



Broseley Town Council

The Library Building, Bridgnorth Road, Broseley, Shropshire TF12 5EL

Minutes of the Broseley Town Council Meeting held on **Tuesday 9th July 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, Taylor and Singh-Mohr.

IN ATTENDANCE: Dr Kate Howe (Town Clerk), Mrs Andrea Williams (RFO), Councillor David Turner (left at 7.15 pm), Andy Wilde SC Highways Programme Manager (left at 7.40), Alan Morgan SC Highways Operations Manager (left at 7.40) and 3 members of the public.

44. PUBLIC PARTICIPATION

Andy Wilde and Alan Morgan reported on timescales for major road repairs required to Ironbridge Rd, Coalport Rd and Bridgnorth Rd. **ACTION:** Andy Wilde agreed to provide a detailed programme of works with specific timescales for Town Council to post on the website providing transparency for all residents. Town Clerk to ensure information is received. Alan Morgan agreed to drive the Ironbridge Rd daily to monitor the traffic lights issue and public safety. Signage will be changed from 'Workforce in Road' which clearly they are not to 'Structural Survey in progress'. Gurm Singh, new Structures Manager, to attend September BTC meeting to update us on progress.

45. APOLOGIES FOR ABSENCE

There were no apologies for absence.

46. DECLARATIONS OF INTEREST

There were none which had not been previously recorded.

47. REQUESTS FOR DISPENSATIONS

There were none.

48. MAYOR'S ANNOUNCEMENTS

Community volunteers replanted the dug-out roofs on Birchmeadow Park with sedum. Birchmeadow Park Committee have just been awarded £10k grant for the footpath. The Mayor attended Olympic Bowls at the Club with Wenlock, the Festival at Dark Lane School, the Haycop to view work ongoing, Wellington Civic Ceremony and presented trophies to Broseley Youth. Broseley Festival was well supported. There were a number of complaints from residents. The Mayor is planning to host another meet the Councillors session in the Library in September. Broseley in Bloom deserve a pat on the back for the hard work they have done again. The Motorcycle Festival is on 4th August. The Mayor is aware that the meeting with Jackfield residents requested by Graham Hollox needs to be arranged.

49. MINUTES OF THE MEETING

Council **APPROVED** the minutes of the meeting held on Tuesday 11th June 2019.

50. MATTERS ARISING

Matters arising from the minutes of the meeting held on 11th June were:
Item 38b: Councillors **NOTED** Birchmeadow Park Committee decision not to have the Pill Box located on the Park. Alternative suggestions are being sought.

51. CLERK'S REPORT

Council **NOTED** the Clerks update on the following projects:
a) The Drainage project at Birchmeadow Park is progressing well and due for completion on Friday 12th July. It has been agreed that 2 'extra' items will be included as part of the works within the contingency budget:

- a submersible pump to pump the water to the main outfall at a cost of £1500.
- Additional drainage of ground between the adult pitch and woodland at a cost of £2950

The pitches will be re-seeded in readiness for the next football season. Spoil from the drainage works will be used to fill depressions in the ground surface (making easier access for walkers). Any surplus spoil will be banded and seeded with a woodland edge wildflower mix. There will be a final inspection from Alan Lewis who will issue a practical completion certificate. There a 12 month defects liability period.

b) Library Staff Recruitment

- Following interviews 3 Part time Library & Information Assistants had been appointed. Their names are Wendy Croft, Dawn Martin and Angela Eggington.
- Hayley Ellam, SC Libraries Team Leader and the Clerk spent 2 days training and inducting them as a team whilst the library was closed.
- The Clerk has arranged for the current casual Library Assistants to work with them for their first few shifts to provide additional on the job training, support and mentoring. This is also required because their personalised Galaxy logins and data protection agreements have to be created before they can work independently. The Clerk will have to be on site for the next couple of weeks to provide training and support until each new member of staff is sufficiently confident to operate the library on their own.
- Training days and additional staff hours for mentoring would impact on library staffing costs for the first few weeks.
- The new working rota of 21 hours was agreed between them, working regular days over a fortnightly pattern.
- The new rota has allowed the additional benefits of all day opening on Thursday (no need for lunchtime closing) and late opening until 6pm on Fridays. This has standardised opening hours until 6pm across the weekday openings.

52. COMMITTEE & ADVISORY GROUP MEETINGS

(a) Committee Meetings –

- Estates Committee – no meeting in June
- Councillors **APPROVED** Minutes of the Planning Committee –27th June 2019
- Councillors **NOTED** Minutes of the Place Plan & Reserves – 27th June 2019
- Councillors **NOTED** Broseley Neighbourhood Plan Advisory Group Meeting notes – 10th June 2019 which were circulated at Council meeting.
- Staffing Committee – Meeting 3rd July - minutes are confidential.

(b) Matters Arising – Councillors considered the following matters arising and recommendations requiring ratification from the minutes of the meetings held above not appearing elsewhere on the agenda:

Planning Committee – Council **NOTED** Chair of Planning Committee's verbal report:

- A number of residents had attended representing the Cape Street development. There had been lots of complicated issues to discuss and comment on.
- A Power Station Consultation meeting is being held on 17th July at Buildwas Village Hall. **ACTION:** Cllr Simon Harris agreed to attend and report back to the Planning Committee.
- Chair of Planning and the Clerk held a meeting with Connexus, the developers proposing the Dark Lane Housing project. The timescale they advised was surprisingly quick, due to their funding demands, and they are expecting to submit their planning application next month. We had expected more time to engage with the community. It will be controversial. We are waiting for a revised plan of the site to display with Neighbourhood Plan consultation in the library and on our website. Development site did look quite good with nature areas and green spaces. There are 24 two and three bedroom properties proposed, we pushed them to consider including some one bedroom properties to meet local housing needs. They are reconsidering their plan. We've been emphasizing priority for local connections but the government funding body has changed its rules, so for shared ownership properties this may be difficult. **ACTION:** The Chair and Cllr Harris to query this with SC.

Estates Committee – no meeting in June

Staffing Committee - Cllr Goodall (Chair of Staffing Committee) outlined the challenges facing office staff at present and the actions agreed by the Staffing Committee to address these. Council **RESOLVED** to confirm new Town Clerk in permanent position and remuneration as recommended by Staffing Committee. Council **APPROVED** Staffing Committee recommendation to ask Shropshire HR to review job description and salary for office staff and Groundsman.

Neighbourhood Plan Advisory Group – Council **NOTED** that a grant of £7,320 from Locality had been approved which would cover the bulk of expenses. A questionnaire was in the process of being distributed to every house in Broseley by Broseley News delivery team. A few people have not yet received their copy and this is being addressed. Additional copies are available from the library. Ballot boxes are placed in for locations around town.

53. FINANCES

- (a) **Accounts Paid Statement** – Council **APPROVED** the accounts paid statement for July 2019, as presented at the meeting.
- (b) **Bank Reconciliation** - Council reviewed and **APPROVED** the bank reconciliation as at 30th June 2019.
- (c) **Financial Risk Assessment** – Council **APPROVED** (no changes from 2018)
- (d) **Financial Regulations** – Council **AGREED** (no amendments advised by NALC so no changes from 2018)
- (e) **Internal Audit** – Council **NOTED** the report from the Internal Auditor
- (f) **Reserves** – Council **NOTED** the Reserves figures as at 31st March 2019 and 1st April 2019.
- (g) **Year End Budget Review** – Council **NOTED** the Year End Budget Review for 2018/19.
- (h) **Allocation of remaining Year End Budget figures** – Council **APPROVED** moving:
- £1000 from remaining 18/19 Budget GEN7 to Birchmeadow Park Drainage reserve.
 - £2800 from remaining 18/19 Budget ATR4 to Library Building Reserve.
- (i) **Allocation of Unallocated Reserves figure** – Council **APPROVED** moving:
- £5000 from unallocated reserves to Broseley Cemetery Extension reserve.
 - £2500 from unallocated reserves to Replacement Vehicle Reserve.
 - £5000 from unallocated reserves to Street Lighting Reserve.
 - £2243.95 from unallocated reserves to Potential Capital Funding Requirements.
 - £500 from unallocated reserves to Christmas Lights Reserve.
 - £1400 from unallocated reserves to Library Car Park Reserve.
 - £2000 from unallocated reserves to MUGA Surface Reserve.
- (j) **MUGA Bank Reconciliation** – Council reviewed and **APPROVED** the MUGA bank reconciliation as at 30th June 2019.

54. GRANT APPLICATIONS & FUNDING

- (a) Council **RESOLVED** not to award the grant applications to Broseley Primary School and John Wilkinson School.

55. ANNUAL REPORT

Council **DEFERRED** the decision to review and approve the full Annual Report for 2018/19 until next Council meeting.

56. SUMMER PLAYScheme

Council **NOTED** StreetKings have confirmed they will run the Summer Play scheme again this year and the Birchmeadow Centre has been booked. The scheme will run from Monday 22nd July to Friday 30th August 2019 (excluding Monday 26th August Bank Holiday) from 10.30am to 12.30pm.

57. STANDING ORDERS

Council reviewed and **APPROVED** the revised Standing Orders (amendment was issued by NALC in July 2018, no further updates have been issued for 2019).

58. HR SUPPORT

Council **APPROVED** the decision to renew Shropshire HR SLA for another year at a cost of £1,050 as recommended by the Staffing Committee.

59. APPOINTMENTS TO THE STAFFING COMMITTEE

Council **DEFERRED** election of four Councillors to the Staffing Committee to the Private session.

60. CORRESPONDANCE

Council **NOTED** the following correspondence and agreed action to be taken in relation to the correspondence:

- a) Review of Polling Station **ACTION:** Clerk to confirm as correct the current three stations.
- b) Correspondence and discussion paper circulated from Bob Welch Mayor for Church Stretton. **ACTION:** Clerk to write a letter in response confirming our agreement of poor communication with SC. BTC support his initiative as a good idea and an alternative perspective than the one arranged by SC.
- c) Ironbridge Parish Council Highways Update was **NOTED** and required no response.
- d) A request for applications from Councillors to become Community Governor at William Brookes School, Much Wenlock had been circulated. **ACTION:** Councillors to apply in person submitting completed application form by Friday 12th July.

61. CITIZEN OF THE YEAR AWARD

Council considered nominations for the 2019 Citizen of the Year Award and **VOTED** for Darren Wiggan to receive the award. **ACTION:** Clerk to notify winner by phone, confirm with letter inviting winner to next Council meeting for award of the prize.

62. YOUNG CITIZEN OF THE YEAR

Council considered nominations for the 2019 Young Citizen of the Year Award and **VOTED** for Elizabeth Taylor to receive the award. **ACTION:** Clerk to notify winner by phone, confirm with letter inviting winner to next Council meeting for award of the prize.

63. GDPR SUPPORT

Council **RESOLVED** to approve the recommendation from the Staffing Committee to employ the services of JDH Business Services to provide GDPR support at the cost of £1200 plus VAT.

64. COMMUNITY GOVERNANCE REVIEW

Following a vote Council **RESOLVED** to proceed with the request for Broseley to become part of Telford & Wrekin Council. **ACTION:** Clerk to draft letter to Telford & Wrekin Council requesting they consider the move. If they give an affirmative response BTC will then consider the process and the expense which would be incurred.

65. REVISION OF COUNCILLOR PACKS

Council **NOTED** the need to revise and update Councillor packs as a number of Councillors were making reference to out of date documents. **ACTION:** Clerk to produce updated Contents page with dated inclusions and new copies of most recent documents. Councillors to attend Council Office and sign for their new packs by appointment with the Clerk.

66. DATE OF NEXT MEETING

Council **NOTED** the next Town Council Meeting will be held on Tuesday 13th August 2019 to commence at 7:00pm at the in the Birchmeadow Centre, Broseley TF12 5LP.

67. CONFIDENTIAL ITEMS

Council **RESOLVED** that there was one item considered which required the consideration of exempt information "That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be 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".

APPROVED BY THE MAYOR:

DATE: