



SHIFNAL
SHROPSHIRE

SHIFNAL TOWN COUNCIL

**Minutes of the Full Council Meeting of the Town Council
Held at Shifnal Community Hub, Tudor Way, Shifnal, TF11 8DJ
on Thursday 21st November 2024, commencing at 7.00pm**

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

In attendance: D. Reynolds (Town Clerk)
H. Howse (Administration Officer)

394/24 Fire Safety Announcement

This was given by the Chairman, Mayor Ellen Moore.

395/24 Public Session

No members of the public were present.

396/24 Shropshire Councillors' Question Time – Cllr Bird and Cllr Turley

The Town Clerk advised Members of apologies received from Cllr Turley and provided an update on his behalf:-

- Cllr Turley has contacted Steve Law at Shropshire Council regarding the Kings Yard Lease Agreement. Both Cllr Turley and the Town Clerk are awaiting a further response.
- Vans and trailers are being turned away from the Recycling Centre at Halesfield. Cllr Turley has referred back to Shropshire Council. In the meantime Cllr Kerr confirmed that cars are being accepted with confirmation of post code.
- Cllr Turley has followed up with Street Works on the issue raised by Cllr J. Horne concerning overgrown trees at Woolpack Close. Cllr E. Bird also confirmed that he would follow up with Shropshire Council.

397/24 Commencement of Business

398/24 Apologies received from Councillors

Cllr L. Jenks – work commitment
Cllr G. Tonkinson – prior commitment
Cllr Z. Turner - health

NOTED.

1 of 4

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

399/24 Declaration of Members' Interest

None declared.

400/24 Minutes of Previous Meeting

The Minutes of the Full Council Meeting held on Thursday 17th October 2024 were **CONFIRMED** and **SIGNED** by the Mayor, Cllr E. Moore.

401/24 Accounts

- i) Members **RESOLVED** to approve the November Monthly Payment Schedule to 15th November 2024.

402/24 Community Safety Committee

Members **NOTED** the report and recommendations on the Shifnal Youth Club.

403/24 Planning Committee

- i) Members **NOTED** the Draft Minutes of the Planning Committee Meeting held on 7th November 2024.
- ii) Members **NOTED** the planning applications report to 7th November 2024.
- iii) Cllr Tarran advised members of the cancellation of the Local Plan hearings by Inspectors. Further details from the Inspectors are awaited.

404/24 Regeneration and Events Committee

- i) Members **NOTED** the Draft Minutes of the Regeneration and Events Committee Meeting held on 11th November 2024.
- ii) Members **NOTED** the update provided on the Christmas Light Switch On and Market Event on 23rd November. Members also **NOTED** that concerns had been raised following Met Office weather warnings for the named storm in the region. The Town Clerk advised Members that a meeting was scheduled to discuss further with the event management company on Friday 22nd November 2024 and that Officers would continue to analyse the situation.
- iii) Members **APPROVED** the amended Regeneration and Events Terms of Reference removing budget line 33 Machinery Hire and Maintenance.
ACTION.

405/24 Estates Committee

- i) Members **NOTED** the Draft Minutes of the Estates Committee held on 11th November 2024.

406/24 Internal Audit Committee

- i) Members **CONSIDERED** and **APPROVED** the Grant Aid Application from Shifnal Help Food Bank for the sum of £1,500.00. Officers to arrange publicity.
ACTION.

407/24 Mayor's Report

- i) Members **NOTED** a verbal update from Mayor, Cllr E. Moore regarding the recent SALC Chairs Meeting:-
- Questions were raised at that meeting in relation to CIL monies where it was confirmed that these were ring fenced. However, Cllr E. Moore conveyed that Council need to review and consider future plans. **ACTION**.
 - It is recognised that clear communication is key when it comes to budgets and Cllr Moore advised Members of the plans to set up and trial a monthly surgery in the Library. Cllr Moore invited other Members to join in the sessions once set up. **ACTION**.
 - Cllr Moore conveyed the sad news of the recent death of a Shifnal Town Council past councillor. The funeral is set to take place on 28th November and a representative from Shifnal Town Council will be attending.

408/24 To review and update outstanding actions from previous Full Council meetings

1076 – complete
All other actions to be moved to January 2025.

The above actions and report were **NOTED**.

409/24 Town Clerk Report

- i) Members **NOTED** the Town Clerks Actions Report to 15th November 2024.
- ii) Members **NOTED** the Shifnal and Surrounding Area Place Based JSNA Stakeholder Event Teams Meeting on 26th November 2024.
- iii) Members **NOTED** the new Recycling Centres Booking System.
- iv) Members **NOTED** the communication from Shropshire Council concerning Fly Tipping.
- v) Members **CONSIDERED** the Shropshire Council Review of Banners, Bunting and Festive Lighting Policy and Process survey and **RESOLVED** for the Town Clerk to respond that Shifnal Town Council are not in support of taking over these services. **ACTION**.
- vi) Members **CONSIDERED** the Government Consultation enabling remote attendance and proxy voting at local authority meetings and **RESOLVED** to respond that Shifnal Town Council support in principle with caveats that meetings would still need to have quorate attendance and no proxy voting. **ACTION**.
- vii) Members **NOTED** the Nature Recovery Town and Parish Council Conference to be held on 6th December 2024 in Church Stretton.
- viii) Lord-Lieutenant's 'Together at Christmas' Carol Service on 10th December 2024

Members **NOTED** that the Mayor would be notified if tickets become available for Council Members. **ACTION**.

410/24 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 left the meeting at 19:56 hours.

411/24 Staff Matters

- i) Members **NOTED** the NJC National Pay Award for the financial year commencing 1st April 2024 and **ACCEPTED** the revised salaries to be implemented from November 2024 as per the contracted terms of all council employees and a revised budget recommendation will be forthcoming at the next appropriate meeting of the employment committee.

The Town Clerk left the meeting at 19.57 hrs and the Chairman was accepted as minute taker for the next agenda item.

- ii) Members **RESOLVED** to **APPROVE** the terms of a seasonal staff reward scheme.

The Town Clerk returned to the meeting at 20.06 and resumed minute taking responsibilities.

- iii) Members **NOTED** that there is no proposed compensation for the recent additional increase in Employers National Insurance contributions for Town and Parish Councils.
- iv) Members **NOTED** the draft Minutes of the Extraordinary Employment Committee Meeting held on 4th November 2024
- v) Members **NOTED** the draft Minutes of the Extraordinary Employment Committee Meeting held on 14th November 2024.
- vi) Members **CONSIDERED** the recommendations of the Extraordinary Employment Committee Meeting held on 14th November 2024:-
 - a) Members **RESOLVED** to **ACCEPT** an amended recommendation of the Extraordinary Employment Committee for the terms and conditions of a member of staff.

These minutes should be read in conjunction with confidential report attached as appendix.

Meeting closed at 20.17 hours.

November Payment Schedule to 15th November 2024

November Payment Schedule to 15th November 2024									
Budget				Inv No.		Payee		Description	
Expense Type	Paid/Unpaid	Cost							
Adhoc	Paid	Miscellaneous	Advisory Services	7291921	Shropshire Council	OH referral staff	£88.00	£17.60	£105.60
		Admin	Advertisements	091-24	Shifnal Parish Magazine	Christmas lights Advert	£45.00	£0.00	£45.00
		Outdoor Spaces/Mis	Machinery/Vehicle Hire & Maint	1546889000	Screwfix	Estate Officer supplies	£45.51	£1.10	£46.61
	unpaid	Estates	SCH	6315	DLM Electrical Contractors	Light repairs SCH	£150.00	£30.00	£180.00
			Public Lighting Maintenance	130912	E-ON	Light repair Greenfields	£130.08	£26.02	£156.10
				130914	E-ON	Light repair Admirals Close	£130.88	£26.18	£157.06
			Christmas Lights	11874074	Npower	Christmas lights energy final bill (standing charge Apr-Jun)	£128.49	£6.42	£134.91
		Miscellaneous	Neighbourhood Plan Review	GLO-25-7087	Bruton Knowles	Shifnal Regulation 19 Consultations	£6,016.50	£1,203.30	£7,219.80
		Outdoor Spaces	Open Space Maintenance	68	Dead Cert	Mole control	£630.00	£0.00	£630.00
		Admin	Machinery/Vehicle Hire & Maint	105621	BB Commercial Vehicle & Tail-lift R	Trailer service & repairs	£126.00	£25.20	£151.20
Adhoc Total			Stationery	155688543	Amazon	Stationery supplies	£50.20	£10.07	£60.27
			On-line Technology Events	19196	Newport Engravers	Celebrating Shifnal Awards	£37.00	£7.40	£44.40
			IT Systems	158747	Midland Computers	New Councillor email set-up	£40.00	£8.00	£48.00
				158912	Midland Computers	New Councillor licence	£39.60	£7.92	£47.52
				158910	Midland Computers	MS Licence renewal to Oct 25	£3,622.80	£724.56	£4,347.36
			Office Equipment/Stationery	17982315/35	Amazon	Office equipment/ stationery	£31.44	£6.31	£37.75
		Estates/Miscellaneous	Events/H&S	1551734389	Screwfix	Estate Officer supplies	£37.62	£2.93	£40.55
		CIL	Neighbourhood Fund	10015	Fusion Electrics Ltd	Solar Panel installation (balance payment)	£11,712.13	£2,342.43	£14,054.56
							£23,061.25	£4,445.44	£27,506.69
	Recurring	Paid	Admin/Estates	Staffing	(blank)	HMRC	PAYE contributions Oct 24	£3,259.52	£0.00
					Salaries	Salaries Oct 24	£11,539.18	£0.00	£11,539.18
			Bank Charges	(blank)	Shropshire County Pension Fund	Pension contributions Oct 24	£3,158.32	£0.00	£3,158.32
		Administration	Communications Systems	141008728	Barclays	Current account charges Sep 24 - Oct 24	£20.55	£0.00	£20.55
		Estates	Library	11562278	Grenke Leasing	Telephone equipment	£125.00	£25.00	£150.00
				11566239	West Merda Energy	Gas supply Sep 24	£104.29	£5.21	£109.50
				7432921	West Merda Energy	Electricity supply Sep 24	£126.21	£7.23	£133.44
					Water Plus	Water supply Oct 24	£42.05	£0.00	£42.05
			SCH	11562699	West Merda Energy	Gas supply Sep 24	£213.13	£10.66	£223.79
				11566299	West Merda Energy	Electricity supply Sep 24	£207.08	£10.35	£217.43
			OFS	11566302	West Merda Energy	Electricity supply Sep 24	£40.53	£2.03	£42.56
				11562878	West Merda Energy	Gas supply Sep 24	£62.02	£3.10	£65.12
			Events	11572092	West Merda Energy	Electricity supply Sep 24 (feeder pillar)	£24.71	£1.24	£25.95
		Outdoor Spaces	Machinery/Vehicle Hire & Maint	2409563	Novuna Vehicle Solutions	Van lease rental Nov 24 - Dec 24	£317.88	£63.58	£381.46
		Admin	Photocopier	11005529	FuelGenie	Van fuel Oct 24	£50.69	£10.14	£60.83
	unpaid	Estates	Library Maintenance	006/25/0113	PEAC UK Ltd	Photocopier lease Dec 24 - Mar 25	£234.00	£46.80	£280.80
			CCTV & Reserve	1565	Diamond Shine	Library window cleaning	£35.00	£0.00	£35.00
			SCH/OFS/Library/Public Toilets	4380	Yellowhat Security Solutions	Annual CCTV maintenance contract	£11,450.00	£2,290.00	£13,740.00
		Outdoor Spaces	Open Space Maintenance	7297364	Shropshire Council	Cleaning services Oct 24	£2,581.00	£516.20	£3,097.20
		Admin	Communications Systems	10892	Brewood Landscapes	Grounds maintenance Oct 24	£2,017.50	£403.50	£2,421.00
			Photocopier	392499	Enreach	Telephone services Oct 24	£416.17	£83.23	£499.40
				8072967816	Sharp Business Systems	Copy charges	£38.13	£7.63	£45.76
				8073002955	Sharp Business Systems	Copy charges	£94.43	£18.89	£113.32
			Stationery/Postage	6640056063	Lyreco	Stationery supplies	£266.35	£27.27	£293.62
			Payroll Administration	23798	AIJ Accounting Solutions	Payroll Oct 24	£36.75	£7.35	£44.10
		Estates/Outdoor Spe	SCH/Cemetery Refuse	1334728	Veolia	Waste collection Oct 24	£210.44	£42.09	£252.53
Recurring Total							£36,670.93	£3,581.50	£40,252.43
Grand Total							£59,732.18	£8,026.94	£67,759.12