



# **Much Wenlock Town Council**

## **Full Council Meeting**

**8<sup>th</sup> September 2022**

## **Supporting Papers**

Email to Community Speed Watch volunteers

### **Community Speed Watch in Much Wenlock**

Date: 31<sup>st</sup> August 2022

From: SNT Broseley & Much Wenlock

Good afternoon, I am afraid that I have some disappointing news from the Community Speed Watch (CSW) Coordinator regarding the potential site for CSW surveys on the Bourton Road, Much Wenlock.

Having checked the site it is felt that it is not possible to find a suitable safe location for a group to operate from given the narrow nature of the carriageway (West Mercia Police have to use public areas, so a driveway would not be acceptable).

There are still three locations in Much Wenlock where Road Safety Team enforcement vehicles attend (A458 Bridgnorth Road, A4169 Farley Road and the B4371 Stretton Road).

As there is obviously considerable community concern regarding the B4378 Bourton Road, the Safer Roads Team will look to set out a data box on the road in the next 4-8 weeks so that they can gather an up to date idea of speeds (these are the strips that go across the road).

In addition, the SNT will continue to conduct speed surveys on the road with our laser speed gun when we have time to do so.

Kind Regards,

Mal Goddard  
PCSO 6421  
Extn 7704210  
Mobile Telephone 07870 166746  
Bridgnorth Police Station  
Email [malcolm.goddard@westmercia.pnn.police.uk](mailto:malcolm.goddard@westmercia.pnn.police.uk)

Shropshire Policing Area  
Shrewsbury Police Station  
Monkmoor Road  
Shrewsbury  
SY2 5RW  
28<sup>th</sup> July 2022

Dear Clerk of Much Wenlock Town Council

On 8<sup>th</sup> August we are relaunching our Local Policing Community Charter outlining our ongoing commitment to improving our local policing delivery and providing a service that communities both expect and deserve.

Our Local Policing Charter sets out our commitment to a truly community based and holistic policing approach. We want to deliver a consistent, high-quality service that we can be proud of and that not only keeps people safe, but makes them feel safe.

Public safety, crime prevention and protection of the vulnerable cannot be accomplished by the police alone. It takes effective partnership working and strong community relationships. It is only by the police, our partners and the public working together that we can build resilient and safe communities, and both reduce and prevent crime.

Following consultation with local communities, the Local Policing Charter which was launched in March 2021, covers six key areas for improved service delivery: visibility & accessibility, responding to communities, prevention, vulnerability, relationships and partnerships.

It outlines how we will ensure we provide a visible policing presence and how, using local engagement, social media and new digital channels, we will create further opportunities for dialogue so the public can raise concerns, provide feedback, be involved and help shape policing in their area. We will also use these channels, such as our new alert service, Neighbourhood Matters, to update communities as to our activities to keep people safe, and provide information and crime prevention advice.

The charter also sets out how we work with our partners and the public, to listen, understand and respond to community issues. It will focus on persistent problems and concerns to find long-term and sustainable solutions; prioritising the most vulnerable victims, problem locations and repeat offenders with the aim of preventing crime.

The relationships Safer Neighbourhood Teams have with local people and partners is crucial and we want our local communities to know who their local team is and how they can contact them.

Our local service provision is broader than just the Safer Neighbourhood Teams. It involves work right the way across the policing service from our emergency response patrols, to our investigative and safeguarding teams, intelligence, operations and communications departments.



There is already regular evidence of phenomenal work with officers and staff displaying a truly collective effort to protect people from harm and enhance the quality of life of our communities. But there is always more we can do and the police cannot be wholly effective in isolation, strong community relationships and Partnership working are vital.

West Mercia Police is seeking your support with delivery of the Local Policing Community Charter through our collaborative working. I invite you to read the Charter and consider where your agency can help with delivery of the objectives.

An important part of the Charter centres on communities' accessibility to services and information they need. "Neighbourhood Matters" (an on-line web based tool) allows officers and staff across all disciplines and teams from West Mercia Police to send and receive messages to the public via email, text and voice message. It's a vital tool for our force, helping us to strengthen relationships with our local communities and fulfil the policing promises set out in the Charter.

We have nearly 20,000 people signed up with us via the dedicated website **Neighbourhoodmatters.co.uk**. This means we can target specific geographical areas and user groups, sending out alerts about incidents and crime trends as well as issuing crime prevention advice.

We would like to secure your support with raising broad awareness of this tool to enable more people sign up to the system. West Mercia Police can then share our messages even further and receive valuable feedback from the public. In the past we have acted on public replies to provide reassurance, increase confidence and prevent further crime.

We'd really like to hear from you so why not ask your family, friends and colleagues to register too? Sign up now here <https://neighbourhoodmatters.co.uk>

Over the next few months we will regularly be asking for feedback to ensure the Charter is working for all and updating you on what we have been doing as part of our local policing activities. You can follow our updates via the local press and our social media channels using #PolicingPromise."

Thank you for your time and support

Yours sincerely

Superintendent Stuart Bill  
Local Policing Commander  
Shropshire

# MUCH WENLOCK TOWN COUNCIL

Minutes of the  
**TOWN COUNCIL MEETING**  
held at The Guildhall, Much Wenlock  
at 7 pm on Thursday, 7<sup>th</sup> July 2022

**Present:** Councillors William Benbow, David Fenwick, Wilfred Grainger, John O’Dowd, Marcus Themans, Daniel Thomas, Christian Toon, Chris Tyler, Linda West, Duncan White (in the chair)

**Town Clerk:** Trudi Barrett

Two members of the public, PCSO Heath Amies

One member of the public attending the meeting remotely

## 1. Chairman’s Welcome

The Mayor presented the following report:

The second ‘Made in Shropshire’ Artisan Market was once again a success and was well attended by new visitors to the town, despite the poor weather.

The annual ‘Orchid Count’ on Windmill Hill involved 14 volunteers and showed a significant increase in growth in the last year. This site is one of only two main sites in the county where the pyramidal species of orchid is found.

I attended William Brookes School to meet the pupils preparing for the Gold Forever performances next week at The Edge arts centre, when I will officially open and welcome those attending the celebration of the legacy of London Olympics in 2012. This weekend the annual Wenlock Games take place and I shall be attending to present some of the medals and awards to the competitors.

The new artisan café in Sheinton Street, “Baker & Cook”, has opened for business and I would like to welcome them to our town and wish them every success.

Unfortunately, I have to report the resignation of Cllr Mike Grace. I would like to thank Cllr Grace for his contributions to the council during his term of office and, in particular, in connection with the town’s preparation for the Examination in Public of the Shropshire Council Local Plan. The vacancy has been posted and we will know more about the next step to fill the vacancy after the 18th July.

The Examination in Public of the Local Plan has now commenced and the Town Council and members of the community have already started to make their case. I will be attending next week on matter 7. I would like to record my thanks to everyone who has been part of this by representing the residents of the town.

Today my wife and I attended the Ironbridge Gorge Museum Trust tourism open day to promote local tourism links in the county for the Trust. This was attended by members of the Shropshire community with links to tourism and hospitality.

## 2. Apologies for Absence

None, all Councillors were present.

## 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. Public Session

There had been no requests to speak.

## 6. Policing

- a. Members noted with thanks the written police report provided. PCSO Heath Amies, known as Ted, introduced himself and was welcomed to the local area.
- b. Members noted the response from the Local Policing Team to queries raised at the previous meeting.

## 7. Shropshire Council Report

Shropshire Councillor, Daniel Thomas, presented the following report:

**Road Repairs:** Shropshire Council are continuing their work in repairing our roads, with more work outlined in Much Wenlock, including Barrow Street where they will close the road from 11<sup>th</sup> to 15<sup>th</sup> of July between 9:30 am to 2:00 pm each day.

**Update on the Recycling Bin :** There is a slight delay on the mixed recycling bin rollout which has affected Much Wenlock, Worfield and Bridgnorth areas. It is hoped residents will receive their bin within the next 2-3 weeks and residents are urged to mark their bin as soon as it's received, to ensure that it remains with the correct dwelling.

**Update on Highways Projects:** At Tuesday's Planning Committee meeting this Council discussed various projects with Shropshire Council.

Firstly, an update on the situation regarding CIL money for proposed pedestrian crossing from Oakfield Park across Bridgnorth Road. This is now with WSP to get a scheme drawn up and maybe to look at not only amending the refuge but possibly upgrading to a full, formal crossing. With this in mind, as part of the current B Road study across the county, Shropshire Council have had a Traffic Survey undertaken at this location with a view to extending the speed limit so we can have a 40mph buffer zone on the approach to the crossing, to be done all as one scheme. This will complement the work I am doing with Gemma Lawley to get the 30-mph zone extended on the Callaughton Road. Secondly the signage outside the Town Cemetery and the allotments. This is still with Kier to install. I know they are behind, but things are starting to move and I have chased this up again.

Thirdly, the Much Wenlock amended parking plan. This is with WSP to amend and should be back with us in the next two weeks. As soon as it is ready we will go to public consultation, which will probably be in September with people away for summer.

**Surgery:** The next Council surgery will be held this coming Saturday, 9<sup>th</sup> July, between 10.30am and 12 noon at the museum – no appointment necessary. I'll be joined by Cllr Wilf Grainger and a member of the local police.

**Local Plan:** The Local Plan Examination in Public is currently taking place and I've noticed the Town Council have made strong representations at the hearings. I'm looking forward to representing the Town Council myself next week, speaking with Cllr White regarding Matter 7.

In response to questions, Councillor Thomas advised that the 30mph speed limit ended the wrong side of Callaughtons Ash. It was hoped to extend the limit, which would also mean that Shropshire Council would have to sweep the road within the 30mph zone.

Concerns were raised about access for agricultural vehicles along the A458. There were already difficulties with the existing refuge and any future plans would need to take such access into account. It was noted that the Town Council would have the opportunity to scrutinise the scheme but Councillor Thomas would raise the issue in the meantime. Councillor Thomas was asked to urge a repair to the damaged refuge on the Gaskell corner and a replacement Bridgnorth Road sign at this junction.

## 8. Councillor Resignation

- a. Members noted that a casual vacancy had arisen following the resignation of Mike Grace and that the appropriate notice of vacancy had been posted.
- b. **It was RESOLVED to request that poll cards be issued, should an election be called.**

## 9. Minutes

- a. **It was RESOLVED to approve and adopt the minutes of the Town Council meeting held on 9<sup>th</sup> June 2022.**
- b. **It was RESOLVED to adopt the minutes of the Planning & Environment Committee meeting held on 3<sup>rd</sup> May 2022.**
- c. **It was RESOLVED to adopt the minutes of the HR Committee meeting held on 10<sup>th</sup> February 2022.**

## 10. Town Clerk's Report

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

Councillors White, Fenwick and O'Dowd would be available to attend an initial meeting with Greenwood Projects regarding the Guildhall project.

The Clerk advised that there had been technical issues with the Town Council website and that it had been necessary to purchase an upgrade to remedy the problems. It was noted that Councillor Toon was investigating other options for improving the website.

### 11. Committee and Working Group Membership

Following the Councillor resignation, Members considered the appointment of a new member to the following committee and working groups:

- a. Planning & Environment Committee
- b. Transport Working Group
- c. Shropshire Local Plan Review Working Group
- d. Strategic Flood Working Group

**It was RESOLVED to continue with the current membership, without the addition of replacement members.**

### 12. Code of Conduct – Other Registrable Interests

Following the adoption of the new Code of Conduct, it was noted that Councillors are required to advise the Monitoring Officer at Shropshire Council of any 'Other Registrable Interests'. Councillors were asked to complete and return the relevant form to the Clerk by 15<sup>th</sup> July 2022 for forwarding to the Monitoring Officer.

### 13. Shropshire Draft Local Plan (2016 - 2038) – Examination in Public

Members noted a report from members of the Shropshire Local Plan Review Working Group on the Examination in Public:

For Matter 1 David Turner had stood in for the Council and conveyed the relevant points, including lack of consultation, which had been covered in the press by the Shropshire Star.

For Matter 2 Councillor Will Benbow and Mr Howard Horsley had attended. This had been a very technical session about the duty to cooperate, including how Shropshire Council had cooperated on strategic matters with adjoining local authorities, Black Country overspill, etc., which had taken up about 90% of the day. Strategic matters had also been covered and Mr Horsley had spoken very well about water matters affecting Much Wenlock, with an attentive response from the Inspector.

For Matter 3 today, strategic matters relating to housing, employment, etc., Councillor Tyler and Mrs Lesley Durbin had attended as representatives. Mrs Durbin had spoken and outlined how the Neighbourhood Plan had been ignored with regard to the number of properties. It had not been possible to address all of the questions relating to Matter 3, and these would be finalised on the following Friday.

Matter 4 would be covered on 12<sup>th</sup> July, when Councillor Tyler and Mrs Durbin would again be speaking.

Matter 8 would be covered by Mr J Orves. Following his resignation from the Council, Mr Mike Grace had offered to appear as an associate of the Town Council, representing the Much Wenlock Neighbourhood Plan Refresh Group. **It was RESOLVED to accept with thanks the offer from Mr Grace to speak on Matter 8 as an associate of the Town Council.**

### 14. Gaskell Recreation Ground Charity

- a. Members noted a report on the Gaskell Recreation Ground, following the Charity meeting held on 16<sup>th</sup> June. Thanks were expressed to members of the Management Committee.
- b. Members were reminded that all Town Councillors are Trustees of the Gaskell Recreation Ground Charity and are expected to attend the two scheduled meetings of the Charity each year.

### 15. '20's Plenty'

Councillor Tyler introduced the '20's Plenty' campaign for a speed limit of 20mph on residential streets and in town centres. Ellesmere had already taken up the campaign and Shrewsbury town was running a pilot scheme. Councillors were broadly supportive of the initiative. However, it was noted that, when previously approached, Shropshire Council would not consider a 20mph speed limit in the town centre. It was noted that a 20mph speed limit could not be enforced as it was not a legal requirement. However, signage and an awareness campaign could be possible.

**It was RESOLVED to support the campaign in principle and to invite a speaker on '20's Plenty' to a forthcoming Council meeting.**

### 16. Consultation

- a. Members considered a response to the following consultation:
  - i. Shropshire Council Review of the Hackney Carriage and Private Hire Licensing Policy 2023 to 2027 – response deadline 4<sup>th</sup> September 2022. **It was RESOLVED to make no response.**

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- ii. Shropshire Council Review of the Street Trading Policy 2023 to 2028 – response deadline 21<sup>st</sup> August 2022.

It was noted that this was of relevance to the town with regard to the Christmas Fayre and other markets and that the Town Council had met the Shropshire Council Head of Licensing in 2019.

**It was RESOLVED that the Communications, Markets and Tourism Working Group should review the policy and respond on behalf of the Council.**

- iii. Police & Crime Commissioner’s Estate Strategy - response deadline 11<sup>th</sup> July 2022.

**It was RESOLVED to make no response.**

- iv. Police & Crime Commissioner’s Town and Parish Council Survey - response deadline 8<sup>th</sup> August 2022.

**It was RESOLVED that the Mayor should respond on behalf of the Town Council.**

It was noted that the Broseley & Much Wenlock local policing team were responsive and worked well with the Town Council.

- b. Members noted that arrangements had been made for a meeting with the Shropshire Council Library Service Manager and responsible Portfolio Holder to discuss the Shropshire Library Strategy 2022 – 2027, prior to agreeing a response to the consultation by the closing date of 3<sup>rd</sup> August 2022.

**It was RESOLVED that Councillors White and West should attend the meeting and report back to the Finance & Asset Management Committee to agree a response to the consultation.**

The Councillors were also asked to seek information on the forthcoming review of Shropshire museums from the portfolio holder, Councillor Cecilia Motley.

## 17. Correspondence

Members noted the following items, which had been sent via email between meetings:

- a. SALC information bulletins and other information
- b. NALC newsletters and other information
- c. Press releases from Shropshire Council
- d. Rural Bulletins from the Rural Services Network
- e. Visit Shropshire Hills newsletter June 2022
- f. Healthwatch press release 14<sup>th</sup> June 2022: Healthwatch are calling for people’s experiences of calling for an ambulance in an emergency
- g. West Mercia Police Fraud and Scam Bulletin June 2022
- h. Zero Carbon Shropshire June 2022 Green News
- i. Shropshire Seniors Magazine

## 18. Agenda items for next Town Council meeting

Members were invited to suggest items for inclusion on the agenda for the next meeting:

A speaker on the Food Bank had agreed to attend

Review of website proposal

Possible letter to Andy Begley of Shropshire Council (referred from Planning & Environment Committee)

## 19. Date of next meeting

Members noted that the next meeting would be held on Thursday, 8<sup>th</sup> September 2022 at the Guildhall.

The meeting closed at 8.15 pm

Signed .....

Town Mayor

Date .....

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# MUCH WENLOCK TOWN COUNCIL

Minutes of a **Planning & Environment Committee meeting**  
held at 7.00 pm on Tuesday, 7<sup>th</sup> June 2022 at the Guildhall, Much Wenlock

**Present:** Councillors William Benbow, David Fenwick, Mike Grace, Wilfred Grainger, Daniel Thomas, Chris Tyler and Linda West

**In attendance:** Trudi Barrett – Town Clerk

## 1. Election of Chairman

It was **RESOLVED** to elect Councillor David Fenwick as Chairman of the committee.

## 2. Election of Deputy Chairman

It was **RESOLVED** to elect Councillor Mike Grace as Deputy Chairman of the committee.

## 3. Apologies

Councillor Wilfred Grainger – holiday, Cllrs Mike Grace and Chris Tyler for early departure.

## 4. 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 Benbow declared a pecuniary interest in the Woodland Management Plan for Corve Farm Woodland, minute number 20, Consultation.

## 5. Dispensations

None requested.

It was **RESOLVED** to bring forward agenda item 10, Draft Shropshire Local Plan Review 2016 - 2038

## 6. Draft Shropshire Local Plan Review 2016 - 2038

The submissions to the Examination in Public had been sent to the Programme Officer and all Members had received a copy of the documents. Thanks were expressed to Councillors and members of the public who had contributed. It was noted that there had been a change of Programme Officer.

Notification of the names of speakers who would be representing the Town Council at the hearings had to be provided to the Programme Officer by 13<sup>th</sup> June. Residents and some local groups had said they would collaborate with the Council and put forward joint representations, although some would also be speaking as individuals. The suggested representatives were as follows and the final list would be confirmed at the Town Council meeting on 9<sup>th</sup> June:

Matter 1 (Legal Compliance/Procedural Requirements): Cllr Mike Grace and a community representative

Matter 2 (Duty to Cooperate): Cllr Will Benbow and Howard Horsley

Matters 3 (Development Strategy) and 4 (Housing and Employment Needs): Cllr Chris Tyler and Lesley Durbin (this would include the strategic corridor issue)

Matter 7 (Strategic Settlements): Cllr Duncan White and Dan Thomas (including the Ironbridge Power Station)

Matter 8 (Infrastructure and Delivery, Monitoring and Viability): Cllr Mike Grace and Jim Orves

It was **RESOLVED** to recommend the finalised list of speakers to full Council.

It was **RESOLVED** to thank those Councillors, individuals and members of organisations who had contributed to the preparations for the Examination in Public.

## 7. Public Session

There were no members of the public present.

## 8. Minutes

It was **RESOLVED** that the minutes of the Planning & Environment Committee meeting held on 3<sup>rd</sup> May 2022 be **APPROVED** and signed as a true record.

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**9. Footpath Diversion Orders\***

Members noted the confirmation and coming into operation of the diversion of part of Footpath 52 and part of Footpath 177 in Atterley, Much Wenlock, on 15<sup>th</sup> February 2022.

Some residents had raised concerns that there was now no circular route for residents of Much Wenlock as a part of the remaining path was on private land and not accessible. Councillors were keen to explore options for creating a circular route and to establish whether there was any historic record of prior use of the previous route.

Councillor Grace left the meeting.

**10. Planning Applications**

a. **It was RESOLVED to approve retrospectively the following response to application 21/05023/OUT, drafted with the help of the Town Council’s transport advisor, and agreed between meetings:**

<p>21/05023/OUT Proposed residential and commercial development land at Tasley, Bridgnorth</p>	<p><b>Re-consultation due to amendment: additional highways information submitted.</b></p> <p>Hybrid application for phased development for: Outline planning permission (access only for consideration) for mixed use development of up to 550 dwellings, foodstore, neighbourhood centre, B2/B8 business use, 'sui generis' uses to include hotel, public house, petrol filling and electric vehicle charging station, livestock market, lairage and ancillary uses, green infrastructure and associated ancillary works, demolition of the existing livestock market; Full planning permission for five arm roundabout, spine road south of A458 and north of A458 with associated footway/cycleways and landscape verges, formation of junction with the spine road and Church Lane, upgrading of existing Livestock Market, drainage, associated earthworks, infrastructure and ancillary works.</p> <p><b>Response submitted:</b></p> <p>Much Wenlock Town Council has reviewed the Technical Note produced by the transport consultants to Tasley Estates Ltd, (PJA). The Technical Note has been produced specifically to provide a response to this Council’s concerns about the impact of traffic from the Tasley Estates’ development on Much Wenlock’s Gaskell Corner junction. Based on the review of the Technical Note, Much Wenlock Town Council confirms that they wish to maintain their strong formal OBJECTION to this application (21/05023/OUT), for the following reasons:-</p> <ol style="list-style-type: none"> <li>1. Rather than carry out their own independent assessment, PJA has used Transport Reports prepared by ADC Infrastructure on behalf of the developer of the former Ironbridge Power Station (IPS). Their reliance on this historical information does not appear to have included anything submitted by Much Wenlock Town Council in response to the reports and which was critical of the technical assessments carried out by ADC. The fact that PJA relies wholly on the ADC work means that MWTC has to re-introduce our objections to the IPS scheme.</li> <li>2. The PJA Note (on behalf of Tasley Estates) states in paragraph 1.2.3 <i>....it is understood that a contribution was agreed between the applicant (IPS) and SC to mitigate the impact of the development at the junction.</i>  Unfortunately PJA do not acknowledge that, logically, a similar approach should be taken in connection with the Tasley development.</li> <li>3. At para 2.2.2 of the PJA Note they state:- <i>This assessment went on to undertake detailed modelling.....using the PICADY module.....</i>  Much Wenlock Town Council has objected strongly to the use of PICADY to model the Gaskell Corner junction. It is an inappropriate</li> </ol>
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	<p>tool which is demonstrated by the results that it has produced. PJA in paragraph 2.2.3 take the trouble to describe why PICADY is not the correct tool, but they do not suggest what modelling technique <i>should</i> be used: they are content to accept that the PICADY results are nonsense. MWTC has argued that microsimulation modelling is the proper technique to use at the Gaskell Corner and it is disappointing that PJA, like ADC before them are incapable of acknowledging this.</p> <p>4. At para 2.2.4 PJA state:-</p> <p><i>Taking into consideration the limitations of the standalone modelling software.....</i></p> <p>They then completely fail to take into account <i>any</i> of the limitations. PJA merely reproduce the discredited ADC results at the junction, even supporting the completely inaccurate conclusion that the A4169 arm of the junction will experience queues of only <i>four</i> vehicles in the year 2036. Nobody consulted by MWTC believes that this forecast bears any resemblance to reality. And, yet PJA are happy to let this figure go forward in their assessment without any challenge.</p> <p>5. Paragraph 2.4 has the misleading title, <i>Ironbridge Power Station-Agreed Position</i>. Para 2.4.1 goes on to describe the two schemes submitted by the IPS developer, (with a complete absence of technical support or justification) as some form of mitigation at the Gaskell Corner.</p> <p>The Technical Note fails to remind the reader that SC Highways rejected both the schemes citing a total of <i>ten</i> reasons why they were unacceptable. Yet PJA appears to believe that they are an ‘agreed position’ with SC.</p> <p>In fact para 2.4.2 quotes ADC, correctly pointing out that the schemes would not provide:-</p> <p><i>....material headroom to cater for regional growth in the long-term, and therefore a more comprehensive improvement strategy could be considered for improving traffic conditions in Much Wenlock.</i></p> <p>In other words, as SC has already identified, the schemes do not work; so why has PJA described them as part of an ‘Agreed Position’ with SC?</p> <p>The final para in this section. 2.4.3 claims that the IPS developer and SC agreed that a s106 contribution would be provided,</p> <p><i>...equivalent to the cost of implementing the identified highway works at the Gaskell Arms junction, at a value of £350,000.</i></p> <p>This is completely wrong; the original IPS contribution was for £250,000. £50,000 of which was to be spent on a Transport Feasibility study for the Gaskell Corner junction. Only after strong technical objections were raised by MWTC was this sum increased to £350,000.</p> <p>6. Much Wenlock Town Council does not object to the methodology used to estimate the trips that will be generated by and attracted to the Tasley development during the peak periods. It is noted that the morning peak period will route an additional 74 movements through the Gaskell Corner junction plus 80 in the evening peak; and 58 during the Saturday peak. <i>(It is also noted that these flows are similar to, or greater than those predicted to use this junction from the IPS development.)</i> Unfortunately, rather than accepting their responsibility to address the impact of these trips properly, PJA resort to using the meaningless argument that this merely adds the equivalent of only one trip per minute to the junction at peak times. MWTC considers this to be a spurious argument and one that is designed to mislead over the true impact of development traffic.</p>
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	<p>7. In para 3.1.10 PJA argue that the Construction Management Plan (CMP) will ensure that:-</p> <p><i>....construction traffic does not have a detrimental impact on the local highway network and local communities.</i></p> <p>They do not describe <i>how</i> the CMP will achieve this; are they suggesting that <i>no construction traffic</i> will route via Much Wenlock? PJA need to provide more technical reassurance that they can actually achieve it, before they claim:-</p> <p><i>.....it is not considered that HGV traffic generated by the proposed development would exacerbate existing issues at the Gaskell Arms junction,</i></p> <p>8. In para 3.2.1 PJA claim:-</p> <p><i>It is not considered that there would be any material benefit in modelling the impact of the proposed development due to the inability to accurately model the junction.....</i></p> <p>Whilst MWTC is pleased to note that the inadequacies and inaccuracies of the IPS traffic modelling are acknowledged, we also note that PJA are quite happy to rely on the outputs of the inaccurate models in their own assessment.</p> <p>They then claim, in para 3.2.3 that their development traffic would not considerably increase existing levels of queuing and delay at the junction. Firstly, this claim is based on their Table 2, which provides traffic flows for the year 2036 + IPS, not 'existing' flows. And if they do actually mean year 2036 they need only to examine the outputs from the discredited PICADY program to realise that the IPS traffic had a very significant impact on delays (hence the s106 contribution). And if the Tasley traffic is added <i>on top of that</i> then this would in fact <i>considerably increase levels of queuing and delay</i> at the junction. It is disappointing that PJA do not feel the need to even attempt to model the impact of their traffic at the Gaskell Corner junction.</p> <p>9. This lack of proper assessment of the Gaskell Corner junction contradicts PJA's own Transport Assessment. In their chapter 6 at para 6.2.1 they state:-</p> <p><i>A threshold of 50 two-way development trips per hour during the network weekday peak periods has been agreed with SC as acceptable criteria to determine the scope for assessment.</i></p> <p>Using this '<i>acceptable criteria</i>' there is no justification for PJA to fail to properly and fully assess the impact of the Tasley development traffic on the Gaskell Corner junction. Relying on the inaccurate work of other consultants is not acceptable. PJA are happy to use modelling tools such as ARCADY and PICADY in the assessment of other junctions; therefore they should also find and use the appropriate modelling tool to examine the Gaskell Corner.</p> <p>10. In summary the PJA Technical Note provides us with no answers to the Gaskell Corner issue. It does, however, provide new information by confirming the amount of new traffic from the Tasley development that will use the junction.</p> <p>11. Much Wenlock Town Council notes that the traffic from the Tasley development using the Gaskell Corner junction is <i>greater</i> than that predicted to come from the Ironbridge Power Station redevelopment.</p> <p>12. Much Wenlock Town Council would remind Shropshire Council that the latter has made a commitment, both verbal and in writing, (see MWTC original Tasley objection) that appropriate contributions from developers at Tasley will be sought to enable improvements to be carried out at the Gaskell Corner junction in Much Wenlock.</p>
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b. Members considered a response to the following planning applications:

22/01782/FUL Woodhouse Field Cottage, Bourton, Much Wenlock	Erection of a new steel portal frame agricultural storage building to provide fodder and machinery storage together with undercover lambing accommodation. <b>It was RESOLVED no objection.</b>
22/01943/FUL 40 Barrow Street, Much Wenlock	Erection of part single storey part two storey extension to rear elevation and sub-division of building to form two properties. <b>It was RESOLVED no objection to the application for the property, but Councillors were concerned about the impact of the creation of an additional dwelling on parking in Barrow Street and asked for this to be considered.</b>
22/02017/FUL Hazelwood, Homer, Much Wenlock	Erection of garden outbuilding to provide garaging and garden workshop/store. <b>It was RESOLVED no objection.</b>
22/02140/TPO 15 High Street, Much Wenlock	Removal and replacement of 1 no. Weeping Willow (T1) protected by the Bridgnorth District Council (15 High Street, Much Wenlock) TPO 2008 (Ref. BR/TPO/157). <b>It was RESOLVED to make the following representation: Councillors were concerned about the loss of a mature tree in the centre of the town but were mindful of the problems caused by the tree roots in damaging drains and the potential future risks. Should the application be approved, Councillors would wish to see a replacement tree of a more suitable species to provide environmental and amenity benefits.</b>
22/02234/TCA 27 Sheinton Street, Much Wenlock	Removal of 2no. conifers (T1 and T2) leaving trunks of approx. 2ft high and crown reduction of 50% of 1no. Ash within Much Wenlock Conservation Area. <b>It was RESOLVED no objection.</b>
22/02284/FUL Proposed Dwelling to the East Of 25, Homer, Much Wenlock	Erection of a dwellinghouse following demolition of existing buildings (resubmission). <b>It was RESOLVED to object to the application. The development would be contrary to the provisions of the Much Wenlock Neighbourhood Development Plan and the Shropshire Site Allocations and Management of Development Plan.</b>

Councillor Tyler left the meeting.

### 11. Planning Decisions

**It was RESOLVED to note the following planning decisions:**

22/01456/FUL The Oaks, Callaughton, Much Wenlock	Erection of single storey double garage to side of existing residential property Decision: <b>Grant Permission</b>
21/05911/FUL Site Of Burnetts, Callaughton, Much Wenlock	Renovation and reinstatement of dwelling to include single storey rear extension Decision: <b>Grant Permission</b>

### 12. Levelling Up and Regeneration Bill

Members noted information regarding the Government's Levelling Up and Regeneration Bill. **It was RESOLVED that Councillors should sign up individually for alerts on the progress of the Bill, if desired.**

### 13. Housing for Older Residents in Much Wenlock

Members considered proposals presented by a member of the public at the meeting held on 3<sup>rd</sup> May regarding housing for older residents in Much Wenlock. It was noted that the Town Council could not provide housing and had no land of its own for development. The Council could identify policies to support the provision of housing for assisted living when the Much Wenlock Neighbourhood Development Plan was reviewed.

It was noted that Shropshire Council was currently undertaking a county-wide housing needs survey which should identify housing need in Much Wenlock. The Town Council would review the outcome as an evidence base and seek to work to meet any identified needs arising.

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**14. Flooding issues**

- a. There was nothing to report from the Flood Group.
- b. There was nothing to report from the Strategic Flood Working Group. It was noted that the Much Wenlock Place Plan identified stakeholders with regard to flooding and that the Place Plan could be a useful tool to hold Shropshire Council to account.
- c. It was noted that Shropshire Council's Drainage and Flood Risk Manager had now been in touch to arrange a meeting with WSP, the Environment Agency and the Town Council. A date was awaited. Concerns about potential flooding from Shadwell Quarry could also be raised at that meeting.
- d. Members noted the response from Shropshire Council, dated 9<sup>th</sup> May 2022, to the enquiry from Philip Dunne MP regarding drainage maintenance in Much Wenlock.
- e. There were no other flooding matters.

**15. Much Wenlock Community Flood Information, Prevention and Action Plan**

Members reviewed the Much Wenlock Community Flood Information, Prevention and Action Plan, with particular reference to the roles and responsibilities outlined. It was noted that there was no defined role for the Town Council but the decision to set up a Flood Information Centre could be taken by the Mayor, Clerk, etc.

**It was RESOLVED to arrange a meeting between the Strategic Flood Group and Flood Action Group to discuss and identify individuals to fill the roles required in the Flood Plan.**

**16. Transport Working Group**

- a. Members noted a report from the Transport Working Group. It was reported that traffic counts had been undertaken on the A458 beyond the Callaughton turning towards Bridgnorth and, previously, on the B4376 Barrow Street. It was noted that a further count would be undertaken on the A4169, Farley Road.  
**It was RESOLVED to approve expenditure of £120 for a PICADY analysis of the data by The Hurlstone Partnership.**
- b. There was no update on proposals for the pedestrian crossing on the A458, potential CIL funding and an application to the PCC's Community Fund – Safer Roads.

**17. Restoring Passenger Services on the Railway Line between Oswestry and Gobowen**

Members considered correspondence from Stantec regarding the preparation of a Strategic Outline Business Case to determine the feasibility and benefits of reopening the railway line between Oswestry and Gobowen.

**It was RESOLVED to support the initiative.**

**18. Strategic Plan**

It was noted that Members should begin to consider priorities for inclusion in the Town Council's Strategic Plan for consideration at the next meeting.

**19. Climate Change and Ecological/Nature Emergencies\***

It was noted that Councillor Toon was arranging meetings with local environmental groups.

**20. Consultation\***

Members considered a woodland management plan for Corve Farm Woodland – Woodhouse Fields Plantation. Having declared a pecuniary interest in this matter, Councillor Benbow withdrew from the discussion.

**It was RESOLVED no objection to the proposals.**

**21. Street Lighting\***

Members noted the response received from Shropshire Council's Street Lighting team to the Town Council's comments on street lighting in the Conservation Area.

**22. Street naming \*****23. Footpath/Bridleway Creation Orders\*****24. Road closures\***

Members noted the following road closures:

- a. Location: 16 Barrow Street, Much Wenlock
- Date/Time: Monday, 25<sup>th</sup> July 2022, 09:30 – 15:30
- Agency: Balfour Beatty
- Purpose: Carriageway repair

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- b. Location: High Street, Much Wenlock  
 Date/Time: Sunday, 10<sup>th</sup> July, 08.00 – 17.00  
 Agency: Severn Trent Water  
 Purpose: New connection

**It was RESOLVED to suspend Standing Orders to allow the meeting to continue past 9pm.**

**25. Highways matters \***

- a. No update had been received from Shropshire Council on
- repairs to Victoria Road
  - lorries mounting the pavement at the corner of Queen Street and Back Lane
  - a contact person for a member of the public to discuss on-street parking permits
  - maintenance of grass verges in relation to the Restoring Shropshire's Verges Project
  - planting of trees along Bridgnorth Road verge

It was noted that Shropshire Councillor Daniel Thomas was following up these matters on behalf of the Town Council.

- b. Members noted that no response had been received from Councillor Lezley Picton to the Town Council's request for a meeting to discuss how to improve communication between Shropshire Council and the Town Council, sent on 11<sup>th</sup> May, however, Shropshire Councillor Daniel Thomas would be holding discussions with Councillor Picton.
- c. There were no other highways matters.

**26. Tree Preservation Orders (TPOs)\***

**27. Stopping Up Orders\***

**28. Speed Limit Orders\***

**29. Prohibition Orders\***

**30. Date of next meeting**

It was **NOTED** that the date of the next meeting would be Tuesday, 5<sup>th</sup> July 2022 at 7pm at the Guildhall, Much Wenlock.

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**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 RESOLVED that the public and press should not be present.**

**31. Planning Enforcement**

Members noted planning enforcement matters 22/08783/ENF and 22/08834/ENF.

The meeting closed at 9.23 pm.

Signed.....(Chairman)

Date.....

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# MUCH WENLOCK TOWN COUNCIL

Minutes of a **Planning & Environment Committee meeting**  
held at 7.00 pm on Tuesday, 5<sup>th</sup> July 2022 at the Guildhall, Much Wenlock

**Present:** Councillors William Benbow, David Fenwick, Wilfred Grainger, Daniel Thomas, Christian Toon, Chris Tyler and Linda West

**In attendance:** Trudi Barrett – Town Clerk

## 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

There were no members of the public present.

## 5. Election of Deputy Chair

Following the resignation of Mike Grace, it was **RESOLVED to elect Councillor William Benbow as Deputy Chairman of the Committee.**

## 6. Minutes

It was **RESOLVED that the minutes of the Planning & Environment Committee meeting held on 7<sup>th</sup> June 2022 be APPROVED and signed as a true record.**

## 7. Planning Applications

a. Members considered a response to the following planning applications:

22/02298/FUL Havelock Cottage, 3 Shrewsbury Road, Much Wenlock	Erection of garden room/office/store. <b>It was RESOLVED no objection.</b>
22/02745/TCA The Bank House, 13-14 Bourton, Much Wenlock	Fell 1no Sycamore (T1), 2no Ash (T2&T3), 3no Leylandii (T5,T6&T7) and 1no Goat Willow (T8) & reduce to 2m above ground level 1no Mixed Hedge (H1) and to 1.5m above ground level 1no Hawthorn Hedge (H2) within Bourton Conservation Area. <b>It was RESOLVED no objection.</b>
22/02729/VAR Cherry Tree House, 1 Back Lane, Much Wenlock	Variation of condition no. 2 (approved drawings) attached to planning permission ref 20/00204/FUL for design changes to approved dwelling. <b>It was RESOLVED to object to the variation and the proposed increase in size of the balcony with concerns about scale and the impact on neighbouring properties.</b>
22/02882/FUL 9 Homer, Much Wenlock	Erection of new oak porch and single storey oak extension following demolition of existing entrance lobby and utility; internal alterations. <b>It was RESOLVED no objection.</b>

b. Members noted the following applications, which had been forwarded to the Town Council for information only:

22/02739/AGR Lilve, Bourton Road, Much Wenlock	Proposed Agricultural building of steel portal frame construction to be used as a machinery store.
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22/02939/CPL 17 Swan Meadow, Much Wenlock	Lawful development certificate for proposed replacement fence in revised position.
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## 8. Planning Decisions

It was **RESOLVED** to note the following planning decisions:

22/02017/FUL Hazelwood, Homer, Much Wenlock	Erection of garden outbuilding to provide garaging and garden workshop/store. <b>Decision: Grant permission</b>
21/05552/FUL Land at Yew Tree Cottage, 6 Stretton Westwood, Much Wenlock	Erection of timber framed visitor centre/meeting room with disabled toilet. <b>Decision: Grant permission</b>
22/01943/FUL 40 Barrow Street, Much Wenlock	Erection of part single storey part two storey extension to rear elevation and sub-division of building to form two properties. <b>Decision: Grant permission</b>
22/02140/TPO 15 High Street, Much Wenlock	Removal and replacement of 1 no. Weeping Willow (T1) protected by the Bridgnorth District Council (15 High Street, Much Wenlock) TPO 2008 (Ref. BR/TPO/157). <b>Decision: Refuse</b>
22/00942/FUL Cuan Wildlife Rescue, Wildlife Rescue Centre, The Signals, Stretton Road, Much Wenlock	Erection of building for a wildlife rescue charity with residential first floor flat above. <b>Decision: Withdrawn</b>
22/01675/FUL and 22/01676/LBC 24 Barrow Street, Much Wenlock	Conversion and extension to outbuilding to form one self-contained residential unit and office (for domestic use) ancillary to the main dwelling and associated works affecting a Grade II listed building. <b>Decision: Granted</b>
22/02234/TCA 27 Sheinton Street, Much Wenlock	Removal of 2no. conifers (T1 and T2) leaving trunks of approx 2ft high and crown reduction of 50% of 1no. Ash within Much Wenlock Conservation Area. <b>Decision: No objection</b>
22/01601/LBC 31 High Street, Much Wenlock	Listed Building Consent application for the partial demolition of, and essential repairs to rear range and curtilage listed outbuildings <b>Decision: Grant Permission</b>

## 9. Work to Trees or Removal of Trees on Shropshire Council Land

Members noted information regarding work to trees or the removal of trees on Shropshire Council land.

## 10. Draft Shropshire Local Plan Review 2016 - 2038

It was noted that Stage 1 of the hearings had begun earlier in the day with consideration of Matter 1. Thanks were expressed to David Turner, who had represented the Town Council's position, in place of Mike Grace. The following day Matter 2 would be considered, with the Town Council represented by Cllr Benbow and Howard Horsley, with other matters continuing over two weeks.

It was noted that the hearings enabled the Inspectors to ask questions of those represented and of Shropshire Council but that this was in addition to, and not instead of, consideration of written submissions. It was not essential to appear in person.

## 11. Flooding issues

- There was no written update from the Flood Group and no member present. Councillors noted the Much Wenlock Flood Action Group newsletter May 2022.
- It was noted that Cllr Benbow, on behalf of the Strategic Flood Working Group, was arranging a meeting with members of the Flood Group to review the Much Wenlock Community Flood Information, Prevention and Action Plan and responsibilities identified in the Plan. Concerns were expressed about the role identified for the Town Council.  
It was noted that a copy of the updated contact list had been received from the Flood Group and the copies of the Action Plan in the Council office, library and on the Council website had been updated.

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- c. Members of the Strategic Flood Group would progress the matter of identifying individuals to fill the roles required in the Much Wenlock Community Flood Information, Prevention and Action Plan and possibly develop a short action plan.
- d. Shropshire Council's Drainage and Flood Risk Manager had been in touch to suggested dates from the Council for the meeting with himself, WSP and the Environment Agency regarding flooding matters affecting Much Wenlock. Specifically, Councillors wished to press for action and discuss:
  - The Strategic Plan for flood alleviation for Much Wenlock and the surrounding area – what is it and how it is progressing?
  - Concerns about flood risk in specific areas of the town and how these will be addressed, e.g. Hunters Gate, High Street
  - Concerns about the flood risk from Shadwell Quarry, current and risk associated with further development
 Councillors noted remarks in the Much Wenlock Place Plan regarding flood alleviation for Hunters Gate.
- e. There were no other flooding issues arising.

## 12. Transport Working Group

- a. Members of the Transport Working Group reported little activity. The '20s Plenty' initiative would be considered at the full Council meeting on 7<sup>th</sup> July. The PICADY analysis results of traffic flow were awaited.
- b. There was no update on proposals for the pedestrian crossing on the A458, potential CIL funding and an application to the PCC's Community Fund – Safer Roads. Members considered the difficulty of progressing matters with Shropshire Council and the benefits of prioritising particular concerns to push forward.

## 13. Strategic Plan

Members gave initial consideration to priorities for inclusion in the Town Council's Strategic Plan and suggested the following:

- Gaskell Corner Improvements – feasibility study
- Strategic Flood Plan
- Road Safety – A458 crossing, 20s Plenty, Victoria Road crossing
- Neighbourhood Plan – depending on Local Plan outcome

Members noted that priorities would include those that the Town Council could move forward with independently or in partnership, as well as those the Council could influence and lobby for. It was agreed to review priorities again at the next meeting.

## 14. Climate Change and Ecological/Nature Emergencies\*

Councillor Toon reported that he had spoken to several local environmental groups and found that they tended to be working independently, rather than collaboratively. He felt that Surfers against Sewage (plastic free campaign) had the most adaptable platform for others to support.

With regard to the Town Council, devising some environmental principles, such as sustainable procurement and use, would be key, as well as supporting and influencing local action.

Members noted an approach from Broseley Town Council about joint working on climate change and related matters. Councillor Toon agreed to discuss this informally with Broseley Councillors, prior to consideration of the approach at the September full Council meeting.

## 15. Consultation\*

## 16. Street Lighting\*

## 17. Street naming \*

## 18. Footpath/Bridleway Creation Orders\*

In connection with the recent diversion of footpaths 52 and 177, Councillor Benbow advised that he had gathered information and Statements of Truth from local residents regarding the currently inaccessible stretch of footpath around Atterley. Councillors Benbow and Tyler would pursue the matter informally with the relevant landowner.

## 19. Road closures\*

Members noted the following road closures:

- a. Location: B4376, Barrow Street, end Forester Avenue junction to Marsh Gates Junction
- Date/Time: 11<sup>th</sup> to 14<sup>th</sup> July, 9.30am – 4pm
- Agency: Kier
- Purpose: Road improvements

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- b. Location: Vineyard Road to Farley Road A4169 Homer – Much Wenlock
- Date/Time: 27<sup>th</sup> October 2022, all the time
- Agency: Openreach
- Purpose: Remedial works

**20. Highways matters \***

- a. Members considered outstanding highways matters awaiting a response from Shropshire Council:
  - repairs to Victoria Road – there was still no date for the work. Shropshire Councillor Thomas undertook to pursue this matter.
  - lorries mounting the pavement at the corner of Queen Street and Back Lane – the Clerk was asked to continue to pursue this occasionally. Councillors considered that the Town Council had done as much as it could in following up this matter.
  - a contact person for a member of the public to discuss on-street parking permits – Shropshire Councillor Thomas had resolved this issue.
  - maintenance of grass verges in relation to the Restoring Shropshire’s Verges Project – no progress.
  - planting of trees along Bridgnorth Road verge – support had been requested from the Tree Officer at Shropshire Council but there had still been no response from Highways. Shropshire Councillor Thomas would try to identify a contact in Highways at Shropshire Council to take this forward.
  - parking proposals for the town – it was understood that WSP needed to update the map before progress could be made. Councillor Thomas undertook to check progress.

**It was RESOLVED to suspend Standing Orders to allow the meeting to continue past 9pm.**

- b. Members noted that no response had been received from Councillor Lezley Picton to the Town Council’s request for a meeting to discuss how to improve communication between Shropshire Council and the Town Council, sent on 11<sup>th</sup> May. Shropshire Councillor Thomas advised that it would be more appropriate to contact the Chief Executive at Shropshire Council, Andy Begley, as he was responsible for officers and operational matters.

**It was RESOLVED to pursue outstanding matters with Shropshire Council once more and then include an item on the agenda of the September full Council meeting to consider writing to Andy Begley with the Council’s concerns.**

- c. There were no other highways matters.

**21. Tree Preservation Orders (TPOs)\***

**22. Stopping Up Orders\***

**23. Speed Limit Orders\***

**24. Prohibition Orders\***

**25. Date of next meeting**

It was **NOTED** that the date of the next meeting would be Tuesday, 2<sup>nd</sup> August 2022 at 7pm at the Guildhall, Much Wenlock.

**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 RESOLVED that the public and press should not be present.**

**26. Planning Enforcement**

Members noted planning enforcement matter 22/08834/ENF and an update on the situation regarding Farley Quarry.

The meeting closed at 9.15 pm.

Signed.....(Chairman)

Date.....

# MUCH WENLOCK TOWN COUNCIL

Minutes of a  
**FINANCE & ASSET MANAGEMENT COMMITTEE**  
 meeting held at the Guildhall, Much Wenlock  
 at 7.00 pm on Thursday, 22<sup>nd</sup> March 2022

**Present:**

Clrs. David Fenwick, Wilf Grainger, John O'Dowd, Daniel Thomas, Duncan White.

**In attendance:**

Trudi Barrett – Town Clerk, Diane Barlow –Responsible Financial Officer (RFO), Cllr William Benbow.

**1) Apologies**

It was **RESOLVED** to approve the following apology: **Councillor Marcus Themans – unwell**

**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) Minutes**

It was **RESOLVED** that the minutes of the meeting of the Finance and Asset Management Committee meeting held on 20<sup>th</sup> January 2022 be **APPROVED** and signed as a true record.

**5) Town Clerk's report**

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

It was **PROPOSED, SECONDED and AGREED** that the Town Clerk's report be **NOTED**.

**6) Finance**

- a. The RFO presented a written and verbal report. She advised that items to be financed by the Welcome Back Fund had been ordered and the planter was already in place. The payment of £5,776.68 had been received from Shropshire Council on 1<sup>st</sup> March. The RFO was preparing for the financial year-end and the closedown would be undertaken remotely by Rialtas on 5<sup>th</sup> May. The end of year internal audit was scheduled for 10<sup>th</sup> May. Income to 28<sup>th</sup> February was £272,574, 12.37% above budget for the time of year. Expenditure for the same period was £221,414, 15.1% below budget for the time of year. Large invoices from Shropshire Council for the library and RMW for the Christmas lights removal had now been received and paid. The RFO was forecasting a small underspend for the 21/22 financial year as a whole. Members **NOTED** the report.
- b. Members **NOTED** the balance sheet as at 28<sup>th</sup> February 2022.
- c. Members **NOTED** the income and expenditure to 28<sup>th</sup> February.
- d. Members reviewed the bank reconciliations to 28<sup>th</sup> February 2022. It was **RESOLVED** to approve the bank reconciliations to 28<sup>th</sup> February 2022.
- e. It was **RESOLVED** to approve payments from 21<sup>st</sup> January 2022 to date.

**7) Interim Internal Audit Report**

Councillors reviewed the report from the interim internal audit carried out on 18<sup>th</sup> January 2022. It was noted that the reinstatement value insured for the Memorial Hall had been increased as specified by the internal auditor. There had been no additional charge from the insurer for this increase. It was **RESOLVED** to note the interim internal audit report and action taken and to refer the report to full Council for approval.

**8) Reserves and Virements**

Councillors considered virements between budget headings as recommended by the RFO.

It was **RESOLVED** to approve the virements between budget headings within the financial year 2021/22 as recommended by the RFO in her report.

Councillors reviewed the Council's earmarked reserves and considered recommendations by the RFO.

**It was RESOLVED to approve the transfers to reserves recommended by the RFO in her report.**

#### 9) Financial Risk and Health & Safety Evaluation

Members reviewed and **RESOLVED to approve the updated internal Financial Risk and Health & Safety Evaluation.**

#### 10) Asset Register

Members reviewed and **RESOLVED to approve the asset register as at 31<sup>st</sup> March 2022.**

#### 11) Cemetery Fees

Members reviewed current cemetery fees and considered amendments to the fees for 2022/23. It was proposed that non-residents of the parish should be charged double the fees for residents for all interment costs. **It was RESOLVED to approve the Cemetery fees proposed by the Town Clerk and RFO with effect from 1<sup>st</sup> April 2022.**

#### 12) Analysis of Residents' Survey Forms

Members considered arrangements for the analysis of the paper versions of the residents' survey forms. It was noted that the electronic forms had already been analysed. **It was RESOLVED to arrange for the Administrative Assistant to undertake the analysis of the paper survey forms as paid overtime.**

**It was RESOLVED to approve an amount of £250, to be taken from the contingency budget, for any other expenses associated with preparations for the Examination in Public of the Draft Local Plan. Any expenditure was to be agreed with the Mayor and RFO prior to being incurred.**

#### 13) Guildhall Cupola and Window Repairs

Members noted that the work on the cupola was scheduled to finish during the current week.

#### 14) New Strategy for Shropshire Council Libraries

Members considered information regarding the new strategy for Shropshire Council Libraries. It was noted that this was expected to have little impact on Much Wenlock Library.

#### 15) Welcome to Shropshire Kingfisher Visitor Guide

Members considered advertising to promote Much Wenlock in the Shropshire Kingfisher Visitor Guide, combined hard copy and online versions. **It was RESOLVED to commission a half-page advertisement and to approach the publisher with a budget of £250.**

#### 16) Mayor's Evensong

Members noted that a Mayor's Evensong had been arranged at Holy Trinity Church for Sunday, 1<sup>st</sup> May. **It was RESOLVED to allocate a budget of £300 for the event.**

#### 17) Date of next meeting

It was noted that the next meeting of the Finance & Asset Management Committee would be held on Tuesday, 24<sup>th</sup> May 2022 at 7.00pm at the Guildhall.

#### **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.**

#### 18) Future Use of 10 High Street

Members noted that a proposal for the future use of 10 High Street had been withdrawn.

#### 19) Structural Engineer's Report for Guildhall

- a. Members considered the structural engineer's report on the support beam at the rear of the Guildhall and noted recommendations for work required to the beam and yew hedge.
- b. **It was RESOLVED that the Clerk should make arrangements for the work with an appropriate contractor within a budget of £5,303.**
- c. **It was RESOLVED to reduce the height of the yew hedge at the rear of the Guildhall to the level of the lead ledge for the length of the building, removing the sections of hedge above the ground floor windows completely and leaving columns of hedge, within a budget of £300.**

**20) Property Working Group**

Members considered a report from the Property Working Group. The situation with regard to the tenancy of 2 Burgage Way and preparations for sale were noted.

**21) Electrical Report for 10 High Street**

Members considered proposals for electrical work to 10 High Street. **It was RESOLVED to approve the quotation provided by DLM Electrical Contractors in the amount of £1,620 + VAT.**

**It was RESOLVED to suspend standing orders to allow the meeting to continue past 9pm.**

**22) Interim Visit Report for 2 Burgage Way**

Members considered the interim visit report for 2 Burgage Way, dated 28<sup>th</sup> January 2022. Members noted that a repair had already been commissioned to the French door. **It was RESOLVED to arrange a repair to the velux window in the living room but to undertake no work to the brickwork along the entrance path for the time being.**

**23) Guildhall Fire Alarm**

Members considered information regarding the Guildhall fire alarm. **It was RESOLVED to commission RMW Electrical Services to undertake remedial works required to the alarm system and emergency lighting at a cost of £288.04 +VAT . It was RESOLVED to seek quotations for a new digital alarm system.**

**24) Legionella Risk Assessment**

Members considered the need for a legionella risk assessment for the Guildhall and quotations to hand. **It was RESOLVED to accept the quotation from Clira Water Hygiene in the amount of £180 + VAT for a legionella risk assessment of the Guildhall.**

**25) Cemetery Grounds Maintenance**

**It was RESOLVED to approve an increase in the cost of cemetery grounds maintenance in the amount of £40 per month due to the increase in fuel costs.**

**26) Christmas Lighting**

Members considered a proposal regarding a donation towards Christmas lighting in the town and provision of the Christmas tree at the end of Sheinton Street for the festive season.

**It was RESOLVED that the Town Council accept with thanks a donation of around £1,000 from the Much Wenlock Christmas Lights Fund towards the town's festive lights display and take on responsibility for the ongoing provision, installation and dressing of the Christmas tree located at the corner of Sheinton Street, making use of lights to be provided with the donation.**

**27. HR Support Service**

Members noted that the Council's current contract for HR support and employment law advice was due to expire on 26<sup>th</sup> April 2022 and considered quotations for the future provision of HR support.

**It was RESOLVED to accept the proposal from Telford & Wrekin HR and to take out a three-year contract for HR advisory services, at a year one cost of £1,600 + VAT.**

The meeting closed at 9.25 pm

Signed.....  
Chairman

Date.....

01/22

# MUCH WENLOCK TOWN COUNCIL

Minutes of a  
**FINANCE & ASSET MANAGEMENT COMMITTEE**  
meeting held at the Guildhall, Much Wenlock  
at 7.00 pm on Tuesday, 24<sup>th</sup> May 2022

**Present:**

Cllrs. David Fenwick, John O'Dowd, Linda West, Duncan White.

**In attendance:**

Trudi Barrett – Town Clerk, Diane Barlow –Responsible Financial Officer (RFO)

**1. Election of Chairman**

It was **RESOLVED** to elect Councillor Duncan White as Chairman of the committee.

**2. Election of Deputy Chairman**

It was **RESOLVED** to elect Councillor Marcus Themans as Deputy Chairman of the committee.

**3. Apologies**

It was **RESOLVED** to approve the following apologies: Councillor Marcus Themans – unwell, Councillor Chris Tyler – family engagement.

**4. 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.

**5. Dispensations**

None requested.

**6. Minutes**

It was **RESOLVED** that the minutes of the meeting of the Finance and Asset Management Committee meeting held on 22<sup>nd</sup> March 2022 be **APPROVED** and signed as a true record.

**7. Town Clerk's report**

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

It was **RESOLVED** that the Town Clerk's report be **NOTED**.

**8. Finance**

- a. The RFO presented a written and verbal report. The 2021/22 year-end was completed by Rialtas on 5<sup>th</sup> May and this was followed up by the final internal audit for the year.  
Income for 2021/22 was £282,467, which was 8.3% above budget for the year. Expenditure was £277,451, 6.4% above budget, resulting in an overall net income figure of £5,017 for the year. The Town Council's retained funds at the end of 2021/22 were £180,151, of which £104,853 was in earmarked reserves and £75,298 in general reserves.  
Members noted the report.
- b. Members noted the Neighbourhood Fund payment of £1,105.22 for 2021 had been paid to the Town Council.
- c. Members noted the balance sheet as at 30<sup>th</sup> April 2022.
- d. Members noted the income and expenditure to 30<sup>th</sup> April 2022.
- e. Members reviewed the bank reconciliations to 30<sup>th</sup> April 2022. It was **RESOLVED** to approve the bank reconciliations to 30<sup>th</sup> April 2022.
- f. Members noted that a donation of £997.50 has been received from The Much Wenlock Christmas Lights Fund. It was **RESOLVED** to transfer the amount of £997.50 into the Christmas Lights reserve.
- g. It was **RESOLVED** to retrospectively approve the cost of catering by Hammonds Catering Services for the Mayor Making in the amount of £1,095.50 and the summer floral arrangements by Rod and Viv Hall in the amount of £1,206.00.
- h. It was **RESOLVED** to approve payments from 23<sup>rd</sup> March 2022 to date.

## 9. Internal Audit Report

Councillors reviewed the report from the final internal audit for the financial year 2021/22 carried out on 10<sup>th</sup> May 2022 by DM Payroll Services. There were no issues arising. **It was RESOLVED to note the interim internal audit report and to refer the report to full Council for approval.**

## 10. Strategic Plan

It was noted that Members should begin to consider priorities for inclusion in the Town Council's Strategic Plan for consideration at the next meeting. Suggestions from the committee should cover the Council's assets and be defined as short, medium or long-term plans. It was agreed that members of the committee would hold an informal meeting to discuss ideas.

## 11. Guildhall Cupola and Window Repairs

- a. Members noted that the renovation of the Guildhall cupola and window repair had been completed.
- b. Members noted that the order for the replacement of the support beam at the rear of the Guildhall had been placed with Croft Building & Conservation Ltd and that a date for the work was awaited.

## 12. Guildhall – Legionella Risk Assessment

Members were advised that a legionella risk assessment for the Guildhall had been carried out on 26<sup>th</sup> April and that the written report was awaited. This would be considered at the next meeting.

## 13. Leader Funding – Post Payment Monitoring

Members noted that the final LEADER funding Post Payment Monitoring Report Form for the Gaskell Recreation Ground path and access project had been completed and accepted.

## 14. Defibrillators for Posenhall and Shirlett

Members considered a request from Barrow Parish Council for a contribution towards the cost of providing defibrillators for Posenhall and Shirlett. **It was RESOLVED not to contribute to the cost of providing defibrillators for Posenhall and Shirlett as there was no budget and, in any case, the Council must prioritise Much Wenlock parish.**

## 15. Queen's Platinum Jubilee Celebrations

Members considered a contribution towards the projection of images onto the Church tower for the Queen's Jubilee celebrations. **It was RESOLVED to contribute £275 towards the total cost of £550 to provide the illuminations between 2<sup>nd</sup> and 5<sup>th</sup> June 2022.**

## 16. Date of next meeting

It was noted that the next meeting of the Finance & Asset Management Committee would be held on Tuesday, 26<sup>th</sup> July 2022 at 7.00pm at the Guildhall.

### **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.**

## 17. Contract for Automatic Air Fresheners for Queen Street Public Toilets and Corn Exchange

Members noted that the contract for automatic air fresheners for Queen Street Public Toilets and the Corn Exchange would expire in September. **It was RESOLVED not to renew the contract.**

## 18. 'Wenlock's Covid Chronicles'

Members noted sales to date of Wenlock's Covid Chronicles and considered arrangements for sale of the remaining stock. **It was RESOLVED to reduce the sale price to a special offer price of £5.00 per copy.**

## 19. Queen's Green Canopy Plaque

**It was RESOLVED to purchase a commemorative stainless steel plaque to place by the trees planted at the Cemetery as part of the Queen's Green Canopy at a cost of £30.50 from The Workshop, Aberfeldy.**

## 20. Cemetery Allotments

Members noted that the lease with the Much Wenlock Allotment Society for the Cemetery Allotments had expired at the end of March 2022. **It was RESOLVED to renew the lease for a further 4 years at a rental of £500 p.a.**

03/22

**21. Linden Lodge**

Members considered the Periodic Inspection Report for Linden Lodge dated 4<sup>th</sup> May 2022 and noted that necessary work was in hand.

**22. Hearing Loop in Guildhall**

Members noted that the hearing loop in the Council Chamber had been checked and was working properly. **It was RESOLVED to purchase a hearing induction tester at a cost of £71.00.** It was noted that ways to improve amplification in the Council Chamber were still under consideration.

**23. Yew Hedge at the rear of the Guildhall**

Members considered options for work to the yew hedge at the rear of the Guildhall. Further advice on management of the hedge had been taken from specialists. **It was RESOLVED to accept the recommendation and quotation from Joffrey Watson to cut back the yew hedge to its skeleton and remove the low sections of hedge completely at a cost of £300.**

**24. Renovation of the Guildhall**

Members of the Property Working Group had met and discussed proposals from three consultants for fund raising and project management for the renovation of the Guildhall. It was noted that some further clarification was required on fees. **It was RESOLVED to support the recommendation of the Property Working Group and to refer this to full Council for consideration.**

**25. 2 Burgage Way**

- a. Members noted that the current tenancy would finish on 31<sup>st</sup> May 2022 and that the property inspection would follow. Members considered proposals from estate agents and solicitors for sale of the property.  
**It was RESOLVED to market the property for sale with Nick Tart Estate Agents, subject to agreement on fees.**  
**It was RESOLVED to appoint Fodens Solicitors to undertake the legal work associated with the sale on the basis of a 999 year lease.**
- b. **It was RESOLVED to award the contract for replacement of the French doors to Michael Baugh at a cost of £610.**  
The Clerk was asked to obtain prices for repairs to the brickwork on the entrance path and other repairs as necessary.

**26. 10 High Street**

- a. Members were advised that the electrical work commissioned for 10 High Street had been completed. Members noted the electrical installation condition report and the fire detection and alarm system inspection report for the property. The reports confirmed that both systems were satisfactory
- b. Members considered the future use of 10 High Street. The Clerk was asked to check arrangements for management of the cashpoint machine.  
**It was RESOLVED to support the recommendation of the Property Working Group regarding the future use of the premises and to refer the recommendation to full Council for consideration.**

The meeting closed at 9.10 pm

Signed.....  
Chairman

Date.....

MONTH	MINUTE NUMBER	RESOLUTION	TASK COMPLETE	COMMENT
May 2021	22	Defer consideration of the Council's policies relating to data protection to a future meeting.	In progress	Privacy notice approved 12 <sup>th</sup> May. Other policies to follow.
July 2021	14	Finance & Asset Management Committee to consider the practicalities of flying the Union flag at the Guildhall.	In progress	Advice obtained from Holy Trinity Church team. New flag and rope to be purchased.
Sept 2021	10	Approve the Document Retention Policy, subject to the production of and agreement to operational guidelines.	Yes	On agenda for 8 <sup>th</sup> September
	15	Invite community activists to an introductory workshop in order to explore a Council and community-wide approach to climate change.	Pending	
Dec 2021	20a.iv	To check the Council's VAT position with regard to the Guildhall project.	Pending	Advice obtained from NALC – clarity on proposals for Guildhall needed to determine VAT implications.
May 2022	9	Include development of a strategic plan on the September agenda for progress check, with October as the target date for responses.	In progress	Progress check on agenda for 8 <sup>th</sup> September.
June 2022	13	Continue to check the EIP website for updates	Ongoing	
	21	Seek quotations for repairs to the interior of 10 High Street	In progress	
July 2022	8b	Request that poll cards be issued should a by-election be called.	Yes	
	13	Accept the offer from Mr Grace to speak at the Local Plan EIP on Matter 8 as an associate of the Town Council.	Yes	
	15	Support the 20's Plenty campaign in principle and invite a speaker to a forthcoming Council meeting.	Pending	

## Other activities

- Town Council website has been upgraded, although still requires some work
- Attendance at SALC online training course on 8<sup>th</sup> September on Managing Projects & Major Programmes of Work



## Much Wenlock Town Council

### DOCUMENT RETENTION POLICY

Approved 2<sup>nd</sup> September 2021

#### 1. Introduction

- 1.1 The Council accumulates a large amount of information and data during the course of its everyday activities. This includes data generated internally in addition to information obtained from individuals and external organisations. This information is recorded in various different types of document.
- 1.2 Records created and maintained by the Council are an important asset and as such measures need to be undertaken to safeguard this information. Properly managed records provide authentic and reliable evidence of the Council's transactions and are necessary to ensure it can demonstrate accountability.
- 1.3 Documents may be retained in either 'hard' paper form or in electronic forms. For the purpose of this policy, 'document' and 'record' refers to both hard copy and electronic records.
- 1.4 Documents must be retained for an adequate period of time. If documents are destroyed prematurely the Council and individual officers concerned could face prosecution for not complying with legislation and it could cause operational difficulties, reputational damage and difficulty in defending any claim brought against the Council.
- 1.5 In contrast to the above, the Council should not retain documents longer than is necessary. Timely disposal should be undertaken to ensure compliance with the General Data Protection Regulations so that personal information is not retained longer than necessary. This will also ensure the most efficient use of limited storage space.
- 1.6 **The Council strives to comply with the laws, rules and regulations by which it is governed and with recognised compliance practices. All Town Councillors and Council employees must comply with this policy, the Document Retention Schedule and any litigation hold communications. Failure to do so may subject the Council, its employees and representatives to civil and/or criminal liability.**

#### 2. Retention of Documents

- 2.1 Some records do not need to be kept and are routinely destroyed or disposed of in the course of business. This includes unimportant items such as circulars, catalogues, magazines, duplicate information, internal messages, etc.
- 2.2 Attached is an annex indicating the appropriate minimum retention periods for documents. Documents should be retained for audit, staff management, tax liabilities and the eventuality of legal disputes or proceedings.
- 2.3 The table below lists the limitation periods of time where legal claims may be brought under the Limitation Act 1980 (as amended). The 1980 Act provides that legal claims may not be commenced after a specified period:

Category	Limitation Period
Negligence (and other Torts)	6 years
Defamation	1 year
Contract	6 years
Leases	12 years
Sums recoverable by statute	6 years
Personal injury	3 years
To recover land	12 years
Rent	6 years
Breach of trust	None

Where the limitation periods above are longer than other periods specified in the attached annex, the documentation should be kept for the longer period specified.

### 3. Data Protection and Freedom of Information Considerations

3.1 The General Data Protection Regulations (GDPR) came into effect in May 2018 and set out the data protection principles for organisations.

3.2 Councils are responsible for ensuring that they comply with the principles of the GDPR, namely:

- Personal data is processed fairly and lawfully and in a transparent manner in relation to individuals
- Personal data shall only be obtained for specific, legitimate purposes and processed in a compatible manner
- Personal data shall be adequate, relevant, but not excessive
- Personal data shall be accurate and up to date
- Personal data shall not be kept for longer than is necessary
- Personal data shall be processed in accordance with the rights of the data subject
- Personal data shall be kept secure.

3.3 Personal data is defined in the GDPR as: “any information relating to an identified or identifiable natural person (‘data subject’); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person”

3.2 There is an exemption for information about identifiable living individuals that is held for research, statistical or historical purposes to be held indefinitely provided that the specific requirements are met.

### 4. Use of this Policy

4.1 The policy will apply to all the Council’s records, regardless of how they are stored, i.e. digital or hard copy.

4.2 The policy will be publicised to staff and made available on the Town Council’s website.

4.3 The policy will operate in conjunction with the Council’s policies on Data Protection (Privacy Policy) and Freedom of Information.

### 5. Review of Document Retention

5.1 It is planned to review, update and, where appropriate, amend this document on a regular basis and at least every three years (in accordance with Lord Chancellor’s Code of Practice on the Management of Records issued under Section 46 of the Freedom of Information Act 2000).

**For review 8<sup>th</sup> September 2022 – changes shown in red**

**Much Wenlock Town Council  
Document Retention **Schedule****

<b>DOCUMENT</b>	<b>MINIMUM RETENTION PERIOD</b>	<b>REASON</b>	<b>DISPOSAL MECHANISM</b>
Minutes	Indefinite	Archive	Original signed paper copies of Council minutes of meetings must be kept indefinitely in safe storage. At regular intervals of not more than 5 years they must be archived and deposited with the Principal Authority
Agendas	5 years	Management	Recycle
<b>Audit</b>			
Scales of fees and charges	6 years + current	Management	Recycle
Receipt and payment accounts	Indefinite	Archive	N/A
Receipt books of all kinds	6 years + current	VAT	Shred using Council shredder, then recycle
Bank statements including deposit/savings accounts	Last completed audit year	Audit	Shred, then recycle
Investments	Indefinite	Audit, management	N/A
Bank paying-in books	Last completed audit year	Audit	Shred using Council shredder, then recycle
Cheque book stubs	Last completed audit year	Audit	Shred using Council shredder, then recycle

<b>DOCUMENT</b>	<b>MINIMUM RETENTION PERIOD</b>	<b>REASON</b>	<b>DISPOSAL MECHANISM</b>
Quotations and tenders	6 years + current	Limitation Act 1980 (as amended)	Shred using Council shredder, then recycle
Paid invoices	6 years + current	VAT	Shred using Council shredder, then recycle
Paid cheques	6 years + current	Limitation Act 1980 (as amended)	Shred using Council shredder, then recycle
VAT records	6 years + current year generally but 20 years for VAT on rents	VAT	Shred using Council shredder, then recycle
Petty cash	6 years + current year	Tax, VAT, Limitation Act 1980 (as amended)	Shred using Council shredder, then recycle
<b>Personnel</b>			
Timesheets	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)	Shred using Council shredder, then recycle
Recruitment documents	6 months	Management	Shred using Council shredder, then recycle
Personnel records	3 years after employee leaves	Limitation Act 1980 (as amended) After an employment relationship has ended, a council may need to retain and access staff records for former staff for the purpose of giving references, payment of tax, national insurance contributions and pensions, and in respect of any related legal claims made against the council	Shred using Council shredder, then recycle
Wages records	6 years	Audit	Shred using Council shredder, then recycle
Pension records	12 years	Superannuation	Shred using Council shredder, then recycle
Disciplinary / grievance matters	Review 6 years after last action	Management	Shred using Council shredder, then recycle

<b>DOCUMENT</b>	<b>MINIMUM RETENTION PERIOD</b>	<b>REASON</b>	<b>DISPOSAL MECHANISM</b>
Members allowances register	6 years	Tax, Limitation Act 1980 (as amended)	Shred using Council shredder, then recycle
<b>Administration</b>			
Insurance policies	While valid (but see below)	Management	Shred using Council shredder, then recycle
Certificates for insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI2753), Management	Shred using Council shredder, then recycle
Accident / incident reports	10 years	Potential claims	Shred using Council shredder, then recycle
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management	N/A
Litigation	6 years after folder closure	Limitation Act 1980	Shred using Council shredder, then recycle
General correspondence	Unless it relates to specific categories outlined in the policy, correspondence, paper or electronic, should be kept. Records should be kept for as long as they are needed for reference or accountability purposes, to comply with regulatory requirements or to protect legal and other rights and interests	Management	Bin (shred confidential waste)
<b>For Halls, Recreation Grounds</b>			
Application to hire Invoices Lettings diaries Record of tickets issued	6 years + current year	VAT	Shred using Council shredder, then recycle

DOCUMENT	MINIMUM RETENTION PERIOD	REASON	DISPOSAL MECHANISM
<b>For Allotments</b>			
Register and plans	Indefinite	Audit, management	N/A
Plot holder tenancy records	6 years + current year	Audit	Shred using Council shredder, then recycle
<b>For Burial Grounds</b>			
Register of fees collected Register of burials Register of purchased graves Register/plan of grave spaces Register of memorials Applications for interment Applications for right to erect memorials Disposal certificates Copy certificates of grant of exclusive right of burial	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (SI204)	N/A

## ELECTRONIC RECORDS

The above assumes that all records are in a physical form. Where electronic copies of the above exist the same schedules will be applied. These shall be removed to a comparable standard. More details can be found in the 'Disposal and Destruction Procedure' document.

Approval date:

Review date: 3 years from approval, unless earlier review necessary



## Much Wenlock Town Council

### DISPOSAL AND DESTRUCTION PROCEDURE FOR TOWN COUNCIL RECORDS

#### 1. Introduction

- 1.1 This document is designed to outline the formal procedure for disposal and destruction of records held by Much Wenlock Council.
- 1.2 Compliance to this procedure will be the responsibility of the Town Clerk.
- 1.3 All applicable individuals will be suitably trained to ensure compliance with this procedure.
- 1.4 Managing records effectively is essential to the efficient running of the Council, and staff are aware of the Secretary of State's Code of Practice on records management issued under section 46 of the FOIA ("the code").

#### 2. Procedure for Paper Based Records

- 2.1 The Town Clerk or RFO will produce lists of those records which have reached the end of their retention period. This individual is the 'proposer' of record destruction.
- 2.2 The Finance & Asset Management Committee or HR Committee, as appropriate, will review the list for any exceptions, such as a 'Legal Hold', and identify a new retention period for any such records. The relevant committee is the 'authoriser' of the record destruction.
- 2.3 The 'Proposer' and 'Authoriser' cannot be the same person.
- 2.4 Subject to approval and agreement of 'Proposer' and 'Authoriser', records can be destroyed.
- 2.5 A certificate of destruction must be created for the destruction for each unit/batch. This will include:
  - List of records destroyed, versions, quantity, descriptions, and other identifiers
  - Proposer of destruction (as per 2.1)
  - Authoriser of destruction (as per 2.2)
  - Date of destruction
  - Method of destruction
- 2.6 All equipment on site will be maintained as per the manufacturer's guidance, and in an operational state. This may include maintenance and safety checks to be conducted.

#### 3. Destruction of Electronic Records

- 3.1 Due to the complexities surrounding the deletion of electronic records, digital copies or twins of physical media will be treated in the same way with regard to destruction.
- 3.2 All efforts will be made to remove electronic records from operation that are not forensically recoverable.
- 3.3 A certificate of destruction shall be completed as per the process for physical records. Evidence of electronic deletion should include a screen capture of the completed process.
- 3.4 It is recognised that forensic capabilities can recover files incorrectly destroyed from moveable and solid state drives. All appropriate actions will be taken to reduce the risk of recovery by using appropriate software on the files as named above, secure hardware disposal practices to ensure drives are wiped fully prior to removal and the use of encryption where appropriate.

#### 4. Destruction of other information media

- 4.1 The Council recognises that from time to time it may find itself in possession of records in formats that are outside the scope of the above destruction processes. Guidance will be found on how best to deal with these mediums and follow the same authorisation and proposal checks, with a certificate of destruction to confirm the action taken.

Date of approval:

Approved by:

Review date:

**PRESS RELEASE – JULY 2022**



**Much Wenlock is Awarded ‘Plastic Free Communities’ Status as it takes action on Single-Use Plastic**

**Holy Trinity Environmental Group**, with the backing of **Much Wenlock Town Council**, has joined a network of communities across the UK who are leading the way to tackle throw-away plastic at source. Much Wenlock has been awarded Plastic Free Community status by marine conservation charity, Surfers Against Sewage (SAS), in recognition of the work it has done to start reducing the impact of single-use plastic on the environment.

**Holy Trinity Environmental Group Lead Jacky Walter** started the campaign two years ago after recognising the need to reduce single use plastic in order to tackle the worldwide problem of plastic pollution in the world’s oceans and waterways.

Having registered with the SAS Plastic Free Communities movement, Jacky and the Holy Trinity Environmental Group pulled together key organisations and businesses in the town to put in place a five-point plan. The objectives include setting up a community led steering group, getting local council commitment and working with local businesses, organisations and community groups to spread the word and minimise the amount of disposable plastics they use.

Jacky said: “We have had a wonderful response from our community allies and businesses within the local area. They have shown great enthusiasm in getting on board with the movement to reduce single use plastic in their own business practices, as well as looking at how they can minimise the use of plastic in general in retail. Business owners also hope to encourage their customers to cut down on the regular use of disposable plastics.”

Businesses in the town that have been awarded accredited status as ‘Business Champions’ are:

- The Hair Gallery
- Manor House B & B
- The Simple Life Unwrapped



MP Philip Dunne visited Much Wenlock earlier in the year to see our then Town Mayor, Dan Thomas, and Deputy Mayor Duncan White present the three businesses awarded accredited status with their ‘Plastic Free Champion’ certificates

Photo shows (left to right): Cllr Dan Thomas, Pippa Walker (Manor House B&B), Cllr Duncan White, Sam Beech (The Simple Life Unwrapped), Jacky Walter, Robyn Moore (The Hair Gallery), Philip Dunne MP

Press release

Much Wenlock is Awarded 'Plastic Free Communities' Status as it takes action on Single-Use Plastic

Page 2

There are currently two more businesses in the town working towards accredited status.

Other organisations involved as 'allies' to the scheme are:

1<sup>st</sup> Much Wenlock Scouts  
Holy Trinity Church  
Much Wenlock Library  
Much Wenlock Museum  
Much Wenlock Primary School  
Singing For Fun Group Much Wenlock  
The Cavalier Centre  
The Wenlock Herald

Activities to promote plastic reduction are continuing in the town. Much Wenlock Primary school ran a poster competition for Year 5 pupils for 'Plastic Free July' and the winning posters were displayed around the town with a trail map for children to locate the posters.

Residents and visitors to the town are also being encouraged to use reusable cups for drinks purchased in cafés - reusable cups by 'Shrewsbury Cup' are already available in the Wenlock Smoothie. Customers simply pay £1 deposit for a Shrewsbury Cup, enjoy their drink and then return the cup to any participating café to get their £1 back. The cups are washed ready to be used again.

There is much more to be done but with the support of businesses, residents and visitors, Much Wenlock is well on the way to ensuring a cleaner, reduced plastic community.

Rachel Yates, SAS Plastic Free Communities Project Manager, said: "It's great to see the work that Much Wenlock has done to reduce the availability of avoidable plastics, raise awareness and encourage people to refill and reuse."

"We have over six hundred communities across the UK working to reduce single use plastic and the impact it has on our environment. Every step those communities and the individuals in them take is a step towards tackling the problem at source, challenging our throwaway culture and encouraging the habit and system changes we need to see."

**More information:**

Jacky Walter, Community Lead – Plastic Free Much Wenlock

**Holy Trinity Environmental Group:** [htenvironment@hotmail.com](mailto:htenvironment@hotmail.com)

Plastic Free Communities: [www.plasticfree.org.uk](http://www.plasticfree.org.uk)

Surfers Against Sewage: [www.sas.org.uk](http://www.sas.org.uk)

**Plastic Free Communities** is an ambitious community initiative designed to unite and empower individuals, small businesses, local government and community groups to reduce their collective plastic footprint and protect the environment together. Driven by inspirational local volunteers, we are building a new and exciting community movement tackling single-use plastics and plastic litter in our villages, towns, cities and rural locations. This highly inclusive initiative, created for all ages and backgrounds, is designed to get the whole community active and do something positive to reduce the amount of plastic in the local environment. We believe that united communities lead to cleaner beaches, streets, parks and riverbanks.

**Subject:** Climate Change

**Date:** Monday, 4 July 2022 at 15:04:21 British Summer Time

**From:** Shirley Reynolds

**To:** 'townclerk@muchwenlock-tc.gov.uk'

Hi Trudi

I believe you have been speaking to our Town Mayor regarding the above. Broseley Town Council is very keen to explore the opportunity of joint working with Much Wenlock Town Council on this initiative and producing a joint Climate Change Action Plan. Collaboration on 'green' initiatives' for both towns, sharing ideas and support for residents around improvements to reduce energy costs would be a good starting point. I would appreciate it if you would formally ask your council if they would like to work with us and hopefully we can take this project further.

Kind Regards

*Shirley Reynolds*

BA (Hons), Fellow SLCC,  
CiLCA  
Town Clerk & Responsible Finance Officer

Broseley Town Council  
The Library Building  
Bridgnorth Road  
Broseley  
Shropshire  
TF12 5EL

Tel: 01952 882172

Email: [townclerk@broseley-tc.gov.uk](mailto:townclerk@broseley-tc.gov.uk)

Website: [www.broseley-tc.gov.uk](http://www.broseley-tc.gov.uk)

**Please note I only work part-time and there may be a delay in my response to your message.**

<b>TITLE OF REPORT:</b>	<b>HSBC Bank Community Pop-Up Sessions</b>			
<b>PROPOSER:</b>	Trudi Barrett			
<b>SUPPORTED BY:(if applicable)</b>				
<b>BACKGROUND:</b> Please describe the reasons for this paper. Is it on behalf of a Working Group? Please provide relevant details, e.g. previous decisions by the Town Council or any external advice. Who is likely to benefit from this decision?	<p>HSBC is keen to increase its community engagement and recognises that there is no branch in Much Wenlock any more. They have approached the Town Council to see whether the Council would be interested in hosting some pop-up banking sessions in the town. The HSBC representatives would have a portable banking system with them but could not handle cash or cheques. The sessions would last around 3 – 4 hours. HSBC is also able to offer education sessions on staying safe online, including awareness of scams and fraud. These sessions are not HSBC specific, but rather general awareness.</p> <p>Recently HSBC has run two pop-up banking sessions in Wem Town Hall, with the second being more successful than the first. An arrangement has been made for HSBC to attend on the second Thursday of every month for the rest of the year, with a review in 2023.</p>			
<b>ISSUES:</b> Summarise the key issues arising from the Background (above). Are there any key dates that are relevant?	A suitable venue would be required for the sessions. It might be possible to hold the sessions under the Corn Exchange and a trial run would establish whether this was practicable (it would be chilly in the winter). If not, another suitable venue would be required. Sessions could be provided Monday to Friday.			
<b>LEGAL OBLIGATIONS:</b> Wherever possible please check on any likely legal implications.	HSBC would be responsible for any advice or services they provide.			
<b>FINANCIAL IMPLICATIONS:</b> <i>Please state the costs if known-capital costs as well as on-going revenue costs.</i> <i>State whether funding will be from external sources or from the Town Council.</i>	The sessions would be provided free of charge. If the location under the Corn Exchange is not suitable, another venue would be required, for which a room hire charge might be payable.			
<b>COMMUNITY BENEFIT</b> <i>Please state what benefit this proposal will bring to the community (mandatory)</i>	Now that there are no banks in the town, the pop-up sessions would provide a limited, occasional banking service and general banking advice for residents. Awareness sessions would help to prevent residents from succumbing to online fraud and scams.			
<b>COMMUNICATIONS:</b> <i>Who else should be informed if the proposal is approved?</i>	HSBC, the general community.			
<b>MEDIA AND PROMOTIONS:</b>	<i>Does this need media coverage?</i>	YES	X	NO
<b>TOWN CLERK'S COMMENTS:</b> Including any implications on Town Council staff requirements.	The contact at HSBC is keen to work with us to see whether the pop-up service would be well received by the community. A few trial sessions could be arranged to gauge interest and response.			
<b>PROPOSAL:</b> What specifically do you want the Town Council to decide on?	Whether to respond positively to the approach from HSBC and make arrangements for some trial pop-up banking sessions and, if so, where the sessions should be held.			

Date of Town Council meeting at which this will be considered: 8<sup>th</sup> September 2022

*For office use only*

APPROVED:		DATE:		MINUTE NO:	
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**Subject:** Shropshire Council's draft Empty Homes Strategy for consultation  
**Date:** Friday, 22 July 2022 at 15:38:23 British Summer Time  
**From:** Melanie Holland  
**Attachments:** Draft Empty Homes Strategy for Consultation July 2022.pdf

Dear Sir or Madam

I am writing to you in your capacity as a Town or Parish Council Clerk as I wish to seek your Council's (or Councils') comments on Shropshire Council's draft Empty Homes Strategy (please find attached).

The draft Empty Homes Strategy seeks to provide an overview of the numbers of empty homes in Shropshire, why homes can become empty and how, especially long-term, empty homes are a wasted resource, so it is important that they are brought back into use.

Moreover, the draft Strategy provides a policy framework, setting out current processes for identifying empty homes, current and potential future initiatives to bring empty homes back into use, and the range of enforcement activities that, subject to assessment and sufficient resources, can be considered.

The draft Empty Homes Strategy has four objectives:

**Maintain relevant, accurate and current information relating to empty homes in the area:** using Council Tax data and other information the Council will maintain a database of dwellings that have been empty for over six months, this will include the reason for the dwelling being empty.

**Bring empty homes back into use through encouragement, advice and assistance:** the Council will provide advice and signposting to owners of empty homes, in addition it will explore opportunities to bring empty homes back into use through "purchase and repair" to deliver affordable housing and a social lettings agency which would provide a management service for owners of empty homes.

**Where all other negotiation has failed, consider options for taking the appropriate enforcement action to ensure empty homes are brought back into use:** although the Council aims to bring empty homes back into use working with owners, there may be exceptional circumstances where enforcement action is taken, however, this will be on the basis of an assessment of the empty property using a scoring matrix, and subject to sufficient resources.

**Raise awareness of the Empty Homes Strategy with residents, dwelling owners and town and parish councils:** empty homes are a wasted resource, can look unsightly and also can result in crime and anti-social behaviour, therefore, it is important that owners of empty homes seek advice from the Council on the options for bringing them back into use.

The consultation period is from **22 July 2022 to 18 September 2022**.

If you have any comments on the draft Empty Homes Strategy please email:  
[HousingStrategy@shropshire.gov.uk](mailto:HousingStrategy@shropshire.gov.uk).

Thanking you in anticipation.

Best wishes

Mel

Melanie Holland  
Housing Strategy and Development Manager  
Homes and Communities  
Place Directorate

# Shropshire Council

## Pharmaceutical Needs Assessment 2022

- Period: 02 August 2022 - 30 September 2022

### Introduction

Pharmacies play a key role in providing quality healthcare, providing a wide range of health advice, information and treatment. Pharmacists are trained to help people treat themselves for many common conditions, such as colds, stomach bugs and aches and pains, which can be especially common in winter months. Many pharmacies offer flu and travel vaccinations to customers for a fee, and also provide flu vaccinations for people eligible to get them free on the NHS. A pharmacy can provide an important first point of contact for people within their community, offering advice, public health information, access to medicines and providing signposting into other services.

Since 2013 every Health and Wellbeing Board in England has had a statutory responsibility to publish a Pharmaceutical Needs Assessment (PNA). This assessment supports the commissioning of pharmacy services based on local priorities. It's a tool that may also be used by NHS England to decide whether there is a need for new pharmacies in an area.

Pharmaceutical Needs Assessments (PNA) are used to keep an up to date record of local pharmaceutical services (including community pharmacies, dispensing doctors and appliance contractors). The needs assessment can identify any unmet needs and suggest how gaps can be addressed. The process enables local decision makers to best target available funding and resources and shape the future of service provision.

Shropshire's draft Pharmaceutical Needs Assessment includes information on:

- Pharmacies in Shropshire and the essential services they provide, including dispensing, advise on health, collection of waste medicines and supporting public health campaigns
- Other pharmaceutical services such as dispensing practices and appliance contractors
- Maps illustrating the location of providers and how they meet the needs of the rural population of our county
- Potential gaps in provision and how those could be addressed

Shropshire residents and organisations are encouraged to provide feedback on experience of using pharmacy services, to help shape the future of pharmacy services in the county.

The public consultation will run from 2 August to midnight on 30 September.

### Documents

- [Shropshire Pharmaceutical Needs Assessment 2022.pdf](#)