



## MINUTES

Minutes of a meeting of the **COUNCIL** held in the Ludlow Conference Centre, Ludlow on **MONDAY 5<sup>th</sup> DECEMBER 2011** at 7.00PM

### **FC/228** **PRESENT**

Chairman: Councillor Aitken, Mayor

Vice-Chairman: Councillor Wilcox, Deputy Mayor

Councillors: Davies; Hunt; Jackson; McCormack; Newbold; Parry; Perks; Phillips; Pound; Smithers

Officers: Veronica Calderbank, Town Clerk;  
Gina Wilding, Deputy Town Clerk;  
Lucy Morgan, Secretary

### **FC/229** **PRAYERS**

The Mayor welcomed the Ven. Colin Williams and invited him to lead the Council in prayers.

### **FC/230** **APOLOGIES**

Apologies were received from Councillors Callender and Leyton-Purrier.

### **FC/231** **DECLARATIONS OF INTEREST**

In accordance with the terms of the Local Authorities (Model Code of Conduct) (England) Order 2007 issued under Section 51 of the Local Government Act 2000 Members declared interests as follows:

#### Personal Interests

<u>Member</u>	<u>Item</u>
A.J. Pound	Cemetery Holly Trees
G. Perks	Queen's Diamond Jubilee Committee
	Food Festival
	Twinning
J. Aitken	Queen's Diamond Jubilee Committee
V. Parry	Queen's Diamond Jubilee Committee
P. Hunt	South Shropshire Housing Association

Prejudicial Interests

There were no prejudicial interests declared.

**FC/232 PUBLIC OPEN SESSION (15 minutes)**

There were eight members of the public and press present.

Mr S Dalton, Hereford, Leominster and Ludlow Amnesty Group, read from a script attached to these minutes in support of the change to the Code of Conduct to only exclude “party political” organisations from the use of Council property. He hoped that this alteration would allow the Amnesty Group to hold a card signing on the Post Office Square on the 9<sup>th</sup> December 2011.

Inspector Thomas, West Mercia Police, introduced himself and thanked the Council for their time. He stated that overall crime in South Shropshire was low, with 50-60 crimes a month and around 15 anti-social behaviour incidents per week. South Shropshire were also doing significantly better than the rest of Shropshire on the detection of crimes.

Inspector Thomas advised Members that a Safe and Secure campaign was being run in the area to make the public aware of the risks of leaving Christmas presents and shopping in parked vehicles. He stated that there would be additional patrols over the Christmas period and he encouraged people to use such deterrents as SmartWater and [www.immobilise.com](http://www.immobilise.com). Inspector Thomas also advised Members of the new Shropshire Council Anti-Social Behaviour unit which could be contacted on 0345 678 9020.

Inspector Thomas commented on the proposed CCTV monitoring station relocation, he stated that he would prefer to see the system in Shrewsbury where it can be monitored 24/7 by trained professionals. Following several questions from Members regarding speeding, Inspector Thomas stated that speeding was an issue all over the country, the police could act in the short term with mobile speed cameras etc. but they needed to work with Shropshire Council and access funding in order to effect a more long term solution.

He added that with regards to anti-social behaviour in the Buttercross he supported any project that would reduce or prevent this behaviour.

**FC/233 UNITARY COUNCILLORS SESSION**

Unitary Councillor R. Taylor-Smith, Ludlow North, welcomed the new Councillors to the Town Council and wished them every success for their term of office. She stated that the progress at the Linney Riverside Park was very exciting and she was pleased to see new trees were being planted on the riverbank.

She informed Members that Shropshire Council were very disappointed by the resurfacing works done by their sub-contractor on Old Street. She apologised for

the situation and stated that the surface would be redone at the expense of the sub-contractor.

Councillor R Taylor-Smith advised the Council that Shropshire Council Cabinet were currently discussing Non Domestic Rate exemptions. Registered Charities already received 80% relief and there may be an opportunity for relief if the Boxing Club and toilets register as a charity or a CIC.

Unitary Councillor M. Taylor-Smith, Ludlow South, welcomed the Town Council's new Councillors. He suggested that the Council might apply to the Local Joint Committee ("LJC") for a grant to help with the relocation of the CCTV monitoring.

He went on to say that the Shropshire Council depot on Coder Road would be closing in June 2012, he emphasised that this would not affect the Household Recycling Centre. He asked that if Ludlow Town Council were interested in this property that they express their interest before June 2012. The Town Clerk stated that she had already done so.

Councillor M Taylor-Smith stated that Shropshire Council were working with Veolia to introduce a cardboard recycling scheme separate from paper recycling. A new recycling point has now been set up at Smithfield car park.

He added that a meeting with regards to the traffic system crossing Ludford Bridge would take place on Friday 9<sup>th</sup> December 2011 at 2.00pm on the bridge. A draft scheme had been proposed costing in the region of £125,000.

Councillors Jackson, Parry and Wilcox volunteered to attend the meeting.

**FC/234 PUBLIC OPEN SESSION FEEDBACK (15 minutes)**

The Town Clerk stated that all questions had been answered at the previous meeting.

**FC/235 MINUTES**

**a) 5<sup>th</sup> September 2011**

**RESOLVED (11:0:1)**

That the minutes of the Council meeting held on the 5<sup>th</sup> September 2011, be approved as a correct record and signed by the Chairman.

**FC/236 b) 10<sup>th</sup> October 2011****RESOLVED (9:0:3)**

That the minutes of the Council meeting held on the 10<sup>th</sup> October 2011, subject to the addition of Councillor Jackson in attendance, be approved as a correct record and signed by the Chairman.

**FC/237 c) 23<sup>rd</sup> November 2011**

Councillor Jackson queried how the meeting had been minuted with regard to the lack of discussion detail recorded. The Town Clerk stated that due to the large content and complexity of the meeting it was impossible to minute every discussion and she had wished to keep the minutes short for ease of reference.

Councillor Perks commented that receiving the minutes in draft form shortly after the meeting was very useful and he hoped that this could continue in the future.

**RESOLVED (11:0:1)**

That the minutes of the Council meeting held on the 23<sup>rd</sup> November 2011, subject to the insertion of the phrase "this was confirmed by the Town Clerk" following "not as joint" in minute FC/222, be approved as a correct record and signed by the Chairman.

**FC/238 WELCOME NEW COUNCILLORS**

The Mayor welcomed Councillor Perks and Phillips to the Town Council. He asked that they choose which Committees to sit on. Councillor Perks stated that he would like to become a member of the Representational Committee. The Town Clerk advised that this would mean changing the terms of reference for the Committee to increase the membership to ten.

Councillor Phillips stated that she would like to be a member of Policy and Finance and Services Committee. Also Councillor Jackson advised Members that she had been incorrectly stated as a Member of the Mayfair Sub-Committee.

**RESOLVED (unanimous)**

That:-

- i) the terms of reference for Representational Committee be amended to increase the membership to ten.
- ii) Councillor Perks become a member of Representational Committee.
- iii) Councillor Phillips become a member of Policy and Finance and Services Committee.
- iv) Councillor Jackson no longer be a member of the Mayfair Sub-Committee.

**FC/239** The Town Clerk asked Members that as there was still a seat vacant on both the Policy and Finance and Services Committee if any Member wished to join these Committees. She particularly requested a Member to join Policy and Finance Committee to increase to number of signatories for the Council. Councillor Davies volunteered to join Policy and Finance Committee.

**RESOLVED (unanimous)**

That Councillor Davies become a member of Policy and Finance Committee.

**FC/240 SERVICES COMMITTEE**

**RESOLVED (unanimous)**

That the minutes of the Services Committee meetings held on the 19<sup>th</sup> September and 7<sup>th</sup> November 2011, be received.

**FC/241 REPRESENTATIONAL COMMITTEE**

**RESOLVED (unanimous)**

That the minutes of the Representational Committee meetings held on the 20<sup>th</sup> September, 18<sup>th</sup> October and 8<sup>th</sup> November 2011, be received

**FC/242 POLICY AND FINANCE COMMITTEE**

**a) Minutes**

**RESOLVED (unanimous)**

That the minutes of the Policy and Finance Committee meetings held on the 26<sup>th</sup> September, 17<sup>th</sup> October and 14<sup>th</sup> November 2011, be received

**FC/243 b) Recommendations**

**QUEEN'S DIAMOND JUBILEE**

**That a budgetary provision be made for the Town Council's Queen's Diamond Jubilee events, in the sum of £5,000, to be available if required.**

The Mayor emphasised that the use of this sum was dependant on what project the Council decided on for the Jubilee.

**RESOLVED (unanimous)**

That a budgetary provision be made for the Town Council's Queen's Diamond Jubilee events, in the sum of £5,000, to be available if required.

**FC/244 SHROPSHIRE PLAYING FIELDS ASSOCIATION**

That:-

- i) Ludlow Town Council become members of the Shropshire Playing Fields Association and make a contribution of £25.00 this year.
- ii) Core Budget Funding of £25.00 be included within the budget for 2012/13 and a direct debit be set up.

**RESOLVED (unanimous)**

That:-

- i) Ludlow Town Council become members of the Shropshire Playing Fields Association and make a contribution of £25.00 this year.
- ii) Core Budget Funding of £25.00 be included within the budget for 2012/13 and a direct debit be set up.

**FC/245 POLICIES**

The Town Clerk distributed copies of the draft Protocol on Member/Officer Relations which would be presented to the next Policy and Finance Committee. She asked Members to forward any comments or question on the policy to her prior to the meeting.

**RESOLVED (10:0:2)**

That the Advertising in Ludlow Town Council's Publications, on the Website and Use of Town Notice Boards Policy, subject to the insertion of the word "party" before "political" in item 5.2, be adopted.

**FC/246 RESOLVED (9:0:3)**

That:-

- i) the Lone Worker Policy be adopted.
- ii) the Vehicle Policy and Procedure be adopted.
- iii) the Senior Citizen's Christmas Party Protocol be adopted.
- iv) the Market Trader's Licence amendments be adopted.
- v) the Internet Use Policy be adopted.
- vi) the Memorial Safety Policy be adopted.
- vii) the Press Protocol be adopted.

**FC/247 MAYOR'S SERVICE**

The Town Clerk explained that the Rector had suggested the amalgamation of the Mayor's Service and the Queen's Diamond Jubilee Service in 2012.

Councillor Wilcox stated that the Queen's Diamond Jubilee was a rare and special event and that the Town Council should not detract from its celebration by incorporating the Mayor's Service.

Councillor Smithers stated that combining the services would encourage attendance and Councillor Parry added that otherwise two services so close together may be poorly attended, the town needed to put on the best show it could and turn out in force for the event. Councillor Perks added that a joint service would be more practical during this busy time.

Councillor Wilcox expressed his concern that a joint service would detract from the Queen's celebration. The Town Clerk reassured Members that the Queen's Diamond Jubilee celebrations would have precedence. Councillor Wilcox added that the Diamond Jubilee Service will be a national service and there may not be scope to incorporate the Mayor's service, he suggested the Council not have a Mayor's service in 2012. The Mayor stated that the commitment to the Mayor at the beginning of the Mayoral year needed to be done.

The Town Clerk added that as the Rector had suggested the amalgamation he thought it was possible, but the Council could postpone the decision until February for more information. Councillor Parry commented that a combined service would be easier and better attended by local dignitaries. Councillor Perks suggested making a decision based on information available now, to be reconsider in February should any further information be presented by the Church.

**RESOLVED (5:2:5)**

That the Mayor's Service be amalgamated with the Queen's Diamond Jubilee Service, to be called "The Mayor's Service to commemorate the Queen's Diamond Jubilee 2012", unless information to the contrary is presented by the Church.

**FC/248 MAYORS' BOARD**

The Town Clerk introduced the report on the Mayors' Board and advised Members that she had spoken to one of the officers mentioned on the board who had agreed to the removal of the staff and Councillor names who had not been Mayors. She added that this needed to be done to make provision for future Mayors to be included on the board.

**RESOLVED (Unanimous)**

That:-

- i) the Mayor's Board be amended to remove the words as to the legislative changes in 1958.
- ii) the Mayor's Board be amended to remove the non-Mayor names from the Mayors' Board and have that panel re-framed for display in another public building.
- ii) the Mayor's Board be amended to add the names of Mayors after Councillor Price from 1968 onwards with Mayors of succeeding Councils following.
- iv) the Ludlow PCC be approached for their consent to these changes.

**FC/249 CCTV**

The Town Clerk stated that the Council had an Agreement with Shropshire Council to pay 50% of the CCTV costs. Most of the cost to move the CCTV monitoring to Shrewsbury were capital costs which could be applied to the LJC for. She added that should the Town Council cover the full transfer costs it would mean a 5% increase to the Precept in real terms.

Councillor McCormack said that she was not convinced of the need to move the CCTV monitoring, as the current system was workable. The Town Clerk explained that as the CCTV cameras were not viewed in "real-time", only once an incident had taken place, the footage was only useful if the camera was pointing in the right direction at the time of the incident. As the cameras had the ability to move and follow incidents through the town, they were currently not working to their full capacity. She stated that if the images were viewed in real-time officers could be dispatched more quickly to incidents and the perpetrators more likely to be apprehended.

Councillor Pound stated that the Council should be looking to make savings not spend additional capital funds. The Mayor asked if Councillors would like to visit the monitoring station in Shrewsbury, Members decided not to visit.

Councillor McCormack asked if the proposed change would mean more cameras. The Town Clerk stated that there would not be any more cameras but there would be more useful images as the cameras could be directed towards incidents and monitored.

**RESOLVED (4:6:2)**

That the Town Clerk apply to the Local Joint Committee for capital funding to relocate the CCTV monitoring to Shrewsbury and bring back a report to Council with full details including Police comments.

This proposal was not carried.



**FC/250** Councillor Jackson suggested asking the Police to monitor the current system in Ludlow in real-time. Councillor Phillips asked if the system could be monitored by police civilian staff so as not to take up an officers time. The Town Clerk stated that she would invite Mr D Roberts from Shropshire Council to a future Council meeting to make a presentation to Members on this issue.

## **PROJECTS UPDATE**

### **a) Boxing Club**

The Town Clerk advised Members that the requirement for a principal contractor and CDM requirements had led to a delay in the works. She stated that South Shropshire Housing Association had increased their contribution to the project from £5,000 to over £10,000.

She added that the Boxing Club will be registered as a charity. The current structure will be demolished in the 2<sup>nd</sup> or 3<sup>rd</sup> week of December 2011 and the rebuild will begin in January 2012.

### **FC/251 b) The Linney Riverside Park**

The Town Clerk informed the Council that the erosion works had been very successful and a fence would be installed shortly to protect the riverbank. She went onto say that the play park was in the process of being installed and she had met with the artist who had made the "bandstand" who could provide the Council with a piece of art relevant to the Linney for £5,000. She suggested that the installation could be part of the Queen's Diamond Jubilee celebrations.

Councillor Parry stated that in the current economic climate the Council should not be spending £5,000 on art projects.

### **RESOLVED (unanimous)**

That:-

- i) the static art project not be taken any further;
- ii) the Town Clerk write to the static art artist to thank her for her interest.

### **FC/252 QUEEN'S DIAMOND JUBILEE**

#### **a) Programme of Events**

Councillor Parry, as the Council's representative on the Queen's Diamond Jubilee Group, stated that things were going along nicely and she was pleased with the planned events.

**RESOLVED (unanimous)**

That the Queen's Diamond Jubilee programme of events be noted and the Group be thanked for their work.

**FC/253 b) Allocation of Funding – Fireworks****RESOLVED (7:0:5)**

That £4,000 of the Queen's Diamond Jubilee budget next year be allotted for the provision of fireworks.

**FC/254 c) Use of Castle Gardens**

Mr A Poulton, Chairman of the Queen's Diamond Jubilee Group, stated that the group would like to have a Punch and Judy show in the Castle Gardens.

Councillor Pound stated that the Council did have a policy not to allow any kind of stalls within the gardens as previously the planting had been trampled and there had been significant littering. Councillor Parry stated that the show could be held away from the beds, as the area would be much safer than the events square etc. for children.

**RESOLVED (9:1:2)**

That a small Punch and Judy tent be placed on the Castle Gardens, away from the Castle entrance and flower beds, over the Queen's Diamond Jubilee weekend.

**FC/255 THE GUILDHALL**

The Town Clerk stated that she had not been able to gain access to the building since the book launch but that it would be open on Friday for several estate agents to go round.

**FC/256 CEMETERY HOLLY TREES**

Members agreed to defer this matter to the confidential session.

**FC/257 TOILETS****a) Toilet Opening over Christmas and New Year**

The Town Clerk explained the toilet cleaning situation over the Christmas and New Year period. She asked if Members wished to keep the toilets open over

this time as due to staff holiday there were several days on which the toilets would either need to be closed or the cleaning contracted out.

Councillor Parry asked if the main toilets at Castle Street could be open but Smithfield closed. The Town Clerk stated that this would make little difference to the costs incurred.

Councillor Hunt left the meeting at 9.00pm

Councillor Phillips stated that many shops, cafes and pubs would be open over the holidays which will have toilets available. Councillor Pound asked if the Ludlow Assembly Rooms would be open as their Service Level Agreement with the Town Council meant that their toilets had to be open to the public.

**RESOLVED (8:3:0)**

That:-

- i) the Castle Street and Smithfield toilets be opened every day over the Christmas and New Year period.
- ii) on days when staff are not available to check and clean the toilets an outside contractor be employed.

Councillor Wilcox left the meeting at 9.05pm

**FC/258 b) Toilet Coin Boxes**

The Mayor asked if 20p per use was enough to negate the increased risk of vandalism. Councillor McCormack stated that more information was needed in order to make this decision. The Town Clerk stated that she had contacted all Clerks in Shropshire but had only received two replies.

Councillor Wilcox rejoined the meeting at 9.10pm

**FC/259 EXTENSION OF THE MEETING**

**RESOLVED (unanimous)**

That in accordance with Standing Orders the meeting be extended by thirty minutes.

**FC/260 b) Toilet Coin Boxes**

Councillor Perks stated that as the installation was being offered by Shropshire Council free of charge, coin boxes could be introduced on a trial basis and then the pros and cons reconsidered several months later. Councillor Parry stated that most places now charged and the revenue could help to cover the costs of opening the toilets over the holidays.

**RESOLVED (unanimous)**

That this item be deferred to the next Council meeting for a full report including the pros and cons of coin boxes and vandalism figures.

**FC/261 FINGERPOSTS**

The Mayor introduced this item, he stated that he did not believe the closing times of the Ludlow Assembly Rooms would be a problem to sign posting them as a public toilet, as most toilets closed in the evening without causing issues.

**RESOLVED (10:0:1)**

That a "WC" symbol be added to the central fingerposts directing people to the Ludlow Assembly Rooms.

**FC/262 STREET TRADING****a) Minutes**

Councillor Smithers informed Members that the Sub-Committee did not make a decision on annual pitches, which included the ice cream trader. The Town Clerk stated that this would be considered again and reported to the next Council meeting.

Councillor Perks asked what consultation had been completed prior to the policy being adopted. Councillor Smithers stated that many local businesses and groups, including the Chamber of Commerce, had written to the Council and the meetings had been well attended by members of the public.

**RESOLVED (unanimous)**

That the minutes of the Street Trading Sub-Committee meeting held on the 28<sup>th</sup> November 2011, subject to the insertion of Councillor McCormack leaving the meeting at 4.00pm, be received.

**FC/263 b) Recommendations****Street Trading Policy**

**That:-**

- i) the Street Trading Policy be adopted**
- ii) once adopted (including discounted rates) the Town Clerk forward a copy of the Policy to the Consultees as set out in clause 6.3.**
- ii) the Policy be implemented with effect from 1<sup>st</sup> January 2012.**

**RESOLVED (10:0:1)**

That:-

- i) the Street Trading Policy be adopted
- ii) once adopted (including discounted rates) the Town Clerk forward a copy of the Policy to the Consultees as set out in clause 6.3.
- ii) the Policy be implemented with effect from 1<sup>st</sup> January 2012.

**FC/264 RESOLVED (10:0:1)**

That the Street Trading pitch locations included within Schedule 1 of the Policy be adopted.

**FC/265 RESOLVED (10:0:1)**

That the Street Trading pitch sizes included within Schedule 1 of the Policy be adopted.

**FC/266 RESOLVED (9:0:2)**

That the Street Trading fees included within Schedule 2 of the Policy be adopted.

**FC/267 Street Trading Applications**

**Ludlow Food Festival**

**That when the market is on a 'whole let' basis, street trading pitches should not be included.**

**RESOLVED (8:0:3)**

That when the market is on a 'whole let' basis, street trading pitches should not be included.

**FC/268 That the Food Festival be allowed, for their Spring and Autumn events, to have the space of four pitches on Castle Square, outside the College, at a cost of £35.00 per pitch, per day.**

**RESOLVED (9:0:2)**

That the Food Festival be allowed, for their Spring and Autumn events, to have the space of four pitches on Castle Square, outside the College, at a cost of £35.00 per pitch, per day.

**FC/269 That the Street Trading consent for the Food Festival will not include tables and chairs outside the pitch area, unless by prior arrangement and written consent from the Town Clerk which will be liable to an additional payment.**

**RESOLVED (10:0:1)**

That the Street Trading consent for the Food Festival will not include tables and chairs outside the pitch area, unless by prior arrangement and written consent from the Town Clerk which will be liable to an additional payment.

**FC/270 That during Festivals, pitches will be charged at double the general cost in line with the Market Policy.**

**RESOLVED (10:0:1)**

That during Festivals, pitches will be charged at double the general cost in line with the Market Policy.

**FC/271 CODE OF CONDUCT**

Members considered the report provided by the Town Clerk. She stated that this amendment would clarify issues encountered by the staff.

**RESOLVED (7:4:0)**

That the paragraph within the Code of Conduct be amended to read “party political purposes”.

**FC/272 USE OF FESTIVALS TO PROMOTE CIVIC EVENTS**

The Mayor introduced this item, he stated that the Council could run civic events in line with town festivals, inviting local dignitaries and representatives of twinned towns to visit Ludlow at its best.

**RESOLVED (8:0:3)**

That the principal of holding Civic Events, during town festivals and inviting local dignitaries and representative of twinned town, be approved.

**FC/273 HOUSMAN CRESCENT**

The Town Clerk informed Members that within one week of the new play area being put up it has been vandalised. She asked the Council to review future play areas/equipment in light of this vandalism. Councillor Smithers asked if CCTV could be installed in the play areas particularly at the Linney Riverside Park.

Councillor Parry stated that she had received requests from local people to reinstate the “baby” swing in the play area. The Town Clerk stated that this has already been ordered and will be installed shortly.

**RESOLVED (unanimous)**

That the Town Clerk contact the Police for advice on any measures to help prevent further vandalism.

**FC/274 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)**

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

The meeting closed at 9.52pm.

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Town Mayor

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Date

N.B. Confidential Minutes will be issued.