

# Whitchurch Town Council

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## FULL COUNCIL

### MINUTES OF THE FULL COUNCIL MEETING HELD ON THURSDAY 21<sup>st</sup> DECEMBER 2017

#### PRESENT

Cllrs: B. Duffy, J. Martin, T. O'Neill, T. Neville, J. Sinnott, A. Hall, A. Chesters, J. McAuley

#### IN ATTENDANCE

Nicola Young – Town Clerk

Barrie White – Whitchurch Herald

#### 1. Apologies

Cllr J. Martin – prior engagement

Cllr L. Broders – work commitment

Cllr G Dakin, Shropshire Council

#### 2. Declarations of Interest

None received.

#### 3. Minutes

After a proposal from Cllr Duffy, seconded by Cllr Sinnott, it was **WTC/102/1718**

**RESOLVED** to accept the minutes of the Full Council meeting held on the **16<sup>th</sup> November 2017** and sign as an accurate record of that meeting.

#### 4. Matters Arising

##### Speeding

Shropshire Council Traffic Engineer responded to the Town Council query, stating:

“The matter has been discussed with the Police and hopefully (subject to funding) I will be arranging for an automatic traffic counter to go down Green End in the New Year which will provide data on traffic speeds, volumes and classification. Shropshire Council will then consider further once we have the results.”

A meeting has been arranged with Shropshire Council Traffic Engineer to discuss speeding and highway matters in Whitchurch. This meeting will take place on Thursday 18<sup>th</sup> January 2018 at 4pm in the Edward German Room, Civic Centre, Whitchurch.

#### 5. Mayor's Announcements

- 18<sup>th</sup> November 2017 – Open Jubilee Park Play area extension
- 19<sup>th</sup> November 2017 – Rugby Club (Junior Section) presentation
- 23<sup>rd</sup> November 2017 – Town & Parish Council Forum, Guildhall, Shrewsbury with Town Clerk
- 25<sup>th</sup> November 2017 – Citizen of the Year presentation and Christmas Lights Switch-on
- 27<sup>th</sup> November 2017 – Marches Academy presentation evening and meal
- 30<sup>th</sup> November 2017 – Psychic Evening hosted by Telford & Wrekin Mayor
- 17<sup>th</sup> December 2017 – St Alkmund's Church Carol Service – read lesson

## 6. Public Participation

After a proposal from Cllr Duffy, seconded by Cllr McAuley it was **WTC/103/1718 RESOLVED** to suspend Standing Orders for public participation.

## 7. Presentation from CCG

Mrs Wilde was unable to attend and sent the following message:

“Thank you for your invitation to present at the Council meeting later this week – we are at a stage with the primary care developments for Whitchurch where we are still finalising details with the practices and therefore whilst there are a number of discussions taking place, there is little for us to officially update the Council on at present. We would prefer to update at your next meeting, when we anticipate that significant progress will have been made.”

## 8. Report from West Mercia Police

CSO Hirons provided a report:

Over the last month, there have been 281 incidents in Whitchurch that have required some measure of Police action, 86 were recorded as crimes.

Police have arrested a male who it is alledged is responsible for a number of commercial thefts and burglaries in the town. His arrest was made possible by invaluable witness statements and CCTV footage.

Several warrants have been executed in relation to drugs offences that have occurred in the Whitchurch area supported by various Policing teams. These warrants required substantial support again from the community who have provided valuable intelligence, but also information and intelligence that has been gathered by local police in the course of their duties. Gathering sufficient intelligence and evidence to achieve authorisation for warrants takes time which can at times be frustrating for the community - please be assured that any information about criminality is an invaluable part of us proving a warrant is justified.

There have been a small number of shed break-ins in Whitchurch, and the local policing team have responded in two ways; patrols in residential areas during evening hours and arranging local events offering security advice. This includes the regular PACT surgeries that are held in the Civic centre as well as property marking events such as at Countrywide on Saturday 16th December and an upcoming event on 13th January where bicycle marking equipment will be available.

Anti-Social Behaviour is an on-going concern of a cyclical nature which is being addressed as part of the increased evening patrols but also building positive relationships between Police and young people in the town. I believe you are already aware of talks that have been delviered to children and Young People at SJT's, but this is also being done at all the Primary schools in the area so that the messaging builds from an early age.

We continue to monitor speed and road safety across Whitchurch; this includes vehicles being driven on pavements on Wrexham Road, mobile phone use, seat belts, cycle safety (which has involved delviering road safety inputs at the local primary schools) and speed checks on most of the main roads into Whitchurch. The speeds being recorded have not as yet indicated a cause for concern however the speed checks will continue.

Finally, I would like to offer some advice about fraud to local residents:

If anyone unexpectedly calls you asking for personal information, payment details or claim you owe them or an organisation money - hang up the phone. If you are concerned about owing money, go to your bank or the Post Office in person and ask for help. When you hang up the

phone, they may keep the line open so only call someone whose voice you would recognise to make sure the phone is clear. Above all else - don't deal with it on your own, ask someone for help - your bank, the Post Office, a neighbour/friend you trust, family or the Police.

## 9. Shropshire Councillor's Report

Cllr Dakin sent his apologies.

After a proposal from Cllr Sinnott, seconded by Cllr Chesters, it was **WTC/104/1718 RESOLVED** to reinstate standing orders.

## 10. Outstanding Council Resolutions

(a) **Civic Centre Freehold** – an email was received on 23<sup>rd</sup> November 2017 from Strategic Asset Manager, Shropshire stating:

“We [Shropshire Council] previously acknowledged that there were a range of boundary irregularities and that these would need to be resolved by statutory declarations, etc. The intention was that we [Shropshire Council] would transfer the property and Whitchurch TC would be best placed to resolve these issues. I [Steve Law] will be in touch shortly in terms of next steps in terms of the [Shropshire] Council's decision making.”

(b) **Skateboard Park** – a meeting took place on 13<sup>th</sup> December and agreed the following timeline for the project:

15th January 2018 - Tender goes live

9th February 2018 – 12 noon - Tender return deadline

Week Commencing 12th February 2018 - Shortlist down to two contractors completed by SC Sports Development Officer, Red Kite and known skate park professionals

- Invite contractors to present

14th February 2018 - SC Sports Development Officer to inform 2 contractors who have been successful and will go forward to public workshops

Wednesday 21st February 2018 - 2 x workshops in Edward German Room, Civic Centre, Whitchurch

Contractor A: 10am until 12 noon and

Contractor B: 1pm until 3pm

(c) **Increased Town Centre Signage** – after a proposal from Cllr Duffy, seconded by Cllr Chesters, it was **WTC/105/1718 RESOLVED** that this project would be delegated to the Whitchurch Tourism Group.

## 11. Future Medical Provision

Concern was raised out the lack of Out of Hours cover by Shropdoc during November.

After a proposal by Cllr Duffy, seconded by Cllr McAuley, it was **WTC/106/1718**

**RESOLVED** that the Clerk would write to the CCG about the Shropdoc Out of Hours service and find out what is happening with the future of this service. To also ask whether the Out of Hours GP cover will be passed back to local GP practices.

## 12. Accounts

After a proposal from Cllr Chesters, seconded by Cllr Duffy, it was **WTC/107/1718 RESOLVED** to accept Month 8 accounts as presented.

## 13. 2018/19 Budget

The precept has been set at £459,079.00, which equates to 1.0072% increase on last year's budget. After a proposal from Cllr Chesters, seconded by Cllr Neville, it was **WTC/108/1718 RESOLVED** to accept the proposed budget and forward the precept request to Shropshire Council.

## 14. Minutes from Committees

- **Heritage Committee** –After a proposal from Cllr Duffy, seconded by Cllr O’Neill, it was **WTC/109/1718 RESOLVED** to accept the minutes from the Heritage Committee meeting held on 16<sup>th</sup> November 2017.
- **Parks & Public Realm and Civic Centre Committee** –After a proposal from Cllr O’Neill, seconded by Cllr Chesters, it was **WTC/110/1718 RESOLVED** to accept the minutes from the Parks & Public Realm and Civic Centre Committee held on 7<sup>th</sup> December 2017.
- **Finance & Personnel Committee** – After a proposal from Cllr Chesters, seconded by Cllr Sinnott, it was **WTC/111/1718 RESOLVED** to accept the minutes from the Finance & Personnel Committee held on 14<sup>th</sup> December 2017 and note the Budget Proposal at Item 8, which was subject to confirmation.

## 15. Report from Members on Outside Organisations

- Cllr O’Neill reported that he had attended the Whitchurch Waterways Trust meeting and they are seeking finance to dredge the long-arm, the Trust are in the process of getting quotes for the job.
- Cllr Sinnott attended the JCEB and reported:  
Shropshire Councillor Robert Macey – Portfolio holder for Planning and Housing was in attendance.

### Heritage At Risk Register -

- Assessment carried out by Conservation officer for the Historic England Heritage at Risk register.
- Shropshire Council Conservation officer confirmed that Whitchurch Conservation Area was on the Heritage At Risk Register, mostly due to people installing UPVc windows rather than renovating the existing heritage windows.
- SC Conservation officer and Town Clerk had met with Historic England and discussed a potential way forward.
- Following work will include an up-to-date Heritage Appraisal and discussions need to take place on how this appraisal is managed.
- Possibility to set up a PaSICA – Partnership Scheme in Conservation Area who would manage the funding scheme.

### Old Rectory

- Have now used 100% of the s106 monies.

### Former Horse & Jockey Pub

- Questions were asked and answers will be given at the February meeting.

### Pauls Moss

- Is a non-designated heritage building

### Pepper Street

- Whitchurch Town Council have been requested to ask the Road Safety Partnership to review the roundabout at the junction of Pepper Street and Castle Hill, as the give way line from Pepper Street is too far back to enable good vision to exit the Street.

## CIL

- A Shropshire Council Task & Finish Group are reviewing how CIL is being used, this is a cross-party Group supported by officers. Will include review of CIL and New Homes Bonus.
- The meeting confirmed that Places Plans will still be used to influence how CIL will be spent.

The Terms of Reference for the Board are being reviewed.

### **16. Future Hospital Configuration and Consultation**

Council received an email from Telford & Wrekin Councillors about a third proposal for a major trauma centre. Currently Shrewsbury and Telford Hospitals have Urgent Care Centres (A&E). Whitchurch Town Councillors considered the report from Cllr Eade, but state that Shropshire needs a major trauma centre to attract consultants to the county and believe that the current two options should be progressed.

### **17. Notification of External Auditors Appointment**

The Clerk notified Councillors that PKF Littlejohn LLP have been appointed as the External Auditors for Shropshire parish councils. Councillors were informed that PKF Littlejohn would be running a webinar on 23<sup>rd</sup> January at 11am introducing their company. Councillors Terry O'Neill, Bev Duffy and Tony Neville opted to attend the webinar at the Civic Centre.

### **18. Place Plan Review**

After a proposal from Cllr Neville, seconded by Cllr O'Neill, it was **WTC/112/1718 RESOLVED** that the proposed Place Plan amendments and additions be accepted and that the document will be forwarded to Shropshire Council on 22<sup>nd</sup> December 2017.

### **19. Health & Safety Policy**

- a. Councillors received the updated H&S Policy from Ellis Whittam.
- b. Councillors received the H&S Policy Statement and the Town Clerk will sign the statement on behalf of the Council.
- c. After a proposal from Cllr Neville, seconded by Cllr Sinnott, it was **WTC/113/1718 RESOLVED** that delegated responsibility for Health & Safety Policy will be passed to the Parks, Public Realm and Civic Centre Committee.

### **20. Whitchurch Town Council Christmas Report 2017**

Whitchurch Town Councillors received a report on the Christmas Lights Switch-on event and plans for 2018 from the Town Centre Manager. Councillors would like an evaluation of the event written to include how the event can be improved.

### **21. CONFIDENTIAL BUSINESS**

After a proposal from Cllr Neville, seconded by Cllr O'Neill, it was **WTC/114/1718 RESOLVED** that under the Public Bodies (Admissions to Meetings) Act 1060, 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. Joint Cemetery Board**

After a proposal from Cllr Duffy, seconded by Cllr McAuley, it was **WTC/115/1718 RESOLVED** that Whitchurch Town Council become the lead authority for the joint cemetery arrangement. The Clerk was requested to inform Marbury Parish Council that it is Whitchurch Town Council's intention to be the lead authority, as it is a statutory obligation

for local councils according to Local Government Act 1072 s214 Burials and Crematoria. The Clerk was requested to also invite the Clerk to the current Joint Cemetery Board to be employed by Whitchurch Town Council.

**23. Contract to Clean and Maintain Public Toilets**

After a proposal from Cllr Sinnott, seconded by Cllr Neville, it was **WTC/116/1718 RESOLVED** to change the date to 1<sup>st</sup> January 2018 on both contracts.

After a proposal from Cllr Sinnott, seconded by Cllr O'Neill, it was **WTC/117/1718 RESOLVED** to accept the renewed contract with Healthmatic for a 3 year period.

**24. Electrical Work Tender**

After a proposal from Cllr Sinnott, seconded by Cllr Hall, it was **WTC/118/1718 RESOLVED** to accept the quote from Barlows, but to delete all items referring to market hall lighting as this will be treated separately.

**25. Town Centre CCTV**

Following the annual service, Security Wise report that the ANPR camera is not working. The Clerk has been in touch with the Safer Shropshire Partnership and Safer Neighbourhood Team to request funding to repair the camera, both organisations have stated that as the camera is owned by Whitchurch Town Council they cannot fund the repair. After a proposal from Cllr Chesters, seconded by Cllr O'Neill, it was **WTC/119/1718 RESOLVED** to not repair this camera as Whitchurch Town Council would not use the footage from it.

**Meeting closed at 9.11pm.**

**Chairman.....**

**Date.....**