



NEWPORT (Shropshire) TOWN COUNCIL

DRAFT UNTIL SIGNED AT SUBSEQUENT MEETING

MINUTES OF A MEETING

held on

Wednesday 13th February 2019

at

The Guildhall, High Street, Newport

PRESENT: Cllrs: Peter Scott - Town Mayor
Nigel Borrett
Eric Carter
Tony Forrester
Graham Foster
Lyn Fowler
Thomas Janke
Tom King
Tim Nelson
Phil Norton

IN ATTENDANCE: Sheila Atkinson – Town Clerk
Louise – RFO/ Deputy Town Clerk

ABSENT: Cllr Derick Eggerton

194 /18-19 Apologies for Absence:
Cllr Perry – work commitment

195 /18-19 Declarations of Interest – There were no declarations of interest.

196/18-19 Suspension of Meeting – Members **RESOLVED** to suspend the meeting to take comments from the Public: -

Name	Simone Whitfield – Newport resident (address given)
Subject	Plastic Free Newport
Summary	A brief description was provided of the group “Sustainable Newport” which was formally known as Newport 21, and their aspirations for Newport to become “Plastic Free” which is to be discussed at a later stage of the meeting. If the Town Council choose to support the groups aspirations, a request was made to take a photograph as documented evidence.

Name	David Griffin – Chairman Newport Civic Society
Subject	1. Conservation Area Review
Summary	Members were advised that members of the Civic Society and the History Society were in negotiation with the Conservation Area Officer from the LPA regarding the setting-up of a training programme to provide guidance for the local community group to participants in the Newport Conservation Area Review. There is an opportunity for any member of Newport Town Council to participate if they so desire. The date set for the first training session is 5 th March.

Name	David Griffin – Chairman Newport Civic Society
Subject	2. Newport Regeneration Partnership
Summary	The Civic Society in conjunction with the NRP and a local land owner are undertaking a project and preparing an initial bid for funds from the Government's £675m funding for High Street improvements grant. The aim of which is to renovate the "Central Square" building. Mr Griffin hoped the Town Council would be supportive of the bid.
Name	Peter Bunting – Newport resident (address given) and Chairman RNA
Subject	Grant Request
Summary	A brief overview of the history and acquisition of the current building along with the current usage and valuable community usage was provided. The rental on the property is to be increase significantly and the building is likely to be sold. The RNA committee have the opportunity to purchase the building at a preferential rate and will be launching a "crowd funding" appeal to raise £100.000. The item will be discussed at a later stage of the meeting.

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

197/18-19 Announcements

a. Members noted the Town Mayor's engagements for January 2019: -

Wednesday	16 th	Chetwynd Aston & Woodcote Parish Council Meeting
Tuesday	8 th	Visually Impaired People (VIP) Meeting at Cornmell Lea community Centre
Friday	25 th	1. T&W Civic Ceremony to commemorate Holocaust Memorial Day 2. Haberdasher Adams Annual Careers Convention

b. Buckingham palace Garden Party - successful nominations are
Cllr Kynaston – Alberbury with Cardiston PC
Cllr Edwards – Donnington with Muxton PC

c. Telford @ 50 –commemorative magazine has been produced to remember Telford past, present and future available for viewing in reception in the Guildhall

d. A letter has been received from Buckingham Place acknowledging receipt of the Christmas Card.

e. A leaflet has been distributed by Cllr Nelson to residents in the vicinity of Hawkstone Avenue promoting the Newport in Bloom's objectives and work undertaken on the re-vamp of the amenity area in readiness for the National "Britain in Bloom" competition.

198/18-19 Previous Minutes - Members RESOLVED to approve, as a true record, the minutes of the meeting held on 9th January 2019, duly signed by the Chairman.

Signed.....

Dated

199/ 18-19 Social Media Policy – Following the recommendation of the Internal Auditor to adopt a social media policy, Members unanimously agreed that the recent Telford & Wrekin Borough Council version was an appropriate and acceptable document to be used as the basis for adoption by Newport Town Council. Cllr Borrett wished to have recorded that he hoped that all members, using social media would respect and adhere to use the policy. Members **RESOLVED to adopt the Social Media Policy as amended and attached at Appendix 1.**

200/18-19 – Hub - Youth Café Project

- a) Members noted that Newport Town Council have registered with the Charity Commission as Sole Trustees of the Hub Community building. The details of Newport Youth Cafe Project: 1076691 were updated on Monday, 14 January 2019 using the “Update Charity Details digital service” with changes made to the following sections:
- Public Address
 - Trustees and Contact
- b) Members considered an action plan to manage the building and trusteeship of the Hub. The working **group** (Cllrs: *Fowler, Perry, King and Nelson*) are requested to return to the next meeting of the Town Council on 13th March to make recommendations in regard to:
- Terms of Reference of the working group
 - Meeting dates and regularity of meetings
 - Disclosure Barring Service (DBS) Checks
 - Tenancy Agreements
 - Conditions of Rental and Hiring agreements

FINANCE

201/18-19 Finance Report - Members **RESOLVED to approve the January finance Statement and the payments therein** (summary below): -

Revenue Fund balance b’fwd (1 Jan)	346,381.35
Less: Payments chq No’s (709429to 709435)	1,453.18
Payments chq No’s (709436 to 709396)	9,949.24
Direct Debits	15,244.23
Xfer to managed funds	-
Plus:	
Xfer from managed funds	-
Receipts	3,930.64
Revenue Balance c’fwd (31 Jan)	
Ear Marked Reserves balance b’fwd (1 Jan)	135,389.19
Receipts/expenditure	-
Ear Marked Reserves balance c’fwd (31 Jan)	<u>135,389.19</u>
Managed Funds balance b’fwd (1 Jan)	3,006.87
Payments	-
Receipts	-
Managed Funds balance c’fwd (31 Jan)	<u>3,006.87</u>
Total Balance In Hand (31 Jan)	<u>512,061.40</u>

Investments held as asset: CCLA Property Fund	<u>£50,000.00</u>
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202/18-19 Members **RESOLVED to authorise the list of cheques for payment, numbered 709448 to 709467, total £12,180.86 to be signed by Cllr Foster and Cllr Fowler.** The cheques will form part of the revenue payments in the February financial statement to be presented next month.
(Clerks note: cheque 709462 cancelled due to duplication)

203/18-19 Bank Reconciliation - The meeting was advised that Cllr Nelson had undertaken a satisfactory reconciliation of the bank and finance statements and salary payments for December. Cllr Norton agreed to undertake the reconciliation for January's accounts.

204/18-19 Grant Applications – Members considered a grant application from the Newport Royal Naval Association and were unanimous in the support of the aspiration to purchase and retain the building as a community asset and preservation of the amenity for future generations of the Newport Community. Members **RESOLVED to support the grant of £10,000 in principle, subject to further financial support being secured and also to form a working group, comprising of Cllrs Borrett, Carter, King, Norton, Fowler to offer help and support to the Navy Club Committee with the forward planning and fund raising of the project.**

PLANNING & ECONOMIC DEVELOPMENT

205/18-19 Planning & Economic Development Committee Meeting - Members noted the minutes of a meeting held on Wednesday 30th January 2019.

206/18-19 Planning Permissions - Members noted a list of recent planning application from the Local Planning Authority, **attached at Appendix 2.**

207/18-19 Community Governance Review – Members received and noted updates relating to Newport boundary review. Cllr Scott informed Members that there is to be a site visit, but there is no guarantee that the decision of Telford & Wrekin not to recommend the boundary change to the Electoral Commission for consideration is unlikely to be over turned.

COMMUNITY SAFETY

208/18-19 Minutes – Members noted the minutes of a meeting held on 19th December 2018.

209/18-19 Parking – Members were asked to consider a proposal from Cllrs Scott & Forrester that a NTC notice, advising of the parking restrictions on the High Street be issued to all cars that overstay the current 40 minute parking restrictions in the High Street. Following lengthy debate and discussion on wider parking issues, safety concerns and how to monitor the issue of any notices issued by the Town Council, Members **RESOLVED to refer the issue to the integrated Community Management Team (ICM) and for the Clerk to express members' frustration regarding continued misuse and disregard of limited time restrictions for parking on the High Street, and the seemingly lack of policing and issue of parking tickets.**

210/18-19 Local Policing / ICM Meetings – The Clerk received a number of issues that require reporting to the ICM team and also items more appropriate for referral to Telford & Wrekin Highways Department, which included: - speeding, parking on pavements, HGV vehicles on Forton Road, missing HGV directional signs and issues with splay and vision on the Avon Dale junction. Members were reminded to report all incidents requiring action to the Clerk.

Signed.....

Dated

211/18-19 Smart Water – Members received a comprehensive update on Smart Water roll-out from Cllr Nelson:-

- 1661 kits have been distributed equating to 36% of the town.
- 40 Advertising Signs in varying sizes (A1, A3, and A4) are in situ.
- The “We don’t Buy Crime” team and Cllr Nelson will be approaching businesses.

Cllr Nelson paid tribute and especial thanks to those dedicated volunteers and fellow Cllrs who had attended all of the 60 sessions to distribute the kits. There will be an opportunity for Newport residents who have not yet receive a pack to collect at the Annual Town Meeting.

LEISURE & ENVIRONMENTAL SERVICES

212/18-19 Minutes - Members noted the unsigned minutes of a meeting held on 23rd January 2019.

213/18-19 Plastic Free Community – Members were advised that the L&ES Committee supports the initiative of ‘Sustainable Newport’ (made up of members from the former Newport 21 group) a local group who champion environmental issues for the area. During 2019, one of their activities is for Newport to be converted into a "Plastic Free Community" to line up with the global "Plastic Free July". To achieve this, they have signed up to the Surfers Against Sewage (SAS) scheme which outlines 5 objectives to achieve the recognised status. Members are wholehearted behind this initiative and **RESOLVED to support and raise awareness of the group and their quest on the journey for Newport to become a Plastic Free Community.**

214/18-19 “Climate Emergency” – Cllr Nelson, supported by Cllr Fowler, requested that an item be included on the next Town Council meeting agenda, to consider, recognise and raise awareness of the campaign to target zero carbon by 2030 and declare a climate emergency.

215/18-19 Christmas Light Switch on - Minute L&ES45/18-19 refers; Members were asked to discuss and consider the Christmas Light Switch on event 2019, Road Closure and additional enterprises becoming one event. **Members RESOLVED to invite organisers of other festive events to attend the next L&ES meeting to discuss their aspirations and if it would be of benefit for the Town Council to implementing one road closure for the entire length of the High Street.**

216/18-19 Annual Town Meeting – Members were advised that the Parish Rooms on New Street, has been booked for the Annual Town Meeting to be held on Monday 4th March 2019, 7pm Start. The format for the evening will include a presentation regarding the setting up of a Neighbourhood Watch scheme, questions & answers session, Special Recognition award. SALC will be in attendance to provide advice on becoming a Cllr at the forthcoming election and SmartWater packs will be available.

217/18-19 Town Council Meeting Dates – Members considered draft proposals for Meeting dates. **Members Recommend - subject to ratification by the Town Council at the Annual meeting in May, approval of the Full Council and Committee Meeting Dates for the forthcoming municipal year 2019/20 attached at Appendix 3.**

Signed.....

Dated

OUTSIDE BODIES

218/18-19 Shropshire Association of Local Councils (SALC) - Area Committee Review
SALC Executive agreed that the Task & Finish Group are to seek the views of member councils, on the appropriateness and effectiveness of the area committee structure any make any required changes. The closing date for the completion of the survey is 16th March 2019. The Clerk will complete on behalf of NTC.

219/18-19 SALC – Wrekin Area Committee - Members noted the minutes of a meeting held on 16th January 2019.

220/18-19 Newport Cottage Care - Members noted the minutes of a meeting held on 14th January 2019.

221/18-19 Cosy Hall – Members noted the minutes of a meeting held on 31st January 2019.

222/18-19 Newport Regeneration Partnership (NRP) – Members noted the minutes of a meeting held on 15th January 2019. Cllr Carter gave an overview of the meeting, highlighting the funding opportunity from Central Government for future High Street rejuvenation, and the aspirations of the Partnership to apply and register an “expression of interest” to be used to re-vitalise the Central Square building. Cllr Carter hoped that the Town Council would endorse the proposal and be supportive.

223/18-19 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 Staffing) 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)

224/18-19 Town Council Special Recognitions Award(s) - 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 Monday 4th March 2019.

225/18-19 Staffing - Members were provided with a matrix of the responsibilities, obligatory elements and duties of the Town Council to carry its functions, and asked to consider the current staffing structure and whether it is suitable to deliver the aspirations of the Town Council.

Members were in agreement with the Clerk's recommendation and the item was referred for further detail to the next meeting of the Resource & Finance Committee.

Protocol for the use of social media by Councillors 2019

Newport Town Council recognise that the use of social networking and blogging are effective methods for councillors to interact with local people and engage with those who would not normally have access to local councillors and politics.

The Town Council supports the use of such media but is also aware of the challenges that it brings. This protocol is intended to assist Councillors in thinking about how they can continue to make best use of social media whilst complying with the Code of Conduct.

THIS PROTOCOL IS IMPORTANT AND SHOULD BE CONSIDERED BY ALL COUNCILLORS USING SOCIAL MEDIA

The Town Council suggests the following:

Think about whether you are acting in your official capacity as a councillor when posting messages or blogs. Be clear when you are making comments in a private capacity. Note that the higher your profile as a councillor, the more likely it is that you will be seen as acting in an official capacity when you post or blog

Set appropriate privacy settings for your social media accounts and blogs, especially if you have accounts which are private and non-political

Keep an eye out for defamatory or obscene posts from others on your social media accounts and remove them as soon as possible to avoid the perception that you condone such views.

Re-tweeting

Consider carefully what posts you decide to 'like' or retweet. Liking or re-tweeting will be perceived by some as your endorsement of both the sentiment and the wording of the post. There is a risk that you can be seen to be endorsing wording that is offensive or discriminatory: It is the nature of this media that this is easily done. **Do** think about **immediately** distancing yourself from such wording in a follow up tweet if you find yourself in that position. Depending on the seriousness of the wording this could be a material factor in deciding whether or not a matter is referred for investigation.

Ensure that you use council facilities appropriately; if you use Council social media you will be viewed as acting in your official capacity. You should not use council facilities for personal or political posts and blogs.

Think carefully before posting information about individuals or matters that may be commercially sensitive. Posting sensitive information could not only be a breach of the Code of Conduct but could also be a criminal offence or lead to litigation being brought against you and/or the Council. When posting any information that you have access to in your role as a councilor you will be seen to be acting in your official capacity.

When making political points using social media be careful about specific views referring to individuals. A personal attack on an individual could be seen as disrespectful whereas general comments about an issue or policy is less likely to be viewed as a failure to show respect.

Don't posts comments or blog in haste. If you are angry, tired or just in a bad mood stay away from your social media. Even if posts are removed quickly after, a screen shot can be taken of the post when it was on your account and this can form the basis of a complaint. Making comments in posts and blogs is just the same as making those comments in writing and/or in person to the individual concerned. Make sure that your own posts are truthful, factual and can be supported with evidence if challenged.

TWC/2019/0076 - Tree Preservation Order

Crown lift to 6m and crown thin by 25% on 1no. Sycamore tree Newport
Land junction of Masons Place/Forton Road, Newport, Shropshire

TWC/2019/0094 Full Planning

Installation of 2no. air conditioning condenser units in a security cage and two extract grilles
Greggs plc Land North of Aldi Foodstore Ltd, Audley Avenue, Newport

TWC/2019/0095 Advertisement

Installation and display of 3no. internally illuminated fascia signs, 2no. internal point of sale posters and
2no. vinyl window graphics
Greggs plc, Land North of Aldi Foodstore Ltd, Audley Avenue, Newport.

TWC/2019/0096 Listed Building

Installation of 9no. angled black LED spot lights
Newport Town Council The Guildhall, 1 High Street, Newport, TF10 7AR

TWC/2019/0097 Listed Building

Replacement of existing radiators to be substituted with newly installed radiators with thermostatic valves
and lock shields.
The Guildhall, 1 High Street, Newport, Shropshire, TF10 7AR

TWC/2019/0114 Full Planning

Erection of a first-floor side extension.
27 Gravelly Drive, Newport, Shropshire, TF10 7QS

TWC/2019/0115 Listed Building Application

Remedial works to repair brickwork and a rotten timber beam. Removal of defective brickwork and section
of rotten timber lintel, replacement lintel, reinstatement of brickwork to support first floor and roof
loadings
The Pheasant Public House, High Street, Newport, TF10 7AX

TWC/2019/0123 Full Planning

The Pheasant Public House, High Street, Newport, Shropshire, TF10 7AX
Removal of unauthorised timber framed smoking shelter and the erection of a new timber framed shelter
(Retrospective).

TWC/2019/0124 Full Planning Application

Removal of defective brickwork and section of rotten timber lintel, replacement lintel, reinstatement of
brickwork to support first floor and roof loadings
The Pheasant Public House, High Street, Newport, TF10 7AX

TWC/2019/0128 Listed Building

Installation and display of 1no. timber name board, 3no. timber amenity boards, 2no. timber plaques and
1no. timber hanging sign c/w decorative bracket:
The Pheasant Inn, 68 Upper Bar, Newport, Shropshire, TF10 7AW

**Appendix 3
to Minutes of a TC Mtg.
held on 13.2.19**

Full Council	Community Safety	Leisure & Environmental Services	Resource & Finance	Planning & Economic Development	Annual Town Meeting*
15 May 19	-	-	22 May 19	29 May 19	Must be between 1st March and 1st June LGA 1972 sch. 12 – 14 (1)
12 June 19	19 Jun 19	-	-	-	
10 Jul 19	-	17 Jul 19	-	-	
7 Aug 19	-	-	21 Aug 19	06 Aug 19	
11 Sep 19	18 Sep 19	-	-	-	
09 Oct 19	-	23 Oct 19	-	-	
13 Nov 19	-	-	20 Nov 19	12 Nov 19	
11 Dec 19	18 Dec 19	-	-	-	
08 Jan 20	-	22 Jan 20	-	-	
12 Feb 20	-	-	19 Feb 20	11 Feb 20	
11 Mar 20	18 Mar 20	-	-	-	
08 Apr 20	-	15 Apr 20	-	-	
06 May 20	-	-	-	-	

Note: Meetings to begin at 7pm unless otherwise notified
