



SHIFNAL
SHROPSHIRE

SHIFNAL TOWN COUNCIL

Minutes of the Full Council Meeting of Shifnal Town Council
Held via remote Zoom Platform
On Thursday 18th March 2021, commencing at 7.00pm.

Present: Councillors: R. Harrop, E. Bird, R. Cox, T. Day, J. Horne, E. Moore,
F. Potter, M. Shelton, T. Tarran, G. Tonkinson, Z. Turner,
P. Williamson.

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

246/20 Public Session
No comments received.

247/20 Shropshire Councillors' Question Time
There were no questions for Shropshire Councillors at the meeting.

248/20 Commencement of Business

Councillor Ellen Moore and Councillor Fern Potter were welcomed to their first Full Council meeting after being co-opted onto Shifnal Town Council.

249/20 Apologies received from Councillors
Apologies were received from - Councillor K. Turley - personal
NOTED

No response had been received from Councillor Hipkiss who has failed to notify the Clerk of his absence to four meetings.

250/20 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.

255/20 b) Tenancy Agreements - Allotments - Cllr Trevor Tarran

257/20 a) Road safety and highways faults at Haughton Road - Cllr John Horne

NOTED

253/20 To Confirm the Minutes of the Full Council Meeting of the Town Council held on Thursday 18th February 2021

The Minutes of the Full Council Meeting of the Town Council held on Thursday 18th February 2021 were APPROVED. Cllr Horne wanted it to be noted that he would abstain on this item as he was not present at the meeting.

252/20 Accounts

- i) The Monthly Payment Schedule for the month of March 2021 in the sum of £32,180.34 – Net; £3,157.98– VAT; and £35,338.26– Gross, was APPROVED.
- ii) To APPROVE the appointment of the Internal Auditor and schedule for annual financial audit.

Councillors APPROVED the appointment of the Internal Auditor, JDH Auditors, and also APPROVED the schedule for the annual financial audit.

25320 Town Clerk Report

- i) To NOTE the Town Clerk's Report for March;
The proposals, in the Town Clerk's Report were NOTED with clarification sought on the following two items:-

Item 4 - Weed management and the bank erosion at Wheafatfield Drive Park - Cllr Tarran enquired whether there had been any progress with this matter and the Town Clerk confirmed that she is awaiting contact from the Environment Agency and also Wildlife Trust. ONGOING

The project outlined to follow after the Town Clerk and Community Projects Officer had attended an online Procurement, Contract and Agreements training course has not commenced due to time constraints and is anticipated to start after the Local Elections in May 2021.

- ii) To NOTE a report from the Community Projects Officer and CONSIDER a proposal to support litter picking initiatives in the Town.

The report from the Community Projects Officers was NOTED and Councillors conveyed their thanks for such an excellent initiative. However, caution was raised in respect of the documents individuals would be required to sign if volunteering for the Council as it may deter some residents. The Chair said that both the Council and the Volunteers had to be on the best side of the law and make sure that everyone was safe as the Council is a Statutory Body. A Zoom meeting on 22nd March would be held to agree on how to proceed and arrange a central location in Shifnal for Shropshire Council to collect the refuse collected and the Community Projects Officer would report back to Council at the Full Council meeting in April 2021. NOTED; Cllr Moore - AGAINST

Councillor Horne requested that the rubbish bags at the Services lane at Haughton be collected. ACTION

254/20 Committees, Advisory Committees and Working Groups

i) Planning Committee

- a) To APPROVE the minutes of the Planning Committee meeting held on 11th March 2021;

The minutes of the Planning Committee meeting held on 11th March 2021 were APPROVED.

- b) To CONSIDER the recommendations of the Planning Committee meeting;

P241/20 Councillors AGREED to a response to the Right to Regenerate consultation.

P242/20 Councillors AGREED to a response to the Model Design Code consultation. Cllr Tonkinson ABSTAIN

- c) To NOTE the Planning applications for the Shifnal area to 11th March 2021.

The planning applications for the Shifnal area to 11th March 2021 were RESOLVED TO NOTE.

ii) Law and Order

- a) To NOTE a report from the Law and Order Advisory Committee meeting held on 11th March 2021.

The reports from the Law and Order Advisory Committee meetings held in March were NOTED.

- b) To CONSIDER the recommendations of the Law and Order meeting held on 1st March 2021.

The recommendations of the Law and Order meeting held on 1st March 2021 were:-

The purchase by Shifnal Town Council of twenty new litter bins for the Town at an estimated cost of £2,000; with the proviso that Shropshire Council are responsible for the collection and disposal of the refuse.

AGREED

- c) To CONSIDER proposals regarding littering and dog waste issues in the Town.

Councillors considered proposals regarding littering and dog waste issues in the Town and concluded that every effort must be made to support the TF11 Wombles and the purchase of additional bins was a start. The placing of additional banners throughout the Town was AGREED.

Councillor Tonkinson said that with instances of large amount of flytipping, the perpetrators should be found and a penalty charged as a future deterrent.

- d) To APPROVE the proposed locations for VARS following the Shropshire Council Highways Engineering survey.

Councillors considered the proposed locations for VARS following the Shropshire Council Highways Engineering survey and initially agreed to defer the item until the next meeting. However, Councillor Tarran proposed that the VARS are installed at the five sites and then a review of their effectiveness to be carried out by the Law and Order Advisory Committee in 6-9 months. AGREED

iii) Estates

- a) To NOTE a report from the Estates Advisory Committee meeting held on 8th March, 2021.

A report from the Estates Advisory Committee meeting held on 8th March 2021 was NOTED with the amendment on page 1 reading Haughton Road, not Haughton Lane. NOTED.

- b) To CONSIDER the recommendations of the Estates Advisory Committee meeting held on 8th March, 2021.

The recommendations of the Estates Advisory Committee meeting held on 8th March, 2021 were:-

The committee proposes to Full Council that a new MUGA be constructed on Wheatfield Park following a full tendering process and awarding of contract as per financial regulations.

Councillors were in agreement to carry on with the above process.
ACTION

That the Full Council approves the works be carried out by one of the submitted contractors for the rectification works to the wall collapse at St. Andrew's Churchyard.

Three quotations had been received. However, further legal advice had been sought from the Council's Solicitors which had not been received to date. The decision to DEFER this matter until information received was AGREED.

iv) Team Shifnal

- a) To NOTE a report from the Team Shifnal Working Group meeting held on 4th March 2021.

The report from Team Shifnal Working Group meeting held on 4th March 2021 was AGREED. It was NOTED that the multi-agency partners involved in Team Shifnal are enthusiastic in organising activities for the youngsters in the Town which will be followed up.

v) Shifnal Integrated Traffic Scheme

- a) To NOTE a report from the SITS Working Group meeting held on 26th February 2021.

The report from the SITS Working Group meeting held on 26th February 2021 was NOTED. Cllr Tonkinson ABSTAINED

255/20 Town and Council Estate

- a) To CONSIDER proposals for a classic car show to be held on Aston Street Car Park on 4th July 2021 and plans for the Carnival weekend of 25th and 26th June 2021.

Councillors considered the proposals for a classic car show to be held on Aston Street Car Park on 4th July 2021 and for the attendance of a Fair to be held on the Carnival weekend of 25th and 26th June 2021. West Mercia Police have already stressed to Council Officers their reluctance to support any group gatherings in the Town due to the Covid-19 Lockdown officially being lifted on 21st June 2021 and the number of Police personnel being at full stretch.

Councillors requested that should either event be held, full details of a Risk Assessment; Insurance; and COVID Risk Assessment be carried out. The Town Clerk said that she had referred both proposals to the Emergency Planning Advisory Group at Shropshire Council. Councillor Tonkinson interjected that nationwide events are not going ahead until August 2021.

The Classic Car Show was discussed and Councillors AGREED that this would be a local event for Shifnal. - MAJORITY IN FAVOUR. Cllr T. Day and Cllr G. Tonkinson ABSTAINED.

The proposed attendance of a Fun Fair was APPROVED IN PRINCIPLE. However, this is dependent on Shropshire Council's Emergency Planning Advisory Group's decision. The vote was carried - 6 in FAVOUR; 2 AGAINST and 4 ABSTENTIONS.

- b) To APPROVE the updated Allotment Tenancy Agreements, in line with NALC model policies.

The updated Allotment Tenancy Agreements were APPROVED and will be distributed to Allotment Tenants by the Officers in due course. ACTION

256/20 Health and Safety Issues

Councillor Turner said that she had a number of issues and it was AGREED to forward them to the Community Project Officer to be dealt with at the Law and Order Advisory Committee. Councillors were also informed that TEAM Shifnal are proactive with respect of the increase in the number of anti-social incidents in the Town and have written to Shropshire Council about their concerns.

257/20 To NOTE Correspondence from:-

- a) Road Safety - Matter referred to Shropshire Council. The installation of mini roundabouts and traffic calming at Haughton Road will be discussed by

Councillor Tarran and brought back to the April 2021 Full Council meeting.
ACTION

- b) An introduction from the High Sheriff of Shropshire was received and it was NOTED that the number of empty buildings/homes had been forwarded to the Head of Conservation Team.

The Community Project Officer and the Secretary left the meeting at 20.47hrs.

258/20 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".

259/20 Staff Matters

- a) To CONSIDER training proposals for staff.

Councillors considered training proposals for staff and approved an award to the Officer from the appropriate budget line. **ACTION**

260/20 Planning

- a) To NOTE planning enforcement matters.

No Enforcement Cases - NOTED

There being no further business, the meeting closed at 21.00 hrs.

Shifnal Town Council
Payments Schedule to Full Council Meeting 18th March 2021

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
26.03.21	Bank Transfer	Salaries	Salaries for February 2021	9,198.73	-	9,198.73	Admin/Estates	Staffing
26.03.21	Bank Transfer	Shropshire County Pension Fund	Pension Contributions February 2021	3,036.85	-	3,036.85	Admin/Estates	Staffing
22.02.21	105853	HMRC	PAYE Contributions for February 2021	2,793.11	-	2,793.11	Admin/Estates	Staffing
28.02.21		AJI Accounting Solutions	Payroll Preparation February	33.32	6.66	39.98	Administration	Payroll Preparation
12.03.21		The Shropshire Lawn Company	Spring Feed and Moss Control	17.00	-	17.00	Outdoors Spaces	Open Spaces Maintenance
04.03.21		G. Ledington (Electrical) Ltd	Callout, Investigate and Replace Floodlight and Wiring	526.00	105.20	631.20	Estates	Library
18.02.21		St Andrew's Church Shifnal PCC	IT provisions for the live streaming of the community carol service December 20	485.00	-	485.00	Miscellaneous	Online Technology
21.10.20		St Andrew's Church Shifnal PCC	IT provisions for the live streaming of the celebrating Shifnal Ceremony October 20	485.00	-	485.00	Miscellaneous	Online Technology
08.01.21		Midshires Business Systems	Photocopier Charges Jan - Mar 21	3.00	133.33	136.33	Administration	Photocopier Charges
16.02.21		KRM Contractors	Decoration Works	2,609.00	521.80	3,130.80	Estates	Old Fire Station
31.12.21		Veolia ES Ltd	Waste Removal December 20	197.52	39.50	237.02	Estates	Cemetery/Old Police Station
31.01.21		Veolia ES Ltd	Waste Removal - February 21	151.14	30.23	181.37	Estates	Cemetery/Old Police Station
16.02.21		E-On Energy Solutions Ltd	Non Routine Repairs o/s 20 Idsall Crescent	116.42	23.28	139.70	Estates	Street Lighting Maintenance
17.02.21		E-On Energy Solutions Ltd	Final Installment of Street Lighting Contract 2020/21	3,926.98	785.40	4,712.38	Estates	Street Lighting Maintenance
16.02.21		E-On Energy Solutions Ltd	Non Routine Maintenance Opp 14 Balfour Road	105.17	21.03	126.20	Estates	Street Lighting Maintenance
20.01.21		Shropshire Council	Mobile Phone Charges - Dec 20	30.00	6.00	36.00	Administration	Communications Systems
16.02.21		Shropshire Council	Mobile Phone Charges - January 21	30.05	6.01	36.00	Administration	Communications Systems
08.03.21		Shropshire Council	Cleaning Services February	1,732.00	346.40	2,078.40	Estates	Public Buildings
15.02.21		Shropshire Council	Street Lighting Energy 4th Quarter	3,611.63	722.33	4,333.96	Estates	Street Lighting Maintenance
12.02.21		Water Plus	Water Supplies	213.96	23.52	237.48	Estates	Public Toilets

Date	Cheque/DD Reference	Payee	Description	Net Amount	VAT Amount	Gross Amount	Cost Centre	Budget Heading
28.02.21		Security Wise	Maintenance Charge for Intruder Alarm and Access Control	185.00	37.00	222.00	Estates	Old Police Station
25.02.21		Estate Signs & Print Ltd	Supply & Fit of Replacement Welcome to Shifnal Signs	1,120.00	224.00	1,344.00	Outdoors Spaces	Open Spaces Maintenance
06.03.21	DD	Total Gas & Power	Gas Supplies	180.85	9.04	189.89	Estates	Old Police Station
07.03.21	DD	Total Gas & Power	Electricity Supply	89.48	4.47	93.95	Estates	Old Police Station
15.02.21	DD	CF Corporate Finance Ltd	Photocopier Lease	174.96	34.99	209.95	Administration	Photocopier Charges
25.02.21	DD	PHS Group	Sanitary Units	119.39	23.88	143.27	Estates	Library
09.03.21	DD	Water Plus	Water Supplies	109.12	4.15	113.27	Estates	Library
21.01.21	DD	West Mercia Energy	Electricity Supply for Dec 20	116.93	5.85	122.78	Estates	Library
18.01.21	DD	West Mercia Energy	Gas Supply for Dec 20	98.83	4.94	103.77	Estates	Library
18.02.21	DD	West Mercia Energy	Electricity Supply for Jan 21	84.11	4.21	88.32	Estates	Library
18.02.21	DD	West Mercia Energy	Gas Supply for Jan 21	140.67	28.13	168.80	Estates	Library
21.03.21	DD	Scottish Power	Electricity Supply Feeder Pillar	16.00	-	16.00	Estates	Revitalisation
07.01.21	Cr Card	Ink Jungle	Printer Ink Cartridges	33.12	6.63	39.75	Administration	Stationery Supplies
08.01.21	Cr Card	Society of Local Council Clerks	CILCA Registration Fees	410.00	-	410.00	Administration	Training
Totals				32,180.34	3,157.98	35,338.26		

[Handwritten Signature]