



Minutes of the Full Council Meeting of Broseley Town Council
held at 7.00 pm on Tuesday, 10th April 2018
at the Birchmeadow Centre, Broseley

Standard abbreviations used throughout: Shropshire Council – SC
Birchmeadow Centre – BMC
Birchmeadow Centre Management Committee – BCMC
Shropshire Association of Local Councils - SALC

356. PRESENT

Councillors Burton, Childs, L Garbett, Mark Garbett, Michael Garbett, Goodall, Harris, Maltby, Singh-Mohr and West.

357. IN ATTENDANCE

Mrs T Barrett – Town Clerk, Mrs A Williams - RFO
15 members of the public, Shropshire Councillor D Turner.

358. PUBLIC PARTICIPATION

- a. Mr I Pickles spoke in his capacity as the longest serving member of the Birchmeadow Park Management Committee. He referred to agenda item 15d, regarding a request for money from the Community Infrastructure Local Fund towards improving the drainage on the Park, and urged the Council to apply for this money. He asked that the overall responsibility for management be left with Shropshire Council. He informed those present that there would soon be vacancies on the Park Management Committee as well as on the Multi-Use Games Area Committee and encouraged people to consider volunteering.
- b. Mr D Wiggan, Chair and Manager of Broseley Youth Sports explained that the Club had four youth teams who played on the Birchmeadow Park, involving over 150 children, and that two new girls' teams had just been formed. However, due to the condition of the junior pitch not one youth game had been played since the second week in November. Referring to agenda item 15d, Mr Wiggan acknowledged that some work had been undertaken to improve the drainage on the pitches but much more was needed. If the drainage could not be improved the youth teams might have nowhere to play. Mr Wiggan also urged Councillors to apply to access any funds available.
- c. Members of the Broseley Music Festival spoke in relation to agenda item 10c, a grant application for the Festival. The Festival Committee raised funds throughout the year towards the event and had also secured some business sponsorship. The Festival raised the profile of the town and brought many visitors to Broseley, however, the Committee needed financial support from the Council.
- b. Mr D Bould wished to speak on matters which were not on the agenda. He stated his intention to again use Facebook to publicise his concerns.

359. APOLOGIES FOR ABSENCE

Councillors accepted the following apology: Councillor Taylor – work.

360. DECLARATIONS OF INTEREST

Councillor	Agenda item	Subject	Type of interest	Reason	Minute no.
Childs	15d	Birchmeadow Park	Pecuniary	Employee of Management Committee	372d
Mark Garbett	15d	Birchmeadow Park	Bias	Runs a user group on the Park	372d
Harris	10	Broseley Festival Grant Application	Bias	Involved in licensing application	367c
	16	Highways	Bias	Shropshire Councillor	373

361. MAYOR'S ANNOUNCEMENTS

The Mayor noted that it was his last meeting as Mayor and wished Councillor Burton well as his successor. He gave a parting speech.

362. MINUTES OF THE MEETING HELD ON 13TH MARCH 2018

RESOLVED to approve the minutes of the meeting held on 13th March 2018.

363. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 13TH MARCH

None.

364. ANNUAL PARISH MEETING

Councillors noted the arrangements for the forthcoming Annual Parish Meeting. There would be presentations from representatives of the local police force as well as from the Mayor and the Chair of the Neighbourhood Plan Advisory Group.

365. ACCOUNTS FOR PAYMENT

RESOLVED to approve for payment the schedule of accounts.

366. BANK RECONCILIATION

Councillors reviewed and **RESOLVED to approve the bank reconciliation as at 31st March 2018.**

367. GRANT APPLICATIONS

- a. **RESOLVED to award a project grant of £75 to Broseley & District Horticultural and Crafts Society for the printing of schedules for the annual Horticultural and Craft Show.**
- b. **RESOLVED to award a grant of £650 from the Community Funding budget heading to Everybody Active Dance for Fitness to enable the fitness sessions to continue until May 2019.**
- c. Councillors were unable to consider a project grant application from the Broseley Festival as financial information was still awaited. **RESOLVED to consider the application at the May meeting providing the required information had been submitted.**

368. GENERAL DATA PROTECTION REGULATION (GDPR)

- a. Councillors noted the Clerk's report on the forthcoming GDPR and **RESOLVED to approve the recommendations contained therein.**
- b. **RESOLVED to appoint the Clerk as Data Protection Compliance Officer.**
- c. Councillors noted that the Clerk would provide policies and documents required for compliance with the GDPR for approval at the May full Council meeting.

369. PLANNING COMMITTEE

- a. Councillors noted the draft minutes of the Planning Committee meeting held on 22nd March 2018
- b. It was noted that Councillors had submitted an objection to the application for Gestiana in Woodlands Road to the Planning Inspectorate and had again objected to the application for 44 Ironbridge Road.

370. NEIGHBOURHOOD PLAN

- a. Councillors noted the minutes of the meeting held on 4th April and a report from the Advisory Group. Barrow Parish Council had decided they did not the parish to be included in the Neighbourhood Plan and it had been necessary to re-draft some of the documents accordingly.
- b. Councillors reviewed and **RESOLVED to approve the revised Terms of Reference for the Advisory Group.**
- c. The Plan area had also been revised to encompass Broseley only. **RESOLVED to approve the application to Shropshire Council to designate the revised Neighbourhood Plan area.**

371. AFFORDABLE HOUSING

Councillors noted an update on Affordable Housing from Councillor West. He had attended a presentation from Shropshire Rural Housing and there had been an informal approach from another housing association seeking sites for development in Broseley. The first stage in any development would be a housing needs analysis, which would be undertaken by the SC Housing Enablement team. Much of what was required would overlap with the development of the Neighbourhood Plan and it might, therefore, be possible to combine the two sets of consultation. Talks were continuing.

372. PLACE PLAN / COMMUNITY INFRASTRUCTURE LEVY (CIL)

- a. Councillors noted that Broseley's Place Plan was still with SC. It was noted that the SC CIL task and finish group would shortly be reporting to SC Cabinet and that Councillor Harris would keep Councillors informed.
- b. Councillors noted an update on the progress of currently active Place Plan projects:
 - play equipment for Guest Road open space had been ordered and installation was due in the next few weeks.
 - the street lighting contract was being reviewed so that the Council could invite tenders for both maintenance and the installation of new LED lighting
 - changes to the HGV routing were under way
 - quotations were being sought for the installation of electric vehicle charging points
- c. Progress with the Cemetery extension had stalled as it had not been possible to undertake a land survey. The Mayor was working on a grant application for funding to encourage tourism in the town.
- d. Councillors noted a request from the Council representatives on the Birchmeadow Park Management Committee that the Town Council apply for the allocation of £70,000 from the Broseley CIL Local Fund to address drainage issues on the Birchmeadow Park. A drainage survey and quotation had been obtained by the Shropshire Council officer for improvements to the drainage on and around the football pitches. Councillors were concerned that there were also problems in other areas and that drainage over the whole park should be addressed.
RESOLVED to request that the SC officer obtain a price for a drainage survey and scheme for the whole park. RESOLVED to authorise the Estate Committee to approve up to £4,000 for this work from the allocated reserve for Capital Funding Requirements.

373. HIGHWAYS

Councillors noted a report on Highways matters:

- the Cape Street pothole had not yet been filled, however, a meeting with the new highways contractor, Kier, was scheduled and the cost of the repair would need to be reclaimed from the previous contractor, Ringway.
- the mirror on Fox Lane was still awaited and a further reminder had been sent to SC.
- there had been no progress with the Calcutts Road traffic lights and the matter was in the hands of T&W. The Clerk was asked to highlight safety concerns to T&W.
- a road closure had been notified for Speeds Lane on 4th and 5th June for work by Severn Trent Water.

374. ESTATE COMMITTEE

- a. Councillors noted the minutes of the Estate Committee meeting held on 20th March 2018.
- b. Councillors noted a report from the Estate Committee. A new front door had been ordered for the Birchmeadow Centre as well as sensor lights and new switches for the stairwell to improve safety.
- c. Councillors noted the Estate Committee's view on the acquisition of a "Silent Soldier" figure. **RESOLVED to purchase a figure for the Memorial Garden with a plaque "Lest we Forget."** Should others wish to also place soldier figures in the Garden, it was agreed that a maximum of four figures would be permitted.

375. CEMETERY

On the recommendation of the Estate Committee, **RESOLVED** that the necessary drawings and tender documents be drawn up to invite tenders for the construction of a building to provide a permanent rest room, storage and toilet facilities at the Cemetery and that up to £4,000 should be allocated for this purpose from the allocated reserve for Capital Funding Requirements.

376. MEMORIAL GARDEN

RESOLVED to permit the Broseley Festival to use the Memorial Garden and power supply on 16th and 17th June 2018.

377. SUMMER PLAY SCHEME

Councillors confirmed that they wished to run a play scheme for primary age children during the summer and noted that the Clerk would seek options for consideration at the next meeting.

378. CORRESPONDENCE

Councillors noted the following correspondence:

- a. Thank you letter from Citizens Advice Shropshire for grant award.

379. EXCLUSION OF PUBLIC AND PRESS

RESOLVED that by the Public Bodies (Admission to Meetings) Act 1960 and under Section 100(A) of the Local Government Act 1972, the public and press be excluded for the following items of business, on the grounds they involve the likely disclosure of exempt information as defined in the Acts:

23. **STAFFING MATTER**
24. **LEGAL MATTER**
25. **DATA PROTECTION MATTER**

380. STAFFING MATTER

Councillors noted that the Library Branch Manager had resigned and would be leaving at the beginning of May. The Staffing Committee would oversee the recruitment of a successor.

381. LEGAL MATTER

Councillors noted an update on a pending legal matter.

382. DATA PROTECTION MATTER

Councillors considered a data protection matter and agreed action as documented in the confidential report DP3 dated 10th April 2018.

Councillors agreed a response to correspondence received from a member of the public.

Chairman