

Whitchurch Town Council

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FULL COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON THURSDAY 21ST JUNE 2018

PRESENT

Cllrs: A Hall, T O'Neill, J Martin, L Broders, N Raynes, M Fewster, H Vasey, J Sinnott, B Duffy, S Hamlyn

IN ATTENDANCE

Nicola Young – Town Clerk

Nicola Fisher – Senior Community Enablement Officer, Shropshire Council

PC Deb Wheeler – Local Policing Team, West Mercia Police

Barrie White – Journalist, Whitchurch Herald

1. Apologies

Cllr Chesters – ill health

Cllr Neville – ill health

2. Declarations of Interest

None received.

3. Minutes

After a proposal from Cllr Duffy, seconded by Cllr Hall, it was **WTC/22/1819 RESOLVED** to accept the minutes of the Annual Council meeting held on **Thursday 17th May 2018** and sign as an accurate record of that meeting.

4. Matters Arising

There were no matters arising.

5. Mayor's Announcements

Friday 22nd June

The Meres & Mosses Landscape Partnership bench will be officially 'opened' at 12 noon by the Mayor. Everyone is invited to attend, and the celebrations will take place between 12 and 2pm.

Thursday 28th June

Netflix wish to use the Civic Centre Hub from 8am to 1pm on Thursday 28th June to film a scene, this will mean that the Civic Centre will need to be closed for this period of time.

After a proposal from Cllr Duffy, seconded by Cllr Hall, it was **WTC/23/1819 RESOLVED** that Whitchurch Town Council agree with the closure of the Civic Centre for this period of time.

Friday 6th July

Cadent and Balfour Beatty will be running a public consultation on Friday 6th July, within the market hall from 8am until 1pm and in the Main Hall from 1-8pm. This consultation is the chance for everyone within the town to take a look at the alternative arrangements put in

place for the High Street road closure, which is taking effect from Monday 23rd July for 4-6 weeks.

Tuesday 17th July

Shropshire Council Economic Growth Team will be holding a workshop for all businesses in the town to attend. The workshop will concentrate on the economic growth of Whitchurch and how local businesses would like to see the town grow, with the ultimate aim that Shropshire Council write an economic growth strategy specifically for Whitchurch.

Reminder to all Councillors to let the Clerk know their availability in August for the Business Planning workshop.

6. Remaining Business

There was no remaining business.

7. Outstanding Full Council Resolutions

Civic Centre Freehold.

Councillors were requested to note that there will be an Extraordinary Town Council meeting on Wednesday 4th July at 5.30pm to meet with Shropshire Council offices to discuss the transfer of the Civic Centre Freehold. A separate Agenda will be distributed.

8. Public Participation

After a proposal from Cllr Duffy, seconded by Cllr Fewster it was **WTC/24/1819 RESOLVED** to suspend Standing Orders for public participation.

9. Vacancies & Co-option

Council received a statement from prospective Town Councillor, Mr Simon Hamlyn. Following a closed vote and unanimous positive decision, it was proposed by Cllr Broders, seconded by Cllr Martin, and **WTC/25/1819 RESOLVED** that Simon Hamlyn be co-opted onto Whitchurch Town Council. Cllr Hamlyn read the Declaration of Acceptance of Office and took his seat.

10. Community Led Planning

Council received a presentation regarding Neighbourhood & Community Led Planning from Senior Community Enablement Officer, Nicola Fisher. The presentation described the process for a Housing Needs Assessment, the development of a Neighbourhood Plan or Community Led Plan/Neighbourhood Plan Light, which are the same document, stating Community Led Plans are:

- About the future redevelopment, regeneration and conservation of an area
- A supplementary planning document

Neighbourhood Plans have a public referendum and, having gone through Planning Inspection, become a statutory planning document, but these documents cannot go against national planning guidance.

Q. Heard that if Town/Parish Council develops a Neighbourhood Plan that they are the authority that would need to contest applications in court?

A. Shropshire Council Planning Policy & Development Control always contest applications when developers challenge the plan. The Town/Parish Council would need to be present at the hearing to defend their Neighbourhood Plan.

Q. So should Whitchurch Town Council do a Community Led Plan or Neighbourhood Plan?

A. Are Whitchurch Town Council in agreement with Shropshire Council's planned development numbers. Completing a Housing Needs Assessment can help influence developers on the style and type of housing built. A Neighbourhood Plan looks at land use, it can ensure green corridors are included. Funding, up to £9,000, is available for a full Neighbourhood Plan from Locality, but the Council would need to employ the services of a specialist planner. The total cost of a Neighbourhood Plan is in the region of £35,000-£40,000, but Town & Parish Councils can use the Neighbourhood Fund element of CIL to pay for a Neighbourhood Plan.

Q. What are the timescales?

A. The development of a Neighbourhood Plan is a long process, which has to go through statutory stages. Shropshire Council designate the Neighbourhood Plan area, which would probably be the parish boundary in Whitchurch. Whitchurch Town Council would be the lead partner. Neighbourhood Plans usually take 2 years to complete and are a lot of work.

Nicola Fishers was thanked for the presentation.

11. Report from West Mercia Police

PC Deb Wheeler, Local Policing Team, West Mercia Police reported:

- Thank you to Whitchurch Town Council for free room hire to hold the first Pubwatch meeting on 17th July at 3.30pm. PC Wheeler is working with Shropshire Council Licensing to set up a Pubwatch in Whitchurch and there may be funding from WMP Bronze Level Tasking towards payment for a coordinator.
- Incidents – there has been no increasing reports in the town.
- Mobile Police Station will be in Tesco car park on Wednesday 27th June from 9am until 3pm. The Police will have security stickers and marker pens and information on garden crime prevention, including advice on the variety of shrubs to plant.
- Safety Event at the Civic Centre – PC Wheeler has spoken to the Clerk regarding a Safety Event at the Civic Centre, especially with regards to garden security and shed break-ins.
- Whitchurch Police Station will be closing. The planned move to the Fire Station has been stopped due the cost of building new premises. The second plan was to site the Police station within the Community Hospital, but there is opposition to this suggestion.
- Boy Racers have now been moved on from Sherry Mill Hill car park. The Police are providing regular patrols in this area and have issued 2 x Section 59s.
- Foot Patrol Strategy. All North Response teams are based in Market Drayton. The market towns have a Local Policing Team with one PC and 2 x PCSOs. The PC is opening Whitchurch Police Station 1-2 hrs per day.

12. Shropshire Councillor's Report

There was no Shropshire Councillor present

After a proposal from Cllr Duffy, seconded by Cllr O'Neill, it was **WTC/26/1819 RESOLVED** to reinstate Standing Orders.

Cllr Matt Fewster left the meeting at 8.17pm.

13. Accounts

After a proposal from Cllr Hall, seconded by Cllr Raynes, it was **WTC/27/1819 RESOLVED** to accept and sign Month 1 accounts.

14. Annual BACS & Manual Cheque Payments

After a proposal from Cllr Duffy, seconded by Cllr Hall, it was **WTC/28/1819 RESOLVED** to accept and sign the End of Year BACS & manual cheque payments.

15. Internal Audit Report

After a proposal from Cllr Vasey, seconded by Cllr Martin, it was **WTC/29/1819 RESOLVED** to accept the Internal Audit Report from John Henry.

16. Annual Accounts 2017-2018

After a proposal from Cllr Duffy, seconded by Cllr Vasey, it was **WTC/30/2819 RESOLVED** to accept the Annual Accounts prepared by DCK Accounting Solutions, with the Annual Return Statement of Accounts for 2017-2018 and the restated statement for 2016-2017..

After a proposal from Cllr Duffy, seconded by Cllr O'Neill, it was **WTC/31/1819 RESOLVED** to receive and sign the Asset Register, with the addition of the Cemetery.

17. Annual Governance Statement Accounting

After a proposal from Cllr Duffy, seconded by Cllr Vasey, it was **WTC/32/1819 RESOLVED** that the Annual Governance Statement Accounting be annotated as read and agreed and signed by the Chairman of the meeting, the Deputy Mayor, Cllr B Duffy.

18. Annual Return Statement of Accounts

see para 16 above.

19. Update Financial Risk Assessment

After a proposal from Cllr Martin, seconded by Cllr Raynes, it was **WTC/33/1819 RESOLVED** to accept the updated Financial Risk Assessment as presented.

20. Minutes from Committees

- a. **Planning Committee.** After a proposal from Cllr Duffy, seconded by Cllr O'Neill, it was **WTC/34/1819 RESOLVED** to amend the year from 2017 to 2018 at Item 3, sign as an accurate record and accept the minutes from the Planning Committee meeting held on 27th April 2018.
- b. **Planning Committee.** After a proposal from Cllr Duffy, seconded by Cllr O'Neill, it was **WTC/35/1819 RESOLVED** to accept the minutes from the Planning Committee meeting held on 5th June 2018.
- c. **Parks, Public Realm & Civic Centre Committee.** After a proposal from Cllr O'Neill, seconded by Cllr Hall, it was **WTC/36/1819 RESOLVED** to accept the minutes from the Parks, Public Realm & Civic Centre Committee meeting held on 7th June 2018.
- d. **Heritage Committee.** After a proposal from Cllr Duffy, seconded by Cllr O'Neill, it was **WTC/37/1819 RESOLVED** to accept the minutes from the Heritage Committee meeting held on 12th June 2018.
- e. **Finance & Personnel Committee.** After a proposal from Cllr Sinnott, seconded by Cllr Martin, it was **WTC/38/1819 RESOLVED** to accept the minutes from the Finance & Personnel Committee meeting held on 14th June 2018, stating that the Committee had resolved to allocate £2,500 towards the skate park opening event.

21. SALC Draft Protocol – Councillor/Clerk Relations

After a proposal from Cllr Raynes, seconded by Cllr Broders, it was **WTC/39/1819 RESOLVED** to accept the SALC Draft Protocol – Councillor/Clerk Relations in its entirety.

22. NALC STANDING ORDERS

- a. **LO4-18 | 2018 Model Standing Orders** were received by Council.

- b. **NALC Model Standing Orders.** After a proposal from Cllr Sinnott, seconded by Cllr Hall, it was **WTC/40/1819 RESOLVED** to accept the NALC Standing Orders and to incorporate them into Whitchurch Town Council’s current Standing Orders.

23. Implementation of the Data Protection Act 2018

After a proposal from Cllr Broders, seconded by Cllr Martin, it was **WTC/41/1819 RESOLVED** to accept NALC LO7-18 | Implementation of the Data Protection Act 2018 confirming that parish councils in England ‘do not have a duty to appoint a Data Protection Officer’.

24. Sports Hall – Asbestos Fibre Report

After a proposal from Cllr Duffy, seconded by Cllr Vasey, it was **WTC/42/1819 RESOLVED** to accept the CARE Analytical Ltd Air Monitoring Report Sheets, Sampling of Air for Fibre Counting Four Stage Clearance Process & Site Assessment Sheets.

25. Request to Close Parking Spaces at Front of Civic Centre

After a proposal from Cllr O’Neill, seconded by Cllr Sinnott, it was **WTC/43/1819 RESOLVED** to accept the application to close the 4 parking bays at the front of the Civic Centre during the High Street road closure by Balfour Beatty from week/commencing Monday 27th August 2018. Councillors requested photographs be take before and after regarding possible mess caused and to ensure that any damage is reinstated.

26. Heritage Centre – Replacement Front Door

After a proposal from Cllr Duffy, seconded by Cllr Martin, it was **WTC/44/1819 RESOLVED** to accept the proposal from the Whitchurch Museum & Archives to install new entrance doors in accordance with the quote received from NG Automatics, subject to agreement by the Shropshire Council Conservation Officer.

27. CONFIDENTIAL BUSINESS

After a proposal from Cllr Duffy, seconded by Cllr Hall, it was **WTC/45/1819 RESOLVED** to exclude the public & press from the remainder of the meeting in accordance with the Public Bodies (Admissions to Meetings) Act 1960.

28. HERITAGE CENTRE LEASE

After a proposal from Cllr Duffy, seconded by Cllr Broders, it was **WTC/46/1718 RESOLVED** that Whitchurch Town Council approve the wording of the lease with the Whitchurch Museum & Archives CIO and request the Clerk duly instruct Hibberts LLP, Solicitors to send the lease to the proposed tenants’ solicitors.

Meeting closed at 9.04pm

Chairman.....

Date.....