



SHIFNAL TOWN COUNCIL

Minutes of the Annual Meeting of the Town Council
Held at Shifnal Community Hub, Tudor Way, Shifnal, TF11 8DJ
on Thursday 18th May 2023, commencing at 7.00pm
Agenda dated 12th May 2023

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

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

001/23 Fire Safety Announcement

This was given by the Chairman, Mayor Roger Cox.

002/23 Public Session

Members of the public raised the following items:-

- With regard to Item 021/23 (iii) (d) Proposed Traffic Regulation Order Five Ways/Innage Road and parking restrictions. Two members of the public who reside in the locality in question raised their concerns regarding these proposals and strongly contested the parking restrictions.
- Mayor, Cllr Roger Cox thanked the residents for attending the meeting and expressing their views. The Mayor confirmed that Shifnal Town Council's role in this matter was one of consultee. Shropshire Council is the highways authority, and the final decision will lie with them. They have and will be carrying out the required surveys and consultation. Cllr Cox advised that Shifnal Town Council would consider the residents comments and feedback for this agenda item.

003/23 Shropshire Councillors' Question Time

- Cllr K. Turley stated that he had been in long discussions with Shropshire Council Highways Department regarding the issues in the Five Ways/Innage Road area and had requested Shropshire Council to look into the legalities of the grassed area on Innage Road.
- Cllr J. Moore requested Cllr Turley to raise the issue of the S106 works proposed for Haughton Road near to the new Medical Practice where currently there is an absence of any pedestrian crossing and gain some greater impetus relating to the proposed double roundabout and other safety measures. Cllr Turley advised that he was liaising with Tracy Darke and would follow up. ACTION.

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

004/23 Commencement of Business

Cllr. R. Cox read the following statement:-

"Following my nomination at last year's meeting I was privileged and honoured to accept the dual role of Chairman of Shifnal Town Council and Mayor of Shifnal. It has been emotional at times and challenging in some areas. However, I have reached out and built solid relationships with a number of fantastic community organisations in the town and witnessed first hand sheer determination and effort that those volunteers go to in supporting the whole community.

I have embraced representing Shifnal Town Council at a number of formal events in the County and showcasing Shifnal to the High Sheriff. The informal events have been fun and bring a smile to my face. It has enabled me to wear my treasured Wolves shirt at the church and going into the stocks and getting soaked at the King's Spring Fling. I was also delighted to donate a whopping £3248.60 to Severn Hospice as my chosen charity for the Mayor's Ball.

Despite the fact that Shifnal Town Council's hands are tied behind their back on a number of fronts by our custodians at Shire Hall, we are trying to wrestle a number of things from their control so Shifnal Town Council can have greater influence on the key issues within the Town. We have continued to improve the town in a number of ways over the last twelve months and there are some exciting projects in the pipeline moving forward.

I would like to take the opportunity to thank Cllr Ellen Moore and Councillors for their hard work and support over the last twelve months and the Town Clerk / RFO and her team for their support and professionalism in serving Shifnal Town Council.

I feel I have opened many doors and planted many seeds over the last twelve months and feel I have some unfinished business and would like to take the opportunity to push doors wider and take the seat for a further year should Council so wish".

005/23 Election of Chairman

There was one nomination for Chairman, Councillor R. Cox. Following a formal vote by members, Councillor R. Cox was elected Chairman for a second term.

006/23 Adoption of the Title of Mayor

Councillor R. Cox ACCEPTED the title of Mayor of Shifnal.

007/23 Declaration of Acceptance of Office

Councillor R. Cox SIGNED the Declaration of Acceptance of Office and thanked Councillors for their support.

008/23 Nomination of Mayoress or Consort

Joanne Oliver was NOMINATED as Mayoress, and this was ACCEPTED.

009/23 Election of Deputy Mayor

There was one nomination for Deputy Mayor, Councillor E Moore. Following a formal vote by members, Councillor E. Moore was subsequently elected Deputy Mayor.

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

010/23 Declaration of Acceptance of Office

Councillor E. Moore SIGNED the Declaration of Acceptance of Office.

012/23 Apologies received from Councillors

Cllr. E. Bird – work commitment – NOTED.

The resignation of Cllr Bob Haddon received on 21 April 2023 was NOTED.

The Town Clerk advised that the Returning Officer has confirmed receiving requests from 10 electors for the Parish Ward calling for an election. NOTED.

Mayor, Cllr R. Cox thanked Bob Haddon on behalf of Shifnal Town Council for his dedication during his tenure as councillor. APPROVED.

013/23 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. Z. Turner – item 021/23 (iii) (d) – Pecuniary*.

Cllr. R. Cox – item 024/23 - Pecuniary

*The Town Clerk advised that Cllr Z. Turner had submitted a request for dispensation in relation to item 021/23 (iii) (d) on the basis that although she lives in the immediate area directly affected by the proposals, that the parking restrictions would not impact her personally and that she wanted to represent the wider community. The request for dispensation was debated and APPROVED. AGAINST: Cllrs J. Horne, T. Tarran, P Williamson, R. Cox. The dispensation was granted for the Full Council Meeting held on 18th May 2023 agenda item 021/23 (iii) (d) only.

A proposal to suspend standing orders to allow a member of the public to speak and amend the running order of the agenda was not supported.

014/23 To Ratify Terms of Reference (attached) and Appoint Members to:-

i) Employment Committee

- Terms of Reference – APPROVED
- Membership – no change – APPROVED
- Chairman: Cllr. R. Cox – APPROVED
- Deputy Chair: Cllr E. Moore – APPROVED

ii) Planning Committee

- Terms of Reference – APPROVED

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

- Membership – no change – APPROVED
- Chairman: Cllr J. Moore – APPROVED
- Deputy Chair: Cllr J. Horne – APPROVED

iii) **Estates Committee**

- Terms of Reference with two amendments as follows APPROVED:-
 - Remove reference to 5 x traffic islands
 - Meetings to be reduced to 6 annually and held bi-monthly
- Membership – no change other than the addition of Cllr L. Jenks and Cllr K. Booker – APPROVED
- Chairman – Cllr R. Cox – APPROVED
- Deputy Chair: Cllr J. Moore – APPROVED

iv) **Community Safety Group (formerly Law and Order Committee)**

- Terms of Reference with one amendment APPROVED:-
 - Add in “The issue of youth strategy and the continued development of Shifnal Town Council provision of services to the young people of Shifnal”.
- Membership – no change - APPROVED
- Chairman: Cllr P. Williamson - APPROVED
- Deputy Chair: Cllr J. Horne - APPROVED

v) **Internal Audit**

- Change from Advisory Committee to Standing Committee status – APPROVED.
- Terms of Reference with one amendment APPROVED:-
 - Add in “including annual review of the asset register”.
 - Meetings to be changed to 6 annually and held bi-monthly
- Membership – no change – APPROVED
- Chairman: Cllr T. Tarran - APPROVED
- Deputy Chair – Cllr E. Moore – APPROVED

vi) **Shifnal Town Regeneration**

- Change from Advisory Committee to Standing Committee status – APPROVED.
- Terms of Reference - APPROVED
- Membership – no change other than the addition of Cllr Z. Turner– APPROVED
- Chairman: Cllr J. Coulson - APPROVED
- Deputy Chair – Cllr P. Williamson – APPROVED

015/23 To Ratify Terms of Reference (attached) and Appoint Members to:-

i) **Advisory Committees:-**

a) **Community Bus**

- Terms of Reference – APPROVED
- Membership – no change – APPROVED
- Chairman: Cllr D. Marriott – APPROVED

b) **Events**

- Terms of Reference – APPROVED
- Membership – no change – APPROVED
- Chairman: Cllr. D. Marriott – APPROVED

c) **Neighbourhood Plan** (not active)

- Terms of Reference – APPROVED

ii) **Working Group:-**

a) **Town Regeneration**

- Working Group as well as the standing committee to enable community members to participate
- Terms of Reference with grammatical correction – APPROVED
- Membership – as per standing committee – plus D. Pardoe – APPROVED

b) **Shifnal Town Centre Enhancement**

- Terms of Reference – APPROVED
- Membership – no change – APPROVED
- Chairman: Cllr P. Williamson – APPROVED

016/23 Appointment of Representatives to Other Bodies

- Membership – no change other than removal of Cllr B. Haddon due to resignation and addition of Cllr D. Marriott to Shifnal Carnival Committee – APPROVED

Brooke Educational Foundation	Cllr. Z. Turner
Old People's Welfare	Cllr. J. Horne
Shifnal Village Hall	Cllr. R. Cox unless afternoon Cllr. E. Moore if afternoon
Shropshire Playing Fields Association	Cllr. J. Horne
Bridgnorth and Shifnal Area Committee	Cllr. T. Tarran Cllr. R. Cox
Shifnal Exhibition Foundation	Cllr. J. Horne Cllr. E. Moore
Shifnal Flood Partnership	Cllr B. Haddon - remove Cllr. E. Moore
Patients Participation Group	Cllr. T. Tarran
Shifnal Carnival Committee	Cllr. J. Coulson Cllr. D. Marriott - added

See Appendix 1 for full committee membership

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

017/23 To NOTE the schedule of Meetings for the Forthcoming Session 2023/24

- Internal Audit – June date to be agreed off line - APPROVED
- Planning meeting to be moved to 6th June 2023 – APPROVED
- Estates Committee to commence in July 2023 and no session in June - APPROVED
- All other meetings for June 2023 – NOTED.
- Schedule for July 2023 to May 2024 to be brought back to June Full Council with Estates Committee meeting amended to bi-monthly. ACTION.
- Armed Forces Week – The Flag Raising event this year to be held on Monday 17th June 2023 at the Village Hall. 10:30 am for 11:00 am ceremony – NOTED.

018/23 Minutes of Previous Meeting

- i) The Minutes of the Full Council Meeting held on Thursday 20th April 2023 were CONFIRMED and SIGNED.

019/23 Accounts

- i) The six cheque and on-line banking signatories were CONFIRMED as follows:-

Councillor K. Booker
Councillor E. Moore
Councillor D. Marriott
Councillor T. Tarran
Councillor P. Williamson
Town Clerk D. Reynolds

APPROVED.

- ii) The monthly payment schedule to 12th May 2023 was APPROVED.
- iii) The annual council and employee subscriptions for 2023/2024 were CONFIRMED as follows:-
- a) Shropshire Association of Local Councils – SALC – Council - £2,203.58 – APPROVED.
- b) Society of Local Council Clerks (SLCC) – Town Clerk - £337.00 – APPROVED.

020/23 Estates Committee

- i) The draft Minutes from the Estates Committee meeting held on 9th May 2023 were NOTED.

- ii) The recommendations of the Estates Committee meeting held on 9th May 2023 were CONSIDERED:-
- a) To recommend to Full Council to accept the annual increased prices for the on-going Shropshire Council Joint Energy agreement in the amount of £18,934.82 for the first two periods of 2023/24. (Street Lighting Energy, PCA 1957s.3(1)). APPROVED.

021/23 Planning Committee

- i) The draft minutes of the Planning Committee held on 11th May 2023 were NOTED.
- ii) The planning applications report to 11th May 2023 was NOTED.
- iii) The recommendations of the Planning Committee meeting held on 11th May 2023 were CONSIDERED:-
- a) To recommend to Full Council to support the following walkway schemes (attached):-
- Old Smithfield Tunnel
 - Church Street
 - Bluebell Underpass
 - Lawton Road East
 - Lawton Road West

APPROVED.

- b) To recommend to Full Council to support the following walkway scheme and additionally endorse the installation of 20mph speed restrictions in this area:-

- Curriers Lane

APPROVED.

- c) To recommend to Full Council to support the following walkway scheme and to instigate a Traffic Regulation Order to restrict parking between the hours of 0730 hours and 1800 hours, Monday to Friday on Innage Road:-

- Five Ways/Innage Road

NOT APPROVED.

Cllr K Turley and 2 x members of the public left the meeting at 20.23 hrs.

022/23 Shifnal Town Council Regeneration Advisory Committee

- i) The report from the Shifnal Town Council Regeneration Advisory Committee meeting held on 9th May 2023 was NOTED.

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

023/23 Internal Audit Advisory Committee

- i) The report of the Internal Audit Advisory Committee meeting held on 11th May 2023 was NOTED.
- ii) The recommendations of the Internal Audit Advisory Committee meeting held on 11th May 2023 were CONSIDERED:-

a) Grant Applications

- To recommend to Full Council that no funds should be considered for the Shifnal Carnival Committee Grant Application unless the organisation complies with the requirements as stated in the grant application policy and as highlighted last year. APPROVED. AGAINST: Cllr J. Horne, Cllr R. Cox. ABSTAIN: Cllr G. Tonkinson.
- To CONSIDER the Grant Application received from The Royal British Legion Shifnal Branch for the sum of £364.98. APPROVED.

b) Code of Conduct Policy

- To recommend to Full Council the continued use of the phrase Non-Pecuniary interests in the policy document. APPROVED.
- To recommend to Full Council the continued policy in regard to the disclosure of interests and the required actions in meetings. APPROVED.
- To recommend to Full Council no change to the existing policy in relation to the disclosure process for Non-Pecuniary interests. APPROVED.
- To recommend to Full Council the amended policy for ratification at the Annual Full Council meeting in May. APPROVED with one amendment:-
 - Appendix B, paragraph 1 "Other Registerable Interests" replaced with "Non-Pecuniary Interests".

c) Other Policies

- To recommend to Full Council the amended policies for ratification at the Annual Full Council meeting in May as listed:-
 - Standing Orders – APPROVED
 - Financial Regulations – APPROVED with one amendment – p15 14.6 add asset register shall be verified annually by the Internal Audit Committee.
 - Administration and Financial Risk Assessment – APPROVED.

- The draft Disaster Recovery and Health and Safety policies to be reviewed at Full Council in June. NOTED.

d) Insurance 2023/24 Annual Cover

- To recommend to Full Council the acceptance of the quotation received from Zurich Insurance in the amount of £4,469.81 for a one year term. This would be considered acceptable in regard to financial regulations, given no other competitive quotations had been received despite the best endeavours of officers. APPROVED.

d) Thriving Children and Families Fund for youth provisions proposals

- To recommend to Full Council the allocation of earmarked reserves to the value of £25,000 from Neighbourhood Fund for match funding of this project. APPROVED.

Mayor, Cllr R. Cox left the meeting prior to item 024/23.

Deputy Mayor, Cllr E. Moore took the Chair in Cllr R. Cox's absence.

024/23 Shifnal Town Council Regeneration Working Group

i) Verbal updated provided by Cllr P. Williamson NOTED:-

- Three revised locations provided to Shropshire Council for the outstanding hanging basket poles. Final installation to be confirmed. Shropshire Council again advised that payment of the outstanding invoice would be settled by Shifnal Town Council upon contract completion.
- Town Clerk granted authority to release final payment of the invoice that is currently on hold subject to Cllr P. Williamson's confirmation that the outstanding works have been completed satisfactorily. APPROVED.

Mayor, Cllr R. Cox returned to the meeting and Chair.

025/23 Town Clerk Report

i) The Town Clerks Action Report to 12th May 2023 was NOTED.

- Item Numbers 461 to be closed. ACTION
- Item numbers 512/608 believed to be complete. Owing committee to close as appropriate. ACTION.

ii) To NOTE Section 137 expenditure for 2022/23 was £7,521.96 for 2 x charitable donations. NOTED.

iii) To NOTE Expenditure Powers Limit for 2023-2024 is £9.93 x 7,585 electors = £75,319.05. NOTED.

- iv) To CONSIDER the annual cover quotation for Health and Safety Service provided by Shropshire Council at a cost of £1,212.75 ex VAT. APPROVED.

The meeting was closed by the Chairman at 21:01 hours.