

MUCH WENLOCK TOWN COUNCIL

Minutes of the re-convened
ANNUAL TOWN COUNCIL MEETING
held at The Guildhall, Much Wenlock
7 pm on Thursday 12 May 2016

PRESENT:

Cllr. Herbert Harper (Chairman), Cllr. Robin Bennett, Cllr. Graham Edgcumbe Venning, Cllr. Mike Grace, Cllr. Yvonne Holyoak, Cllr. Dafydd Jenkins, Cllr. Paul Laming, Cllr. David Turner, and Cllr. Milner Whiteman OBE.

TOWN CLERK:

Sharon Clayton

IN ATTENDANCE:

Tony Wilson, "Men in Sheds"

1) CHAIRMAN'S WELCOME

The Chairman welcomed everyone to the meeting. He reminded everyone that this was the re-convened meeting and he thanked Cllr. Yvonne Holyoak for chairing the Annual Town Council meeting on Tuesday.

2) APOLOGIES FOR ABSENCE

Apologies were received from Cllr. Mary Hill who was recovering from an illness. Apologies were also received from Cllr. Milner Whiteman who would be arriving late. These apologies were **CONFIRMED** and **ACCEPTED** as **APPROVED** absence.

Cllr. Joffrey Watson was **ABSENT**.

3) DISCLOSURE OF PECUNIARY INTERESTS

Members were reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest, whether or not the interest is entered in the register of members' interests maintained by the Monitoring Officer.

As a Shropshire Councillor Cllr. David Turner declared an interest in any matters relating to Shropshire Council, and as a Member of the Shropshire Hills Area of Outstanding Natural Beauty Partnership Management Board, in any matters relating to the Shropshire Hills Area of Outstanding Natural Beauty.

4) DISPENSATIONS

Dispensation granted to Cllr. David Turner - request to participate in discussions concerning devolved services.
NOTED.

5) PUBLIC PARTICIPATION

There were no members of the public present.

6) MEN IN SHEDS

The Chairman invited Tony Wilson to inform Members about the work of "Men in Sheds" which is a registered charity.

Mr Wilson said that the health of men aged 55 and over is much worse than women of the equivalent age. Men's attitude to health differs to that of women and, whereas women will visit the doctor if worried about their health, men are reluctant to do so and just hope their symptoms will go away. This puts men at risk from more serious health problems or suicidal tendencies since there is also a high rate of depression in men. "Men in Sheds" was founded to offer an environment where men could feel sufficiently confident to share their thoughts, problems, and concerns with like-minded people. A "shed" provides a place where men are able to meet socially. They can talk to each other and work together by sharing skills. They also do useful things in the community such as repairs and maintenance. There are plans for the "Men in Sheds" to carry out some work in Much Wenlock. "Men in Sheds" is exclusively for men because men are more likely to open up when women are not around. There are already over 300 sheds in the country and a "Shed" in Much Wenlock would make a huge difference. Men wishing to join must do so of their own accord.

The Chairman thanked Mr Wilson for enlightening the Council about the work of "Men in Sheds" after which Mr Wilson left the meeting.

7) MINUTES

- a) The minutes of a Town Council meeting held on 7 April 2016 were considered for approval and following agreed amendments;
it was PROPOSED, SECONDED and RESOLVED that the amended minutes be signed and ADOPTED as a true record.
- b) The minutes of a Planning & Environment Committee meeting held on 5 April 2016 were NOTED and ADOPTED.
- c) The minutes of an Extraordinary Planning & Environment Committee held on 20 April 2016 were NOTED and ADOPTED.
- d) The minutes of a Finance & Resources Committee meeting held on 29 March 2016 were NOTED and ADOPTED.
- e) The minutes of a Personnel Committee meeting held on 7 March 2016 were NOTED and ADOPTED.
- f) The minutes of a Personnel Committee meeting held on 21 March 2016 were NOTED and ADOPTED.

8) REVIEW/APPROVAL OF TERMS OF REFERENCE

Members considered for approval a review of Terms of Reference as follows:

- a) Planning & Environment Committee
- b) Finance & Resources Committee
- c) Personnel Committee
- d) Neighbourhood Plan Monitoring Panel
- e) Friends of the Cemetery Working Group
- f) Devolved Services Working Group
- g) Action Plan Monitoring Panel
- h) Action Plan Management Working Group
- i) Minute Books Conservation Project Working Group
- j)

It was **PROPOSED, SECONDED and RESOLVED** that:

- i. **The above Terms of Reference be APPROVED.**
- ii. **All monitoring panels should be referred to as Working Groups.**
- iii. **The Action Plan Monitoring Panel and the Action Plan Management Working Group should be combined and become the Action Plan Working Group.**

9) APPOINTMENT OF COMMITTEES

Members considered for approval the appointment of Members to the following:

- a) Planning & Environment Committee – with delegated authority to respond to planning and environmental matters.
It was PROPOSED, SECONDED and AGREED that the following Members remain appointed: Cllr. Herbert Harper, Cllr. Mary Hill, Cllr. Graham Edgcumbe Venning, Cllr. Dafydd Jenkins, Cllr. Paul Laming, and Cllr. Milner Whiteman.
- b) Finance & Resources Committee – with delegated authority to deal with financial matters and responsibility for maintenance of the Council's property.
It was PROPOSED, SECONDED and AGREED that the following Members be appointed: Cllr. Herbert Harper, Cllr. Robin Bennett, Cllr. Mike Grace, Cllr. Yvonne Holyoak, Cllr. David Turner, and Cllr. Milner Whiteman.
- c) Personnel Committee – with delegated authority to appoint staff (other than the Town Clerk), and responsibility for all employment issues and the Town Clerk's annual Performance Review.
It was PROPOSED, SECONDED and AGREED that the following Members remain appointed: Cllr. Herbert Harper, Cllr. Yvonne Holyoak, Cllr. Paul Laming, Cllr. Mike Grace, and Cllr. David Turner.

10) APPOINTMENT OF PANELS

Members considered for approval the appointment of Members to the following:

- a) Neighbourhood Plan Monitoring Panel (2 Members) to assist with the monitoring of the Neighbourhood Plan for Much Wenlock.
It was PROPOSED, SECONDED and AGREED that:
 - i. **Cllr. Yvonne Holyoak and Cllr. Mike Grace should represent the Town Council.**
 - ii. **The panel, in future, would be referred to as a working group.**

- b) Action Plan Monitoring Panel (3 Members).

It was PROPOSED, SECONDED and AGREED that:

- i. Cllr. Mike Grace, Cllr. Herbert Harper, and Cllr. David Turner should remain the appointed Members.
- ii. The panel, in future, would be referred to as a working group.

11) APPOINTMENT OF WORKING GROUPS

Members considered for approval the appointment of Members to the following:

- a) Friends of the Cemetery
It was PROPOSED, SECONDED and AGREED that Cllr. Dafydd Jenkins and Cllr. Mary Hill be appointed to represent the Town Council.
- b) Grant Funding
It was PROPOSED, SECONDED and AGREED that working group be dissolved.
- c) Guildhall
It was PROPOSED, SECONDED and AGREED that this working group be dissolved and all matters concerning the Guildhall be dealt with by the Finance & Resources Committee.
- d) Devolved Services
It was PROPOSED, SECONDED and AGREED that Cllr. Graham Edgcumbe Venning, Cllr. Herbert Harper, Cllr. Yvonne Holyoak, and Cllr. David Turner remain appointed.
- e) Action Plan
It was PROPOSED, SECONDED and AGREED that Cllr. David Turner, Cllr. Mike Grace, and Cllr. Herbert Harper remain appointed.
- f) Minute Books Conservation Project
It was PROPOSED, SECONDED and AGREED that Cllr. Mike Grace and Cllr. Yvonne Holyoak remain appointed to represent the Town Council.

12) GASKELL RECREATION GROUND MANAGEMENT COMMITTEE

Members considered for approval the appointment of three Members to represent the Town Council on the Gaskell Recreation Ground Management Committee.

It was PROPOSED, SECONDED and AGREED that the following Members be appointed to represent the Town Council: Cllr. Graham Edgcumbe Venning, Cllr. Paul Laming, and Cllr. Herbert Harper.

13) APPOINTMENT OF REPRESENTATIVES ON THE FOLLOWING OUTSIDE BODIES AND ORGANISATIONS

Members considered for approval the appointment of Members to represent the Town Council on the following:

- a) Bridgnorth & Shifnal Area Committee
It was PROPOSED, SECONDED and AGREED that Cllr. Milner Whiteman and Cllr. Mary Hill should remain appointed.
- b) Bridgnorth Area Tourism Action Group
It was PROPOSED, SECONDED and AGREED that Cllr. Milner Whiteman should remain appointed.
- c) Community Flood Action Group
It was PROPOSED, SECONDED and AGREED that Cllr. Yvonne Holyoak be appointed.
- d) John L Edwards Trust
It was PROPOSED, SECONDED and AGREED that Cllr. Joffrey Watson should remain appointed.
- e) Local Joint Committee
It was PROPOSED, SECONDED and AGREED that Cllr. Yvonne Holyoak be appointed.

Cllr. Milner Whiteman arrived at this point in the meeting.

- f) Much Wenlock Leisure Centre Advisory Group
It was PROPOSED, SECONDED and AGREED that no one needed to be appointed since the group no longer met.
- g) Much Wenlock Almshouses
It was PROPOSED, SECONDED and AGREED that Cllr. David Turner should remain appointed.
- h) PACT
It was PROPOSED, SECONDED and AGREED that no-one be appointed since PACT had not met.
- i) Priory Hall Management Committee
It was PROPOSED, SECONDED and AGREED that Cllr. David Turner be appointed.
- j) Shropshire Council Emergency Planning
It was PROPOSED, SECONDED and AGREED that Cllr. Herbert Harper should remain appointed.
- k) Much Wenlock Chamber of Trade
It was PROPOSED, SECONDED and AGREED that Cllr. Yvonne Holyoak should remain appointed.

- l) Much Wenlock Christmas Fayre
It was PROPOSED, SECONDED and AGREED that Cllr. Yvonne Holyoak and the Town Clerk be appointed.
- m) Community Led Housing Project Board
It was PROPOSED, SECONDED and AGREED that Cllr. Mike Grace would represent the Town Council and Cllr. Robin Bennett would be a substitute.

14) REVIEW OF POLICIES AND PROCEDURES

Members reviewed the following policies:

- a) Standing Orders
It was PROPOSED, SECONDED and AGREED that the agreed amendments be APPROVED.
- b) Financial Regulations
It was PROPOSED, SECONDED and AGREED that these be APPROVED.
- c) Complaints Procedure
It was PROPOSED, SECONDED and AGREED that this be APPROVED.
- d) Data Protection Policy
It was PROPOSED, SECONDED and AGREED that this be APPROVED.
- e) Freedom of Information Policy – Publication Scheme
It was PROPOSED, SECONDED and AGREED that this be APPROVED.
- f) Communications Policy/Media Policy
It was PROPOSED, SECONDED and AGREED that this be APPROVED to date although the document was still work in progress.

15) SUBSCRIPTIONS

Members considered for approval the following annual subscriptions and it was **PROPOSED, SECONDED and AGREED** that the following be **APPROVED**:

- a) SALC (Shropshire Association of Local Councils) – at a cost of £945.02 per annum.
- b) LCR (Local Council Review) – at annual cost of £17.
- c) Clerks and Councils Direct – at a cost of £12 per annum.
- d) All publications of LCR and Clerks and Councils Direct should be passed around to councillors.

16) SCHEDULE OF FUTURE MEETINGS

It was **PROPOSED, SECONDED and AGREED** that the following dates be **APPROVED**:

	MAY 2016	JUNE 2016	JULY 2016	AUG 2016	SEPT 2016	OCT 2016	NOV 2016	DEC 2016	JAN 2017	FEB 2017	MAR 2017	APRIL 2017	MAY 2017
TOWN COUNCIL <i>Tuesday</i>	AT CM 10												AT CM
<i>Thursday - reconvened</i>	12	2	7 28		1	6	3	1	12	2	2	6	11 18
PLANNING & ENVIRONMENT COMMITTEE <i>Tuesday</i>	31		5	2	30	4	1 29		3 31	28		4	2
FINANCE & RESOURCES COMMITTEE <i>Tuesday</i>	24	28	26		27	25	22	20	24	21	28	25	
GASKELL RECREATION GROUND (charity) <i>Thursday</i>		16						15					
COOKE CLOCK (charity) <i>Thursday</i>								1					
ANNUAL TOWN MEETING <i>Thursday</i>											9		

17) TOWN CLERK'S REPORT

- a) Members received a written report from the Town Clerk on outstanding matters and action taken since the last Council meeting.

It was PROPOSED, SECONDED and RESOLVED that the Town Clerk's report be NOTED.

The Town Clerk also gave the following verbal update:

- The Chamber of Trade had informed the Town Clerk that there seemed to be general agreement to the proposal of having the Christmas lights switched on from mid November with the formal switch-on on the same day as the Christmas Fayre.
- The Town Council's new website was up and running.
- The Commemorative mugs had been ordered and delivery was expected before the Queen's 90th birthday.

It was PROPOSED, SECONDED and AGREED that the Mayor and Cllr. Yvonne Holyoak would visit the primary school on a date to be arranged and present the mugs to the school children. Any mugs left over for children from other primary schools would be available from the Town Clerk's office.

18) COMMUNITY LED AFFORDABLE HOUSING PROJECT AND LOCAL LETTINGS POLICY

Members received information following the recent consultation event held on 4 May 2016 concerning the proposed development for 12 affordable dwellings off Callaughton Lane. Cllr. Mike Grace informed Members that the Housing Association would like an informal meeting with the Town Council before the planning application was submitted. It was important that the lettings policy would deliver what the Town Council intended and that these affordable homes should go to local people.

It was PROPOSED, SECONDED and RESOLVED that:

- i. **The information be NOTED.**
- ii. **An informal meeting with the Town Council and the Shropshire Housing Association should be arranged.**

19) WEBSITE

Members considered for approval whether all of the information on the existing Neighbourhood Plan website should be transferred to the new Town Council website.

It was PROPOSED, SECONDED and RESOLVED that:

- i. **The Neighbourhood Plan website should remain for the time being and the situation be reviewed once information was available from DCLG on the review process for the Neighbourhood Plan.**
- ii. **The information links between the two websites should be maintained.**

20) REPORT FROM SHROPSHIRE COUNCIL

Cllr. David Turner gave an oral update on discussions with Shropshire Council and the Town Council concerning devolved services.

NOTED.

21) DEVOLVED SERVICES

Members received a verbal update from the Devolved Services Working Group following their discussions with Shropshire Council concerning asset transfer. The Chairman said that Shropshire Council had presented several options to the Town Council and he recommended that the Town Council should hold an informal meeting to enable Members to consider all the issues and formulate a united response prior to a public meeting.

It was PROPOSED, SECONDED and RESOLVED that an informal meeting be held at the Corn Exchange on Monday 23 May 2016 at 6:30 pm.

22) DISPOSAL OF YOUTH CLUB BUILDING

The Town Council had received a request from Shropshire Council inviting Members to suggest how the site of the youth club building at Station Road should be used following disposal of the building.

It was PROPOSED, SECONDED and RESOLVED that the Town Council had no opinion to offer to Shropshire Council.

23) MUCH WENLOCK LITTER PICK

Members considered for approval a proposal by Cllr. David Turner that the Town council assigns a budget of £200 to purchase litter picking equipment.

It was PROPOSED, SECONDED and RESOLVED that:

- i. **The volunteers who turned out for the first litter pick should be thanked.**
- ii. **A budget of £200 be assigned for litter picking equipment.**

24) WENLOCK BOROUGH MINUTE BOOK

- a) Members considered a report from the volunteer archivists which asked the Town Council to approve the approach and actions being taken by the Minute Books Conservation Project Working Group. A grant application had been submitted to "Sharing Heritage" (Heritage Lottery Fund) for £16,405, and a public launch event was planned to take place at the Priory Hall on 19 July 2016. Members were asked to approve that neighbouring parish councils who used to be in the Borough of Wenlock should be asked to make a financial contribution towards the project.
It was PROPOSED, SECONDED and AGREED to support the approach and actions taken by the Working Group.
- b) Members considered a request from the Minute Book Conservation Project Working Group that the 550th anniversary celebrations should be discussed further at a future Town Council meeting.
It was PROPOSED, SECONDED and AGREED that the 550th anniversary of the Borough of Wenlock should be discussed at a future meeting.

25) CONSULTATION

There was no consultation for consideration.

NOTED.

26) TRAINING

Members received an events programme from SALC for 2016.

NOTED.

27) CORRESPONDENCE

The following correspondence was received:

- a) Shropshire Association of Local Councils (SALC) information bulletins and other information sent to Members via email.
- b) Minutes from a meeting of the Much Wenlock & District Chamber of Trade held on 19 November 2015.

It was AGREED that the correspondence be NOTED.

28) PLANNING

- a) There were no planning applications referred by the Planning & Environment Committee to the Town Council or to Shropshire Councillor David Turner.
NOTED.
- b) Cllr. Milner Whiteman, on behalf of the Planning & Environment Committee, informed Members that there were no significant matters to report.
NOTED.

29) FLOOD REPORT

Members received the following report from the Community Flood Action Group:

It was useful for the Flood Group to have had the opportunity to consider the development plans proposed by the Shropshire Housing Group at Callaughton Lane. The drainage plans for the development appear to be heavily relying on some free draining shale discovered beneath the site. The Flood Group welcomed the positive attitude of the Housing Group but recommended that the Town Council should ask David Edwards, the Water and Flood Manager at Shropshire Council, to check that the outfall from the shale 'soak away' will not have a negative impact on any other area of the town and, once the final drainage plans had been submitted, the surface water flows should be remodelled to ensure that flood risk at Hunters Gate is improved.

It was PROPOSED, SECONDED and AGREED to write to Shropshire Council as recommended by the Community Flood Action Group.

Cllr. David Turner left at this point in the meeting.

30) BIRD PROOFING THE GUILDHALL

Members considered for approval whether the Guildhall should be bird proofed. The Town Council had received a grant of £3,000 from the Shropshire Building Preservation Trust in January 2015 and this was ring-fenced for the Guildhall.

It was PROPOSED, SECONDED and RESOLVED that quotes should be sought and referred to the Finance & Resources Committee for further consideration.

31) SECTION 106 MONIES

Members received information from Shropshire Council outlining the procedure and conditions for spending S106 commuted sums on public open space, play, sport and recreation. Before the money would be released the Town Council had to agree to a formal declaration that the money would be spent on the intended purposes and to take responsibility for the overall management and accountability for spending and management of any projects on which the funds would be spent. Funds from the Lady Forester development could only be used for the provision of public open space within the parish of Much Wenlock and funds from the Presbytery development could only be used to facilitate the provision and/or maintenance of open space and play equipment in the vicinity of the land.

It was **PROPOSED, SECONDED and RESOLVED** that:

- i. **The matter be referred to the Finance & Resources Committee.**
- ii. **Shropshire Council should be asked to define what is meant by "in perpetuity".**

32) PROMOTIONS OFFICER

Members considered for approval a proposal by Cllr. Robin Bennett that the Town Council should appoint a part-time Promotions Officer for a fixed-term of 12 months. The idea had originated from the decline of trade in the High Street and an ambition to invigorate and promote the town.

At this point in the meeting it was **PROPOSED, SECONDED** and unanimously **RESOLVED** to revoke Standing Order no: 3w and continue with the meeting.

It was **PROPOSED, SECONDED and RESOLVED** that the principle be supported and Cllr. Robin Bennett would draw up a proposal for further consideration.

33) RAILWAY SIGN

Members considered a request to purchase an old railway sign that used to be installed at the old Much Wenlock Railway Station at a cost of £350.

It was **PROPOSED, SECONDED and RESOLVED** that the Council did not want to purchase the sign.

34) AGENDA ITEMS FOR THE NEXT TOWN COUNCIL MEETING

It was **AGREED** that the letter from the Medical Practice should be considered at the next meeting.

35) DATE OF NEXT MEETING

It was **NOTED** that the next meeting would take place on Thursday 2 June 2016.

The meeting closed at 21:12.

Signed.....

Date.....

Cllr. Herbert Harper
Town Mayor