



SHIFNAL
SHROPSHIRE

SHIFNAL TOWN COUNCIL

**Minutes of the Full Council Meeting of Shifnal Town Council
Held via remote Zoom Platform on Thursday 17TH December 2020 commencing at
6.30pm with the Presentation by Shifnal and Priorslee Medical Practice**

Present: Councillors: R. Harrop, E. Bird, R. Cox, T. Day, L. Reynolds,
M. Shelton, T. Tarran, M. Treviss, K. Turley, Z. Turner,
P. Williamson.

In attendance: D. Reynolds (Town Clerk)
D. Gough (Community Projects Officer)
E. Goodman (Secretary)
Dr. Rashpal Bhachu, Ms Louise Linning and Dr. Ian Chan –
Representatives from Shifnal and Priorslee Medical Practice.
4 members of the public

165/20 Presentation by Shifnal and Priorslee Medical Practice

At 6.30pm, representatives from Shifnal and Priorslee Medical Practice informed Councillors that it is anticipated that the erection of the new Shifnal and Priorslee Medical Practice at Haughton Road could begin in April 2021 and funding for the project has been extended until December 2021. However, there have been discussions with the Architects due to alterations being required to the original design of the Medical Practice in view of the Coronavirus Pandemic and the additional services the Medical Practice wish to provide such as Physiotherapists and an on site Pharmacy. Dr Bhachu confirmed that there will be a consortium moving this project forward.

Councillors requested that the Medical Practice endeavours to keep residents informed on the developments and proposed timescale of works etc. Also, on the Covid vaccination rollout and the practice relationship with Teldoc, as this is a source of immense frustration amongst residents when there is no information forthcoming. The Mayor, Councillor Robert Harrop, offered the assistance of the Town Council's social media platforms and website, and thanked the representatives for presenting to Councillors.

Cllr REYNOLDS LEFT THE MEETING AT 19.00hrs

166/20 Public Session

A resident sought assurances from Cllr Bird regarding the representation of Shifnal Residents at County level and the disproportionate build and recreational space issue. Cllr Bird stated that at two Local Consultation meetings, he had voiced the opinions of the residents of Shifnal to the Shropshire Council Leader Peter Nutting. However, the resident asked, how can Shifnal residents be reassured that their views are being conveyed to the appropriate Officer? Cllr Bird reiterated that the concerns of Shifnal residents are being put forward in an appropriate and formal manner.

1 – 7

Signed by Mayor Cllr Robert Harrop
On behalf of Shifnal Town Council

167/20 Shropshire Councillors' Question Time

Councillors were informed that the SITS plans had been approved by Shropshire Council on 17th December 2020 without any objections.

Cllr Tarran raised the issue regarding a response received from Mark Barrow from Shropshire Council and J3 and a response from Eddie West from Shropshire Council which was factually incorrect. Cllr Bird to follow up.

168/20 Commencement of Business

The Mayor, Councillor Robert Harrop, congratulated Councillor Tonkinson and his wife regarding their 60th wedding anniversary on behalf of the Town Councillors and Officers.

169/20 Apologies received from Councillors

Apologies were received from - Councillor J. Horne – personal;
Councillor L Hipkiss – personal;
Councillor A Trickett – work commitments.

NOTED

170/20 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.

There were no Disclosable Pecuniary Interests declared.

171/20 To Confirm the Minutes of the Full Council Meeting of the Town Council held on Thursday 15th October 2020 and Thursday 19th November 2020.

The Minutes of the Full Council Meeting held on Thursday 15th October 2020 were CONFIRMED and the Minutes of the Full Council meeting held on Thursday 19th November 2020 were also CONFIRMED.

172/20 Accounts

- i) The Monthly Payment Schedule for the month of December 2020 in the sum of £36,466.02 – Net; £4,033.65– VAT; and £40,499.67 – Gross, was APPROVED.

Cllr Turner sought clarification that the replacement roundabout in Jubilee Park had cost £3,686.50 plus vat and this was confirmed.

The Christmas Lights amount quoted in the Schedule is for the installation cost and is 70% of the total fee and part of a three year contract with the supplier.

The Van rental figure of £400 pcm was questioned by Cllr Turner, and the Responsible Finance Officer confirmed that a decision by Town Councillors to rent a vehicle as opposed to purchasing had been agreed a few years ago.

The purchase of sacktruck tyres in the sum of £132 was questioned and the Responsible Finance Officer said that this was for eight tyres.

2 – 7

Signed by Mayor Cllr Robert Harrop

On behalf of Shifnal Town Council

- ii) To CONSIDER a grant application on behalf of Shifnal Help from West Mercia Police and Crime Commissioner Coronavirus Response Fund 2020/21

Councillors CONSIDERED a grant application on behalf of Shifnal Help from West Mercia Police and Crime Commissioner Coronavirus Response Fund 2020/21 and APPROVED the application. The Responsible Finance Officer will submit the form on behalf of Shifnal Help in the sum of £420. ACTION

173/20 To CONSIDER Reports from Committees and Advisory Committees

i) Planning Committee

- a) To CONFIRM the Minutes of the Planning Committee held on 3rd December 2020;
The Minutes of the Planning Committee held on 3rd December 2020 were CONFIRMED.
- b) To NOTE the planning applications for December 2020;
The planning applications for December 2020 were NOTED.
- c) To CONSIDER recommendations of the Planning Committee.

Minute P160/20

1. To CONSIDER the engagement of a planning consultant in relation to the Shropshire Local Plan Review
Items a, b, c. APPROVED
2. To CONSIDER a communication received from Bradford Estates in relation to proposals for Junction 3, M54
APPROVED
3. To CONSIDER a communication received from Bramwell Associates on behalf of Nurton Developments in regards to proposals at Upton Lane, Shifnal.
APPROVED

Minute P163/20

To CONSIDER the identification and impact of vacant buildings in the Shifnal area.

AGREED

Minute P164/20

To CONSIDER a response to the Statement of Community Involvement consultation at Shropshire Council

Points a - e, detailed in P164/20 to be sent to Shropshire Council.

APPROVED

- d) To CONSIDER a proposal for approaching neighbouring authorities in support of planning policies.

Councillors AGREED to the proposal for Cllr Turner to approach neighbouring authorities in support of planning policies.

APPROVED with 2 Abstentions - RH/KT

ii) Estates Advisory Committee

- a) To NOTE a report from the meeting of the Estates Advisory Committee meeting held on 23rd November 2020.

NOTED

- b) Following consideration of the recommendation contained in the report noted in 173/20(ii)(a) it was agreed to undertake a public consultation on the development of a swimming pool on the identified community land at the Houghton Road development.

APPROVED - with Absention from TT

iii) Christmas Lights Advisory Committee

- a) To NOTE a report from the Christmas Lights Advisory Committee.

NOTED

iv) Internal Audit Advisory Committee

- a) To CONSIDER the recommendations of the Internal Audit Advisory Committee meeting held on Wednesday 2nd December 2020.

APPROVED

- b) To CONSIDER the first draft of the Precept Budget Forecast for the financial year 2021/22.

It was AGREED to consider an updated document at the meeting on 21st January 2021 and to provide a budget that resulted in zero change to the £145.20 annual charge to a Band D Property in Shifnal by end of January 2021.

APPROVED

It was proposed that the Internal Audit Advisory Committee present to Councillors at the next Full Council meeting and this was AGREED

APPROVED

Cllr TURLEY LEFT THE MEETING AT 20.05hrs DUE TO TECHNICAL DIFFICULTIES

v) Law & Order Advisory Committee

- a) To NOTE the report from the meeting of the Law & Order Advisory Committee held on 30th November 2020.

The report from the meeting of the Law and Order Advisory Committee held 30th November 2020 was NOTED. Councillors queried Item 4 - CCTV Extension and requested sight of the feasibility report. Town Clerk to provide upon request. ACTION

- b) To CONSIDER the recommendations of the Law & Order Advisory Committee.

4 – 7

Signed by Mayor Cllr Robert Harrop

On behalf of Shifnal Town Council

Item 10 -

- To propose to Full Council that an invitation is extended to Mr D. Dovaston to sit on the Law and Order Advisory Committee
APPROVED
- To propose to Full Council that an invitation is extended to Ms K. Hemsley to sit on the Law and Order Advisory Committee
APPROVED
- To propose that the Shropshire Council online fly tipping portal be promoted on the STC social media platforms and website.
APPROVED

174/20 Town Council Estate

- i) **To CONSIDER the arrangements for storage facilities for the Town Council;**

The Town Clerk confirmed that Shifnal Town Council has been served Notice to Quit at the Barn, Upton Farm, Shifnal before 14 January 2021. Currently items for Markets, the Carnival, safety barriers, road traffic equipment, trailer, mower and vans are kept in storage.

The opportunity to rent or purchase several storage containers at an alternative site has subsequently arisen. Councillors said that an agreed specification for the storage units be supplied for negotiation purposes and that negotiations should continue. AGREED

- ii) **To CONSIDER the replacement of signage and planters on the main entrances to Shifnal.**

Councillors received the report regarding quotations for the replacement of signage and planters on the main entrances to Shifnal. Councillors requested that the item be deferred to the next Full Council meeting in order further information can be obtained. AGREED

175/20 Town Clerk's Report

- i) To NOTE the Town Clerk's Report:

The Town Clerk's Report was NOTED.

- ii) To APPROVE proposals included in the Town Clerk's Report

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

1. To AGREE the Town Clerk and Community Projects Officer to undertake a project to produce a sound procurement system and associated policies. To be finalised by 31st March 2021. AGREED
2. To AGREE to review the Shifnal and surrounding areas Place Plan early in the New Year and the roadmap for such review.

The Chair of the Planning Committee said that the Place Plan document would be reviewed and brought back to Council in the future. ACTION

3. To AGREE to hear a presentation from the Shropshire Climate Partnership on climate changes and the actions Town Council can take in regards to these matters. - AGREED RC AGAINST

176/20 Mayor's Report

- i) To NOTE the Mayor's Report

The Mayor's Report was NOTED.

177/20 Terms of Reference and Appointments to Committees and Advisory Committees

Councillors received the Terms of Reference and APPROVED, subject to amendments noted by the Town Clerk.

It was agreed that Cllr Treviss replace Cllr Tarran on the Employment Committee to comply with the committee's terms of reference.

APPROVED

The Appointment to Committees and Advsory Committees would be CONSIDERED at the January 2021 Full Council meeting. ACTION

Cllr Harrop proposed a suspension to Standing Orders 3Y to allow the business of the meeting to continue with an amendment for a time limit of 15 minutes only.

APPROVED - TT AGAINST

178/20 CONSIDERATION of Responses to ongoing Public Consultations

- i) Standards Matter 2 Consultation

Councillors AGREED to support the NALC response to this consultation.

APPROVED

- ii) Shropshire Council Cultural Strategy.

Councillors concurred that the consultation documents lacked information about who would action the objectives listed. SUPPORT the objectives but note concerns.

APPROVED

179/20 Health and Safety Issues

- i) Beehive Public House, High Street, Shifnal. The cellar doors of the now derelict public house are in danger of falling inwards. This has been reported and action will be made to make safe.
- ii) The streetlights on Wadlow Drive are not working. The streetlights on the new housing developments have not yet been transferred over to Shropshire Council and therefore should be reported to the Developers.

- iii) An inspection grid near to The Gallery at Marketplace is now protruding up from the path and is a potential trip hazard. Report to Shropshire Council.
ACTION

180/20 Correspondence

There were no items of correspondence to receive.

181/20 Future Agenda Items

No future Agenda items were put forward.

182/20 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

The Community Projects Officer and Secretary left the meeting at 21.23 hrs.

183/20 Staff Matters

Councillors received a verbal update on HR matters and the Shropshire HR review process.

Councillors received a confidential report on a member of the Council and agreed actions in support.

184/20 Planning Enforcement Matters

Planning application 20/04127/FUL was considered by members.

Action – OBJECT detrimental impact on the street scene and request that enforcement action be taken on retrospective application.

There being no further business, the meeting closed at 21.35 hrs.

Shifnal Town Council
Payments Schedule to Full Council Meeting 17th December 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
26.11.20	Bank Transfer	Salaries	Salaries for November 2020	9,393.25	-	9,393.25	Admin/Estates	Staffing
26.11.20	Bank Transfer	Shropshire County Pension Fund	Pension Contributions November 2020	3,103.99	-	3,103.99	Admin/Estates	Staffing
26.11.20	105778	HMRC	PAYE Contributions for November 2020	2,803.91	-	2,803.91	Admin/Estates	Staffing
02.07.20		JDH Business Services Ltd	Annual financial internal audit charges	569.00	113.80	682.80	Administration	Audit
28.10.20		PKF Littlejohn LLP	Annual financial external audit charges	1,300.00	260.00	1,560.00	Administration	Audit
10.10.20		James Lister & Sons	Consumables	7.48	1.50	8.98	Outdoors Spaces	Outdoors Maintenance
26.11.20		James Lister & Sons	Sack truck tyres	110.08	22.02	132.10	Outdoors Spaces	Outdoors Maintenance
31.10.20		Veolia ES UK Ltd	Waste Removal	246.90	49.38	296.28	Estates/Outdoors	Old Police Station/Cemetery
24.11.20		E-On Energy Solutions Ltd	Installation of 2 CCTV Posts	3,427.71	685.54	4,113.25	Estates	Safer Shifnal
02.12.20		E-On Energy Solutions Ltd	Non Routine Maintenance o/s 27 Applebrook	74.44	14.89	89.33	Estates	Public Lighting Maintenance
02.12.20		E-On Energy Solutions Ltd	Non Routine Maintenance o/s 4 Weston Close	74.44	14.89	89.33	Estates	Public Lighting Maintenance
02.12.20		Wrekin Drain Services	Drain Clearance	160.00	32.00	192.00	Estates	Old Police Station
01.12.20		Turncock Lighting & Electrical Products	2 x Transformers	126.00	25.20	151.20	Estates	Christmas Lighting
02.12.20		Hags-Smp Ltd	Supply & Installation of Roundabout	3,686.50	737.30	4,423.80	Outdoors Spaces	Repairs & Renewals
03.12.20		Highline Electrical Ltd	70% Installation Contract for Christmas Lights Display	6,952.50	1,390.50	8,343.00	Estates	Christmas Lighting
30.11.12		Lyreco UK Ltd	Stationery/Postage	140.95	7.89	148.84	Administration	Stationery Supplies
26.11.20		Key Support Services	Cleaning for October	1,281.74	256.35	1,538.09	Estates	Public Toilets
31.10.20		AJI Accounting Solutions	Payroll Preparation October	33.32	6.66	39.98	Administration	Payroll Preparation
30.11.20		AJI Accounting Solutions	Payroll Preparation November	33.32	6.66	39.98	Administration	Payroll Preparation
27.11.20		Security Wise Ltd	Maintenance Charge for security alarm	195.00	39.00	234.00	Estates	Old Police Station
27.11.20		Security Wise Ltd	Maintenance Charge for emergency lighting	50.00	10.00	60.00	Estates	Old Police Station
30.11.20		Security Wise Ltd	Supply & coding of security fobs	52.00	10.40	62.40	Estates	Old Police Station

