War Memorial.

Councillor Ginger voiced his concern that the response from Historic England had only been verbal and asked if written confirmation could be gained, due to the tight constraints imposed by Historic England. The Town Clerk agreed that she would seek email confirmation.

It was requested that response from Shropshire Council regarding the proposed bench at the Market War Memorial be put on the next Services Agenda.

FC/153 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 8.57pm

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 28th SEPTEMBER 2015** at 7:00PM

FC/154 **CIVIC REGALIA**

RESOLVED (unanimous) **RJ/VP**

That the matter be deferred until the clarification can be sought from the Town Council's Insurance Company.

FC/155 **TOWN WALLS UPDATE**

RESOLVED (unanimous) **RJ/GG**

That the update be noted.

The meeting closed at 8.57pm

Town Mayor

Date

