



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 21st July 2022, commencing at 7.00 pm
Agenda dated 15th July 2022**

Present: Councillors: R. Cox (Chair)
E. Moore (Deputy Chair), T. Clayton, B. Haddon, J. Horne, D.
Marriott, J. Moore, T. Tarran, G. Tonkinson, Z. Turner

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

119/22 Fire Safety Announcement

This was given by the Chairman, Mayor Roger Cox.

120/22 Public Session

Mayor, Councillor Roger Cox opened the Public Session stating that members of the public are most welcome to Shifnal Town Council meetings and would like to take this opportunity to reinforce a number of standing orders for the efficient running of the monthly meeting:-

- Maximum duration for the public session is 15 minutes
- Engage in discussion and debate on **agenda items** only
- Please raise your hand and stand when speaking
- Public participation is confined to this section of the meeting only, you are more than welcome to stay and observe the rest of our meeting

Fellow councillors and council officers, we are here to discuss and debate all items on the agenda. Please raise your hand if you wish to comment and you will have your opportunity. Only one person to speak at a time and we should respect each others opinions.

Whilst I am Chairman of Shifnal Town Council I will not tolerate the unsavoury incident we witnessed in our June meeting. We all need to take responsibility for our actions.

I look forward to chairing an efficient and professional focused meeting tonight.

Finally, to Councillor G. Tonkinson it is good to have you with us this evening.

Councillor G. Tonkinson thanked the Councillors and Officers for all the kind messages, flowers and well wishes received by the family.

Signed by Mayor (Chairman).....
On behalf of Shifnal Town Council

Request received from the member of the public to speak following the update provided by the Chairman of the Christmas Lights Committee regarding Item 130/22. APPROVED.

No other questions raised.

121/22 Shropshire Councillors' Question Time

No pre-submitted questions received.

Cllr J. Horne requested an update on highways and byways of the town. Cllr K. Turley advised that the meeting scheduled for 4th July was cancelled and rearranged for the beginning of September.

Cllr B. Haddon thanked Cllr K. Turley for arranging for Shropshire Council Highways to investigate Jellicoe Crescent and looks forward to receiving update as a result. Cllr. B. Haddon has not received contact from E. West as yet. Cllr. Turley to chase.

Cllr K. Turley confirmed that he is happy to take questions around the table but may have to take some away and report back.

122/22 Commencement of Business

Cllr. R. Cox expressed thanks for councillors attending the meeting.

123/22 Apologies received from Councillors

Councillor E. Bird – annual leave
Councillor K. Booker – annual leave
Councillor J. Coulson – health
Councillor L. Jenks – health
Councillor P. Williamson – personal

The above apologies were APPROVED.

124/22 Declaration of Members' Interest

To receive declarations about any items under consideration on this agenda in accordance with the Localism Act 2011, the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 and Shifnal Town Council Code of Conduct. Declarations may be of a pecuniary or non-pecuniary nature.

Councillor B. Haddon – item 131/22 – Non-Pecuniary

125/22 To CONSIDER Co-option of one Councillor for the Rural Ward vacancy following notice received from the elections team, Shropshire Council.

Following consideration of one application for the vacancy, the following Shifnal resident was duly co-opted onto Shifnal Town Council:-

Tom Clayton - Rural Ward

Tom Clayton completed his acceptance of office and was welcomed to join the table for the rest of the meeting business.

126/22 Minutes of Previous Meetings

- (i) The Minutes of the Full Council Meeting of the Town Council held on Thursday 23rd June 2022 were CONFIRMED and SIGNED by Cllr. R. Cox.

127/22 Accounts

- i) The monthly payment schedule to 15th July 2022 was APPROVED.
- Cllr. J. Moore queried the invoice from Limetree regarding litter picking. The Town Clerk explained that this service continued with Limetree until the Estates Officer was hired. This service has now been cancelled and brought in-house. This service was not included in the contract with Brewood.
- ii) To CONFIRM invoice payments can be processed in August during the Summer Recess utilising delegated powers by the Clerk, with approval of the Monthly Payment Schedule for August deferred to September Full Council Meeting – APPROVED.

128/22 Planning Committee

- (i) The draft minutes of the Planning Committee held on 4th July 2022 were NOTED.
- (ii) The planning applications report to 4th July 2022 was NOTED.
- (iii) To CONFIRM a Deputy Chairman for the Planning Committee as per the Terms of Reference.

Councillor D. Marriott nominated and APPROVED. Councillor D. Marriott ACCEPTED the role.

Cllr R. Cox thanked Cllr. T. Tarran on behalf of Shifnal Town Council for his time and effort with attending the Local Plan hearings at Shire Hall.

Cllr T. Tarran provided an overview of the hearings held in July:-

- The hearing was dominated by lawyers and planning consultants and proposals for backing the Black Country overspill need by approx. 1500 houses/30 hectares employment land, most of which would come to Shifnal.
- Shifnal Town Council presented arguments as appropriate.
- Chairman of Tong Parish Council had been speaking with the Planning Policy Officer at Shropshire Council about the unmet need and suggestion is that Shropshire Council may up this to 2000 or more.
- Reasoning behind Shifnal as location driven by strategic links to M54 corridor and A5 east of County.

129/22 Estates Committee

- (i) The draft minutes from the Estates Committee meeting held on 4th July 2022 were NOTED.

To agree to suspend all Standing Orders to allow item 130/22 to proceed. APPROVED.

130/22 Christmas Lights Advisory Committee

- i) Cllr. D. Marriott provided a brief update:-
- McPhillips have suggested that it would be easier to move one of the pole sites from one side to the other due to condition of the ground. However, in Zoom call with A. Moreton, Shropshire Council, on 7th July suggested that Shifnal Town Council would need to pay more for this change and that he would obtain a price. Cllr. D. Marriott has responded back to Shropshire Council to reconsider this stance. Await response before further action.
 - The original plan layout was completed with A. Elsdon, McPhillips and A. Moreton during a walkabout and sitings have not changed since then.
 - Member of public expressed frustration that the subject of Christmas Lights was still on-going with no progress since April. In addition, to the costs quoted by Shropshire Council.
 - Council agreed to wait for Shropshire Council response. Cllr. D. Marriott and Cllr P. Williamson to continue to apply pressure on obtaining a response.
 - Cllr K. Turley to raise with Cllr Picton. Cllr Turley requested confirmation of what digital documentation had been supplied to Shropshire Council in terms of the original layout. Details to be provided. ACTION.

To AGREE to reinstate all standing orders – APPROVED.

Cllr R. Cox asked the Council for views on whether a Christmas Market event should be considered to coincide with the Christmas Lights Switch on. Initial indications from Shropshire Council for completion of the SITS work in the Town Centre would only be the week before (18th November) unless issues discovered regarding excavation of Bradford Street.

Cllr B. Haddon stated that he felt that Shifnal needs this Christmas Market post-COVID and the need to kick start the Town following the disruption as a result of the SITS work.

Cllrs T. Tarran and J. Moore noted their concerns regarding the risk surrounding slippage of the SITS completion date. Excavation of Bradford Street and cellars being an unknown quantity especially. To arrange such an event and then have to cancel it would reflect badly on the Council, as well as pose a financial risk.

Cllr Z. Turner suggested considering a contingency plan with an alternative site if Cheapside/Bradford Street could not be used as a result of works slippage.

The Town Clerk agreed with the risk. Whilst it could be arranged, logistically there is lot involved to arrange such an event with road closure applications and licences etc. Road closure applications as an example take a minimum of 8 weeks. It would require Councillors and Volunteers as well as staff allocation to arrange and execute the event. As work to arrange previous events has always commenced in April it would mean that we would be behind the curve in terms of event planning. If Council agreed to proceed then applications would need to be submitted immediately. Applying for more than 1 road closure could lead to objection so would need to be thought through.

Town Clerk indicated that the remit for a Christmas Market event would come under the Events Advisory Committee (Christmas Lights Advisory Committee re-named) as agreed at the Annual Full Council meeting held in May, together with Terms of Reference and delegated powers. Shifnal Town Regeneration Working Party (STRWP) was only a working group with no delegated powers. The Events Advisory Committee included the public volunteer members that would be required to delivery such a project.

Town Clerk confirmed Events Committee Membership:-

Cllr D. Marriott	Cllr R. Cox
Cllr B. Haddon	Cllr E. Moore
Cllr L. Jenks	Cllr P. Williamson
Estates Officer	Caroline Killen*
Gerald Nickless*	Doug Burgoyne*
Harry Turley*	Billy Woodhouse*
Richard Carless*	

*Community Members

Council agreed for the Town Clerk to take back to the office and draw up initial plans for (Plan A) holding event at an alternative location and (Plan B) Cheapside/Bradford Street. ACTION.

Cllr B. Haddon to add topic to the agenda for the Shifnal Town Regeneration Working Party for the following Thursday to determine the most appropriate committee. ACTION.

Cllr J. Horne confirmed his resignation from the Shifnal Town Regeneration Working Party. Membership list to be updated accordingly by the Town Clerk. ACTION.

Cllr K. Turley left the meeting at 20:10 hours.

131/22 Shifnal Flood Partnership Group

- Cllr B. Haddon advised that Shropshire Council had confirmed that siting of a storage container would require full planning permission. Based on this information, Cllr Haddon requested the Council to decide on the preferable option of Storage Container (and planning permission) or Shed.
- Cllr B. Haddon advised that in speaking with Shropshire Council that he had requested details of the equipment they are going to provide and by when. Needs to be provided by Autumn. Shropshire Council recognise that without it the SFPG cannot recruit and implement the flood plan. Unlikely that the equipment will be supplied all in one go.
- Cllr. J. Moore proposed that Council approves progressing towards a storage container with screening subject to all the necessary planning applications and paperwork. APPROVED. Cllr T. Tarran and J Horne AGAINST.

132/22 Shifnal Town Regeneration Working Party (STRWP)

- i) Cllr. B. Haddon provided a brief update as per the minutes provided with the agenda.
- Shropshire Council Growth Strategy now released and needs to be considered.
 - Require medium to long term strategy for next 3-5 years.
 - Assessment of the town professionally and what we actually need and whether we take on consultants for the parking.
 - Assist and facilitate restart of the Shifnal Forum 2008-10
 - Event 14th September in the Library – Marches Growth Hub
 - Shifnal Tourism Action plan 2015 – Shifnal Historical Society very keen to get involved.
 - Next meeting scheduled for Thursday 28th July 2022.
 - Intention to bring back proposals for September Full Council.

133/22 Strategic Planning Board

- i) A review of the Strategic Projects Priority List and Strategic Plan were considered.

Strategic Projects Priority List reviewed and APPROVED.

Number of priority projects have now been delivered with capacity to look at new projects or moving amber or green projects to higher priority. Strategic Planning Board to add in anything that comes in during the recess and bring back to Council in September. ACTION.

The Town Clerk provided an overview of the draft Strategic Plan:-

As part of CILCA qualification, the Town Clerk had drafted a 3 to 5 year strategic plan for Shifnal Town Council. Plan enables resource planning, staffing and finance to support precept process in September. Town Clerk requested feedback.

Feedback included:-

- Cllr T. Tarran - Need to link in Neighbourhood and Place Plans.
- Cllr T. Tarran - Consider main aims and objectives such as energy and climate responsibility.

Councillors to consider over the Summer recess and provide written feedback directly to the Town Clerk. ACTION.

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Signed by Mayor (Chairman).....
On behalf of Shifnal Town Council

Town Clerk to incorporate feedback and bring the Strategic Plan back to Council in September. ACTION.

134/22 Town Clerk Report

- i) The Town Clerks Action Report to 15th July 2022 was NOTED.
 - Amended Standing Orders to be distributed within the week. ACTION.
 - Terms of Reference for the Shifnal Town Regeneration Working Party still outstanding. Shifnal Town Regeneration Working Party to provide suggested Terms of Reference to Town Clerk - ACTION.
- ii) To CONSIDER The introduction of a policy regarding Public Engagement
Topic not considered due to Councillor not in attendance.
- iii) The following policies were CONSIDERED:-
 - a) Complaints Protocol – APPROVED.
 - b) Information and Data Protection Policy – APPROVED.
 - c) Freedom of Information Publication Scheme – APPROVED.
 - d) Social Media Policy – APPROVED subject to amendment with wording to be supplied by Cllr. Z. Turner with regard to Council retaining ownership of its social media accounts. ACTION.
 - e) Communications Policies – DEFERRED to September meeting
 - Cllr T. Tarran stated that the content regarding meetings with Councillors was unduly restrictive. Town Clerk to make amendments. ACTION.
 - Cllr T. Tarran queried the last paragraph regarding contraventions and the requirement to refer to the Monitoring Officer and no rights of appeal. The Town Clerk confirmed that it would not be within the Council's remit to consider.
- iii) **Estate Updates**
 - a) Accident report at Jubilee Park was NOTED.
 - b) Incident report at Priorslee Road Allotments were NOTED.
 - c) Incident report at Shifnal Public Toilets was NOTED.
 - d) Shropshire Wildlife Trust remedial works to the banks of Wesley Brook at Wheatfield Park due to erosion between September and October 2022 were CONSIDERED and access arrangements APPROVED.

135/22 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".

Member of staff left the meeting at 21:02 hours.

136/22 Planning

The planning enforcement matters were NOTED.

The meeting was closed by the Chairman at 21:07 hours.

July Payment Schedule to 15th July 2022

July Payment Schedule to 15th July 2022										
Expense Type	Cost	Budget	Date	Inv No.	Payee	Description	Values			
							Sum of Net	Sum of VAT	Sum of Gross	
Adhoc	Administration	IT Systems	20.06.2022	128344	Midland Computers Limited	Laptop repair	£80.00	£16.00	£96.00	
			30.06.2022	128648	Midland Computers Limited	Laptop repair - hinge	£80.00	£16.00	£96.00	
				128635	Midland Computers Limited	Computer parts	£108.00	£21.60	£129.60	
				128650	Midland Computers Limited	Setting up email address	£40.00	£8.00	£48.00	
				128757	Midland Computers Limited	Set up email address	£40.00	£8.00	£48.00	
				128793	Midland Computers Limited	Computer parts - screen replacement	£85.00	£17.00	£102.00	
		Stationery	30.06.2022	6190344817	Lyreco UK LTD	Stationery	£297.42	£43.18	£340.60	
	Estates	Insurance	25.05.2022	515292187	Zurich Municipal	Insurance policy	£4,126.03		£4,126.03	
		Library	23.06.2022	2206213	Fire Safe Services LTD	Fire Alarm Inspection	£84.11	£16.82	£100.93	
			04.07.2022	10419	G Liddington (Electrical) LTD	Electrical works for the Public Library	£960.00	£192.00	£1,152.00	
			24.06.2022	10961A91070	Shropshire Council	Books for infants	£50.00		£50.00	
		Shifnal Community Hub	30.06.2022	36694	MEB Total Limited	Plumbing works - Immersion heater repair	£331.72	£66.34	£398.06	
			04.07.2022	INV5330	Kyoti Graphics LTD	Graphic works for the new sign	£69.50	£13.90	£83.40	
		Public Toilets	23.06.2022	15309	Key Support Services	Sanitary services	£66.64	£13.33	£79.97	
		Christmas Lights	16.06.2022	IN03928037	NPOWER Business Solutions	Christmas Lighting	£1,104.66	£55.23	£1,159.89	
	Miscellaneous	Queen's Jubilee	05.06.2022	29.1	BlueSpot Productions	PA, Sound Desk, Headset Mics & Engineers	£460.00		£460.00	
	Outdoor Spaces	Open Spaces Maintenance	27.06.2022	SIN6075874	TFM Farm & Country Superstore LTD	Maintenance parts	£18.02	£3.61	£21.63	
			30.06.2022	0120/00010126	James Lister & Sons LTD	Maintenance parts	£32.17	£6.43	£38.60	
			04.07.2022	SI-9283	Limetree Landscape Services & Nurseries Ltd	Tree work - Cemetery - Feb	£800.00	£160.00	£960.00	
			06.07.2022	60722	TFM Farm & Country Superstore LTD	Maintenance parts	£21.46	£4.32	£25.78	
		Planters/Fertilisers/ Plants	22.06.2022	SI-9275	Limetree Landscape Services & Nurseries Ltd	Summer 2022 Planters and Baskets	£4,214.00	£842.80	£5,056.80	
			04.07.2022	SCN-108	Limetree Landscape Services & Nurseries Ltd	Summer 2022 Planters and Baskets	£4,214.00	£842.80	£5,056.80	
				SI-9285	Limetree Landscape Services & Nurseries Ltd	Summer 2022 Planters and Baskets	£3,822.00	£764.40	£4,586.40	
		Priorslee Road Cemetery Maint	04.07.2022	SI-9284	Limetree Landscape Services & Nurseries Ltd	Slabs for Ashes Placement	£1,300.00	£260.00	£1,560.00	
	Contingencies	General reserves	30.06.2022	15583	KRM Contractors LTD	Replacement tarmac works at Shifnal church	£2,093.00	£418.60	£2,511.60	
Adhoc Total							£16,069.73	£2,104.76	£18,174.49	
Recurring	Admin/Estates	Staffing	(blank)	(blank)	HMRC	PAYE contributions for June 2022	£2,874.34	£0.00	£2,874.34	
					Salaries	Salaries June 2022	£8,700.72	£0.00	£8,700.72	
					Shropshire County Pension Fund	Pension contributions June 2022	£3,279.24	£0.00	£3,279.24	
	Administration	Bank Charges	30.06.2022	19337	AJI Accounting Solutions LTD	Payroll services to date	£34.03	£6.81	£40.84	
		IT Systems	16.06.2022	16062022	Barclays Bank	Bank Charges - May - Jun 22	£51.05	£0.00	£51.05	
		Photocopier	12.05.2022	SHI/20220105/171	Linxdesign Internet Ltd	Web Services - July	£187.67	£37.53	£225.20	
		Insurance	29.06.2022	8071730876	Sharp Business Systems UK Plc	Photocopy supplies	£112.76	£22.55	£135.31	
		Insurance	28.06.2022	516053157	James Hallam LTD.	Renewal of motor vehicles insurance	£529.00		£529.00	
	Administration	Elections	29.06.2022	7172552	Shropshire Council	Recovery of costs for the May 2021 local elections	£2,909.43		£2,909.43	
	Estates	Communications systems	30.06.2022	289328	Enreach UK LTD	Telecommunications - June 22	£355.77	£71.15	£426.92	
		Library	10.06.2022	stw-INV06347575	WaterPlus	Water supply 08 May - 08 June 2022	£39.32	£1.68	£41.00	
			16.06.2022	11216681	West Mercia Energy	Gas supply - May 22	£90.16	£4.51	£94.67	
			21.06.2022	11217833	West Mercia Energy	Electricity supply - May 22	£86.10	£4.31	£90.41	
			10.07.2022	stw-INV06486210	WaterPlus	Water supply 08 June - 08 July 2022	£38.15	£1.64	£39.79	
		Shifnal Community Hub	04.07.2022	270282370/22	TotalEnergies Gas & Power Limited	Gas - Jun 22	£115.44	£5.78	£121.22	
			03.07.2022	stw-INV06445385	WaterPlus	Water supply June 2022	£115.36	£9.19	£124.55	
			13.07.2022	T34967188010	EDF	Electricity bill 04 June - 13 July 2022	£297.10	£14.86	£311.96	
			08.07.2022	270976975/22	TotalEnergies Gas & Power Limited	Electricity - Jun 22	£351.47	£17.57	£369.04	
		Public Toilets	09.07.2022	stw-INV06482694	WaterPlus	Water supply 07 June - 07 July 2022	£80.32	£8.59	£88.91	
		Shifnal Community Hub/Library	11.07.2022	7173462	Shropshire Council	Cleaning services June 2022	£2,037.00	£407.40	£2,444.40	
		Public Lighting Maintenance	14.06.2022	125065	E.ON Energy Solutions Ltd	Annual Street Lighting Maintenance	£1,963.49	£392.70	£2,356.19	
	Outdoor Spaces	Open Spaces Maintenance	30.06.2022	9053	Brewood Landscapes Limited	Grounds Maintenance - June 2022	£1,863.33	£372.67	£2,236.00	
			04.07.2022	SI-9281	Limetree Landscape Services & Nurseries Ltd	Litter Picking Feb - Jun 22 (NB: notice now given)	£4,575.00	£915.00	£5,490.00	
				SI-9282	Limetree Landscape Services & Nurseries Ltd	Grass Cutting 14 Feb & 28 Feb	£1,240.00	£248.00	£1,488.00	
		Cemetery Refuse Collection/Col	31.05.2022	8451257999	Veolia Environmental Services (UK) Plc	Waste Collection	£246.90	£49.38	£296.28	
			30.06.2022	8451260390	Veolia Environmental Services (UK) Plc	Waste Collection - June 2022	£197.52	£39.50	£237.02	
Recurring Total							£32,370.67	£2,630.82	£35,001.49	
Grand Total							£48,440.40	£4,735.58	£53,175.98	

Handwritten signature/initials.