



NEWPORT (Shropshire) TOWN COUNCIL

DRAFT UNTIL SIGNED AT SUBSEQUENT MEETING

MINUTES OF A MEETING
held on
Wednesday 13th June 2018
at
The Guildhall, High Street, Newport

PRESENT: Cllrs: Peter Scott – Town Mayor
Lyn Fowler
Nigel Borrett
Eric Carter (In Part)
Tony Forrester
Graham Foster
Thomas Janke
Tim Nelson
Phil Norton
Tim Pryce
Ian Perry

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

26 /18-19 Apologies for Absence:

Cllr Carter advised that he will be late (attending T&W Council Planning meeting in his capacity as a Borough Councillor),

27 /18-19 Declarations of Interest - Nil

28/18-19 Suspension of Meeting -

There being no members of the public wishing to comment members **RESOLVED:**

To continue with the meeting..

29/18-19 Previous Minutes

Members **RESOLVED:**

To approve as a true record the minutes of the meeting held on 2nd May.

30/18-19 Announcements - Members noted the Town Mayor's engagements for May:

Friday	11 th	Re-scheduled informal fundraising evening for The Alzheimer's Society by Mayor of Oakengates Town Council Cllr Hilda Rhodes
Saturday	12 th	Selection of Carnival Queen & King 2018 British Legion Club
Thursday	24 th	Telford & Wrekin Mayor Making Ceremony – (<i>Cllr Norton attended in his capacity as Deputy Mayor</i>)

31/18-19 End of Year Accounts – Members approved the End of Year Accounts for Financial Year 2017/2018.

32/18-19 Annual Governance & Accountability Return

Members **RESOLVED**:

- (1) That the Annual Governance & Accountability Return 2017/18 Part 3 section 1 page 4 Annual Governance Statement 2017/18 be approved (with the answers to questions 1 to 8 being YES and 9 being N/A) and signed by the Town Mayor and the Clerk.**
- (2) That the Annual Governance & Accountability Return 2017/18 Part 3 section 2 (page 5) Accounting statements for 2017/18 be approved for signature by Town Mayor and RFO.**

33/18-19 Bank Reconciliation

- a. The meeting was advised that Cllr Norton had undertaken a satisfactory reconciliation of the bank and finance statements for April.
- b. Members **RESOLVED** that **Cllr Borrett carry out the reconciliation of the bank, finance statements and salary payments for May.**

34/18-19 Finance Reports April / May

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

Revenue Fund balance b'fwd (1st April)	<u>£212,531.33</u>
Less: Payments chq No's (709179 to 709195)	24,151.15
Payments chq No's No's(non at mtg.)	nil
Direct Debits	19,397.50,
Transfer to earmarked funds	
Plus: Receipts	241,732.44
Transfer from earmarked funds	
Revenue Balance c'fwd (30th Ap)	<u>410,715.12</u>
Ear Marked Reserves balance b'fwd ()	<u>183,786.19</u>
Credit transfer from general reserve	-
Ear Marked Reserves balance c'fwd (30th May)	<u>183,786.19</u>
Managed Funds balance b'fwd (1 30th May)	3,006.87
Less Payments/ Plus receipts	-
Managed Funds balance c'fwd (30 Jun)	<u>3,006.87</u>
Payments/ receipts	-
Total Balance In Hand (30th April)	<u>597,508.18</u>
Investments Held: CCLA Property Fund	<u>£50,000.00</u>

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

Revenue Fund balance b'fwd (1 May)	<u>410,715.12</u>
Less: Payments chq No's (709196 to 7092237)	12,789.73
Payments chq No's No's(708 to 708)	23,279.00
Direct Debits	21,190.33
Transfer to earmarked funds	-
Plus: Receipts	3339.00
Transfer from earmarked funds	-
Revenue Balance c'fwd (31 May)	<u>356,795.06</u>
Ear Marked Reserves balance b'fwd (1 May)	<u>183,786.19</u>
Credit transfer from general reserve	-
Ear Marked Reserves balance c'fwd (31 May)	<u>183,786.19</u>
Managed Funds balance b'fwd (1 May)	3,006.87
Less Payments	-
Plus Receipts	-
Managed Funds balance c'fwd (31 May)	<u>3,006.87</u>
Payments/ receipts	-
Total Balance In Hand (31 May)	<u>543,588.12</u>
Investments Held: CCLA Property Fund	<u>£50,000.00</u>

35/18-19 GRANT FUNDING – Members considered an application from the Shropshire Playing Fields Associations under the Council’s Seed & Crisis Criteria and **RESOLVED**:

Not to award any grant as the Town Council supports this charity through an annual subscription.

RESOURCES & FINANCE

36/18-19 R&F COMMITTEE MINUTES Members noted the unsigned minutes of a meeting held on 16th May. Members **RESOLVED to approve the following recommendations from the R&F Committee:**

a. Transfers from the general reserve to earmarked funds:

- i. Increase Cemetery Fund to £48,739**
- ii. Increase Allotments to £650**
- iii. Increased Street Light New Works to £2,100**

b. Transfers from earmarked funds to the General Reserve:

- i. Move from Property & Asset Fund £3,500**
- ii. Move from Property & Asset Fund £12,147**
- iii. Move from Guildhall Maintenance £10,000**
- iv. Move from Community Building £10,000**
- v. Move from Christmas Lighting the entire balance (£21,000)**

c. Amendments to 18/19 budget nominal ledgers:

- i. Create new Nominal Ledger (community assets) 4180 - £37,000**
- ii. Increase Nominal Ledger 4361 (St Nicholas Church Yard) to £5,000**
- iii. Increase Nominal Ledger 4206 (Public Lighting New Works) to £12,500**
- iv. Increase Nominal ledger 4381 (Xmas light contractor charges) to £48,000**

37/18-19 R&F Minutes – Members noted the unsigned minutes of a Committee Meeting held on 30th May.

38/18-19 Town Council Bank Account – Members were disappointed to receive notification of the closure of Barclays Bank on 14th September. Member **RESOLVED**:

To delegate to the Responsible Finance Office the identification of preferred options for the transfer of the Town Council’s primary bank account to a bank with a High Street presence and report back the due Council in due course.

TOWN PLANNING & ECONOMIC DEVELOPMENT

39/18-19 P&ED Minutes – Members noted the unsigned minutes of a planning & economic development committee meeting held on 23rd May.

40/18-19 Planning Applications - Members received a copy of the most recent Planning Applications Granted at **Appendix A**.

41/18-19 Neighbourhood Development Plan – Members acknowledged receipt of a report and a copy of the Referendum version of the Newport Neighbourhood Development Plan.

Members were advised that Telford & Wrekin Cabinet had held a meeting held on 31 May 2018 and recommended that the Newport NDP, subject to the modifications, to proceed to formal Referendum. A formal Decision Statement has been issued and can be viewed on Telford & Wrekin and the Town Council's web sites. Hard copies of The Plan are available locally in the Guildhall and the Library.

The Referendum will be held on the 26th July 2018. All associated costs are borne by Telford & Wrekin Council. The electorate of the Parish Boundary of Newport will be asked to vote on the Referendum question:

“Do you want Borough of Telford and Wrekin to use the Newport Neighbourhood Development Plan to help it decide planning applications in the neighbourhood area?”

Subject to a successful referendum which the LPA must make the NDP as soon as reasonably practical and in any event within 8 weeks of the referendum. The document will used to determine future planning decision.

LEISURE & ENVIRONMENTAL SERVICES

42/18-19 New Christmas Lights - Members considered a report and **RESOLVED that:**

The Christmas lighting scheme proposed by the amenities officer (and recommended by the Working group) is approved less the 5 column displays (a cost saving of £2,650 in order that the project can be delivered within its current budget).

TELFORD & WREKIN COUNCIL

43/18-19 Telford @50 Community Building Grant Funding - Members received copies of the proposed project plans to refurbish to Guildhall and the Hub a verbal update from the Town Clerk which included the following general comments:

- That the anticipated grant funding (circa £150k) had not yet been signed off by Telford & Wrekin Council.
- That the timings of the project plan were already behind schedule due to the lack of confirmation of the grant funding.
- That a number of contractors had been lined up to undertake works.
- That the Hub project was entwined with the proposed transfer of ownership (from the Trustees of the building to Newport Town Council).

44/18-19 Community Governance Review

Members considered the Terms of Reference for the Community Governance Review in relation the boundary of the parish of Newport and acknowledged that the initial consultation programme for the boundary review began on 1 June and will run until 10th August 2018.

Members **RESOLVED**:

To delegate to The Town Clerk to submit a corporate response to the Community Governance consultation in line with its previous comments.

OUTSIDE BODIES

45/18-19 – Cosy Hall - Members noted receipt of the minutes of a meeting held on 31st May

46/18-19 - Parish Charter Monitoring Group – Cllr Nelson provide members with a verbal brief of a conference attended by both him and the Deputy Town Clerk on 6th June 2018. Cllr Nelson also handed a written brief for members.

47/18-19 EXCLUSION OF PRESS AND PUBLIC

Members **RESOLVED** “that in view of the special nature of the business about to be conducted, (staffing matters and contracts) it was advisable in the public interest that the press and public be temporarily excluded and they were instructed to withdraw”.

CONFIDENTIAL SESSION

(Note: elements of the discussions in the confidential session remain confidential however, the decisions are published within the minutes for the public record)

48/18-19 HUB (Youth Club / Former Library) Transfer

Members were advised by the Clerk of a number of ongoing issues including:

- That there is an agreement in principle to take on the ownership of the Hub, subject to a some due diligence:
 - Confirmation of legal covenants on the building.
 - Outcome of initial survey – it is likely that some further more comprehensive structural survey is required (the front elevation of the original building above the arch shows signs of cracking).
 - Receipt of fire inspectors report
 - Clarification of the status of current tenants/ organisations using the Hub.
- That the future specific use of the building would need to remain variable in order that a variety of community based groups could make use of the facility.

- One aim is to maximise the use of the building (for it be open more often to more groups).
- The proposed works within the Telford @50 Community Building project would seek to ensure that the general state of the building is sound, safe to use for a wide range of groups and is versatile enough to accommodate fluctuating demand from differing community groups that might wish to call it home.

(Clerk's Note: Cllr Carter arrives)

49/18-19 - TOWN CLERK RECRUITMENT

Members reviewed the Resource and Finance Committee minutes from 30th May, and the report detailing the summary of options:

Members **RESOLVED** that an **Internal Interim Recruitment model** be progressed in that:

- a) **Mrs Atkinson be appointed as the interim Town Clerk.**
- b) **Mrs Tunks be appointed as the interim RFO/Cemetery & Amenities Officer.**
- c) **The Town Council reviews the Job Descriptions for the Town Clerk and Deputy Town Clerk after September 2018, to inform them ahead of appointing a permanent Town Clerk.**
- d) **The Interim Town Clerk (designated) be given delegated responsibility to recruit a temporary admin assistant/ receptionist.**

**Planning Permissions Granted
List for Town Council Meeting 13th June 2018**

TWC/2018/0338 Full Granted

Change of use from cake shop (Use class A1) to physiotherapy clinic (Use class D1)
Unit 4 Salters Court, Lower Bar, Newport, TF10 7BE

TWC/2018/0319 Full Granted

Former Caress Manufacturing Ltd, Beaumaris Road, Newport, Shropshire
Change of use from B1 premises to childrens day nursery (Use class D1)***Amended Site
Address***

TWC/2018/0337 Advertisement Granted

Installation and display of various illuminated and non-illuminated fascia, directional,
advertisement signage and poster frames including 2no. 5.5m high totem signs (amended
description & plans)
Land rear of Edgmond Foods, Units 6-10 Audley Avenue Industrial Estate, Audley Avenue
Newport.

TWC/2018/0398 Trees in Conservation Area Granted

Crown reduction of 30% on 1no. Silver Birch tree
Central Reservation north/west of, St Nicholas Church, High Street, Newport.

TWC/2018/0022 Full Granted

Demolition of rear extension and conversion of hotel into 12 no. apartments
Royal Victoria Hotel, St Marys Street, Newport, TF10 7AB

TWC/2018/0024 Listed Building Granted

Demolition of rear extension and conversion of hotel into 12 no. apartments (Listed
Building Application)
Royal Victoria Hotel, St Marys Street, Newport, Shropshire, TF10 7AB

TWC/2017/0713 Outline Refused Site of, 60 Forton Road, Newport.

Outline application for the erection of 8no. 2 bed apartments with underground parking,
including access, with all other matters reserved ***AMENDED DESCRIPTION AND
AMENDED PLANS RECEIVED***

TWC/2018/0329 Full Granted'

Erection of 2no. detached dwelling with parking and creation of new access
Land adjacent, 16 Beaumaris Road, Newport.