



# NEWPORT (Shropshire) TOWN COUNCIL

DRAFT UNTIL SIGNED AT SUBSEQUENT MEETING

## MINUTES OF A MEETING

held on

Wednesday 7<sup>th</sup> August 2019

at

The Guildhall, High Street, Newport

**PRESENT:** Cllrs: Peter Scott – Town Mayor  
Susan Bailey  
Lyn Fowler  
Nick Garvey  
Jeremy Good  
Bill Harper  
Thomas Janke  
Ian Perry  
Tim Nelson  
Sarah Syrda

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

The Town Mayor welcomed Cllr Garvey to his first meeting following his successful election to the Town Council.

### TC/63/19-20 APOLOGIES FOR ABSENCE:

Cllr Thomas King – Unwell  
Cllr Alan Lloyd – Family commitment

### TC/64/19-20 DECLARATIONS OF INTEREST – nil

**TC/65/19-20 PUBLIC SESSION** – There were no members of the public wishing to make representation, Members continued the meeting.

### TC/66/19-20 MINUTES

The Minutes of the meeting held on Wednesday 10<sup>th</sup> July were approved as a true record, and were duly signed by Cllr Scott.

### TC/67/19-20 ANNOUNCEMENTS

Members received the following announcements:

- a. The Town Mayor Cllr Peter Scott carried out the following engagements in July: -

DATE	ENGAGEMENT
5 <sup>th</sup>	Reveal of Newport Beavers' "Plastic Free Mural" for the Heart of England competition and judging day at the Scout Hut
13 <sup>th</sup>	Newport Show Judging of Large Trade Stands
19 <sup>th</sup>	Haberdashers' Adams Speech Day and Prize Giving
21 <sup>st</sup>	Oakengates Town Council's Civic Service
22 <sup>nd</sup>	U3A Meeting ( <i>MOTO group</i> ) talk on the role of Mayor
25 <sup>th</sup>	Local Sculptor Private Exhibition Viewing – Telford Town Centre
	Playday's Nursery Fate

- b. Members received notification regarding new recycling and waste collection changes which also includes some changes to bin day collections from September onwards. Members received a precis on the impact for residents in the 4 wards of Newport. Information is being widely distributed by Telford & Wrekin Council across the Borough and information will be available in the Guildhall reception specifically for our residents, including a F.A.Q sheet.
- c. Members were informed that the judging for RHS Britain in Bloom finals competition, had taken place today. The town was show cased at it best. The Mayor acknowledged the support and dedication of the many volunteers and businesses that give so much time and effort throughout the whole year, and hoped that a worthy result would be achieved. The results for the regional competition will be announced in September and the results for the National competition in mid-October.
- d. A letter of thanks has been received from Mrs Goodchild, for gifts and good wishes received, following her departure after more than 20 years' service as an employee of this council.
- e. Members had previously received corresponded forwarded through SALC on behalf of Cllr Chris Melling, Vice Chair – Shropshire & Wrekin Fire Authority regarding the outcome of Judicial Review into the takeover of Shropshire Fire and Rescue Service by West Mercia Police and Crime Commissioner, John Campion. The Home Secretary had accepted the business case submitted by the PCC which was subsequently challenged in the courts via a judicial review. The Executive Committee of SALC and Parish Councils across Shropshire were supportive of the Fire Authority's position against the PCC's attempt to assume control of Shropshire Fire Service, However, the Fire Authority has been advised the Judge has issued his decision that the case must "fail". A press release has been issued providing comments from both parties. Shropshire and Wrekin Fire Authority are considering whether to appeal the finding and have set up a survey on their website for communities to give their views. Information regarding the survey are detailed in the press release - **attached at Appendix A** to these minutes.
- f. **Police & Crime Commissioner (PCC) – John Campion** Members were reminded that there will be a public meeting held in the Parish Rooms Newport on Monday 19<sup>th</sup> August. This meeting is to provide an opportunity for residents to raise questions and provide comments to the PCC.

**FINANCE**

**TC/68/19-20 FINANCIAL REPORTS** - Members **RESOLVED** to approve the July finance statement and the payments therein - summary over: -

Signed .....

Dated.....

Revenue Fund balance b'fwd (1 June)	<b>433,691.26</b>
Less: Payments chq No's (1 to 16)	15,825.72
Payments chq No's (17 to 27)	27,521.22
Direct Debits	15,717.41
Xfer to managed funds	-
Plus:	
Xfer from managed funds	-
Receipts	13,162.80
Revenue Balance c'fwd (31 June)	<b>387,789.71</b>
Ear Marked Reserves balance b'fwd (31 June)	<b>135,389.19</b>
Receipts/expenditure	-
Ear Marked Reserves balance c'fwd (31 June)	<b>135,389.19</b>
Managed Funds balance b'fwd (1 June)	<b>3,006.87</b>
Payments	-
Receipts	-
Managed Funds balance c'fwd (31 June)	<b>3,006.87</b>
Total Balance In Hand (31 June)	<b>526,185.77</b>

<b>Investments held as asset:</b> CCLA Property Fund	<b><u>£50,000.00</u></b>
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#### TC/69/19-20 Bank Reconciliation

- i. Members confirmed that the balances presented in the June 2019 finance statement have been reconciled against the bank statements and the salary payments verified by Councillor Good prior to the meeting.
- ii. Members nominated Councillor Nelson to undertake a reconciliation of the July finance statement and salary payments.

#### TC/70/19-20 Cheque Signing

Members required clarification of cheque no. 39 for payment to Millennium Quest for the Christmas Lights additional call out charge for faults. A section of catenaries' in the middle of the High Street had, despite several attempts to resolve the issues, resulted in the display being off for over a week. Members tasked the Mayor to write to Millennium Quest to express the corporate bodies' disappointment with the service and the additional charges at the start of the new contract.

Member were appraised of issues regarding the ongoing transfer of the council's bank accounts from Barclays to Lloyds, whereby a situation has arisen that the regular BACS payments have been requested from the Barclays account and not the Lloyds account. This is primarily due to the different process for this type of transaction. The issues have now been addressed and banking business managers from both banks have been liaising with the RFO and the Clerk.

Members were disappointed that this situation had arisen and **RESOLVED that the Mayor writes to each Bank to complain on the less than**

Signed .....

Dated.....

**adequate experience the Town Council has received during the process of transfer of accounts.**

Members **RESOLVED to authorise a list of cheques for payment numbered 29 to 40 (Lloyds Bank account) (total £18,329.51) to be signed by Cllrs, Scott & Janke.** The cheques will form part of the revenue payments in the August financial statement to be presented next month.

**TC/71/19-20 Annual Governance & Accountability Return (AGAR)**

Members noted receipt of the review by external auditor PKF Little John for the year ending 31 March 2019 AGAR.

The RFO advised members that the report and certificate is currently displayed in the Guildhall window and on our website as required by the Accounts and Audit Regulations 2015 (**SI 2015/234**).

**TC/72/19-20 Grant Funding – Newport Youth Café Project**

Members considered a grant request from the Newport Youth Café Project. The town council have for a number of years budgeted funds (N/L 4500) to support a youth worker. The Hub is currently undergoing a renovation with funding from Telford@50, with the consequence that the Youth Club has been temporarily suspended. This request to access the allocated funds to engage and work in partnership with the services of Shropshire Youth Association (SYA). The SYA organisation will provide a partnership approach to support the growth and future development of the Youth Club and will provide a comprehensive package which will include, such things as a qualified leader in charge, managerial support and supervision, insurance for both professional and workers and administrative support including DBS checks. Members **RESOLVED to grant the request of £5,500 to be taken from NLC 4500 identified in the budget as Hub Youth Worker**

**TC/73/19-20 Grant Funding Community Learning Team**

Members considered a grant request from the Community Learning Team (Job Box) to Hire of a stall in Newport market for promotion and engagement to launch a new group for Newport residents that are tackling wellbeing and social isolation and to promote the work of the services that provide opportunities that are available for education, work and community support. Following discussion regarding the appropriateness of the funding and the circumstance that the current venue, the Library, is in the ownership of the local authority Balanced with the support of utilising the newly refurbished Market Hall, **Members RESOLVED to support the grant as seed funding and award £250.00 from NLC 4510**

**LEISURE & ENVIRONMENTAL SERVICES**

**TC/74/19-20** Members noted the unsigned minutes of a meeting held on 17<sup>th</sup> July **and ratified the following recommendations: -**

- a. L&ES/11/19-20 - Review of Cemetery Rules and eligibility of concession fees.**

Signed .....

Dated.....

The L&ES committee having discussed the issue had yet again passed the decision-making back to the Town Council. Protracted debate ensued around the period of time which should be allowed for a concession rate for a burial service in the cemetery is applied for former residents of the town.

Members are sympathetic to the fact that there are situations that necessitate residents having to leave the area due to ill health or mental incapacity and it was felt that this should not preclude long-standing residents wanting to return to the town to be buried, and they should not have to pay the standard fee. Various suggested time frames as to the length of lenience were suggested ranging from 1 year to 5 years. However, no consensus could be agreed, the issue will be referred for further discussion at the next scheduled Resource & Finance Committee meeting on 21<sup>st</sup> August.

- b. **L&ES/22/19-20 - Gateway Entrance Signs** Member approved the transfer of funds from general reserves (£7508.12) to NLC 4344 Street Furniture, and requested that sight of the approved preferred design be sent electronically to all members.

#### **TC/75/19-20 SUSTAINABLE NEWPORT**

- a. Members considered a proposal from Cllrs, King & Nelson, as representatives on Sustainable Newport group, to complete sustainable Newport Plastic Free accreditation, Members **RESOLVED unanimously that the council pledges to act by example and remove single use items from its premises.** An audit has been carried out within the premises, to identify all plastic use and how it is dealt with, a copy of which will be sent to all councillors.
- b. An on-line self-assessed analysis of the council's carbon footprint has been undertaken (*1 April 2018 to 1 April 2019*) details of which indicates our total carbon footprint is 13.8 tonnes CO<sub>2</sub>e carbon intensity = 2.8 for the number of employees. The survey recommends that as an organisation we can become Carbon Neutral by paying £82.94 to show commitment to reducing climate change. Members consider that mitigation should be directed in the form that will benefit Newport and its community and would wish to support local projects. Members **RESOLVED that as of today's date, 7<sup>th</sup> August 2019, we are committed to reducing our carbon footprint and have completed the analysis of our own carbon footprint.**

#### **TOWN PLANNING & ECONOMIC DEVELOPMENT**

**TC/76/19-20** - Members noted the unsigned minutes of a meeting held on 23<sup>rd</sup> July 2019

#### **TC/77/19-20 Planning Applications**

Members considered a list of planning Applications received to date. Members provided mixed feeling regarding the change of use application TWC/2019/0623.

The proposal will bring the derelict site and a large empty business unit back into use for retail and employment, however, these desires have to be balanced by the impact on the viability of the High Street, and the established

businesses providing a similar offering. The Committee Chairman and Clerk will respond with the corporate view.

**TC/78/19-20 Planning Permissions Granted**

Members noted a list of planning applications granted by the LPA **attached at Appendix B.**

**COMMUNITY SAFETY**

**TC/79/19-20 ICM Meeting**

Members noted minutes from an ICM meeting held on 16<sup>th</sup> July.

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

**TC/80/19-20 Minutes and Reports**

Members acknowledged receipt of the following report which have been distributed on the indicated dates: -

	<b>Date distributed</b>
Shrewsbury and Newport Canals Newsletter	31/07/19
Rural Form Minutes 16/07/19	31/07/19
Rural Form Minutes 18/06/19	31/07/19
Wrekin Area Committee Agenda 23/07/19	19/07/19
Wrekin Area Committee Minutes 26/07/19	19/07/19
Cosy Hall Minutes July 2019	02/08/19

**TC/81/19-20 T & W Council's ground and street cleansing contractor**

Members greeted Mr Phil Haigh, of idverde, the Borough Council's grounds and street cleaning contractors. Mr Haigh has been appointed as a community development manager to work with local communities including Town & Parish Councils, and wished to introduce himself and provide an overview of the commitment and added value that idverde can provide with their community-focussed approach to serving the borough and its residents. Mr Haigh gave an overview of how he will be able to help to access grant funding for environmental projects and schemes. He will also work with the council's community participation team to set up volunteering, training and work experience opportunities and organise local events. Members thanked Mr Haigh for his attendance and looked forward to forming a good working relationship.

**TC/82/19-20 EXCLUSION OF PRESS AND PUBLIC**

Signed .....

Dated.....

Members **RESOLVED** that in view of the special nature of the business about to be conducted, that is in *related to 3A lease*, it is 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 discussion and any contractual details are confidential, however the nature of decisions made are for public record.)*

**TC/82/19-20 Tenancy Agreement and Lease for 3A High Street**

Members considered a valuation report for the lease renewal of 3A due in March 2020 and a response provided by the lease holder.

Following consideration and discussion, Members **RESOLVED to defer the matter to the Resource & Finance Committee meeting on 21<sup>st</sup> August under confidential session**

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**Appendix 'A'**  
**Town Council Meeting**

Signed .....

Dated.....

**Press Release -**

**Outcome of Judicial Review into the takeover of Shropshire Fire and Rescue Service by West Mercia Police and Crime Commissioner, John Campion**

*The decision from Mr Justice Garnham on whether the Home Secretary, Amber Rudd, was right to grant governance of Shropshire Fire and Rescue Service to John Campion, the Police and Crime Commissioner for West Mercia, will be/has been delivered in the Royal Courts of Justice today.*

*Shropshire and Wrekin Fire and Rescue Authority, along with fire authorities from Hereford & Worcester and Cambridgeshire raised the judicial review because they didn't feel that the Home Secretary had paid adequate attention to public safety and didn't consider efficiency, effectiveness and economy as separate, equally important, factors in arriving at her decision to dissolve the existing Fire and Rescue Authorities in favour of PCC control.*

*Mr Justice Garnham found that he believed the Home Secretary had taken adequate consideration of public safety but she had not followed the proper 'tests' in arriving at her decision. However it was the view of the Judge that had Ms Rudd followed the correct test she would most likely have arrived at the same decision – as such the claim of the Fire authorities has failed.*

*Cllr Eric Carter, Chair of Shropshire and Wrekin Fire and Rescue Authority said "I think I can safely speak for my whole Authority in saying how disappointed we are with this ruling; we still firmly believe the best way of governing a fire service is by locally elected representatives who really know their communities." Cllr Carter continued "I believe there is more at stake here than just saving money and the recent report of the Her Majesty's Inspector of Constabularies and the Fire and Rescue Service backs this up by awarding Shropshire a "Good " rating across the board. This says we are good at delivering efficiency, effectiveness and looking after people. I am not sure what a change in governance would do, but I am sure Mr Campion's business plan would put all that in danger."*

*Cllr Carter said "the judicial review has helped to clear up some technical and legal issues but the fact remains that Mr Campion's business case is flawed. It said savings would be made through using a joint support service centre, which even the police have now pulled away from. It also said that we would only collaborate if he was in charge – which clearly isn't true because we already share a number of our stations with the police and we have a really strong alliance with Hereford and Worcester Fire Authority. It just doesn't stack up." Shropshire and Wrekin Fire Authority are considering whether to appeal the finding of the judicial review and have already asked the current Home Secretary to look at the business case afresh. They believe it is in the public interest to keep governance as it is, with Shropshire money being spent by Shropshire people, in Shropshire, to keep our communities safe.*

*Cllr Chris Mellings, Vice Chair of the Authority said "As an Authority we still believe in the strength of leadership and governance we have given Shropshire Fire Service for 22 years but we need to know what the public think. In order to do this, we have set up a survey on our website for our communities to give their views – it's never too late. We have only ever wished to act in the best interests of the people we serve and your views are important to us!"*

*The survey can be accessed by the following link and the Fire Authority hope enough people use it to enable them to get a clear view and maybe send a strong message to the Home Secretary to listen to local people before they decide to put the change in action.*

<https://www.surveygizmo.eu/s3/90159381/SWFRA>

**TWC/2019/0374 Advertisement Granted**

<b>Proposal:</b>	Replacement of existing internally illuminated fascia and projecting heritage signage including the refurbishment of shopfront (Advertisement) ***Amended plans received***
<b>Location :</b>	Nationwide Building Society, 29 - 31 High Street, Newport, Shropshire, TF10 7AT

**TWC/2019/0375 Listed Building Granted**

<b>Proposal:</b>	Replacement of existing internally illuminated fascia and projecting heritage signage including the refurbishment of shopfront (Listed Building Application) ***Amended plans received***
<b>Location :</b>	Nationwide Building Society, 29 - 31 High Street, Newport, TF10 7AT

**TWC/2019/0502 - Full Granted**

<b>Proposal:</b>	Erection of a pitched roof over existing garage and conversion of garage to an office/study and store
<b>Location:</b>	4 Maynards Croft, Newport, Shropshire, TF10 7TB

**TWC/2019/0500 - Full Granted**

<b>Proposal:</b>	Erection of a part single storey and part two storey rear extension
<b>Location:</b>	20 Station Road, Newport, Shropshire, TF10 7EN

**TWC/2019/0587 CONSENT TO DISPLAY ADVERTISEMENT(S)**

<b>Proposal:</b>	Installation of 1no. internally illuminated fascia sign and 1no. pole mounted internally illuminated fascia sign
<b>Location:</b>	Subway, Unit 3, Newport Retail Park, Audley Avenue, Newport, TF10 7GP