



## 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 23<sup>rd</sup> March 2023, commencing at 7.00 pm**  
**Agenda dated 17<sup>th</sup> March 2023**

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

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

### 550/22 Fire Safety Announcement

This was given by the Chairman, Mayor Roger Cox.

### 551/22 Public Session

Member of Public raised two questions in relation to the previous month's meeting:-

- i) The Mayor declared an interest in 500/22 (v) where it was documented that the Mayor would not participate in nor vote on the matter. The question was asked whether the Mayor left the room to which the Mayor confirmed that he did not.
- ii) Under the Town Clerk report Item (iv) concerning removal of poles in the Town Centre for the fun fair. The member of the public urged the Council to listen to the people.

One member of the public left the meeting.

### 552/22 Shropshire Councillors' Question Time

Pre-submitted question:-

**Question:** Cllr J Moore: Response concerning paving outside 22 Market Place and result of discussion between Cllr E. Bird and Shropshire Council whether this paving would be completed.

**Answer:** Email circulated prior to the meeting. Cllr Bird confirmed that Shropshire Council did not have stock of the same brick but that they do have another type of brick that can be used once the building is fixed and the fencing removed.

---

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

Cllr E. Bird responded to a question raised by Cllr Z. Turner in previous correspondence concerning St Andrew's school and traffic concerns with amount of cars, parking and speed. Cllr E. Bird confirmed he had visited the site and believed that an entrance from the Thomas Beddoes island could be feasible. Cllr R. Cox confirmed that the school had been in contact asking for assistance. Cllr R. Cox confirmed that he had contacted Highways and that they would plan a site visit.

Cllr E. Bird advised that he had been making some enquiries also with Shropshire Council regarding Innage Road and the traffic problems in this area to see if there is a solution that is satisfactory for everyone. Cllr J. Moore confirmed that these discussions had been on-going for some time and needs more momentum. Cllr R. Cox advised council that he had held a meeting with the new person from Highways along with the Town Clerk and Cllr T. Tarran. The issue had been raised at this meeting and is not shelved. The next meeting is due to be held on 19<sup>th</sup> April and Cllr Cox advised that he would report back to Council in due course.

Cllr K. Turley stated concerns relating to the minutes from the previous meeting where the Council had agreed not to support the poles to be removed in the Town Centre and to support the fair in the current position. To support the fair, Cllr Turley stated that the poles need to be removed to allow this. Cllr Turley advised that he was working with officers and legal team regarding a legal challenge and urged the Council to review again.

#### **553/22 Commencement of Business**

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

#### **554/22 Apologies received from Councillors**

Councillor D. Marriott – prior engagement  
Councillor E. Moore - health

NOTED.

Note: Cllr J. Horne advised the Town Clerk after the meeting that Cllr G. Tonkinson was unable to attend the meeting for health reasons.

#### **555/22 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 563/22 and 564/22 (iv) – Pecuniary  
Cllr J. Coulson – Item 561/22 (ii) (b) – Non-Pecuniary  
Cllr J. Horne – Item 564/22 (ii) bullet point 3 - Pecuniary

**556/22 Minutes of Previous Meetings**

- (i) The Minutes of the Full Council Meeting of the Town Council held on Thursday 16<sup>th</sup> February 2023 were CONFIRMED.

**557/22 Accounts**

- i) The monthly payment schedule to 17<sup>th</sup> March 2023 was APPROVED.

**558/22 Law and Order Committee**

- i) The draft Minutes from the Law and Order Committee meeting held on 28<sup>th</sup> February 2023 were NOTED.
- ii) The recommendations of the Law and Order Committee Meeting held on 28<sup>th</sup> February 2023 were CONSIDERED:-
  - a) Recommend to Full Council that the Law and Order Committee change its title to 'The Community Safety Committee'. APPROVED.

**559/22 Estates Committee**

- i) The draft Minutes from the Estates Committee meeting held on 6<sup>th</sup> March 2023 were NOTED.
- ii) The recommendations of the Estates Committee Meeting held on 6<sup>th</sup> March 2023 were CONSIDERED:-
  - a) Recommend that Full Council approve the Brewood Landscapes Ltd Greenspace Maintenance Contract for three years from 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2026 with annual performance appraisals at a cost of £23,760.00 (+VAT) per annum (Budget Line 31: Open Spaces Maintenance) (LGA 1982 s.8 (1)(i)). APPROVED.

**560/22 Planning Committee**

- i) The draft Minutes from the Planning Committee Meeting held on 9<sup>th</sup> March 2023 were NOTED.
- ii) The planning applications report to 3<sup>rd</sup> March 2023 were NOTED.

**561/22 Internal Audit Advisory Committee**

- i) The report from the Internal Audit Advisory Committee held on Wednesday 15<sup>th</sup> March 2023 was NOTED.
- ii) The recommendations of the Internal Audit Advisory Committee Meeting held on 15<sup>th</sup> March 2023 were CONSIDERED:-
  - a) Request for additional members to join the Internal Audit Advisory Committee (and later the standing committee). Councillor T. Clayton was APPROVED.

Cllr J. Coulson left the room for item (b).

- b) Recommend to Council to approve the Grant Aid Application for MHA and award the full value of £5,521.96 (attached). APPROVED.

Cllr J. Coulson returned to the meeting.

- c) Recommend to Council to refuse the Grant Aid Application for Shifnal Carnival Committee for bunting under the terms of the grant funding policy due to noted concerns with the grant application (attached). APPROVED.

It was further agreed to recommend that the Events Advisory Committee look for alternative options for funding the purchase of bunting. APPROVED. AGAINST: Cllr J. Horne.

- d) Recommend to Council that unspent values in the following budget lines be transferred to earmarked reserves at the end of financial year 2022/23:-
- Neighbourhood/Local Plan Review
  - Marketing, Publicity and Consultation (earmarked reserves for Regeneration)
  - Safer Shifnal (earmarked reserves for Regeneration)
  - Public Lighting Renewals

APPROVED. ABSTAIN: Cllr J. Horne.

- e) Recommend to Council to NOTE the quarterly budget review to 31st December 2022 (attached). NOTED.
- f) Recommend to Council to NOTE the quarterly bank reconciliation to 31st December 2022 signed by Cllr J. Moore at the Internal Audit Advisory Committee. NOTED.
- g) Recommend to Council to NOTE the annual price plan review for the Barclays Business Current Account (attached). NOTED.
- h) Recommendation that the Council commit to ensuring that there is an adherence to procurement and proper practices as detailed in the Practitioners Guide. That Council commit to ensuring there are no further incidents of working groups or advisory committees making decisions, that Council does not consider expenditure without lawful basis to do so and on all occasions Financial Regulations are complied with for tendering contracts. APPROVED.
- i) Recommendation to Council to NOTE the Internal Auditors comments regarding an SLA for street lighting but also note that Shropshire Council do not inspect, maintain or repair the Council's streetlights. They do however supply energy on a Joint Energy Scheme for which the Council have at least annual reviews of the inventory and price indications carried out by officers. This has been in place since 2012 (attached). NOTED.
- j) Recommendation to Council to NOTE the Internal Auditors comments regarding aged debtors, bad debts and write off policies (attached). NOTED.

- k) Recommend to Council the award of the Internal Audit Services contract to JDH Business Services for the financial year 2023/24 at a cost of £740.00 plus VAT (fixed at the 2022/23 rate. APPROVED.
- l) Recommend to Council to NOTE the completion of sample testing of expenditure undertaken by Cllr J. Moore and Cllr T. Tarran on 10th March 2023. NOTED.
- m) Recommend to Council to CONSIDER the adoption of the Investment and Reserves Strategy and Annual Review Statement (attached). APPROVED.
- n) Recommend to Council to NOTE that an annual review of the contracts schedule had been completed. NOTED.

#### 562/22 Mayor's Report

i) **Mayor's Ball**

a) Verbal updated provided by Cllr R Cox :-

- Event to be held on 22<sup>nd</sup> April 2023
- Circa 30 tickets sold to date. 90 in total to fill to make the event a success
- Chosen charity is Severn Hospice.
- Cllr R. Cox urged councillors to buy tickets and support the event

ii) **King's Coronation**

a) The report on festoon lighting, bunting with budget for the King's Coronation weekend was CONSIDERED:-

Cllr J. Moore referred to the use of the canopies and asked for confirmation that a named person would be appointed responsible for returning the canopies into storage in a dry and clean condition. NOTED. ACTION.

Request to support all of the activities listed in the report for the weekend by assisting with the delivery, advising on governance and procedures, loan of canopies and liaising with Shropshire Council for litter picking equipment – APPROVED.

£3,000 Budget for the Spring Fling and delegated authority to the Town Clerk in consultation with the Mayor and Chairman of the Events Advisory Committee was CONSIDERED and APPROVED. Budget Line : Events (LGA 1972 s.145).

Cllr R. Cox confirmed that the event was a joint Town Council/Shifnal Carnival Committee event for the community of Shifnal to celebrate the King's Coronation. The main object to bring community groups together. Costs to be split 50:50 with 50% contribution towards entertainment.

Cllr R. Cox urged councillors to help and support the weekend activities.

- iii) Cllr R. Cox confirmed his recent meetings with:-
- a) St Andrew's School on 9<sup>th</sup> March. Cllr R. Cox and P. Williamson to meet with their school council next week.
  - b) High Sheriff of Shropshire Visit to Shifnal on 13<sup>th</sup> March was well received. Thanks conveyed to Cllr J. Horne and D. Marriott for attending.
  - c) West Midland Trains on 14<sup>th</sup> March. Discussions included car parking, overhanging vegetation and access for all. These issues are mostly the responsibility of Network Rail and a dialogue is now open

**Mayor, Cllr R. Cox left the meeting due to a declared interest.**

**It was proposed to accept Cllr P. Williamson to the Chair for the next agenda item and until the Mayor may return to the room. APPROVED**

#### **563/22 SITS Update**

Cllr P. Williamson provided the following update:-

- There is an issue concerning the hanging basket posts and the contract with Shropshire Council for the supply and installation of 8 posts. A Moreton had written to the Town Clerk explaining that all poles apart from 2 had been installed as they had uncovered problems with the siting in 2 areas and a request for Shifnal Town Council to take them into storage at Shifnal Town Council expense.

The SITS group have asked the Town Clerk to write to A. Moreton and Shropshire Council to complete their element of the contract.

- Shifnal Town Council are currently holding the invoice for £29,000 for the installation of catenary poles and hanging basket posts. A. Moreton and Shropshire Council are currently chasing payment. The recommendation to Council is to hold payment until the contract is duly satisfied.

It was proposed that item 564/22 (iv) be moved to this section from the Town Clerk's Report. APPROVED

The Shropshire Council invoice currently withheld from payment for the catenary posts, hanging basket posts was CONSIDERED. Invoice to remain on hold until such time as Shropshire Council have fulfilled the contract in full. APPROVED.

- There are some issues with the new benches installed in the town centre where it would appear that the powder coating has not been applied correctly resulting in surface rust. The supplier has been contacted and the benches may be removed to be recoated in the not too distant future.
- There are some concerns with regard to parking restrictions in the Town Centre, especially relating to dropping off and unloading causing some concerns with our local businesses. Shifnal Town Council was not included in any consultation process. Cllr

6 - 8

---

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

P. Williamson has subsequently spoken to the responsible officer and hoping to arrange a meeting in the very near future.

- One of the new waste bins outside The Flower Girl in Market Place has been vandalised. A. Moreton is arranging a replacement bin but in the meantime, CCTV footage is being investigated.

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

Cllr K. Turley and member of the public left the meeting.

#### **564/22 Town Clerk Report**

- i) The Town Clerks Action Report to 17<sup>th</sup> March 2023 was NOTED.

Cllr T. Tarran raised a query relating to item 508 and outcome of engagement between Town Clerk and Shropshire Council regarding regeneration. The Town Clerk confirmed that the results of the discussions with Shropshire Council are to be reported to the Regeneration meeting scheduled for Thursday 30<sup>th</sup> March 2023.

- ii) A report regarding the Annual Town meeting in May 2023 was CONSIDERED.

- Town Clerk advised that the proposal was for an alternative approach as the previous set format is not working.
- The legal requirement is for the meeting to be held before 1<sup>st</sup> June 2023 and that the report from the prior year's meeting be made available.
- The proposed venue of Shifnal Community Hub versus Village Hall was debated. Cllr J. Horne left the meeting due to a declared Pecuniary interest prior to discussion taking place.
- The proposal to hold the Annual Town Meeting at Shifnal Community Hub on Wednesday 3<sup>rd</sup> May 2023 was proposed and APPROVED.

Cllr J. Horne returned to the meeting.

- The proposal to allow the Town Clerk to set the timing of the event was APPROVED.
- iii) Council to consider the purchase of five handsets at a one-off cost of £1,165.00 and monthly contract at £7.55 per month was APPROVED.
- iv) The Shropshire Council invoice for car park maintenance was CONSIDERED. Officer recommendation to resolve to pay the outstanding invoice in full and Estates Committee to consider whether negotiations be instigated for a deed of variation on the lease was APPROVED. AGAINST: Cllr J Horne and Cllr T. Tarran.

Note: The Shropshire Council invoice for catenary posts and hanging basket posts was moved to item 563/22 SITS Update.

The Minutes of the Full Council Meeting of the Town Council held on Thursday 16<sup>th</sup> February 2023 were SIGNED by Mayor, Cllr. R. Cox.

**565/22 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 20:48 hours.

**566/22 Staff Matters**

The verbal update provided by the Town Clerk in reference to sickness leave and cover was CONSIDERED and APPROVED.

The Town Clerk was asked to send a get well gift to a member of staff. ACTION.

The meeting was closed by the Chairman at 20:51 hours.