



whitchurch town council

MINUTES: FULL TOWN COUNCIL MEETING, WEDNESDAY 19TH FEBRUARY 2025

MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON WEDNESDAY 19TH FEBRUARY 2025

PRESENT

Councillors:	C. Doyle A. Jackson M. Ridgway	A. Gilmore P. Lea	A. Hall J. Morris	R. Hall M. Phipps	A. Hotchkiss C. Purt
Proper Officer:	Mike McDonald				
IN ATTENDANCE:	N/A (Shropshire Councillors)			2 Members of the Public	

Councillor A. Hall opened the meeting at 7.15pm and welcomed those attending.

1. Standing Item: Apologies

Apologies were received from Cllrs De-Wyrall, Ebbs and Sullivan for this meeting.

2. Standing Item: 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.

3. Standing Item: Mayor and Member Update

19th October 2024 - Brownlow Centre Volunteer Activity for Churchmere Medical Practice
19th October 2024 - Bradbury Care Centre 10-year celebrations at The Moat Shed
25th October 2024 - Bradbury Care Centre Respite Ward official opening
8th November 2024 - Paul's Moss Time Capsule (with Cllr R. Hall)
10th November 2024 – Remembrance Sunday: Parade, St Alkmund's Service, War Graves
11th November 2024 – Shropshire Council Whitchurch Civic Centre Working Group (with Proper Officer)
15th November 2024 – WTC Small Community Grant Presentations (various)
18th November 2024 – “Save Our Civic” Meeting (Wheatsheaf)
23rd November 2024 – Whitchurch Christmas Lights Switch-on and associated activity
13th December 2024 - Whitchurch Business “Advent Calendar” visits
19th December 2024 – Meeting SC Leader (with Committee Chairs and Proper Officer)
25th December 2024 – Whitchurch Hospital Christmas Visit with Friends Group
13th January 2025 – “Save Our Civic” Meeting (Black Bear)
14th January 2025 – Whitchurch Town Twinning Group AGM (with Cllr Hotchkiss)
15th January 2025 – BizEd “Climate Fresk” (with Cllrs De-Wyrall and Gilmore)
21st January 2025 – Whitchurch Rotary Club Dinner (Hill Valley) with additional COTY Presentation
31st January 2025 – WTC Small Community Grant Presentations (various)
31st January 2025 – Engagement with Shropshire Council Community Wellbeing Advice Team
5th February 2025 - BBC Radio Shropshire interview re Food & Drink Festival 2025
5th February 2025 – Whitchurch SC Councillor Meeting (with SC Leader, Committee Chairs & Proper Officer)

9th February 2025 - Green Man Morris "Wassailing" Event at Queensway Playing Fields
9th February 2025 – Whitchurch Town Band (Small Community Grant presentation)
11th February 2025 – Food & Drink Festival 2025 Meeting with Shropshire Festivals
12th February 2025 - Shropshire Council Cabinet Meeting
14th February 2025 - Tilstock School Project Meeting / Engagement (with Cllrs De-Wyrall and Hotchkiss)
14th February 2025 - High Sheriff of Shropshire High Tea (Telford Fire Station)

Members: Cllr A. Hotchkiss: Whitchurch Waterways Trust Meeting (as WTC Rep)
Others included above

4. Standing Item: Minutes

The Minutes of the Full Town Council Meeting held on 18th December 2024 were unanimously agreed and signed as an accurate record of that meeting. Proposed Cllr A. Hall, seconded Cllr Morris.

5. Standing Item: Public Participation

It was resolved that Standing Orders were suspended (Proposed Cllr A. Hall, seconded Cllr Purt – 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; SC = Shropshire Council; WTC = Whitchurch Town Council).

- 1) MoP1 – Asked about completion schedule for an industrial development on the periphery of the Town. WTC Proper Officer will contact Shropshire Councillors to ask about Planning and other obligations / responsibilities regarding works to complete the public highway. A number of 'maintenance' issues raised within the public domain by the same MoP, which were separately noted. Cllr A. Hall advised the MoP to report any issues via normal channels of communication and items would be addressed appropriately.
- 2) The Proper Officer asked Council to note correspondence from a MoP (not present) relating to poor parking within the town, which has been raised with Shropshire Councillors and the Police for enforcement consideration.

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

6. Governance Matters: Committee, Working and Advisory Chair Reports and Minutes

- a) Cllr Jackson gave a brief overview of the PARKS & PUBLIC REALM Committee Meeting of 8th January 2025. The Minutes of the meeting were received and noted, pending approval by the Committee at their next meeting. Proposed Cllr Jackson, seconded Cllr Gilmore – all in favour.
- b) Cllr Phipps gave a brief overview of the AMENITIES & EVENTS Committee Meeting of 22nd January 2025. The Minutes of the meeting were received and noted, pending approval by the Committee at their next meeting. Proposed Cllr Phipps, seconded Cllr Purt – all in favour.
- c) Cllr R. Hall gave a brief overview of the OVERSIGHT Committee Meeting of 5th February 2025 and highlighted items on this meeting's Agenda (item 10CONF). The Minutes of the meeting were received and noted, pending approval by the Committee at their next meeting. Proposed Cllr Hall, seconded Cllr A. Hall – all in favour.
- d) Cllr Purt gave a brief overview of the HEALTH & WELLBEING Advisory Group Meeting of 20th January 2025, including several opportunities for future engagement with Health & Social Care partners (advanced separately). The notes of the meeting were previously circulated.

7. Co-option of Councillor – North Ward

Having met qualifying criteria, following a brief presentation it was **unanimously resolved** that Keith John Robinson be appointed as a co-opted member for North Ward until forthcoming Local Elections. Proposed Cllr Phipps, seconded Cllr Hotchkiss. Formalities were completed with the Proper Officer and Cllr Robinson joined the meeting at this point. **WTC/FC/32/2425**

8. Britain in Bloom (Heart of England) – Establishment of Working Group

Following consideration, it was **unanimously resolved** that Cllrs De-Wyrall and Hotchkiss would work alongside the Proper Officer as an informal “Task & Finish” Group to lead on the Town’s Heart of England “Britain in Bloom” entry (already submitted in conjunction with PPR Committee), engagement with PPR Committee, appropriate and interested 3rd party individuals and groups. Proposed Cllr A. Hall, seconded Cllr Jackson. **WTC/FC/33/2425**

9. 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 A. Hall, seconded Cllr Morris – all in favour.

10. Grounds Maintenance Contracts – Award of Contracts 2025 (Contractual/Sensitive)

Following consideration it was **unanimously resolved**, with Parks & Public Realm Committee recommendation, to extend the previously awarded contract to SP Mowing to include the forthcoming 2025 Season (large public areas as defined; Total £11,000, schedule agreed with Proper Officer), subject to a tender process for 2026. Proposed Cllr Jackson, seconded Cllr A. Hall. **WTC/FC/34C/2425**

11. Oversight Committee – Interim Internal Audit 2024/25 Draft Report and WTC Responses (Sensitive until published)

The draft Interim Internal Audit Report for Financial Year 2024-25 (JDH Business Services) and associated WTC responses (agenda item 7C Oversight Committee, 5/2/25) was noted, pending completion of year-end audit processes.

12. WTC Annual Allocations and Small Community Grant Programme 2024-25

- a) The Report from Blackberry Fair relating to their 2024-25 Annual Allocation was received and noted.
- b) Following consideration, it was **unanimously resolved** to award £200 from WTC Small Community Grant Programme 2024-25 (residual funds) to Whitchurch Walkers to support the Walking Festival 2025. Proposed Cllr A. Hall, seconded Cllr Jackson. **WTC/FC/35C/2425**

13. Chairman / Proper Officer Confidential Updates

The Chairman and Proper Officer provided Confidential Updates for information:

- a) Local Elections (1st May 2025) and “Pre-Election Period of Sensitivity” discussed; further details to be circulated by the Proper Officer for guidance, once received.
- b) Civic Centre – a brief update in relation to recent meetings with Shropshire Councillor representatives given; no additional update since SC Cabinet Meeting of 12th February 2025.

There being no further business, the meeting closed at 8.10pm

Signed as a true record of the meeting:

Chair: _____

Date: _____