



SHIFNAL TOWN COUNCIL

Minutes of the Annual Full Council Meeting of Shifnal Town Council
Held at Old Police Station, Broadway, Shifnal
On Thursday 20th May 2021, commencing at 7.00pm.

Revised Agenda dated 19th May 2021

Present: Councillors: R. Harrop - Chair for Items 001/21, 002/21 and 003/21,
E. Bird, R. Cox, J. Horne, E. Moore, J. Moore,
T. Tarran, G. Tonkinson, Z. Turner, P. Williamson.

Councillors: B. Haddon, D. Marriott, L. Prendergast after Items 10/21 and 11/21
respectively

In attendance: G. Bailey (Locum Town Clerk),
D. Gough (Community Projects Officer).
E. Goodman (Secretary).
3 x members of the public.

001/21 Fire Safety Announcement

This was given by the Retiring Chair, Mayor Mr Robert Harrop.

002/21 Public Session

A member of the public raised the following concerns:-

1. The loss of space at the Community Hub (also known as The Old Police Station) in order to accommodate the provision of a West Mercia Police presence in Shifnal. The intrusion into the Nickless Suite of a corridor would not be in keeping with the building's usage ie as two rooms that are available for use by the community.
2. Concern was raised regarding cars driving across a disabled walkway in Aston Street Car Park. A securely fixed obstruction should be placed to prevent access by vehicles through this space and enable pedestrians to cross to the Village Hall in safety.

003/21 Commencement of Business

Mr Robert Harrop expressed his thanks to Councillors old and new, for their support and service during his many years as Mayor and Chairman of Shifnal Town Council.

004/21 Election of Chairman

There were two nominations for Chairman, Councillors Horne and Williamson. Following a formal vote by members, Councillor Paul Williamson was subsequently elected Chairman.

005/21 Adoption of the Title of Mayor

Councillor Williamson ACCEPTED the title of Mayor of Shifnal.

006/21 Declaration of Acceptance of Office

Councillor Paul Williamson SIGNED the Declaration of Acceptance of Office and thanked Councillors for their support. Councillor Williamson thanked the former Mayor Robert Harrop for the dedication and hard work he had given to the role and acknowledged that he was “filling a big pair of shoes”, but that he would endeavour to do so.

007/21 Nomination of Mayoress or Consort

Mrs Jan Williamson was NOMINATED as Consort and this was ACCEPTED.

008/21 Election of Deputy Mayor

There were two Councillors who proposed themselves for Deputy Mayor, Councillors Horne and E Moore and the votes were tied. The Chairman exercised his casting vote and Councillor Horne was elected as Deputy Mayor.

009/21 Declaration of Acceptance of Office

Councillor John Horne SIGNED the Declaration of Acceptance of Office.

010/21 To CONSIDER Co-option of three Councillors for the Idsall Ward vacancies following the Local Elections held on 6th May 2021.

The following three Shifnal residents were duly co-opted onto Shifnal Town Council:-

Mr David Marriott

Ms Fern Potter

Mr Bob Haddon

011/21 To CONSIDER Co-option of two Councillors for the Rural Ward vacancies following the Local Elections held on 6th May 2021.

Two residents had proposed themselves to be co-opted onto the Rural Ward, however, by virtue of the voting system, only one seat was filled. Therefore, Mr Liam Prendergast was co-opted to Councillor in the Rural Ward.

012/21 Apologies received from Councillors

Councillor Fern Potter submitted apologies for tonight's meeting. APPROVED

Deputy Mayor Councillor Mr John Horne requested one minutes' silence to remember a retired Councillor, Mr Tom Jones, who had served on the Council as well as giving many years support at The Princess Royal Hospital, Telford and this was DULY OBSERVED.

013/21 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.

Councillor John Horne - Village Hall Trustee

Although the accepted procedure was not followed, members granted a dispensation to Councillors Williamson and Bird in respect of the Shropshire Local Plan Review to enable

continued participation in the debate and voting of such, as no matters had altered from the previous council's application. APPROVED

014/21 To CONFIRM attendance by Councillors on the Zoom session of Code of Conduct Training session on Wednesday 9th June 2021.

All Councillors present CONFIRMED they would be attending, with the exception of Councillor Roger Cox who has a previous engagement.

015/21 To Ratify Terms of Reference and Appoint Members to:-

- i) **Employment Committee; and**
- ii) **Planning Committee**

- i) The Terms of Reference for the Employment Committee were RATIFIED and Members were APPOINTED to the Employment Committee, thus:-

Councillor Paul Williamson
Councillor John Horne
Councillor Gordon Tonkinson
Councillor Ellen Moore
Councillor Roger Cox

- ii) Terms of Reference for the Planning Committee were RATIFIED and Members were APPOINTED to the Planning Committee, thus:-

Councillor Trevor Tarran
Councillor Paul Williamson
Councillor Bob Haddon
Councillor Liam Prendergast
Councillor David Marriott
Mr Tony Jemmett (Community Member)

016/21 To Appoint Chairs to:-

- i) **Employment Committee; and**
- ii) **Planning Committee**

- i) Councillor Paul Williamson was APPOINTED the Chairman for the Employment Committee.

- ii) Councillor Trevor Tarran was APPOINTED the Chairman for the Planning Committee.

017/21 To RATIFY Terms of Reference and Appoint Members to:-

- i) Members considered the Terms of Reference document as presented and agreed the adoption forthwith. APPROVED

Advisory Committees:-

- a) Christmas Lights
- b) Community Bus
- c) Estates

- d) Internal Audit
- e) Law and Order
- f) Neighbourhood Plan
- g) Shifnal Movement Management
- h) Youth Activities

Clarification is to be sought with regards to the Neighbourhood Plan and if it is an Advisory Committee. ACTION

The full list of Advisory Committees will be RATIFIED at the next Full Council meeting on 24th June 2021. Councillors are requested to email the Town Council Office stating which Advisory Committee they would like to be a member of. ACTION

ii) Working Groups:-

a) Team Shifnal

Councillors expressed that the Team Shifnal document presented to the meeting was required to be more detailed and requested that the document be resubmitted at a future meeting. The Chairman said he would liaise with the previous Chairman/Mayor with regards to the document and the aims of Team Shifnal. ACTION

b) Shropshire Council/Town Council SITS Joint Working Group

Confirmation as to membership of this Working Group was sought and an email will be sent to all members. Councillors sought a draft Terms of Reference to be presented to the June meeting of the Full Council for the working group. Councillors heard that the Tendering process is already underway. It was AGREED that a meeting between Shropshire Council and Shifnal Town Councillors be arranged as soon as practical and Councillor Bird offered to organise said meeting. ACTION

018/21 Appointment of Representatives to Other Bodies

This item was DEFERRED in order that the Locum Town Clerk may circulate to all Councillors information regarding the organisations that are still current and are listed on this document. Thus, enabling Councillors to make an informed choice at the next meeting. ACTION

019/21 To NOTE the Schedule of Meetings for the forthcoming session 2021/22

The Schedule of Meetings for the forthcoming session 2021/22 was NOTED. The Chair of the Planning Committee requested that the August 2022 meeting of the Planning Committee be included in a revised version and this was AGREED. The Secretary to circulate an updated version of the Schedule of Meetings to all Councillors. ACTION

020/21 To Confirm the Minutes of the Full Council Meeting of the Town Council held on Thursday 18th April 2021.

The content of the Minutes of the Full Council Meeting of the Town Council were AGREED.
However, the date of the meeting should read Thursday 29th April 2021.

021/21 Accounts

- i) To appoint six cheque signatories:-

Councillors Roger Cox, Paul Williamson, Bob Haddon, Trevor Tarran, Ellen Moore and David Marriott agreed to be cheque signatories. Councillors were requested to attend the Town Council office in order for them to sign the appropriate paperwork and for Councillors to then present themselves at Barclays Bank to complete the process. ACTION

- ii) To NOTE List of Payments made to 6th May 2021

The List of Payments made by the Officers in the sum of £5,305.36 to 6th May 2021 was AGREED. Councillor Turner questioned a payment to Lyreco on 30.4.2021 and received a satisfactory response from Officers.

022/21 Town Planning Applications:-

To CONSIDER the planning applications and NOTE the planning decisions received from 24th April 2021 to 13th May 2021.

Planning Applications:-

21/01888/FUL 26, Bluebell Way, Shifnal. TF11 8FD

Erection of a single storey rear extension and conversion of garage to living accommodation.

Mr and Mrs Kemp

NO OBJECTION

Town Planning Decisions:-

21/00971/FUL Treetops, Haughton Drive, Shifnal. TF11 8HF

Erection of two storey rear extension to include screened balcony.

GRANT PERMISSION - NOTED

023/21 To CONSIDER the response from Zurich Insurance regarding a request for a 3 month extension.

Councillors were informed by the Community Projects Officer that Zurich Insurance had been approached with a view to permitting Shifnal Town Council with a 3-month extension on their decision of an insurance provider as it had not been possible to obtain two comparable quotations by the renewal date due to an administration error by Zurich Insurance.

Councillors queried why comparable insurance quotes had not been sourced by the due time and Councillor Tarran, on behalf of the Internal Audit Committee said that a List of Contracts

was in the process of being prepared and a calendar would be formulated by Officers in order that was not repeated in future. ACTION

The Locum Town Clerk was instructed to contact Zurich Insurance and agree to the quotation of £3,516.51. APPROVED

024/21 Town Clerk and Community Projects Officer's Report

The Report presented by the Town Clerk and Community Project Officer was NOTED.

025/21 Health and Safety Concerns

The poor state of footpaths and roads in Shifnal was NOTED. Councillors were requested to notify Shropshire Council's Highways Department directly of any repairs that are required.

The ongoing issue of an outstanding street light repair prompted Councillors to suggest that Officers have an Action Sheet in the office in order that the number of contact attempts can be recorded and reported back to Council. ACTION

STANDING ORDERS were suspended at 20.36hrs to allow a member of the public to speak.

A resident spoke to Councillors about the dangerous state of some of the roads out of Shifnal town centre and that Shropshire Council did not seem to be acting upon requests to repair them. Councillors were also asked why Telford and Wrekin Council, are currently providing all new households with a recycling bin and Shropshire Council did not.

Councillors also heard from a second resident that the high volume of vehicles going through Shifnal needs managing effectively and safely, and suggested a one-way system. The Chairman agreed that the traffic situation during the past ten years in Shifnal had increased.

Councillor Bird, responding as a Shropshire Councillor to the above matters, said that he had spoken with Cllr Picton, the newly appointed Head of Shropshire Council and had reiterated to her, the importance of the need for urgent Highway repairs in Shropshire. Councillor Bird said that recycling wheelie bins would be distributed to householders in the future.

STANDING ORDERS were reinstated at 20.48hrs,

Councillor Cox enquired about the timescale for siting of the 20 litter/dog fouling bins recently purchased by the Council in Shifnal? The Community Project Coordinator said he had spoken to Shropshire Council, but was waiting for a response in order that work could get started. ACTION

Quotations are awaited for the soft floor matting in Curriers Lane Play area, the Community Project Coordinator informed Councillors. ACTION

026/21 Town Council Estate

Councillor Cox enquired whether legal advice had been received in connection with the wall at St. Andrew's Church/Idsall House. The Community Project Officer said a report is still

awaited from the Solicitors and the Greenspaces Operative is monitoring the erosion on a regular basis. The Chair requested that a response from the Solicitors be sought in time for discussion at next Full Council. ACTION

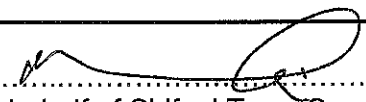
027/21 Correspondence

- A request to utilise Wheatfield Park Play Area for a Fun Day on Sunday 11th July 2021 by Mr. J. Doyle was considered and AGREED subject to due diligence, a Risk Assessment and Public Liability Insurance being presented to the Town Clerk prior to the event. ACTION

There being no further business, the meeting was closed by the Mayor/Chair at 20:58hrs.

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Signed by Mayor Councillor Paul Williamson


On behalf of Shifnal Town Council

