



SHIFNAL
SHROPSHIRE

SHIFNAL TOWN COUNCIL

Minutes of the Full Council Meeting of Shifnal Town Council
Held via remote Zoom Platform
On Thursday 21st January 2021, commencing at 7.00pm.

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

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

193/20 Public Session
No comments received.

194/20 Shropshire Councillors' Question Time

Cllr Turley voiced concern over the letter received from Eddie West, Shropshire Council detailing that there would be no extension to the Regulation 19 consultation period and arrangements for hard copies of the consultation documents in view of the libraries being closed. Cllr Tarran voiced his concern that there was no publicity or press release to make members of the public aware of this. Cllr Bird agreed and voiced his disappointment that, despite support from some members of Shropshire Council, the consultation period had not been extended.

Cllr Bird also conveyed the worrying high levels of Covid 19 cases in the Shifnal area and asked that the office release more data and information on these matters.

195/20 Commencement of Business

196/20 Apologies received from Councillors
Apologies were received from - Councillor J. Horne – personal.
NOTED

197/20 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.

Councillor K. Turley - 202/20 Town Council Estate
e) To CONSIDER proposals for a storage facility.

198/20 To Confirm the Minutes of the Full Council Meeting of the Town Council held on Thursday 17th December 2020

A number of queries were detailed by the Town Clerk as raised by Cllr Tarran prior to the meeting and Cllr Turner also raised a query at this point.

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

Therefore the confirmation of the minutes was deferred to the next meeting of the full council to allow the Town Clerk to check and rectify any anomalies.

ACTION

199/20 Accounts

- i) The Monthly Payment Schedule for the month of January 2021 in the sum of £26,618.79 – Net; £2,062.27 – VAT; and £28,681.06 – Gross, was APPROVED.

200/20 Town Clerk Report

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

The Town Clerk's report as presented was NOTED.

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

- a) Members considered an approach by the Royal British Legion to site a commemorative oak in St Andrew's churchyard to celebrate the life of Les Cherrington.

APPROVED

- b) Members considered an request by MHA to book the Old Police Station - Community Hub exclusively, Monday – Friday 9.00am – 1.30pm.

Members agreed to refuse the booking at this time but would be open to reconsider the proposal once normal bookings resume at The Hub and a more considered decision could be made, based on the usage.

APPROVED Cllr M. Treviss Abstained

201/20 Committees, Advisory Committees and Working Groups

- i) To CONSIDER the appointment of members to the Committees and Advisory Committees;

The following proposals were agreed by members;

Cllr T. Tarran be appointed to the Shifnal Movement Advisory Committee and the Estates Advisory Committee,
Cllr Z. Turner be appointed to the Law and Order Advisory Committee,
Cllr P. Williamson be appointed to the Shifnal Movement Advisory Committee and the Employment Committee.

APPROVED

- ii) Planning Committee

- a) To APPROVE the minutes of the Planning Committee meeting held on 14th January 2021;

The minutes of the Planning Committee meeting held on 14th January 2021 were confirmed.

APPROVED

- b) To CONSIDER the recommendations of the Planning Committee meeting held on 14th January 2021;

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On behalf of Shifnal Town Council

The committee recommended that should the Extra Ordinary Full Council meeting that is proposed to be held on 2nd February 2021 not go ahead (for reasons beyond the control of the Council), that the Council response to Regulation 19, Pre-submission consultation be delegated to the Town Clerk in conjunction with the members of the Planning Committee and based on the suggested draft from the Planning consultants.

APPROVED Cllrs K. Turley and
R. Harrop Abstained

- c) To NOTE the Planning applications for the Shifnal area to 14th January 2021.

The planning applications for the Shifnal area to 14th January 2021 were NOTED.

iii) Internal Audit Advisory Committee

- a) To NOTE a report from the Internal Audit Advisory Committee meeting held on 14th January 2021;

Members resolved to note the report from the Advisory Committee meeting held on 14th January 2021.

NOTED

- b) To APPROVE the precept budget for the financial year 2021/22 following recommendations from the Internal Audit Committee;

Following consideration of the prepared draft budget forecast for the financial year 2021/22, members agreed the annual budget figures as follows;

Expenditure	£531,620.00
Income	£ 41,450.00

This would result in a precept of £490,170.00 and a charge of £145.20 to a Band D property.

APPROVED

It was further proposed to release a press statement to detail that this would be the seventh consecutive year that there will be a nil increase to individual households in Shifnal.

APPROVED

- c) To APPROVE the adoption of the revised Standing Orders for the Council following recommendations from the Internal Audit Committee;

Following a recommendation to accept the draft document from the Advisory Committee, members resolved to adopt the revised Standing Orders as presented.

APPROVED

The Town Clerk to distribute an updated copy to all members as soon as possible.

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

ACTION

iv) Movement Management Advisory Committee

- a) To NOTE a report from the Movement Management Advisory Committee meeting held on 12th January 2021;

Members resolved to note the report from the advisory committee meeting held on 12th January 2021.

NOTED

- c) To CONSIDER recommendations from the Movement Management Advisory Committee held on 12th January 2021.

The following recommendations were considered by members;

1. That Cllr Williamson be accepted as a fully voting member of this Advisory Committee.

Members agreed that Cllr P. Williamson be accepted as a fully voting member of this Advisory Committee.

APPROVED

2. That, as the approved version of the Shifnal Integrated Traffic Scheme had been scaled down to the identified budget, if there was an opportunity of additional funding that more of the original plan should be reintroduced.

Options to include:-

- i) To re-extend the length of the scheme.
- ii) To consider health and safety aspects such as the railings outside Noram House.
- iii) To consider enhanced street furniture.

Members considered the proposal and agreed to consider further options should additional funding become available.

APPROVED

3. That the committee should examine the Shifnal Integrated Traffic Scheme when received from Shropshire Council and highlight any features that may be considered to bring more in line with the original plan as in item 2 utilising Neighbourhood Funds.

Members considered the proposal and agreed to consider further options once the tendered plan had been received from Shropshire Council.

APPROVED

4. That a holistic approach be taken to the access to the town centre and car parking.

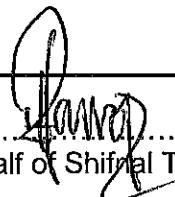
Members considered the proposal and accepted the holistic approach to the access to the town centre and car parking.

APPROVED

5. That parking charges be introduced at the main car parks of Aston Street and Kings Yard and any income reinvested in

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On behalf of Shifnal Town Council



electric charging points. Details of the most viable options for this to be considered and confirmed by this Committee at the earliest opportunity.

Members considered the proposal and agreed to defer consideration of car parking and charging to a future Full Council meeting.

APPROVED

It was further proposed to invite the community members that had previously engaged with the Car Parking Advisory Committee to join any of the Shifnal Movement Advisory Committee meetings to consider car parking matters.

APPROVED

6. Cllr R. Harrop, Cllr E. Bird, Cllr P. Williamson and Town Clerk D. Reynolds sit on the working group formulated to progress the Shifnal Integrated Traffic Scheme delivery.

It was agreed to accept Cllrs R. Harrop, E. Bird, P. Williamson and R. Cox along with the Town Clerk to sit on a working group with Shropshire Council to progress the delivery of the scheme.

APPROVED

v) Team Shifnal

- a) To NOTE a report from the Team Shifnal meeting held on 14th January 2021.

Members resolved to note a report from the Team Shifnal meeting held on 14th January 2021.

NOTED

202/20 Town and Council Estate

1. To CONSIDER recommendations for the replacement planters and signage to the Town entrances;

Members resolved to accept the officer recommendation of 5 x replacement signage by Estate Signs & Print Ltd at a total cost of £1,120.00 plus vat and 5 x replacement planters by Weston Sawmill at a total cost of £666.65 plus vat.

APPROVED

It was further proposed to investigate providing a year round floral display in the planters. The Town Clerk would bring back proposals at the earliest opportunity.

ACTION

2. To CONSIDER the refurbishment works to the Old Police Station;

Members agreed to defer this matter to the February full council meeting to allow full details to be received on the project costings.

APPROVED

3. To CONSIDER the production of a Rain Garden to the entrance area of the Millennium Garden;

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On behalf of Shifnal Town Council

Members received a report detailing the potential for a rain garden to be installed in the entrance area to the Millennium Garden. As this area requires further refurbishment it was agreed that Cllr R. Harrop, Cllr Z. Turner and the Community Project Officer look at a full scheme and bring to Full Council for consideration in February 2021.

ACTION

To CONSIDER proposals for a storage facility and payment of outstanding rental fees for existing site;

Cllr M Shelton declared an interest and abstained from this debate and voting.

- a) To accept the lease agreement for storage on the site as detailed in attached documentation and for the Town Clerk and Greenspaces/Maintenance Operative to arrange the movement of equipment as appropriate with immediate effect.

Following consideration of the proposal it was agreed to utilise three storage containers to be sited at a secure location in Upton Lane at a cost of £7,402.40 for a twelve month period.

APPROVED - Cllr M. Shelton Abstained

- b) To consider whether it is appropriate to pay withheld lease payment that has been requested by the existing site owner for the period of use and acknowledging some flexibility allowed in the removal of equipment from site.

Members agreed to release payment of £2,000.00 to the owner of the existing storage site as per invoice previously submitted to Full Council in July 2020.

APPROVED

4. To APPROVE the specification and tendering for the rectification of the wall collapse at the St. Andrew's churchyard.

Members accepted the specification as presented and agreed for the Community Projects Officer to source quotations for consideration by full council.

APPROVED

Cllr R. Cox to provide the Town Clerk and Community Projects Officer support with technical matters as required.

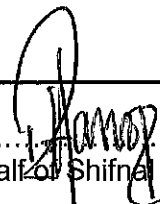
ACTION

203/20 Health and Safety Issues

- Bridge over Wesley Brook in Wheatfield Drive
- Light and road signage on A464 by Wadlow Drive
- Bridge over Wesley Brook by Jubilee Park, Dyas Mews
- Drainage and lying water on Park Lane
- Gulleys blocked across Shifnal area
- Flytipping incidents, specifically on Lamledge Lane

204/20 Correspondence received in the Town Council office

No correspondence presented.



205/20 Future Agenda Items

As previously agreed all future agenda items are to be addressed to the Town Clerk prior to an agenda being released.

ACTION

206/20 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".

APPROVED

The Community Projects Officer and member of the public left the meeting at 20.53hrs

207/20 Staff Matters

- a) To APPROVE the minutes of the Employment Committee meeting held on 12th January 2021;

The minutes of the Employment Committee meeting held on 12th January 2021 were confirmed.

APPROVED

- b) To CONSIDER the recommendations of the Employment Committee meeting held on 12th January 2021.

Members of the committee had considered the lockdown restrictions that came into effect on 6th January 2021 and the actions implemented in response to this and AGREED to recommend to Full Council that all actions were in line with current requirements and guidelines. Members of the Full Council resolved to accept the recommendation.

APPROVED

The recommendation of the Employment Committee to accept the annual budget for salaries for 2021/22 was NOTED as Full Council had approved the precept budget earlier in this meeting.

208/20 Planning

- a) To CONSIDER planning enforcement matters.

No Enforcement Cases - NOTED

There being no further business, the meeting closed at 20.58 hrs.

Shifnal Town Council
Payments Schedule to Full Council Meeting 21st January 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
18.12.20	Bank Transfer	Salaries	Salaries for December 2020	9,396.25	-	9,396.25	Admin/Estates	Staffing
18.12.20	Bank Transfer	Shropshire County Pension Fund	Pension Contributions December 2020	3,103.99	-	3,103.99	Admin/Estates	Staffing
18.12.20	105802	HMRC	PAYE Contributions for December 2020	2,800.91	-	2,800.91	Admin/Estates	Staffing
31.12.20		Ascendancy Internet Marketing	Annual Shifnal Plan Website domain hosting	100.00	20.00	120.00	Miscellaneous	Neighbourhood Plan
31.12.20		Fire Safe Services Ltd	Fire Alarm Inspection - Library	82.06	16.41	98.47	Estates	Library
31.12.20		Network Telecom	Monthly Telephone/Broadband	461.89	92.38	554.27	Administration	Communications Systems
10.01.21		Total Gas & Power	Electricity Supply	118.69	5.93	124.62	Estates	Old Police Station
12.01.21		Shropshire Association of Local Councils	CLICA Training Sessions x 4	220.00	-	220.00	Administration	Training
04.12.20		Shropshire Association of Local Councils	Procurement Training x 2	60.00	-	60.00	Administration	Training
31.12.20		Lyreco (UK) Ltd	Stationery/Postage Supplies	274.86	16.77	291.63	Administration	Stationery/Postage
15.12.20		Budget Skips and Recycling	Skip Hire	310.00	62.00	372.00	Outdoors Spaces	Repairs & Renewals
14.10.20		Security Wise Ltd	Replacement Speech Amp in Intercom	155.00	31.00	186.00	Estates	Old Police Station
21.12.20		Key Support Services Ltd	Cleaning Services - November	1,281.74	256.35	1,538.09	Estates	Public Toilets
21.12.20		Key Support Services Ltd	Cleaning Services - December	1,599.36	319.87	1,919.23	Estates	Public Toilets
21.12.20		Key Support Services Ltd	Sanitary Unit Charges - Oct/Nov	133.28	26.66	159.94	Estates	Public Toilets
21.12.20		Key Support Services Ltd	Sanitary Unit Charges - Dec	66.64	13.33	79.97	Estates	Public Toilets
09.12.20		Southern Electric	Gas Supplies Sept-Dec	59.94	2.99	62.93	Estates	Old Fire Station
14.12.20		Asles (Tool Hire and Sales) Ltd	Cleaning Provisions	101.20	20.24	121.44	Estates	Library
15.12.20		Shropshire Council	Mobile Phone Charges - Nov	30.05	6.01	36.06	Administration	Communications Systems
24.11.20		Shropshire Council	Mobile Phone Charges - Oct	30.00	6.00	36.00	Administration	Communications Systems
14.12.20		Shropshire Council	Quarterly Street Lighting Energy Supply	3,611.63	722.33	4,333.96	Estates	Public Lighting
15.12.20		James Lister & Sons Ltd	Consumables	38.88	7.78	46.66	Outdoors Spaces	Maintenance
31.12.20		MEB Total Ltd	Callout to Heating system pressure issues	65.60	13.12	78.72	Estates	Library
28.12.20		Scottish Power	Electricity Supply	54.49	2.72	57.21	Estates	Old Fire Station
03.01.21		Water Plus	Water Supplies	77.31	4.99	82.30	Estates	Old Police Station

Date	Cheque/DD Reference	Payee	Description	Net Amount	VAT Amount	Gross Amount	Cost Centre	Budget Heading
08.01.21	DD	Plus Net	Telephone/Broadband Services	39.50	7.90	47.40	Estates	CCTV
09.01.21	DD	Total Gas & Power	Gas Supplies	186.76	9.34	196.10	Estates	Old Police Station
01.01.21	DD	Grenke Leasing Ltd	Telephone Systems Protection Cover Annual	273.18	54.64	327.82	Administration	Communications Systems
01.01.21	DD	Grenke Leasing Ltd	Annual Rental Telephone (Paid Monthly)	1,500.00	300.00	1,800.00	Administration	Communications Systems
04.01.21	DD	Fuel Genie	Fuel Supplies - Dec	127.33	25.47	152.80	Outdoors Spaces	Machinery Hire & Maintenance
01.12.20	DD	Fuel Genie	Fuel Supplies - Nov	48.43	9.68	58.11	Outdoors Spaces	Machinery Hire & Maintenance
08.01.21	DD	Scottish Power	Electricity Supplies	16.00	-	16.00	Miscellaneous	Revitalisation Project
15.12.20	DD	West Merca Energy	Electricity Supplies	92.61	4.63	97.24	Estates	Library
15.12.20	DD	West Merca Energy	Gas Supplies	74.66	3.73	78.39	Estates	Library
17.12.20	DD	Barclays Bank	Bank Charges for Dec	26.55	-	26.55	Administration	Bank Charges
22.01.20		HMRC only 671PW001655862110	PAYE Contributions for January 2021	2,698.91		2,698.91	Additional Cheque after Meeting Approval	
Totals				29,317.70	2,062.27	31,379.97		

[Signature]