



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 21st March 2024, commencing at 7.00pm
Agenda dated 15th March 2024**

Present: Councillors: R. Cox (Chairman)
E. Bird, K. Booker, J. Coulson, J. Horne, D. Marriott, T. Tarran, G.
Tonkinson, Z. Turner

In attendance: Denise Reynolds (Town Clerk)
H. Howse (Administration Officer)
K. Turley (Shropshire Council)

630/23 Fire Safety Announcement

This was given by the Chairman, Mayor Roger Cox.

Cllr K. Booker joined the meeting at 17:01 hours.

631/23 Public Session

1 member of the public attended the meeting to address members of the council concerning Item 636/23.

Cllr E. Bird joined the meeting at 17:04 hours

632/23 Shropshire Councillors' Question Time – Cllr Bird and Cllr Turley

- i) To CONSIDER update from Shropshire Council to Cllr E. Bird regarding Hem Lane and Aston Street.

Shropshire Council have confirmed that this is not a high priority across the county due to lack of current traffic or incidents at this time. Town Clerk to write to the resident to advise. ACTION.

- ii) To receive a verbal update from Cllr K. Turley regarding a question raised concerning Idsall Sports Centre.

Cllr K Turley advised that the gym had closed in 2020. At that time there were only nine members using the gym facilities and a large amount of equipment was in need of replacement. It was not viable to proceed on this basis. However, the other leisure facilities are used by the public on a weekly basis and continue to thrive.

633/23 Commencement of Business

634/23 Apologies received from Councillors

Cllr B. Haddon – Personal
Cllr L. Jenks – Work Commitment
Cllr E. Moore – Annual Leave
Cllr J. Moore – Annual Leave
Cllr P. Williamson - Personal

NOTED.

635/23 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.

636/23 To CONSIDER Co-option of one Councillor for the Rural Ward vacancy following notice received from the elections team, Shropshire Council

Following consideration of one application for the vacancy, the following Shifnal resident was duly co-opted onto Shifnal Town Council:-

Grahame Kerr - Rural Ward

Grahame Kerr completed his acceptance of office and was welcomed to join the table for the rest of the meeting business.

Town Clerk to set up a meeting with Cllr G. Kerr to run through the introduction pack. ACTION.

637/23 Minutes of Previous Meeting

- i) The Minutes of the Full Council Meeting held on Thursday 15th February 2024 were CONFIRMED and SIGNED. ABSTAIN: Cllr J. Horne.

638/23 Accounts

- i) The monthly payment schedule to 15th March 2024 was APPROVED with the exception of the invoice from Bruton Knowles. Cllr T. Tarran requested further details. The Town Clerk to investigate. ACTION.

639/23 Planning Committee

- i) The draft Minutes of the Planning Committee held on 7th March 2024 were NOTED.
- ii) The planning applications report to 7th March 2024 was NOTED.

640/23 Regeneration and Events Committee

- i) The draft Minutes of the Regeneration and Events Committee meeting held on 11th March 2024 were NOTED.
- ii) To CONSIDER the recommendations of the Regeneration & Events Committee meeting held on 11th March 2024:-
 - a) Recommend to Full Council that a Heritage Motorcycle and Cycle Day will take place on Saturday 15th June 2024. The event to be organised, managed and delivered by The Italian AutoMoto Club at a cost of £170.00 (Budget Line: 37: Events (Localism Act 2011 ss 1 -5)).

APPROVED. AGAINST: Cllr J. Horne. ABSTAIN: Cllr T. Tarran.

641/23 Estates Committee

- i) The draft Minutes of the Estates Committee Meeting held on 11th March 2024 were NOTED.
- ii) To CONSIDER the recommendations of the Estates Committee Meeting held on 11th March 2024:-
 - a) Recommend to Full Council that an order be placed with Limetree Landscapes for the planting and watering for the summer season of 17 nos. Planters, 5 nos. Town Entrance Planters & 42 nos. Hanging Baskets at a cost of £11,992.50 (+VAT). (£11,000.00 Budget Line 39: Planters/Fertilisers/Plants & the remainder £992.50 be taken from Shifnal Town Council Reserves (LGA 1892 s.8 (1)(i)). This resolution would be a contravention of Financial Regulation 10.3, however, accepted due to the timescales for order, approved supplier and lack of other suitable quotations. In addition, the omission of 10 nos. hanging baskets at Shifnal Community Hub, Shifnal Library, Public Toilets and at the former Blue retail shop in order to save costs.

Members debated the recommendation and Cllr R. Cox confirmed that Specsavers, Telford had kindly offered to sponsor one of the hanging baskets.

Cllr E. Bird proposed to amend the recommendation to reduce the number of hanging baskets by the sum of £792.50 to bring the spend in line with budget without using General Reserves and for watering to be maintained through to the end of September.

APPROVED.

AGAINST: Cllrs Z. Turner, K. Booker, G. Tonkinson. ABSTAIN: Cllr D. Marriott.

- b) Recommend to Full Council that any remaining budget from Budget Line 49: Library 2023/2024 budget be transferred to the 2024/2025 Budget Line 31: Repairs and Renewal: Outdoor Spaces as the repairs to the Memorial Poppy Bench should be prioritised over the refurbishment of the Library kitchen.

Members considered the Town Clerk report.

Cllr T. Tarran proposed amendment to support officer recommendation:-

- i) Approve the kitchen refurbishment with an award to Granville Construction and Maintenance Limited in the amount of £3,593.49 for delivery at the earliest opportunity utilising the 2023/24 budget stream (Budget line 49: Library, LGA 1892 s.8 (1) (i)).
- ii) Instruct the CPO to assess the viability of the refurbishment of the bench and bring a report to the Estates Committee to utilise the 2024/25 budget stream for Repairs and Maintenance – Open Spaces, to enable delivery of the scheme in Autumn 2024/25. ACTION.

APPROVED. ABSTAIN: Cllrs G. Tonkinson, K. Booker, J Coulson

- c) Recommend to Full Council that an order be placed with Shire Services for 1 year for the cleaning of the 4 nos. STC properties at a cost of £30,972 (+VAT) (Budget Line 41, 42, 43 & 49: Old Fire Station, Community Hub, Public Toilets & Library (LGA 1894s.8(1)(i)). In line with Financial Regulations 18.2 to allow continuation of services and noting restrictions on suitable alternative quotations due to TUPE regulations.

APPROVED.

642/23 Community Safety Committee

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

Cllr R. Cox proposed to support the provision of Youth Services Banners and erect within the Town Centre.

Cllr T. Tarran requested that the Town Clerk confirm with Shropshire Council that size and display of these banners complies with current legislation and temporary signage consent. ACTION.

Cllr J. Horne proposed that approval to proceed with the banners be deferred until further information available.

APPROVED. ABSTAIN: Cllrs J. Coulson, D. Marriott.

643/23 Mayor's Report

- i) To CONSIDER a verbal update by Mayor, Cllr R. Cox.

Mayor advised that he had attended the following recent events:-

- High Sheriff, Mandy Thorn, Outstanding Young Citizenship Award Ceremony 2024 held on 6th March 2024.
- Singing for Shifnal on 20th March at Idsall School.

ii) **Annual Town Meeting**

- a) To CONSIDER date, time, location and format for the Annual Town Meeting in May 2024.

Cllr R. Cox proposed that the Annual Town Meeting be held on Tuesday 14th May 2024 at 7 pm at Shifnal Village Hall. The business meeting to be held prior to the Annual Town Meeting and for local community groups to be invited.

APPROVED. ABSTAIN: Cllrs T. Tarran, K. Booker.

Cllrs J. Horne and G. Tonkinson conveyed apologies for attending the meeting on 14th May.

- iii) To CONSIDER a verbal request for support for a visit from representatives of Machecoul, France (twinned with Shifnal) at the D-Day 80 anniversary events in June 2024.

Cllr R. Cox proposed that Shifnal Twinning Association apply through the grant process for consideration at the Internal Audit Committee in April. APPROVED. ABSTAIN: Cllr J. Horne. Town Clerk to provide grant application form and request submission. ACTION.

644/23 To review and update outstanding actions from previous Full Council meetings:-

424 – move to April
853 – move to April
879 - complete
881 – move to May
882 – move to April
901 – complete
902 – complete
903 – complete
904 – move to May
905 – complete
906 – complete

645/23 Town Clerk Report

- i) The Town Clerks Actions Report to 15th March 2024 was NOTED.
- ii) To NOTE communication received from the Transport & Environment Parking Team at Shropshire Council regarding TRO consultation on EV charging spaces on Victoria Road.

Cllr E. Bird proposed to support public consultation on the EV charging spaces on Victoria Road.

APPROVED. ABSTAIN: Cllr K. Booker.

Town Clerk to confirm with Shropshire Council. ACTION.

- iii) To CONSIDER full membership with Rural Market Town Group and determine if STC wish to proceed with paid membership for 01/04/2024 to 31/03/2025 at a cost of £118.00 plus VAT per annum. Budget Line to be agreed.

Cllr T. Tarran proposed not to take up full membership. APPROVED.

Town Clerk to notify Rural Market Town Group of decision. ACTION.

646/23 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.

H. Howse and K. Turley left the meeting at 20:12 hours.

647/23 Staff Matters

D. Reynolds left the room at 20.13 hours.

Cllr R. Cox acted as minute taker.

- i) The draft Minutes of the Employment Committee meeting held on 4th March 2024 were NOTED with an amendment to include Cllr J. Horne in attendance in these minutes prior to ratification by the committee.
- ii) Cllr R. Cox verbally informed members of the sick leave of a member of staff for one week with the Town Clerk to contact on 22/03/2024 for a welfare check.

Cllr Cox closed the meeting at 20.14 hours prior to the return of D Reynolds to the room.

March Payment Schedule to 15th March 2024									
Expense Type	Paid/Unpaid	Cost	Budget	Date	Inv No.	Payee	Description	Values	Sum of VAT
Adhoc	Paid	Administration	Staffing	19/02/2024	47803	Flower Girl	Staff get well flowers	£50.00	£0.00
			Payroll Administration	06/02/2024	1363	All Accounting Solutions	Tax Fee Protection Service	£95.00	£0.00
			IT Systems	09/02/2024	2024007121257	Adobe Systems	Acrobat software	£198.96	£39.79
			Office Equipment	28/02/2024	121730	Chrisbeon Office Supplies	Computer operator chair	£109.00	£21.80
			SCH	11/03/2024	108243	Interior Design Ceiling Co Ltd	Replacement ceiling tiles	£50.30	£10.06
			CIL	17/01/2024	various	Amazon	Youth Club equipment	£40.00	£8.00
			Neighbourhood Fund (reserve)	19/02/2024	150364	Midland Computers	Redirect emails	£270.00	£54.00
			IT Systems	07/02/2024	G6160-0002	Parish Online (Geoschere Ltd)	Digital mapping online subscription	£350.21	£70.04
			Other subscriptions	31/01/2024	43942	MFS Total	Boiler repairs	£177.78	£35.56
			Old Fire Station	27/02/2024	129437	E-ON	Replacement lantern - Admirals Close	£177.78	£35.56
			Public Lighting Maintenance		129436	E-ON	Replacement lantern - Park Lane	£84.86	£16.97
					129433	E-ON	Light repair - Park Lane	£177.78	£35.56
					129431	E-ON	Replacement lantern - Beech Drive	£84.86	£16.97
					129430	E-ON	Light repair - Park Lane	£177.78	£35.56
					129432	E-ON	Column door repair - Park Lane	£23.55	£4.71
					129435	E-ON	Replacement lantern - Sycamore Close	£177.78	£35.56
					129434	E-ON	Light repair - Laburnum Close	£115.68	£23.13
					129438	E-ON	Light repair - Broadway Close	£19.52	£3.90
					5603	DLM Electrical Contractors	PAT testing	£250.50	£50.10
			SCH/Library/OPS	13/02/2024	5595	DLM Electrical Contractors	Electrical works	£475.00	£95.00
			SCH/Library	08/02/2024	53470	Turnock Lighting Ltd	Christmas lights	£9,256.50	£1,851.30
			Christmas Lights	22/01/2024	53470	Turnock Lighting Ltd	Christmas lights	£171.00	£34.20
			Neighbourhood/Local Plan Review	15/02/2024	610-24-09088	Briton Knowles	Shifnal Regulation 19 consultation	£855.00	£171.00
			Outdoor Spaces	29/02/2024	131499	Smith Of Derby	Annual clock service	£378.00	£75.60
			Repairs & Renewals	05/03/2024	23506	Benbow Brothers Ltd	Tree works	£7,400.00	£1,480.00
			Neighbourhood Fund (reserve)	13/03/2024	789	T J Morris Plant Hire Ltd	Ingers Road landscaping works	£70,783.50	£14,156.70
			Financial Audit Fee	29/02/2024	4775	JDH Business Services	Interim audit report	£370.00	£74.00
								£42,283.77	£8,457.77
								£3,622.48	£724.48
			Staffing		(blank)	HMRC	PAYE contributions Feb 24	£0.00	£0.00
						Salaries	Salaries Feb 24	£11,636.47	£0.00
						Shropshire County Pension Fund	Pension contributions Feb 24	£3,275.32	£0.00
			Bank Charges	19/02/2024	(blank)	Barclays	Current account charges Jan 24-Feb 24	£8.50	£0.00
			Communications Systems	01/03/2024	141008728	Gretna Leasing	Telephone equipment	£125.00	£25.00
			Library	11/02/2024	4776057	Water Plus	Water supply Jan 24	£40.53	£8.11
						West Mercia Energy	Electricity supply Jan 24	£164.13	£32.82
						Water Plus	Gas supply Jan 24	£315.25	£63.05
						West Mercia Energy	Water supply Feb 24	£37.94	£7.59
						Water Plus	Electricity supply Jan 24	£57.18	£11.44
			Old Fire Station	19/02/2024	11467552	West Mercia Energy	Gas supply Jan 24	£27.21	£5.44
						West Mercia Energy	Electricity supply Jan 24	£224.86	£44.97
			Public Toilets	15/02/2024	11461894	West Mercia Energy	Electricity supply Jan 24	£255.82	£51.16
			SCH	19/02/2024	11467533	West Mercia Energy	Electricity supply Jan 24	£795.59	£159.12
						West Mercia Energy	Gas supply Jan 24	£317.88	£63.58
			Regeneration	19/02/2024	11460491	West Mercia Energy	Electricity supply Dec 23 (feeder pillar)	£25.75	£5.15
			Machinery/Vehicle Hire & Maint	01/03/2024	2003518	Nouva Vehicle Solutions	Van lease rental Mar 24 - Apr 24	£50.58	£10.12
			Outdoor Spaces		10075147	Fuel Genie	Van fuel Feb 24	£405.60	£81.12
			Administration	29/02/2024	361418	Enreach	Telephone services Feb 24	£35.69	£7.14
			Communications Systems	29/02/2024	22637	All Accounting Solutions	Payroll services Feb 24	£168.01	£33.60
			Payroll Administration	06/02/2024	8072573158	Sharp Business Systems	Copy charges	£106.64	£21.33
			Photocopier	08/03/2024	8072627185	Sharp Business Systems	Copy charges	£98.00	£19.60
			IT Systems	22/02/2024	150494	Midland Computers	Security licence	£212.33	£42.47
			Stationery/Postage	29/02/2024	6640041170	Lyreco UK Ltd	Stationery, postage, first aid supplies	£115.96	£23.19
			Public Toilets	06/02/2024	4698515	Water Plus	Water supply Jan 24	£1,260.74	£252.15
						Water Plus	Water supply Feb 24	£244.61	£48.92
			SCH	02/03/2024	4995142	Water Plus	Credit Water supply Sep 23 - Feb 24	£4,733.71	£946.74
			Public Lighting Energy	26/02/2024	7258123	Shropshire Council	Public Lighting Energy Jan-Mar 24	£172.66	£34.53
			SCH/Library	08/02/2024	7255921	Shropshire Council	Janitorial stores Oct 23 - Jan 24	£100.00	£0.00
						Diamond Shine	Window cleaning	£2,953.00	£590.60
			SCH/Library/OPS/Public Toilets	08/02/2024	7255904	Shropshire Council	Cleaning services Dec 23	£2,823.60	£564.72
						Shropshire Council	Cleaning services Jan 24	£2,353.00	£470.60
			Public Toilets/ Library	11/03/2024	7260255	Shropshire Council	Cleaning services Feb 24	£76.41	£15.28
			Open Space Maintenance	26/02/2024	16224	Key Support Services	Water management & sanitary disposal Feb 24	£2,017.50	£403.50
						Brewood Landscapes Ltd	Grounds maintenance Feb 24	£210.44	£42.09
			Estates/Outdoor Sp	06/03/2024	41716	The Shropshire Lawn Company	Lawn treatment Memorial Garden	£33.39	£6.68
			SCH/Cemetery Refuse	29/02/2024	1317515	Veolia	Waste collection Feb 24	£210.44	£42.09
			Neighbourhood Fund (reserve)	01/02/2024	2223083	Trinity Methodist Church	Room Hire Jan 24	£32.00	£0.00
			CIL	01/03/2024	2223087	Trinity Methodist Church	Room Hire Feb 24	£256.00	£0.00
			Administration/Esra	01/03/2024	2491	Good 2 Great Ltd	Love Shifnal Feb 24	£40,577.36	£8,115.47
			Marketing/Regeneration					£82,861.13	£16,572.05
			Recurring Total						
			Grand Total						