



## SHIFNAL TOWN COUNCIL

### Minutes of the Full Council Meeting of Shifnal Town Council Held via remote Zoom Platform On Thursday 16<sup>th</sup> July 2020, commencing at 7.00pm.

**Present:** Councillors: R. Harrop (Chair), E. Bird (left at 19.53 hrs) T. Day, J. Horne, S. Offland, L. Reynolds, T. Tarran, M. Shelton, M. Treviss, A. Trickett, K. Turley, P. Williamson.

**In attendance:** D. Reynolds (Town Clerk), E. Goodman (Secretary).  
D. Gough (Community Projects Officer)  
1 member of the public

#### 020/20 Public Session

The Town Clerk acknowledged a letter recently circulated to all Councillors from a resident. The Town Clerk confirmed that items listed in the letter had been addressed at the Full Council meeting on 9<sup>th</sup> July 2020.

A Councillor said that the hedges on the new housing development sites at Haughton Road and Coppice Green Lane are in need of trimming and enquired as to the company responsible.. ACTION

The Village Hall Committee are currently seeking a representative from Shifnal Town Council. ACTION

#### 021/20 Commencement of Business

#### 022/20 Apologies received from Councillors

Apologies were received from - Councillor G. Tonkinson – work commitments;  
Councillor C. Killen – work commitments;  
Councillor R. Cox – work commitments.

#### 023/20 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.*

028/20 - To CONSIDER the report from the Law and Order Advisory Committee – Councillor Mark Shelton.

#### **024/20 Shropshire Councillors' Question Time – Councillors Turley and Bird**

Councillors sought further information regarding the proposed Gigafactory from Cllr Bird. Cllr Bird said that he had received a PR brochure regarding the scheme and would send it to the Town Council Office in order that it can be scanned and circulated to all Members. ACTION

Shifnal Town Councillors expressed concern about the accuracy of the information they receive from Shropshire Council as the local newspaper appears to be in receipt of news items relating to Shifnal prior to them!

Cllr Turley said there was an issue with pupil places at all local primary schools and Cllr Reynolds, as a member of the St. Andrew's Primary School PTA agreed to join Cllr Turley and other representatives from Albrighton and Sheriffhales Primary Schools to meet as a collective in order to discuss these issues..

A Councillor asked Cllr Turley what action Shropshire Council were taking regarding the partially derelict building in Park Street as well as other dilapidated buildings in the Town. Councillor Turley urged fellow members to voice their concern by every available media in order that Shropshire Council do not become complacent and forget about their commitment to tidying up these buildings.

#### **025/20 To CONSIDER the Year End Accounts and Returns**

- (i) To NOTE Insurance Schedule agreed with delegated emergency powers from 1<sup>st</sup> June 2020

Councillors NOTED the annual Insurance Schedule for the forthcoming year, in the sum of £3,455.28 with the existing Insurance company. This had been agreed by the Responsible Finance Officer under delegated emergency powers although this is contrary to normal Standing Orders.

The Responsible Finance Officer informed Councillors that it was not possible to get any insurance cover for the collapsed wall at Idsall House under the current policy. Councillors were asked by the Responsible Finance Officer if they could communicate any other items they would like to be discussed with the Insurance Company. ACTION

The Council's insurance company have stated to the Responsible Finance Officer that they will not authorise the work to be commenced at the Old Fire Station until one of the other three parties involved have admitted liability and arrangements for the repairs have been carried out. This item will be discussed at a future Estates Committee meeting.. ACTION

- (ii) To APPROVE Monthly Payment Schedule for month of July 2020;

The Monthly Payment Schedule in the sum of £40,094.11 Net; £2,202.43 VAT; and £42,296.54 Gross was APPROVED.

- (iii) To NOTE Internal Auditors Report and the Annual Internal Audit Report 2019/20, recommendations to be considered alongside item (iv) (attached);

The Internal Auditors Report and the Annual Internal Audit Report 2019/20 recommendations and actions were considered and NOTED.

- (iv) To NOTE the Review by the Internal Audit Advisory Committee and consider recommendations (attached);

The Review by the Internal Audit Advisory Committee and recommendations therein were NOTED. Councillors AGREED that the Grant Funding Policy should be reviewed. ACTION

- (v) To APPROVE and COMPLETE Annual Governance Statement for 2019/20;

Councillors APPROVED the Annual Governance Statement for 2019/20 and the Responsible Finance Officer stated that copies of the Statement would be available on the Council's website as well as noticeboards throughout the Town. If members of the public wished to enquire about any item noted in the document, a meeting with the Responsible Finance Officer could be arranged.

- (vi) To APPROVE Annual Accounting documents as presented for 2019/20 including Final Budget Comparison to 31<sup>st</sup> March 2020, Income and Expenditure Accounts as at 31<sup>st</sup> March 2019; Balance Sheet including Earmarked Reserves as at 31<sup>st</sup> March 2020; Annual Bank Reconciliation (Financial Summary) as at 31<sup>st</sup> March 2020; Asset Register as at 31<sup>st</sup> March 2020 (attached);

Councillors considered the Annual Accounting documents as presented for 2019/20 including Final Budget Comparison to 31<sup>st</sup> March 2020, Income and Expenditure Accounts as at 31<sup>st</sup> March 2019; Balance Sheet including Earmarked Reserves as at 31<sup>st</sup> March 2020; Annual Bank Reconciliation (Financial Summary) as at 31<sup>st</sup> March 2020; Asset Register as at 31<sup>st</sup> March 2020 and APPROVED enbloc.

- (vii) To CONSIDER, APPROVE and COMPLETE Annual Accounting Statements for 2019/20, including consideration of significant variances (attached);

The Annual Accounting Statements for 2019/20, including consideration of significant variances, were CONSIDERED, APPROVED and COMPLETED.

- (viii) To APPROVE to post Exercise of Electors Rights' Notice;

The Exercise of Electors Rights' Notice was APPROVED to be posted.

- (ix) To CONSIDER the Grant Applications received to 10<sup>th</sup> July 2020.

The Grant Aid Application Form resubmitted by St. Andrew's Church, CIC Shifnal, was discussed and Councillors were informed that the Responsible Finance Officer had consulted with NALC regarding the appropriate expenditure heading, Councillors therefore AGREED to approve the Grant Aid of £2,970.24. ACTION

#### **026/20 To CONSIDER Emergency Delegated Powers and Actions**

The Town Clerk informed Councillors that only one of the Emergency Delegated Powers, as approved at the Full Council meeting held on 19<sup>th</sup> March 2020, now remains in place – Staffing/Public Safety. The Town Clerk also said that following the Coronavirus Act 2020, Town Council's may defer the 2020 Annual General Meeting

until May 2021, at the latest. However, this will be reviewed periodically during the Pandemic. NOTED

**027/20 To NOTE Planning Applications considered by The Plans Advisory Committee**

The Planning Applications considered by The Plans Advisory Committee were NOTED.

**028/20 To CONSIDER the report from the Law and Order Advisory Committee**

The Law and Order Advisory Committee submitted a report regarding the purchase of a new CCTV system for Shifnal. Three companies submitted quotes for comparable systems.

Councillors debated the contents of the report and the legalities involved with the CCTV system and the possibility of a covert system and AGREED with the contents of the report. ACTION

Phase 1 (immediate/short term)

- Immediately train 2 members of Shifnal Town Council staff and 1 councillor to obtain SIA operators licences;
- Hire a mobile CCTV vehicle and SIA operative for 12 x 12-hour shift over a 4 week period to cover known problem areas, for example, Jubilee Park and the Priorslee Road Cemetery;
- Costs out of 2020/2021 Safer Shifnal Budget.

Phase 2 (Short / Mid Term)

- 2 nos. standalone solar powered CCTV cameras, deployable in multiple locations;
- Initial locations (minimum 3 months) would be at Jubilee Park and Priorslee Road Cemetery where there are identifiable issues.
- Can be moved around the 3 parks, Priorslee Road Cemetery and or other locations that are identified;
- 12 days continuous recording;
- Fully maintained by CCTV company, including:-
  - Full battery management and monitoring;
  - Camera lens cleaning;
  - Retrieval of footage on demand;
  - 4 x location movements per year
- Costs out of 2020/2021 Safer Shifnal budget.

Phase 3 (Mid / Long Term)

- Main CCTV system in Shifnal Town Centre;
- Move all CCTV cameras off 3<sup>rd</sup> party buildings;
- Mount CCTV cameras on lamp posts (agreement in principle from Shropshire Council);
- Move the control room into a secure location at the Old Police Station;
- Upgrade the CCTV camera to a minimum 6-megapixel resolution;
- Completely wireless system;

- Agree maintenance/upgrade contract;
- Increase the transmission range of the system;
- Modular with capacity to expand to 64 cameras;
- Use high quality Hikvision cameras as used by:-  
Telford & Wrekin Council; Kensington Council; Chelsea Council; Thurrock Council; University of Plymouth; Tesco and BurgerKing. There are 1.3 million Hikvision Cameras in use in the U.K.
- Costs out of Safer Shifnal Earmarked reserves;
- Pre-installation planning and works can take place prior to the CCTV system being installed.

**029/20 Public Bodies (Admission to Meetings) Act 1960**

To resolve that "pursuant to the Local Government Act 1972 s100A and Schedule 12A, the following items will be likely to disclose exempt information and in accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 the public and press be excluded for the remainder of the meeting".

The Mayor advised there were no items to be considered at this point.

There being no Staff Matters, the meeting was closed at 20:30hrs by the Chair.