

MUCH WENLOCK TOWN COUNCIL

Minutes of the
TOWN COUNCIL MEETING
held remotely by video conference
at 7 pm on Thursday, 15th April 2021

Present: Cllr. Mary Hill, Cllr. Yvonne Holyoak, Cllr. Dafydd Jenkins, Cllr. Natalie Park, Cllr. Matthew Park, Cllr. Marcus Themans, Cllr. Daniel Thomas (in the chair), Cllr. Allan Walter, Cllr. Duncan White, Cllr. Milner Whiteman OBE.

Town Clerk: Trudi Barrett

In attendance: Shropshire Councillor David Turner, PC Jess Hindley and several members of the public.

1. Chairman's Welcome

The Mayor welcomed everyone to the meeting.

He expressed the Council's great sadness at the death of HRH, The Duke of Edinburgh, and offered the Council's sympathy to the Queen and the Royal Family. He advised that there would be an online book of condolence but no physical books of condolence, in accordance with the wishes of the Royal Family and public health advice. The Mayor outlined the funeral arrangements for the Duke. He noted that the flag on the Guildhall was flying at half-mast, in line with protocol. The Mayor would be attending the Evening Vigil service at Holy Trinity Church on Friday evening.

The meeting observed a minute's Silence.

The Mayor reported that the town was now beginning to open up and the Council would be installing new signage on the main roads to encourage visitors into the town.

He advised of the recent death of Gerry Bowden, a former Mayor and energetic Town Councillor. The funeral would take place on 21st April, and the funeral cortege would pass through the High street at approximately 11.45 am. The Mayor noted that this was the last full meeting of the current Council and that many longstanding Councillors, and the Shropshire Councillor, would be stepping down. It had been a true honour to serve among Councillors who had given such service to the town. The Mayor was delighted to report that, at the extraordinary meeting held just prior to the current meeting, the Council had resolved to appoint Milner Whiteman a Freeman of the Town.

2. Apologies

It was RESOLVED to accept the following apologies: Councillor Herbert Harper – technical issues

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.

4. Dispensations

None requested.

5. Shropshire Council report

Shropshire Councillor David Turner gave a verbal report.

He advised that he would not be standing for election in Much Wenlock again and thanked the Town Council for accommodating him over the last eight years. He wished all well for future.

Councillor Turner was asked to prompt a response from Shropshire Council officers following the transport meeting held in March.

Councillor Turner was thanked for his contribution.

6. Police Report

a. Members noted the letter of introduction from Sgt Kate Oen.

- b. The Mayor welcomed PC Jess Hindley to the meeting. PC Hindley thanked Councillors for their support in her role. She advised that the police would be holding a drop-in session on the coming Saturday between 10 am and 12 noon in Much Wenlock town centre. Due to the location, it would not be possible to hold confidential discussions.

PC Hindley was thanked for her attendance and report.

7. Public session

Revd Stafford offered prayers.

8. Minutes

- a. The minutes of the Town Council meeting held on 4th March 2021 were considered for approval.
It was PROPOSED, SECONDED and RESOLVED that the minutes of the Town Council meeting held on 4th March 2021 be APPROVED and ADOPTED as a true record.
- b. **It was PROPOSED, SECONDED and RESOLVED that the minutes of the Planning & Environment Committee meeting held on 2nd February 2021 be ADOPTED.**
- c. **It was PROPOSED, SECONDED and RESOLVED that the minutes of the Finance, Asset Management & HR Committee meeting held on 26th January 2021 be ADOPTED.**

9. Town Clerk's Report

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

10. Bank Account Signatories

On the recommendation of the Finance, Asset Management & HR Committee, **it was PROPOSED, SECONDED and RESOLVED to remove outgoing Councillors from the bank mandate and to add new signatories and online authorisers.**

11. Annual Town Council Meeting

- a. Members noted that the legislation permitting Council meetings to be held remotely would expire on 6th May 2021.
- b. Members considered arrangements for holding the Annual Town Council meeting in May, which would have to be a face-to-face meeting with appropriate social distancing and other safety measures in place.

It was PROPOSED, SECONDED and RESOLVED to cancel the Mayor Making scheduled for 13th May and to hold the Annual Town Council meeting on 20th May in the Priory Hall.

It was noted that remote meetings had increased engagement from the public and that continued remote access to meetings would be a benefit, even if meetings were held in person.

12. Review of Policies

- a. **It was PROPOSED, SECONDED and RESOLVED to suspend standing order 5j to allow the following polices to be reviewed and adopted at this meeting, rather than at the Annual Town Council meeting.**
- b. **It was PROPOSED, SECONDED and RESOLVED to approve and adopt the following revised policies and procedures:**
- i. Standing Orders
 - ii. Financial Regulations
 - iii. Complaints Procedure
 - iv. Publication Scheme
 - v. Communications and Media Policy

It was PROPOSED, SECONDED and RESOLVED to reinvoke Standing Orders.

13. Much Wenlock Forester Charitable Trust

- a. Members noted that the Town Council was entitled to nominate one Trustee to the Much Wenlock Forester Charitable Trust, for a term of four years.
- b. Members noted that the term of the current Trustee, Mr Mark Laws, would expire on 2nd May 2021.
It was PROPOSED, SECONDED and RESOLVED to nominate Mr Laws as the Town Council's Trustee for a further four-year term.

14. Ironbridge Power Station

Members noted that consideration of the application for the Ironbridge Power Station by Shropshire Council's Planning Committee had been deferred from 23rd March 2021 until a later date.

15. Working Group Reports

Members noted reports from the following working groups:

a. Friends of the Cemetery

Councillor Hill reported that the group had prepared the memorial flower bed for Suzanne Boulos and planted three roses, of local or other relevance: Charles Darwin, the Mayflower and The Lady Gardener. The rest of the bed would be filled with perennials. The Tree Forum had planted a lilac alongside the flower bed. The bench would be installed opposite the flower bed in June.

There were differing views about whether to remove the Ivy growing on the wall between the old and new cemetery, which some considered was damaging the wall. Councillor Hill would keep the Council informed. The group was keen to welcome more volunteers to help with their work.

b. History

Councillor Hill reported that the group had not met due to Covid and the volunteer archivist had not been coming into the office due to the restrictions in place.

The 'Covid Chronicles' would be going to the typesetter the following week with the aim of going to print at the end of May. The book launch was planned for Saturday, 3rd July from 10am in The Square. This had been a wonderful project, with a great variety of contributions.

c. Communications, Markets & Tourism

Councillor Themans reported on the Market Towns grant, which the Council had received to support the regeneration of the town. The grant had been awarded last summer but due to the return of restrictions, some elements had been put on hold. Successful business training had been carried out and promotional videos had been produced, which had recently been re-launched. With the relaxation of restrictions, the new signs to encourage people into the town could now be installed. For the rest of April Shropshire Council was providing free car parking across the county, including Much Wenlock, to support retailers.

Members wished to encourage local businesses, such as hotels, to incorporate the videos into their websites. The Clerk was asked to liaise with P Hutchinson of Virtual Shropshire.

d. Housing Needs

The Mayor reported that it had been difficult for the group to move forward over the last year. The construction of 14 affordable homes at Callaughtons Ash had been approved by Shropshire Council this week. The developer was working with Shropshire Council to resolve concerns about the drainage. The existing development at Callaughtons Ash had provided homes for people with connections to Much Wenlock.

Councillor Jenkins raised concerns about the qualifying criteria for such housing and urged the Council to rigorously support a *current* connection with Much Wenlock, not a distant or historic family connection.

e. 10 High Street

Councillor White advised that the coronavirus restrictions had prevented the group from visiting projects in other areas and there had been no recent meeting.

f. Grounds Maintenance & Property Maintenance

Councillor Jenkins reported that there had been no recent activity, but the group had previously carried out a site visit to the Queen Street toilets. The facilities were essential but needed updating and a unisex toilet might be considered. It was acknowledged that the cleaning and maintenance costs were high, but so far it had not been possible to find an alternative to the current arrangement.

16. Transport Matters

It was PROPOSED, SECONDED and RESOLVED to suspend Standing Orders to receive a report from Mr P Hanafin on the meeting with Shropshire Council officers held on 15th March 2021 to consider transport issues at the Gaskell corner.

Shropshire Council had advised that they were still in negotiation with the Power Station developer regarding the impact of the development and that Highways England had withdrawn their objection to the scheme, subject to technical agreement. The developer had agreed to provide a sum of money to fund a study into the future traffic situation in Much Wenlock and to provide the financial equivalent of a highway improvement scheme, which had been rejected by Shropshire Council on technical grounds. The Town Council's objections to the scheme were outlined: that the impact on the Gaskell corner and the rest of the town had not been resolved and that the developer

had used an inappropriate traffic model for the assessment. The Town Council welcomed the financing of a traffic study but pressed for the developer to produce a design for an upgrade of the junction that would actually work, and to base the financial contribution on *that* scheme.

The Town Council strongly criticised the developer's approach to testing the junction and identified sections of the developer's highways report that were wrong and unacceptable. Shropshire Council had not yet read the objections submitted by the Town Council. It was pointed out that the long-term solution to the town's traffic problems was potentially a bypass, but the meeting was not the correct forum to address that issue. The Town Council emphasised that Shropshire Council should review their highways objections to the Power Station development.

On other matters, an update was requested on the Much Wenlock Draft Traffic Orders prepared before the March 2020 Covid lockdown. These plans would be reviewed and updated, if necessary, prior to circulation and then formal consultation with the public.

Mr Hanafin was thanked for the report.

It was PROPOSED, SECONDED and RESOLVED to reinvoke Standing Orders.

17. Shropshire Association of Local Councils

- a. Members noted information regarding the SALC Joint Working Group (formerly CIL/SALC Working Group).
- b. Councillor Holyoak provided a verbal report on the meeting of the Bridgnorth & Shifnal Area Committee held on 22nd March 2021. It had been advised that no fees would be collected for 2021/22 due to lack of activities. The guest speaker had been Allan Wilson, Vice President of SALC, who had given a presentation on climate change, similar to that given recently to the Town Council. An update on Shropshire Council's boundary review had been provided at the meeting. Parish and Town Councils had been encouraged to contact the Chairman of SALC if they were experiencing a lack of support from Shropshire Council, as the SALC Executive met monthly with Shropshire Council and could pass on complaints. SALC area meetings had been poorly attended recently and councils were asked for increased support. The SALC AGM would be held on 14th June.

Councillor Holyoak was thanked for her report, which was **NOTED**.

18. Consultation

Members considered a response to the following consultation: Shropshire Council's Great Outdoors Annual Public Survey 2020-2021 (open 12th March to 30th May 2021). Individual Councillors were encouraged to submit their comments. Councillor White indicated his willingness to respond. **It was PROPOSED, SECONDED and RESOLVED that Councillor White should respond.**

19. Correspondence

Members **NOTED** the following, which had been emailed to Members:

- a. SALC information bulletin and other information
- b. Shropshire Council Press Releases
- c. Rural Bulletins
- d. Armed Forces Outreach Support Updates 18.03.21
- e. Notes from meeting of the Shropshire Hills AONB Partnership held on 9th March 2021
- f. Information on the 2021 Census and follow up.
- g. Year-end message from the High Sheriff of Shropshire, Mrs Dean Harris JP, and announcement that her successor, Mr Tony Morris-Eyton, takes office on 9th April 2021.
- h. Announcement of the new Shropshire's Outstanding Community award.

20. Agenda items for next town council meeting

Members were invited to suggest items for inclusion on the agenda for the next meeting. Members highlighted the need for the new Council to draw up a strategic plan prioritising projects and costs for the next 5 years.

21. Date of next meeting

Members noted that the Annual Town Council meeting would be held on 20th May at 7.00pm at the Priory Hall.

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.

22. Guildhall Custodian

The interview panel gave a verbal report on the recruitment process and the outcome of recent interviews for the post of Guildhall Custodian.

It was PROPOSED, SECONDED and RESOLVED to approve the appointment of the selected candidate as Custodian for the Guildhall.

23. Guildhall Cupola

Members reviewed quotations for the renovation of the Guildhall cupola. It was noted that an application for Listed Building Consent would be required before the work could be carried out.

It was PROPOSED, SECONDED and RESOLVED to award the contract to Croft Building & Conservation Ltd as per their quotation dated 23rd March 2021.

24. Pigeon Proofing for Guildhall

Members considered the report on further pigeon proofing for the Guildhall.

It was PROPOSED, SECONDED and RESOLVED to contract Acute Pest Control to undertake further works in accordance with the report prepared by the RFO.

The meeting closed at 8.40pm

Signed Date

Town Mayor



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MUCH WENLOCK TOWN COUNCIL

Minutes of a **Planning & Environment Committee meeting**
held remotely by video conference at 7.00 pm on Tuesday, 2nd March 2021

Present: Councillors Mary Hill (in the chair), Yvonne Holyoak, Dafydd Jenkins, Marcus Themans, Allan Walter (from part-way through minute 4) and Milner Whiteman

In attendance: Trudi Barrett – Town Clerk, three members of the public

1. Apologies

None

2. 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.

3. Dispensations

None requested.

4. Public Session

Mr Arthur Hill spoke on behalf of the Flood Group regarding progress with flooding matters during the last year, which had included building relationships with Shropshire Council officers and setting up a system of local drain wardens to monitor the condition of drains in the town. It was noted that the High Street drains were currently clear. However, Bourton Road was still a problem with gravel washing down the road and run-off from the fields overtopping the drains. Shropshire Council was drawing up a programme to clean and repair some of the drains along Bourton Road towards the Gaskell corner. Volunteers had come forward to monitor drains in Stretton Westwood, where there were serious problems which were being investigated by Shropshire Council.

Mr Hill noted a problem with flood water and silt coming from the fields above the Lady Forester Centre and the Homer road. Two drains in the parking area near to the Homer turning had been covered when the area was re-surfaced and Shropshire Council was to undertake work to remedy this issue.

Members of the Flood Group would be attending a meeting of the National Flood Forum the following day with representatives of the Environment Agency, Severn Trent, Shropshire Council and other interested bodies.

The Flood Group was in active discussions with Shropshire Council and the Environment Agency regarding concerns about Lea Quarry and also Shadwell Quarry, where the water level was rising and the water could now be 200ft deep.

Technical difficulties caused Councillor Hill to leave the meeting.

Councillor Walter joined the meeting and took the chair.

Mr Hill referenced concerns about traffic at the Gaskell corner and the previous attempt to secure a bypass for Much Wenlock. He had a copy of the plans which he would be pleased to share with Shropshire Council and the Town Council if there was a desire to reconsider these proposals.

5. Minutes

It was PROPOSED, SECONDED and unanimously RESOLVED that the minutes of the Planning & Environment Committee meeting held on 2nd February 2021 be APPROVED and signed as a true record.

Councillor Hill re-joined the meeting and took the chair.

6. Planning Applications

a. The following planning applications were considered:

21/00376/FUL Windmill Cottage, Sheinton Road, Much Wenlock	Erection of a single storey mansard roof orangery link extension between the existing house and garage and associated works. It was PROPOSED, SECONDED and RESOLVED to support the application.
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20/05318/FUL Orchard Cottage, 1 Much Wenlock Road, Farley, Much Wenlock	Erection of detached 3 bay garage. It was noted that the cottage was quite small and there was already a garage on site. It was PROPOSED, SECONDED and RESOLVED to object to the application on the grounds of overdevelopment.
20/05295/TCA Wenlock Pottery & Craft Centre, Old Chapel House, Sheinton Street, Much Wenlock	Crown reduce 1No Ash Tree by 20% within Much Wenlock Conservation Area. It was PROPOSED, SECONDED and RESOLVED no objection.
21/00523/VAR 5-6 Old Cottages, Much Wenlock Road, Farley, Much Wenlock	Variation of Condition No. 2 (approved plans) attached to Planning Permission 18/00500/FUL dated 1 August 2018 for change of materials from stone to rendered walls. It was PROPOSED, SECONDED and RESOLVED no objection.
For information only 21/00934/CPL 1 Manor House Close, Much Wenlock	Application for a Lawful Development Certificate for the erection of a proposed single storey rear extension. Noted

7. Planning Decisions

The following planning decisions were **NOTED**:

20/05297/FUL and 21/00020/LBC 61 High Street, Much Wenlock	Conversion of rear of premises to one flat and minor internal alterations to adjoining shop affecting a Grade II Listed Building Decision: Grant Permission
20/05319/FUL Proposed Residential Development Land North Of, Victoria Road, Much Wenlock	Erection of one detached dwelling (Unit 3) Decision: Grant Permission
19/04166/FUL Travis Perkins Trading Company Ltd, New Road, Much Wenlock	Proposed amendments to existing traffic management system, re-arrangement of external racking/storage areas. Decision: Refuse
20/05235/FUL Carnewydd, Farley Road, Much Wenlock	Erection of a part single/part two storey rear extension and porch to front; extension to roof to facilitate loft conversion; erection of detached double garage to front Decision: Refuse
21/00391/TCA 12 Victoria Road, Much Wenlock	Remove 1no Conifer Tree within Much Wenlock Conservation Area Decision: No Objection

8. Flooding issues

- a. An update from the Flood Group had been received in public participation.
- b. Councillors noted that a regular programme of road sweeping was required to deal with the debris washing down Bourton Road and blocking drains. This had been raised previously with Shropshire Councillor, David Turner, as well as Shropshire Council officers. There was also a problem in Victoria Road where dirt and debris were piled up but not cleared away.
There was still tarmac in the kerb drains on Bridgnorth Road by the garage. This had been raised with Shropshire Council. The kerbs near Callaughtons Lane were currently blocked by mud, probably from an agricultural vehicle.
The Clerk was asked to raise the above issues with Shropshire Council again and to seek support from Shropshire Councillor David Turner.

9. Grit Bins

Councillors noted a report from Councillor Walter on the location and condition of grit bins in the town:

- The bin on the west side of Forester Avenue needed clearing of vegetation and could need replacing
- Bins on the west side of Harley bank are in poor condition and could need replacing

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- The four grit bins in St Marys Lane car park, one in Bowling Green Way and two in Falcons Court car park are not shown on the Shropshire Council map
- The bins inspected had contained a supply of grit.

It was **RESOLVED** to request additional bins for the following locations:

- **In The Paddock, approximately 100 yards from the junction with Racecourse Lane, which was on a bend with an incline**
- **On Farley Road by the Sytche Lane junction and the 30mph light-up sign**
- **In the narrow part of Sheinton Street**
- **In Station Road**
- **On Bridgnorth Road, in a suitable location near to the garage**

The Clerk was asked to make contact with Shropshire Councillor David Turner to ask him to push this forward.

10. Climate Change and Sustainability

- a. Councillors considered a request from a member of the public to install signage to encourage motorists to turn off idling engines in the town centre to reduce emissions. It was noted that leaving a vehicle engine idling unnecessarily while stationary was an offence. Shropshire Councillor David Turner had advised that he had also been approached about this matter and had contacted Public Protection at Shropshire Council. He was pursuing the idea of posters for shop windows as being easier and cheaper to implement than permanent signage. Councillors noted that signage would embolden members of the public to approach offending motorists to ask them to switch off their engines.

It was PROPOSED, SECONDED and RESOLVED to draw attention to the issue of idling vehicles in the Wenlock Herald and to express Councillors' support for Councillor Turner's approach.

Councillor Hill would also speak to the head teacher at the primary school about the pupils making signs to display outside the school.

- b. Councillors considered information from a local resident regarding issues associated with the Climate and Ecological Emergency Bill which highlighted action already taken in the town and Shropshire in terms of addressing climate change. The images provided indicated the scale of the problems associated with global warming. Reference was made to a charity in Bristol launching an on-line net zero carbon planning tool for town and parish councils. Councillor Hill undertook to follow this up. Councillors noted that it would be important for the next Council to address local issues, including farming, associated with climate change and sustainability.
- c. **It was PROPOSED, SECONDED and RESOLVED to write to Philip Dunne MP to urge him to support the Climate and Ecological Emergency Bill.**

11. Consultation

Members noted that the Ministry for Housing, Communities and Local Government was consulting on the following and that NALC was preparing a response on behalf of local councils:

- a. Reform of part of the Right to Contest under the Local Government, Planning and Land Act 1980
- b. Proposals to create a new 'Office for Place'

12. Street Lighting

13. Street naming *

14. Footpath/Bridleway Creation Orders*

15. Footpath Diversion Orders*

16. Road closures*

17. Highways matters *

18. Tree Preservation Orders (TPOs)*

19. Stopping Up Orders*

20. Speed Limit Orders*

21. Prohibition Orders*

22. Date of next meeting

It was **NOTED** that the next meeting would be held on Tuesday, 13th April 2021 at 7.00pm.

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

23. Planning Enforcement

No enforcement matters had been notified

The meeting closed at 8.05pm

Signed.....
Chairman

Date.....

MUCH WENLOCK TOWN COUNCIL

Minutes of a **Planning & Environment Committee meeting**
held remotely by video conference at 7.00 pm on Tuesday, 13th April 2021

Present: Councillors Mary Hill (in the chair), Yvonne Holyoak, Dafydd Jenkins, Marcus Themans, Allan Walter and Milner Whiteman

In attendance: Trudi Barrett – Town Clerk, four members of the public

1. Apologies

None – all Members were present.

2. 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.

3. Dispensations

None requested.

4. Public Session

- a. Mr Arthur Hill spoke on behalf of the Flood Group and gave a report from the Shropshire Council (SC) Southern Planning Committee meeting, which he had attended earlier in the day. The Committee had considered application 20/04432/FUL, for the erection of 14 affordable dwellings to the south of Callaughtons Ash. Mr Hill was very disappointed to report that the application had been approved, contrary to the objection from SC Drainage, the Town Council and the Flood Group, as well as the recommendation from the Planning Officer to refuse, due to concerns about the drainage plans. The desire for more affordable homes had outweighed the concerns about flooding and it had been stated that 45 people were waiting for affordable homes in Much Wenlock. At the urging of the Planning Officer, conditions had been agreed on the permission and these would be clarified when the decision was published.

Mr Hill was thanked for his contribution.

- b. As the applicant, Ms Hannah Wilkins-Webb spoke regarding applications 21/00829/FUL and 21/00830/LBC for a first floor extension and changes to internal layout of Ashfield Cottage, High Street. She explained the proposed changes, which had been made to reduce their impact on the historical value of the building following refusal of the previous application. The building was set well back and could not be seen from the High Street and the roof level had been lowered. The plan had been reduced in scale by 50% and the link between Ashfield Hall and the Cottage was now at single storey level only. The applicant needed to extend and reconfigure the building to accommodate elderly parents with health problems and the applicant's business, which operated from the house.

Councillor Jenkins had visited the site and was surprised that the original application had been refused by the Conservation Officer. Ms Wilkins-Webb advised that the Conservation Officer had not visited the premises.

Ms Wilkins-Webb was thanked for her contribution.

5. Minutes

It was PROPOSED, SECONDED and unanimously RESOLVED that the minutes of the Planning & Environment Committee meeting held on 2nd March 2021 be APPROVED and signed as a true record.

6. Planning Applications

- a. The following planning applications were considered:

<p>21/00829/FUL and 21/00830/LBC Ashfield Cottage, 50 High Street, Much Wenlock</p>	<p>Erection of first floor extension and changes to internal layout at ground floor affecting a Grade II listed building (revised scheme).</p> <p>Members noted that the main problem identified by the Conservation Officer was retention of the separation of Ashfield Hall and Ashfield Cottage. The revised plans maintained a single storey link only.</p>
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	It was PROPOSED, SECONDED and unanimously RESOLVED to support the application. Members urged the applicant to contact the Conservation Office and arrange a site visit to discuss the proposals.
21/00736/FUL Proposed Dwelling NW Of Yew Tree Cottage, Stretton Westwood, Much Wenlock	<p>Proposed construction of zero carbon house, within the quarry edge rock face.</p> <p>NB. Shropshire Councillor Turner had referred this application to Shropshire Council's Planning Committee for consideration.</p> <p>Members agreed that this was an excellent application and that the development looked exciting, innovative and ambitious. Strong environmental credentials were displayed with very clear impact statements. There were plans not only for the dwelling but also for the surroundings.</p> <p>It was PROPOSED, SECONDED and unanimously RESOLVED to support the application.</p>
20/04432/FUL Proposed Residential Development Land to the South of Callaughtons Ash, Much Wenlock	<p>Erection of 14 no. affordable dwellings with associated parking, roads and landscaping. Amendments to drainage proposals.</p> <p>Despite their continuing concerns about the development, as this application had been determined by Shropshire Council earlier in the day, Councillors could only wait to see what conditions had been imposed on the permission and then monitor progress.</p>
21/01098/FUL Proposed Residential Development Land Off, Station Road, Much Wenlock	<p>Erection of residential development of 4No. detached residential units with detached garages following the demolition of garages and workshop, to include improvement to the existing access and all associated external works.</p> <p>Members noted that permission had previously been given for development of this site. There were significant concerns about drainage and flooding on the site with the presence of a stream and culvert. Councillors were also concerned about ground contamination on the site from its previous use.</p> <p>Following the suspension of Standing Orders, Mr C Bowden provided additional information on the flow of the stream and drainage issues. It was proposed to divert the water course to facilitate the development and, in his opinion, the drainage design needed to be reviewed.</p> <p>It was PROPOSED, SECONDED and RESOLVED to support the principle of developing the site and the design of the four detached houses. However, Councillors objected to the present application due to concerns about ground contamination and drainage. The drainage proposals were unsatisfactory, particularly with regard to treatment of the culvert.</p>
21/01292/FUL Proposed Holiday Accommodation at Former Quarry, Presthope, Much Wenlock	<p>Erection of 25no holiday let units; gatehouse/reception building and café building with external eating area; and installation of package treatment plant; landscaping scheme.</p> <p>It was noted that access to the site was from a lane off the Stretton Road, previously used by quarry workers. It was not possible to see the quarry from Stretton Road.</p> <p>Councillors expressed some concern about an increase in such sites in the area. However, this was a brown field site and the development appeared to be of high quality with good design and layout. Retention of the trees would provide screening from the road. The application stated that a CIL contribution would be payable.</p> <p>It was PROPOSED, SECONDED and RESOLVED to support the application. Councillors requested that any amendments in terms of lower standards of environmental protection or chalet design and build should be subject to full planning application, not a variation of the permission.</p>

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<p>21/01359/VAR 13 St Marys Lane, Much Wenlock</p>	<p>Variation of conditions no. 2 (usage of specific units) and no. 3 (opening hours) pursuant of 20/03576/COU to allow for a correction in unit numbers and changes to opening hours.</p> <p>Members noted that the small businesses were finding the operating hours restrictive and therefore requested similar conditions to other retailers.</p> <p>It was PROPOSED, SECONDED and RESOLVED to support the variation.</p>
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- b. Members noted and formally approved the response to the following application, agreed between meetings due to the timescale:

<p>21/00944/FUL Carnewydd, Farley Road, Much Wenlock</p>	<p>Erection of a part single/part two storey rear extension and porch to front; extension to roof to facilitate loft conversion; erection of detached double garage to front (resubmission).</p> <p>It was noted that the application was very little changed from the previous submission and, in fact, the garage was slightly wider.</p> <p>It was PROPOSED, SECONDED and RESOLVED to maintain the previous objection to the application on the grounds of overdevelopment of the site, with particular reference to the placement of the garage.</p>
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7. Planning Decisions

The following planning decisions were **NOTED**:

<p>21/00201/FUL The Old Shoppe, 22 Bourton, Much Wenlock</p>	<p>Insertion of 2No conservation rooflights into the lower part of the roof line Decision: Grant Permission</p>
<p>20/04580/FUL Land Adjoining The Old Vicarage, Victoria Road, Much Wenlock</p>	<p>Erection of two detached dwellings following demolition of existing buildings; formation of parking area; to include removal of several trees Decision: Refuse</p>
<p>21/00209/TCA Mary Way House, 7 St Marys Lane, Much Wenlock</p>	<p>Crown reduction of 20% of 1No Yew Tree (T2) and the removal of dead wood, removal of 1No Lawson Cypress (T5) and re-coppicing of 1No Hazel (T14) within Much Wenlock Conservation Area Decision: No Objection</p>
<p>21/00264/TPO Mary Way House, 7 St Marys Lane, Much Wenlock</p>	<p>Reduce height by 30% and crown reshaping of 1No Sycamore tree (T15) protected by Shropshire Council (Mary Way House, St Marys Lane, Much Wenlock) TPO 2014 Decision: Grant Permission</p>
<p>21/00376/FUL Windmill Cottage, Sheinton Road, Much Wenlock</p>	<p>Erection of a single storey mansard roof orangery link extension between the existing house and garage and associated works Decision: Grant Permission</p>
<p>21/00523/VAR 5-6 Old Cottages, Much Wenlock Road, Farley, Much Wenlock</p>	<p>Variation of Condition No. 2 (approved plans) pursuant of 18/00500/FUL for change of materials from stone to rendered walls Decision: Grant Permission</p>
<p>20/02634/FUL Proposed Dwelling At The Site Of Burnetts, Callaughton, Much Wenlock</p>	<p>Erection of replacement dwelling following demolition of existing derelict dwelling Decision: Refuse</p>
<p>21/01350/TCA 36 Sheinton Street, Much Wenlock</p>	<p>Reduce height by approx 25% (3.5m) light crown thin and remove crossing limb at 5m, crown lift to clear 2.5m and prune over extended branches by 1-1.5m 1No Norway Maple (T1), reduce the height by 3.5m and crown lift up to 2.5m of 1No. Tulip tree (T2), crown reduce by 30% and crown lift to 1.5m 1No. Whitebeam tree (T3) and fell 1No. Hazel tree (T4) to ground level within Much Wenlock Conservation Area (amended). Decision: No objection</p>

	NB. The Tree Officer at Shropshire Council advised that due to a problem with validation of the notice for this application, a decision was required at short notice.
20/05318/FUL Orchard Cottage, 1 Much Wenlock Road, Farley, Much Wenlock	Erection of detached 3 bay garage Decision: Grant Permission
21/00944/FUL Carnewydd, Farley Road, Much Wenlock	Erection of a part single/part two storey rear extension and porch to front; extension to roof to facilitate loft conversion; erection of detached double garage to front (resubmission) Decision: Refuse

8. Planning Appeals

- a. Members noted the following Planning Appeal against the Shropshire Council decision to refuse permission, which would be determined on the basis of written representations:
Application 20/00684/FUL
Site address: Proposed dwelling, Homer, Much Wenlock
Description: Erection of a detached dwelling
NB. The Town Council submitted no objections to the application.
- b. Members noted the following Planning Appeal against refusal of a Householder Application, for which there was no opportunity to submit comments as the appeal was proceeding under the Householder Appeals Service:
Application 20/05182/BHE
Site address: 23 Hunters Gate, Much Wenlock
Description: Application for prior approval under Part 1, Class AA of the Town & Country Planning (General Permitted Development)(England) Order 2015 (As amended) for the one additional storey and roof accommodation.

9. Flooding issues

It was RESOLVED to suspend Standing Orders to receive a report from the Flood Group.

- a. Shropshire Council and the Environment Agency had visited to review the area for drainage arrangements for the Hunters Gate development, including the outfall into the 'great pool' and where it was proposed to make connections to break into the field and drainage systems.
Well holes had appeared at the rear of the former Catholic church site, which had been rectified. The ground water level was high and some additional wells had become active.
Shropshire Council were producing a document on critical drains in the town which would be helpful when reporting problems.

It was RESOLVED to reinvoke Standing Orders.

- b. There were no further flooding issues.

10. Climate Change and Sustainability

- a. Members noted the response from Philip Dunne MP to the Council's letter regarding support for the Climate & Ecological Emergency Bill.
- b. Members noted information from South Shropshire Climate Action, which would be referred to the new Council.

11. Consultation

12. Street Lighting

13. Street naming *

14. Footpath/Bridleway Creation Orders*

15. Footpath Diversion Orders*

16. Road closures*

Members noted the following road closures:

- a. King Street, Much Wenlock
Date: 17th to 19th May 2021
Time: 24 hours
Purpose: Cadent - New Gas Connection
- b. Wyke Junction to Wyke Lane End Of, Much Wenlock
Date: 27th to 30th April 2021
Time: 09.30 – 15.30
Purpose: Road Closure: BT - Direct burying 850m of BT cable in verge with excavation.
- c. Wyke Lane, Posenhall, Broseley
Date: 1st May 2021
Time: 09.30 – 15.30
Purpose: Road Closure: BT - Direct burying 100m of BT cable in verge with excavation.
- d. Manor Farm Junction Wyke to Newhouse Farm, Much Wenlock
Date: 2nd to 6th May 2021
Time: 09.30 – 15.30
Purpose: Road Closure: BT - Direct burying 970m of BT cable in verge with excavation.
- e. Newhouse Farm to Much Wenlock Road, Much Wenlock
Date: 7th to 12th May 2021
Time: 09.30 – 15.30
Purpose: Road Closure: BT - Direct burying 1100m of BT cable in verge with excavation.
- f. Vineyard Road, Much Wenlock
and two-way temporary traffic management on Farley Road
Date: one week commencing 14th June 2021
Purpose: WPD – new electricity connection for Shadwell Quarry
- g. Homer Road, Wigwig
Date: 19th – 21st April and 29th – 30th April
Time: 09.30 – 16.00
Purpose: Surface dressing and white line replacement

17. Highways matters *

- a. Members considered concerns raised by a resident about safe vehicular egress from the cemetery on Bridgnorth Road. **It was PROPOSED, SECONDED and RESOLVED to seek advice from the relevant Shropshire Council highways officer.**
- b. Members noted that consideration of parking restrictions in the layby in Farley Road would be considered as part of the changes to parking restrictions in the town as a whole.
- c. The Clerk advised that the request for additional grit bins had been submitted to Shropshire Council. There had been no response to the enquiry about the cycleway at Oakfield Park. A warning road sign in Station Road indicating the play area ahead had been erected facing the wrong way and this had been reported to Shropshire Council. Waste disposal lorries had been noted travelling in and out of Farley Quarry and an enquiry had been made to Shropshire Council about permission for this, but no response had been received to date.

18. Tree Preservation Orders (TPOs)***19. Stopping Up Orders*****20. Speed Limit Orders*****21. Prohibition Orders*****22. Date of next meeting**

It was **NOTED** that the next meeting would be held on Tuesday, 4th May 2021 at 7.00pm.

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

23. Planning Enforcement

Councillors noted enforcement cases 21/07704/ENF, 21/07754/ENF and 21/07762/ENF

The meeting closed at 8.45pm

Signed.....
Chairman

Date.....

MONTH	MINUTE NUMBER	RESOLUTION	TASK COMPLETE	COMMENT
April 2019	10	Development of Strategic Plan	Pending	Considered by Finance, Asset Management & HR Committee on 23.03.21. To await new Council.
March 2021	16	Support the initiative to make Much Wenlock a plastic free town	Ongoing	Single use plastic audit of Town Council operations carried out on 5 th May.
April 2021	10	To remove outgoing Councillors from the bank mandate and to add new signatories and online authorisers.	In progress	
	11	To cancel the Mayor Making scheduled for 13 th May and to hold the Annual Town Council meeting on 20 th May in the Priory Hall.	Yes	
	13b	To nominate Mr Mark Laws as the Town Council's Trustee for a further four year term.	Yes	
	15c	Liaise with P Hutchinson of Virtual Shropshire regarding distribution of the Much Wenlock promotional videos.	Yes	
	22	To approve the appointment of the selected candidate as Custodian for the Guildhall.	Yes	Position offered and accepted, with start date of 10 th May
	23	To award the contract for renovation of the Guildhall cupola to Croft Building & Conservation Ltd	In progress	Croft Building & Conservation advised. Application for Listed Building Consent in progress.
	24	Contract Acute Pest Control to undertake further pigeon proofing works on the Guildhall.	Pending	Work to be undertaken when nesting birds depart

Other Activities

- Attendance at Evening Vigil Service for HRH The Duke of Edinburgh on 16th April
- Work surrounding local elections and induction of new Councillors
- Induction of new Guildhall Custodian 12th May and ongoing

Coronavirus Lockdown

Coronavirus restrictions are now easing in line with the Government's 'Roadmap out of lockdown' and Council activities and office management are being adapted accordingly.

The Guildhall will open to the public on 21st May, with appropriate safety measures in place.

Administrative staff will return to regular office based working from 17th May, with flexibility to work remotely if necessary.

The office will re-open to visits from members of the public from 17th May, with safety measures in place.

MUCH WENLOCK TOWN COUNCIL

PLANNING & ENVIRONMENT COMMITTEE TERMS OF REFERENCE	
Membership:	SIX Members of the Town Council
Quorum:	Three Members of the Committee
Authority:	Local Government Act 1972, Sections 101 and 102 In an area that has a parish council, the Town & Country Planning Act 1990 provides for the parish council to take the lead role in neighbourhood planning. In pursuance of the Localism Act 2011 Schedule 38A (9) and Regulation 19 of the Neighbourhood Planning (General) Regulations 2012 Shropshire Council made (adopted) the Neighbourhood Plan for Much Wenlock on 17 July 2014.
Conditions:	The Council's Standing Orders will apply to all meetings of the Committee. The Committee shall be appointed on an annual basis at the Annual Meeting of the Town Council. The first order of business of the first meeting of the Committee after its annual appointment will be to elect a Chairman. Unless the Council directs otherwise, the Committee may arrange to devolve any of its functions to a sub-committee or to Officers of the Council. The Committee will meet monthly on the Tuesday preceding full Council meetings unless otherwise determined. Once approved the minutes will be presented to the next meeting of the Town Council, for noting only. Meetings shall be open to the public unless the Committee feels it appropriate to exclude the press and public for specific items. All Members of the Committee will receive an agenda and supporting papers. All Members of the Council will receive an agenda only, sent via email. Notice of meetings will be posted in accordance with all meetings of the Council.
Restrictions:	Only Members of the Committee may vote on agenda items. Non-Members of the Committee may attend Committee meetings and will only be allowed to speak on an agenda item with the agreement of the Chairman. Non-Members of the Committee are subject to the same rules as Committee Members regarding confidentiality and the requirements of the Code of Conduct. Non-Members of the Committee have no more rights at Committee meetings than members of the public.

	Responsibilities	Powers
1)	To consider and formulate responses to applications made to Shropshire Council for planning permission relating to land and property within the parish or such applications deemed to have an impact on the parish e.g. Full, Outline, Reserved Matters, Listed Buildings, Conservation Area issues, Advertisement Consent and Street Naming.	Delegated authority to respond to all planning matters. Contentious and significant applications will be referred to full Council for consideration and approval.
2)	Consider and formulate responses to applications made to Shropshire Council for permission of an environmental nature relating to land and property within the parish or such applications deemed to have an impact on the parish e.g. tree felling, tree maintenance.	Delegated authority to respond to applications.
3)	Consider and formulate responses to any proposals by the Local Planning Authority to make Tree Preservation Orders.	Delegated authority to respond.
4)	Consider responses to the Government's Planning Inspectorate and other appropriate bodies either in support or against planning and enforcement appeals made by the owners and developers of land and property and if considered appropriate, authorise the attendance of Members and or Officers and the engagement of professional representation at Local Inquiries or Hearings into such appeals.	Committee to have the power to resolve unless otherwise directed by the Council.
5)	Consider and formulate responses to any proposals by Shropshire Council or Government with respect to the stopping up, diversion, maintenance or creation of public rights of way within the Parish.	Delegated authority to respond.
6)	Consider and formulate responses to any proposals by Shropshire Council or Government with respect to footpath/bridleway creation orders, highway adoption orders and other highway notices.	Delegated authority to respond.
7)	Consider and recommend responses to any proposals by Shropshire Council with respect to street naming within the parish.	Delegated authority to respond.
8)	Consider and respond to minor correspondence.	Delegated authority to respond.
9)	Consider and formulate responses to proposals by the Highway Authority with respect to highway and traffic regulation issues and orders.	Committee to have the power to resolve unless otherwise directed by the Council.
10)	Make representations to any outside agency as deemed necessary in order to promote and encourage sustainable development within the Parish.	Committee to have the power to resolve unless otherwise directed by the Council.
11)	To monitor the Neighbourhood Plan 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.	Committee to report findings to the Town Council.
12)	To work with Shropshire Council to encourage appropriate development and ensure that the Neighbourhood Plan's objectives are being met.	Committee to report findings to the Town Council.
13)	To work with Shropshire Council to monitor housing development numbers during the Plan period to provide evidence to feed into any formal review of the Plan.	Committee to report findings to the Town Council.
14)	To respond to matters relevant to Much Wenlock's designation as a Rapid Response Flood Catchment, undertake a review of contingent arrangements in relation to possible flood events, and raise awareness within the local community of flood related issues.	Committee to review contingent arrangements and work with the community to raise awareness of flood related issues in Much Wenlock.
15)	To delegate areas of responsibility to either a sub-committee or to an officer.	Committee to have the power to delegate.

MUCH WENLOCK TOWN COUNCIL

	HR COMMITTEE TERMS OF REFERENCE
Membership	THREE Members of the Town Council
Quorum	THREE Members of the Committee
Authority	Local Government Act 1972, Sections 101 and 102
Conditions	<p>The Council's Standing Orders will apply to all meetings of the Committee.</p> <p>The Committee shall be appointed on an annual basis at the Annual Meeting of the Town Council. The first order of business of the first meeting of the Committee after its annual appointment will be to elect a Chairman.</p> <p>Unless the Council directs otherwise, the Committee may arrange to devolve any of its functions to a Sub-Committee or to Officers of the Council.</p> <p>The Committee will meet as required.</p> <p>Once approved the minutes will be presented to the next meeting of the Town Council, for noting only.</p> <p>Due to the confidential nature of the business to be transacted it may be necessary to hold meetings in private in pursuance of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.</p> <p>Members of the Committee will receive an agenda and supporting papers in accordance with the Council's Standing Orders.</p> <p>Notice of meetings will be posted in accordance with the Council's Standing Orders.</p>
Restrictions	<p>Only Members of the Committee may vote on agenda items.</p> <p>Non-Committee Members are subject to the same rules as Committee Members regarding confidentiality and the requirements of the Code of Conduct.</p>

	Responsibilities	Powers
1	To appoint staff as required to carry out the decisions and functions of the Town Council.	Committee to have the power to resolve the appointment of all staff except the appointment of a Town Clerk, which, by recommendation of this Committee, must be approved by full Council.
2	To deal with all employee issues except those referred to the Discipline & Grievance Panel and the Appeals Panel.	Committee to have the power to resolve employee issues except those referred to the Discipline & Grievance Panel and the Appeals Panel.
	To investigate complaints about council administration and procedures.	Committee to have the power to resolve the outcome of a complaint concerning administrative procedures. Committee to have the power to refer a Complaint to the Town Council if necessary.
3	To investigate complaints about Council employees if referred by the Town Council.	Committee to have the power to resolve the outcome of a complaint about Council employees.
4	To consider and approve the Town Clerk's Performance Review.	Committee to have the power to approve the Town Clerk's annual performance.
5	To review Contracts of Employment.	Committee to have the power to approve.
6	To review employment policies.	Committee to have the power to approve.
7	To review job specifications.	Committee to have the power to approve.
8	To review employee rates of pay.	Committee to have the power to approve.
9	To review overtime payments and holiday entitlement issues.	Committee to have the power to approve.
10	To delegate areas of responsibility to either a sub-committee, a working group or an officer.	Committee to have the power to delegate.

The Committee **may not** consider:

- a) Complaints by one Council employee against another Council employee, or between a Council employee and the Council as employer. These matters are dealt with under the Council's discipline and grievance procedures.
- b) Complaints against councillors. Complaints against councillors are covered by the Code of Conduct for Members adopted by the Council on 1 July 2012 and, if a complaint against a councillor is received by the Council, it will be referred to Shropshire Council's Monitoring Officer.

MUCH WENLOCK TOWN COUNCIL

FINANCE AND ASSET MANAGEMENT COMMITTEE TERMS OF REFERENCE	
Membership	All Members of the Town Council
Quorum	FOUR Members of the Committee
Authority	Local Government Act 1972, Sections 101 and 102
Conditions	<p>The Council's Standing Orders will apply to all meetings of the Committee.</p> <p>The Committee shall be appointed on an annual basis at the Annual Meeting of the Town Council. The first order of business of the first meeting of the Committee after its annual appointment will be to elect a Chairman.</p> <p>Unless the Council directs otherwise, the Committee may arrange to devolve any of its functions to a Sub-Committee or to Officers of the Council.</p> <p>The Committee will meet as agreed, usually bi-monthly.</p> <p>Once approved the minutes will be presented to the next meeting of the Town Council, for noting only.</p> <p>Meetings shall be open to the public unless the Committee feels it appropriate to exclude the press and public for specific items in pursuance of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.</p> <p>Members of the Committee will receive an agenda and supporting papers.</p> <p>Notice of meetings will be posted in accordance with all meetings of the Council.</p>
Restrictions	Only Members of the Committee may vote on agenda items.

MUCH WENLOCK TOWN COUNCIL

Finance & Asset Management Responsibilities		Powers
1	To consider the annual draft budget and recommend the draft precept to full Council.	No delegated powers.
2	To monitor and authorise all income and expenditure and report findings to full Council on a quarterly basis.	Delegated authority to: <ul style="list-style-type: none"> ● Monitor income and expenditure. ● Authorise all payments.
3	To check the receipt book for burial plot and memorial purchases, and internal costs.	Delegated authority to oversee the purchase of burial plots and memorials.
4	To vire funds between budget headings within the approved budget, except from staff costs, and bring forward funds from reserves as necessary.	Delegated authority to vire funds between budget headings EXCEPT from the budget for staff costs. Funds vired from reserves must not exceed £25,000 without the approval of the Town Council.
5	To consider contracts for work.	Delegated authority to award contracts up to £10,000.
6	To review the Council's Asset Register and insurance on an annual basis and ensure that the Council's property is adequately insured	Delegated authority to oversee insurance of the Council's property.
7	To consider the Internal Audit report, and report findings and recommendations to full Council.	Delegated authority to review the Internal Audit.
8	To consider all grant applications received.	Delegated authority to award grants in accordance with the Council's 'Grants Policy'.
9	To ensure that PAYE and NI payments are appropriately deducted from employees' salaries and paid to HMRC as required by law.	Delegated authority to ensure that the Council complies with HMRC requirements.
10	To monitor financial risk and ensure that adequate financial risk management is in place.	Delegated authority to ensure adequate financial risk management is in place.
11	To determine and keep under regular review the bank mandate for all Council bank accounts	Delegated authority to review the Council's banking arrangements and make recommendations to full Council.
12	To monitor risk management and ensure that health and safety requirements are met.	Delegated authority to manage risk, health and safety.
13	To oversee the management of all of the Council's property, assets and archives.	Delegated authority to ensure that the Council's property is properly managed.

The Committee may not approve:

- setting the final budget or the precept
- borrowing
- writing off bad debts
- declaring the eligibility for the general power of competence
- the Council's banking arrangements and investments
- addressing recommendations in any report from the internal or external auditors
- the Annual Governance and Accountability Return.

These shall be determined by full Council only.

MUCH WENLOCK TOWN COUNCIL

	DISCIPLINE & GRIEVANCE PANEL TERMS OF REFERENCE
Membership	THREE Members of the Town Council
Quorum	THREE Members of the Panel
Authority	Local Government Act 1972, Sections 101 and 102
Conditions	<p>The Council's Standing Orders that refer to personnel matters will apply to all meetings of the Panel.</p> <p>The Panel shall be appointed annually. The first order of business of the first meeting of the Panel after its annual appointment will be to elect a Chairman.</p> <p>The Panel will meet as required.</p> <p>Due to the confidential nature of the business that will be transacted all meetings will be held in private in pursuance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.</p> <p>Members of the Panel will work to a set agenda with the necessary supporting information.</p> <p>The Panel will act in accordance with the Town Council's Discipline and Grievance Procedure.</p>
Restrictions	Due to the nature of the business to be transacted other Members of the Town Council will not be invited to attend meetings unless their presence is required.

MUCH WENLOCK TOWN COUNCIL

	Responsibilities	Powers
1	<p>To deal with staff disciplinary and grievance matters by:</p> <ul style="list-style-type: none"> • Considering complaints referred to the Panel by an employee • Advising the employee of the outcome of the complaint in writing 	<p>Delegated authority to deal with all disciplinary and grievance matters.</p> <p>Delegated authority to suspend an employee (on full pay) whilst an investigation into serious misconduct is investigated.</p>
2	<p>If action is being taken against the Town Clerk the Chairman of the Panel will inform the Town Clerk of the Panel's decision.</p>	<p>Chairman to inform the Town Clerk of the outcome on behalf of the Panel.</p>

	MAY 2021	JUNE 2021	JULY 2021	AUG 2021	SEPT 2021	OCT 2021	NOV 2021	DEC 2021	JAN 2022	FEB 2022	MAR 2022	APRIL 2022	MAY 2022
TOWN COUNCIL <i>Thursday</i> <i>Thursday – re-convened</i> Commencing 7 pm	ATCM 20	24	8		2	7	4	2	13	3	3	7	ATCM 5 12
PLANNING & ENVIRONMENT COMMITTEE <i>Tuesday</i> Commencing 7 pm	4	1	6	31		5	2 30		11	1	1	5	3
FINANCE & ASSET MANAGEMENT COMMITTEE <i>Tuesday</i> Commencing 7 pm			20		21	19	23		18		22		24
GASKELL RECREATION GROUND (charity) <i>Thursday</i>		17						9 AGM					
ANNUAL TOWN MEETING <i>Thursday</i>											10		

Council meetings are open to members of the public who may speak about items included on the agenda, at the discretion of the Chairman, during the time set aside for public participation. Agendas for meetings are posted on the Council's notice board at the Corn Exchange and can also be viewed on the Council's website.



Much Wenlock Town Council

Corn Exchange, Much Wenlock, Shropshire TF13 6AE

01952 727509

www.muchwenlock-tc.gov.uk

Much Wenlock Town Council
FRIENDS OF THE CEMETERY

TERMS OF REFERENCE	
Membership	Three members of the Town Council and community volunteers
Authority	The Friends of the Cemetery group was established by the Town Council on 9 August 2012 (minute no: 18) by the Local Government Act 1972, Sections 101 – 106
Conditions	The group is accountable to the Town Council via the Town Clerk. Volunteers will be covered by the Town Council's insurance.
Restrictions	The 'Friends' must not carry out any work which has not previously been approved by the Town Clerk. Any member of the group who carries out unauthorised work will not be covered by the Town Council's insurance.

Responsibilities	
1	To improve the natural environment in the cemetery.
2	To weed and tidy the cemetery, including light pruning of shrubs and trees.
3	To help develop a cemetery map.
4	To work with and take advice from "Caring for God's Acre".
5	To report any hazards to the Town Clerk as soon as is practicable.
6	To report progress to the Town Clerk.

The Friends of the Old Cemetery

Report to Council Spring 2021

Background:

The Friends of the Old Cemetery was formed in 2012.

Since then, we have planted 37 trees and numerous shrubs, including roses, honeysuckle, jasmine, lavender and much more. We have received support from MW Tree Forum, Caring for God's Acre and the Shropshire Wild Team. We also enlisted the Men in Sheds to install notice boards, benches, drinking stations for birds and small mammals, bird boxes and insect hotels. We have an annual program of spreading seeds of wildflowers. And we manage three circles of grass which is allowed to grow to full height with flowers each year.

We have made an inventory of the wildflowers found in the cemetery, there are 106 different species or varieties recorded.

We have also produced a burial map which is kept in the museum to help those looking for ancestry.

We applied for and received a grant from Tesco's Bags for Life of £4, 400 which paid for all of the above and also included hand tools.

We do not, as a rule, ask the town council for money, though the council has given small amounts in petty cash for items like keys and a couple of boxes of grass seed.

The volunteers are Lesley, Mary, Lisa, and Jo. We work only in the old cemetery, we never touch the new cemetery.

Aims and Objectives.

The Friends of the Old Cemetery are committed to managing the old cemetery in such a way that encourages the local natural environment.

We are looking for support and encouragement from the new Town Council.

We are looking to the new Town Council to consider ways in which the regular environmental management of the **old cemetery** can be formalised and maintained in such a way to enhance the natural world, at present there is no such consideration to manage ecology.

We request a ban on the use of weedkillers, except on two main paths.

We request a reduction of the number of times annually the grass is cut in the old cemetery to once every four weeks, it has been well documented that this simple change will make a huge difference to the natural ecology of the space.

All local authorities now have a duty and responsibility to consider climate change and ecology as part of their land management regimes.

We ask the Town Council to consider designating the Old Cemetery into a Local Nature Reserve, the Town Council would be commended by many national environmental organisations if it were to take this unique step in Much Wenlock to create its own Local

Nature Reserve. The cemetery would still be managed in a way which respects graves. Such a step would also encourage younger volunteers.

We trust that the councillors allocated to engage with the Friends will be encouraging and supportive of our aims and undertake to investigate new and more eco friendly ways of formal management.

Lesley Durbin, Friends of the Old Cemetery.

Much Wenlock Town Council
HISTORY WORKING GROUP

TERMS OF REFERENCE	
Membership	3 members of the Town Council volunteer archivist
Authority	Local Government Act 1972, Sections 101 – 106
Conditions	The Working Group is appointed by the Town Council and will function within the conditions outlined in these Terms of Reference. The Working Group will set its own meeting dates and report directly to the Town Council.
Restrictions	The Working Group has delegated authority to work within the responsibilities outlined below.

	Responsibilities	Power
1	To examine the town archives and produce a list of same.	No delegated authority
2	To make recommendations to the Town Council about the future safe-keeping of the archives.	
3	To take advice from experts as necessary.	
4	To identify and pursue funding sources where possible.	
5	To delegate areas of responsibility to the Town Clerk.	
6	To add relevant material to the archives reflecting significant events in Much Wenlock.	

Much Wenlock Town Council
COMMUNICATIONS, MARKETS AND TOURISM WORKING GROUP

TERMS OF REFERENCE	
Membership	FOUR members of the Town Council Interested members of the community
Authority	Local Government Act 1972, Sections 101 – 106
Conditions	The Working Group is appointed by the Town Council and will function within the conditions outlined in these Terms of Reference. The Working Group will set its own meeting dates and report directly to the Town Council at regular intervals.
Restrictions	The Working Group has delegated authority to work within the responsibilities outlined below.

	Responsibilities	Power
1	To develop strategies for recommendation to, and adoption by, the Town Council. The Group will give guidance on: <ul style="list-style-type: none"> • How the activities of the Town Council and other relevant information will be disseminated. • How Much Wenlock can be promoted to create a positive brand, leading to sustainable and increased retail, commerce and tourism growth. • Identifying priorities and responsibilities for delivery of the strategic aims. 	Group to have the power to delegate to the Town Clerk.
2	To delegate areas of responsibility to the Town Clerk.	

Much Wenlock Town Council

TRANSPORT WORKING GROUP

TERMS OF REFERENCE	
Membership	Members of the Town Council Selected members of the public with relevant interest and expertise, approved by the Town Council
Authority	Local Government Act 1972, Sections 101 – 106
Conditions	<p>The working group is appointed by the Town Council and will function within the conditions outlined in these Terms of Reference.</p> <p>The working group will elect its own Chair and set its own meeting dates and will report directly to the Town Council at regular intervals.</p> <p>The working group may be disbanded or reformed by the Town Council at any time.</p> <p>The existence, composition and Terms of Reference of the working group will be reviewed annually at the Annual Town Council meeting.</p> <p>The working group will take instruction from and report to the Town Council only.</p>
Restrictions	The working group has delegated authority to work within the responsibilities outlined below.

	Responsibilities	Power
1	To review the layout and operation of the current road network within and surrounding Much Wenlock town centre.	Group to have the power to delegate to the Town Clerk.
2	With the agreement of the Town Council, to liaise with organisations (eg Shropshire Council, Police, developers) or individuals with knowledge or expertise relevant to the activities of the working group on behalf of the Town Council.	
3	To undertake tasks which may include consultation, data collection or scheme assessment on behalf of the Town Council.	
4	To report regularly to the Town Council on progress and matters arising.	
4	To provide information to the Town Council and to suggest options for changes to the road network to improve provision and operation for vehicles and pedestrians.	

	Costs
	The Town Council will pay the reasonable, pre-authorised costs of the working group. Time and local travel costs will be donated free of charge by members of the working group.

PAYEE	DATE	CHEQUE NO:	DETAIL	£
BestHost	25/03/2021	Online Payment	Domain Name Renewal - March 2021-2023	98.00
RMW Electrical Services	25/03/2021	Online Payment	Repair Works to Christmas Globes	391.34
Daz & Jay Cleaning Services	25/03/2021	Online Payment	Window Cleaning at Corn Exchange	20.00
Acute Pest Control Ltd	25/03/2021	Online Payment	Pigeon Trapping Fees for 8 Weeks	2400.00
Alistair Humphries	25/03/2021	Online Payment	Installation of Timer Switch at Corn Exchange	218.64
HMRC	30/03/2021	Online Payment	Tax/NI Contributions - March 2021	1102.11
Shropshire County Pension Fund	30/03/2021	Online Payment	Pension Contributions - March 2021	992.28
Staff Salaries	30/03/2021	Online Payment	Staff Salaries - March 2021	4612.23
				9834.60
			Chairmans Signature Approval	

20th April 2021

On 1st April 2021, William Brookes School joined the 3-18 Education Trust, following a sustained and careful period of consultation with all stakeholders. As result, please let me introduce myself. I am Michael Barratt and have the privilege and honour of being the Chief Executive Officer of The 3-18 Education Trust. I have been overseeing the trust since its inception (September 2016) alongside being the Principal of The Priory School for 6 years; given the trust now has five schools (with a sixth school scheduled to open 18 months from now), my time is focused entirely on having oversight of the trust as CEO providing support and challenge for our schools. Prior to my time at The Priory School, I worked at Haberdashers' Adams in Newport for 12 years – 6 years as Deputy Head and 6 years as Headmaster.

The process of consultation of the transfer involved discussions with a range of stakeholders, although doing this during a pandemic meant these were restricted. I have only just, for example, had the opportunity to walk around school, and alongside this letter, I have sent a message separately to students explaining a little about the relationship between the school and the trust.

On our trust web-site website (<http://www.318education.co.uk>), there is an introduction from me about the values, mission and purpose of our work, and I reproduce it here for you:-

*Our **Mission** is that we aim to be an excellent Trust that supports and challenges in appropriate measure, so that every individual is in a great school.*

*Our **Values** are divided into those for students and those for the schools:*

For our students – we wish them to be accomplished, independent, resilient, compassionate young people, with choices and opportunities ahead of them.

For our schools – we celebrate the differences between our individual school and, enjoy the benefit of the team so that each school gives and receives support and retains their identity and culture.

The 3-18 Education Trust derives its name from the age range we serve. We have an inclusive ethos, defined only by age, and we recognise that education is a continuous process, secured through consistent values and a strong transition (through the key stages).

Not only do we pursue the important dimension of achieving the best results for each individual, regardless of their starting point, but we also believe strongly that education is about developing well-rounded individuals, who are ready, willing and able to make their contribution to society.

We have a sustained focus on the above which is reflected in the work we do.

The trust has grown since 2016 and we presently have five schools:- Coleham School (a 2-form entry primary school in central Shrewsbury), St Martins School (a 3-16 school in St Martins, near Oswestry), The Priory School (11-16, Shrewsbury). Thomas Adams School (11-18, in Wem, with a small boarding house), and we are delighted that our family of schools is now joined by William Brookes School. We have also been named as the sponsor for a new Free School in South-West Shrewsbury, which is to be a primary school initially, for up to 420 students; it is anticipated this will open in September 2022. Currently we have just over 4,000 young people in our schools and over 500 staff. There is a small, modestly housed, central team of 5 staff, which provides support for the schools, and an experienced Board of Trustees from a variety of backgrounds. Each of our academies has a Local Governing Body whose work with the Trustees is to challenge and support the schools and the Trust/School Leadership Teams. Currently, all of our schools are oversubscribed for entry in 2021.

Please do refer to our web-site, and in particular our strategy, which captures in one page the various dimensions of our work and our purpose.

The reality for you and the students that attend the school, through being part of the trust, is that you will see and feel virtually no difference. The school will retain its character, ethos, presence and will be run by Mr Renwick and his experienced team of Senior and Middle leaders. What is significant is that the school joins a network of other schools, where best practice and experience can be shared, both ways, to the benefit of the students, and that the trust's role is to support and challenge William Brookes School to being a great place to learn and to work. Students, parents and carers may see visitors from the trust from time to time, but much of the impact will take place behind the scenes.

Although we have engaged in formal consultation with all partners, if you wish to ask any questions of me, please make contact using the e mail below.

Let us hope for an uninterrupted (and warm) summer term.

With all good wishes,



Michael Barratt | Chief Executive Officer

The 3-18 Education Trust | Longden Road | Shrewsbury | Shropshire | SY3 9EE

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