



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 18th April 2024, commencing at 7.00pm
Agenda dated 12th April 2024**

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

In attendance: H. Howse (Administration Officer)
K. Turley (Shropshire Council)

699/23 Fire Safety Announcement

This was given by the Chairman, Mayor Roger Cox.

700/23 Public Session

None present.

701/23 Shropshire Councillors' Question Time – Cllr Bird and Cllr Turley

Members raised concerns relating to Shropshire Council waste consultation and potential future proposals. Members requested Cllrs K. Turley and E. Bird to make a representation to Shropshire Council on how Shifnal residents would be severely disadvantaged by potential closure of the Bridgnorth recycling centre and resultant increased risk of fly tipping. ACTION.

702/23 Commencement of Business

Mayor, Cllr R. Cox welcomed Cllr. G. Kerr.

703/23 Apologies received from Councillors

Cllr E. Bird – Work Commitment
Cllr G. Tonkinson – Work Commitment
NOTED.

704/23 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.

None.

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Signed by Mayor (Chairman).....

On behalf of Shifnal Town Council

705/23 Minutes of Previous Meeting

- i) The Minutes of the Full Council Meeting held on Thursday 21st March 2024 were CONFIRMED and SIGNED. ABSTAIN: Cllr E. Moore, P. Williamson

706/23 Accounts

- i) The monthly payment schedule to 12th April 2024 was APPROVED with the exception of the following invoices:-

- a) **Bruton Knowles Invoice 69088**

Cllr T. Tarran proposed to withhold payment subject to members receiving a breakdown of the charges from the company. APPROVED.

Town Clerk to action and feedback to the Planning Committee. ACTION.

- b) **Shropshire Council Invoice 7264438 (Kings Yard Car Park Maintenance)**

Cllr T. Tarran confirmed that the charges are part of the lease agreement held with Shropshire Council which Shifnal Town Council are legally obliged to pay and referred back to outstanding actions from the Estates Committee relating to the lease agreement.

Cllr K. Booker proposed that the invoice should be held until clarification can be sought on whether the charges relate to maintenance of the car park or maintaining the green area. APPROVED.

Town Clerk to seek clarification from Shropshire Council on the charges. ACTION.

- c) **Shropshire Council Invoice 7260558 (5 waste bins and emptying)**

Cllr P. Williamson proposed to withhold payment of this invoice subject to seeking further clarification. APPROVED.

Officers to investigate further. ACTION.

- ii) Plus the addition of Invoice 2223092 from Trinity for the sum of £192.00 which was inadvertently omitted from the payment schedule at the time of issue.

707/23 Community Safety Committee

- i) The draft Minutes of the Community Safety Committee meeting held on 26th March 2024 were NOTED.
- ii) The SYA first term reports regarding the Youth Club for Shifnal Juniors and Seniors were NOTED.

Mayor, Cllr R. Cox thanked Cllr P. Williamson on behalf of members for all the work involved in bringing the Youth Club to fruition.

- iii) To CONSIDER report and quotations for the provision of Youth Services Banners to erect within the Town Centre.

Cllr T. Tarran advised members that erection of banners of this size (2m x 1m) requires formal planning application process. It would be illegal to display without the appropriate planning application and a criminal offence. Banners up to 1.55 sqm however would not need permission from Shropshire Council.

Cllr P. Williamson proposed to proceed immediately with the most competitive quotation for the smaller sized banners that do not require planning approval and to progress with the larger sized banners as per the quotation provided to members once consent is established from Shropshire Council for the September term. APPROVED. ACTION.

708/23 Estates Committee

- i) The draft Minutes of the Estates Committee Meeting held on 9th April 2024 were NOTED.
- ii) To CONSIDER the recommendations of the Estates Committee Meeting held on 9th April 2024:-
- a) Recommend to Full Council that the Library photocopying charges be raised in line with Shropshire Council's Library photocopying charges.

Members considered a report from the Library Manager and based on the additional information provided, Cllr K. Booker proposed to keep the current photocopying charges for Shifnal Library with no increase for the financial year. APPROVED. ABSTAIN: Cllr G. Kerr.

709/23 Mayor's Report

- i) Mayor, Cllr R. Cox provided the following update:-
- Volunteer Meeting for the Shifnal 10K run is scheduled to be held on Monday 22nd April at 6pm at the Park House for anyone wishing to participate.
 - Confirmation of receipt of an email from the organisers of the recent Singing for Shifnal event thanking Shifnal Town Council for support.
 - A councillor surgery is planned to held as part of the Annual Town Meeting on 14th May at 7pm in the evening. Cllr R. Cox requested the various Chairs of each committee to attend and man a table at the event. ACTION.

Cllr J. Horne confirmed his apologies.

710/23 To review and update outstanding actions from previous Full Council meetings:-

424 – move to May
853 – move to May
882 – move to May
907 – complete
928 – move to May
929 – complete
930 – complete
932 – complete
933 – complete
934 – complete
935 – complete

711/23 Town Clerk Report

- i) The Town Clerks Actions Report to 12th April 2024 was NOTED.
- ii) Request received from Shifnal Carnival Committee to use Wheatfield Park and Co Op Car Parks for Shifnal Carnival on 29th June 2024 was CONSIDERED and APPROVED.
- iii) The Grant Aid Applications were CONSIDERED:-
 - a) Shifnal Carnival Committee

Members noted concerns regarding policy compliance.. Cllr R. Cox proposed that the Grant Application be reviewed at the next Internal Audit Committee with a view to bringing back to Full Council in May. APPROVED. AGAINST: Cllr J. Horne. ABSTAIN: Cllr B. Haddon. ACTION.
 - b) Shifnal Millennium Sensory Garden £390.82. APPROVED.
 - c) St Andrew's Church

Members agreed that the application could not be considered without a firm value. Cllr J. Horne proposed that the Grant Application be reviewed at the next Internal Audit Committee with a view to bringing back to Full Council in May. St Andrew's Church to confirm the requested amount. APPROVED. ACTION.
 - d) The Royal British Legion, Shifnal Branch £1,300.00. APPROVED.
 - e) Shifnal Veterans Armed Forces Veterans Breakfast Club £213.03. APPROVED.
 - f) Trinity Centre, Shifnal

Members requested further clarification. Cllr K. Booker proposed that the Grant Application be reviewed at the next Internal Audit with a view to bringing back to Full Council in May. Administration Officer to seek further information from the applicants. APPROVED. ACTION.

- iv) The email communication and Cornerstone Planning Consultation Letter to Shifnal Town Council received from N Mullan, Town Planner, WHP Telecoms Ltd regarding proposed works at Lizard Farm, Lizard Lane, Tong Forge, Shifnal was CONSIDERED and APPROVED. Administration Officer to respond to consultation confirming no adverse comments. ACTION.

Cllr K. Turley left the meeting at 20:08 hours.

- v) To NOTE public consultations from Shropshire Council:-

- a) Waste consultation

Members noted the consultation and agreed to submit Shifnal Town Council concerns. Members to draft wording to the Administration Officer for submission. ACTION.

- b) Gambling Act 2005 Policy Statement 2025-2028. NOTED.

- c) Shrewsbury Sports Village. NOTED.

H. Howse left the meeting at 20:18 hours.

712/23 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.

APPROVED.

713/23 Staff Matters

Cllr R. Cox acted as minute taker.

- i) The draft Minutes of the Employment Committee meeting held on 11th April 2024 were NOTED and APPROVED.
- ii) To CONSIDER the recommendations of the Employment Committee Meeting held on 11th April 2024:-
 - a) To recommend to Full Council the order of pendant number one in the Civic Regalia report for the Deputy Mayor office at a cost of £1,270.35 plus VAT to be provided by Thomas Fattorini Ltd (LGA 1972 s.246, Memorial Fund Earmarked Reserves).NOT APPROVED.
- iii) To NOTE the next Employment Committee Meeting is to be held on Tuesday 23rd April 2024 at 5.30 pm. NOTED.
- Cllr R. Cox updated all Councillors on current staff resources.
- Cllr R. Cox gave all Councillors the opportunity to email him any points they wished to be raised at the next Employment Committee meeting.

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Signed by Mayor (Chairman).....

Eileen Moore
On behalf of Shifnal Town Council

- Cllr R. Cox highlighted to all Councillors the limited Officer resources currently available and that workload will be prioritised accordingly.

All Councillors wished Cllr Z. Turner good luck with the weekend's London Marathon.

The meeting closed at 20:30 hours.

Steven Moore

April Payment Schedule to 12th April 2024

Expense Type	Paid/Unpaid	Cost	Budget	Date	Inv No.	Payee	Description	Values	
								Sum of Net	Sum of VAT
Adhoc	Paid	Administration	IT Systems	11/03/2024	tbc	Canva Property Ltd	IT software	£83.33	£16.66
			Staffing Costs	25/03/2024	102392	The Flower Girl	Staff get well flowers	£44.50	£0.00
		Estates	Public Toilets	22/03/2024	217533	Toiletsparcs Ltd	Parts for toilet repairs	£4.74	£28.44
		CIL	Neighbourhood Fund (reserve)	03/03/2024	5595	Shropshire Festivals Ltd	Consultancy fee May day event	£2,938.00	£387.60
	unpaid	Estates	Old Fire Station	28/03/2024	1480372887	Screwfix	Gutter repair supplies	£8.33	£1.66
			Events	20/03/2024	3653	Newton Newton Flags & Banner M	D-Day 80th Flag of Peace	£24.00	£4.80
		SCH		13/03/2024	5733	DLM Electrical Contractors	EICR of SCH Hub	£320.00	£64.00
				11/04/2024	5540	Shropshire Gas	Replacement water heater	£745.83	£149.17
				5541		Shropshire Gas	Replace leaking pipework	£102.08	£20.42
			OF5	14/03/2024	1475529724	Screwfix	Estate Officer supplies - OF5 repairs	£15.98	£3.20
		Miscellaneous	Neighbourhood Plan Review	15/02/2024	69088	Bruton Knowles	Shifnal Regulation 19 Consultation	£855.00	£171.00
		Outdoor Spaces	Open Space Maintenance	22/03/2024	6038	Kyoti Graphics Ltd	Wildflower & Do Not Climb signs	£203.70	£40.74
		Admin	Office Equipment	28/03/2024	135555473	Amazon	Shredder for Library	£112.57	£23.42
		CIL	Neighbourhood Fund (reserve)	13/03/2024	6604	Abacus Playgrounds	Outdoor Gym floor Wheatfield Park	£35,604.00	£7,120.80
				18/03/2024	37440	Amazon	Youth Club supplies	£31.66	£6.33
				03/03/2024	5596	Shropshire Festivals Ltd	Consultancy fee May day event	£5,875.00	£1,175.00
				5597		Shropshire Festivals Ltd	Consultancy fee May day event	£2,938.00	£587.60
Adhoc Total								£49,925.68	£9,977.14
Recurring	Paid	Admin/Estates	Staffing	(blank)	(blank)	HMRC	PAYE contributions Mar 24	£3,467.23	£0.00
						Salaries	Salaries Mar 24	£11,390.40	£0.00
						Shropshire County Pension Fund	Pension contributions Mar 24	£3,148.92	£0.00
		Administration	Bank Charges	19/03/2024	(blank)	Barclays	Current account charges Feb 24-Mar 24	£51.39	£0.00
			Communications Systems	01/04/2024	141008728	Grenke Leasing	Telephone equipment	£125.00	£25.00
		Estates	Library	14/03/2024	11473051	West Mercia Energy	Gas supply Feb 24	£253.13	£12.66
				19/03/2024	11474764	West Mercia Energy	Electricity supply Feb 24	£155.68	£7.78
				10/04/2024	5389798	Water Plus	Water supply Mar 24	£40.93	£1.58
			Old Fire Station	14/03/2024	11474129	West Mercia Energy	Gas supply Feb 24	£137.47	£6.87
			Public Toilets	19/03/2024	11479776	West Mercia Energy	Electricity supply Feb 24	£179.16	£8.96
		SCH		14/03/2024	11472570	West Mercia Energy	Gas supply Feb 24	£563.39	£112.68
				19/03/2024	11478636	West Mercia Energy	Electricity supply Feb 24	£375.76	£75.15
			Regeneration	19/03/2024	11480138	West Mercia Energy	Electricity supply Jan 24 (feeder pillar)	£25.98	£1.30
		OF5		19/03/2024	11478635	West Mercia Energy	Electricity supply Feb 24	£51.30	£2.57
		Outdoor Spaces	Machinery/Vehicle Hire & Maint	02/04/2024	2053115	Novuna Vehicle Solutions	Van lease rental Apr 24-May 24	£317.88	£63.58
		Estates	Library	11/03/2024	222517	Shropshire Council	Non-Domestic Rates - Library	£3,542.90	£0.00
			Old Fire Station	11/03/2024	7710007	Shropshire Council	Non-Domestic Rates - OFS	£3,169.90	£0.00
		Public Toilets		05/04/2024	5320111	Water Plus	Water supply Mar 24	£1,191.30	£133.76
		Events		04/04/2024	10119933	Npower	Christmas Lights energy	£990.83	£49.54
		SCH		11/03/2024	359511	Shropshire Council	Non-Domestic Rates - SCH	£3,054.63	£0.00
					390038	Shropshire Council	Non-Domestic Rates - SCH	£5,489.00	£0.00
		SCH/Cemetery		31/03/2024	1319681	Veolia	Waste collection Mar 24	£210.44	£42.09
		Public Toilets/Library		26/03/2024	16267	Key Support Services	Water management & waste disposal Mar 24	£76.41	£15.28
		Car Parks		11/03/2024	223067	Shropshire Council	Non-Domestic Rates - Aston St Car Park	£4,890.20	£0.00
					223058	Shropshire Council	Non-Domestic Rates - Kings Yard Car Park	£1,596.80	£0.00
				01/04/2024	7264438	Shropshire Council	Maintenance of Kings Yard Car Park 24-25	£1,597.95	£0.00
		Public Toilets/Library/SCH/OF5		28/03/2024	7263729	Shropshire Council	Cleaning services Mar 24	£2,353.00	£470.60
		HR Services		01/04/2024	63809	Worknest Ltd	HR Services	£2,569.84	£513.97
		Miscellaneous		29/03/2024	10401	Brewood Landscapes Ltd	Grounds maintenance Mar 24	£2,017.50	£403.50
		Outdoor Spaces	Open Space Maintenance	15/03/2024	7260558	Shropshire Council	5 Waste bins & emptying	£3,793.95	£752.74
		Admin	Repairs & Renewals	27/03/2024	7263693	Shropshire Council	Mobile phone charges Nov 23 - Mar 24	£189.29	£37.86
			Communications Systems	31/03/2024	365629	Enreach	Telephone services Mar 24	£407.05	£81.41
			Photocopier	05/04/2024	8072674838	Sharp Business Systems Ltd	Copy charges (Library)	£42.26	£8.45
					8072669703	Sharp Business Systems Ltd	Copy charges	£76.28	£15.26
			IT Systems	16/03/2024	12290	Aubergine 262 Ltd	Website domain management - annual fee	£100.00	£20.00
		Stationery		19/03/2024	57456	Asles Ltd	SCH supplies	£90.50	£18.10
		Office Equipment/Stationery		31/03/2024	6640043002	Lyreco UK Ltd	Stationery	£432.28	£86.46
		Estates/Admin	Regeneration/Marketing	02/04/2024	2498	Good 2 Great Ltd	Love Shifnal Mar 24	£2,399.16	£478.93
Recurring Total								£60,545.09	£3,453.03
Grand Total								£110,470.77	£13,430.17

Ellen Noor 16/5/2024