



NEWPORT (Shropshire) TOWN COUNCIL

(draft until signed at a subsequent meeting)

MINUTES OF A VIRTUAL MEETING

This Town Council meeting was held via Teams (Virtual Platform).

held

Wednesday 14th October 2020

Town Councils are temporarily permitted to hold remote meetings due to the current pandemic Covid-19 health crisis: –

“The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020”

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

IN ATTENDANCE: Sheila Atkinson –Town Clerk (CiLCA)

TC/25/20-21 APOLOGIES FOR ABSENCE were received from:
Cllr Alan Lloyd- Holiday & Cllr Nick Garvey – unwell

TC/26/20-21 DECLARATIONS OF INTEREST – none.

Members were reminded of their obligations under the code of conduct regarding Declarations of Interest, what to declare, how to declare interests, how to apply for a dispensation and that forms should be kept up to date. All Members received a copy of the Code of Conduct, legislation and a Declaration of Interest form.

TC/27/20-21 PUBLIC SESSION - suspension of meeting

Members **RESOLVED to suspend the meeting to take a submitted comment from a member of the Public.** The following provides a summary of the matter raised via e-mail correspondence: -

| | |
|----------------|---|
| Subject | Grant Funding Application - Royal British Legion Woman's Section. |
| Summary | Is the £500 the total cost of the camera? If not, what is the cost of the camera? |

| | |
|-----------------|---|
| Response | Members were advised that further information and direction would be given during the discussion of the item at the relevant part of the meeting. |
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There being no other members of the public wishing to comment members **RESOLVED to resume the meeting.**

TC/28/20-21 PREVIOUS MINUTES

Members confirmed the Minutes of the meeting held on 26th August 2020

TC/29/20-21 ANNOUNCEMENTS

- a. Mayor’s Engagements** - Members noted the Town Mayor’s engagements from July, August, and September

| | |
|--|------------|
| Photograph with Dr Tindall, Newport Riders, Newport Cycling Club | 03/07/2020 |
| Akin Hair – reopening | 06/07/2020 |
| Cheque presentation to X-Ray Appeal from local golfers | 10/07/2020 |
| Photograph with Dr Tindall and Number 45 Staff | 15/07/2020 |
| Opening of the new Ports Bar in Newport Rugby Club | 25/07/2020 |
| Cheque presentation to Xray Appeal | 28/07/2020 |
| Cheque presentation to League of Friends from Newport Male Voice Choir | 04/08/2020 |
| VJ Day Wreath laying Cllr Lyn Fowler Deputy Mayor | 15/08/2020 |
| Re-opening of the Railway Tavern | 19/08/2020 |
| Opening of the Gunero Bar | 21/08/2020 |
| Memorial Service and tree planting at Elkington Close | 26/08/2020 |
| Dean Harris – High Sheriff of Shropshire visit to Newport | 27/08/2020 |
| Opening of the new Deli 45 Café | 10/09/2020 |

- b.** Members noted the change of format for the British Legion Remembrance Day Service, the service will start at 11am with the Last Post/Reveille Regulations state only in church for a 30-minute period, no hymns sung by the congregation but a small group of six is acceptable. Proceed outside for the laying of the Wreaths, the Exhortation and Kohemian Epitaph will be cut short to 20 minutes as rules allow.

Members were also informed that preparation is in train for the the annual Remembrance Service held at the War Graves in Newport General Cemetery on the 11th November it is intended to take place, however, in a much-reduced format following government guidelines issued for Local Authorities. Please Note this may change before 8th November 2020.

TC/30/20-21 Funding for High Street Animation

Members were reminded of an opportunity for funding from Telford & Wrekin Council to promote the Market Towns across Borough with Local Enterprise Partnership (LEP) sourced money The aim is to get this project in place for the Christmas season, with an aspiration to see installations by the week commencing 23 November, and to have a “competition weekend” on Small Business Saturday – 5th December followed by events runs throughout the festive period.

Member were most supportive of the initiative and a further opportunity to promote the Town and encourage shoppers and visitors, they **RESOLVED to delegate responsibility for taking the project forward to the Clerk and Cllr Nelson.**

TC/31/20-21 Shropshire Climate Action Partnership Presentation

Members received an offer from SALC *Vice Chairman, Cllr Allan Wilson* to attend a future Town Council virtual meeting and give a short presentation with regard to the ambitions of the Shropshire Carbon Action Partnership and field any questions that members may have about engaging with the partnership. Members suggested that the Clerk contact Cllr Wilson to ascertain if the presentation is available to “share” without holding a meeting.

FINANCE

TC/32/20-21

a. Members **RESOLVED to approve the September finance statement and the payments therein** (summary below):-

| | |
|--|-------------------|
| Revenue Fund balance b'fwd (31 Aug) | 327,825.95 |
| Less: Payments | - |
| <i>Out of Meeting Payments</i> - chq No's (356 to 385) | -27,638.88 |
| Direct Debits | -12,636.15 |
| Receipts | +291,749.34 |
| Revenue Balance c'fwd (30 Sept) | 579,300.26 |
| Ear Marked Reserves balance b'fwd (1 Sep | (149,889.19) |
| Ear Marked Reserves balance c'fwd 30 Sept) | 149,889.19 |
| Managed Funds balance b'fwd (1 Sep '20) | (3,006.87) |
| Payments | |
| Receipts | - |
| Managed Funds balance c'fwd (30 Sep) | 3,006.87 |
| Total Balance in Hand (30 Sept) | 732,196.32 |

| | |
|--|-------------|
| Investments held as asset: CCLA Property Fund | £100,000.00 |
|--|-------------|

- b. Members retrospectively approved the list of cheques out of meeting raised during September Cheque numbers 000356-000385 (£27,638.88)

c. Approval of in-Month Payments

Members considered a list of cheque payments for approval Nos. 000386 to 000394 total £10,163.89 and nominated Cllrs Nelson & Scott to sign

d. Bank Reconciliation

Members confirmed that the balances presented in the April, May, June, July, August 2020 finance statement (s) have been reconciled against the bank statements and the salary payments verified by **Cllrs Lloyd and Perry** prior to this meeting.

- e. Cllr Nelson was nominated to undertake a reconciliation of the September finance statement and salary payments.

TC/33/20-21 Councillors Contact details Leaflet

Members considered a proposal for the creation of an information leaflet which will provide the contact details for each of the councillors in the four wards of Newport for delivery to each household. An indicative cost of £284.00 has been provided. Members **RESOLVED to embark on the project and to also include contact details for the Local Policing Team and Harper Adams University.**

TC/34/20-21 Half Yearly Budget Review

Members noted the Half Yearly Budget Review which included an explanation of any significant variances.

TC/35/20-21 Budget 2021/22

Members noted a draft budget prepared by the R & F Committee.....Members were aware that the current pandemic is an unknown entity, which will have an impact on both residents and the economy. Members were advised, by the R&F Chairman to act with caution to increase to the precept over more than the usual 2.8%

COMMUNITY SAFETY

TC/36/20-21 Minutes

Members noted that the Minutes from the meeting held on 23 September will be distributed at a later date.

TC/37/20-21 Victoria Park Lighting Columns

Following a report that several of the lighting columns are out of order, and research to provide an alternative for the existing lighting pillars which are aesthetically pleasing, however, not fit for purpose and vulnerable to vandalism. Members were provided with 2no options:

- re-place the damaged lamps at a cost of £606.00
- remove the existing 9 lighting pillars and to replace them with hinged lighting columns fitted with LED lanterns at a cost of £10412.87 exc. VAT.

Members considered that in the during the current climate option 2 should be held in abeyance as a possible consideration in the budget for 2022-23 and **RESOLVED to repair the current lighting columns.**

TC/38/20-21 CCTV

Members receive a verbal update from the clerk on the upgrade of the CCTV system. The project is continuing with infrastructure being sourced and implemented, however, inevitable delays during the lock-down, but dialogue is taking place with the clerk and Telford & Wrekin.

TC/39/20-21 Integrated Community Management (ICM)

Members received a verbal update from the clerk regarding the developing relationship and forward plans for the continuation of the ICM following the implementation of civil parking enforcement powers by the Borough as we start the next 3 years of the six-year SLA.

Terms of Reference (ToR) and ideas for regular strategic meetings with feedback for members are being updated, to clearly set out and define key roles and responsibilities in sustain and achieving a successful partnership operating model in each ICM area.

LEISURE & ENVIRONMENTAL SERVICES (L&ES)

TC/40/20-21 Minutes L&ES committee

Members noted the minutes of a meeting held on Wednesday 24th September and considered and approved the **7no. recommendations** for submissions to the Budget setting for 2021-22

RESOURCE & FINANCE (R&F)

TC/41/20-21 Minutes R&F committee

Members noted the minutes of a meeting held on Wednesday 30th September and considered and approved **5no. recommendations** for submission to the Budget setting for 2021-22

PLANNING & ECONOMIC DEVELOPMENT

TC/42/20-21 Planning Applications

Members noted a list of extant planning Applications – Members were content to delegate to the clerk any matters requiring further comments.

TC/43/20-21 Planning Permissions Granted

Members were advised that a record is being recorded of Planning Permission granted and is available should members wish to view. Members will be informed of any uncommon or out of the ordinary issues regarding Permissions Granted should, and when they arise.

TC/44/20-21 Strategic Housing and Economic Land Availability Assessment (SHELAA)

Members noted and received information that Telford & Wrekin Council have extended the deadline for the “Call for Sites” to 8th January 2021.

TC/45/20-21 GRANT FUNDING

Members considered the following ad hoc Grant Funding application (s): -

a. Royal Naval Association - Room Hire

From the onset of the current health crisis, NTC councilors have been supporting the food Share Project and the Newport Food Bank with food distribution, which required a suitable location/building for meeting, coordination and packing food parcels which was accessible, available, and able to accommodate social distancing.

Members **RESOLVED to grant £900.00 as a contribution toward the rental of the Navy Club building – 30 x 3hrs = 90 @ £10.00 = £900.00 in Total**

b. Royal British Legion woman's' section - Camera

Members discussed the grant application which has raised several questions and concerns as to the permanent ownership, use, storage, and insurance for this piece of equipment. The initial idea had been perceived between the Mayor, St. Nicholas Church, and the RBS during the planning for this year's Remembrance Day commemorations, when it became clear that this year the annual services would be very different. The intention is to provide live coverage of the Church Service on 8th and at the war graves in the cemetery on the 11th November. Members **RESOLVED that the Town Council will purchase a “go-pro” camera/recorder and the associated software that can be used for the remembrance events and available for other community groups in the town to “live stream” other future events. (costs are not to exceed £500.00)**

TC/46/20-21 OUTSIDE BODIES (*Where the Town Council has official representation*).

Members noted previous distributed Minutes and Reports from outside bodies where the NTC has official representation: -

| Outside Body | Date Distributed |
|--|-------------------------|
| SCAP – Shropshire Climate Action Partnership | 29.09.2020 |
| Newport SNT - Newsletter | 02.10.2020 |

TC/47/20-21 Boughey Trust nominated Trustee

Members noted that Cllr Nick Garvey needs to step down as the Newport Town Council Trustee of the Boughey Trust. Members **RESOLVED to appoint Cllr Sarah Syrda for the remainder of four-year term of office for this position, in line with the next council elections.**

Signed

Dated