



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 27th October 2022, commencing at 7.00 pm
Agenda dated 21st October 2022

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

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

298/22 Fire Safety Announcement

This was given by the Chairman, Mayor Roger Cox.

299/22 Public Session

No questions raised in the Public Session.

300/22 Shropshire Councillors' Question Time

Cllr K. Turley and Cllr E. Bird sent in apologies – see item 302/22.
No new questions raised.

Cllr J. Moore requested a future update to the questions outstanding from the previous meeting.

301/22 Commencement of Business

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

302/22 Apologies received from Councillors

Councillor E. Bird - health
Councillor D. Marriott – personal
Councillor Z. Turner – annual leave
Councillor K. Turley (Shropshire Council) – annual leave

The above apologies were APPROVED.

Note: Apologies submitted by Councillor L. Jenks on health grounds but these were not picked up in time to be conveyed at the meeting.

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

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.

Cllr. R. Cox – Item 310/22 - Pecuniary

304/22 Minutes of Previous Meetings

- (i) The Minutes of the Full Council Meeting of the Town Council held on Monday 26th September 2022 to be re-drafted and deferred to the next meeting. ACTION. 237/22 Staff Matters closed session to be added.
- (ii) The Minutes of the Extraordinary Full Council Meeting held on Thursday 6th October 2022 were considered and APPROVED with one amendment to add Cllr J. Horne's apologies. Minutes to be brought back to the next meeting for the Chairman to sign. ACTION.

305/22 Accounts

- i) The monthly payment schedule to 21st October 2022 was APPROVED.

306/22 Planning Committee

- (i) The draft Minutes of the Planning Committee held on 6th October 2022 were NOTED with one amendment to add Cllr. J. Horne's apologies. ACTION.
- (ii) The planning applications report to 6th October 2022 was NOTED.
- (iii) The recommendation to approve Cllr J. Moore to join the Planning Committee was considered and APPROVED.

307/22 Law and Order Committee

- (i) The draft Minutes from the Law and Order Committee Meeting held on 27th September 2022 were NOTED.

308/22 Estates Committee

- (i) The draft minutes from the Estates Committee meeting held on 3rd October 2022 were NOTED with the following amendment to state that Cllr J. Horne left the meeting for item ES265/22 (ii) due to Pecuniary interest and re-entered following conclusion of this discussion.

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- (ii) The following recommendations of the Estates Committee Meeting held on 3rd October were considered :-
- a) 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)). APPROVED.
 - b) 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). APPROVED.

309/22 Internal Audit Advisory Committee

- i) The report from the Internal Audit Advisory Committee Meeting held on 3rd October 2022 was NOTED.
- ii) The following recommendations of the Internal Audit Advisory Committee Meeting held on 3rd October were considered :-
 - 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. APPROVED.

Town Clerk to arrange pictures to be posted on social media. ACTION.
 - 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. APPROVED.
 - 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. Amount of £621.98 APPROVED subject to the following conditions.
 - 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. APPROVED.

- iii) The audit of the annual governance and accountability return for the year ended 31st March 2022 was NOTED.

Cllr R. Cox left the room for the following agenda item.

310/22 SITS Working Group

- i) The report from the SITS Working Group meeting held on 4th October 2022 was NOTED.
- ii) Cllr P. Williamson provided a verbal update:-
- Site Manager advises that they are still on track to finish on 18th November 2022.
 - The street furniture has been delivered to the contractors yard with the exception of the ornamental benches. Installation will take place over the next 10-14 days.
 - Continuing with re-surfacing work for the rest of this week and next to include re-lining of the roads and road markings.
 - Cheapside/Bradford Street to be two way traffic. Diagonal parking will not be possible once the road is opened to two way traffic.
 - Raised tables still be completed.
 - Cllr E. Moore viewing the benches on 28th October.
 - SITS team to be consulted on snagging issues before contractors and WSP leave site. ACTION.
 - Town Clerk advised of a traffic regulation order and consultation period that is open to 10th November. Documents available in the Library.

Cllr R. Cox re-entered the meeting room following the completion of the agenda item above.

311/22 Events Advisory Committee

- i) The Town Clerk provided a verbal update:-
- Good progress over the last few weeks
 - Christmas lights installed by Highline in Market Place/Church Street and Broadway.
 - Initial communication issued on social media and website
 - Local businesses and residents notified of road closures on the day
 - Replacement canopies for the market stalls due to be delivered earlier than anticipated week ending 4th November 2022.
 - 33 traders signed up for market stalls – good mix of crafts, food and drink

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- Variety of entertainment booked
- Current focus on the volunteer and training plan and securing paid labour for erecting the canopies on the day and dismantling post-event.
- Budget spend to date is £25,638. £19,101 is allocated to Highline. The intention is for Highline to come back early in the new year to complete the infrastructure.

The recommendation to increase the existing delegated powers for this project to Committee level of £5,000 per item was APPROVED to allow for purchase orders such as external labour costs to be issued.

Important to highlight the key risks:-

- **SITS** – contractors finished by 18th November and site fit for purpose
- **SAG** (Safety Advisory Group) Approval still outstanding. Decision expected mid-November.
 - Shropshire Council Health and Safety Officer visited site on 26th October.
 - Reviewed application and reports. Feedback was good in terms of content and found to be comprehensive.
 - Noted his concern regarding the timeframe from works finishing to event – 7 days.
 - Health and Safety Officer recommendation is to scale down the event to a switch on event only and has noted his concern to SAG.
 - External fire risk assessment to be completed within the 7 days noted above. This is possible as long as we can get on site to complete.
 - SAG requirements are stringent. SAG rejected Oswestry Fire Works event in the past week.

Members considered setting a cut off date for making decision on the viability of the event but due to many impacting elements it was considered not possible to do so.

- **Canopies** – delivery slightly earlier than originally planned which is good. Next step is to assemble and check fitting etc.
- **Set up on the day** – concern over the tight timeline and requirement for extensive outside labour.
- **Weather** – winds must not exceed 30mph

Cllr K. Booker congratulated the team for getting to this stage in the planning.

Cllr J. Horne thanked everyone involved.

All members concurred with the above noted thanks.

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312/22 Shifnal Town Regeneration Advisory Committee

i) Cllr. B. Haddon provided a verbal update:-

- Arranged for candidates to do a second presentation on Saturday 12th November regarding the proposed retail advisor/consultancy role. Each presenter provided with a 15 point brief to include experience, ideas, short/medium/long term strategies, priorities, ideas for launching and promoting the Pocket Shifnal App etc.
- Business meeting held on 17th October with councillors not involved in Town Regeneration group was well attended. Staff members are still to be updated on proposed activities.
- Next meeting of the Shifnal Town Regeneration Advisory Committee is Thursday 3rd November.
- Cllr P. Williamson and Administration Assistant met with a representative from the National Market Town Federation on 14th October. It was a positive meeting and agreed to meet up again in the new year once the regeneration strategy is developed by the group. It was established that few markets are held on Mondays which could be attractive to traders should we wish to consider future market events.
- Whilst we do not currently have any large retail attraction such as Waitrose in Newport as an example, Shifnal has a number of assets to include:-
 - Railway station and access to rail network
 - Parking
 - Attractions such as Weston Park, Cosford Museum, Ironbridge Gorge
- Cllr R. Cox advised that he, and Cllr B. Haddon would be meeting with a new business owner in the town to offer a welcome on behalf of the community.
- The Town Clerk advised of an email received from West Midlands Trains confirming that Shifnal was on the list for improved disabled access and potential installation of a lift. Town Clerk to respond issuing letter of support. ACTION.

313/22 Town Clerk Report

i) The Town Clerks Action Report to 21st October 2022 was NOTED.

- Town Clerk to chase Shropshire Council for the pre-application for the Storage Container. ACTION.

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- ii) A report received from Shropshire Wildlife Trust concerning the completed works at Wheatfield Park and Wesley Brook was NOTED.
Cllr B. Haddon delivered a verbal update and detailed that Shropshire Wildlife Trust had some funds unspent from this project so would be providing a noticeboard to give information on the waterway and park environment.

314/22 IT Services

- i) The recommendation 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" was CONSIDERED.

Cllr T. Tarran proposed to amend the wording to consider one quotation contrary to financial regulations due to business needs of the council in regard to the newly developed IT software and hardware system. (As per Financial Regulations 11.1 (e)) APPROVED.

Future contract renewal to be reviewed by the Internal Audit Advisory Committee prior to the next contract end date.

315/22 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".

Members of the Public left the meeting at 20:25 hours.

316/22 Planning

- i) The planning enforcement matters were NOTED.

The meeting was closed by the Chairman at 20:27 hours

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