



NEWPORT (Shropshire) TOWN COUNCIL

DRAFT UNTIL SIGNED AT SUBSEQUENT MEETING

MINUTES OF A MEETING

held on

Wednesday 9th January 2019

at

The Guildhall, High Street, Newport

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

IN ATTENDANCE: Sheila Atkinson – Town Clerk
Louise Tunks - RFO & Deputy Town Clerk

ABSENT: Absent: Cllr Nigel Borrett

173/18-19 Apologies for Absence: Cllr Eric Carter – unwell
Cllr Tony Forrester – unwell

Clerk's Note: *e- mail received from Cllr Derick Eggerton after 5.00p.m. not accessed until following day during normal office opening hours.*

174/18-19 Declarations of Interest – Nil.

175/18-19 Suspension of Meeting – Members RESOLVED to suspend the meeting to take comments from the public: -

Name	Alan Lloyd - Meadow Road, Newport
Subject	ID badges
Summary	Mr Lloyd expressed, as former councillor, that he endorsed and supported the Agenda item to consider purchasing Identification badges, expressing it would be a welcomed benefit for all Councillors when associating with members of the public and at meetings.

Name	Alan Lloyd – Meadow Road, Newport
Subject	Hub – Nova FM
Summary	Mr Lloyd informed members he was representing Nova FM and gave an overview of Nova FM's activity in the Hub Building, that they contribute financially and that their presence is construed by the existing trustees as providing extra security. He went on to say they look forward and are very supportive of the initiative for the Town Council taking ownership and running the Building. Mr Lloyd provided all members with a report and resume of the history and aspirations of the Radio Station with the intention to assure the new landlords they would be worthy tenants.

176/18-19 Announcements

a. Members noted the Town Mayor's engagements for December 2018:

Sunday	2 nd	St. Nicholas Church Community Christmas Service
Wednesday	12 th	Newport Junior School Christmas lunch
Monday	3 rd	TWC Civic Carol Service
Friday	21 st	1. Newport Food Bank visiting volunteers and service users 2. Newport Male Voice Choir Christmas Concert
Friday	14 th	Cllr Norton (deputy Mayor) attended the launch event for those who had contributed funding the Refurbishment of Accommodation at the Princess Royal Hospital for junior Doctors

b. Cllr Norton undertook a Street Collection on **Saturday 22nd December** to raise funds for the Mayor's Charity appeals, Cottage Care and the Scout Hut. Due process was followed, A permit was obtained, there is a requirement to complete and return to the Licencing Service a certified statement of income & expenditure. **£78.64** was raised.

c. Following the flooding destruction in June last year the flooring and units in the back office and Kitchen needs to be replaced, estimated 4-6 week schedule of works in place, if no historical artefact is found.

177/18-19 Previous Minutes - Members RESOLVED to approve, as a true record, the minutes of the meeting held on 12th December 2018.

178/18-19 Finance Report - Members RESOLVED to approve the December finance Statement and the payments therein (summary below):-

Revenue Fund balance b'fwd (1 Nov)	375,997.03
Less: Payments	
Payments chq No's (709394 to 709428)	22,735.21
Direct Debits	13,743.08
Xfer to managed funds	nil
Plus:	
Receipts	4,762.61
Revenue Balance c'fwd (30 Nov)	
Ear Marked Reserves balance b'fwd (1Nov)	135,389.19
Xfer from revenue	Nil
Ear Marked Reserves balance c'fwd (30 Nov)	135,389.19
Managed Funds balance b'fwd (1 Nov)	3,006.87
Payments	Nil
Receipts	Nil
Managed Funds balance c'fwd (30 Nov)	3,006.87
Total Balance in Hand (30 Nov)	344,281.35

Investments held as asset: CCLA Property Fund	<u>£50,000.00</u>
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179/18-19 Members **RESOLVED** to authorise the list of cheques for payment numbered **709429 to 709435** (total £1,478.94) to be signed by **Cllr Scott and Cllr Nelson**. The cheques will form part of the revenue payments in the January financial statement to be presented next month.

180/18-19 **Bank Reconciliation** - The meeting was advised that Cllr Norton had undertaken a satisfactory reconciliation of the bank and finance statements for November on 7th January 2019. Cllr Nelson agreed to undertake the reconciliation for December's accounts.

181/18-19 **Explanation of Budget Variances** – Members noted and accepted the report on budget variances **Appendix 1**.

182/18-19 **Precept / Budget Setting** - Members had met on numerous occasions in recent months to discuss aspects of the budget for 2019/20 and noted that an agreed final draft budget had been proposed (along with a set of fees) at the December 2018 Town Council meeting.

With there being no proposed amendments to the budget for 2019/20 members **RESOLVED** that a precept be issued, requiring **Telford & Wrekin Council to pay Newport Town Council £450,992 (Four hundred and fifty thousand nine hundred and ninety-two pounds) to meet its expenditure for the financial year 2019/20. Appendix 2.**

(Cllr Norton wished it be recorded that he was opposed to the increase)

183/18-19 **Town Council Fees** -Members **RESOLVED: the table of fees at Appendix 3** be approved for the financial year 2019/20.

184/18-19 ID BADGES – Members considered a request from the PCMG to register an interest to support an initiative to provide identification badges for Cllrs and Staff for the next term of office. Members **RESOLVED to purchase following the elections in May.**

PLANNING & ECONOMIC DEVELOPMENT

185/18-19 **Planning Applications** - Members noted a list of recent planning applications from the Local Planning Authority; **the next meeting of the Planning & Economic Development Committee is scheduled for 30th January. Member consider that TWC/2018/1033 extension to The Premier Inn should be discussed and requires a request for extension to comment.**

186/18-19 **Planning Permissions/Refusals** - Members noted correspondence from Telford & Wrekin Council regarding the granted or refused planning, **Appendix 4.**

187/18-19 **Street Naming – SNN/2019/0001 – Land to the North of Audley Avenue**
Members noted a request from Telford & Wrekin Council planning department, requiring 6 new street names for the proposed 102 dwellings at the above site,

Members **RESOLVED** to each forward 6 street names which would be fitting for the area to the clerk, before 21st January in order to submit ideas to T&W Council.

COMMUNITY SAFETY

188/18-19 Members were informed that the Minutes of the Community Safety committee meeting held on 19th December 2018 require further information which will be supplied from T&W Council and would be available at the earliest opportunity.

189/18-19 Civil Parking Enforcement Powers – Members noted Telford & Wrekin Cabinet reports from a meeting held on 3rd January, relating to their application applying for Civil Parking Enforcement (CPE)

190/18-19 Local Policing – ICM Meetings – Members received an update from the Clerk on ICM progress. Members were informed they may wish to take this opportunity to report any incidents requiring action or attention for reporting to the Team (listed below).

- Cllr Scott – Vehicles Parked in loading bays on the High Street for considerable lengths of time.
- Cllr Scott – Vehicles are still accessing the Square - therefore, there is a necessity for the lockable bollards to be reinstated
- Cllr Scott proposed that a Town Council polite letter could be placed on overstayed cars in the High Street as a reminder of the High Street car parking time restrictions. Action - The Clerk was asked to investigate options, and the legality regarding

191/18-19 HUB – Members confirmed the nomination by the Trustees of the Hub (*Newport Youth Café Project*) that Newport Town Council, as a corporate body, to become sole trustee in position as Chairman, Treasurer, Secretary and Custodian Trustee taking on all accountability and responsibility of the Executive Committee.

Members **RESOLVED** to form a working group comprising of Cllrs; Fowler, Perry, King and Nelson to work with the Town Clerk & RFO to formulate an action plan to manage the building and trusteeship.

OUTSIDE BODIES

192/18-19 Parish Charter Monitoring Group - Members noted the next meeting is scheduled for 17th January, and that The Parish Charter is currently under review, members had no further comments they wish addressed during the assessment.

193/18-19 Social Media – Guidelines and Policy

Members once again considered the aspirations of implementing a policy, with regard to social media. The Working Group presented the latest draft produced by the working group. The Clerk provided some input in the form of a verbal statement. following which Members **RESOLVED** that the working group meet with the Clerk to discuss the issue further to produce agreeable guidelines, which are consistent with the 7 Principles of Public Life.

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As at 31 December 2018

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	88.40%	wedding allowance - increased number of weddings budgeted - offset by wedding income
4033	90.00%	Councillors allowances paid in first part of the financial year as a lump sum
4060	110.00%	3A new lease, canal land, hub legal fees, professional fees
4074	97.30%	insurances - one off payment
4180	110.40%	Telford @ 50 - offset by income
4200	91.00%	Public Lighting Electricity - underestimated budget - review in process for next years budget preparation
4206	115.40%	LED lamp replacemnet program - all completed - no more expenditure expected
4217	90.00%	SID's one off payment to purchase Speed Indicator devices
4301	90.40%	Cemetery Misc Maintenance - Summer Maintenance inc benches and hardcore for potholes
4342	97.60%	Floral Property Maintenance - less than £200 overspend
4346	94.80%	Resource and Amenities Subscriptions - Less than £200 / one of payment Shropshire Tourism (£200) paid at beginning of year.
4350	94.00%	Pavement Cleaning - one off paymnet for annual pavement cleaning
4376	143.80%	BR Allotment Maintenance - less than £200 overspend
4381	99.30%	xmas Light Contractor Charges - new lights installtion and electric maintenance £4,605.12 outstanding
4388	84.40%	Nocturne - one off event in August
4394	88.10%	PHS Contract - 2 x 6 month instalments no more expenditure expected
4513	82.40%	Annual Grants - (In Bloom/Carnival/Old tyme Market/St georges Day, It's a knock out, Have a go) Note: £2000 earmarked for HLF bid
4520	97.30%	CAB outreach worker - one off payment at beginning of FY - No further expenditure anticipated.

* **Internal Auditor Comment Re:** Budgetary Control - *The council should set a percentage and value threshold above which the clerk should provide an explanation of the variance in the budgetary control report.*

R&F Committee Response - *The R&F committee have asked that future budget reports should have a documented commentary where individual nominal ledger codes exceed 10% of the current in year costs where the cash value is in excess of £199.*

**Appendix 2 to
Town Council Minutes
Dated 9th January 2019**

Cost Centre	Expenditure	17/18 Actual	18/19 Budget	18/19 predicted spend	19/20 Budget
102	Admin Members	6,620	8,710	7,340	9,730
103	Admin Services & Supplies	8,125	30,615	10,575	29,125
109	Admin Other	30,080	34,940	23,721	45,570
111	Guildhall Caretaking Cleaning	296	460	300	400
112	Guildhall Services	5,654	7,053	6,298	7,660
113	Guildhall Maintenance	3,877	17,330	5,910	5,850
114	Guildhall 3/3a	453	300	200	475
115	Community Assets		0	25,000	67,000
161	Grants	11,750	42,500	30,500	24,000
162	Grants S142 (CAB)	5,500	5,650	5,500	6,030
200	Loan repayments	11,607	4,906	4,907	4,907
130	LES Cemetery services	20,395	26,005	21,715	23,935
131	LES Burials	7,139	7,250	7,350	7,770
140	Devolved Svc & Street	31,574	47,361	32,696	48,922
141	St Nicholas Church	3,429	3,600	7,100	11,500
142	LES - MVR allotments	827	1,665	1,400	1,850
143	LES - BR allotments	375	380	380	435
144	LES-Council Events	24,764	40,735	69,035	40,358
160	Hub Grant (youth café)	4,500	4,500	4,500	5,500
120	CS - Public lighting	138,469	28,500	35,500	33,700
121	Community Safety - CCTV	3,019	44,050	5,000	44,290
129	CS - Other	15,199	43,160	43,200	32,700
145	CS Toilets	17,911	20,445	19,545	20,715
101	Admin Employees	143,313	150,050	143,150	156,300
Expenditure Sub Total		494,876	570,165	510,822	628,722
Income other than precept					
100	Admin income	25,252	24,900	81,029	24,500
110	Guildhall Income	4,954	4,300	5,300	3,800
130	LES - Cemetery Services	39,669	35,000	30,000	30,000
142	LES - MVR allotments	1,945	1,878	1,874	1,940
143	LES - BR allotments	440	418	424	439
144	LES - Council Events	61	0	0	0
Income Sub total		72,321	66,496	118,627	60,679
Net Expenditure Total		422,555	503,669	392,195	568,043
General Reserve				149,350	202,051
less expenditure from reserves in current year				0	0
Precept				444,896	450,992
Sub Total				594,246	653,043
Less net expenditure				392,195	568,043
Balance in hand				202,051	85,000
Council Tax Base			3866.4		
Band D Equivalent			£116.64	% increase=	1.62

Guildhall Room Hire (meetings)
Fees WEF 1st April 2019

Room Hire (Meetings)	Standard	Concession
Chamber: (Per hour)	£25.50	£13.00
Ante Room: (Per hour)	£20.00	£10.00
Refreshments Tea/Coffee & biscuits:		
For Up to and including 5 delegates	£14.00	£14.00
For 6 and up to 10 delegates	£18.00	£18.00

GUILDHALL ROOM HIRE
(CIVIL CEREMONIES)
Fees WEF 1st April 2019

<u>Use of Main Chamber</u>	Standard Fee	Concession Fee
Friday/ Saturday	£297 + vat	£283 + vat
Sunday/ Bank Holidays additional admin fee	£184 + vat	£175 + vat
<u>Use of Ante-Room</u>		
(in conjunction with civil ceremony)	£58 + vat	£55 + vat

**A non –refundable £30 of deposit is required a time of booking.
Full fee must be paid within 60 days of the event. No refund if less than 31 days’
notice is given.**

ALLOTMENTS FEES
WEF 1ST APRIL 2019

<u>Draft Fees (WEF 1 Apr 19) at an Increase of 3.6%</u>				
Plot Size (Approx.)	1/4	1/2	3/4	Full
Newport Residents	£10.56	£21.13	£31.70	£42.26
Concessionary Rate	£9.25	£18.49	£27.74	£36.98
Non Newport Residents	£15.85	£31.70	£47.55	£63.40

Cemetery Fees – 1st April 2019

***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)*	£1,323	£ 743
“ “ “ “ Children’s section*	£ 259	£182
“ “ “ “ Stillborn *	£ 149	£No Charge
Interment -		
- Administration fee*	£ 350	£164
- Single depth*	£460	£230
- Double depth*	£520	£260
- 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*	£664	£452
Interment - Administration fee*	£350	£164
- single depth*	£105	£51
- double depth*	£126	£61
Additional out of hours charge	£390	£390

<u>MEMORIAL CHARGES</u>	<i>Standard</i>	<i>Concession*</i>
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*	£1,323	£743
Cost of tree-	£255	£255
(Incl contribution for future upkeep for natural life span of tree)		

<u>ADDITIONAL CHARGES</u>	<i>Standard</i>	<i>Concession*</i>
Use of Chapel - per hour (minimum 1 hour)	£100	£100
Search of records - per hour	£ 38	£ 38
Memorial Wall Plaque (10 year lease)	£250	£250

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Notes:

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

Planning Applications' Granted by Telford & Wrekin Council
For Town Council Meeting 9th January 2019

TWC/2018/0736 "Full Granted"

Erection of 4no. dwellings with associated access *****AMENDED DESCRIPTION AND AMENDED PLANS RECEIVED*****

Land east of Lavender Leap, Plough Lane, Newport, Shropshire.

decision notice online at <https://secure.telford.gov.uk/planning/pa-documents-documents-public.aspx?Applicationnumber=TWC/2018/0736>

TWC/2018/0896 "Full Granted"

Erection of two storey extension North-East elevation to facilitate access to Unit 1 Baddeley Court, High Street, Newport, Shropshire, TF10 7AD

decision notice online at <https://secure.telford.gov.uk/planning/pa-documents-documents-public.aspx?Applicationnumber=TWC/2018/0896>

TWC/2018/0770 "Full Granted" (Full Planning Application)

Conversion of offices and outbuildings into 2no. dwelling houses including the erection of boundary treatments and associated landscaping

1 Lower Bar, Newport, Shropshire, TF10 7BE

decision notice online at <https://secure.telford.gov.uk/planning/pa-documents-documents-public.aspx?Applicationnumber=TWC/2018/0770>

TWC/2018/0771 'Listed Building Granted'

Conversion of offices and outbuildings into 2no. dwelling houses including the erection of boundary treatments and associated landscaping

1 Lower Bar, Newport, Shropshire, TF10 7BE

decision notice online at <https://secure.telford.gov.uk/planning/pa-documents-documents-public.aspx?Applicationnumber=TWC/2018/0771>

TWC/2018/0849 "Full Granted"

Change of use from Retail Shop (Use Class A1) to a Restaurant (Use Class A3) and associated internal works

1 - 2 The Square, St Marys Street, Newport, Shropshire, TF10 7AG

decision notice online at <https://secure.telford.gov.uk/planning/pa-documents-documents-public.aspx?Applicationnumber=TWC/2018/0849>

TWC/2018/0851 "Listed Building Granted"

Change of use from Retail Shop (Use Class A1) to a Restaurant (Use Class A3) and associated internal works

1 - 2 The Square, St Marys Street, Newport, Shropshire, TF10 7AG decision notice online at

<https://secure.telford.gov.uk/planning/pa-documents-documents-public.aspx?Applicationnumber=TWC/2018/0851>

TWC/2018/0969 “Tree Preservation Order Granted”

Crown reduction by 50% (3-4 metres) to 1no. Robinia tree
St Peters And St Pauls Roman Catholic Church, Salters Lane, Newport,
decision notice online at <https://secure.telford.gov.uk/planning/pa-documents-documents-public.aspx?Applicationnumber=TWC/2018/0969>

TWC/2018/0936 “Trees in Conservation Granted’

Felling of 1no. Conifer tree
Trinity Church, Wellington Road, Newport, Shropshire, TF10 7HD decision notice online at
<https://secure.telford.gov.uk/planning/pa-documents-documents-public.aspx?Applicationnumber=TWC/2018/0936>

TWC/2018/0870 “Full Granted”

Change of use from retail unit (Use class A1) to residential apartment (Use class C3)
19 Chetwynd End, Newport, Shropshire, TF10 7JJ decision notice online at
<https://secure.telford.gov.uk/planning/pa-documents-documents-public.aspx?Applicationnumber=TWC/2018/0870>

TWC/2018/0875 “Full Granted”

Erection of 1no. dwelling and garage
Site of Summer House Farm, Vineyard Road, Newport, Shropshire
decision notice online at <https://secure.telford.gov.uk/planning/pa-documents-documents-public.aspx?Applicationnumber=TWC/2018/0875>

TWC/2018/0970 Advertisement ‘Full Granted’

Installation and display of 2no. internally illuminated high level column mounted building signs,
1no. internally illuminated high level wall mounted building sign, 1no. internally illuminated "Lidl"
wall mounted building sign, 1no. internally illuminated free standing poster display, 2no. non-
illuminated wall mounted small billboards, 3no. externally illuminated wall mounted large
billboards and 1no. externally illuminated double-sided parking sign.
Lidl Foodstore Ltd, Audley Avenue, Newport, Shropshire, TF10 7BX
notice online at <https://secure.telford.gov.uk/planning/pa-documents-documents-public.aspx?Applicationnumber=TWC/2018/0970>

TWC/2018/0902 ‘Full Refused’

Erection of 1no. dwelling including vehicular parking and altered highway access
Site of 1 Station Road, Newport, Shropshire
decision notice online at <https://secure.telford.gov.uk/planning/pa-documents-documents-public.aspx?Applicationnumber=TWC/2018/0902>
