

BRIDGNORTH TOWN COUNCIL

**Minutes of the Meeting of Bridgnorth Town Council held in the Mayor's Parlour,
College House on Tuesday 9th January 2018 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, A Hinton,
Mrs H Howell, Mrs K Hurst-Knight, E Marshall,
Mrs S Stevens, Mrs C Walden and Mrs C Whittle

In Attendance: Locum Town Clerk, Mrs S Wilthew
Minutes Secretary, Mrs P Russell
Minutes' Secretary and transcribed by Mrs A Kendrick

Absent: Councillor Mrs J Onions

0565/1718 **FIRE SAFETY ANNOUNCEMENT**

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

0566/1718 **APOLOGIES FOR ABSENCE**

Members noted that apologies had been received from Councillor J Gittins.

0567/1718 **DECLARATIONS OF INTEREST**

No declarations of interest were received.

0568/1718 **PUBLIC QUESTION TIME**

No public questions had been received.

At this point in the meeting, Members were made aware that Mr G Baker, a former longstanding employee of Bridgnorth Town Council, had recently passed away. A moment of silence was held in his memory.

0569/1718 **MINUTES**

- i) The minutes of the meeting of Bridgnorth Town Council held on Monday 11th December were submitted as circulated.

Councillor Mrs C Walden advised that she had sent apologies to the Mayor for the meeting and this had been omitted from the minutes. Councillor Mrs S Stevens advised that under Public Questions, the responses were provided by Councillor Dr J Buckley.

RESOLVED: that subject to the above amendments, the minutes of the Meeting of Bridgnorth Town Council held on Monday 11th December 2017 be signed by the Chairman as a true record.

- ii) The minutes of the Extraordinary Meeting of Bridgnorth Town Council held on Tuesday 19th December 2017 were submitted as circulated.

RESOLVED: that the minutes of the Extraordinary Meeting of Bridgnorth Town Council held on Tuesday 19th December 2017 be signed by the Chairman as a true record.

0570/1718 **MATTERS ARISING**

Councillor Mrs C Whittle informed Members that since the meeting on 11th December, she had met with the CCTV Co-ordinator to discuss going into schools as part of a recruitment drive for CCTV Volunteers.

0571/1718 **MEMBERS QUESTION TIME**

No written questions had been received prior to the meeting.

Councillor Ms S Barlow reminded Members that a number of Working Parties had been set up, but they have not met for some time. She asked whether these meetings could be reinstated. The Mayor suggested that the Chairmen of each of the Working Party arrange a meeting and liaise with staff.

Councillor R Fox stated that he had seen litter picks being organised by Shropshire Council; however these were currently being held midweek. He suggested organising a litter pick for a weekend when more people may be available. Councillor Dr J Buckley advised that this may also mean more young people can get involved as they have to be accompanied by an adult. It was agreed that this should be looked into and that Councillor Fox could speak to Shropshire Councillor E Lynch as he had been involved previously.

0572/1718 **COMMITTEE MINUTES**

- i) The minutes of the Planning Committee meeting held on Monday 18th December 2017 were submitted as circulated.

RESOLVED: that the minutes of the Planning Committee – minutes of the meeting held on Monday 18th December 2017 be received and adopted.

0573/1718 **MATTERS ARISING FROM COMMITTEE MINUTES**

There were no matters arising.

0574/1718 **NOTES OF OTHER MEETINGS**

- i) Notes of the Low Town Community Hall meeting held on 6th December 2017

Members noted the notes. It was confirmed that a date for the next meeting was yet to be set.

0575/1718 **SEALING OF DOCUMENTS**

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

Cremation Plot 262
Consecrated 2278
Oak Grove 182K, 182W and 182Y

0576/1718 **TO RECEIVE NOMINATIONS FOR THE FOLLOWING**

- i) Town Mayor 2018/2019

Councillor E Marshall **PROPOSED** that Councillor R Whittle OBE be nominated as Mayor for 2018/19. This was **SECONDED** by Councillor A Hinton.

Councillor Mrs H Howell **PROPOSED** that Councillor D Cooper be nominated as Mayor for 2018/19. This was **SECONDED** by Councillor Mrs C Baines MBE.

Two Members requested a signed ballot.

For Councillor R Whittle OBE: 9 in favour

For Councillor D Cooper: 5 in favour

It was therefore **RESOLVED:** that Councillor R Whittle OBE be elected Mayor Elect for the Mayoral year 2018/2019.

- ii) Deputy Mayor

Councillor Mrs S Stevens **PROPOSED** that Councillor Mrs J Onions be nominated as Deputy Mayor for 2018/19. This was **SECONDED** by Councillor Mrs K Hurst-Knight.

Councillor Mrs C Baines MBE **PROPOSED** that Councillor R Fox be nominated as Deputy Mayor for 2018/19. This was **SECONDED** by Councillor Dr J Buckley.

Two Members requested a signed ballot.

For Councillor Mrs J Onions: 9 in favour

For Councillor R Fox: 5 in favour

RESOLVED: that Councillor Mrs J Onions be elected as Deputy Mayor Elect for the Mayoral year 2018/19.

0577/1718 **ANNUAL TOWN MEETING**

Members noted that the Annual Town Meeting will take place on Wednesday 25th April 2018 at 7pm in the Low Town Community Hall.

Members discussed ways in which to maximise interest and attendance of the electorate at this meeting. It was agreed that publicity was key and that residents should be made aware that this was a meeting of the town's electorate, and not a Town Council meeting. Suggestions were received for Ward Surgeries, for refreshments to be served during the meeting and for encouraging people to forward their thoughts in person at the library, or directly to the office in advance of the meeting. It was agreed that the agenda should be varied but positive.

It was further agreed that this item would be brought back to the first Town Council meeting in February, with consideration being given in the meantime to other ways to encourage the public to attend.

0578/1718 **GUIDANCE - RECORDING & BROADCASTING PUBLIC MEETINGS**

Members were asked to consider and adopt guidance for recording and broadcasting public meetings.

An amendment to the guidance was requested to include mention of Council's previous discussions regarding taking responsibility for recording and live streaming of meetings. The Mayor reminded Members that Council did not resolve to do this, but agreed to investigate the possibilities to do so. He felt it was premature to make an amendment as the work had not yet been carried out.

The Locum Town Clerk was asked if these investigations could be carried out during her time at the Council. It was stated that it was a matter of priorities in her short time here and that the Mayor would speak to her further regarding this.

Concern was raised regarding the editing of footage and covert recording, as neither was permissible.

RESOLVED: that Members adopt the guidance for recording and broadcasting public meetings and that the following be included on the agenda:

Recording, including filming, audio recording, taking photographs, blogging, tweeting and using other social media websites is permitted at Council meetings which are open to the public - however, anyone wishing to do so is requested to speak to the Town Council staff prior to the meeting as there are rules which must be followed.

0579/1718 **OUTDOORS AND PROPERTIES MANAGER'S REPORT**

Members noted the following Outdoors and Properties Manager's Report:

- **BAND STAND CASTLE GROUNDS**
The installation of the security light has now been completed.
- **SNOW DAMAGE TO CEMETERY TREES**
As a direct result of the heavy snowfalls in December a large number of Cedar trees were damaged resulting in the cemetery road being close for a week while emergency work was carried out. Four trees bordering the main access road were particularly badly damaged and cost £1,025.00 to make safe. There are at least a dozen more that will require specialist attention and quotes for repairs will be sought once an assessment from the SC Arboriculture Officers has been received. In the meantime a few areas in the cemetery will remain cordoned off for safety reasons. This level of damage is extremely rare and totally unexpected and the repair bill is likely to be fairly significant.
- **RIVERSIDE CLEARING**
The riverside clearance is on-going.
- **TREE COPPING AND PRUNING ON WELL MEADOW**
Thinning of selected trees on Well Meadow is further delayed due to the tree work in the cemetery.
- **PORTABLE APPLIANCE TESTING (PAT)**
PAT testing continues.
- **GAS FIRE MAYOR'S PARLOUR**
A recent appliance inspection has shown that apart to some minor repairs required to the gas fire that it is also likely that there is a fault with the chimney flue. The engineer recommended that a structural survey of the flue should be carried out to determine the high levels of carbon monoxide and backdraft. I have contacted a structural engineer and will keep you informed on the outcome.
- **STREET LIGHTING CONTRACT RENEWAL**
The current Street Lighting Contract is due for renewal in March 2018. Invitations to tender for this contract will be sent out in the next few days.

Questions were received regarding whether re-training had taken place for those staff who had carried out tree work courses and whether a PAT Testing register was in existence. It was confirmed that a PAT register was in place.

0580/1718 **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.

0581/1718 **CONFIDENTIAL MINUTES**

- i) The confidential minutes of the Extraordinary Meeting of Bridgnorth Town Council held on Monday 11th December 2017 at 7.15pm were submitted as circulated.

RESOLVED: that the confidential minutes of the Meeting of Bridgnorth Town Council held on Monday 11th December 2017 at 7.15pm be signed by the Chairman as a true record.

- ii) The confidential minutes of the Extraordinary Meeting of Bridgnorth Town Council held on Tuesday 19th December 2017 at 7.15pm were submitted as circulated.

RESOLVED: that the confidential minutes of the Extraordinary Meeting of Bridgnorth Town Council held on Tuesday 19th December 2017 as amended be signed by the Chairman as a true record.

0582/1718 **MATTERS ARISING FROM CONFIDENTIAL MINUTES**

There were no matters arising from confidential committee minutes.

0583/1718 **BRIDGNORTH RUGBY CLUB**

This item is being discussed in confidential as it relates to the preparation of cases in legal proceedings, including land transactions.

0584/1718 **PERSONNEL MATTERS**

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

The meeting closed at 9.55pm