



MINUTES

Minutes of a meeting of the **SERVICES COMMITTEE** held in the Stable Block Meeting Room, Stone House, Corve Street, Ludlow on **MONDAY 10th JANUARY 2011** at **7.00PM**

S/68 PRESENT

Chairman: Councillor Parry

Vice Chairman: Councillor Hunt

Councillors: Callender; Jackson; Newbold; Pope; Pound; Smithers

Officers: Veronica Calderbank, Town Clerk;
Gina Wilding, Communications Officer
Naomi Brotherton, Secretary

In attendance: Colin Sheward – Ludlow in Bloom
Kate Adams – Streetscene, Shropshire Council
Graeme Perks – Skillbuilders/Member of the Public

S/69 APOLOGIES

Apologies were received from Councillor Glaze.

S/70 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 the following interests:

Personal Interests

<u>Member</u>	Reason
Cllr Parry	Vice-Chairperson for Ludlow in Bloom
Cllr Smithers	Knows former tenants son of Cemetery House Chairperson for Ludlow in Bloom

Prejudicial Interests

<u>Member</u>	Reason
Cllr Parry	Vice-Chairperson for Ludlow in Bloom
Cllr Smithers	Chairperson for Ludlow in Bloom

S/71 **PUBLIC OPEN SESSION**

The Chairman welcomed Kate Adams, from Streetscene, Shropshire Council and invited the Committee to ask questions relating to the Service area. A Member asked about reporting faulty streetlights and Kate advised that they be reported to Streetscene so that they could be passed on to the appropriate custodian. The Member also requested a light to be installed in the passageway between Upper and Lower Fee and Kate confirmed that this would be investigated.

Colin Sheward, a Member of Ludlow in Bloom (LIB) was attending for item 6 on the Agenda. He drew the Committee's attention to the bank statements provided and stated that funds in the current account included monies received from the Local Joint Committee (LJC) bid for two large planters in the Town. He also explained that a volunteer group were also involved with Ludlow in Bloom helping to plant up the containers and he would report back to the next meeting regarding this.

Graeme Perks was invited to speak and he thanked the Town Council for putting the meeting Agendas on the Town Council website. He thanked members of Ludlow in Bloom for the Honeymeadow/Guy Thornycroft project 2010 and wished LIB success for 2011. Regarding Item 9 – Cemetery Issues. Mr Perks asked about the demographics within the cemetery and stated that he would be interested in figures on the used and remaining spaces. As to item 10 – Cardboard Recycling – He stated that Cittaslow were currently looking at the same issue and perhaps resources could be shared and the Council should contact Alison Cundall.

He updated the Committee regarding a damaged bench and stated that as a Community Project it was likely to cost less than £100 to restore.

Mr Perks stated that although not on this current Agenda public toilets had been mentioned in the press and that he was looking at Social Enterprise's involvement and talking to other Town Councils, particularly Church Stretton.

S/71 **MINUTES**

RESOLVED (7:0:1)

That the Minutes of the Services Committee meeting held on the 25th October 2010, subject to the typographical error at S/53 altering the word "clerking" to "clerk", be approved as a correct record and signed by the Chairman.

S/72 **PROJECT UPDATES**

a) The Buttercross Phase II Works

The Town Clerk explained to the Committee that Phase II works were almost complete. Items outstanding included painting the guttering and for the Lessee to replace the air conditioning units on the roof. She stated that funding for Phase III was being sought from English Heritage.

A Member asked about the clock and the Town Clerk stated that the pendulum weight would need be adjusted again so that the clock keeps accurate time but the engineers were still working on it.

b) Linney Riverside Park

The Town Clerk informed the Committee that erosion works had been temporarily halted for salmon spawning up-stream over the autumn. However, tenders for the next phase would be invited shortly and be referred to the Policy & Finance Committee's chosen Tender Evaluation Panel.

She explained that the project had already secured £50k funding through joint working with a local Community Group. These funds could only be applied for by a Community Group and not the Town Council. She went on to say that £32k in the form of S106 monies had been received for the project.

A Member stated that if additional options for funding were only available through joint working with Community Groups then the Town Council should explore these avenues fully. Another Member emphasised the problems of joint working.

c) Wheeler Road Community Building Project

The Town Clerk reported that funding had been secured for a replacement Boxing Club and that planning permission had been obtained and Building Regulation Approval was now required. She indicated that she was investigating bike friendly kissing gates to be positioned on the roadside entry to the park as a health and safety precaution.

Another Member suggested that double yellow-lines could be painted on the road to prohibit parking and minimise accidents. However, the Town Clerk stated that this was a highways issue but she would raise it with the Police and the Safety Partnership as it was outside our remit.

RESOLVED (unanimous)

That the issue of health and safety to be raised with the Police and the Safety Partnership.

S/73 **LUDLOW IN BLOOM**

a) Minutes

RESOLVED (unanimous)

That the Ludlow in Bloom Committee minutes from the 27th October and 8th December 2010, be noted.

S/74 Councillor Smithers informed the Committee that Nantwich Town Council would be visiting Ludlow to investigate how Ludlow in Bloom is organised and requested that if any community groups were doing planting projects could photographs be passed to Ludlow in Bloom for the portfolio. The Town Clerk reminded the Committee that the purple rotary crocus bulbs planted last year would be flowering shortly in February and Ludlow in Bloom were welcome to add photographs to the 2011 submission in the portfolio. Councillors Smithers also drew Members attention to the fact that the British Legion was celebrating 90 years and would be planting 90 trees around Ludlow in a joint venture with Ludlow in Bloom.

RESOLVED (unanimous)

That it was agreed that entertaining Nantwich Town Council and the visit could be done on a joint basis with the Town Council as the Town Council provided support to Ludlow in Bloom with planting, portfolio and specific paperwork.

S/75 **b) Request for Funding**

The Committee considered the letter from Ludlow in Bloom for funding. Councillor Parry emphasised the need for this funding but thought part of it was for winter bedding.

Councillor Parry and Councillor Smithers left the room.

RECOMMENDED (4:0:2)

That the grant of £2,500 be awarded to Ludlow in Bloom for 2011/2012.

Councillor Parry and Councillor Smithers left the room.

S/76 **FOOD HYGIENE – VACUUM PACKED MEAT ON THE MARKET**

RESOLVED (unanimous)

That the letter from Shropshire Council be noted.

S/77 GROW, COOK AND SHARE

Valerie Meehan had sent her apologies as she was unable to attend the meeting as her car had broken down. The Town Clerk suggested that she was invited to the next Services Committee meeting on the 21st February 2011.

RESOLVED (unanimous)

That Ms Meehan be invited to the next Services meeting on the 21st February 2011.

S/78 CEMETERY ISSUES

a) Members considered a report to consider marking out spaces in the cemetery.

The Town Clerk introduced the report and explained that due to inexperienced grave diggers and the fact that the graves spaces had not been marked out, almost a whole row in plot I had been lost, which meant that this revenue was no longer available. The loss of space was also due to the fact that specific plots are requested by family members rather than the next plot being allocated by the Town Council.

She then gave a brief outline regarding a funeral that occurred on the 6th December where a grave had been dug in the incorrect location. She advised Members of another issue regarding two funerals where a complaint had been received regarding proximity of excavations and time for burials.

The same undertaker it was discovered had also reserved a plot in 2007, interred a body in the plot but the Town Council had received neither payment or confirmation of paperwork and also that there were issues regarding the size of plots for brick vaults. The Clerk withdrew the draft Cemetery Regulations in order to address these problems within the Cemetery.

RECOMMENDED (unanimous)

That:-

- i) grave spaces are to be marked out;
- ii) an audit should be carried out to establish if graves have been filled without paperwork being provided; and
- iii) an evaluation of how much space is available for bodies to be interred in the future.

S/79 b) Request for additional headstone on a grave

The Committee considered the request for an additional headstone on a grave and noted that the family would maintain the grave.

RESOLVED (unanimous)

That subject to the family maintaining the grave in the future that the request for an additional headstone be granted. However, this is on condition that if the grave should not be adequately maintained to the satisfaction of the Council that the Council reserves the right to remove it.

S/80 UPDATED ON CARDBOARD RECYCLING

The Town Clerk advised that cardboard recycling options were still being looked at and a company from Shrewsbury was collecting this free of charge.

S/81 MAYOR'S BOARD

The Town Clerk confirmed after a meeting with the retired Chief Executive of the former South Shropshire District Council it was agreed that non-Mayor names had been added to the Town Council Mayor's Board in St Laurence's Church as successors in title to the former Ludlow Borough Council.

RESOLVED (unanimous)

It has been agreed that the middle section will be removed and replaced with a list of the Mayors of Ludlow.

S/82 MARKET BOOKING REFUND POLICY

The Town Clerk introduced her report and explained that problems arose when markets were oversubscribed, which had occurred with website bookings or in error. She stated that legally if this happened or if a market was cancelled by the Town Council the fees would need to be refunded under the Frustrated Contracts Act. She acknowledged that we could cancel a market at any time.

RECOMMENDED (6:0:1)

That the Town Clerk be authorised to refund fees where markets are over subscribed or cancelled by the Town Council.

S/83 COUNCIL PROPERTIES – REPORT NO. S/11/01

The Town Clerk introduced her report and explained that the two properties were now empty and one may be available in March. She asked the Committee to consider the various options outlined and a discussion ensued as to the practicalities and potential costs that could be incurred as well as potential funding.

The Members of the public left.

Members acknowledged the commercial sensitivity of their discussion and the need to be in closed session but decided that the decision should be open and recorded in the open minutes.

RECOMMENDED (unanimous)

That:-

- 1) The Buttercross is to be included in the Heritage Lottery bid and brought back into public use, civic use with a strong educational element; and
- 2) HMCS is to be written to, to establish whether they are vacating the Guildhall; and
- 3) Three quotes to replace the pointing on Cemetery House with lime mortar be sought and the central heating to be repaired before it is let to tenants.
- 4) That the Cemetery House gardens be excluded from the tenancy and be used for propagation and lining out bedding plants.

S/84 EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

RESOLVED (unanimous)

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.

The meeting closed at 9.20pm.

Chairman

Date

N.B. Confidential Minutes will be issued.