



# NEWPORT (Shropshire) TOWN COUNCIL

**DRAFT UNTIL SIGNED AT SUBSEQUENT MEETING**

**MINUTES OF A MEETING  
held on  
Wednesday 12<sup>th</sup> September 2018  
at  
The Guildhall, High Street, Newport**

**PRESENT:** Councillors Peter Scott – Town Mayor  
Nigel Borrett  
Tony Forrester  
Graham Foster  
Lyn Fowler  
Thomas Janke  
Phil Norton  
Thomas King (in part)

**IN ATTENDANCE:** Sheila Atkinson – Town Clerk  
Louise Tunks – RFO

**69/18-19 APOLOGIES FOR ABSENCE:**

Members noted the following apologies:  
Cllr: Ian Perry – Work Commitment  
Cllrs: Eric Carter (NRP) & Tim Nelson (chairman P&ED) - *apologies offered with the expectation to attend following the conclusion of the initial meeting of the NI Park Project information group at which they are invited representatives.*

**ABSENT:** Cllr Derick Eggerton

**70/18-19 DECLARATIONS OF INTEREST - none**

**71/18-19 SUSPENSION OF MEETING - Members RESOLVED to suspend the meeting to take comments from the Public: -**

<b>Name</b>	Rebecca Lloyd
<b>Subject</b>	Council Co-option applicant Alan Lloyd
<b>Summary</b>	Miss Lloyd advised members that Alan Lloyd sends his apologies and expressed his disappointment for not being able to attend the meeting as it coincides with a pre-booked holiday. He hoped that the council would still look favourably on his application as a former Councillor.

There being no other members of the public wishing to raise comments  
Members **RESOLVED to resume the meeting.**

**72/18-19 PREVIOUS MINUTES**

Members **RESOLVED to approve as a true record the Minutes of the meeting held on 11<sup>th</sup> July 2018** and were duly signed by Cllr Scott.

**73/18-19 TOWN COUNCILLOR VACANCY WEST WARD – CO OPTION**

Members considered letters of interest received from four eligible members of the public to fill the one vacancy on the Town Council following no call for an election to be held following the resignation of Cllr Timothy Pryce in July.

The Town Mayor thanked all the applicants for their willingness to stand for co-option and was confident that all had something to offer the Town Council and the community, he reminded, and suggested that there are elections due to be held in May 2019 which will provide an opportunity for their willingness to represent the town to be expressed once again.

Members considered and voted on the four nominations for the vacancy, following which, the council **by co-option ELECTED Thomas King as candidate to the West Ward of Newport Town Council**. Having signed a Declaration of Office he joined the remainder of the meeting.

**74/18-19 ANNOUNCEMENTS**

- a. Members noted the engagements for July & August 2018 carried out by the Town Mayor and those by his Deputy: -

Thurs 5 <sup>th</sup> July	Official opening of extension to Newport Girls High School (NGHS)	
Wed 11 <sup>th</sup> July	Telford & Wrekin Civic Service	Cllr Norton
Sat 14 <sup>th</sup> July	Newport Show & Small Trade Stand Judging	Cllr Norton
Sun 15 <sup>th</sup> July	Wellington Town Council Mayor's Civic Service	Cllr Norton
Fri 20 <sup>th</sup> July	Adams Grammar School Speech Day and Prize giving	
Sat 21 <sup>st</sup> July	RBL commemoration of the centenary of 1 <sup>st</sup> world war at the War Graves in Newport General Cemetery	
Fri 27 <sup>th</sup> July	Cllr Rai Metha - Mayor of Telford & Wrekin Charity Launch	
Sat 18 <sup>th</sup> August	Nocturne Cycle Race	

- b. Members received a certificate of appreciation from the Royal British Legion for the Town Council's continued commitment to the poppy appeal.
- c. Members noted receipt of correspondence from Mark Pritchard MP, informing of his formal objections being raised with Telford & Wrekin Council and Arriva UK to the changes and removal of the 519-bus route to Shrewsbury.
- d. The Chairman informed members that Civic Sunday will be held on Sunday 16<sup>th</sup> September at St. Nicholas Church and everyone is invited to attend.
- e. The Chairman informed members that Newport Food Frenzy will be held in Newport on Saturday 22<sup>nd</sup> September and that a road closure would be in place from 7am to 9pm.
- f. The Chairman informed and reminded members that the Mayor's appeal for his year in office is for Newport Scout Hut renovations and the Cottage Care Centre.

## 75/18-19 Finance Report

- a. Members considered and ratified the Finance Report for July 2018 and approve the payments therein:

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

<b>Revenue Fund</b> balance b'fwd (1 July)	<b>330,365.94</b>
Less: Payments chq No's (709248 to 709268)	12,738.84
Payments chq No's No's (709269 to 709284)	42,066.33
Direct Debits	16,411.17
Transfer to earmarked funds	-
Plus: Receipts	23,444.67
Transfer from earmarked funds	NIL
<b>Revenue Balance c'fwd (31 July)</b>	<b>282,594.27</b>
<b>Ear Marked Reserves balance b'fwd (1 July)</b>	<b>137,489.19</b>
Credit transfer to general reserve	NIL
<b>Ear Marked Reserves balance c'fwd (1 July)</b>	<b>137,489.19</b>
<b>Managed Funds balance b'fwd (1 July)</b>	<b>3,006.87</b>
Less Payments	-
Plus Receipts	-
<b>Managed Funds balance c'fwd (31 July)</b>	<b>3,006.87</b>
Payments/ receipts	-
<b>Investments Held: CCLA Property Fund</b>	<b>£50,000.00</b>
<b>Total Balance In Hand (31 July)</b>	<b>470,862.00</b>

- b. Members considered and ratified the Finance Report for August 2018 and approve the payments therein:

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

Revenue Fund balance b'fwd (1 Aug)	<b>282,594.27</b>
Less: Payments	
Payments chq No's (708285 to 709311)	16,311.57
Direct Debits	15,023.64
Xfer to managed funds	nil
Plus: Receipts	52,074.25
<b>Revenue Balance c'fwd (31 Aug)</b>	<b>303,333.31</b>
<b>Ear Marked Reserves balance b'fwd (1 Aug)</b>	<b>137,489.19</b>
Xfer from revenue	Nil
<b>Ear Marked Reserves balance c'fwd (31 Aug)</b>	<b>137,489.19</b>
<b>Managed Funds balance b'fwd (1 Aug)</b>	<b>3,006.87</b>
Payments	Nil
<b>a.</b> Receipts	Nil
<b>b.</b> Managed Funds balance c'fwd (31 Aug)	<b>3,006.87</b>
CCLA Investment – Property Fund	<b>50,000.00</b>
<b>Total Balance In Hand (31 Aug)</b>	<b>493,829.37</b>

**c. Approval of In-Month Payments**

Members considered a list of cheque payments for approval Members **RESOLVED to authorise the list of cheques for payment numbered 709312 to 709325 (total £16,575.64) to be signed by Cllr Foster and Cllr Borrett.**

Cllr Norton informed members of his dismay that Telford & Wrekin Council charge Newport Town Council for a road closure and asked for his comment to be recorded in the Minutes.

**d. Bank Reconciliation**

Cllr Norton advised that he had undertaken a satisfactory reconciliation of the bank and finance statements and verified salary payments for June 2018.

Cllr Borrett volunteered to carry out the independent bank and finance reconciliation including salary payments for July and August, prior to the next meeting.

**e. Budget Setting Timetable 2019/20**

Members noted the timetable for setting the budget and demanding the precept for FY 2019/20, **copy attached Appendix A.**

*Clerk Note: Cllr Nelson arrived at 7.25pm*

**76/18-19 RESOURCES & ADMINISTRATION**

**Minutes - Members noted the minutes of a meeting held on 22<sup>nd</sup> August 2018 and Resolved to approve the following recommendations;**

- i. to change accounts to Lloyds Bank as they have a presence on the High Street, which is crucial to the operational business of the council.**
- ii. the adoption of the revised 2018 model standing orders, with an additional abstract being inserted that (Apologies in writing should be supplied to the Clerk by Councillors before each meeting if they are unable to attend).**
- iii. to support the purchase of the Hub building for £1.00 subject of issues relating to fire safety being resolved.**
- iv. to accept the quotation from WPS Insurance**
- v. that the Clerk expedite progression to fill the temporary vacancy as soon as possible.**

**77/18-19 ACQUISITION OF THE HUB**

Members received an update regarding the on-going purchase of the HUB. Members requested confirmation from legal representatives that, ***The Hub building will be Freehold and free of Litigation*** Further investigation was requested around the covenant restricting the building to "Community Use" and if a "Pop-Up Shop" constitutes such a classification.

**78/ 18-19 TELFORD @ 50 GRANT FUNDING**

Members received an update on the repairs and modifications that have taken place on the Guildhall and at 3A to date, together with appraisal of the works outstanding and some which are subject to planning permission approval.

**79/18-19 Leisure & Environmental Services Committee** – Members noted the minutes of a meeting held on 18<sup>th</sup> July 2018

**PLANNING & ECONOMIC DEVELOPMENT**

**80/18-19 Planning Permissions/Refusals**

Members noted a list of planning application decisions issued between July and August 2018. **Copy attached appendix B.**

**81/18-19 Planning & Economic development Committee** – Members noted the Minutes of a meeting held on 5<sup>th</sup> September 2018.

**82/18-19 Neighbourhood Development Plan**

Members noted the Results of the Referendum held on 26<sup>th</sup> July 2018 and that the Newport Neighbourhood Development Plan will go before Telford & Wrekin Cabinet on 13<sup>th</sup> September with a recommendation that it be “made”.

**83/18-19 Telford & Wrekin Council Green Guarantee Legacy Funding ‘The Big Green Vote’**

Members noted correspondence regarding the announcement that Broomfield Road Recreation Site, Norbroom Park & Mason Place have all qualified out of the 52 sites to receive funding of £1,000 each, from the Green Guarantee Legacy Funding during the public vote held in May. The first tranche of allocation has been announced and Broomfield Park will be in this round of funding.

**84/18-19** Members noted the minutes of a meeting of Wrekin Area Committee of SALC held on 19<sup>th</sup> July

**85/18-19** Members noted minutes of a meeting of Cosy Hall Management Committee held on 30<sup>th</sup> August 2018.

**86/18-19** Members noted the minutes of a meeting of the Parish Charter Monitoring Group held on 26 July 2018.

**87/18-19** Cllr Scott gave members an overview of a meeting of Annabelle Boughey Trust he had attended.

**88/18-19** Cllr Forrester gave members an overview of the Newport Cottage Care meeting and informed members that minutes would be forwarded when available.

**NI Park Project Information Group Development Meeting**

Cllr Nelson gave a detailed verbal appraisal and overview of the initial meeting NI park development project group meeting held earlier in the evening which included salient points:

- *agreement of the Terms of Reference for the Group, which includes quarterly meeting with formal minutes to be published*
- *Traffic Restrictions/ Obstacles/ Road Works*
- *The Disruption for some major road is likely to be in the region of 63 weeks.*
- *It was confirmed that £300K town centre works would be implemented by April next year, including speed restrictions and crossings.*
- *The purpose of the development and the opportunities.*
- *Influence of ideas for the Ni Park marketing strategy, identify opportunities to promote the scheme and create wider interest.*

Members had agreed at a previous P&ED meeting, Cllr Nelson will have the responsibility for reporting progress and information back to the full Town Council, following any meeting by providing reports or minutes. the next meeting of the information group meeting is scheduled for December.

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**REPORT TO TOWN COUNCIL**  
**BUDGET SETTING 2018/19 – PROPOSED TIMETABLE**

Members will shortly need to begin considering the budget for the next financial year (2018/19).

In recent years the process has been managed by the Resource & Finance Committee (R&F), considering views of individual councilors and standing committees. In general, the R&F committee produce budget estimates for those items that do not fall into either of the 2 main standing committees, L&ES and Community Safety, most of which are 'core business' activities.

The Town Council will **always have the final say** as to the budget and the level of precept (the amount of tax we demand from the residents).

This year's timetable proposes that the budget setting process to similar to that of recent years and is produced below:

Date	Action	Comment
12 Sep 18	Town Council confirm budget timetable	Agenda Item for Town Council Meeting (12 September )
Sep – 18 Oct 18	Members forward/discuss comments and recommendations to the RFO/Clerk or respective committee chairman	Comments to be In writing and evidenced where appropriate.
Sep 18	Com Safety / budget recommendations – New/novel spends or removal of services/	Agenda item for Com Safety Committee Meeting (19 Sep)
Oct 18	Town Council to provide guidance on levels of taxation and council priorities	Agenda Item for Town Council Meeting (10 Oct)
Oct 17	L&ES budget recommendations – New/novel spends or removal of services/. Consider levels of fees for cemetery/ allotments	Agenda item for L&ES Committee Meeting (24 Oct)
26 Oct 18	Last day for individual members inputs to be received for inclusion in first draft.	
8 Nov 18	1 <sup>st</sup> draft budget presented to Council.	Agenda Item for Town Council Meeting (14 Nov)
15 Nov 18	R&F Committee to review non-committee budgetary spending and note other committee recommendations	Agenda item for R&F Committee Meeting (19 Nov).
26-30 Nov 18	Finance officer & Clerk to prepare 2 <sup>nd</sup> draft budget	To be completed before the issue of the agenda for Dec Town Council Meeting.
Dec 18	2 <sup>nd</sup> draft of budget to be presented to Council.	Agenda Item for Town Council Meeting (12 Dec)
Jan 19	Precept setting	Agenda Item for Full Town Council (9 Jan 19)
Jan 19	Precept Demand issued to Telford & Wrekin Council	Breakdown of expenditure by T&W budget categories also required

### Planning Determinations notified by Telford & Wrekin Council

**TWC/2018/0469** - Full Granted – Installation of raised patio and decking with safety railings  
22 Kings Head Park, Green Lane, Newport, Shropshire, TF10 7LG

**TWC/2018/0497** – Full Granted – Erection of a single storey rear extension  
7 Forton Glade, Newport, Shropshire, TF10 8BP

**TWC/2018/0430** – Full Granted – External alterations to facilitate subdivision of existing retail unit into 6no. retail units including installation of new shop fronts and redesigned carpark layout.  
Former Budgens, Baddeley Court, High Street, Newport, TF10 7AD

**TWC/2018/0432** – Full Granted - Change of use of second floor from offices (Use class B1) to a house in multiple occupation (Use class C4) **\*\*AMENDED DESCRIPTION\*\***  
58 High Street, Newport, Shropshire, TF10 7AQ

**TWC/2018/0549** – Full Granted – Installation of a replacement roof Newport Scout and Guide HQ.  
Longford Road, Newport, Shropshire

**TWC/2018/0266** – Full Granted – Erection of building for use within Use Class D1 (children's day nursery) with associated external space and access **\*\*\* Additional information \*\*\***  
Mere Park Garden Centre, Stafford Road, Newport, Shropshire, TF10 9BY

**TWC/2018/0476** – Full Granted – Alterations to bay windows on front elevation, conversion of existing garage into habitable rooms, rendering of front and side elevations, erection of a detached garage, creation of a new vehicular access and driveway and erection of a front boundary wall (part retrospective) **\*\*\*Amended description and amended plans received\*\*\***  
32 Chetwynd Road, Newport, Shropshire, TF10 7JZ

**TWC/2018/0535** – Full Granted – Proposed loft conversion and installation of 2no. dormers and 2no. roof lights.  
3 Forton Road, Newport, Shropshire, TF10 7JL

**TWC/2018/0559** – Full Granted – Erection of a single storey rear extension and part demolition and rebuilding of existing garage.  
37 Maynards Croft, Newport, TF10 7TA

**TWC/2013/0362** – **withdrawn** – Change of use from warehouse unit (Use Class B8) to Toning Studio/fitness centre  
(Use Class D2) (Retrospective)  
Audley Avenue Industrial Estate, Unit 5, Audley Avenue, Newport,  
Shropshire, TF10 7BX

**TWC/2018/0605** – Full Granted – Erection of first floor rear dormer window extension.  
93 Stafford Road, Newport, Shropshire, TF10 7RA