



SHIFNAL TOWN COUNCIL

Minutes of the Full Council Meeting of Shifnal Town Council Held at Old Police Station, Tudor Way, Shifnal On Thursday 19th March 2020, commencing at 7.00pm.

Present: Councillors: M. Treviss (Chair), C. Killen, M. Shelton, T. Tarran,
P. Williamson

In attendance: D. Reynolds (Town Clerk), E. Goodman (Secretary).
No members of the public

220/19 Fire Safety Announcement

The Chair of the Full Council meeting on the 19th March 2020, Deputy Mayor, Cllr. M. Treviss, read an appropriate fire safety announcement for the meeting.

NOTED

221/19 Apologies received from Councillors

Apologies were received from Councillors E. Bird, R. Cox, T. Day, R. Harrop, J. Horne, S. Offland, L. Reynolds, G. Tonkinson, A. Trickett, K. Turley, due to the Corona Virus restrictions. NOTED

The Town Clerk read out a statement from The Mayor of Shifnal, Councillor Robert Harrop regarding the advice that had been received from the Government regarding social isolating and working from home, where possible. Councillor Harrop confirmed that there will be no further meetings until advised to do so and that future updates from Shifnal Town Council would appear on the Council's website and social media pages. Councillor Harrop also hoped that everyone stayed safe during this difficult time. NOTED

222/19 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.

223/19 Law and Order i) Councillor M. Shelton

223/19 Shropshire Councillors' Question Time – Councillors Turley and Bird

Due to neither Councillor Bird or Councillor Turley being present, this item was not discussed.

224/19 Public Session

No members of the public were present and therefore this item was not discussed.

225/19 To confirm the Minutes of the Full Council Meeting of the Town Council held on Thursday 20th February 2020

The Minutes of the Full Council Meeting of the Town Council held on Thursday 20th February 2020 were CONFIRMED with the following amendments:-

- 211/19 ii) To receive a report on The Old Fire Station flooding incident during the recent inclement weather.

The words 'sewage pipe' in the first sentence should read 'storm drain'.

APPROVED

227/19 Accounts

- (i) To APPROVE Monthly Payment Schedule for month of March 2020;
- The monthly payment schedule for March, totalling £33,406.11 net, £3,166.34 VAT and £36,572.45 gross was APPROVED.

- ii) To APPROVE the unspent balances from the following budget lines be transferred into earmarked reserves at the end of 2019/20 financial year to enable ongoing projects to be completed:-

- a) Memorial Fund (line 26) Meeting of Cllrs interest in the development of this project to be arranged.

APPROVED

- b) The Old Police Station (line 41) To develop Phase 2 of the refurbishment programme.

APPROVED

- c) The Library (line 48) to consider the refurbishment of the Library Building.

APPROVED

- iii) To CONSIDER a variation in the budget agreed at the January 2020 meeting of Full Council for the environmental improvements at St. Andrew's Churchyard.

A variation in the budget agreed at the January 2020 meeting of Full Council for the environmental improvements at St. Andrew's Churchyard to encompass the purchase of Information Boards in the sum of £394 was APPROVED

- iv) To CONSIDER the proposed contract for the 2020 Floral Displays in conjunction with Community Group.

The contract for the 2020 Floral Displays in the sum of £6,300 was APPROVED.

Due to the availability of contractors to complete the full maintenance support of this project only one quotation was considered, contrary to Financial Regulations.

The possibility of the Town Council's Contractor and the Community Group, Shifnal in Bloom collaboration, with regards to the maintenance of the floral

planters was considered and APPROVED. Full details of this to be brought forward when available.

- v) To APPROVE a bad debt write-off of an unrecoverable invoice in respect of the Mansion House, Broadway, Shifnal, office rental deposit.

Councillors were informed that since Shifnal Town Council had moved premises in 2016 from The Mansion House in Broadway, Shifnal, the office rental deposit in the sum of £1,170 had still not been repaid, despite efforts by the Responsible Finance Officer. Councillors considered the proposal to write the bad debt off, but AGREED that there should be one more attempt to reclaim the monies via Small Claims Court.

228/19 Town Planning Applications:-

20/00639/FUL 10, Idsall Crescent, Shifnal. TF11 8ES
Erection of single storey rear extension, incorporation of outbuilding to residential use and conversion of loft space to living accommodation to include new dormer window and insertion of roof lights.
Mrs Veronica Swanborough

NO COMMENT

For information only:-

20/00572/CPE Blythbury Farm, Priorslee Road, Shifnal.
Application for Lawful Development Certificate for existing use of farm house converted into two dwellings.

NOTED

229/19 To discuss any Town Planning Applications received in the Shifnal Town Council Office after 13th March 2020

20/01035/FUL 35 Victoria Road, Shifnal, TF11 8AE
Erection of two-bay garage and car port
Mr S Comba

NO COMMENT

230/19 Town Planning Decisions:-

19/05577/FUL Westcote, Haughton Lane, Shifnal. TF11 8HG
Erection of two storey side extension, single storey rear extension and porch to front (amended description)

GRANT PERMISSION – NOTED

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.

GRANT PERMISSION - NOTED

19/03954/CPE Shifnal Town Football Club and Social Club, Newport Road, Shifnal. TF11 8BP
Application for Lawful Development Certificate to confirm that the existing social club building has been erected in accordance with planning permission B88/741 and that the remainder of the building

included in that permission can be built without the need to obtain a further planning permission.

DECISION: Certificate – Lawful

Received after 13th March 2020

18/05674/FUL Proposed Commercial Development Land at Motorway Service Area,
Priorslee Road, Shifnal.
Erection of a drive through facility.
GRANT PERMISSION - NOTED

231/19 Planning Contraventions

None received in the office. NOTED

232/19 Town Clerk Report

- i) To CONSIDER a report on the emergency measures required in view of the emerging COVID-19 Coronavirus pandemic, prepared by the Town Clerk

A formal resolution was recorded regarding each of the points considered in the report to ensure the continued business of the Town Council, thus:-

NOTED - It is lawful for the Town Clerk to spend against specific items in line with the Town Council's identified budgets.

AGREED - Delegated powers for the Town Clerk to spend up to an amount of £3,000 per item/service until the Full Council can return to normal activities.

AGREED - Delegated powers for the Town Clerk to authorise urgent work when unforeseen circumstances occur.

AGREED - Delegated powers for the Town Clerk to respond to Planning Applications on behalf of the Town Council. All comments should be in consultation with members of the Plans Advisory Committee.

AGREED – Delegated powers for the Town Clerk to postpone/cancel meetings of the Town Council should this be required, up to a maximum of seven meetings annually.

AGREED – On receipt of Government advice regarding the holding of the Annual Town and Annual Town Council meetings, to delegate the necessary re-arrangements of such to the Town Clerk in consultation with the Chair.

Staffing Matters:-

AGREED - Delegated powers for the Town Clerk in consultation with members of the Employment Committee to act on Government advice regarding arrangements for staffing and the continuation of service. The Employment Committee members to correspond via electronic means.

AGREED - A budget of £1,000 in order to facilitate staff working from home. A laptop had been an identified requirement. The item will be added to the

Inventory for future use by a member of staff after the restrictions. IT and Telecoms via Broadband had been put into place.

AGREED - Locum Cover to be arranged in consultation with the members of the Employment Committee in the event of the Town Clerk being unfit for work.

AREED - All staff to receive remuneration as per contractual agreements and in accordance with the Prime Minister's briefings on employment.

AGREED - The Clerk and Chair or Deputy Chair to act proactively to ensure the safeguarding of members of the public and employees.

AGREED – Delegated powers to the Town Clerk and Chair to ensure arrangements are made to comply with the financial year end, reporting and audit requirements. The Town Clerk confirmed that timelines may be changed for the Internal Audit and External Auditors. They are now noted on 4 June and 29 June 2020, respectively.

It was AGREED that the Town Clerk compile a report of the issues raised below and circulated to all Councillors – ACTION

- ii) To CONSIDER a communication received from STaR Housing to clarify the position regarding the Kings Court development and neighbouring site.
- iii) To CONSIDER communications received regarding the provision of Early Years in Shifnal.
- iv) To CONSIDER communications received from Power for People requesting that Local Councils support the Local Electricity Bill.
- v) To CONSIDER communications received from Shropshire Council regarding the highway repairs programme.
- vi) To NOTE an update on the distribution of SmartWater security systems in Shifnal.
- vii) To NOTE an update on the Medical Centre development in Shifnal. – Denise Reynolds, Town Clerk.
- viii) To CONSIDER the proposals for the Shifnal Integrated Traffic Scheme as presented at the extraordinary meeting of the Full Council on 14th January 2020. To include feedback from the public survey conducted by Shifnal Matters, presented by Matthew Fennell-Fox

Councillors agreed to DEFER until additional information that had been requested by Shifnal Town Council in January 2020 had been received from Shropshire Council. Councillors further AGREED to reconsider the item with Shifnal Matters when such information had been received. Thanks were conveyed to Shifnal Matters for their assistance with this project.

233/19 Report from Advisory Committees

Speed Reduction Campaign

- (i) To receive an update on the delivery of vehicle activated signs in Shifnal. – Denise Reynolds, Town Clerk.
Item DEFERRED as Committee had not met recently.

Car Parks

- (i) To receive an update on the drainage works carried out to Aston Street car park.- Denise Reynolds, Town Clerk

Works had been carried out on the drains at Aston Street car and a few items identified at requiring additional work which will be arranged.

- (ii) To NOTE a report from the Car Park Advisory Committee meeting on 3rd March 2020. – Matthew Fennell-Fox, Committee Chair.

A report from the Car Park Advisory Committee meeting on 3 March 2020 was NOTED

Plans

- (i) To receive a report from the Plans Advisory Committee meeting held on 17th March 2020 and response to the Green Infrastructure Survey submitted on behalf of Shifnal Town Council. – Cllr Trevor Tarran.

Councillors AGREED to accept recommendations from the Plans Committee and an extension to closing date of 20 March 2020 was NOTED

- (ii) To CONSIDER an update on recommendations agreed at the meeting of the Full Council on 20th February 2020 regarding the Local Plan Review. – Town Clerk/Cllr Trevor Tarran.

A copy of the actions in relation to the Local Plan Review will be circulated to all Councillors. AGREED

Law and Order

- (i) To receive a report from the Law and Order Advisory Committee meeting held on 10th March 2020 and CONSIDER recommendations regarding the CCTV programme of works. – Dave Gough, Community Projects Officer –

This report will be considered with the exclusion of members of the public later in the meeting in accordance with provisions of the Public Bodies (Admission to Meetings) Act 1960

Item DEFERRED until such time as the meeting would be quorate.
Feedback from Councillors regarding the contents of the Report would be appreciated. AGREED

Community Bus

- (i) To NOTE report from the meeting of the Community Bus Advisory Committee meeting held on 25th February 2020. – Dave Gough, Community Projects Officer

The Report from the meeting of the Community Bus Advisory Committee meeting held on 25th February 2020 was NOTED

234/19 Health and Safety Concerns

- I) To NOTE the First Aid at Work training course to be held for all relevant Town Council staff on 7th April 2020. The Town Council offices will be closed on this date to enable staff training.

This date was NOTED as postponed and would be rearranged as soon as practicable. The Town Clerk informed Councillors that this had been arranged at a fee of £50 per member of staff by a local professional. AGREED

235/19 Town Council Estate

In accordance with the request for a report to be prepared by the Town Clerk in respect of Item 232/19, the points listed below would be presented to Councillors in the form of a report.

- (i) To receive a report on the maintenance issues at the Library Building and remedial actions taken. – Denise Reynolds, Town Clerk.
- (ii) To receive an update on the recent flooding issues at the Old Fire Station. – Dave Gough, Community Projects Officer.
- (iii) To receive update on the structural survey of the collapsed wall at St Andrews Churchyard - Denise Reynolds, Town Clerk.
- (iv) To NOTE the proposed works at Priorslee Road Cemetery by the Cemetery Volunteers Group. – Denise Reynolds, Town Clerk.
- (v) To NOTE ongoing works to trees, hedges and footways to ensure safety in various sites including Cemetery and St Andrews Churchyard. Denise Reynolds, Town Clerk.
- (vi) To NOTE approval received for the siting of the Memorial bench in Shifnal Town Centre. Denise Reynolds, Town Clerk.

236/19 Correspondence

- i) Email from Rev Lynne Morris regarding the Good Friday Witness Service in Shifnal – NOTED
- ii) Email from Dave and Angela Hoare regarding the Millennium Sensory Garden - NOTED

237/19 Future Agenda Items

None.

238/19 Public Bodies (Admission to Meetings) Act 1960

The Deputy Mayor said 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”. APPROVED

239/19 Planning Enforcement Cases:-

1 x Planning Enforcement Case was NOTED

Law and Order - DEFERRED

240/19 Staff Matters

NONE.

Meeting closed at 19.54 hours.

DRAFT