



NEWPORT (Shropshire) TOWN COUNCIL

DRAFT UNTIL SIGNED AT SUBSEQUENT MEETING

MINUTES OF A MEETING
held on
Wednesday 13th March 2019
at
The Guildhall, High Street, Newport

PRESENT: Cllrs: Peter Scott- Town Mayor
Graham Foster
Lyn Fowler
Thomas Janke
Tim Nelson
Phil Norton

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

ABSENT: Cllr Derick Eggerton

226/18-19 Apologies for Absence:

Cllrs: Nigel Borrett – Holiday
Eric Carter – Fire Authority Conference
Ian Perry - Holiday
Tom King – prior commitments - funeral
Tony Forrester – Holiday

227/18-19 Declarations of Interest

Cllr Scott declared a non-pecuniary interest in the Nova FM grant as a Member of the St. Georges' Day committee.

228/18-19 T&W Grounds & Cleaning Maintenance Contract

Members Welcomed representatives, Mr Dave Hanley from Telford & Wrekin Council and Mr Patrick Phillips from *idverde*.

Mr Hanley gave a description on the new 10-year Grounds & Cleaning Maintenance Contract commencing on the 1st April. He expressing enthusiasm for the future working relationship with the new contractor, who portrayed a positive impression having passion, shared values and dedicated commitment. A précis of the green guarantee and key open spaces enhancement along with the added value services on offer for purchase or to buy into was provided.

Mr Phillips gave members a detailed overview of the company, its history, innovated and forward-thinking ethos, highlighting that the core business is “cleaning” and horticulture with a keenness to create strong community ties and support work with volunteers.

The members welcomed the new contract and looked forward to working with *idverde*.

229/18-19 Suspension of Meeting

Members **RESOLVED** to suspend the meeting to take comments from the Public

Name	Graham Hobson
Subject	ICM
Summary	<p>Mr Hobson stated, he believed that one of the key features of the ICM agreement is that the PCSO (<i>being funded by NTC</i>), would be dedicated to dealing with key issues identified by the parties to the agreement.</p> <p>Parking appears to be a major issue therefore; he wondered if Councillors have made this a key issue and pushed for it to receive much more attention than it does.</p> <p>He also hopes that before agreeing to have the ICM service level agreement signed, members are satisfied that stipulated terms of its effectiveness have been evaluated and satisfied.</p>

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

230/18-19 Announcements

a. Members noted the Town Mayor's engagements for February 2019.

Friday	8th	Publicity photographic session for Newport 's buildings which received Telford @50 grant funding.	
Friday	8th	Judge at Newport's Got Talent Auditions	
Saturday	9th	Telford and Wrekin Mayors Charity Ball – Bollywood meets Hollywood	
Monday	25 th	Haberdashers' Adams Sparkle the Unicorn reveal	
Thursday	28th	Official opening of Lidl retail store	
Thursday	28th	The High Sherriff of Shropshire's Outstanding Young Citizenship Award Ceremony	Cllr Norton attended

b. Members of the Canal Trust are undertaking a "paddle" on the navigable section of Newport Canal with approximately 10 canoes/ kayaks to include a litter pick, to be held on Sunday 16 June 2019 with a bad weather reserve of 23rd June 2019.

231/18-19 Previous Minutes

Members **RESOLVED** to approve as a true record the minutes of the meeting held on 13th February 2019.

232/18-19 Members received Minutes from The Annual Town Meeting held on 4th March 2019. Attached at **Appendix 1**

233/18-19 Finance Report

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

Revenue Fund balance b'fwd (1 Feb)	323,665.34
Less: Payments chq No's (709448to 709467)	12,180.86
Payments chq No's (709468 to 709473)	1,101.04
Direct Debits	13,122.74
Xfer to managed funds	-
Plus:	
Xfer from managed funds	-
Receipts	1,656.00
Revenue Balance c'fwd (31 Jan)	
Ear Marked Reserves balance b'fwd (1 Feb)	135,389.19
Receipts/expenditure	-
Ear Marked Reserves balance c'fwd (31 Feb)	<u>135,389.19</u>
Managed Funds balance b'fwd (1 Feb)	3,006.87
Payments	-
Receipts	-
Managed Funds balance c'fwd (31 Feb)	<u>3,006.87</u>
Total Balance In Hand (31 Feb)	<u>437,312.76</u>

Investments held as asset: CCLA Property Fund	<u>£50,000.00</u>
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- b. Members **RESOLVED to authorise the list of cheques for payment numbered 709474 to 709489 (total £15,414.38) to be signed by Cllr Nelson and Cllr Norton.**

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 2019 finance statement have been reconciled against the bank statements by Cllr Norton prior to the meeting. Cllr Nelson agreed to undertake the reconciliation for February 2019 to include the validation of salary payments.

234/18-19 Telford Pride @50 Town Council Community Building & Facilities Legacy Funding

Members received notification that an extension for the outstanding two elements of our grant application and amendment to the formal grant conditions has been agreed. The Grant Period for the renovations to the Guildhall now ends on 30 June 2019, and the "Hub" to be completed and achieved by 30 September 2019.

235/18-19 Grant application

Members considered a grant application from NOVA FM to pay for a plc music licence for the St George's day event.

Members **RESOLVED to approve the grant funding for £35.75.**

236/18-19 Naval Club working group

Members received an update from Cllr Fowler on behalf of the working group following their meeting 7th March 2019. Cllr Fowler advised members that The Naval Club lease expires in 2021 and following discussions with Peter Bunting (Naval Club Chairman) there was uncertainty of the asking price for the Naval Club building, Mr Bunting advised the working group, that further investigation to gain the information are to be undertaken. The project, to save the Cub was continuing and there are several fund-raising events scheduled and a major raffle has been launched. The working group are requested to report back following any subsequent meetings.

237/18-19 Resource & Finance Committee Minutes

- a. Members noted receipt of the unsigned minutes of a meeting held on 20th February 2019.
- b. Members considered recommendations from the Resources and Finance Committee and **RESOLVED to approve the following:**
 1. **R&F/50/18-19 Banking** - to continue with the current banking process by paying invoices received, via cheque and implement a view only online banking system.
 2. **Cheque signing procedure** - that wherever possible all cheque lists should be taken to the next available meeting of the Council including committee meetings, to be signed in public.
 3. **R&F/52/18-19 Standing Orders & Financial Regulations:** The following changes to be implemented and that the Standing Orders and Financial Regulations to be reviewed at the Town Council annual Meeting in May.
 - i. **Standing Orders** - no recommendations for amendments
 - ii. **Financial Regulations - Banking Arrangements - Payment of Accounts:**
 - iii. **6.7 Credit Cards** - Two staff to hold credit cards to a maximum value of £500 to include the Clerk but not include RFO or Finance Officer.

(Clerks Note: *The RFO's Council Credit Card has been destroyed following the meeting, as requested*)

- iv. **9.8 Income - VAT return** - VAT records being kept digitally, for return periods starting on or after 1 April 2019.

- v. **16 Charities** - Following the Town Council becoming Sole Trustees of the Hub Charity – the details to be shown in the Financial Regulations.
- 4. **R&F/ 53/18-19 Risk Management Review** - a satisfactory review of the risk management schedule had been undertaken.
- 5. **R&F 54/18-19 National Salary Award** – to approve the increases to the staff salaries WEF 1 April 2019 in line with NALC employment briefing E02-18
- 6. **R&F/ 56/18-19 Staff Update** - for the Clerk and the RFO to proceed with proposals for the staffing structure and that two posts be explored for 30 hours & 18 hours per week.

238/18-19 Internal Audit

Members reviewed a copy of the second Interim Internal Audit report for 2018/19 from the Internal Auditor (JDH Business Services) and acknowledged the recommendations within.

239/18-1 Defibrillators

Members considered a proposal from Cllr Fowler (following a request from a member of public) that any unspent balance of budgeted funds, be used to purchase another defibrillator for the town to be located on or around the council offices. Members were advised that Telford & Wrekin Conservation Area Officer would not recommend or approve a defibrillator attached to a listed building, Members noted that currently there are 11 and soon to be 12 defibrillators located around the town.

Cllr Forrester has approached shops in the town centre, regarding directional signage for defibrillator locations. Members considered the purchasing of 20 signs at circa £4.00 each plus delivery.

Members RESOLVED;

- a. **Defer the discussion of purchasing a defibrillator and a more substantial, centrally located directional sign until the May or June Town Council meeting.** Cllrs Fowler, Foster and Nelson will provide some indicative costings for equipment, design and concepts for a more permanent structural signage and best practice for siting equipment.
- b. **Allocate up to £100 for purchase of defibrillator location signs for shop windows.**

LEISURE AND ENVIRONMENTAL SERVICES

240/18-19 Declare a Climate Emergency

Following the lead of other Unitary and Town Councils across the country, Members were asked to consider a resolution posed by Cllrs Nelson, Janke & King that: -

'Newport Town Council recognises that we face a climate emergency, and that this council will take steps to raise awareness in Newport, and will mitigate its own environmental impact'.

Cllr Nelson briefed members and a statement submitted by Cllr King was distributed, regarding putting together a plan with specific actions needed for NTC to take step to raise awareness and take seriously, Climate Change and the need to take action to protect our planet.

Steps include:

- The signal this Resolution makes,
- For the Council to become carbon aware,
- For the Council to become carbon neutral within an agreed timescale,
- That the Council is mindful of its own carbon footprint for its own Activities, Events, and Council Contracts.

Members **RESOLVED** that **Newport Town Council recognises that we face a climate emergency, and that this council will take steps to raise awareness in Newport, and will endeavour to mitigate its own environmental impact.**

Members were advised of the forthcoming Earth Hour on Saturday 30th March between 8.30pm – 9.30pm and encouraged participation.

<https://www.earthhour.org/celebrate-the-hour>

TOWN PLANNING & ECONOMIC DEVELOPMENT

241/18-1 Planning Applications

Members noted a current list of recent Planning Applications, and received a list of Planning Permission/Refusal/Withdraw determinations – **attached appendix 2.**

242/18-19 “Future High Street” and “Stronger Towns” funding opportunity

Members noted correspondence from Mark Pritchard MP regarding available governmental funding for “Future High Street” and “Stronger Towns” with a request to formally support the Newport & District Civic Society and make strong representation to Telford and Wrekin to take action and get behind this important funding bid for Newport.

Members were advised that the situation had moved forward and that the Borough have identified the Newport Regeneration Partnership’s bid for Newport under a different criterion. A further £55m has been allocated to support the regeneration of Heritage High Streets which may provide funding opportunities for key heritage town centers within the Borough, such as Ironbridge and Newport. Details for the funding and roll out of this scheme have yet to be released.

243/18-19 The Hub – Newport Youth Café Project

Members received an update on proposed plans for refurbishment for the Hub and a summary of last year’s income and expenditure financial accounts. Members were in agreement for the plans proposed to be undertaken subject to costings.

Members were informed that the working group were scheduled to meeting on 14th March to discuss the Hub Committee structure, proposed plans, finances and the future utilisation of the Hub.

COMMUNITY SAFETY

244/18-19 Local Policing – ICM Meetings

Members received and discussed a copy of the action/task sheet and a report from the Clerk.

Members were concerned that the public are not aware what SNT (*Safer Neighbourhood Teams*) stands for and that they are mindful that changing the name to get a wider understanding, would be of benefit.

245/18-19 ICM Service Level Agreement

Members considered approval of the ICM Service Level Agreement from 1st April 2019. Members debated that the Town Council are not currently receiving the service level agreement as originally promised and **RESOLVED that The Community Safety Committee review the agreement in full to ensure Newport Town Council are getting what they initially signed up for. The meeting is scheduled for 20th March.**

246/18-19 OUTSIDE BODIES

Members noted previous distributed, Agendas, Minutes and Reports from outside bodies where the Town Council has official representation:

Outside Body Report	Date distributed
Cottage Care	18/02/19
Bus User Group Agenda	18/02/19
Bus User Group Minutes 22 nd Oct	18/02/19
NALC Funding Bulletin 15 th Feb	19/02/19
SALC Info Bulletin 2 nd Feb	19/02/19
SALC WAC Minutes 16 th Jan	19/02/19
Cosy Hall Minutes 28 th Feb	04/03/19
Quiz Hosting Accounts Feb	04/03/19
Bus User Group Minutes 25 th Feb	08/03/19
Parish Charter MG Minutes 21 st Feb	11/03/19

Signed.....

Date.....

**MINUTES OF THE ANNUAL TOWN MEETING
HELD ON 4th March 2019**

AT 7.00 p.m. in St. Nicholas Church Parish Rooms, New Street, Newport.

PRESENT:

TOWN COUNCILLORS in Attendance:

Peter Scott -Town Mayor, Lyn Fowler, Phil Norton, Graham Foster,
Tony Forrester, Tim Nelson, Tom King, Eric Carter, Thomas Janke.

And 52 Members of the Public

In Attendance: Sheila Atkinson – Town Clerk

Sophie Alford – Council Officer

Darcie McGinn – Council Officer

Shropshire Association of Local Councils (SALC) Representatives:

Dianne Dorrell-County Secretary, Gail Power-Deputy County Secretary/RFO

Executive Members: David Bentall and Eric Carter

1/18-19 TOWN COUNCIL REPORT

The Town Mayor, Cllr Peter Scott welcomed all attendees and advised of the format for the meeting. The Mayor then provided an overview of Town Council services and projects extract below:

“Newport Town Council is responsible for a range of services. We deal with footway lighting but not street lighting, the public toilets in the Stafford Street car park, the Allotments on Boughey Road and Meadow view road and the town centre CCTV.

We are the first point of consultation for planning applications and we manage the cemetery where within the cemetery extension we now have a memorial wall and scattering area. We arrange for the Christmas Lighting display and their grand switch on event every year and we maintain and plant a number of areas throughout the town, including St Nicholas Churchyard.

In addition, the Council gives grants. These grants, among many other things, are helping to keep the library open in town, support Newport in Bloom’s wonderful floral decorations who won Gold in 2018 and will be competing the National Britain in Bloom Awards this year. We also support an outreach service for the Citizens Advice bureau.

Newport Town Council became Sole Trustees of the Hub Community Building (home to the Youth Café) in January this year. Our work to make the canal area more of a visitor attraction is moving forward and as such have allocated funding for ongoing enhancements.

Newport Town Council secured a grant from TWC (Telford @ 50) which also is financially supported by this Town Council.

Works to the Guildhall to include external painting, restoration of windows doors and flooring. A new roof has been installed on the Scout Hut and extensive renovations are planned for the Hub. The Town Council have purchased and are utilising 2 x mobile SIDS in the Town, and the data collected has proven a reduction in speeding in the Town. 1663 Smart Water have been supplied to Newport Residents and if you have not received yours, then they are available to be collected tonight.

The 630 footway lights in the Town have now been upgraded to LED resulting in future cost saving. I'd like to thank you again for attending this evening, it's very important to all of us on the council to hear from you.

I would like to thank you all for your support during my term as Mayor it has been a privilege to serve”

2/18-19 Neighbourhood Watch Scheme

PC Lee Thomas from West Mercia Constabulary provide a presentation and description on the history, value and changes of the Neighbourhood Watch Scheme and the current drive to enhance wider development of community involvement in the scheme, utilising modern technology, local vigilance and IT platforms. The Police & Crime Commissioner is providing funding to support the initiative. Information Sheets with IT links to register and get involved were available. PC Thomas also explained the **Community Speed Watch scheme** which provides volunteers with training and use of mobile speed indicator devices, in perceived local speeding problem locations.

3/18-19 Public Session

All residents stated their names and full address as electors of Newport.

NAME <i>Address provided</i>	Comments
<i>Mrs Ann Rhodes submitted questions prior to the meeting extending her apologies as unable to attend meeting. NTC will provide a written response.</i>	<ul style="list-style-type: none"> • Canal Tow Path, in certain parts is in need of maintenance and upgrade to allow for easier access of pushchairs and wheelchairs. • Concerns on the adequacy of the sewage treatment works, and the ability to cope with the vast number of new housing developments in the Town. • What provision is in place for the long-term protection of the Veteran Oak tree situated on the Beechfields Estate? The Tree is iconic and a very valuable amenity to the land scape and the vista to the Canal.
Mr Lawrence Bennett	<ul style="list-style-type: none"> • Mr Bennett expressed that the Council had for many years implied that the High Street, was of vital importance and was to be protected. What mitigation is there to allay his concerns that new retail park, on Audley Avenue, <i>(even though it is in the wards of Chetwynd Aston & Woodcote parish)</i>. Will not detract custom from Newport Town centre to the detriment of the High Street businesses.
Mrs Carol Scott	<ul style="list-style-type: none"> • Mrs Scott welcomed the new development, and believed it was necessary to keep Newport in the 21st century, the High Street was changing to include more take-away outlets and becoming somewhat of a café culture. Also bucking the trend by having a high occupancy of business, which is attracting nationwide business such as Specsavers.

Mrs Eva Allan	<ul style="list-style-type: none"> Mrs Allan commented that if residents cared about Newport Town Centre and the High Street, they should use it or risk losing it.
Ms Wendy Hesbrook	<ul style="list-style-type: none"> Ms Hesbrook asked the councils corporate position on an inactive councillor. A ward member that was elected at the cost of £4000 to serve the electorate. Ms Hesbrook expressed her disappointment that as her Cllr he has failed to attend a majority of council meeting, and failed to response to any of her communications.
Mrs Daphne Rogers	<ul style="list-style-type: none"> On behalf Newport in Bloom, she would like thank Newport's residents for the countless support to help win Gold in Britain in Bloom 2018. Newport being in the top 70 towns across the 3000 in the UK that were judged. They would like ideas, and need the help of how to encourage the community to get behind their entry in this year's competition – it is a "Big Task" and the judges will need to be "wowed" This year's higher national level competition not only looks at the floral displays, but how the Town celebrates its Heritage and attracts Tourism. Beautiful photos past and present of Newport would be gratefully received. A plea was made for the Town Cllrs, local businesses, residents, schools and community groups to get more involved and support in preparations for this year Heart of England in Bloom competition. There is a facebook page and fund-raising events are held at various times throughout the year, volunteers are always required and most welcomed.
Graham Foster – Chairmen of Newport Carnival Committee	<ul style="list-style-type: none"> This year's Carnival Theme is Past, Present and Future. Mr Foster offered an opportunity for the Carnival Committee to join forces with Newport in Bloom and to invite local business to design window displays with the theme in mind.
Mrs Eva Allan	<ul style="list-style-type: none"> As a former volunteer on the Newport in Bloom team she was aware of the hard work which goes into the competition and suggested that the Road and Street name signs across Newport to be washed and/or painted.
Mr Ken Jones	<ul style="list-style-type: none"> Questioned who had paid for the substantial publication 50 Years of Telford. <p>He was reassured that the publication had been created by the Shropshire Star with funding from advertising.</p>

Ms Alex Asha	<ul style="list-style-type: none"> Ms Asha would like to see more provision for older teenagers, younger residents and Harper Adam students. A community hub which could accommodate diversity and would enhance the town and help the town economy.
Mrs Irene Evans	<ul style="list-style-type: none"> Agreed with Ms Asha, the youth club in Newport is vital and should be invested in and very important that it is maintained.
Mr Bill Deason	<ul style="list-style-type: none"> Questioned the frequency of emptying the litter bins and who was responsible. He would like to see extra litter bins in various location including outside Adams Grammar School and at the junction Forton Road. A formal request will be forwarded to the Town Council.

4/18-19 Special Recognition Award 2019

The Town Mayor provided a précis of the nominated person, outlining her achievements, long-term commitment, dedication and involvement with local young people to the Town, being a great supporter and participant of the Town Council, providing attendance with children of our community at official proceeding, civic events and parades each year.

Mrs Lesley Green - Received the Newport Town Council Special Recognition Award:

Girl Guiding Commissioner
Newport Junior School Secretary
Leader, NJS Choir
Lay preacher at St Andrews Church, Church Aston

The Town Mayor thanked everyone for their attendance at the meeting
The proceeding ended at approximately 8.35 pm.

TWC/2018/0927 - Full Granted - Newport Cottage Care Centre,
Upper Bar, Newport, TF10 7EH
Alterations to existing car park - 5no. additional car parking spaces with improved access, new lamp post and designated disabled parking bay

TWC/2018/0776 - Listed Building Granted - The Guildhall,
1 High Street, Newport, TF10 7AR
External painting to building

TWC/2018/1048 - Full Granted - 7 Daniels Cross, Newport, TF10 7XJ
Erection of a first-floor rear extension and erection of a front porch

TWC/2018/1033 - Full Granted - Premier Inn, Stafford Road, Newport, TF10 9BY
Erection of an extension to provide an additional 33 bedrooms, plus associated alterations to car parking and landscaping

TWC/2019/0031 - Full Granted - 19 Vauxhall Crescent, Newport, Shropshire, TF10 7PT
Erection of a single storey rear extension

TWC/2018/0983 - Advertisement Granted - Land North of Aldi Foodstore Ltd,
Audley Avenue, Newport.
*Installation and display of 1no. internally illuminated 6m totem sign ***AMENDED DESCRIPTION AND AMENDED PLANS RECEIVED****

TWC/2018/1017 - Advertisement Granted - Land rear of Edgmond Foods,
Units 6-10, Audley Avenue Industrial Estate, Audley Avenue, Newport.
Installation and display of 3no. internally illuminated pole-mounted signs, and 1no. internally illuminated estate totem

TWC/2018/1011 - Listed building Granted - The Guildhall,
1 High Street, Newport, TF10 7AR
Refurbishment of all doors and windows and the installation of replacement of doors to tea room entrance

TWC/2018/1047 - has been withdrawn -The Old Coach House,
Chetwynd End, Newport, TF10 7LF
Creation of a vehicular access and erection of a wall and gate

TWC/2018/0165 - Full Granted - Land North of Sewage Treatment Works,
Broomfield Road, Newport.
Variation of Conditions 8 (parking), 11 (riparian buffer maintenance strip), 15 (no structures) and 25 (occupation of dwellings) of planning permission TWC/2016/0316 (Retrospective)

TWC/2018/0879 - Tree Preservation Order Granted - Land adjacent 63 Stone Bridge, Newport,
*Pollarding of 1no. Lime tree to 8m ***Amended description****

TWC/2019/0096 - Listed Building Granted - The Guildhall,
1 High Street, Newport, TF10 7AR
Installation of 9no. angled black LED spot lights

TWC/2019/0124 - Full Granted - The Pheasant Inn, 68 Upper Bar, Newport, TF10 7AW
Removal of defective brickwork and section of rotten timber lintel, replacement lintel, reinstatement of brickwork to support first floor and roof loadings (Full Planning Application)

TWC/2019/0114 - Full Granted - 27 Gravelly Drive, Newport, TF10 7Q
Erection of a first-floor side extension

TWC/2019/0115 - Listed Building Granted - The Pheasant Public House,
High Street, Newport, TF10 7AX
Removal of defective brickwork and section of rotten timber lintel, replacement lintel, reinstatement of brickwork to support first floor and roof loadings (Listed Building Application)