



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 23rd January 2025, commencing at 7.00pm**

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

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

527/24 To NOTE in the absence of the Mayor, the Deputy Mayor will be acting chairman for the meeting.

NOTED.

528/24 Fire Safety Announcement

This was given by the Chair, Deputy Mayor, Cllr Kevin Booker.

529/24 Public Session

Cllr K. Turley addressed the meeting urging members to consider advice of the Town Clerk and ensure that budget is considered especially for areas of health and safety concern.

530/24 Shropshire Councillors' Question Time – Cllr Bird and Cllr Turley

Cllr K. Turley provided an update as follows:-

- Recycling centres – no further information on the use of Halesfield Recycling Centre. However, the centre still appears to be accepting car visits from Shifnal residents. No vans or trailers.
- Haughton Road works/roundabout: Bovis have finally supplied Shropshire Council and WSP with plans for approval.
- Kings Yard Car Park lease – Zoe Mortimer to join scheduled meeting on 3rd February with the Town Clerk to discuss issues.
- Shropshire Council precept is capped at 5%, split between General Increase and Social Care.

531/24 Commencement of Business

Cllr G. Tonkinson thanked members for all the recent personal messages.

1 of 6

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

532/24 Apologies received from Councillors

Cllr E. Bird – prior commitment
Cllr E. Moore - health

NOTED.

533/24 Declaration of Members' Interest

Cllr G. Kerr – 541/24 (vi) – non-pecuniary
Cllr T. Tarran – 539/24 (ii) (a) – pecuniary

534/24 Minutes of Previous Meeting

- i) The Minutes of the Extraordinary Full Council Meeting held on Thursday 14th November 2024 were **CONFIRMED** and **SIGNED** by the Chair, Cllr K. Booker.
- ii) The Minutes of the Full Council Meeting held on Thursday 12th December 2024 were **CONFIRMED** and **SIGNED** by the Chair, Cllr K. Booker.

535/24 Accounts

- i) Members **RESOLVED** to **APPROVE** the January Monthly Payment Schedule to 17th January 2025.

536/24 Internal Audit Committee Meeting

- i) Members **NOTED** the Draft Minutes of the Internal Audit Committee meeting held on 9th January 2025.
- ii) Members **CONSIDERED** the recommendations of the Internal Audit Committee Meeting held on 9th January 2025:-
 - a) Members **CONSIDERED** the 4th draft report on the Precept Budget setting.

Cllr J. Horne proposed to suspend Standing Order 3 (f, g, h) to allow Cllr K. Turley to participate in discussion. **APPROVED**.

Cllr K. Turley addressed the table with his thoughts on central government impacts and future years planning for the council.

Cllr J. Horne proposed to reinstate Standing Order 3 (f, g, h). **APPROVED**.

Following a lengthy debate, Members **RESOLVED** to **ACCEPT** the second amendment to the original motion as follows via recorded vote:-

To **ACCEPT** the RFO proposed expenditure for 2025/2026 as per the 4th draft report with an amendment to Budget Line 20: Marketing, Publicity and Consultation reduced from £8,000 to £5,000. To include earmarked reserves and unspent budget lines as documented in the 4th draft report.

Budget: £635,572.00, funded by £58,172.57 from earmarked reserves.
Total precept: £577,399.43.
Band D annual tax £159.94, 8.83%, £12.98 increase annually.

COUNCILLORS	FOR	AGAINST
Cllr K. Booker	1	
Cllr J. Coulson	1	
Cllr. R. Cox	1	
Cllr. B. Haddon	1	
Cllr J. Horne		1
Cllr L. Jenks	1	
Cllr G. Kerr		1
Cllr J. Lake	1	
Cllr D. Marriott	1	
Cllr T. Tarran		1
Cllr G. Tonkinson	1	
Cllr Z. Turner	1	
Cllr P. Williamson	1	
Total	10	3

There were no abstentions, thus it was **RESOLVED** that the amendment be **ACCEPTED**.

- iii) Members **CONSIDERED** and **RESOLVED** to **APPROVE** the continuation of the contract for the provision of payroll services (£600.00 plus VAT per annum) and additional tax fee protection service by AJI Accounting Services (£95.00 plus VAT per annum) as per the previously stated contract terms.

537/24 Planning Committee

- i) Members **NOTED** the Draft Minutes of the Planning Committee Meeting held on 9th January 2025..
- ii) Members **NOTED** the planning applications report to 9th January 2025..

Cllr R. Cox requested that the Planning Committee reinstate the agenda item regarding S106 works and consider writing to Cllr L. Picton on lack of progress. Cllr J. Horne requested this topic be added to the next Planning Agenda. **ACTION**.

Cllr R. Cox requested the Town Clerk to confirm with Shropshire Council the value of the S106 funds. **ACTION**.

538/24 Regeneration and Events Committee

- i) Members **NOTED** the Draft Minutes of the Regeneration and Events Committee Meeting held on Monday 13th January 2025.
- ii) Members **CONSIDERED** the recommendations of the Regeneration and Events Committee held on Monday 13th January 2025:-

a) **Good 2 Great**

Members **CONSIDERED** the renewal of the Good 2 Great contract for 2025/2026 at a cost of £24,600.00 plus VAT (Budget Line: Town Regeneration (Localism Act 2011 ss1-5)).

Following a request by Cllr J. Horne, Members **RESOLVED** to **APPROVE** a recorded vote.

COUNCILLORS	FOR	AGAINST
Cllr K. Booker	1	
Cllr J. Coulson	1	
Cllr. R. Cox	1	
Cllr. B. Haddon	1	
Cllr J. Horne		1
Cllr L. Jenks		1
Cllr G. Kerr		1
Cllr J. Lake	1	
Cllr D. Marriott	1	
Cllr T. Tarran		1
Cllr G. Tonkinson	1	
Cllr Z. Turner	1	
Cllr P. Williamson		1
Total	8	5

There were no abstentions, thus it was **RESOLVED** to renew the contract with Good 2 Great for 2025/2026.

539/24 Estates Committee

- i) Members **NOTED** the Ratified Minutes of the Estates Committee Meeting held on Monday 9th December 2024.
- ii) Members **CONSIDERED** the recommendations of the Estates Committee Meeting held on 9th December 2024:-

Cllr T. Tarran and Cllr K. Turley left the meeting at 20:36 hours.

- a) Members **CONSIDERED** the recommendation to approve the increase of 3.4% in fees for Allotments and **RESOLVED** to defer back to the Estates Committee to reconsider the percentage increase. **AGAINST:** Cllr R. Cox, Cllr J. Horne.

Cllr T. Tarran returned to the meeting at 20:40 hours.

- b) Members **CONSIDERED** the recommendation to approve the increase of 3.4% in fees for community hub bookings (SCH & OFS) and **RESOLVED** to defer back to the Estates Committee to reconsider the percentage increase. **AGAINST:** Cllr R. Cox, Cllr J. Horne, Cllr T. Tarran.
 - c) Members **CONSIDERED** the recommendation to approve the increase of 3.4% in fees for Priorslee Road Cemetery and **RESOLVED** to defer back to the Estates Committee to reconsider the percentage increase. **AGAINST:** Cllr R. Cox, Cllr J. Horne, Cllr T. Tarran.
- iii) Members **NOTED** the Draft Minutes of the Estates Committee Meeting held on Monday 13th January 2025.

- iv) Members **CONSIDERED** the recommendations of the Estates Committee Meeting held on Monday 13th January 2025:-

- a) Members **RESOLVED** that an order be placed with EON for replacement of concrete lamp posts at a cost of £49,576.62 plus VAT from the following budget lines (LGA 1892 s.8(1)(l)):-

	Budget Line	£
1	Street Light Replacement Programme Earmarked Reserves	£41,998.33
2	Repairs & Renewals	£3,500.00
3	Contingencies	£4,078.29
		£49,576.62

Town Clerk to confirm that once the above order is complete that this will conclude the lamp post replacement programme from concrete to metal. ACTION

Cllr J. Horne left the meeting at 20:45 hours

540/24 To review and update outstanding actions from previous Full Council meetings

1013, 1048, 1057, 1095 – move to February 2025
1057 – to add to February FTC agenda. ACTION.
1018 – move to March 2025
1068 – complete
1096 - defer

Cllr J. Horne returned to the meeting at 20:48 hours.

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

541/24 Town Clerk Report

- i) Members **NOTED** the Town Clerk Report.

Councillors to review and respond to the Town Clerk on the draft Strategic Plan. ACTION.

The Town Clerk to provide a paper copy to Cllr G. Tonkinson. ACTION.

- ii) Members **NOTED** the CPO Report.

- iii) Members **NOTED** the STC Committee Actions Report to 17th January 2025.

- iv) Members **NOTED** the National Highways notification of proposed M54 weekend closures commencing 28th February 2025 for 8 weeks.

- v) Members **CONSIDERED** the public consultation on Shropshire Council Budget 2025-2026 open to 26th January 2025 and **RESOLVED** to not prejudice a public consultation by submitting a response in advance of the formal proceedings and offer no comment at this time.

Cllr G. Kerr left the meeting at 21:02 hours

- vi) Members **CONSIDERED** the open consultation on Strengthening the Standards and Conduct Framework for Local Authorities for England open to 26th February 2025 and **RESOLVED** to refer to the February meeting of the Internal Audit Committee. ACTION.

Cllr G. Kerr returned to the meeting at 21:04 hours

vii) **Shifnal Millennium Sensory Garden Rose Bed Project**

- a) Members **CONSIDERED** the design and **RESOLVED** to grant permission for the works to be carried out.
- b) Members **CONSIDERED** and **APPROVED** Shifnal Town Council funding the cost of purchasing the materials up to a value of £200.00.

542/24 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

543/24 Members CONSIDERED the nomination request received regarding HM Lord-Lieutenant's Shropshire Garden Party to be held on 4th June 2025.

Members **RESOLVED** to nominate a member of the community. ACTION.

Meeting closed at 21:08 hours.

January Monthly Payment Schedule to 17th January 2025

Expense Type	Adhoc	Paid/Unpaid	Cost	Budget	Inv No.	Payee	Description	Values	
								Sum of Net	Sum of VAT
		paid	Estates	SCH	2217239367	RS Components Ltd	Heavy Duty InfraRed Thermometer	£55.79	£11.16
		unpaid	Miscellaneous	Other expenses	(blank)	Post Office Ltd	Staff Christmas Gift Cards	£90.00	£0.00
			Administration	On-line Technology Events	STC11212024	St Andrew's Church	Live streaming events	£1,600.50	£0.00
			Estates	Library	221224/3	Face in a Crowd Ltd	Santa visit to Library	£200.00	£40.00
				SCH	2000496000	Screwfix	Shelf unit CCTV room	£20.82	£4.17
					2000858898	Screwfix	Digital thermometer	£13.32	£2.67
					131400	E-ON	Investigation of faulty lights Admirals Close	£115.63	£23.13
					131422	E-ON	Light repair Cornwallis Drive	£115.63	£23.13
					298	Blue Spot Productions	PA system for Christmas Carols	£627.00	£0.00
				Events	4362	Newton Newton Flags Ltd	Supply VE Day 80 flag	£24.00	£4.80
				Christmas Lights Infrastructure	54669	Turnock Ltd	Callout to pole feature	£84.00	£16.80
				SCH/OFS	2234	AMG Fire Solutions Ltd	Remedial works	£340.00	£68.00
				Library/Public Toilets	6611	DLM Electrical Contractors Ltd	Lighting repairs	£310.00	£62.00
				Health & Safety/Other Expenses	2000184031	Screwfix	Estate Officer supplies/workwear	£39.30	£0.67
				Open Space Maintenance	11047	Brewood Landscapes Ltd	Removal of summer bedding plants	£300.00	£60.00
				St Andrew's Churchyard	61976	Holts Tree Care Ltd	Clearance of fallen trees	£750.00	£150.00
				IT Systems	160503	Midland Computers	PC repairs	£41.67	£8.33
					160768	Midland Computers	PC repairs	£80.00	£16.00
				Other Subscriptions	MEM252991	SLCC	Membership fee	£415.00	£0.00
				Training	BK219282-1	SLCC	Training DR	£15.00	£3.00
					BK219283-1	SLCC	Training DG	£15.00	£3.00
Adhoc Total		paid	Admin/Estates	Staffing	(blank)	HMRC	PAYE contributions Dec 24	£5,252.66	£496.86
Recurring						Salaries	Salaries Dec 24	£3,346.94	£0.00
						Shropshire County Pension Fund	Pension contributions Dec 24	£14,034.91	£0.00
						Barclays	Current account charges Nov 24 - Dec 24	£3,798.62	£0.00
				Bank Charges	(blank)	Grenke Leasing	Telephone equipment	£8.50	£0.00
				Communications Systems	141008728	Grenke Leasing	Telephone equipment	£125.00	£25.00
					37577/2025	Grenke Leasing	Telephone equipment - annual protection fee	£273.18	£0.00
				Library	7703522	Water Plus	Water supply Nov 24	£79.06	£0.00
					11590317	West Mercia Energy	Gas supply Nov 24	£186.79	£9.34
					11593650	West Mercia Energy	Electricity supply Nov 24	£144.93	£8.17
					7993632	Water Plus	Water supply Dec 24	£48.44	£0.00
				SCH	11589534	West Mercia Energy	Gas supply Nov 24	£293.31	£14.67
					11593717	West Mercia Energy	Electricity supply Nov 24	£232.11	£11.61
				OFS	11593719	West Mercia Energy	Electricity supply Nov 24	£43.81	£2.19
					11598205	West Mercia Energy	Gas supply Nov 24	£108.16	£5.41
				Public Toilets	719109	Water Plus	Water supply Dec 24	£95.15	£0.00
				Machinery/Vehicle Hire & Maint	2506196	Novuna Vehicle Solutions	Van lease rental Jan 25-Feb 25	£317.88	£63.58
					11227255	Fuelgenie	Van fuel Dec 24	£47.48	£9.50
		unpaid	Admin/Estates	Marketing/Regeneration	2573	Good2Great Ltd	Love Shifnal Nov 24	£2,996.80	£597.76
					2582	Good2Great Ltd	Love Shifnal Dec 24	£2,230.00	£446.00
				Public Lighting Maintenance	131347	E-ON	Annual maintenance contract 2nd payment	£810.77	£162.15
				SCH/OFS/Library/Public Toilets	7302030	Shropshire Council	Cleaning Services Nov 24	£2,581.00	£516.20
				Christmas Lights Infrastructure	54695	Turnock Ltd	Christmas Lights	£9,256.50	£1,851.30
				Public Toilets	71095953	PHS Group	Water Management System Jan 25 - Aug 25	£49.24	£9.85
				Open Space Maintenance	11027	Brewood Landscapes Ltd	Grounds maintenance Dec 24, 2017, 50	£2,017.50	£403.50
				Communications Systems	601331	Enreach	Telephone services Dec 24	£416.33	£83.27
				Photocopier	8073055331	Sharp Business Systems	Copy charges	£71.52	£14.30
					8073098438	Sharp Business Systems	Copy charges	£66.72	£13.34
					8073109299	Sharp Business Systems	Copy charges	£49.64	£9.93
				Payroll Administration	24088	AJI Accounting Solutions Ltd	Payroll services Dec 24	£36.75	£7.35
				Data Protection Officer Service	5056	JDH Business Services Ltd	Data Protection Services 2024-2025	£1,149.00	£229.80
				SCH/Cemetery	1336757	Veolia	Waste collection Nov 24	£210.44	£42.09
					1338769	Veolia	Waste collection Dec 24	£263.05	£52.61
Recurring Total								£45,389.92	£4,588.92
Grand Total								£50,642.19	£5,085.78
									£55,727.97

E Noon
20/2/25