



## SHIFNAL TOWN COUNCIL

### Minutes of the Full Council Meeting of Shifnal Town Council Held at Old Fire Station, Shrewsbury Road, Shifnal On Thursday 20<sup>th</sup> February 2020, commencing at 7.00pm.

**Present:** Councillors: R. Harrop (Chair), E. Bird (from 19.12hrs), R. Cox, T. Day, J. Horne, C. Killen, S. Offland, M. Shelton, T. Tarran, G. Tonkinson, M. Treviss, A. Trickett, P. Williamson

**In attendance:** D. Reynolds (Town Clerk), E. Goodman (Secretary),  
D.Gough (Community Projects Officer).  
4 x members of the public.

#### 199/19 Fire Safety Announcement

The Chair of the Full Council meeting on the 20<sup>th</sup> February 2020, Mayor, Councillor Robert Harrop, read an appropriate fire safety announcement for the meeting.

NOTED

#### 200/19 Apologies received from Councillors

Apologies were received from Councillor L. Reynolds – Illness; Councillor K. Turley – Annual Leave.

NOTED

#### 201/19 Declaration of Members' Interest

Members were reminded that they must not participate in the discussion or voting on any matter in which they have a Disclosable Pecuniary Interest and should leave the room prior to the commencement of the debate.

211/19 viii) Town Clerk Report –  
To consider a report and proposal for an upgraded CCTV system in the Town -  
Councillor M. Shelton

207/19 20/00289/FUL 32, The Lindens, Shifnal. TF11 8AB -  
Councillor M. Shelton and Councillor G. Tonkinson

NOTED

#### 202/19 Shropshire Councillors' Question Time – Councillor Bird

Matters discussed included:-

- Councillor put forward the possibility of a letter from Shifnal Town Councillors expressing a Vote of No Confidence in the Shropshire Council's Cabinet Member for Highways (Mr Steve Davenport). This would be as a result of his perceived failure to instruct the necessary companies to carry out essential road repairs in due and adequate time. After much discussion, Councillors AGREED that it would not be appropriate for such a motion to be passed by Shifnal Town Council at this time. Despite there being unanimous agreement about the dangerous state of the roads and footpaths in the Town.

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Signed by Deputy Mayor Cllr Mick Treviss .....  
On behalf of Shifnal Town Council

### **203/19 Public Session**

- The siting of two benches in Bradford Street has still to be arranged;
- The Public Toilets are not being cleaned adequately by the Contractors employed by Shifnal Town Council and in the Male Toilets, the mechanism for flushing the toilets is outdated and only works intermittently.

### **204/19 To confirm the Minutes of the Extra Ordinary Council Meeting of the Town Council held on Tuesday 14<sup>th</sup> January 2020 (Attached)**

The Minutes of the Extra Ordinary Council Meeting held on Tuesday 14<sup>th</sup> January 2020 were CONFIRMED and subsequently signed by the Chair of today's meeting, Councillor Robert Harrop.

### **205/19 To confirm the Minutes of the Full Council Meeting of the Town Council held on Thursday 16<sup>th</sup> January 2020 (Attached)**

The Minutes of the Full Council Meeting of the Town Council held on Thursday 16<sup>th</sup> January 2020 were CONFIRMED and subsequently signed by the Chair of today's meeting, Councillor Robert Harrop.

### **206/19 Accounts**

- (i) To APPROVE Monthly Payment Schedule for month of February 2020;

The monthly payment schedule for February 2020, as follows:-  
£23,505.07 – NET; £2,192.31 – VAT; £25,697.38 – GROSS was APPROVED

- (ii) To RECEIVE 3 quotations regarding repairs to the wall at St. Andrew's Church and neighbouring property.

Councillor Harrop proposed that a Surveyor be employed by Shifnal Town Council at the cost of approximately £360 to prepare a Structural Report for submission to Councillors prior to the decision regarding the quotations being made. Councillors AGREED to this suggestion. ACTION

- (iii) To APPROVE Quarterly Bank Reconciliations as at 30<sup>th</sup> June 2019, 30<sup>th</sup> September 2019 and 31<sup>st</sup> December 2019.

The Town Clerk/RFO explained that the quarterly accounting documents were submitted at this time due to the installation of the new accounting package.

The Quarterly Bank Reconciliations as at 30<sup>th</sup> June 2019, 30<sup>th</sup> September 2019 and 31<sup>st</sup> December 2019 were APPROVED.

- (iv) To APPROVE Quarterly Budget Reviews as at 30<sup>th</sup> June 2019, 30<sup>th</sup> September 2019 and 31<sup>st</sup> December 2019.

The Town Clerk/RFO explained that the quarterly accounting documents were submitted at this time due to the installation of the new accounting package.

The Quarterly Budget Reviews as at 30<sup>th</sup> June 2019, 30<sup>th</sup> September 2019 and 31<sup>st</sup> December 2019 were APPROVED.

**207/19 Town Planning Applications:-**

19/05528/FUL Roughwood House, 2 The Hem, Shifnal. TF11 9PS  
Erection of rear and side extensions  
Mr and Mrs Young  
SUPPORT Councillors agreed to the above Planning Application.

20/00289/FUL 32, The Lindens, Shifnal. TF11 8AB  
Erection of single storey rear extension following demolition of porch/utility  
and installation of rear dormer window with Juliet balcony.  
SUPPORT Councillors agreed to the above Planning Application.

The Application below has been sent from the Planning Validation Team, Shropshire Council.  
It is NOT a formal consultation and is being sent to Shifnal Town Council, for information only.

20/00239/CPE Upton Farm Buildings, Upton Lane, Shifnal.  
Certificate of Lawfulness for an existing use of the buildings and yards  
associated with Plot A Upton Farm Buildings for B8 Storage and Distribution  
purposes.

NOTED

**208/19 To discuss any Town Planning Applications received in the Shifnal Town  
Council Office after 14<sup>th</sup> February 2020**

20/00606/COU The Gallery, 13 Market Place, Shifnal. TF11 9AU  
Change of Use from Bed and Breakfast to a managed 10 bedroom  
house in multiple occupancy  
DEFER - Due to the possible implications on the Town by the application,  
Councillors requested that an extension be granted by Shropshire  
Council Planning Office in order that the collation of information can  
be gathered by Councillors and an informed decision then made.  
ACTION

20/00631/FUL The Dairy, Shifnal Manor Barns, Shifnal.  
Installation of replacement external doors and additional rooflights;  
internal alterations and associated works.  
SUPPORT - In line with Shropshire Council's Listed Building Legislation.

20/00632/LBC The Dairy, Shifnal Manor Barns, Shifnal.  
Installation of replacement external doors and additional rooflights;  
refurb front and rear windows; internal alterations to include removal  
and insertion of partition walling and associated works affecting a  
Grade II Listed Building.  
SUPPORT - In line with Shropshire Council's Listed Building Legislation.

**209/19 Town Planning Decisions:-**

19/05444/OUT Proposed Dwelling to the west of Park Lane, Shifnal.  
Outline application (all matters reserved) for the residential  
development of one dwelling and garage  
REFUSE - NOTED

20/00030/FUL 30 Cornwallis Drive, Shifnal. TF11 8UB  
Erection of first floor side extension and single storey rear extension.  
GRANT PERMISSION - NOTED

20/00101/FUL 2, Beech Drive, Shifnal. TF11 8HJ  
Erection of a first floor side extension  
GRANT PERMISSION - NOTED

19/05126/FUL The Granary, Middle Wyke, The Wyke, Shifnal. TF11 9PP  
Extension of existing dwelling to provide additional kitchen and utility  
space, with additional window to hallway and roof light to upper  
stairwell.  
GRANT PERMISSION - NOTED

19/05371/FUL Southcroft, Haughton Village, Shifnal. TF11 8HR  
Erection of first floor side extension over garage  
GRANT PERMISSION- NOTED

19/05217/FUL The Mansions, 43 Broadway, Shifnal. TF11 8BB  
Alterations in connection with conversion of first floor from residential  
to office accommodation  
GRANT PERMISSION - NOTED

19/05218/LBC The Mansions, 43 Broadway, Shifnal. TF11 8BB  
Alterations in connection with conversion of first floor from residential  
to office accommodation to include replacement windows and door  
affecting a Grade II Listed Building  
GRANT PERMISSION - NOTED

19/05245/CPE Upton Farm House, Upton Lane, Shifnal. TF11 9HF  
Application for Certificate of Lawful Development Certificate for  
existing Boiler Room/Store and Gazebo  
CERTIFICATE – LAWFUL – NOTED

19/05031/LBC 41, Broadway, Shifnal. TF11 8BB  
Erection of single storey rear extension affecting a Grade II Listed  
Building.  
GRANTED - NOTED

## **210/19 Planning Contraventions**

None received in the Town Council before 14<sup>th</sup> February 2020. However, Councillors  
did request that the Town Clerk seek clarification on the position of the Planning  
Contraventions at:-

The Dog Kennels at Crackley Bank and 20 Worfe Road, Shifnal. ACTION

## **211/19 Town Clerk Report**

- i) To receive a report on the emergency removal of trees and rectification works  
following the inclement weather.

Councillors heard that several trees had been damaged during the recent  
high winds. Notably, in Greenfields Crescent, St. Andrew's Churchyard and  
on the Thomas Beddoes Estate. External Contractors had been employed by  
Shifnal Town Council in order to clear the tree debris and Shropshire Council  
will be recharged for this work.

The Town Clerk confirmed that tree inspections have been carried out and will be updated.

- ii) To receive a report on The Old Fire Station flooding incident during the recent inclement weather.

Due to damage to an outside storm drain, water had flooded into the Main Room at The Old Fire Station also leading to damage to the building's electrical supply. The Town Council's Insurance Company has been notified, but until confirmation had been received from those responsible, nothing further can be done. Councillors will be updated.

The Mayor, Councillors Robert Harrop, proposed the formation of an Emergency Community Group which would be made up of volunteers as well as Officers from Shifnal Town Council. This item will be brought back to the March 2020 Full Council meeting further consideration. ACTION

- iii) To CONSIDER the proposal by British Telecom to remove the public payphones located at Newport Crescent and Barn Road and response to the public consultation.

Following discussion by Councillors, the decision to return a NO COMMENT response was agreed.

- iv) To CONSIDER a response to the Shropshire-Wide Bus Upgrade Project consultation.

The proposal to request the restoration of early morning services as well as late services between Wolverhampton – Shifnal – Telford would be made. ACTION

- v) To CONFIRM the date of the Annual Town Meeting as Friday 15<sup>th</sup> May 2020 at The Old Police Station, Tudor Way, Shifnal.

The date of the Annual Town Meeting was confirmed.

- iv) To RECEIVE a Schedule for Shifnal Town Council meetings in 2020/21.

In view of the Council Elections that will be held on 6<sup>th</sup> May 2021, the Schedule would be resubmitted at a future meeting. ACTION

- vi) To consider a request to use Wheatfield Park for the Annual Spring Fling event to be held on 3<sup>rd</sup> May 2020, between 12.00pm and 4.00pm.

Approval was granted for the Carnival Committee to use Wheatfield Park for the Annual Spring Fling event. ACTION

- vii) To CONSIDER requirements for Lamp Post Poppies for the VE/VJ Day commemorations.

The Town Clerk would liaise with Councillor Turley to ascertain the number of poppies already held by the Council for the Armistice Day Commemoration. Delegated powers for Officers to purchase up to a maximum of £300 was agreed. Councillor Horne and Councillor Trickett volunteered to assist in the installation of future Poppies. NOTED

- viii) To CONSIDER a report and proposal for an upgraded CCTV system in the Town. – D Gough, Community Projects Officer. (Attached)

Due to the complex nature of this installation, Councillors AGREED to approve the report in principle and receive a further report and proposal for an upgraded CCTV system during the Closed Session in the Full Council meeting in March 2020. ACTION

- ix) To receive update from meeting held with Shifnal Matters representatives on 3<sup>rd</sup> February 2020 regarding the Shifnal Integrated Traffic Scheme.

The Town Clerk reported that a meeting had been held and Feedback forms would be returned on 12 March 2020 from members of the public, for discussion at the meeting of the Full Council on 19<sup>th</sup> March 2020.

## **212/19 Report from Advisory Committees**

### **Car Parks**

- (i) To receive a report from the Car Parks Advisory Committee meeting held on 23 January 2020.

Members of the Advisory Committee would reassess and review the report from the meeting held on 23<sup>rd</sup> January 2020, as presented by Mr Fennel-Fox, and bring forward recommendations once all information was to hand.

### **Plans**

- (i) To receive a report from the Plans Advisory Committee meeting held on 11<sup>th</sup> February 2020 and consider the proposed recommendations.

Councillor Tarran said that Shropshire Council will be making a decision in May 2020 on the J3 Development in view of further evidence that has been received. The Plans Advisory Committee have requested what evidence this may be, but to date, have not been notified by Shropshire Council.

With reference to point 4. Recommendations, Cllr Tarran requested Councillors to consider points 4.2 – 4.8, to add an additional recommendation 4.9 – to copy the correspondence addressed to Shropshire Council on the above points to Cllr Mark Pritchard MP and these were AGREED.

- ii) To consider a response to the online survey for Town and Parish Councils on the Shropshire Green Infrastructure Strategy.

Councillor Tarran explained that the completion time for the Survey of between 4 – 15 minutes was unrealistic and the turnaround time of 2-3 weeks was also unsuitable. Councillors AGREED that Shropshire Council should be contacted and an extension on the time to respond be requested and that the Town Council consult with the public. ACTION

Mr Fennel-Fox, speaking on behalf of Shifnal Matters, said that the Group would like to respond, but they are currently unable to do so under the constraints of the Survey.

### **Swimming Pool**

- (i) To receive a report from the meeting held on 17<sup>th</sup> February 2020 and CONSIDER proposals regarding a Public Consultation.

A Public Consultation was AGREED in principle and following the collation of further information by the Community Projects Officer, a Report would be discussed at the March 2020 Full Council meeting. ACTION

### **Community Bus**

- (i) The Community Projects Officer told Councillors that the Shifnal Town Council Community Bus had been delivered for the agreed trial period and is being used on a Wednesday and Friday. There has been 156 replies for the logo competition from both Primary Schools in Shifnal. Once the logo has been confirmed, the publicity information will be prepared. The web domain and email address have also been registered.

### **213/19 Health and Safety Concerns**

- i) To CONSIDER a communication received from Headteacher and Chair of Governors at St. Andrew's C of E Primary School regarding road safety in the vicinity of the school entrance.

Councillors were empathic to the dilemma presented. However, this is a nationwide issue and is ultimately, the responsibility of those parents/carers transporting youngsters to and from the school. Whilst it is acknowledged that the current deplorable state of the highways and pathways does not lend itself to any form of walking or bicycling, it is hoped that once the Shifnal Integrated Transport Scheme is in place, this may encourage individuals to adopt these forms of transport.

The Mayor (Chair) and Councillors AGREED to suspend Standing Orders in order to continue with the business of the meeting.

### **214/19 Town Council Estate**

- i) To NOTE correspondence received from STAR Housing regarding the Kings Court Development.

STAR Housing have written to the Town Clerk to advise that the caveat placed on 9 Shrewsbury Road, the property next door to the Baptist Chapel development, is to be removed. The caveat states that the property must be purchased by someone with a local connection. However, Councillors questioned whether this caveat applied to 9 Shrewsbury Road? The Town Clerk was asked to write to STAR and ascertain why 9 Shrewsbury Road was being sold as it had previously been a STAR rented property.

The Town Clerk also notified Councillors that a £21,000 Community Led Grant would be received from Shropshire Council in the near future.

- ii) Broadway Allotments

Following notification by a Tenant of Broadway Allotments that there appeared to have been some vandalism at the Allotments, it was confirmed

that it was actually Wesley Brook breaching its' banks on Sunday 9 February 2020 that had caused the damage and photographic evidence had been received by the Town Clerk.

## **215/19 Correspondence**

Letters received in the Town Council office.

- Letter from resident regarding Embankment at Bridge 388, Innage Road, Shifnal.  
It was NOTED that the shrubbery has been trimmed back by Network Rail. Fencing should be reinforced to maintain security.
- Letter from Shifnal Local History Group re a re-siting of tapestry.  
The Town Clerk said that a Fire Risk Assessment had been carried out at The Old Police and Shifnal Town Council have been notified that the walls must be left clear.
- Invitation from Telford & Wrekin Council to attend a Murder Mystery Charity Night on Friday 27<sup>th</sup> March 2020 and raising funds for YMCA Wellington and District.  
Councillors were informed that this is available if they wish to participate.
- Letter from a successful Grant Aid Application.  
Councillors thanked the recipient for their update.
- Correspondence from a resident regarding antisocial behaviour in Shifnal.  
The Town Clerk notified Councillors that the appropriate Partner Agencies had been notified.
- Email from Kemberton Parish regarding the condition of Evelith Lane.  
The Town Clerk said that no comments had been received in the Shifnal Town Council office. A copy of the letter will be scanned to Councillor Ed Bird.

## **216/19 Future Agenda Items**

- An update on the development of the GP Surgery at Houghton Lane.
- The possible protection of the GWR Historic Boundary markers near to Bridge 388 by Shifnal Town Council.
- Progress on the Vehicle Activated signs.
- The War Memorial Committee.

The Secretary and Community Projects Officer left the meeting at 21:30hrs.

## **217/19 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".

ALL IN FAVOUR



**218/19 Planning Enforcement Cases:-**

NOTED

**219/19 Staff Matters**

- i) To APPROVE the minutes of the Employment Committee meeting held on 21 January 2020.

The Minutes of the Employment Committee were APPROVED.

- (ii) E198/19 Staff Matters  
All points were considered and NOTED by members.

Meeting closed at 21:35 hours.

RATIFIED