



## MINUTES

Minutes of a meeting of the **COUNCIL** held in the Guildhall, Mill Street, Ludlow on **MONDAY 25<sup>th</sup> MARCH 2019** at **7.00 PM**.

### **FC/296**    **PRESENT**

Chairman:                      Councillor Gill

Councillors:                Clarke; Copley; Garner; Ginger; Jones; Lyle; Mahalski, O'Neill; Parry; Perks; Pote; Sheward (Deputy Mayor) and Smithers.

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

### **FC/297**    **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/298**    **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/299**    **APOLOGIES**

Apologies were received from Councillor Paton.

### **FC/300**    **DECLARATIONS OF INTEREST**

#### Disclosable Pecuniary Interests

None

#### Conflicts of Interest

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Cllr Parry		Ludlow in Bloom

Personal Interests

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Cllr Cobley	11	Friends of Ludlow Assembly Rooms
Cllr Gill	11	Volunteers at the VIC
Cllr Parry	11	Volunteers at the VIC
	16	Member of the RBL and President of the Ladies Section
Cllr Perks	16	Member of the War Memorial Committee who had been approached for assistance by the RBL for D-Day celebrations.

**FC/301 PUBLIC OPEN SESSION (15 minutes)**

There were 10 members of the public present.

A resident and member of 'The Great Unwrapped' – The member of 'the Great Unwrapped' explained that there was considerable interest in Ludlow to go plastic free, or move in that direction as far as possible and had formed the Great Unwrapped Group. A copy of her notes is attached to these minutes. She stated that the Group would like to put a banner at the top of Corve Street saying 'Ludlow Go Plastic Free' but asked if the Town Council could waive the installation fee.

A resident and member of Ludlow and Leominster Extinction Rebellion Group – The member of the Ludlow and Leominster Extinction Rebellion Group explained that the Group was campaigning for action on Climate Emergency. She stated that the Town Council had already shown tremendous commitment to its community and asked the Town Council to declare its support and play a part in a Climate Emergency and Climate Action Plan. This, she said would enable the whole community to massively reduce the carbon footprint for Shropshire.

She finished by stating that the Town Council would not be alone in supporting this initiative as a number of Council's had already made a declaration. A copy of her notes is attached to these minutes.

A resident and member of the Ludlow and Leominster Extinction Rebellion Group – Another member of the Ludlow and Leominster Extinction Rebellion Group explained that it was easy to forget the global situation in Ludlow and highlighted the unprecedented forest fires in 2018 in California. She highlighted that she had finished her Biology Degree last year and sat in Ecology lectures hearing facts and statistics with a feeling of dread.

She drew attention to the Swedish student 16 year old Greta Thunberg who had demonstrated outside Swedish Parliament during schools hours daily in the lead up to the Swedish general election last September and urged support from the Town Council as the climate was now in a state of emergency. A copy of her

notes is attached to these minutes.

**FC/302 UNITARY COUNCILLORS SESSION**

Councillor Parry, Ludlow South - Councillor Parry advised Members that she attended a meeting last week regarding communities and this had covered increased transport in Shrewsbury. She stated that she had spoken to Officers and Councillors regarding the lack of transport in some areas of Ludlow and lack of provision for electric vehicles. She had been informed that this was due to lack of budget, however, Shropshire Council were investing in two electric points at garages in Ludlow.

7.15 pm – Councillor Ginger left the meeting.

She went on to say that there were community transport and buses in Ludlow not being used to full capacity, such as the bus taking residents to Helena Lane Day Centre and the Traveller bus. She asked if James Willett from Shropshire Council could be invited to the next Full Council meeting to discuss transport options for Ludlow.

7.17pm – Councillor Ginger re-joined the meeting

Councillor Parry informed Council that the budget for Shropshire Council's Rights of Way Team, which oversaw work to the footpaths and bridleways e.g replacing gates and stiles, was being reduced by 50%. She was concerned that many footpaths would take a backward step, becoming unkempt and rundown, especially as Ludlow was advertising itself as a walking and cycling town.

Councillor Boddington, Ludlow North - Councillor Boddington gave apologies for Councillor Huffer. He informed Council that the timetable for the review on parking in Ludlow had slipped and it was not clear when it would be reviewed by Shropshire Council's Scrutiny Committee, or any other Committee. He urged the Town Council to pressure Shropshire Council to establish which Committee it would be reviewed at, especially as the results from the Town Council parking survey, which was currently live, would be submitted. He added that he had spoken to traders and market traders who had confirmed that trade was down month-on-month since the new parking charges had been introduced.

Following a question from a Councillor, Councillor Boddington confirmed that the Scrutiny Committee should review the parking in Ludlow and if changes to the charges were recommended, this then this would be referred to Cabinet for a decision.

Regarding climate change, Councillor Boddington stated that the Town Council could support this initiative in many ways with vehicles, lighting, plastic bags and urged the Town Council to lead on this, like it had with Conservation of Buildings and the Food Festival in the past, and it was an opportunity to be a leader again.

A Councillor suggested that the Town Clerk could write to Shropshire Council asking when the parking review would be considered at Shropshire Council's Scrutiny Committee.

Another Councillor commented that she felt that in relation to the residents' comments regarding climate change and a joined up approach in relation to transport, she felt that the Town Council already shows support which may not be obvious. At the Representational Committee, a number of applications recently had been considered in relation to the Flood Plan. The Emergency Planning Group and the Community Led Plan (CLP) also had elements of climate change and additional community activities, she said could be added to both Plans.

**FC/303 MINUTES – 18<sup>th</sup> FEBRUARY 2019**

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

That subject to several typographical errors, the open minutes of Full Council on the 18<sup>th</sup> February 2019 be approved as a correct record and signed by the Chairman.

**FC/304 ITEMS TO ACTION – 18<sup>th</sup> FEBRUARY 2019**

The Mayor thanked the Town Clerk and staff for their hard work, in a very busy period.

**RESOLVED (unanimous) TG/CS**

That the Items to Action be noted.

**FC/305 INTERNAL AUDITOR INTERIM REPORT**

**RESOLVED (unanimous) TG/AC**

That the Internal Auditor's Interim Report and recommendations be adopted.

**FC/306 GDPR AUDIT**

The Mayor stated that the letter and report from the Internal Auditor reflected well on the staff given the Auditor's comments that the Town Council was well advanced on the introduction of GDPR, compared to a number of other similar sized Councils that had been visited and showed the commitment of staff to the process and positive engagement with the audit process.

Another Councillor acknowledged the amount of work surrounding the GDPR process and thanked the staff for what had already been achieved.

**RESOLVED (unanimous) TG/MC**

That the GDPR Audit and recommendations be adopted.

**FC/307 LUDLOW VISITOR INFORMATION CENTRE (VIC)**

**RESOLVED (unanimous) GG/GP**

To invite representatives from the Ludlow Visitor Information Centre to a future Full Council Meeting to present further detailed information including a costed analysis of the proposal, and consideration of other venue options, alternative streams of funding from other tourism organisations.

**FC/308 LUDLOW CALENDAR OF EVENTS**

**RESOLVED (unanimous) MC/GP**

To note that 55,000 Calendar of Events leaflets of a total print run of 90,000 leaflets are distributed across Shropshire, Hereford, Worcester, Wales, Stafford, and Birmingham including locations with high footfall such as motorway services, supermarkets, hotels, VICs and tourist attractions.

**FC/309 MAYOR MAKING 2019**

**RESOLVED (unanimous) TG/GG**

That the report on Mayor Making for 2019 be noted and that the Mayor Making Ceremony for 2019 will be held at the Ludlow Methodist Church, with the reception to follow at Oscars at Ludlow Assembly Rooms.

**FC/310 OPERATION LONDON BRIDGE**

**RESOLVED (unanimous) TG/JS**

That the use of Castle Gardens for the flowers, and the Buttercross as the location for the local reading of the Proclamation be approved.

**FC/311 RESOLVED (unanimous) GG/GP**

That preparations are made for the information required for the website.

**FC/312 RESOLVED (unanimous) TG/GG**

That written procedures are created for the Town Council staff and Councillors; and further liaisons is undertaken with the Parish Church to finalise preparations.

**FC/313 GOVERNMENT ETHICAL STANDARDS****RESOLVED (13:0:1) GG/TG**

- i) That the Committee on Standards in Public Life report, and specifically the sections that relate to Town and Parish Councils be noted.
- ii) To note that Government Minister for Local Government, Rishi Sunak is taking forward a recommendation from the Committee on Standards in Public Life Review of Intimidation in Public Life that the Government should bring forward legislation to remove the requirement for candidates standing as local councillors to have their home addresses published on the ballot paper.

**FC/314 LUDLOW BRANCH ROYAL BRITISH LEGION**

There was much discussion to clarify that the actual date of commemoration was Thursday 6 June, and not Saturday 8<sup>th</sup> June 2019. Council were in agreement that Saturday is prime trading day and the impact of a road closure in the centre of the town would be detrimental.

**Motion not carried****RESOLVED (2:11:1) TG/GP**

That assistance is offered to the Ludlow Branch RBL to apply to Shropshire Council for the road closure, and assistance with the parade through the Parade Marshall.

**FC/315 COMMITTEE RECOMMENDATIONS – SERVICES COMMITTEE 11<sup>th</sup> MARCH 2019****S/137 LUDLOW MUSEUM AT THE BUTTERCROSS COIN CASCADE DONATION BOX****RECOMMENDED (7:2:0) MC/GP**

*To allocate a budget of £340.00 for staff to purchase an appropriate coin cascading coin box.*

**S/140 LUDLOW MARKET PARKING PERMITS****RECOMMENDED (8:0:1) MC/GP**

*That the introduction of new digital parking permits be approved.*

**S/141 LUDLOW IN BLOOM**

RESOLVED (unanimous) MC/RP

*To recommend a grant of £250.00 to Ludlow in Bloom from project support funds for the purchase of perennial plants for St Johns Gardens, and that the perennials will be planted by the Direct Labour Force.*

S/143 LINNEY RIVERSIDE PARK TOILET REFURBISHMENT

RECOMMENDED (unanimous) MC/GG

*To approve the tender from J Harper & Sons Leominster Ltd.*

S/144 BOATING

RECOMMENDED (unanimous) GG/MC

*To approve the expenditure of £750 to conduct an audit of the current stock of boats.*

**RESOLVED (unanimous) MC/GP**

That the recommendations from the Services Committee Meeting on the 11<sup>th</sup> March be approved;

LUDLOW MUSEUM AT THE BUTTERCROSS COIN CASCADE DONATION BOX

To allocate a budget of £340.00 for staff to purchase an appropriate coin cascading coin box.

LUDLOW MARKET PARKING PERMITS

That the introduction of new digital parking permits be approved.

LUDLOW IN BLOOM

To approve a grant of £250.00 to Ludlow in Bloom from project support funds for the purchase of perennial plants for St Johns Gardens, and that the perennials will be planted by the Direct Labour Force.

LINNEY RIVERSIDE PARK TOILET REFURBISHMENT

To approve the tender from J Harper & Sons Leominster Ltd.

BOATING

To approve the expenditure of £750 to conduct an audit of the current stock of boats.

**FC/316 COMMITTEE RECOMMENDATIONS – POLICY & FINANCE COMMITTEE**  
**18<sup>TH</sup> MARCH 2019**

PF/118 POLICIES

Health and Safety Policy and Handbook

RECOMMENDED (4:0:1) GP/AC

That:-

- a) Reference to the “Board” be amended to the “Council” throughout the documents.
- b) The Health and Safety Inspection form for the Administration in Section 8 of the Health and Safety Policy be amended so that it is completed weekly.
- c) A Pre Use Check Sheet be created for grounds maintenance equipment.
- d) The Bi Annual Council Monitoring be undertaken by Services Committee following an initial 6 month implementation period.
- e) The amended Health and Safety Policy and Handbook be adopted.

**RESOLVED (unanimous) AC/TG**

That the recommendations from the Policy & Finance Committee on 18<sup>th</sup> March 2019 be approved;

POLICIES

Health and Safety Policy and Handbook

That:-

- i) Reference to the “Board” be amended to the “Council” throughout the documents.
- ii) The Health and Safety Inspection form for the Administration in Section 8 of the Health and Safety Policy be amended so that it is completed weekly.
- iii) A Pre Use Check Sheet be created for grounds maintenance equipment.
- iv) The Bi Annual Council Monitoring be undertaken by Services Committee following an initial 6 month implementation period.
- v) The amended Health and Safety Policy and Handbook be adopted.

**FC/317 COMMITTEE AND WORKING GROUP MINUTES**

**Policy & Finance Committee 11<sup>th</sup> February 2019**

**RESOLVED (unanimous) AC/TG**

That the minutes from the Policy & Finance Committee held on 11<sup>th</sup> February 2019 be received.



**FC/318 SERVICES COMMITTEE 11<sup>TH</sup> MARCH 2019**

**RESOLVED (unanimous) MC/GP**

That the minutes from the Services Committee held on 11<sup>th</sup> March 2019 be received.

**FC/319 REPRESENTATIONAL COMMITTEE 6<sup>TH</sup> MARCH 2019**

**RESOLVED (unanimous) GG/TG**

That the minutes from the Representational Committee held on 6<sup>th</sup> March 2019 be received.

The meeting closed at 8:31pm

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Town Mayor

\_\_\_\_\_  
Date

NB Closed session minutes will NOT be issued.