



# whitchurch town council

MINUTES: FULL TOWN COUNCIL MEETING, THURSDAY 16<sup>TH</sup> MARCH 2023

## MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON THURSDAY 16<sup>TH</sup> MARCH 2023

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### PRESENT

Councillors: J. De-Wyrall C. Doyle G. Ebbs R. Hall (Chair)  
A. Hotchkiss P. Lea J. Morris M. Phipps  
C. Purt M. Ridgway G. Sullivan P. Tew

Proper Officer: Mike McDonald

**IN ATTENDANCE:** P. Mullock – Shropshire Councillor (Whitchurch North) 5 Members of the Public  
G. Dakin – Shropshire Councillor (Whitchurch South)  
D. Newman – Whitchurch Herald

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The meeting was preceded by a Presentation from Whitchurch Waterways Trust (7pm – Council only)

Councillor R. Hall opened the meeting at 7.17pm.

#### 1. Apologies

Apologies were received Cllrs A. Hall, Jackson and Sample for this meeting

#### 2. Declarations of Interest

No declarations of Councillors' Disclosure of Ordinary or Disclosable Pecuniary Interests in relation to the agenda items in this meeting were received. It was noted that participation in agenda item 11 was allowed, notwithstanding individual voluntary membership (non-leadership roles) of the voluntary organisation concerned, as previously resolved.

#### 3. Mayor and Member Update

In the Mayor's absence – to be update at the Full Council Meeting in April 2023

#### Member Updates of recent activity:

Cllr Sullivan Town Twinning Annual Meeting alongside Cllr A. Hall

#### 4. Minutes

The minutes of the Full Town Council Meeting held on 16<sup>th</sup> February 2023 were unanimously agreed and signed as an accurate record of that meeting. Proposed Cllr Tew, seconded Cllr Purt

## 5. Public Participation

It was resolved that Standing Orders were suspended (Proposed Cllr Phipps, seconded Cllr Hotchkiss – all in favour), whilst members of the public were invited to make representations, ask questions and give evidence in respect of business being transacted at the meeting and about any other matter for which the Council has a responsibility.

(Key: MoP = Member of the Public).

*Inspector Claire Greenaway-Evans:*

*Presented the Local Policing Update alongside PC Ben Jones, including:*

- *3 Arrests from recent incident of disorder – enabled by public reporting*
- *Criminal Behaviour Orders being sought against offenders in relation to this incident*
- *Establishment of Policing Partnership Panel with WTC, involving ‘multi-agency approach’ to tackle top 3 crime priorities and other matters raised by public via WTC – meeting arranged in June 2023*
- *Encouragement for public to use the “Single Online Home” reporting facility*
- *Importance of reporting all incidents officially to ensure data captured, which is used to allocated future resource (answer to MoP question)*
- *An overview of the current “Brigade Policing” model and the reciprocal and flexible nature of ‘borderless policing’ (answer to question from Cllr Ebbs re police coverage)*

*The Inspector took a number of questions from Members of the Public (mainly about individual incidents), some answered outside of the meeting. In the interests of time, MoPs were requested to email the clerk with specific questions, which would be forwarded to the Inspector for response.*

*Cllr P Mullock (Shropshire Council):*

*Highlighted a visit to Whitchurch Swimming Pool arranged (with Cllr Lea, the Proper Officer and Peter Gilbertson, Shropshire Council Officer) regarding reallocation of on-site equipment prior to works on the new Development, No further updates.*

There being no further items, Standing Orders were reinstated. Proposed Cllr R. Hall, seconded Cllr Phipps – all in favour

## 6. Governance Matters: Committee Chair Reports and Minutes

- a) Cllr Lea gave a brief overview of the PARKS & PUBLIC REALM Committee Meeting of 2<sup>nd</sup> March. The Minutes of the meeting were received and noted, pending approval by the Committee at their next meeting. Proposed Cllr Lea, seconded Cllr De-Wyrall – all in favour.
- b) Cllr Phipps gave a brief overview of the CULTURE & CIVIC Committee Meeting of 2<sup>nd</sup> March. The Minutes of the meeting were received and noted, pending approval by the Committee at their next meeting. Proposed Cllr Phipps, seconded Cllr Ridgway – all in favour.
- c) Cllr Lea gave a brief overview of the CEMETERY ADVISORY GROUP Meeting of 7<sup>th</sup> March. The notes of the meeting were received and noted, with all recommendations acknowledged for action. Proposed Cllr Lea, seconded Cllr Hotchkiss – all in favour.
- d) The formation of a Task & Finish Group for the delivery of a KCIII Coronation Event was noted, as detailed in recent Committee Meetings. The Proper Officer will convene an initial meeting, inviting representatives of appropriate voluntary and other interested groups.

- e) Committee, Working and Advisory Group Chairs noted the need to provide submissions in order to complete the Council's Annual Report of the 2022/23 Civic Year. The Proper Officer will circulate appropriate timelines to enable this.

**7. Governance Matters: Fixed Asset Register and Aged Debtor Analysis**

A meeting of the FINANCE ADVISORY GROUP on 30<sup>th</sup> March was noted, with a subsequent Fixed Asset Register Review and Aged Debtor Analysis being presented to the Full Council meeting scheduled for 20<sup>th</sup> April 2023.

**8. Governance Matters: Assurance of Internal Control**

The recent completion of an internal review of financial and other processes, by non-signatory members of the FINANCE ADVISORY GROUP, was noted as assurance that policies and protocols were adhered to, operationally. This voluntary 'internal' audit gives additional assurance and informs the completion of the Council's Accountability and Governance Annual Return (AGAR), which will be presented to Full Council for consideration in due course.

**9. Governance Matters: Committees and Working Groups**

The resignation of Cllr Phipps from the Heritage Advisory Group was noted. It was agreed that the matter be considered in the new Civic Year when membership of Committee, Working and Advisory Groups are assigned for the 2023/24 Civic Year.

**10. Finance Matters: Financial Management Information (Month 11)**

Month 11 Financial Information was received and noted.

**11. Finance Matters: Grant Application**

It was agreed that this item be deferred to the next Full Council Meeting to allow adequate time for the submission of additional financial information in order to determine the application.

**12. Finance Matters: Interim Internal Audit Report 2022/23**

The Interim Internal Audit Report 2022/23 from JDH Business Services was received and noted. Significant progress on addressing historic observations within the report were also acknowledged.

**13. Other Matters: Climate & Ecology Bill**

Recent correspondence from Zero Hour Shropshire in relation to the bill currently in parliamentary progress was noted. After consideration it was **resolved** that:

- a) Whitchurch Town Council supports the Climate and Ecology Bill;
- b) The Proper Officer will write to Helen Morgan MP letting them know that the motion has been passed —urging them to sign up to support the Bill, or thanking them for already doing so; and
- c) The Proper Officer will write to Zero Hour, the organisers of the cross-party campaign for the Bill, expressing Whitchurch Town Council support

Proposed Cllr De-Wyrall, seconded Cllr Hotchkiss (1 Against, 1 Abstention). **WTC/FC/54/2223**

**14. CONFIDENTIAL BUSINESS**

To resolve that under the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded for the remainder of the meeting because of the likely disclosure of private and confidential information or staff matters.

For this section, the Council resolves itself into Committee, per s1 (6) of the Act. Proposed Cllr R. Hall, seconded Cllr Doyle – all in favour.

**15. Pre-Meeting Presentation: Whitchurch Waterways Trust (WWT)**

It was agreed that Whitchurch Town Council would give non-financial support to investigating a Capital Asset Transfer of Whitchurch Country Park from Shropshire Council to WWT. On-going partnership (collaboratively with other interested organisations) would be reviewed when matters progressed. The Proper Officer will inform WWT.

**16. Finance Matters: Award of Grounds Maintenance Contracts for 2023/24**

The recommendations of the WTC Parks & Public Realm Committee meeting of 2<sup>nd</sup> March 2023 were noted. After consideration, it was unanimously resolved to award contracts as recommended by the Committee (contract length: 12 months from 1<sup>st</sup> April 2023):

1. **Maintenance of large, grassed areas** – SP Mowing, £9,000
2. **Maintenance of Whitchurch Cemetery** – Limetree Landscapes, £24,300
3. **Hanging Basket Provision** – Shrewsbury Town Council, £4,891
4. **Flowerbeds (Jubilee Park et al)** – Nobridge Ltd, £5,450

Proposed Cllr De-Wyrall, seconded Cllr Doyle. **WTC/FC/55(C)/2223**  
The Proper Officer will contact all concerned to progress.

**17. Resident Representations: Town Bus Routes**

Correspondence from Lakeside Coaches was noted. After consideration it was unanimously **resolved** to support changes proposed. Proposed Cllr Sullivan, seconded Cllr Tew. **WTC/FC/56(C)/2223**

The Proper Officer will write to the company to convey WTC support, allowing them to take matters forward with the traffic commissioner.

**18. Communications: High Sheriff of Shropshire**

Correspondence from the High Sheriff of Shropshire, Selina Graham, was noted following her visit to the town on 1<sup>st</sup> March 2023. The Proper Officer had, post-visit, already thanked the High Sheriff for her interest in the town and its voluntary organisations.

**19. Update: Shropshire Council Discussions**

The Proper Officer updated Council on the meeting of 10<sup>th</sup> March 2023 regarding SC and WTC Assets. Separate notes and actions are maintained, and updates will continue to be provided to Full Council in due course.

There being no further business, the meeting closed at 8.33pm

Signed as a true record of the meeting:

Chair: \_\_\_\_\_

Date: \_\_\_\_\_