



## SHIFNAL TOWN COUNCIL

**Minutes of the Extra Ordinary Council Meeting of Shifnal Town Council**  
**Held via remote Zoom Platform**  
**On Thursday 20<sup>th</sup> August 2020, commencing at 7.00pm.**

**Present:** Councillors: R. Harrop (Chair), E. Bird, R. Cox, T. Day, L. Reynolds,  
M. Shelton, T. Tarran, M. Treviss, P. Williamson.

**In attendance:** D. Reynolds (Town Clerk/Finance Officer), E. Goodman (Secretary).  
D. Gough (Community Projects Officer)

Prior to the commencement of the Extra Ordinary Council, the Mayor, Councillor Robert Harrop, informed Councillors of the sad passing of Mr Les Cherrington, Shifnal's 101 year old resident.

Mr Cherrington passed away, on Saturday 15<sup>th</sup> August 2020, surrounded by his family. Funeral arrangements will be circulated in due course, but in the meantime, the Family request that they be allowed time to grieve in private.

In recognition of Mr Cherrington's devotion and contribution to his hometown of Shifnal, Councillors observed a one minute's silence in commemoration of an irreplaceable gentleman..

### **041/20 Public Session**

Enquiries have been made by TC Homes regarding the proposed development of land at The Beehive Public House and car park on Curriers Lane, Shifnal. This matter will be considered at item 052/20 ii.f. - Planning Committee.

### **042/20 Shropshire Councillors' Question Time – Councillors Turley and Bird**

In the absence of Councillor Turley, Councillor Bird reported the following to the meeting:-

- Shropshire Council, acting as a lender for LEP Finance, had approved a loan of £2.3m to Hereford Council for the repair and build of highways. However, this work has not taken place and Hereford Council are refusing to repay the whole sum. Cllr Bird stressed that there may be worrying cost implications in the future for Shropshire Council Taxpayers.
- A White Paper regarding Governance and Unitary Councils/Combined Authorities is being compiled which could result in the amalgamation of Shropshire Council and Telford & Wrekin Council on large economic schemes.
- Shropshire Council are currently advertising for the posts of Chief Executive Officer and Head of Economic Growth.

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

- The planning proposals at The Hem, borders Shropshire Council and Telford and Wrekin and will close the green belt division which is a concern. Shropshire Council must be made aware of the opinions of Councillor Bird and Councillor Turley as they are elected members of Shropshire Council at a time when Shifnal's greenbelt land could be lost. Councillor Bird said that he had emailed Shropshire Council's Chief Executive to voice his opinion regarding the aforementioned greenbelt concerns and confirmed that he would be opposing Shropshire Council's decision regarding this. Councillor Bird also said that he would be involving Mark Pritchard MP on behalf of Shifnal Town Council.

**043/20 Commencement of Business**

**044/20 Apologies received from Councillors**

Apologies were received from - Councillor J. Horne - Work commitments;  
Councillor C. Killen - Annual Leave;  
Councillor S. Offland - Unwell;  
Councillor G. Tonkinson - Family commitments;  
Councillor A. Trickett - Work commitments  
Councillor K. Turley was absent.

NOTED

**045/20 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.*

052/20 Cllr E. Bird - Close proximity to his home. (Dispensation Granted)

**046/20 To Confirm the Minutes of the Full Council Meeting of the Town Council held on Thursday 9<sup>th</sup> July 2020**

The Minutes of the Full Council Meeting of the Town Council held on Thursday 9<sup>th</sup> July 2020 were APPROVED with the following amendments:-

019/20 Insert item 5. It was agreed that Cllr Lee Reynolds be added as a substitute member of the Employment Committee.

**047/20 To Confirm the Minutes of the Full Council Meeting of the Town Council held on Thursday 16<sup>th</sup> July 2020**

The Minutes of the Full Council Meeting of the Town Council held on Thursday 16<sup>th</sup> July 2020 were APPROVED with the following amendments:-

024/20 third paragraph - replace Cllr Reynolds, as a member of the St. Andrew's Primary School Board of Governors (not PTA).

028/20 second paragraph delete ... and the possibility of a covert system....  
Phase 1 replace 'costs' with £5,865.00 ... out of 2020/2021 Safer Shifnal Budget.  
Phase 2 replace 'costs' with £5,720.00 ... out of 2020/2021 Safer Shifnal Budget.  
Phase 3 replace 'costs' with £19,526.00 ... out of Safer Shifnal Earmarked Reserves.

Add .. An additional action was APPROVED to investigate the possibility of a covert system and associated policy requirements.

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On behalf of Shifnal Town Council

#### 048/20 Accounts

- i) To APPROVE the Monthly Payment Schedule for the month of August 2020;  
The Monthly Payment Schedule for the month of August 2020 in the sum of £42,703.08; £691.83 Net; and £43,394.91 Gross was APPROVED.
- ii) To APPROVE the Budget Review to 30<sup>th</sup> June 2020;  
The Budget Review to 30<sup>th</sup> June 2020 was APPROVED.
- iii) To NOTE the Bank Reconciliation documents to 30<sup>th</sup> June 2020.  
The Bank Reconciliation documents to 30<sup>th</sup> June 2020 were NOTED.

#### 049/20 Mayors Report

The Mayor updated Councillors on the proposed presentation to those who have provided outstanding service to others during the Covid Lockdown. A virtual presentation is planned to coincide with the Celebrating Shifnal on 18<sup>th</sup> October 2020 and the High Sheriff of Shropshire, Mrs Dean Harris, will attend. The Mayor anticipates that 32 medals will be required at a budget cost of approximately £1,500 and will be funded from the Contingencies budget stream. Rev. C. Thorpe will confirm with the Mayor the criteria that has to be reached in order to be awarded the medal and all medals will be individually inscribed.

The planting of a Covid-19 Oak tree in St. Andrew's Churchyard was proposed at the cost of £500 with a small brass plaque to commemorate everyone in Shifnal working together. The Mayor said "This is a moment in time in history" and he will provide further details about this event at the September 2020 Full Council meeting.

APPROVED

#### 050/20 Town Clerk Report

The Town Clerk spoke to the meeting about the actions and activities that have been undertaken since the July 2020 meeting of the Full Council and updated Councillors on the following points from the presented report:-

- 2. The Town Clerk has been communicating with Eddie West at Shropshire Council to arrange an engagement opportunity specific to the Shifnal area in relation to the Local Plan Review during the first week in September 2020. Further details will be circulated when all details are confirmed.

A proposal to invite Peter Nutting and Eddie West to a meeting of Shifnal Town Council members together with a representative from Shifnal Matters was APPROVED.

- 1. The Shifnal Integrated Transport Scheme has been noted in a CIL update document with the sum of £1.94million allocated by Shropshire Council. Therefore, the sum of £2.77million is available for the Scheme taking into account the £829,000 S106 monies.

Referring to Mark Barrow's recent request that all problem/vacant buildings are reported to Shropshire Council, the Town Clerk will prepare a report on behalf of the Town Council, notably the following:-

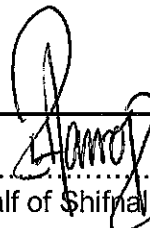
- a) The vacant property at Market Place, Shifnal; and
- b) The flats at the Jertingham Arms.

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On behalf of Shifnal Town Council



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3. The Clerk confirmed that letters had been sent to both the Medical Practice and Assura to request an update regarding the new Medical Practice Development. The medical practice had responded by email stating that delays had been caused by the Covid situation but an attachment to the email would be distributed to members at a later date as it was unable to be opened.
9. Confirmation has been received from Shropshire Council that their contractors have replaced the damaged pipework that caused the flooding damage to the Old Fire Station as no other body would accept liability. The insurance company have now approved some of the works to be completed at the Old Fire Station. Approval is still awaited for the electrical work..
11. A response in respect of a structural survey on the St. Andrew's Churchyard wall is still awaited by the Town Clerk and will be brought back at the next meeting. The Town Clerk said that the initial report fee had been paid.

**051/20 To Consider a response to the PCC Town and Parish Survey 2020**

The PCC Town and Parish Survey 2020 will be completed by the Law and Order Advisory Committee. ACTION

**052/20 To Consider Reports from Committees and Advisory Committees**

i) Law and Order Advisory Committee

Councillors considered the report from the Law and Order Advisory Committee and the proposals were AGREED:-

- a) Team Shifnal should be resurrected with multi-agency partners and led by Officers of Shifnal Town Council; ACTION
- b) The Youth Activities Advisory Committee was discussed and the remit of the group was clarified. Options were requested to be brought forward at the earliest opportunity.
- c) A Councillor sought clarification regarding the due process that was in place at the time of awarding the current CCTV contract. The Town Clerk will liaise with the Internal Audit Committee and a report will be submitted to Council as soon as practicable. ACTION
- d) The Law and Order Advisory Committee proposed that a full cost estimate and suitability are sought for a West Mercia Police base in the Old Police Station project. Confirmation being obtained with regards to which budget stream this work will be undertaken from and what it will mean to have a 'Police base' in Shifnal. ACTION

ii) Planning Committee

- a) The Minutes of the Planning Committee Meeting held on Thursday 13<sup>th</sup> August 2020 were APPROVED.

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On behalf of Shifnal Town Council

- b) Item 033/20 - The appointment of the Chairman of the Plans Committee was APPROVED as Councillor T. Tarran and Cllr R. Harrop as Deputy Chairman;
- c) Item 034/20 - The Terms of Reference for the Plans Committee were APPROVED with an amendment to clarify the title of the committee to read 'Planning Committee' in all circumstances.
- d) Item 036/20 – Proposed housing development bordering Hem Lane, Shifnal; the Chairman of the committee confirmed that it fell under the jurisdiction of Telford and Wrekin Planning Authority and the Planning Committee of Shifnal Town Council were aware of this proposal.
- e) Item 037/20 – To consider actions in relation to the Shropshire Local Plan Review  
A briefing report had been circulated to members by Cllr Tarran  
Councillors were advised to make themselves familiar with the contents of the Greenbelt Exceptional Circumstances Statement as it could raise serious future issues.

*Standing Order 3Y was called at 21.15 hours and the meeting therefore continued.*

- f) Item 038/20 – To Consider proposals for the Beehive site in Shifnal.  
Councillors AGREED that the comments put forward by the Committee be APPROVED with additional comments addressing concerns on the impact of traffic with the private driveway in close proximity to the junction..  
Cllr M Shelton declared a pecuniary interest in a neighbouring property.
- g) A councillor enquired about the erection of a significant fence at Brimstree Drive which is reported to have a visual impact on the estate. The Chair of the Planning Committee will investigate and report back.

iii) Swimming Pool Advisory Committee

Councillors considered the Report from the Swimming Pool Advisory Committee dated 7<sup>th</sup> August 2020 and concluded that as no additional councillors were available to join the Swimming Pool Advisory Committee at this time, the Advisory Committee will be disbanded and the Swimming Pool project should be overseen by the Estates Advisory Committee. AGREED

Councillor M Shelton requested that he be added as a Reserve on the Estates Advisory Committee. ACTION

iv) Christmas Lights Advisory Committee

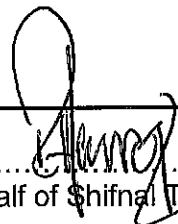
In line with current Government Guidelines regarding COVID-19, the 2020 Christmas Lights Switch On Event has been cancelled in it's previous form. It is anticipated there will be a virtual Switch On Event and residents and visitors will still be able to walk through the Town from Friday 27<sup>th</sup> November 2020 to admire the lights.

Collaboration with St. Andrew's Church Media Team to be sought. ACTION

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#### 053/20 Town Council Estate

- i) To Consider proposals regarding Accessibility Regulations in regards to the Town Council Website;

The Town Clerk confirmed that Shifnal Town Council has partial compliance to the Regulations. A statement should be issued on behalf of the Council confirming partial compliance before 23 September 2020 at a cost of £70.  
**ACTION**

The cost for a new Shifnal Town Council website could be in the region of £20,000 in order to be fully compliant, Councillors were informed. However alternative options were to be investigated and brought to members at the earliest opportunity.

NALC guidance notes will be distributed to all members. **ACTION**

- ii) To Consider inclusion of business details on the Town Council Website to support the local business and economy;

Councillors **AGREED** that this item would be withdrawn in order that the Town Clerk can investigate the legal implications to the Council in respect of bias.

- iii) To **NOTE** damage caused to Jubilee Park fencing;  
The damage caused to Jubilee Park fencing was **NOTED**.
- iv) To Approve the Street Lighting Maintenance Contract for 2020/21;  
A 3-year Street Lighting Maintenance Contract commencing 1<sup>st</sup> May 2020 was **AGREED** at a cost of £3,926.98 per annum and will cover our current inventory of 350 lighting posts. **APPROVED**.
- v) To Note the completion of the purchase of the Old Police Station building and grounds on 13<sup>th</sup> August 2020.  
The purchase of the Old Police Station building and grounds in the sum of £135,000 was completed on 13<sup>th</sup> August 2020. **NOTED**

#### 054/20 Health and Safety Issues

- i) The walkway between Victoria Road and Kings Yard Car Park is overgrown with tree branches.

#### 055/20 Correspondence

Anna Turner has requested that a Thank you card is sent to all those individuals who have taken part in the Covid-19 support initiative. Councillors **AGREED** that Rev. C. Thorpe be contacted with regards to this list.

#### 056/20 Future Agenda Items

- i) An update on the Vehicle Activated Signs;
- ii) Buildings of Community Asset Value Report;
- iii) Shifnal Town Council Meeting running time.

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There being no Staff Matters, the meeting was closed at 21.52hrs by the Chair.

**057/20 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".

**058/20 Staff Matters**

None.

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