



SHIFNAL TOWN COUNCIL

Minutes of the Full Council Meeting of Shifnal Town Council
Held at The Old Police Station, Tudor Way, Shifnal TF11 8DJ
On Thursday 18th November 2021 commencing at 7.00pm
Agenda dated 12th November 2021

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

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

192/21 Fire Safety Announcement

This was given by the Chairman, Mayor Paul Williamson.

193/21 Public Session

Members of the public raised the following concerns -

Gerald Nickless raised further concerns regarding the Public Toilets in the town and the need for total refurbishment. Councillor B. Haddon volunteered to take some photographs and report back. It was agreed to add the Public Toilets as an agenda item for the next Full Council meeting. ACTION

Gerald Nickless queried whether the Library windows and replacement of the ageing kitchen and toilet, raised at the last meeting, had been considered. Councillor P. Williamson confirmed the Library project had been referred to the Estates Committee and that the Community Projects Officer has an action to report back to the Estates Committee Meeting to be held in January as a result, to include window replacement.

194/21 Shropshire Councillors' Question Time

Councillor J. Moore requested support from Councillor E. Bird to an issue raised through Councillor K. Turley and Shropshire Council pertaining to Haughton Road where there is imminent danger because of increasing traffic due to the new developments and lack of progress on the safety measures required to be completed as part of the Conditions of Planning Permission. The volume of traffic has substantially increased and the road by Netherwood is narrow, potholed with no pavement. The Conditions of Planning Permission included 2 roundabouts on Newport Road, 2 raised tables on Haughton Road and 3 works along Haughton Lane with mini roundabout on Beech Drive and two priority junctions to be completed after the first 200 houses constructed. A formal complaint has been raised with Shropshire Council and Officer Gemma Lawley. Now 8 weeks into a 6 week complaint procedure but still no response. ACTION.

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Signed by Mayor Councillor Paul Williamson
On behalf of Shifnal Town Council

Councillor P. Williamson confirmed he had also written to Steve Brown requesting a meeting Shifnal Town Council and Officers to discuss Section 106.

Councillor E. Bird provided an update on the following:-

- (i) 22 Market Place – Councillor E. Bird to forward email received on this topic to the Councillors. ACTION.
- (ii) Police Station – confirmation that the local MP is now involved.
- (iii) Travellers Site, Tong Forge. Councillor E. Bird urged Shifnal Town Council to submit an objection to the planning application. ACTION
- (iv) The next Shropshire Council meeting has been deferred from December to January due to the forthcoming by-election.

195/21 Commencement of Business

Councillor Williamson expressed thanks for councillors attending the meeting.

196/21 Apologies received from Councillors were NOTED

Councillor J. Horne – personal
Councillor L. Prendergast – prior appointment
Councillor E. Moore – ill health

197/21 Declaration of Members' Interest

Members are 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

None

198/21 To CONFIRM the Minutes of the Full Council Meeting of the Town Council held on Thursday 21st October 2021 and the Extra Ordinary Meeting held on Wednesday 3rd November 2021

Following consideration of the draft minutes of the Full Council meetings the documents were ratified as follows;

Thursday 21st October 2021 - APPROVED

Wednesday 3rd November 2021 – APPROVED (with one amendment to change the apology received from Councillor J. Horne to Councillor J. Moore)

199/21 Accounts

- (i) The monthly payment schedule to 12th November 2021 was APPROVED.

It was AGREED that the monthly payment schedule should be split into two separate tables for recurring expenses and ad hoc items. ACTION

It was AGREED that an additional schedule be included in future meetings summarising monthly income. ACTION

Councillor E. Bird proposed a motion for budget reports to be produced monthly as opposed to the current quarterly schedule – APPROVED subject to the fulfilment of the current open vacancy for Finance Assistant. ACTION

- (ii) Grant funding applications received to 12th November 2021 were CONSIDERED.

Shifnal Scouts and Guides application in the amount of £800 was APPROVED

Bright Star Boxing Academy application in the amount of £1,000 was APPROVED

The Big House Holiday Club at St. Andrew's Church application in the amount of £410 was APPROVED

Shifnal Millennium Sensory Gardens – DEFERRED to the next meeting with a more detailed breakdown of expenditure to be provided for consideration. ACTION

200/21 Advisory Committee & Working Groups

- (i) Consideration to the scheme of delegated expenditure powers to Committees was APPROVED..

- ii) Membership of Council Advisory Committees and Working Groups

Councillor P. Williamson raised the need for more Councillor's to sign up for and attend the committee meetings. Requesting that Councillors make every effort to attend when signing up for a committee and to forward apologies in advance due to any unforeseen circumstances.

Volunteers were received and APPROVED to join the following Committees:-

Employment Committee: Councillor E. Bird

Planning Committee: Councillor K. Booker
Councillor L. Jenks

Internal Audit Committee: Councillor K. Booker

Estates Committee: Councillor E. Bird

Law and Order: Councillor J. Coulson

Movement Management: Councillor E. Bird (Reserve)

- iii) The report on the management of Council priorities was CONSIDERED. Following discussion it was agreed that Councillor L. Jenks to produce a draft process and flow chart on managing the project priorities and resources by 26 November. ACTION

In the meantime with two to three projects due to complete it was AGREED that the committee meeting review the Amber list of projects using the process today to see if there are one's they want to move up for the December Meeting. ACTION.

201/21 Planning Committee

- (i) The minutes of the Planning Committee held on 11th November 2021 were CONFIRMED.
- (ii) The planning applications report to 11th November 2021 were NOTED.

202/21 Estates Advisory Committee

- (i) The report from the Estates Advisory Committee meeting held on 4th October 2021 was NOTED. A progress report on current projects to be provided by the CPO/Town Clerk. ACTION.
- (ii) The proposal of the renaming of the Old Police Station Community Hub to Shifnal Community Hub was APPROVED.

203/21 Christmas Lights Advisory Committee

The verbal report provided by Councillor D. Marriott was NOTED. Councillor D. Marriott confirmed that the installation was due to be completed on 19th November 2021. The road closures were in place. The DJ, sweets and choir organised. The outstanding item was to confirm St. John's Ambulance which is expected to complete on 19th November 2021.

204/21 Movement Management Advisory Committee

The report from the Movement Management Advisory Committee meeting held on 9th November 2021 was NOTED.

The recommendations of the Movement Management Advisory Committee were APPROVED.

205/21 SITS Working Group

The report from the SITS Working Group Meeting held on 7th October 2021 and 4th November 2021 were NOTED.

206/21 Town Clerk Report

- (i) The Town Clerks Action Report to the 12th November 2021 was NOTED. Action report to be amended to reflect Planned Completion Date and Actual Completion Date. ACTION.
- (ii) Christmas Closure for the Council Offices from Thursday 23rd December 2021 at 4.30 pm to Tuesday 4th January 2022 at 9.00 am inclusive was NOTED.
- (iii) The remedial actions required on the emergency lighting and equipment at the Old Fire Station were CONSIDERED and APPROVED.

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Signed by Mayor Councillor Paul Williamson

On behalf of Shifnal Town Council

- (iv) An amendment to the Council's buildings cleaning contract to include the first floor of the Old Police Station were CONSIDERED and APPROVED.
- (v) A verbal update from Councillor Z. Turner on the emerging communications strategy was CONSIDERED. Working group to present three options on the re-design of the Council website. ACTION.

AGREED that future meeting invites should be issued through Microsoft Teams to all Councillors. ACTION.

Members AGREED to suspend standing order 3y to enable the continuation of business.

207/21 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".

Officers and members of the public left the meeting at 21:30 hrs.

208/21 Staff Matters

- (i) The minutes of the Employment Committee meeting held on 12th November 2021 were CONFIRMED.
- (ii) The recommendations of the Employment Committee meeting held on 12th November 2021 were APPROVED as follows; (Terms as detailed in confidential report.)
 - a) The detail of an employee staff appraisal was discussed and had been approved by the Employment Committee. NOTED
 - b) An employee contractual salary payment was APPROVED.
 - c) No incremental pay increases were confirmed at this time. APPROVED
 - d) To accept the terms and advertising of vacancies for Facilities Operative, Finance Assistant, Administration Officer and Saturday Page was APPROVED.
 - e) To provide a non-contractual employee payment was APPROVED.

209/21 Planning

The planning enforcement matters were NOTED.

The meeting was closed by the Chairman at 22.00hrs.