



## MINUTES

Minutes of a meeting of the **COUNCIL** held in the Guildhall, Mill Street, Ludlow on **MONDAY 9<sup>th</sup> DECEMBER 2019 at 7.00 PM.**

### **FC/232 PRESENT**

Chairman: Councillor Gill

Councillors: Clarke; Garner; Ginger; Lyle; O'Neill, Parry; Pote; Sheward and Smithers.

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

### **FC/233 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/234 RECORDING OF MEETINGS**

The Mayor informed Council and the public that under the Openness of Local Government Regulations 2014, recording and broadcast including blogging, tweeting and other social media was permitted during the public session of Council meetings. He stated that the act of recording and broadcast must not interfere with the meeting.

He added that the Council understood that some members of the public may not wish to be recorded and asked that they make this known immediately.

### **FC/235 APOLOGIES**

Apologies were received from Councillors Cobley, Jones, Mahalski and Perks.

### **FC/236 DECLARATIONS OF INTEREST**

#### Disclosable Pecuniary Interests

None.

#### Conflicts of Interest

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Cllr Lyle	6	Member of the Residents Association

Cllr Parry	14	Resident of Sidney Road
	6	Member of the Residents Association
	14	Involved in petition Ludlow in Bloom
Cllr Pote	6	Member of the Residents Association
	9	Members of the Sustainable Transport Group

#### Personal Interests

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Cllr Ginger	14	Letter from Connexus addressed to him as Chair of Representational Committee.
Cllr Gill	9	Knows the member of the transport group
Cllr Lyle	9	Knows the member of the transport group
	14	Resident of Sidney Road
Cllr Parry	16c&d	Knows the applicant for Two Score Theatre and Choral Society.
	18	Visits the Police Station in Worcester and is Unitary Councillor on the Sub-Committee
Cllr Sheward	16b	Knows one of the signatories
Cllr Smithers	9	Co-author of the presentation

#### **FC/237 PUBLIC OPEN SESSION (15 minutes)**

There were thirteen members of the public present.

Group Leader, Wildlife Watch, Ludlow – The Group Leader explained that she had applied for an annual core grant and this had been declined in September due to the Group not having a bank account. She reported that the Group now had a bank account. She highlighted that her role and those in other group members were voluntary. She stated that the Group met once a month on Whitcliffe Common, and encouraged children and parents to enjoy and explore the flora and fauna. She explained that she was aware that many children spent hours in front of a screen or tablet instead of being outside and becoming aware of their environment. The purpose of the application was so that the Group could purchase equipment such as water survey kits, bat detectors, and invite expert guest teachers.

Secretary, Ludlow Choral Society – The Secretary of the Ludlow Choral Society explained that a grant of £300 had been awarded in 2019-20. The original request was for assistance with a commercially designed website, but two members of the Society had volunteered to do this. The Society requested therefore if the grant could be used to purchase video equipment to record the Society performances to be uploaded to the website.

Member of the Marches Anti-Slavery Partnership - The Member of the Anti-Slavery Partnership explained that that modern slavery occurred almost everywhere.

Modern day slavery and human trafficking has a definition in United Nations that is reflected in the UK Modern Slavery Act. This is defined as the recruitment, transportation, transfer, harbouring or receipt of persons by improper means, such as force, abduction, fraud, or coercion of any kind, for an improper purpose, including forced labour and sexual exploitation. It takes many forms in society - some hidden and some in plain sight.

The member of the Marches Partnership requested that the Town Council endorsed the work of the Partnership and supported a town-wide campaign. (Notes and brief statement are attached to these minutes).

Local Resident and Member of Extinction Rebellion – The member of Extinction Rebellion told the Council that she was delighted when the Council declared a Climate Emergency in June. Since this time there has been flooding in Shropshire, and other UK regions, fires across the globe and more recently reports of an alarming lack of oxygen in the oceans. She requested an update since the declaration in June. (Notes are attached to these minutes).

Member of the Ludlow & Leominster Extinction Rebellion Group – The member of the Ludlow & Leominster Extinction Rebellion Group advised Council that since the declaration of a climate emergency in June she was aware that the housing developer Connexus was willing to explore the option of the green space at Sidney Road being transferred to local control. In her opinion she said this was an incredible opportunity to protect green space, increase the ability to absorb CO2 emissions from traffic. She highlighted that an eco-restoration project could be a positive step and urged the Council to work with local groups to achieve this. (Notes are attached to these minutes, along with a booklet from NALC who has teamed up with the Woodlands Trust for projects across the County).

Member of Ludlow Residents Association – The member of Ludlow Residents Association informed Members that the law had changed and idling vehicles were required to turn off their engines. She highlighted that the sensor at the end of Tower Street was not working and asked why. On behalf of the Residents Association she requested that signs were put round Ludlow reminding drivers of the law (as stated above); that the Town Council put pressure on Shropshire Council to deploy Enforcement officers to uphold the law; that the Town Council puts pressure on Shropshire Council to have the sensor at Tower Street turned on / or repaired. (A copy of her notes are attached to these minutes).

## **FC/238 UNITARY COUNCILLORS SESSION**

Councillor A Boddington, Ludlow North – Councillor Boddington urged the Town Council to commence proceedings to purchase the community land at Sidney Road for £1 from Connexus. He said had been delighted to see this offer, after months of campaigning and petitioning adding that the developer Connexus could have sold this land as commercial land and this was a unique offer, which should not be passed over. If ownership was transferred to the Town Council,

maintenance would fall under the remit of the Town Council, but could be seen as a green opportunity.

Councillor V Parry, Ludlow South – Councillor Parry agreed with Councillor Boddington regarding the green space at Sidney Road. She explained she had been approached by a young man in Ludlow who was keen to see more wildflowers in Ludlow and happy to help Ludlow in Bloom.

She went on to thank the Town Council staff for the organisation of the Ludlow Residents Senior's Party the previous week, which she felt had gone well. She also thanked the staff for putting up the Christmas Lights as she had received many positive comments.

The Chairman permitted a member of the public who had missed public open session to speak to Council under the discretion permitted by 3f of Standing Orders.

**FC/239** **MEMBER OF THE TWO SCORE THEATRE GROUP** – The member of the Two Score Theatre Group explained that he was instrumental in bringing Becket the play by Jean Anouilh to St Laurence Church. This would be performed on the 29<sup>th</sup> January 2020. St Laurence was a new performance space for the Group to use. He went on to say that he had retired from a lifetime in Theatre, initially starting as a wardrobe assistant, and then an actor for ten years in the West End and had spent two year at the Royal Shakespeare Company and had then turned to opera, making his debut in 1981 and went to sing for 20 years. He had returned to Ludlow and re-introduced Shakespeare with the Two Score Theatre Company and this had brought Ludlow and Shropshire people together. The cast ages ranged from 6-84. He hoped that the Town Council would approve the grant and support the Becket play.

**FC/240** **MINUTES – FULL COUNCIL 28<sup>th</sup> OCTOBER 2019**

**RESOLVED** (9:0:1) RP/GG

That the open and closed minutes of Full Council on the 28<sup>th</sup> October 2019 be approved as a correct record and signed by the Chairman.

**FC/241** **ITEMS TO ACTION – 28<sup>th</sup> OCTOBER 2019**

**RESOLVED** (unanimous) RP/GG

That the Items to Action be noted.

**FC/242** **PRESENTATION FROM A MEMBER OF LUDLOW 21 – SUSTAINABLE TRANSPORT GROUP – ELECTRIC VEHICLE (EV) IN LUDLOW**

The member of Ludlow 21 stated that tackling climate change made electric vehicles the way forward. He highlighted that vehicles were the third largest

emitter of pollution behind industry and aviation. For every 1 electric vehicle 3 SUV's were manufactured and they were larger and no better. The future was to attain over 33% of energy from renewables such as solar or wind. More electric vehicles were becoming available. He highlighted the Renault Zoe which was £18k and had a range of 250 miles between charges. He went on to say, many electric vehicle owners only did local journeys of up to 25 miles.

He stated that Telford & Wrekin Council had adopted an ultra-low emission vehicle strategy. He outlined what Shropshire Council could do which was set a 2030 Climate Emergency target, have a public policy for low-emission transport; and secure grants for electric vehicles, buses, taxis and on-street charging points, as well as procuring and running an EV fleet.

He went on to say that in his opinion Town Councils, including Ludlow, could decide specific actions to be carbon neutral by 2030; work with Shropshire Council to electrify town buses, saving £35,000 a year; review planning applications re. EV-charging; Install chargers in Council owned car parks (S.137 Local government Act 1972); and procure and run an EV fleet. (A copy of the slides are attached to these minutes).

#### **FC/243 BUDGET TASKS AND FINISH GROUP INTERM RECOMMENDATIONS AND CONSULTATION FEEDBACK**

The Mayor thanked the Budget Task & Finish Group and staff for their hard work.

#### **RESOLVED (unanimous) GG/TG**

- i) To approve the unspent budgets are carried forward from 2019 /20 to 2020 / 21 in the codes listed below:

- 101 / 4009 – Training & Manuals
- 101/4055 – Professional / legal fees: for pursuance of legal advice and professional services
- 101/4072 – Bus service: Funds to support the 432 service in Ludlow
- 111/4181 – Churchyard walls loan
- 111/4158 – Christmas Lights
- 115/4222 – maintenance – Rental Property
- 119/4222 – maintenance - Buttercross
- 121/4222 – maintenance - Guildhall
- 201/4222 – maintenance - Market
- 301/4222 – maintenance – Street Lighting
- 302/4222 – maintenance – Street Furniture
- 303/4222 – maintenance – Public Toilets
- 401/4222 – maintenance - Cemetery
- 403/4222 – maintenance - Allotments
- 410/4222 – maintenance - Amenity Areas
- 411/1075 – Linney Income
- 411/4608 – Linney Car park

- ii) To approve the creation of new Earmarked Reserves as identified in 5.3 in the report and listed below:

<b>code</b>	<b>Proposed Earmarked Reserve</b>	<b>£</b>
321	EMR Capital Reserve (land / capital asset)	2,213.00
323	EMR Neighbourhood	22,368.00
323	EMR Neighbourhood	22,368.00
324	EMR Mayor's Allowance	1,639.00
325	EMR SC Play Area Upgrades	38,000
326	EMR CCTV	0
327	EMR Skatepark	2,864
328	EMR Guildhall External Works	46,266
329	EMR Mkt Online Booking System	1,050
330	EMR Guildhall Internal Refurbishment	39,071
331	EMR Cemetery Extension	30,000
332	EMR Cemetery Paths	10,000
333	EMR Cemetery Electric Meter	1,000
334	EMR Wheeler Play Area Resurface	6,000
335	EMR Tree Survey	4,000
336	EMR Linney Riverside Park	40,000.00
337	EMR Vehicle Fund (infrastructure)	
338	EMR EA Jetty	2,725.00
339	EMR Allotments	821.00
340	EMR Street lighting	2,000
341	EMR Signage	3,249
342	EMR Street Furniture	1,251
343	EMR Legal Costs	15,000
344	EMR Christmas lights	
345	EMR Guildhall - grade I listed	15,000.00
346	EMR Buttercross - grade 1 listed	15,000.00
347	EMR Depot - metal construction	10,000.00

348	EMR Castle Street Toilets	5,000.00
349	EMR Smithfield Toilets	5,000.00
350	EMR Linney Toilets	5,000.00
351	EMR Linney Boat Shed	0.00
352	EMR Cemetery House - rental property	10,000.00
	Total	320,720.00

- iii) to approve the two of the projects identified as needing progression in 202/21, namely, the upgrading of Henley Road Cemetery and cemetery paths – EMR 331; and the Linney Phase II – restoration of existing buildings to facilitate boating, and refreshments – EMR 336.
- iv) To note that there is a separate report on this agenda to explain the proposed staffing review.
- v) To note that there are outstanding pieces of information that are required before the budget can be finalised including the national pay award, and the Council Tax base figures from Shropshire Council, and the final budget will be brought back to Full Council on 27<sup>th</sup> January 2020.

#### **FC/244 TASK & FINISH GROUPS FORMERLEY WORKING GROUPS**

##### **RESOLVED (unanimous) GG/VP**

To adopt the agreed tasks and deadlines for the Council's Task & Finish Groups.

<b>Name of Task &amp; Finish Group</b>	<b>Task</b>	<b>Finish</b>
Civic Events (RS)	Long standing group - no formal task set. Has been a successful forum for all the different groups involved in RS to meet.	Annual Event RS
Budget	To put forward recommendations to FC for the budget and precept for the following year	Annually in January with recommendations to Full Council
Town Walls	To liaise with the Town Clerk periodically on the progress of the works	Repair of walls completed
Community Led Plan (CLP)	To steer the CLP to a final print version of the plan	Production of printed Community Led Plan
CCTV	To assist with research to assist the development of a plan for new CCTV infrastructure.	Awarding of the Contract

Emergency Planning	To create a local plan for Ludlow that sits with Shropshire Council's Emergency Plan.	To report to Council regarding the final plan
MUI & Dart	To create a report explaining how the MUI & DAART Working Group would like to develop its remit	To report to Council
Review of Standing Orders	To review the Council's Standing Orders	To report to Council
Communications	To review the new website	To report to Council
Parking	To devise a process for the survey and reporting	To report to Council
Climate Emergency	To recommend an effective process to Council that will establish the carbon footprint of the Town Council through a carbon audit.	To report to Council
Night Market	To use the Night Markets Report to consult with local organisations including the Chamber of Trader and residents. Any recommendations to Services Committee actively consider the potential impact that Night Markets could have on existing businesses within the Town.	To put recommendations to Services Committee

**FC/245 CLIMATE EMERGENCY TASK & FINISH GROUP**

**RESOLVED (unanimous) GG/DL**

That:-

- i) the extracted minute for setting up the Climate Emergency Task & Finish Group be noted;
- ii) The revised Terms of Reference for the Climate Emergency Task and Finish Group be approved.

**FC/246 CCTV**

**RESOLVED (unanimous) TG/JS**

To note the schedule of works for the Installation of Phase I.



**FC/247 PROPOSED COMMUNITY OPEN SPACE AT SIDNEY ROAD, LUDLOW****RESOLVED (unanimous) GG/DL**

To authorise the Town Clerk to accept the offer from Connexus to proceed to agree a conditional contract that requires the land to be transferred from Connexus to Ludlow Town Council once Town Green status is granted.

That Ludlow Town Council is agreeable to the Heads of Terms for the conditional contract proposed by Connexus that:

- the land be transferred for £1 or £0 dependent on legal advice as to whether a £1 charge needs to be levied. The land will be transferred with restrictive covenants preventing any development of the land.
- this agreement would be binding on both parties.
- that Connexus will pay their own legal fees for all of our legal matters relating to the land transfer.
- Ludlow Town Council will pay their legal fees for all of their legal matters relating to the land transfer.
- that the town green application is submitted by Connexus, once the conditional contract is signed and dated.

**FC/248 REPRESENTATIVES ON OUTSIDE BODIES – FAIRTRADE GROUP****RESOLVED (unanimous) RP/GG**

That Councillor Gill is the Town Council's Representative on the Fairtrade Group for 2019-20.

**FC/249 FAIRTRADE STATUS CERTIFICATE FOR LUDLOW****RESOLVED (unanimous) GG/TG**

That the renewed Fairtrade Status Certificate for Ludlow from 2003 to October 2021 be noted.

**FC/250 PROJECT SUPPORT APPLICATIONS****RESOLVED (unanimous) TG/GG**

That the Project Support Grant Criteria be noted.

**FC/251 WILDLIFE WATCH, LUDLOW****RESOLVED (unanimous) TG/GG**

To approve a Project Support Grant of £300 for Wildlife Watch, Ludlow.

**FC/252 TWO SCORE THEATRE COMPANY**

**RESOLVED (unanimous) TG/GG**

That the requested Project Support Grant of £300 to the Two Score Theatre Company is declined as it did not meet the following criteria points:-

- (3) no constitution was provided
- (5) no copy of the Groups Accounts was provided
- (2) the organisation did not explain how residents of Ludlow would benefit directly.

**FC/253 LUDLOW CHORAL SOCIETY – REQUEST OF CHANGE OF USE FOR GRANT**

**RESOLVED (unanimous) GG/DL**

That the request by the Ludlow Choral Society of change of use for Grant awarded be approved to purchase a Video Recorder, SD card and Tripod.

**FC/254 COMMITTEE RECOMMENDATIONS – STAFFING COMMITTEE 14<sup>th</sup> NOVEMBER 2019**

*ST/94 ANNUAL REPORTING STRUCTURE*

*RESOLVED (unanimous) DL/GP*

*To recommend to Full Council that the meeting scheduled for 12 March 2020 is moved to 20 February 2020 to enable any recommendations from Staffing Committee to be reported to Full Council on 9<sup>th</sup> March 2020.*

**RESOLVED (unanimous) TG/JS**

That the recommendations from the Staffing Committee Meeting on the 14<sup>th</sup> November 2019 be approved;

**ANNUAL REPORTING STRUCTURE**

That the Staffing meeting scheduled for 12 March 2020 is moved to 20 February 2020 to enable any recommendations from Staffing Committee to be reported to Full Council on 9<sup>th</sup> March 2020.

**FC/255 SHROPSHIRE FIRE JUDICIAL REIVEW**

**RESOLVED (unanimous) TG/RP**

That the letter from the Home Secretary be noted.

**FC/256 SOUTH SHROPSHIRE YOUTH FORUM**

**RESOLVED (unanimous) TG/CS**

That the Annual Report 2018-19 of South Shropshire Youth Forum be noted.

**FC/257 MERCHANT NAVY DAY**

**RESOLVED (unanimous) TG/GG**

That the commemoration certificate and date for the Merchant Navy Flag being flown on 3<sup>rd</sup> September 2020 be noted.

**FC/258 COMMITTEE AND WORKING GROUP MINUTES**

Policy & Finance Committee, 21<sup>st</sup> October 2019

**RESOLVED (9:0:1) TG/GG**

That the minutes from the Policy & Finance Committee on the 21<sup>st</sup> October 2019 be received.

**FC/259 SERVICES COMMITTEE 25<sup>TH</sup> NOVEMBER 2019**

**RESOLVED (unanimous) MC/GG**

That the minutes of the Services Committee on the 25<sup>th</sup> November 2019 be received.

**FC/260 REPRESENTATIONAL COMMITTEE, 18<sup>TH</sup> SEPTEMBER, 9<sup>TH</sup> OCTOBER AND 16<sup>TH</sup> OCTOBER 2019**

**RESOLVED (8:0:2) MC/GG**

That the minutes of the Representational Committee on the 18<sup>th</sup> September, 9<sup>th</sup> October and 16<sup>th</sup> October be received.

**FC/261 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) TG/MC**

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

The meeting closed at 8:07 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 9<sup>th</sup> DECEMBER 2019** at **7:00PM**

### **FC/262**    **STAFFING STRUCTURE**

**RESOLVED** (unanimous)    **RP/DL**

That:-

- i) Shropshire Council HR department working in liaison with the Town Clerk and the Council undertakes a discrete piece of work to create a specification to enable Ludlow Town Council to identify and achieve the desired outcomes of a staffing structure review;
- ii) Subject to a specification being agreed by Council, a tender process is undertaken with specialist local authority based HR contractors and brought back to Council for a decision.

### **FC/263**    **LINNEY GATE**

**RESOLVED** (unanimous)    **TG/GG**

That:-

- i) Clarification is sought from St Laurence's Parochial Church Council regarding the ownership of the Victorian brick gate.
- ii) Clarification is sought from St Laurence's Parochial Church Council on the status of public right of way up the steps and into St Laurence's Churchyard.

The meeting closed at 8.07pm

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Town Mayor

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Date