



QUALITY
TOWN
COUNCIL

Whitchurch Town Council

Civic Centre
Whitchurch
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FULL COUNCIL

MINUTES OF MEETING FOR FULL COUNCIL HELD ON THURSDAY 21st APRIL 2016

PRESENT

Cllrs: M McDonald (Mayor), T Neville, B Duffy, T Harris, T O'Neill, G Stockton, M Rigley, B Slater, J Ebbs, J Sinnott

IN ATTENDANCE

Stephen Platt - Town Clerk
Barrie White – Whitchurch Herald (PRESS)
SC Cllrs Dakin & Mullock
x3 members of public

1. APOLOGIES

Cllr L Stones – Illness
Cllr A Chesters – Holiday

2. DECLARATIONS OF INTEREST

None

3. MINUTES

It was proposed by Cllr Slater, seconded by Cllr Harris. It was **WTC/1/1617 RESOLVED** to confirm the minutes of the meeting held on **17th MARCH 2016** be signed as a true and accurate record thereof of the meeting.

4. MATTERS ARISING

None

5. MAYOR'S ANNOUNCEMENTS

26th Feb 2016 – Opening Harmony Beauty & Sports Therapies

3rd March 2016 – Steering Group – Everybody Active Everyday

28th March 2016 – Easter Parade (British Driving Association)

2nd April 2016 – Opening Material Girls. Spring Fair

6. OUTSTANDING ACTIONS

It was proposed by Cllr Ebbs to rename this section Outstanding Full Council Resolutions, to also have a book listing these actions; this was seconded by Cllr McDonald. It was **WTC/2/1617 RESOLVED** to confirm the change of title for this section.

7. PUBLIC PARTICIPATION

After a proposal by Cllr Harris and seconded by Cllr O'Neill; it was **WTC/3/1617 RESOLVED** to suspend standing orders.

No members of the public presented anything.

8. SHROPSHIRE COUNCILLORS REPORT

Cllr Dakin informed Whitchurch Town Council that he had met with Men In Sheds, whom Nicki Young (SC) will elaborate on further in the relevant agenda item

Also, it was discussed at the recent meeting of "Whitchurch Parking & Delivery Lorry Issues Task & Finish Working Group" held on 11th April 2016 of the issue around delivery lorries parking on the pavement causing traffic obstructions and whether there is scope to create bays for such deliveries.

Cllr Duffy asked for information about Richmond House Surgery, Cllr Dakin is aware that all the plans for its development are going ahead, with CCG backing. They are not moving into the Community Hospital.

Cllr Dakin mentioned that during the recent "Whitchurch Parking & Delivery Lorry Issues Task & Finish Working Group" it was suggested by that Shropshire Council need to update the Resident Parking Policy within areas of Whitchurch, one of these areas being suggested by Cllr Dakin as being Egerton Road/Worthington Street; by creating a one-way system to alleviate congestion.

Cllr Dakin and Nicki Young (SC) discussed with Council that they have met with the project "Men In Shed's" who are seeking a suitable site in Whitchurch, where they can establish themselves as an group concerned with the single older man who are at risk of social isolation. There are two potential sites for their project to be sited which are awaiting the approval from Men In Shed's.

WPC Wheeler discussed the concept of having a Community Group running in Whitchurch, similar in set up to Wem, where patches of land are used to grow vegetables where residents can benefit from this by picking the vegetables. WPC Wheeler is asking if Whitchurch Town Council is aware of or have any patches of land available for such a scheme.

9. TO RECEIVE PRESENTATIONS REGARDING THE NEW I.T & WI-FI PROVISION

Will Weston (with other companies who had been approached) was asked to do a presentation on the I.T system and Wi-Fi provision at present and what is needed within the Civic Centre going forward.

There are 2 cables, Cat 6, in place (as confirmed by Barlow's) above the Hub and Cat 5 into the offices. Wi-Fi at present is inadequate as it doesn't allow for separation for the public, therefore creating a possible data conflict and a loss of both email and internet to the offices when groups using the Civic Centre require Wi-Fi. It was suggested that the Clerk contact Securasound to obtain a schematic of the pre-laid wires in the ceiling or their knowledge of the whereabouts and numbers of wires pre-laid in the void above the ceiling.

The financial side of the presentation would be discussed in the Confidential Session.

It was proposed by Cllr Harris and seconded by Cllr Neville; it was **WTC/4/1617 RESOLVED** to return to standing orders.

10. SEEKING WTC BACKING FOR A ONE-WAY SYSTEM

Cllr Dakin had already mentioned this in item 8. This concept as mentioned by Cllr Sinnott had already been discussed by SC Highways back in 2014/15 and yet nothing had been done to date. The reasoning for this item was that SC (Shropshire Council) were seeking WTC (Whitchurch Town Council) backing to look in to the concept of the one-way system for Egerton Road and Worthington Street.

It was proposed by Cllr Neville seconded by Cllr Slater that WTC are in favour in principle (subject to appropriate consultation) of the proposed one-way scheme, pending further information; it was **WTC/5/1617 RESOLVED** to be in favour of the one-way scheme.

11. BANKING DETAILS NEED AMENDING

The Clerk explained the forms for banking; (1) is for the ability to have the Town Clerk or Deputy input details if the Accounts clerk is away (2) remove the former clerk from the list of signatories (3) to allow payments/withdrawals to done via another bank.

It was proposed by Cllr McDonald to amend the Financial Regulations to have the forms/invoices raised by one party and their input onto the banking system done by the other party; this separation of duties in the ordering process including separation of responsibility for raising the order, authorising expenditure and receiving the goods and services so that no single individual has control over the whole process, this was seconded by Cllr Rigley. It was **WTC/6/1617 RESOLVED** to amend Financial Regulations to show this allowance with in place checks.

12. TOWN PLAN & TOWN TEAM

Cllr Rigley wanted to point out to fellow Cllrs the relevance and the importance of being supportive and cooperative, not to mention their getting involved in the assisting of the Town Team to reach their goals for the benefit of Whitchurch.

13. EVERYBODY ACTIVE EVERY DAY

Cllr McDonald informed Cllrs that the time for applications is fast approaching (11th May 2016). Cllr Stockton explained to Council about the idea of applying for funds from EBAED to lay a running/cycle track around the edge of Deermoss Park, Whitchurch. It was proposed by Cllr Stockton to seek WTC support for the plan, this was seconded by Cllr O'Neill; it was **WTC/7/1617 RESOLVED** for WTC to support the proposed plan for Deermoss Park.

14. TO RECEIVE THE STATEMENT OF ACCOUNTS FOR MONTH'S 11 & 12 (Copies already circulated)

The Accounts for month 11 were proposed by Cllr McDonald to be accepted, this was seconded by Cllr Rigley. It was **WTC/8/1617 RESOLVED** to accept the month 11 Finances. It was proposed by Cllr McDonald to wait the full accounts for month 12, as this was the year end month, this was seconded by Cllr Rigley; it was **WTC/9/1617 RESOLVED** to wait the full month 12.

15. INFRASTRUCTURE TESTING

Cllr Stockton raised concerns over the electrical infrastructure in the streets that had been condemned 8 years. The streets were re-wired as stated by Cllr Sinnott, by a qualified NICEIC electrician for the Christmas Lights within Whitchurch. Cllr Sinnott also stated the using a qualified electrician to test the infrastructure is a red herring, as this only applies if something is being changed, the electrical infrastructure is just to test the security of the wiring and the plugs are properly connected and whether the brackets to hang the lights on are secure. After being

“reviewed to death” by Cllr Sinnott stated that the company who put the lights up are fully qualified and their insurance specifically covers Christmas Lights, they are totally and utterly fully qualified to carry out the work; as Cllr Sinnott is in possession of all the appropriate paperwork from the company.

16. QUEENS ROAD

This was resolved by the works being carried out before the meeting of WTC.

17. MEN IN SHED’S

It was proposed by Cllr Stockton that WTC work with SC and MIS (Men In Shed’s) to help facilitate a suitable space and their needs for this organisation, this was seconded by Cllr Rigley; it was **WTC/10/1617 RESOLVED** to help SC and MIS facilitate this organisation. Cllr Mullock (SC) did point out that Men In Sheds run themselves.

18. LEASE FOR HERITAGE UNITS

It was proposed by Cllr McDonald that Cllr Duffy would send in possible changes to the lease with the Clerk using these suggestions to define the leases so enabling work towards a final draft of the lease for approval, Cllr Rigley added Cllr Duffy’s proposal over a concern that the leases cannot limit the scope of the interested audience for the craft units together with keeping them for too long, Cllr Harris raised the point that the units themselves will determine when they are too big to accommodate their businesses. The two proposals were seconded by Cllr Harris; it was **WTC/11/1617 RESOLVED** to have Cllr Duffy and the Clerk work on a more accurate lease. There was 1 Cllr who abstained.

19. UPDATE ON RESIDENTS LETTER

Cllr Ebbs discussed the invitation letter to new residents to Whitchurch to invite these residents to meet the Councillors by putting of tea and coffee either before or after the Full Council meetings. Cllr Slater commented that there were grammatical errors and spelling mistakes. It was proposed by Cllr Rigley that the letter is proof read and corrected by Cllr Slater to include the required amendments; this was seconded by Cllr Ebbs. It was **WTC/11/1617 RESOLVED** to have Cllr Slater do the amendments/changes to the letter.

20. TEA & COFFEE RECEPTION

This was discussed under item 19 (above), however it was proposed by Cllr Ebbs that the tea and coffee reception (on an offer basis) be held 15 minutes before future Full Council meetings. This was seconded by Cllr Rigley. It was **WTC/12/1617 RESOLVED** to hold the reception 15 minutes before future Full Council meetings. There were 2 Cllrs who abstained.

21. BULLS IN THE BULLRING

Cllr Ebbs informed Councillors that he has consent from Victoria Doran together with clearance from both Ambulance and Fire Brigade who have said yes to it; all the shops in the bullring have been approached who have received a picture and explanation of the project, and to leave any objections with the Clerk. None have been received. Cllrs Stockton and Ebbs carried out a public questionnaire in the Bullring of asking Yes or No to the project of the bull. 127 shoppers were questioned, with a resounding 127 saying yes. Cllr Ebbs is still waiting for feedback from the police and the farmers market; the Highways Dept at SC does require that they do the preparatory ground works to enable the bull to be properly secured and SC will charge WTC. Cllr Ebbs asked the Council to give consent to approach the Heritage Lottery Fund for specific funding. Cllr Slater raised concerns over people climbing on the bull and end up suing Whitchurch Town Council, also without a cost of the project a fund request cannot be made. SC

were asked if they would do the work as this is a highway, to which they would but WTC would be invoiced for these works; and WTC would have the liability for the bull. It was proposed by Cllr Ebbs that Council allow Cllr Ebbs to approach the Heritage Lottery Fund to see if they are prepared to fund this project, this was seconded by Cllr Rigley. It was **WTC/13/1617 RESOLVED** to allow Cllr Ebbs to approach the Heritage Lottery Fund. There was 1 Cllr against.

22. CYCLE RACKS IN THE BULLRING

It was proposed by Cllr Rigley to defer this matter to SC as the land in the Bullring is under the authority of SC, this was seconded by Cllr Neville. It was **WTC/14/1617 RESOLVED** to defer to SC.

23. WORKING GROUP FOR CIVIC CENTRE

This was recommended to be deferred to the confidential section of the meeting by Cllr McDonald.

24. LIGHTING BOX ROOM

The Clerk informed of the problems in the lighting box room, and the need to upgrade the equipment. The room was going to be refurbished once the freehold of the building was secured. Cllr Rigley proposed that these works be carried once the freehold is established and to have the electrical safety check carried out and to engage a lighting expert to assess the lights, this was seconded by Cllr McDonald. It was **WTC/15/1617 RESOLVED** to get an electrical safety check carried out and the lighting assessed.

25. PROCEDURE FOR THE INCLUSION OF AN ITEM IN A COUNCIL OR COMMITTEE AGENDA

Cllr Sinnott explained about laid down procedures for items going on to the Agenda and the order in which they should appear in relation to being asked for inclusion, and to follow the proper procedures. It was proposed by Cllr Sinnott to review the Standing Orders for best practice in terms of agenda items and minutes being sent out in a fair and reasonable timeframe after the relevant meeting, this was seconded by Cllr Rigley. It was **WTC/16/1617 RESOLVED** to ask the Clerk to review the Standing Orders for best practice for both the agenda and minutes.

26. PROCEDURE FOR PRODUCTION & DISTRIBUTION OF MINUTES – COUNCIL & COMMITTEE

This item was discussed within item 25 (above).

27. AUDIO RECORDING OF ALL COUNCIL & COMMITTEE MEETINGS

Cllr Sinnott asked whether the PA system we have in the Civic Centre has the ability to record the meetings, as there is a dispute at the moment over the minutes of a committee meeting. It was confirmed by Cllr Harris that the PA system in place does record. It was proposed by Cllr Sinnott that all meetings be recorded for clarity of what was said and for the Clerk to be able to pick up all what was said; this was seconded by Cllr O'Neill. It was **WTC/17/1617 RESOLVED** to record all meetings.

28. REPORT FROM MEMBERS ON OUTSIDE ORGANISATIONS

Cllr Stockton gave the Clerk a resume of recent meetings with outside organisations.

19th April 2016 – Shropshire libraries launched Shelf Help and the Whitchurch Town Team

Cllr Duffy

14th April 2016 - Whitchurch & District Patients Group; there was talk over the Trust having to close 31 community beds, this has been shelved for a year, to look at home care provision

Cllr Slater
Attended – Whitchurch Town Team

29. GRANTS APPLICATIONS

Paperwork has already been circulated, and it was proposed by Cllr McDonald that the grants go to the Finance Committee to be discussed with the caveat that the Finance Committee follows the Grants Procedure in that they are local and not-for-profit organisations; this was seconded by Cllr Slater. It was **WTC/18/1617 RESOLVED** to defer this item to the Finance Committee. It was as footnote added by Cllr Rigley that item 13 on the Grants list – the building is branded as 90% being used by a for-profit organisation.

30. MINUTES FROM COMMITTEES

- **Parks**

Cllr O’Neill (Chair of Parks) discussed the brackets. Minutes are to be circulated by the Clerk.

31. CORRESPONDENCE

All the correspondence was read out

- (1) Nicki Young inviting WTC to a future management & development of civic amenities and services in Whitchurch
- (2) George Candler regarding whether WTC would take on the library provision
- (3) An email relating to asking for a war memorial to be erected in connection to Operation Anthropoid (copied sent out to Cllrs)
- (4) Changes to Terms & Conditions by the bank
- (5) Request for a cycle rack in the Bullring

32. CONFIDENTIAL BUSINESS

It was proposed by Cllr McDonald to go into Private; this was seconded by Cllr Slater. It was **WTC/19/1617 RESOLVED** to go into Private Session.

There was a recess of 5 minutes (started 9.05pm) before going into Private session

There being further business the meeting closed at 10:15pm

Chairman.....

Date.....