



# NEWPORT (Shropshire) TOWN COUNCIL

DRAFT UNTIL SIGNED AT SUBSEQUENT MEETING

## MINUTES OF A MEETING

held on

Wednesday 11<sup>th</sup> September 2019

at

The Guildhall, High Street, Newport

**PRESENT:** Cllrs: Peter Scott – Town Mayor  
Lyn Fowler  
Nick Garvey  
Bill Harper  
Thomas Janke  
Tom King  
Alan Lloyd  
Sarah Syrda

**ATTENDANCE:** Sheila Atkinson –Town Clerk (CiLCA)

### TC/83/19-20 APOLOGIES FOR ABSENCE:

Cllr Susan Bailey – Unwell  
Cllr Jeremy Good – Holiday  
Cllr Tim Nelson – Holiday  
Cllr Ian Perry – work commitment

### TC/84/19-20 DECLARATIONS OF INTEREST – nil

**TC/85/19-20 PUBLIC SESSION** – There were no members of the public wishing to make representation, Members continued the meeting.

### TC/86/19-20 MINUTES

The Minutes of the meeting held on Wednesday 7<sup>th</sup> August were approved as a true record, and were duly signed by Cllr Scott.

### TC/87/19-20 ANNOUNCEMENTS

Members received the following announcements:

- a) The Town Mayor Cllr Peter Scott carried out the following engagements in August: -

ENGAGEMENT	DATE
Indoor Market Opening	2 <sup>nd</sup>
Newport In Bloom Judging Day	7 <sup>th</sup>
Shrewsbury Mayor's Summer Lunch	11 <sup>th</sup>
Talk at Rotary meeting	28 <sup>th</sup>

- b) Members noted that the SALC Annual General Meeting and 70<sup>th</sup> Celebration, will be held on Friday 15 November 2019, at The Lord Hill Hotel, Shrewsbury.

Correspondence has been received from the Chairman of SALC requesting willingness to loan memorabilia from the Parishes', to mark the occasion and contribute to a visual display at the event. Members authorised the Clerk to provide appropriate mementoes if any are available and suitable.

c) Members received correspondence from Pageant Master Bruno Peek, outlining plans for the commemoration of VE Day 75<sup>th</sup> Anniversary. It was agreed that the occasion should be supported in some way by the Town Council and that the correspondence be passed to the Leisure & Environmental Services Committee for consideration as how we would contribute.

d) Members were reminded of forthcoming dates for diaries in September: -

Heritage Open Day 21<sup>st</sup>  
 Food Frenzy 21<sup>st</sup>  
 Civic Sunday 29<sup>th</sup>

e) Members were informed of an initiative that is being undertaken by the Police. A "Police Sweep" will be held on 20<sup>th</sup> September at Norbroom Park.

f) The Mayor announced that following the great success of his first "Italian Evening" charity event, another event will be held on 24<sup>th</sup> October. Members were also reminded that his charity quiz night is to be held on 4<sup>th</sup> October at the Royal Navy Club.

g) The Citizen Advice will be holding their AGM and Annual Public Meeting on 25<sup>th</sup> September.

h) Members were informed of a SALC training opportunity "Be a Better Councillor, to be held on Thursday 26<sup>th</sup> September at The Sambrook Centre, Telford.

## FINANCE

**TC/88/19-20 FINANCIAL REPORTS - Members RESOLVED to approve the August finance statement and the payments therein: -**

Revenue Fund balance b'fwd (31 Aug)	<b><u>387,789.71</u></b>
Less: Payments chq No's (28 to 40)	5,735.25
Payments chq No's (41 to 54)	£42,776.08
Direct Debits	-9,614.97
Xfer to managed funds	-
Plus:	
Xfer from managed funds	-
Receipts	4,912.63
Revenue Balance c'fwd (31 August)	<b><u>353,805.98</u></b>
Ear Marked Reserves balance b'fwd (31 August )	<b><u>135,389.19</u></b>
Receipts/expenditure	-
Ear Marked Reserves balance c'fwd (31 Aug)	<b><u>135,389.19</u></b>
Managed Funds balance b'fwd (1 Aug)	<b><u>3,006.87</u></b>
Payments	-
Receipts	-
Managed Funds balance c'fwd (31 Aug)	<b><u>3,006.87</u></b>
Total Balance In Hand (31 Aug)	<b><u>492,202.04</u></b>

Investments held as asset: CCLA Property Fund	<b><u>£50,000.00</u></b>
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**TC/89/19-20 Bank Reconciliation**

Signed .....

Dated.....

a. Members confirmed that the balances presented in the July 2019 finance statement have been reconciled against the bank statements and the salary payments verified by Councillor Nelson prior to the meeting.

b. Members nominated Councillor Harper to undertake a reconciliation of the August finance statement and salary payments.

**TC/90/19-20 Cheque Signing**

Members **RESOLVED to authorise a list of cheques for payment numbered 55 to 72 (total £34,569.63) to be signed by Cllrs, King & Lloyd.** The cheques will form part of the revenue payments in the September financial statement to be presented next month.

**TC/91/19-20 Grant Funding Requests**

**a. Cruse Bereavement Shropshire, Telford & Wrekin**

Members considered the application request to expand bereavement services to the members of our community as the need arises. Members were sympathetic to the need for continuous funding from all nationwide and established charitable organisation, and recognise that regular generic request letters are send out to bolster, reinforce and support funding to such establishments. Therefore, on this occasion members consider that as with all other grants dispensed by the council, this application must be submitted through the correct channels and a formal application with associated accounts be submitted. The Clerk is to request more details, with will clarify the specific amount requested and offer alongside, a suggestion that an offer ‘in kind’ in the form of accommodation may well be an alternative option.

**b. Grant Funding – Sustainable Newport**

Members considered the request for seed funding to purchase 800 re-usable plastic pint glasses as part of Plastic Free Newport accreditation for the group. Members acknowledge the sentiment and the efforts being undertaken by the group in reducing litter and the amount of single use plastic. However, the general consensus was that this initiative would be more appropriate to be led by the pubs and private enterprise as it leans towards more of a commercial and business venture that could utilise their resourcefulness and better promotion. **Members RESOLVED NOT to support this funding request.**

**c. Grant Funding – Newport Hockey Club**

Members considered the request from the Hockey Club, which is looking for funding for the upcoming season towards new equipment in the form of kit, match fees and associated costs. Members recognise the aspirations of the club to expand an offering of an alternative sports facility and the ambition of providing an opportunity for more social participation.

However, they feel that support should be proportional to number of members from Newport, and **RESOLVED to award £560.00, a rounded figure to represent the 42 participants from the parish. Funded from NLC 4510 Seed & Crisis, Members** also suggested that the Club should be informed and sign posted to other local charitably organisations that may be able to help with funding.

**LEISURE & ENVIRONMENTAL SERVICES**

Signed .....

Dated.....

**TC/92/19-20 REVIEW OF CEMETERY RULES AND ELIGIBILITY OF CONCESSION FEES**

The matter regarding the charging of a concession rate or standard fee to the individuals arranging the funerals requirements for a family member that no longer resides within the 4 wards of Newport has been discussed at several meetings of the Town Council, and committee meetings of the Leisure and Environmental Services Committee and the Resource and Finance Committee. Members have received detailed information in regard to: - income and expenditure for the past 5years, including projected impact of changes to charges, future impact and longevity on the cemetery grounds, surrounding land and drainage during the current construction of the adjacent housing development and details of nursing homes in the surrounding areas within a 15-mile radius. The issue was raised as a result of correspondence received following an interment whereby investigation revealed that the deceased had not been on the electoral roll for at least 5 years, therefore usual custom and practice of charging an out of area fee was applied. Members were provided with further information obtained as a result of research into other burial authorities' procedures. Following discussion and to provide clarity and certainty for the operational control of officers administering the rules of Newport General Cemetery, Members **RESOLVED to change and amend the Cemetery Rules and charging structure to include:**

***“The Fees and Payments below apply where the person to be interred was a resident within the 4 boundary wards of Newport at the time of death or immediately prior to entering under the care of a hospital, hospice or nursing home. The fee for the burial of persons who do not qualify as residents will charged at the standard rate”.***

**TC/93/19-20 NTC’s Carbon Footprint**

Members received a verbal explanation from Cllr Lloyd regarding a proposal that this council, explore decreasing its Carbon Footprint. This subject had prompted debate following the issue of results of the on-line assessment for the carbon footprint of the Guildhall, which had been distributed to all members.

Members consider that exploration of mitigation should be explored and will look into various options, such as solar panels and use of “green energy”.

Members were appraised that investigation had been undertaken as to the likelihood of having solar panels fitted on the roof(s) of the Guildhall in order to reduce electricity consumption.

As a Grade II\* listed building within a conservation area, it is considered to be most unlikely to received sanction, not only due to listing but also the impact the fixings and possible weight the panels would be likely to have, as well as potential damage to the historic structural and make-up of the building.

Members acknowledged that the council may well be under contractual obligation at present, and that steps have been taken to address environment issues, referring to the recent upgrade of the street lighting to LED.

Members agreed the fact will need to be established, and **RECOMMEND** that **current contracts for electricity use across the board, are reviewed to ascertain the quantity of power (if any) which is from a renewable source, and consider the options available to switch to a renewable energy supplier using one of the comparison service providers.**

Signed .....

Dated.....

## **TOWN PLANNING & ECONOMIC DEVELOPMENT**

### **TC/94/19-20 Planning Applications**

Members considered a list of planning Applications received to date of which there were only two, and considered neither to be contentious.

### **TC/95/19-20 Planning Permissions Granted**

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

## **COMMUNITY SAFETY**

### **TC/96/19-20 ICM Meeting Report**

Members noted and discussed various items on the action plan from an ICM meeting held on 20<sup>th</sup> August, including the continuing lack of issue of parking tickets. However, it was acknowledged with positivity that 5no. cars had been seized for having no tax.

Member acknowledged the Newport Safer Neighbourhood Team has a regularly updated twitter page that provides information and updates that can be viewed at:-  
<https://twitter.com/NewportCops>

Members welcomed the announcement that Telford & Wrekin Council will be taking over parking enforcement in January 2020, and noted that a meeting has been arranged for Clerks from Parishes within the Borough that currently have signed up to the ICM model to discuss civil parking enforcement and the transition from the ICM. Members feel this meeting will provide an opportunity to gauge if the service can be devolved to parishes thereby having the ability to employ their own traffic wardens.

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

### **TC/97/19-20 Minutes and Reports**

a) No Minutes or Reports had been distributed during later part of August early part of September.

#### **b) NALC - May 2019 Election Survey**

Members confirmed receipt of information regarding research on the experience of councillors and councils following the elections in May and acknowledged also receiving the link to complete the online survey required by 29<sup>th</sup> September.

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**Appendix 'A'**

Signed .....

Dated.....

**TWC/2019/0318 - Full Granted**

<b>Proposal:</b>	Erection of a three class-base extension
<b>Location:</b>	Newport C of E Junior School, Avenue Road, Newport, TF10 7EA

**TWC/2019/0509 - Full Granted**

<b>Proposal:</b>	Erection of front and rear single storey extensions to expand the existing gym and provide 1no. additional unit to be used as a physiotherapy clinic *****Amended Description and Amended Plans Received*****
<b>Location:</b>	Physical Sculpture Gym, Broadway, Newport, TF10 7TW

**TWC/2019/0595 – Full Granted**

<b>Proposal:</b>	Change of Use from restaurant/cafe (use class A3) to micro pub (use class A4)
<b>Location:</b>	6 Baddeley Court, High Street, Newport, TF10 7AD

**TWC/2019/0414 - Listed Building Granted**

<b>Proposal:</b>	Refurbishment works including new pergola seating and smoking shelter to the rear of the premises. Internal including new entrance lobby, fixed seating and decoration works (Listed Building Application) **ADDITIONAL PLANS AND DOCUMENTATION SUBMITTED**
<b>Location:</b>	66 Upper Bar, Newport, TF10 7AW

**TWC/2019/0413 - Full Granted**

<b>Proposal:</b>	Refurbishment works including new pergola seating and smoking shelter to the rear of the premises. Internal including new entrance lobby, fixed seating and decoration works (Full Planning Application) **ADDITIONAL PLANS AND DOCUMENTATION SUBMITTED**
<b>Location:</b>	66 Upper Bar, Newport, TF10 7AW

**TWC/2018/0568 - Full Granted**

**Land South of A518/West of A41, Newport, Shropshire**

Hybrid planning application. **Part A:** Outline planning application for the construction of an employment park comprising of up to 34,890 sq.m of business, general industrial, warehouse and distribution floorspace (Use Classes B1(b), B1(c), B2 and B8) with all matters reserved except for the means of access to the site (Phases 2&3). **Part B:** Full planning application for the construction of 24no. business, general industrial and warehouse and distribution units (Use Classes B1(b), B1(c), B2 and B8)

**TWC/2019/0538 - Full Granted**

<b>Proposal:</b>	Erection of a two-storey side extension following demolition of the existing single storey side extension
<b>Location:</b>	58 Broadway, Newport, Shropshire, TF10 7TP

**TWC/2018/0857 - Listed Building Granted**

<b>Proposal:</b>	Proposed internal floor restorations
<b>Location :</b>	The Guildhall, 1 High Street, Newport, Shropshire, TF10 7AR

**TWC/2019/0552 - Full Granted**

<b>Proposal:</b>	Installation of 1no. automatic number plate recognition (ANPR) camera and associated 5m high pole
<b>Location:</b>	Waitrose, Audley Road, Newport, Shropshire, TF10 7DL

**TWC/2019/0587 - Advertisement Granted**

Signed .....

Dated.....

<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, Shropshire, TF10 7GP

**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, Shropshire, TF10 7AT

**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, TF10 7AT

**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/2019/0502 - 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

Signed .....

Dated.....