



SHIFNAL
SHROPSHIRE

SHIFNAL TOWN COUNCIL

**Minutes of the Full Council Meeting of Shifnal Town Council
Held via remote Zoom Platform
On Thursday 19th November 2020, commencing at 7.00pm.**

Present: Councillors: R. Harrop, E. Bird, R. Cox, T. Day, L. Reynolds,
T. Tarran, G. Tonkinson, M. Treviss, A. Trickett,
K. Turley, P. Williamson.

In attendance: D. Reynolds (Town Clerk)
D. Gough (Community Projects Officer)
4 members of the public

134/20 Public Session

A resident advised that she had a number of issues to raise but felt that this would be better addressed in an email to all members.

135/20 Shropshire Councillors' Question Time

Cllr Bird read out a response from Mark Barrow, Shropshire Council in relation to a presentation received by a Shropshire Council Committee after the closing date of the Regulation 18 Consultation on the Shropshire Local Plan in regards to the Junction 3 proposals. It was related that a response had been received within the consultation timescales but that no presentation had been received by any committee after the closing date. Cllr Tarran provided verbal evidence of such a meeting. Cllr Bird stated he would follow up further and advise accordingly.

Cllr Bird also related a response received from Eddie West, Shropshire Council following a question raised requesting a full twelve week consultation period for the Regulation 19 consultation on the Shropshire Local Plan Review and additionally questioning the validity of the review process taking into account the Covid restrictions. The response confirmed that Shropshire Council are content that the review has undergone thorough consultation and progress will not be paused. Cabinet will consider the Review on 7th December and will agree an appropriate regulation 19 consultation taking into account the statutory six weeks requirements but also the impact of the Christmas period. Cllr Bird will additional speak at the cabinet meeting to request a twelve week consultation period.

Cllr Turley stated he was keen for the review to continue so that the issues of the Sam-Dev were not repeated where developments were brought forward due to lack of land supply regulations. He would also support the request for a twelve week regulation 19 consultation.

Cllr Turley also advised that he had spoken on behalf of the Town Council at the Southern Planning Committee to raise an objection to a planning application at Crackley Bank.

Although Cllr Turley has personal reservation in regards to the Shifnal Integrated Traffic Scheme he will support the decision of the Town Council and offer support for this project when it is considered by Shropshire Council cabinet.

Cllr Turley also asked that the Town Council Planning Committee advise if any planning applications should be referred to Shropshire Council Committee rather than delegated to officer decisions and he would willingly support this.

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Signed by Mayor Cllr Robert Harrop

On behalf of Shifnal Town Council

Cllr Tonkinson related thanks to all members and staff for the work and support that had continued over the period of restrictions.

136/20 Commencement of Business

137/20 Apologies received from Councillors

Apologies were received from - Councillor J. Horne – personal;
NOTED

138/20 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.

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|---------------------------|---|---|
| Councillor R. Harrop | - | 141/20 Accounts |
| | | ii) To CONSIDER the Grant Aid Applications. |
| Councillor P. Williamson- | | 141/20 Accounts |
| | | ii) To CONSIDER the Grant Aid Applications. |
| Councillor M. Treviss | - | 141/20 Accounts |
| | | ii) To CONSIDER the Grant Aid Applications. |

139/20 To CONSIDER Co-Option for a Town Councillor for the Idsall Ward and Rural Ward

Representations were received from Zoe Turner in relation to the vacancy at Idsall Ward and Les Hipkiss in relation to the vacancy at Rural Ward.

It was resolved to accept the applications as detailed;

Zoe Turner - Co-option to Councillor for Idsall Ward

Leslie Hipkiss - Co-option to Councillor for Rural Ward

APPROVED

140/20 To Confirm the Minutes of the Full Council Meeting of the Town Council held on Thursday 15th October 2020.

Queries were raised by Cllr L. Reynolds in relation to minute reference 115/20.

The Town Clerk to review the meeting recording and resubmit the corrected minutes to the Full Council in December.

ACTION

141/20 Accounts

- i) The Monthly Payment Schedule for the month of November 2020 in the sum of £51,489.18 – Net; £6,686.74– VAT; and £58,175.92 – Gross, was APPROVED.

Queries relating to Van Hire to be reviewed by the Estates Committee.

Rectification invoices received in relation to the flood damage at the Old Fire Station to be forwarded to the Insurance Company for reimbursement.

ACTION

- ii) To CONSIDER the resubmission of Grant Aid Applications.

Three grant applications and associated supporting evidence was re-considered by members and the following actions were agreed;

NOVEMBER 2020:-

1. **Shifnal (St. Andrew's) Youth Club**
Replacement of all single glazed windows in Youth Club building
Amount requested - £5,500
Councillors requested further clarity of the building ownership details and will reconsider the application at the December 2020 Full Council meeting, if received. The Responsible Finance Officer to follow up with request for said information.
ACTION

2. **Shifnal Scouts & Guides Supporters Association**
Replacement of lighting in Headquarters Building
Amount requested - £2,000
Amount awarded - £1,070

APPROVED

3. **MHA Communities (formerly Live at Home)**
Gift Bags.
Amount requested - £4,154
Amount Awarded - £4,154

APPROVED

- iii) To **CONSIDER** an update on the Neighbourhood Fund balances held in reserves and highlight projects that may be delivered utilising these funds.

A report previously circulated to members detailed an unallocated balance of £417,979.37 CIL Neighbourhood Fund balances being held in Town Council Earmarked Reserves.

The following proposals were put forward;

1. To proceed with costing for side fencing and all weather base at the MUGA site on Wheatfield Park at the earliest opportunity in line with previous resolution.
2. To investigate possibilities for traffic calming measures in Church Street as part of the Shifnal Integrated Traffic Scheme along with other details of street furniture, road safety, traffic management or parking improvements to be brought forward by the STCPM Advisory Committee and the joint working group with Shropshire Council when formed. To be considered and approved by Full Council before implementation.
3. To consider requirements for the car parking facilities.
4. To consider the provisions for allotments in the town.
5. To consider proposals for youth activities requirements.

These items to be considered by the appropriate advisory committees and officers and brought for further consideration by Full Council at the earliest opportunity. Cllr Tarran also detailed that a S106 agreement was in place for footways improvements.

- iv) To **NOTE** the quarterly Budget Review for the financial year 2020/21 as at 30th September 2020.

The previously submitted report was considered by members and a resolution to Note was accepted.

NOTED

- v) To **NOTE** the Bank Reconciliation for all accounts as at 30th September 2020.
The previously submitted report was considered by members and a resolution to Note was accepted.

NOTED

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

- vi) To NOTE the annual audit for the financial year 2019/20 has now concluded and CONSIDER the contents of section 3 of the Annual Governance and Accountability Return.

The previously submitted report was considered by members and a resolution to Note was accepted.

NOTED

The contents of the report detailed that no matters of concern were raised by the External Auditor. The Town Clerk advised that she had complied with the necessary displays of the documents on the Council website and noticeboards and it was accepted that no further actions were required.

NOTED

It was proposed that the Internal Audit Committee review the presentation of financial reporting and advise Full Council on a more 'user friendly' approach.

APPROVED

142/20 To CONSIDER a report on Assets of Community Value

The previously submitted report was considered by members and it was resolved to re-apply for a registration of Assets of Community Value on the following expired sites;

1. The War Memorial Club
2. Shifnal Town Football Club
3. Idsall School Playing Fields

APPROVED

Additionally, it was resolved to apply for a registration of Assets of Community Value on the following site;

1. Shifnal Youth Club

APPROVED

Officers to seek clarity on the position of the Aston Street and Kings Yard car parks.

ACTION

143/20 To APPROVE the Virtual Meetings Protocol.

Following consideration of a previously submitted protocol document it was resolved to accept the Virtual Meetings protocol for the Council.

APPROVED

144/20 TO CONSIDER responses to consultations in respect of the following:-

- i) Community and Rural Strategy;
Following consideration of the report it was resolved to seek clarification on how the Local Delivery Plans feed into the Place Plans and Economic Growth Strategy and who will deliver and review the actions identified.

APPROVED

- ii) Cultural Strategy
Members requested that the Community Projects Officer bring forward a report on this strategy for further consideration at the December Full Council meeting.

ACTION

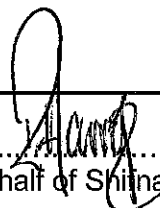
- iii) National Pavement Parking Strategy;
Following consideration of the report it was resolved to fully support Shropshire Council Cabinet comments on Option 2 as presented.

APPROVED

- iv) The Committee on Standards in Public Life
Standards Matter 2:

4 – 8

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



Members requested that the Community Projects Officer bring forward a report on this consultation for further consideration at the December Full Council meeting.

ACTION

145/20 Town Clerk's Report

i) To NOTE the Town Clerk's Report:

A previously submitted report was considered by members and it was resolved to Note the updated activities of the Town Clerk.

NOTED

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

1. To APPROVE the expansion of the Edge IT accounting package to include up to 1,000 assets to be recorded and managed at a cost of £200.70 plus vat from the IT budget (LGA 1972 s.227)

APPROVED

2. To CONSIDER the refund of the grant funding of £450 from the Royal British Legion.

It was resolved to advise that the Royal British Legion should retain the previously awarded funds of £450 to be utilised in the local community of Shifnal.

APPROVED

146/20 To RECEIVE an update on the Shifnal Integrated Traffic Scheme.

Following consideration of communications received in relation to the Shifnal Integrated Traffic Scheme. Members agreed in principal to the formation of a working group to engage with Shropshire Council on this project. The terms of reference of this working group to be confirmed at the December Full Council meeting.

APPROVED

147/20 To RECEIVE a communication from Shifnal Matters.

Concerns were noted in relation to views that have been submitted to the Shifnal social media sites by Shifnal Matters representatives but members were grateful for the communication received from the community group and welcomed Zoe Turner as both a Shifnal Matters representative and now also a Council member and hoped that a good working relationship may be continued for the benefit of the Town.

It was resolved to suspend Standing Order 3Y at 21.31hrs to allow the business of the meeting to continue.

APPROVED

148/20 To RECEIVE a communication from the Safer Neighbourhood Team (West Mercia Police).

A communication was considered from the Safer Neighbourhood Team.

The following actions were muted;

1. To add the Safer Neighbourhood Team details to the Town Council website for information.
2. To request regular feedback on actions specifically in regards to Rural Watch.
3. To invite the local Police Constable to present to a pre-meeting of a future Full Council.

4. To receive a monthly update from the Safer Neighbourhood Team to be disseminated to members.

ACTION

149/20 To CONSIDER a nomination for attendance at a special Garden Party in June 2021 hosted by Her Majesty's Lord-Lieutenant of Shropshire, Mrs Anna Turner JP.

Members resolved to nominate Rev Chris Thorpe and Rachel Powell for their dedicated work at Shifnal Help during the Covid situation.

APPROVED

150/20 To CONSIDER Reports from Committees and Advisory Committees

i) Planning Committee

- a) To CONFIRM the Minutes of the Planning Committee held on 11th November 2020;
The Minutes of the Planning Committee held on 11th November 2020 were CONFIRMED.
- b) To NOTE the planning applications for November 2020;
The planning applications for November 2020 were NOTED.
- c) To CONSIDER recommendations of the Planning Committee.
No matters were noted other than the following proposal.
- d) To APPROVE the engagement of a planning consultant with an initial budget of £1,000 from the Neighbourhood/Local Plan Review budget line. (T&CP (Development Plan)(England) Regulations 1999 (SI1999 no 3280).
The initial negotiations and any urgent priorities regarding the engagement of a planning consultant with a budget of £1,000 was delegated to the Planning Committee.

APPROVED

ii) Estates Advisory Committee

- a) To NOTE that the business of the Estates Advisory Committee meeting held on 9th November 2020 was deferred to 23rd November 2020.

NOTED

iii) Christmas Lights Advisory Committee

Members received an update on arrangements for the annual Christmas Lights display.
It was resolved to extend a vote of thanks to Caroline Killen for her dedicated work in bringing forward this display.

APPROVED

151/20 Town and Council Estate

- i) To APPROVE the annual contract for the fire alarm and emergency lighting testing at the Old Fire Station and Library Building.
It was resolved to renew the contract for the annual testing at the Library Building to Fire Safe Services in the amount of £164.12.

APPROVED

- ii) To APPROVE repairs to the tower at the Old Fire Station.

Due to concerns regarding the structural safety of the tower at the Old Fire Station although contrary to the council financial regulations it was resolved to accept a quotation received from KRM Contractors Ltd in the amount of £2,311.00 plus vat to ensure that the repairs be carried out as soon as possible.

APPROVED

- iii) To CONSIDER initial proposals for the phase 2 refurbishment works at the Old Police Station.

Following consideration of a previously submitted report members resolved the following two actions;

1. To formally approach the Police and Crime Commissioner to request a contribution towards the capital costs of creating a base for police officer use at the Old Police Station.

APPROVED

2. To request a further breakdown of the project brief and costings from PSG at Shropshire Council to allow members to consider appropriate works for the Council use and Police use.

APPROVED

152/20 Health and Safety Issues

The following issues were highlighted by members as reported health and safety concerns;

1. The parking and speeding issue that have been noted by St Andrews School in Park Lane. Specifically with cars travelling towards the town.
2. Damaged lamp post and bollards on the A464 Wolverhampton Road.
3. The condition of the railings on the bridge at Wheatfield Drive.
4. The lack of social distancing by adults and children at Curreirs Lane play park.

The Town Clerk to take appropriate actions in relation to these matters.

ACTION

153/20 Correspondence received in the Town Council office

- Report on the condition of the planters around town and following negative comments on social media;
- Reports of anti-social behaviour on and around Jubilee Park area;
- Report of the damage to the lamp post and bollards on A464, Wolverhampton Road.
- A thank you letter detailing a pleasant lunchtime visit to the Town and use of the local facilities.

154/20 Future Agenda Items

- Proposals for administration systems
- Proposals for logging, management and resolution of open spaces issues (Estates Committee)

155/20 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 left the meeting at 22.32 hrs.

156/20 Staff Matters

1. Members considered the minutes of the Employment Committee meeting held on 13th November 2020. Two additions were accepted as follows;
 - Minutes of the Employment Committee held on 29th October 2020 were CONFIRMED.
 - All Recommendations from the 29th October 2020 meeting not affected by the updated advice were AGREED to be in line with current requirements and advice.
Subject to the amendments detailed above the minutes of the Employment Committee meeting held on 13th November 2020 were CONFIRMED.
2. Members considered eight recommendations contained within a confidential report from the Employment Committee meetings held on 29th October 2020 and 13th November 2020.
All Recommendations were AGREED.

To NOTE planning matters following the Planning meeting held on 11th November 2020.

Enforcement Cases - NOTE

There being no further business, the meeting closed at 22.53 hrs.

Shifnal Town Council
Payments Schedule to Full Council Meeting 19th November 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
26.10.20	Bank Transfer	Salaries	Salaries for September 2020	9,393.05	-	9,393.05	Admin/Estates	Staffing
26.10.20	Bank Transfer	Shropshire County Pension Fund	Pension Contributions September 2020	3,103.99	-	3,103.99	Admin/Estates	Staffing
26.10.20	105753	HMRC	PAYE Contributions for September 2020	2,804.11	-	2,804.11	Admin/Estates	Staffing
09.11.20		JDH Business Services Ltd	Annual Data Protection Services	1,000.00	200.00	1,200.00	Administration	Data Protection Officer
08.11.20		Total Gas & Power	Electricity Supply	111.67	5.58	117.25	Estates	Old Police Station
08.11.20		St Andrews Church, Shifnal	Live Streaming of the Remembrance Day Ceremony	485.00	-	485.00	Administration	Online Technology Events
03.11.20		O.R.P. Surveillance Ltd	Completion of the CCTV Installation	5,710.00	1,142.00	6,852.00	Estates	Safer Shifnal
09.11.20		O.R.P. Surveillance Ltd	Installation of two remote solar powered CCTV	5,720.00	1,144.00	6,864.00	Estates	Safer Shifnal
27.10.20		KRM Contractors Ltd	To Complete the Internal & External Repairs required following Flood Damage - (Recoverable Insurance Cover)	8,440.00	1,688.00	10,128.00	Estates	Old Fire Station
31.10.20		Network Telecom Ltd	Monthly Telephone/Broadband	311.60	62.32	373.92	Administration	Communications Systems
31.10.20		Lyreco UK Ltd	Stationery/Postage	524.94	76.79	601.73	Administration	Stationery/Postage
31.10.20		Veolia ES UK Ltd	Waste Removal	197.52	39.50	237.02	Estates	Cemetery/Old Police Station
21.10.20		James Lister & Sons Ltd	Vehicle Fluids	51.02	10.20	61.22	Outdoors Spaces	Machinery Hire & Maintenance
21.10.20		Shropshire Council	Annual HR Services	2,200.00	440.00	2,640.00	Administration	Health & Safety/HR Services
21.10.20		Asles Tool Hire & Sales	Cleaning Fluids	118.16	23.63	141.79	Miscellaneous	Health & Safety
10.11.20		KRM Contractors Ltd	Decoration to Ceiling, Walls and Woodwork	2,267.00	453.40	2,720.40	Estates	Old Fire Station
26.10.20		Turnock Lighting & Electrical Products	Replacement Christmas Tree Lights	518.00	103.60	621.60	Estates	Christmas Lights
26.10.20		Key Support/Advantage Commercial Finance	Cleaning Services	1,487.09		1,487.09	Estates	Public Toilets/Library
12.10.20		Shropshire Council	Mobile Phone Charges	30.00	6.00	36.00	Administration	Communications Systems
09.10.20		Midshire Business Systems	Photocopier Charges	507.08	101.42	608.50	Administration	Photocopier
26.10.20		Staff Member	Certificate Paper for Celebrating Shifnal Awards	36.62	8.33	44.95	Administration	Publicity, Marketing, Promotions
09.11.20		Geddington (Electrical) Ltd	Remedial Electrical Works	2,662.00	532.40	3,194.40	Estates	Old Fire Station

Date	Cheque/DD Reference	Payee	Description	Net Amount	VAT Amount	Gross Amount	Cost Centre	Budget Heading
14.10.20		David Security Lock Ltd	Replacement Radar Lock	55.00	-	55.00	Estates	Public Toilets
19.10.20		Shelley Signs	Noticeboard Supply & Install	2,360.00	472.00	2,832.00	Outdoors Spaces	Repairs & Renewals
07.11.20	DD	Total Gas & Power	Gas Supplies	122.90	6.15	129.05	Estates	Old Police Station
17.08.20	DD	Enterprise Flex E Rent	Replacement Tyre	139.28	-	139.28	Outdoors Spaces	Machinery Hire & Maintenance
30.10.20	DD	Enterprise Flex E Rent	Van Hire	418.00	83.60	501.60	Outdoors Spaces	Machinery Hire & Maintenance
02.11.20	DD	Fuel Gentle	Vehicle Fuel	115.21	23.03	138.24	Outdoors Spaces	Machinery Hire & Maintenance
19.10.20	DD	Barclays Bank	Bank Charges	33.85	-	33.85	Administration	Bank Charges
20.10.20	DD	West Mercia Energy	Gas Supplies	36.58	1.83	38.41	Estates	Library
19.10.20	DD	West Mercia Energy	Electricity Supply	81.89	4.09	85.98	Estates	Library
03.10.20	DD	Water Plus	Water Supplies	62.81	3.38	66.19	Estates	Old Police Station
21.10.20	DD	Scottish Power	Electricity Supply	16.00	-	16.00	Estates	Revitalisation Project
08.10.20	DD	Total Gas & Power	Gas Supply	75.13	3.76	78.89	Estates	Old Police Station
16.09.20	Cr Card	Amazon.com	AntiVirus Software	15.36	3.07	18.43	Administration	IT Services
29.09.20	Cr Card	Currys Online	USB-C Dock	110.83	22.16	132.99	Administration	Office Equipment
30.09.20	Cr Card	Currys Online	Keyboard & Mouse	132.49	26.50	158.99	Administration	Office Equipment
01.10.20	Cr Card	Boots	Face Masks	35.00	-	35.00	Miscellaneous	Health & Safety
			Totals	51,489.18	6,686.74	58,175.92		

