



Minutes of the Full Council Meeting of Broseley Town Council
held at 7.00 pm on Tuesday, 11th July 2017
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

81. PRESENT

Councillors Burton, Childs, L Garbett, M Garbett, Goodall, Harris, Maltby, Taylor, West.

82. IN ATTENDANCE

Mrs T Barrett – Town Clerk
Shropshire Councillor D Turner, 13 members of the public.

83. PUBLIC PARTICIPATION

- a. Shropshire Councillor Turner reported that Cobwell Road, Maypole Road and Woodlands Road were scheduled to be resurfaced in July and that this would involve road closures. Residents had been notified.
- b. Mr Bould referred to his letter to the Council of 16th May 2017 and the request contained therein. He was unhappy with the Council’s response. Mr Bould expressed his concerns about the finances associated with the changing room extension at the Birchmeadow Centre and asked that this be an agenda item for the next Council meeting. The Mayor responded that he would look into the matter.
- c. Mr Pickles expressed his concerns about the lack of progress with co-opting a Councillor to fill the vacancy remaining after the local elections. If the Council had its full complement of eleven Councillors, the workload for each would be less than for the current nine Councillors. Mr Pickles was disappointed that Tarlochen Singh-Mohr had not been co-opted, having received only six votes less than Councillor West in the local election.

84. APOLOGIES FOR ABSENCE

None – all Councillors were present.

85. DECLARATIONS OF INTEREST

Councillor	Agenda item	Subject	Type of interest	Reason	Minute no.
Childs	15	Birchmeadow Centre Toilet Refurbishment	Pecuniary	Employee	98

86. MAYOR’S ANNOUNCEMENTS

The Mayor had attended the recent Dominos presentation at the Social Club. He had also attended the Jar Family concert at the Birchmeadow Centre and had been to Walsall football ground for a presentation evening. The Mayor had attended the service for the installation of the new rector of All Saints Church, where he had met the Deputy Mayor of Telford & Wrekin Council.

87. VACANCIES FOR COUNCILLORS

- a. Councillors noted that a vacancy was still remaining on the Council following the local election in May and that the Council could co-opt to fill this vacancy.
- b. The proposal from Councillor Harris that co-option to fill this vacancy be left in abeyance until further notice found no support. The Mayor therefore indicated his intention to call an extraordinary meeting to co-opt to fill the vacancy; previous applicants would be invited to be reconsidered.
- c. Councillors noted that J Pearce had submitted his resignation from the Council and that this had triggered a casual vacancy, which had been duly advertised.

- d. Councillors noted that the period during which electors might request an election had ended on 10th July and that an election had been requested.
- e. Councillors noted that the election would be managed by Shropshire Council, who would notify the election date in due course.
- f. No co-option would be required to fill the casual vacancy.

88. MINUTES OF THE MEETING HELD ON 13TH JUNE 2017

RESOLVED to approve the minutes of the meeting held on 13th June 2017 as a true record of the proceedings.

89. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 13TH JUNE 2017

None.

90. ACCOUNTS FOR PAYMENT

RESOLVED to approve for payment the schedule of accounts.

91. BANK RECONCILIATION

Councillors reviewed and **RESOLVED to approve the bank reconciliation as at 30th April 2017.**

92. BANK MANDATE

- a. It was noted that the bank mandate needed to be updated following the change of Councillors.
- b. **RESOLVED to amend the mandate to remove ex-Councillors and include all current Councillors and the Clerk as signatories.**
RESOLVED to approve the Declaration in Section 2 of the Bank Mandate, as attached.
- c. Councillors signed the bank mandate as required.

93. POLICE UPDATE

During the signing of the bank mandate CSO M Watkins gave an update on local policing, having arrived too late for the public participation session.

94. NEW LAPTOP FOR CLERK

Councillors noted that the Clerk's laptop was over 10 years old and was beginning to fail.
RESOLVED to authorise the purchase of a new laptop with a budget of up to £1,500.

95. PLANNING COMMITTEE

- a. Councillors noted the draft minutes of the Planning Committee meeting held on 29th June 2017.
- b. Councillors noted a report from the Planning Committee. It was likely that applications for housing on the site of Gestiana, Woodlands Road and at Sycamore Road would go to SC Planning Committee. Shropshire Councillor D Turner would speak at the relevant meeting, as would Councillor I West, Chair of the Town Council's Planning Committee, depending on the date of the meeting. It was noted that planning consent had already been granted for both sites but not for the currently proposed developments.
- c. Councillors considered a report from Councillor West regarding the possibility of developing a Neighbourhood Plan for Broseley. A Neighbourhood Plan carried more weight in planning terms than a Town Plan. However, production of a Neighbourhood Plan demanded a great deal of work and the Council did not have the resources to tackle this alone. Some grant funding was available but with a fairly short deadline. External consultants could be employed at a cost. Volunteers could be sought to help with the process. Councillors Harris and West agreed to speak to the Chair of the Shifnal Neighbourhood Plan Group and other relevant parties. Councillor West advised that he would like to be involved, should the Council move forward with a Neighbourhood Plan, but would not be able to lead the project.

RESOLVED to explore the idea of drawing up a Neighbourhood Plan in principle and to bring a recommendation back to full Council in due course.

96. DARK LANE HOUSING DEVELOPMENT

Taylor Wimpey had been notified of the forthcoming road closure for roadworks outside Broseley CofE School.

97. HIGHWAYS

a. Councillors considered a proposal from Councillor Goodall that the Council explore 20mph speed limits in minor roads around the town where children play. It was noted that SC would be consulting on speed limits in the town in 2018, once the traffic calming measures planned had been implemented. Councillors agreed to gather views from residents before the consultation began. **RESOLVED to await the planned SC consultation on speed limits.**

b. Councillors noted that the junction of Chapel Lane and Harris's Green would be closed during the day between 11th and 13th September for resurfacing.

c. Councillors noted a report on highways matters:

Forthcoming road closures:

Cobwell Road/Maypole Road/Woodlands Road from 17th July to 1st August,

Dark Lane from 7th August to 3rd September

Avenue Road from 23rd to 25th August

HGV routes were still under discussion.

Problems with the traffic lights at Calcutts Road had not been resolved and consideration was being given to removing the lights completely.

Having declared a pecuniary interest in the following item, Councillor Childs left the meeting.

98. BIRCHMEADOW CENTRE TOILET REFURBISHMENT

Councillors noted progress with the refurbishment of the upstairs toilets at the Birchmeadow Centre. Two floors had been discovered in the Gents toilets. The lower floor had been treated for woodworm and a new floor installed, level with the landing.

Councillor Childs returned to the meeting.

99. SUMMER PLAY SCHEME

Councillors noted that The Little Sports Company would be running the Council's play scheme at the Birchmeadow Centre for four weeks, commencing 31st July 2017. The Mayor thanked the Clerk for her work on this project.

100. CHRISTMAS LIGHTS SWITCH-ON

RESOLVED to grant permission for the Christmas Lights Committee to use the Memorial Garden for the switch-on ceremony on Saturday 25th November and to close the library car park for the day to site Dobson's fun fair.

101. HOSPITAL SERVICES

RESOLVED to write to Shrewsbury and Telford Hospital NHS Trust (SaTH) seeking to be included as a stakeholder in the consultation process relating to the closure of Maternity Led Units for three months and their re-opening as "birthing centres" with no overnight availability. So far SaTH had not engaged with the elected bodies representing the public in towns which would be affected by the planned closure of maternity units. Councillor Goodall agreed to help the Clerk to draft an appropriate letter.

102. WEST MERCIA FIRE SERVICE CONSULTATION

a. Councillors noted the invitation from SALC to attend a meeting to consider proposals for changes in the governance arrangements for the Fire Services in West Mercia on Monday, 17th July at 2.00pm in Shrewsbury.

b. Councillors L Garbett and Maltby offered to attend the meeting.

103. CORRESPONDENCE

Councillors noted the following correspondence:

a. Thank you letter from Willey & District Village Hall for the grant awarded.

b. Update on progress with the digitisation of the Borough of Wenlock Minute Books.

104. STAFFING COMMITTEE

Councillors noted the minutes of the Staffing Committee meeting held on 15th June 2017. The minutes of the meeting held on 27th June were not available.

105. 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. Personnel matters

106. PERSONNEL MATTERS

The Mayor welcomed Ms Alison Lawrence from Shropshire HR.

The Clerk left the meeting.

- a. Councillors considered the recommendation from the Staffing Committee with regard to the office staffing review undertaken.

RESOLVED to approve the proposed job description and salary for the Administrative Officer.

RESOLVED to approve the proposed job description and salary for the Responsible Finance Officer/Assistant Town Clerk, incorporating corrections and amendments.

RESOLVED to pay increments due to the Town Clerk, back dated to April 2016 and April 2017, as appropriate.

RESOLVED to approve the proposed job description and salary for the Clerk, incorporating amendments.

RESOLVED to review the Clerk's salary in April 2018.

- b. **RESOLVED that the Staffing Committee would liaise with Shropshire HR to implement any changes required to the contracts of existing employees.**

Details of the recruitment process were discussed. It was agreed that Shropshire HR would prepare an advertisement for the RFO/Assistant Town Clerk to go in the Shropshire Star on 20th July. They would also draw up a person specification and interview matrix to assist with the recruitment. The Staffing Committee would meet to agree the interview process.

Chairman