



Much Wenlock Town Council

Town Council Meeting

8th June 2023

Supporting Papers

Broseley and Much Wenlock Safer Neighbourhood Team (SNT)

Update to Much Wenlock Town Council: From 06/05/2023 – 31/05/2023

Update on Police and SNT activity in the area. In addition to the Officers in the Safer Neighbourhood Team, there is a team of Response Officers based in Bridgnorth Police Station who attend incidents in the area. Unfortunately the SNT has been reduced to one Police Community Support Officer. In an effort to ensure local Policing cover, other SNT Officers from teams based in Bridgnorth will be assisting in patrols of the area.

Neighbourhood Matters. Neighbourhood Matters is an online messaging service operated by West Mercia Police. SNT Officers are sending Crime Alerts and other locally relevant information out to all those who join the service. Please encourage everyone to check out the service by following the link - <https://www.neighbourhoodmatters.co.uk/>

West Mercia Police has signed up to the Local Policing Community Charter. The Council has outlined its three main Policing Priorities as:

Theft (from outbuildings). SNT Officers continue to actively patrol the area when on duty, both the urban and rural areas. There was an attempted theft of a Mule ATV, the offenders were disturbed and fled, taking a quantity of high value power tools.

Drugs. SNT continue to patrol areas where there have been previous reports of incidents possibly linked to drug related activity and submit reports when necessary. There have not been any incidents reported this month.

Speeding. SNT Officers will continue to conduct speed surveys in relevant areas when other commitments allow.

Burglary/Theft.

A Kawasaki Mule ATV was found by a farmer in his field off the B4376, enquiries revealed that it had been stolen earlier in the month from Kenley and it was returned to the owner. A residential property on the Bullring was burgled, a Crime Scene Investigator (CSI), SNT and a Response Officer have attended. CID are now conducting the investigation and waiting for the results from the CSI.

A call that came in as a burglary was found to be a civil dispute over ownership of property and not a Police matter, the caller was updated.

There were two reports of drivers making off without paying for fuel, the registered keepers will be contacted by the Police and further action will follow if required.

Suspicious Circumstances. There was an online report of a male wandering round a non working farm, there is always a delay in such reports becoming live and by that time over 12 hours had passed. Insufficient detail available to allow for identification of the male. A car was seen in a rural area on a private track, checks showed that the vehicle was all in order and no Officers were available to deploy. Caller has been updated. The alarm at the livestock auction site was activated, Officers and the key holder attended, all was in order, believed to have been a false activation. An unidentified male was trying a door in the early hours of the morning, from the description of the incident it appears likely that he was intoxicated and trying the wrong address. He was gone before Officers arrived.

Wildlife Crime. A joint investigation is underway concerning the Shadwell Quarry site, the Police, Natural England, National Wildlife and Shropshire Council are all involved.

Anti-social behaviour (ASB). There were two reports of youths engaged in anti-social behaviour, two males on the Gaskell Field and Bowling Green and three males by the Wenlock Priory. One of those on the Gaskell Field has been identified and he and his parents have been spoken to by SNT. There have also been two neighbour disputes reported, one escalated and Officers were deployed to deal with it. The Housing association responsible for the properties will be involved in trying to resolve the issues raised.

Dog incidents. There have been two incidents involving dogs, one involved a delivery driver being bitten. This was dealt with by way of a telephone investigation because the victim lives out of area. The second is linked to possible sheep worrying and is awaiting allocation to an Officer.

Domestic Incidents. Police were deployed to three domestic incidents and each was dealt with appropriately.

Concern for Safety. There were three incidents, a combination of Police, relatives and our partner agencies dealt with the mental health concerns raised.

Road Traffic Issues. There have been a number of reports regarding incidents on the roads, including:

A caller reported that there was an agricultural vehicle driving slowly on the A4169, they were informed that this is not a Police matter and to be expected in a rural county.

A driver broke down and called to report that he had parked in a field to arrange recovery.

A car was parked with its door unlocked, no Officers were available to deploy and there were no further calls.

There was a report of a group of 20 motorcycles on the B4368 in the area of Weston, no specific offences were mentioned, but the caller had concerns regarding their riding ability.

There were eight reports of dropped 999 calls, all were confirmed as accidental calls.

MUCH WENLOCK TOWN COUNCIL

Minutes of the ANNUAL TOWN COUNCIL MEETING held at The Guildhall, Much Wenlock at 7 pm on Thursday, 4th May 2023

Present: Cllr William Benbow, Cllr Susan Crooke-Williams, Cllr David Fenwick, Cllr Wilfred Grainger, Cllr John O'Dowd, Cllr Marcus Themans, Cllr Daniel Thomas, Cllr Christian Toon, Cllr Chris Tyler, Cllr Linda West, Cllr Duncan White

Town Clerk: Trudi Barrett

In attendance:

Reverend Prebendary Matthew Stafford

Mace Bearer, Mr Eric Humphries

Deputy Lieutenant Claire Brentnall

Invited guests

The Mayor, Cllr. Duncan White, invited the Reverend Matthew Stafford to say prayers prior to the commencement of the meeting.

After prayers, the Mayor declared the meeting open.

1. ELECTION OF MAYOR

In pursuance of LGA 1972 s15(1)(2) it was **proposed** by Cllr. Daniel Thomas and **seconded** by Cllr. Linda West that Cllr. David Fenwick be elected Town Mayor for the ensuing year.

There being no other nominations, it was unanimously RESOLVED that Cllr. David Fenwick be elected Town Mayor of Much Wenlock for the ensuing year.

2. DECLARATION OF ACCEPTANCE OF OFFICE

The newly appointed Mayor, Cllr. David Fenwick, signed his Declaration of Acceptance of Office, witnessed by the Town Clerk.

The Mayor gave his address of thanks for his election.

The Mayor **proposed** and Cllr. Daniel Thomas **seconded** that a 'Vote of Thanks' be accorded to the ex-Mayor, Cllr. Duncan White, which was unanimously **APPROVED**.

Cllr. Duncan White addressed the Council in reply to the 'Vote of Thanks'.

3. ELECTION OF DEPUTY MAYOR

In pursuance of LGA 1972 s15(6) it was **proposed** by Cllr. Wilfred Grainger and **seconded** by Cllr. Christian Toon that Cllr. Marcus Themans be elected Deputy Mayor for the ensuing year.

There being no other nominations, it was unanimously RESOLVED that Cllr. Marcus Themans be elected Deputy Mayor of Much Wenlock for the ensuing year.

4. APOLOGIES FOR ABSENCE

None, as all Councillors were present.

5. APPOINTMENT OF MAYOR'S CHAPLAIN

The Mayor announced his appointment of the Reverend Prebendary Matthew Stafford as his Chaplain and handed signed confirmation to the Town Clerk.

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6. NEXT MEETING

It was **proposed** by Cllr. Chris Tyler and **seconded** by Cllr. Duncan White that the remaining business of the Annual Town Council Meeting be deferred for consideration on Thursday, 11th May 2023.

It was RESOLVED that the remaining business of the Annual Town Council Meeting be resumed on Thursday, 11th May 2023 commencing at 7 pm at the Guildhall, Much Wenlock.

The meeting closed at 7.30 pm.

Signed.....
Town Mayor

Date.....

DRAFT

MUCH WENLOCK TOWN COUNCIL

Minutes of the RE-CONVENED ANNUAL TOWN COUNCIL MEETING

held at The Guildhall, Much Wenlock
at 7 pm on Thursday, 11th May 2023

Present: Councillors William Benbow, Susan Crooke-Williams, David Fenwick (in the chair), Wilfred Grainger, John O'Dowd, Marcus Themans, Daniel Thomas, Christian Toon, Chris Tyler, Linda West, Duncan White.

In attendance: Trudi Barrett – Town Clerk, PCSO Mal Goddard.

1. Chairman's Welcome

The Mayor welcomed everyone to the meeting and presented the following report:

I finally find myself in the hot seat and must say I really enjoyed the Mayor making on 4th May. I hope councillors and guests did too. The wine and refreshment party in the Priory Hall went down well, I thought, despite a minor mishap with a few plates. My thanks go to the Town Clerk and her team in the office for making the arrangements, and indeed all the councillors who spoke on the evening as proposers and seconders.

I read the lesson at the church Vigil Service on Friday evening and I was pleased to unveil the Coronation plaque on Sunday morning with three cheers to the new King and Queen.

The highlight of the Coronation weekend was of course the Picnic on the Green on Sunday afternoon. It was a resounding success, showing what a strong community spirit we have here in Much Wenlock and my thanks go to the committee and especially its chair, Councillor White, for all their hard work. We were blessed with lovely weather and it was suggested it should be an annual event.

The National Grid's contractors have done an excellent job in digging the trench down the High Street in readiness for the new cable to be threaded through, and I was particularly impressed with the reinstatement works.

2. Apologies for Absence

None, all Members 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. Shropshire Council Report

Shropshire Councillor, Daniel Thomas, presented the following report:

Gaskell Arms Junction: the proposals to improve the Gaskell Arms Junction will be out next week and will be forwarded to all Councillors via the Town Clerk, for inclusion on the agenda in June. There will be a full communications piece coming out soon.

Callaughtons Ash 30 mph Speed Zone: the Callaughtons Ash speed limit consultation was a success and it has received overwhelming public support. Therefore the intention is to proceed with instruction. Once the proposal has been incorporated into the programme of works, the scheme will be delivered at the earliest opportunity, subject to any disruptions to the schedule, including adverse weather conditions, emergencies & available resource, etc. Once I have a date confirmed I will update this Council.

High Street Works: the works were delivered on time and completed to a good standard. I have a debrief meeting in a few weeks, where I will be accompanied by a Town Councillor, to discuss plans for the next stage of work.

Boundary Review: I am pleased to see that there are no proposed changes to Much Wenlock's Town Council parish boundary but I am concerned about changes regarding Brockton, Easthope, Shipton and Stanton Long, which the draft proposals separate and send to Brown Clee ward. These changes have come from the Boundary Commission for England and are against the Shropshire Council recommendations. I will be making my views known at the appropriate time and I believe the proposals will be on the Town Council agenda next month.

04/23

Easter Activities: I am delighted to confirm that Much Wenlock once again had holiday activities taking place after losing them due to lack of demand. The community branch of Shrewsbury Town Football Club ran an excellent week of football for a range of ages and abilities at the Leisure Centre, which was very well attended. Activities for children are important and I was pleased to work with the Portfolio Holder, Cllr Kirstie Hurst-Knight, to get this back and we're delighted with its success.

Surgery Date Change: my next advice surgery will be held on Saturday, 20th May, between 10.30 am and 12 noon at the museum. No appointment is necessary. I'll be joined by Town Mayor, Cllr David Fenwick, and a representative from the Police. Usually, the surgeries are on the second week of the month, but I have had to move this one due to a family commitment.

Coronation Event: I'd also like to state how enjoyable it was being part of the organising committee that arranged the Coronation party on the Church Green. It was an excellent example of Councillors working together with people in the local community. A fantastic event was arranged and delivered, and the afternoon was enjoyed by all who attended.

PC Andy Boardman's Funeral: Councillor Duncan White and I attended the funeral of PC Andy Boardman today, representing the Town and County Councils and the people of Much Wenlock. Andy was our PC and was well known to many; he attended our Council meetings and advice surgeries and was a brilliant Police Officer. Our thoughts are with his wife, family and former colleagues at this time.

The Mayor also expressed the Town Council's sincere sympathy to the family and friends of PC Boardman. PC Boardman was well liked and respected in the community and was a very effective police officer. PCSO Goddard was asked to pass on the Council's condolences.

The Clerk advised that she had also sent a letter of condolence on behalf of the Council.

7. Policing

Members noted a written report from PCSO Mal Goddard. In addition, PCSO Goddard reported that there had been a recent theft of two bicycles from an address in the town.

The Mayor asked whether incidences of crime were increasing in the town. PCSO Goddard replied that it could be that the new reporting system was more detailed, although there had been an increase in crime in the past month, likely to have been the work of a single team of criminals. PCSO Goddard advised that it was difficult to ascertain the clear-up rate as the data was stored on two separate systems, but he could say that the rate was not good. There were no suspects or vehicles for eight thefts, six of which were in the Much Wenlock area.

It was noted that the incident with a dog at the livestock market was included in the report as Tasley fell into the Much Wenlock area.

There had been no success so far with tracking down the rider of an electric BMX bike in the town.

PCSO Goddard was thanked for his report and left the meeting.

8. Commemorative Coronation Plaque

Members noted that the commemorative Coronation Plaque, made by The British Ironwork Centre and provided for the town by the Lord Lieutenant of Shropshire, had been installed on the front of the Corn Exchange and was unveiled by the Mayor on 7th May 2023.

9. Minutes

- a. It was **RESOLVED** to approve and adopt the minutes of the Town Council meeting held on 6th April 2023.
- b. It was **RESOLVED** to adopt the minutes of the Planning & Environment Committee meeting held on 28th February 2023.
- c. It was **RESOLVED** to adopt the minutes of the Planning & Environment Committee meeting held on 4th April 2023.
- d. It was **RESOLVED** to adopt the minutes of the HR Committee meeting held on 7th February 2023.

10. Town Clerk's Report

- a. Members noted the written and verbal report from the Town Clerk on outstanding matters and action taken since the last Council meeting.
- b. Members acknowledged a request from the Town Clerk that Councillors make appointments with officers for discussions requiring more than a brief visit to the office.

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11. Finance & Asset Management Committee

- a. Members reviewed the Terms of Reference for the Finance & Asset Management Committee. **It was RESOLVED to approve the revised Terms of Reference for the Finance & Asset Management Committee.**
- b. **It was RESOLVED to appoint the following members to the Finance & Asset Management Committee: Councillors Susan Crooke-Williams, David Fenwick, John O'Dowd, Marcus Themans, Duncan White and Christian Toon.**

12. Planning & Environment Committee

- a. Members reviewed the Terms of Reference for the Planning & Environment Committee. **It was RESOLVED to approve the revised Terms of Reference for the Planning & Environment Committee.**
- b. **It was RESOLVED to appoint the following members to the Planning & Environment Committee: Councillors William Benbow, David Fenwick, Wilfred Grainger, Daniel Thomas, Chris Tyler and Linda West.**

13. HR Committee

- a. Members reviewed the Terms of Reference for the HR Committee. **It was RESOLVED to approve the revised Terms of Reference for the HR Committee.**
- b. **It was RESOLVED to appoint the following members to the HR Committee: Councillors David Fenwick, John O'Dowd, Marcus Themans and Daniel Thomas.**

14. Discipline & Grievance Panel

- a. Members reviewed the Terms of Reference for the Discipline & Grievance Panel. **It was RESOLVED to approve the revised Terms of Reference for the Discipline & Grievance Panel.**
- b. **It was RESOLVED to appoint the following members to the Discipline & Grievance Panel: Councillors William Benbow, Chris Tyler and Duncan White.**

15. Schedule of future meetings

It was RESOLVED to approve proposed meeting dates for the Council year 2023-24, with the date of the Annual Town Meeting set as 18th April 2024.

16. Working Groups

- a. **Friends of the Cemetery Working Group**
It was RESOLVED to approve the revised Terms of Reference for the Friends of the Cemetery Working Group.
 It was noted that practical work was encouraged to maintain the old part of the cemetery and that many Councillors would be willing to help out occasionally.
It was RESOLVED to appoint Councillors John O'Dowd, Chris Tyler and Linda West to the Friends of the Cemetery Working Group.
- b. **History Working Group**
It was RESOLVED to change the name of the working group to the 'History and Archives Working Group' and to approve the revised Terms of Reference with the amendment that membership be 'at least three members of the Town Council, the volunteer archivist and interested members of the community'.
It was RESOLVED to appoint Councillors Will Benbow, Marcus Themans, Daniel Thomas and Christian Toon to the History and Archives Working Group.
- c. **Communications, Markets and Tourism Working Group**
It was RESOLVED to change the name of the working group to the 'Tourism and Events Working Group' and to approve the amended Terms of Reference.
It was RESOLVED to appoint Councillors Susan Crooke-Williams, David Fenwick, Wilfred Grainger, Marcus Themans, Daniel Thomas, Linda West and Duncan White to the Tourism and Events Working Group.
- d. **Transport Working Group**
It was RESOLVED to approve the Terms of Reference for the Transport Working Group.
It was RESOLVED to appoint Councillors William Benbow, Daniel Thomas and Chris Tyler to the Transport Working Group.

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- e. **Property Working Group**
It was **RESOLVED** to approve the revised Terms of Reference for the Property Working Group.
It was **RESOLVED** to appoint Councillors William Benbow, David Fenwick, John O'Dowd, Marcus Themans and Duncan White to the Property Working Group.
- f. **Shropshire Local Plan Review Working Group**
It was **RESOLVED** to approve the Terms of Reference for the Shropshire Local Plan Review Working Group.
It was **RESOLVED** to appoint all members of the Planning & Environment Committee to the Shropshire Local Plan Review Working Group: Councillors William Benbow, David Fenwick, Wilfred Grainger, Daniel Thomas, Chris Tyler and Linda West.
- g. **Strategic Flood Working Group**
It was **RESOLVED** to approve the Terms of Reference for the Strategic Flood Working Group.
It was **RESOLVED** to appoint Councillors William Benbow, Wilfred Grainger, Daniel Thomas and Chris Tyler to the Strategic Flood Working Group.
- h. **Strategic Plan Working Group**
It was **RESOLVED** to approve the Terms of Reference for the Strategic Plan Working Group.
It was **RESOLVED** to appoint Councillors David Fenwick, Marcus Themans, Chris Tyler, Duncan White and the Town Clerk to the Strategic Plan Working Group.

17. Review/appointment of Representatives on Outside Bodies

- a. **Bridgnorth and Shifnal Local Area Committee of Shropshire Association of Local Councils (SALC)**
It was **RESOLVED** to appoint Councillors Susan Crooke-Williams and David Fenwick to represent the Council on the Bridgnorth and Shifnal Local Area Committee of SALC.
- b. **Much Wenlock Almshouses**
Members noted that Cllr Duncan White had been nominated to represent the Town Council in June 2020 for a term of four years.
- c. **Shropshire Council Emergency Planning**
It was **RESOLVED** to appoint Councillor Duncan White to represent the Council for Shropshire Council Emergency Planning.
- d. **John L Edwards Trust**
It was **RESOLVED** to appoint Councillor Daniel Thomas to represent the Council for the John L Edwards Trust.
- e. **Shropshire Hills Destination Partnership**
It was **RESOLVED** to appoint Councillors Christian Toon and Wilf Grainger to represent the Council on the Shropshire Hills Destination Partnership.
- f. **Much Wenlock Forester Charitable Trust**
Members noted that Mr Mark Laws had been nominated to represent the Town Council in April 2021 for a term of four years.
- g. **Priory Hall Management Committee**
It was **RESOLVED** to appoint Councillor Duncan White to the Priory Hall Management Committee.
- h. **Much Wenlock Windmill Trust**
It was **RESOLVED** to appoint Councillors Wilfred Grainger, Linda West and Duncan White to the Much Wenlock Windmill Trust Committee.

18. Review and Approval of the Following Policies and Procedures

- a. **Members reviewed and RESOLVED to approve the revised Standing Orders.**
- b. **Members reviewed and RESOLVED to approve the revised Financial Regulations.**
- c. **Members reviewed and RESOLVED to approve the revised Complaints Procedure and Procedure for Dealing with Unreasonable and Persistent Complainants.**
- d. **Members reviewed and RESOLVED to approve the revised Publication Scheme, as amended.**

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- e. **Members reviewed and RESOLVED to approve the revised Communications and Media Policy.**
- f. **Members reviewed and RESOLVED to approve the revised Privacy notice.**
- g. **Members considered the draft Privacy Policy for Councillors and Employees. It was RESOLVED that a separate privacy notice for Councillors and Employees was not needed as this was covered by the general Privacy Notice.**

19. Approval of Direct Debits and Electronic Bank Payments

- a. **It was RESOLVED to approve the use of variable direct debits for the payment of utility bills and non-domestic rates in accordance with the Town Council's Financial Regulation 6.7.**
- b. **It was RESOLVED to approve payment for items by means of electronic bank payments, including BACS and CHAPS, in accordance with the Town Council's Financial Regulation 6.9.**

20. Approval of Transfer of Funds

It was RESOLVED to approve the transfer of £60,000 of Council funds to the Public Sector Deposit Fund, £30,000 from Barclays Bank and £30,000 from Unity Trust Bank, as agreed by the Finance & Asset Management Committee on 21st March 2023.

21. Correspondence

Members noted the following items, which had been emailed to Members:

- 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. Friendly Bus Newsletter May 2023
- f. Zero Carbon Shropshire May 2023 Green News
- g. VCSA Shropshire newsletters
- h. South Shropshire Climate Action Group May Newsletter
- i. The Rural Services Network Rural Funding Digest May 2023

22. Agenda items for next Town Council meeting

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

23. Date of next meeting

Members noted that the next meeting would be held on Thursday, 8th June 2023 at 7.00pm at the Guildhall. Councillor White offered his apologies in advance.

The meeting closed at 8.50 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, 4th April 2023 at the Guildhall, Much Wenlock

Present: Councillors William Benbow, David Fenwick (in the chair), Wilf Grainger, Daniel Thomas, Christian Toon, Chris Tyler, Linda West.

In attendance: Trudi Barrett – Town Clerk, one member of the public.

1. Apologies

Councillor Benbow for late arrival.

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 had been no requests to speak.

5. Minutes

It was **RESOLVED** that the minutes of the Planning & Environment Committee meeting held on 28th February 2023 be **APPROVED** and signed as a true record.

6. Planning Applications

Members considered a response to the following planning applications:

23/01107/TCA Oak Cottage, 42A Barrow Street, Much Wenlock	Remove 1no. Goat Willow within Much Wenlock Conservation Area. Just needs pruning. Some slight impact to surrounding area but no need for removal. It was RESOLVED to request that the tree be pruned, rather than removed, as Councillors considered that the tree was simply overgrown.
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CLlr Benbow joined the meeting.

23/00920/FUL 12 Victoria Road, Much Wenlock	Relocation of existing stone retaining wall to form new parking provision. It was RESOLVED no objection.
23/01289/TCA 32 Barrow Street, Much Wenlock	Remove new growth and shoots back to original pruning points for 1no Yew within Much Wenlock Conservation Area. It was RESOLVED no objection.
23/01264/FUL The Stables, Victoria Road, Much Wenlock	Relocate field access track with parking and access steps. It was RESOLVED no objection.

7. Planning Decisions

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

23/00085/TPO 1 Farley Road, Much Wenlock.	Side reduction of 1no. Sycamore (as per photos) protected by the Bridgnorth District Council (Farley Road, Much Wenlock) TPO 1995 (Ref. BR/TPO/95) Decision: Grant Permission
23/00545/TCA 4 Mardol Terrace, Smithfield Road, Much Wenlock.	Crown reduction by a maximum of 40 percent of 1no. Silver Birch within Much Wenlock Conservation Area Decision: No Objection

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21/04033/FUL Wenlock Edge Inn, Easthope, Much Wenlock.	Stationing of 3no. holiday letting units, supporting infrastructure and installation of package treatment plant and associated works (Amended Description). Decision: Grant Permission
23/00348/FUL Derwen House, 36 High Street, Much Wenlock.	Conversion of an existing bothy into a studio ancillary to the main dwelling. Decision: Grant Permission
23/00349/LBC Derwen House, 36 High Street, Much Wenlock.	Conversion of an existing bothy into a studio ancillary to the main dwelling affecting a Grade II Listed Building. Decision: Grant Permission
23/00436/FUL 12 High Street, Much Wenlock	Conversion of shop at first and second floors to form 1 no. flat. Decision: Grant Permission Councillors queried whether Shropshire Council had taken note of the Town Council's comments on the application..
23/00437/LBC 12 High Street, Much Wenlock	Internal alterations to facilitate the conversion of shop at first and second floors to form 1no. flat including insertion of partition walling affecting a Grade II Listed Building. Decision: Grant Permission
Appeal Ref: APP/L3245/W/22/3304264 Re: Application 21/03873/FUL	Appeal against decision of Shropshire Council to refuse application for proposed siting of 5 Glamping Pods and 2 Log Cabins and installation of grass grid access track at existing caravan and camping site. Appeal Decision: The appeal is dismissed

8. Draft Shropshire Local Plan Review 2016 – 2038

Members noted that Shropshire Council were working in the background but little of note had been published on the Examination in Public website recently.

9. Shropshire Council Five Year Land Supply Statement

Members noted the Shropshire Council Five Year Land Supply Statement, published March 2023, which stated that the five year land supply in the county was sufficient.

10. Neighbourhood Plan – Correspondence

- a. Members noted that the Clerk had advised Shropshire Council's Planning Policy & Strategy Manager of the Town Council's decision to review the Neighbourhood Plan and asked for guidance on the process.
- b. It was noted that no response had been received so far from the Shropshire Council officer. Shropshire Councillor Dan Thomas was asked to follow this up as a matter of urgency. It was noted that there was some information available on the Locality website.
- c. Members considered the composition of a group to undertake the review of the Neighbourhood Plan and the process for the review. It was noted that there had been 15 members in the previous steering group. Councillors discussed the involvement of members of the community in the review and when it would be appropriate to invite participation and seek views on the Plan.

It was RESOLVED to suspend Standing Orders to allow a member of the public to speak.

It was suggested that it could be beneficial to organise a public event to explain what the Neighbourhood Plan is and the review process to be followed.

It was RESOLVED to reinvoke Standing Orders.

Members noted the importance of having a clear plan for the review process before commencing public engagement. They considered the benefits of appointing an independent consultant to guide the process. It was noted that Locality had set a limit of £550 per day for consultancy services.

It was RESOLVED to recommend to full Council that the Council seeks quotations for the provision of support from an independent consultant to guide the Neighbourhood Plan review process.

11. Farley Quarry

- a. Members considered correspondence from a member of the public regarding planning application 22/05214/EIA for Farley Quarry.

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- b. Shropshire Councillor Dan Thomas advised that contact was awaited from the planning officer dealing with the application. It was not yet known what the recommendation would be. The application might be refused under delegated powers, however, if the recommendation were for approval, Councillor Thomas had requested that the application be referred to Shropshire Council's Planning Committee for determination.
- c. **It was RESOLVED that if application 22/05214/EIA were referred to Committee, Shropshire Councillor Dan Thomas and a Town Councillor would speak against the application at the relevant meeting.**
- d. **It was RESOLVED to respond to the correspondent with the above information.**

12. Flooding Issues

- a. Report from the Strategic Flood Working Group: it was noted that a response was awaited from Shropshire Council's Drainage & Flood Risk Manager on the updated Flood Plan for Much Wenlock. An update was also awaited on progress with attenuation ponds.
- b. Councillor Benbow had attended a meeting arranged by the Oswestry Area Committee of SALC to discuss a Local Flood Partnership for Shropshire. During the meeting it had become apparent that each local condition was different and that the biggest concern in other areas was flooding from rivers. Councillor Benbow and the representative from Albrighton had highlighted the importance of the work of local flood groups and suggested that those parishes without a flood group consider setting one up. Those present at the meeting had agreed that it would be better to handle flooding matters on a parish basis, rather than as a larger group via SALC.
- c. The previous week Shropshire Council's Drainage & Flood Risk Manager and other officers had visited Hunters Gate. A flood warning gauge had now been fitted in the adjacent field and this would give residents of Hunters Gate some advance warning of flooding. The gauge was not yet operational but the Town Council would be advised when it was working and how to register for alerts.

The Shropshire Council officers had also inspected the two drainage chambers in the field and the 900mm diameter pipe. There had been a small amount of sediment in the pipe although the water was still flowing through and the pipe was operating effectively. The pipe would be cleaned and then added to the Shropshire Council work schedule to be cleared annually. There had been discussion about the introduction of a small weir to limit the sediment but this was unlikely to be necessary with the cleaning schedule in place.

13. Transport Working Group

- a. Members received a report from the Transport Working Group and noted the following:
 - A458 Primary School Crossing:** at the Gaskell corner meeting on 28th March, WSP introduced their proposals for the primary school crossing scheme. This identified a major upgrade to a signalised crossing and a 40mph speed reduction on the A458 *before* entering the 30mph zone. There was further design and safety work to be done on this scheme with a view to implementation during 2023/4.
 - Atkins Rail Feasibility Study – Benthall Grange:** the Clerk had written to Atkins explaining that Councillors believed Atkins misunderstood the original email about the potential impact of *rail*-based Park and Ride at the Benthall Grange development. It seemed they assumed the reference was to a *bus*-based Park and Ride scheme. A reply from Atkins was awaited.
 - Farley Quarry Development:** details of the Town Council's full objections to this development had now been loaded onto the planning portal.
 - CIL Money:** it was understood that the embargo placed on spending Community Infrastructure Levy money by Shropshire Council had now been lifted. The Council should begin lobbying to ensure that the funds for the A458 crossing were available and that the agreed scheme could begin construction as soon as possible.
- b. **Gaskell junction feasibility study:** At the meeting on 28th March WSP described their option for a junction improvement scheme and outlined the results of the traffic modelling with, and without the improvement scheme in place. It was clear from the modelling that their proposed improvement would significantly reduce delays and congestion at the Gaskell Corner. The year of testing for the model was 2036 and this included all the traffic from the Ironbridge Power Station and the Tasley developments as well as an estimation of traffic that might be generated by the town being on the Strategic Corridor as per the draft Local Plan. WSP had managed to accurately observe the extent of peak-period rat-running through the town. The numbers were lower than might have been expected; single figures in some cases.

WSP would complete their work and their report, which would be sent to their client, Shropshire Council, and to Councillor Thomas, as Shropshire Councillor, with a copy to the Town Council for comment.

45/22

14. Extension of 30mph Speed Limit at Callaughton Lane

Members reviewed proposals from WSP for the extension of the 30mph speed limit in Callaughton Lane.

It was RESOLVED to support the proposal fully and to request that the speed limit be extended slightly further beyond the entrance by, say, 5 metres.

It was noted that the entrance to Phase 2 of the development would be via the existing access.

15. A458 Shrewsbury Road – Highways Concerns

Members considered correspondence from Philip Dunne MP and Shropshire Council relating to concerns about road safety on the A458, near to Cornmeadow Cottage, on the bend at the top of Harley Bank. Members were informed that the Shropshire Council highways engineer and the police had visited the site three times and that Shropshire Council stated they had done everything they could with regard to traffic management at present.

Members noted that the lights of oncoming vehicles could also dazzle drivers travelling towards Much Wenlock in the dark and this had, perhaps, not been taken into account.

Members suggested additional measures such as a 40mph buffer zone or the installation of a town gateway. The Clerk was asked to make enquiries about a gateway.

Shropshire Council had suggested that the need for additional highways safety measures might be included in the Much Wenlock Place Plan. It was noted that a review of Place Plans was imminent, although it might still prove difficult to achieve the allocation of CIL funding to local projects.

It was RESOLVED to add the requirement for highways safety improvements, such as a speed buffer zone, near to Cornmeadow Cottage on the A458 to the Much Wenlock Place Plan when the review was undertaken

The Clerk was asked to convey the above to Philip Dunne MP.

16. Sites for Additional Electric Vehicle Chargers in Shropshire

Members considered correspondence from Shropshire Council regarding sites for additional electric vehicle chargers in Shropshire. They noted that 12 charging points were already planned for Falcon's Court and St Mary's car parks and that demand had not yet been ascertained.

It was RESOLVED to suggest the following potential locations for the future: English Heritage Priory Car Park, Station Road by the coach parking area, New Road car park, William Brookes School.

17. Climate Change and Ecological/Nature Emergencies

Councillor Toon reported that he had attended the recent meeting of Plastic Free Much Wenlock. 10th – 18th June would be the 'Great Big Green Week', when green and environmental initiatives would be promoted. Various activities were also planned for Plastic Free July. The group were discussing the provision of some space on the Town Council website with the Clerk. More local business support was needed for the plastic free scheme and the group would be writing to all businesses again to encourage more to sign up.

Councillor Toon had drafted an Environmental Policy for consideration by the Council and a meeting to discuss the draft was to be arranged with the Mayor and Clerk.

18. Consultation*

19. Street Lighting*

20. Street Naming *

21. Footpath/Bridleway Creation Orders*

22. Footpath Diversion Orders*

23. Road Closures*

Members noted the following road closures:

- | | |
|--------------|--|
| a. Location: | Junction West of Homer to Junction with Vineyard Road and Homer Road |
| Date/Time: | 10 th to 14 th April 2023, 09.30 – 15.30 |
| Purpose: | To clear 2 x blockages and associated cabling & jointing activities. Also to provide 11 new generic BT poles, new duct and cabling and jointing activities |
| Agency: | Openreach |

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- b. Location: High Street (from Back Lane to Wilmore Street), Wilmore Street, Barrow Street (between St Mary's Lane and High Street), Much Wenlock.
Date/Time: 7th May 2023, 10.00 – 20.00
Purpose: Coronation Celebrations
Agency: Much Wenlock Town Council
 - c. Location: Vineyard Road to Farley Road A4169
Date/Time: 30th to 31st May 2023, all the time
Purpose: To rectify defect in carriageway
Agency: National Grid
 - d. Location: High Street, Much Wenlock
Date/Time: 17th to 30th April 2023, all the time
Purpose: National Grid – 3 joint holes in tarmac footway and 125m trenching in tarmac road for reinforcement scheme – Phase 1
Agency: National Grid
- It was noted that the Town Council's comments had been passed on. The road would be closed for two periods: after the Made in Shropshire market and then again after the Coronation (TBC). Pedestrian access would be maintained.
- e. Location: Barrow Street
Date/Time: 14th May 2023, 08.00 – 16.00 – updated dates pushed back due to urgent, priority National Grid scheme
Purpose: Remedial reinstatement in carriageway
Agency: Cadent

24. Highways Matters *

Members agreed that the Transport and Highways items should be combined for future agendas.

25. Tree Preservation Orders (TPOs)*

26. Stopping Up Orders*

27. Speed Limit Orders*

28. Prohibition Orders*

29. Date of next meeting

It was **NOTED** that the date of the next meeting would be Tuesday, 2nd May 2023 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.

30. Planning Enforcement

Members noted historic enforcement issues relating to an application.

The meeting closed at 8.50pm

Signed.....(Chairman)

Date.....

15/22

MUCH WENLOCK TOWN COUNCIL

Minutes of a
FINANCE & ASSET MANAGEMENT COMMITTEE
meeting held at the Corn Exchange, Much Wenlock
at 7.00 pm on Tuesday, 21st March 2023

Present:

Cllrs. Susan Crooke-Williams, David Fenwick, John O'Dowd, Marcus Themans, Linda West, Duncan White (in the chair).

In attendance:

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

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. Minutes

It was RESOLVED that the minutes of the meeting of the Finance and Asset Management Committee held on 24th January 2023 be APPROVED and signed as a true record.

5. Town Clerk's report

The Clerk provided a written and verbal report. **Members noted the report.**

6. Finance

- a. The RFO presented a written and verbal report. She advised that Unity Trust Bank's relationship with the Post Office was coming to an end and that from 5th May 2023 it would no longer be possible to pay in cash receipts at the Post Office. However, it would still be possible to make cash deposits into Barclays Bank at the Post Office and cheques could continue to be deposited into both accounts.

The RFO had been in correspondence with SSE SWALEC, the Council's street lighting energy provider regarding the Council's eligibility for the Business Energy Relief Scheme. She had also arranged for the Council's street lighting inventory to be updated to reflect recent street light conversions from SOX to LED lamps. The reviews had been completed and with effect from the end of January 2023 a credit of £7,333.17 had been applied to the Council's energy account, which would be used to offset future invoices. The RFO had asked if this amount could be refunded and was awaiting a response.

Income to 28th February excluding precept was £57,595, which was 17.26% above budget for the time of year. Expenditure for the same period was £240,830 which was 4.63% below budget for the time of year, however, the invoice for library support, in the amount of £18,800, had been paid in March. The RFO anticipated that the Council would finish the current financial year slightly over budget.

Members noted the report.

- b. Members noted the balance sheet as at 28th February 2023.
- c. Members noted the income and expenditure to 28th February 2023.
- d. Members reviewed the bank reconciliations to 28th February 2023. **It was RESOLVED to approve the bank reconciliations to 28th February 2023.**
- e. **It was RESOLVED to approve payments from 25th January 2023 to date.**

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7. Proposed Virement of Funds and Movement to Earmarked Reserves

Members considered the report on virements and movements to earmarked reserves recommended by the RFO.

It was RESOLVED to approve the RFO's recommendations for virements and movements to earmarked reserves.

8. Review of Town Council Banking Arrangements

Members considered the Council's banking arrangements and recommendations from the RFO on how to achieve a better rate of return on funds. It was noted that the Public Sector Deposit Fund, in which the Council already had £25,000 invested, was offering a current yield of 3.9%.

It was RESOLVED to approve the recommendation to transfer £60,000 of Council funds to the Public Sector Deposit Fund.

9. Corn Exchange – Gate Brackets

Members noted that the gate brackets at the front of the Corn Exchange had been removed for safety reasons, as agreed. Subsequently a request had been received for a handhold in the same place, as some members of the public had used the bracket as a support to help them down the small step to the pavement. It was noted that there was level access from the frontage of the Corn Exchange to the pavement directly in front of the library.

It was RESOLVED to take no action with regard to provision of a handhold on the wall of the Corn Exchange.

10. The Guildhall Project – Renovation and Future Use

Members noted that the documentation required for an application to the National Heritage Lottery Fund for a grant towards the viability study was nearing completion.

11. Guildhall Opening on Saturday 6th and Sunday, 7th May 2023

Members considered whether to open the Guildhall to the public on Saturday, 6th May, the day of the coronation of King Charles III, and on Sunday, 7th May 2023.

It was RESOLVED to ask the preference of the Guildhall custodians with regard to opening on Coronation Day and to act in accordance with their preference.

It was RESOLVED to open the Guildhall to the public on Sunday, 7th May 2023.

12. Cemetery Fees 2023/24

Members reviewed cemetery fees for the financial year 2023/24. Councillors were mindful of the cost of grave digging, which had to be paid by the person arranging a burial, in addition to the Council's interment costs. It was noted that the current, independent gravedigger used by the Council was reducing his workload and would no longer be working in Much Wenlock. The charges of the new gravedigger were expected to be higher.

It was RESOLVED to make no increase to interment and grave purchase charges at this time and to increase charges for memorials by 5% from April 2023.

13. Request for Memorial to Alice Glaston

Members considered a request from a member of the public for a memorial to Alice Glaston, an 11 year old girl buried in the churchyard, who may have been hanged. Members noted information provided by a respected local historian on the inconclusive evidence that the girl had been hanged and the difficulty of proving where she might have been tried and imprisoned, if this had taken place at all.

It was RESOLVED that there was insufficient evidence to prove that Alice Glaston had been hanged and buried in Much Wenlock and to decline the request for a memorial.

Members noted that it was expected that the history of the court room in the Guildhall would be told more comprehensively upon completion of the Guildhall renovation project.

14. Date of next meeting

It was noted that the next meeting of the Finance & Asset Management Committee would be held on Tuesday, 23rd May 2023 at 7.00pm at The Corn Exchange.

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.

17/22

15. Replacement Street Light for High Causeway

Members noted that there was a gap in the streetlighting on High Causeway, with column 9 being missing. It had been discovered that a light had been removed at some time in the past and not been replaced. **It was RESOLVED to install a replacement street light on High Causeway and to accept the quotation from E.ON Energy Solutions.**

16. Additional Street Lighting for Pinefields Footpath

Members noted the cost of the installation of three bollard lights on the Pinefields footpath from High Causeway to Victoria Road. Lighting in this area had been requested by STAR Housing and the RFO had obtained quotations. STAR Housing had been advised of the cost.

It was RESOLVED to suggest that STAR Housing pay for the installation and that the Town Council pay for the ongoing maintenance and energy costs of the bollard lights.

17. Linden Lodge Property Report

Members reviewed the most recent property report for Linden Lodge dated 25th January 2023. Members noted that the garden fence was deteriorating and that an estimate had been obtained for a full replacement. Due to the high cost, repairs would be considered. Members wished to ensure that the garden of the property was kept tidy.

18. 2 Burgage Way

Members noted progress with the sale of 2 Burgage Way.

19. 10 High Street

It was RESOLVED to defer consideration of the refurbishment of 10 High Street to the next full Council meeting.

20. Cemetery Chapel

Members considered quotations for work required to the cemetery chapel, lychgate and boundary wall.

It was RESOLVED to demolish the open section of the lean-to, subject to advice from the Shropshire Council Conservation Officer.

It was RESOLVED to commission Sam Coldicott to demolish the open section of the lean-to, to re-roof the remaining lean-to building and to carry out repairs to the roof of the chapel.

It was RESOLVED to accept the quotation from AMS Improvements for repairs to the boundary wall.

The meeting closed at 8.50 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.	Yes	Privacy notice reviewed and approved 11.05.23. Council's GDPR trainer advised separate Data Protection Policy is not necessary.
June 2022	13	Continue to check the Local Plan EIP website for updates	Ongoing	Councillors and associates also requested to check EIP website themselves, in case of delay with Clerk checking.
October 2022	6b	Mayor and Clerk to draft a procedure for making CCTV footage available to the police.	In progress	
April 2023	14	Seek quotations for the provision of support from an independent consultant to guide the Neighbourhood Plan review process.	Yes	Proposals for discussion at Planning Cttee on 6 th June and full Council on 8 th June 2023.
May 2023	20	Approve the transfer of £60,000 to the Public Sector Deposit Fund.	Yes	Transfer completed

Other activities:

- Piece written for Wenlock Herald
- Internal audit on 9th May
- Meeting with new grave digger at cemetery on 10th May
- Meeting with Greenwood Projects on 16th May
- Meeting with electrician at 10 High Street on 22nd May

DM PAYROLL SERVICES LTD

INTERIM INTERNAL AUDIT REPORT

MUCH WENLOCK TOWN COUNCIL

Date of Report: 9th May 2023

I have completed the internal audit review for Much Wenlock Town Council. I have carried out tests on the systems in place and have reviewed the internal controls. I confirm I have acted independently; the basis of the internal audit is by selective assessment of compliance with relevant procedures and controls. Please present this report to the council.

A. Appropriate books of account

Appropriate books of account have been kept during the year. The council has used RBS Omega software to record the accounting transactions, the accounts are kept up to date and there is evidence they are balanced monthly.

B. Financial Regulations

There is an audit trail of payment samples picked, payments were supported by receipts or invoices and payment schedules were reported to meetings.

Financial regulations were reviewed in May 2022. There is evidence of quotations being sought for purchases in excess of £3,000 as per the financial regulations.

VAT was accounted for in the accounting records and quarterly VAT reclaims submitted.

C. Risk Assessments

The financial risk assessment has been carried out and reviewed by the Finance and Asset Management Committee in January 2023. There is evidence of risk assessments for legionella in the Guildhall and a fire safety audit carried out by a specialised company during the year. The council's insurance policy has been reviewed; the computer data is backed up electronically.

D. Precept

The council considered its budget requirements for the year and set the precept at a full council meeting.

Financial monitoring reports of actual income and expenditure compared against the budget are provided to the Finance & Asset Management Committee at each meeting.

The general reserves are now at three months net revenue expenditure which is the lowest recommended level. The Town Council need to be careful to maintain the level of the reserves.

E. Income

Sample testing took place of income received and all receipts could be traced back into the bank. There was no unusual income received during the year.

F. Petty Cash

Petty cash is used appropriately, all samples tested were supported by receipts and are included in the accounts. It would improve internal controls if a councillor carried out spot checks on the petty cash transactions and balance.

G. PAYE

PAYE is carried out using HMRC Basic Tools. Sample checks were made and concluded the salaries were calculated correctly and in accordance with the correct SCP points. PAYE & NIC deductions were made and pension contributions calculated on the correct basis.

H. Asset Register

The council maintains an asset register, the asset register has been reviewed and updated during the year.

I. Bank reconciliations

Bank reconciliations are carried out monthly and are regularly presented to the Finance & Asset Management Committee for review. I have agreed the bank reconciliation statements to the cashbook and bank statements as at 31 March 2023.

J. Accounting Statements

The council prepares the accounting statements on an Income and Expenditure basis. I have been able to follow the year end adjustments back to the actual receipts and payments.

K. Exemption

The council did not declare itself exempt from limited assurance audit during 2021/22.

M. Public Rights

The notice for the public rights for the 2021/22 year was correctly displayed.

N. Publication Requirements

The council has complied with the publication requirements for the 2021/22 AGAR, these documents can be found on the council website.

General

In general, the accounting records are well kept and organised. I would like to thank your clerk, Trudi Barrett, and RFO, Diane Barlow, for their assistance in the internal audit review.

Yours sincerely

Diane Malley

Diane Malley M.A.A.T.

Income and Expenditure Account for Year Ended 31 March 2023

31 March 2022		31 March 2023
	Operating Income	
225,558	Administration	233,334
12,322	Corn Exchange	12,544
12,729	Guildhall	15,564
4,000	Museum	4,000
8,700	2 Burgage Way	1,450
759	The Square	974
7,500	Linden Lodge	7,500
10,449	Cemetery	14,455
450	Cemetery Field	500
282,467	Total Income	290,321
	Running Costs	
122,099	Administration	135,398
21,371	Grants & Donations	21,450
870	Civic Events	2,077
153	King Street public toilets	0
465	St Mary's Lane public toilets	0
13,722	Public Toilets	14,756
15,305	Environmental Services	22,923
9,473	Town Promotion	14,521
9,503	Corn Exchange	13,163
48,102	Guildhall	25,123
1,125	Barclays Bank	3,383
7,708	2 Burgage Way	4,656
155	Cooke Clock	155
695	Bus Shelters	0
1,222	Linden Lodge	1,392
0	Gaskell Recreation Ground Much	245
15,400	Gaskell Rec Ground/Joint Use	13,080
9,973	Cemetery	10,890
111	Cemetery Field	0
277,451	Total Expenditure	283,210
	General Fund Analysis	
52,215	Opening Balance	75,298
282,467	Plus : Income for Year	290,321
334,682		365,619
277,451	Less : Expenditure for Year	283,210
57,232		82,409
(18,067)	Transfers TO / FROM Reserves	(8,845)
75,298	Closing Balance	91,254

Balance Sheet as at 31 March 2023

31 March 2022

31 March 2023

Current Assets

792	Debtors	7,271
4,571	VAT Refunds	4,319
2,962	Prepayments	3,565
1,339	Bank Current Account	1,627
76,470	Bank Deposit Account	74,582
24,237	Unity Trust	26,423
86,526	Unity Trust Deposit Account	51,517
25,000	Public Sector Deposit Fund	25,000
32	Petty Cash	15

221,926

194,321

221,926 Total Assets**194,321**

Current Liabilities

1,255	Creditors	1,885
40,521	Accruals	5,175

41,776

7,060

180,151 Total Assets Less Current Liabilities**187,261**

Represented By

75,298	General Fund	91,254
12,369	S106 reserve	12,369
10,500	EMR Heritage	10,500
0	EMR - Linden Lodge	1,561
6,278	EMR - Public Toilets	0
2,523	EMR - Christmas Lights	1,001
8,000	EM Res -Election Expenses	2,194
0	EMR - Climate Change	789
21,157	EM Res - Property	22,442
18,589	EMR - Neighbourhood Fund	19,694
1,705	EMR - Charities	1,705
0	Grants Reserve	350
500	Civic Events Reserve	143
6,950	EMR - Guildhall	9,778
641	EMR - Archives	641
15,640	EMR - Lib	12,840

180,151**187,261**

Balance Sheet as at 31 March 2023**31 March 2022****31 March 2023**

The above statement represents fairly the financial position of the authority as at 31 March 2023 and reflects its Income and Expenditure during the year.

Signed :
Chairman

_____ Date : _____

Signed :
Responsible
Financial
Officer

_____ Date : _____

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree with the column headed “Year ending 31 March 20xx” in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a credit and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative.

Name of smaller authority: **Much Wenlock Town Council**

County area (local councils and parish meetings only): **Shropshire**

Financial year ending 31 March 2023

Prepared by (Name and Role): **Diane Barlow (Responsible Financial Officer)**

Date: **25/05/2023**

	£	£
Balance per bank statements as at 31/3/23:		
Barclays Current Account	1627.37	
Barclays Deposit Account	74581.52	
Unity Current Account	26423.31	
Unity Deposit Account	51517.07	
Public Sector Deposit Fund	25000.00	
		179149.27
Petty cash float (if applicable)		15.15
Less: any unpresented cheques as at 31/3/23	0.00	
		-
Add: any un-banked cash as at 31/3/23	0.00	
		-
Net balances as at 31/3/23 (Box 8)		<u>179164.42</u>

Annual Governance and Accountability Return 2022/23 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
 - **Sections 1 and 2 must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2023**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2023**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2023
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2022/23

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2023 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2023.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2023 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2022/23

MUCH WENLOCK TOWN COUNCIL

ENTER www.muchwenlock-tc.gov.uk PAGE ADDRESS

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

12/01/2023 DD 09/05/2023/MM/YYYY

ENTER DIANE F MALLEY AUDITOR

Signature of person who carried out the internal audit

DIANE F MALLEY

Date

09/05/2023

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

Much Wenlock Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.			responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

www.muchwenlock-tc.gov.uk

Section 2 – Accounting Statements 2022/23 for

Much Wenlock Town Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	175,134	180,151	<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i> <i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	208,203	221,905	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	74,264	68,416	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	95,311	109,516	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	182,139	173,695	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	180,151	187,261	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	213,603	179,164	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	281,941	283,539	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)			✓	<i>The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

D Mascher-Balao

Date

31/05/2023

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of

ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2022/23

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2022/23

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

Explanation of variances – pro forma

Name of smaller authority: **Much Wenlock Town Council**
County area (local councils and parish meetings only):

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- **New from 2020/21 onwards:** variances of £100,000 or more require explanation regardless of the % variation year on year;
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2021/22 £	2022/23 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input. DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	175,134	180,151			NO	Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	208,203	221,905	13,702	6.58%	NO		
3 Total Other Receipts	74,264	68,416	-5,848	7.87%	NO		
4 Staff Costs	95,311	109,516	14,205	14.90%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	182,139	173,695	-8,444	4.64%	NO		
7 Balances Carried Forward	180,151	187,251			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	213,603	179,164				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	281,941	283,539	1,598	0.57%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

Reconciliation between Box 7 and Box 8 in Section 2 - pro forma

(applies to Accounting Statements prepared on an income and expenditure basis only)

Please complete the highlighted boxes.

Name of smaller authority:

Much Wenlock Town Council

County area (local councils and parish meetings only):

Shropshire

There should only be a difference between Box 7 and Box 8 where the Accounting Statements (Section 2 of the AGAR) have been prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments and creditors/receipts in advance at the year end. Please provide details of the year end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

	£	£
Box 7: Balances carried forward		187,261.00
Deduct: Debtors (enter these as negative numbers)		
Debtors	-7271.00	
HMRC (VAT)	-4319.00	
	(11,590.00)	
Deduct: Payments made in advance (prepayments) (enter these as negative numbers)		
Prepayments	-3566.00	
	(3,566.00)	
Total deductions		(15,156.00)
Add:		
Creditors (must not include community infrastructure levy (CIL) receipts)		
Creditors	1885.00	
Accruals	5174.00	
	7,059.00	
Add:		
Receipts in advance (must not include deferred grants/loans received)		
1		
2		
	-	
Total additions		7,059.00
Box 8: Total cash and short term investments		179,164.00

CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

Name of smaller authority: **Much Wenlock Town Council**

County Area (local councils and parish meetings only): **Shropshire**

On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:

Commencing on: 14 June 2023

and ending on: 25 July 2023

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2023 (i.e. Monday 3 July – Friday 14 July).

We have suggested the following dates: Monday 5 June – Friday 14 July 2023. The latest possible dates that comply with the statutory requirements are Monday 3 July – Friday 11 August 2023.)

Signed: Diane Maxwell-Barlow

Role: Responsible Financial Officer

This form is only for use by smaller authorities subject to a review:

Please submit this form to PKF Littlejohn LLP with the AGAR Form 3 and other requested documentation – this form is not for publication on your website.

Greenwood Projects Ltd

The Guildhall, Much Wenlock

Project Update 1st June 2023



Introduction

This report has been prepared by Greenwood Projects Ltd, who have been appointed to support in the delivery of the Viability Study of the Guildhall for Much Wenlock's Town Council. The report is to act as an update on the progress of the project so far and to outline a number of options to the Town Council for consideration.

1. Current Outline

As detailed at earlier meetings a successful Architectural Heritage Fund grant was received to support the viability study for the Guildhall. The total costs for the study were proposed at this stage to be £24,900. The grant was for £12,000 with the remainder to be obtained through further grant applications or using Town Council funds.

Applications to The National Lottery Heritage Fund (NLHF) and Edward Cadbury Trust have been submitted. We are waiting to hear back from both funding bodies about the applications.

National Lottery Heritage Fund have noted our application and we are due to hear from them at the end of June. Alongside the viability study, the National Lottery Heritage Fund application focuses on delivering more community activities - this both supports the funder's remit around engaging a wide variety of audiences, but also supports the Town Council to host more activities over this period. An extra £25,020 to deliver this more community- focused engagement programme was requested from the National Lottery Heritage Fund. If this was successful, there would be enough funding to carry out the viability study without any extra financial input required from Much Wenlock Town Council.

The Edward Cadbury application is more closely aligned to the Architectural Heritage Fund application which is about focusing purely on the viability study with much more limited community participation. We submitted a request of £6,000. If this is successful and the National Lottery Heritage Fund is not, then there would be a deficit of £6,900, which Much Wenlock Town Council will need to contribute to.

However, if neither are successful then we still need to carry out the requirements of the Architectural Heritage Fund grant, which are to undertake the viability study. Therefore, the Town Council needs to consider a number of options to enable this.

2. Options Overview

Option One – All funding in place

If all funding is in place the Town Council will appoint a team to complete the viability study by December 2023. The team will be procured through a formal tender process, ensuring both Town Council and funder requirements are met.

Option Two – Further Funding Applications

Further funding applications could be considered, however the timings of the application would significantly impact the Town Council's ability to meet the Architectural Heritage Fund's programme requirements.

Option Three - Additional Funding from Town Council

The Town Council's third option is to agree to fund the shortfall of up to £12,900, depending on the outcome of the current funding applications. This will enable the project to move forward quickly after the June deadline.

3. Conclusion

It is recommended that the Town Council prepares to move the project forward without the additional grants at this stage if required.



MUCH WENLOCK GUILDHALL

1 WILMORE ST, MUCH WENLOCK TF13 6HR

BRIEF FOR A PROJECT VIABILITY REPORT

ON BEHALF OF MUCH WENLOCK TOWN COUNCIL

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1. Introduction

The Guildhall is an iconic Grade II* listed building in the heart of the town of Much Wenlock. The timber frame building was completed in the 1500s and has had various alterations and additions over the years but has maintained its external charm and prominence in the town centre. The building is continually featured as one of the iconic images of the town and region. The ground floor, which has the old gaol cells one end and is in the style of an open butter market, is still used for markets. The main upstairs holds the council chamber one end, which is still used by the council for their meetings, and the former Court Room at the other end. It is open to the public between April and October on Friday, Saturday, Sunday and Monday, 11am to 4pm. Various free exhibitions take place in the Court Room throughout the year.

The number of visitors to the building has been in steady decline and we were further impacted by covid. In 2022 visitor numbers were improved as a direct result of a number of activities in particular the “Made in Shropshire” market events. This project will help us pilot further activities and explore how the building can support the revitalisation of the town centre.

Access is a large challenge to the current building’s use and therefore this needs to be addressed in the viability study. Furthermore, its heating arrangements, toilet facilities and layout mean its potential uses are limited. It has also faced some significant repair issues in recent years, meaning that the works required have also impacted its visual appearance. The building is notably underutilised as a result. The town centre has not recovered from the pandemic and the building changes could significantly impact that recovery.

The primary purpose of the Viability Appraisal is to see how the historic building can be sensitively repaired and adapted to a new use that is economically viable and sustainable. A key part of the project is to understand the current condition of the building and what steps need to be taken to protect the building in the long-term. Moreover, we believe it’s vital for us to undertake community consultation, activities and business planning to explore what the building can do and deliver alongside what impact and requirements that will have on the physicality of the space.

Undertaking a viability study will enable us to look at the site as a whole in order to identify a preferred option and next steps for a capital project that will secure the building and enable it to be used more widely by the community it was designed to serve. The building owners (the Town Council) are open to a range of operating models and lease arrangements, and this will be a key part of the study’s exploration. Consultation and activities for our community to get involved and shape the project are essential. We are the custodians of the building but it belongs to our community and ensuring they have a role in deciding its future is essential.

This document sets out details of the brief, the tender process, information to be included within tender proposals by prospective consultants, assessment criteria and weightings, and a timetable for the appointment process and for completion of the work. This tender opportunity is being issued by Greenwood Projects on behalf of Much Wenlock Town Council.

Tender proposals are required to include fee scales for the development of the preferred scheme to RIBA Two, should one be identified through the Viability Study, subject to agreement from Much Wenlock Town Council, and the necessary permissions and funding being secured.

2. Background information

a. The property and town

The focus of this tender brief is The Guildhall, 1 Wilmore St, Much Wenlock, Shropshire TF13 6HR

Overview:

The building is Grade II* listed.

The site consists of an open butter market area, the old gaol and a storage area on the ground floor with a set of stairs leading to the first floor which contains the council area, courtroom, kitchen and facilities. It houses a regular market on the ground floor and temporary exhibitions on the upper floor, as well as a meeting space. The market area when unused is closed to the public by wrought iron gates.

A condition report was commissioned in 2018 and recently, work has been completed to undertake repairs on the building. The building is located just off the town's square, opposite the Museum. The road outside is narrow, only allowing for one car to pass through at any one time. It has a footpath outside. A shop is attached to the building on the right-hand side. To the left is the Parish Church and behind the building is the churchyard and church green. The Guildhall is well located for tourism and to use as a local amenity.

The historic streetscape is varied and includes a number of cafes, pubs, the parish church, the town's museum as well as a range of offices and locally owned shops. There is an increasing focus on independent food outlets and shops in the area.

History of the Town

Much Wenlock, a small medieval market town between Shrewsbury and Bridgnorth, has ancient, possibly even Roman, origins. History first records it in 680AD when an Anglo-Saxon princess was installed as abbess of a monastery. The town developed around this monastic site which, after the Norman Conquest, became home to monks from Cluny. The wool trade, and quarrying along the remarkable limestone escarpment of Wenlock Edge, provided employment and some prosperity.

The monastery thrived and, through the following four centuries, Much Wenlock developed until, in 1540, the monastery was dissolved by Henry VIII. The town's first civic hub, the Tudor Guildhall, was erected the same year.

The monastic ruins, in a particularly beautiful location, are managed by English Heritage and open to the public.

More recent history features the revival of the Olympic Games by a Victorian GP, Dr William Penny Brookes and subsequent development of the modern Olympics. The Town Council owns the Gaskell Recreation Ground, where the Games were first held in 1850.

Much Wenlock's attractive Museum, run by Shropshire Council, celebrates this and other aspects of the town's history.

The town has a Neighbourhood Plan that defines the community vision and development and sits alongside the Shropshire Council Local Development Framework (LDF). The plan covers the period from April 2013 to March 2026. Our community established what they wanted the plan and the council to focus on to shape future developments and ensure they:

- meet local needs in ways that are in keeping with the scale and size of the town and other settlements in the Parish;
- complement and enhance our natural and historic environment;
- create job opportunities for local young people;
- protect the high quality nationally-recognised rural landscapes and the town's landscape setting; and
- address long-standing issues of flooding, traffic and affordable housing.

Shropshire Council also recently undertook a Town Centre Audit and the results of this need to be considered when exploring the business planning options. Furthermore, an audience development advisor will be appointed and it is anticipated the team will work closely with them to identify and test potential audiences.

b. Much Wenlock Town Council

The Guildhall is owned by Much Wenlock Town Council. Much Wenlock Town Council is the local council serving Much Wenlock in Shropshire. It has 11 councillors. The council meets regularly to make decisions on how the town is supported and managed. Besides the Guildhall they also own various other historical buildings in the town as well as the town archives.

c. Greenwood Projects Ltd

Much Wenlock Town Council has appointed Greenwood Projects to support us in developing our approach to the Guildhall and advise us how to deliver the project. Greenwood Projects specialise in various aspects of Heritage Consultancy. This includes Evaluation Consultancy Services, Project Management, and Community Consultation. The practice also provides Quantity Surveying, Contract Administration, Commercial and Cost Management Services, Principal Design and CDM Services.

They have worked extensively in the heritage sector and have a wealth of experience working on conservation projects which include scheduled ancient monuments and Grade I, II, and II* listed buildings.

3. The project viability appraisal work and design team skills required

The Town Council is looking to appoint a team of specialist consultants to produce a Viability Appraisal report. The viability appraisal is required to follow the AHF template provided in the appendices to this tender brief, to look at the following:

- Condition of building – survey.
- Analysis of the situation and context of the building.
- Business Case to explore options for use.
- Access Audit.
- Analysis of the pros and cons of each option (max. 3 options should be considered) including an outline of impact of each option, running costs.
- Identify potential positive outcomes of the new use, for example for the community, local economy, historic environment and the natural environment including opportunities for community engagement.
- Designs up to RIBA stage two exploring how the building can be adapted to accommodate potential uses.
- Cost of restoring and adapting the building.
- Prepare an action plan identifying any immediate actions required to safeguard the building, next steps required, and a timetable to develop the recommended use.

Tender proposals are to include details of the proposed team of professionals; appointments will be with Much Wenlock Town Council via the architect as lead consultant. It is envisaged the combined expertise of the team will cover the following aspects of specialist knowledge.

- Architect
- Principal designer (for CDM purposes)
- Structural engineer
- M and E Consultant
- Quantity surveyor
- Market research / consultation
- Business planning
- Access Consultant

4. Access arrangements

Access can be arranged on an appointment basis – please see contact details below.

5. Budget and payment schedule

The maximum budget to deliver the requirements of this brief is £16,000 inclusive of any applicable VAT and including all fees, travel expenses, materials, printing and distribution costs. Payment will be against the following schedule:

- Commissioning: 25%
- Completion of consultations, issue of a summary of findings and identification of three options: 25%
- Approval of draft Viability Appraisal report: 25%
- Approval of the final Viability Appraisal report by the Town Council and the AHF: 25%

6. Project management and monitoring

The client for the work is Much Wenlock Town Council. The Project Organiser is Greenwood Projects whose role is to represent the interests the Council at all times and act as “professional client”, to establish and work with professionals on the viability appraisal, and to ensure that the final report satisfies the requirements of the Council and the project funders.

The appointed consultants will also work with a small project steering group comprising representatives from the Council and Greenwood Projects. Upon appointment, the steering group will meet with the successful applicant to agree the work programme, dates for review points and payment schedule.

The consultant will be responsible for completing the work specified by this brief.

7. Tender process

Much Wenlock Town Council will not bind themselves to accepting the lowest or any tender, and no person making a submission will be remunerated for any trouble or expense incurred in its preparation.

a. Information required to tender

Your tender proposal should include the following information.

- (a) Brief background information about your organisation and details of comparable projects undertaken by your firm, to include a minimum of three examples of comparable projects for which the design team proposed has been responsible, with dates and contact details to obtain a reference. Please demonstrate your:
 - knowledge and understanding of the issues involved in developing new uses, especially in rural and semi-rural areas, and of the challenges facing town centre.
 - previous experience of working with listed and heritage buildings, especially on successful and sympathetic conversion projects.
 - understanding of and a demonstrable commitment to the principles of equality, diversity and environmental sustainability.

- (b) The professional accreditation and skills of the people to be involved, including names and CVs, their specific responsibilities and arrangements for sub-contracting any parts of the work.
- (c) Project approach: an explanation of how you will approach and deliver the viability appraisal, including a breakdown of phases of work, with milestones.
- (d) Project management: how you will manage the work, including a resource plan showing the breakdown of hours allocated between individuals and each phase of work, and proposed arrangements for regular communication with the client.
- (e) A fixed fee to cover all elements of the scope of work detailed by this tender brief. The fixed fee is to be the amount, inclusive of all charges and taxes, which is necessary to carry out the work required to satisfy the brief, including all costs of labour, handling charges, travel and other expenses, overheads, liaison with relevant groups or organisations, sub-contractor fees, and the design, printing, photocopying and distribution of documents and other materials.
- (f) Daily rates for additional work should any need arise that is beyond the scope of work detailed by this brief.
- (g) Fee scale percentages / day rates for the design team to implement recommendations of the viability appraisal with separate rates for each of the following specialists, should the Town Council choose to do that and secures the necessary permissions and funding:
 - a. Architect
 - b. Principal designer (for CDM purposes)
 - c. Structural engineer
 - d. M and E Consultant
 - e. Quantity surveyor
 - f. Business Planner
 - g. Access Consultant

Fees should include expenses and if not, the nature and basis of charging for expenses needs to be defined.

- (h) Confirmation of professional indemnity insurance of £1 million or more.

b. Tender validity period

Tenders are to remain open for acceptance for a period of 90 days beyond the submission date.

Once the preferred tender is accepted, all fixed fees, fee rates and fee scales stated in the tender shall remain firm for the whole life of the project.

c. Submission of tenders

The Tender Form and all accompanying documentation must be submitted by (DATE). Applications received after the due date and time will not be considered.

Tenders must be submitted by post or by hand to the Clerk at Much Wenlock Town Council in an envelope clearly marked: 'Guildhall Viability Report Tender'.

All tenders will be opened in accordance with the Financial Regulations of the Town Council, on the (next working day after DATE above). The Clerk will record the tender values, after which Greenwood Projects will analyse the tenders and report back to the Town Council. The Council will make a formal decision based on the analysis of tenders by Greenwood Projects.

d. Evaluation of tenders

Tenders will be assessed against items (a) to (g) in the 'Information required to tender' section above and failure to submit any of the required information may result in your tender being rejected.

Tender submissions shall be judged on both quality and price based on the following criteria: the maximum quality score will be 60%; the maximum price score will be 40%.

Each quality sub-criterion will be scored based on the following indicative scores then multiplied by the weighting for that element.

Scoring methodology for quality criteria	Indicative score
Well below acceptable parameters	0 to 2
Some elements within but mostly below acceptable parameters	3 to 5
All elements within or above acceptable parameters	6 to 8
All elements well above acceptable parameters	9 to 10

The price score will be calculated as:

- (a) fixed fee: lowest fixed fee tendered divided by applicant tender fixed fee multiplied by the weighting for that element;
- (b) daily rates: lowest daily rate tendered divided by applicant tender daily rate multiplied by the weighting for that element; for this score an average daily rate will be calculated by dividing the fixed fee by the total number of hours shown in the resource plan;
- (c) fee scales: lowest fee scale tendered divided by applicant tender fee scale multiplied by the weighting for that element; for this score, all the fee scale percentages for the design team specialists (as listed in the 'Information required to tender' section above) will be added together to give a combined fee scale.

Criterion and sub-criteria	Weighting	
	Elements	Total
1. Quality: <ul style="list-style-type: none"> comparable project experience project approach and project management relevant qualifications and skills of the consultants attention to detail and overall quality of tender proposal 	15% 15% 15% 15%	60%
2. Price: <ul style="list-style-type: none"> fixed fee to cover the scope of work detailed in this brief daily rates for additional work should any need arise that is beyond the scope of work detailed in this brief fee scales to implement recommendations of the viability appraisal 	25% 5% 10%	40%

e. Timing

The proposed project timetable is set out below; this is intended as a guide and whilst the council does not intend to depart from the timetable it reserves the right to do so at any stage.

Target date	Activity
	Deadline for any clarifications
	Tender Form Return Date
	Evaluation of tenders completed and tenderers notified (confirmation of decision subject to a “standstill period”)
	Contract awarded
	Initial meeting
	Viability appraisal report completed

8. Copyright and confidentiality

Copyright of all documents produced under this commission is to be assigned to Much Wenlock Town Council. The appointed consultant is to clear copyright approval for any illustrations or other material used.

9. Further Information and contact details

For further information about the tendering process please contact:

10. Enclosures

1. Template for Viability appraisal report form provided by AHF
2. Photographs of the buildings

05/05/2023

Council gets powers to enforce driving offences – and implement School Streets programme

Shropshire Council will soon be able to enforce a range of driving offences – and implement its ‘School Streets’ programme – after being granted ‘moving traffic powers’ by the Department for Transport.

Under these powers, the council will – for the first time – be able to issue fines to drivers for offences including: incorrectly driving into a bus lane; stopping in a yellow box junction; banned right or left turns; illegal U-turns; and going the wrong way in a one-way street.

These powers – due to come into effect on 22 July 2023 – have previously been held only by the police.

They will also enable the council to implement and enforce its School Streets programme using ANPR cameras – starting with an [18-month trial at six schools](#) across the county. Any surplus from enforcement of School Streets will be reinvested back into the School Streets project to enable the continued rollout across the county.

It also means that ANPR cameras can be used to enforce the School Street already in place at Coleham Primary in Shrewsbury – implemented using coronavirus powers.

Richard Marshall, Shropshire Council’s Cabinet member for highways, said:

“This is excellent news and means Shropshire Council is on track to be the first rural council with a School Streets programme and the power to enforce moving traffic offences.”

Kirstie Hurst-Knight, Shropshire Council’s Cabinet member for children and education, said:

“This news is very welcome and means that we can shortly begin our School Streets trial at six schools – and enforce the Coleham scheme – then look to roll the programme out to other schools.

“As School Streets restrict traffic outside schools at pick-up and drop-off times, these powers will help us make it safer and easier for children to walk, scoot and cycle to school.”

Further information

1 – From 31 May 2022, local authorities in England outside of London were able to apply to the Secretary of State for new powers to enforce ‘moving traffic offences’.

2 – Unlike funds raised from speed camera fines, which are transferred to central Government, surplus funds from moving traffic enforcement will be kept by the local authority. The General Provisions SI specifies that any such surplus must be used only for certain purposes:

- to recoup costs of enforcement;
- pay for public transport provision;
- pay for highway improvement projects; or
- pay for environmental improvements in the authority’s area.

3 – School Streets exemptions. Motor vehicles belonging to the following groups of drivers are eligible for an exemption permit, to enable them to drive in a School Street during the hours of operation:

- Blue Badge holders.
- Schools buses and vehicles used in the transport of children and adults with special access needs, including private vehicles, taxis and minicabs declared for such use and registered with the school or with the council.
- In exceptional circumstances the school may also request a temporary waiver to enable vehicle access for situations such as a pupil with a temporary injury affecting mobility.

Wednesday, May 31, 2023 at 4:05:16 PM British Summer Time

Subject: FW: Much Wenlock - Support for the Climate and Ecology Bill (Case Ref: PD48166)

Date: Wednesday, 31 May 2023 at 16:02:04 British Summer Time

From: Philip Dunne MP

To: townclerk@muchwenlock-tc.gov.uk

Dear Much Wenlock Town Council,

Thank you for your email of 27th April pointing out that Much Wenlock Town Council had expressed support for the Climate and Ecology Bill, which was debated in the House of Commons on Wednesday 10 May 2023.

This was presented as a 10-Minute Rule Bill by Olivia Blake MP. This is a parliamentary device for a backbench MP to raise awareness of an issue, similar in style to a Private Members Bill. The procedure involves a 10-minute speech by the proposer, which is rarely debated by others, unless it is especially controversial. In this case, no one spoke in opposition to the Bill, and I was present in the Chamber to listen to the points that were made. While the Bill has been formally given a date for the Second Reading Debate, in November this year, this is most unlikely to receive Parliamentary time.

Notwithstanding the Parliamentary procedure, I would like to assure you that tackling climate change is a top priority for the Government, and Ministers are committed to leaving the environment in a better state than that in which they found it. While the intentions of the Bill are acknowledged, it is worth noting that the UK already has an emissions reduction framework in legislation through the Net Zero Bill passed under Theresa May's Government in 2019. The Climate Change Act 2008 made the UK the first country to introduce a legally binding, long-term emissions reduction target, and in October 2021, the Government published the Net Zero Strategy and the Environment Act, the largest piece of environmental legislation placed on the Statute Book. To oversee progress on achieving net zero, the Climate Change Committee (CCC) provides expert advice to the Government on climate change mitigation and adaptation. The UK's 2050 net-zero target was considered, in line with advice from the CCC, to be the earliest feasible date for achieving net-zero carbon emissions.

The recently passed Environment Act 2021 will also drive long-term action to help nature recover through legally binding targets, new policy measures, and a new environmental enforcement body, the Office for Environmental Protection, as well as placing environmental principles in domestic law in a consistent and transparent way. The Act includes a target to halt the decline of species by 2030.

I would like to highlight that the UK played a leading role at the UN biodiversity summit, COP15, in December 2022. The agreement made includes a global commitment to halt and reverse biodiversity loss by 2030 and protect 30 per cent of land and oceans by 2030. This builds on the actions agreed during the UK's own COP and G7 presidencies, including securing the Leaders Pledge for Nature last year, which commits world leaders to taking action to drive sustainable food production, end the illegal wildlife trade and tackle climate change.

Regarding public engagement, I am assured that the Government has regularly funded public dialogues that provide in-depth insight into people's views to inform a wide range of policy areas. In recent years, the Government has run public dialogues on a range of climate and environment issues, such as net zero, heating, transport decarbonisation, hydrogen, food, advanced nuclear technologies, energy, and the environment. The Government will continue to engage with the public on the changes needed to deliver net zero by the 2050 target and listen to feedback.

Finally, as Chairman of the Environmental Audit Committee I am personally active in holding the Government to account for performance against its environmental policies and ambitions. I shall continue to do so and believe this Parliamentary scrutiny is more effective than could be achieved by a Citizen's Assembly which unlike our Committee has no force in statute.

Thank you for your interest on this important subject.

With kind regards,

Philip

Rt Hon Philip Dunne MP
Member of Parliament for Ludlow

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 Email: philip.dunne.mp@parliament.uk

Full details of my Data Protection Policy can be found at www.philipdunne.com.

From: Town Clerk <townclerk@muchwenlock-tc.gov.uk>
 Sent: 27 April 2023 17:16
 To: DUNNE, Philip <philip.dunne.mp@parliament.uk>
 Subject: Much Wenlock - Support for the Climate and Ecology Bill

Dear Philip

At their Council meeting held on 6th April 2023, Much Wenlock Town Councillors received correspondence from Zero Hour Shropshire regarding the Climate and Ecology Bill, currently in Parliament. Councillors noted that the proposed legislation would create a legal commitment to follow the science on tackling the climate and nature crisis and would use legally binding annual targets to reduce emissions. They further noted that more than 200 councils across the UK have now voted to support the Climate and Ecology Bill, including Shropshire Council, and that over 160 MPs and Peers back the Bill.

I am writing to inform you that Much Wenlock Town Council resolved to support the Climate and Ecology Bill and that Councillors urge you to sign up and back the Bill. They hope that their support for the Bill, and the support of many others, will encourage you to add your backing to the Climate and Ecology Bill.

Yours sincerely,

Trudi M Barrett
 Town Clerk
 Much Wenlock Town Council

Please note that my usual office hours are Monday to Thursday, 9.00am to 4.00pm.

Much Wenlock Town Council
 The Corn Exchange
 High Street
 Much Wenlock
 Shropshire
 TF13 6AE

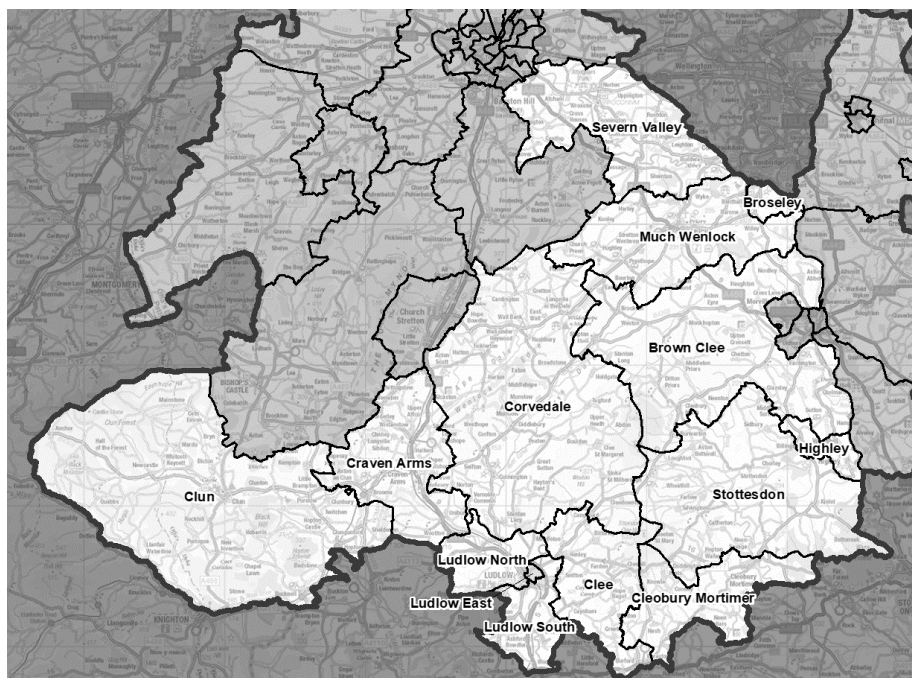
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townclerk@muchwenlock-tc.gov.uk
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Southern Shropshire



Division name	Number of councillors	Variance 2028
Broseley	1	9%
Brown Clee	1	8%
Clee	1	-7%
Cleobury Mortimer	1	-2%
Clun	1	-8%
Corvedale	1	-4%
Craven Arms	1	3%
Highley	1	-9%
Ludlow East	1	-5%
Ludlow North	1	-8%
Ludlow South	1	-5%
Much Wenlock	1	7%
Severn Valley	1	-2%
Stottesdon	1	-9%

Broseley, Much Wenlock and Severn Valley

102 All respondents agreed that Broseley should be the basis of a division, differing only in the treatment of the Broseley Wood area on the western side of the town. Broseley Town Council argued for this area to be incorporated into the town division, noting that it caused confusion and inconvenience where some residents of Broseley were represented by a councillor for the wider Much Wenlock area. This view was echoed by a number of residents, Councillor D. Thomas and Councillor C. Bagnall.

103 The Council's primary proposal placed the Broseley Wood area in Broseley division, while their secondary proposal, and that of the resident, retained the existing boundary, with Broseley Wood remaining in Much Wenlock division.

104 We considered this area carefully. While we are sympathetic to the argument that the existing boundary divides the community of Broseley, we note that placing the entirety of Broseley parish within a single division would mean that the division would have 17% more electors than average – well beyond the bounds of good electoral equality. We also note that following the parish boundary would still mean that electors on Bridge Road, Spout Lane and neighbouring areas, who might reasonably consider themselves to live in Broseley, would not be included in a Broseley division.

105 On balance, we consider that retaining the existing division boundary for our draft recommendations offers the best balance of our statutory criteria. An alternative allowing Broseley Wood to be placed within the division with better electoral equality, would be for the settlement of Jackfield, together with electors from the rural eastern portion of Broseley parish to be placed in a neighbouring division. We would welcome further evidence during consultation on whether this might offer a better reflection of community identity.

106 A number of submissions from residents commented on the nature of the existing boundary, suggesting that it is unclear in places. It would be possible for the boundary to run along King Street, Woodlands Road and Ball's Lane, slightly increasing the size of the Broseley Wood parish ward, but providing a stronger and clearer boundary. While we have not been persuaded to make this change at this time, we would very much welcome further evidence on this possibility during consultation on these draft recommendations.

107 The Council proposed a Severn Valley East and a Severn Valley West division to the east and south of Shrewsbury. The proposed Severn Valley East division stretched from Hadnall parish to Buildwas parish, and would have had 16% fewer electors than average by 2028. Due to this poor electoral equality, we have not adopted this proposal, preferring to adopt the proposal of the local resident for a single Severn Valley ward, comprising seven complete parishes and offering good electoral equality.

108 A submission from Easthope, Shipton & Stanton Long Parish Council indicated that the parishes wished to remain in the same division as each other, with a preference for this to be the Much Wenlock division. As placing them in this division would result in Much Wenlock having a 17% variance we have not adopted this proposal, but we retain an open mind, particularly if corresponding changes to improve electoral equality to the relevant divisions are suggested. We have, however, included these parishes in the same Brown Clee division. Barrow Parish Council expressed a desire to remain in Much Wenlock division, which remains the case under our draft recommendations.

109 The resident's scheme placed the grouped parishes of Church Preen, Kenley, and Hughley in a Burnell division. In order to facilitate our proposals for one two-member Burnell & Bayston Hill division, discussed at paragraphs 69–72, we propose to place these parishes within Much Wenlock division as part of our draft recommendations.

Brown Clee, Cleobury Mortimer, Highley and Stottesdon

110 The Council's primary proposal for these divisions involved splitting the town of Cleobury Mortimer between divisions, and a Cleobury Mortimer West division with 12% fewer electors than average. The Council provided a secondary option in this area, which retained Cleobury Mortimer together, but had variances at the outer limits of good electoral equality for both Cleobury Mortimer and Clee divisions. We have therefore broadly adopted the resident's proposal in these areas, with the exception of placing Astley Abbots parish in Brown Clee division, where the resident suggested it should retain its existing link to Bridgnorth.

111 Both Hopton Wafers and Neen Savage parish councils argued for the retention of the existing two-member Cleobury Mortimer division, but suggested that if this were not possible priority should be given to retaining parishes as units rather than splitting them. Given the formal request from Shropshire Council for a single-member review, we seek to propose multi-member divisions only where we believe we cannot achieve an acceptable balance of our statutory criteria with single-member divisions. We do not currently believe that this is the case in this area of Shropshire, and are therefore retaining a single-member pattern as part of our draft recommendations.

112 The only parish we propose to split in this area is Bitterley parish, where we propose to place the existing parish ward of Cleeton St Mary into Stottesdon division. This is in line with all three full proposals in this area. This area is separated from the remainder of Bitterley parish by Titterston Clee Hill, and the road access from this area is to the rest of Stottesdon division. We would welcome further evidence as to whether the split of the parish offers a good reflection of community identity in this area.

Shropshire Council

Shropshire's Great Outdoors Annual Public Survey 2023

Period: 29 May 2023 - 06 August 2023

About this survey

The Annual Outdoor Recreation User Survey gathers information about how people access the great outdoors in Shropshire. The survey is led by the Shropshire Outdoor Partnerships Service, the part of Shropshire Council that maintains and develops recreational access, conserves and enhances the natural environment and encourages people to improve their wellbeing by being active outdoors. The service maintains and protects public rights of way, country parks, countryside and heritage sites, greenspaces and play areas, and supports the Shropshire Hills Area of Outstanding Natural Beauty (AONB) Partnership.

The survey includes questions about the outdoor facilities and activities you make use of, how you obtain information, any access barriers you may face and how satisfied you are with the services provided. Undertaking the survey each year allows us to understand how things are changing and where future actions should be prioritised.

The survey also provides information to support the delivery of [Shropshire's Great Outdoors Strategy 2018-28](#). The strategy sets out how Shropshire Council and our partners aim to conserve and enhance the natural environment, improve people's health and wellbeing and support the local tourism economy. It sets out the strategic direction for the management and development of publicly accessible greenspace, rights of way and other outdoor access. The strategy fulfils the statutory requirement of a rights of way improvement plan but broadens the remit to deliver across multiple policy areas and to integrate activity across local authority services and partner organisations. It provides a way of inspiring collective action to improve health, prosperity and happiness by cherishing Shropshire's great outdoors.

Please take the time to complete the questionnaire, which you can access by clicking on the "How to get involved tab" at the top of the page.

We'd like to hear from you even if you don't use rights of way, parks, play areas or countryside sites, so we can understand what the barriers to participation are.