



SHIFNAL TOWN COUNCIL

**Minutes of the Full Council Meeting of Shifnal Town Council
Held at Shifnal Community Hub, Tudor Way, Shifnal, TF11 8DJ
on Thursday 17th February 2022, commencing at 7.00pm
Agenda dated 11th February 2022**

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

In attendance: D. Reynolds (Town Clerk)
H. Howse (Secretary)
3 x members of the public

326/21 Fire Safety Announcement

This was given by the Chairman, Mayor Paul Williamson.

327/21 Public Session

Members of the public raised the following items:-

Gerald Nickless – Market Place – raised concerns following the last Planning Meeting with remote representation from Shropshire Council and what actions the Planning Committee would be taking in view of the lack of progress in this matter.

Councillor T. Tarran confirmed that the Committee had agreed the next actions, including a letter urging the Leader of Shropshire Council to get involved, together with submitting formal enforcement complaints and raising the profile in the local press.

Kath Hemsley – SITS Scheme – raised questions concerning the SITS report:-

- Suggested additional costs relating to hanging basket provision. Hanging baskets should be part of the current scheme which includes planters. Provision should have been included when the existing hanging basket poles were removed
- Reasoning behind the suggested extra cost to WSP.
- A lot of money is being spent and should be in keeping with the heritage of the Town.
- Tree removal in the Town Centre and replacement planting programme
- Plans for the Paton's area and better communication
- Penalties suggested by Shropshire Council for any delays to the scheme

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

328/21 Shropshire Councillors' Question Time

Apology received from Councillor E. Bird who provided the following written update:-

In terms of updates, there is a full council meeting next Thursday (day time). The county's "Levelling Up" and "County Deal" bids were unsuccessful due to the decision being predicated on the likely amalgamation with an adjacent local authority under a directly elected mayor: a proposal rejected by the Conservative group (and I'd suggest other parties and residents too). I believe the bids require the population of the area to be in excess of 500,000.

I've been in contact with the Southern Planning Committee chair and Mark Pritchard MP (who in turn has contacted Ed Potter, Deputy Leader of Shropshire Council) regarding the proposed travellers site on the Stanton Road for which a retrospective planning application has been submitted. We have communicated our opposition to the plan and I am hopeful that it will be rejected.

Councillor P. Williamson confirmed he had met with Councillor E. Bird prior to the meeting and Councillor E. Bird would strive to be in attendance at future meetings.

Councillor J. Moore requested a further status update concerning the safety works on Houghton Road/Lane and timetable for the proposed improvements. Town Clerk to chase up meeting date with Gemma Lawley, Councillor P. Williamson and Councillor T. Tarran. ACTION.

Councillor T. Tarran advised that Highways would seem to be encouraging Taylor Wimpey to delay works whilst the SITS scheme is underway in the Town to avoid further traffic congestion. In the meantime the meeting between Bovis and Highways that was supposed to take place in February is now understood to be scheduled for the end of the month and outcome from those discussions awaited.

Councillor R. Cox queried why Shropshire Council did not appear to be enforcing their own planning conditions with these developers.

Councillors requested written update from Councillor K. Turley for next month on this topic. ACTION.

329/21 Commencement of Business

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

330/21 Apologies received from Councillors

Councillor E. Bird - personal

331/21 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 T. Tarran – Item 333/21 (ii) – Non-Pecuniary

Councillor J. Horne – Items 340/21 and 341/21 (iii) – Non-Pecuniary.

332/21 Minutes of Previous Meetings

- (I) Councillor P. Williamson SIGNED the Minutes of the Full Council Meeting of the Town Council held on Tuesday 11th January 2022 and Ratified at the Meeting held on 25th January 2022.
- (II) The Minutes of the Full Council Meeting held on Tuesday 25th January 2022 were CONFIRMED.

333/21 Accounts

- (i) The monthly payment schedule to 11th February 2022 was APPROVED.
- (ii) The application to use CIL (Neighbourhood Funds) for Shifnal Cricket Club was CONSIDERED. Funding 75% amounting to a value of £16,380 was APPROVED to be paid from the Neighbourhood fund.
- (iii) The Quarterly Budget review to 31st December 2021 was CONSIDERED and APPROVED on the basis that the report format and content would be reviewed at the next Internal Audit Committee meeting which would then present recommendations to the Full Council. Vote AGAINST this motion Councillor J. Moore and Councillor E. Moore noted. ACTION.
- (iv) The Bank Reconciliation to 31st December 2021 was CONSIDERED and APPROVED with the exception of Councillor J. Moore and Councillor E. Moore who voted AGAINST

334/21 Planning Committee

- (i) The draft minutes of the Planning Committee held on 10th February 2022 were NOTED.
- (ii) The planning applications report to 10th February 2022 was NOTED.

Town Clerk to circulate copies of enforcement submissions to Councillors. ACTION.

335/21 Estates Committee

- (i) The draft minutes from the Estates Committee meeting held on 7th February 2022 were NOTED.
- (ii) The recommendations of the Estates Committee meeting held on 17th January 2022 were CONSIDERED:-
 - a) Full Council to debate a proposed refurbishment of the public toilets at a project cost of £53,500.00 (+VAT) – Budget Line: General Reserves (Public Health Act 1936: s.87).
 - i) DPS Architects to be appointed to complete the measured survey, design and specification at a cost of £4,000 plus VAT. Estates Committee to report back to Full Council with the results – APPROVED.

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On behalf of Shifnal Town Council

- ii) Any refurbishment work to commence post Queen's Platinum Jubilee and Shifnal Carnival to ensure the facilities remain open during these events.
- iii) Signage announcing proposed refurbishment works to be drawn up and posted on the toilet block, Town Council Noticeboards and Website.
ACTION.

336/21 Law and Order Committee

The draft minutes of the Law and Order Committee held on 1st February 2022 were NOTED.

337/21 Internal Audit Advisory Committee

The report of the Internal Audit Advisory Committee held on 7th February 2022 was REJECTED. An Extraordinary Meeting of the Town Council to be scheduled to review the revised report and recommendations. ABSTAINING from the vote: Councillor J. Horne and Councillor K. Booker.

338/21 Strategic Planning Board

- (i) The report from the Strategic Planning Board held on Thursday 10th February 2022 was NOTED.
- (ii) The recommendations from the Strategic Planning Board were CONSIDERED:-

The re-grading of the strategic projects as per the report were APPROVED. To include moving Queen's Platinum Jubilee Celebrations 2022 project and Christmas Lights to red priority, both of which are time critical.

An on-line survey to ask the residents of Shifnal views on introduction of car parking charges in Shifnal to be conducted was APPROVED. AGAINST: Councillor R. Cox.
ACTION.

339/21 SITS Working Group

The report from the SITS Working Group Meeting held on 3rd February 2022 was NOTED.

340/21 Queen's Platinum Jubilee Working Party

The report from the Queen's Platinum Jubilee Working Party presented by Councillor E. Moore was CONSIDERED.

A budget of £10,000 was APPROVED from Earmarked Reserves. Authority to pay on that budget granted to the Town Clerk.

341/21 Town Clerk Report

- (i) The Town Clerks Action Report to 11th February 2022 was NOTED.

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On behalf of Shifnal Town Council

- (ii) A Virement of £1909.43 from general contingencies to elections in the 2022/23 budget forecast to cover the costs of the May 2021 elections was APPROVED.
- (iii) Correspondence received from the Shifnal Carnival Committee with regard to the use of Wheatfield Park for the Spring Fling and use of Aston Street Car Park was CONSIDERED and APPROVED.

Members AGREED to suspend standing order 3y to enable the continuation of business.

- (iv) A verbal update by Councillor Z. Turner on the Garden Bird Drop In Event to be held on Saturday 26th March hosted and run by The Shropshire Wildlife Trust was NOTED. Venue: Shifnal Community Hub. To be advertised on Social Media, Website and flyers distributed throughout the Town and local businesses, schools, churches and Library. ACTION.
- (v) Quotations received in relation to hanging baskets for the Summer season were CONSIDERED. Limetree Landscape and Nurseries Limited were APPROVED at a cost of £3,136 to include supply, watering and maintenance.

342/21 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.

343/21 Staff Matters

- i) The draft minutes of the Employment Committee meeting held on 10th February 2022 were NOTED with one amendment as follows;

E310/21 Apologies were APPROVED (not noted)

- ii) The recommendations of the Employment Committee meeting held on 10th February 2022 detailed in attached minutes were considered. Including a verbal update from the Town Clerk as appropriate.

The following recommendations were APPROVED

- a) To appoint the recommended candidate to the permanent position of Administration Officer at the Council agreed terms and at the earliest opportunity.
- b) To appoint the recommended candidate to the permanent position of Saturday Page at the Council agreed terms and at the earliest opportunity.

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On behalf of Shifnal Town Council

- c) Following a verbal update from the Town Clerk it was proposed to instigate a further round of interviews for a candidate to a 12 months fixed term contract in the position of Finance Assistant at the Council agreed terms and at the earliest opportunity.
- d) Not to appoint to the position of Facilities Operative at the Council agreed terms. To reconsider the requirements of the role.
- e) To write to all unsuccessful candidates to inform Council decisions and to invite introductions of new employees to all Councillors as the corporate employers. NOTED.
- f) A report on staff sickness leave was NOTED.
- g) Following an update received on a Councillor code of conduct complaint it was APPROVED to instigate three actions for the Council.
- h) An update on staff health assessment was NOTED.

344/21 Planning

The planning enforcement matters were NOTED.

The meeting was closed by the Chairman at 21.47 hrs.