



NEWPORT (Shropshire) TOWN COUNCIL

DRAFT UNTIL SIGNED AT SUBSEQUENT MEETING

MINUTES OF A MEETING

held on

Wednesday 8th November 2017

at

The Guildhall, High Street, Newport

PRESENT: Cllrs: Lyn Fowler - Town Mayor
Nigel Borrett
Eric Carter
Derrick Eggerton
Tony Forrester
Graham Foster
Thomas Janke
Tim Nelson
Phil Norton
Ian Perry
Tim Pryce
Peter Scott

IN ATTENDANCE: Lee Jakeman – Town Clerk
Louise Tunks - Officer

115/17-18 Apologies for Absence:

Cllr Carter – Members were informed that he would be late for the meeting. As the Town Council's representative on the SALC executive he was attending Shropshire Association of Local Councils (SALC) training seminar on General Data Protection Regulations at Shirehall until 7:30pm.

116/17-18 Declarations of Interest

NIL

117/17-18 New Councillor

- a. Members welcomed Councillor Derick Eggerton to his first Town Council meeting as a result of being successful at the election for the West Ward on Thursday 26th October.
- b. Cllr Eggerton confirmed his intention to accept (pro rata) the councillor's allowance for the remainder of the current municipal year (£250)
- c. Cllr Eggerton was keen to join a committee but asked for short period of time to consider the different committees in more detail before committing.

118/17-18 Suspension of Meeting - Members **RESOLVED to suspend the meeting to take comments from the Public.**

There being no members of the public wishing to raise comments, the meeting continued.

119/17-18 Previous Minutes

- a. **Parish Boundary** – Minute (111/17-18 refers). Members were advised that Telford & Wrekin Council’s Boundary Committee had met on 2nd November and decided not to consider Newport Town Council’s request for a boundary review and that only a petition (of circa 700) residents would prompt them into action. A formal notification in writing would be forwarded in the very near future.
(Cllr Norton asked that his view, that he did not agree on the TWC resolution on the boundary, be minuted)
- b. Members **RESOLVED to approve, as a true record, the Minutes of the meeting held on 11 October 2017.**

120/17-18 Announcements

- a. Members noted the Town Mayor’s engagements for October 2017:

Mayor’s Engagements - October 2017

Sunday	22 nd	Wem Town Council Civic Service
Tuesday	31 st	Newport Community First Responder’s New Vehicle Launch

- b. Members were reminded of the Town Council’s Armistice Day Service which would take place beside the war graves in Newport Cemetery on Saturday 11th November.
- c. The Chairman of the Community Safety Committee (Cllr Forrester) advised members that he had been contacted the day before by the local policing team regarding having a trial period to see if some form of regular drop in session for members of the public at the Guildhall would be beneficial. Members asked that the matter be discussed in more detail under community safety matters later on the agenda.
- d. Cllr Scott informed members that on Friday 1st December at Shuker field car park at 12 noon there would be an event in protest to the cuts to services at Combat Stress and that everyone is welcome to join them.

FINANCE

121/17-18 Finance Report - Members RESOLVED to approve the October finance statement and the payments therein (summary below):-

Revenue Fund balance b'fwd (1 Oct)	393,501.02
Less: Payments chq No's(709032 to 709044)	6,326.21
Payments chq No's No's(709045 to 709052)	4,171.71
Direct Debits	20,075.33
Xfer to managed funds	-
Plus:	
Xfer from managed funds	-
Receipts	14,521.21
Revenue Balance c'fwd (31 Oct)	<u>377,448.98</u>
Ear Marked Reserves balance b'fwd (1 Oct)	196,786.19
Receipts	-
Ear Marked Reserves balance c'fwd (31 Oct)	<u>196,786.19</u>
Managed Funds balance b'fwd (1 Oct)	3,006.87
Payments	-
Receipts	-
Managed Funds balance c'fwd (31 Oct)	<u>3,006.87</u>
Investments balance b'fwd (1 Oct)	<u>50,000</u>
	-
Investments balance c'fwd (31 Oct)	<u>50,000</u>
Total Balance In Hand (31 Oct)	

122/17-18 Members **RESOLVED** to authorise the list of cheques for payment numbered **709053 to 709066 (total £5,130.18)** to be signed by **Cllr Foster & Cllr Norton**. The cheques will form part of the revenue payments in the November financial statement to be presented next month.

123/17-18 Bank Reconciliation - The meeting was advised that Cllr Norton had undertaken a satisfactory reconciliation of the bank and finance statements for September on 27th October. Cllr Borrett volunteered to carry at an independent bank and finance reconciliation for October, prior to the next meeting.

124/17-18 Budget Preparation 2018/19 – Members considered the first draft of the FY2018/19 budget and discussed a number of aspects that they would wish the Resource & Finance Committee to take into consideration when refining the budget at its meeting scheduled for 15th November 2017 including:

Request From	Topic	Summary	Estimated Cost	Nominal Ledger
Cllr Nelson	Garden Festival	the Deputy mayor urged us to submit items for Budget consideration, please may I ask that funds are inserted to permit an NTC sponsored Garden celebration, to support the NIB quest for a 'Gold' next year.	£2,000	4387
Cllr Scott	Speed Indicator Devices	Verbal request at Town Council Meeting on Wed 11 October	£5,000	New a/c to be identified
Cllr Fowler	Chains of Office	Improve consorts chain	£500	4080
Cllr Nelson	Community Events	I would like to see a substantial, £40k budget line for community events. I can think of 4 actual and potential projects/events immediately The Nocturne The Carnival The Rugby club to host a championship The football clubs to host a championship	£20,000 £5,000 £7,500 £7,500	4388 4513 4513 4513
Cllr Nelson	Crime Reduction	A budget line to support Crime reduction / prevention in Newport The availability of subsidised/free household Smart Water kits, as a match fund part of a policing improvement initiative estimate £25k (Ref Cleobury Mortimer/West Mercia police) A budget line to support the installation and infrastructure for cctv pole(s) for Mobile cctv installation as a minimum x1 Norbroom park, estimate £5k? High end SIDS x2, I think this has already been asked for	£25,000 £5,000	New a/c – cost centre 129. New a/c ? cost centre 121
Cllr Fowler	WWI 100 th anniversary	Contribute to coach trip to national arboretum for Newport residents/ school children	£3,000	4511
Cllr Scott	Lamp Post Poppies	Purchase and install poppies on lampposts (x 20)	£300	4344
Town Clerk	Staff	Extra resource required to deliver council projects – increase hours for some of current staff and or employ additional staff.	£20,000	Cost centre 101
Town Clerk	Parish Plan	To deliver some of the Parish Plan Aspirations	£10,000	4098
Chamber of commerce	Old Tyme Market	Chamber of commerce request	£500	4513
Newport in Bloom	Hanging Baskets Watering	Committee request – revenue costs	£10,000	4513
St Georges Day Committee	St Georges Day	Committee request – revenue costs	£500	4513
Carnival Committee	Newport Carnival	Committee Request – revenue costs	£6,000	4513
Town Council	Heritage Lottery Fund	Ear marked funding to support a bid in next 2 years	£5000	4513
History Society	Victorian County History	Application for scoping study funding	£4,500	4513

(Note: Cllr Carter Arrived 8.05pm)

COMMUNITY SAFETY

125/17-18 Community Safety Committee Minutes - Members noted receipt of the unsigned minutes of a meeting held on Tuesday 24th October 2017.

126/17-18 Policing Post – Cllr Forrester advised that he had been contacted by the local policing team PCSO Ann Moore, who had suggested if in the lead up to Christmas and the likelihood of increased footfall in the Town that it might well be worth having a trial period to see if some form of regular drop in session for members of the public would be beneficial. Precise details and timings will be announced should the Council approve the idea. However, it is envisaged that there will be at least 2 drop in sessions of up to 2 hours per week over the next 6 weeks. Following the trial period the project will be re-assessed.

Members **RESOLVED** to:

Accommodate a member of the Local Policing Team for a period of time and delegated to the Town Clerk the responsibility of co-ordinating with the Local Policing Team a suitable set of hours that would not impeded the delivery of the Town Council's services.

127/17-18 Local Policing –Members **RESOLVED** that:

Councillors Nelson, Norton and Scott represent the Town Council in discussions with the local policing commander to identify strategic elements of policing in and around Newport and that they should in turn report their findings and any recommendation back to the Town Council through the Community Safety Committee.

LEISURE & ENVIRONMENTAL SERVICES

128/17-18 Leisure & Environmental Services Committee Minutes - Members noted receipt of the unsigned minutes of a meeting held on Wednesday 25th October 2017.

(The clerk informed members that the proposed levels of fees recommended by the L&ES committee had not been sent out with the agenda and were therefore tabled)

129/17-18 Wrekin Avenue Play Area – Members considered a report from the Working Group formed at the last Town Council meeting. **Members RESOLVED that:**

Newport Town Council fund the continued provision and inspection of the play park equipment at Wrekin Avenue play area until 31 March 2019.

(Note: Cllr Borrett requested that his abstention from the vote be recorded in the minutes)

RESOURCES & ADMINISTRATION

130/17-18 Annual Town Awards - Members **RESOLVED** to reconfigure the Town awards format. **The Council would retain the 'Special Recognition Award' and if necessary arrange for other awards as it finds appropriate.**

(Note: members felt that there were a number of individuals and groups each year that might be worthy of public recognition however, in recent years the lack of nominations from the public had rendered that approach unsuitable)

131/17-18 Hub – Members received a verbal updated from Cllrs Perry and Pryce members discussed that no decision can be made until they have received the accounts to date and the annual return. **Members RESOLVED that;**

- a. **Newport Town Council request that The Hub submit their accounts to date to Cllrs Perry and Pryce to analyse and if necessary help to complete them** (before any formal business case can be submitted to the Town Council for a takeover of the building and/ or providing the administrative function to operate the Hub)

and

- b. **that an appropriate level of funding be provided by the Council for a professional to analyse accounts**

132/17-18 General Data Protection Regulations – Members noted receipt of NALC Legal brief LO4 -17 and LO5-17 and a verbal update from Cllr Carter who had attended Data Protection meeting earlier that evening.

PLANNING & ECONOMIC DEVELOPMENT

133 /17-18 Neighbourhood Development Plan (NDP) Planning Committee Working Group - Members noted a report and copies of the Conditions and Consultation documents - and **RESOLVED that**

Newport Town Council formally submits its proposed Neighbourhood Development Plan to the Local Planning Authority to Publicise under Regulation 16.

Cllr Norton thanked the Deputy Clerk and Cllr Nelson and the members of the Process Management Group for all their considerable input in delivering the Neighbourhood Development Plan.

134/17-18 Planning Permissions - Members noted a list of recent planning determinations from the Local Planning Authority (Appendix 1).

TELFORD & WREKIN COUNCIL

135/17-18 Parish Charter Monitoring Group – Members noted the minutes of a meeting held on 12 October.

OUTSIDE BODIES

136/17-18 Cosy Hall Management Committee – Members noted the Minutes of a meeting held on 28th September.

137/17-18 Newport Cottage Care – Members noted the Minutes of a meeting held on 9th October.

138/17-18 Town Team - Cllr Perry gave members a verbal update on the meeting held on 7 November, minutes were to follow.

Signed

Dated

139/17-18 Telford & Wrekin Bus User Group - Members noted the Minutes of a meeting held on 25th September

EXCLUSION OF PRESS AND PUBLIC

140/17-18 Members RESOLVED that:

In view of the special nature of the business about to be conducted (that is staffing matters related to the budget and pre-planning advice), it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw”.

Signed
Dated

**Confidential Session
of a meeting held on
Wednesday 8th November 2017**

(Clerk's Note: While the detail of much of the discussion is considered to be confidential any decisions made are recorded for the public record)

141/17-18 Staffing and Budget - Members considered the staffing elements of the budget and made a number of indicative proposals to members of the R&F committee who were present.

142/17-18 Planning Application TWC/2016/0589 (Land to the rear of 40-42 St Marys Street, Newport, Shropshire) – Members considered a report produced, following discussions with the developer for the subject planning application. Members **RESOLVED to:**

Continue working with the developer to deliver and explore the opportunities that would ensure some form of access between St Mary Street and Water Lane

And

Members Nominated Cllr Nelson (as Chairman of planning) and the clerk to work with developer.

**Notification of Planning Applications with Permission Granted
and two application withdrawn notice**

For Information at Town Council Meeting 8th November 2017

TWC/2016/1104 - Site of Aston Grove, Moorfield Lane, Newport, Shropshire
Outline application for the erection of 5no. dwellings with associated access with all other matters reserved
Application **Withdrawn (see TWC/2017/0447 below)**

TWC/2017/0556 - 2 Cowslip Acres, Newport, Shropshire, TF10 9FB
Erection of 0.66m metre wall and 1.85m boundary fence
Application **Withdrawn.**

TWC/2017/0179
OUTLINE PLANNING PERMISSION

Proposal:	Outline application for the erection of 19no. dwellings with all matters reserved
Location :	Land south of 28 Beechfields Way, Newport, Shropshire

<https://secure.telford.gov.uk/planning/pa-documents-documents-public.aspx?Applicationnumber=TWC/2017/0179>

TWC/2017/0447
FULL PLANNING PERMISSION

Proposal:	Demolition of existing dwelling and erection of 10no. bungalows with associated access ** Amended plans received**
Location :	Site of Aston Grove, Moorfield Lane, Newport, Shropshire

<https://secure.telford.gov.uk/planning/pa-documents-documents-public.aspx?Applicationnumber=TWC/2017/0447>

TWC/2017/0647
FULL PLANNING PERMISSION

Proposal:	Erection of a single storey side extension *****AMENDED PLANS AND DESCRIPTION*****
Location :	34 Waterside Mews, Newport, Shropshire, TF10 7PA

<https://secure.telford.gov.uk/planning/pa-documents-documents-public.aspx?Applicationnumber=TWC/2017/0647>

TWC/2017/0657
APPROVAL OF RESERVED MATTERS

Proposal:	Variation of Condition 9 of Planning Permission TWC/2016/0529 to remove the internal garage from the dwelling and erect a separate detached double garage on site
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Location :	Land adjacent 1 Station Road, Newport, Shropshire
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<https://secure.telford.gov.uk/planning/pa-documents-documents-public.aspx?Applicationnumber=TWC/2017/0657>.

**TWC/2017/0678
FULL PLANNING PERMISSION**

Proposal:	Erection of a pitched roof over existing flat roof garage and partial conversion to enlarge kitchen, installation of 2no. first floor windows in South East elevation and the erection of a single storey extension and canopy to the rear ***Amended description and amended plans received***
Location :	2 Maynards Croft, Newport, Shropshire, TF10 7TB

<https://secure.telford.gov.uk/planning/pa-documents-documents-public.aspx?Applicationnumber=TWC/2017/0678>.

**TWC/2017/0712
FULL PLANNING PERMISSION**

Proposal:	Erection of a single storey side extension and front canopy
Location :	51 Ford Road, Newport, Shropshire, TF10 7TU

<https://secure.telford.gov.uk/planning/pa-documents-documents-public.aspx?Applicationnumber=TWC/2017/0712>.

**TWC/2017/0717
FULL PLANNING PERMISSION**

Proposal:	Erection of a pitched roof over existing garage (Part retrospective) ***Amended description and amended plans received***
Location :	8 Islington Close, Newport, Shropshire, TF10 7TT

<https://secure.telford.gov.uk/planning/pa-documents-documents-public.aspx?Applicationnumber=TWC/2017/0717>

**TWC/2017/0808
TREE PRESERVATION ORDER CONSENT**

Proposal:	Reduction of up to 2m off lowest 3rd order limb of 1no. Purple Beech tree
Location :	Land fronting, 3 Princess Gardens, Newport, Shropshire

<https://secure.telford.gov.uk/planning/pa-documents-documents-public.aspx?Applicationnumber=TWC/2017/0808>