



SHIFNAL TOWN COUNCIL

**Minutes of the Estates Committee Meeting of the Town Council held on
Tuesday 9th May 2023, Commencing at 5:30pm at the Shifnal Community Hub,
Tudor Way, Shifnal, TF11 8DJ**

Present: Councillors: R. Cox (Chairman), E. Bird, J. Moore, T. Tarran, Z. Turner

In Attendance: D. Reynolds (Town Clerk)

ES623/22 Fire Safety Announcement

Given by Chairman Cllr, R. Cox

ES624/22 Public Session

None in attendance

ES625/22 Apologies received from Councillors

i) Cllr. P. Williamson - Personal

NOTED.

Town Clerk amendment to minutes: It was confirmed that Cllr, J. Horne had submitted apologies prior to the meeting but these were not NOTED

ES626/22 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 T. Tarran – Item ES632/22 - pecuniary

ES627/22 To CONFIRM and sign the Minutes of the Estates Committee Meeting of the Town Council held on Monday 3rd April 2023

The Minutes of the Estates Committee Meeting held on Monday 3rd April 2023 were CONFIRMED and signed by the Chairman.

ES628/22 Shifnal Community Hub, Old Fire Station Hub & Library

i) Members NOTED a report on the bookings and advertisements for STC community hubs from the Administration Assistant.

Members requested that a total income for the month and percentage utilisation figure be provided for information on future reports. ACTION

Signed by Chairman.....

- ii) The revised contract prices for 01/04/2023 – 31/03/2023 for West Mercia Energy were NOTED.

ES629/22 Public Toilet Refurbishment

- i) Members NOTED that the wood panelling on the windows was a temporary fix and has since been completed as part of the snagging works.
- ii) Members NOTED that the issue with the opening times had been rectified.
- iii) Members NOTED that wash down of the doors had been completed.

ES630/22 Greenspace Maintenance

- i) The communication received in relation to the installation of waste bins in the Shifnal area was CONSIDERED and the increased contract costings were accepted as £3,375 for installation and £750 annually for the removal of waste. (Repairs and Renewals, LA 1983 s.5)
- ii) A report on the floral displays, planters and town centre maintenance was CONSIDERED.
Members NOTED that some weeding had been completed by a community member.
The Town Clerk was requested to obtain quotations for the refurbishment and ongoing maintenance of the floral displays in the planters and borders so that the committee could assess the viability of moving this forward. ACTION APPROVED
- iii) Quotations and recommendation for an annual tree survey were CONSIDERED and members agreed to award the contract to Eden Arboriculture Ltd in the amount of £2,040 plus VAT. (Repairs and Renewals, LGA 1894 s.81)
The Town Clerk was requested to approach this contractor for an indicative quotation for future periods. ACTION
- iv) Correspondence concerning Riparian ownership responsibility for Wesley Brook was NOTED.
The Town Clerk was requested to send another letter to Mark Barrow and Steve Smith at Shropshire Council regarding this matter including photographic evidence of the issues. A suggestion of rerouting the walkway would be the simplest resolution to the issues. Advice from Shropshire Wildlife Trust may inform proposals. ACTION

ES631/22 Aston Street Allotments

- i) Results of the fencing questionnaire from the allotment holders was CONSIDERED and members agreed for quotations to be sought for the picket fence option, to be considered by the committee at the earliest opportunity. ACTION APPROVAL

Cllr T. Tarran left the meeting prior to item ES632/22.

ES632/22 Priorslee Road Allotments

- i) Members NOTED a verbal report from the Town Clerk regarding the new signage at Priorslee Road Allotments.

Members agreed that a strongly worded letter should be sent to all allotment tenants reminding them of the obligations of their tenancy agreements, potential actions of the Council should non-compliance be proven, and to not deposit spoil in the newly cleared area. An offer of open dialogue would be encouraged with any allotment holder that wishes to engage on suitable options and/or resolutions. ACTION
APPROVED

Cllr. T. Tarran re-joined the meeting.

ES633/22 St Andrew's Churchyard

- i) Members NOTED that a second skip had been gifted by Cartwright's Waste Disposal Services for the Millennium Garden site.

ES634/22 STC Car Parks and Highways

- i) Members CONSIDERED a Deed of Variation to the King's Yard Maintenance Agreement.

Members highlighted the unreasonable obligated inflationary increases in the maintenance terms and the lack of clarity as to the detail of the maintenance agreement.

The Town Clerk was requested to open negotiations with estates officers and legal department at Shropshire Council to resolve a more reasonable arrangement in a Deed of Variation document. ACTION
APPROVED

- ii) Members CONSIDERED communication received from Tong Parish Council and Donington with Boscobel Parish Council relating to Information Signs located in the Stanton Road/Neachley Lane and Long Lane areas.

Members agreed that the most reasonable way forward was to send a joint letter from all Town and Parish Council's noted to the highways manager at Shropshire Council for immediate action. ACTION
APPROVED

- iii) Members CONSIDERED a proposal by Cllr J. Moore with regard to the Innage Road Project.

Members agreed that Cllr J. Moore, Cllr Z. Turner, the Administration Assistant and Community Projects Officer should meet to provide a cost effective proposal in terms of capital and ongoing maintenance costs for the site and bring back to September Committee meeting. APPROVED

The Town Clerk was requested to check the Ivy management at the site due to concerns raised. ACTION

ES635/22 Building Security Alarm Contract

- i) Members NOTED a report regarding the condition of the Old Fire Station alarm and system and CONSIDERED the quotation supplied by the appointed Security contractor for replacement

Signed by Chairman.....

Members agreed to accept the quotation from Yellowhat Security Solutions in the amount of £849.95 plus VAT (without additional key tags). This was considered as acceptable without competitive quotation due to the contractor being currently engaged by the Council for ongoing maintenance of the security systems and the need for prompt resolution of the matters. (Old Fire Station, LG(MP)A 1976 s.19)

ES636/22 STC Street Lighting

- i) Members CONSIDERED a report by the Town Clerk on Street Lighting Maintenance Contract, Capital Works and Street Lighting Agreement with Shropshire Council.
- a) Members agreed to accept the quotation for E-On to provide a routine maintenance programme for one year only in the amount of £4,864.66 plus VAT. This was considered as acceptable without competitive quotation due to the ongoing good service provision in this area by this contractor and lack of alternative quotations. (Street Lighting Maintenance, PCA 1957 s. 3(1))
- b) Members NOTED that E-On contractors were to provide the phase one works as instructed by this Council during the period 16th June 2023 to 3rd July 2023. Members further agreed to defer all actions in regard to further capital works until completion of phase one and clarity can be sought on contractual issues.
- c) Members agreed to recommend to Council the formal acceptance of the annual increased prices for the ongoing Shropshire Council Joint Energy agreement in the amount of £18,934.82 for the first two periods of 2023/24. (Street Lighting Energy, PCA 1957 s. 3(1)) APPROVED
The Town Clerk was requested to look for alternative comparative quotations for consideration by the committee for the next meeting.
ACTION
The Town Clerk furthermore committed to checking the current inventory with Shropshire Council to ensure that charging was correct. **ACTION**

ES637/22 New Community Assets

- i) Members CONSIDERED a verbal report provided by Mayor, Cllr R. Cox on the Village Hall and Youth Club facilities.

Cllr Cox conveyed the scheduled AGM for the Village Hall Trustees was to be held on 10th May 2023 and would relay any further information to the committee in due course.

Cllr Cox relayed information on the Youth Strategy and discussions with Shropshire Council and Youth Services on potential engagement including the Youth Club. Members NOTED the progression and potential for further development of initiatives in this area.

ES638/22 To Review Actions from Previous Committee Meetings

Amendments were considered as follows:-

- 494 Change expected completion date to October 2023
- 495 Change expected completion date to October 2023
- 496 Completed
- 497 Change expected completion date to November 2023
- 521 Change expected completion date to October 2023
- 522 Change expected completion date to October 2023
- 524 Change expected completion date to October 2023
- 525 Change expected completion date to September 2023

Signed by Chairman.....

- 532 Change expected completion date to June 2023
- 533 Add to June Committee Agenda
- 553 Change expected completion date to October 2023
- 559 To add to 521 actions
- 560 Completed
- 561 Completed
- 587 Add to June Committee Agenda
- 593 Change expected completion date to September 2023
- 596 Town Clerk to write to Shropshire Council to formally request to the
TRO due to complaints by residents and businesses
- 597 Change expected completion date to September 2023

ES639/22 Next Estates Committee Meeting

June date to be confirmed at the Full Annual Town Council Meeting on 18th
May 2023.

Meeting closed at 19.36 hours.