

# MUCH WENLOCK TOWN COUNCIL

Minutes of a  
**TOWN COUNCIL MEETING**  
 held at The Guildhall, Much Wenlock  
 7:10 pm on Thursday 1 December 2016

## PRESENT:

Cllr. Herbert Harper (Chairman), Cllr. Graham Edgcumbe Venning, Cllr. Mike Grace, Cllr. Mary Hill, Cllr. Paul Laming, Cllr. Yvonne Holyoak, Cllr. David Turner and Cllr. Milner Whiteman OBE.

## TOWN CLERK:

Sharon Clayton

## IN ATTENDANCE:

5 members of the public

### 1) CHAIRMAN'S WELCOME

Members were informed of the death of George Tate who served as Mayor of Much Wenlock Town Council in 1990. It was AGREED to send a letter of condolences to the family care of the Lady Forester Nursing Home.

The Chairman welcomed everyone to the meeting. He informed Members of his Mayoral engagements as follows:

- 11 November 2016: Act of Remembrance at the Corn Exchange, Much Wenlock.
- 13 November 2016: Remembrance Service at Bourton followed by a Remembrance Service at Holy Trinity Church, Much Wenlock.
- 13 November 2016: Festival of Remembrance organised by Telford & Wrekin Council with the Royal British Legion and Telford Christians together at Oakengates Theatre @The Place.
- 30 November 2016: Book launch by local author, Jo Jackson, at the Priory Hall, Much Wenlock.

### 2) APOLOGIES FOR ABSENCE

COUNCILLOR	REASON
Robin Bennett	Family commitment
Dafydd Jenkins	Work commitment
Joffrey Watson	Poorly

These apologies were **CONFIRMED** and **AGREED** as **APPROVED** absence.

### 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. He also declared a non-pecuniary interest as a member of Much Wenlock Bowling Club.

### 4) DISPENSATIONS

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

## NOTED.

### 5) PUBLIC PARTICIPATION

There were no requests to speak from members of the public.

In accordance with Standing Order no: 10(a)(vi) the Chairman PROPOSED that the order of business be changed and, after being SECONDED, it was RESOLVED that agenda item 8 be considered as the next item.

## 6) LOCAL CONNECTION

Members considered for approval a request from Shropshire Council for potential confirmation of local connection to determine eligibility for the 'Build Your Own' Affordable Housing Scheme.

It was PROPOSED, SECONDED and AGREED:

- i. That the local connection be confirmed.
- ii. The family be wished success with plans to build their own affordable home.

## 7) MINUTES

- a) The minutes of a Town Council meeting held on 3 November 2016 were considered for approval. Following a minor amendment;  
it was PROPOSED, SECONDED and RESOLVED that the amended minutes be signed and ADOPTED.
- b) The minutes of a Planning & Environment Committee meeting held on 4 October 2016 were NOTED and ADOPTED.
- c) The minutes of Finance & Resources Committee meetings held on 25 October 2016 were NOTED and ADOPTED.

## 8) TOWN CLERK'S REPORT

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 AGREED that the Town Clerk's report be NOTED.

## 9) NEIGHBOURHOOD PLAN MONITORING AND REVIEW

Members received a written report from the Neighbourhood Plan Monitoring & Review Working Group following its meeting held on 21 November 2016. The group had discussed housing completions to date, housing needs, contextual changes to the Neighbourhood Development Plan in line with planning policy, gathering local information, and practical experience of using the Plan. The housing target was well on track.

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

## 10) DEVOLVED SERVICES

- a) Members received notes from a meeting of the Hub held on 5 October 2016.

It was PROPOSED, SECONDED and AGREED to NOTE.

- b) Members received notes from a meeting of the Devolved Services Working Group held on 2 November 2016.

It was PROPOSED, SECONDED and AGREED to NOTE.

- c) Members received an update from a Devolved Services Working Group meeting held on 30 November 2016. The library (as it presently exists) had been discussed and plans for its refurbishment which would include a customer service point for the town council. The discussions had been positive and it was agreed that, following the refurbishment, an opening day should take place on 6 April 2017. The working group felt that new signage for the library should allude to the partnership between Shropshire Council and the town council. Discussions concerning open spaces were ongoing.

It was PROPOSED, SECONDED and AGREED to NOTE.

## 11) MINUTE BOOKS CONSERVATION PROJECT

Members received a written report from Bob May, volunteer archivist, which gave an update on the project to conserve the minute books of the Borough of Wenlock. Grant funding and donations received gave a small surplus of £548 and letters of thanks had been sent to the donors. Conservation work and digitisation was complete on the first minute book and conservation work had begun on the second minute book. Transcription and binding work was due to start in January 2017. The next part of the project was to commence conservation work on the 1468 Wenlock Charter at a cost of £336 + VAT which the council was asked to approve.

It was PROPOSED, SECONDED and AGREED that the conservation work should commence on the 1468 Wenlock Charter at a cost of £336 + VAT.

## 12) CONSULTATION

The following consultation was considered.

- a) Shropshire Council Open Spaces consultation.

It was **PROPOSED, SECONDED and AGREED** not to respond, although the Neighbourhood Plan Monitoring and Review Group would look at the document to ascertain that proposals in the consultation aligned with the policies in the Plan.

b) Removal of telephone kiosk at Homer.

It was **PROPOSED, SECONDED and AGREED** that the Homer community should be asked whether they want to keep the kiosk and, if so, it should be adopted by the community.

### 13) REPORT FROM SHROPSHIRE COUNCIL

Members received the following verbal update from Cllr. David Turner:

- He had attended St Chad's in Shrewsbury for the weekly remembrance service for those lost during WW1.
- Two Syrian refugee families had come to live in Much Wenlock and, as community leaders, the town council should ensure they feel welcome.
- He had made the case for Much Wenlock to be part of the new Ludlow Leominster constituency in support of the town council's preferred option for the current Boundary Review consultation.
- He had chaired a meeting with representatives from Barrow and Broseley councils, Shropshire Council and Mouchel regarding HGV routeing throughout the town and how to divert heavy through traffic from narrow roads and lanes. Cllr. Yvonne Holyoak was also in attendance.
- A litter pick on 18 November 2016 found less litter around the town and the next litter pick would take place on 5 December 2016 to help pick up anything missed from the Christmas Fayre.
- Earthworks for the Much Wenlock Flood Alleviation Scheme had begun at the Shylte site and temporary traffic lights were in place to assist with lorry movements between the Shylte site and Westwood Quarry. A full-time road sweeper and wheel wash were in place to help keep mud off the road.
- His last advice surgery for 2016 would take place at Much Wenlock museum when he would be accompanied by Cllr. Mary Hill and a police representative.

Cllr. Turner ended his report by wishing everyone a Merry Christmas and a happy and healthy New Year.

**NOTED.**

### 14) CORRESPONDENCE

The following correspondence was received:

- a) Shropshire Association of Local Councils (SALC) information bulletins, and other information sent to Members via email.
- b) Advice received from NALC concerning the town council's role in the management of the Gaskell Recreation Ground

**NOTED**

### 15) PLANNING

- a) There were no planning applications referred to the Town Council for consideration.

**NOTED**

- b) The Chairman of the Planning & Environment Committee informed Members of the committee's concerns about discharge consents for the removal of trees for the installation of the attenuation ponds, and two dwellings in St. Mary's Road and their compliance with planning consent.

**NOTED.**

Because it is important that flooding issues should be adequately dealt with the Committee had agreed to take on the role of the Community Flood Forum since it was no longer meeting.

It was **PROPOSED, SECONDED and AGREED** that the Planning and Environment Committee should take on the role for which the Community Flood Forum was once responsible.

### 16) TERMS OF REFERENCE

Members considered for approval revised Terms of Reference for the Disciplinary & Grievance Panel. The Town Clerk advised that, due to the confidentiality of any business to be considered by the Panel and the fact that the Panel had delegated authority to deal with all employee disciplinary and grievance matters, there was no need for all town councillors to receive agendas for any meetings of the panel.

Some Members expressed concern about revisions being made while a process was under way. The Town Clerk advised that the council was merely being asked to approve revisions to make the Terms of Reference fit for purpose and that no reference to a grievance having been enacted should have been made while members of the public were present.

It was PROPOSED and SECONDED that the revisions to the Terms of Reference for the Disciplinary and Grievance Panel as drafted by the Town Clerk be approved. A recorded vote was requested.

When put to the vote there were:

4 votes in favour of the revisions, Cllrs. Graham Edgcumbe Venning, Mary Hill, Milner Whiteman and Herbert Harper and;  
4 votes against the revisions, Cllrs. Paul Laming, David Turner, Yvonne Holyoak and Mike Grace.

The chairman used his casting vote in favour and **it was AGREED that the revised Terms of Reference be APPROVED.**

**17) AGENDA ITEMS FOR THE NEXT TOWN COUNCIL MEETING**

It was **AGREED** to contact the Town Clerk if anyone wanted anything included on the next agenda.

**18) DATE OF NEXT MEETING**

It was **NOTED** that the next meeting would take place on Thursday 12 January 2017.

The Town Clerk left the meeting at this point.

**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.

**19) COMPLAINT**

- a) Members considered for approval the level of independent professional human resource support required by the Town Council's Disciplinary and Grievance Panel and, if so required, to approve a budget for the procurement of independent support.

**It was PROPOSED, SECONDED and AGREED that a budget of £3,000 be set aside**

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

- b) Members considered for approval what action might be necessary concerning an allegation and the insurance implications connected with the allegation for which legal advice had been sought.

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

- i. **The allegation was not a matter for the corporate body of Much Wenlock Town Council to deal with.**
- ii. **The town council's insurer should be informed that an allegation of slander had been received.**

The meeting closed at 20:40.

Signed.....

Date.....

Cllr. Herbert Harper  
Town Mayor