

BRIDGNORTH TOWN COUNCIL

**Minutes of the Meeting of Bridgnorth Town Council held in the Mayor's Parlour,
College House on Tuesday 11th July 2017 at 7.15pm**

Present: The Town Mayor, Councillor R Whittle OBE in the Chair,
Councillors Mrs C Baines MBE, Ms S Barlow,
Dr J Buckley, D Cooper, G Davies, R Fox, J Gittins,
Mrs H Howell, Mrs J Onions, Mrs S Stevens,
Mrs C Walden and Mrs C Whittle

In Attendance: Town Clerk, Ms A Wilson
Outdoors & Properties Manager, B Ince
Councillor E Lynch, Shropshire Council
7 members of public
1 member of the press
Minutes Secretary and transcribed by Mrs A Kendrick

0139/1718 FIRE SAFETY ANNOUNCEMENT

The meeting commenced with a fire safety announcement by the Mayor.

At this point in the meeting it was **RESOLVED:** that items 12 – Bridgnorth Maternity Unit, 15 – Friars Street and 16 – Planning Application 17/02513/FUL be moved on the agenda after the item for Declarations of Interest and to allow members of the public to speak on these items.

0140/1718 APOLOGIES FOR ABSENCE

RESOLVED: to receive the following apologies for absence.

Councillor A Hinton	Personal Engagement
Councillor Mrs K Hurst-Knight	Personal Commitment
Councillor E Marshall	Personal Commitment

0141/1718 DECLARATIONS OF INTEREST

Pecuniary Interest

Councillor Mrs S Stevens	Item 27	Cemetery Extension Owns property near the Cemetery
--------------------------	---------	---

Personal Interest

Councillor Mrs H Howell	Item 27	Cemetery Extension Trustee of Bridgnorth Housing Trust
-------------------------	---------	---

0142/1718 **BRIDGNORTH MATERNITY UNIT**

Mrs B Brown asked Members the following question:

“In the past Bridgnorth Town Council have helped with our maternity campaign. We came together for a fantastic march back in March. As you are aware Bridgnorth MLU along with Oswestry and Ludlow have now been closed for births and inpatient postnatal care for 6 months. This is not acceptable and I would like to ask the council if they will object to the closure of the MLU by SaTH given its excellent record in maternity provision? I would like to know if the council can help in any way possible? And also what they think the impact will have on our town?”

Members were advised that the CCG are now meeting with staff to get their feedback on the closures and proposals to change the Unit into a Birthing Centre. Currently, the Unit closes at 8pm and it had been confirmed that if expectant mothers arrived in labour during open hours, they would be turned away. There had been a meeting at the Maternity Unit where the support had been brilliant. Parents were queueing out of the door and it was hoped that this made an impact on SaTH CCG.

The Mayor drew Members attention to the letter which had been drafted to SaTH CCG, written by Councillor Dr J Buckley and proposed that, with minor spelling amendments, this be sent on behalf of the Town Council.

Councillor Dr J Buckley felt that as stakeholders, the Town Council had a right to be informed and consulted on any changes to the services offered in our town. This currently had not been done.

RESOLVED: that the letter prepared by Councillor Dr J Buckley be sent to SaTH CCG.

The support of the Shropshire Councillors was called upon. Councillor E Lynch confirmed that to date, he had not had contact with the CCG.

It was acknowledged that Councillor Mrs C Walden did not vote on this item due to previously declaring a personal interest.

0143/1718 **FRIARS STREET**

Mrs A Bowler had recently emailed the Town Clerk with her ongoing concerns regarding cars traveling in the wrong direction and traveling too quickly, particularly in lower Friars Street at the bottom of the hill. Mrs Bowler advised that since sending the email, she had spoken with Shropshire Council on the matter who had acknowledged receipt. She felt that there was an issue with signage and a possible SatNav error as cars were being diverted in this area.

The Mayor advised that there were meetings taking place with local residents and felt that this was an enforcement matter and a highways matter.

Councillor E Lynch confirmed that he would raise Mrs Bowlers' email with Graham Downes at Shropshire Council.

It was suggested that although this was a Highways matter and therefore fell under the remit of Shropshire Council, this could be raised at the next meeting of the 20s Plenty Task and Finish Group which had recently been set up.

It was questioned whether CCTV signage could be improved around the town as this may deter people. The Town Clerk agreed that this could be looked into.

RESOLVED: that a letter be written to Shropshire Council and the Police regarding the traffic issues on Friars Street and the matters raised.

0144/1718 **PLANNING APPLICATION 17/02513/FUL – INSTALLATION OF NEW AIR PURIFICATION FILTER PLANT – FACTORY AND PREMISES, STOURBRIDGE ROAD, BRIDGNORTH, WV15 6AU**

A local resident expressed the concerns of residents regarding the latest planning application for Bridgnorth Aluminium and advised Members that there were a number of objections on the Shropshire Council website. She wished to raise awareness of the ongoing noise issues that take place day and night. Previous planning applications had stated that there would be no increase in noise, as did this one, but sadly this had not been the case. Noise monitors regularly fail to pick up loud bangs coming from the site and the Environment Agency have been made aware on numerous occasions regarding the noise issues. Previously, they had chaired meetings with local residents but this had not been the case for the past two years. The residents accepted that Bridgnorth Aluminium help the community but felt that there needed to be a balance and respect of those who live in the area.

It was suggested that the liaison group be resurrected. Councillor E Lynch agreed and stated that he would work with the Town Clerk to facilitate this. The four Morfe Ward Members would also be invited to attend.

Members agreed that the noise could be heard from all over town.

It was suggested that the proposal be agreed in principle on the basis that it meets business needs and is in an appropriate location but is subject to a satisfactory appraisal by the Noise Abatement Officer at Shropshire Council.

Concern was raised that it would not be possible to know if the new chimney would be quieter until it is built. It was stated that Public Protection would review noise mitigation measures.

RESOLVED: that Members recommend approval subject to a satisfactory report from Shropshire Council's Public Protection Officers and appropriate conditions are implemented to mitigate noise.

0145/1718 **PUBLIC QUESTION TIME**

1. Has the Council considered starting a Youth Council?

The Mayor gave his personal opinion that although the principle is good, he did not feel that it was appropriate for the Town Council as youth may not be interested in the areas the Council are responsible for. Youth Councils were generally linked to larger Councils. He also stated that it should be organised by the youth of the town and not led by the Town Council.

The Town Clerk gave her experiences of setting up a Youth Council in another town and stated that this very successful. They put ballot boxes in the secondary schools and the schools ran the ballot themselves, albeit the Council provided the paperwork. The Council met once a month and the Town Clerk assisted with the minutes and the Finance Officer helped with their budget. The Town Council gave the Youth Council an initial budget of £500 and they arranged events throughout the year to raise further funds. The Town Clerk advised that she still had the terms of reference should Members decide to progress with this further.

It was agreed that this item would be put onto the agenda for the next Town Council meeting.

0146/1718 **MINUTES**

- i) The minutes of the Meeting of Bridgnorth Town Council held on Tuesday 13th June 2017 at 7.15pm were submitted as circulated.

Various amendments had been received prior to the meeting and had been made to the master set of minutes.

RESOLVED: that subject to the amendments made, the minutes of the Meeting of Bridgnorth Town Council held on Tuesday 13th June 2017 be signed by the Chairman as a true record.

Concern was raised by a Member that the names of the Councillors had not been removed from the Scrutiny Report or minutes. The Town Clerk advised that as they were Councillors, their names would have to remain and should Members still have concerns, these would have to be taken up with the Scrutiny Committee.

- ii) The minutes of the Meeting of Bridgnorth Town Council held on Tuesday 20th June 2017 at 7.15pm were submitted as circulated.

Concern was raised regarding the wording in the confidential session of the public minutes. It was stated that a summary should be provided to disclose as much information to the public as possible.

It was confirmed that names of those who submit Freedom of Information requests are included in the minutes as this information is available to the public.

RESOLVED: that the minutes of the Meeting of Bridgnorth Town Council held on Tuesday 20th June 2017 be accepted with the exception of minute numbers 0112/1718 – 0017/1718 and the wording is reconsidered for these items.

0147/1718 **MATTERS ARISING**

There were no matters arising.

0148/1718 **MEMBERS QUESTION TIME**

Question from Councillor Dr J Buckley

Could the Mayor and the Town Clerk please set out the policy by which agenda items are determined to be in the confidential section of the agenda, and therefore not for public scrutiny?

The Town Mayor read aloud the Public Bodies (Admission to Meetings) Act 1960:

“A Council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies.”

As a rule it is desirable to treat the discussion of the following types of business as confidential:

- a) Engagement, terms of service, conduct and dismissal of employees;*
- b) Terms of tenders, and proposals and counter-proposals in negotiations for contracts;*
- c) Preparation of cases in legal proceedings including land transactions;*
- d) The early stages of dispute”*

Councillor Dr J Buckley made members aware that Shropshire Council advise all members of public as to the reasons why each item has been put into confidential session. She asked if the Town Council would consider adopting the same protocol.

The Town Clerk advised that it was not possible to make a proposal as part of Members Question Time and therefore proposed that this be put onto the agenda for the next Town Council meeting for discussion.

0149/1718 **COMMITTEE MINUTES**

Members were asked to approve minutes and confirm the recommendations contained therein:

- i) The minutes of the Planning Committee meeting held on Monday 26th June 2017 were submitted as circulated.

RESOLVED: that the minutes of the Planning Committee meeting held on Monday 26th June 2017 be received and adopted.

0150/1718 **MATTERS ARISING FROM COMMITTEE MINUTES**

There were no other matters arising from the committee minutes.

0151/1718 **SEALING OF DOCUMENTS**

RESOLVED: that the Common Seal be affixed to the following documents:

Chestnut Grove 29
Chestnut Grove 30
Oak Grove 182 E
Oak Grove 182 Z
Oak Grove Crem 45

0152/1718 **RECORDING OF MEETINGS**

Councillor Dr J Buckley proposed that the Town Clerk explores options for the Town Council taking responsibility for recording meetings, any cost implications and a possible start date.

Members were reminded that currently a local young resident had been filming Council meetings and that this meeting was being streamed live on to the internet. It was felt that he should be commended for bringing the Council into the 21st Century.

The Mayor felt that if the Council were to record meetings and put them onto the Town Council website, this would have to be done properly and may involve a large expenditure, together with employing another member of staff as the current staff would not be qualified to do it.

Councillor Dr J Buckley raised a point of order and stated that everyone had the ability to record meetings. She had every confidence in the staff and that this was not a costly business. It was currently being done at zero cost. However, Members were then advised that there may be a small cost for website hosting.

RESOLVED: that the Town Clerk explores options for the Town Council taking responsibility for recording meetings, any cost implications and a possible start date.

0153/1718 **FREEDOM OF THE TOWN**

The Town Clerk reminded Members that the Town Council had previously met with the Rifles to discuss giving them the Freedom of the Town but at that time, the Rifles had said that it was not appropriate.

Members queried the cost of holding such an event and it was stated that this depended on what Councillors wanted to do.

RESOLVED: that the Town Clerk writes to the Rifles to invite them to a meeting to discussing giving them the Freedom of the Town.

0154/1718 **MARKET DAYS**

Members were asked to consider a request for an additional market day under the Town Hall following a request from a market trader on the waiting list and a Councillor.

Concern was raised that this could have a detrimental effect on the existing, well established market and that the town could be “over marketed”, as has happened recently in other local market towns.

It was agreed that the Council needed to look at the viability of another market day, whether it would be full and if it would spread what we already have on offer onto another day. It was felt that it may be beneficial to have a specialist market instead of a general market as this may bring people into the town.

It was agreed that this would be brought back to a further meeting once more detailed research had been carried out.

0155/1718 **PLANNING APPLICATION 17/02840/FUL – LAND AT INNAGE LANE, BRIDGNORTH, WV16 4HJ**

Members were reminded that previously, the Town Council had voted to refuse this planning application. Since then, Shropshire Council had also refused the application and the developers were in the process of appealing, with the Hearing of the appeal next week, and the 1970s house had been damaged by fire. Shropshire Council had confirmed that the house could be repaired in a historically useful way.

Members were advised that the new application was for a new design on a reduced scale. Some areas had been reduced from three storey to two, it had been moved back from the road; however the parking allocation remained the same. Members felt that these amendments did not affect their original stance on the application.

RESOLVED: to recommend refusal noting that some of the reasons for refusal of the previous application had been amended on the new plans.

0156/1718 **PLANNING APPEAL 17/02543/CALLIN
APPLICATION 16/02739/FUL - LAND ADJACENT TO SAINSBURYS
SUPERMARKET**

Members noted that the inquiry was being held at Shirehall at 10.00am on Tuesday 7 November 2017. Members were able to attend the inquiry but only one nominated representative would be able to speak.

RESOLVED: that Councillor D Cooper be nominated to attend the Inquiry.

0157/1718 **OUTDOORS AND PROPERTIES MANAGER'S REPORT**

Members noted the following report from the Outdoors and Properties Manager.

- **ALLOTMENTS INSPECTION**
Following an allotment inspection carried out the Outdoors and Properties Manager several cautionary letters were sent out to highlight plots that were either unsatisfactory or required some additional work. The result was that one plot was handed back and has since been reallocated and the remainder have improved significantly.
- **BANDON ISLAND**
Work has begun to improve the shrub borders surrounding the Bandon Island and work on the triangle at Mill Street has been welcomed by the local residents.
- **TOWN HALL SIGNAGE**
The new signage for the market stall holders has now been fitted and the large wooden Information signs for either end of the Town Hall and the side of the entrance door will be fitted in the next few weeks.
- **CASTLE GROUNDS**
 - The Bridgnorth Cub Pack has volunteered to do some gardening on the 26th June between 6.30 pm and 8pm. A second Cub Pack has also volunteered and will carry out work on Wednesday the 5th July 2017 between 5.15 and 6.15 pm.

- Sabrina repairs have now been completed and the fountain is once spurting water after several years of inactivity and has quickly become a focal point for visitors.
- **RIVERSIDE CLEARING**
Has begun in earnest and the DLF are working hard to get back on top of the maintenance program.
- **HEART OF ENGLAND IN BLOOM**
The next HEIB judging will take place on Tuesday 18th July 2017 starting at 1pm at College House and finishing at approximately 4.30pm at the Castle Hall. We have two new judges this year to try and impress; Simon Long and Gareth Manning. It would be appreciated if one or two Members were able to meet the judges on route, particularly in the Castle Grounds between 2.15 and 2.30pm.

The Town Council is once again entering both the Castle Grounds and the Cemetery in separate additional categories which will be judged by two different judges on Thursday 20th July 2017 starting in the Castle Grounds at 1.30pm and moving to the Cemetery at 3pm until approximately 4.30pm. Once again it would good if there were one or two members around to meet the judges

Members were asked for suggestions as to where to install the Great British High Street award winners plaque.

RESOLVED: that following consultation with the Conservation Officer, the plaque be installed on the Town Hall.

Members questioned how the Cubs got on with volunteering in the Castle Grounds. The Outdoors and Properties Manager stated that they were really pleased the Town Council allowed them to use our park to complete the necessary requirements to obtain their badges. He was asked to write letters of thanks to the Cub packs involved.

Members queried how many allotments the Town Council currently had and whether there was provision for any more. It was confirmed that there are 18 allotments owned by the Town Council and that previous investigations had determined that available land had housing options applied.

Members responded to the invitation to meet the Heart of England In Bloom judges and were advised that the Castle Grounds formed a small part of the tour. Therefore time would be limited to 15 minutes and they could not afford to be held up due to the strict schedule in place.

The Outdoors and Properties Manager confirmed that the Direct Labour Force were now back on schedule with the works to the riverside clearing.

Congratulations were offered for finishing the works to the Sabrina Fountain.

Members were advised that a formal complaint was being lodged with the insurance company for the way in which they have dealt with the insurance claim following the theft of Town Council equipment and tools. An invoice would be sent for the extended hire periods of equipment for reimbursement.

It was suggested that the town is not making the most of the Great British High Street award and this should be displayed on each entrance to the town; possibly with banners. The Town Clerk advised that there were various options for adding to the additional signage on the entry points into the town. Winning logos are also to be added to correspondence sent from the Town Council.

The Outdoors and Properties Manager was thanked for his report.

0158/1718 **COMMUNITY TRANSPORT**

RESOLVED: that the Town Council pays £15 to renew the membership for the Community Transport Scheme.

0159/1718 **LAVINGTON GARDENS MONITORING**

Members noted the report on Lavington Gardens.

0160/1718 **REPORT FROM SHROPSHIRE COUNCIL**

Although not an agenda item, it was agreed that Councillor E Lynch could provide his report from Shropshire Council as he was in attendance.

Councillor E Lynch advised Members that he had recently been appointed as the Deputy Portfolio Holder for Economic Growth and Enterprise. This was quite a wide ranging area and he looked forward to finding out more about what the position entailed. He would report back to the Town Council with any updates where necessary. Although he had met with a number of Town Councillors, he encouraged Members to make contact at any time.

Since his election, Councillor Lynch has been outreaching to local community groups to establish how they can be supported and how they can work together with Shropshire Council. One example was the Food Bank. This may be financial support or in the form of support equipment.

Members were reminded that the works to the Bypass had now commenced with preliminary works taking place. There would be six night closures in total. He had spoken to Graham Downes at Shropshire Council and stated that this was a well prepared project.

Members would shortly be meeting with Councillor P Nutting and Councillor E Lynch encouraged Members to think of what they want from those discussions. The Town Clerk reminded Members that this meeting was taking place on Wednesday 19th July at 6pm and Clive Wright would also be in attendance.

Councillor Lynch was questioned as to whether he had any knowledge or information on Shropshire Council Customer Services being slashed and loss of counter staff in the library and a possible 45 day consultation. Councillor Lynch advised that he would investigate and would update Members.

Members questioned whether Shropshire Council could advertise the new Bridge Advice Service now that it was up and running in the Community Hub in Low Town. The Town Clerk stated that something could be put on the Town Council website and/or social media.

Councillor E Lynch was thanked for his report and advised if he wished to address the Council on any matter to contact the Town Clerk who could arrange for him to speak at a meeting.

0161/1718 **PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960**

RESOLVED: in terms of Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, **RESOLVED** that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.

0162/1718 **CONFIDENTIAL MINUTES**

- i) The confidential minutes of the Meeting of Bridgnorth Town Council held on Tuesday 13th June 2017 at 7.15pm were submitted as circulated.

RESOLVED: that the confidential minutes of the Meeting of Bridgnorth Town Council held on Tuesday 13th June 2017 be signed by the Chairman as a true record.

- ii) The confidential minutes of the Meeting of Bridgnorth Town Council held on Tuesday 20th June 2017 at 7.15pm were submitted as circulated.

The Town Clerk, Town Mayor and staff left the meeting whilst discussions took place and Councillor Dr J Buckley took the Chair. They then returned to the meeting and it was

RESOLVED: that subject to the amendments, the confidential minutes of the Meeting of Bridgnorth Town Council held on Tuesday 20th June 2017 be signed by the Chairman as a true record.

The Mayor returned to the Chair.

0163/1718 **MATTERS ARISING**

- i) Updates from the Confidential Meeting of Bridgnorth Town Council held on Tuesday 13th June 2017 that are not included elsewhere on the agenda.

There were no matters arising.

- ii) Updates from the Confidential Meeting of Bridgnorth Town Council held on Tuesday 20th June 2017 that are not included elsewhere on the agenda.

There were no matters arising.

0164/1718 **CONFIDENTIAL COMMITTEE MINUTES**

Members were asked to approve confidential minutes and confirm the recommendations contained therein.

- i) The minutes of the Planning Committee meeting held on Monday 26th June 2017.

RESOLVED: that the minutes of the Property and Grounds Committee meeting held on Monday 26th June 2017 be received and adopted.

0165/1718 **MATTERS ARISING FROM CONFIDENTIAL COMMITTEE MINUTES**

There were no matters arising.

0166/1718 **CEMETERY EXTENSION**

After declaring a pecuniary interest, Councillor Mrs S Stevens left the room. Councillor Mrs Howell also left the meeting for this item.

Members discussed various options for extending the Cemetery and agreed to make an offer on a plot of land.

Both Councillors returned to the meeting after a resolution had been agreed.

0167/1718 **CASTLE HALL**

Members considered a proposal regarding the terms and conditions of the lease of the Castle Hall Bar and agreed the new terms.

The meeting closed at 9.45pm