



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

Standard abbreviations used throughout: Shropshire Council – SC
Birchmeadow Centre – BMC

Birchmeadow Centre Management Committee - BCMC

93. PRESENT

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

94. IN ATTENDANCE

Mrs T Barrett – Town Clerk, Mrs A Williams - RFO
6 members of the public.

95. PUBLIC PARTICIPATION

Mr Bould informed the meeting he was recording the meeting. He referred to a letter dated 29th May 2018 about stopping him speaking in council meetings and wanted to know why he hadn't had a response. The Mayor informed Mr Bould that he was under the impression his letters had been responded to and this was confirmed by the Clerk and Councillor Harris. Mr Bould said he hadn't received a response, the Mayor said he would investigate this.

Mr Pickles read a statement out thanking the Clerk for her service to Broseley, the Mayor stopped this part way through due to inappropriate comments.

96. APOLOGIES FOR ABSENCE

Councillors accepted the following apologies for absence: All Councillors present.

97. DECLARATIONS OF INTEREST

Councillor	Agenda item	Subject	Type of interest	Reason	Minute no.
L Garbett	31	Park View Play Area	Pecuniary	Land by Park View subject to planning	126
Harris	All	All	Interest	Shropshire Councillor (as noted by David Turner in other meetings)	All

98. MAYOR'S ANNOUNCEMENTS

Councillors noted the Mayor's announcements. The Mayor commented on how successful Broseley Festival had been with lots of attendance and noted how impressed he was with how clean Broseley was after the event. Councillor Harris noted that the clean up had been done by volunteers from Broseley. The Mayor had attended Barrow School's 400 year celebrations where a time capsule had been buried. He had also attended the Mayor's Ceremony at Shirehall and visited Broseley Life Skills. He reminded the meeting that the Motorbike Festival was in the town on the 5th August and that there would be a road closure in the town centre. He noted the Clerk was leaving and on behalf of the Council thanked her for everything she had done for the town and wished her good luck for the future.

99. UPDATE ON NHS FUTURE FIT

Councillors noted an update from Pete Welch of the NHS Future Fit project which is proposing changed to health services at the Princess Royal and Royal Shrewsbury Hospitals. He urged everyone to look at the information available and to complete the surveys sent out. Information is available from the Library.

100. REPORT FROM BROSELEY JOGGERS

Councillors noted an update from Pete Welch and Claire Ecclestone from Broseley Joggers, they explained how the group had now been in existence for 5 years and have 176 members who meet twice weekly having 10-40 people at each session. They have a Facebook group and a web page set up for anyone interested in joining and thanked the Council for their donation which had made a massive difference to the group and gave information on what the grant had been spent on.

101. MINUTES OF THE MEETING HELD ON 12th JUNE 2018

RESOLVED to approve the minutes of the meeting held on 12TH June 2018 as a true record of the proceedings.

102. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 12th JUNE 2018

None.

103. MINUTES OF THE EXTRAORDINARY MEETING HELD ON 28TH JUNE 2018.

RESOLVED to approve the minutes of the extraordinary meeting held on 28th June 2018 as a true record of the proceedings.

104. MATTERS ARISING FROM THE MINUTES OF THE EXTRAORDINARY MEETING HELD ON 28TH JUNE 2018

None.

105. ANNUAL ACCOUNTS 2017/18

RESOLVED to approve amended figures.

106. ALLOCATION OF NEIGHBOURHOOD FUND TO RESERVES

RESOLVED to show Neighbourhood fund money received to date as an allocated reserve.

107. FINANCIAL REGULATIONS

RESOLVED to approve updated Financial Regulations.

108. FINANCIAL RISK ASSESSMENT

RESOLVED to approve updated Financial Risk Assessment.

109. ACCOUNTS FOR PAYMENT

RESOLVED to approve for payment the schedule of accounts.

110. BANK RECONCILIATION

RESOLVED to approve the bank reconciliation as at 30th June 2018.

111. MUGA BANK RECONCILIATION

RESOLVED to defer approval to the August meeting as bank statement not available.

112. QUARTERLY BUDGET REVIEW

Councillors noted the budget review to 30th June 2018 and the new Neighbourhood Plan headings.

113. INVESTMENT ACCOUNT

RESOLVED to invest the £100,000 of the Council's reserve for another year with Nationwide.

114. REVIEW OF UTILITY COSTS

- a. **RESOLVED** to delegate utility review and new contracts setup to the RFO and Mayor.
- b. **RESOLVED** to transfer payment for utilities to direct debit payments.

115. GENERAL DATA PROTECTION REGULATION

- a. **RESOLVED** to approve the Privacy Notice for Staff, Councillors and Role Holders.
- b. **RESOLVED** to approve Security Incident Response Policy.

116. SUMMER PLAY SCHEME

Councillors noted the issues around the summer play scheme arrangements and agreed for the Clerk to proceed with making alternative arrangements and gave authority to use budget allocation and if needed an extra £500 from Community Funding budget heading.

117. SALC TRAINING

Councillors noted the training course and the Mayor recommended for all Councillors to attend. Councillors to confirm attendance to Council office for course booking.

118. STAFFING COMMITTEE

Councillors noted the minutes of the meeting held on 19th June 2018 as a true record of the proceedings.

119. COUNCILLOR/OFFICE INTERACTION

Councillors noted the Council offices heavy workload and recognised the need to make appointments should they wish to hold discussions or meetings with officers.

120. PLANNING COMMITTEE

- a. Councillors noted the minutes of the meeting held on 28th June 2018 as a true record of the proceedings.
- b. Councillors noted the report from the Planning Committee. Councillor West discussed planning applications. Councillor West and Harris visited the opening of affordable housing in Much Wenlock.

121. COMMUNITY INFRASTRUCTURE LEVY

RESOLVED to confirm proposed allocation of CIL funding to be discussed with SC. Councillors discussed proposals on allocation of CIL funding, Councillor West informed the meeting there was a meeting with E West at Shirehall the following day. Discussion took place around the estimated cost of £200,000 for the cemetery extension, Councillors agreed to leave the estimated cost as it was.

122. NEIGHBOURHOOD PLAN

Councillors noted the report from the Advisory Group. A public meeting had been held the previous evening and another meeting was planned for the following Saturday morning. Good feedback had been received and the next stage was to complete an analysis of the 400 returned questionnaire with over 300 narrative comments. Once recorded these would be filtered to working groups on specific issues after the summer. Age distribution of returns had shown few responses from the younger population (20-30 year olds) and the need to encourage younger respondents to return questionnaires was discussed. Councillor Harris noted that Councillor Mark Garbett had mentioned this on his Facebook page and recommended promoting this every day to attract the younger population. It was also noted that the feedback on Broseley surgery didn't match the Quality Report from PPG.

123. HIGHWAYS

- a. Councillors noted that Broseley High Street would be closed between 10.00 and 3.00pm on Sunday 5th August for the Festival of Motorcycles and that there were expecting 80+ riders which was an increase from the 50+ from the previous year.
- b. Councillors noted closure of Merrywell Lane between 30th July and 2nd August for HGV diversion scheme works.
- c. Councillors noted report on Highway matters from Councillor Harris. Road and gardens belonging to Star Housing were starting to be done, Bridgnorth Road was now open. Councillor Childs asked if there were speed cameras going on Bridgnorth Road, Councillor Harris replied they were not. Potholes had been filled at Sherlock Hay Close that day and the Electric Vehicle Charging scheme was progressing and needed to be added to the Estates Committee Agenda.

124. ESTATE COMMITTEE

- a. RESOLVED to appoint Councillor Harris to the Estates Committee.
- b. Councillors noted no updates, deferred an update to the August meeting.

125. GUEST ROAD OPEN SPACE

- a. Councillors noted that the play equipment funded by Everybody Active had been installed on the Guest Road open space and residents were happy with it.
- b. Councillors considered an official opening event and requested this was added to the Estates Committee Agenda.

Councillor Lynda Garbett left the meeting

126. PARK VIEW PLAY AREA

- a. Councillors noted an expression of interest had been received from a community group in the town with regard to Park View Play Area and Shropshire Council had received an expression of interest from a Park View resident to purchase the land. Councillor Mark Garbett confirmed the land wasn't protected so Broseley Town Council could purchase it from Shropshire Council and it could be used for community use. Councillor Harris noted that if the Council wanted the land it could take a year to complete an Asset Transfer.
- b. **RESOLVED** to add to Asset Transfer Group agenda to discuss with Shropshire Council terms and conditions for Broseley Town Council to take on the Park View land and to respond to the Community Group who had sent in their expression of wish informing them of the decision. Further agreement to acquire the land would need a full council vote.

Councillor Lynda Garbett returned to the meeting.

Councillor Ann Maltby left the meeting.

127. MULTI-USE GAMES AREA (MUGA)

Councillors noted the report from the AGM of the MUGA Group. A new Chairman was needed and a new Secretary had been appointed.

128. VICTORIA HALL

Councillors noted correspondence from the Victoria Hall Committee expressing their decision to have only one Town Councillor on their committee, namely Councillor Ann Maltby, and to amend the Council's appointments to that committee. Councillor Childs the other Councillor currently on the committee noted he had not been informed there was a meeting or seen any minutes and was not aware of this decision. Councillors resolved to defer the decision to the August meeting as it was normal practice to have two Councillors on committees so that there was always someone in attendance (i.e. one and a reserve).

129. BROSELEY YOUTH PARTNERSHIP

Councillors noted the proposed dissolution of the Broseley Youth Partnership and the outcome at the AGM held on 3rd July. After outstanding obligations had been met, remaining funds were to go to Broseley Youth Club, Broseley Scouting Group, Broseley Guiding Group, Broseley Army Cadets and Broseley Haycop Conservation Group. The Mayor requested the minutes from the final meeting were displayed on the town notice boards.

**130. SHROPSHIRE COUNCIL CONSULTATION
ON STATEMENT OF LICENSING POLICY 2019-2024**

Councillors noted that Shropshire Council is consulting on its Statement of Licensing Policy 2019-2024 until 2nd September and refer the decision to respond until the August meeting

131. CORRESPONDENCE

- a. Councillors noted the thank you letter from Willey Village Hall Committee and report back on use of grant funding. The RFO confirmed that there would be a feedback request included in all future grant confirmation letters.

Councillor Harris left the meeting
Town Clerk and RFO left the meeting

132. 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:

- 39. VACANCY FOR TOWN CLERK**
- 40. CONFIDENTIALITY**

133. VACANCY FOR TOWN CLERK

RESOLVED to agree new Town Clerk employment details.

134. CONFIDENTIALITY

Councillors were reminded of the importance of confidentiality when dealing with Council information.