

# Whitchurch Town Council

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## FULL COUNCIL MEETING

### MINUTES OF THE FULL COUNCIL MEETING HELD ON THURSDAY 24<sup>th</sup> OCTOBER 2019

#### PRESENT

Cllrs: John Martin, Simon Hamlyn, Ruth Shepherd, Scott Radford, Andy Hall, John Sinnott, Alan Chesters, Harvey Vasey, Rose Snell, Terry O'Neill, Bev Duffy

#### IN ATTENDANCE

Nicola Young – Town Clerk

In line with the Council's Meeting Recording Policy, the Chairman asked if anyone was recording the meeting, Cllr Hall & a member of the public stated they were recording the meeting.

#### 1. Apologies

Cllr Lee Broders – work commitment  
Cllr Norma Raynes – other commitment  
Cllr Tony Neville - illness

#### 2. Declarations of Interest

None

#### 3. Mayor's Announcements

The Mayor has represented the town on the following occasions:

6th October 2019 - Harvest Service at St Alkmund's  
8th October 2019 - Young Textile Design Competition 2019 Awards & Presentation Reception, Shrewsbury Drapers Company – SJT had entries  
11th October 2019 - Landia, Whitchurch – 25 year celebration  
13th October 2019 - Civic Service for Mayor of Market Drayton

##### 3.1. A41 Safety Campaign

- a. A book will be placed in the Community Hub for people to record:
  - i. incidents minor collisions that have not been reported to the Police
  - ii. dangerous driving
  - iii. hold-ups turning out onto A41 from side roads due to volume/speed of oncoming traffic
  - iv. grid lock on back roads/through town when A41 closed due to incidents
- b. There is no need to log incidents that have already been reported to the Police.
- c. To include DATE / TIME / nature of incident / length of time held up for / damage caused by HGVs using back roads, etc
- d. Dash-cam footage can be uploaded onto the Police website.

##### 3.2. Southbound platform access at Whitchurch Railway Station

- a. The Clerk had made contact with Network Rail and Transport for Wales to put the station forward for the Access for All Programme. The mid-tier

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application will be submitted by the Welsh Government and is being managed by the Local Deliver Group with the process fronted by Network Rail. Submissions will go to the Welsh Government during September for comment prior to formal submission to DfT. Whitchurch is definitely under consideration, but it should be noted that mid-tier funds are small compared to the full AFA programme and there is no guarantee of success.

- b. Following emails to Owen Paterson MP, Whitchurch Town Council will now be invited to meetings to discuss improvements with Network Rail and Transport for Wales.

### 3.3 Remembrance Sunday

All councillors were invited to attend and reminded of the timings for the day.

### 3.4. Councillor Raynes Resignation

In her resignation, Cllr Raynes said that it is due to the large number of ventures she is currently involved in. She asked me to pass on her very best wishes for the future to the Council.

### 3.5. Communications with the Press & Public

In line with this Council's Communications Protocol:

- a. Unless a Councillor has been specifically authorised by the Council to speak to the media on a particular issue, Councillors who are asked to comment by the press should refer the press to the Town Clerk. Even if authorised, it is usually safer not to make an immediate comment and to phone back having thought about the matter. This gives time if necessary, to seek advice from the Town Clerk.
- b. Councillors have a right to express personal views but must make it clear that it is a personal view and ask that it be clearly reported as their personal view. Unless a Councillor is absolutely certain that he/she is reporting the view of the Council, they must make it clear to members of the public that they are expressing a personal view.
- c. Councillor correspondence to external parties, should out of courtesy, be copied to the Town Clerk and it be noted on the correspondence, eg, "copy to the Town Clerk" so that the recipient is aware that the Town Clerk has been advised.

## 4. Minutes

After a proposal from Cllr Duffy, seconded by Cllr Hamlyn, it was **WTC/96/1920 RESOLVED** to accept the minutes of the Council meeting held on **Thursday 19<sup>th</sup> September 2019** and sign as an accurate record of that meeting. Eight councillors in favour. Against: Cllr Sinnott; Cllr Chesters and Cllr Hall

## 5. Remaining Business

Cllr Hall raised the following items as remaining business:

- a. **Youth Outreach Project (Item 9)**
- b. **Freedom of Information Policy (Item 15)**
- c. **Confidentiality Agreement (Item 23)**

## 6. Public Participation

After a proposal by Cllr Duffy, seconded by Cllr Hall, it was **WTC/97/1920 RESOLVED** to suspend Standing Orders to allow any members of the public to address the meeting.

### Pauls Moss House

Several members of the public raised the matter of the interior artefacts as community heritage assets.

Shropshire Councillor Wynn, Chairman of North Shropshire Planning Committee, reported that the application had been approved and the building would be changed to make it fit for purpose. He agreed to speak to Shropshire Council Planning Officers, to work with the applicant, about architectural salvage and retaining the guttering, but as it was not a listed building Shropshire Council cannot force the developers.

## **7. Update from Local Policing Team**

A written report was circulated to all Councillors.

## **8. Shropshire Councillor's Report**

- a. Shropshire Council are looking to make savings in the last quarter finances for 2019-2020. The Cabinet are working on trying to fill the £10million deficit gap, which is due to adult social care.
- b. Paul's Moss could provide possible savings for adult care services.
- c. Licensing Department, Street Trading issues – the Clerk had written to Director of Place regarding letters received from SC Licensing Department, she had copied in Shropshire Councillors. Gerald Dakin stated he shares Whitchurch Town Council's concerns.

Cllr Sinnott asked a question about parking on the pavements by traders at The Emporium as one trader had received a ticket. Cllr Dakin said he would get in touch with Highways and Parking Enforcement.

After a proposal by Cllr Duffy, seconded by Cllr O'Neill, it was **WTC/98/1920 RESOLVED** to reinstate Standing Orders.

## **9. Accounts**

After a proposal from Cllr Chesters, seconded by Cllr Hamlyn, it was **WTC/99/1920 RESOLVED** to accept Month 5 & 6 Balance Sheets and Income & Expenditure Reports, duly signed by the Chairman, noting Month 6 Total Equity as £1,167,378.

## **10. External Audit Certificate**

After a proposal from Cllr Chesters, seconded by Cllr O'Neill, it was **WTC/100/1920 RESOLVED** to receive the External Auditors Report.

## **11. Police Request**

Whitchurch Safer Neighbourhood Team which to apply for free room hire to run a community safety event for businesses. After a proposal from Cllr Chesters, seconded by Cllr Martin, it was **WTC/101/1920 RESOLVED** that the Safer Neighbourhood officer would need to submit a funding application to apply for a grant to cover room hire costs.

## **12. CRUK Request**

Whitchurch Branch of Cancer Research UK wish to use Jubilee Park for the Relay for Life event. After a proposal from Cllr Duffy, seconded by Cllr Hamlyn, it was **WTC/102/1920 RESOLVED** that the Council agree to this request, but the Clerk was to make sure all permissions were in place for the event to take place safely.

**13. Motion 17 from Cllr A Hall**

After a proposal from Cllr Hall, seconded by Cllr Sinnott, it was **WTC/103/1920 RESOLVED** that Council hear Motion 17 from Cllr Hall to set up a Governance, Scrutiny & Policy Committee, the motion was not carried – 7 voted against with one abstention.

**14. Minutes from Committees**

- a. After a proposal from Cllr Hamlyn, seconded by Cllr Shepherd, it was **WTC/104/1920 RESOLVED** to accept the minutes of the Personnel Committee meeting held on 13<sup>th</sup> June 2019.
- b. After a proposal from Cllr O’Neill, seconded by Cllr Vasey, it was **WTC/105/1920 RESOLVED** to accept the minutes from the Parks & Public Realm Committee held on 5<sup>th</sup> September 2019.
- c. After a proposal from Cllr Vasey, seconded by Cllr Hall, it was **WTC/106/1920 RESOLVED** to accept the minutes from the Cultural & Civic Centre Committee held on 5<sup>th</sup> September 2019.
- d. After a proposal from Cllr Chesters, seconded by Cllr Sinnott, it was **WTC/107/1920 RESOLVED** to accept the minutes from the Finance Committee meeting held on 12<sup>th</sup> September 2019.

**15. Reports from Councillors on Outside Bodies**

The following Councillors attended outside body meetings:

- a. Cllr Hall reported that he had attended **Whitchurch Waterways Trust** meeting, where they discussed bringing the canal into town.
- b. Cllr Hall reported that he had attended the **Whitchurch Town Twinning** meetings where they had discussed the visit by the French contingent.

**16. Consultations/Surveys**

**BT Payphone Removal.** Council confirmed it stood by the existing comments that the phone box within the proximity of the railway station should not be removed.

**17. NMTF Article**

Whitchurch Town Council received the article written for the National Market Traders Federation magazine. Town Council staff will write an article for Whitchurch Herald.

**18. Council Policies/Regulations**

After a proposal from Cllr Chesters, seconded by Cllr Martin, it was **WTC/108/1920 RESOLVED** to agree the updated Council Financial Regulations, noting the following amendments:

- a. Para 4.1 – remove the word “below” in the third bullet point
- b. Para 6.19 – remove “secretion”, insert “discretion”

**19. Grounds Maintenance Contract**

After a proposal from Cllr O’Neill, seconded by Cllr Martin, it was **WTC/109/1920 RESOLVED** to agree to a 6-month extension for the Grounds Maintenance Contract for all areas other than the cemetery.

**20. Council Van**

After a proposal from Cllr Chesters, seconded by Cllr Hamlyn, it was **WTC/110/1920 RESOLVED** that the Town Clerk undertake research into whether a ‘new’ second-hand van or lease hire van would be more cost-effective to the Council.

**21. Confidential**

After a proposal by Cllr Duffy, seconded by Cllr Hamlyn it was **WTC/111/1920 RESOLVED** 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.

**22. Confidential Meeting Notes**

Confidential meeting notes from Full Council meeting on 24<sup>th</sup> October 2019 were distributed on pink paper and Councillors were instructed to hand copies back at the end of the meeting and not take them out of the Council Chamber.

Cllr Chesters raised an issue with the Personnel minutes, stating he did not stay for all the meeting, and was not present when item 15 was discussed.

- 2107 – Cllr Sinnott left the meeting
- 2115 – Cllr Chesters left the meeting

After a proposal from Cllr Duffy, seconded by Cllr Hamlyn, it was **WTC/112/1920 RESOLVED** to sign the Confidential meeting notes as an accurate record of that part of the meeting. Against: Cllr Hall

After a proposal from Cllr Hamlyn, seconded by Cllr Martin, it was **WTC/113/1920 RESOLVED** to note that Cllr Sinnott had taken the Confidential meeting notes without permission from Council.

**23. Confidentiality**

- a. All Councillors present signed the Confidentiality Agreement, apart from:
  - Cllr Hall would not sign the agreement
  - Cllr Sinnott and Cllr Chesters had left the meeting as noted above.
- b. Breaching Confidentiality. A discussion took place regarding an email that had been received by all Councillors.

**24. Christmas Lights**

After a proposal from Cllr Vasey, seconded by Cllr Hamlyn, it was **WTC/114/1920 RESOLVED** that, following a recommendation from Cultural & Civic Centre Committee who had approved a one-year contract with Company 1, that full Council approve a 3-year contract with Company 1. 8 for with one abstention.

**Meeting closed at 9.45pm**

**Chairman** .....

**Date** .....