



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 24th November 2022, commencing at 7.00 pm
Agenda dated 18th November 2022**

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

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

333/22 Fire Safety Announcement

This was given by the Chairman, Mayor Roger Cox.

334/22 Public Session

No members from the public in attendance.

335/22 Shropshire Councillors' Question Time

Apologies received from Cllr K. Turley – health. Councillors conveyed their best wishes to Cllr Turley.

No new questions raised.

336/22 Commencement of Business

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

Cllr R. Cox thanked Cllrs J. Horne, E. Moore and G. Tonkinson for representing Shifnal Town Council at the local schools for Armistice Day and thanked Councillors and Officers for representing Shifnal Town Council at the Remembrance Day service on 13th November.

337/22 Apologies received from Councillors

Councillor K. Turley (Shropshire Council) – health. NOTED.

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

338/22 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.

Cllr. R. Cox – Item 343/22 - Pecuniary

339/22 Minutes of Previous Meetings

- (i) The Minutes of the Full Council Meeting of the Town Council held on Monday 26th September 2022 were CONFIRMED and SIGNED.
- (ii) The Minutes of the Extraordinary Full Council Meeting held on Thursday 6th October 2022 were SIGNED.
- (iii) The Minutes of the Full Council Meeting of the Town Council held on Thursday 27th October 2022 were CONFIRMED and SIGNED.

340/22 Accounts

- i) The monthly payment schedule to 18th November 2022 was APPROVED.
 - a) Cllr T. Tarran queried which budget line would be assigned to the Shropshire Council Planning Application entry on the payment scheduled. The Town Clerk confirmed that this would be General Contingencies.
 - b) Cllr J. Moore queried the reason why there were three months' worth of payroll entries on the payment schedule. The Town Clerk confirmed this was due to timing of report production and annual leave. The data is not accessible in the Town Clerk's absence due to confidentiality.
 - c) Cllr J. Moore requested that future reports identify items already paid. The Town Clerk advised that this column removed from the report earlier this year. ACTION – Town Clerk/Accounts to re-instate column from next month's report.

341/22 Planning Committee

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

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- ii) To CONSIDER the recommendations of the Planning Committee Meeting held on 10th November 2022.
- a) To recommend to Full Council to APPROVE the appointment of Cllr J. Moore as Chairman of the Planning Committee. APPROVED. ABSTAIN - Cllr J. Moore.
 - b) To recommend to Full Council to APPROVE the appointment of Cllr J. Horne as Deputy Chairman of the Planning Committee. APPROVED. ABSTAIN - Cllr J. Horne.
 - c) To recommend to Full Council that financial contribution towards the cost of the consultancy fees be requested from Tong Parish Council, pro-rata based on annual precept (attached). Note: Tong Parish Council written agreement. APPROVED. Cllr E. Bird ABSTAIN.
 - d) To recommend Council note, subject to the Town Clerk seeking confirmation from Bruton Knowles that the fees noted and the understanding between all parties will be in alignment with the instructions in the letter of interest, the continued appointment of Bruton Knowles as consultant representative for the remainder of the Shropshire Local Plan process. APPROVED.
 - e) To recommend Council confirm that the members of the Planning Committee have the ability to advise Bruton Knowles as required on matters already agreed by Shifnal Town Council. APPROVED.

Cllr R. Cox requested that members ensure all dialogue with Bruton Knowles is also copied to the Town Clerk. ACTION – Planning Committee.

342/22 Internal Audit Advisory Committee

- i) The report from the Internal Audit Advisory Committee Meeting held on 14th November 2022 was NOTED.
- ii) The following recommendations of the Internal Audit Advisory Committee Meeting held on 14th November were considered :-
 - a) To recommend to Council that the Shifnal Shockers grant application be refused without prejudice to reapply (if required) with additional information on the cabinets to include requirements, condition and quotations and to address the request for additional financial information. APPROVED.
 - b) To recommend to Council that Shifnal Twinning Association application be awarded in the amount of £1,000 for the provision of language passports with the request that Shifnal Town Council logo is added in recognition of the funding. APPROVED.
 - c) To recommend to Council to agree a virement of £810 to office equipment from general contingencies for new equipment purchased for health and safety purposes. APPROVED.
 - d) To recommend to Council to ACCEPT the reformatted Quarterly Budget Review and Bank Reconciliation as presented (attached). APPROVED. Cllr J. Horne SIGNED.

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- e) To recommend to Council to agree the insertion of a paragraph in the opening section of the grant funding policy to read:-

“Organisations who feel that their funding bid may not fulfil all or some of the requirements of this grant funding policy or encounter any difficulties in completing their application may contact the Council offices for further advice. Please note the Council will still reserve the right to decline any application”.

APPROVED.

Cllr R. Cox left the room for the following agenda item at 19:25 hours.

343/22 SITS Working Group

- i) The report by Cllr P. Williamson including proposal for the costs for the catenary posts, hanging basket posts was NOTED.
- For the purchase and installation for the Christmas Light Poles and Hanging Baskets to include the retro fitting of the additional Christmas Light Pole - £29,170.97. Budget Line: CIL Neighbourhood Fund.
 - Contribution to WSP's professional fees for the redesign and safety audit of Shifnal Council's amended street furniture requirement - £10,047.00. Budget Line: CIL Neighbourhood Fund. Note: Figure negotiated down from the original figure of £16,000.00.
- a) Cllr T. Tarran raised a question regarding the original plans on the council website which showed the disabled parking bays to be block paving where they have actually been tarmacked and therefore whether there would be any saving.
- b) Cllr T. Tarran asked which budget line the WSP fees would be paid against. Town Clerk confirmed Neighbourhood Fund.
- c) Cllr T. Tarran raised the question of responsibility for on-going maintenance. No firm decision as yet. Cllr P. Williams advised that he had been chasing a response from Shropshire Council on the maintenance of the Town Centre area as well as the other green spaces. Chased a number of times but no response to date. Cllr E. Moore requested Cllr E. Bird to follow up. ACTION – Cllr E. Bird to send through response to Town Clerk.
- d) Cllr J. Moore stated that as the catenary and hanging basket poles had not yet been tested and proven to be sound that he felt that payment was premature. The Town Clerk confirmed that the poles supplied were as per the specification provided to the contractors and that the poles cannot be tested until the catenary wires are erected for load testing. This work is planned for the New Year once the current Christmas lights are dismantled.

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- e) Cllr J. Moore proposed to amend Cllr P. Williamson's proposals to say Shifnal Town Council would undertake willingness to pay for Poles and WSP fees as soon as the poles have been tested and maintenance proposal agreed.

Cllr P. Williamson stated that the fee for WSP is a separate item to the poles.

AGAINST. ABSTAIN - Cllr G. Tonkinson and Cllr J. Horne.

- f) Cllr P. Williams proposed to Council to pay for the Poles cost. AGAINST.
- g) Cllr E. Moore proposed to Council to pay the WSP fees of £10,047.00. APPROVED. ABSTAIN – Cllr G. Tonkinson.
- ii) Cllr E. Moore advised that a letter had been sent from the office to A. Moreton, Shropshire Council regarding concerns over the zebra crossings on 23/11/2022 and was awaiting a response.
- iii) Cllr P Williams advised that he had spoken to the contractors regarding the letter sent out and requesting the stage three safety audit, obliged to be undertaken at substantial completion of the project, be brought forward. This has not taken place yet. However, they have taken note of concerns raised by Shifnal residents and Council and have completed an interim inspection. The report for this is due imminently.
- iv) Cllr P Williamson confirmed that he had requested at the last Law and Order Committee for some parking enforcement measures in the Town once the two way system on Bradford Street was re-opened with some notices issued on windscreens.

Cllr R. Cox re-entered the meeting room following the completion of the agenda item above at 19:51 hours.

344/22 Events Advisory Committee

- i) The Town Clerk provided a verbal update:-
- No negative responses received from the Safety Advisory Group (SAG) and essentially good to proceed.
 - Feedback received from West Midlands Police confirmed that the Management Plan submitted by Shifnal Town Council was the most comprehensive they had ever received.
 - Contractors and volunteers in place for Saturday.
 - Stalls fully booked.
 - Christmas Tree Lights installed by Highline earlier today (24/11/2022).
 - Budget spend to date is circa £30,000. There are a few additional costs to come through for entertainment and external labour.
 - Cllr R. Cox to open the event at 2pm. Will also be on BBC Radio Shropshire on Saturday morning.

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Cllr D. Marriott thanked the Officers for the hard work and exceedingly good job in delivering the plan. Confident that the plan framework will form the basis for future events. Cllr Marriott conveyed his disappointment with Highline providing only 3.5 days to date.

Cllr J. Horne moved to offer thanks to Officers and all concerned. APPROVED.

Cllr R. Cox requested support in manning the Council Stand on the day. Cllr K. Booker and Wife, Jacqui Booker, regarding Friendly Bus offered to take a slot, as well as Cllr J. Horne.

345/22 Shifnal Town Regeneration Advisory Committee

- i) A report from the Shifnal Town Regeneration Advisory Committee Meeting held on 3rd November 2022 was NOTED.
 - a) Cllr T. Tarran raised a query as to why there was no Officer attendance as per the terms of reference recently agreed at the Town Council. Town Clerk confirmed that future meetings will be scheduled so that officers can be in attendance. ACTION – Town Clerk.
- ii) Cllr B. Haddon provided a verbal update:-
 - Business retail advisor final interview held on 12th November.
 - Formal business plan to be presented to Full Council on 15th December. ACTION – Cllr B. Haddon.
 - Meeting with Marches Growth Hub Managers on 19th January and a further remote Teams call on 29th January to inform them of our regeneration plans.
 - National Market Traders Federation – keeping open communications.
 - Meeting scheduled with national tutoring business – Connexus.
 - Spoken with another gentleman looking to open a gym in Shifnal.
 - Both businesses referred to us by the Marches Growth Hub.
 - a) Cllr J. Horne asked for a structured budget to be proposed.
 - b) Cllr T. Tarran asked why the Regeneration Advisory Committee not using the Economy Development Officers within Shropshire Council as consultants in the first instance. Cllr B. Haddon confirmed this was a good point. However, the main business advice from Shropshire was through the Marches Growth Hub. Other avenues of funding seem to be splintered. Need to be proactive and hence reason looking at the appointment of an advisor.

346/22 Town Clerk Report

- i) The Town Clerks Action Report to 18th November 2022 was NOTED.

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- ii) It was NOTED that the Council Offices will be closed from 4pm Friday 23/12/2022 and re-open at 9am Tuesday 03/01/2023 and the Library will be closed from 4pm Friday 23/12/2022 and re-open at 10 am on Wednesday 04/01/2023.
 - iii) The report on the Winter Warm Hubs and proposal was considered and APPROVED.
 - iv) The update on the Medical Practice development was NOTED.
 - v) The report on the proposed electric charging points in Shifnal was NOTED.
 - a) Town Clerk has spoken to leading officer and project officer within Shropshire Council and they would like on-going dialogue with the Council before installation.
 - b) Cllr T. Tarran advised that he had looked at the Government guidance on-line and the need to look deeper into this topic and raise questions with Shropshire Council. Some of the major points raised:-
 - Once funding accepted the sites of the proposed chargepoints must not change without meeting six specific criteria.
 - Proposed locations must lack off-street parking
 - Available 24 x 7
 - For resident use and not commuters or retail.
 - Applies using car park where long-term lease arrangement in place
 - Each chargepoint must have its own dedicated EV bay and must have a minimum/maximum stay time of 4 hours
 - Dedicated bay must be enforced by traffic regulation order
 - c) Cllr J. Horne raised the question of whether the Council would expected to match fund?
- ACTION – Town Clerk to raise questions with Shropshire Council and request meeting.
- ACTION – Town Clerk to confer with Terms of Reference and confirm whether it would be the Estates Committee.
- vi) The report on Civility and Respect Project and model documents were considered and APPROVED.
 - vii) Consultations on the DLUHC Community Funding Review and the Boundary Review were NOTED.

347/22 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”.

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H. Howse left the meeting at 20:45 hours.

348/22 Staff Matters

- i) The Minutes of the Employment Committee Meeting held on 4th October 2022 were NOTED.
- ii) The actions of the Employment Committee Meeting held on 4th October 2022 were CONSIDERED:-
 - a) Actions in regard to a staff members contractual terms were NOTED.
 - b) The fixed term employment of a staff member following a successful probationary period were NOTED.
 - c) The 2022/23 national salary award for all employees from 1st April 2022 were ACCEPTED.
 - d) The delegation of expenditure authority to the Town Clerk for management of additional staff hours required to provide the Christmas Lights Event were NOTED.

Additional staffing costs to be subject to a virement from the general staffing budget line to the Christmas Lights budget line. ACTION

349/22 Planning

- i) The planning enforcement matters were NOTED.

The meeting was closed by the Chairman at 20:56 hours.