



NEWPORT (Shropshire) TOWN COUNCIL

DRAFT UNTIL SIGNED AT SUBSEQUENT MEETING

MINUTES OF A MEETING

held on

Wednesday 13th December 2017

at

The Guildhall, High Street, Newport

PRESENT: Cllrs: Lyn Fowler - Town Mayor
Graham Foster
Tony Forrester
Tim Nelson
Phil Norton
Ian Perry
Tim Pryce

IN ATTENDANCE: Lee Jakeman – Town Clerk
Sheila Atkinson – Deputy Town Clerk
Louise Tunks – Cemetery & Amenities Officer

ABSENT: Nil

143/17-18 Apologies for Absence:

- Cllr Scott - Holiday
- Cllr Carter – Fire Authority Carol Service
- Cllr Eggerton – Work Commitment
- Cllr Janke – Work Commitment
- Cllr Borrett – Work Commitment

144/17-18 Declarations of Interest – Nil

145/17-18 Suspension of Meeting – Members RESOLVED to suspend the meeting to take comments from the public.

Name	David Griffin
Subject	Bank Closure Announcement
Summary	<p>In his capacity as Chairman of The Newport & District Civic Society – Asked if the Council were aware of the announcement of closure of the Newport Branch of the Nat West bank in 2019 and whether the Town Council would join a national campaign to prevent its closure?</p> <p>The Town Mayor replied that the matter would be addressed under announcements following recent correspondence received from the Town Team.</p>

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

146/17-18 Announcements

a. Members noted the Town Mayor’s engagements for November 2017

Saturday	11 th	Armistice Day Newport General Cemetery
Sunday	12 th	Newport Branch British Legion Remembrance Parade
Sunday	12 th	T&W Festival of Remembrance (Cllr Scott attended)
Tuesday	21 st	Dementia Awareness Alliance meeting at Cottage Care Centre
Friday	24 th	Switch-on of Newport Christmas Lights

b. **Proposed Closure of Newport Branch of the Nat West Bank** – Cllr Fowler read out very recently received correspondence from the Town Team regarding the perceived impact of the closure of the bank and sought to gain support from the Town Council to oppose the closure in some manner. Members **RESOLVED** to:

Delegate to the Town Clerk the writing of formal correspondence to the appropriate position within Nat West (RBS) to; express the Council’s concerns and the potential impact of the branch closure, and the Council’s wish to be informed of the rationale in the decision being made.

147/17-18 Previous Minutes - Members **RESOLVED** to approve, as a true record, the minutes of the meeting held on 8th November 2017.

Signed

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Dated

FINANCE

148/17-18 Finance Report - Members RESOLVED to approve the November finance statement and the payments therein (summary below):-

Revenue Fund balance b'fwd (1 Nov)	377,448.98
Less: Payments chq No's (709053 to 709066)	5,130.18
Payments chq No's(709067 to 709075)	4,531.17
Direct Debits	16,677.33
Xfer to earmarked funds	-
Plus:	
Xfer from earmarked funds	13,000
Receipts	7,442.88
Revenue Balance c'fwd (30 Nov)	<u>371,553.18</u>
Ear Marked Reserves balance b'fwd (30 Nov)	196,786.19
Payments (xfer to general reserve)	13,000
Ear Marked Reserves balance c'fwd (30 Nov)	<u>183,786.19</u>
Managed Funds balance b'fwd (30 Nov)	3,006.87
Payments	-
Receipts	-
Managed Funds balance c'fwd (30 Nov)	<u>3,006.87</u>
Investments balance b'fwd (30 Nov)	<u>50,000.00</u>
	-
Investments balance c'fwd (30 Nov)	<u>50,000.00</u>
Total Balance In Hand (30 Nov)	<u>608,346.24</u>

149/17-18 Members **RESOLVED** to authorise the list of cheques for payment numbered **709076 to 709098 (total £33,433.78)** to be signed by Cllr Fowler and Cllr Nelson. The cheques will form part of the revenue payments in the December financial statement to be presented next month.

(Note: While signing the cheques it was noted that cheque number 709085 Turnocks Christmas Lighting, value £11,355.60, had been made out for the wrong total and the cheque was therefore made void. A further cheque for the correct amount would be prepared out of meeting (cheque number 709099).

150/17-18 Bank Reconciliation

- a. The meeting was advised that Cllr Borrett had undertaken a satisfactory reconciliation of the bank and finance statements, and the salary payments for November on Friday 1st December 2017.
- b. Cllr Pryce volunteered to undertake a bank reconciliation and review of salary payments for November.

Signed

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Dated

151/17-18 The Hub. Cllr Fowler provided an update as a result of a meeting that she had been invited to by the Chairman of the Hub (The Youth club and associated activities in the former library building on St Mary Street). The Trustees had continued to express their desire that the Town Council take over the responsibilities associated with the running of the building. However Cllr Fowler had advised the Hub Trustees that Newport Town Council would need to have detailed financial information to produce a business plan that could be put before The Council.

PLANNING & ECONOMIC DEVELOPMENT

152/17-18 Planning Committee Minutes

- a. Members noted the Minutes of a Planning Committee held on Wednesday 22nd November.
- b. Planning Application TWC/2017/0774 Agricultural Determination – Proposed Road at Lower Farm. Cllr Nelson informed members that the additional correspondence that had been received from the applicant since the decision of the Town Council planning committee did not have any material impact that decision.

153/17-18 Planning Application TWC/2016/0589 (land to the rear of 40-42 St Mary Street Newport) – Cllr Nelson provided an overview of recent discussions with the developer regarding and the Town Council’s aspiration to secure a public right of way/ access through the site to connect Water Lane with St Mary Street. Further fact finding by all parties was required and a further meeting would be arranged as soon as practicably possible in the New Year.

154/17-18 Neighbourhood Development Plan (NDP) – Members noted receipt of a report on the subject.

Newport Town Council submitted its proposed plan to Telford & Wrekin Council on Monday 13th November 2017.

Telford & Wrekin Council is currently holding its Regulation 16 (of The Neighbourhood Planning Regulations 2012) consultation of the Newport NDP. The closing date for comments is 5pm on 23 January 2018. Comments on the plan should be submitted to Telford & Wrekin Council.

RESOURCES & ADMINISTRATION

155/17-18 Minutes – Members noted the Minutes of a Resource & Finance committee meeting held on 15th November 2017.

156/17-18 Town Council Fees Members **RESOLVED** to recommend that the table of fees be set in line with the draft fees tabled (Appendix 1).

(Note: The level of fees should be ratified by Full Town Council when confirming the budget and setting the precept, scheduled for January 2018).

Signed

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Dated

157/17-18 Budget Preparation 2018/19

Members considered a report and a revised 'line-by-line' draft budget prepared and noted a budget summary sheet. Members **RESOLVED** to

Recommend the summary budget of £570,665 be adopted at the January meeting of the Town Council.

Thereby, producing an anticipated precept to £444,896 with an anticipated 'Band D Equivalent' of £116.90.

Members were reminded that the formal ratification of the budget and the setting of the precept is scheduled to be undertaken in January.

(Notes: 1. *The proposed level of taxation would result [at Band D] in a cash value increase of £2.12 and a percentage increase of 1.85%.* 2. *The summary budget is at **Appendix 2***)

The proposed budget:

- Seeks to continue financing those services that the Council currently provides.
- Increase levels of grant funding to local community groups and activities by around £35k due to significant increases in demand.
- Has provision for £27k worth of increased spending on community safety matters (potentially speed indicator devices and the provision of Smart Water packs for residents).
- Sets aside £10k to support enhancements to the Canal.
- Provides £15k contribution to provide extra policing in the Town.
- Will result on 1.85% increase in the Town Council element of the Council Tax, with the Band D equivalent rising from £114.78 to £116.90 per annum.
- Will use around £60k of its general reserve to fund a number of one-off costs.
- Proposes, for the most part, that Town Council Fees will rise from between 2% and 3%.
- Takes into consideration that the circa £100k investment in the current year on upgrading its street lighting to LED technology will deliver annual savings in the region of £20k per annum going forward.
- Projects the generation of around £20k of additional income.
- Retains significant levels of earmarked reserves set aside for large (generally cyclical) projects and contingency planning.

COMMUNITY SAFETY

158/17-18 PCSO Grant Funding – Members considered a report and some additional correspondence regarding the Police Community Support Officer / Integrated Community Management initiative and whether to continue with the initiative for a further 12 months (1 Apr 18 to 31 Mar 19). Members were informed that the initial one-year trial (with an option to withdraw without penalty) had been extended to 2 year. Members **RESOLVED:** **To continue with the PCSO/ICM Service Level Agreement for at least a further 12 month period** (ending Mar 2019).

And

- a. **Delegate to the Town Council's Community Safety Committee the responsibility of measuring the value of the service over the next 10 months to form a view on the appropriateness of continuing with the scheme beyond 2019.**

DEMENTIA AWARENESS

159/17-18 - Update on Dementia Awareness. Cllr Fowler informed members that she had recently attended a meeting regarding the proposed formation of a Newport Dementia Alliance. Members **RESOLVED:**

- a. **That Newport Town Council take the necessary steps to be formally accredited as Dementia Friendly**

And

- b. **Should/ when a Newport Dementia Awareness forum be formally constituted, to appoint Cllr Fowler as the nominated Newport Town Council representative.**

TELFORD & WREKIN COUNCIL

160/17-18 Parish Boundary Review – Members noted a report following on from the refusal of the Telford & Wrekin Council Boundary Committee to consider a request from Newport Town Council to review the parish boundary of Newport and that the only viable option open to the Council was to submit a petition (that would require the signature of 678 resident of Newport as defined by the electoral roll)

Members **RESOLVED to initiate a petition to have the boundary of the parish of Newport reviewed.**

OUTSIDE BODIES

161/17-18 Newport Cottage Care

Members noted the Minutes of a meeting held on 13th November 2017.

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Signed

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Dated

Table of Recommended Fees With Effect From 1 April 2018

*Concessionary rates apply where the deceased is a Newport resident at time of death. All Fees to be paid prior to any interment.

<u>BURIALS</u>	<i>Standard</i>	<i>Concession*</i>
Purchase of Grave Space (50 years)*	£1260	£728
" " " " Children's section*	£247	£178
" " " " Stillborn *	£142	No Charge
Interment -		
- Administration fee*	£333	£161
- Single depth*	£445	£216
- Double depth*	£504	£245
- surcharge for casket shaped coffins	£ 63	£ 31
Additional out of hours charge	£945	£945
 <u>CREMATED REMAINS</u>	 <i>Standard</i>	 <i>Concession*</i>
Purchase of Garden of Rest Plot - 50 years*	£632	£443
Interment - Administration fee*	£333	£161
- single depth*	£105	£ 51
- double depth*	£126	£ 61
Additional out of hours charge	£390	£390
 <u>MEMORIAL CHARGES</u>	 Standard	 Concession*
Approval of design / inscription and period of		
Permission -- 50 years.	£240	£240
Additional inscription/ replacement memorial	£ 56	£ 56
To add a Kerb Set (not permitted on all lawns)	£170	£170
 <u>WOODLAND BURIALS</u>	 <i>Standard</i>	 <i>Concession*</i>
Charge in lieu of Exclusive right*	£1260	£728
Cost of tree- (Incl contribution for future upkeep for natural life span of tree)	£250	£250
 <u>ADDITIONAL CHARGES</u>	 Standard	 Concession*
Use of Chapel - per hour (minimum 1 hour)	£ 99	£ 99
Search of records - per hour	£ 37	£ 37
Memorial Wall Plaque (10 year lease)	£250	£250

Summary Budget 2018/19

Cost Centre	Expenditure	16/17 Actual	17/18 Budget	17/18 predicted spend	18/19 Budget
102	Admin Members	6,119	8,010	8,010	8,710
103	Admin Services & Supplies	7,847	8,500	8,350	30,615
109	Admin Other	31,713	30,900	37,140	34,940
111	Guildhall Caretaking Cleaning	290	593	400	460
112	Guildhall Services	5,112	7,694	6,630	7,053
113	Guildhall Maintenance	2,758	17,430	2,130	17,330
114	Guildhall 3/3a	2,523	2,540	663	300
161	Grants	11,068	15,560	16,060	42,500
162	Grants S142 (CAB)	5,250	5,740	5,500	5,650
200	Loan repayments	18,308	18,308	11,607	4,906
130	LES Cemetery services	29,583	28,519	29,410	26,005
131	LES Burials	5,751	7,250	5,500	7,250
140	Devolved Svs/ St Scape	16,303	54,639	35,692	47,361
141	St Nicholas Churchyard	2,143	3,500	2,500	3,600
142	LES - MVR allotments	1,083	1,665	1,665	1,665
143	LES - BR allotments	495	424	365	380
144	LES-Council Events	27,310	39,485	30,645	40,735
149	Church Uplighter mtce	0	500	500	500
160	Hub Grant (youth café)	4,500	5,000	4,500	4,500
120	CS - Public lighting	36,834	48,100	140,600	28,500
121	Community Safety - CCTV	12,102	38,950	3,750	44,050
129	CS - Other	79	16,160	15,100	43,160
145	CS Toilets	17,103	22,050	18,050	20,445
101	Admin Employees	135,207	141,433	146,940	150,050
Expenditure Sub Total		379,481	522,950	531,707	570,665

Income other than precept

100	Admin income	3,271	1,200	24,600	24,900
110	Guildhall Income	7,479	4,200	4,325	4,300
130	LES - Cemetery Services	34,411	38,500	34,400	35,000
142	LES - MVR allotments	1,995	1,842	1,842	1,878
143	LES - BR allotments	420	410	423	418
144	LES - Council Events	0	0	60	0
Income Sub total		47,576	46,152	65,650	66,496

Net Expenditure Total		331,905	476,798	466,057	504,169
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less ex	General Reserve	220,423	129,273
enditure from re	erves in current year	47,350	-
	Precept	422,257	444,896
	Sub Total	595,330	574,169
	Less net expenditure	466,057	504,169
	Balance in hand	129,273	70,000

Council Tax Base 3805.8 **£114.78 (17/18)**

Band D Equivalent (18/19) % increase=

£116.90

1.85

Signed

Dated