



NEWPORT (Shropshire) TOWN COUNCIL

DRAFT UNTIL SIGNED AT SUBSEQUENT MEETING

MINUTES OF A MEETING
held on
Wednesday 14th March 2018
at
The Guildhall, High Street, Newport

PRESENT: Cllrs: Lyn Fowler- Town Mayor
Nigel Borrett
Tim Nelson
Phil Norton
Peter Scott

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

ABSENT: Derick Eggerton

208/17-18 Apologies for Absence:

Eric Carter – Fire Authority commitment
Thomas Janke – Personal commitment
Tony Forrester - Holiday
Graham Foster – Personal commitment
Ian Perry - Work commitment
Tim Pryce - Personal commitment

209/17-18 Declarations of Interest - Nil

210/17-18 Suspension of Meeting - Members RESOLVED to suspend the meeting to take comments from the Public:-

Name	Mrs Liz Metcalfe Ellesmere Court Newport.
Subject	Newport Scout Hut and necessity to repair roof.
Summary	Mrs Metcalfe introduced herself as the leader of the 1st Newport Scouts Groups. Explanation was provided as to the desire to stay in the existing building to promote the continued and positive growth of Scouting Groups as a whole. The building and its location provides plenty of space, parking, accessible and 6 years remaining on the lease. An overview of the major refurbishment and repairs requirements, emphasising in particular that the building requires a new roof, the current being of asbestos construction restoration were of a considerable monetary sum.

There being no further comments members **RESOLVED to resume the meeting.**

211/17-18 Announcements

- 1) Members noted the Town Mayor's engagements for February 2018:
 - *Friday 2nd Feb. Official Launch of the Nocturne Cycle Race promotion.*
 - *Wednesday 28th Feb. Introduction and Meeting of the potential new Rector.*
- 2) Cllrs Nelson & Norton attended the funeral of Mr M. Jeggo. Cllr Nelson proposed that a fitting memorial be placed in the town to commemorate the late Mr Jeggo for his achievements with the Nocturne Cycle Race in Newport. Members agreed that this topic be discussed as an agenda item on the next Town Council meeting.

212/17-18 Previous Minutes

Members **RESOLVED** to approve as a true record the minutes of the meeting held on 14th February 2018. Subject to the alteration of 197/17-18 b. being changed from i.e. to e.g.

213/17-18 Finance Report

- a) Members **RESOLVED** to approve the February finance statement and the payments therein (summary below):-

Revenue Fund balance b'fwd (1 Feb)	292,877.87
Less: Payments chq No's (709124 to 709139)	8,873.07
Payments chq No's (709140 to 709146)	12,658.64
Direct Debits	16,268.62
Xfer to managed funds	0
Plus:	
Xfer from managed funds	0
Receipts	3,678.00
Revenue Balance c'fwd (28 Feb)	<u>258,755.54</u>
Ear Marked Reserves balance b'fwd (1 Feb)	<u>183,786.19</u>
Payments	0
Ear Marked Reserves balance c'fwd (28 Feb)	<u>183,786.19</u>
Managed Funds balance b'fwd (1 Feb)	3,006.87
Payments	0
Receipts	0
Managed Funds balance c'fwd (28 Feb)	<u>3,006.87</u>
Total Balance In Hand (28 Feb)	<u>445,548.60</u>

- b) Members **RESOLVED** to authorise the list of cheques for payment numbered 709147 to 709160 (total £7500.81) to be signed by Cllr Norton and Cllr Borrett.

The cheques will form part of the revenue payments in the March financial statement, to be presented next month.

- c) **Bank Reconciliation - Members** confirmed that the balances presented in the January 2018 finance statement have been reconciled against the bank statements by Councillor Phil Norton prior to the meeting and identified Councillor Nelson to undertake the reconciliation for February 2018 to include the validation of salary payments.

214/17-18 Telford Pride @50 Town Council Community Building & Facilities

Legacy Funding – Members received correspondence regarding an opportunity and details for the Town Council and other community and voluntary groups to access funding from Telford Pride @ 50 Community Building & Facilities Legacy funding of up to £150,000 and £20,000 respectively.

Members **RESOLVED to apply for the grant for funding up to £150,000 and:**

- **In the event of a successful application by the Scouts for the Telford Pride @ 50 the element of 25% matched funding up to a value of £6,500 be supported by the Town Council.**

and

- **To support the matched funding of 25% for the expression of interest to up-grade the Guildhall and No. 3.**

215/17-18 Terms of Reference for the NTC Sports grants - Members noted an initial draft proposal for the Terms of Reference (T of R) relating to the suggested procedure for distribution of the Community Sports Events fund from the budgeted allocation in the next financial year 2018 /19: Following discussion amendments were made and the Terms of Reference **attached at (Appendix '1')** were accepted.

216/17-18 Planning and Economic Development

1. Members noted the list of recent planning determinations details at **(Appendix 2)**
2. Members noted the application **TWC/2017/1035** Land at junction of Water Lane/Vineyard Road, Newport, Shropshire has been withdrawn.

217/17-18 Neighbourhood Development Plan (NDP) – Members received a verbal update:

- a. The process for the selection and appointment of an independent examiner has been undertaken by the Telford & Wrekin's Delta Procurement system, and by an application being made to the **Neighbourhood Planning Independent Examiner Referral Service NPIERS** the “new” accountable organisation launch in 2013 which provides qualified professional examiners for producing examination and health check reports for Neighbourhood Development Plans.

T&W Delta Procurement system was open for expressions of interest for a period of 10 days and there were no applications or bids or submitted.

To date NPIERS have provide the names of two examiners who have indicated that they would be suitable to undertake our NPD examination. Their CV have been received. Our Plan is classified as a less complex plan with little expectation

of public hearing, with an estimated 4-6 days required and needed by the examiner.

With the help of T&W, and possibly input on the expertise of the candidate from Michael Barker, a choice will be made at a meeting to be held W/C 19th March.

b. Telford & Wrekin's Council Green Guarantee / Big Green Vote

Members were appraised of an initiative being undertaken by Telford & Wrekin, the Big Green Vote asking the public to vote for their favorite recreation area, 50 sites will be awarded support of up to £1,000 to enhance the places that mean the most to residents. One of The Newport's development plan objectives is to help to achieve the community vision to support and promote open and green spaces. Three local green spaces are identified both in the NDP and the TWC "Big Green Vote":- Broomfield Road, Norbroom Park and Masons Place.

Members indicated a desire to promote and encourage residents to support the TWC project as it could provide an opportunity for some "added value" and investment to 3 green spaces in Newport, whilst providing a platform for keeping the NDP current and raising awareness prior to the referendum.

218/17-18 Boundary Review – Members were provided with an update from Cllr Nelson who had attend the Telford & Wrekin Council Boundary Review Committee meeting on 8th March at Addenbrooke House Telford:-

T&W have formally received a valid petition from over 7.5% of the residents of Newport, over 678 in number, calling for a review of the Parish boundary. Specifically to align the Parish with the Borough boundary to the South of the Town (Out to the A518)

Newport North and West ward is some way bigger than Newport South and East and the purpose is to equal them up with new builds. The legal path is clear. T&W must come up with a recommendation for the Council within a year, for a decision. Once a decision is taken, the Council must implement it 'as soon as practicable'. In the forthcoming year, they will now consult, and we must be engaged with this process.

219/17-18 Resource & Finance Committee

a. Members noted receipt of the unsigned minutes of a meeting held on 21st February 2018. Minutes R&F/44/17-18 b. was questioned and request that changes be made prior to the next meeting.

Members confirmed and **RESOLVED to approve the following:**

- 1. Approval of the Risk Management Schedule (amended Feb 2018)**
- 2. Approval of the review of Standing Orders (pending amendments GDPR/Tender Thresholds).**
- 3. Approval of the financial regulations (no amendments).**
- 4. Approval of the Internal Audit Plan (no amendments, appendix to Financial Regulations).**

b. Members considered the recommendations put forward on the Future Levels of Town Council Precept and **RESOLVED:**

- i. **That the Town Council sets out a general statement of strategy with regard to future budget and precept setting:**
- ii. **That there will inevitably be the need for annual increases in the level of taxation however, the Town Council (whilst not bound by them) should look to cap increases in line with those imposed by central government on local authorities and with regard to the annual rate of inflation.”**

220/17-18 LEISURE AND ENVIRONMENTAL SERVICES

Christmas Light Switch-on Event Friday 30th November 2018 – Members noted the notes of a meeting held by the working group on Thursday 22nd February, and considered recommendations. Members **RESOLVED:-**

- i. **That a short period of entertainment be offered to the crowd before the switch-on party arrives at the Buttercross.**
- ii. **That the Town Council would support a third party to deliver an event in Lower Bar/St Mary’s Street on the evening e.g. German/ Christmas crafts type market.**

221/17-18 Outside Bodies.

Cosy Hall – Members noted receipt of the minutes of a meeting held on 22 Feb 2018.

222/17-18 EXCLUSION OF THE PRESS AND PUBLIC

Members **RESOLVED** that, **in view of the special nature of the business about to be conducted, (Consider recipient(s) for the Town Council’s Special Recognition Award, and Christmas Lighting Tender) it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.**

CONFIDENTIAL SESSION

(Note: Elements of the discussions in the confidential session remain confidential however, the decisions reached are a matter of public record)

223/17-18 Christmas Light Contract

Members considered a report and recommendations following a meeting held by the Christmas Lighting Contract Working Group on Thursday 22nd February. Members **RESOLVED:-**

- **That Millennium Quest be confirmed as the preferred contractor to provide, install, switch on and store the Town Council’s Christmas Lighting Display.**

- That the Christmas lighting budget (N/L 4381) be increased to £23k by virement of £5K from N/L 4080.
- That the Working Group liaise with the preferred contractor to fine tune a scheme.
- That the Town Clerk (guided by the Working Group) have delegated powers to approve the final contract.

224/17-18 Newport Town Council Special Recognition Award

Members **RESOLVED**/selected the recipient of the Town Council's Annual **Special Recognitions Award**; the name of the recipient will be announced at the Annual Town Meeting to be held on Tuesday 10th April 2018.

**List of Planning Permissions Granted/Withdrawn
noted at Town Council Meeting 14th March 2018**

TWC/2017/0233
Outline Granted

Proposal:	Erection of up to 55no. dwellings with associated access and all other matters reserved. **Amended site access details.**
Location :	Site of Plough Farm Nursery, Plough Lane, Newport, Shropshire

TWC/2018/0121
FULL PLANNING PERMISSION

Proposal:	Erection of single storey rear and side extension
Location :	18 Audley Park, Newport, Shropshire, TF10 7GH

TWC/2018/0097
FULL PLANNING PERMISSION

Proposal:	Erection of front and rear extension with alterations to the roof *****AMENDED PLANS RECEIVED*****
Location :	18 Park End, Newport, Shropshire, TF10 7JG

TWC/2018/0099
FULL PLANNING PERMISSION

Proposal:	Erection of a single storey side and front extension
Location :	34 Waterside Mews, Newport, Shropshire, TF10 7PA

TWC/2017/0995
LISTED BUILDING CONSENT

Proposal:	Installation of 1no. non-illuminated hanging wall sign and 2no. non-illuminated flush wall mounted signs (Listed Building Application) ***Amended description and amended plans received***
Location :	10 & 10A High Street, Newport, Shropshire, TF10 7AN

TWC/2017/0994
CONSENT TO DISPLAY ADVERTISEMENT(S)

Proposal:	Installation of 1no. non-illuminated hanging wall sign and 2no. non-illuminated flush wall mounted signs (Full Planning Application) ***Amended description and amended plans received***
Location :	10 & 10A High Street, Newport, Shropshire, TF10 7AN

TWC/2017/1035 - Land at junction of Water Lane/Vineyard Road, Newport, has been **withdrawn.**
Outline application for 25No. dwellings with all matters reserved.

TWC/2017/0849
FULL PLANNING PERMISSION

Proposal:	Replacement of existing 8m high telecommunications mast with an 8m high telecommunications mast ***Amended description and amended plans received***
Location :	Telecommunications Mast, High Street, Newport, Shropshire

TWC/2017/0341
FULL PLANNING PERMISSION

Proposal:	Erection of petrol filling station with sales building, canopy, car parking, 8no. fuel pumps, 2 no. underground storage tanks, air/water bay, vent stack, retaining structure, new access to A41, ancillary arrangements to forecourt and boundary treatment (**ADDITIONAL DOCUMENTATION SUBMITTED**)
Location :	Land rear of Edgmond Foods, Units 6-10 Audley Avenue Industrial Estate, Audley Avenue Newport, Shropshire

**Initial draft proposal and suggested procedure for distribution of the
Community Sports Grant Funding 2018/19
for consideration at a
Town Council Meeting to be held on Wednesday 14th March 2018**

Terms of Reference for the NTC Sports grants budget allocation F/Y 2018/19

- Max grant £10,000
- All enquiries via a specific Sports Grant application form.
- All granted monies must be for a new event or a significant improvement to an existing event.
- All monies to be spent within the 12 months of the granting date.
- If no new event or upgrade to an existing event all monies to be returned to NTC.
- Open to Newport area based Parish Boundary groups and organisations only.
- Closing date for applications is 31st December 2018. Event to take place no later than 31st December 2019.
