



Broseley Town Council

Minutes of a Town Council meeting
held at 7 pm on Tuesday 10 March 2020
at The Birchmeadow Centre, Broseley

Present:

Chairman Cllr. Michael Burton, Cllr. Caroline Bagnall, Cllr. Roy Childs, Cllr. Lynda Garbett, Cllr. Mark Garbett, Cllr. Michael Garbett, Cllr. Simon Harris, Cllr. Ann Maltby, Cllr. Colette McCabe, Cllr. Philip Revell, Cllr. Tarlochen Singh-Mohr.

In attendance:

Sharon Clayton, Locum Town Clerk
9 members of the public

186 Mayor's Welcome

The Mayor welcomed everyone to the meeting. He began by welcoming Sharon Clayton, the new Locum Town Clerk and said he hoped she was settling in well. He then proceeded to make the following report:

- Recent flooding over two weeks in February had led to unprecedented flooding throughout the Gorge and Jackfield causing devastation to homes and businesses. The Mayor and a friend had helped with the clean-up in the area which had attracted global media attention.
- The Mayor had met by chance and had had a productive meeting with the CEO of Ironbridge Gorge Museums and hoped to have further discussion in the future.
- The Mayor had attended a Vulnerability & Exploitation Training event facilitated by West Mercia Police which was informative and worthwhile.
- The Angel Gallery had re-opened and the Mayor recommended it is worth a visit.
- Drainage at the football pitch seemed to be working well and in tip top condition after the heavy rain, and the girls had won the quarter final.
- Spring bulbs were beginning to bloom around the town. Hopefully this is the start of warmer weather and the end of a wet winter.
- The Mayor encouraged everyone to follow government and Health England advice to protect against Coronavirus COVID 19 and to support the local shops who offer a wide range of products and services.
- The Mayor asked people to be vigilant after break-ins at Benthall and Broseley Wood.

NOTED.

187 Apologies for absence

There were no apologies since all Members were present.

Cllr. Roy Childs joined the meeting after being delayed.

At this point in the meeting, and in pursuance of the Public Bodies (Admission to Meetings) Act 1960, and in accordance with Standing Order numbers 10(a)(xi), 10(xiv) and 19(a) it was **PROPOSED** by the Chairman of the Staffing Committee, Cllr. Tarlochen Singh-Mohr and **SECONDED** by Cllr. Simon Harris that, due to the confidential nature of information that the Staffing Committee felt necessary to impart to Members before any further business be transacted, the public and press should not be present. After being **AGREED** members of the public were asked to leave the room whilst the meeting continued in closed session.

On behalf of the Staffing Committee and following its last committee meeting Cllr. Simon Harris informed Members that due to the absence of the Town Clerk and the engagement of the Locum Town Clerk the Town Council would be facing additional and unknown employment costs and, since these costs had not been budgeted for, the Town Council should scale down its aims and objectives until issues had been resolved. Members were advised to bear this in mind when making future spending decisions.

NOTED.

Members of the public were invited back into the meeting room.

188 Nominations for Mayor 2020/2021

Nominations were sought for Mayor for the ensuing Town Council year.

It was PROPOSED by Cllr. Lynda Garbett and SECONDED by Cllr. Simon Harris that Cllr. Tarlochen Singh-Mohr be nominated as Mayor.

It was further PROPOSED by Cllr. Caroline Bagnall and SECONDED by Cllr. Colette McCabe that Cllr. Michael Burton be nominated as Mayor. After being put to the vote and with more votes in favour it was **AGREED that Cllr. Tarlochen Singh-Mohr be nominated as Mayor for the ensuing year.**

189 Nominations for Deputy Mayor 2020/2021

Nominations were sought for Deputy Mayor for the ensuing Town Council year.

It was PROPOSED by Cllr. Tarlochen Singh-Mohr and SECONDED by Cllr. Simon Harris that Cllr. Mark Garbett be nominated as Deputy Mayor.

It was further PROPOSED by Cllr. Caroline Bagnall and SECONDED by Cllr. Michael Burton that Cllr. Phil Revell be nominated as Deputy Mayor. After being put to the vote and with more votes in favour it was **AGREED that Cllr. Mark Garbett be nominated as Deputy Mayor.**

200 Chairman's Training

Members considered for approval that all Members elected to the office of Chairman should attend Chairmanship training.

It was PROPOSED, SECONDED and unanimously AGREED that, subject to their availability, Members elected to the office of Chairman should attend appropriate training.

201 Shropshire Council

Members received the following verbal update from Shropshire Councillor Simon Harris.

- The road closure in Church Street was going ahead on 16 March 2020.
- The summary programme of Highways repairs had been released earlier in the day and Queen Street footpaths and road repairs were included within the programme and Cherrybrook Drive would be re-surfaced.
- Bridgnorth Road was in hand with Star Housing.

Concern was expressed about the general state of the roads in Shropshire and Cllr. Harris replied that road work was imminent. Concern was also expressed about the building site on Gestiana which, although it had been cleaned up, was filthy again, and lorries had been using the Cricket Club car park to turn around their vehicles. Cllr. Harris said that Shropshire Council had written to the contractor asking for the mess to be cleaned up.

Cllr. Harris added that anyone wanting particular details about Shropshire Council activities should email him beforehand and he would endeavour to find an answer and report back at each Town Council meeting.

202 Public Participation

One member of the public asked for clarification about the cemetery charges and he was informed that the Town Council would respond to his query in due course.

The Chairman invited Kris Welch to give a presentation about the climate crisis.

Kris said that she wanted to give everyone a common understanding about the climate crisis which Broseley, as a community, needs to get together and work behind. All the science she would mention had been peer reviewed. The greenhouse gases, carbon dioxide and methane, are the main cause of global warming. Sunlight penetrates the earth's atmosphere; most of it radiates back into outer space but some of it is trapped, which is why the earth warms. The problem is there is too much warmth. Over the last two thousand years greenhouse gas emissions have increased, and carbon levels have been rising since the industrial revolution. As carbon emissions increase so does the temperature of the earth's climate. This is causing ice melts, droughts and forest fires. There is a lot of methane under the permafrost and as the ice melts methane is released and methane is a much more powerful greenhouse gas than carbon dioxide. The more methane there is in the atmosphere the less chance there is of the sunlight being radiated and as it gets trapped in the earth's atmosphere the hotter the earth gets. Each year our carbon levels are going up by 2% and in 10 years-time things will become unrecoverable once the earth has warmed by another 2°C. There have been deaths due to heatwaves and intense bouts of flooding will continue because the hotter it gets the more moisture the atmosphere can hold which, when released as rain over land, causes flooding. The earth's oceans are absorbing more carbon dioxide which is making them more acidic. There is less oxygen to support marine life and for it to reproduce and maintain a stable lifestyle. Phytoplankton produces 50% of the world's oxygen but it is being affected by the warmer water. Approximately 1,000,000 species are under threat of extinction. Bees pollinate 90% of the world's food crops and are in great danger and their loss will impact on food supplies. The UK has lost 50% of its wild bee colonies since the 1960's and we are losing about 30% each year. On the positive side we do have the technologies to make improvements, but what we don't have is the will of governments and big companies. The bulk of carbon emissions in the UK come from heating and transport. There are plenty of things we can do as individuals in Broseley. As individuals we can make lifestyle choices and the Town Council can show leadership on climate action plans. As a community Broseley already does things such as the Friendly Bus, solar panels and food share, and there are grants for projects to help fight climate change. We all have a moral obligation to act.

Kris was informed that the Town Council is already working with partners to make a difference and to reduce carbon emissions.

The Mayor thanked Kris for her presentation after which she left the meeting.

203 Minutes

- a) Members were unable to approve the minutes from a Town Council meeting held on 11 February 2020 because they were unable to read them due to an administrative error.

It was PROPOSED, SECONDED and unanimously AGREED that the minutes be deferred for approval at the next meeting.

- b) Members were unable to approve the minutes from an Extraordinary Town Council meeting held on 27 February 2020 because they were unable to read them due to an administrative error.

It was PROPOSED, SECONDED and unanimously AGREED that the minutes be deferred for approval at the next meeting.

- c) Members were unable to note the minutes of a Planning Committee meeting held on 27 February 2020 due to an administrative error.

It was PROPOSED, SECONDED and unanimously AGREED that the minutes be deferred for noting at the next meeting.

- d) Members were unable to note the minutes of an Estates Committee meeting held on 21 January 2020 due to an administrative error.

It was PROPOSED, SECONDED and unanimously AGREED that the minutes be deferred for noting at the next meeting.

- e) Members were unable to note the minutes of a Staffing Committee meeting held on 21 February 2020 due to an administrative error.

It was PROPOSED, SECONDED and unanimously AGREED that the minutes be deferred for noting at the next meeting.

204 Disclosure of Pecuniary Interests

Members were reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest, whether or not the interest is entered in the Register of Members' Interests maintained by the Monitoring Officer.

The following interests were declared:

COUNCILLOR	INTEREST
Ann Maltby	Trustee of Victoria Hall Trust
Simon Harris	Shropshire Council member of the Southern Planning Committee and Trustee of Victoria Hall Trust

205 Dispensations

None requested.

206 Locum Town Clerk's Report

Members received a written report from the Locum Town Clerk on action taken since the last meeting.

NOTED.

207 Financial Matters

- a) Members were unable to consider income and expenditure and bank reconciliations to the end of February 2020 due to insufficient information.

It was PROPOSED, SECONDED and AGREED that the financial information showing income and expenditure to date, and balances be presented at the next meeting.

- b) Members considered for approval payments to date.

It was PROPOSED, SECONDED and unanimously AGREED that the payments to date be APPROVED.

208 Grants

The following grant applications were considered for approval:

- a) Victoria Hall Trust had requested a grant of £720.

It was PROPOSED, SECONDED and AGREED that a decision be deferred until sufficient paperwork had been received.

- b) Royal British Legion had requested a donation of £165.50.

It was PROPOSED, SECONDED and unanimously AGREED that sufficient paperwork had been received and that the grant be awarded.

- c) Broseley in Bloom had requested a grant of £1,500.

It was PROPOSED, SECONDED and unanimously AGREED that this request be considered by the Place Plan Review Working Group before being considered for approval at the next Town Council meeting.

209 Policies, Procedure and Terms of Reference

The following draft and reviewed documents were considered for approval:

a) Seating Policy

It was **PROPOSED, SECONDED** and unanimously **AGREED** that this be deferred for consideration at a future meeting.

b) Communications Policy

It was **PROPOSED, SECONDED** and unanimously **AGREED** that this policy should be updated for consideration at a future meeting.

c) Media Policy

It was **PROPOSED, SECONDED** and unanimously **AGREED** that the Media Policy be **APPROVED**.

d) Social Media and Electronic Communication Policy

It was **PROPOSED, SECONDED** and unanimously **AGREED** that this policy should be updated for consideration at a future meeting.

e) The Role of the Mayor

It was **PROPOSED, SECONDED** and unanimously **AGREED** that this advice should be updated for consideration at a future meeting.

f) Procedure for Recording Meetings

It was **PROPOSED, SECONDED** and unanimously **AGREED** that this policy be **APPROVED**.

g) Staffing Committee Terms of Reference

It was **PROPOSED, SECONDED** and unanimously **AGREED** that these Terms of Reference should be updated for consideration at the next Town Council meeting.

h) Estates Committee Terms of Reference

It was **PROPOSED, SECONDED** and unanimously **AGREED** that these Terms of Reference be **APPROVED** with the inclusion of an appendix with an up to date asset register that clearly identifies the assets the Committee is responsible for.

i) Planning Committee Terms of Reference

It was **PROPOSED, SECONDED** and unanimously **AGREED** that these Terms of Reference be approved and that the Committee should comprise of a minimum of 4 Members.

j) Place Plan Review Working Group Terms of Reference

It was **PROPOSED, SECONDED** and unanimously **AGREED** that these Terms of Reference be **APPROVED**.

The following NALC legal advice was **NOTED**.

k) Non-Councillor Members of Committees

l) Councillors Powers to Discharge Their Functions

210 Neighbourhood Plan

- a) Cllr. Phil Revell gave Members an update on the Neighbourhood Development Plan for Broseley. He explained there had been some minor changes since it was last seen by Members and these were highlighted for their attention. None of these amendments changed the substance of the document except for policy HO2 in the Executive Summary which needed to be amended to read "That new housing within the Broseley development boundary will be supported on suitable sites that provide evidence based affordable housing". This amendment was necessary to remove confusion.

It was also proposed that a caption should be added to a map to make it clear that it was a map of the old development boundary and not the proposed development boundary in the Neighbourhood Plan.

It was **PROPOSED, SECONDED** and unanimously **AGREED** that the amendments as described be **APPROVED**.

- b) Members considered for approval the acceptance of the draft Neighbourhood Development Plan for Broseley and that it should be submitted to Shropshire Council for appraisal followed by a Section 14 consultation. Shropshire Council had asked for the Plan's appraisal to commence on 1 April 2020 which would be followed by an 8-week consultation when members of the public would have an opportunity to comment.

It was PROPOSED, SECONDED and unanimously AGREED that, subject to an appraisal by Shropshire Council and before it goes to a section 14 consultation, the Neighbourhood Development Plan for Broseley should be submitted to Shropshire Council for the next stage in the process.

It was further unanimously AGREED to thank Cllr. Phil Revell for all his hard work helping with the development of the Plan.

211 Town Talk

Members considered for approval the spring edition of the Town Talk newsletter.

It was PROPOSED, SECONDED and unanimously AGREED that the newsletter be APPROVED.

212 Smartwater

Members considered whether the Town Council should purchase Smartwater as part of the "We Don't Buy Crime" police initiative. Concern was expressed about the cost to the Town Council if it participated in this initiative and it was suggested that other alternatives should be explored.

It was PROPOSED, SECONDED and unanimously AGREED that this should be deferred for consideration at a future meeting.

213 Task & Finish Groups

Members considered for approval the establishment of the following Task & Finish Groups:

- a) Asset Transfer

It was PROPOSED, SECONDED and unanimously AGREED that this be deferred until the Annual Town Council meeting in May 2020.

- a) Community Training

It was PROPOSED, SECONDED and unanimously AGREED that a Community Training Task and Finish Group be established whose Members would be Cllrs. Caroline Bagnall, Mark Garbett, Colette McCabe, Phil Revell.

- b) Place Plan Review

It was PROPOSED, SECONDED and unanimously AGREED that an Asset Transfer Task and Finish Group be established whose Members would be Cllrs. Mark Garbett, Simon Harris, Ann Maltby, Phil Revell.

214 Correspondence

The following correspondence was **NOTED**:

- a) SALC information bulletin and NALC information.
b) Thank you letter for the grant given to the Red Church.

It was also **NOTED** there would not be another police meeting until May 2020.

At this point in the meeting, it was **PROPOSED, SECONDED and AGREED** to suspend Standing Order number 1(x) to enable the meeting to exceed more than 2 hours.

215 Consultation

There was no consultation to consider.

216 Agenda Items for Next Meeting

The following agenda items were requested for consideration at the next meeting:

Minutes of a Town Council meeting held on Tuesday 10 March 2020

- A presentation on the future of the Baptist Church (Cllr. Phil Revell)
- The Jitties (Cllr. Lynda Garbett)

217 Date for Future Meeting

It was **NOTED** that the next meeting would take place on Tuesday 14 April 2020 at The Birchmeadow Centre.

Public Bodies (Admission to Meetings) Act 1960

Pursuant to Section 1(2) of the above Act it was **PROPOSED, SECONDED** and **RESOLVED** that due to the confidential nature of the business to be transacted the public and press should not be present.

218 Library

- a) Members considered for approval a request from the library to change the opening hours on Thursday and Friday.

It was PROPOSED, SECONDED and unanimously AGREED that the revised opening hours of the library on Thursday and Friday would be 10 am until 1.30 pm and 2 – 5 pm, as from 1 April 2020.

- b) Members received three quotations and considered for approval the purchase of new storage equipment for the library.

It was PROPOSED, SECONDED and unanimously AGREED that the Locum Town Clerk be granted delegated authority to choose which furniture should be purchased from the quotes received which ranged from £316.80 to £494.40.

219 Town Clerk's Office

- a) Members considered for approval the purchase of an upgrade of the Sage payroll package to improve efficiency.

It was PROPOSED, SECONDED and AGREED that the Sage upgrade be purchased at a cost of £576 per annum.

- b) Members considered for approval that RBS Rialtas be deployed to assist the RFO with the financial year-end functions.

It was PROPOSED, SECONDED and AGREED that RBS Rialtas be deployed to assist the RFO with the financial year-end functions at a cost of £545.76.

It was further AGREED that the Staffing Committee be asked, as a matter of urgency, to consider how short-term staff could be appointed to assist the current administrative staff.

220 Staffing

- a) Members received a 28-day notice to consider for approval at the next Town Council meeting that the newly appointed administrative staff members join the Local Government Pension Scheme.

NOTED.

- b) Members considered for approval that the hourly rate of pay for the Locum Town Clerk should be £21 per hour, as recommended by the Staffing Committee.

It was PROPOSED, SECONDED and unanimously AGREED that the Locum Town Clerk, Sharon Clayton, be paid an hourly rate of £21.

- c) Members received a staffing update from the Chairman of the Staffing Committee, Cllr. Tarlochen Singh-Mohr. He advised that there had been little progress acquiring further information and advice from Shropshire Council concerning the Town Clerk and that the Locum Town Clerk was dealing with the matter along with further issues that had arisen by her absence.

The Staffing Committee was unable to elaborate on the situation in great detail but, as soon as advice was received on how the Town Council should proceed, Members would be advised.

NOTED.

- d) Members considered for approval additional anticipated expenditure for the administrative staff which was likely to be in the region of £9,200 over the next 6 months.

It was PROPOSED, SECONDED and unanimously AGREED that the additional expenditure be APPROVED.

The meeting closed at 21:58.

Signed: _____

Date: _____

Chairman

DRAFT