



## SHIFNAL TOWN COUNCIL

**Minutes of the Estates Committee Meeting of the Town Council held on  
Monday 10<sup>th</sup> February 2025, Commencing at 5:30pm at the Shifnal Community  
Hub, Tudor Way, Shifnal, TF11 8DJ.**

**Present:** Councillors: R. Cox (Chairman), E. Bird, K. Booker, D. Marriott,  
T. Tarran, P. Williamson

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

**ES586/24 Fire Safety Announcement**  
This was given by the Chairman Cllr. R. Cox

**ES587/24 Public Session**  
None Present

**ES588/24 Apologies received from Councillors**  
Cllr. B. Haddon – NOTED  
Cllr. J. Horne – Personal - NOTED

**ES589/24 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. T. Tarran – ES594/24 (Allotments) - Pecuniary

**ES590/24 To CONFIRM and sign the Minutes of the Estates Committee Meeting of the Town Council held on Monday 13<sup>th</sup> January 2025**

The Minutes of the Estates Committee meeting held on Monday 13<sup>th</sup> January 2025 were CONFIRMED and signed by the Chairman Cllr. R. Cox.

Signed by Chairman.....

**ES591/24 Greenspace Maintenance & Works**

- i) Members NOTED that a tree was blown over at St. Andrew's Churchyard over the weekend of 25<sup>th</sup> January 2025. The tree was felled by Benbow Brothers on Monday 27<sup>th</sup> January at a cost of £260.00 (+VAT) under financial regulation 4.5 (Budget Line: Repairs & Renewals: Outdoor Spaces (LGA 1894 s.8(1)(i))).

- ii) Members CONSIDERED a report on the replacement STC noticeboard at Admirals.

Members RESOLVED to approve an order for a replacement noticeboard at Admirals with Shelley Signs at a cost of £2,470.00 (+VAT) (Budget Line: Repairs and Renewals: Outdoor Spaces (LGA1972 s.111)) – ACTION.

- iii) To CONSIDER a report on the annual town centre millennium clock maintenance.

Members RESOLVED to approve an order for the annual servicing of the Town Centre Millennium Clock with Smiths of Derby at a cost of £416.00 (+VAT) under financial regulation 11.1.ii. Specialist Services (Budget Line: Repairs and Renewal: Outdoor Spaces (LGA 1894 s.8(1)(i))) – ACTION.

- iv) To CONSIDER a report on mole control at Jubilee Park, St. Andrew's Churchyard & Priorslee Cemetery.

Members RESOLVED to approve an order be placed for the mole control with Dead Cert Pest Control at a cost of £685.00 (Nett) under financial regulation 11.1.ii. Specialist Services (Budget Line: Repairs and Renewal: Outdoor Spaces (LGA 1894 s.8(1)(i))) – ACTION.

- v) Members CONSIDERED a report on STC Hanging Baskets & Planters.

**Members RESOLVED to recommend to Full Council that an order be placed for supply and watering of 52 nos. hanging baskets, 17 nos. planters & 5 nos. town entrance planters with Limetree Landscapes for a 3 year contract at a cost of £13,727.00 (+VAT) per annum, subject to annual inflationary increase based on the CPI September figure. Under Financial Regulation 11.1.ii Specialist Services (Budget Line: Planters/Fertilisers/Plants (LGA 1892 s.8 (1)(i))).**

**ES592/24 Shifnal Community Hub, Old Fire Station Hub, Public Toilets & Library**

- i) Members CONSIDERED a report on the Health and Safety Provision contract.

Members RESOLVED that an order be placed for Health and Safety Consultancy and Service Provision with The Health and Safety Service Limited at a cost of £3,240.00 (+VAT) per annum. (Budget Line: 23 Health & Safety (LGA 1972s.111)) – ACTION.

- ii) Members CONSIDERED a report on the Parish on Line subscription.

Members RESOLVED that an order be placed for the Parish on Line subscription with Parish on Line at a cost of £270.00 (+VAT) per annum (Budget Line: Admin - Other Subscriptions (LGA 1972 s.142)) – ACTION.

Signed by Chairman.....

- iii) Members CONSIDERED a report on the renewal of the alarm and video door system maintenance.

Members RESOLVED that an order be placed for the annual maintenance of the alarms and video door system at Shifnal Community Hub and Old Fire Station from the 1st April 2025 to 31st March 2026 with Yellow Hat Security Solutions at a cost of £200.00 (+VAT) under Financial Regulation 11.1.i) (Budget Lines: Old Fire Station & Community Hub (LGA 1894 s.8(1)(i)) – ACTION.

**ES593/24**

**Parks Working Group**

Members CONSIDERED a report from the Parks Working Group.

- i) **Members RESOLVED to recommend to Full Council that the Phase 1 – New Teenage Area at Wheatfield Park Public Consultation proceeds without a project budget.**
- ii) Members RESOLVED to change Phase 5 – BMX Track Refurb / Replacement to Phase 5 - BMX Track Review – ACTION.
- iii) Members RESOLVED to change the wording in question 6 of the public consultation document from Swinging to Swing Equipment – ACTION.

**ES594/24**

**Shifnal Town Council Rates & Charges.**

Members CONSIDERED a report on STC rates and charges.

Cllr. T. Tarran left the meeting

- i) **Members RESOLVED to recommend that Full Council approve the increase of 8.83% in fees for all allotments.**

Cllr. T. Tarran re-joined the meeting

- ii) **Members RESOLVED to recommend that Full Council approve the increase of 3.4% in fees for all community hub bookings.**
- iii) **Members RESOLVED to recommend that Full Council approve the increase of 3.4% in charges for Priorslee Road Cemetery.**

**ES595/24**

**St. Andrew's Churchyard Pathway Project**

- i) Members NOTED that further to ES/369/24 iii) the start of the project has been delayed from w/c 09.12.2024 to w/c 03.02.2025 due to budget clarification.
- ii) Members NOTED a copy of the letter sent to the Diocese of Lichfield by Cllr. R. Cox.
- iii) Members NOTED the report from the CPO on the St. Andrew's Churchyard spending from 2020 to 2025.

**ES596/24**

**Street Lighting Replacement Programme**

Members NOTED that the order has been placed with Eon and works programme will be starting w/c 24/02/2025. With 2 to 4 lamp posts replaced per week.

Signed by Chairman.....

- ES597/24 Shropshire Council Devolved Services**  
Members CONSIDERED Shropshire Council Devolved Services with 2025 / 2026 budget restrictions.
- Members RESOLVED to request that the Town Clerk write to Shropshire Council to request a written draft memorandum of understanding be sent to STC for consideration with a view to any potential agreement starting in the financial year 2026 / 2027 – ACTION.
- ES598/24 King's Yard Lease**  
Members NOTED that the Town Clerk is still awaiting a response from Shropshire Council about the lease on King's Yard Car Park. Shropshire Council are investigating the annual RPI maintenance charge and also the terms of maintenance.
- ES599/24 Shire Service Cleaning Contract**  
Members NOTED that at the end of the Shire Services Cleaning contract on the 31<sup>st</sup> March 2026 the existing cleaning staff will be subject to TUPE regulations and will need to be transferred to the new contract.
- Members RESOLVED to request that the Town Clerk seek written legal advice from NALC, Worknest and a specialist Employment Solicitor on the staff TUPE situation if STC is unable to source an alternate contract cleaning company willing to undertake a cleaning contract with STC – ACTION.
- ES600/24 To Review Actions from Previous Committee Meetings**  
i) 593, 1085, 1086, 1107, 1112, 1113 (x2), 1114 & 1118 be removed as complete – ACTION.  
ii) 1108 to be moved to September 2025 – ACTION.  
iii) 1114 to - Defer matter of parking at Aston Street and Kings Yard - to be renumbered – ACTION.
- ES601/24 Next Estates Committee Meeting**  
Monday 10<sup>th</sup> March 2025 – 5:30pm – Shifnal Community Hub.

The Meeting Closed at 19:06 hrs.

Signed by Chairman.....