



SHIFNAL TOWN COUNCIL

**Minutes of the Full Council Meeting of Shifnal Town Council
Held at Shifnal Community Hub, Tudor Way, Shifnal, TF11 8DJ
on Monday 26th September 2022, commencing at 7.00 pm
Agenda dated 20th September 2022**

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

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

221/22 Fire Safety Announcement

This was given by the Chairman, Mayor Roger Cox.

222/22 Note of Condolence on the passing of HM Queen Elizabeth II to include a short prayer of reflection

Delivered by Rev Preb Chris Thorpe.

Cllr R. Cox expressed his thanks on behalf of the Council to The Town Clerk and her team for the professionalism and efficiency in dealing with the protocol for Shifnal Town Council concerning the passing of Her Majesty the Queen. Also to Council Officers and representatives of Shifnal Town Council for attending events that took place at St. Andrew's Church on Sunday 11th September 2022. Finally, Cllr R. Cox conveyed his thanks to Deputy Mayoress, Cllr Ellen Moore and Mayoress Jo Oliver for their excellent baking skills enjoyed by everyone following the reading of the Proclamation.

223/22 Public Session

A member of the public advised of their disappointment at the response received to four requests sent to the SITS working group in relation to the Christmas Lights. It was questioned whether a sub-committee could respond on behalf of the Council. Rather it should come before the Council meeting. However, the topic is not on this agenda.

No other questions were raised.

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

224/22 Shropshire Councillors' Question Time – Cllr Bird and Cllr Turley

Pre-submitted questions:-

- i) Cllr J. Horne – Question about future cuts to services due to the current economic climate.
 - a) Cllr E. Bird confirmed there will have to be cuts but these would not be to key services. There is a plan. Cllr K. Turley working with financial team to understand potential cuts. However, not yet known what may come down from central government. Question raised regarding what the shortfall would be if council tax had been increased to the bare minimum instead of previous decisions to freeze council tax. Cllr E. Bird to circulate some detailed analysis for information. ACTION.
- ii) Cllr D. Marriott – Can you please provide full details of what Shropshire Council allowed for in the SITS development for Shifnal Christmas Lights.
 - a) Cllr D. Marriott conveyed his disappointment regarding the Christmas poles that are required. Cllr. Marriott confirmed that these had been requested since November 2021 and details sent to WSP on 7th February this year.

Cllr K. Turley provided an update on adoption of the various newly developed housing sites in Shifnal. He confirmed that a new officer, Alex, was due to start at Shropshire Council and would be dealing with the S106 infrastructure requirements. Cllr Turley has a meeting with the Town Planning Committee in the near future and will raise the topic in conjunction with the recent Shropshire Star article on adoption across Shropshire.

Cllr J. Horne thanked both Cllr Turley and Cllr Bird for an informed and comprehensive update.

225/22 Commencement of Business

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

226/22 Apologies received from Councillors

Councillor E. Moore – personal
Councillor Z. Turner – health

The above apologies were APPROVED.

227/22 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.

None.

228/22 Minutes of Previous Meetings

- (i) The Minutes of the Full Council Meeting of the Town Council held on Thursday 21st July 2022 were CONFIRMED and SIGNED by Cllr. R. Cox.
- Cllr J. Horne raised a question concerning item 130/22 and names of committee membership. Town Clerk called these names out at the meeting in July to confirm the existing membership only. Town Clerk and Cllr J. Horne to discuss outside of this meeting. ACTION.

229/22 Accounts

- i) The monthly payment schedule to 9th September 2022 was APPROVED.
- Cllr. T. Tarran noted that the budget for the Mayor's expenses had been used up and whether there is a need to look at increasing this budget with several months to go to the end of the financial year. The Town Clerk confirmed that the budget in the past was always set as part of the Precept process and paid in one payment. Should there be a need to increase the budget then this would be a case to be put forward to full council.
- ii) The payments made under delegated powers during Summer Recess were NOTED.
- iii) The first quarterly budget review to 30th June 2022 was APPROVED.
- Agreed to bring direct to Full Council as Internal Audit have not met prior to this meeting.
- iv) The bank reconciliation to 30th June 2022 was NOTED.
- Cllr J. Moore raised a query concerning bank accounts. He understood that it was agreed to spread the funds across an additional bank account but could not see the additional account on the Bank Reconciliation spreadsheet.
- Town Clerk confirmed that the agreement was to open a Nationwide account and the Town Clerk was chasing Nationwide on progress. They have come back with a query relating to source of future funds which the Town Clerk has answered. Nationwide has advised they will process the account opening but warned of considerable backlog.
- The bank reconciliation to 30th June 2022 was signed by Cllr B. Haddon.

230/22 Planning Committee

- (i) The ratified minutes of the Planning Committee held on 15th August 2022 were NOTED.
- (ii) The planning applications report to 15th August 2022 was NOTED.
- Cllr J. Moore raised a question as to why the planning application report to include confidential report was distributed in a public meeting. Town Clerk confirmed that the report is only distributed to Council members in the council packs. Public version excluding confidential report is only available to members of the Public.

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- (iii) The draft minutes of the Planning Committee held on Thursday 8th September 2022 were NOTED.
- (iv) The planning applications report to 8th September 2022 was NOTED.
- (v) The following Councillors were confirmed and APPROVED to join the Planning Committee:-

Cllr J. Horne

Cllr E. Moore (subject to Cllr E. Moore approval)

Cllr K. Booker to be held in reserve.

It was AGREED that a Chairman and Deputy Chairman would be discussed at the next Planning Committee Meeting to be held on 6th October 2022 with recommendations to Full Council in October. Cllr R. Cox would continue to act as Chairman for the October Planning Meeting. ACTION.

231/22 Estates Committee

- (i) The draft minutes from the Estates Committee meeting held on 5th September 2022 were NOTED. Cllr E. Bird's apologies for his absence were NOTED.
- (ii) To CONFIRM a Deputy Chairman for the Estates Committee as per the Terms of Reference.
 - Cllr J. Moore was proposed and APPROVED as Deputy Chair.
- iii) The following recommendations of the Estates Committee Meeting held on 5th September were considered :-
 - a) To recommend to Full Council to approve the Contract Hire of a Vauxhall Combo Van with a full maintenance agreement for a period of 36 months at a cost of £323.90 (+VAT) per month, with an initial payment of £1,216.70 (+VAT) from Select Contracts (UK) Limited – Budget Line: Machinery / Vehicle Hire & Maintenance (Local Government (Financial Provisions) Act 1963 s.5). APPROVED. Cllrs B. Haddon, D. Marriott and E. Bird AGAINST. Cllr. G. Tonkinson ABSTAINED.
 - b) To recommend to Full Council to approve the switching of utilities supplier for the Library, Shifnal Community Hub, The Old Fire Station and Public Toilets to WME until March 2023 – Budget Lines: Old Fire Station, Shifnal Community Hub, Public Toilets and Library (Local Government Act 1894 s.8 (1) (i)). APPROVED.
 - c) Members recommend that Full Council approve the new 5 year lease contract with Sharp EU for a new photocopier and the existing photocopier moved to the library at a cost of £485.00 (+VAT) per quarter – Budget Line: Photocopier (Local Government Act 1972 s.111). APPROVED.

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232/22 Events Advisory Committee

- i) Reports from the Events Advisory Committee meetings held on 1st, 8th and 9th September 2022 were received and NOTED.

Cllr D Marriot provided a verbal update:-

- Meetings held in conjunction with the Regeneration Working Party.
- Initial plan drafted.
- Still trying to establish exact specification of Christmas Light poles to include loading. Working with Shropshire Council and WSP to finalise.
- Christmas light switch on proposed 2pm to 8pm.
- Proposed we have more entertainment all day circa £3k - £4k.
- Need to consider actual installation of Christmas display
- Location of the switch on event – new pedestrian area expected to be finished on 18 November.

- ii) The location of the Christmas Lights Switch on Event 2022 was considered.

- Planned location new pedestrianised area proposed and APPROVED
- Cllr T. Tarran proposed that the switch on event should remain in a similar format to the events held in 2020/2021 as per the Town Clerk's recommendation and prioritise 2023 as a red event on the project priority list. NOT APPROVED.
- Planned location new pedestrianised area proposed and approved. Cllr J. Horne ABSTAIN.
- Cllr. B. Haddon agreed to act as the Responsible Officer on the day.

- iii) A report on the Christmas Lights Display 2022 and quotations received for the installation and testing requirements were considered.

- Due to the previous knowledge of the scheme, proven track record and approval from the local authority team it is considered appropriate and in line with Financial regulations to recommend the acceptance of Highline Electrical Limited with delegated additional 20% expenditure powers to the Town Clerk for unforeseen infrastructure issues that may arise when the contractors assess the actual infrastructure delivered. APPROVED.

- iv) A report on the replacement or refurbishment of the market canopies was considered.

- Cllr E. Bird proposed that the Council seek an assurance/guarantee on the longevity of the canopies. NOT APPROVED.

- Cllr R. Cox proposed that the cost of £13,140 plus £5,000 contingency to proceed and purchase the canopy replacements be approved with funding from General Reserves. In addition assurances from the manufacturer regarding longevity be sought. APPROVED. Cllr. J. Horne AGAINST.
- v) The times for the Christmas Lights Switch on Event 2022 was considered.
- 2pm – 8pm APPROVED on 26th November 2022.
- vi) Delivery of the Christmas Lights Switch on Event 2022 as noted should take precedent over all other responsibilities and priorities of the Council was considered and NOT APPROVED. Cllr T. Tarran, Cllr J. Horne, Cllr. G. Tonkinson AGAINST.

233/22 Shifnal Town Regeneration Advisory Committee

- i) Terms of Reference for Shifnal Town Regeneration Advisory Committee were considered.

Cllr T. Tarran advised that bullet point 5 already comes under the remit of the Planning Committee where it is a standing agenda item. It would therefore not be appropriate for this item to be included on an advisory committee

Cllr T. Tarran proposed

- a) To delete bullet point 5 – APPROVED.
 - b) Add engage with Shropshire Council over regeneration issues – APPROVED
 - c) Add engage with Shropshire Council regarding the local economic growth strategy for Shifnal - APPROVED
- ii) Report update from Cllr B. Haddon from the meeting held on 1st September 2022 was NOTED.
- iii) The recommendations from the meeting held on 1st September 2022 were considered.
- d) To consider the launch of a sample version of the Pocket Shifnal App developed by Cllr. J. Coulson – APPROVED.
 - e) To consider an extra ordinary meeting of the Full Council on 17th October 2022 for the full exploration of the recommendations from the advisory committee to date – APPROVED. Cllr J. Horne confirmed his apologies for this meeting. It was also NOTED that the Town Clerk will not be in attendance due to annual leave.

234/22 Chairman Strategic Board

- Cllr T. Tarran advised that car parking was included in the Terms of Reference for the Estates Committee. The Estates Committee had already agreed that it would defer any actions until completion of the SITS project and review then. Car parking was not under the Terms of Reference for Advisory. Cllr Tarran further states the car parking was already on the Strategic Priority List in Green.
 - Cllr T. Tarran stated that the Neighbourhood Plan sets out the council's vision for Shifnal and this should be used as a template
 - Proposed that each Standing Committee discuss priorities and the Standing Committee Chairman take back to the Strategic Project Board in November. APPROVED.
 - Cllr J. Horne raised the point that there were no committees that specifically covered OAP and social care. Cllr. J. Horne to send in any ideas relating to these demographics to be sent to the Town Clerk for inclusion in the Strategic Projects Board – ACTION.

235/22 Town Clerk Report

- i) The Town Clerks Action Report to 9th September 2022 was NOTED.
 - Town Clerk and Cllr E. Bird to invite Cllr Picton to A future Council meeting/pre-meeting - ACTION.
 - 2 out of the 6 authorised signatories have authorised on-line banking approval. 3 of the authorised councillors had experienced issues with applying for on-line authorisation. Cllrs B. Haddon, D. Marriott to finalise application process with the bank - ACTION.
 - Cllr T. Tarran queried that the action list did not include the storage container proposed at the Community Hub. Town Clerk confirmed that a pre-planning application consultation had been made with Shropshire Council on the container.
- ii) To CONSIDER rescheduling the Full Council meeting for October 2022.
 - Proposal to move the October Full Council meeting to Thursday 27th October 2022 was APPROVED.
- iii) The report on the Marches Growth Hub event held on 14th September 2022 at Shifnal Library was NOTED.
- iv) To CONSIDER the Winter Warm Welcome (Heating Hubs) project for 2022/23.
 - Agreed for Council to work with the Church to open up Council property for warm hub. Church to provide the volunteers.

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- v) To CONSIDER the Communications Policy
- Reviewed at the July Full Town Council Meeting. Agreed councillors to provide feedback and/or comments to the Town Clerk for incorporation and presentation again at the September Full Town Council. Policy also discussed at the Chairman's Committee Meeting.
 - Cllr T. Tarran proposed for Section I. (i) to (vii) to be removed, as well the last sentence on the last page "Contravention by a Councillor will be referred to the Monitoring Office for investigation under the councillor code of conduct".
 - Cllr T. Tarran proposed to remove Section I items (i) to (vii) plus last sentence referring to Monitoring Office. APPROVED. Cllr J. Horne AGAINST.
 - Also agreed to amend last sentence on page 1 to state that documents would be available on request. APPROVED.
- vi) A report on the new Shifnal Town Council Website was NOTED.
- vii) A report on the Public Toilet Refurbishment Tender process was CONSIDERED. It was APPROVED to award the work to KRM Contractors at a cost of £55,155.80 plus VAT for a 10 week programme. Works to commence on site 9th January 2023.
- viii) To AGREE that STC opts into the SAAA Sector led auditor appointment regime for the next 5 years – APPROVED.

236/22 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 22:10

237/22 Staff Matters

- i) The Minutes of the Employment Committee Meeting held on 25th August 2022 were NOTED.
- ii) The actions of the Employment Committee Meeting held on 25th August 2022 were CONSIDERED.

These minutes should be read in conjunction with the confidential reports for staff matters.

The Town Clerk left the room for consideration of some elements of this agenda point, Minutes were taken by Cllr Roger Cox in her absence.

Members considered actions accordingly for seven members of staff following their appraisal or target setting reviews including contractual conditions, pay grades and permanent posts and resolved the following (in order of confidential report)

1. a)
 - APPROVED
 - This proposal was referred back to the Employment Committee for further consideration. To be brought back to Full Council with recommendation.
- b) NOTED
- c) APPROVED
- d) NOTED
- e) NOTED
- f) NOTED
- g) NOTED
- h) APPROVED

All other matters NOTED

238/22 Planning

- i) To NOTE planning enforcement matters – None.

239/22 Town Clerk Report

- ii) Nominations for the Celebrating Shifnal Event to be held on Sunday 9th October 2022 at 5.00pm were NOTED.

The meeting was closed by the Chairman at 22:45