



NEWPORT (Shropshire) TOWN COUNCIL

DRAFT UNTIL SIGNED AT SUBSEQUENT MEETING

MINUTES OF A MEETING

held on

Wednesday 10th January 2018

at

The Guildhall, High Street, Newport

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

IN ATTENDANCE: Lee Jakeman – Town Clerk
Sheila Atkinson – Deputy Town Clerk
Louise Tunks – Council Officer

ABSENT: Cllr Derick Eggerton

168/17-18 Apologies for Absence:

Cllr Forrester, prior personal engagement.
Cllr Borrett, holiday.
Cllr Pryce, family commitment

169/17-18 Declarations of Interest – Nil.

170/17-18 Newport Nocturne – Members welcomed Mr Nick and Mrs Dianne Jeggo who provided an overview of the history and perceived benefits of the event (which is a floodlight cycle race along the town centre roads in Newport). The event has a long history. The event attracts thousands of people to the Town and offers the residents an internationally renowned sporting spectacle on its doorstep. The event is organised as a private venture but requires significant financial commitment at the outset to attract additional income streams and or commitment.

This year's event is scheduled for Saturday 18th August.

Mr and Mrs Jeggo gratefully acknowledged the financial commitment that the Town Council were minded in their draft budget to set-a-side £15,000 towards the event in 2018. While this was a significant amount it is well short of the total amount required to make the event a success. Telford & Wrekin Council through its 50th anniversary grant funding scheme had agreed to contribute some funding.

Members took the opportunity to ask questions about the Town Council's specific role as well as understand the structure and components of the event.

171/17-18 Suspension of Meeting - There being no members of the public wishing to raise comments, the meeting continued.

172/17-18 Announcements

- a. Members noted the Town Mayor's engagements for December 2017.
- b. Acknowledgement of Christmas

173/17-18 Previous Minutes.

- a. Members **RESOLVED to approve, as a true record, the minutes of the meeting held on 13th December 2017.**
- b. Nat West Bank Closure – Members were advised that the Council had received a reply from RBS regarding the Council's concerns over the impending closure of the Nat West bank. The correspondence was circulated to members who noted the insistence by RBS that they would not be revisiting their decision.

FINANCE

174/17-18 Finance Report - Members **RESOLVED to approve the December finance Statement and the payments therein** (summary below):-

Revenue Fund balance b' fwd (1 Dec)	371,553.18
Less: Payments chq No's (709076 to 709099)	33,432.98
Payments chq No's (709100 to 709106)	7,370.56
Direct Debits	16,346.23
Xfer to managed funds	-
Plus:	
Xfer from managed funds	-
Receipts	4,388.64
Revenue Balance c' fwd (31 Dec)	<u>318,792.05</u>
Ear Marked Reserves balance b' fwd (1 Dec)	183,786.19
Receipts/expenditure	-
Ear Marked Reserves balance c' fwd (31 Dec)	<u>183,786.19</u>
Managed Funds balance b' fwd (31 Dec)	3,006.87
Payments	-
Receipts	-
Managed Funds balance c' fwd (31 Dec)	<u>3,006.87</u>
Investments balance b' fwd (31 Dec)	- <u>50,000.00</u>
	-
Investments balance c' fwd (1 Dec)	<u>50,000.00</u>
Total Balance In Hand (31 Dec)	<u>555,585.11</u>

175/17-18 Members **RESOLVED to authorise the list of cheques for payment numbered 709107 to 709115 (total £6,939.25) to be signed by Cllr Foster and Cllr Scott.** The cheques will form part of the revenue payments in the January financial statement to be presented next month.

176/17-18 Bank Reconciliation - The meeting was advised that Cllr Norton had undertaken a satisfactory reconciliation of the bank and finance statements for November on 10th January 2018. Cllr Fowler agreed to undertake the reconciliation for December's accounts.

177/17-18 Explanation of Budget Variances – Members noted and accepted the report on budget variances (**Appendix 1**).

178/17-18 Precept / Budget Setting - Members had met on numerous occasions in recent months to discuss aspects of the budget for 2018/19 and noted that an agreed final draft budget had been proposed (along with a set of fees) at the December 2017 Town Council meeting.

With there being no proposed amendments to the budget for 2018/19 members **RESOLVED that:**

A precept be issued, requiring Telford & Wrekin Council to pay Newport Town Council £444,896 (Four hundred and forty four thousand eight hundred and ninety six pounds) to meet its expenditure for the financial year 2018/19.

179/17-18 Town Council Fees – Members **RESOLVED that:**

The fees (previously circulated) at Appendix 2 be approved for the financial year 2018/19.

PLANNING & ECONOMIC DEVELOPMENT

180/17-18 Planning Permissions - Members noted a list of recent planning determinations from the Local Planning Authority, Appendix 3.

181/17-18 Planning & Economic Development Committee Meeting - Members noted that an extraordinary meeting of the committee would be held on Wednesday 18th January at 7pm.

182/17-18 Neighbourhood Development Plan – Members were advised that the public consultation (thru' Telford & Wrekin Council) will continue until 23 January 2018.

183/17-18 Boundary Review – Members were advised that a large number of residents had already signed the petition to have the boundary of Newport reviewed. Members agreed that a concerted effort should be made to inform the public of the rationale behind the proposal and obtain the necessary signatures (678). Members **RESOLVED to:**

Form a working group (open to all members of the Council) to raise the profile of the petition to have the boundary of Newport reviewed and obtain the necessary signatures.

COMMUNITY SAFETY

184/17-18 Community Safety Committee – Members noted the minutes of the meeting held on 20th December 2017.

185/17-18 Newport Dementia Action Alliance - Cllr Fowler (as the appointed Town Council representative) provided members with a verbal update on the steps being taken to be formally accredited including:

- Appointment of an Internal Dementia Friends Champion (Mrs Alford).
- Develop Inter-generational event (i.e. trip to the national arboretum).
- Hold a fund raising event ready for dementia awareness (to be finalised).

OUTSIDE BODIES

186/17-18 Shropshire Association of Local Councils (SALC) - Members noted a list of available training courses for 2018 and were advised to inform the Deputy Clerk of any training courses that they would wish to be nominated to attend.

187/17-18 General Data Protection Regulation (GDPR) – Members noted receipt of a report on the topic and the new legislation that will come in to force in May 2018. Members noted that much work had gone into understanding the changes and preparing the Council for compliance. However, there were still a number of issues to be addressed and/ or clarified; members **RESOLVED to:**

Delegate to the Resource & Finance committee the oversight of compliance with GDPR.

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Explanation of Budget Variances - Budgets that have an expenditure of over 75%(+10%) ie 82.5% and a cash value exceeding £199

Nominal Ledger No	% spend of budget	Comment
4005	123.30%	Wedding Attendance Allowance compensated by increase in income. More than predicted number of ceremonies carried out
4033	86.30%	Councillors allowance paid in the first part of the financial year as a one off lump sum
4055	92.70%	Electronic ways of Working - IT maintenance contract and Web hosting service paid in one lump sum at the beginning of the FY
4071	265.50%	Election Expenses - Under budgeted Item. TWO casual vacancies (Lloyd & Bowsher) in this FY
4072	87.00%	External Audit Fee - committed expenditure
4074	90.50%	Insurances - annual premium paid as one off payment September.
4080	87.20%	Civic Events - one-off seasonal anomalies (Christmas light switch-on stage hire increased significantly from 2017) no more events
4122	89.40%	Guildhall Rates - payments made in 10 instalments
4201	93.20%	Full Payment made in 2 lump sums.
4213	91.60%	CCTV Annual System Maintenance - full payment made
4302	225.60%	Cemetery Rates - payments made in 10 instalments - budget underestimated.
4349	100.00%	Library Book Fund - one off payment at beginning of year. No further expenditure anticipated.
4350	98.60%	Pavement Cleaning - 2 major cleans undertaken to date. No more before the end of the current FY
4380	110.60%	Christmas lights switch on event on 24th November - increase in stage hire from previous year
4382	100.30%	Christmas Lights Electricity one off payment
4383	195.00%	Christmas Trees - under estimate of cost of quality trees
4510	94.40%	Seed & Crisis Grants - committed expenditure £3,000 football club, plus retrospective grants for OTM and St Georges Day
4513	90.50%	Annual Grants - (In Bloom/NRP/Carnival/Old Tyme Market/St Georges Day) Note: £2000 earmarked for HLF bid (£500 end of year predicted overspend) / No further expenditure anticipated.
4520	95.80%	CAB outreach worker - one off payment at beginning of FY - No further expenditure anticipated.
4353	100.00%	PWLB (1) - only one payment made this year that being the final payment

Newport Town Council Fees from 1 April 2018

Cemetery Fees

*Concessionary rates apply where the deceased is a Newport resident at time of death.
All Fees to be paid prior to any interment.

<u>BURIALS</u>	<i>Standard</i>	<i>Concession*</i>
Purchase of Grave Space (50 years)*	£1260	£728
" " " " Children's section*	£247	£178
" " " " Stillborn *	£142	£No Charge
Interment -		
- Administration fee*	£333	£161
- Single depth*	£445	£216
- Double depth*	£504	£245
- surcharge for casket shaped coffins	£63	£31
Additional out of hours charge	£945	£945
<u>CREMATED REMAINS</u>	<i>Standard</i>	<i>Concession*</i>
Purchase of Garden of Rest Plot - 50 years*	£632	£443
Interment - Administration fee*	£333	£161
- single depth*	£105	£51
- double depth*	£126	£61
Additional out of hours charge	£390	£390
<u>MEMORIAL CHARGES</u>	Standard	Concession*
Approval of design / inscription and period of Permission -- 50 years.	£240	£240
Additional inscription/ replacement memorial	£56	£56
To add a Kerb Set (not permitted on all lawns)	£170	£170
<u>WOODLAND BURIALS</u>	<i>Standard</i>	<i>Concession*</i>
Charge in lieu of Exclusive right*	£1260	£728
Cost of tree- (Incl contribution for future upkeep for natural life span of tree)	£250	£250
<u>ADDITIONAL CHARGES</u>	Standard	Concession*
Use of Chapel - per hour (minimum 1 hour)	£99	£99
Search of records - per hour	£37	£37
Memorial Wall Plaque (10 year lease)	£250	£250

Notes:

Out of hours' fees apply other than Monday to Friday and bank holidays 10 am through to 3pm.

Allotments Fees

Plot Size approx.	$\frac{1}{4}$	$\frac{1}{2}$	$\frac{3}{4}$	full
Newport Residents	10.20	20.40	30.60	40.80
Concessionary Rate	8.93	17.85	26.78	35.70
Non-Newport Residents	15.30	30.60	45.90	61.20

Guildhall Room Hire (meetings)

	Standard	Concession
Room Hire (Meetings)		
Chamber: (Per hour)	£25.00	£12.50
Ante Room: (Per hour)	£19.50	£9.75
Refreshments Tea/Coffee & biscuits:		
For Up to and including 5 delegates	£13.40	£13.40
For 6 and up to 10 delegates	£17.50	£17.50

Guildhall Room Hire (Civil Ceremonies)

<u>Use of Main Chamber</u>	Fee
Friday/ Saturday	£283
Sunday/ Bank Holidays additional admin fee	£175
<u>Use of Ante-Room</u>	
(in conjunction with civil ceremony)	£34

PLANNING PERMISSION GRANTED 14TH December 2017 to 10th January 2018

TWC/2016/1073

FULL PLANNING PERMISSION

Proposal:	Erection of 1no. foodstore, 4no. retail units and 1no. cafe/restaurant unit with formation of new access onto the A41 and associated parking, landscaping and servicing
Location :	Land North of Aldi Foodstore Ltd, Audley Avenue, Newport, Shropshire

TWC/2017/0611

FULL PLANNING PERMISSION

Proposal:	Erection of two storey rear extension
Location :	4 Beaumaris Road, Newport, Shropshire, TF10 7BN

TWC/2017/0824

FULL PLANNING PERMISSION

Proposal:	Change of use from residential dwelling (Use Class C3) to office use (Use Class B1(a))
Location :	2 New Street, Newport, Shropshire, TF10 7AX

TWC/2017/0853

FULL PLANNING PERMISSION

Proposal:	Erection of 2no. single storey garages with associated workshop storage and external log storage *****AMENDED PLANS RECEIVED*****
Location :	Lower Farm, Longford Road, Newport, Shropshire, TF10 8LP

TWC/2017/0885

FULL PLANNING PERMISSION

Proposal:	Erection of a two storey side and single storey rear extension and extension to existing dropped kerb
Location :	11 Oak Avenue, Newport, Shropshire, TF10 7EF

TWC/2017/0911

FULL PLANNING PERMISSION

Proposal:	Erection of 2no. garages and side extension to existing garage
Location :	Land adjoining, 1 Farm Grove, Newport, Shropshire