



Much Wenlock Town Council

Town Council Meeting

9th November 2023

Supporting Papers

Broseley and Much Wenlock Safer Neighbourhood Team (SNT)

Update to Much Wenlock Town Council: From 28/09/2023 – 01/11/2023

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.

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). Two motorcycles were stolen from an address near to Shipton on the B4378. Scenes of crime Officers and SNT have attended, no current lines of enquiry or forensic evidence apparent.

Drugs. SNT continue to patrol areas where there have been previous reports of incidents linked to drug related activity & submit reports when necessary. There has been an incident reported to the Police, but this is still under investigation and no details can be disclosed at this time.

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

Burglary/Theft. An outbuilding off the B4378 near to Shipton was broken into and two motorcycles stolen. Scenes of crime Officers and SNT have attended, unfortunately there is no forensic evidence or any lines of further enquiry apparent at this time. Two sets of car number plates have been stolen from Much Wenlock

Concern for Safety. There were two incidents involving people having a mental health crisis; Police working in partnership with the ambulance service dealt with one and the ambulance service dealt with the other on their own.

Anti-social Behaviour. There have been two reports of off-road motorcycles being ridden; one in the wooded area at the back of Southfield Road and another in the quarry by Presthope. There was also a report of two youths causing alarm and distress at the Spar in the High Street, Much Wenlock. One of the two involved has been identified and efforts are underway to identify the other youth so that both can be dealt with appropriately.

Domestic Incident. There were four incidents reported, each was dealt with in an appropriate manner by Officers and referrals have been made to our partner agencies where necessary.

Cyber Crime. There was a report of threats being made online that is being investigated.

There were two reports of bail conditions being breached by suspects, these are under investigation.

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

A driver was arrested and a car seized by Officers following a drink drive incident in Much Wenlock.

A car reported to be being driven poorly was reported, unfortunately no officers were available to be deployed, local Officers have been informed and appropriate checks undertaken.

There were three Road Traffic Collisions, one involving a single motorcycle, one involving a single car and another involving a car and tractor, Officers were deployed to all of these rural incidents. Fortunately, there were no serious injuries and no motoring offences identified.

There was a report of a car being abandoned after getting caught in flood water, Officers attended to ensure the road was cleared after recovering the vehicle.

There was a single call regarding a pair of sheep being killed by an out of control dog, the owner of the dog has not been established.

Two make off without payment offences from a garage were reported.

MUCH WENLOCK TOWN COUNCIL

Minutes of the TOWN COUNCIL MEETING held at The Guildhall, Much Wenlock at 7 pm on Thursday, 5th October 2023

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

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

1. Mayor's Welcome

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

"This month our thanks go to Councillor Themans, and Councillor Thomas and his father for the work they put into cutting back the hedge adjacent to the playground on the Gaskell Field. Despite some criticism, it's an important annual job that has to be done.

Still on the Gaskell Field, we now have a new bench outside the Cricket Club, expertly created and carved by Joffrey Watson in a very modern style, in memory of Steve Perks, a long-standing member of the Cricket Club.

It's always good to welcome new businesses to the town and this month we have a new bread seller on Saturdays in the Guildhall Market operating under the name of Flour Power. I have bought some of the excellent merchandise from him and will continue to do so, so many thanks and good luck to our very own Councillor Duncan White. With his French connections, of course, he is now 'un Boulanger'.

The Civic Service in church was held on September 24th and, despite a minor mishap with the mayoral chain, it went down well. It was expertly conducted by the Reverend Matthew as ever, and thanks go to Councillors who were able to attend.

The same afternoon the Mayoress and myself attended the High Sheriff's Tea Party in the Cosford Aerospace Museum, held with the theme of Shropshire Heroes.

Preparations are well under way for the annual Christmas Lights switch on, to be held on Thursday 23rd November, and Councillors are invited to don yellow vests to marshal the event if you are available.

The final 'Made in Shropshire' market of the year will be held in the town on Saturday, 28th October.

Behind the scenes, work is progressing for a Neighbourhood Plan review group to be chaired by Alison Eardley, the consultant we have chosen to provide expert advice, and meetings are already arranged with other consultants to take advice on how to proceed with a housing needs survey in the town.

Regarding the Local Plan, Stage 2 of the Examination in Public is nearing commencement and arrangements for a meeting of Councillors and associates are about to be made.

Work on the Guildhall renovation project proceeds and, with the grants already obtained, we have been able to choose two separate firms of consultants. Lathams will conduct a viability study into the soundness of the building and what can be done to accommodate all the uses suggested. They are making an appointment for the building to be fully measured and surveyed. Focus, who are Audience Development consultants, will assist us in organising resident surveys and consultations. We await confirmation of dates for first meetings with these consultants."

2. Apologies for Absence

Councillors Christian Toon – work, Chris Tyler – family commitment, Linda West – unwell.

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.

Councillor Dan Thomas declared an interest in agenda item 24 due to a family connection.

4. Dispensations

None requested.

5. Public Session

There had been no requests to speak.

6. Policing

Members noted the written and verbal report provided by PCSO Mal Goddard. PCSO was questioned about recent agricultural thefts. He reported that there had been a number of arrests, with trials awaited and it was thought that the same gang was probably linked to the recent crimes. The stolen tractors had been recovered but no evidence had been found. It was noted that tracker devices were sometimes fitted on large machinery and that thieves often parked the vehicles for a few days to see whether they were recovered before moving them on.

PCSO Goddard was thanked for attending and left the meeting.

7. Shropshire Council Report

Shropshire Councillor, Daniel Thomas, presented the following report:

“Traffic and Parking Drop-In Session: Shropshire Council’s Traffic Engineer, Nick Newton, and I held a successful drop-in session on Saturday, 23rd of September, in the town square. We received valuable feedback from members of the public and we will be editing the map off the back of this. The big focus is improving road safety at junctions and supporting traffic enforcement with double yellow lines.

Works on the Gaskell Arms Junction: works to replace the street furniture, which is the bollards and pedestrian safety ironwork, on the Gaskell Arms Junction is to take place in early November. This will include two road closures 8pm until 5am on 8th, 9th and 10th. I am sure all Councillors will welcome these safety improvements which will also make the entrance to the town look excellent in time for the Town Council’s Christmas lights display there.

Boundary Update: the Electoral Boundary Commission have updated their proposals for the County Councillors areas and I am pleased to say this Town Council’s submissions were directly referenced in keeping our neighbouring parish of Easthope, Shipton and Stanton Long as part of the Much Wenlock Division. Harley Parish is being proposed to join the Wenlock Division, and Broseley Wood is set to return to Broseley, with Jackfield joining Much Wenlock too. The next stage will look at the Much Wenlock Town Council boundary, but we are expecting no changes as yet.

Potential of Development in Benthall: at last month’s Barrow Parish Council meeting, local residents, parish councillors, and I questioned Boningale Homes regarding their speculative plans to build homes on land off Floyer Lane in Benthall. Please note that this is not a formal planning application, simply “testing the water”. I can see several concerns with these plans, not just access from Floyer Lane but also from Spout Lane. All other matters apart, this is outside any development boundary, as well as being almost entirely within the Broseley Conservation Area. The development could be up to 100 homes, doubling the size of Benthall, which is noteworthy to this Council based on traffic, school places and affordable housing, which could be 35%.

Surgery: my next advice surgery will be held on Saturday, 14th October, between 10.30am and 12 noon at the museum. No appointment is necessary. I’ll be joined by Town Councillor John O’Dowd and a representative from the Police. The subsequent surgery will be on 11th November.”

Members welcomed the news that the Gaskell pedestrian refuge was to be repaired and thanked Councillor Thomas for his work on this.

Councillor Thomas was questioned on the High Street flooding mitigation and drainage improvements. There seemed to be an assumption that proposed flooding attenuation on Bourton Road would alleviate flooding in the High Street. Councillor Thomas replied that evidence from WSP indicated that the attenuation would help flooding in the High Street but work for the High Street had also been considered, which, it was hoped, would be included in the implementation plans.

With regard to the Boundary Commission proposals, Councillor Thomas explained that these were largely influenced by population. The return of Broseley Wood to the Broseley division, based on community identity, made that division too big. As Jackfield was adjacent to Linley Brook, which was within the Much Wenlock division, it was proposed to move Jackfield into the Much Wenlock division.

8. Minutes

- a. **It was RESOLVED to approve and adopt the minutes of the Town Council meeting held on 7th September 2023.**
- b. **It was RESOLVED to adopt the minutes of the Planning & Environment Committee meeting held on 1st August 2023.**
- c. **It was RESOLVED to adopt the minutes of the Finance & Asset Management Committee meeting held on 25th July 2023.**

9. Town Clerk’s Report

Members noted the written and verbal report from the Town Clerk.

10. Date of 2024 Mayor Making

Members noted that the Priory Hall would be in use for the election of the Police & Crime Commissioner on 2nd May 2024, the date scheduled for next year's Mayor Making. **It was RESOLVED to move the date of Mayor Making to 9th May and the Annual Town Council Meeting to 16th May 2024.**

11. Annual Governance & Accountability Return (AGAR)

- a. Members noted that the external audit had been concluded. In the opinion of the auditor the information in Sections 1 and 2 of the AGAR was in accordance with Proper Practices and no other matters had come to their attention giving cause for concern that relevant legislation and regulatory requirements had not been met. **Councillors were pleased with the positive outcome of the AGAR and RESOLVED to express their thanks to the RFO for her diligent work.**
- b. Members noted that the relevant public notice of the conclusion of the audit had been displayed.

12. The Guildhall Project

Members noted a verbal update on the Guildhall Project. The consultant Lathams had been appointed to produce the Project Viability Appraisal for the Guildhall and Focus Consultants had been appointed as Audience Development Consultant for the project. The surveyor from Lathams would be visiting the Guildhall the following day to carry out a condition survey and meetings were being arranged with the consultants.

13. Neighbourhood Plan Review

- a. Members received an update on the Neighbourhood Plan review. Alison Eardley was currently carrying out a desk-based review of the Plan for the Council and dates had been provided for an online meeting with members of the Council's Planning & Environment Committee. Members noted that the Council had been awarded Technical Support by Locality for the review of the Neighbourhood Plan including Design Codes and Housing Needs Assessment support. The consultancy AECOM would be engaging in this work with the Council. An initial, online meeting with the consultants had been arranged for the afternoon of Monday, 9th October.
- b. It was envisaged that the steering group would comprise a maximum of nine members and be Council led. Sub-groups would deal with specific issues, such as flooding, design or traffic. A broad range of views and expertise would be sought from different members of the community, in order to capture varying opinions. Those Associates already working with the Council on the Shropshire Council Local Plan Review would be given the opportunity to contribute where they had specific interests.
- c. Once the desk-based study was completed, Members would decide on next steps.

14. Gaskell Recreation Ground

Members received an update from the Gaskell Recreation Ground Management Committee. A new bench had been provided by the Cricket Club in memory of Steve Perks. With the permission of the family, the plaque from the previous memorial bench had been moved onto one of the picnic benches overlooking the playground.

The AGM of the Gaskell Charity was coming up in December and, as Trustees, Councillors should make every effort to attend. The Management Committee had lost some members and new members would be selected at the AGM.

A recent tree report for the Gaskell Ground had highlighted no actionable issues.

There was a new user on the field - Wenlock Old Students football team – which had previously played on the field in around 2012/13. Goal posts should be moved after games and this message was being reiterated to teams.

The registration of Linden Lodge had been completed to protect this asset.

15. Much Wenlock Leisure Centre

Members considered the response from Shropshire Councillor Robert Macey, Portfolio Holder for Culture and Digital, to the Town Council's letter regarding concerns about Much Wenlock Leisure Centre. They were dissatisfied with the response, which did not seem to address the need for routine maintenance and cleaning, such as locks on changing room doors and storage lockers. It was noted that swimmers now took their bags to the poolside as so many lockers were broken. Members felt that the community was being let down.

It was RESOLVED to write a response to Councillor Robert Macey, with a copy to the Business Manager at the school, stressing that the measures requested were relatively cheap maintenance issues which would significantly improve the experience for users, and asking what were the larger, more expensive items referenced in the letter.

Members noted the engagement of Peter Neale, the new Business Manager at the school, and **RESOLVED to request a meeting between Peter Neale and Councillors Benbow, Fenwick and Grainger.**

It was RESOLVED to write to Wenlock Olympians to notify them of the Council's actions and ask for their views on the Leisure Centre.

16. SALC AGM

- a. Members noted that the SALC AGM would be held at 6pm on 3rd November 2023 at the Wroxeter Hotel.
- b. **It was RESOLVED that Councillors Crooke-Williams, Fenwick and Thomas would attend.**

17. D-Day Commemoration – 6th June 2024

Members received correspondence regarding the D-Day 2024 commemoration on Thursday, 6th June 2024.

It was RESOLVED that the Council should be involved in the commemoration.

It was RESOLVED to set up a working group to take this project forward comprising Councillors Crooke-Williams, Fenwick, Themans, Thomas and White.

Members would consider allocating a budget to the event as part of the budget setting process.

18. 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. Information from the RSN Rural Market Town Group
- f. VCSA newsletters
- g. News from Shrewsbury and Telford Hospital NHS Trust.
- h. September 2023 Green News from Zero Carbon Shropshire
- i. Invitation to STAR Housing AGM on 12th October 2023
- j. Police Neighbourhood Matters
- k. STAR Housing Bulletin
- l. Zero Carbon Shropshire Green News October 2023
- m. Shropshire Lieutenantcy Newsletter September 2023
- n. Friendly Bus newsletter October 2023

19. Agenda items for next Town Council meeting

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

20. Date of next meeting

Members noted that the next meeting would be held on Thursday, 9th November 2023 at 7.00pm at the Guildhall, Much Wenlock.

Public Bodies (Admission to Meetings) Act 1960

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

21. Office IT Equipment

Members considered a report on office computers and file storage.

It was RESOLVED to delegate authority to a working group comprising Councillors Fenwick and Grainger and administrative staff to identify the best options for office IT and file storage and to purchase the agreed equipment within the available budget.

22. Public Toilets

Members considered the report from the Clerk and recommendations from the Finance & Asset Management Committee regarding the public toilets at St Mary's Lane and discussed requirements and options.

Members wished to investigate a card payment option to accompany the cash payment facility as well as consider the implications of making use of the toilets free.

It was RESOLVED to accept the recommendation from the Finance & Asset Management Committee to progress refurbishment of both units at St Mary's toilets as per the quote from Healthmatic.

The Clerk was asked to clarify the lead time for the work and time necessary to carry out the alterations. A formal meeting with the Healthmatic technician should be requested to discuss the work.

23. 10 High Street

- a. Members noted that Andrew Dixon & Co had been appointed to market, let and manage the rental of 10 High Street and that the marketing details were being prepared. The advertising boards had been ordered and were due to be installed.
- b. **It was RESOLVED to defer a decision on flooring for the premises until tenancy negotiations.**

Having declared an interest in the following item, Cllr Thomas left the meeting.

24. Flooding

Members considered the Flood Risk Mitigation Update from WSP and the suggested response from the Strategic Flood Working Group.

It was RESOLVED to approve the proposed response to WSP.

The meeting closed at 8.55 pm.

Signed Mayor Date

MUCH WENLOCK TOWN COUNCIL

Minutes of a **Planning & Environment Committee meeting**
held at 7.00 pm on Tuesday, 5th September 2023 at the Guildhall, Much Wenlock

Present: Councillors William Benbow, David Fenwick (in the chair), Wilfred Grainger, Daniel Thomas, Linda West.

In attendance: Diane Barlow – RFO, Mr P Hanafin – member of the Transport Working Group

1. Apologies

Councillor Chris Tyler - Holiday

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 1st August 2023 be **APPROVED** and signed as a true record.

6. Planning Applications

Members considered a response to the following planning applications:

23/03359/FUL 20 Southfield Road, Much Wenlock	Erection of a single storey extension to the side and rear of the property. It was RESOLVED no objection.
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7. Planning Decisions

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

23/02847/TCA 26 Sheinton Street, Much Wenlock	Relocation of existing stone retaining wall to form new parking provision. Decision: Grant Permission
23/03091/TCA 5 King Street, Much Wenlock	Remove one trunk and reduce height by 30% of 1no Bay within Much Wenlock Conservation Area. Decision: Grant Permission
23/02982/FUL 5A King Street, Much Wenlock	Alterations to the principal elevation, erection of single storey infill rear extension and internal alterations. Decision: Grant Permission
23/02336/FUL Bourton Hall Farmhouse, Bourton, Much Wenlock	The installation of solar panels on the stable block. Decision: Grant Permission
22/04391/FUL Cuan Wildlife Rescue, The Signals, Stretton Road, Much Wenlock	Erection of building for wildlife rescue charity with residential first floor flat above. Decision: Grant Permission

8. Draft Shropshire Local Plan Review 2016 - 2038

- Members considered a written report from Cllr. Chris Tyler providing an update on the Local Plan Review. The timetable for Stage 2 of the Examination in Public had been delayed, as expected. Members confirmed they would remain vigilant with regard to any points that may be announced. It was noted that an application for 60 dwellings on the preferred site at Cressage, which was made before the Examination in Public, had been refused due to highways issues. Shropshire Council's response via Eddie West to the Examination in Public Inspectors remains the latest addition to the Town Council's communications.

- b. Members reviewed recent correspondence from Cllr Lezley Picton to the Much Wenlock Neighbourhood Refresh Group concerning designation of an Eastern Belt Strategic Corridor along the A458/A4169 in the Local Plan. It was felt that Cllr Picton had clarified the intentions of Shropshire Council, however, the Refresh Group might still have concerns. It was noted that the usual planning process would take precedence. Members were pleased to note that environmental safeguards were in place within Shropshire Council's policy.

9. Neighbourhood Plan

- a. Members noted that Alison Eardley had been appointed to act as a consultant for the review of the Much Wenlock Neighbourhood Plan.
- b. Members also noted that the Council had been awarded a grant of £9,600 from Groundwork UK for the review of the Neighbourhood Plan.
- c. An application had also been made for Design Codes Technical Support. A productive meeting had taken place between the Town Council, Alison Eardley, Locality and the consultant AECOM. Locality had confirmed they were fully supportive of the Town Council's request for additional funding for technical support and a formal response from Locality concerning this was expected by 1st October.
- d. Members considered the next steps. Consideration was given to who should chair future public meetings and appointing a vice chairperson. It was felt that Alison Eardley should be asked to chair future meetings with a vice chairperson presiding over public meetings which Alison may not be able to attend. It was noted that an initial desk top review of key priorities and issues should take place prior to setting up a steering group, for consideration by the Town Council. A steering group of no more than 9 individuals, to include 5 councillors and 4 members of the community should be established, with smaller sub-committees with expertise in areas such as flooding, housing or design being introduced. Members felt that Alison Eardley could help set up the core themes and the sub-committees would make recommendations to the main steering group, but would not have any authority to make decisions.

10. Correspondence re Planning Decision Making and Neighbourhood Development Plans

Members considered correspondence sent to Sir William Cash MP concerning a Planning Decision at Baldwins Gate, Newcastle Under Lyme. **It was RESOLVED to note the correspondence.**

11. Flooding Issues

- a. Members noted a verbal report from the Strategic Flood Working Group.
- b. It was noted that a letter regarding flood alleviation had been sent to Cllr Lezley Picton, Leader of Shropshire Council and that an acknowledgement from Cllr Picton had been received. Members thought that it would be helpful to receive Cllr Picton's considered response in time for the next meeting of the Strategic Flood Working Group on 13th September.
It was RESOLVED to contact Cllr Picton to request a response if possible prior to the meeting on the 13th September.
- c. It was noted that flood alleviation work had recently been carried out at Queen Street and Sheinton Street by Shropshire Council and Severn Trent Water. Older drain covers had been removed and replaced by new covers which should help with flooding risks in the area. There were no other flooding issues arising.

12. Transport and Highways Matters

- a. Members considered a written report from the Transport Working Group.
- b. Shropshire Council have now established traffic modellers which had been collecting data on traffic usage at the Gaskell Corner. This data would be used as part of the WSP feasibility study for the Gaskell Corner.
- c. Members discussed the Council's response to WSP's comments on the content of the Gaskell corner feasibility study. It was considered that the data from Shropshire Council's traffic modellers should be provided to the Council so that the Transport Working Group could analyse which scheme would work more efficiently. This data would be requested when Paul Hanafin and Cllr Dan Thomas met with Shropshire Council's Gemma Lawley on 8th September. This meeting and data from the traffic modellers would help to inform the Town Council's comments to WSP which had been requested by 18th September.
Members RESOLVED to ask Shropshire Council for the data gained from its traffic modellers.

Mr Hanafin was thanked for attending and left the meeting.

13. Condition and Maintenance of Verges and Planted Areas in Much Wenlock

Members considered correspondence from a local resident concerning the condition of a number of verges and planted areas in the town which were owned by different organisations. It was noted that Shropshire Council would be cutting the verges in September as part of its verge management programme. The Town Council would ask its handyman to tidy up the Pound and the area behind the Guildhall. Previous consideration had been given to establishing a group of volunteers to help undertake maintenance tasks and members agreed to try to move forward with this initiative.

It was RESOLVED that Cllr David Fenwick would respond formally in writing to the resident.

15. Consultation*

16. Street Lighting

Members discussed the faulty light on the tower in the Bull Ring. It was noted that E-On had reported the matter to National Grid as there was a faulty wire and that National Grid had scheduled the light for repair.

17. Street Naming *

18. Footpath Issues*

19. Footpath/Bridleway Creation Orders*

20. Footpath Diversion Orders*

21. Road Closures*

Members noted the following road closures:

- | | |
|--------------|---|
| a. Location: | Vineyard Road to Farley Road A4169 |
| Date/Time: | 5 th October 2023/09.30-14.00 |
| Purpose: | Openreach – replace 1 jointbox frame and cover in carriageway |
| Agency: | Openreach |

22. Tree Preservation Orders (TPOs)*

23. Stopping Up Orders*

24. Speed Limit Orders*

25. Prohibition Orders*

26. Date of next meeting

It was **NOTED** that the next meeting would be held on Tuesday, 3rd October 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.

27. Planning Enforcement

Members noted an update on enforcement issues 23/09704/ENF, 22/09018/ENF, 23/09833/ENF, 23/09811/ENF, 23/09773/HRR and 23/09619/ENF.

The meeting closed at 8.17pm

Signed.....(Chairperson)

Date.....

07/23

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, 26th September 2023

Present:

Cllrs. Susan Crooke-Williams, David Fenwick, John O'Dowd, Marcus Themans and Duncan White.

In attendance:

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

1. Apologies

Councillor Christian Toon – work commitment.

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. Town Council Car Park at the Rear of the Corn Exchange

Following on from the discussion at the previous meeting, Members considered options for management of the Council's car park at the rear of the Corn Exchange. Members wished to be even-handed and to support local shops with the one-hour, free pop-and-shop car parking. They had observed that there were many parking spaces available in the town in the morning, both on-street and in the chargeable car parks. Members noted the high charges for residents' permits and season tickets for Shropshire Council owned public car parks in the town.

It was RESOLVED to amend the times for one-hour public parking in the car park at the rear of the Corn Exchange to 8am to 3pm, Monday to Saturday, with no restrictions on parking outside of these hours. The arrangements for permit holders parking would remain unchanged.

The Clerk was asked to advise staff at the Spar store and Blakemore of the decision. The new arrangements and compliance would be reviewed in three months' time.

5. Public Toilets

- a. Members noted that the Service Manager at Healthmatic had sent apologies due to a family emergency.
- b. **It was RESOLVED to discuss proposals for the toilets at St Mary's Lane in private session at the end of the meeting.**

6. Minutes

It was RESOLVED that the minutes of the meeting of the Finance and Asset Management Committee held on 25th July 2023 be APPROVED and signed as a true record.

7. Town Clerk's report

Members noted the Clerk's written and verbal report on action taken since the last meeting.

8. Finance

- a. The RFO presented a written and verbal report.
 She reported that the annual grants application process was underway and would close on 30th September. There had been a high level of applications and these would be considered at the next meeting.
 The external audit of the Annual Governance and Accountability Return for 2022/23 had been concluded. PKF Littlejohn, the external auditor, had confirmed that there was no action to be taken by the Council as a result of the audit.
 Councillor Crooke-Williams had been gaining experience in authorising payments and there were now four competent signatories on the Unity Trust Bank account, three of whom were on the Finance Committee.

08/23

Income to 31st August was £35,573.32 (excluding precept, income from grant awards, refund from SSE Swalec and proceeds from property sale), which was 48.71% above budget for the time of year. Expenditure to 31st August was £111,589, which was 11.6% below budget for the time of year. Members noted the report.

Councillor Crooke-Williams advised that she had started periodic checks of the petty cash, as previously agreed.

The RFO was asked to include the summary information on income and expenditure against budget in her written report for future meetings.

It was RESOLVED to thank the RFO for her work on the Annual Governance & Accountability Return.

It was RESOLVED that Councillors Themans and Crooke-Williams should be the main signatories for the Council's Unity Trust Bank account.

- b. Members noted the balance sheet as at 31st August 2023.
- c. Members noted the income and expenditure to 31st August 2023.
- d. Members reviewed the bank reconciliations to 31st August 2023. **It was RESOLVED to approve the bank reconciliations to 31st August 2023.**
- e. **It was RESOLVED to approve payments from 26th July 2023 to date.**

9. 2024/25 Budget

It was RESOLVED that the RFO and Clerk should prepare a first draft of the 2024/25 budget for consideration at the next meeting of the Finance & Asset Management Committee.

10. The Guildhall Project

Members received an update on progress with the Guildhall Project.

11. Cemetery Tree Inspection

Members reviewed and noted the inspection report on trees at the cemetery completed by an arboricultural officer from Shropshire Council. No actionable defects had been found and no work had been recommended.

12. Trees and Shrubs at the Cemetery

Members considered a request to purchase and plant replacement trees and/or additional shrubs in the old part of the cemetery.

It was RESOLVED to approve the request from the Friends of the Old Cemetery to purchase additional shrubs for the cemetery to a maximum value of £150.

13. Museum

Members considered a request from the Manager of Shropshire Museums & Archives for a meeting to discuss the operation of Much Wenlock Museum. **It was RESOLVED to hold the meeting on 9th October at 10am and that Councillors Crooke-Williams, Fenwick, O'Dowd and Themans and the Clerk would attend.**

14. Date of next meeting

It was noted that the next meeting of the Finance & Asset Management Committee would be held on Tuesday, 24th October 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.

15. Internal Audit

It was RESOLVED to appoint DM Payroll Services Ltd as internal auditor for the financial year 2023/24.

16. Rental of 10 High Street

- a. Members noted the arrangements made with the agent Andrew Dixon & Co. for marketing and letting of 10 High Street.

09/23

- b. It was **RESOLVED** to appoint Fodens Solicitors to deal with the legal matters associated with the lease.
- c. It was **RESOLVED** to defer a decision on the budget for flooring for 10 High Street until further quotations were obtained.

17. Public Toilets

- a. Members discussed proposals from Healthmatic to address the ongoing problems with the public toilets at St Mary's Lane.

It was RESOLVED to recommend to full Council that Healthmatic be commissioned to arrange for conversion of the two units at St Mary's Lane to semi-automatic and for new doors to be fitted.

The Clerk was asked to clarify exactly what would be involved in the work and how long it would take, as well as the ownership of the equipment within the building.

- b. Members considered a quotation from Healthmatic for renewal of the annual cleaning and maintenance contract for the public toilets. The quotation incorporated a reduced number of cleaning hours, as suggested by the Healthmatic Service Manager.

In view of the ongoing problems with the toilets at St Mary's Lane, it was RESOLVED to request a monthly cleaning and maintenance contract.

18. Use of Alamy Image

Members considered correspondence from Alamy regarding the use of an image on the Council's website. **It was RESOLVED to pay the fee requested.**

19. Winter Floral Displays

It was RESOLVED to accept the quotation of £280 from Abbey Nursery for provision of the winter floral displays.

20. Reprint of Olympian Trail Leaflet

It was RESOLVED to reprint 2,000 Olympian Trail leaflets, to approve the quotation from Bridgnorth Print in the amount of £219 and to accept, with thanks, the donation of £100 from Wenlock Olympians.

The meeting closed at 8.55 pm.

Signed.....

Chairperson

Date.....

01/23

MUCH WENLOCK TOWN COUNCIL

Minutes of a
HR COMMITTEE MEETING
held at the Corn Exchange, Much Wenlock
at 6.00pm on Tuesday, 25th July 2023

Present: Councillors David Fenwick (in the chair), John O'Dowd and Marcus Themans
In attendance: Trudi Barrett – Town Clerk

1. Election of Chairperson

It was **RESOLVED** to elect Councillor Daniel Thomas as Chairperson of the Committee.

2. Election of Deputy Chairperson

It was **RESOLVED** to elect Councillor David Fenwick as Deputy Chairperson of the Committee.

3. Apologies

Councillor Daniel Thomas – family engagement.

4. Disclosure of Pecuniary Interests

Members were reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest, whether or not the interest is entered in the Register of Members' Interests maintained by the Monitoring Officer.

None declared.

5. Dispensations

None requested.

6. Inquorate Meeting on 13th June 2023

Members noted that the meeting scheduled for 13th June had been inquorate and had not gone ahead and that the meeting had been rescheduled to 25th July 2023.

7. Minutes

It was **RESOLVED** to approve the minutes of the HR Committee meeting held on 6th April 2023.

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.

8. Administrative Staff Overtime

It was **RESOLVED** to approve payment of the overtime hours accrued by the RFO and Administrative Assistant as outlined in the confidential report.

Members asked for a report on administrative staff hours to be provided at each HR Committee meeting in future.

9. Cemetery Memorial Testing

It was **RESOLVED** to allocate 40 hours of paid overtime to the Administrative Assistant to carry out memorial testing and associated work at the cemetery.

The meeting closed at 6.40pm.

Signed:
Chairperson

Date:

Actions from Town Council meetings

MONTH	MINUTE NUMBER	RESOLUTION	TASK COMPLETE	COMMENT
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.
Oct 2022	6b	Mayor and Clerk to draft a procedure for making CCTV footage available to the police.	Pending	
Sept 2023	13b	Formally consult Natural England on the designation of Windmill Hill as a Local Nature Reserve	In progress	
Oct 2023	10	Move the date of Mayor Making to 9 th May 2024 and the Annual Town Council Meeting to 16 th May 2024.	Yes	Confirmation of booking for Mayor Making received from Priory Hall.
	15	Write to Cllr Robert Macey and the Business Manager at WBS regarding maintenance issues at the Leisure Centre. Request a meeting with the Business Manager at WBS.	Yes	Meeting arranged for 5 th December.
		Write to WOS to notify them of the Council's actions and ask for their views on the Leisure Centre.	Yes	Response received
	21	Delegate authority to a working group comprising Cllrs Fenwick and Grainger and admin. staff to identify the best options for office IT and file storage and to purchase the agreed equipment within the available budget.	In progress	Meeting held with Midland Computers and proposal under consideration.
	22	Progress refurbishment of both units at St Mary's toilets as per the quote from Healthmatic. Request a meeting the the Healthmatic technician to discuss the work.	Yes	Meeting held with MD of Healthmatic on 25 th October and project costs and technicalities clarified. Order placed.

Other activities:

- Meeting with SC re Museum on 9th October
- Remote meetings with AECON re Neighbourhood Plan review on 9th October
- Attendance at Verges, Hedges & Watercourses conference on 13th October
- Remote meeting with Alison Eardley re Neighbourhood Plan review on 19th October
- Meeting with Greenwood Projects, Lathams and Focus re Guildhall on 25th October
- Ongoing liaison with Greenwood Projects, Lathams and Focus re Guildhall
- Meeting with Healthmatic on 25th October

13. Traffic Management

To consider a proposal to alleviate traffic problems in Much Wenlock and funds available from the cancellation of the HS2 project.

Proposal from Councillor Tyler

Following the release of funds from the aborted HS2 link from B'ham to Manchester and with those funds now available for better local connections, I would like to propose that a single question survey is carried out to find out the household view of looking at the possibility of reviving the Much Wenlock by-pass solution. This is to account for the effect of SC's and Telford & Wrekin's preferred building sites that fall within a 5 – 7mile radius of the town. It is likely that a population of approaching 8400 (3400 dwellings x 2.4 persons per dwelling) would be situated on these sites by 2040. To this should be added the fact that the A4169 and the A458 have been designated as a Growth Corridor for employment purposes with the perceived threat of more heavy vehicle movements.

With the help of Paul Hanafin, the Transport Working Group can assess the impact that this would have on the Gaskell Corner over and above that which has already been calculated for the Feasibility Study. If, as was shown in our previous survey, the residents are in favour, we can then ask Dan Thomas to make a case to SC before they award anything to other councils such as Craven Arms, who are also looking for a by-pass.

Thursday, October 5, 2023 at 1:44:01 PM British Summer Time

Subject: {Disarmed} Correction: Final recommendations for Shropshire published
Date: Tuesday, 3 October 2023 at 13:04:00 British Summer Time
From: The Local Government Boundary Commission for England
To: Trudi Barrett

No images? [Click here](#)

The
Local Government
Boundary Commission
for England

Correction: Final recommendations for Shropshire published

View our final recommendations on our
website

**With apologies for the previously missing figures,
please see a corrected text below:**

Today we published our final recommendations for future electoral arrangements for Shropshire.

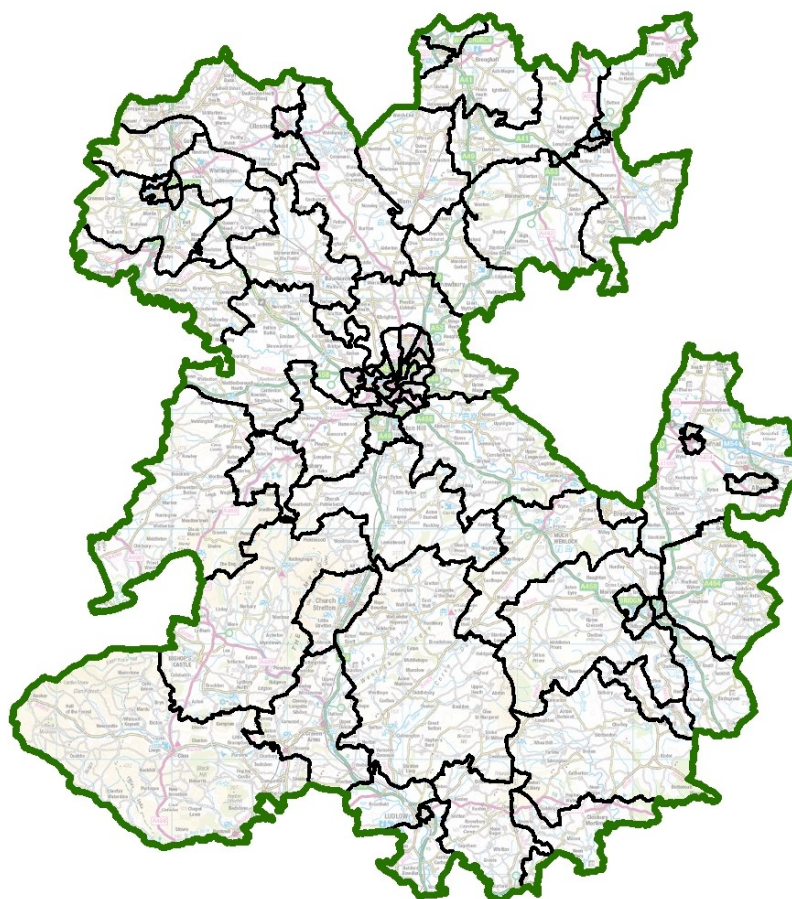
We are proposing that Shropshire should have 74 councillors.

Those councillors should represent 70 single councillor divisions, and one two-councillor division.

We have now completed our electoral review of Shropshire.

We are extremely grateful to the people of Shropshire who took the time and effort to send us their views.

We considered every piece of evidence we received before finalising our recommendations.



[Final recommendations report](#)

[Final recommendations map](#)

As a result of our recommendations for new division patterns, we are making changes to the parish electoral arrangements for the following parish and town councils: Adderley, Albrighton, Atcham, Bickton, Bridgnorth, Donington with Boscobel, Great Hanwood, Ludlow, Market Drayton, Oswestry, Pimhill, Shifnal, Shrewsbury, Uffington, Wem Urban, and Whitchurch Urban.

The changes we have proposed must now be approved by Parliament.

A draft Order - the legal document which brings into force our recommendations - will now be laid before Parliament.

The draft Order will provide for new electoral arrangements for Shropshire to be implemented at the local elections in 2025.



The
Local Government
Boundary Commission
for England

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 Forward

Local Government Boundary Commission for
England, 1st Floor, Windsor House, 50 Victoria Street,
London, SW1H 0TL

You're receiving this email because you represent an
organisation that we believe will be interested in this
electoral review.

2023 Much Wenlock Christmas Tree and Nativity Crib Festival

Saturday 2nd – Sunday 10th December 2023



This year we are mixing things up a bit to include nativity cribs in the annual Christmas Tree Festival. We would love you to decorate a tree and or exhibit a nativity scene and, as ever, the more the merrier.

This year we will be raising money for the British Red Cross and specifically their Israel and Occupied Palestinian Territory Appeal with a mind on the work they are doing to support Children in the Middle East.

There is no charge for exhibitors, but we do ask that you provide your own tree (maximum 6ft), battery lights and spare batteries.

If the cost of providing a tree is prohibitive, please do talk to us, we will see what we can do to help, we have a few 'standby' trees available to use.

The festival will conclude with a relaxed 'Carols for the Children of the Middle East' service at 5pm on Friday 8th December with the singing lead by children from local school choirs to which all are invited.

Please contact Richard Hawthorn on ra.hawthorn@btinternet.com

BRITISH RED CROSS

ISRAEL AND OCCUPIED PALESTINIAN TERRITORY APPEAL

Extra notes

The Church will be open for setting up the trees and cribs on Friday 1st December but we can be flexible if that doesn't work for you. It's your choice whether you use a real tree or an artificial one. In all cases they will need to be free standing and will therefore need a sturdy base. Some of the trees will be exhibited on boards resting on the top of pews.

Please prepare a short description of the tree, setting out who you are and how you have chosen to decorate your tree or make your nativity crib. If you want to have some discrete advertising leaflets at the base of your tree that's fine too.



HOLY TRINITY CHURCH

MUCH WENLOCK

Registered Charity Number: 1142708

www.wenlockchurches.co.uk

From: Daniella RUDD
Date: Wednesday, 18 October 2023
To: Town Clerk <townclerk@muchwenlock-tc.gov.uk>
Subject: HSBC - Much Wenlock Community Pop up bank

Good morning Trudi

I hope you're well.

I'm reaching out to see if we can resurrect our discussions about us hosting a pop-up bank in Much Wenlock from time to time. Our proposition is changing ever so slightly to make it much easier for us to arrange. They have widened the things that we can do at pop up branches now which essentially means we can do everything apart from process cash and cheques. They are also in the process of making it easier for us to advertise our presence as well.

I'm looking forward into the new year now, so I thought I would message you early as I know you have to take it to the council and so on.

We'd be happy with any venue you can think of. Having been to the library now I can see that is too small! Ideally somewhere that gets a bit of footfall, and of course we're happy to pay if there is a fee to use the room as well. We just need power sockets. Wifi is also handy but we do have a portable wifi we can bring that works as long as there is mobile signal.

Happy to pick up on the phone if that is easier

Kind regards

Dani

Daniella Rudd

Local Director | Shrewsbury Market | North West Region
Network | Wealth & Personal Banking | HSBC UK
Princess House, 33, High Street, Shrewsbury, SY1 1SL

Shropshire Council

Dog Fouling and Stray Dogs: Public Space Protection Order (PSPO)

Period: 26 October 2023 - 21 December 2023

Introduction

Shropshire Council's Dog Warden Service has seen increased reports of dog fouling and there have been growing calls from communities across Shropshire to take enforcement action against pet owners who allow their animals to foul pavements and public amenity spaces.

An in-depth review of the Dog Warden Service was undertaken by Shropshire Council during the winter of 2022/23. The review highlighted the growing number of reports received by the service and concluded that action was required to address the issue.

The Anti-Social Behaviour, Crime and Policing Act 2014 introduced Public Spaces Protection Orders (PSPOs) which are intended to provide the means of preventing individuals or groups committing anti-social behaviour in a public space. Section 59 of the Act sets out the test, which must be satisfied before a local authority make a PSPO, where the behaviour is having, or likely to have, a detrimental effect on the quality of life of those in the locality; be persistent or continuing in nature; and be unreasonable.

PSPOs create a framework that either replaces or updates existing public space restrictions such as alcohol Designated Public Place Orders and Dog Control Orders and permits local authorities to introduce new regulations.

The power to make an Order rests with local authorities, in consultation with the police and other relevant bodies who may be affected. A local authority can make a PSPO in respect of any public space within its administrative boundary. The definition of public space is wide and includes any place to which the public or any section of the public has access, on payment or otherwise, as of right or by virtue of express or implied permission.

A PSPO can be in force for any period up to a maximum of three years after which time the Local Authority must consider whether to put in place another PSPO.

Appeals against a draft PSPO can be lodged by anyone who lives in, or regularly works in or visits the area in the High Court within six weeks of issue. Further appeal can be made when a PSPO is varied by the local authority.

To ensure any concerns are understood in advance, and therefore minimise the risk of appeal, Shropshire Council is undertaking a public consultation and seeking the views of a range of stakeholders and key partners.

The proposal

To implement a Public Spaces Protection Order for the prevention of dog fouling and the collection and disposal of dog waste by dog owners. This includes the following:

- The prohibition relates to:
 - **Allowing dog fouling in the public area**
 - **Failure to appropriately remove and dispose of dog waste if a dog has been allowed to foul**
 - **Dog exclusion from play areas, equipped and fenced sports areas:** Dogs are excluded from children's play areas, Multi-Use Games Areas (MUGAs) and tennis courts. For example, a children's play area that contains children's play equipment such as slides, swings, climbing frames and similar apparatus and that is enclosed on all sides by fences, gates, walls or other structures that mark the boundary of the play area. The clear boundaries of these areas make it easy for people to identify the extent of the area where dogs are not allowed
 - **Dogs on leads by direction:** This order gives authorised officers the power to ask for a dog to be put on a lead in situations where they are not under the appropriate control of their owner or where they are causing damage or acting aggressively towards other dogs or park users
 - **Dogs on leads on the highway:** Dogs must be kept on a fixed lead (which includes a fixed extendable lead), of no more than 1 metre in length, when on or adjacent to the public highway, a footway, footpath or cycle track
- There is an **exemption** to any exclusion requirement for registered assistance dogs
- Orders can be enforced by a police officer, a police community support officer authorised council officers and employees of other delegated organisations
- A breach of the PSPO can be dealt with through the issuing of a Fixed Penalty Notice of up to £100, or a level 3 fine (max £1000) on prosecution
- In establishing a PSPO, appropriate signage must be displayed in accordance with the requirements of the Act on entry points to the public area and within the said area

To support the enforcement action a proactive public information campaign will be launched, advising of health considerations, the impact of dog nuisance and the reasons for enforcement action. The campaign will aim to educate and encourage pet owners to act responsibly.

Why are we consulting?

We want to ensure that the proposal to implement the Public Space Protection Order is supported by those who will be affected and those with an interest in the issue. It is important that views are collected from those who have raised concerns and that the proposed solution has support from the wider community. We are also conscious of the impact on our partners including West Mercia Police and we have been working closely with a number of Police Officers in the design of this consultation and the proposed PSPO.

Who are we consulting?

We are seeing the views of a range of people including:

- Members of the public (including dog owners)
- Town and Parish Councils
- Elected Councillors
- Landowners
- Those occupying land or managing areas of land within Shropshire
- West Mercia Police
- The Police and Crime Commissioner (PCC)
- Officers of Shropshire Council working in other departments

- Local businesses e.g. dog walking services
- Voluntary and community groups
- Other public sector organisations
- ...and anyone else with an interest in this issue.

Has an Equalities Impact Assessment been completed?

An Equalities and Social Inclusion Health Impact Assessment (ESHIA) has been completed and anticipates a positive impact across the Protected Characteristic groupings and across the county, due to health and well-being benefits for everyone in the community, if there is less dog fouling as a result of this policy being implemented. There are specific positive impacts anticipated for children under five, and therefore, for all those associated with caring for this grouping, bringing in Pregnancy and Maternity and Sex. Young children are most likely to be exposed to dog fouling through their outside play activities and potential health impacts, if personal hygiene has not fully developed.

How are we consulting?

The consultation will be published on the Council's website with notice provided to relevant bodies believed to have an interest. We are asking a number of questions in a survey about our proposals and for any other ideas, feedback and suggestions. Just click on the 'How to get involved' tab on this page to find the survey link.

What is the timescale?

We are consulting for 8 weeks starting on the 26 October and closing at midnight on the 21 December 2023.

What happens at the end of the consultation?

Following the consultation, the feedback received will be analysed and used to inform a report. The feedback will inform the policy recommendations to be presented to Cabinet for final approval of the PSPO in early 2024.

Help us, help you.

Complete a quick survey and tell us what you think about your local leisure facilities.

Scan the QR code* and complete the survey to help us understand:

- Who uses our leisure facilities
- What impact the facilities have on your health and wellbeing
- What you think about our services

Your feedback will help us understand your needs and improve our services to you.

*or visit www.shropshire.gov.uk/LeisureHealthWellbeingSurvey



Shropshire
Council



Shropshire
**LEISURE
TIME**
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