



NEWPORT (Shropshire) TOWN COUNCIL

DRAFT UNTIL SIGNED AT SUBSEQUENT MEETING

MINUTES OF A MEETING
held on
Wednesday 11th April 2018
at
The Guildhall, High Street, Newport

PRESENT: Cllrs: Lyn Fowler- Town Mayor
Nigel Borrett
Eric Carter
Tim Nelson
Phil Norton
Tim Pryce
Ian Perry
Peter Scott

IN ATTENDANCE: Lee Jakeman – Town Clerk
Sheila Atkinson – Deputy Town Clerk

225/17-18 Apologies for Absence:

Cllr Foster – personal commitment.
Cllr Janke – personal commitment
Cllr Forrester – work commitment
Derick Eggerton – Personal commitment

226/17-18 Declarations of Interest

Nil

227/17-18 Suspension of Meeting -

Members **RESOLVED to suspend the meeting to take comments from the Public.** The following are summaries of the matters raised by members of the public:

Name	Craig Stevens, The Larches
Subject	Parking
Summary	Agreed with the recommendations from the working group. Commented that educating people to change behaviour is also required – e.g. car-sharing, more use of bicycles, walking etc.

Name	Ian Jamieson, Granville Avenue
Subject	Parking
Summary	<p>Commented that:</p> <ul style="list-style-type: none"> - Not all tax payers felt parking was a priority. Increasing the number of parking spaces will only address the matter temporarily. - More needs to be done to encourage less use of the car.

There being no other members of the public wishing to comment members **RESOLVED to resume the meeting.**

228/17-18 Announcements

a. Mayor’s Engagements - Members noted the Town Mayor’s engagements for March 2018:

Thursday	8 th	Official opening and launch of Wok n Roll business St. Mary Street
Saturday	24 th	Meet the Mayor – Newport Library
Thursday	29 th	Guest speaker at Castle House School morning assembly

b. Mayor’s Charity – Cllr Fowler advised members that she would be donating the funds raised (~ £700) this year to the ‘ first responders’. In addition she advised that she had contacted local businesses asking that they provide raffle prizes that could be distributed to the local schools to enhance their own Christmas raffles; the initiative had raised some £600 for the local schools.

Note : A list of business that contributed is attached at Appendix 1.

c. Standing Orders and Rules of Debate - Cllr Norton asked that members note that there are rules and procedures regarding debate at Council meeting and encouraged them to adhere to them.

d. Ex-Mayor Roy Scammell - The Mayor informed members that Roy Scammell (former Mayor) had recently passed away and acknowledged his service to the Town and Town Council.

229/17-18 Previous Minutes

Members **RESOLVED to approve as a true record the minutes of the meeting held on 14th March 2018.**

Signed

Dated

230/17-18 Bank Reconciliation

The meeting was advised that Cllr Nelson had undertaken a satisfactory reconciliation of the bank and finance statements for February. Cllr Nelson volunteered to carry out at an independent bank and finance reconciliation (to include a validation of salary payments) for March, prior to the next meeting.

231/17-18 Finance Report

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

Revenue Fund balance b'fwd (1 Mar)	258,755.54
Less: Payments chq No's (709147 to 709160)	7,455.02
Payments chq No's No's(709161 to 709178)	35,541.99
Direct Debits	15,992.46
Transfer to earmarked funds	-
Plus: Receipts	12,765.26
Cash book adjustment	-
Transfer from earmarked funds	-
Revenue Balance c'fwd (31 Mar)	<u>212,531.33</u>
Ear Marked Reserves balance b'fwd (1 Mar)	183,786.19
Payments/ receipts	-
Ear Marked Reserves balance c'fwd (31 Mar)	<u>183,786.19</u>
Managed Funds balance b'fwd (1 Mar)	3,006.87
Less Payments	-
Plus Receipts	-
Managed Funds balance c'fwd (31 Mar)	<u>3,006.87</u>
Total Balance In Hand (31 Mar)	<u>£399,324.39</u>
Investments Held: CCLA Property Fund	<u>£50,000</u>

- b. Members **RESOLVED** to authorise the list of cheques for payment numbered 709179 to 70 9195 (total £24,151.15) to be signed by Cllr Norton and Cllr Nelson. The cheques will form part of the revenue payments in the April financial statement, to be presented next month.
- c. **Bank Reconciliation** - Members confirmed that the balances presented in the February 2018 finance statement have been reconciled against the bank statements and the salary payments verified by Councillor Nelson and identified Councillor Nelson to undertake the reconciliation for March 2018 to include the validation of salary payments prior to the next meeting.
- d. **Town Council Budget** - Members noted receipt of the Town Council budget for FY 2018/19.

232/17-18 General Data Protection Regulation (GDPR) – Members noted receipt of a report on the ongoing work required to ensure that the Town Council is compliant with the new legislation that comes in to force in May 2018. Member **RESOLVED**:

To appoint the Deputy Town Clerk as the Town Council’s Data Protection Officer and increase the post’s contracted weekly hours by 2 ½ hours per week WEF 1 April 2018.

233/17-18 Community Safety Committee Minutes - Members noted receipt of the unsigned minutes a meeting held on Wednesday 21st March 2018.

234/17-18 Additional Street Lighting – Members **RESOLVED**:

To increase the budget for nominal ledger 4206 from £2,000 to £3,000 for the financial year 2018/19.

235/17-18 Parking Strategy – Members noted receipt of the notes of a working group meeting held on Wednesday 4th April 2018 and its recommendations. Members **RESOLVED to approve the outline recommendations** namely that the Town Council:

- a. Is minded to spend a significant amount of money investing in additional parking provision.
- b. Will consider extension of the car park adjacent to Victoria Park.
- c. Look at increasing turnover by use of a ticketing machine(s) on Stafford Street Car Park.
- d. Should seek to identify small parcels of ‘hidden’ land that could be utilised for additional parking.
- e. Gives consideration to purchase privately owned land (potentially expensive).
- f. Notes that there appears to be some merit for a parking permit scheme for traders.

236/17-18 Neighbourhood Development Plan (NDP) – The Deputy Town Clerk tabled a report regarding the progress being made. The contents of the report would be placed on the Town Council web-site. In summary, an independent examiner had been appointed and has this week begun reviewing the Newport NDP to ensure that it meets the basic legislative conditions.

237/17-18 Planning Permissions

Members noted the list of recent planning determinations.

TWC/2018/0194 - FULL PLANNING PERMISSION

Proposal:	Conversion of garage into living space
Location :	7 Forton Road, Newport, Shropshire, TF10 7JP

238/17-18 Town Council Community Sports Grant Fund – Members noted that the details of the application process had been advertised recently. The closing date for applications is Friday 20th April 2018 and it is anticipated that recommendations will be made to the Town Council at its meeting in May. Should there be insufficient quality applications by 20th April the Council will consider holding a 2nd tranche of applications in the autumn.

239/18-18 Telford & Wrekin Council – Members noted receipt of a bid submitted on behalf of the Town Council to the Telford@50 Community Building Fund (£150,000).

240/17-18 Mayor and Deputy Mayor

Members noted receipt of the Town Mayor’s Guidelines and that at the May meeting the Town Mayor and Deputy Town Mayor would be elected.

In preparation for the vote in May members noted the Cllr Scott was the only candidate at this time and were in general agreement that he should serve as Mayor.

Members further noted that there were 2 candidates willing to be considered for the position of Deputy Mayor, Cllr Norton and Cllr Nelson. Bearing in my the absence of a number of councillors, members agreed that any indicative vote at this meeting would not necessarily serve any meaningful purpose

241/17-18 Outside Bodies.

- a. Newport Regeneration Partnership – Members noted receipt of the minutes of a meeting held on Tuesday 20th March 2018.
- b. Cosy Hall Management Committee - noted receipt of the minutes of a meeting held on Thursday 29th March 2018.

242/17-18 Exclusion of the Press and Public - Members **RESOLVED** that, **in view of the special nature of the business about to be conducted, (contracts/ land purchase) 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

(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).

243/17-18 Public Rights of Way/Water Lane Development.

Members consider a report and **RESOLVED** to:

- a. **Allocate funding to purchase a section of land to have a public right of way (owned by the Town Council) between Water Lane and St Marys Street**

And

- b. **Accept the recommendations made in the report circulated with the agenda.**

244/17-18 Acquisition of the Hub. Members noted a report and **RESOLVED** to:

- a. (at the request of the trustees of the Hub) **Acquire the Hub and take on responsibility for and the day to day management of the building (subject to appropriate due diligence).**
- b. **Create a new budget expenditure line for the Hub of £20,000**
- c. **Support the submission of a Telford @50 bid from the Town Council for refurbishment work to the Hub.**

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PRIZES DONATED BY LOCAL BUSINESSES IN SUPPORT OF THE MAYOR'S CHARITY 2017/18

Company	Donation
Henshall Insurance Brokers	Chivas Regal 12 yrs old scotch whisky
David Austin Roses	£25.00 gift token & brochure
Duignan Phelps Optometrists - Ellen Windsor-Crewe	£30.00 Spectacles Gift Voucher
Shropshire Lavender	8 x lavender sachets (£4.00) each
Gainsborough Hair & Beauty	Gift Voucher - Gel nail vanish - £15.00
Shropshire Petals (Rose Merrill)	Ornamental wheatsheaf
Group Captain Tone Baker, RAF Cosford Station Commander	Pair of tickets to the RAF Cosford Air Show 2018.
The Fox (Sam Forrest)	Three course meal for 2
Addisons Wines	Bottle of wine in a presentation holder
The Little Card & Gift Company	Selection of Gifts
Jungleland	Jungleland Family Pass