

**BRIDGNORTH TOWN COUNCIL****Minutes of the Bridgnorth Town Council Meeting held in the Annexe, College House on Tuesday 18th April 2023 at 7.15pm.**

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

In Attendance: Mrs C Turner, Town Clerk

0423/2223 WELCOME

The Mayor issued a welcome to the meeting.

0424/2223 APOLOGIES FOR ABSENCE

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

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

Leraistre due to a work commitment
Neal due to a work commitment
Seabright due to a family commitment

0425/2223 DECLARATIONS OF INTEREST

No declarations of interest were declared.

The Town Clerk informed that a dispensation had been received and the request was for agenda item number 18. Shropshire Council Car Parking Consultation and to allow all members of the Council to vote regarding this matter. The Town Clerk confirmed that she had sought advice regarding this matter and the option is for the Town Clerk to make the decision or for the Members to debate and make the decision.

The dispensation sought was for those members to be granted a dispensation to vote on agenda item number 18. Shropshire Council Car Parking Consultation where a declaration of interest or other pecuniary interest had been made due to ensuring that they could provide feedback on behalf of those they represent within the community.

This item was debated in depth by the Councillors. Councillor Marshall asked for it to be noted that he was not happy for those with another pecuniary interest to be able to vote on this matter.

It was proposed by Councillor Sawbridge, seconded by Councillor Aked



Unanimously agreed by all Councillors

RESOLVED: that the Committee agreed to suspend standing orders to provide an opportunity for a member of the public to provide an update.

The member of the public provided an update and opinion on the matter of agenda item number 18. Shropshire Car Parking Consultation.

It was proposed by Councillor Sawbridge, seconded by Councillor Barlow

Unanimously agreed by all Councillors

RESOLVED: that the Committee agreed to reinstate standing orders

This item was debated in depth by the Councillors. The Mayor informed that an extraordinary council meeting would be called and held on the 25th April 2023 for agenda item number 18. Shropshire Car Parking Consultation and informed the Council to move on to the next agenda items of the meeting.

It was proposed by Councillor Sawbridge, seconded by Councillor Barlow

Against by Councillor D Cooper and N Cooper

RESOLVED: that the Committee agreed to hold an extraordinary council meeting on the 25th April 2023 for agenda item number 18. Shropshire Car Parking Consultation to be debated.

0426/2223 PUBLIC QUESTION TIME

A member of the Public verbally asked the Council the following question:

There had been a previous resolution for the Clerk to seek an external company to provide FOI expertise, what was the cost to the Council and what was the benefit to the Council?

The Town Clerk informed that this piece of work was still being undertaken to obtain a quotation for this external service and that the benefit to the Town Council was to provide support to the Town Clerk in responding to some complex FOI enquiries and ensure that these were responded to within the FOI legislation.

0427/2223 MINUTES

It was proposed by Councillor Barlow, seconded by Councillor Wellings

Abstained by Councillor Baines, Councillor Rochelle and Councillor Marshall

RESOLVED: to approve the minutes of the Town Council meeting held on Tuesday 21st March 2023 as a true record of the business transacted and to include the following changes:

Page 1 – 0394/2223 – to include L Rochelle – Apologies being holiday with family

Page 5 – 0403/2223 – 2 to include Against by Councillor Marshall

Page 5 – 0404/2223 – to include resolved that the council agree to reinstate the Town Councils Standing Orders

Page 6 – 0407/2223 – to include Energy Efficiency in our buildings.

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

Unanimously agreed by all Councillors

RESOLVED: to approve the minutes of the Extraordinary Town Council meeting held on Tuesday 28th March 2023 as a true record of the business transacted and to include the following changes:

Page 1 – 0418/2223 – to be changed from Against to Abstained.



Members noted the minutes of the Personnel Committee held on Tuesday 14th March 2023.

Members notes the minutes of the Planning Committee held on Monday 20th March 2023.

0428/2223 **MAYOR'S AND DEPUTY MAYOR'S DIARY**

Members noted the Mayor's and Deputy Mayor's Diary for March 2023

0429/2223 **MEMBERS QUESTION TIME**

There were no members questions.

0430/2223 **SHROPSHIRE COUNCILLOR**

Members are asked to note the previously circulated report from Shropshire Councillor Rachel Connolly.

0431/2223 **FINANCE**

1. Accounts Paid – March 2022

It was proposed by Councillor Connolly, seconded by Councillor Wellings
Abstained by Councillor Ireland

RESOLVED: that the accounts amounting to £150,670.27 be retrospectively approved for payment.

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

3. Members noted the budget Summary report including earmarked reserves.

4. Balance Sheet

Members noted the balance sheet as of the 31st March 2023 (£647,609) comprising:

General Fund:	£267,009
Earmarked Reserves:	£207,967
Useable Capital Receipts:	£172,633

5. Town Bank Reconciliation Statements

Members noted the bank reconciliation statements as of the 31st March 2023.
(Reconciled sum of all bank accounts (£133,378.49)

6. Accounts for Payment

Members noted receipt of a list of payments for approval.

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

6.1. **RESOLVED:** that the accounts amounting to £71,399.36 be approved for payment.

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



- 6.2. **RESOLVED:** to authorise Councillors Connolly and Barlow to sign the cheques on Thursday 20th April 2023.

7. Accounting and Audit

Members noted that Councillors Sawbridge and Wellings, on Friday 24th March 2023, verified/signed the bank statements for February 2023 and signed those Payments approved by Council at the meeting held on Tuesday 21st March 2023 and authorised payroll for April 2023.

0432/2223 **ENERGY REDUCTION STEERING GROUP**

It was proposed by Councillor Sawbridge, seconded by Councillor Barlow

Unanimously agreed by all Councillors

RESOLVED: to agree to defer agenda item number 10 to a future Town Council Meeting.

0433/2223 **FOLLY HOLE PATH**

It was proposed by Councillor Sawbridge, seconded by Councillor Chetter

Abstained by Councillor Marshall

RESOLVED: to agree to defer agenda item number 11 to be deferred to a future Town Council Meeting.

0434/2223 **COMMUNITY GARDEN - BRIDGNORTH ALUMINIUM**

Members are asked to receive a report provided on the progress and plans for the Community Garden on Bandon Lane, on the site of the Trevithick Memorial.

Members had a detailed debate.

Members are asked to agree the use of the land on Bandon Lane, on the site of the Trevithick Memorial, discuss the Community Garden design and the on-going maintenance required.

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

Abstained by Councillor Marshall

RESOLVED: to agreed for the land at Foundry Yard is to be used by Bridgnorth Aluminium Limited to create a commemorative community garden and that a formal signed agreed is put in place to safeguard both parties for the duration of the project. That Bridgnorth Community Garden Group are also granted permission to use the Foundry Yard site and that a formal signed agreement between both parties is drafted.

The Council acknowledge and agree that there will be 4 additional man hours per week from the DLF and that additional cost should be borne by Bridgnorth Aluminium Limited for the duration of the project and that at the end of the project period any additional cost will have to be met by the Town Council.

The Clerk was asked to contact the Civic Society regarding the question raised by Councillor Buckley about the reuse of the plinth for the Art Trail train on the site.



0435/2223

MAYORAL ALLOWANCE PROTOCOL

Members are asked to receive the updated report on Mayoral Allowance Protocol.

Members are asked to agree and adopt the protocol.

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

Unanimously agreed by all Councillors

RESOLVED: to agree and adopt the Mayoral Allowance Protocol.

0436/2223

HANGING BASKET

Members are asked to receive and note a further update from the Outdoor and Property Manager with regards to the Town Council hanging basket scheme.

The Council formally thanked the Greenspaces Group for their work on this project.

0437/2223

PUBLISHING CONCILLORS ATTENDANCE

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.

It was proposed by Councillor Marshall to publish all Councillors attendance on Bridgnorth Town Council website. There was no seconder for this proposal, therefore the proposal was not carried.

0438/2223

HIGH STREET AND STREET SCENE INFORMATION ON RESPONSIBILITY

It was proposed by Councillor Sawbridge, seconded by Councillor Connolly

Unanimously agreed by all Councillors

RESOLVED: to agree to defer agenda item number 16 to a future Town Council Meeting.

0439/2223

SHROPSHIRE LOCAL PLAN

Members are asked to receive a report and verbal update from Councillor D Cooper regarding the Shropshire Local Plan.

The Council formally thanked Councillor D Cooper for the report.

0440/2223

SHROPSHIRE COUNCIL CAR PARKING CONSULTATION

The Council has previously debated this item as part of agenda item 3 and for a Extra Ordinary Council meeting to be called on 25th April 2023.

It was proposed by Councillor Sawbridge, seconded by Councillor Barlow
Against by Councillor D Cooper and N Cooper

RESOLVED: that the Committee agreed to hold an extraordinary council meeting on the 25th April 2023 for agenda item number 18. Shropshire Car Parking Consultation to be debated.

0441/2223

CARTWAY REFUSE ISSUE

It was proposed by Councillor Sawbridge, seconded by Councillor Baines

Unanimously agreed by all Councillors

RESOLVED: to agree to defer agenda item number 19 to be deferred to a future Town Council Meeting.



0442/2223

GRANT WORKING GROUP AND POLICY REVIEW

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.

It was proposed by Councillor Aked, seconded by Councillor Sawbridge

Unanimously agreed by all Councillors

RESOLVED: to agree for a Grant Working Group to be formed to review the Town Council's grants policy and process. For the members of this to be Councillors Aked, Chairman, Buckley, Connolly and Barlow.

0443/2223

DLF WORKS SCHEDULE

It was proposed by Councillor Sawbridge, seconded by Councillor Wellings

Unanimously agreed by all Councillors

RESOLVED: to agree to defer agenda item number 21 to be deferred to a future Town Council Meeting.

0444/2223

STREET LIGHTING UPDATE

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

The Council formally thanks the Outdoor, Property and Cemetery Administrator for the report.

It was proposed by Councillor Chetter, seconded by Councillor Buckley

Unanimously agreed by all Councillors

RESOLVED: to agree and approve the quotation supplied for the new column on Severnside and for the works to be completed to comply with public safety.

0445/2223

MEETING DATES - 2023 / 2024

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

It was proposed by Councillor Chetter, seconded by Councillor Barlow

Unanimously agreed by all Councillors

RESOLVED: to agree to the Bridgnorth Town Council meeting dates for 2023/24, with a start time of 6.45pm.

The Clerk was asked to include the meeting date for the adjourned meeting of the Annual Town Meeting in the 2024 / 25 proposed dates.

0446/2223

PUBLIC CONVENIENCES - SEVERN PARK

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

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

Unanimously agreed by all Councillors



RESOLVED: to agree and accept the quote for Telford Toilets at the total price of £1,285.00 to provide the toilet provision for Severn Park for 2023 and acknowledge that by accepting Telford Toilets an additional clean for bank holidays would be included within the budget.

0447/2223 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 note the location for the plaque.

0448/2223 GRANT FOR BRIDGNORTH CARNIVAL

Members are asked to receive a verbal update regarding the request from the Bridgnorth Carnival Committee for the remaining grant of £2,500.00 and note this to be paid from 2022/2023 budget allocation.

0449/2223 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 and to be updated on the Extraordinary Planning meeting to be held to discuss this planning application.

0450/2223 CONSULTATION LOCAL CYCLING AND WALKING INFRASTRUCTURE PLAN (LCWIP) CONSULTATION

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

Councillor D Cooper provided an update and informed that the details were not on Shropshire Council website as of the date of the meeting, the consultation would start on the 24th April 2023, with a one week delay, and this is for 6 weeks and confirmed the use of interactive maps.

Councillor Barlow left the meeting.

0451/2223 ITEMS FOR FUTURE AGENDA

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

- Bus Stop and confirmed ownership by Shropshire Council
- CCTV

0452/2223 PUBLIC BODIES

Proposed by Councillor Sawbridge, Seconded by Councillor Baines
Abstained by Councillor Buckley and Marshall

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.

**0453/2223 RETAINING WALL AT CASTLE WALK**

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

Members were given an opportunity to ask questions, debate the progress and update regarding this project.

0454/2223 PERSONNEL COMMITTEE

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

Members were given the opportunity to ask question and debate the strategic progress and direction provided for the Council.

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

Unanimously agreed by all Councillors

RESOLVED: to agree to the proposal for the Bridgnorth Town Council Staffing and the proposal for the delivery including timeline for delivery of this project.

It was proposed by Councillor Sawbridge, seconded by Councillor Connolly

Unanimously agreed by all Councillors

RESOLVED: to agree to suspend standing orders to proceed with the remaining items on the agenda.

0455/2223 ACCESSIBILITY OF COUNCIL STAFF

Members are asked to debate and agree on providing 24 hour's' notice.

It was proposed by Councillor Sawbridge, seconded by Councillor Chetter

Unanimously agreed by all Councillors

RESOLVED: to agree for Bridgnorth Town Council Councillors to provide 24 hours notice, make an appointment for meetings with Council Staff due to the current staffing and work demands.

Meeting Closed at 10.05pm.