



SHIFNAL TOWN COUNCIL

Minutes of the Full Council Meeting of Shifnal Town Council
Held via remote Zoom Platform
On Thursday 17th September 2020, commencing at 7.00pm.

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

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

066/20 Public Session

There were no questions or statements from the Public.

067/20 Shropshire Councillors' Question Time

There were no questions or statements for the Shropshire Councillors.

068/20 Commencement of Business

069/20 Apologies received from Councillors

Apologies were received from - Councillor T. Day - ?
Councillor G. Tonkinson – work commitments;
Councillor A. Trickett – work commitments.

Councillor Caroline Killen submitted her resignation on 2nd September 2020 and this was reluctantly accepted. The Chair and fellow Councillors thanked Caroline for all that she had achieved on behalf of the community during the past seven years.

Councillor Sheila Offland resigned on 15th September 2020 and this was accepted by Councillors who thanked Sheila for her contribution during her time as a Shifnal Town Councillor.

070/20 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.

Cllr R. Harrop	-	074/20 (iv)	Planning Committee
Cllr J. Horne	-	073/20 (ii)	Town Clerk's Report
Cllr M. Shelton	-	075/20 (i)	Law and Order Committee
Cllr K. Turley	-	074/20 (iv)	Planning Committee

071/20 To Confirm the Minutes of the Extra Ordinary Council Meeting of the Town Council held on Thursday 20th August 2020

The Minutes of the Extra Ordinary Council meeting of the Town Council held on Thursday 20th August 2020 were CONFIRMED as a true and accurate record.

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

Cllr J. Horne – Abstain; not present at the Meeting.

072/20 Accounts

The Monthly Payment Schedule for the month of September 2020 in the sum of £28,051.30 – Net; £2,248.64– VAT; and £29,516.40 – Gross, was APPROVED.

These above figures took into account information received by the Responsible Finance Officer where there had been an amended Energy bill and therefore, this had increased the Monthly payment figures by £1,063.35 - Net; £63.17 - VAT; and £1,074.52 - Gross. APPROVED

073/20 Town Clerk's Report

- i) To CONSIDER the Town Clerk's Report;
The Town Clerk's Report was NOTED.
- ii) To CONSIDER a proposal to support the Shifnal Remembrance Day Parade. Expenditure from the Memorial Fund (Local Government Act 1972 s.137);
Councillors considered a proposal to support the Shifnal Remembrance Day Parade and APPROVED any expenditure from the Memorial Fund (Local Government Act 1972 s.137).
- iii) To CONSIDER a proposal to undertake a Shifnal Best Dressed Window Competition in 2020. Incidental Expenditure from Genral Expenses Budget (Local Government Act 1972 s.144).
The Shifnal Best Dressed Window Competition for November 2020 was APPROVED.

074/20 Planning Committee

- i) To APPROVE the Minutes of the Planning Committee meeting held on 10th September 2020.

The Minutes of the Planning Committee meeting held on 10th September 2020 were APPROVED.
- ii) To Receive a report from the Chairman of the Planning Committee following the meeting held on 10th September 2020.

The Chair of the Planning Committee said that following the meeting on 10th September 2020 there was nothing to report at this stage.
- iii) To APPROVE the recommendation that Mr T. Jemmett, Representative of Shifnal Matters, be accepted as a community member of the Planning Committee and to agree two council members and two substitute council members to the committee.

Mr T. Jemmett, Representative of Shifnal Matters was accepted as the community member of the Planning Committee. Cllr M. Treviss agreed to be one council member on the Planning Committee and Cllr J. Horne and Cllr M. Shelton would be the two substitute council members.

The Town Clerk was requested to enquire if Cllr A. Trickett would be interested in joining as the second council member as he was unable to be present at this meeting. ACTION
- iv) To APPROVE the recommended responses to the Shropshire Council Draft

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

**Housing Strategy, Changes to the Current Planning System and
Transparency and Competition: Data and Land Control consultations.**

There has been no responses received in connection to the Shropshire Council Draft Housing Strategy, Changes to the Current Planning System and Transparency and Competition; Data and Land Control consultations.

- v) To NOTE the Planning Applications report covering all items considered from 7th August 2020 to 10th September 2020 inclusive.

The Planning Applications report covering all items considered from 7th August 2020 to 10th September 2020 inclusive were NOTED.

075/20 To Consider Reports from Advisory Committees

i) Law and Order Advisory Committee

- a) To CONSIDER a report produced by Dave Gough, Community Projects Officer, on the Vehicle Activated Speed Signage Project;

Proposals put forward in the report produced by Dave Gough, Community Projects Officer, on the Vehicle Activated Speed Signage Project were:-

- i) That the Speed Reduction Advisory Committee is closed and the Vehicle Activated Speed Sign Project is to be overseen by the Law and Order Advisory Committee.
- ii) It is proposed that council officers with Shropshire Council to obtain specification, locations and quotations for the project and report back to the Law and Order Advisory Committee.

Shropshire Council will led on the project and quotations will be considered in line with a tendering process.

- iii) It is proposed once the specification, location and cost of the project is obtained that council officers apply for a 50% match funding grant from the West Mercia PCC. NOTED

Councillors were informed that to date there had been no progress or uptake in Shropshire regarding the 20's Plenty Speed Campaign.

APPROVED – Cllrs M. Shelton and T. Tarran – Abstained.

- b) To APPROVE the installation of 2x powered poles to allow for CCTV mountings. Expenditure from the Safer Shifnal Budget. (Local Government and Rating Act 1997, s.31);

The siting of a pole between Jade House Chinese Takeaway and the BT Exchange Building on Aston Street, has been costed at a value of £3,427.71 and this was APPROVED. Cllr M. Shelton - Abstained

- c) To NOTE an update on the Mobile CCTV Programme.
An update on the Mobile CCTV Programme was NOTED.

076/20 Town and Council Estate

- i) To APPROVE the replacement of the damaged and removed children's roundabout on Jubilee Park. Expenditure from the Outdoor Spaces, Repairs and Renewals Budget. (Local Government (MP) Act 1976 s.19).

Councillors expressed their concern that previously sited roundabouts at Jubilee Park and Wheatfield Park had been vandalised in the past. However, the provision of a roundabout at Jubilee Park was felt to be fundamental to youngsters' enjoyment at the play park and therefore, Councillors AGREED to the purchase of a replacement from HAGS at a cost of £2,146.50. Installation - £1,540.00. Net total - £3,686.50; VAT £737.30; Total £4,423.80. This came with the proviso that CCTV cameras would be installed in September 2020 and would be able to take images of any perpetrators seeking to damage the equipment.

APPROVED – Cllrs J. Horne and K. Turley - AGAINST

- ii) To APPROVE the installation of a noticeboard in the Priorslee Road Cemetery. Expenditure from the Outdoor Spaces, Repairs and Renewals Budget. (Local Government Act 1972 s.142).

The purchase of a noticeboard from Shelley Signs who have previously provided the five noticeboards in the Town was APPROVED at a cost of:- Sign - £1,970.00; Installation - £390; Nett Total - £2,360.00; VAT - £472.00; Total - £2,908.00

- iii) To APPROVE the electrical works at the Old Fire Station in relation to Insurance, Health & Safety Compliance and Replacement Lighting Proposals. Expenditure from the Old Fire Station Budget. (Local Government Act 1972 s.133)

The scope of works as outlined in The Old Fire Station Electrical Quotation by Dave Gough, Community Project Officer was noted as:-

- 1) To carry out a full Electrical Installation Condition Report following the flood damage to the building. An order has been placed for this as the building insurance will be covering these costs.

The Electrical Installation Report will be paid by the Insurance Company at a cost of £384.00.

- 2) To investigate the loss of supply to the intruder Alarm System and report findings.

- 3) To carry out a service on the existing Fire Alarm System and report findings. Plus, supply and make up a suitable Log Book.

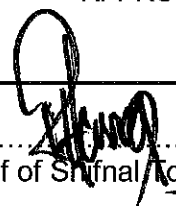
- 4) To carry out a service on the existing Emergency Lighting System and report findings. Plus, supply and make up a suitable Log Book.

The proposed cost quoted for items 2,3,4 is £424.00. Part or all of the cost may be subject to a claim on the insurance, dependent on whether the faults are as a result of damaged caused by the flooding of the building.

APPROVED

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



Councillors APPROVED the replacement of the light fittings in The Old Fire Station with new LED light fittings at a cost of £738.00.

Cllr M. Shelton - Abstained

077/20 Health and Safety Issues

The placing of unsuitable materials on the highways in order to park motor vehicles outside properties was raised. The Town Clerk will enquire with Shropshire Council Highways regarding the current legislation. ACTION

078/20 Correspondence

- a) Thank you from Shifnal Help;
- b) Thank you from Shifnal Scouts and Guides;
- c) Complaint received from a resident regarding Curriers Lane Play park and incidents of anti-social behaviour;
- d) Information regarding future works at Victoria Road and the positioning of 4-way traffic lights to control traffic;
- e) The weed problem at Wheatfield Park;
- f) An enquiry from Shifnal Tennis Club as to whether Shifnal Town Council would be in agreement to them trimming adjacent hedges;
- g) Information received regarding the new development for the Local Plan Review.

079/20 Future Agenda Items

None requested.

080/20 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".

Staff Matters

- i) To APPROVE the implementation of the new pay scales as agreed by the National Joint Council for Local Government Services (NJC) from 1st April 2020. (Published by NALC on 26.08.2020) (Local Government Act 1972 s.112)

The implementation of the new pay scales as agreed by the National Joint Council for Local Government Services (NJC) from 1st April 2020 (published by NALC on 26.08.2020) (Local Government Act 1972 s.112) was APPROVED

- ii) To APPROVE the provisions for facilities management as proposed in confidential report. (Local Government Act 1972 s.111(1))

Councillors APPROVED the contract price proposal received from Shire Services as follows:-

Library and Town Council	£5,964 per annum
Public Toilets	£12,480 per annum
Community Hub	£1,560 per annum
Old Fire Station	£780 per annum

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TOTAL CONTRACT PRICE £20,784 PER ANNUM

Cleaning for Public Toilets on Bank Holidays is included for the Public Toilets only.
Annual Leave cover is included.

General Matters

- i) To CONSIDER the contents of a confidential report on the wall collapse at St. Andrew's Church grounds. Expenditure from General Reserves (Local Government (Miscellaneous Provisions) Act 1976 s.19.

The Town Clerk was asked to bring this item back to Council upon receipt of the level of rainfall figure from the Shropshire Council Flood Management Team.
ACTION Cllr R. Cox - Abstain

- ii) To CONSIDER correspondence received in response to planning processes.

The Chair of the Planning Committee said that in response to correspondence received from the War Memorial Club, the Planning Committee had fully considered the proposed development and that there would be no further comment or amendment to the original recommendations. Ultimately, Shropshire Council Planning would make the final decision.
AGREED

There being no further business, the meeting closed at 20.08hrs.

Shifnal Town Council
Payments Schedule to Full Council Meeting 17th September 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
27.08.20	Bank Transfer	Salaries	Salaries for August 2020	9,198.00	-	9,198.00	Admin/Estates	Staffing
24.07.20	Bank Transfer	Shropshire County Pension Fund	Pension Contributions July 2020	3,022.91	-	3,022.91	Admin/Estates	Staffing
21.08.20	105684	HMRC	PAYE Contributions for August 2020	2,665.35	-	2,665.35	Admin/Estates	Staffing
10.09.20		Yellow Hat Security Solutions	Mobile CCTV Vehicle & Operative x 12 Visits	4,500.00	900.00	5,400.00	Estates	Safer Shifnal
08.09.20	DD	Total Gas & Power	Gas Supply at Old Police Station	36.93	1.85	38.78	Estates	Old Police Station
31.08.20		AJF Accounting Solutions Ltd	Payroll Services for August	33.32	6.66	39.98	Administration	Payroll Processing
26.08.20		Key Support Services	Cleaning Services	46.28	9.26	55.54	Estates	Public Toilets
26.08.20		Key Support Services	Cleaning Services	120.00	24.00	144.00	Estates	Library
07.09.20		Wrekin Drains Services	Van Pack Letter and CCTV Inspection unit to clear Public Toilet Urinals	160.00	32.00	192.00	Estates	Public Toilets
03.09.20		Veolia ES UK Ltd	Waste Removal Duty of Care Fees	39.95	7.99	47.94	Outdoor Spaces	Cemetery
31.08.20		Veolia ES UK Ltd	Waste Removal	197.52	39.50	237.02	Estates	Old Police Station/Cemetery
31.08.20		Lyreco UK Ltd	Stationery Supplies	621.92	75.88	697.80	Administration	Stationery/Postage/H&S
21.08.20	DD	Scottish Power	Electricity Supply	16.00	-	16.00	Estates	Revitalisation Project
20.07.20	DD	West Mercia Energy	Electricity Supply	52.69	2.63	55.32	Estates	Library
10.09.20		Total Gas & Power	Electricity Supply August	79.30	3.96	83.26	Estates	Old Police Station
24.08.20	DD	West Mercia Energy	Electricity Supply	60.23	3.01	63.24	Estates	Library
21.08.20	DD	West Mercia Energy	Gas Supply	35.84	1.79	37.63	Estates	Library
17.08.20	DD	CF Corporate	Lease Rental of the Photocopier	174.96	34.99	209.95	Administration	Photocopier
13.08.20		Water Plus	Water Supply July	82.51	5.61	88.12	Estates	Old Police Station
03.09.20		Water Plus	Water Supply August	82.51	5.61	88.12	Estates	Old Police Station
19.08.20	DD	Barclays Bank	Bank Charges for July 2020	34.40	-	34.40	Administration	Bank Charges
01.09.20	DD	EDF Energy	Electricity Charges	-	-	-	Estates	Public Toilets
01.09.20		TFM Farm & Country Store	Sanitizer Spray Equipment & Hardware	173.32	34.66	207.98	Outdoor Spaces	Repairs & Renewals
28.08.20	DD	PHS Group	Waste Removal Duty of Care Fees	76.50	15.30	91.80	Estates	Library
02.09.20		Unicorn Fire & Safety	Annual Servicing of the Fire Extinguishers	40.00	8.00	48.00	Estates	Old Police Station

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Date	Cheque/DD Reference	Payee	Description	Net Amount	VAT Amount	Gross Amount	Cost Centre	Budget Heading
07.08.20		Asles (Tool Hire & Sales) Ltd	Sanitizing Fluids	82.32	16.46	98.78	Outdoor Spaces	Repairs & Renewals
25.08.20		Asles (Tool Hire & Sales) Ltd	Hand Sanitizing Fluids	125.96	25.19	151.15	Estates	Library
28.08.20	DD	Enterprise Flex E Rent	Van Hire	399.00	79.80	478.80	Outdoor Spaces	Machinery Hire & Maintenance
07.09.20	DD	Fuel Genie	Van Fuel	186.87	37.37	224.24	Outdoor Spaces	Machinery Hire & Maintenance
27.08.20	DD	Water Plus	Water Supply May	91.64	8.56	100.20	Estates	Public Toilets
26.08.20	DD	Water Plus	Water Supply Feb - Apr	72.63	6.76	79.39	Estates	Old Police Station
21.08.20		Shropshire Council	Mobile Phone Charges	27.00	5.40	32.40	Administration	Communications Systems
21.09.20		Shropshire Council	2nd Quarter Electricity Costs	3,611.63	722.33	4,333.96	Estates	Street Lighting
09.09.20		E-On Energy Solutions	Greenfields Crescent	84.34	16.87	101.21	Estates	Street Lighting
15.06.20		Southern Electric	Gas Supply	74.87	3.74	78.61	Estates	Street Lighting
16.06.20	Cr Card	Boots.com	Face Masks	149.99	-	149.99	Miscellaneous	Health & Safety
17.06.20	Cr Card	Main Man Supplies	Safety Supplies	50.00	10.00	60.00	Miscellaneous	Health & Safety
21.06.20	Cr Card	Amazon.co.uk	Sanitizer Dispensers	27.91	5.58	33.49	Miscellaneous	Health & Safety
06.07.20	Cr Card	Systeconline/Amazon	Laptop Docking Station	104.96	20.99	125.95	Administration	Office Equipment
14.07.20	Cr Card	Nisbets	Disinfectant Wipes	27.99	5.59	33.58	Miscellaneous	Health & Safety
15.07.20	Cr Card	Amazon.co.uk	Safety Gloves	149.90	-	149.90	Miscellaneous	Health & Safety
15.07.20	Cr Card	Bridge The Water/Amazon	Cleaning Equipment	25.62	5.13	30.75	Estates	Library
28.07.20	Cr Card	Viaan Enterprise Ltd/Amazon	Face Masks	129.90	-	129.90	Miscellaneous	Health & Safety
29.07.20	Cr Card	OT Group Ltd/Amazon	Office Waste Bins	14.98	3.00	17.98	Administration	Office Equipment
Totals				26,987.95	2,185.47	28,441.88		