



SHIFNAL TOWN COUNCIL

Minutes of the Full Council Meeting of Shifnal Town Council Held via remote Zoom Platform On Thursday 9th July 2020, commencing at 7.00pm.

Present: Councillors: R. Harrop (Chair), E. Bird, R. Cox, T. Day, J. Horne, C. Killen, S. Offland, L. Reynolds, T. Tarran, M. Shelton, M. Treviss, A. Trickett, K. Turley, P. Williamson.

In attendance: D. Reynolds (Town Clerk/Responsible Finance Officer),
E. Goodman (Secretary).
D. Gough (Community Projects Officer)
1 member of the public for Item 007/20

006/20 Address by the Town Clerk regarding the protocols of the meeting using an online platform.

The address regarding the protocols of the meeting using an online platform was given by the Town Clerk.

007/20 Public Session.

A member of the public requested a response from the Shropshire Councillors present, Councillors Bird and Turley, regarding the proposed planning development at The Bradford Estate. Cllr Bird said that there was a Shropshire Council Cabinet Meeting on Monday 20th July 2020 when further information would be available.

008/20 Apologies received from Councillors

Apologies were received from Councillor G. Tonkinson – work commitments.

009/20 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.

016/20 - To CONSIDER the Grant Applications received to 3rd July 2020.
Councillor J. Horne and Cllr M. Treviss are members of the Royal British Legion (Shifnal Branch).

016/20 - To CONSIDER the Grant Applications received to 3rd July 2020.
Councillor R. Harrop has Grandchildren who attend the Shifnal Scouts & Guides.

010/20 To confirm the Minutes of the Full Council Meeting of the Town Council held on Thursday 19th March 2020

The Minutes of the Full Council Meeting of the Town Council held on Thursday 19th March 2020 were CONFIRMED with amendments noted by the Secretary.

APPROVED

011/20 To CONSIDER proposals and actions regarding litter, dog waste and fly tipping in Shifnal and surrounding areas. (Report attached).

The proposals and actions regarding litter, dog waste and fly tipping in Shifnal and surrounding areas were CONSIDERED.

Confirmation was sought by Councillors regarding the local refuse points that are available for use by Shifnal residents. The response is required prior to the meeting on 16th July 2020. ACTION

Cllr Harrop said that the issues regarding litter, dog waste and fly tipping had previously been dealt with under the Team Shifnal umbrella and Cllr Harrop enquired with Cllr Turley as to whether Shropshire Council would be prepared to reform this multi agency group. Cllr Turley said that it would be unlikely due to the financial constraints that are being experienced by Shropshire Council.

Cllr Reynolds enquired about who was responsible for the replacement of some of the older and damaged signposts in the Town and was informed that Shropshire Council need to be told in order that they can be replaced. ACTION Cllr Reynolds also AGREED to join the Estate Advisory Committee.

Councillors were told that any fly tipping incidents should be reported to Steve Brown at Shropshire Council and he will liaise with the appropriate Department.

Cllr Harrop informed the meeting that the Town Council have the correct equipment and tools for a Community Litterpick to be organised.

012/20 To CONSIDER the Town Clerk's report on activities and progress during the Covid-19 Pandemic restrictions (Report attached).

The Town Clerk reported to Councillors on the activities and progress during the Covid-19 Pandemic restrictions:-

A total cost for re-lining the Kings Yard Car Park and also Aston Street can be achieved at £1,740 and Councillors AGREED for the Town Clerk to organise this with Shropshire Council.

Further information had been received by the Town Clerk regarding a visiting Circus to Shifnal and Councillors AGREED to consider this again at a future meeting.

The Town Clerk made Councillors aware that the six month non-attendance rule had not been extended to England Councils. Therefore, Councillors APPROVED a dispensation for any non-attendance at the April 2020, May 2020 and June 2020 Full Council meetings. Councillors AGREED to take Clerks' advice. ALL IN FAVOUR

The Town Clerk confirmed that the six month attendance rule at Full Council meetings would commence from Thursday 9th July 2020.

The discussion regarding the reopening of the Council's Public buildings will be discussed under closed session at the end of this meeting.

013/20 To CONSIDER the Mayor's report on activities and progress during the Covid-19 Pandemic restrictions.

Cllr Harrop thanked Cllr Treviss for chairing the March 2020 Full Council meeting at such short notice.

Cllr Harrop said that community had rallied exceptionally well and asked that a letter would be sent to Churches Together; Live at Home; The Coop; and the White Hart. He said that over 1,000 calls had been dealt with by the voluntary organisation and proposed that the Annual Community Award in October 2020 should honour the Group. AGREED. Cllr Harrop also proposed the design and manufacture of a medal to be given to all volunteers in honour of this great achievement at such a difficult time. AGREED

The Mayor of Shifal took part in the Annual Flag Raising Event on 22nd June which was live streamed as opposed to the usual attendance event at The Village Hall and confirmed that the recording had been viewed over 2,100 times. Cllr Harrop said that this was an excellent initiative and thanked Rev. Chris Thorpe especially for all his hardwork. Shifnal had been the only town in Shropshire to have done this for the Event.

Councillor Harrop also said that the Shifnal Town Carnival Committee had walked the Carnival route and put in place a carnival ride in order that they would not lose the Royal Charter for the Carnival. The Mayor of Shifnal proposed the Town Clerk write to the Committee and thank them for their time and also write to Pat Collins Fun Fair for attending with their equipment and a double decker London bus. ACTION

014/20 To NOTE the Payments Schedule of all transactions agreed between 20th March 2020 and 3rd July 2020. (Report attached).

Councillors are requested to contact the Responsible Finance Officer three days prior to the Full Council meeting if they have any questions regarding the Payment Schedule in order that the Responsible Finance Officer can fully appraise their queries..

The Responsible Finance Officer said that all payments had been made between 20th March 2020 and 3rd July 2020 under delegated powers and she would copy the invoices regarding the Limetree Landscaping Services work in the sum of £14,934.00 for Councillors information.

The question regarding the sum of £1,140 to Shropshire Council for recruitment and advertising costs was in respect of two job advertisements in respect of the Community Project Officer vacancy, the Responsible Finance Officer replied to an enquiry.

A Councillor asked why van hire was still being paid during this time and the Responsible Finance Officer said the van's monthly paid contract had not been terminated as it could not be guaranteed that, when required, the Town Council would have a van with the same specification. The van had been utilised for the transportation of the Christmas Lights motifs during this time.

Payments to Yellow Hat Security were queried and the Responsible Finance Officer said that as the Town Council do not currently have any staff with SIA Licences, if CCTV support is required, we employ a local company, Yellow Hat Security.

The question as to why Shifnal Town Council Officers were not furloughed during the Coronavirus Lockdown was mooted and the Town Clerk responded by saying that

information had been received from NALC and SALC advising that the furlough scheme did not apply to local government officers unless certain criteria was met. None of the criteria applied to Shifnal Town Council officers. Despite several Councillors contesting this point, it was noted that agreement had been reached at the Full Council meeting on 19 March 2020 that all Officers would continue working at home, if possible and one member would be in the Town Council office on their existing contractual terms.

015/20 To CONSIDER the amendment to the Bank Mandate. (Report attached).

A member of the Internal Audit Advisory Committee suggested that the Town Clerk/Responsible Finance Officer and the Mayor, as a matter of good practice, should not be joint signatories for the purposes of bank transfer payments and therefore, it was AGREED that Councillor Robert Harrop was not to be included in the amendment to the bank mandate. The other three existing signatories and the Town Clerk to be authorised to transact bank transfer payments.

016/20 To CONSIDER the Grant Applications received to 3rd July 2020. (Report attached).

The Royal British Legion requested £450 for the Annual Church Parade and Thanksgiving Service in September 2020 and **£450 was awarded**.

Shifnal Matters applied for £2,300 in respect of protecting and advancing improvements to the environment in Shifnal and its surrounding countryside up to a 10 mile radius; to advance community development in Shifnal. However, Councillors had concerns that the application was not in line with the grant funding policy. The application was therefore rejected but Councillors were eager to maintain a good collaboration with the group and offer support where practicable.
ACTION – The Responsible Finance Officer to contact Shifnal Matters.

Shifnal Help requested £3,000 for the progression from Voluntary Organisation to registered charity and subsequent costs. Councillors felt that a financial breakdown was required for the £3,000 request and agreed to defer the decision for seven days in order that the Grant Aid Application Form could be resubmitted with this information. ACTION – The Responsible Finance Officer to contact Rev. C. Thorpe.

Shifnal Scouts and Guides submitted a Grant Aid Application Form, together with a quotation in the sum of £1,998 for the installation of additional hand washing facilities at the Scout Hut and this was AGREED

017/20 Plans Advisory Committee

1. To NOTE the Planning Applications considered and actions agreed by the members of the Plans Advisory Committee between 20th March 2020 and 3rd July 2020. (Reports attached).

NOTED

2. To CONSIDER the report from the Plans Advisory Committee meetings held on 22nd June and 29th June regarding the Shropshire Local Plan Review. (Report attached).

Councillor Tarran said the Cabinet papers would be circulated on 10th July 2020 for consideration on 20th July 2020. There would then be an eight week consultation period which was shorter than previously allowed.

3. To CONSIDER delegation of planning applications to the Plans Committee.

Councillors CONSIDERED delegation of planning applications to the Plans Committee and this was AGREED. All Councillors would receive the applications in advance of any committee consideration and matters may be referred to Full Council if any member or the Committee recommend, this should speed up the process. Terms of Reference to be drawn up for Full Council ratification.

018/20 Public Bodies (Admission to Meetings) Act 2060

The Mayor said 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".
APPROVED

019/20 Matters to be considered

1. To CONSIDER a Confidential Report on Town Council Estate;

Councillors requested that three named companies submit quotations for the works required to the wall following the exact job specification being detailed by an independent and competent structural engineer in order that all quotations are for the exact same job. AGREED

21.20hrs – Standing Orders were suspended and a vote was taken to continue the meeting which was AGREED

At 21.:30 - The Secretary and The Community Projects Officer left the meeting.

2. To CONFIRM the Minutes of the Employment Committee held on 1st June 2020 (Report attached).

The Minutes of the Employment Committee held on 1st June 2020 were CONFIRMED

3. To APPROVE the recommendations from the Employment Committee following the meeting held on 1st June 2020.

- i) The recommendation to agree contractual terms for the Town Clerk following an annual appraisal process was APPROVED.
- ii) The recommendation to pay pension contributions in the amount of £4520.16 in relation to an administrative error for the financial year 2019/20 was APPROVED, the Town Clerk was requested to write to the Local Government Pension Scheme to express the concern at this error not being identified at an earlier opportunity.
- iii) Back to Work meetings with all members of staff as they return to the offices was APPROVED

4. To APPROVE the proposed timelines and plans for the reopening of public buildings and partnership working arrangements.

The proposed timelines and plans for the reopening of public buildings was APPROVED and the Town Clerk was given delegated powers to agree short term partnership working arrangements. ACTION

Meeting closed at 22;20 hours.

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