



SHIFNAL TOWN COUNCIL

A G E N D A

21st October 2022

TO ALL MEMBERS OF SHIFNAL TOWN COUNCIL

YOU ARE HEREBY SUMMONED to attend the Full Council meeting of the Town Council to be held on THURSDAY 27th OCTOBER 2022 at 7.00 pm at Shifnal Community Hub, Tudor Way, Shifnal, TF11 8DJ.

Yours faithfully

Cllr Roger Cox
Mayor
SHIFNAL TOWN COUNCIL

NOTE TO THE PUBLIC:

Members of the public and press are most welcome to attend meetings of Shifnal Town Council. To ensure that meetings do not become prolonged, Standing Orders provide that members of the public are permitted to make representations, answer questions and give evidence **only in respect of any item of business included in the agendas** during this public session which covers all meetings held on this date. However, public participation must be confined to this section of the meeting only.

The period of time which is designated for public participation in accordance with Standing Orders shall not exceed 15 minutes. Each member of the public is entitled to **speak once only in respect of business itemised on the agendas** and shall not speak for more than 3 minutes. A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Chairman of the meeting may at any time permit a person to be seated when speaking.

A question asked by a member of the public during a public participation session at a meeting shall not require a response or debate although the Chairman may direct that a response to a question posed by a member of the public be referred to a Councillor for an oral response or to the Town Clerk for an oral response.

- NB:**
1. Standing Orders are available on the Council's website, or on request from the Town Clerk or Council Office and are subject to periodic review, taking advice from the National Association of Local Councils;
 2. Temporary exclusion of the public and press may be necessary at any meeting to discuss matters of a special and/or confidential nature;
 3. **Due to limited seating capacity (10 seats), please contact the Council to book your place. Email address info@shifnaltowncouncil.gov.uk or telephone 01952 461420**

Citation from Shifnal Town Council Code of Conduct:

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor- officer protocol.

298/22 Fire Safety Announcement

299/22 Public Session

300/22 Shropshire Councillors' Question Time – Cllr Bird (and Cllr Turley)

Note: Cllr Turley Apologies due to Annual Leave.

No pre-submitted questions received prior to the meeting agenda.

301/22 Commencement of Business

302/22 Apologies received from Councillors

303/22 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.

304/22 Minutes of Previous Meeting

- i) To CONFIRM and SIGN the Minutes of the Full Council Meeting held on Monday 26th September 2022 (attached).
- ii) To CONFIRM and SIGN the Minutes of the Extraordinary Full Council Meeting held on Thursday 6th October 2022 (attached).

305/22 Accounts

- i) To APPROVE the monthly payment schedule to 21st October 2022 (attached).

306/22 Planning Committee

- i) To NOTE the draft Minutes of the Planning Committee held on 6th October 2022 (attached).
- ii) To NOTE the planning applications report to 6th October 2022 (attached).
- iii) To CONSIDER the recommendations of the Planning Committee Meeting held on 6th October 2022.
 - a) To recommend to Full Council to approve Cllr J. Moore to join the Planning Committee.

307/22 Law and Order Committee

- i) To NOTE the draft Minutes from the Law and Order Committee meeting held on 27th September 2022 (attached).

308/22 Estates Committee

- i) To NOTE the draft Minutes from the Estates Committee meeting held on 3rd October 2022 (attached).
- ii) To CONSIDER the recommendations of the Estates Committee meeting held on 3rd October 2022.
 - b) To recommend to Council to approve the supply and installation of the external bi-folding automatic doors in the library building by RTS Door Systems Ltd at a cost of £7,150.36 (+ VAT) – Budget Line: General Reserves (Local Government Act 1892 s.8 (1)(i)).
 - c) To recommend to Council to approve the supply and installation of new paving outside of the public toilets to match the town centre new paving by KRM Construction at a cost of £13,383.00 (+ VAT) – Budget Line: Neighbourhood Fund (Public Health Act 1936 s.87).

309/22 Internal Audit Advisory Committee

- i) To NOTE a report from the Internal Audit Advisory Committee Meeting held on 3rd October 2022
- ii) To CONSIDER the recommendations of the Internal Audit Advisory Committee Meeting held on 3rd October 2022:-
 - a) To recommend to Council the approval of the award in the amount of £9,000 to Brightstar Boxing Academy to be funded from the Neighbourhood Fund earmarked reserves due to the expansion of the academy being directly linked to the increasing population of Shifnal from housing development.
 - b) To recommend to Council the approval of the award in the amount of £920 to Bridgnorth and South Shropshire Crucial Crew to be funded from the grant funding budget line.
 - c) To recommend to Council the approval of the award in the amount of £787.98 to Shifnal Millennium Sensory Garden to be funded from the grant funding budget line subject to points below. Note: Shifnal Millennium Sensory Garden communication dated 9th October 2022 with second preferred quotation for the reduced amount of £621.98 (attached).
- The Council's permission to remove a tree from an area for which they have maintenance responsibility.

- Evidence of a tree surgeon report stating the tree removal is due to being dead, dying or unsafe or
 - Planning Permission from Shropshire Council for the removal of a tree in a conservation area.
- d) To recommend to Council the approval of the award in the amount of £600 to Shifnal Local History Group to be funded from the grant funding budget line.
- iii) To NOTE the conclusion of the audit of the annual governance and accountability return for the year ended 31st March 2022 (attached).

310/22 SITS Working Group

- i) To NOTE a report update submitted by Cllr P. Williamson from the meeting held on 4th October 2022 (attached).
- ii) To receive a verbal update from Cllr P. Williamson.

311/22 Events Advisory Committee

- i) To receive a verbal update from the Town Clerk and Cllr D. Marriott.
- ii) To CONSIDER expenditure recommendations for the Christmas Market event (report to follow).

312/22 Shifnal Town Regeneration Advisory Committee

- i) To receive a verbal update from Cllr B. Haddon

313/22 Town Clerk Report

- i) To NOTE the Town Clerks Actions Report to 21st October 2022 (attached).
- ii) To NOTE the report received from Shropshire Wildlife Trust concerning the completed works at Wheatfield Park and Wesley Brook (attached).

314/22 IT Services

- i) To recommend to Council to award the next 12 month contract to Midland Computers Ltd under the STC financial regulations section "11.1.iv for work to be executed or goods or materials to be supplied which consist of an extension of an existing contract by the council" (attached).

315/22 Public Bodies (Admission to Meetings) Act 1960

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.

316/22 Planning

- i) To NOTE planning enforcement matters.

Circulation:-

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

For Information: D. Reynolds, Town Clerk and Responsible Finance Officer
D. Gough, Community Project Officer