



## 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 20<sup>th</sup> April 2023, commencing at 7.00 pm  
Agenda dated 14<sup>th</sup> April 2023**

**Present:** Councillors: R. Cox (Chair)  
E. Bird, K. Booker, T. Clayton, J. Coulson, B. Haddon, L. Jenks, D. Marriott, E. Moore, J. Moore, T. Tarran, P. Williamson

**In attendance:** D. Reynolds (Town Clerk)  
H. Howse (Secretary)  
Cllr, K. Turley (Shropshire Council)

### **606/22 Fire Safety Announcement**

This was given by the Chairman, Mayor Roger Cox.

### **607/22 Public Session**

No members of the public present.

### **608/22 Shropshire Councillors' Question Time**

- i) Manhole cover outside Nan's Café in the town: Confirmation received that the permanent repair is scheduled to be completed on 20<sup>th</sup>/21<sup>st</sup> April.
- ii) Vehicle parking on the grass verge at the bottom of Church Street just prior to the roundabout with Innage Road: Cllr E. Bird confirmed he had forwarded the concerns to Shropshire Council Highways Department and awaits a response.
- iii) S106 Works: Cllr K. Turley advised that he met with Alex Edwards and David Gradwell on Monday 17<sup>th</sup> April 2023. Discussions promising and understand that plans will be coming shortly to the Planning Committee for consideration. Cllr R. Cox agreed that the scheduled meetings with the Town Clerk, Cllr T. Tarran, Alex Edwards and himself were also working well and with Alex coming on board has provided a focal point. Hopefully that will continue and the works in question will get done in a timely fashion.

### **609/22 Commencement of Business**

Cllr R. Cox thanked the councillors for attending the meeting.

### **610/22 Apologies received from Councillors**

Councillor J. Horne – prior commitment  
Councillor G. Tonkinson - health  
Councillor Z. Turner – prior commitment

NOTED.

Regards and thanks were NOTED from Cllr G. Tonkinson.

#### **611/22 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 – Item 615/22 (iii) – Pecuniary

Cllr R. Cox – Item 619/22 - Pecuniary

#### **612/22 Minutes of Previous Meetings**

- (i) The Minutes of the Full Council Meeting of the Town Council held on Thursday 23<sup>rd</sup> March 2023 were CONFIRMED and SIGNED.

Cllr K. Turley left the meeting at 19:05 hours.

#### **613/22 Accounts**

- i) The monthly payment schedule to 14<sup>th</sup> April 2023 was APPROVED.

#### **614/22 Estates Committee**

- i) The draft Minutes from the Estates Committee meeting held on 3<sup>rd</sup> April 2023 were NOTED.
- ii) The recommendations of the Estates Committee Meeting held on 3<sup>rd</sup> April 2023 were CONSIDERED:-
  - a) Recommend to Full Council to ACCEPT three double sided EV charging points (6 parking spaces) in Aston Street Car Park. APPROVED.
  - b) Recommend to Full Council the placement of the King's Coronation Commemorative plaque donated by the Lord Lieutenant of Shropshire to the frontage of the Library building on Broadway. APPROVED.
- iii) The placement of EV charging points at Broadway (6 sockets) and Victoria Road (8 sockets) were CONSIDERED.

The proposed units are 7.2 kWh. Confirmation has been received that anything over 7kWh is considered fast charging.

Following a debate on the topic a proposal was moved to not support the placement of EV charges on Broadway or Victoria Road at this present time. APPROVED.

#### **615/22 Planning Committee**

- i) The draft Minutes from the Planning Committee Meeting held on 6<sup>th</sup> April 2023 were NOTED.
- ii) A report on the Shropshire Local Plan by Cllr J. Moore was NOTED.

Cllr R. Cox left the room at 19:25 hours for item (iii).



- iii) The planning applications report to 6<sup>th</sup> April 2023 were NOTED.

Cllr R. Cox returned to the meeting at 19: 27 hours.

#### **616/22 Chairman's Meeting**

- i) The report from the Chairman's Meeting held on Wednesday 4<sup>th</sup> April 2023 was NOTED.
- ii) The recommendations of the Chairman's Meeting held on 4<sup>th</sup> April 2023 were CONSIDERED.
- a) Recommend to Full Council to CONSIDER the list of projects and priority rating as documented in the Chairman's Report dated 4<sup>th</sup> April 2023 for ratification into a strategic plan. APPROVED.

#### **617/22 Shifnal Town Regeneration Advisory Committee**

- i) The report from the Shifnal Town Regeneration Advisory Committee held on 30<sup>th</sup> March 2023 was NOTED.
- ii) The summary report from the Town Clerk on the initial engagement with Shropshire Council on 8<sup>th</sup> March 2023 was CONSIDERED.

Cllr B. Haddon provided the following comments:-

- Cllr B. Haddon stated that he was fairly critical of the report. In January after the December Council meeting, the Town Clerk/Cllr B. Haddon wrote to Shropshire Council about the importance of the regeneration plan and it took until 8<sup>th</sup> March for a response. This resulted in a meeting solely for the Town Clerk who had not been involved at that stage and it was a closed meeting.
- There appears to be total disregard for the regeneration plan and summary report that was provided with no mention of them.
- There was no answer to the request for Delegation of Powers at meeting.
- The report plays down the amount of work that has been done over a number of months.
- Not sure why Shropshire Council are asking Good 2 Great for a proposal noted by Shropshire Council rather than coming to Shifnal Town Council.
- Cllr B. Haddon expressed his concern at using the Oswestry Business Development Plan as a basis for Shifnal proposals and that they can retain and manage resources without a long term commitment to regeneration. This perception could be wrong and therefore we need the opportunity to meet with nominated officers from Shropshire Council. Long term, Cllr B. Haddon is hesitant that Shifnal Town Council should rely on Shropshire Council for the future regeneration of the town.

The report and Cllr B. Haddon's concerns were NOTED.

- iii) A copy of the LGA General Powers of Competence was NOTED.
- iv) A verbal report by Cllr B. Haddon on the activity of Market Towns in Shropshire on town regeneration was CONSIDERED.

Cllr B. Haddon provided an assessment of where Shifnal stands in comparison to neighbouring market towns and the initiatives each are actively engaging with. Shifnal would appear to be lagging behind. Cllr. Haddon believes Shifnal Town Council needs to work with Shropshire Council, as well as gain General Powers of Competence and requires a full commitment from council to pursue both.

The Town Clerk confirmed that she had chased the two lead officers from Shropshire Council by phone and email but has not received a response and will continue to pursue urgently. ACTION.

The Town Clerk confirmed there was some good news in that she has further investigated with SALC/NALC the ability for Shifnal to hold markets without General Powers of Competence. The Food Act 1984 gives us the powers to instigate or provide a market. One large caveat would be if there are any existing markets within a 7 mile radius we could not proceed without their express permission to do so.

Cllr J Moore confirmed that following a discussion with Street Works at Shropshire Council, that even to use the tarmac area in front of Patons in the town, Shifnal Town Council would need to apply for a road closure notice and if used for a market would need a street traders licence. This would mean it would cost a lot of money if we wanted to use the tarmac area.

The Town Clerk advised there was a consultation with Shropshire Council on street trading last year which Shifnal Town Council engaged with. We did inform them that we would consider taking over the street trading of that particular area, as well as Wheatfield Park, and in that case there was no obligation for each individual to obtain a licence, they would go through ourselves. The outcome of the consultation has not yet been published and the policy is still awaited. We have noted our interest in this area and it would help us if we had those powers in the future.

These matters were all NOTED

## **618/22 Mayor's Report**

### **i) Mayor's Ball**

a) A verbal update by Mayor, Cllr R. Cox regarding the Mayor's Ball was CONSIDERED.

- 70 tickets sold for the event. Thanks to the councillors supporting the event.
- There are a number of prizes for both the raffle and auction.
- Cllr R. Cox thanked L. Pritchard and Cllr E. Moore for arranging and co-ordinating the event.

### **ii) King's Coronation**

a) The King's Coronation schedule of events were NOTED.



The Commemorative plaque unveiling will take place on Sunday 7th May at 12 noon outside the Library.

There is a full weekend of events and the Mayor requested councillors to support.

iii) A verbal report from Mayor, Cllr R. Cox to include Mayoral meetings held since the last Full Council meeting were NOTED.

- Attended the High Sheriff Legal Service on 26<sup>th</sup> March for the hand over from Selina Graham to Mandy Thorn. Welcome letter to be sent to Mandy Thorn. ACTION.
- On 29<sup>th</sup> March the Singing for Shifnal event took place with Shifnal District Male Voice Choir, Idsall School and Shifnal Primary School.
- Attended the Shropshire Business Growth Group networking meeting at the Park House Hotel on 19<sup>th</sup> April to talk about Shifnal Town Council. This would be a good resource to tap into for the Regeneration Advisory Committee.

Mayor, Cllr R. Cox left the meeting at 19.44 hrs due to a declared interest. Chair of the meeting was handed over to Cllr E. Moore.

#### **619/22 SITS Update**

Cllr P. Williamson provided the following update:-

- Still an issue as reported last month in relation to the two outstanding hanging basket poles as part of the contract with Shropshire Council to install. As agreed we advised Shropshire Council that we would settle the invoice upon completion of the contract in full. Since then an officer from Shropshire Council has been in communication with the Town Clerk.
- The SITS working group believe that the timeline between McPhillips advising Shropshire Council that the two posts could not be installed in the desired location, the requirement for new locations from STC and McPhillips leaving site is deemed to be an unreasonable timeframe.
- Four alternative locations have now been provided. However, Shropshire Council have issued a bill for the additional work to install the two posts for £3,100 as McPhillips have to return to site. They have offered to reduce the original bill to £28,146.
- The SITS Working Group have asked the Town Clerk to issue a response to Shropshire to convey that Shifnal Town Council expect Shropshire to deliver on the contract in full. This has been issued today (20<sup>th</sup> April).
- The Town Clerk was asked to send a copy of the email response to Shropshire Council to Lezley Picton and the Finance Department. ACTION
- Cllr P. Williamson proposed to wait for a reply from Shropshire Council. APPROVED.

Cllr R. Cox returned to the meeting at 20.01 hrs and resumed Chair for the remainder of the meeting.

## **620/22 Town Clerk Report**

- i) The Town Clerks Action Report to 14<sup>th</sup> April 2023 was NOTED.
- ii) A report on the Easter Egg Hunt that took place over the Easter weekend was NOTED. Thanks were conveyed to Lucie Pritchard by the Town Clerk and Mayor on behalf of council for creating and implementing this initiative which was well received by the public.  
  
A proposal to gift the remaining unused Easter Eggs to Shifnal Foodbank was APPROVED. ACTION.
- iii) Library closure dates for the May Bank Holidays and King's Coronation were NOTED.
- iv) The communication received from the Chairman of the Shifnal & District Male Voice Choir was NOTED.
- v) A verbal update by the Town Clerk concerning the forthcoming Annual Town meeting in May 2023 was CONSIDERED.
  - Open Day format on 3<sup>rd</sup> May between 2pm and 7pm at the Community Hub.
  - A number of organisations have accepted the invitation to join us on the day
  - The official part of the meeting will take place at 6pm which will cover last year's Annual meeting report, together with a report on this year's activities and progress.
  - There will be a Councillor Surgery from 2pm to 7pm and Mayor, Cllr R. Cox requested councillors to help on the day.
  - Event to be publicised on notice boards, website and social media.
  - To gain more interest the Town Clerk advised that the Spiderman character that appeared previously for the Christmas Market was available to hire for the Saturday prior to the event and hand out leaflets at a cost of £150.00APPROVED.

## **621/22 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 20:13 hours.

## **622/22 Staff Matters**

- i) The draft minutes of the Employment Committee meeting held on 6<sup>th</sup> April 2023 were NOTED.
- ii) To CONSIDER the recommendations of the Employment Committee meeting held on 6th April 2023:-

Following consideration of the confidential report from the Employment Committee meeting held on 6<sup>th</sup> April 2023 members considered the following recommendation.

- a) Recommend to Full Council a virement of £8,000.00 to Temporary Staffing Budget Line (LGA 1972 s.112(2) from General Reserves to cover sick Leave.  
APPROVED.

The meeting was closed by the Chairman at 20.17 hrs

**April Payment Schedule to 14 April 2023**

April Payment Schedule to 14 April 2023									
Expense Type	Paid/Unpaid	Cost	Budget	Date	Inv No.	Payee	Description	Values	
Adhoc	Paid	Administration	IT Systems Training	10/02/2023	1EN2023006655863	Adobe Systems Software Ireland LTD	PDF editor license	£198.96	£39.79
		Miscellaneous	Other Expenses	27/03/2023	Q1202698-1	SLCC Enterprises Ltd	Training - staff	£120.00	£24.00
				06/04/2023	6042023	Co-Op	Hamper Items - Cllr Get Well gift	£23.89	£0.00
						Mrs Spikes Cakes	Hamper basket - Cllr Get Well gift	£4.99	£0.00
	Unpaid	Administration	Communications Systems	23/03/2023	7209819	Shropshire Council	Phone charges	£114.64	£22.93
		IT Systems	IT Systems	24/03/2023	138715	Midland Computers LTD	Councillor email assistance	£40.00	£8.00
		Stationery	Stationery Training	31/03/2023	6190354871	Lyreco UK LTD	Stationery	£0.44	£0.09
				17/03/2023	1857	SALC	Training - Cllr R. Cox	£30.00	£0.00
				22/03/2023	69305	Playsafety LTD	Playground inspection course & exam fee	£750.00	£106.00
				23/03/2023	7209812	Shropshire Council	Fire Warden Training	£270.00	£54.00
				03/04/2023	16014	ICCM	Staff training	£370.00	£74.00
		Estates	Shifnal Community Hub	20/03/2023	39848	MEB Total LTD	Remedial works, replacing valve	£608.06	£121.61
				24/03/2023	1359173684	Screwfix LTD	Paint	£9.74	£1.95
		Miscellaneous	Other Expenses	23/03/2023	97265	Stitches of Bridgnorth LTD	STC logo clothing	£97.80	£19.56
			Neighbourhood/Local Plan Review	28/03/2023	GLO-23-67001	Brueton Knowles	Consultation fees	£6,699.80	£1,339.96
		Outdoor Spaces	Open Spaces maintenance	17/03/2023	1357044364	Screwfix LTD	Safety boots	£39.99	£0.00
				29/03/2023	1858	Morrall Play Services	Annual inspection for 3 play areas 2022	£148.50	£29.70
				03/04/2023	82043	GreensKips	Waste transfer	£180.00	£36.00
					761	Dead Cert	Pest Control	£985.00	£0.00
			Priorslee Rd Cemetery Maintenance	26/03/2023	INV5775	Kyoti Graphics LTD	Artwork services for allotments	£60.00	£12.00
			Allotments Maintenance	30/03/2023	16044	KRM Contractors LTD	Laying of new paving outside Public Toilets	£13,383.60	£2,676.60
		Neighbourhood fund	(blank)	29/03/2023	16045	KRM Contractors LTD	Installation of bollards at Public Toilets	£758.00	£151.60
					16042	KRM Contractors LTD	Hand drier, locks, long tube heater and water heater	£1,420.00	£284.00
		Miscellaneous/Adm	HR Advisory Services/Training	03/04/2023	SINV042318	Worknest LTD	HR Advisory services & training	£2,466.15	£493.23
Adhoc Total								£28,778.96	£5,495.02
Recurring	Paid	Admin/Estates	Staffing	(blank)	(blank)	HMRC	PAYE contributions - March 23	£3,164.46	
						Salaries	Salaries - March 23	£10,135.42	
						Shropshire County Pension Fund	Pension contributions - March 23	£3,776.73	
		Administration	Bank Charges	12/03/2023	16032023	Barclays Bank	Bank Charges - Feb - Mar 23	£50.02	£0.00
		Estates	Library	11/04/2023	INV01832027	Water Plus	Water - March 23	£40.31	£1.74
				16/03/2023	11330243	West Mercia Energy	Gas - Feb 23	£122.93	£6.15
					11324953	West Mercia Energy	Electricity - Feb 23	£98.15	£4.91
			Old Fire Station	22/03/2023	11336007	West Mercia Energy	Electricity - Nov 22	£20.59	£1.03
					11335288	West Mercia Energy	Gas - Feb 23	£83.18	£4.16
				31/03/2023	11337218	West Mercia Energy	Electricity - Dec 22	£50.63	£2.53
					11337219	West Mercia Energy	Electricity - Jan 23	£49.32	£2.47
					11337220	West Mercia Energy	Electricity - Feb 23	£43.78	£2.19
			Shifnal Community Hub	31/03/2023	11337238	West Mercia Energy	Electricity - Dec 22	£700.07	£140.01
					11337242	West Mercia Energy	Electricity - Jan 23	£615.56	£30.78
					11337243	West Mercia Energy	Electricity - Feb 23	£657.34	£131.47
					11337448	West Mercia Energy	Gas - Dec 22	£1,537.83	£307.57
		Outdoor Spaces	Machinery/Vehicle Hire & Maintn	03/04/2023	1450810	Novuna Vehicle Solutions	Van lease rental - Apr - May 23	£3,17.88	£63.58
			Machinery/Vehicle Hire & Maintn	03/04/2023	8697788	FuelGenie (Worldline IT Services UK LTD)	Fuel van - March 2023	£59.79	£11.96
	Unpaid	Administration	Communications Systems	31/03/2023	319071	Enreach UK LTD	Phone and broadband - March 2023	£393.59	£78.72
			Photocopier	07/03/2023	8072080125	Sharp Business Systems UK PLC	Photocopier	£86.37	£17.27
		Estates	Payroll Administration	31/03/2023	20826	All Accounting Solutions LTD	Payroll services	£34.03	£6.81
			Library	24/03/2023	1398	Diamond Shine	Windows cleaning Library	£30.00	£0.00
			Public Toilets	24/03/2023	15717	Key Support Services (ecapital Commercial)	Sanitary Disposal Units & Water Management - March 2023	£66.64	£13.33
				11/04/2023	INV01821684	Waterplus	Water charges - March 2023	£90.96	£9.86
			Community Hub	04/04/2023	1770101	Waterplus	Water charges - March 2023	£111.53	£9.59
			SCH/Library/OFS/P Toilets	30/03/2023	7211321	Shropshire Council	Cleaning services - March 2023	£2,037.00	£407.40
			Car Parks	01/04/2023	7211666	Shropshire Council	King's Yard Car Park Lease 2023/2024	£1,597.95	£0.00
		Miscellaneous	Health & Safety	21/03/2023	2303325	Fire Safe Services Ltd	Fire Alarm Inspection - Library	£60.00	£12.00
					2303324	Fire Safe Services Ltd	Fire Alarm Inspection - OFS	£50.00	£10.00
				11/04/2023	2303332	Fire Safe Services Ltd	Fire Alarm Inspection - SCH & Remedial works	£209.50	£41.90
				31/03/2023	9594	Brewwood Landscapes LTD	Ground maintenance services March 2023	£1,863.33	£372.67
		Outdoor Spaces	Open Spaces maintenance	28/02/2023	8451281689	Veolia Environmental Services (UK) Plc	Refuse collection	£200.52	£40.10
		Outdoor Spaces/Est	Cemetery Refuse Collection/SCH	31/03/2023	8451284017	Veolia Environmental Services (UK) Plc	Refuse collection	£222.27	£44.45
Recurring Total								£28,577.68	£1,774.65
Grand Total								£57,356.64	£7,269.67