



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 25th January 2022 commencing at 7.00pm
Agenda dated 19th January 2022

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

In attendance: K. Turley (Shropshire Council)
D. Reynolds (Town Clerk)
H. Howse (Secretary)
2 x members of the public

265/21 Fire Safety Announcement

This was given by the Chairman, Mayor Paul Williamson.

266/21 Public Session

Members of the public raised the following items:-

Gerald Nickless – Welcome Back Fund - urged Councillors to consider allocation of funds from The Welcome Back Fund to support the Christmas Lights. Gerald confirmed that following a meeting that day to assess the infrastructure in Cheapside that it had been identified that stronger poles to replace the aluminium poles would be required to support the Christmas Lights.

Gerald Nickless – 22 Marketplace – raised further concerns concerning the disrepair of the property with bricks hanging over the side precariously and questioned whether it was now time to seek legal advice. Having spent over an hour on the phone to the County Council, they report that they have ensured the building is fenced off adequately.

Kath Hemsley – SITS Scheme – following on from the last council meeting where she raised concern about the lack of the public information on the scheme, confirmed that some details such as the newsletter were now visible on the website and main notice board but further potential changes to the scheme still not clear and requested more transparency and clear communications. Having raised with Andy Moreton, there seems to be some changes around the Paton's area but it is not clear what is happening.

Councillor P. Williamson confirmed that members from the department concerned within Shropshire Council are attending the next Planning meeting to discuss 22 Marketplace.

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

267/21 Shropshire Councillors' Question Time

Councillor J. Horne advised that he had been approached concerning some trees in the Woolpack Close area that the County Council had worked on and would pass on the details to Councillor K. Turley. Councillor K. Turley confirmed that the resident had made a formal complaint to Shropshire Council and subsequently escalated to the Chief Executive with the same outcome. The next course of action would be for the resident to refer the case to the Ombudsman. ACTION.

Councillor J. Moore requested latest status concerning the safety works on Haughton Road/Lane that were meant to be undertaken by the Developers. Councillor K. Turley confirmed that a meeting was held on 10th January with Councillor P. Williamson and Councillor T. Tarran and the Highways' Team and he had followed up since then copying the relevant Cabinet members. A further meeting is scheduled for Monday 31st January and Councillor K. Turley has invited the Town Clerk to that session. ACTION.

Councillor D. Marriott requested support from Councillor K. Turley concerning lack of response from Shropshire Council concerning Marketplace. Councillor D. Marriott chased for a response on 13th January with no response to date. Initial correspondence dates back to 18th July 2021. ACTION.

Councillor P. Williamson asked the Councillors to send in their questions ahead of future meetings to allow Councillor K. Turley and E. Bird to come prepared to address at the Council Meeting. ACTION.

Councillor K. Turley apologised for his absence from the last few meetings.

268/21 Commencement of Business

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

269/21 Apologies received from Councillors

None received.

270/21 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 – Non-Pecuniary

271/21 To CONFIRM the Minutes of the Full Council Meeting of the Town Council held on Tuesday 11th January 2022

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

Tuesday 11th January 2022 – APPROVED subject to amendment to 229/21 to re-word third paragraph. Minutes to be updated accordingly and brought back to the next Full Council meeting for ratification and signature. ACTION.

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Signed by Mayor Councillor Paul Williamson

On behalf of Shifnal Town Council

272/21 Accounts

The monthly payment schedule to 10th December 2021 and 19th January 2022 were APPROVED.

Town Clerk advised that they had approached two agencies with a view to supplying an accounts specialist and seeking guidance on availability. A permanent position is expected to be place in due course.

Councillor R. Cox queried why the van was still present at the Council offices. It was explained that the original return date pre-Christmas was deferred because it was required by the Christmas Lights Committee in January during the operation to remove the Christmas lights. Councillor D. Marriott confirmed the work was now complete and the van could be returned. Town Clerk to end hire agreement and arrange return immediately. ACTION.

273/21 Planning Committee

- (i) The draft minutes of the Planning Committee held on 13th January 2022 were NOTED.
- (ii) The planning applications report to 13th January 2022 was NOTED.
- (iii) The recommendations of the Planning Committee that Bruton Knowles be appointed as representative for the Council in conjunction with Shifnal Matters 2021 Community Group and Tong Parish Council, at the Public Examination, subject to costs being confirmed within the budget line for Neighbourhood/Local Plan Review was CONSIDERED.

Councillor J. Horne asked if Tong Parish Council would have any financial input. It was pointed out that Tong Parish Council did work on some of the proposals for Shifnal Town Council during the initial consultation.

Councillor. T. Tarran confirmed there was £15k in the budget for next year and £12k still available from this year's budget. Examination timetable is not expected to be out before March 2022 earliest. Until then we cannot get an accurate cost from Bruton Knowles. If it did transpire that the cost would be more then the Planning Committee would bring back to the Council.

The recommendation was APPROVED with the exception of Councillor J. Horne who voted AGAINST.

274/21 Estates Committee

- (i) The draft minutes from the Estates Committee meeting held on 17th January 2022 were NOTED.
- (ii) The recommendations of the Estates Committee meeting held on 17th January 2022 were CONSIDERED:-

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On behalf of Shifnal Town Council

- a) Council AGREE to pay the capital costs of £16,185.00 + VAT for a proposed police base, subject to the West Mercia PCC signing a minimum 5 year lease, with reimbursement clause for early termination. – Budget Line Old Police Station Earmarked Reserves – APPROVED.
- b) To AGREE the draft booking forms and terms and conditions for hire of the Shifnal Community Hub and Old Fire Station – APPROVED. 3 x AGAINST noted – Councillor T. Tarran, K. Booker and J. Moore.
- c) A further 12 month agreement be approved for storage with Daniel Elcock Machinery Ltd at a cost of £7402.40 (+VAT) – Budget Line: Hire of Store Room (£7,500.00) – APPROVED.

Councillor K. Turley left the meeting at 19:40 hours.

275/21 Community Bus Working Group

- i) The report from the Community Bus Working Group was NOTED.
- ii) The recommendations of the Community Bus Working Group were CONSIDERED:-
 - a) To agree in principle for a Service Level Agreement to be drafted by Council legal representatives and for the negotiation of vehicle purchase by The Friendly Bus Company for a Shifnal Shuttle service utilising the S106 identified funds – APPROVED.

276/21 SITS Working Group

The report from the SITS Working Group Meeting held on 12th January 2022 was NOTED with a correction to John's Street.

Councillor P. Williamson advised that Andy Moreton had requested a meeting to discuss some safety concerns in the Victoria Road/Aston Street area and certain pinch points. Meeting to be scheduled.

Councillor Z. Turner requested whether the traffic count data had been provided by A. Moreton from the initial request. Councillor P. Williamson confirmed that he would follow up with A. Moreton and obtain. ACTION.

277/21 Town Clerk Report

- (i) The Town Clerks Action Report to 19th January 2022 was NOTED.

It was agreed to add an additional 'Expected Completion Date' column to the Action report. The dates in the report are taken from the individual committee meeting minutes. Therefore in order to ensure accurate dates are reflected in The Town Clerks Action Report, it will be necessary for the outstanding committee actions to be reviewed by each individual Committee Meeting/Chair on a monthly basis and updated in the minutes in order for the data to flow through to this report prior to each Town Council Meeting. ACTION.

Future hard copy reports to reflect open items only. ACTION.

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Open action discussed from the Movement Management Committee for the Town Clerk to approach the relevant department at Shropshire Council to be added to the list of towns awaiting a permit parking scheme. It was agreed that the Town Clerk would send an email on 26.01.2022. ACTION.

Open action discussed from the Estates Committee for the Town Clerk to prepare a letter / statement on the STC decision not to proceed with the swimming pool project. Town Clerk confirmed that this action was subject to the outcome from the Solicitors Meeting scheduled for 26.01.2022.

Councillor J. Moore requested that the open action from the Town Council Meeting in October for the Mayor and Town Clerk to send a letter to Network Rail or owners of Shifnal Train Station expressing support for more disabled access at Shifnal Train Station be expedited given the length of time since the action was assigned. ACTION.

Councillor J. Moore queried the status of the reinstatement of the 4 bins on Admirals Farm. Town Clerk confirmed Kier have been instructed to replace the 2 missing waste litter bins. The CPO will return to the Admirals area in February 2022 to check that all 4 litter bins have been replaced. ACTION.

- (ii) Proposals for use of the Welcome Back Fund from Shropshire Council were CONSIDERED. Councillors discussed the options. It was PROPOSED that the final decision on how to use the funding would be decided by the Mayor and Town Clerk – APPROVED.

- (iii) Update from the SALC Area Meeting on 13th December 2021 was NOTED.

Councillor J. Moore and Councillor T. Tarran volunteered to complete some initial investigation into Ward Boundaries and report back to the next Internal Audit Committee, with subsequent recommendations to be presented at the next Full Council meeting in February. ACTION.

278/21 Shifnal Flood Partnership Group

The Shifnal Community Flood Response Plan proposal submitted by Councillor B. Haddon was CONSIDERED.

- (i) The Council to work in partnership with Shifnal Flood Partnership Group (SFPG) to develop the Shifnal Flood Response Plan into a fully operational stand-alone community volunteer group to create, organise and administer the Shifnal Flood Response Plan – APPROVED.
- (ii) An area at the rear of Shifnal Community Hub to erect a storage facility (8 x 6 shed) – APPROVED.
- (iii) Access to a room in Shifnal Community Hub to operate a command centre in the event of flooding – APPROVED.

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On behalf of Shifnal Town Council

Councillor B. Haddon to request a copy of the latest Capacity Impact Report from Severn Trent.
ACTION.

279/21 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.

280/21 Planning

The planning enforcement matters were NOTED.

The meeting was closed by the Chairman at 20.55 hrs.

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