

## BRIDGNORTH TOWN COUNCIL

**Minutes of the Meeting of Bridgnorth Town Council held in the Mayor's Parlour,  
College House on Tuesday 19<sup>th</sup> September 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,  
A Hinton, Mrs H Howell, Mrs K Hurst-Knight, E Marshall,  
Mrs J Onions, Mrs C Walden and Mrs C Whittle

In Attendance: Clerk, Phil Smith  
Shropshire Councillor, Christian Lea  
One member of the press  
Six members of the public  
Minutes' Secretary and transcribed by Mrs R Williams

Prior to the meeting, a presentation was made by Bridgnorth Aluminium at the invitation of the Town Mayor. Simon MacVicker, Managing Director, gave Councillors an overview of the company. Members thanked Simon on a very informative presentation.

**RESOLVED:** that Phil Smith be appointed as Clerk for the duration of the meeting.

0270/1718 **FIRE SAFETY ANNOUNCEMENT**

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

0271/1718 **APOLOGIES FOR ABSENCE**

**RESOLVED:** to receive the apology as listed below:

Councillor Mrs S Stevens                      Unwell

0272/1718 **DECLARATIONS OF INTEREST**

Pecuniary Interest

Councillor G Davies	Item 22	Chamber of Commerce member
Councillor Mrs K Hurst-Knight	Item 22	Chamber of Commerce member
Councillor Mrs J Onions	Item 22	Chamber of Commerce member

Personal Interest

Councillor Mrs H Howell	Cemetery Trustee of Bridgnorth Housing Trust
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0273/1718 **PUBLIC QUESTION TIME**

No public questions had been received.

0274/1718 **MINUTES**

- i) The minutes of the Meeting of Bridgnorth Town Council held on Tuesday 5<sup>th</sup> September 2017 at 7.15pm were submitted as circulated.

**RESOLVED:** that the minutes of the Meeting of Bridgnorth Town Council held on Tuesday 5<sup>th</sup> September 2017 be signed by the Chairman as a true record.

0275/1718 **MATTERS ARISING**

The Chairman informed Members that the draft licence, with regard to Severn Park had been received with one item outstanding. This has now been resolved and returned to the solicitors for completion.

Advice is being taken with regard to Bandon Lane from NALC, the National Association of Local Councils.

Members were informed that a workshop is being held on Wednesday 20 September at St James Hall from 10.00am till noon with regard to the issues surrounding the maternity unit. The CCG are taking feedback and a decision is to be made on Friday 29 September 2017.

0276/1718 **TOWN MAYOR'S AND DEPUTY MAYOR'S DIARY**

Members noted that the Town Mayor and Deputy Mayor had attended the following since the last Town Council meeting:

Mayor's Diary

July

- 19<sup>th</sup> - Bridgnorth Chamber of Commerce AGM
- 21<sup>st</sup> - Castlefields School
- 26<sup>th</sup> - Teddy Bears Picnic
- 27<sup>th</sup> - Alveley Folk Festival
- 30<sup>th</sup> - Stourport on Severn Civic Service

August

- 12<sup>th</sup> - Trustees tea Party at St Leonard's
- 13<sup>th</sup> - Shrewsbury. Mayor's Charity Lunch
- 21<sup>st</sup> - St Leonard's reception for Art Exhibition
- 26<sup>th</sup> - Specsavers 10th Anniversary party
- 31<sup>st</sup> - Ludlow Market Mayor's Charity event

September

2<sup>nd</sup> - Stourport Carnival

3<sup>rd</sup> - Italian Autofest and Continental Market

7<sup>th</sup> - Community Pride Awards

14<sup>th</sup> - RAF Cosford Annual Reception

16<sup>th</sup> - Mayor's Charity Vintage Ball

Deputy Mayor's Diary

18<sup>th</sup> July – Heart of England in Bloom

0277/1718 **MEMBERS QUESTION TIME**

There were no Members Questions.

The Chairman asked if Members would allow the Shropshire Council report at this point in the meeting as it has been missed off the agenda in error. Members assented to the request:

Councillor C Lea then provided the following report from Shropshire Council.

'Good evening Councillors, Ladies and Gentleman. I've been asked to present a Shropshire Council report to you tonight.

First of all I would like to congratulate you all on getting elected to Bridgnorth Town Council in May's local elections. It was pleasing to see elections taking place in three out of the four council wards. I hope that over the course of the next four years you will all work for the best interests of the town and when necessary work with myself and the towns three other Shropshire Councillors to help resolve issues that involve input from both councils, as was the case when Councillor Mrs K Hurst-Knight and I met with some residents from Southwell Riverside last week, to discuss the issue of late night fishing on the river bank opposite their homes.

I would like to congratulate the Town Council on scooping a gold award in the Heart of England in Bloom awards as well as the Horticultural Excellence award for the Castle Grounds. Councillors, volunteers and the Direct Labour Force and other staff should be extremely proud of attaining these awards and it is another feather in the cap for Bridgnorth, following on from the other two awards that the town won at the end of last year.

Shropshire Council has been awarded a £10,000 national lottery grant from the Heritage Lottery Fund for the 'In the Hands of Boys' project, which commemorates the centenary of World War I. This project will use dance, poetry and photography to share stories about the county's involvement in the war. Six of the county's schools will be focusing on a particular aspect of the war in Shropshire including the KSLI and Stokesay Court, which was a convalescent hospital. Supported by heritage professionals and artists, project

participants will on Sunday 12 November create a dance performance at Theatre Severn Shrewsbury. 'In the Hands of Boys' forms part of Shropshire's programme of commemorative events, cultural activity and education to honour and remember the lives of those who served in the First World War.

I would like to remind you about the Library Consultation which is running until February 6 October and views are being sought from residents and organisations across Shropshire to help shape library services in the future. The Draft Library Services Strategy, which was confirmed by the Cabinet in July, details plans to ensure that all of Shropshire residents continue to have access to a library service. The Strategy consists of a hierarchy of library services provision providing: static library provision within six tier 1 locations, library hubs and seven tier 2 locations, community libraries, 277 mobile library stops which will respond to the challenges of an ageing population and access to library services in a rural county, digital library services including 24 hour access to a range of lending and information resources.

To take part in the survey you can go online at [shropshire.gov.uk](http://shropshire.gov.uk) and click on the Get Involved page. There are also paper copies of the survey available from libraries and mobile libraries.

Another public consultation currently underway is to do with proposed new rules for residents on-street parking permits. This consultation runs until 17 October and aims to simplify and improve the way that residents parking schemes are considered, implemented, managed and paid for. Local residents who currently use residents parking permits or may do so in the future are being encouraged to take a look at the council's proposals and submit their comments. There are also plans to introduce linear parking charges with different pricing bands for each car park. To comment on the parking consultation go to [shropshire.gov.uk/parking-consultation](http://shropshire.gov.uk/parking-consultation) and select option 3.

Work continues on the by-pass and is expected to be completed by 10 November. Works to safety barriers, street lighting and drainage over the entire length of the by-pass have been ongoing and will continue into the beginning of October during daytime hours. Resurfacing of the Ludlow Road and Kidderminster Road roundabouts is presently underway with 24 hour road closures in operation between 6.00am on Monday 18 and 6.00am Thursday 21 September. The 24 hour road closures are necessary to allow the surfacing material sufficient time to be installed and cured before it carries traffic and to ensure long term durability. Whilst 24 hour road closures are in place on the by-pass the SVR are also carrying out bridge inspection and maintenance works. I am well aware of the serious delays which occurred last Friday evening, as well as yesterday and I have been in contact with Shropshire Council's Highways Manager and the Senior Engineer from the company undertaking the works requesting that they take immediate action to try to minimise the delays that drivers are facing by perhaps having employees manually operating the traffic lights at peak traffic times. Delays of 1.5 to 2 hours are, in my opinion, not acceptable and require immediate attention by those involved with the traffic management of the scheme.

That concludes my report but if anyone has a question to ask me then I will do my best to answer it.'

It was commented upon that temporary traffic lights had also been in use at Underhill Street in Low Town at the same time as the by-pass works were being carried out meaning that two access roads into town were being affected simultaneously.

Members thanked Councillor C Lea for his report.

Members also expressed their appreciation and thanks to all staff members for the awards achieved in the Heart of England competition.

0278/1718 **COMMITTEE MINUTES**

- i) The minutes of the Planning Committee meeting held on Monday 4<sup>th</sup> September 2017 were submitted as circulated.

**RESOLVED:** that the minutes of the Planning Committee meeting held on Monday 4<sup>th</sup> September 2017 be received and adopted.

0279/1718 **MATTERS ARISING FROM COMMITTEE MINUTES**

There were no matters arising.

0280/1718 **NOTES OF OTHER MEETINGS**

- i) Notes of the meeting with the Leader, Deputy Leader and Chief Executive of Shropshire Council held on 19<sup>th</sup> July 2017

Members noted the report.

- ii) Notes of the Youth Council meeting held on 1<sup>st</sup> August 2017

Members noted the report.

0281/1718 **FINANCE**

- i) Accounts for Payment

Members were asked to authorise the signing of invoices for payment and those invoices paid in between meetings.

**RESOLVED:** that the accounts amounting to £250,847.84 be approved for payment.

- ii) Income and Expenditure Reports

- i) Income and Expenditure Report

**RESOLVED:** that the income and expenditure report be noted.

Account Code Report

- i) Budget Report

**RESOLVED:** that the account code budget report be noted.

- ii) Earmarked Reserves Report

**RESOLVED:** that the account code earmarked reserves report be noted.

- iii) Report from Mrs R Williams

**RESOLVED:** that the report from Mrs R Williams be noted.

- iv) Level of Reserves

**RESOLVED:** that the level of the Town Council's reserves of £889,189 be noted.

- v) Town Council Bank Reconciliation Statement

**RESOLVED:** that the Town Council Bank Reconciliation Statement be noted.

0282/1718 **LOW TOWN COMMUNITY HALL**

- i) Accounts for Payment

**RESOLVED:** that the accounts amounting to £8629.04 be approved for payment.

- ii) Verbal Update regarding Low Town Community Hall

There was no verbal update.

0283/1718 **CORRESPONDENCE FROM NALC**

The Department for Digital, Culture, Media and Sport had issued a consultation on the design of Broadband Universal Service Obligation. NALC will be responding to the consultation on behalf of the local councils. The deadline for responses is 5pm Monday 2 October. Members were asked to email NALC with any thoughts.

0284/1718 **DRAFT LIBRARY STRATEGY CONSULTATION**

Members were asked to note that Shropshire Libraries are consulting on a new draft Library Services Strategy until 4 October 2017. Members could respond to the online survey with their thoughts if they so wished.

0285/1718 **FREEDOM OF INFORMATION REQUESTS RECEIVED**

Members noted that the following FOI requests had been received:

- i) Relating to property maintenance and insurance
- ii) Information Commissioners Office (ICO)
- iii) Information Commissioners Office (ICO)
- iv) Councillor C Walden – Relating to relating Health & Safety policy and Risk Assessment file.

0286/1718 **PAPERLESS AGENDAS**

Members were asked to note that from October 2017 only the top copy of agendas, along with the Declarations of Interest forms, will be posted to Councillors. All attachments will be uploaded onto the Town Council website for viewing.

The Chairman informed Members that a paper copy could be requested from the office should they prefer.

0287/1718 **CHRISTMAS LIGHTS TENDER 2017**

Members were asked to consider the following quotations with regard to the Christmas Lights Tenders 2017.

Company	Price	
Lite	£21295.00 Pus VAT	£25 test per anchor point & replacing £75
Lightwire Electrical	£16440.00 Plus VAT	£75 to replace anchor
Highline Electrical	£14445.00 Plus VAT	£60 to replace anchor

Members referred to problems last year in terms of ability to respond to repair and outages. Lightwire Electrical are a local company with experience of the Christmas lighting scheme and would be more responsive to any problems that may occur. Therefore, taking into account both service performance and cost factors, it was considered that on balance the tender from Lightwire Electrical represented best value.

**RESOLVED:** that the quotation, in the sum of £16,440 plus VAT, from Lightwire Electrical be accepted.

0288/1718 **CHRISTMAS LIGHTING FEATURES FOR LAMP POSTS 2017**

Members were asked to consider the quotations received with regard to the Christmas Lighting Features for Lamp Posts 2017.

Members felt that more information was needed, so a decision was made to only accept a one year contract with more information being provided for next year.

**RESOLVED:** that the quotation, in the sum of £1,440 plus VAT, for a one year lease contract from Millenium Quest Ltd be accepted. The lights chosen were Glistening Spiral.

0289/1718 **CHRISTMAS CLOSURE**

Members were asked to note the following Town Clerk's report with regard to the opening/closing times over the Christmas period 2017

Friday 22 December 2017	Close at 12 noon
Monday 25 December 2017	Closed (Christmas Day)
Tuesday 26 December 2017	Closed (Boxing Day)
Wednesday 27 December 2017	Closed (Statutory Day)
Thursday 28 December 2017	Closed
Friday 29 December 2017	Closed
Monday 1 January 2018	Closed (New Year's Day)
Tuesday 2 January 2018	Re-open at 7.30am for Direct Labour Force and 9am for office staff

Members were asked to consider the above and give the Town Council staff a half days leave on Friday 22<sup>nd</sup> December and then allow the Town Council staff to take two days leave on Thursday 28<sup>th</sup> and Friday 29<sup>th</sup> December.

Members were also asked to note that the office answering machine will be updated with the Town Clerk's mobile number should there be an emergency over the Christmas period. There is also a member of staff who is on call for out of hours emergencies.

In addition, Members were asked to confirm that they accept to pay overtime to members of the outside staff, for two hours per day each at double time, to check the open spaces and play areas on Thursday 28<sup>th</sup> and Friday 29<sup>th</sup> of December.

Members noted that the Town Council staff will be given a half day's leave on Friday 22<sup>nd</sup> December and then the Town Council staff will take two days annual leave on Thursday 28<sup>th</sup> and Friday 29<sup>th</sup> December.



Members noted that overtime will be paid to two members of the outside staff, for two hours per day each at double time, to check the open spaces and play areas on Thursday 28<sup>th</sup> and Friday 29<sup>th</sup> December.

0290/1718 **TOWN COUNCIL INSURANCE 2017/2018**

Members were asked to note that the insurance policy for the Town Council has been renewed, with Zurich, at a cost of £15,989.08 (including taxes).

Members noted the above.

0291/1718 **CHAMBER OF COMMERCE**

A recorded vote was requested for this item.

Councillors G Davies, Mrs K Hurst-Knight and Mrs J Onions left the room at this point in the meeting.

Members were asked to consider offering support to the Chamber of Commerce in respect of its action relating to the 'called in' planning inquiry, by the Secretary of State, for the development at Smithfield.

The Town Mayor was asked if he was a benefactor of the Chamber of Commerce. He responded by saying that he was not. He gives donations to many organisations for which he receives no financial gain.

Following a discussion it was proposed that a grant of £500 be offered to the Chamber to assist in their efforts of opposing the planning application at the Inquiry. There was no seconder and Members agreed to take no further action.

Councillors G Davies, Mrs K Hurst Knight and Mrs J Onions returned to the room at this point in the meeting.

0292/1718 **CONFERENCE/MEETING UPDATES**

From external bodies

- i) Notes of the SALC Meeting with MPs held on 14<sup>th</sup> July 2017 in Shirehall

Members noted the report.

0293/1718 **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.

0294/1718 **CONFIDENTIAL MINUTES**

- i) The confidential minutes of the Meeting of Bridgnorth Town Council held on Tuesday 5<sup>th</sup> September 2017 at 7.15pm were submitted as circulated.

**RESOLVED:** that the confidential minutes of the Meeting of Bridgnorth Town Council held on Tuesday 5<sup>th</sup> September 2017, once amendments have been completed, be signed by the Chairman as a true record.

0295/1718 **MATTERS ARISING FROM CONFIDENTIAL MINUTES**

There were no matters arising from confidential committee minutes.

0296/1718 **TOWN COUNCIL DEBTORS**

The current situation was outlined at the meeting and Members received an update on the action that is being taken in some cases to follow up on debtors.

0297/1718 **TOWN COUNCIL MATTERS**

Councillor Mrs H Howell withdrew from the meeting room for the duration of this item.

Members considered an update on the situation regarding the purchase of additional land to extend Bridgnorth Cemetery, and agreed to explore further options.

This item was in confidential session as it related to potential land transactions and negotiations with third parties.

0298/1718 **PERSONNEL MATTERS**

Members discussed items relating to, terms of employment, resignations and pay of employees.

This item was in confidential session as it related to individual Town Council employees and their terms of employment/service.

0299/1718 **COUNCIL MATTERS**

Members considered and noted a report from the Town Clerk concerning receipt of an Electors Rights request, and the actions taken in relation to it.

This item was in confidential session as it related to legal matters including the preparation of land transactions.

0300/1718 **FIELDS IN TRUST DEED OF DEDICATION**

A copy of the agreement for the dedication of the Lodge Lane playing fields as a Queen Elizabeth II Field had been circulated to members, with explanatory annotation of the clauses. The Deed of Dedication was agreed.

This item was in confidential session as it related to legal matters regarding Council owned land.

0301/1718 **PERSONNEL MATTERS**

Item deferred from minute number 0298/1718

This item was in confidential session as it related to individual Town Council employees and their terms of employment/service.

The meeting closed at 10.23pm