



NEWPORT (Shropshire) TOWN COUNCIL

DRAFT UNTIL SIGNED AT SUBSEQUENT MEETING

MINUTES OF A MEETING

held on

Wednesday 13th November 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
Tom King
Alan Lloyd
Tim Nelson
Ian Perry
Sarah Syrda

ATTENDANCE:

Sheila Atkinson –Town Clerk (CiLCA)
Louise Tunks - RFO (CiLCA)

TC/123/19-20 - there were no apologies for absence.

TC/124/19-20 **DECLARATIONS of INTEREST** – None.

TC/125/19-20 **Civil Parking Enforcement Powers**

Members welcomed Angie Astley, Customer & Neighbourhood Services Assistant Director from Telford & Wrekin and Chief Inspector Graham Preece West Mercia Police. Confirmation was received that civil parking enforcement powers are still on track, although the dates have “slipped”, the implementation comes into force on 31st January 2020. It was emphasised that there are no plans at present, to charge for parking on any council owned land. As a local authority they do not want to be perceived as having an extra “income culture” from the implementation of the powers and have adopted an implementation policy that underlines education before penalty notices. The strategy model which is to be used has been tailored for the Borough with guidance and the use of best practice for civic enforcement policy from other local authorities across the country. Five officers have been employed and it is hoped that their employment and training will start in December; they will use a level of judgment and a pragmatic approach to issuing fines and warnings. The officers will be part of Community Enforcement Team and known as Neighbourhood Enforcement Officers, they will also be able to report and issue warnings with other aspects of anti-social behaviour, such as fly tipping, littering and dog fouling. In the first instance and once training has been completed the strategy is to encourage, engage and educate that “*a change is coming your way*”. It is anticipated that the newly appointed enforcements officers will be an added value to the current partnership deal of the Integrated Community Management team.

Members were reminded that the Town Council have entered into a 6-year service level agreement between T&W, the Police and Wellington Town Council, which provide the Town Council with an additional ½ PCSO presence shared with Wellington Town Council. The first 3-year term of the ICM deal, which has been supported wholly by a grant from T&W comes to an end in March 2020. This partnership arrangement will encompass CPE, both Angie Astley and Graham Preece expressed the key message is that the ICM model will maintain and strengthen the partnership providing further links with PCSO and members of the SNT. Reassurance was given that no PCSO's would be being made redundant.

Town Council Members raised questions and were provided with answers:

- Civil Parking Enforcement cover the elements relating to areas of the Highway which have a Traffic Regulation Order in force, The Police are, and still will be responsible for traffic/parking criminal violations related to road traffic matters i.e. Pavement obstruction, tax and insurance violations, inconsiderate parking where there are no yellow lines or other restrictions defined by notices.
- The questions to whether the T&W enforcement officers would have direct access to the Police's national data base was raised. There was some uncertainty as to where the divide line would be, however, robust reassurance was given that there is close working relationship between the ICM and the SNT which will continue. Further investigated will be given to this question and an answer provided.
- The reason for only employing 5 people was justified as "start small think big" and based on area rather than on numbers of tickets issued. T&W did not want to out price the role by having to justify it by the implementation target of tickets issued.
- Reassurance was given that where partnership deals were in place there will be agreed coverage – possibly up to 20 hours per week.
- The question was raised as to if the Town Council can employ its own Traffic Warden. There is a significant amount of equipment required, plus training and instruction involved to provide the "powers" to individuals, however the idea was not dismissed entirely. As a new initiative to the Borough, and as yet untested there needs to be a period of evaluation and assessment before any such undertaking would be considered.
- The question if the £15,000 per year paid to the ICM was "value for money" received a response that the partnership working provided a joint working approach with an added person that can cover both the civil and criminal elements for community safety.
- Members requested that consideration be given to providing a guide as to the difference between civic and criminal actions which regard to parking enforcement.

- Members were reassured that the implementation of civil parking enforcement was not to provide another revenue stream, and the introduction will be presented in way that the culture will change through ethos, education and good management.

TC/126/19-20 PUBLIC SESSION – There were no members of the public wishing to make representation, Members continued the meeting.

TC/127/19-20 MINUTES

The Minutes of the meeting held on Wednesday 9th October were approved as a true record, and were duly signed by Cllr Scott.

TC/128/19-20 ANNOUNCEMENTS

Members received the following announcements:

- a. The Town Mayor carried out the following engagements in October:

Monday 14 th	1. Prostate Cancer Awareness Event 2. Newport Funeral Opening 3. Specsavers Opening
Thursday 24 th	Italian Evening Mayor charity fund raising event at Gunnero's
Friday 25 th	Newport Girls High School Presentation Afternoon
Tuesday 29 th	Talk to Newport Civic Society on the Role of Mayor
Thursday 31 st	Re-Opening of The Shakespeare Inn

- b. Cllr Scott thanked members for the good turn- out from the Town Council at the Royal British Legion Remembrance Day Parade and Service on Sunday 10th and also to those that had been able to attend the annual armistice service and wreath laying at the War Graves in Newport General Cemetery on Monday 11th November.
- c. Members were reminded of the Mayor's Charity event to be held on 20th November in the Royal Navy Club - "Let's talk Wolves" and that there is to be another major charity raising event scheduled for 2nd May 2020, more details to follow, however "save the date"
- d. Members acknowledged that the overall winner of the competition to switch on the Christmas Lights was Chace White-Smith, from Newport Infants School.
- e. Member were advised that due to the General Election taking place on 12th December, Telford & Wrekin are unable to conduct the budget proposed briefing as the council is currently in Purdah (*the pre-election period between the announcement of an election and the formation of the new*

elected government). The budget event has been rescheduled to Tuesday 7th January.

- f. Members also noted correspondence and a poster from the History Society regarding their forthcoming fundraiser for “Music & Mummer” on Saturday 16th November.

FINANCE

TC/129/19-20 FINANCIAL REPORTS - Members RESOLVED to approve the October finance statement and the payments therein: -

Revenue Fund balance b'fwd (30 Oct)	526,139.92
Less: Payments chq No's (81 to 107)	94,423.78
Payments chq No's (108 to 121)	38,661.61
Direct Debits	18,435.73
Xfer to managed funds	-
Plus:	
Xfer from managed funds	-
Receipts	17,782.23
Revenue Balance c'fwd (30 Oct)	<u>392,401.03</u>
Ear Marked Reserves balance b'fwd (30 Oct)	135,389.19
Receipts/expenditure	-
Ear Marked Reserves balance c'fwd (30 Oct)	<u>135,389.19</u>
Managed Funds balance b'fwd (1 Oct)	3,006.87
Payments	-
Receipts	-
Managed Funds balance c'fwd (30 Oct)	<u>3,006.87</u>
Total Balance In Hand (30 Oct)	<u>530,797.09</u>

Investments held as asset: CCLA Property Fund	<u>£100,000.00</u>
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TC/130/19-20 Bank Reconciliation

a. Members confirmed that the balances presented in the September 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 Garvey to undertake a reconciliation of the October finance statement and salary payments.

TC/131/19-20 Cheque Signing - Members RESOLVED to authorise a list of cheques for payment numbered 122 to 141 (total £29,985.46) to be signed by Cllrs Fowler & Lloyd. The cheques will form part of the revenue payments in the November financial statement to be presented next month.

TC/132/19-20 Grant Funding

a. Newport & District Swimming Club

Members considered an ad hoc Grant Funding application from Newport & District Swimming Club to purchase an adjustable sloping starting block for use at Newport swimming pool during training sessions, club championships and galas. The Club require 4no. Blocks, one for each lane of the pool, and have successfully purchased 2no. and are on target to purchase another. The cost is £1391.00 per block, which includes VAT and delivery. Following discussion, **Members RESOLVED to grant £800.00 as a contribution toward the purchase of a starting block.**

b. Budgeted Grants for inclusion in F/Y 2020-21

Members considered two requests for funding to be included in the budgeted grant funding allocations in the next financial year as itemised below:

i) **The Town Team “Food Frenzy”** to provide 50% of the funding short-fall to enable the community event to continue **Members RESOLVED to allocate £1,000 to be used towards the non-commercial artistic elements of the 2020 Food Frenzy event.**

ii) **Newport X-ray Machine Appeal** to provide a substantial contribution toward the £150,000.00 appeal to upgrade the x-ray machine based at the Cottage Care Centre in Newport. **Members RESOLVED to pledge the sum of £10,000 towards the on-going appeal to upgrade the X-ray machine for use in the Newport Cottage Hospital.** Members acknowledge the community benefit which is derived from a medical facility being delivered locally, not only for the residents of Newport but also for the wider hinterlands, and expressed a hope that other parish council's in close proximity will also provide contributions to retain this vital provision. Members also considered that projects such as this, which provide a community benefit and service to the town, would be worthy to be on a list for consideration and negotiation for any future S106 planning gain.

c. Strategy for consideration of Grant Funding

Members considered that a review of the approach to the allocation of grant funding is necessary due to currently receiving many grants throughout the year, few of which are seed or crisis. Members considered some proposed suggestions and **RESOLVED to implement the three suggestions: -**

1) Annual/Bi annual grants to support an ongoing activity that benefits the Town with a distinct budget line set annually as part of the autumn budget process.

2) New Activity Grants, with a budget line so named, consider twice per year only.

3) An Emergency Fund, with a budget line and so named, considered at any NTC council meeting

Furthermore to ensure that future application are rigorously assessed by the Clerk and the Mayor for suitability for consideration by full council.

COMMUNITY SAFETY

TC/133/19-20 Community Safety Committee and Parking Strategy Working Group Minutes and Notes

Member acknowledged received of the Minutes of a meeting held on 18th September and received a report on the “*Stratford Car Park Model*” as suggested by Haberdasher Adams as an example of how a scheme could work for recouping any financial cost incurred by the council.

TC/134/19-20 Local Policing – ICM Meetings

Members acknowledged receipt of the latest action report from a meeting held 5th November. Members expressed a desire to have the “Newport Cops” page reinstated as the current generic page appears not to have anything specific or relevance to Newport. The use of “twitter” as a social media platform is also considered to be less inclusive as the perception is that is not as popular as other mediums. Members are also disappointed that there is little information regarding the issuing of tickets and would wish that precise numbers and more detail are provided to justify the cost of the ½ a PCSO that is being paid for, and shared with Wellington Town Council.

TC/135/19-20

Members were asked to support for progression a proposal from Mr Hickey the Head Master of Haberdasher Adams Grammar School, regarding the aspiration of collaborative working between both parties for the funding to create a car park on land at the school.

The Parking Strategy Group has been meeting to look at various solutions to help with parking in the town. It is accepted that there are few if any areas where new car parks can be sited within the town centre area. There have been on-going discussions with Mr Hickey for this council to grant up to £70,000.00 for an area within the school grounds where a new car park can be developed. It would be for solely for school use during term time and public use in the evenings at weekends and out of term time.

Members **Support in Principal, subject to due diligence on any proposals**, that the Parking Strategy Working Group (PSWG) continue with the embryonic stages of working with Haberdasher Adams to explore the options available, create a service level agreement and provide evidence to support the long-term benefits to the town.

LEISURE & ENVIRONMENTAL SERVICES

TC/136/19-20 Minutes of a Meeting

Members noted the minutes of a meeting held on Wednesday 23rd October.

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

TC/137/19-20 Members acknowledged receipt of the following **Minutes and Reports** that had been distributed during October and November:

Outside Body	Date Distributed
Cottage Care Minutes	18/10/19
Bus User Group Minutes	06/11/19
S&N Canal Trust Newsletter	06/11/19

Members were also informed that the Dementia Friends Group are looking for help with the “*Christmas Collecting*” sleigh and any elvish help would be appreciated.

TC/138/19-20 EXCLUSION OF PRESS AND PUBLIC

Members **RESOLVED** that ‘in view of the special nature of the business about to be conducted, (*that is, tenancy agreement*) it is advisable in the public interest that the press and public be temporarily excluded and 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/139/19-20 3A Lease – Members received a further update on negotiation regarding 3A Lease Agreement and authorised the Clerk and RFO to continue with dialogue.

Signed

Dated