



# BROSELEY TOWN COUNCIL

## FULL COUNCIL MEETING

Minutes of the Broseley Town Council Meeting held on Tuesday 2<sup>nd</sup> April 2019 commencing at 19:00 hours in the Birchmeadow Centre, Broseley TF12 5LP.

---

**MEMBERS PRESENT:** Councillors Burton (Mayor), West (Deputy Mayor), Childs, Harris, L Garbett, Mark Garbett, Michael Garbett, Goodall, Maltby, and Taylor.

**IN ATTENDANCE:** Mr P Russell (Locum Clerk), Dr Kate Howe (Town Clerk), Councillor David Turner (left 7.05 pm) and 3 members of the public.

### 1 PUBLIC PARTICIPATION

There were three members of the public present. Councillor Turner asked Councillors to respond to consultation on cuts to bus services and encourage residents to participate. Bus routes under consideration include 436 and 438. If carried through the last bus will leave Telford at 5.10 pm.

### 2 APOLOGIES FOR ABSENCE

Councillor Singh-Mohr.

### 3 DECLARATIONS OF INTEREST

There were no additional declarations of interests made that were not currently entered in the member's register of interests.

### 4 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

### 5 MAYOR'S ANNOUNCEMENTS

The following Mayor's announcements were received:

- The Girl's Football team final will take place later in the month. The Boy's team won their match.
- Mayor attended Cadet's and presented new stand purchased with BTC grant.
- Mayor welcomed new Town Clerk who took up post 1<sup>st</sup> April.
- First Responders are holding a Quiz Night on Saturday at 7pm.

### 6 MINUTES OF THE MEETING

**RESOLVED** to approve the minutes of the meeting held on Tuesday 12<sup>th</sup> March 2019 as a true record of the proceedings.

### 7 MATTERS ARISING

There were no matters arising.

### 8 CLERK'S REPORT

Council noted the following report:

- Audit Report received previous day to be tabled for discussion and action at next meeting. Clerk has updated the Asset Register, an item identified requiring review.
- Request from Neighbourhood Plan Advisory Group for Clerk to obtain reference for Planning Consultant to undertake report. Council agreed.

### 9 COMMITTEE & ADVISORY GROUP MEETINGS

- (a) **Committee Meetings** – Following consideration, Council **RESOLVED** to approve the minutes of the following meetings held and ratify any decisions and recommendations reached:
- Planning Committee – 28<sup>th</sup> March 2019;
  - Place Plan & Reserves Group – 28<sup>th</sup> March 2019.
  - Estates Committee – 19<sup>th</sup> March 2019.
- (b) **Matters Arising** – There were no matters arising to be considered.
- (c) **Report from the Estates Committee** – The following matters were noted:
- Library office maintenance failed to install key entry to rear door. Clerk delegated to procure.
- (d) **Report from the Planning Committee** – The following matters were noted:
- New Place Plan was being circulated to Councillors. Comments were requested to be returned to Ian West by 30<sup>th</sup> April.
  - Need to discuss common ground with Barrow. Representatives from Barrow Place Plan had met with the Estates Committee mentioned working together on street lamp repairs. Benthall allotments requested support.
  - Met with Connexus representative regarding Dark Lane site for affordable housing with permission for maximum of 24 homes. They are also considering Cherry Brook drive but don't have an option on that yet.
  - Neighbourhood Plan meeting was held last night.
  - Place Plan must be written in planning terminology. A paper will be brought to the next meeting regarding appointment of Michael Barker with funding from Localities Network.
  - Matters arising – Following concerns raised over tree felling at rear of Syspal. Council were assured that there was no need for consent on trees outside the Conservation Area.
- (e) **Report from the Place Plan & Reserves Group** – The following matters were noted:
- Funding from SC for Birchmeadow Drainage was confirmed. Grant will be drawn down in areas so consideration is needed on how to fund work until BTC reimbursed. Contract start date 3<sup>rd</sup> June.

## 10 FINANCES

- (a) **Payments Schedule** – Council received the accounts paid statement for March 2019, and **RATIFIED** the payments amounting to £19,961.34 inclusive of VAT.
- (b) **Bank Reconciliation** – Council **RESOLVED** to approve the bank reconciliation as at 31<sup>st</sup> March 2019. Council currently held balances of £351,012.60.
- (c) **Allocated Year End Reserves Figures** – Council **RESOLVED** to approve the reserves as at 28<sup>th</sup> February 2019. Reserves stood at £202,187.05.

## 11 GRANT APPLICATIONS

- (a) **Grant Applications** – Haycop received £20k grant from Leader fund. BTC agreed to pay £4k to contractors ahead of Neighbourhood funding being received. Paul Russell advised Place Plan Group are delegated to provide scrutiny for Full Council. If councillors wish to see further documents, they should make appointment with Clerk to do so. If councillors wish to see background information before Council meetings they must ask to do so beforehand. It was confirmed that Place Plan & Reserves Group does not have delegated powers to approve grants but to review information in more depth. Hence a level of trust is required. Haycop accounts were received by Place Plan Group which they accepted as valid. Council unanimously approved £4k grant.

- (b) **Grant Policy** - Revised Grants Policy combines Project and Service Support grants as approved by the Place Plan Committee which is consistent with guidance in application process. Council approved.

## 12 HIGHWAYS

Council received the following highways update:

- An 8ft crack on the Ironbridge Rd above the rectory where the kerb brace has broken away. Highways need to pile it.

## 13 REQUEST FOR PERMISSION

To consider the following requests:

- Broseley Festival: Permission to use the Memorial Green, power to the Green and car parking facilities for Broseley Festival taking place on 15<sup>th</sup> and 16<sup>th</sup> June. Council approved.
- Motorcycle Club: Permission to use the Memorial Green on 4<sup>th</sup> August for motorcycle displays and small retail stalls. Council approved.
- Festival Committee: Permission to use the library car park on 4<sup>th</sup> December from 12 noon to 9pm to hold a Christmas Market. Festival Committee confirmed they have full Public Liability Insurance and a copy is held in the Town Council Office. It was suggested that an item be included in Town Talk advising that parking would be out of use and alternative parking would be available. Council approved.

## 14 CEMETERY

Council were asked to note revised Cemetery fees which were approved.

## 15 TOURISM

Lead member did not arrive hence item was deferred until the next meeting.

## 16 PROPOSED BOUNDARY CHANGES

Paul Russell advised Council he had received an email from SC regarding proposed boundary changes from a Parliamentary perspective. The new Clerk was requested to look for email in TC inbox and circulate to councillors. Item was deferred to next meeting.

## 17 WEB CASTING

Paul Russell advised councillors on the need for a Communications Policy and infrastructure citing examples from Glasgow and Portishead. It was noted that Bridgnorth also live stream Council Meetings on their web site. The benefits of open, transparent local government were noted but councillors were advised to be aware of public policy issues. As the lead member did not arrive at the meeting this item was deferred.

## 18 CHRISTMAS SHUTDOWN

Councillors were asked to note that the Library, Cemetery and Council Offices will be closed over the Christmas period as follows:

- Council staff will be off from Friday 21<sup>st</sup> December 2019 to Thursday 2<sup>nd</sup> January 2020.
- Office and cemetery will be closed from Saturday 22<sup>nd</sup> December 2019 to Wednesday 1<sup>st</sup> January 2020.
- Library staff will be off from Saturday 22<sup>nd</sup> December 2019 to Thursday 2<sup>nd</sup> January 2020.
- Library will be closed from Sunday 23<sup>rd</sup> December 2019 to Wednesday 1<sup>st</sup> January 2020.

Christmas shutdown dates were approved.

## 19 DATE OF NEXT MEETING

Council noted that the Annual Parish Council Meeting would be held on Tuesday 18<sup>th</sup> April and the Town Council Meeting would be held on Tuesday 14<sup>th</sup> May 2019 both commencing at 7:00pm at the in the Birchmeadow Centre, Broseley TF12 5LP.

## 20 CONFIDENTIAL ITEMS

As certain items include the consideration of exempt information Full Council **RESOLVED** that, in accordance with Section 100A(4) of the Local Government Act 1972, the public were excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

## 21 STAFFING MATTERS

Council considered the following staffing matters:

- The Mayor welcomed Dr Kate Howe in her role as Town Clerk to Broseley Town Council;
- Council noted that the Locum Clerk had agreed to provide the new Town Clerk with mentoring support;
- Council were informed that unfortunately the first choice appointment for the role of Seasonal Operative failed to confirm his start date in a timely manner and as a result the second choice appointment of Mr Arthur Morris had been offered and accepted the post. He will start on Tuesday 16<sup>th</sup> April working Tuesdays and Thursdays 7 am to 3pm;
- Council noted that the Library Manager had terminated her contract in writing and has been paid to her point of leaving and written to confirming payments made. The Clerk has prepared a report to present to the Staffing Committee regarding the recruitment of replacement Library staff. Staffing Committee have delegated power to approve. Concern was expressed that the Library remains open to allow Job Seekers to use computer terminals and avoid any delay in benefits. It was agreed that every effort would be taken to allow this to happen. Councillors agreed to make effort to contact Library volunteers of their acquaintance as contact details were unaccounted for. It was agreed to include a request for a Library support group of volunteers to be re-established via Town Talk;
- The Staffing Committee would review the HR support it had received from Shropshire Council.

## 22 LONDON BRIDGE

Council noted this is now an urgent item.

- Quotations for a flagpole and union flag had been obtained. Council was advised by Paul Russell that the cost was likely to be in the region of £500.
- The Clerk was delegated to research this item and commission.

There being no other business the Mayor thanked Mr Paul Russell for his expertise and support to members in his role as Locum Clerk and also thanked members for their attendance. The meeting closed at 8.40 pm.

---

**MAYOR:**

---

**DATE:**