



SHIFNAL TOWN COUNCIL

Minutes of the Full Council Meeting of Shifnal Town Council
Held at Shifnal Village Hall, Aston Street, Shifnal, TF11 8DW
On Tuesday 11th January 2022 commencing at 7.10pm
Agenda dated 5th January 2022

Present: Councillors: P. Williamson (Chairman)
K. Booker, J. Coulson, R. Cox, R. Haddon, L. Jenks, D. Marriott,
E. Moore, J. Moore, T. Tarran, Z. Turner

In attendance: D. Reynolds (Town Clerk)
2 x members of the public

218/21 Fire Safety Announcement

This was given by the Chairman, Mayor Paul Williamson.

219/21 Public Session

Members of the public raised the following concerns -

Gerald Nickless – 22 Marketplace - raised concerns regarding the disrepair of the building and situation with dangerous loose bricks which could become hazardous to the public. In addition, further concerns relating to the first floor window above Davies White and Perry in the same terrace where the window has been propped up with fence posts. It is believed that a surveyor from Shropshire Council reviewed the building and confirmed the buildings were safe. Mr Nickless confirmed he has contacted Shropshire Council who stated that it was nothing to do with them. He also tried to contact the MP without success.

Gerald Nickless – Library Window Refurbishment - raised the topic of the proposed Library window refurbishment and urged the Council to consider the option of bricking up the lower part of the windows as opposed to White PVC to be more in keeping with the environment and aesthetics of the Town.

Kath Hemsley – Winter Baskets- queried the December payment schedule regarding the expense for Winter Baskets. It was explained by the Clerk that this item was a quotation only and has subsequently been removed from the schedule. The expense has not been incurred nor paid.

Kath Hemsley – SITS Scheme - raised concern over the use of half bricks and that she felt the white colour pavement was not conducive with the historic town, especially with several empty building eyesores. Kath also stated that the pavement along Broadway was terrible and should be considered for refurbishment in addition to the enhancement scheme in town.

Kath Hemsley – Jubilee Park - expressed her appreciation to the CCTV upgrade in Jubilee Park with the solar equipment replaced by powered units.

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Signed by Mayor Councillor Paul Williamson
On behalf of Shifnal Town Council

Councillor P. Williamson confirmed that the Planning Committee were pursuing the issue of 22 Marketplace with vigour with Shropshire Council with the intent on the Empty Homes team attending the February meeting. In addition, he stated that the Project Manager for the SITS programme was also applying pressure internally with Shropshire Council.

Councillor P. Williamson advised that he would take any snagging issues relating to the SITS Scheme to the next SITS Committee meeting.

Councillor P. Williamson confirmed that the CCTV mobile scheme is to be enhanced with two additional mobile units to be used in known hot spots identified by the Police.

220/21 Shropshire Councillors' Question Time

No questions raised.

Councillor R. Cox expressed disappointment at the attendance from the Councillors of Shropshire Council. It was felt that there are a lot of topics under Shropshire Council control that the councillors could help with pursuing resolution.

221/21 Commencement of Business

Councillor P. Williamson expressed thanks for councillors attending the meeting.

222/21 Apologies received from Councillors were NOTED

Councillor E. Bird – prior engagement
Councillor J. Horne – personal
Councillor G. Tonkinson – prior engagement

223/21 Declaration of Members' Interest

Members are 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

Councillor R. Haddon – Shifnal Flood Partnership - Chairman

224/21 To CONFIRM the Minutes of the Full Council Meeting of the Town Council held on Thursday 18th November 2021

Following consideration of the draft minutes of the Full Council meetings the documents were ratified as follows;

Thursday 18th November 2021 – APPROVED subject to amendment to 204/21 to change recommendations from Considered to Approved.

225/21 Accounts

- (i) The monthly payment schedule to 10th December 2021 and 5th January 2022 to be DEFERRED to next meeting.

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On behalf of Shifnal Town Council

The proposal to recruit a consultant to review the accounts and bring account reporting up to date was APPROVED.

Town Clerk to re-charge Public Health for the barrier expenditure incurred for the temporary COVID test centre. ACTION

- (ii) Grant funding applications received to 10th December 2021 were CONSIDERED. The recommendation by the Internal Audit Advisory Committee to invite both applicants to present their cases to the next Internal Audit Committee meeting were AGREED.

CentreStage – the Clerk to request that the organisation present to the next meeting of the Internal Audit Committee.

MHA – the Clerk to write and explain the grant funding terms and ask for clarification on the potential retrospective claim for equipment.

Final recommendations to be submitted to Full Council in due course.

226/21 Advisory Committee & Working Groups

- (i) The report on the management of Council priorities by Councillor L. Jenks was CONSIDERED.

Councillor T. Tarran proposed formation of a Project Board comprising of the Chairman for each Committee and the Town Clerk to assess project recommendations for viability using the flow chart provided by Councillor L. Jenks as guidance. Recommendations to be provided to Full Council. APPROVED.

Councillor P. Williamson and Town Clerk to set up Project Board. ACTION.

- (ii) The Terms of Reference for the following Committees of the Council were CONSIDERED and RATIFIED with amendments as noted.

- a) Employment Committee
- b) Estates Committee
- c) Law and Order
- d) Planning

All APPROVED with Chairman and Vice Chairman to be elected at the Annual Town Council Meeting in May of each year.

227/21 Planning Committee

- (i) The minutes of the Planning Committee held on 9th December 2021 were CONFIRMED.
- (ii) The planning applications report to 9th December 2021 was NOTED.
- (iii) The draft Shifnal Place Plan was APPROVED subject to amendment to the Medical Centre application status within the document from being 'considered' to 'permission granted'..

Cllr Cox enquired if there was a tree officer for Shifnal and should he be consulted on all planning applications. It was NOTED that the Council are not aware of any such representative or arrangements.

It was further agreed that the Town Clerk should approach the representatives of the medical centre development for an update presentation to Council at the earliest opportunity following the granting of planning permission. (ACTION)

228/21 Estates Advisory Committee

- (i) The report from the Estates Advisory Committee meeting held on 6th December 2021 was NOTED.
- (ii) It was NOTED that purchase of the Racking, Archive Boxes and Blackout Blind was completed in December using Delegated Powers by the Chairman and Town Clerk due to the December meeting being deferred.
- (iii) The proposal to move the potential police base project at Shifnal Community Hub and the potential public toilets refurbishment project to the red priority list was APPROVED.

229/21 Christmas Lights Advisory Committee

The verbal report provided by Councillor D. Marriott was NOTED. Thanks were conveyed to G. Nickless and the volunteers, as well as the appointed contractors. Councillor D. Marriott confirmed that the lights had been taken down to enable the roadworks to continue. He confirmed that more volunteers were required with greater Council input in consideration of 2022 and the new design and investment in new lights. Councillor Marriott's involvement in the removal of the Christmas Lights to storage was NOTED with thanks.

Councillor B. Haddon proposed community spirit to be harnessed by the Town Council. It was AGREED that Councillor B. Haddon put forward a paper on creating community spirit. ACTION.

Councillor. P. Williamson proposed that special events such as the new design for the Christmas Lights should have a standardised approach. The Christmas Lights Advisory Committee to be renamed the Events Advisory Committee to include Christmas Lights, Carnival, Carol Service and any other special events. Members agreed as Councillors B. Haddon, R. Cox, E. Moore, L. Jenks and D. Marriott. APPROVED.

230/21 SITS Working Group

The report from the SITS Working Group Meeting held on 25th November was NOTED.

231/21 Law and Order Advisory Committee

- (i) The report from the Law and Order Advisory Committee held on 30th November 2021 was NOTED.
- (ii)
 - a) The proposal to renew the CCTV maintenance contract with ORP Surveillance Ltd at a cost of £2,980.00 plus VAT from Budget Line: CCTV Project Maintenance was APPROVED.
 - b) The proposal to purchase 2 nos. powered cameras from ORP Surveillance Ltd at a cost of £3,049.00 plus VAT from Budget line Safer Shifnal Earmarked Reserves was APPROVED.
 - c) The proposal for 5 CCTV cameras to be installed at the Shifnal Community Hub at a cost of £1,883.00 plus VAT from ORP Surveillance Limited from Budget Line: Old Police Station Earmarked Reserves was APPROVED The Internal Audit Advisory Committee recommendation in relation to this proposal was not accepted.

232/21 Internal Audit Advisory Committee

- (i) The report from the Internal Audit Advisory Committee meeting held on 2nd December 2021 with amendments to the Town Clerk to seek advice on a suitable organisation to draft an investment strategy for the Council and to investigate bank opportunities to spread the deposit funds of the Council was NOTED and the report from the meeting held on 6th January 2022 was NOTED.
- (ii) The draft Grant Application Form and Grant Policy were CONSIDERED. The recommendation of the Advisory Committee to accept the policy as presented was APPROVED. An updated application form as presented was accepted and APPROVED.
- (iii) Bank Reconciliation and Budget Review documents were NOTED.
- (iv) The earmarked reserves movements as recommended by the 2nd December meeting were APPROVED with the removal of section F in relation to the CCTV Panel Donations due to the earlier decision on this agenda 231/21 (ii)c).

Members AGREED to suspend standing order 3y to enable the continuation of business at 21:37.

- (v) Recommendation from the Internal Audit Advisory Committee to accept the Excel format draft precept document was APPROVED

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- (vi) Recommendation to agree the 0% change in the final charge to the Council Tax Band D property in Shifnal for this financial year was APPROVED.
- (vii) Recommendation to agree to consideration of the draft precept document in January 2022 due to the delayed tax base figures being released from Shropshire Council was APPROVED.
- (viii) Members furthermore CONSIDERED the draft precept budget document as presented and APPROVED the annual precept budget of £506,231.09 resulting in a Band D property charge of £145.20.

233/21 Town Clerk Report

- (i) The Town Clerks Action Report to the 10th December 2021 was NOTED.

234/21 Shifnal Flood Partnership Group

- (i) The Shifnal Community Flood Response Plan was CONSIDERED.

It was AGREED that Councillors P. Williamson, R., Haddon and Town Clerk to look at the issues and bring back to the Town Council Meeting scheduled for 25th January 2022. Town Clerk to provide R. Haddon with a list of requirements. ACTION.

235/21 Public Bodies (Admission to Meetings) Act 1960

It was APPROVED 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”.

Members of the public left the meeting.

236/21 Staff Matters

- (i) The minutes of the Employment Committee meeting held on 6th January 2022 were CONFIRMED with one amendment.
- (ii) The recommendations of the Employment Committee meeting held on 6th January 2022 were APPROVED as follows:
 - a) The detail of an employee staff appraisal was discussed and had been approved by the Employment Committee. NOTED.
 - b) An verbal update on the recruitment process for the Administration Officer, Finance Assistant, Saturday Page and Facilities Operative were NOTED.

- c) An extension to the allowed time for completion of a staff members' sector specific qualification was APPROVED.

237/21 Planning

The planning enforcement matters were NOTED.

The meeting was closed by the Chairman at 22.09 hrs.

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On behalf of Shifnal Town Council