

BRIDGNORTH TOWN COUNCIL

**Minutes of the Meeting of Bridgnorth Town Council held in the Mayor's Parlour,
College House on Tuesday 19th June 2018 at 7.15pm**

Present: The Town Mayor, Councillor R Whittle OBE in the Chair,
Councillors Mrs C Baines MBE, Ms S Barlow, D Cooper,
G Davies, Dr C Dyson, R Fox, A Hinton, Mrs H Howell,
Mrs K Hurst-Knight, E Marshall, Mrs J Onions,
Mrs S Stevens, Mrs C Walden and Mrs C Whittle

In Attendance: Acting Town Clerk, Mr B Ince
Two members of the public
Minutes' Secretary and transcribed by Mrs R Williams

0116/1819 FIRE SAFETY ANNOUNCEMENT

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

A minutes silence was held for a former Mayoress, Mrs Linda Shirley, who passed away on Friday 15 June 2018.

Members agreed for the Town Mayor, Councillor R Whittle OBE to write a letter of condolence to Mr Ed Shirley.

0117/1819 RECORDING OF MEETINGS

The Chairman informed the meeting that 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 is requested to speak to the Town Council staff prior to the meeting as there are rules which must be followed.

0118/1819 APOLOGIES FOR ABSENCE

i) **RESOLVED:** to receive the apologies as listed below:

Councillor Dr J Buckley Personal Commitment

(ii) No formal approval of the reasons for absence for the purposes of S85 Local Government Act 1972 was required.

0119/1819 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

0120/1819 **PUBLIC QUESTION TIME**

Question from a Resident

Do any Councillors have delegated powers to use publicly-owned assets and resources free of charge for their person or private use, and if so how many of them?

The Town Mayor answered; none that we are aware of.

0121/1819 **REPORT FROM SHROPSHIRE COUNCIL**

The following report from Shropshire Councillor Les Winwood was read out at the meeting:

‘Rural Housing Week – 2nd to 6th July 2018
For all information contact Tim Shrosbree on 01743 257818.

For those of you chasing me on the state of Racecourse Drive and Sydney Cottage Drive junction. It has now been repaired and re-surfaced.

Refreshed Planning Compliance briefing notes.
Enforcement compliance will be sent to all Town and Parish Councils to provide guidance as to how to get the best out of the planning compliance process.

Future Fit Public Event

There is a future public event taking place on Wednesday 25th July between 3.30 and 7.30pm at Bridgnorth Leisure Centre where clinicians and staff will be available to answer questions.

The next organised litter pick will be on Thursday 12th July at 1.30pm at Sainsburys and thanks is sent to the Town Council staff for their support.

For those of you who reported the uneven surface at the top of Listley Street. It has now been reported and Keir Contractors are fully aware of the poor condition.

Much needed repairs to Sydney Cottage Drive pavement have now been completed.

Confirmation received that some minor highway issues and improvement to the mini roundabout at Wenlock Road and Tasley to address some of the concerns expressed has been agreed but no date set but will be in this financial year.

Road closure/road works at Stanley Lane to Canern Brook due to start on 27th June 2018 and end 27 July 2018. Any queries call 0345 6789006 – Street Work Team.

Please do not hesitate to contact me if I can be of help.’

Members noted the report.

0122/1819 **MINUTES**

- i) The minutes of the Meeting of Bridgnorth Town Council held on Tuesday 5th June 2018 at 7.15pm were submitted as circulated.

Clarification was asked for on the final paragraph of Members questions where the minutes stated that Councillor D Cooper requested copies of the final confirmation from the other party. Councillor Cooper stated that he had wanted sight of all the correspondence and not just the final confirmation.

The Chairman stated that was not his understanding of what was asked for but he had no objection to providing all of the correspondence to Council should they wish.

RESOLVED: that the minutes of the Meeting of Bridgnorth Town Council held on Tuesday 5th June 2018 be signed by the Chairman as a true record.

0123/1819 **MATTERS ARISING**

A discussion took place with regard to the wording on part of confidential minute number 0104/1819, Cemetery Extension, Town Council meeting held on 5 June 2018.

'0104/1819 **CEMETERY EXTENSION**

- i) Members were asked to consider the notes of a meeting regarding the Cemetery Extension in Appendix H and **RESOLVED** that the contents were noted.
- ii) Members were asked to consider the contents of Appendix I and **RESOLVED** to agree to:
 - a. Move forward with the purchase of land for the Cemetery Extension as detailed in Appendix I.'

RESOLVED: that the wording in the above resolution be clarified; the Town Council agreed to prepare for the purchase of the land. It does not give authority to complete the purchase.

0124/1819 **TOWN MAYOR'S AND DEPUTY MAYOR'S DIARY**

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

Mayor and Mayoress

8th June - Carnival Crowning

9th June - The Rifles Service, lunch and Concert in Shrewsbury

9th June - Haydn Festival Concert and St Leonard's

12th June - Aethelflaed Service and celebration at Tamworth

16th June - Bridgnorth Sinfonia Concert

Deputy Mayor

17th May - Open the new season for top green at Bridgnorth Bowling club

23rd May - Ludlow Mayor Making

24th May - Annual Council Meeting and Telford and Wrekin Mayor Making, Oakengates

28th May - Starting the Bridgnorth Walk and greeting all the successful walkers back in

8th June - Attending the Carnival Crowning Ceremony

0125/1819 **MEMBERS QUESTION TIME**

There were no Members questions.

0126/1819 **COMMITTEE MINUTES**

- i) The minutes of the Planning Committee meeting held on Monday 4th June 2018 were submitted as circulated.

RESOLVED: that the minutes of the Planning Committee meeting held on Monday 4th June 2018 be received and adopted.

0127/1819 **MATTERS ARISING FROM COMMITTEE MINUTES**

There were no matters arising.

0128/1819 **ADDITIONAL AGENDA ITEM – SMITHFIELD DEVELOPMENT**

Following the decision of the Secretary of State to permit the Smithfield Development, Members were asked to consider a proposal from Councillor D Cooper for Council to have an early discussion about traffic and parking issues in Bridgnorth and how the Town Council might be involved in pressing for improvements.

Concerns were raised over the high levels of disruption that would be occurring in Bridgnorth and a working party was set up to discuss the issues and investigate possible solutions. The working party consists of the following Councillors: G Davies, Dr C Dyson, Mrs H Howell, Mrs J Onions and Mrs S Stevens. The Acting Town Clerk is to facilitate a meeting.

0129/1819 **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 £71,816.51 be approved for payment.

ii) Budget Reports

i) Budget Summary report

Members noted the Budget Summary report.

ii) Budget Detailed report

Comments were made with regard to the precept figure that appears in the budget reports. The figure is from the draft budget and not the agreed precept figure. This is to be investigated and corrected.

Concerns were raised over the level of income for the coming year and the need to monitor the levels closely.

Members noted the Budget Detailed report

iii) Income & Expenditure Report

Account Code Report – Earmarked Reserves

Members noted the Account Code report – Earmarked Reserves

iv) Report from Mrs R Williams

Members noted the report from Mrs R Williams.

v) Level of Reserves

Members noted the level of the Town Council's reserves of £1,086,015.

vi) Town Council Bank Reconciliation Statement

Members noted the Town Council Bank Reconciliation Statement.

0130/1819 **END OF YEAR ACCOUNTS 2017/2018**

i) End of Year Accounts 2017/2018

RESOLVED: to approve the End of Year Accounts 2017/2018.

ii) Annual Governance and Accountability Return

a) Annual Governance Statement 2017/2018

RESOLVED: that the Annual Governance Statement 2017/2018 be approved.

b) Accounting Statements 2017/2018

RESOLVED: that the Accounting Statements 2017/2018 be approved.

0131/1819 **INTERNAL AUDIT REPORT**

Members were asked to receive and accept the final Internal Audit Report for 2017/2018.

RESOLVED: to accept the final Internal Audit Report for 2017/2018.

0132/1819 **VIREMENT**

Members were asked to agree the following virement of £300 from 110/4501 Deputy Mayor's Allowance to 110/4500 Mayor's Allowance.

RESOLVED: to vire £300 from 110/4501 Deputy Mayor's Allowance to 110/4500 Mayor's Allowance.

0133/1819 **MAYORAL ALLOWANCE**

Members were asked to agree the following with regard to the Mayoral allowance of £2300 for 2018/2019, as contained within minute number 0026/1819:

RESOLVED: that the Town Mayor for 2018/2019 may use £2000 of his Mayoral allowance to make grants to local organisations, groups and charities, noting that the full £2000 would be available and not subject to deductions by the Town Council, with the donation payments/cheques being issued from the Town Council offices.

RESOLVED: the remaining £300 will remain in the budget for use by the Deputy Town Mayor as per minute number 0089/1819. Payments of donations and/or expense claims will be made from the Town Council offices upon receipt of satisfactory paperwork.

RESOLVED: that £500 to be paid to: ABF The Soldiers Charity

0134/1819 **UNITY TRUST BANK**

Members were asked to confirm the following amendments to the bank mandate:

- i) Addition of Councillor Dr C Dyson as cheque signatory and internet banking user; view and authorise only
- ii) Addition of Pat Russell for internet banking; view only and telephone banking

RESOLVED: that the above amendments be made to the bank mandates for Unity Trust bank.

0135/1819 **LOW TOWN COMMUNITY HALL**

- i) Accounts for Payment

RESOLVED: that the accounts amounting to £4,260.75 be approved for payment.

0136/1819 **FUTURE FIT**

Members were invited to write, individually, to their MP with regard to Defend Our NHS.

RESOLVED: that any future meetings arranged by other organisations would be posted on the Town Council website for residents information.

0137/1819 **PUBLIC CONVENIENCES**

Members were asked to consider reviewing the public conveniences contract as agreed in minute number 0048/1819 in light of new information.

Councillor Mrs C Walden wished for it to be recorded that she voted against the proposal to enter into a contract with Healthmatic.

RESOLVED: to enter into a 3 year fixed contract with Healthmatic in the sum of £23,500 plus VAT.

0138/1819 **LOCAL PLAN AND COMMUNITY GOVERNANCE REVIEW WORKING PARTY**

A verbal report was given following the meeting of the Local Plan and Community Governance Review Working Party held on Monday 18th June 2018.

Shropshire Council's Local Plan and the review and consultation currently underway was summarised for Members. The need to revisit the Bridgnorth Town Plan, to provide an input to future activity and a basis for the Town Council response to the consultation was explained. The work on the Town Plan could lead on to the development of a Neighbourhood Plan, which would be recognised in the planning process. It would incur costs but grant funding is available.

Members were informed that any response to the Local Plan review should cover a wider area than Bridgnorth town. This could be in collaboration with neighbouring parishes in which the review may propose new development should occur. It also means that the possible need for a Community Governance Review should be considered again and the working party will aim to make a recommendation to Council before its 3rd July meeting or, at the latest, its 17th July meeting.

RESOLVED: that Councillor R Whittle arrange one or more meetings with representatives from local councils to invite their collaboration on responding to the Local Plan and to inform them of our views on potential CGR. Councillor C Dyson will also be in attendance as chair of the working group.

RESOLVED: that Councillor Mrs C Whittle be granted permission to informally discuss the issue with Peter Nutting, leader of Shropshire Council.

0139/1819 **BRIDGNORTH ARTS TRAIL**

Members noted the Notes of the Arts Trail Working Party meeting held on 31st May 2018.

Members noted the budget and that the launch date of the trail is Saturday 28 July at 11am on Bridgnorth High Street.

Members wished for their thanks to be noted in the minutes for both Councillor Mrs S Stevens and Mrs Kathy Fox for their work in connection with the project.

0140/1819 **UPDATE ON YOUNG WOMEN'S CIVIC PARTICIPATION PROJECT GRANT**

Members noted that unfortunately the application was not successful.

0141/1819 **BRIDGNORTH COMMUNITY TRANSPORT GROUP**

Members were asked to consider renewing the annual membership to the Bridgnorth Community Transport Group at a cost of £20.00. This entitles access to three minibuses (two 15 seaters and one 13 seater) for the Council and its members. Mileage is charged at £1.30 per mile for the first 100 miles and 90p per mile thereafter.

RESOLVED: to renew the annual membership at a cost of £20.00.

0142/1819 **PROPOSED EVENTS EXPENDITURE**

RESOLVED: to accept the following expenditure for the Carnival 2018
Technical Services £84.00 plus VAT for 12 two way radios
Hughes Print upto £200 plus VAT for 16 banners

0143/1819 **FREEDOM OF INFORMATION REQUESTS RECEIVED**

No Freedom of Information requests had been received.

0144/1819 **CONFERENCE/MEETING UPDATES**

No reports had been received.

0145/1819 **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.

0146/1819 **TOWN COUNCIL DEBTORS**

RESOLVED: to accept the list of debtors as listed at Appendix N. It was also **RESOLVED:** that a long outstanding debt associated to 14 West Castle Street was no longer recoverable and was written off.

0147/1819 **REQUEST FROM AFC BRIDGNORTH**

Members were asked to consider a request at Appendix O for financial support to AFC Bridgnorth to help enable them to carry out pruning work of a number of Leylandi trees bordering their ground. Members **RESOLVED:** that the Town Council would price match with AFC Bridgnorth up to a maximum of £1,000.00 for this work to be carried out.

At this point at the meeting Councillor H Howell declared an interest in the next Agenda item and left the meeting.

0148/1819 **CEMETERY EXTENSION**

The proposed Motion at Appendix P was voted on and lost. Councillor D. Cooper requested a recorded vote. The results of the vote were:

For: Councillors D Cooper and Councillor C Dyson

Against: Councillors R Whittle OBE, Mrs C Baines MBE, Ms S Barlow, G Davies, R Fox, A Hinton, Mrs K Hurst-Knight, E Marshall, Mrs J Onions, Mrs S Stevens, Mrs C Walden and Mrs C Whittle

Abstained: Councillor E Marshall

The meeting closed at 9.15pm.