

# Whitchurch Town Council

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## FULL COUNCIL

### MINUTES OF THE FULL COUNCIL MEETING HELD ON THURSDAY 19<sup>th</sup> APRIL 2018

#### PRESENT

Cllrs: J Martin, A Hall, T O'Neill, A Chesters, J Sinnott, T Neville, B Duffy, M. Barker, M. Fewster

#### IN ATTENDANCE

Nicola Young – Town Clerk

Barrie White – Whitchurch Herald

#### 1. Apologies

Cllr N Raynes – prior commitment

#### 2. Declarations of Interest

None received.

#### 3. Minutes

After a proposal from Cllr Martin, seconded by Cllr Hall, it was **WTC/161/1718 RESOLVED** to accept the minutes of the Full Council meeting held on **Thursday 15<sup>th</sup> March 2018** and sign as an accurate record of that meeting.

#### 4. Matters Arising

There were no matters arising.

#### 5. Mayor's Announcements

The Mayor attended the following events representing the Council:

Saturday 17 <sup>th</sup> March	Attend Whitchurch Rugby match and luncheon
Sunday 18 <sup>th</sup> March	High Sheriff's Legal Service & Buffet, Ellesmere College
Thursday 22 <sup>nd</sup> & Friday 23 <sup>rd</sup> March	Attend Whitchurch Library event
Monday 2 <sup>nd</sup> April (Easter)	Easter Horse Parade
Sunday 8 <sup>th</sup> April	Whitchurch 10K, SJT – attend and give awards
Sunday 15 <sup>th</sup> April	Whitchurch Town Band concert, Civic Centre

#### 6. Public Participation

After a proposal from Cllr Neville, seconded by Cllr Duffy it was **WTC/162/1718 RESOLVED** to suspend Standing Orders for public participation.

Shropshire Councillor, Peggy Mullock, invited the Mayor and all Councillors to attend the Rotary Grand Tour, which would be stopping outside the Civic Centre on Wednesday 23<sup>rd</sup> May at 3pm, please wear purple as this is the theme of the Grand Tour.

Whitchurch Herald journalist, Barrie White, brought to Council's attention that all Councillor personal information had been removed from the Town Council's website. The Mayor informed Mr White that he would look into the matter.

## 7. **Dodington Mosaic**

Wrekin Housing Trust Project Manager, Steve Williams explained that Wrekin Housing Trust had completed the purchase of the former Stonham premises in Dodington and were planning to bring the property back into affordable housing use. In order to assist with this project Wrekin Housing Trust wish to widen the vehicle access and this would require an adjustment to the boundary wall, thereby disturbing a mosaic, which is part of the towns' mosaic trail. Wrekin Housing propose cutting the wall back by 2m to allow 2-way vehicle access and give assurance that the work will be done sympathetically and involve the community. Wrekin Housing Trust are requesting agreement from Whitchurch Town Council to undertake this work.

Although Wrekin Housing Trust are not considering moving the mosaic in its entirety, Steve Williams informed Council that he believes there is funding to undertake a further project, but this would probably not be a mosaic. Whitchurch Town Council request that Wrekin Housing Trust go back to the original mosaic artist to see if they wish to get involved with the project to move the mosaic.

Steve Williams informed Council that the Shropshire Council Conservation Officer would be informed.

## 8. **Report from West Mercia Police**

PC Deb Wheeler, Whitchurch Safer Neighbourhood Team (SNT), informed Council:

- That a persistent shop-lifter had been arrested.
- Not much crime within the locality.
- SNT had received reports of vehicle ASB in Sherry Mill Hill car park and were patrolling the area regularly. Section 59s will be issued should the perpetrators be caught.
- Whitchurch SNT employing a third PCSO
- WMP shift changes have meant that there is now SNT presence in Whitchurch on most days
- Whitchurch SNT are moving out of the Police station but have no date for the move. A location had been identified, but information on the new location could not be made public.

PC Deb Wheeler requested:

- Whitchurch Town Council lock the Harry Richards Garden as this would be a better way of getting young people out
- It was agreed that the SNT could join Whitchurch Town Council on their Makers' Market stall to give crime prevent advice and enable townspeople to address issues directly with the local policing team.

Q. Is the West Mercia Police control room moving from Shrewsbury?

A. There will be some control room coverage from Shrewsbury, but all local policing teams are contactable via radios and have good accessibility through mobile telephones too.

Q. The SNT had done some great work in Whixall with bikes, will this be happening in Whitchurch too?

A. The SNT officers do attend the youth club when on duty.

## 9. **Shropshire Councillor's Report**

Shropshire Councillor Gerald Dakin informed Council:

- The Parking Strategy had been agreed and was being rolled out across the county in market towns. The Strategy included information on Residents Parking: residents of Dodington, Bridgewater Street, Roman Way, Park Road paying £100 per year for a residents parking permit. Shropshire Council will consult with residents, who would need to report vehicle registration number-plates to Shropshire Council that did not have a permit.
- The Health Scrutiny Committee were examining the £312m to reconfigure services at RSH and PRH. The CCG preferred option is for RSH to deal with Emergency Care and PRH to deal with Planned Care. Both hospitals would have Urgent Care Centres. This will go out to public consultation and it was agreed that a room at Whitchurch Civic Centre could be used for the consultation.

After a proposal from Cllr Duffy, seconded by Cllr Martin, it was **WTC/163/1718 RESOLVED** to reinstate Standing Orders.

## 10. Outstanding Council Resolutions

**(a) Civic Centre Freehold** – the Town Clerk informed the meeting that subject to:

- due diligence assessment
- agreement with Heads of Terms
- stopping-up order for the front of the Civic Centre
- rectifying the site plan to include areas not currently on the plan
- wayleave in the rear car park for Scottish Power

Shropshire Council Cabinet had agreed to transfer the Civic Centre freehold to Whitchurch Town Council.

After a proposal from Cllr Chesters, seconded by Cllr Duffy, it was **WTC/164/1718 RESOLVED** to set up a working group with Cllr John Sinnott, Cllr Mike Barker, Cllr Terry O'Neill to meet with Shropshire Council and progress the transfer.

**(b) Skateboard Park** – the Town Clerk informed Council that Canvas Spaces had been informed of the need to a minimum requirement for a 2.5m pathway from the contractor's compound into the park and the need to provide security for the project.

## 11. Accounts

After a proposal from Cllr Duffy, seconded by Cllr Martin, it was **WTC/165/1718 RESOLVED** to accept Month 12 accounts to date as presented.

## 12. Minutes from Committees

- **Heritage Committee Minutes** on 15<sup>th</sup> March 2018.

The Work of the Committee was reported:

- CIO status had been granted to Whitchurch Museum & Archives
- A draft lease had been drawn up

After a proposal from Cllr Duffy, seconded by Cllr Martin, it was **WTC/166/1718 RESOLVED** to accept the Heritage Committee minutes from 15<sup>th</sup> March 2018.

- **Planning Committee Minutes** on 29<sup>th</sup> March 2018

The Committee discussed and agreed comments for the Revised National Planning Policy Framework, which have been submitted. After a proposal from Cllr Duffy, seconded by Cllr O'Neill, it was **WTC/167/1718 RESOLVED** to accept the Planning Committee minutes from 29<sup>th</sup> March 2018.

- **Extraordinary Finance & Personnel Committee Minutes** on 3<sup>rd</sup> April 2018. The Committee met to agree the grants for 2018/2019 Financial Year. After a proposal from

Cllr Sinnott, seconded by Cllr Hall, it was **WTC/168/1718 RESOLVED** to accept the Extraordinary Finance & Personnel Committee minutes from 3<sup>rd</sup> April 2018.

- **Parks, Public Realm & Civic Centre Committee** on 9<sup>th</sup> April 2018.  
After a proposal from Cllr O'Neill, seconded by Cllr Martin, it was **WTC/169/1718 RESOLVED** to accept the minutes from the Parks, Public Realm & Civic Centre committee held on 9<sup>th</sup> April 2018.
- **Finance & Personnel Committee** – 12<sup>th</sup> April 2018  
After a proposal from Cllr Sinnott, seconded by Cllr Martin it was **WTC/170/1718 RESOLVED** to authorise the prepayment of the repairs required to the main doors with reparation sought from the perpetrators and accept the minutes from the Finance & Personnel Committee held on 12<sup>th</sup> April 2018.

### 13. Report from Members on Outside Organisations

- Cllr O'Neill reported that he had attended the Fairtrade Town Group meeting, informing Council that the Fairtrade Town status was up for renewal this year and that the group are working on their strategy.
- Cllr Hall reported that he had attended the Chamber of Trade meeting, but that only himself and the Town Centre Manager were in attendance as they had not been informed that the meeting was cancelled.
- Cllr Duffy reported that she had attended the Community Led Plan meeting and that the group had agreed to pause the consultation process because they are unable to get the information regarding new development sites until autumn. The group were considering moving from a Community Led Plan to Neighbourhood Plan Light.

### 14. Neighbourhood Plan Light Refresh

After a proposal from Cllr Duffy, seconded by Cllr Hall, it was **WTC/171/1718 RESOLVED** invite Senior Community Enablement Officer, Nicola Fisher, to speak to full Council in June 2018 to discuss the differences between a Community Led Plan and Neighbourhood Plan Light to enable Council to make an informed decision.

### 15. Town Council Business Plan

After a proposal from Cllr Duffy, seconded by Cllr Sinnott, it was **WTC/172/1718 RESOLVED** that a small working group would be set up to meet in the evenings (not Mondays) to develop a Town Council business plan and set short, medium and long-term goals, and that the following Councillors will be members of the working group:

- Cllr Bev Duffy
- Cllr Andy Hall
- Cllr Terry O'Neill
- Cllr Mike Barker

### 16. Whitchurch Cemetery

Further to considering the report from the Town Clerk:

- a. Members nominated to serve on the Joint Authority that is Not an Entity (JANE) are:
  - i. Cllr John Martin
  - ii. Cllr Bev Duffy
  - iii. Cllr Mike Barker
- b. After a proposal from Cllr Chesters, seconded by Cllr Duffy, it was **WTC/173/1718 RESOLVED** that delegated authority be given to the Town Clerk to carry out the recruitment process and manage the member of staff.

- c. After a proposal from Cllr Martin, seconded by Cllr Duffy, it was **WTC/174/1718 RESOLVED** that the Town Clerk should update all current Cemetery paperwork in line with the training received from Dunn & Co.
- d. After a proposal from Cllr Neville, seconded by Cllr Chesters, it was **WTC/175/1718 RESOLVED** that:
  - i. Whitchurch will not purchase the former Cemetery Board's domain name.
  - ii. To hold the Cemetery website on Galaxy Computer's server.
  - iii. The new Clerk to the JANE will update this cemetery website.
- e. After a proposal from Cllr Chesters, seconded by Cllr Duffy, it was **WTC/176/1718 RESOLVED** that the draft Memorandum of Understanding between Whitchurch Town Council & Marbury & District Council be accepted with the following amendments:
  - i. **Background:** insert new paragraph stating "Acknowledgement that the JANE recognises that Whitchurch Town Council has financial responsibility for running the cemetery, with a 1.42% annual contribution from Marbury & District Parish Council.
  - ii. **Reporting:** insert in second line, after 'Whitchurch Town Council' the words "and Marbury & District Parish Council". Add at the end of this paragraph "Whitchurch Town Council to provide a report to Marbury & District Parish Council on the agreed recommendations."
- f. After a proposal from Cllr Sinnott, seconded by Cllr Duffy, it was **WTC/177/1718 RESOLVED** to give delegated authority to the Town Clerk, Assistant Town Clerk and Clerk to the Joint Cemetery Committee (JANE) to authorise memorials and coordinate burials and attend burials to oversee that the interment is in the correct plot.
- g. After a proposal from Cllr Duffy, seconded by Cllr Barker, it was **WTC/178/1718 RESOLVED** to give delegated authority to the Town Clerk, Assistant Town Clerk and Clerk to the Joint Cemetery Committee to carry out searches and genealogy requests. The Clerk was also requested to provide a searchable database to be uploaded to the website.
- h. After a proposal from Cllr Chesters, seconded by Cllr Duffy, it was **WTC/179/1718 RESOLVED** to give delegated authority to liaise with draughtsmen to mark out new graves within a detailed plan.
- i. After a proposal from Cllr Chesters, seconded by Cllr Neville, it was **WTC/180/1718 RESOLVED** that full Council would directly receive and agree, where appropriate recommendations from the Whitchurch Joint Cemetery Committee (JANE).
- j. After a proposal from Cllr Chesters, seconded by Cllr Neville, it was **WTC/181/1718 RESOLVED** to agree that a suitably qualified person, appointed by the Town Clerk, would carry out an annual inspection of memorials at Whitchurch Cemetery.
- k. After a proposal from Cllr Chesters, seconded by Cllr Neville, it was **WTC/182/1718 RESOLVED** to instruct Ellis Whittam to work with Council staff to provide the overall risk assessment for the Whitchurch Cemetery.

## 17. Street Naming

After a proposal from Cllr Duffy, seconded by Cllr Chesters, it was **WTC/183/1718 RESOLVED** to suggest to Street Naming, Shropshire Council that the streets of the new development off Alport Road be named after the fields, bearing in mind the history of the town.

## 18. Market Hall Lights

After a proposal from Cllr Duffy, seconded by Cllr Chesters, it was **WTC/184/1718 RESOLVED** that the Town Clerk seek expert advice to replace the outdated lighting in the Sports Hall in line with BS EN 123193.

After a proposal from Cllr Sinnott, seconded by Cllr Barker, it was **WTC/184/1718 RESOLVED** to deal with the asbestos short-term and get a proper Sports Hall lighting person in to give advice.

After a proposal from Cllr O'Neill, seconded by Cllr Martin, it was **WTC/185/1718 RESOLVED** to carry the meeting on after 9pm.

**19. Balfour Beatty Works Update**

Council received a verbal update from the Clerk on the intended works by Balfour Beatty to close the High Street to replace outdated gas pipes. Council also received a copy of the intended road closure and traffic management plan.

**20. CONFIDENTIAL BUSINESS**

After a proposal from Cllr O'Neill, seconded by Cllr Duffy, it was **WTC/186/1718 RESOLVED** to enter Confidential session.

**21. To Rescind Recommendation FP/77/1718**

This matter was deferred to the next Finance & Personnel Committee meeting.

**22. Statement by the Mayor**

The Mayor gave a statement in response to the one received by Council in March 2018 from Cllr Sinnott. The Mayor reminded Council of its Complaints Procedure and how this was followed and that no investigation took place.

**23. Statement by Deputy Mayor**

The Deputy Mayor gave a statement requesting that Councillors reduce the number of emails and also requested that discussions regarding staff at Committee meetings were in the presence of the Clerk.

**24. Clerk's Annual Appraisal**

After a proposal from Cllr Neville, seconded by Cllr Chesters it was **WTC/187/1718 RESOLVED** that the following Councillors will carry out the Clerk's Annual Appraisal between Tuesday 15<sup>th</sup> May and Tuesday 22<sup>nd</sup> May – Councillors were requested to check their availability:

- o Cllr Duffy
- o Cllr Hall
- o Cllr Fewster

**Meeting closed at 9.20pm**

**Chairman.....**

**Date.....**