



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 20th July 2023, commencing at 7.00pm
Agenda dated 14th July 2023**

Present: Councillors: R. Cox (Chairman)
E. Bird, T. Clayton, J. Coulson, J. Horne, D. Marriott, E. Moore, T.
Tarran, G. Tonkinson, P. Williamson

In attendance: D. Reynolds (Town Clerk)
H. Howse (Administration Officer)
1 x member of the public

112/23 Fire Safety Announcement

This was given by the Chairman, Mayor Roger Cox.

113/23 Public Session

Member of the public raised the following item:-

- Urged Council to consider item 121/23 (ii) Town Regeneration
- Presented open letter signed by 36 Shifnal business owners who have set up a small business forum group that could work perfectly with Good2Great
- Stressed how important they believe the decision is for the town
- Shopping habits have changed since Covid 19 which has really impacted on the town's footfall and resulted in closure of several businesses more recently
- If the Town Council do not back this proposal they are afraid many more buildings will end up empty
- With the work of the Regeneration Committee, the new business forum and Good2Great, we can actually attract businesses to set up in Shifnal
- The small business forum has been set up to host pop up events working with Shropshire Council and Shifnal Town Council in the new Town Centre area.
- Feel that with the support of Good2Great they can make Shifnal's new look town centre thrive and attract more people to the town
- Conveyed thanks for the opportunity to discuss and look forward to a positive outcome

114/23 Shropshire Councillors' Question Time

- Cllr E. Bird raised the topic of the proposed Boundary changes from the Boundary Commission. Essentially creating a circle surrounding Shifnal for the Rural area. Only concern would be the number of Parish Council meetings that might impact on workload.
- Cllr R. Cox urged councillors to use this Question Time opportunity at future meetings.

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

- Cllr E. Bird advised that he is happy to receive email queries.

115/23 Commencement of Business

116/23 Apologies received from Councillors

Cllr K. Booker – annual leave
Cllr B. Haddon – health
Cllr J. Moore – personal
Cllr Z. Turner – prior engagement

NOTED.

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.

Cllr R. Cox – Item 124/23 and 128/23 – Pecuniary

Cllr P. Williamson – Item 120/23 (iii) – Non-Pecuniary*

- i) To CONSIDER 3 dispensation requests from Cllr P. Williamson:-
- a) Empty Homes, Stafford Avenue – Planning Committee & Full Council. APPROVED.
 - b) Temporary CCTV Siting, Stafford Avenue – Community Safety Committee & Full Council. APPROVED.
 - c) *Local Plan – border of property – Planning Committee & Full Council. APPROVED. AGAINST: Cllr J. Horne.

Discussion regarding the fact that other councillors could be affected by the Local Plan and Cllr E. Bird raised a question as to whether it was possible to give dispensation for everyone.

Cllr T. Tarran advised that it is not possible to offer general dispensation. Each individual councillor is responsible for requesting dispensation where necessary.

Cllr G. Tonkinson proposed that the Town Clerk send out a reminder concerning councillors responsibilities regarding declaring Pecuniary and Non-Pecuniary interests, as well as requests for dispensations. APPROVED. AGAINST: Cllr T. Tarran and Cllr J. Horne.

118/23 Minutes of Previous Meeting

- i) The Minutes of the Full Council Meeting held on Thursday 15th June 2023 were CONFIRMED and SIGNED.

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

119/23 Accounts

- i) The monthly payment schedule to 14th July 2023 was APPROVED.
- Town Clerk to arrange for an Invoice to be sent to Shropshire Council for the 50% contribution for the planters in the town. ACTION.
- ii) To CONFIRM invoice payments can be processed in August during the Summer Recess utilising delegated powers by the Clerk in consultation with the Mayor with the Monthly Payment Schedule for August to be deferred to September Full Council Meeting for approval. APPROVED.

120/23 Planning Committee

- i) The draft Minutes of the Planning Committee held on 6th July 2023 were NOTED with one amendment to the Minutes regarding Item P086/23 changing from NOTED to APPROVED. ACTION.
- ii) The planning applications report to 6th July 2023 was NOTED.
- iii) To CONSIDER a verbal update on the Shropshire Local Plan Review:-

Cllr T. Tarran provided the following update:-

- Shropshire Council response to the Inspectors due to be submitted on 20 July 2023 and should be on the website in the next few days.
- Inspectors to then decide whether they want to re-consult or go straight to Stage II Hearing.
- Particular relevance to Shifnal concerns employment land.
- Cllr J. Moore has asked Bruton Knowles to look at the responses and provide their thoughts so that we are ready and prepared for the Stage 2 Hearing.
- Shropshire Council are not expecting the Inspectors to re-consult although there are quite major changes.
- Expecting Stage II Hearing from November onwards and anticipate hearing something by the end of August.

- iv) The recommendation from the Planning Committee in regard to the Place Plan was CONSIDERED:-

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. APPROVED.

- v) The meeting confirmed with Tracy Darke and the Planning Committee scheduled for Tuesday 1st August 2023 at 10:30 am was NOTED. Venue: Shifnal Community Hub.

The Planning Committee to formulate questions for Tracy Darke by 21/07/2023 and submit to the Town Clerk so they can be pre-submitted prior to the meeting. ACTION.

Cllr J. Horne forwarded his apologies for the meeting with T Darke due to work commitments.

121/23 Town Regeneration Committee

- i) The draft Minutes of the Town Regeneration Committee held on Monday 10th July 2023 were NOTED.
- ii) The recommendations of the Town Regeneration Committee Meeting held on Monday 10th July 2023 were CONSIDERED:-
 - 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).

Cllr T. Tarran asked if there was anything in the contract in relation to how the company would be assessed at six months and twelve months?

Cllr J. Coulson confirmed that it is a 'no fault' break clause at the six months. That he agreed it was sensible to have KPI's but not necessary from a contract point of view.

Cllr R. Cox – The Council should consider this resolution contrary to financial regulations 11.1(i) due to lack of competitive like for like costed quotations. However due to the differing approaches for this service provision, the committee members analysis of the three consultant's proposals and the references received, the Council should be content that all efforts have been made to ensure value for money and best terms have been negotiated.

Cllr J. Horne asked whether there would be any legal issues for the council by approving this recommendation. The Town Clerk advised that the above amendment to the resolution would ensure the proposal was acceptable and could be considered.

The Town Clerk provided a verbal update on references sought from Wellington Town Council, Bridgnorth, Greater Dawley and Madeley.

Cllr R. Cox thanked the Town Clerk for providing a balanced view.

Cllr R. Cox proposed the Recommendation amended as follows for a recorded vote:-

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 £23,400 plus VAT (Budget line: Regeneration and Earmarked Reserves Regeneration, The Parish Council (General Power of Competence) (Prescribed Conditions) Order 2012).

The Council consider this resolution contrary to financial regulations 11.1(i) due to lack of competitive like for like costed quotations. However due to the differing approaches for this service provision, the committee members analysis of the three consultant's proposals and the references received, the Council is content that all efforts have been made to ensure value for money and best terms have been negotiated.

The proposal was seconded by Cllr J. Coulson and Cllr J. Horne requested a recorded vote as follows:-

RECORDED VOTE

	FOR	AGAINST	ABSTENTION
Cllr E Moore	1		
Cllr J Coulson	1		
Cllr G Tonkinson	1		
Cllr J Horne		1	
Cllr E Bird	1		
Cllr T Clayton	1		
Cllr T Tarran			1
Cllr P Williamson	1		
Cllr D Marriott	1		
Cllr R Cox	1		
	8	1	1

APPROVED.

- 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.

Cllr J. Coulson proposed the recommendation, the proposal was seconded by Cllr R. Cox and Cllr J. Horne requested a recorded vote as follows:-

RECORDED VOTE

	FOR	AGAINST	ABSTENTION
Cllr E Moore	1		
Cllr J Coulson	1		
Cllr G Tonkinson	1		
Cllr J Horne		1	
Cllr E Bird	1		
Cllr T Clayton	1		
Cllr T Tarran			1
Cllr P Williamson	1		
Cllr D Marriott	1		
Cllr R Cox	1		
	8	1	1

APPROVED.

The Town Clerk accepted the original open letter endorsed by the Shifnal businesses to the table for future reference and archiving into Council records.

The member of the public left the meeting.

122/23 Estates Committee

- i) The draft Minutes from the Estates Committee meeting held on 10th July 2023 were NOTED.

123/23 Events Committee

- i) Resignation from the Events Committee received from Cllr D. Marriott was NOTED.
- ii) Appointment of additional members for the Events Committee and appointment of a replacement Chair were CONSIDERED.

Discussion whether the Events Committee should be merged with the Town Regeneration Committee. Cllr E. Bird proposed that Events should be merged into Town Regeneration. NOT APPROVED.

Cllr E. Moore volunteered to join the Events Committee. APPROVED.

Cllr E. Moore was nominated as Chair of the Events Committee. APPROVED.

- iii) The report by the Administration Assistant regarding the proposal to purchase two new Christmas Light Displays at a total cost of £2,000 plus VAT (Budget Line: Earmarked Reserves – Christmas Lights. LGA 1972 s.144) was CONSIDERED and APPROVED. ABSTAIN: Cllr D. Marriott.

Cllr D. Marriott raised a query as to why the Council had opted to go with 110 volts where he believed that other councils with large displays were remaining on higher voltage. Town Clerk to respond. ACTION.

Cllr R. Cox left the meeting at 20:11 hours and handed over the Chair to Cllr E. Moore

124/23 SITS Update

- i) Cllr P Williamson provided the following verbal update:-
 - There is a programme of work to be completed by Shropshire Council to include:-
 - The two outstanding hanging basket poles
 - Pedestrian Refuge where Shrewsbury Road meets Broadway
 - Pedestrian work by Nan's Café (lighted poles)
 - Date yet to be confirmed.

- Benches
 - Cllr E. Moore has spoken with the Director of the supply company.
 - Benches to be taken back and issues resolved as soon as possible. Date to be agreed.
- Town Centre Maintenance
 - Chasing Shropshire Council on this topic. To add to Cllr L. Picton's pre-submitted questions. ACTION.

Cllr R. Cox returned to the meeting at 20:21 hours.

125/23 Mayor's Report

i) Cllr R. Cox provided the following verbal update:-

- Shropshire Youth Services have requested to hold an event in Wheatfield Park on 16th August during the school holidays. Cllr R. Cox proposed. Resolution: APPROVED.
- Visited the new art gallery in Shifnal – Hammond Gallery – which has recently been mentioned on BBC News, Bournemouth Echo and Washington Post. Good publicity for Shifnal and well worth a visit.
- CentreStage – recently attended an event at St. Andrew's Church which was very well attended by parents and families.
- Cllrs E. Moore and P. Williamson looking at organising a small event in the town and working on costings to bring to Council.
- Footpaths and access issues for Mobility Scooters & drop kerbs. Cllr R. Cox and Cllr G. Tonkinson have recently received correspondence from a resident concerning issues with electric scooters and cyclists along Cheapside within the pedestrian area.

Town Clerk to add this topic to the agenda for the next Estates Committee Meeting. ACTION.

Cllr P. Williamson confirmed that it was illegal to ride electric scooters on roadways or pathways and will raise with the Community Safety Committee. ACTION.

Town Clerk confirmed that she had also received a Freedom of Information request from the resident in relation to By Laws and would respond passing on any comments to the appropriate authorities.

Cllr R. Cox confirmed that Highways will be installing a dropped kerb by the entrance to the Shifnal Millennium Sensory Garden. Date to be agreed.

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

- Cllr R. Cox reminded councillors to submit in their questions for Cllr L. Picton's visit on 31 July to the Town Clerk by 21 July in order to be collated and submitted to her office. ACTION. Town Clerk to invite Cllr L. Picton to an open meeting at a future date. ACTION.

126/23 Town Clerk Report

- i) The Town Clerks Action Report to 14th July 2023 was NOTED.
- ii) A change to the scheduled date for the September Full Council meeting from 21st September 2023 to 14th September 2023 was CONSIDERED and APPROVED.

Cllr P. Williamson provided his apologies for the meeting on 14th September due to annual leave.
- iii) It was NOTED that condolences had been forwarded to the wife and family of the former councillor, Tim Day, who had sadly recently passed away. It was also NOTED that a donation of £50 to Severn Hospice had been made 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.

H. Howse left the meeting at 20:42 hours.

Cllr R. Cox left the meeting prior to 128/23

128/23 Planning

- i) Planning enforcement matters were NOTED.

Cllr R. Cox returned to the meeting.

129/23 Celebrating Shifnal Awards 2023

- i) It was NOTED that the civic event is to be held at St Andrew's Church on 22nd October 2023 at 5 pm.
- ii) Nominations for the Celebrating Shifnal Awards 2023 were CONSIDERED:-

Four nominations were NOTED, and further nominations were requested to be forwarded to the Town Clerk by 31st August 2023. ACTION

A query was raised as to the criteria for nominations, along with a nomination if applicable. The Town Clerk was to feedback on this matter. ACTION

The Town Clerk left the meeting at 20.48 hours

130/23 Staff Matters

- i) To CONSIDER the recommendations of the Employment Committee meeting held on 25th May 2023:-

A Staff Appraisal dated 20th March 2023 was NOTED.

The Town Clerk returned to the meeting at 20.49 hours.

The meeting was closed by the Chairman at 20.49 hours.

July Payment Schedule to 14 July 2023

Expense Type	Paid/Unpaid	Cost	Budget	Date	Inv No.	Payee	Description	Values	Sum of Net	Sum of VAT	Sum of Gross
Adhoc	Paid		IT Systems	08/06/2023	118761691-2023	Amazon	Office equipment		£131.66		£131.66
				11/06/2023	GB33NOLWSAEU	Amazon	Office equipment		£141.62	£28.33	£169.95
					GB33MN7CTABUJ	Amazon	Office equipment		£24.55	£4.91	£29.46
					GB-1181154185-2	Amazon	Office equipment		£16.28	£3.26	£19.54
				11/07/2023	11072023	Amazon	Office equipment		£26.63	£5.32	£31.95
				26/06/2023	26062023	Royal British Legion Trading Ltd	Remembrance Day Lamp post poppies		£250.00	£50.00	£300.00
				23/06/2023	23062023	Flower Girl	Floral gift		£35.00	£0.00	£35.00
Unpaid			Administration	21/06/2023	141871	Midland Computers Ltd	Re-instate councillor email (Cllr B Haddon)		£40.00	£8.00	£48.00
					141870	Midland Computers Ltd	Resolve printing issues		£40.00	£8.00	£48.00
					141872	Midland Computers Ltd	Resolve laptop issues		£80.00	£16.00	£96.00
				28/06/2023	142090	Midland Computers Ltd	Laptop parts		£76.00	£15.20	£91.20
				29/06/2023	142123	Midland Computers Ltd	Laptop repair		£80.00	£16.00	£96.00
				30/06/2023	142780	Midland Computers Ltd	Repurpose old laptop		£200.00	£40.00	£240.00
				26/06/2023	n/a	Staff expenses	Staff eye test		£49.00	£0.00	£49.00
				26/06/2023	n/a	Staff expenses	Staff travel expenses		£14.13	£0.00	£14.13
				28/06/2023	n/a	Staff expenses	Staff travel expenses		£19.80	£0.00	£19.80
				20/06/2023	1701	Unicom Fire and Safety Solutions Ltd	Fire Risk Assessments		£1,475.00	£295.00	£1,770.00
				21/06/2023	1387071130	Screwfix	Fire extinguisher		£38.99	£7.79	£46.78
				21/06/2023	6243	Novascope IT Ltd	Lanyards and staff ID card		£113.50	£22.70	£136.20
				30/06/2023	57135	Alisops CTF Ltd	Grave Markers and Plaques		£462.00	£92.40	£554.40
				13/07/2023	16221	KRM Contractors Ltd	Priorities Rd Cemetery Ashes Plots		£1,286.00	£253.20	£1,539.20
				05/05/2023	1591	St Andrew's Church	Contribution to tree survey		£105.00	£0.00	£105.00
				22/06/2023	16177	KRM Contractors Ltd	Priorities Rd Allotment Tap Replacement		£1,180.00	£236.00	£1,416.00
				30/06/2023	SIN6649953	TPN Farm & Country Superstore Ltd	Materials - temporary fence Aston St Allotments		£99.97	£10.00	£109.97
				03/07/2023	SI-9485	Limetree Landscapes Services	17 Planters replanted & watering		£9,740.00	£748.00	£10,488.00
					SI-9486	Limetree Landscapes Services	48 Summer baskets & 5 planters		£5,830.00	£1,166.00	£6,996.00
				02/05/2023	138130	Bennett Workplace Solutions Ltd	Office furniture and equipment		£1,158.00	£231.60	£1,389.60
				05/06/2023	1381822903	Screwfix	Maintenance supplies		£28.56	£5.71	£34.27
Adhoc Total									£16,671.69	£3,289.75	£19,961.44
Recurring	Paid		Admin/Estates	(blank)	(blank)	HMRC	PAYE contributions - Jun 23		£3,236.46		£3,236.46
						Salaries	Salaries - Jun 23		£10,746.25		£10,746.25
						Shropshire County Pension Fund	Pension contributions - Jun 23		£2,865.72		£2,865.72
				19/06/2023	19062023	Barclays	Bank Charges May 23		£19.56	£0.00	£19.56
				05/07/2023	5072023	Grenke Leasing	Telephone equipment		£125.00	£25.00	£150.00
				22/06/2023	11359775	West Mercia Energy	Gas May 23		£130.85	£6.59	£137.44
					11368372	West Mercia Energy	Electricity May 23		£124.48	£6.22	£130.70
				10/06/2023	INV02406751	Water Plus	Water supply - May 23		£43.62	£1.93	£45.55
				01/07/2023	INV02701626	West Mercia Energy	Water supply - Jun 23		£39.23	£1.51	£40.74
				22/06/2023	11366783	West Mercia Energy	Electricity May 23		£51.46	£2.57	£54.03
				11/07/2023	91019156	West Mercia Energy	Credit for Gas supply Apr 23		£74.70	£3.74	£78.44
					11370224	West Mercia Energy	Gas supply Apr 23		£67.43	£3.37	£70.80
					11370489	West Mercia Energy	Gas supply May 23		£30.87	£1.54	£32.41
				22/06/2023	11366784	West Mercia Energy	Electricity May 23		£282.17	£14.11	£296.28
				26/06/2023	11368571	West Mercia Energy	Gas Apr 23		£418.73	£20.94	£439.67
					11368572	West Mercia Energy	Gas May 23		£236.37	£11.82	£248.19
				05/07/2023	638003044203	Scottish Power	Electricity 4 Apr 23 - 30 Jun 23		£59.51	£2.98	£62.49
				03/07/2023	896179	Security Industry Authority	CCTV Licence		£184.00	£0.00	£184.00
					896277	Security Industry Authority	CCTV Licence		£184.00	£0.00	£184.00
				01/07/2023	1072023	Novuna Vehicle Solutions	Van lease rental - Jun-Jul 23		£317.89	£63.57	£381.46
				30/06/2023	9084090	FuelGenie (Worldwide IT Services UK Ltd)	Fuel van - May 23		£50.64	£10.13	£60.77
				30/06/2023	330101	Enreach UK Ltd	Phone & broadband Jul 2023		£376.01	£75.20	£451.21
				30/06/2023	6190357687	Lyresco UK Ltd	Stationery supplies		£397.76	£56.35	£454.11
				08/06/2023	8072216105	Sharp Business Systems UK	Photocopier		£171.67	£34.33	£206.00
				30/06/2023	21284	All Accounting Solutions	Payroll services		£35.65	£7.13	£42.78
				09/06/2023	035p355749	Perampas Recruitment Partnership LTD	Temporary staffing costs		£685.50	£137.10	£822.60
				16/06/2023	035p355821	Perampas Recruitment Partnership LTD	Temporary staffing costs		£685.50	£137.10	£822.60
				23/06/2023	035p355886	Perampas Recruitment Partnership LTD	Temporary staffing costs		£685.50	£137.10	£822.60
				30/06/2023	035p355942	Perampas Recruitment Partnership LTD	Temporary staffing costs		£685.50	£137.10	£822.60
				07/07/2023	035p356001	Perampas Recruitment Partnership LTD	Temporary staffing costs		£685.50	£137.10	£822.60
				04/07/2023	INV02618984	Water Plus	Water supply Jun 2023		£154.54	£13.72	£168.26
				07/06/2023	127781	E.ON Energy Solutions Ltd (Highways Light	Annual Street Lighting Maintenance May 23-Apr 24		£810.77	£162.15	£972.92
				26/06/2023	15985	Key Support Services	Water Mgmt & Sanitary units - Jun 2023		£73.10	£14.62	£87.72
				09/07/2023	INV02688693	Water Plus	Water supply - Jun 23		£93.73	£10.44	£104.17
				08/06/2023	7220323	Shropshire Council	Cleaning services May 2023		£2,353.00	£470.60	£2,823.60
				12/06/2023	7220382	Shropshire Council	Provision of janitorial stores Mar 23-May 23		£80.34	£16.07	£96.41
				05/07/2023	7224415	Shropshire Council	Cleaning services Jun 2023		£2,353.00	£470.60	£2,823.60
				14/06/2023	7221151	Shropshire Council	Health & Safety Services May 23-Apr 24		£1,212.75	£242.55	£1,455.30
				30/06/2023	9787	Brewood Landscapes Ltd	Grounds Maintenance Jun 23		£1,980.00	£396.00	£2,376.00
				30/06/2023	8451290970	Veolia	Refuse collection		£222.96	£44.59	£267.55
				03/07/2023	SI-9489	Limetree Landscapes Services	Watering of beds 23 & 29 Jun		£300.00	£60.00	£360.00
				13/07/2023	39628	The Shropshire Lawn Company	Lawn Treatment		£15.83	£3.17	£19.00
Recurring Total									£33,147.15	£2,932.16	£36,079.31
Grand Total									£49,818.84	£6,221.91	£56,040.75

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