



Broseley Town Council

Minutes

of a Town Council meeting
held by Zoom video
at 7 pm on Tuesday 13 October 2020

Present:

Chairman Cllr. Tarlochen Singh-Mohr, Cllr. Michael Burton, Cllr. Caroline Bagnall, Cllr. Roy Childs, Cllr. Linda Garbett, Cllr. Mark Garbett, Cllr. Michael Garbett, Cllr. Simon Harris, Cllr. Ann Maltby, Cllr. Colette McCabe, Cllr. Philip Revell.

In attendance:

Sharon Clayton, Locum Town Clerk
9 members of the public

378 Chairman's Welcome

The Chairman welcomed everyone to the meeting. He informed those present that the High Sheriff's visit on 28 September 2020 had been successful. As well as Councillors she had met with local traders, community members and volunteers. The Chairman apologised to those Councillors who did not get a chance to meet her.

The Chairman also welcomed the two local police officers in attendance and invited them to present a police report later in the meeting.

379 Apologies for absence

There were no apologies from Members as all were present.

Apologies were received from Shropshire Councillor David Turner who had a conflicting meeting.

380 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.

Cllr. Simon Harris declared an interest as a Shropshire Council Member of the Southern Planning Committee and Trustee of the Victoria Hall Trust.

381 Dispensations

None requested.

382 Shropshire Council

There was no report from Cllr. David Turner.

Cllr. Simon Harris reported that he was in daily contact with Town Council officers to progress work and to advise about funding opportunities. He had also attended a Christmas Lights Committee meeting.

NOTED.

383 Police Report

The Broseley and Much Wenlock Safer Neighbourhood Team (SNT) had provided a written report which included the following information for the period 3 September to 7 October 2020:

- In response to government Regulations concerning coronavirus the police approach nationwide was to engage, educate, explain and, as a last resort, enforce by issuing a Fixed Penalty Notice. Local police had not received any reports of breaches of the Regulations.
- There had been three burglaries of sheds in the town to which officers had attended and spoken to the victims and provided advice on how to protect property.
- The police had visited licenced premises to pass on advice relating to licenced premises concerning COVID-19 Regulations.
- Anti-social behaviour (ASB) had continued to reduce although SNT officers had patrolled areas where ASB had been reported. Two windows at Broseley Library had been broken and the offenders had not been found, neither had the operator of a drone being flown over the town.
- The police were responding to drug activity.
- The police were working with partner agencies to safeguard youths vulnerable to exploitation.
- All SNT officers had been trained in the use of Laser Speed Cameras and would be conducting speed monitoring in areas where speeding concerns had been raised.
- The owner/rider of a motorcycle being ridden on the footpath in the town had been identified and was to be dealt with appropriately.

NOTED.

The Police also informed that a crime prevention event would take place in the town on 31 October 2020 with a mobile police station between 10am and 2pm. It was hoped that the rural business crime officer would be in attendance with some bike marking equipment and other crime prevention information. Members of the Town Council were invited to attend this drop-in session which would be outdoors and COVID-19 aware.

The Police would soon be issuing a regular newsletter outlining what the police are doing and also looking at some plain clothed police surveillance in response to shed break-ins.

NOTED.

384 Public Participation

There were no requests to speak from members of the public.

385 Minutes

- a) The minutes from a Town Council meeting held on 8 September 2020 were considered for approval.

It was PROPOSED, SECONDED and unanimously AGREED that, following a minor spelling error to correct 'Ridge' to 'Bridge' at minute number 358, the minutes be APPROVED and ADOPTED as a true record.

- b) The minutes from a Planning Committee meeting held on 27 August 2020 were **NOTED** and **ADOPTED** although it was noted that there was an error on a planning application number that would need to be amended.

- c) The minutes from an Extraordinary Staffing Committee meeting held on 24 August 2020 were **NOTED** and **ADOPTED**.

d) The minutes from a Chairs Meeting held on 27 August 2020 were **NOTED**.

386 Town Clerk's Report

Members received a written report from the Locum Town Clerk on action taken in relation to decisions made at the last Town Council meeting.

The Clerk also gave the following verbal update:

- At the last Town Council meeting the Town Council agreed to support the Broseley Road Race but Shropshire Council had not approved the route because it would lead to too many roads being closed.

NOTED.

387 Financial Matters

a) Members considered for approval income and expenditure for August 2020.

It was PROPOSED, SECONDED and AGREED that income of £1,193.41 and expenditure of £29,476.48 (net) for August be APPROVED.

b) Members considered for approval bank reconciliations for August 2020.

It was PROPOSED, SECONDED and AGREED that bank reconciliations for August be APPROVED.

c) Members considered for approval payments to date.

It was PROPOSED, SECONDED and AGREED that payments of £30,453.71 be APPROVED.

d) Members considered for approval grant awards for the Victoria Hall Clock and the Friendly Bus as recommended by the PPR Working Group.

It was PROPOSED, SECONDED and AGREED that:

- i. **A grant of £725 be awarded for the Victoria Hall Clock.**
- ii. **A grant of £2,262.14 be awarded to the Friendly Bus.**

e) Members considered for approval the purchase of PDF merge software from Microshade to enable PDF documents to be merged into one PDF file to improve efficiency.

It was PROPOSED, SECONDED and unanimously AGREED that the software should be purchased at a cost of £25 for user set-up and an additional £2.50 per month.

f) Members considered for approval the renewal of the Town Council's insurance for 2020/2021. Quotes had been received as follows:

- Came & Co. had provided 3 quotes; £3,600, £3,800 and £4,233. The Council's current provider, Zurich, had provided a quote of £3,441.39.

It was PROPOSED, SECONDED and AGREED that the quote from Zurich should be accepted at a cost of £3,441.39.

388 Policies

a) Members considered for approval a draft Social Media and Electronic Communication Policy.

It was PROPOSED, SECONDED and AGREED that the policy be referred to the Staffing Committee for review and any comments/amendments be considered by the Town Council at a future meeting.

b) Members considered for approval a draft Passwords Policy.

It was PROPOSED, SECONDED and AGREED that the Passwords Policy be APPROVED.

389 Town Talk

Members considered for approval the autumn edition of the Town Talk newsletter.

It was PROPOSED, SECONDED and AGREED that, with the addition of thanks to Broseley C of E Primary School and Crossbar and a reference to the pipe museum as the 'Clay Tobacco Pipe Museum', the newsletter be APPROVED.

390 Remembrance

Members received information outlining plans for this year's Remembrance Service. Due to the COVID-19 restrictions the normal activities would not take place and the final arrangements were awaited which would be forwarded to Members by the Locum Town Clerk once agreed.

NOTED.

391 Citizen of the Year

Members considered for approval nominations for this year's Citizen of the Year and Young Citizen of the Year.

After being put to the vote it was **PROPOSED, SECONDED and AGREED that:**

- a) Niamh Perrins be awarded this year's 'Young Citizen of the Year'.**
- b) Julia Sockett be awarded this year's 'Citizen of the Year'.**

392 Tree for the Town

Members considered for approval a proposal by Cllr. Caroline Bagnall that a commemorative tree be planted in recognition of community members who had volunteered to assist the local community in need during the COVID-19 lockdown.

It was PROPOSED, SECONDED and unanimously AGREED that:

- a) £200 be set aside for the purchase of a commemorative plaque and a prunus tree with a collar, to be planted in the Memorial Garden.**
- b) The plaque would read "This tree celebrates the work of all the people of Broseley who helped to support each other during the coronavirus pandemic".**

393 Place Plan

- a) Members considered that, in principle, projects recommended by the PPR Working Group should be approved.

It was PROPOSED, SECONDED and unanimously AGREED that the proposals be APPROVED.

- b) Members considered for approval that an initial £5,000 should be allocated to spend on a survey, assessment and planning to assess project viability.

It was PROPOSED, SECONDED and unanimously AGREED that £5,000 be allocated to spend on a survey, assessment and planning to assess project viability.

- c) Members considered that, once viability and costs had been determined, as at (b) above, they should be approved.

AGREED.

- d) Members considered for approval that the updated Place Plan should be submitted to Shropshire Council.

It was PROPOSED, SECONDED and AGREED that the updated Place Plan should be submitted to Shropshire Council.

- e) Members considered for approval that the Asset Transfer Group should convene before the end of October 2020.

It was PROPOSED, SECONDED and AGREED that the Asset Transfer Group should meet before the end of October 2020.

394 Recording of Town Council Meetings

- a) Members considered for approval a proposal by Cllr. Colette McCabe that recordings of Town Council meetings should be published on YouTube. Concern was expressed about the facilities that would be needed and the staff time required.

It was PROPOSED that the staff should be asked whether it was possible and what additional resources would be required.

It was PROPOSED, SECONDED and unanimously AGREED that broadcasting Town Council meetings via YouTube should be considered by the Staffing Committee.

- b) Members considered for approval that the Town Council's IT facilities should be upgraded to enable recordings of Town Council meetings to be published on the Town Council's website. It was recommended that an external consultant should be hired to consider whether the Council's IT facilities need to be upgraded.

It was PROPOSED, SECONDED and unanimously AGREED that the Council's IT requirements should be considered by the Staffing Committee who would prepare a cost benefit analysis for consideration by the Town Council.

395 Summer Playscheme

- a) Members considered for approval that a letter of thanks should be sent to Broseley C of E Primary School and Crossbar for assisting with this year's Playscheme.

It was PROPOSED, SECONDED and AGREED that a letter of thanks should be sent to Broseley C of E Primary School for hosting and Crossbar for facilitating this year's Playscheme.

- b) Members considered for approval that an article about this year's Playscheme should be published on the Town Council's website.

It was PROPOSED, SECONDED and AGREED that an article should be published on the Town Council's website.

- c) It was recommended that a report and feedback should be requested from Crossbar to assist with planning for next year's Playscheme.

It was PROPOSED, SECONDED and AGREED that Crossbar should be asked for feedback from this year's Playscheme.

396 Youth Project

Cllr. Colette McCabe informed Members that no update on the Youth Project had been received.

NOTED.

397 Turret

Members received feedback from the recent consultation asking where people would like to see the turret situated.

It was PROPOSED, SECONDED and AGREED that the turret should not be sited in the Memorial Garden and its location should be considered by the Estates Committee.

398 Smartwater

Members considered for approval the purchase of 100 SmartWater kits to be made available in the library for distribution to interested members of the community.

After being put to the vote with 8 in favour and 3 abstentions it was **PROPOSED, SECONDED and AGREED that:**

- a) **A budget of £2,000 be allocated for the purchase of 100 SmartWater kits.**
b) **The kits would be given free of charge to local residents on 31 October 2020 when Members of the Town Council would join the Police at the crime prevention event.**

399 Broseley Tourism Proposals

Members received a written update from Cllr. Tarlochen Singh-Mohr on tourism proposals for the town. Members were also given a verbal update on the purchase of new tourist signage.

NOTED.

400 Christmas Lights Switch-on

Members received an update from Cllr. Simon Harris about the last meeting of the Christmas Lights Committee meeting where installation of the Christmas lights and the date for this year's Christmas lights switch-on had been agreed.

It was PROPOSED, SECONDED and AGREED that the Christmas lights be installed as agreed by the Christmas Lights Committee.

401 Correspondence

The following correspondence was **NOTED**:

- a) SALC information bulletin and NALC information – emailed to Members.
- b) Information concerning COVID-19 – emailed to Members.

402 Consultation

There was no consultation for consideration. However, it was **AGREED** that the Telford & Wrekin Local Plan Review consultation would be considered by the Planning Committee.

403 Agenda Items for the Next Meeting

None requested.

404 Date of Next Meeting

It was **NOTED** that the next Town Council meeting would take place on Tuesday 10 November 2020.

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.

405 Land Survey

Members received a written report concerning a piece of land that the Town Council was interested in purchasing to extend the burial space at the cemetery. However, a land survey needed to be carried out first to ensure that the ground was suitable for burials and Members were therefore asked to approve a land survey.

It was PROPOSED, SECONDED and AGREED that the Locum Town Clerk be granted delegated authority to arrange for a ground survey to be carried out within a budget of £15,000.

406 Christmas Lights

Members considered for approval quotes for this year's installation and removal of the Christmas lights display.

It was PROPOSED, SECONDED and unanimously AGREED that NOW Electrical should be appointed to install and remove the Christmas lights at a cost of £2,540 + VAT.

At this point in the meeting, it was **PROPOSED, SECONDED and AGREED to suspend Standing Order number 3(x) to enable the meeting to exceed more than 2 hours.**

407 Staffing Matters

Members received and **NOTED** the following update from the Staffing Committee.

- a) The MUGA Assistant's post had been made redundant in accordance with a decision made by the MUGA Management Committee, and the Youth Worker had been appointed for 7 hours per week on Scale 2 with a revised job description following advice from the Town Council's HR advisor.

- b) Kevin Carter's services would only be used as required.
- c) The Staffing Committee chairman and the Locum Town Clerk had prepared a recruitment process for an apprentice with the aim of someone being in post by January 2021.

d) Members considered for approval the Locum Town Clerk's timesheet for September 2020. **It was PROPOSED, SECONDED and AGREED that the Locum Town Clerk's timesheet for September 2020 be APPROVED.**

e) Members considered for approval revised working hours for the administration staff. **It was PROPOSED, SECONDED and unanimously AGREED that the revised working hours for the administration staff be APPROVED as follows:**

- o **The Assistant Clerk/RFO would work 24 hours per week.**
- o **The Administration Officer would work 23.5 hours per week.**
- o **These hours to be reviewed by the Staffing Committee in January 2021.**

f) Members considered for approval a recommendation from the Staffing Committee for the appointment of an emergency key holder.

It was PROPOSED, SECONDED and AGREED that further information should be considered by the Staffing Committee who would consider available options for multi-site security patrols and how the buildings would be secured should damage to property occur.

g) Members received an update concerning Dr Kate Howe v Broseley Town Council. The Claimant had been offered an initial settlement as agreed, and a further settlement as agreed, and both had been rejected. The Claimant had also asked the Town Council to pay for her annual membership of the SLCC. Whilst the Council had agreed to pay a fixed sum of £1,500 for training the Council had no contractual obligation to pay the SLCC membership.

It was PROPOSED, SECONDED and AGREED that the Town Council would not pay for the Claimant's membership of the SLCC.

The meeting closed at 21:28.

Signed: _____

Date: _____

Chairman