



# NEWPORT (Shropshire) TOWN COUNCIL

*DRAFT UNTIL SIGNED AT SUBSEQUENT MEETING*

## MINUTES OF A MEETING

held on

Wednesday 13<sup>th</sup> September 2017

at

The Guildhall, High Street, Newport

**PRESENT:** Councillors Peter Scott – Deputy Town Mayor  
Nigel Borrett  
Tony Forrester  
Graham Foster  
Tim Nelson  
Phil Norton  
Tim Pryce

### IN ATTENDANCE:

Lee Jakeman – Town Clerk  
Sheila Atkinson – Deputy Town Clerk  
Angie Astley - Telford & Wrekin Council  
Dave Hanley - Telford & Wrekin Council

**ABSENT:** Nil

**61/17-18 APOLOGIES FOR ABSENCE:** Members noted the following apologies:

- Cllr Fowler – Holiday
- Cllr Carter – Holiday
- Cllr Perry – Work Commitment
- Cllr Janke – Work Commitment

**62/17-18 DECLARATIONS OF INTEREST – Nil**

### **63/17-18 TELFORD & WREKIN COUNCIL GROUNDS MAINTENANCE AND CLEANSING SERVICE**

Members welcomed representatives from Telford & Wrekin Council who provided an overview of the Tender and process for the Telford & Wrekin Council Grounds and Cleansing Contract that is due 1 Apr 19. Members were provided with a written brief which was then expanded upon and included the areas covered by the proposed contract, the ambitions of the tender and the formal process. It is intended to deliver a flexible contract that could be measured and monitored more robustly to ensure compliance and value for money. Furthermore, it is anticipated that there will be significant cost savings without the need to reduce services.

The tendering process is scheduled to begin in January 2018 with an evaluation of potential contractors being carried out in April 2018 followed by an assessment of priced bids and further evaluation, leading to a contract being awarded in December 2018 with a start date of 1 April 19.

The officers present agreed to return to the Town Council or its Leisure and environmental Services Committee to discuss more detail and consider how Newport Town Council might influence the provision of grounds maintenance and cleansing service in Newport.

**64/17-18 SUSPENSION OF MEETING – Members RESOLVED to suspend the meeting to take comments from the Public.**

- a. Mr Martin Elkes (Wellington Road) – History Society Grant Application - Mr Elkes spoke in support of the History Society’s grant request that was to be discussed later.
- b. There being no other members of the public wishing to raise comments Members **RESOLVED to resume the meeting.**

**65/17-18 Previous Minutes**

- a. Members **RESOLVED to approve as a true record the Minutes of the meeting held on 12<sup>th</sup> July 2017.**

**66/17-18 TOWN COUNCILLOR VACANCY –** Members noted the resignation of Cllr Bowsher from the Town Council and were advised that an election had been called. The timetable for the election is expected to be published on 21 Sep 17, with a likely election date of 26 Oct 17.

**67/17-18 ANNOUNCEMENTS -** Members noted the Town Mayor’s engagements for July & August 2017:

**July**

8 <sup>th</sup>	Judging of the small trade stands at Newport Show
14 <sup>th</sup>	Castle House School Speech Day
15 <sup>th</sup>	<ul style="list-style-type: none"> <li>1. Meet the Mayor Newport Library</li> <li>2. Combat Stress, Audley Court – Summer Fete</li> </ul>
16 <sup>th</sup>	Telford & Wrekin Civic Service Wrockwardine Wood Holy Trinity Church
17 <sup>th</sup>	Bands of Burton Borough School Reception & Celebration Concert
21 <sup>st</sup>	<ul style="list-style-type: none"> <li>1. Adams Grammar School Speech Day and School Prize Giving.</li> <li>2. Meeting at Telford &amp; Wrekin regarding request for Newport to become an Alzheimer Friendly Town.</li> </ul>

Signed .....

Dated .....

## August

14 <sup>th</sup>	Community Engagement meeting
15 <sup>th</sup>	Hosting of Alzheimer's awareness meeting in the Guildhall
18 <sup>th</sup>	Books, Bees & Blooms - Newport Library
19 <sup>th</sup>	1 <sup>st</sup> Battalion Royal Irish - Op TORAL4 Medals Parade – Clive Barracks
26 <sup>th</sup>	Meet the Mayor – Newport Library

Members were advised that the Mayor's is currently planning an evening event for 27 October at Newport Rugby Club, details to be published.

### FINANCE

**68/17-18 Annual Return** - Members noted receipt of the completed Annual Return for the financial year 2016-17.

**69/17-18 Town Council Insurance** – Members considered a report and confirmed acceptance of the Town Council Insurance Renewal Schedule for the year beginning 29 Sep 17 and **RESOLVED to: Increase the budget of Nominal Ledger 4074 to £8,000.**

**70/17-18 Finance Report** - Members **RESOLVED to approve the July finance statement and the payments therein** (summary below):-

Revenue Fund balance b'fwd (1 Jul)	<b><u>265,028.21</u></b>
Less: Payments chq No's (708960 to 708974)	8,016.55
Payments chq No's (708975 to 708989)	12,294.30
Direct Debits	15,526.07
Plus:	
Xfer from managed funds	nil
Receipts	13,997.48
Revenue Balance c'fwd (31 Jul )	<b><u>243,188.77</u></b>
Ear Marked Reserves balance b'fwd (1 Jul)	<b><u>196,786.19</u></b>
Xfer to revenue	Nil
Ear Marked Reserves balance c'fwd (31 Jul)	<b><u>196,786.19</u></b>
Managed Funds balance b'fwd (1 Jul)	<b><u>3,006.87</u></b>
Payments	Nil
Receipts	Nil
Managed Funds balance c'fwd (31 Jul )	<b><u>3,006.87</u></b>
CCLA Investment – Property Fund	<b><u>50,000.00</u></b>
Total Balance In Hand (31 Jul)	<b><u>492,981.83</u></b>

**71/17-18 Finance Report - Members RESOLVED to approve the August finance statement and the payments therein (summary below):-**

Revenue Fund balance b'fwd (1 Aug)	<b><u>243,188.77</u></b>
Less: Payments	
Payments chq No's (708990 to 709007)	8,369.23
Direct Debits	26,342.50
Xfer to managed funds	nil
Plus:	
Receipts	9,724.75
Revenue Balance c'fwd (31 Aug)	<b><u>218,201.79</u></b>
Ear Marked Reserves balance b'fwd (1 Aug)	<b><u>196,786.19</u></b>
Xfer from revenue	Nil
Ear Marked Reserves balance c'fwd (31 Aug)	<b><u>196,786.19</u></b>
Managed Funds balance b'fwd (1 Aug)	<b><u>3,006.87</u></b>
Payments	Nil
Receipts	Nil
Managed Funds balance c'fwd (31 Aug)	<b><u>3,006.87</u></b>
CCLA Investment – Property Fund	<b><u>50,000.00</u></b>
Total Balance In Hand (31 Aug)	<b><u>467,994.85</u></b>

**72/17-18 Cheque Signing - Members RESOLVED to authorise the list of cheques for payment numbered 709008 to 709022 (total £13,564.84) to be signed by Cllr Forrester and Cllr Borrett.**

**73/17-18 Bank Reconciliation**

- a. Cllr Pryce advised that he had undertaken a satisfactory reconciliation of the bank and finance statements and verified salary payments for June 2017.
- b. Cllr Foster volunteered to carry out the independent bank and finance reconciliation including salary payments for July and August, prior to the next meeting.

**74/17-18 Budget Setting Timetable 2018/19 – Members noted the timetable for setting the budget and demanding the precept for FY 2018/19, copy attached Appendix 1.**

**75/17-18 Annual Grant Funding – Members considered a request for grant funding from the St George's Day Committee (to support their event in 2018) and RESOLVED that:**

- a. **Nominal ledger 4513 (annual grant funding) be increased by £500.**

And that

- b. **The St George's Day Committee be granted £500 to support next year's event.**

**76/17-18 Seed and Crisis Grant Funding** - Members considered the following grant applications:

Group/ Body and amount requested	Approved (Y/N?) Amount / comment
Newport Visually Impaired Persons Association	Yes - £250
Newport History Society	Minded to support the project in principle but the amount to be decided once more information is available.
Newport Town Football Club	Yes - £3,000

## RESOURCES & ADMINISTRATION

**77/17-18 Minutes** - Members noted receipt of the unsigned minutes of a meeting held on Wednesday 30<sup>th</sup> August and considered the recommendations:

- a. Members **RESOLVED To undertake a programme to upgrade all the Town Council street lighting to LED technology within the current financial year.**
- b. In reaching its decision members were aware that the programme would require the use of a significant amount of the general reserve (crica £90k). Furthermore, members noted that the programme of replacing the Street Lights would have due consideration for those points identified by the Resource & Finance Committee at its meeting on 30<sup>th</sup> August namely:
  - Is the Council confident that there are no other technologies on the near horizon that might offer better savings?
  - Are there any adverse environmental impacts on a change of light (is light pollution increased, lessened or not change very much)?
  - Is there now an opportunity to reduce the number of street lights (because the new lights are better)?

**78/17-18 HUB Management** – Members noted a report from the working group looking onto the feasibility of the Town Council taking over the management of the Hub building; discussions are ongoing.

**79/17-18 Heritage Lottery Fund (HLF)** – Members received a copy of a recent unsuccessful bid by the Town Team for HLF grant funding and the covering letter from the HLF identifying the reasons for it being unsuccessful. Members **RESOLVED:**

- a. **To defer discussion and any decisions on the future of the bid until the next Full Council meeting on 11<sup>th</sup> October 2017.**

## LEISURE & ENVIRONMENTAL SERVICES

**80/17-18 Minutes** - Members noted receipt of the unsigned minutes of a meeting held on Wednesday 19<sup>th</sup> July and considered recommendations. Members **RESOLVED**:

- a. **To Amend the Terms of Reference for the Leisure & Environmental Services committee increase the maximum number of members to 12 (from 10).**

**81/17-18 Christmas Lighting Contract** – Members **RESOLVED**:

- a. **To defer the agenda item to the October meeting of the Full Town Council.**

## PLANNING & ECONOMIC DEVELOPMENT

**82/17-18 Planning Permissions** - Members noted a list of recent planning determinations from the Local Planning Authority, Appendix 2.

**83/17-18 Neighbourhood Development Plan**

- a. **General Update** - Members noted receipt of a report from the Deputy Town Clerk on recent progress.
- b. **Strategic Environmental Assessment Regulation 2004 (SEA)** – Members considered a report regarding the screening out of environmental assessments as part of the statutory process and **RESOLVED**:

**In accordance with Regulation 9 of the Strategic Environmental Appraisal (SEA) Regulations 2004 the Town Council as the responsible authority has determined that an Environmental Assessment of the Newport Neighbourhood Development Plan is not required as it is unlikely to have significant environmental effects. In making this determination the Town Council has had regard to Schedule 1 of the Regulations and has carried out consultation with the statutory bodies. An assessment against Schedule 1 of the regulations was published for consultation at Regulation 14 and the written comments received from the statutory consultees.**

## TELFORD & WREKIN COUNCIL

**84/17-18 Parish Charter Monitoring Group** – Members noted the minutes of a meeting held on 20<sup>th</sup> July 2017.

## OUTSIDE BODIES

**85/17-18 Wrekin Area Committee of Shropshire Association of Local Councils** – Members noted the minutes of a meeting held on 20<sup>th</sup> July 2017.

**86/17-18 Shropshire Association of Local Councils (SALC)** - Members noted a summary report of the SALC executive meeting with Shropshire MPs.

**87/17-18 Newport Regeneration Partnership** - Members noted the minutes of a meeting held on 20<sup>th</sup> June 2017.

**88/17-18 Cosy Hall Management Committee** – Members noted receipt of the minutes of a meeting held on 31<sup>st</sup> August 2017.

**89/17-18 Lady Anabelle Boughey Trust** – Cllr Scott advised that he and Cllr Forrester had attended a recent meeting discuss grant funding.

## **MISCELLANEOUS**

**90/17-18 Dementia Awareness** – Members **RESOLVED** that:

- a. **Newport Town Council support the aspiration of the Alzheimer’s Society to create, in Newport, a Dementia Alliance Association (DAA).**

**And**

- b. **The Town Council should become a member of Newport DAA**

**91/17-18 St Nicholas Christmas Fair 2017 – Road Closure Application** – Members noted receipt of a copy of a road closure application for Friday 24<sup>th</sup> November 2017 submitted to Telford & Wrekin Council by Mr Rodney Pitt to hold a fun fair in the area of lower bar. The event is scheduled to follow the Town Council’s Christmas light switching on event on the same day.

Members were supportive of the initiative on the understanding that it would not detrimentally effect the Town Council’s Christmas Light Switch-On event and observed from the application form that discussion is taking place with a local charity to provide it with an element of the profits. Furthermore, they noted the assurance that suitable steps would be taken by Mr Pitt in sufficient time to inform those business and residents that might be affected.

\_\_\_\_\_end\_\_\_\_\_

Appendix 1  
to Town Council Minutes  
dated 13<sup>th</sup> September 2017

Date	Action	Comment
13 Sep 17	Town Council confirm budget timetable	Agenda Item for Town Council Meeting (13 Sep)
15 Sep – 27 Oct 17	Members forward/discuss comments and recommendations to the RFO/Clerk or respective committee chairman	Comments to be In writing and evidenced where appropriate.
20 Sep 17	Com Safety / budget recommendations – New/novel spends or removal of services/	Agenda item for Com Safety Committee Meeting (20 Sep)
11 Oct 17	Town Council to provide guidance on levels of taxation and council priorities	Agenda Item for Town Council Meeting (11 Oct)
25 Oct 17	L&ES budget recommendations – New/novel spends or removal of services/. Consider levels of fees for cemetery/ allotments	Agenda item for L&ES Committee Meeting (25 Oct)
27 Oct 17	Last day for individual members inputs to be received for inclusion in first draft.	
8 Nov 17	1 <sup>st</sup> draft budget presented to Council.	Agenda Item for Town Council Meeting (8 Nov)
15 Nov 17	R&F Committee to review non-committee budgetary spending and note other committee recommendations	Agenda item for R&F Committee Meeting (15 Nov).
23-24 Nov 17	Finance officer & Clerk to prepare 2 <sup>nd</sup> draft budget	To be completed before the issue of the agenda for Dec Town Council Meeting.
13 Dec 17	2 <sup>nd</sup> draft of budget to be presented to Council.	Agenda Item for Town Council Meeting (13 Dec)
10 Jan 18	Precept setting	Agenda Item for Full Town Council (10 Jan 18)
26 Jan 18	Precept Demand issued to Telford & Wrekin Council	Breakdown of expenditure by T&W budget categories also required



**Planning Determinations Granted From 24<sup>th</sup> May to 30<sup>th</sup> August 2017**

**TWC/2017/0257**

**FULL PLANNING PERMISSION**

<b>Proposal:</b>	Erection of a detached dwelling and garage following demolition off existing bungalow and garage
<b>Location :</b>	Site of 65 Forton Road, Newport, Shropshire

**TWC/2017/0329**

**FULL PLANNING PERMISSION**

<b>Proposal:</b>	Erection of a 1.81 metre high fence (Retrospective)
<b>Location :</b>	45A Wrekin Avenue, Newport, Shropshire, TF10 7HQ

**TWC/2017/0396**

**FULL PLANNING PERMISSION**

<b>Proposal:</b>	Erection of a single storey rear extension
<b>Location :</b>	9 Lapworth Way, Newport, Shropshire, TF10 7DG

**TWC/2017/0400**

**LISTED BUILDING CONSENT**

<b>Proposal:</b>	Listed building application for internal works to create toilet facilities, repositioning of an external soil vent pipe and temporary blocking of a window
<b>Location :</b>	The Old Ballroom, The Square, Newport, Shropshire, TF10 7AG

**TWC/2017/0444**

**FULL PLANNING PERMISSION**

<b>Proposal:</b>	Erection of a single storey side and rear extension
<b>Location :</b>	67 Stafford Road, Newport, Shropshire, TF10 7QY

**TWC/2017/0490**

**FULL PLANNING PERMISSION**

<b>Proposal:</b>	Erection of a first floor extension over the existing garage, conversion of existing garage to a study with associated bay window, erection of a canopy on front elevation and erection of a conservatory to the rear ***Amended description***
<b>Location :</b>	Sunnyside, 16 Granville Avenue, Newport, Shropshire, TF10 7DX

**TWC/2017/0508**

**FULL PLANNING PERMISSION**

<b>Proposal:</b>	Erection of a single storey side extension
<b>Location :</b>	25 Kings Head Park, Green Lane, Newport, Shropshire, TF10 7LG

**TWC/2017/0528**

**FULL PLANNING PERMISSION**

<b>Proposal:</b>	Change of use from hairdressers (Use Class A1) to residential accommodation (Use Class C3) (Full Planning Application)
<b>Location :</b>	Unit 1, 73 High Street, Newport, Shropshire, TF10 7AU

**TWC/2017/0529**

**LISTED BUILDING CONSENT**

<b>Proposal:</b>	Change of use from hairdressers (Use Class A1) to residential accommodation (Use Class C3) and internal alterations (Listed Building Application)
<b>Location :</b>	Unit 1, 73 High Street, Newport, Shropshire, TF10 7AU

**TWC/2017/0595**

**FULL PLANNING PERMISSION**

<b>Proposal:</b>	Erection of a summer house
<b>Location :</b>	90 Stafford Road, Newport, Shropshire, TF10 7RA

**TWC/2011/0827**

**OUTLINE PLANNING PERMISSION**

<b>Proposal:</b>	Outline application to include access for the erection of up to 215no. dwellings, highway works, public open space, allotments and associated infrastructure development following demolition of buildings *****Revised Section 106 package to that considered by Planning Committee*****
<b>Location :</b>	Land To The North Of, Audley Avenue, Newport, Shropshire.