

MUCH WENLOCK TOWN COUNCIL

Minutes of the re-convened
ANNUAL TOWN COUNCIL MEETING
held at The Guildhall, Much Wenlock
7 pm on Thursday 14 May 2015

PRESENT:

Cllr. Yvonne Holyoak (Chairman), Cllr. Robin Bennett, Cllr. Mike Grace, Cllr. Bert Harper, Cllr. Mary Hill, Cllr. Paul Laming, Cllr. Robert Toft, Cllr. David Turner, and Milner Whiteman OBE.

TOWN CLERK:

Sharon Clayton

IN ATTENDANCE:

4 members of the public

1) CHAIRMAN'S WELCOME

The Chairman welcomed everyone to the meeting. She thanked councillors for their support at the recent Mayor Making Ceremony and the Civic Service.

2) APOLOGIES FOR ABSENCE

Apologies were received from Cllr. Dafydd Jenkins who had work commitments and Cllr. Joffrey Watson who had family commitments.

These apologies were accepted as APPROVED absence.

Apologies were also received from Cllr. Milner Whiteman who would be late.

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

None requested.

5) PUBLIC PARTICIPATION

The Chairman invited a member of the public to speak. He referred to the introduction in a report written in response to his questions raised at the last Town Council meeting concerning the Gaskell Recreation Ground.

He reiterated his concerns and the Chairman informed him that the Council would discuss his concerns later in the meeting.

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

6) MINUTES

- a) The minutes of a Town Council meeting held on 2 April 2015 were considered for approval.
It was RESOLVED that, following agreed amendments, the minutes be signed and ADOPTED as a true record.
- b) The minutes of a Planning & Environment Committee meeting held on 31 March 2015 were **NOTED** and **ADOPTED**.
- c) The minutes of a Finance & Resources Committee meeting held on 24 March 2015 were **NOTED** and **ADOPTED**.
- d) The minutes of a Personnel Committee meeting held on 9 March 2015 were **NOTED** and **ADOPTED**.

7) TOWN CLERK'S REPORT

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

The Town Clerk also gave the following verbal report:

- The end of year accounts were in the process of being finalised and a true reflection of the Council's reserves would be available for consideration, along with the year-end accounts, at the next Town Council meeting.
- Members were informed that Nick Wood from Shropshire Council was not able to attend today's meeting.

It was **AGREED** that:

- i. **The Town Clerk's report be NOTED.**
- ii. **The reserves should be on the next agenda.**
- iii. **Nick Wood should be invited to the next Town Council meeting.**

8) APPOINTMENT OF COMMITTEES

It was **PROPOSED**, **SECONDED** and **RESOLVED** that the following be appointed:

COMMITTEE	REMIT	NUMBER OF MEMBERS	MEMBERSHIP
Planning & Environment	Delegated authority to respond to planning and environmental matters	5	Councillors: Mary Hill, Bert Harper, Cllr. Dafydd Jenkins, Paul Laming, Milner Whiteman
Finance & Resources	Delegated authority to deal with financial matters and responsibility for maintenance of the Council's property	5	Councillors: Robin Bennett, Mike Grace, Yvonne Holyoak, Robert Toft, David Turner
Personnel	Delegated authority to appoint staff (other than the Town Clerk) and responsibility for all employment issues, and the Town Clerk's annual Performance Review	5	Councillors: Bert Harper, Yvonne Holyoak, Paul Laming, Mike Grace, David Turner

9) APPOINTMENT OF PANELS

It was **PROPOSED**, **SECONDED** and **RESOLVED** that, in the interests of bias, a Discipline & Grievance Panel and an Appeals Panel should not be appointed unless they were needed.

It was **PROPOSED**, **SECONDED** and **RESOLVED** that the following be appointed:

Neighbourhood Plan Monitoring Panel	To assist with the monitoring of the Neighbourhood Plan for Much Wenlock and report findings to the Town Council. No delegated authority.	2	Councillors: Yvonne Holyoak, Robert Toft
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10) WORKING GROUPS

It was **PROPOSED**, **SECONDED** and **RESOLVED** that the following be appointed:

WORKING GROUP	REMIT	NUMBER OF MEMBERS	MEMBERSHIP
WW1	To commemorate those who lost their lives during the Great War	1	Cllr. Mary Hill
Friends of the cemetery	To help enhance and maintain the old part of Much Wenlock cemetery	2	Cllr. Mary Hill Cllr. Bert Harper

Grant Funding	To seek grant aid to assist with fixed-assets projects	2	Councillors: Yvonne Holyoak, David Turner
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11) GASKELL RECREATION GROUND MANAGEMENT COMMITTEE

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

It was **PROPOSED**, **SECONDED** and **RESOLVED** that the following Members be appointed to represent the Town Council on the Gaskell Recreation Ground Management Committee:

- Cllr. Robin Bennett
- Cllr. Mary Hill
- Cllr. Paul Laming

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

It was **PROPOSED**, **SECONDED** and **RESOLVED** that representatives be appointed as follows:

ORGANISATION	REPRESENTATIVE(S)
Bridgnorth Area Tourism Action Group	Cllr. Milner Whiteman
Bridgnorth & Shifnal Area Committee of parish and town councils	No representation due to no meetings being held
Community Flood Action Group	Cllr. Robert Toft
John L Edwards Trust	Cllr. Joffrey Watson
Local Joint Committee	Cllr. Mary Hill and Cllr. Yvonne Holyoak
Much Wenlock Almshouses	Cllr. David Turner
Much Wenlock Leisure Centre User Group	Cllr. Yvonne Holyoak
PACT	Cllr. Robin Bennett
Priory Hall Management Committee	Cllr. Robert Toft
Shropshire Council Emergency Planning	Cllr. Bert Harper

13) REVIEW OF TERMS OF REFERENCE

It was **PROPOSED**, **SECONDED** and **RESOLVED** that the Terms of Reference be **APPROVED** as follows:

COMMITTEE/PANEL	GENERAL TERMS OF REFERENCE
Planning & Environment	Delegated authority to respond to planning and environmental matters
Finance & Resources	Delegated authority to deal with financial matters and responsibility for maintenance of the Council's property
Personnel	Delegated authority to appoint staff (other than the Town Clerk) and responsibility for all employment issues, and the Town Clerk's annual Performance Review
Discipline & Grievance	Delegated authority to deal with disciplinary matters
Appeals	Delegated authority to decide on appeals following an appeal against a disciplinary and grievance matter
Neighbourhood Plan Monitoring	To assist with the monitoring of the Neighbourhood Plan for Much Wenlock and advise the Town Council on whether the Plan is meeting its objectives with the ultimate aim of informing the three-year review of the Plan. No delegated authority to make decisions.

14) REVIEW OF POLICIES AND PROCEDURES

It was **PROPOSED**, **SECONDED** and **RESOLVED** that the following be **APPROVED** without amendment as follows:

- a) Financial Regulations
- b) Complaints Procedure
- c) Data Protection Policy
- d) Freedom of Information Policy – Publication Scheme

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

- i. **Standing Order no: 1(f) be amended to replace the word "original" with the word "amended", and Standing Order no: 7(a) be amended to include after Town Clerk in the last paragraph "in liaison with the Committee".**
- ii. **Cllr. Mike Grace would re-draft the Communications Policy and Media Policy.**
- iii. **The Asset Management Plan be deferred to a future meeting.**
- iv. **The Forward Plan be deferred to a future meeting.**

15) REVIEW OF ASSETS

Members considered for approval the inventory of the Council's land and assets.

It was **PROPOSED**, **SECONDED** and **RESOLVED** that the inventory of the Council's land and assets be considered by the Finance & Resources Committee.

16) CONFIRMATION OF INSURANCE

Members considered arrangements for insurance cover in respect of all insured risks.

It was **PROPOSED**, **SECONDED** and **RESOLVED** that the Finance & Resources Committee should review the insured risks.

17) SUBSCRIPTIONS

Members considered for approval the following annual subscriptions:

- a) SALC at a cost of £919.12 for the 2015/2016 fiscal year
- b) LCR at a cost of £17 for the 2015/2016 fiscal year
- c) Clerks & Council's Direct at a cost of £12 for the 2015/2016 fiscal year

It was **PROPOSED**, **SECONDED** and **RESOLVED** that the above annual subscriptions be **APPROVED**.

18) DATES FOR FUTURE MEETINGS

It was **PROPOSED**, **SECONDED** and **RESOLVED** that the following dates for future meetings be **APPROVED**:

FINANCE & RESOURCES Tuesday commencing at 5:30 pm	PLANNING & ENVIRONMENT Tuesday commencing at 6 pm	TOWN COUNCIL Thursday commencing at 7 pm	GASKELL RECREATION GROUND (charity) commencing at 7 pm
26 May 2015			
23 June 2015	2 June 2015 30 June 2015	4 June 2015	18 June 2015
21 July 2015		2 July 2015 30 July 2015	
No meeting in August 2015	4 August 2015		
22 September 2015	1 September 2015 29 September 2015	3 September 2015	
20 October 2015		1 October 2015	
24 November 2015	3 November 2015	5 November 2015	
22 December 2015	1 December 2015	3 December 2015	17 December 2015
26 January 2016	5 January 2016	14 January 2016	
23 February 2016	2 February 2016	4 February 2016	
29 March 2016	1 March 2016	3 March 2016	
26 April 2016	5 April 2016	7 April 2016	
24 May 2016	3 May 2016	5 May 2016 (Annual Town Council Meeting) 12 May 2016 (Re-convened Annual Town Council Meeting)	

At this point in the meeting it was **PROPOSED**, **SECONDED** and **AGREED** that, in accordance with Standing Order no: 1(a), the Order of Business be changed so that agenda item no: 25 be considered next.

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

19) GASKELL RECREATION GROUND

- a) Members received information from NALC concerning the governance of the Gaskell Recreation Ground.

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

- i. The information be **NOTED**.
- ii. The present structure was a good way forward although some grey areas need to be clarified.
- iii. All pertinent documents from which the current management arrangements have been decided would be presented to the charity. These will be made available for public inspection during the day of the meeting.

- b) Members considered for approval a Statement for publication concerning current changes to the Constitution and future management of the Gaskell Recreation Ground in response to public concern. These will be made available for public inspection during the day of the meeting.

It was RESOLVED that this matter would be DEFERRED.

- c) Members considered for approval a 'Frequently asked questions and answers' statement for publication about the management of the Gaskell Recreation Ground,

It was PROPOSED, SECONDED and RESOLVED that no further action should be taken.

20) ACTION PLAN

Members considered the monthly review of the Town Council's Action Plan. Members were informed that a 'Food Fayre' was to be held on 6 June 2015 and that space was available free to traders.

It was PROPOSED, SECONDED and RESOLVED that the information be NOTED.

21) LAND EAST OF BRIDGNORTH ROAD, MUCH WENLOCK

Members considered whether to accept an invitation from RPS to meet with the Town Council to discuss Persimmon's application proposals for land east of Bridgnorth Road, Much Wenlock.

It was PROPOSED, SECONDED and unanimously RESOLVED that the Town Council does not wish to meet with RPS because their proposals do not accord with the Neighbourhood Plan for Much Wenlock and are premature of the review process that the Town Council is now establishing with Shropshire Council.

22) TRAINING

Members considered Members' and staff training records and the Town Council's 'Training Statement of Intent'. Cllr. David Turner informed Members that in the process of forming committees it is beneficial for them to attend pertinent training. He referred to the council's Training Statement of Intent and felt that councillors were not committing to its intentions.

It was PROPOSED, SECONDED and RESOLVED that:

- i. **The Training Statement of Intent should be refreshed to accord with the Council's Forward Plan.**
- ii. **Councillors should agree to attend pertinent local government training courses.**
- iii. **Councillor's training needs should be reviewed in 6 months time.**

23) HGV/LGV TRAFFIC

Members considered for approval a draft bid to Shropshire Council by Broseley Town Council, Much Wenlock Town Council, and Barrow Parish Council concerning HGV/LGV traffic through the parishes of Broseley, Barrow, and Much Wenlock.

Cllr. Paul Laming informed Members that he and Cllr. Yvonne Holyoak and Cllr. David Turner had met with neighbouring councils to discuss traffic problems faced by all and how they could be addressed.

It was PROPOSED, SECONDED and RESOLVED that the actions agreed at the meeting with neighbouring councils should be forwarded to Shropshire Council for consideration in the round.

24) BARROW STREET RE-SURFACING

Cllr. David Turner asked Members to consider what they thought was the best time of year for re-surfacing Wilmore Street and Barrow Street.

It was PROPOSED, SECONDED and RESOLVED that Monday, Tuesday and Wednesday would be the best days to re-surface Wilmore Street and Barrow Street, avoiding 20th June, 10th-12th July, 17th-19th July (Festival at the Edge) and 4th-7th September (Wenlock Walking Weekend).

25) WW1 EXHIBITION

Members were asked to consider and approve an official guest list for the opening of the WW1 Exhibition at the Guildhall on 1 July 2015.

It was PROPOSED, SECONDED and RESOLVED that the WW1 group should choose guests who should be formally invited to attend the Exhibition.

26) REPORT FROM SHROPSHIRE COUNCIL

Members received the following report from Cllr. David Turner:

- Cllr. Turner had called a meeting to discuss past flooding issues and recent drainage investigations at Hunters Gate at which representatives from the Town Council and the Much Wenlock Flood Action Group were able to talk about local flood risk with Severn Trent Water and Shropshire Council. Severn Trent's investigative work revealed a

number of issues which should not adversely affect how the sewers cope during heavy rain and that flooding in that area results from surface water flows from land above the estate and not due to the sewers that serve it.

Shropshire Council and Severn Trent Water would now work together to reduce the risk of flooding here.

- Cllr. Turner's next advice surgery was to be at Brockton C of E Primary School on 20 June 2015.

It was AGREED that the report be NOTED.

27) POLICIES, INSURANCE, AND MITIGATION

Members received a written report from the Town Clerk concerning the purpose and need for policies, insurance and the Council's responsibilities for mitigating risk. Members expect the Town Clerk to advise them if she believes a new policy, or a change of an existing policy is necessary. The Town Council will then make a decision on whether it wants valuable staff time invested in drafting them as they arise.

It was PROPOSED, SECONDED and RESOLVED that the information be NOTED.

28) CONSULTATION

The Town Clerk informed Members that she had been instructed by the Planning & Environment Committee to respond to Shropshire Council's survey concerning changes to the number and delivery of planning committees.

It was PROPOSED, SECONDED and RESOLVED that this be NOTED.

It was further PROPOSED, SECONDED and RESOLVED that individual councillors should respond to Shropshire Council's consultation on future youth activity provision.

29) CORRESPONDENCE

The following correspondence was received:

- a) SALC information bulletin and other information.
- b) Letter from Shropshire Council concerning CIL payments.
- c) Letter of thanks from a member of the public concerning the re-furbished bus shelter at Queen Street.
- d) Letter of thanks from the Live Arts Festival.

It was AGREED that the correspondence be NOTED.

30) PLANNING

- a) There were no planning applications referred by the Planning & Environment Committee to the Town Council for consideration.

NOTED.

- b) There were no updates from the Planning and Environment Committee.

NOTED.

31) TOWN MARKETS

- a) Members received information concerning last year's income from the Town Markets which was £3,557 less than the previous year.

It was PROPOSED, SECONDED and RESOLVED that the information be NOTED.

- b) Members considered for approval whether the High Street should be closed for a Wednesday street market. The idea behind this suggestion was because there were no other markets held on Wednesdays in Shropshire.

It was PROPOSED, SECONDED and unanimously RESOLVED that, whilst supportive of the idea, due to the implications of closing the High Street no further action be taken at this time.

32) VOLUNTEER POLICING

Cllr. Robin Bennett had proposed at a previous meeting that the Council should consider how it can help with voluntary policing in Much Wenlock.

It was PROPOSED, SECONDED and RESOLVED that this be deferred to the next meeting.

33) FLOOD REPORT

Members were informed that there had been an interesting pre-report presentation from Severn Trent in early April concerning the drainage system at Hunter's Gate. Whilst there were some minor inefficiencies the surface water was being handled as planned. However, no-one asked the developer to handle surface water going into the development from the surrounding fields and the all important connections into the existing combined sewer at the bottom of the development have not yet been checked. Shropshire Council would be working on developing a long-term solution to handling the surface water entering Hunters Gate and it was hoped that this would address how the surface water is handled.

It was **PROPOSED**, **SECONDED** and **RESOLVED** that the report be **NOTED**.

34) AGENDA ITEMS FOR NEXT TOWN COUNCIL MEETING

It was **AGREED** to inform the Town Clerk of any items for inclusion on the agenda for the next meeting.

35) DATE OF NEXT MEETING

It was **NOTED** that the next meeting would take place on 4 June 2015.

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Pursuant to Section 1(2) of the above Act it was **PROPOSED**, **SECONDED** and **RESOLVED** that due to the confidential nature of the business to be transacted the public and press should not be present.

36) REPLACEMENT STREET LIGHT

Members considered for approval a quote for a replacement streetlight in Back Lane.

It was **PROPOSED**, **SECONDED** and unanimously **RESOLVED** that this be deferred to the Finance & Resources Committee.

The meeting closed at 21:49.

Signed.....
Town Mayor

Date.....