



SHIFNAL TOWN COUNCIL

Minutes of the Annual Full Council Meeting of Shifnal Town Council Held at Old Fire Station, Shrewsbury Road, Shifnal On Thursday 17th May 2018, commencing at 7.30pm.

Present: Councillors: R. Harrop (Chair), R. Cox, J. Horne, C. Killen, J. Marriott,
A. Mitchell, S. Offland, C. Phillips, G. Tonkinson, K. Turley, S. Williams

In attendance: M. Sandal (Town Clerk), E. Goodman (Secretary).
6 x members of the public

001/18 Fire Safety Announcement

This was given by the Chair, Mayor Councillor Mr Robert Harrop.

002/18 Apologies received from Councillors and Absences Noted

Apologies were received from Councillor Day, Councillor Tarran and Councillor Weaver -
ACCEPTED

003/18 Declaration of Members' Interest

Members were reminded that they must not participate in the discussion or voting on any matter
in which they have a Disclosable Pecuniary Interest and should leave the room prior to the
commencement of the debate.

018/18 18/01799/FUL – Councillor Horne – Personal.

023/18 vii) Swimming Pool - Councillors Horne, Tonkinson and Turley.

ACCEPTED

004/18 Election of Chairman

Cllr Robert Harrop was re-elected Chairman.

005/18 Adoption of the Title of Mayor

Cllr Harrop ACCEPTED the title of Mayor.

006/18 Declaration of Acceptance of Office

Councillor Robert Harrop SIGNED the Declaration of Acceptance of Office and thanked
Councillors for their continued support over the past year and for the coming year.

007/18 Nomination of Mayoress or Consort

Mrs Margaret Harrop was NOMINATED as Consort and this was ACCEPTED.

008/18 Election of Deputy Mayor

Councillor Andrew Mitchell was elected Deputy Mayor and this was AGREED.

009/18 Declaration of Acceptance of Office

Councillor Andrew Mitchell SIGNED the Declaration of Acceptance of Office.

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Signed by Mayor Cllr Robert Harrop
On behalf of Shifnal Town Council

010/18 To Ratify Standing Orders

The Town Clerk drew Councillors' attention to the following amendments and these were NOTED:-

Page 83	-	Section 1 -	Meetings – sub-section (w)
Page 99	-	Section 30 -	Financial matters – sub-section b)
Page 102	-	Section 33 -	Management of Information; and
		Section 34 -	Responsibilities under Data Protection Legislation

Councillors also requested that there be a Protocol to operate alongside the Standing Order for Working Groups (Section 15) stipulating recommended venues for Council meetings. A Terms of Reference document for Working Groups would also be prepared by the Town Clerk. ACTION

011/18 Shropshire Councillors' Question Time – Councillor Turley

Councillors were informed that Councillor Mr Stuart West had recently resigned as Shropshire Councillor – Shifnal and Cosford – due to ill health. Shropshire Council will be advertising the vacancy and in the meantime, the Chair and fellow Councillors extended their kind wishes to Cllr West and his family and to Cllr West, a speedy recovery.

Grass cutting in and around Shifnal had either not been done by the recently appointed Contractor – Kier; or to a very poor standard. Cllr Turley will investigate and report back at a future meeting.

Potholes – An endemic issue around the United Kingdom following a harsh winter had left the roads in and around Shifnal in a very poor state. Councillor Turley requested that anyone who had suffered financially following damage to their motor vehicle, to send receipts and information to himself and he would follow the cases up on residents' behalf.

A resident stated that the Shifnal Carnival would be taking place on Saturday 30th June 2018 and a recent Risk Assessment carried out by the Carnival Committee, had highlighted numerous sections of highway in Shifnal that posed a health and safety risk to vehicles or pedestrians. A copy of this Report to be forwarded to the Town Clerk. ACTION

Dog Fouling – Cllr Turley said that all Councillors should be trained to issue Environmental Crime Reports in order to catch the owners of the canine perpetrators.

Cllr Turley, in reply to a Councillors concern regarding the perceived over-zealous issuing of Parking Tickets near to St. Andrew's Church on a Sunday morning, said that the presence of a Traffic Warden in that area, had occurred following requests from concerned residents living in the vicinity.

012/18 Public Session

A member of the public stated that they had attended the Annual Town Meeting of Shifnal Town Council in the Village Hall on 11th May 2018 and suggested that a public referendum be held in respect of the proposed Integrated Transport Scheme budget of £3.5million.

The placing of Union Jacks and updates on the Shifnal Town Council website were acknowledged and the member of the public thanked those concerned.

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Signed by Mayor Cllr Robert Harrop
On behalf of Shifnal Town Council

013/18 Appointment of Members to Employment Committee and Standards Committee

The Members of the Employment Committee and Standards Committee remain the same.
ACCEPTED.

014/18 Appointment of Representatives to Other Bodies

Councillors confirmed their attendance as a Council representative to local bodies, as below:-

Old People & Welfare – J. Horne and K. Turley.

Shifnal Village Hall – G. Weaver (Reserve – J. Horne).

Shropshire Playing Fields Association – C. Killen.

Bridgnorth & Shifnal Area Committee – R. Harrop and T. Day. (Reserve – G. Weaver).

Shifnal Exhibition Foundation – R. Jowett, K. Turley, R. Harrop and S. Offland.

Safer Schools Initiative – J. Marriott.

Shifnal & Sheriffhales LJC – G. Tonkinson and J. Horne.

Shifnal Flood Partnership – K. Turley.

Shifnal Patients' Participation Group – S. Offland.

Shifnal Carnival Committee – C. Killen and S. Williams.

015/18 To NOTE the Schedule of Meetings for the Forthcoming Session 2018/19

The Schedule of Meetings for the forthcoming session 2018/19 was NOTED.

016/18 To Confirm the Minutes of the Full Council Meeting of the Town Council held on Thursday 19th April 2018

The Minutes of the Full Council Meeting of the Town Council held on Thursday 19th April 2018, were APPROVED and taken as read.

017/18 Accounts

- i) Consideration of monthly Accounting Schedule for May 2018
The Monthly Accounting Schedule for May 2017 in the sum of £23,828.77 Net, £2,386.10 VAT and £26,214.87 Gross as APPROVED
- ii) Bank reconciliation as at 31st March 2018
The Bank reconciliation document as at 31st March 2018 was APPROVED.
- iii) Quarterly Budget Review – 31st March 2018
The Quarterly Budget Review as at 31st March 2018 was APPROVED.

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On behalf of Shifnal Town Council

iv) Deferred Grant Application for Home Start, Shropshire.

Councillors had received the Grant Application form from Home Start, Shropshire and AGREED that in view of the valuable work carried out by Home Start with a selection of Shifnal residents, the sum of £1,500 be allocated as per the terms of the Grant Application process. APPROVED.

v) Request of donation from Shropshire Playing Fields

A Councillor PROPOSED a donation of £200 and this was AGREED, with one abstention.

vi) Approval of annual insurance cover

Councillors were informed that the number of Insurance companies currently able to offer the level of cover required by a Parish Council has diminished to three. The Responsible Finance Officer had endeavoured to obtain quotes from the three companies. However, the quotation from the current provider, Zurich, with an increase of £56 per annum (a 1.6% increase) was deemed the most efficient. AGREED

018/18 Town Planning Applications

18/01744/FUL 12 Stafford Avenue, Shifnal. TF11 9AL
Erection of single storey front extension.
Mr John Bailey

SUPPORT

18/01287/FUL 22 Curriers Lane, Shifnal. TF11 8EJ
Application under Section 73A of the Town and Country Planning Act for the erection of storage area to previous rear extension.
Mr Richard Macefield.

SUPPORT

18/1799/FUL 2, Tong Forge, Shifnal. TF11 8QD
Conversion of existing garage into two storey residential annex.
Mr and Mrs Rigby
SUPPORT. Councillors sought confirmation from Shropshire Council's Planning Department that full compliance to all legislation in connection with a planning application of this nature be adhered to.

18/01780/CPL 7, Bluebell Way, Shifnal. TF11 8FD
Application for Lawful Development Certificate for a proposed single storey rear extension.
Ms Shona Baugh

REPRESENTATION in order that the application complies with current legislation..

18/02136/TCA 24, Church Meadow, Shifnal. TF11 9AD
Section fell 1no. Birch within Shifnal Conservation Area.
SUPPORT Shifnal Councillors agreed to support the above request to fell 1no Birch tree. However, Councillors sought confirmation from Shropshire Council that all legislation in connection with the felling of trees within Shifnal Conservation area is adhered to.

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Signed by Mayor Cllr Robert Harrop
On behalf of Shifnal Town Council

**019/18 To DISCUSS Any Town Planning Applications or Decisions Received in the Shifnal
Town Council Office After 11th May 2018.**

18/02041/FUL Woodbrook, Haughton Village, Shifnal. TF11 8HS
Erection of a detached double garage.

SUPPORT Mr Mike Parry

18/02149/FUL Middle Wyke, The Wyke, Shifnal. TF11 9PP
Erection of 3-bay garage/store with loft office/guest accommodation with
dormer windows; ancillary works including reconfiguration of drainage;
relocated oil tank; formation of hard standing; re-aligned and widened
vehicular access with installation of gateway and walls; removal of trees.
Mr & Mrs Nixon
Councillors requested that the Town Clerk write to the Planning Department
at Shropshire Council and request extra time in order that Councillors can
fully appraise the Planning Application. ACTION

18/02144/FUL Middle Wyke, The Wyke, Shifnal. TF11 9PP
Replacement of existing non-mains foul drainage system with package
treatment plant and associated drainage field.
Mr & Mrs Nixon
Councillors requested that the Town Clerk write to the Planning Department
at Shropshire Council and request extra time in order that Councillors can
fully appraise the Planning Application. ACTION

18/00726/REM Lawton Road, Stanton Road
Build No.99 dwellings

NOTED

020/18 Town Planning Decisions:-

18/00171/OUT Proposed dwelling on the West of, Park Lane, Shifnal.
Outline application (all matters reserved) for the erection of one detached
dwelling and garage.

GRANT PERMISSION – NOTED

18/00825/FUL Unit 3, Old Smithfield, Aston Street, Shifnal. TF11 8DT
Change of Use from B1 (storage) to D2 (gymnasium)

GRANT PERMISSION – NOTED

18/01332/FUL 31, Beech Drive, Shifnal. TF11 8HJ
Erection of first floor extension.

GRANT PERMISSION - NOTED

021/18 Planning Enforcement Cases

18/05936/ENF Date received: 09/05/18
Pending consideration.
Unit 7, Old Smithfield, Aston Street, Shifnal. TF11 8DT
Alleged breach of Planning Control in relation to the change of use
From B1 to A1 (shop). Possible breach of Planning Condition.
Case Officer:- Julian Beeston.
0345 6789004

NOTED – Await report from the Case Officer.

022/18 Planning Contraventions

Upton Farm – Further to Councillors' concerns regarding the works being carried out at Upton Farm, the Town Clerk CONFIRMED that all works are in accordance with a Planning Application submitted in 2012.

023/18 Report from Working Groups

- i) Shifnal Traffic, Cycles and Pedestrian Management (STCP)
The high level of concern that has been levelled by residents in Shifnal towards the Shifnal Integrated Transport Scheme improvements was NOTED. Councillors SUPPORTED the Motion put forward by a Councillor to hold an Extra Ordinary, Closed, Meeting of Shifnal Town Council with Officers of Shropshire Council in June 2018 in order that all Councillors currently serving on Shifnal Town Council can be fully appraised of the Scheme. The original plan was circulated in 2016 and Councillors are of the opinion that it has changed its' identify since that time. From that meeting the method of any future consultation with the public would be determined. AGREED

Before this meeting, the Councillors should be actively talking to their constituents.
ACTION

- ii) Car Parks
The new Car Parks Working Group met on 17 May 2018 and provided an Interim Report. Further work needs to be done and a more comprehensive Report would be brought to the Council in the future. ACTION

- iii) Allotments
All allotments are rented out and being tended. A meeting of the Working Group will be convened in the near future in order to carry out a full inspection of all sites.
ACTION

- iv) Law and Order
The Council initiative to furnish all households in Shifnal with SmartWater had been carried out with joint Agencies. To date, 450 households had taken this up. Councillors offered to hold open sessions at the Library or Fire Station, if required.

Police Station Refurbishment – Quotes had been received and refurbishment work would begin in the near future.

- v) Community Bus
The joint Community Bus scheme between Broseley and Shifnal Councils – 'The friendly bus' commenced on 14 May 2018.
- vi) Christmas Lights – A meeting will take place in July 2018 to commence arrangements for the 2018 Event. Volunteers are always required so please see the Chair of the Group for more information.
- vii) Swimming Pool – Nothing to report at this meeting.
- viii) Plans – Nothing to report at this meeting.

024/18 Health and Safety Concerns

- The numerous amounts of potentially dangerous, deep potholes.
- Councillors are concerned about the poor state of the public footpaths.
- No. 22 Market Place, Shifnal – has been fenced off by Shropshire Council due to the dilapidated state of the building. Councillors sought further information as to the future of this property. ACTION

025/18 Town Council Estate

The Barclays Bank ATM at the Public Toilets in Market Square is being installed.

There has been no action from the owner of No. 5 Coffee Shop regarding the installation of a bike rack on the cleared area in Market Square. However, this area is in need of attention.
ACTION

The office of Shifnal Town Council will open from 10am until 1pm every day. If residents want to meet with staff outside these hours, an appointment can be arranged. This arrangement will be for a 12 month trial period and will be assessed as to its effectiveness. ACTION

026/18 Correspondence

A request had been received from a local car enthusiast group to hold a charity bike and car show on Wheatfield Park. Councillors AGREED in principle. However, further information from the Group would need to be received before a final decision could be made. A further recommendation for the venue could be Aston Street Car Park. ACTION

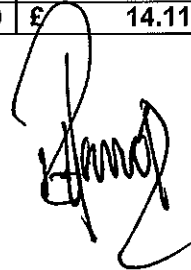
The Shifnal Carnival Committee had submitted a Risk Assessment and information regarding a Firework Display that they would like to hold on Saturday 30th June 2018 to commemorate 50 years of the Carnival on Wheatfield Park. Councillors AGREED to this request.

027/18 Future Agenda Item

- Reinstating the Saturday Market; led by Jan Park.
- Installation of the Silent Soldiers and suitable Remembrance Day commemorative displays.

If Members of the Public/Councillors wish to raise questions, please ensure that they are submitted to the Office at least 3 days in advance of the meeting. This will help to ensure your questions are answered on the night.

Accounts				
Admin.		NET	VAT	GROSS
Salaries	Monthly Salaries April	£ 7,903.30	£ -	£ 7,903.30
HMRC	PAYE - April	£ 1,686.06	£ -	£ 1,686.06
Shropshire County Pension Fund	Pension Contributions - April	£ 1,807.40	£ -	£ 1,807.40
Barclays Bank	Bank Charges Pd DD 08.05.18	£ 28.01	£ -	£ 28.01
Shropshire Council	HR Services	£ 175.00	£ 35.00	£ 210.00
Lyreco UK Ltd	Stationery and Postage supplies	£ 595.74	£ 69.15	£ 664.89
Chaffinch Document	Secure Shredding Service	£ 145.00	£ 29.00	£ 174.00
Shifnal Village Hall Committee	Hire of Hall for 11.05.18	£ 46.00	£ -	£ 46.00
	SUB TOTAL	£ 12,386.51	£ 133.15	£ 12,519.66
Asset Transfers				
West Mercia Energy	Library Building Gas Supply for March pd DD 17.05.18	£ 106.04	£ 5.30	£ 111.34
Veolia ES UK Ltd	Waste Disposal at Library Building for April	£ 18.76	£ 3.75	£ 22.51
Diamond Shine	Window Cleaning at Library Building	£ 30.00	£ -	£ 30.00
	SUB TOTAL	£ 154.80	£ 9.05	£ 163.85
Fire Station				
British Telecom	Broadband/Telephone Costs Pd DD 01.05.18	£ 44.40	£ 8.88	£ 53.28
Scottish Power	Gas Supply for Quarter 30.12.17 - 30.03.18	£ 84.55	£ 4.23	£ 88.78
	SUB TOTAL	£ 128.95	£ 13.11	£ 142.06
Parks and Open Spaces				
Sainsburys Fuelcard	Diesel for Van DD 15.05.18	£ 162.97	£ 32.59	£ 195.56
Enterprise Flex-E-Rent	Van Hire Paid DD 31.05.18	£ 396.00	£ 79.20	£ 475.20
Smith of Derby	Annual Clock Service	£ 306.00	£ 61.20	£ 367.20
James Lister & Son	Padlocks and Keys for Parks	£ 83.20	£ 16.64	£ 99.84
Veolia ES UK Ltd	Waste Disposal at Cemetery for April	£ 196.56	£ 39.31	£ 235.87
	SUB TOTAL	£ 1,144.73	£ 228.94	£ 1,373.67
Police Station				
Property Maintenance Services	Repairs to Water Leak in Police Station	£ 76.27	£ 15.25	£ 91.52
	SUB TOTAL	£ 76.27	£ 15.25	£ 91.52
Revitalisation Project				
Scottish Power	Electricity Supply to Feeder Pillar 30.12.17 - 03.04.18	£ 12.51	£ 1.60	£ 14.11
	SUB TOTAL	£ 12.51	£ 1.60	£ 14.11



Safer Shifnal				
Smartwater Technology Limited	Police Sponsored Home Security Packs	£ 8,900.00	£ 1,780.00	£ 10,680.00
	SUB TOTAL	£ 8,900.00	£ 1,780.00	£ 10,680.00
Public Conveniences				
Key Support Services	Servicing of Public Conveniences for April	£ 1,025.00	£ 205.00	£ 1,230.00
	SUB TOTAL	£ 1,025.00	£ 205.00	£ 1,230.00
TOTAL COSTS		£ 23,828.77	£ 2,386.10	£ 26,214.87

