



## SHIFNAL TOWN COUNCIL

**Minutes of the Full Council Meeting of Shifnal Town Council**  
**Held at Shifnal Community Hub, Tudor Way, Shifnal, TF11 8DJ**  
**on Thursday 16<sup>th</sup> February 2023, commencing at 7.00 pm**  
**Agenda dated 10<sup>th</sup> February 2023**

**Present:** Councillors: R. Cox (Chair)  
T. Clayton, J. Horne, D. Marriott, E. Moore, J. Moore, T. Tarran, G. Tonkinson, P. Williamson

**In attendance:** D. Reynolds (Town Clerk)  
H. Howse (Secretary)  
Cllr, K. Turley (Shropshire Council)  
0 x members of the public

### **488/22 Fire Safety Announcement**

This was given by the Chairman, Mayor Roger Cox.

### **489/22 Public Session**

No members from the public in attendance.

### **490/22 Shropshire Councillors' Question Time**

**Question:** Is it possible to ask Shropshire Council about putting yellow lines on Bradford Street. I believe people are causing an issue at the moment by just parking on the side of the road. This may not solve it but could make it enforceable?

**Answer:** Bradford Street is within a new restricted parking zone with entry/exit signs and repeater signs throughout. There is no requirement for double yellow signs and the Traffic Regulation Order has been sealed.

No further questions raised

### **491/22 Commencement of Business**

Cllr R. Cox expressed thanks for councillors attending the meeting.

### **492/22 Apologies received from Councillors**

Councillor E. Bird – work  
Councillor K. Booker - health  
Councillor B. Haddon – annual leave  
Councillor L. Jenks - health  
Councillor Z. Turner – prior engagement

APPROVED.

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Signed by Mayor (Chairman).....  
On behalf of Shifnal Town Council

#### **493/22 Declaration of Members' Interest**

To receive declarations about any items under consideration on this agenda in accordance with the Localism Act 2011, the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 and Shifnal Town Council Code of Conduct. Declarations may be of a pecuniary or non-pecuniary nature.

Cllr. R. Cox – 500/22 (v) bullet point 5 – declared that he would not take part in any discussion or vote concerning the catenary poles.

#### **494/22 Minutes of Previous Meetings**

- (i) The Minutes of the Full Council Meeting of the Town Council held on Thursday 26<sup>th</sup> January 2023 were CONFIRMED and SIGNED.

#### **495/22 Accounts**

- i) The monthly payment schedule to 10<sup>th</sup> February 2023 was APPROVED.

Cllr J. Moore queried why the delay for credit card payments for November purchases appear on the February monthly payment schedule. Town Clerk to investigate. ACTION.

- ii) It was NOTED that the quarterly budget review and bank reconciliation to 31<sup>st</sup> December 2022 is completed and will be reviewed at the next Internal Audit Advisory Committee meeting.

It was requested if the dates for the Internal Audit Advisory Committee meetings could be scheduled. Town Clerk and Cllr E. Moore to discuss. ACTION.

#### **496/22 Law and Order Committee**

- i) The draft Minutes from the Law and Order Committee meeting held on 31<sup>st</sup> January 2023 were NOTED.
- ii) The recommendations of the Law and Order Committee Meeting held on 31<sup>st</sup> January 2023 were CONSIDERED:-

- a) Members propose to Full Council a request for additional Councillors to join the Law and Order Committee.

Councillor T. Tarran and Councillor J. Horne were nominated and APPROVED.

- a) Members PROPOSE to Full Council a backdated order be placed with ORP Surveillance Systems for the period 5th November 2022 to 4th November 2023 at a cost of £11,610.28 (+VAT) in line with financial regulations 18.2 to allow continuation of services and noting restrictions on suitable alternative quotations (Budget Line 46: CCTV, LG&RA 1997). Full review to be conducted in September 2023 for the 2023/24 contract and presented to the Law and Order Committee. APPROVED.

Timing of contract renewal was questioned. A number of contracts are with the relevant committees. Contract data to be circulated for information. ACTION.

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Signed by Mayor (Chairman).....  
On behalf of Shifnal Town Council

Cllr J. Moore asked whether CCTV could be considered along Broadway following the recent car vandalism that had occurred. Cllr P. Williamson advised that there are legal restrictions which prevent CCTV cameras in wholly residential areas. Cllr P. Williamson advised that he would raise again at the next Law and Order meeting to see if there is any way the cameras can be angled that meets legislation.  
**ACTION.**

Cllr R. Cox confirmed that temporary cameras in Brookdale had recently been approved at Law and Order to address a specific problem in this particular area. This was possible because the location of the equipment has no impact on the residential estate.

#### **497/22 Estates Committee**

- i) The draft Minutes from the Estates Committee meeting held on 6<sup>th</sup> February 2023 were NOTED.
- ii) The recommendations of the Estates Committee Meeting held on 6<sup>th</sup> February 2023 were CONSIDERED:-
  - a) To recommend to Full Council the acceptance of the submitted quotation for 44 baskets and 5 planters by Limetree Landscape Services and Nurseries Ltd for the amount of £5,390 + VAT to include supply, maintenance and watering throughout the summer season. Budget line -Planters, Fertilisers and Plants (LGA 1892 s.8 (1)(i)) This resolution would be a contravention of Financial Regulation 10.3 however, accepted due to the timescales for order, approved supplier and lack of other suitable quotations. APPROVED.
- iii) It was NOTED that 15 dedicated councillor email addresses have been purchased and will be rolled out in due course.

#### **498/22 Planning Committee**

- i) The draft Minutes from the Planning Committee Meeting held on 9<sup>th</sup> February 2023 were NOTED.  
  
Cllr T. Tarran advised that the Inspector's findings regarding the Local Plan were now published on the website.
- ii) The planning applications report to 9<sup>th</sup> February 2023 were NOTED.

#### **499/22 Mayor's Report**

**Mayor, Cllr R. Cox provided the following updates:-**

- The Mayor's Ball has been booked at Haughton Hall for Saturday 22<sup>nd</sup> April 2023 and deposit paid. Further details to be distributed in due course. Mayor, Cllr R. Cox asked that Council embrace the occasion and support the event.

Cllr R. Cox asked for suggestions regarding worthy causes that the event should support. Initial suggestions included:-

- Shifnal British Legion
- MHA
- Turkey/Syria Earthquake Appeal

Cllr R. Cox and Cllr E. Moore to consider. ACTION.

- Cllr R. Cox and Cllr P. Williamson have recently met with Dave Thomas, Deputy Head Teacher, Idsall School and the School's Student Council. Cllr P. Williamson confirmed that the meeting went very well, and the Student Council were a credit to Idsall School. Purpose of the engagement is to try and develop a youth strategy to support our young people as we recognise, we have a number of antisocial behaviour and drug related issues in the town. Cllr P. Williamson and the Law and Order Committee to develop the strategy with the intention of bringing to Full Council as soon as possible. ACTION.
- A meeting with Adam Farrington, Head Teacher, Shifnal Primary School is also planned.
- A meeting with the Carnival Committee is scheduled for Friday 17<sup>th</sup> February to discuss the King's Coronation.
- The High Sheriff of Shropshire, Selina Graham, is due to visit Shifnal on 13<sup>th</sup> March 2023. All councillors are invited to attend. Meeting at Shifnal Community Hub. Time to be confirmed. The High Sheriff wishes to do a tour of the town and meet with community groups and volunteers.

The above updates were NOTED.

#### 500/22 Town Clerk Report

- i) The Town Clerks Action Report to 10<sup>th</sup> February 2023 was NOTED.
- ii) To PROPOSE to Full Council to place an order with Unicorn Fire & Safety Solutions Limited for Fire Risk Assessments to be undertaken at Shifnal Library, Old Fire Station and Shifnal Community Hub to comply with health and safety regulations (attached). Budget Line: Miscellaneous – Health and Safety. (LGA 1972 s.111) This resolution would be a contravention of Financial Regulation 10.3 however, accepted due to the timescales for order and approved supplier status. APPROVED.

Cllr Horne left the meeting at 19.35hrs and returned at 19.37hrs

- iii) The nomination for the Mayor, Cllr Roger Cox and Mayoress, Ms Jo Oliver to attend Buckingham Palace Garden Party on 3rd May 2023 was NOTED.
- iv) It was NOTED that Cllr Lezley Picton, Leader of Shropshire Council, has accepted our invitation to a 'Meet the Leader' event in Shifnal. Dates to be provided in due course. Town Clerk to also invite Cllr Picton to a Shifnal Full Council meeting. ACTION.

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On behalf of Shifnal Town Council

- v) The Shifnal Carnival and Fair report was NOTED and the following CONSIDERED:-
- To appoint a single point of contact to be agreed for the Council to engage with Shropshire Council, Carnival Committee, funfair and relevant parties. Town Clerk nominated and APPROVED.
  - Removal of the poles/posts was CONSIDERED. Proposal not to support removal of any poles/posts was APPROVED.
  - The Council to consider whether to offer support for the funfair visit based on prior year plans in Broadway area only. APPROVED. Cllr J. Moore, Cllr T. Tarran ABSTAINED.
  - Council CONSIDERED whether to offer support for the funfair visit based on expansion into the SITS area of Town. It was proposed The Town Council write to Shropshire Council expressing concern at proposals to extend the funfair onto the SITS town centre area including Bradford Street. Shropshire Council be requested to consult the Town Council on any such formal applications made to Shropshire Council with full details of the applications including a plan showing the location and type of proposed facilities, impacts on public car parking and the views of local retailers consulted on such proposals. APPROVED. ACTION.

Mayor, Cllr R. Cox handed the Chair over to Cllr E. Moore and refrained from any discussion or vote on the following item:-

- Quotation for an independent inspection and certification of the catenary poles was CONSIDERED.

The Town Clerk confirmed that whilst Highline will be completing the pull testing they are not able to test the structural integrity of the poles.

The Town Clerk confirmed that the Public Liability insurance would not cover replacement value.

Cllr E. Moore proposed to accept the quotation from Rei Lux UK Ltd for the cost of £1,900 plus VAT for the structural testing and analysis of the 5 lighting columns. Budget Line: Neighbourhood Fund. As this work is of a specialised nature it would be in line with financial regulations 11.1(a) (ii) in the consideration of one quotation without comparison. APPROVED. ABSTAIN: Cllr R. Cox.

Mayor, Cllr R. Cox resumed as Chair for the remainder of the meeting.

- The latest SITS Newsletter was NOTED.

Cllr K. Turley left the meeting at 20:20 hours.

- vi) The nomination for Cllr T. Tarran to be added as a member of the Planning Committee was CONSIDERED and APPROVED.

- vii) Procurement of a new recording device for Town Council meetings at a cost of £422.45 plus VAT due to failure of the existing equipment was NOTED. Budget line: Administration – Office Equipment. (LGA 1972 s.111)

**501/22 Public Bodies (Admission to Meetings) Act 1960**

It was APPROVED 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".

H. Howse left the meeting at 20:25 hours.

**502/22 Staff Matters**

- i) The Town Clerk's report was CONSIDERED.  
The Town Clerk to work with Committees, Chairmen, and staff to cover a period of staff leave. ACTION  
A vote of thanks to the staff for working through potential disruption was NOTED.

The meeting was closed by the Chairman at 20.30 hours.