



SHIFNAL TOWN COUNCIL

A G E N D A

14th July 2023

TO ALL MEMBERS OF SHIFNAL TOWN COUNCIL

YOU ARE HEREBY SUMMONED to attend the Full Council meeting of the Town Council to be held on THURSDAY 20th JULY 2023 at 7.00 pm at Shifnal Community Hub, Tudor Way, Shifnal, TF11 8DJ.

Yours faithfully

Denise Reynolds
Town Clerk
SHIFNAL TOWN COUNCIL

NOTE TO THE PUBLIC:

Members of the public and press are most welcome to attend meetings of Shifnal Town Council. To ensure that meetings do not become prolonged, Standing Orders provide that members of the public are permitted to make representations, raise and answer questions and give evidence **only in respect of any item of business included in the agendas** during this public session which covers all meetings held on this date. However, public participation must be confined to this section of the meeting only.

The period of time which is designated for public participation in accordance with Standing Orders shall not exceed 15 minutes. Each member of the public is entitled to **speak once only in respect of business itemised on the agendas** and shall not speak for more than 3 minutes. A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Chairman of the meeting may at any time permit a person to be seated when speaking.

A question asked by a member of the public during a public participation session at a meeting shall not require a response or debate although the Chairman may direct that a response to a question posed by a member of the public be referred to a Councillor for an oral response or to the Town Clerk for an oral response.

- NB:**
1. Standing Orders are available on the Council's website, or on request from the Town Clerk or Council Office and are subject to periodic review, taking advice from the National Association of Local Councils;
 2. Temporary exclusion of the public and press may be necessary at any meeting to discuss matters of a special and/or confidential nature;
 3. **Due to limited seating capacity (10 seats), please contact the Council to book your place. Email address info@shifnaltowncouncil.gov.uk or telephone 01952 461420**

Citation from Shifnal Town Council Code of Conduct:

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor- officer protocol.

112/23 Fire Safety Announcement

113/23 Public Session

114/23 Shropshire Councillors' Question Time – Cllr Bird and Cllr Turley

Note: No pre-submitted questions.

115/23 Commencement of Business

116/23 Apologies received from Councillors

117/23 Declaration of Members' Interest

To receive declarations and requests for dispensations 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.

Members are reminded that subject to provisions of the current Code of Conduct that they are required to;

not speak, participate in the discussion or voting on the matter and leave the room in the event of a declaration of pecuniary interest and

not speak (unless in the public session if applicable), participate in the discussion or voting on the matter and leave the room in the event of a non-pecuniary interest.

- i) To CONSIDER dispensation requests from Cllr P. Williamson (attached).

118/23 Minutes of Previous Meeting

- i) To CONFIRM and SIGN the Minutes of the Full Council Meeting held on Thursday 15th June 2023 (attached).

119/23 Accounts

- i) To APPROVE the monthly payment schedule to 14th July 2023 (attached).
- ii) To CONFIRM invoice payments can be processed in August during the Summer Recess utilising delegated powers by the Clerk, with approval of the Monthly Payment Schedule for August deferred to September Full Council Meeting.

120/23 Planning Committee

- i) To NOTE the draft Minutes of the Planning Committee held on 6th July 2023 (attached).
- ii) To NOTE the planning applications report to 6th July 2023 (attached).
- iii) To CONSIDER a verbal update from Cllr J. Moore on the Shropshire Local Plan Review.
- iv) To CONSIDER a recommendation from the committee in regard to the Place Plan (attached).

It was proposed that the amended draft Place Plan projects highlighted by Shifnal Town Council and incorporating Cllr Tarran's comments be put forward for recommendation to Full Council at the next meeting on 20th July 2023. Following this resolution, the Town Clerk to be instructed to add approved projects to the portal prior to the 7th August 2023 deadline.

- v) To NOTE that a meeting with Tracy Darke and the Planning Committee has been scheduled for Tuesday 1st August at 10:30am at Shifnal Community Hub. Planning Committee to formulate questions for Tracy Darke by 21/07/2023 so they can be pre-submitted prior to the meeting.

121/23 Town Regeneration Committee

- i) To NOTE the draft Minutes of the Town Regeneration Committee held on Monday 10th July 2023 (attached).
- ii) To CONSIDER the recommendations of the Town Regeneration Committee held on 10th July 2023:-
 - a) The Committee recommends to Full Council that a contract for the provision of Place Marketing as per the quotation provided, be awarded to Good2Great for a one year term, break clause to be inserted on the 6 month review. The costs of the contract will be £24,000 plus VAT (Budget line: Regeneration and Earmarked Reserves Regeneration, The Parish Council (General Power of Competence) (Prescribed Conditions) Order 2012).
 - b) The Committee further recommends to Full Council that the additional budget sum of £11,000 for incidentals to support the Place Marketing activities, be agreed as necessary throughout the one year term. (Budget lines: Earmarked Reserves Regeneration and Marketing/Publicity/Consultation. The Parish Council (General Power of Competence) (Prescribed Conditions) Order 2012) or applicable legislation identified on each element.

122/23 Estates Committee

- i) To NOTE the draft Minutes of the Estates Committee held on Monday 10th July 2023 (attached).

123/23 Events Committee

- i) To NOTE resignation from the Events Committee received from Cllr D. Marriott.
- ii) To CONSIDER appointment of a replacement Chair and additional members for the Events Committee.
- iii) To CONSIDER report from the Administration Assistant regarding the purchase of two additional Christmas Light displays (attached).

124/23 SITS Update

- i) To CONSIDER a verbal update by Cllr P. Williamson.

125/23 Mayor's Report

- i) To CONSIDER a verbal update by Mayor, Cllr R. Cox
 - a) Update from Meeting with Shropshire Council Highways on 7th July 2023
 - Shifnal Footpaths and access issues for Mobility Scooters
 - Dropped kerb provisions
 - b) To NOTE that the Meet the Leader Meeting with Cllr L. Picton is scheduled for Council members/officers only, to be held on Monday 31st July 2023 at 5.30 pm at Shifnal Community Hub. Pre-submitted questions to be supplied to the Town Clerk by 21st July 2023.

126/23 Town Clerk Report

- i) To NOTE the Town Clerks Actions Report to 14th July 2023 (attached).
- ii) To CONSIDER a change to the scheduled date for the September Full Council meeting to 14th September 2023.
- iii) To NOTE condolences forwarded to the wife and family of former councillor, Tim Day, who sadly recently passed away. The funeral was attended by Officers and Councillors on Thursday 13th July 2023 at St Andrew's Church. A donation was made of £50 to Severn Hospice on behalf of Shifnal Town Council.

127/23 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.

128/22 Planning

- i) To NOTE planning enforcement matters.

129/23 To CONSIDER the Celebrating Shifnal Awards 2023

- i) To NOTE the civic event will be held at St Andrew's Church, Shifnal on 22nd October 2023 at 5.00pm. The service will be followed with refreshments from 6.00pm onwards.
- ii) To CONSIDER the nominations for the Celebrating Shifnal Awards 2023.

130/23 Staff Matters

- i) To CONSIDER the recommendations of the Employment Committee meeting held on 25th June 2023:-
 - a) To recommend to Full Council to NOTE the staff appraisal dated 20th March 2023 (confidential report).

Circulation:-

Councillors: Cllr R. Cox (Chairman), Cllr E. Moore, Cllr E. Bird, Cllr K. Booker, Cllr T. Clayton, Cllr J. Coulson, Cllr B. Haddon, Cllr J. Horne, Cllr L. Jenks, Cllr D. Marriott, Cllr J. Moore, Cllr T. Tarran, Cllr G. Tonkinson, Cllr Z. Turner, Cllr P. Williamson

For Information: D. Reynolds, Town Clerk and Responsible Finance Officer
D. Gough, Community Project Officer