



12th April 2023

The meeting of **BRIDGNORTH TOWN COUNCIL** will be held in the **ANNEXE, COLLEGE HOUSE** on **TUESDAY 18TH APRIL 2023** at **7.15PM** when the following Members are summoned to attend:

Councillors K Sawbridge BEM (Mayor), C Aked, 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, R Seabright, I Wellings

Yours Sincerely

Clare Turner
Town Clerk

BRIDGNORTH TOWN COUNCIL AGENDA – TUESDAY 18TH APRIL 2023

1. Welcome

Members are asked to receive a welcome to the meeting from the Mayor.

2. Apologies for Absence

Members are asked to receive any apologies for absence.

3. Declarations of Interest

Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting, and which is not included in the register of interests. Members are reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest or other registerable interest.

4. Public Question Time

Members of the public who are electors of the parish of Bridgnorth are advised that they are welcome to ask questions about agenda items. If a question relates more generally to the business of the Council, advance notification is preferred in order to provide a more considered response. Verbal responses are not always possible, and so questions may receive a written reply. In accordance with Standing Order 1s (viii), questions should be related to matters of Town Council policy or practice and not related to the individual affairs of either the questioner or another named person.

(Clerks Note: The Council will generally permit up to 15 minutes for public questions, each question being limited to 3 minutes)

5. Minutes

- 5.1. To approve the minutes of the meeting of Bridgnorth Town Council held on Tuesday 21st March 2023.
(BTC/16/2223 on the Town Council website)
- 5.2. To approve the minutes of the Extraordinary meeting of Bridgnorth Town Council held on Tuesday 18th April 2023.
(BTC/17/2223 on the Town Council website)
- 5.3. To note the minutes of the meeting of the Personnel Committee held on Tuesday 14th March 2023.
(PER/05/2223 on the Town Council website)
- 5.4. To note the minutes of the meeting of the Planning Committee held on Monday 20th March 2023.
(PL/04/2223 on the Town Council website)

6. Mayor's and Deputy Mayor's Diary – March 2023

Members are asked to receive an update on the following:

6.1. Mayor's Diary

1st March Annual Town Meeting
20th March EGM League of Friends of Bridgnorth Hospital
26th March Legal Service of the High Sheriff, Shrewsbury
31st March Memorial Garden Meeting
1st April League of Friends of Bridgnorth Hospital – Easter Coffee Morning
2nd April Oldbury Wells School, Spartans U17s photo shoot

6.2. Deputy Mayor's Diary

25th March 2023 - Tree Planting ceremony at St Leonard's Hall Church

7. Members Question Time

Members are asked to receive questions, if any, in accordance with Standing Order 27 and to take no more than 15 minutes in total.

8. Shropshire Councillor

Members are asked to receive a verbal report from Shropshire Councillor Rachel Connolly.

9. Finance

9.1. Accounts Paid – March 2023

Members are asked to receive notification of items which have been paid in accordance with Financial Regulation 5.5.
(Appendix A on the Town Council website)

9.2. Members are asked to note receipt of Cashbooks 1, 2 & 3.
(Appendix B on the Town Council website)

9.3. Budget Report

Members are asked to note the Budget Summary report, including Earmarked Reserves.
(Appendix C on the Town Council website)

9.4. Balance Sheet

Members are asked to note the balance sheet as of the 31st March 2023.
(Appendix D on the Town Council website)

9.5. Town Council Bank Reconciliation Statements

Members are asked to note the bank reconciliation statements.
(Appendix E on the Town Council website)

9.6. Accounts for Payment

Members are asked to:

9.6.1. Authorise the signing of invoices for payment.
(Appendix F on the Town Council website)

9.6.2. Confirm that Councillors N Cooper and R Connolly will be authorising the bank payments on Friday 21st April 2023.

9.7. Accounting and Audit

Members are asked to note that Councillors N Cooper and C Aked, on Friday 24th March 2023, verified/signed the bank statements for February 2023 and authorised those bank payments approved by Council at the meeting held on Tuesday 21st March 2023 and authorised payroll for March 2023.

(To follow)

10. Energy Reduction Steering Group

- 10.1. Members are asked to receive a verbal update from the Chairman of Energy Reduction Steering Group – Mr Clive Dyson
- 10.2. Members are asked to debate and agree how the Town Council will support Energy Reduction Steering Group

11. Folly Hole Path

- 11.1. Members are asked to receive an update on this pathway and issue raised with the Town Council, to debate and agree a way forward.

12. Community Garden - Bridgnorth Aluminium

- 12.1. Members are asked to receive report provided on the progress and plans for the Community Garden at Bandon Lane, on the site of the Trevithick Memorial.
- 12.2. Members are asked to agree the use of the land at Bandon Lane, on the site of the Trevithick Memorial, discuss the Community Garden design and the on-going maintenance required.
(BTC/47/2223 on the Town Council website)

13. Mayoral Allowance Protocol

- 13.1. Members are asked to receive the updated report on Mayoral Allowance Protocol
- 13.2. Members are asked to agree and adopt the protocol.
(BTC/48/2223 on the Town Council website)

14. Hanging Basket

- 14.1. Members are asked to receive a further update on from the Outdoor and Property Manager with regards to the Town Council hanging basket scheme.
(BTC/53/2223 on the Town Council website)

15. Publishing Councillors Attendance

- 15.1. Members are asked to receive an update from Councillor Marshall and debate the request to publish all Councillor's attendance on the Bridgnorth Town Council website.

16. High Street and Street Scene Information on Responsibility

- 16.1. Members are asked to receive a verbal update regarding the High Street and Street Scene within Bridgnorth.

17. Shropshire Local Plan

- 17.1. Members are asked to receive a report and verbal update from Councillor D Cooper regarding the Shropshire Local Plan.
(BTC/52/2223 on the Town Council website)

18. Shropshire Council Car Parking Consultation

- 18.1. Members are asked to debate the Shropshire Council parking consultation within the Bridgnorth area and agree on the Town Councils response.

19. Cartway Refuse Issue

- 19.1. Members are asked to discuss the Cartway refuse issues & agree any action required.

20. Grant Working Group and Policy Review

- 20.1. Members are asked to agree to form a Grants Working Group, the members and for this working group to review the Town Council's Grants policy and process.

21. DLF Works Schedule

- 21.1. Members are asked to receive a report from the Ground Supervisor regarding work completed in March and scheduled works for April.
(Report to follow)

22. Street Lighting Update

- 22.1. Members are asked to receive a report from the Outdoor, Property and Cemetery Administration and agree the recommendations.

(BTC/49/2223 on the Town Council website)

23. Meeting Dates - 2023 / 2023

Members are asked to review, debate, and agree the Town Councils meeting dates for year 2023 / 2024.

(BTC/50/2223 on the Town Council website)

24. Public Conveniences - Severn Park

Members are asked to receive a report from the Outdoor, Property and Cemetery Officer and agree the recommendations.

(BTC/51/2223 on the Town Council website)

25. Coronation Plaque from Lord Lieutenant of Shropshire

Members are asked to receive a verbal update from the Mayor regarding the Coronation Plaque from the Lord Lieutenant of Shropshire and agree the location for the plaque.

26. Grant for Bridgnorth Carnival

Members are asked to receive a verbal update from the Deputy Clerk & RFO regarding the request from the Bridgnorth Carnival Committee for the remaining grant of £2,500.00 to be paid from the 2022/23 budget allocation.

27. Planning Application – 23/01210/FUL

Members are asked to note the planning application for the proposed restaurant and coffee shop at Chartwell Business Park Stourbridge Road Bridgnorth Shropshire.

28. Consultation Local Cycling and Walking Infrastructure Plan (LCWIP) Consultation

Members are asked to receive an updated from Councillor D Cooper regarding the Shropshire Council consultation for the LCWIP.

29. Items for Future Agenda

23.1 Members are asked to provide items for inclusion on a future agenda.

30. Public Bodies

30.1. RECOMMENDED: 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, RECOMMENDED: that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded.

31. Retaining Wall at Castle Walk

31.1. Members are asked to receive a verbal update from the Town Clerk and Project Group.

32. Personnel Committee

- 32.1. Members are asked to receive a staffing update from the Chair of the Personnel Committee.

33. Accessibility of Council Staff

- 33.1. Members are asked to debate and agree on providing 24 hours' notice.