



NEWPORT (Shropshire) TOWN COUNCIL

DRAFT UNTIL SIGNED AT SUBSEQUENT MEETING

MINUTES OF A MEETING
held on
Wednesday 12th June 2019
at
The Guildhall, High Street, Newport

PRESENT: Cllrs: Peter Scott – Town Mayor
Susan Bailey
Lyn Fowler
Jeremy Good
Bill Harper
Thomas Janke
Thomas King
Tim Nelson
Alan Lloyd
Sarah Syrda

ATTENDANCE: Sheila Atkinson –Town Clerk (CiLCA)
Louise Tunks - Deputy Clerk & RFO (CiLCA)

TC/25/19-20 APOLOGIES FOR ABSENCE: Cllr Ian Perry – work commitment

TC/26/19-20 DECLARATIONS OF INTEREST – nil

TC/27/19-20 PUBLIC SESSION - SUSPENSION OF MEETING

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

Name:	David Griffiths
Representing	Newport Regeneration Partnership (NRP) and Chairman Newport & District Civic Society
Subject:	Opportunity for the Newport Regeneration Partnership to access part of the £44million (Government) Fund for High Streets in Conservation Areas.
Summary	<p>Mr Griffiths provided members with an overview of the aspirations of the NRP to request Telford & Wrekin Council as the Local Authority, to issue an “expression of interest” for an application from the recently announced Future High Streets Fund, “<i>Regenerating Historic High Streets through Heritage Action Zones</i>” which was announced by the Chancellor in the Autumn of 2018.</p> <p>Mr Griffith reminded members of previous dialogue within the public session of a town council meeting in February, on the same subject. He was now again asking for the support of the Town Council, to support the bid and urge the borough council to register the expression of interest.</p> <p>The identified project is to provide grant funding to renovate and restore the façade of the Central Square building.</p>

	<p>Plans from a previous aim are available and discussions with the owner of the building are well underway.</p> <p>The item is an agenda item on this meeting for discussed in more detail. However, members, contrary to regulations, did engage in some exchange of ideas in readiness to secure a decision on the later item.</p> <p>Members and Mr Griffin were reminded that the Public Session of the meeting is not intended as a platform to receive items requiring decision.</p>
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There being no further comments, **Members RESOLVED to continue the meeting.**

TC/28/19-20 MINUTES

The Minutes of the meeting held on Wednesday 15th May were approved, subject to an amendment on **Minute TC/12/19-20 Appointment of Representatives on outside Bodies - Annabelle Lady Boughey Housing Association** x 3 confirmed that: Cllrs **Good, Harper and King** are the named representatives for a four-year term of office. The minutes were duly signed by Cllr Scott.

TC/29/19-20 ANNOUNCEMENTS

Members received the following announcements:

- i) A copy of the Mayor’s engagements for the later part of May:

Wednesday 22 nd	St. Nicholas Church Flower Bed - Photo opportunity Fire Service and NIB	
Thursday 23 rd	Telford and Wrekin Mayor Making Ceremony - Oakengates Theatre	Deputy Mayor, Cllr Lyn Fowler

- ii) Members received early notice of the forthcoming invite to attend the SALC Annual General Meeting and 70th year Celebration to be held on Friday 15 November 2019, at The Lord Hill Hotel, Shrewsbury.
- iii) Member were appraised that West Mercia Police has been invited to deliver training to all Telford & Wrekin Borough, Town and Parish Councillors on how to spot the signs of exploitation, with the aspiration to empower attendees with the confidence to report any concerns. This initiative is part of a priority by Telford & Wrekin’s Safeguarding Children Board, and the West Mercia Police Team to support and protect vulnerable adults and young people from exploitation. Various times and venues were noted with an expectation that those wishing to attend will register personally. Cllr King informed members that he had been in contact with a member of West Mercia constabulary conducting the training, who had offered the opportunity to provide “in house” training for Newport Town councillors. **Members welcomed the opportunity and supported Cllr King RESOLVING to pursue the offer and provide a suitable date for delivery of the session.**

Signed

Dated.....

iv) **Tree Removal by the Canal** – An e-mail had been received earlier in the day from Sanctuary Housing Group, following a story featured in the Shropshire Star, where legal action has been taken following a tree removal without the necessary permission being granted. Following the litigation, the Housing Group seek to make a gesture of some sort by asking the council to identify something that supports the ecology of the area, examples being additional planting or nesting boxes for birdlife, to provide benefit to the local community as an apology for the error which has occurred.

Members welcomed the positive gesture and **RESOLVED to pass the details to the Leisure & Environmental Services Committee for consideration and wider discussion to provide ideas for contemplation by Sanctuary Housing Group. The next meeting of LES committee is scheduled for 17th July.**

v) Members were reminded that the Old Tyme Market was scheduled for Friday 14th June and the Town Council had a “stall” which will be manned initially by Cllr Nelson, with help from Cllrs Janke and Sydra at a later stage.

FINANCE
TC/30/19-20 FINANCIAL REPORTS

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

Revenue Fund balance b' fwd (1 May)	<u>512,574.48</u>
Less: Payments chq No's (709532 to 709552)	26,279.46
Payments chq No's (709553)to 709560)	2,071.80
Direct Debits	14,351.13
Xfer to managed funds	-
Plus:	
Xfer from managed funds	-
Receipts	5,832.46
Revenue Balance c' fwd (31 May)	<u>475,704.55</u>
Ear Marked Reserves balance b' fwd (31 May)	<u>135,389.19</u>
Receipts/expenditure	-
Ear Marked Reserves balance c' fwd (31 May)	<u>135,389.19</u>
Managed Funds balance b' fwd (1 May)	<u>3,006.87</u>
Payments	-
Receipts	-
Managed Funds balance c' fwd (31 May)	<u>3,006.87</u>
Total Balance In Hand (31May)	<u>614,100.61</u>

Investments held as asset: CCLA Property Fund	<u>£50,000.00</u>
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Signed

Dated.....

b) Bank Reconciliation

- i) Members confirmed that the balances presented in the April 2019 finance statement have been reconciled against the bank statements and the salary payments verified by Councillor Norton prior to the meeting.
- ii) Members nominated Councillor Lloyd to undertake a reconciliation of the May finance statement and salary payments.

c) Cheque Signing – Members RESOLVED to authorise a list of cheques for payment numbered 909561 to 709578 (total £16,912.93) to be signed by Cllrs Scott & Nelson. The cheques will form part of the revenue payments in the July financial statement, to be presented next month.

d) Grant Funding – Victoria Park Play Area Members considered a request from Telford & Wrekin Council for financial assistance to meet a substantial shortfall to make repair and provide a permanent solution to an ongoing issue to the rubberised surfacing on the play area of Victoria Park. The floor covering, is provided to protect children from falls. An inspection has identified trip hazards due to shrinkage, therefore a long-term solution is urgently required to lessen the potential chances of closure of the facility. There is very limited financial provision within the Local Authority’s maintenance budget for the managements and maintenance of works for Play Areas. A permanent solutions of this type would exceed the whole of the Borough’s budget. **Members RESOLVED to approve funding of up to £9,800 for the repairs to be funded from N/L 4057 (additional service provision).**

RESOURCES & FINANCE

TC/31/19-20 Minutes - Members noted the unsigned minutes of a Resource & Finance Committee Meeting held on 22nd May.

TC/32/19-20 Town Council Bank Account - Members noted that Newport Town Council started the switch of bank accounts from Barclays to Lloyds on Monday 3rd June.

TC/33/19-20 Defibrillators

- a) Members consider and **RESOLVED that the balance of funds allocated from any unspent budgeted funds from the 2018-19 reserves be used to purchase an additional defibrillator for the Town.**
- b) Members considered the suitability of locating a defibrillator on the side wall of the Abbey Windows shop (Wellington Road corner). There are currently 11 Defibrillators locations shown on the NTC Website. Unfortunately, ONLY 4 of these are in locations that have 24/7 access. Members considered other sites elsewhere in the vicinity and around this location which would provide cover at the southern end of the High Street as a necessity and being a very visible and accessible locality. **Cllr Fowler volunteered to approach premise owners and landlords in the area to ascertain their willingness to position a defibrillator. Members will be updated at the next meeting.**

TC/34/19-20 Going Paperless – Members considered a request from Cllr Janke, that as a corporate body we have declared and signed up to endeavouring to reducing our own carbon footprint in the current “climate emergency”.

Signed

Dated.....

Therefore this council should no longer providing hard copies of agendas, or associated paperwork for Committee Meetings on which councillors are not executive members.

Members **RESOLVED** that non committee members will not receive paperwork for those meetings and members will only receive emails of the agenda and paperwork unless they formally request hard copies.

Cllr Nelson articulated that this motion emphasises that Newport Town Council is committed to leading by example, and as such this resolution, demonstrations that we have undertaken a pledge to act as a corporate body to increase awareness of the impact we have on the environment, and raise awareness of the effect of climate change. Minute 240/18-19 Town Council Meeting 13th March 2019.

TOWN PLANNING & ECONOMIC DEVELOPMENT

TC/35/219-20 Minutes – Members noted the unsigned Minutes of a Planning & Economic Development Committee meeting held on 29th May.

TC/36/19-20 Planning Permissions Granted – Members noted a list of planning application decisions - **Appendix A**

COMMUNITY SAFETY

TC/37/19-20 Newport Highway Improvements – Members welcomed the positive outcome of the Public Consultation (s) Summary for crossing improvements on Station Road and Chetwynd Road Newport, and instructed that Telford & Wrekin be informed the town council are supportive of both schemes and the many other proposed Town Centre highway improvements projects currently “on the table” and would like assurances that all works are delivered as soon as possible.

TC/38/19-20 Annual Survey of Town & Parish Councils – Members considered a letter from the Police and Crime Commissioner for West Mercia regarding participation in the Town and Parish Council Survey for 2019. The survey will be e-mailed to all members, responses will be analysed and the average answers returned for inclusion in the survey.

TC/39/19-20 Police & Crime Commissioner- West Mercia (PCC) Cllr Nelson announced and informed members that the PCC John Campion will be holding a public meeting on 19th August in the Parish Rooms, New Street on Monday 19th August.

TC/40/19-20 519 Bus Service – Members considered correspondence from the chairman of the Bus Users Shropshire group requesting promotion of a campaign to increase passenger use of the 519 Bus service which passes through Newport. **Members RESOLVED:**

- **To update our website with digital bus timetables for all routes in Newport or provide a link to the service provider, Arriva.**
- **Nominated Cllr Sarah Sydra as Bus Stop Champion**
- **Contact T&W Highways department to ascertain when the Bus Shelter in the High Street will be refurbished.**
- **Suggest consideration is also given to the 518-bus service being promoted in the Shrewsbury Centre.**

OUTSIDE BODIES (*Where the Town Council has official representation*).

TC/41/19-20 Members noted previous distributed Minutes and Reports from outside bodies where the NTC has official representation:

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|--------------------------------------|--------------------------------|
| a. <u>Outside Body Report</u> | <u>date distributed</u> |
| SALC | 06/06/19 |
| Cosy Hall Management Ctm. | 06/06/19 |
- b. T&W Area Parish & Town Rural Forum notice of meeting to be held on 18th June**
- c. SALC Training on The Code of Conduct
18th July Dawley House Telford**

TC/41/19-20 Newport Regeneration Partnership (NRP) – £44million (Government) fund for High Streets in Conservation Areas – Members considered a request that NTC, prior to the next meeting of the NRP, liaise with the relevant officer at TWC to ascertain what steps have been taken to prepare the “Expression of Interest” for Newport which needs to be submitted via the Local Authority by 12 July 2019.

Back ground:

The Newport Regeneration Partnership gave a presentation on 13 February 2019 and brought to the attention of NTC members, details of the programme and funding opportunity which included the proposals to apply and use the opportunity to access funding to rejuvenating Central Square. NTC were broadly supportive of the proposal.

A TWC Cabinet meeting held on 14 March 2019 endorsed the proposal that the 'High Street in Conservation Areas Fund' (Heritage High Street Fund) was more closely aligned with the needs of Newport.

Members had received some evidence and background on the topic during the Public Session of this meeting. Protracted debate raised several questions and comments: -

- Assurances that the owner of the building had been consulted and has endorsed the building being “re-vamped” and that if the bid is successful the privately-owned building will not be sold off for a large commercial gain.
- That there are no monetary or legal implications that would be assigned to the Town Council.
- NRP are requested to provide a copy of the detailed proposal for the bid, which must be deliverable and realistic.
- Cllr Peter Scott as Mayor will write to Kathy Mulholland at Telford & Wrekin in support of the proposed application and copy in the NRP and Civic Society.

TC/42/19-20 Members received a verbal update on the progress on the refurbishment of the Youth Café Project (The Hub) and noted the minutes from the Trustee Management Committee.

Signed

Dated.....

TC/43/19-20 EXCLUSION OF PRESS AND PUBLIC

Members **RESOLVED** that in view of the special nature of the business about to be conducted, that is in *related to personal contractual matters in regard to Allotments, Cemetery, Street Lighting contract and Lease*, 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 discussion and any contractual details are confidential, however the nature of decisions made are for public record.)

TC/44/19-20 Members considered a request to install a Bee Hive at an allotment site. Members **RESOLVED to defer the item to the next scheduled meeting of the Leisure & Environmental Services Committee meeting 17th July.**

TC/45/19-20 Members received an emotive request regarding the rules for the placing of memorial benches in the Cemetery. Members **RESOLVED to suspend and remove the rules which restrict the placement of benches in the Cemetery with immediate effect.**

TC/46/19-20 Members **RESOLVED to continue with e-on as the contractor for the maintenance of the Street Lighting with a contract for the next six years.**

TC/47/19-20 Members considered a valuation report regarding the property at 3A. The lease is due for renewal in March 2020.

Signed

Dated.....

TWC/2018/0897 - Full Granted

Proposal:	The erection of a restaurant (Use Class A3/A5) with associated parking, access, landscaping and servicing
Location :	Land North of Aldi Foodstore Ltd, Audley Avenue, Newport, Shropshire

TWC/2019/0134 - Full Granted

Proposal:	Conversion of coach house to create a new seating area on the ground floor and first floor. Erection of a single storey rear extension and installation of 4no. rooflights and 1no. flue (Full planning application)
Location:	Smallwood Lodge, Smallwood Lodge Tea Room, Upper Bar, Newport, Shropshire, TF10 7AP

TWC/2019/0135 - Listed Building Granted

Proposal:	Conversion of coach house to create a new seating area on the ground floor and first floor. Erection of single storey rear extension and installation of 4no. rooflights, 1no. flue, first floor toilets, new door openings and new staircase (Listed Building application)
Location:	Smallwood Lodge, Smallwood Lodge Tea Room, Upper Bar, Newport, Shropshire, TF10 7AP

TWC/2019/0295 - Full Granted

Proposal:	Erection of a single storey side and rear extension and front porch, demolition of existing garage and erection of a new garage
Location:	27 Aqualate Close, Newport, Shropshire, TF10 7TF

TWC/2019/0299 - Full Granted

Proposal:	Erection of a single storey dining room/lounge extension
Location:	Newport Cottage Care Centre, Upper Bar, Newport, Shropshire, TF10 7EH

TWC/2019/0340 - Full Granted

Proposal:	Erection of a single storey side extension, demolition of existing detached garage and erection of a replacement building to be used as an annex ***Amended description***
Location:	16 Aston Drive, Newport, Shropshire, TF10 7UA