



## SHIFNAL TOWN COUNCIL

**Minutes of the Estates Committee Meeting of the Town Council held on  
Monday 7<sup>th</sup> October 2024, Commencing at 5:30pm at the Shifnal Community  
Hub, Tudor Way, Shifnal, TF11 8DJ.**

**Present:** Councillors: R. Cox (Chairman), J. Horne, T. Tarran, Z. Turner  
P. Williamson

**In Attendance:** D. Gough (Community Projects Officer)

**ES297/24 Fire Safety Announcement**  
This Was Given by the Chairman R. Cox.

**ES298/24 Public Session**  
None Present

**ES299/24 Apologies received from Councillors**  
Cllr. B. Haddon – Personal – NOTED  
Cllr. K. Booker – Health - NOTED

**ES300/24 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.*

*Members are reminded that subject to provisions of the current Code of Conduct that they are required to;*

*not speak, participate in the discussion or voting on the matter and leave the room in the event of a declaration of pecuniary interest and  
not speak (unless in the public session if applicable), participate in the discussion or voting on the matter and leave the room in the event of a non-pecuniary interest.*

Cllr. J. Horne – ES303/24 vi – Non Pecuniary  
Cllr. T. Tarran – ES303/24 ii – Pecuniary

**ES301/24 To CONFIRM and sign the Minutes of the Estates Committee Meeting of the Town Council held on Monday 8<sup>th</sup> July 2024 & Monday 9<sup>th</sup> September 2024 (Attached).**

The Minutes of the Estates Committee meetings held on Monday 8<sup>th</sup> July 2024 & Monday 9<sup>th</sup> September 2024 were CONFIRMED and signed by the Chairman.

Signed by Chairman.....

**ES302/24      2025 / 2026 Precept**

Members CONSIDERED the 2025/2026 precept budget lines applicable to Estates Committee.

Members AGREED to request that the RFO confirms the figures in the precept report in line with reports given to Full Council in June & September – ACTION.

**ES303/24      Greenspace Maintenance & Works**

i) Members CONSIDERED a report from the CPO on the town centre and town entrance planters.

Members AGREED to request the feasibility of the EO clearing the town centre planters and disposing of the waste material – ACTION.

Cllr. Tarran left the meeting.

ii) To CONSIDER a report from the CPO on the proposed allotment association.

Members Agreed that no further action be taken.

Cllr. Tarran rejoined the meeting.

iii) Members NOTED that the hedge works have been reported and completed at Curriers Lane.

iv) Members CONSIDERED a report from the CPO on St. Andrew's Churchyard Pathway Health and Safety Assessment.

**Members RECOMMEND to Full Council that the 1<sup>st</sup> phase of the pathway replacement be undertaken in April 2025 at a projected cost of £25,900.00 (Nett) subject to the contracts finder procurement process and that the phase 1 costs should be included in the 25/26 budget consideration for this budget line and to carry over to 25/26 any unspent current year St Andrews Earmarked Reserve. (Budget Line 36: St. Andrew's Churchyard Maintenance (LGA 1972 s. 215 (1) & (2))**

v) Members CONSIDERED a report from the CPO regarding the annual tree survey of the Shifnal Town Council tree stock.

**Members RECOMMEND to Full Council that an order be placed with Benbow Brothers Ltd at a cost of £6,560.00 (Nett) for the tree maintenance works (Budget Line: 31 Repairs and Renewals: Outdoor Spaces (LGA 1894 s.8(1)(i)).**

Cllr. Horne left the meeting.

vi) Members DISCUSSED the Parks Working Group.

i) Members AGREED that the CPO contact Market Drayton Council to request the details of their recent parks project – ACTION.

ii) Members AGREED that Cllr. R. Cox would write to Cllr. K. Booker for an update on the Parks Working Group – ACTION.

iii) **Members REQUEST Full Council for additional members for the Parks Working Group in order to gain a quorate councillor membership.**

Cllr. Horne rejoined the meeting

Signed by Chairman.....

- ES304/24 Shifnal Community Hub, Old Fire Station Hub, Public Toilets & Library**
- i) Members CONSIDERED an updated report from the CPO on the Solar PV Project at the Shifnal Community Hub.
- Members RECOMMEND to Full Council that an order be placed with Fusion at a cost of £1,353.90 (Nett) for the maintenance of the solar panels for a 3 year period 2025 – 2028 (Budget Line 42: Community Hub (LG(MP)A 1976 s.19)).**
- ii) Members NOTED the report on the Legionella Risk Assessment from the CPO.
- Members AGREED that any current year unspent Community Hub Earmarked Reserve be carried over to 25/26 - ACTION
- iii) Members NOTED a report from the CPO on the Police Base Lease.
- iv) Members NOTED that the contract for Sanitary Disposal Units and Water Management System for the public toilets that was agreed at the February 2024 meeting for a 2 year basis has been extended to 3 years. PHS have advised that the minimum term under the ESPO government public spending framework is 3 years. The cost per annum remains £171.30 (nett).
- v) Members NOTED the new WME fixed rates for the 2024/2025 financial year.
- ES305/24 Priorslee Road Cemetery**  
Members NOTED the annual report from the AO on the Priorslee Road Cemetery capacity.
- ES306/24 CPRE Hedging Project**  
Members NOTED that CPO held a meeting with the CPRE in September 2024 to plan a December 2024 planting programme. The CPO is awaiting confirmation of the works from the CPRE.
- ES307/24 Removal of Phone Box from High Street**  
Members NOTED the photograph of the telephone box paving rectification works.
- Members NOTED that this should read Cheapside not High St.
- ES308/24 Kings Yard Car Park**  
Members NOTED a report on the lease agreement on Kings Yard Car Park.
- Members Agreed that the CPO write to the two Shropshire Councillors who represent Shifnal to ask for their assistance and to raise it at the next Full Council Shropshire questions – ACTION.
- ES309/24 Street Lighting Joint Energy Agreement**  
Members NOTED that Shropshire Council are in receipt of the latest inventory of STC street lighting. Shropshire Council have asked a number of technical queries which have been conveyed to Eon. STC are awaiting a response from Eon.

Signed by Chairman.....



**ES310/24 To Review Actions from Previous Committee Meetings.**

980 & 981 – Move to November 2024 - ACTION

593 – Move to December 2024 – Request Shropshire Councillors to follow up  
- ACTION

725 – Move to September 2025 - ACTION

923, 975, 979, 1007, 1007B, 1008, 1009, 1010 & 1011 – Remove as  
completed - ACTION

**ES311/24 Proposed Access for all Allotments Project**

Members CONSIDERED a report from the CPO on the proposed access for  
all allotments project.

Member AGREED to take the committee into closed session.

**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 agenda item L/23".

Members AGREED to move the proposed project to a green project with no  
further action in the short term – ACTION.

**ES312/24 Next Estates Committee Meeting**

Monday 11<sup>th</sup> November 2024 – 5:30pm – Shifnal Community Hub.

The Chairman REQUESTED that an update on the street lighting upgrade be  
added to the agenda for the next meeting – ACTION.

The Meeting Closed at 19:02 hrs.



Signed by Chairman.....