



## SHIFNAL TOWN COUNCIL

**Minutes of the Full Council Meeting of Shifnal Town Council**  
**Held via remote Zoom Platform**  
**On Thursday 15<sup>th</sup> October 2020, commencing at 7.00pm.**

**Present:** Councillors: R. Harrop, E. Bird, R. Cox, T. Day, L. Reynolds,  
M. Shelton, T. Tarran, A. Trickett, P. Williamson.

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

### 093/20 Public Session

Two residents voiced concerns over the proposed plans for the Shifnal Town Centre road scheme particularly in regards to the removal of traffic lights on the pedestrian crossing and the effects on traffic flow. Also enquiry into the possibility of a dummy CCTV housing at Jubilee Park and regarding the police monitoring of speeding traffic in the Park House area of the Wolverhampton Road.

### 094/20 Shropshire Councillors' Question Time

Cllr Turley submitted a statement in his absence confirming that he would be speaking against a planning application to be considered at the Southern Planning Committee and relating the concerns of the Town Council. This matter was also addressed in Planning Committee matters in 106/20 ii).

### 095/20 Commencement of Business

### 096/20 Apologies received from Councillors

Apologies were received from - Councillor J. Horne – personal;  
Councillor G. Tonkinson – work commitments;  
Councillor M. Trevis – annual leave;  
Councillor K. Turley – ill health

NOTED

### 097/20 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.*

Councillor R. Harrop - 100/20 Accounts  
ii) To CONSIDER the Grant Aid Applications.

**098/20 To Confirm the Minutes of the Full Council Meeting of the Town Council held on Thursday 24<sup>th</sup> September 2020**

Item 108/20 should detail that it was APPROVED to exclude members of the Public for the remainder of the meeting.

Following clarification of other points and accepting the above amendment, the Minutes of the Full Council Meeting of the Town Council held on Thursday 24<sup>th</sup> September 2020 were CONFIRMED

**099/20 To Confirm the Minutes of the Extra Ordinary Council Meeting of the Town Council held on Tuesday 22<sup>nd</sup> September 2020**

086/20 An amendment to Cllr Day's resolution to delete the words 'land east of Coppice Green Lane/north of Aston Court' was agreed before the response was considered.

088/20 Should detail that there were no matters to consider under this point.

Accepting the above amendments the Minutes of the Extra Ordinary Council meeting of the Full Council held on Tuesday 22<sup>nd</sup> September 2020 were CONFIRMED.

Cllr M Shelton joined the meeting at 19.19 hrs.

**100/20 Accounts**

- i) The Monthly Payment Schedule for the month of October 2020 in the sum of £48,712.65 – Net; £6,064.89– VAT; and £54,777.54 – Gross, was APPROVED.

Cllr Cox requested clarification regarding Limetree Landscaping Services and the works carried out; was it value for money? The Responsible Finance Officer stated she would investigate and report back at a later meeting. ACTION

**ii) To CONSIDER the Grant Aid Applications.**

Four completed Grant Aid Application forms and associated paperwork had been received for Councillors' bi-annual consideration. Councillors requested that further information be incorporated onto the Grant Aid Applications Crib sheet for April 2021. These included:-

- a) The inclusion as to whether the Charity/Business owned the building they operated from or whether it was rented or leased;
- b) That three quotations for the specified works is enclosed.

**ACTION**

**OCTOBER 2020:-**

- 1. **Idsall Rangers U14s Football Club**  
Purchase of football kits  
Amount requested:- £1,000 – All criteria met.  
Amount rewarded:- £1,000
- 2. **Shifnal (St. Andrew's) Youth Club**  
Replacement of all single glazed windows in Youth Club building  
Amount requested - £5,500  
Councillors requested receipt of three quotations for the above and will reconsider the application at the November 2020 Full Council meeting, if received. The Responsible Finance Officer to write to the Applicant requesting said information. ACTION

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Signed by Mayor Cllr Robert Harrop .....

On behalf of Shifnal Town Council

3. **Shifnal Scouts & Guides Supporters Association**  
Replacement of lighting in Headquarters Building  
Amount requested - £2,000  
Councillors requested receipt of three quotations for the above and will reconsider the application at the November 2020 Full Council meeting, if received. The Responsible Finance Officer to write to the Applicant requesting said information. ACTION
4. **MHA Communities (formerly Live at Home)**  
Salary payment; Rent payment; Gift Bags.  
Amount requested:- £5,000  
The Responsible Finance Officer informed Councillors that Revenue Costs cannot be considered under the Terms of the Grant Aid Application. However, consideration could be given to the Gift Bags. The Responsible Finance Officer to write to the Applicant requesting information regarding the Gift Bags and informing the applicant of the Terms of the Grant Aid Application process.  
ACTION

**101/20 To APPROVE the Standing Orders, as presented.**

The Standing Orders document will be reconsidered at the November 2020 Full Council meeting in order that queries highlighted from Councillors can be answered thoroughly by the Town Clerk. ACTION

**102/20 Town Clerk's Report**

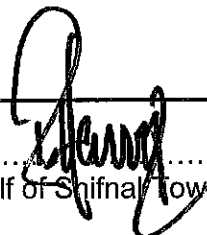
The proposals listed on the Town Clerk's Report were considered by Councillors, thus:-

1. To APPROVE moving the December Full Council meeting from the scheduled 17<sup>th</sup> December to the previous Thursday 10<sup>th</sup> December 2020 to allow actions to be carried out before the Christmas office closure.  
- APPROVED
2. To APPROVE the Christmas office closure from 23<sup>rd</sup> December 2020 at 4.30pm to reopen 4<sup>th</sup> January 2021 at 9.00am.  
- APPROVED
3. To APPROVE the investigation into repairs of the roof at the leased storage area at Upton Farm in collaboration with the owners who are encountering difficulties with accessing available contractors. The costs are proposed to be deducted from the annual lease fee which is currently being withheld.  
- DECLINED. Councillors AGREED that Officers source an alternative storage solution and re-address the item at the November Full Council meeting.  
ACTION

**103/20 To APPROVE the Shifnal Town Centre Enhancement Scheme, as presented by Shropshire Council.**

Councillor Ed Bird presented a pre-prepared statement to Councillors supporting the Shifnal Town Centre Enhancement Scheme and following further debate Councillors AGREED to support the Scheme as presented with delivery commencing in 2021.

Councillors AGREED that there should be a Shifnal Traffic, Cycles and Pedestrian Management Advisory Committee prior to the November 2020 meeting to bring forward proposals for further enhancements to the scheme that may be funded by the CIL.



Neighbourhood Funds held by Council and to look at any feedback to the scheme as presented but to include no overall loss of parking. ACTION

**104/20 To CONSIDER a response to the BT public telephone consultation that proposes the removal of the public payphone on Cheapside, Shifnal (closes 9<sup>th</sup> November 2020)**

Councillors voted to continue to OBJECT to the removal of the public payphone on Cheapside, Shifnal as the loss of another community facility. ACTION

**105/20 To CONSIDER the creation of a budgetline and agreement to work collaboratively with St. Andrew's Church to provide IT knowledge, support, equipment and facilities to hold live streamed events.**

Councillors AGREED to create a budgetline in the sum of £3,000 per annum, and amend the name of St. Andrew's Church to Churches Together, to incorporate the other denominations within the Parish. ACTION

**106/20 To CONSIDER Reports from Advisory Committees**

i) Law and Order Advisory Committee

Cllr M Shelton submitted a Declaration of Interest at this point and temporarily left the meeting at 20.52hrs. Unfortunately due to technical issues he was unable to rejoin the meeting.

Councillors considered the two Proposals for Full Council from the Zoom meeting of the Law and Order Advisory Committee on Monday 28<sup>th</sup> September 2020, which were:-

- The Committee proposes that the future use of Mobile CCTV vehicles should be on an adhoc basis as and when required and recommended by the committee, with the full town council's approval and subject to a full and transparent tender/quotation process.

APPROVED

- The Committee proposes that the Youth Club Project be transferred to the Estates Advisory Committee.

APPROVED

ii) Plans Committee

- a) To CONFIRM the Minutes of the Planning Committee held on 8<sup>th</sup> October 2020;  
The Minutes of the Planning Committee held on 8<sup>th</sup> October 2020 were CONFIRMED.

- b) To NOTE the planning applications for October 2020;  
The planning applications for October 2020 were NOTED.

- c) To CONSIDER recommendations of the Planning Committee.  
The recommendations of the Planning Committee were CONSIDERED.



- i) The members AGREED to support the SALC comments to be submitted regarding the Government White Paper on Planning for the Future subject to the amendment to the Junction 4 mentioned to read Junction 3.
- ii) It was agreed to delegate to the Town Clerk in consultation with the Chair of the Planning Committee to reiterate previous objections to the planning application at Orchard Cottage, Crackley Bank and submit written comments to be read at the Southern Planning Committee.

iii) Internal Audit Advisory Committee

- a) To NOTE the Internal Audit Advisory Committee meeting held on 7<sup>th</sup> October 2020 reviewed financial processes and agreed responses to member enquiries on such matters.

The Internal Audit Advisory Committee meeting held on 7<sup>th</sup> October 2020 was NOTED.

- b) To APPROVE the Financial Regulations as presented by the Internal Audit Advisory Committee and based on the model regulations produced by National Association of Local Councils.

The Financial Regulations were APPROVED in accordance with the above.

iv) Celebrating Shifnal Working Group

Members received an update on arrangements for the event from Cllr Robert Harrop.

Upon receipt of an invoice from St. Andrew's Church, Councillors APPROVED the sum of £485 from the newly formed budgetline for such events to be paid following the ceremony to be held on 18<sup>th</sup> October 2020. (Local Government Act 1972 s.137)

**107/20 Town and Council Estate**

- i) Councillors AGREED to consider the refurbishment works at the Old Fire Station and further AGREED the quotation put forward by KRM Contractors Limited in the sum of £2,267.00 (Net), £453.40 (VAT) and £2,720.40 (Gross) to carry out the internal decorations to the Old Fire Station following the flood damage.

- ii) Due to reports of anti-social behaviour, to APPROVE the locking of Curriers Lane Play Park at night and arrangement for such.

Councillors AGREED to the gates of Curriers Lane Play Park being locked at night in order to deter the anti-social behaviour that has been occurring.  
**ACTION**

**108/20 Health and Safety Issues**

Accidental damage to a lamppost was highlighted on the entrance to the Wadlow Drive Estate and also overgrown banking just before the Upton Crossroads on the

Wolverhampton Road, this will be followed up between Cllr Cox and the Town Clerk.  
**ACTION**

**109/20 Correspondence received in the Town Council office**

- Motorists waiting in Barn Road have been leaving their engines running whilst waiting to collect their children from school;
- Various incidents of flytipping have been reported in the area.
- Poor traffic management on Wharf Road/Haughton Road;
- The development proposals of the Local Plan Review;
- Flooding incidents on Linwood Park/Bluebell Way.

**110/20 Future Agenda Items**

- An update regarding the Neighbourhood Funds;
- A report regarding the Assets of Community Value to be completed;
- Possibility of the installation of noticeboards on the new Estates.
- Representation from Shifnal Medical Practice regarding the redevelopment at Haughton Road and the future of the practice;
- An update on the Swimming Pool;
- Staff Appraisal Schemes.
- Protocols to be implemented in regards to supporting documents presented to council meetings.
- Requirements for appropriate financial documentation presented at Full Council.

Standing Order 3Y was suspended at 9.15pm and Councillors AGREED to proceed with the business of the meeting.

**111/20 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".

**AGREED**

**112/20 To CONSIDER amendment to the Library opening times due to changes in the requirements in the current COVID Safe conditions**

Councillors CONSIDERED the amendment to the Library opening times to include opening Saturday morning, but closing on Tuesdays. This was AGREED providing compliance with Lone Working Policies was adhered to.

**113/20 To CONSIDER the information received in relation to the wall collapse at St. Andrew's Church**

Councillors AGREED to hold an Estates Advisory Committee meeting to progress the implementation of the works required to the damaged wall at St Andrew's Church. Works to be carried out as soon as possible to ensure public safety by a Council approved contractor. St. Andrew's Church and the owners of Idsall House to be contacted by the Mayor in writing to advise the Council position. **ACTION**

**114/20 To NOTE planning matters following the Planning meeting held on 8<sup>th</sup> October 2020.**

Councillors NOTED the planning matters following the Planning meeting held on 8<sup>th</sup> October 2020 and a Press Release will be issued in respect of the properties at Market Place and Jertingham Arams. Mark Barrow to be requested to further update Shifnal Town Council on these issues. ACTION

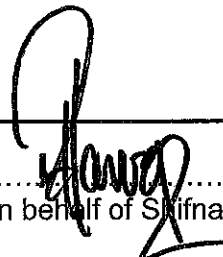
Enforcement Cases - NOTED

The Community Projects Officer and Secretary left the meeting at 21.45hrs.

**115/20 Staff Matters**

Members AGREED to defer an investigation into the staff appraisal process to the next meeting of the Employment Committee.

There being no further business, the meeting closed at 21.59 hrs.







**Shifnal Town Council**  
**Payments Schedule to Full Council Meeting 9th October 2020**

**If members of the Public/Councillors wish to raise questions, please ensure that they are submitted to the office at least 3 days in advance of the meeting.**  
**This will ensure your questions are answered on the night**

Date	Cheque/DD Reference	Payee	Description	Net Amount	VAT Amount	Gross Amount	Cost Centre	Budget Heading
24.09.20	Bank Transfer	Salaries	Salaries for September 2020	10,367.87	-	10,367.87	Admin/Estates	Staffing
24.09.20	Bank Transfer	Shropshire County Pension Fund	Pension Contributions September 2020	3,509.43	-	3,509.43	Admin/Estates	Staffing
18.09.20	105727	HMRC	PAYE Contributions for September 2020	3,498.50	-	3,498.50	Admin/Estates	Staffing
18.09.20	105723	Highline Electrical	Christmas Lights Power Isolators to Columns 16-20	1,110.00	222.00	1,332.00	Estates	Christmas Lighting
18.09.20	105724	Diamond Shine	Cleaning of the Library Windows and Power Washing Entrance Areas	60.00	-	60.00	Estates	Library Maintenance
18.09.20	105725	Morrall Play Services Ltd	Annual RoSPA Play Equipment Inspections x 3 Parks	148.50	29.70	178.20	Open Spaces	Repairs and Renewals
18.09.20	105728	Peter Dixon - Exchange Chambers	Advisory Services for Local Plan Review	675.00	135.00	810.00	Miscellaneous	Neighbourhood/Local Plan
30.09.20	105729	ORP Surveillance Ltd	Interim Contract Charges for the Town CCTV Project	13,816.00	2,763.20	16,579.20	Estates	Safer Shifnal
30.09.20		Security Wise Ltd	Callout to Code and Supply to Additional Fobs for the Security Alarm System	52.00	10.40	62.40	Estates	Old Police Station
30.09.20		AJI Accounting Solutions Ltd	Payroll Services for September	33.36	6.67	40.03	Administration	Payroll Services
30.09.20		Veolia ES UK Ltd	Waste Removal for September	271.59	54.32	325.91	Estates/Open Spaces	Old Police Station/Cemetery
24.09.20		Key Support/Advantage Commercial Finance	Cleaning of the Toilets and Sanitising System	1,281.74	256.35	1,538.09	Estates	Public Toilets
23.09.20		Wrekin Drain Services Ltd	Clearance of Blocked Drains	160.00	32.00	192.00	Estates	Old Police Station
17.07.20		Training for Security Ltd	Level 2 SIA CCTV Training	490.00	98.00	588.00	Estates	Safer Shifnal
23.09.20		MEB Total Ltd	Callout and repairs to Burst Pipe in Gents Toilets	360.71	72.15	432.86	Estates	Old Police Station
07.09.20		Shropshire Council	Mobile Phone Charges July	30.00	6.00	36.00	Administration	Communications Systems
07.09.20		Shropshire Council	Mobile Phone Charges August	31.32	6.26	37.58	Administration	Communications Systems
10.09.20		Total Gas and Power	Electricity Supply August	79.30	3.96	83.26	Estates	Old Police Station
07.10.20		David Security Lock Limited	Replacement of 5 Lever Mortice Lock on Disabled Toilet	215.00	-	215.00	Estates	Old Police Station
30.09.20		Network Telecom UK Ltd	Telephone/Broadband Services	425.94	85.19	511.13	Administration	Communications Systems

Date	Cheque/DD Reference	Payee	Description	Net Amount	VAT Amount	Gross Amount	Cost Centre	Budget Heading
05.10.20		Limetree Landscape Services & Nurseries Ltd	Grass Cutting Services for June - Sept x 10 visits	5,580.00	1,116.00	6,696.00	Open Spaces	Repairs and Maintenance
05.10.20		Limetree Landscape Services & Nurseries Ltd	Litter Picking Services June - Aug x 12 visits	900.00	180.00	1,080.00	Open Spaces	Repairs and Maintenance
05.10.20			Hedge Cutting Memorial Gardens & Tree Surgery at St Andrews Church	1,500.00	300.00	1,800.00	Open Spaces	St Andrews Churchyard
06.10.20		Thomas Fattorini Ltd	Presentation Medals - Local Hero	970.31	194.06	1,164.37	Administration	Promotions
15.09.20		Southern Electric	Gas Supplies for June - September	46.33	2.31	48.64	Estates	Old Fire Station
16.09.20		Water Plus	Water Charges	152.47	5.52	157.99	Estates	Old Police Station
16.09.20		Water Plus	Credit Water Charges	- 76.90	- 5.61	- 82.51	Estates	Old Police Station
24.09.20		All Counties Supplies Ltd	Supply of Tubular Post for mounting CCTV	658.00	131.60	789.60	Estates	Safer Shifnal
28.09.20		Scottish Power	Electricity Supply June - Sept	55.71	2.79	58.50	Estates	Old Fire Station
25.09.20		Asles Tool Hire & Sales Ltd	Hire of Carpet Cleaner to Clear Flood Damage	28.75	5.75	34.50	Estates	Old Police Station
01.10.20	DD	Fuel Genie	Van Fuel Costs	192.11	38.42	230.53	Open Spaces	Machinery Hire & Maintenance
30.09.20	DD	Enterprise Flex E Rent	Van Hire for September	425.50	85.10	510.60	Open Spaces	Machinery Hire & Maintenance
08.09.20	DD	Total Gas and Power	Gas Supply for August	36.93	1.85	38.78	Estates	Old Police Station
17.09.20	DD	West Mercia Energy	Electricity Supply August	75.80	3.78	79.58	Estates	Library Utilities
17.09.20	DD	West Mercia Energy	Gas Supply for August	30.82	1.54	32.36	Estates	Library Utilities
17.09.20	DD	Barclays Bank	Bank Charges for August	30.50	-	30.50	Administration	Bank Charges
01.09.20	Cr Card	Packaging Chimp	Security Bags for CCTV	24.69	3.49	28.18	Estates	Safer Shifnal
01.09.20	Cr Card	Currys PC World	PC for CCTV Room	699.99	140.00	839.99	Estates	Safer Shifnal
02.09.20	Cr Card	Office Furniture Online Ltd	Desk & Chair for CCTV Room	325.00	65.00	390.00	Estates	Safer Shifnal
01.09.20	Cr Card	Amazon GB	USB Evidence Sticks for CCTV	60.38	12.09	72.47	Estates	Safer Shifnal
10.09.20	Cr Card	Security Industry Authority	Staff Member Licence	190.00	-	190.00	Estates	Safer Shifnal
10.09.20	Cr Card	Security Industry Authority	Staff Member Licence	190.00	-	190.00	Estates	Safer Shifnal
			<b>Totals</b>	<b>48,712.65</b>	<b>6,064.89</b>	<b>54,777.54</b>		

*Alford*