

# MUCH WENLOCK TOWN COUNCIL

Minutes of a  
**TOWN COUNCIL MEETING**  
 held at The Guildhall, Much Wenlock  
 7 pm on Thursday 6 July 2017

## Present:

CLlr. Graham Edgcumbe Venning (Chairman), CLlr. Trevor Childs, CLlr. Adam Davy, CLlr. David Gibbon, CLlr. Herbert Harper, CLlr. Mary Hill, CLlr. Yvonne Holyoak, CLlr. Robert Toft, CLlr. Allan Walter, and CLlr. Milner Whiteman OBE.

## Town Clerk:

Sharon Clayton

## In attendance:

CLlr. David Turner - Shropshire Council  
 11 members of the public

### 1) Chairman's welcome

The Chairman welcomed everyone to the meeting and gave heartfelt thanks to all those who attended the Civic Service on Sunday 2 July 2017 at Holy Trinity Church.

Mayoral engagements were as follows:

- The Beating of the Retreat of Squadron D of the Royal Yeomanry at Moor Farm.
- St Chad's Church, Shrewsbury where Private Frederick Haywood was remembered. He was killed in action during WW1 in 1917 aged 23.

The Chairman informed the meeting that he would be holding the Town Council's first Councillor Surgery on Saturday 8 July 2017 along with CLlr. Mary Hill, and on Sunday 9 July 2017 he would be attending Brockton School Fete and the Wenlock Olympian Games.

### 2) Apologies for absence

COUNCILLOR	REASON
Dafydd Jenkins	Work commitment

This apology was **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.

CLlr. Trevor Childs declared an interest in agenda item 23 concerning planning application 17/02435/FUL – William Brookes School.

### 4) Dispensations

None requested.

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 18 be brought forward and considered following the public session since the people concerned were present.

### 5) Shropshire Council Report

CLlr. David Turner gave the following verbal report:

- He advised of Shropshire Council's consultation on its Parking Review Strategy, which includes current charging arrangements.

- Shropshire Council had a new draft Library Strategy setting out library provision which was to be considered by the Cabinet. The mobile library service would continue with a scheduled 277 stops. Consultation would begin later in July 2017.
- The next community litter pick would take place on 1 September 2017.
- The next advice surgery would take place at Willey Village Hall on 8 July 2017 and in Much Wenlock on 6 August 2017.

**NOTED.**

Cllr. Turner was asked why the car parking machines did not give change. He was also alerted to parking issues at Station Road during school pick-up and drop-off times when parents obstructed driveways. Cllr. Turner offered to take up these issues with Shropshire Council and advised that the Town Council should respond to Shropshire Council's consultation on its Parking Strategy.

**6) Public session**

A member of the public expressed concern about the planning application for the installation of flood lighting at William Brookes School sports ground. He was particularly concerned about light and noise pollution and the affect it would make to nearby residents during sporting activities, including security and devaluation of properties in The Crescent at the rear of the sports field. He asked that Councillors reject the application.

Cllr. David Turner advised that the application was to be considered by Shropshire Council's Southern Planning Committee.

**7) Local connection**

Members considered for approval a local connection in pursuance of permission for a local need dwelling on family land situated at the edge of Much Wenlock.

**It was PROPOSED, SECONDED and AGREED that the local connection be CONFIRMED.**

**8) Minutes**

- a) The minutes of a Town Council meeting held on 1 June 2017 were considered for approval.  
**It was PROPOSED, SECONDED and RESOLVED that the minutes be signed and ADOPTED as a true record.**
- b) The minutes of a Planning & Environment Committee meeting held on 2 May 2017 were **NOTED** and **ADOPTED**.
- c) The minutes of a Finance & Resources Committee meeting held on 25 April 2017 were **NOTED** and **ADOPTED**.

**9) Rescission of decision**

In accordance with Standing Order no 7a it was **PROPOSED** by Cllr. Milner Whiteman, supported by Cllr. Yvonne Holyoak and **SECONDED** by Cllr. Robert Toft that the decision of the appointment of Members to the Finance & Resources Management Committee and the Planning & Environment Committee (minute numbers 9(a) and 9(b), be rescinded to allow Cllr. Yvonne Holyoak to be appointed to the Planning & Environment Committee and Cllr. Adam Davy appointed to the Finance & Resources Management Committee.

After being put to the vote, with three votes in favour of rescinding the decision and seven votes against, the motion was not carried and it was therefore **AGREED** that the decision should not be rescinded.

**10) Town Clerk's Report**

Members received a written report from the Town Clerk on outstanding matters and action taken since the last Council meeting. Cllr. David Gibbon JP reported that he had had a negative response from the Environment Agency concerning the borehole on the Gaskell Recreation Ground but he would continue to pursue the matter.

The Town Clerk also gave the following verbal report:

- i. The Town Clerk and the Mayor had met with Mr Ali at William Brookes School to discuss how the Town Council could work with the school to install a feature in the Pound and to celebrate the 550<sup>th</sup> anniversary of the Charter.
- ii. The Town Clerk had met with the Minute Books Conservation Project Working Group to discuss arrangements for the exhibition of the old minute books to reveal the early history of the Borough of Wenlock, the date of which had been agreed as Saturday 9 September 2017 at the Priory Hall. There was also an evening of reflection and music based on the period of the minute books between (15<sup>th</sup> and 19<sup>th</sup> century) that would take place during the evening at Holy Trinity Church.
- iii. Notification had been received that the Craven Arms branch of Barclays Bank would close on Friday 6 October 2017.

- iv. A letter had been received from Berry's on behalf of Wenlock Estates which advised that land adjoining the primary school at Hunters Gate had been put forward for development of approximately 90 dwellings in response to Shropshire Council's 'Call for Sites' & Local Plan Review. The letter offered the Town Council an opportunity to discuss the plans in more detail and the Town Clerk recommended that a meeting should be arranged.

As representatives of Wenlock Estates on the Gaskell Recreation Ground charity Cllr. David Gibbon JP and Cllr. Trevor Childs declared an interest in the letter from Berrys.

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

- i. **The Town Clerk's report be NOTED.**
- ii. **Berrys should be invited to explain their proposals in more detail at a meeting of the Planning & Environment Committee.**
- iii. **A report about working with William Brookes School would be presented at the next Town Council meeting.**

### **11) Tourism Plan**

Members considered for approval a draft Tourism Plan for Much Wenlock which included proposals to exploit the town's assets including the Guildhall, the Olympian Trail, the Gaskell Recreation Ground and the town's markets in order to raise awareness of what the town has to offer and increase tourism. The project goal was to revitalise the social, economic, and environmental capital of Much Wenlock and attract more visitors to the town.

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

- i. **The Town Clerk should pursue the potential cost of taking on professional advice and refer the matter to the Finance & Resources Management Committee.**
- ii. **Councillors should walk around the town to see it through the eyes of a tourist.**
- iii. **Businesses and the community should be consulted once plans were firmer.**

### **12) Internal audit report**

Members considered for approval the final internal audit report.

**It was PROPOSED, SECONDED and unanimously AGREED that the final internal audit report be APPROVED.**

### **13) Update on Cemetery Access Project**

Members received an update on the Cemetery Access Project that was being implemented by the Friends of the Cemetery under the supervision of the Town Clerk. A grant of £4,410 had been awarded from the Tesco Bags of Help Scheme of which £555.81 had been spent to date for plants, shrubs, seeds, gardening tools, paint, bird boxes, bee and bug hotels and book tokens for prizes given to two primary school children for designing plaques. Two notice boards were being made by the Newport Men in Sheds and quotes were being sought to design and make a wooden bench. The Town Clerk recommended to Members that the Friends of the Cemetery should be allowed to choose the design for the bench from the quotes received since the whole project had been developed by the Friends.

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

- i. **To NOTE progress to date.**
- ii. **The Friends of the Cemetery should choose the final design for the bench.**

### **14) Social media**

Members received an update concerning how the Town Council's activities had been reported through social media and considered for approval how future social media should be undertaken. The Town Clerk recommended that, until the Council's Communication Policy had been updated to include a policy for the use of social media, all social media should be undertaken in-house by the Town Clerk in consultation with the Mayor.

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

- i. **The Town Council's Communications Policy should be updated to include a policy for the use of social media.**
- ii. **Until the Communications Policy had been updated future social media should be undertaken collectively by the Town Clerk, Cllr. Adam Davy and the Mayor.**

### **15) Forward Plan**

Members considered for approval the updated Forward Plan.

**It was PROPOSED, SECONDED and RESOLVED that the updated Forward Plan be APPROVED.**

**16) Community Led Housing and affordable homes allocation**

- a) Members received the minutes from a meeting of the Community Led Housing Project Group held on 13 June 2017. Cllr. Milner Whiteman had attended that meeting on behalf of the Town Council to determine whether it would be in the Town Council's interest to have Town Council representation on the Project Group. Cllr. Whiteman proposed that there should be a Town Council representative and put himself forward. He had asked about the Lettings Policy and was assured that there were plenty of people to whom the houses could be let if they had a local connection. Cllr. Whiteman informed Members that Shropshire Housing Ltd. had agreed to meet with the Town Council to discuss the Local Lettings Policy in more detail.

Concern was expressed about the Right of Appeal process contained within the Lettings Policy in which the Town Clerk of Much Wenlock was named as the person who would deal with any appeals within 10 working days. The Chairman suggested that a suitable policy be developed by the Town Council to deal with such Appeals and therefore felt that Town Council presence on the Project Board was important.

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

- I. **Cllr. Milner Whiteman and Cllr. Yvonne Holyoak represent the Town Council on the Project Board.**
- II. **Both representatives should glean as much information as they could from future meetings and that any proposals they wished to make at those meetings should first be discussed with the Town Council to ensure that the Town Council spoke with one voice.**

- b) Members received letters from members of the public who expressed concern about the allocation of affordable homes at the Callaughton Lane development and proposals to dispose of surface water drainage.  
**It was PROPOSED, SECONDED and AGREED that Cllr. David Turner should be asked to provide an answer concerning how surface water drainage would be addressed at the Callaughton Lane site with this request copied to the Leader and Chief Executive of Shropshire Council.**
- c) Members received information from STAR Housing explaining how affordable homes are allocated. Members also received a copy of the Local Lettings Plan from the Shropshire Housing Group.  
**It was PROPOSED, SECONDED and AGREED that the information be NOTED.**

**17) Minute Books Conservation Project Working Group**

Members considered for approval the appointment of Cllr. Yvonne Holyoak to the Minute Books Conservation Project Working Group following the resignation of Cllr. Milner Whiteman.

**It was PROPOSED, SECONDED and unanimously AGREED that Cllr. Yvonne Holyoak be appointed to the Minute Books Conservation Project Working Group.**

**18) Devolved services**

- a) Members received the notes from a meeting of the Devolved Services Working Group held on 14 June 2017.  
**It was PROPOSED, SECONDED and AGREED to NOTE.**
- b) Members received a verbal update from the last meeting of the Devolved Services Working Group held on 14 June 2017. Cllr. David Gibbon reported that the proposals to refurbish the library had drawn attention to the damp problems at the Corn Exchange and it was felt prudent to have Shropshire Council deal with this problem and re-charge the Town Council for the cost. This would therefore defer refurbishment until October 2017. The Council was also advised to undertake an electrical wiring inspection.

As part of its Asset Transfer programme Shropshire Council was also offering the old railway line to the Town Council and this would be discussed further at the next Devolved Services meeting.

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

- i. **The report be NOTED.**
- ii. **Cllr. Graham Edgcumbe Venning would speak to Shropshire Council concerning the electrical wiring inspection.**

- c) Members considered for approval the Library Grant Agreement.  
**It was PROPOSED, SECONDED and AGREED that the Agreement be APPROVED although the commencement date for the Agreement should not be approved until refurbishment was complete.**

**19) Borehole and drainage on the Gaskell Recreation Ground**

- a) Members received a verbal report from the Gaskell Recreation Ground Management Committee concerning drainage proposals on the Gaskell Recreation Ground. Cllr. David Gibbon advised that it was still work in progress.

**It was PROPOSED, SECONDED and AGREED to NOTE.**

- b) Members were informed that Sports Turf Research Association had not responded to a request to assist and advise on drainage works necessary on the Gaskell Recreation Ground.

**It was PROPOSED, SECONDED and AGREED to NOTE.**

**20) Leisure facilities**

Members received information concerning the future of leisure facilities in Much Wenlock which outlined how Shropshire Council would be withdrawing financial support from Much Wenlock Leisure Centre after 2019.

**NOTED.**

**21) Consultation**

Shropshire Council's Parking Strategy

**It was AGREED that the Town Clerk would respond on behalf of the Town Council via Member input.**

**22) Correspondence**

The following correspondence was received:

- a) SALC information bulletin and other information sent to Members via email.  
b) Notes from a Market Town Clerks Meeting held on 11 May 2017.

**NOTED.**

**23) Planning**

- a) The following planning applications were referred to the Town Council for consideration.

**17/02435/FUL** for the installation of ten 15.24m high columns with a mix of two and three lights.

The Chairman of the Planning & Environment Committee, Cllr. Mary Hill advised Members about local concern and recommended, on behalf of the Committee, that the following response be submitted to Shropshire Council:

- i. The clarity of the applicant is unclear and should be queried i.e. who is the application intended for.
- ii. The proposals do not accord with Objective 5 in the Neighbourhood Plan, Policy CW2.
- iii. The site is very close to a residential area where many residents have young families or are elderly. The proposals will have a detrimental impact on their living conditions which would be significantly and adversely affected due to light spillage and noise levels over a much longer period and therefore, the application is unacceptable in such an environment.
- iv. The proposals are an infringement of Human Rights.

**It was PROPOSED, SECONDED and AGREED that the recommended response be APPROVED.**

**17/02318/FUL** for Change of Use from public house to a mixed use of A1 (retail paintings and craft) A3 (sale of alcohol consumed on the premises with food), C3 (dwelling), D1 (exhibiting art and educational facilities) D2 (recreational pursuits e.g. car boot sales, weddings and meetings) at Rock House Inn, Much Wenlock (17/02318/FUL).

The Chairman of the Planning & Environment Committee, Cllr. Mary Hill recommended that, on behalf of the Committee, the following response be submitted to Shropshire Council:

- i. The Town Council supports the proposals concerning Change of Use to A1 (retail paintings and craft).
- ii. Following the Planning Appeal of the previous application (15/04010/FUL) dated 6 September 2015 and granted permission on 26 May 2017, the status of Change of Use should be queried to determine whether it applies to Change of Use from a Public House or a private dwelling.
- iii. Whilst the Town Council supports in principle the exhibiting of art and educational facilities, the site is not suitable for large scale events e.g. car boot sales, weddings and meetings, because there is insufficient parking space and access and egress to a busy main road (A4169) is hazardous.
- iv. The property is within close proximity of the main river which flows through the site and this is not mentioned in the application. Flood precaution measures need serious consideration.

**It was PROPOSED, SECONDED and AGREED that that the recommended response be submitted to Shropshire Council.**

b) There were no further comments from the Chairman of the Planning & Environment Committee.  
**NOTED.**

**24) Agenda items for the next town council meeting**

It was **AGREED** that Members should inform the Town Clerk of any items for inclusion on the next agenda.

**25) Date of next meeting**

It was **NOTED** that the next meeting would take place on Thursday 7 September 2017.

**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.

**26) Complaint**

Members received copies of solicitor letters concerning a complaint about the Town Council

It was **PROPOSED**, **SECONDED** and **AGREED** that the letters be **NOTED** and that the matter was now concluded.

**27) Administration staffing review**

Members considered for approval a recommendation from the Finance & Resources Management Committee that one of the two posts of Assistant to the Town Clerk be made redundant and hours reduced to an overall total of 21 hours per week for one post.

Cllr. Robert Toft put forward an alternative **PROPOSAL** which was **SECONDED** by Cllr. Yvonne Holyoak that a thorough review of current staffing be undertaken by the Finance & Resources Management Committee taking into account the future needs of the Council. However, after being put to the vote with no further votes in favour, this **MOTION WAS LOST**.

The Chairman put forward the following **PROPOSAL**:

- a) That the Town Council accepts the recommendations of the Finance & Resources Management Committee and initiate forthwith procedures to make one post of Assistant to the Town Clerk redundant and hours reduced to a total of 21 hours per week.
- b) To appoint two councillors to consult with the employees to carry out the selection process which would be carried out in accordance with the redundancy matrix set out in the Staffing Review document.
- c) To provide delegated authority to the Finance & Resources Management Committee to arrive at a decision and action redundancy accordingly. After being **SECONDED** with 8 votes in favour, one abstention and Cllr. Robert Toft voting against, the **MOTION WAS CARRIED**.

The Chairman further **PROPOSED** that two councillors be appointed to carry out the selection process and he put himself and Cllr. Mary Hill forward. After being **SECONDED**;  
it was **AGREED** that Cllr. Graham Edgcumbe Venning and Cllr. Mary Hill carry out the selection process.

The meeting closed at 20:58.

Signed.....  
Town Mayor

Date.....