

**BRIDGNORTH TOWN COUNCIL****Minutes of the Bridgnorth Town Council Meeting held in the Annexe, College House on Tuesday
17th January 2023 at 7.15pm.**

Present: Sawbridge BEM (Mayor)
R Connolly (Deputy Mayor)
C Baines MBE
S Barlow
J Buckley
A Chetter
R Connolly
D Cooper
N Cooper
R Ireland
R Leraistre
E Marshall
L Neal
L Rochelle
I Wellings

In Attendance: Mrs C Turner, Town Clerk
Mrs R Williams, Responsible Financial Officer

0332/2223 WELCOME

The Mayor issued a welcome to the meeting, and informed that agenda item number 8 – Shropshire Councillor would be moved to be discussed after item number 13 - Bunting and also agenda item number 15 - Bridgnorth Connectivity would be moved after this, before going onto agenda item number 14 - Traffic Calming in Bridgnorth.

The Mayor reminded Councillors of the item within Standing Order section 2.a. b. c. and NALC Legal Topic Notice 5E Right to Remove Individuals causing a disturbance (LTN) regarding Disorderly Conduct at Meetings and informed those present of the action if there was to be obstruction of transaction of business at a meeting or behaviour that was offensively or improper.

Councillor Marshall asked the Mayor why this was being read out. The Mayor informed him that she had received verbal complaints following the last meeting regarding conduct of Councillors.

Councillor Marshall asked the Town Clerk to note that if these complaints were referring to him directly, he would challenge this.

The Mayor invited Councillor Wellings to provide an update on the work that has taken place in light of the recent floods.

0333/2223 APOLOGIES FOR ABSENCE

Councillor Barlow informed the Council that she would be leaving the meeting at 8.30pm.

It was proposed by Councillor Sawbridge, seconded by Councillor Barlow
Unanimously agreed by all Councillors

RESOLVED: that the Committee accept the apologies and reasons for absence for the following Councillors:



C Aked and R Seabright

0334/2223 **DECLARATIONS OF INTEREST**

Members were reminded that should they declare a pecuniary interest at a meeting, it is their responsibility to inform the monitoring officer.

Councillor Buckley reminded the Council that she was dual hatted, also being a Shropshire Councillor.

Councillors N Cooper, D Cooper, I Wellings, R Ireland declared an interest in item number 15 as part of the agenda.

The Town Clerk thanked the Councillors for making their declaration but informed them that the information was already held in the Town Council office.

0335/2223 **PUBLIC QUESTION TIME**

There were no members of the public present.

0336/2223 **MINUTES**

- 1. It was proposed by Councillor N Cooper, seconded by Councillor Wellings
Abstained by Councillors Sawbridge, Rochelle, Barlow, and Neal who were not present at the meeting

RESOLVED: to agree the following changes:

0278/2223 – Page 1 - Declaration of Interest – change Beechwood Civic Society to Bridgnorth Civic Society

0284/2223 – Page 3 – Sir Robert Lee’s Charity - change to read distribution of £12k via the Food Bank from distribution of £12k to the Food Bank

and approve the minutes of the Town Council meeting held on Tuesday 20th December 2022 as a true record of the business transacted once the changes had been made.

- 2. Members noted the minutes of the meeting of the Workforce Committee held on Tuesday 13th December 2022.

It was proposed by Councillor Barlow, seconded by Councillor N Cooper
Unanimously agreed by all Councillors

RESOLVED: to continue the contract for Payroll, HR, and Health & Safety with Shropshire Council for 1 year and to review contract arrangements again from 1st April 2024 in the first half of the next financial year (through the Personnel Committee).

- 3. Members noted the minutes of the meeting of the Events Committee held on Monday 9th January 2023.

- 4. Members noted the minutes of the meeting of the Finance Committee held on Tuesday 10th January 2023.

0337/2223 **MAYOR’S AND DEPUTY MAYOR’S DIARY**

Members noted the Mayor’s and Deputy Mayor’s Diary for December 2022.

0338/2223 **MEMBERS QUESTION TIME**

There were no members questions.

0339/2223 **SHROPSHIRE COUNCILLOR**

Agenda item number 8 – Shropshire Councillor would be moved to be discussed after item number 13 - Bunting.

0340/2223 **FINANCE**

1. Accounts Paid – December 2022

Councillors were given the opportunity to ask questions, these included:
The advanced payment for the removal of the 3 statue from the arts trail - the Council were informed that the monies had been ringfenced within the budget and the payment was within the budget.

The water bill for Listley Street Toilets seemed high

Councillor Marshall asked the Town Clerk to note that he was not comfortable with making the payment in advance.

It was proposed by Councillor Barlow, seconded by Councillor Neal
Abstained by Councillor Marshall

RESOLVED: that the accounts amounting to £128,556.86 be retrospectively approved for payment.

2. Members noted receipt of Cashbooks 1, 2 & 3.

3. Members noted the Budget Summary report including earmarked reserves and were informed that the forecast out turn had not changed.

4. Balance Sheet

Members noted the balance sheet as of the 31st December 2022 (£843,970) comprising:

General Fund:	£474,801
Earmarked Reserves:	£196,536
Useable Capital Receipts:	£172,633

Councillor Wellings asked for a breakdown to be sent to all Councillors regarding the Debtors Control Account and asked if the overdue payment from Shropshire Council could be escalated and chase for payment.

5. Town Bank Reconciliation Statements

Members noted the bank reconciliation statements as of the 31st December 2022.
(Reconciled sum of all bank accounts £33,900.11)

6. Accounts for Payment

Members noted receipt of a list of payments for approval and asked for further information regarding the payment for Nick Potter, Premier Grounds Maintenance from the Outdoor & Property Manager on the areas this covers and why an external contractor was used for this.



It was proposed by Councillor Barlow, seconded by Councillor Connolly
Unanimously agreed by all Councillors

- 6.1. **RESOLVED:** that the accounts amounting to £5,056.59 be approved for payment.

It was proposed by Councillor Sawbridge, seconded by Councillor Ireland
Abstained by Councillor D Cooper

- 6.2. **RESOLVED:** to authorise Councillors D Cooper and E Marshall to sign the cheques on Friday 20th January 2023.

The Council were updated on the progress for payments to be made online.

7. Accounting and Audit

Members noted that Councillors Ireland and D Cooper, on Friday 23rd December 2022, verified/signed the bank statements for November 2022 and signed those cheques approved by Council at the meeting held on Tuesday 20th December 2022 and authorised payroll for December 2022.

0341/2223 **OUTSIDE BODIES**

There were no updates provided.

The Town Clerk was asked to complete a rota for the outside bodies updates for future meetings and only put the outside bodies on the agenda when there was a meeting attended and update provided.

0342/2223 **AGREEING THE BUDGET AND SETTING THE PRECEPT FOR THE PRECEPT FOR FY 2023/2024**

Members received a report and recommendations from the RFO and Finance Committee. It was proposed by Councillor D Cooper, seconded by Councillor Sawbridge
Unanimously agreed by all Councillors

RESOLVED: to agree the recommendation from the RFO and Finance Committee to adopt the draft budget for 2023/2024, agree to set the level of the precept for Bridgnorth Town Council for the 1st April 2023 to 31st March 2024 at £723,978 and for the Mayor and Town Clerk to sign the documentation on behalf of Bridgnorth Town Council.

A thank you was extended to the Town Council staff and Finance Committee for all their work with the budget.

0343/2223 **RISK MANAGEMENT SCHEDULE**

Members reviewed the revised risk management schedule and were given the opportunity to ask questions.

It was proposed by Councillor Sawbridge, seconded by Councillor D Cooper
Unanimously agreed by all Councillors

RESOLVED: to defer the risk management schedule to a future Town Council meeting to add the retaining wall on and for the risk management schedule to include the likelihood and severity for all risks identified.

**0344/2223 BUNTING**

Members reviewed a report regarding bunting from the Business Administrator and were given the opportunity to ask questions.

It was proposed by Councillor Barlow, seconded by Councillor Connolly

Unanimously agreed by all Councillors

RESOLVED: to permit the purchasing of 1000m of option B bunting and for the purchase of bunting for Low Town, for the Town Clerk to have delegated authority for agreeing the purchase amount. It was agreed that any bunting previously purchased and unusable would be offered the local schools for a recycling project, lead Councillor to be Councillor Barlow to discuss with the local schools.

It was noted that Whitburn Street may wish to display their own bunting.

0345/2223 SHROPSHIRE COUNCILLOR

This is agenda item number 8. Councillor Buckley provided an update, this included:

- Budget Consultation and how to make comments on line as well as paper copies available in the library
- Shropshire Council's budget with £50 million savings
- Work being completed on the Boundaries with the Boundary Commission
- Change confirmed regarding charging Town & Parish Council for road closures this will now not be charged.
- The £1 million investment in repairs to the bridge
- Possibility of using the road closure a trial for one way system in the Town and HGV's
- Signage
- Ludlow Road - speeding and community speed watch

0346/2223 BRIDGNORTH CONNECTIVITY

Members received a verbal report from Councillor Buckley regarding the £4.5m Bridgnorth Connectivity proposal funding and Councillors were given the opportunity ask questions.

This included the following:

- The possible £4.5 million spend through the Connectivity Plan
- Currently plans are in draft and can not be shared for consultation but will be as soon as available

Councillor Barlow left the meeting.

0347/2223 TRAFFIC CALMING IN BRIDGNORTH

Members discussed the proposal for traffic calming measures in Bridgnorth. This included:

- Moving forward with a realistic plan as soon as possible
- Understanding of the consultation and pilot for a 20MPH zone in Shrewsbury
- Agree a working group
- Invite Mr Buchanan to a future council meeting
- Town Council want to engage in the process to maximise the benefit
- Keeping the Connectivity Plan in mind and also invite Ffion Horton as to show not being done separately

Proposed by Councillor Ireland, seconded by Councillor Sawbridge

Unanimously agreed by all Councillors



RESOLVED: to agree to invite Mr Buchanan to a future Town Council meeting to discuss the pilot and how a way forward can be drawn up to deliver positive results for Bridgnorth.

0348/2223 **SHROPSHIRE COUNCIL PARKING CONSULTATION**

A discussion took place around the Shropshire Council parking consultation. It was confirmed that the dispensation still stood and would require 6 councillors to be quorate.

It was proposed by Councillor N Cooper, seconded by Councillor D Cooper

Against by Councillor Marshall

Abstained by Councillor Connolly and Buckley

RESOLVED: that Bridgnorth Council would not submit a response or comment due to the deadline being expired on the 19th December 2022.

0349/2223 **CODE OF CONDUCT**

Members held a discussion following the training held on the Local Government Association Model Councillor Code of Conduct 2020 and for Bridgnorth Town Council to adopt this.

It was proposed by Councillor Ireland, there was not seconder for this resolution the motion was not considered or agreed

The motion put forward was to adopt the model but to include an amendment which provided information on the 7 principles.

It was proposed by Councillor Connolly, seconded by Councillor N Cooper

Unanimously agreed by all Councillors

RESOLVED: to adopt the Local Government Association Model Councillor code of conduct 2020.

0350/2223 **BRIDGNORTH CONNECTIVITY**

This item was discussed after item number 8, moved to be discussed after item number 13. Bunting.

0351/2223 **BRIDGNORTH BID**

Members received a report relating to the Bridgnorth BID and were given an opportunity to ask questions.

It was proposed by Councillor N Cooper, seconded by Councillor Chetter

Against by Councillor Marshall

RESOLVED:

- That the Town Council will support and work in partnership with the Bridgnorth BID.
- That a member of staff will be allocated for one day a week for 10 weeks to work with the Bridgnorth BID community group to develop the requirements of the grant application from Shropshire Council.
- To include a 21% value for staff management.
- To provide regular updates to future Town Council meetings.

**0352/2223 COMMUNITY GOVERNANCE REVIEW**

Members received an updated from Councillor D Cooper regarding the proposal and recommendations from the Working Group responding to the Community Governance Review. The Councillors were given an opportunity to ask questions and clarify any points within the proposal.

It was proposed by Councillor D Cooper, seconded by Councillor Marshall
Against by Councillor Wellings, Buckley, Neal, and Connolly
Abstained by Councillor Chetter and Ireland

Resolution was carried with a majority of 7 Councillors

RESOLVED: That the Town Council would submit a response to include the amendment discussed, the final version to be provided by Councillor D Cooper for submission.

0353/2223 SUSPEND STANDING ORDERS

The Town Clerk informed the Council of the time, and that under section 3.x of the Town Council's standing orders a meeting should not exceed period of 2.5 hours.

It was proposed by Councillor D Cooper, seconded by Councillor Baines
Unanimously agreed by all Councillors

RESOLVED: That the Town Council would suspend standing orders to allow the remaining items of business on the agenda to be transacted.

0354/2223 ITEMS FOR NEXT AGENDA

Members discussed the following items for inclusion on the next agenda:

Tree Planter in High Street

Nature Reserve for children and young people in Severn Park

0355/2223 PUBLIC BODIES

Proposed by Councillor Sawbridge, seconded by Councillor Neal

Abstained by Councillor Buckley

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.

0356/2223 PROJECT UPDATE

Members received a verbal update from the Town Clerk regarding the Retaining Wall on Castle Walk project and were given an opportunity to ask questions.

0357/2223 TOWN COUNCIL DEBTORS

Members discussed Town Council debtors.

It was proposed by Councillor Marshall, seconded by Councillor N Cooper

Abstained by Councillor Chetter, Ireland and Baines

Against by Councillor Wellings and Leraistre

RESOLVED: that the Council agree to the recommendation from the Finance Committee regarding the write off of the two identified aged debtors and the reasons for this.

Meeting closed: 10.00pm