

# MUCH WENLOCK TOWN COUNCIL

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

## Present:

Cllr. Graham Edgcumbe Venning (Chairman), Cllr. Trevor Childs, Cllr. Adam Davy, Cllr. Herbert Harper, Cllr. Yvonne Holyoak, Cllr. Dafydd Jenkins, Cllr. Marcus Themans, Cllr. Allan Walter, and Cllr. Milner Whiteman OBE.

## Town Clerk:

Sharon Clayton

## In attendance:

Cllr. David Turner - Shropshire Council  
 2 members of the public

### 1) Chairman's welcome

The Chairman welcomed everyone to the meeting. He thanked councillors for their good wishes concerning his recent injection to treat sciatica. He also thanked councillors for gathering for the Remembrance Services held on 11 and 12 November and gave special thanks to Revd Matthew Stafford for the empathy and kindness that he demonstrated at both services. The Chairman hoped that everyone had enjoyed the Christmas Fayre held on Saturday 2 December and he was looking forward to a Christmas meal with fellow councillors on Friday 8 December for which he stressed, for the benefit of members of the public, would be self-funded.

### 2) Apologies for absence

COUNCILLOR	REASON
David Gibbon	Holiday
Mary Hill	Illness

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.

None declared.

### 4) Dispensations

None requested.

### 5) Police report

Members received a written report from the local policing team who were not able to attend because they were on duty. The report outlined incidents in Much Wenlock between 1 November and 1 December 2017 that had been reported to the police. These included anti-social behaviour (ASB) for which ASB letters had been sent to the parents of youths who had been identified, theft, road traffic incidents and other offences including assault and illegal drugs.

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

### 6) Shropshire Council Report

Cllr. David Turner gave the following verbal report:

- He had attended St. Chadd's remembrance services for those killed in action or died from injuries during WW1.
- The Shropshire Wild Team had been out in Bourton clearing the overgrown pathway from the village to the church. The work had been carried out by volunteers who were inactive or lived in isolation, some had anxiety or depressive conditions, and had been working on a number of projects throughout Shropshire.

- Shropshire Council's HGV routing project, which includes Broseley Town Council, Barrow Parish Council and Much Wenlock Town Council, had been designed to prevent HGVs from traveling through the High Streets and non-HGVs routes within the three parishes. New signage was to be installed, including planters in Much Wenlock at the entrances to the town in Sheinton Street and at the top of the High Street.
- Along with local residents he had attended the official opening day of the flood alleviation schemes at The Sytche and Stretton Road. This exemplary scheme had been developed mainly with volunteers of the Community Flood Action Group.
- Through research Shropshire Council's Adult Social Care service, responsible for transferring patients from hospital to residential care, had been identified as the second best performing in the West Midlands. It was also in the top performing authorities in looking after those with learning disabilities. Shropshire Council had also received a good performance result for Children's Services.
- The next litter pick would take place on 15 December 2017.
- His next advice surgery would take place on 13 January 2018 at Willey Village Hall.

Cllr. Turner was asked about Shropshire Council's proposals to purchase shopping centres in Shrewsbury to which he replied that Shropshire Council had plenty of capital but was short of revenue and the objective was to invest in the shopping centres to produce a revenue income stream.

Cllr. Turner's report was **NOTED**.

#### 7) Public session

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

#### 8) Minutes

- a) The minutes of a Town Council meeting held on 2 November 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 3 October 2017 were **NOTED** and **ADOPTED**.
- c) The minutes of a Finance & Resources Management Committee meeting held on 24 October were **NOTED** and **ADOPTED**.

#### 9) 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:

- It was hoped that the Town Clerk's office and the archive room would be redecorated before Christmas. The works were necessary due to damp which had hopefully been remedied although it was advisable to install a dehumidifier in the Town Clerk's office to prevent further damp. The dehumidifier installed in the archive room had worked well.

**It was AGREED that:**

- i. **The Town Clerk's report be NOTED.**
- ii. **It would be sensible to purchase a dehumidifier for the Town Clerk's office to prevent the damp from returning.**

#### 10) Cemetery fees review

Members considered a complaint from a member of the public who was alarmed at the non-parishioner charge that applied to his late partner who did not reside in the parish at the time of her death, and he asked the Town Council to reconsider and apply the same charge as that applied to those living within the parish at the time of death.

It was proposed that discretion be exercised and that, in this instance, the parishioner fee of £188 should apply.

**It was PROPOSED, SECONDED and AGREED that, because the complainant was a resident of the parish,**

- i. **The parishioner charge of £188 be applied on this occasion.**
- ii. **Cemetery fees should be reviewed at the next meeting of the Finance & Resources Management Committee meeting.**
- iii. **The present policy should be implemented until the current fees had been reviewed.**

#### 11) Celebrating the 550<sup>th</sup> Anniversary of the Borough of Wenlock Charter

Members received a written update from the Charter Celebration Task & Finish Group. The Group had last met on 15 November 2017 where plans for the History Day that would take place at the Priory Hall on Saturday 17 November 2018 had been agreed. Other events planned included display boards informing of the history of the Borough of Wenlock and the meaning of the Charter, an evening of music and words, walks around the town following an emblem of the Charter, and a Treasure Hunt for children.

It was **PROPOSED, SECONDED and AGREED** that the Town Council supports the endeavours of the Task and Finish Group and that the Town Clerk be granted delegated authority to pursue grant funding to help fund celebratory activities.

#### 12) Town Council Service Point in Much Wenlock library

Members considered arrangements for the Town Council Service Desk that was to be installed in Much Wenlock library as part of its refurbishment. Clarification was sought as to what implications it would have on current staffing and how long it was expected to be manned for and by whom.

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

- i. The Town Council Service Point should be staffed during the library opening hours.
- ii. All enquiries should be logged to determine whether they are within the Town Council's remit.
- iii. The Service Point would be used for Town Councillor surgeries.
- iv. Staffing of the Service Desk should be trialled and discussed further at the next meeting to determine how best it should be utilised.

#### 13) Place Plan review

Members received a verbal report from Cllr. Herbert Harper, on behalf of the Planning & Environment Committee, on how to respond to the Place Plan Review. Members had met with Shropshire Council officers responsible for the review and their comments had been considered at the last meeting of the Planning & Environment Committee where it had been agreed to recommend that adequate bus services and health services should be included in the review.

It was **PROPOSED, SECONDED and AGREED** that the following response should be submitted to Shropshire Council for inclusion in the Place Plan for Much Wenlock:

- a) The need for a direct bus route to Telford from Much Wenlock including a thorough review of all bus links.
- b) Health service facilities including a new doctor's surgery.

#### 14) Financial Regulations

Members reviewed the current Financial Regulations that were subject to an annual review as stipulated in the Town Council's Standing Orders.

It was **PROPOSED, SECONDED and AGREED** that the Financial Regulations be **APPROVED and ADOPTED** without amendment.

#### 15) Christmas lights

The "Christmas Lights Fund" has been raising funds for new Christmas lights for Much Wenlock for around 5 years and, in 2014, £3,516 was given to the Town Council to purchase the lights permanently hung in the High Street. The "Fund" was trying to set up a charity especially for the purpose of providing Christmas lights for the town but the application to the Charity Commission had been refused on the grounds that the objects of the charity were not charitable. The "Fund" was to appeal this decision and was looking for support from local people who would write to the Charity Commission to persuade them to reconsider. The Town Council had been asked to write to the Charity Commission in support of the "Trust" becoming a charity.

It was **PROPOSED, SECONDED and unanimously AGREED** that the Town Council supports the endeavours of the "Christmas Lights Fund".

#### 16) Consultation

Local Plan Review – 'Preferred Scale and Distribution of Development' consultation.

On behalf of the Planning & Environment Committee, Cllr. Herbert Harper informed Members that, at its last meeting, the Committee had agreed a response to the Local Plan Review, which was recommended for submission to Shropshire Council. The recommendation had been formulated following meetings with Shropshire Council's planning policy officers where the Neighbourhood Plan's inclusion in the review had been considered.

It was **PROPOSED, SECONDED and unanimously AGREED** that the following response should be submitted to Shropshire Council for inclusion in the review of the Local Plan:

- a) That the Town Council accepts that the 150 dwellings distribution is a well-considered development distribution, but the additional provision required figure of 105 is carefully considered particularly in respect of the figure of 0 completions indicated in the Plan period 2016/2017, and this figure be amended if required.
- b) The Town Council questions the figures shown for existing commitments and allocations and suggest that a full additional provision of 2 ha is required for employment land.
- c) That the Town Council wishes to see the whole of its small parish considered as a combined parish area for development purposes.

- d) **That the Flood Catchment is emphasised in the Local Plan Review and that such a designated Rapid Response Flood Catchment must warrant a considerable consideration in relation to housing development and continued development in such catchment.**

On behalf of Town Councillors, the Chairman thanked Cllr. Harper for carrying out a thorough review to formulate the Town Council's response.

#### 17) Correspondence

The following correspondence was received:

- a) SALC information bulletin and other information sent to Members via email.
- b) Response from the PCC, John Campion concerning anti-social behaviour in Much Wenlock.  
**It was AGREED to write further to the Divisional Police Commander and ask that a detached youth worker be assigned to Much Wenlock.**
- c) Thank you letters for grants received from Crucial Crew, Holy Trinity Church, Wenlock Herald, Walkers are Welcome and Wenlock Olympian Live Arts.

**NOTED.**

#### 18) General Data Protection Regulations (GDPR)

Members received a written report from the Town Clerk informing how the Town Council needed to prepare for the GDPR which would be in force on 25 May 2018. The Town Clerk had attended training on the subject and informed Members that public authorities have a duty to appoint a Data Protection Officer (DPO) who is competent to inform and advise employees on their obligations under GDPR, monitor compliance with GDPR and be the first point of contact for the town/parish council. The DPO role could be allocated to a current employee but that person must have professional experience and knowledge of data protection law.

At the time of writing it was not known whether parish councils needed to appoint a DPO but, if so, Telford & Wrekin Council was offering to act as a DPO and provide ongoing GDPR support for a fee that could be in the region of £2,000 per annum depending on workload.

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

#### 19) 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.

#### 20) Office closure

It was **NOTED** that the Town Clerk's office would be closed from 2 pm on Friday 22 December 2017 until Tuesday 2 January 2018.

#### 21) Date of next meeting

It was **NOTED** that the next meeting would take place on Thursday 11 January 2018.

The meeting closed at 20:35.

Signed.....  
Town Mayor

Date.....