



MINUTES

Minutes of a meeting of the **COUNCIL** held in the Guildhall, Mill Street, Ludlow on **MONDAY 29th JULY 2019 at 7.00 PM.**

FC/105 PRESENT

Chairman: Councillor Gill

Councillors: Cobley; Lyle; Mahalski, O'Neill; Paton; Pote (Deputy Mayor); Sheward and Smithers.

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

FC/106 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/107 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/108 APOLOGIES

Apologies were received from Councillors, Garner, Ginger, Parry and Perks.

FC/109 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests

None

Conflicts of Interest

<u>Member</u>	<u>Item</u>	<u>Reason</u>
None		

Personal Interests

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Cllr Cobley	17	Member and supports various Environmental Organisations in Ludlow.
	22	Knows the owner of the property.
	24	Hedleys Solicitor handled sale of brothers flat.
Cllr Gill	10a	Property is anomaly in the Ward.
	22	Knows the owner of the property.
Cllr Lyle	22	Knows the owners of St Leonard's House
Cllr Mahalski	22	Knows the owners of St Leonard's House
Cllr Pote	11	Organiser of the Green Festival
Cllr Sheward	11	Volunteer on a stall during Green Festival

FC/110 PUBLIC OPEN SESSION (15 minutes)

There were 3 members of the public present.

A Resident of Lower Galdeford – The resident from Lower Galdeford referred to the stone wall to be reinstated at Bufton's yard. She declared that Ludlow Town Councillors in March 2018 had stated that maintenance of the wall at Lower Galdeford was of 'most importance'. She read a letter which had been sent to the Enforcement Team at Shropshire Council. However, the letter had not achieved its aim and the wall was not yet reinstated. In her opinion she felt that it was a disgrace to the Town, and the matter should be pursued.

She also asked for the Town Council's position in relation to the recent planning application for the site.

The Mayor thanked the resident and stated that the Town Council would look into the matter and she would receive a response, once the facts had been established.

Shropshire Collectors of Ludlow Bed Push 2019 – The collector from Ludlow Bed Push updated Council that a bed push had taken place on the 13th July. Six supporters had dressed up in fancy dress to raise funds for The League of Friends at Ludlow Hospital, headed by Peter Corfield. Despite the weather £2,320.80 was raised and would be used to fund community projects. The collection two years ago had kitted out two First Responders. Last years collection had funded a computer programme called Mylife which was a touch screen designed for dementia patients. Similar programmes had shown that with regular use patients slept better and had less trauma and falls. The programme could be used in group or individual sessions. Funds from this years collection would go to a second computer. Each Mylife programme costs nearly £6,500. More information on Mylife could be found on the Ludlow Bed Push Facebook page.

FC/111 UNITARY COUNCILLORS SESSION

Councillor Boddington, Ludlow North - Councillor Boddington reported that he had been present at the Town Council's Representational Meeting the previous week, and was pleased that the developer Connexus had attended for a frank discussion about the proposed development at Sidney Road. Connexus were happy to meet outside Council and discuss social sites shortly and he looked forward to discussions.

Turning to the proposed telephone box removal at Wheeler Road, Councillor Boddington reported that calls had dropped from 357 to zero in the space of two years because the phone had been vandalised and not repaired, so no one was able to use it. He said it was BT's Policy that if phones were not used they would be removed.

Regarding the wall at Bufton's raised by the member of public, Councillor Boddington stated that he would refer the matter to Enforcement at Shropshire Council.

FC/112 MINUTES – FULL COUNCIL 17th JUNE 2019

RESOLVED (unanimous) TG/JS

That the open minutes of Full Council on the 17th June 2019 be approved as a correct record and signed by the Chairman.

FC/113 ITEMS TO ACTION – 17th JUNE 2019

RESOLVED (unanimous) TG/JS

That the Items to Action be noted.

FC/114 CHANGE OF MAY BANK HOLIDAY – VE DAY 2020

RESOLVED (unanimous) TG/CS

To note that the first May Bank Holiday has been moved from Monday 4th May to Friday 8th May as part of the VE Day commemorations.

FC/115 REQUEST FROM LUDLOW FOOD FESTIVAL TO AMEND CONTRACT DATES FOR 2020

RESOLVED (unanimous) TG/JS

That the request from the Ludlow Food Festival to amend their contract dates to Friday 15th, Saturday 16th and Sunday 17th May 2019 be approved.

FC/116 MAYFAIR DATES 2020

RESOLVED (unanimous) TG/RP

That the Mayfair dates Thursday 30th April to Monday 4th May 2020 be approved.

FC/117 REVIEW OF POLLING DISTRICTS

RESOLVED (unanimous) TG/NP

That the review of Polling Districts by Shropshire Council is noted.

FC/118 ANOMALIES BETWEEN THE WARD MAP AND POLLING DISTRICT

RESOLVED (8:1:0) CS/RP

To report that the property Waterside at Temeside is in Whittcliffe ward, but receives polling cards for Gallows Bank Ward, and to ask for the error is corrected by Shropshire Council Electoral Services.

FC/119 GREEN FESTIVAL ON SUNDAY 14TH JULY 2019

The Town Clerk confirmed that the road closure mention related to the 10k race the evening before the Green Festival.

RESOLVED (unanimous) TG/DL

To respond to the query raised in relation to the permission given by Ludlow Town Council for the Green Festival to use the Events Square and the Market Square stating that the music on Events Square during the Green Festival on Sunday 14th July had been limited to between 10.00am-5.00pm, and the Town Council felt that these hours are acceptable. The Town Council acknowledges that the time constraints are important for residents, and that the diversity of events in the town centre added to the vibrancy of the Town.

FC/120 BT PAYPHONE – PROPOSED REMOVAL, WHEELER ROAD

RESOLVED (unanimous) TG/DL

That the removal of the BT payphone at Wheeler Road is supported.

FC/121 ABLE SEAMAN WILLIAM CHARLES WILLIAM

RESOLVED (unanimous) TG/RP

That the correspondence and donation from the family of Able Seaman William Charles William to the memorial bench fund be noted.

FC/122 NATIONAL LOTTERY HERITAGE FUND BID

RESOLVED (unanimous) TG/RP

That a letter is sent to St Laurence Church in support of their bid to the National Lottery Heritage Fund.

FC/123 CCTV PHASE TWO

The Mayor thanked the Working Group for all their hard work.

RESOLVED (unanimous) GG/VP

That the final draft of the agreement is brought back to Council no later than 28th October 2019.

FC/124 RESOLVED (unanimous) TG/JS

That:-

- i) delegated authority is given to the Town Clerk for reasonable expenditure to cover necessary legal advice;
- ii) payment is approved of the 'local' legal fees of the Parochial Church (PCC) for advice on the construction of the agreement, as each party sees fit;
- iii) a discussion is begun with the PCC to negotiate the annual license fee;
- iv) further information regarding the construction of the Church tower is requested from the PCC, and a quotation is sought from the Town Council's insurer.

FC/125 1ST FLOOR GUILDHALL

RESOLVED (unanimous) JS/NP

That:-

- i) the remaining funds of £1,500 from the Mayor's Allowance from 2018-19 be used towards the refurbishment of the first floor of the Guildhall;
- ii) the listed building consent for the Chamber is renewed;
- iii) Quotations for works to the Chamber, and works to the first floor of the Guildhall, as described in the report, are sought and brought back to Council for approval.

FC/126 PARKING REVIEW**RESOLVED (unanimous) TG/RP**

To approve the timetable for the second survey as follows:-

- First Planning meeting Early August
- Agreement of the Survey Questions Early August
- Final Planning meeting Mid August
- Production of the packs Late August
- Distribution and collection timescale as follows:

Survey release / distribution date:	Beginning of September
Survey collection date:	End of September
Collation of data and report:	Beginning of October
Date ready for SC:	End of October

FC/127 SUSPEND STANDING ORDERS**RESOLVED (unanimous) TG/CS**

That Standing Orders be suspended to reconsider Committee Membership.

FC/128 CLIMATE EMERGENCY WORKING GROUP**RESOLVED (8:1:0) TG/DL**

That a Climate Emergency Working Group is formed and recommends an effective process to Council that will establish the carbon footprint of the Town Council through a carbon audit.

FC/129 CLIMATE EMERGENCY WORKING GROUP MEMBERSHIP**RESOLVED (8:1:0) TG/DL**

That membership of the Climate Emergency Group consists of Councillors Cobley, Lyle, Paton, Pote and Smithers.

FC/130 BUDGET WORKING GROUP**RESOLVED (unanimous) AC/RP**

That Councillor Pote become a member of the Budget Working Group.

FC/131 RE-INSTATE STANDING ORDERS

RESOLVED (unanimous) CS/TG

That Standing Orders be re-instated.

FC/132 COMMITTEE RECOMMENDATIONS – SERVICES COMMITTEE 15th JULY 2019

S/39 NIGHT MARKETS

RECOMMENDED (8:1:0) GP/MC

- i) *To set up a Night Markets Working Group, and the working group will use the Night Markets Report to consult with local organisations including the Chamber of Trader and residents.*
- ii) *That the Working Group's consultation and recommendations to Services Committee actively consider the potential impact that Night Markets could have on existing businesses within the Town.*

S/40 ST JOHNS GARDENS

RECOMMEND (unanimous) MC/TG

- i) *To write to the resident confirming that Ludlow Town Council does not own or have liability for the town walls in the St John's Garden area.*
- ii) *To advise that, as stated by Historic England, the town wall in Ludlow are in multiple ownership.*
- iii) *To suggest the Historic England may be a source of specialist knowledge that may be of assistance to the resident.*

S/44 HENLEY ROAD CEMETERY

RECOMMENDED (unanimous) MC/GP

To adopt the statutory Children's Funeral Fund for England

S/46 WASTE MANAGEMENT

RECOMMENDED (unanimous) GG/TG

To approve a three year contract with Cheaper Waste

S/18 SANITARY SERVICES

RECOMMENDED (unanimous) GG/GP

- i) *To approve a three year contract with PHS*
- ii) *To increase the budget to cover the annual cost of the contract.*

RESOLVED (unanimous) NP/JS

That the recommendations from the Services Committee Meeting on the 15th July 2019 be approved;

NIGHT MARKETS

- i) To set up a Night Markets Working Group, and the working group will use the Night Markets Report to consult with local organisations including the Chamber of Trader and residents;
- ii) That the Working Group's consultation and recommendations to Services Committee actively consider the potential impact that Night Markets could have on existing businesses within the Town.

ST JOHNS GARDENS

- i) To write to the resident confirming that Ludlow Town Council does not own or have liability for the town walls in the St John's Garden area;
- ii) To advise that, as stated by Historic England, the town wall in Ludlow are in multiple ownership;
- iii) To suggest the Historic England may be a source of specialist knowledge that may be of assistance to the resident.

HENLEY ROAD CEMETERY

To adopt the statutory Children's Funeral Fund for England.

WASTE MANAGEMENT

To approve a three year contract with Cheaper Waste, and set an annual budget of £9,000.00.

SANITARY SERVICES

- i) To approve a three year contract with PHS.
- ii) To set an annual budget of £1,500.00 cover the annual cost of the contract.

FC/133 COMMITTEE RECOMMENDATIONS – STAFFING & APPEALS COMMITTEE
19TH JULY 2019

SA/48 COMMITTEE TITLE

RECOMMENDED (unanimous) DL/RP

That:-

- i) the committee title is changed to Staffing Committee;
- ii) the Terms of Reference remain the same.

SA/49 RECOMMENDED (unanimous) DL/TG

That subject to the amendment of wording to replace 'Mayor' with 'Vice-Chair of Committee', the Terms of Reference be approved for the Staffing Committee.

SA/50 RESOLVED (unanimous) DL/TG

That it is noted that appropriate training is being sourced and will be notified in due course. It will be made available to all members of the Council, who will be encouraged to participate in the training to enable the Town Council to fulfil its obligations as an employer.

RESOLVED (unanimous) DL/RP

That the recommendations from the Staffing & Appeals Committee on 19th July 2019 be approved;

COMMITTEE TITLE

That:-

- i) the committee title is changed to Staffing Committee;
- ii) the Terms of Reference remain the same.

Terms of Reference – Staffing Committee

That subject to the amendment of wording to replace 'Mayor' with 'Vice-Chair of Committee', the Terms of Reference be approved for the Staffing Committee.

Training

That it is noted that appropriate training is being sourced and will be notified in due course. It will be made available to all members of the Council, who will be encouraged to participate in the training to enable the Town Council to fulfil its obligations as an employer.

FC/134 COMMITTEE RECOMMENDATIONS – POLICY & FINANCE COMMITTEE 22nd JULY 2019

PF/32 CHILDREN AND VULNERABLE ADULTS PROTECTION POLICY

RECOMMENDED (7:0:1) GP/AC

That:-

- i) *Section 7 be amended to include the Chair of Staffing and Appeals Committee.*
- ii) *to note that all incidents would be reported in writing to Social Services and the police, and no Ludlow Town Council staff or Coucillors would undertake any investigations or interviews.*
- iii) *to adopt the amended Children and Vulnerable Adults Protection Policy.*

RESOLVED (unanimous) AC/SO

That the recommendations from the Policy & Finance Committee on 10th June 2019 be approved;

CHILDREN AND VULNERABLE ADULTS PROTECTION POLICY

That:-

- ii) Section 7 be amended to include the Chair of Staffing and Appeals Committee.
- ii) to note that all incidents would be reported in writing to Social Services and the police, and no Ludlow Town Council staff or Coucillors would undertake any investigations or interviews.
- iii) to adopt the amended Children and Vulnerable Adults Protection Policy.

FC/135 COMMITTEE AND WORKING GROUP MINUTES

Policy & Finance Committee 10th June 2019

RESOLVED (unanimous) AC/TM

That the minutes from the Policy & Finance Committee held on 10th June 2019 be received.

FC/136 SERVICES COMMITTEE 22nd JULY 2019

RESOLVED (unanimous) NP/JS

That the minutes from the Services Committee held on 22nd July 2019 be received.

FC/137 REPRESENTATIONAL COMMITTEE 26th JUNE 2019

RESOLVED (unanimous) CS/SO

That the minutes from the Representational Committee held on 26th June 2019 be received.

FC/138 STAFFING & APPEALS COMMITTEE 19TH JULY 2019

RESOLVED (unanimous) DL/RP

That the minutes from the Staffing & Appeals Committee held on 19th July 2019 be received.

FC/139 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/RP

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

The meeting closed at 8:14pm

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 29TH JULY 2019** at **7:00PM**

FC/140 **LINNEY GATE**

RESOLVED (unanimous) **JS/DL**

That legal advice is sought and brought back to Full Council.

FC141 **INSURANCE**

8.03pm Councillor Gill left the meeting. This item was chaired by the Deputy Mayor.

RESOLVED (unanimous) **JS/TM**

That the insurance contract is renewed with Ecclesiastical for a three year period commencing in September 2019

8.06pm Councillor Gill returned to the meeting and continued chairing the meeting.

FC/142 **SOLICITOR**

RESOLVED (unanimous) **DL/TM**

- i) That legal advice is obtained from the solicitor at Geldards on a temporary basis;
- ii) A quotation is sought from the Solicitor at Wilkin Chapman and brought back to a future Full Council meeting, and the situation is reviewed.

The meeting closed at 8.14pm

Town Mayor

Date