



Minutes of the meeting of Broseley Town Council
held at 7.00 pm on Tuesday, 10th May 2011
at the Birchmeadow Centre, Broseley

Standard abbreviations to be used throughout:

Shropshire Council:	SC
Association of Local Councils:	ALC
Local Joint Committee	LJC
Telford & Wrekin Council	T&W

43. PRESENT

Councillors D Armstrong, R Childs, A Cooke, Mrs R Howells, Ms J Jones, R Parker, I Pickles, A Taylor.

44. IN ATTENDANCE

Town Clerk, PC Sean Kinson, several members of the public.

45. APPOINTMENT OF MAYOR

Nominations were invited for the position of Mayor for 2011/12.

RESOLVED that Councillor Rob Parker be appointed Mayor for the ensuing year.

Councillor Parker duly signed the Declaration of Acceptance of Office and took the Chair.

46. ELECTION OF DEPUTY MAYOR

RESOLVED to confirm Deputy Mayor Elect, Councillor Derek Armstrong, as Deputy Mayor for the ensuing year.

47. PUBLIC PARTICIPATION

- a. Mr Derrick Pountney updated Members on rights of way matters. He reported that he had walked all the paths in Broseley parish in the last couple of weeks and all were in good order.
- b. Mr Mike Kaiser informed Members that Mr Dave Platt would be standing down as Birchmeadow Centre Manager in June, a position he had held since the Council acquired the Centre. Mr Kaiser described how the Centre had been developed by a team of volunteers and hoped that the partnership with the Council would continue to be fruitful.

48. APOLOGIES

Councillor Walker – family commitment.

49. DECLARATIONS OF INTEREST

The following Declarations of Interest were announced:

Cllr Armstrong

Agenda item no. 20 Birchmeadow Centre. Personal. Minute no. 64.

Cllr Childs

Agenda item no. 20 Birchmeadow Centre. Personal and Prejudicial. Minute no. 64.

Agenda item no. 21 Birchmeadow Centre Extension. Personal and Prejudicial. Minute no. 65.

Cllr Cooke

Agenda item no. 20 Birchmeadow Centre. Personal. Minute no. 64.

Cllr Mrs Howells

Agenda item no. 21a/b Birchmeadow Centre Extension. Personal and Prejudicial. Minute no. 65.

Cllr Ms Jones

Agenda item no. 20 Birchmeadow Centre. Personal. Minute no. 64.

Agenda item no. 21 Birchmeadow Centre Extension. Personal. Minute no. 65.

Agenda item no. 22 MUGA. Personal. Minute no. 66.

Cllr Parker

Agenda item no. 21a/b. Birchmeadow Centre Extension. Personal and Prejudicial. Minute no. 65.

Cllr Pickles

Agenda item no. 21 Birchmeadow Centre Extension. Personal. Minute no. 65.

Agenda item no. 23 Local Joint Committee. Personal. Minute no. 67.

50. MAYOR'S ANNOUNCEMENTS

The Mayor expressed his thanks to Councillors for electing him as Mayor. He looked forward to taking on the role and duties.

The Mayor invited suggestions from Councillors on how to reduce and better manage the agendas in future.

RESOLVED to take agenda item 31 and following items at 8.30pm, to allow for full discussion, with other items being deferred as necessary.

51. PUBLIC MINUTES OF THE MEETING HELD ON 12TH APRIL 2011

RESOLVED to approve the public minutes of the meeting held on 12th April as a true record of the proceedings.

52. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 12TH APRIL

Item 5 Car Park at the rear of the Birchmeadow Centre: Councillor Ms Jones had been notified by Amy Davies of SC that the conditions of the Community Spaces grant for the Birchmeadow Park improvements specified that the Park should stay under the control of SC for five years and so the car park could not be transferred to the Town Council. One year had already passed. This fact could have implications for the patio area planned, although it should be possible to come to an arrangement with SC. Progress needed to be made with the lease agreement.

A letter had been received from Kim Ryley of SC in response to the Town Council's letter of support for Carolyn Healy. SC was trying to identify an alternative role for her.

Item 13/368b CCTV. The Clerk had contacted the Practice Manager at the Health Centre, who understood that the existing system had been funded by a police grant. She had some concerns about expanding the system and its management and maintenance. PC Sean Kinson offered to make enquiries about the system.

Item 22c The asbestos survey of the Birchmeadow Centre would be carried out on 11th May.

Item 26 Bus shelter. The Clerk reported that she had been approached by the owner of The Pheasant, Ms Laura Cannon, who had expressed concern about anti-social behaviour associated with the bus shelter and complaints from neighbours. PC Kinson was not aware of any particular issues regarding anti-social behaviour. The Council agreed to take Ms Cannon's views into consideration.

Item 27 Street lighting maintenance contract. Quotations had been received from E.ON,

the existing contractor, and Prysmian, SC's current contractor. Although not directly comparable, the Prysmian quotation appeared to give better value.

RESOLVED to move the maintenance contract to Prysmian.

53. APPOINTMENTS TO THE FINANCE COMMITTEE

RESOLVED to appoint the following Members to the Finance Committee:

Councillor Armstrong
Councillor Childs
Councillor Mrs Howells
Councillor Pickles

54. APPOINTMENTS TO THE PLANNING COMMITTEE

Resolved to appoint the following Members to the Planning Committee:

Councillor Cooke
Councillor Taylor

Two vacancies remaining, to be filled following the co-option of the new Councillors
In the meantime, the Mayor and/or Deputy Mayor would attend meetings as ex-officio members with voting rights.

55. APPOINTMENTS TO THE PERSONNEL COMMITTEE

RESOLVED to appoint the following Members to the Personnel Committee:

Councillor Cooke
Councillor Mrs Howells
Councillor Ms Jones
Councillor Taylor

56. APPOINTMENTS TO THE CEMETERY COMMITTEE

RESOLVED to appoint the following Members to the Cemetery Committee:

Councillor Armstrong
Councillor Childs
Councillor Taylor
One vacancy

57. APPOINTMENTS TO OUTSIDE BODIES

a. RESOLVED to appoint the following Members to the Birchmeadow Centre Management Committee:

Councillor Armstrong
Councillor Ms Jones

b. RESOLVED to appoint the following Members to the Birchmeadow Park Management Committee:

Councillor Childs
Councillor Pickles
Councillor Taylor

c. RESOLVED to appoint the following Members to the Victoria Hall Management Committee:

Councillor Childs
Councillor Mrs Howells

d. RESOLVED to appoint the following Members to the Local Joint Committee:

Councillor Armstrong
Councillor Pickles

Reserves: Councillors Mrs Howells and Parker

e. RESOLVED to appoint the following Members to the MUGA Group:

Councillor Childs
Councillor Ms Jones
Councillor Pickles

- f. **RESOLVED to appoint the following Members to the Bridgnorth and Shifnal Area Committee of ALC:**
Councillor Armstrong
Councillor Parker
- g. **RESOLVED to appoint the following Member to the Severn Gorge Countryside Trust (SGCT):**
Councillor Cooke

Mrs Carol Cooper, the Council's previous representative, had indicated that she would be pleased to continue to serve on the SGCT and the Clerk was asked to write and ask whether both representatives could be involved.

- h. **RESOLVED to appoint the following Member to the Ironbridge Gorge World Heritage Site Steering Group**
Councillor Taylor

Mrs Carol Cooper, the Council's previous representative, had indicated that she would be pleased to continue to serve on this body and the Clerk was asked to write and ask whether both representatives could be involved.

58. APPOINTMENT OF TREE WARDEN

Broseley's current tree warden was Mrs Carol Cooper. If Mrs Cooper did not wish to continue in this capacity, Councillor A Cooke offered to take on the role. The Clerk was asked to check with Mrs Cooper.

59. VACANCIES FOR COUNCILLORS

The Clerk reported that no election had been called and the Council was therefore free to co-opt.

The Clerk was asked to advertise the vacancies for a further two weeks, requesting written submissions from anyone interested in becoming a Councillor. Once the deadline had passed the Clerk should consult the Mayor and Deputy to arrange a convenient date and time to invite Councillors to meet the applicants.

60. FINANCE

Members noted the report from the Finance Committee.

RESOLVED to adopt the minutes of the last Finance Committee meeting.

61. FINANCIAL REGULATIONS

Members considered the new draft Financial Regulations recommended for adoption by the Finance Committee.

RESOLVED to adopt the draft Financial Regulations, with the proviso that authority be given to the Finance Committee and Council to review the regulations and make changes if necessary before the expiry of six months to address any issues which may become apparent as a result of new operating procedures.

62. PLANNING

Dark Lane development: Councillor Ms Jones reported that the developers had met SC on 28th April and that it was expected that the plans would be changed in several areas. Richard Fortune of SC Planning Department had attended the recent LJC meeting and had taken questions on the application. He had advised the developers that they should consult. Councillor Ms Jones would request that SC's planning department keep the Town Council

informed of progress. Members agreed that it was also important to keep residents informed and Councillor Ms Jones, Councillor Cooke and the Clerk would liaise to ensure residents with good communication networks were kept up to date.

63. CEMETERY MATTERS

- a. No report as the meeting scheduled for 18th April had been cancelled.
- b. Councillor Armstrong had contacted the Conservation Officer at SC and the body responsible for listing buildings. He had been advised that a building is usually recommended for listing by somebody trying to stop work being carried out, rather than by the owner. There appeared to be no specific benefits to the Chapel being listed.

RESOLVED not to apply for the Chapel to be listed.

RESOLVED to invite the SC Conservation Officer to view the Chapel and offer advice.

Having declared a prejudicial interest in the following item, Councillor Childs left the meeting.

64. BIRCHMEADOW CENTRE

- a. Report from Councillor Armstrong:
 - the Management Committee had discussed improving the front of the building. A new name board was to be fitted in the existing slots high up on the wall.
 - Peter Tyler was writing new procedures for the Centre.
 - the future of the lounge bar had been discussed. It was noted that every time the pipes were cleaned a large quantity of beer was lost due to the length of the pipes.
 - Councillors Armstrong and Pickles undertook to try to improve planting around the Centre with the help of Broseley in Bloom.
 - The Council's representatives were asked to suggest that any appointments of new staff be on a temporary basis, pending phase 2 of the Centre's development and subsequent changes.

The Clerk reported that written confirmation had been received from Severn Trent Water that no further action was required with regard to the water connection for the extension.

- b. Members noted the accounts and looked forward to having the wage costs included.
- c. **RESOLVED to pay the first tranche of the annual grant to the Birchmeadow Centre in the amount of £4,000.**
- d. **RESOLVED to pay for training in how to monitor the water temperature in the Birchmeadow Centre as part of the legionella precautions if the Management Committee was able to find somebody to take on this duty.**

Items 20e to h were deferred to the next meeting.

65. BIRCHMEADOW CENTRE CAFE EXTENSION

- a. Report – deferred until next meeting.

Having declared a prejudicial interest in the next item, the Mayor and Councillor Howells left the meeting.

- b. **RESOLVED to approve payment of the commissioning invoice from Johnson Design Partnership in the amount of £840 plus VAT.**

The Mayor, Councillors Mrs Howells and Childs returned to the meeting.

66. MUGA

Deferred until next meeting.

67. LOCAL JOINT COMMITTEE

Deferred until next meeting.

68. SUMMER PLAY SCHEME

The Clerk reported that Mrs Denise Sayer was willing to organise a summer play scheme for 5 – 11 year old children during the summer holidays on behalf of the Council.

RESOLVED to run a summer play scheme during the school holidays.

The scheme would run for three weeks, rather than four, if this was more convenient for those involved. The Clerk was asked to make the necessary arrangements.

69. SPAR CAR PARK

Deferred until next meeting.

70. HIGHWAYS MATTERS – CHURCH STREET

Councillor Armstrong had received complaints about the volume of heavy traffic using Church Street. There had also been complaints about parking in the street. There were currently no restrictions on either large vehicles or parking.

Councillor Ms Jones would take up the issue of heavy vehicles with the traffic officer at SC.

71. SHROPSHIRE COUNCIL – SITE ALLOCATIONS AND MANAGEMENT OF DEVELOPMENT PLAN

Deferred until next meeting.

72. PAYMENT OF SALARY, WAGES, PAYE AND SUPERANNUATION

- a. **RESOLVED to pay salary and wages due to employees for the financial year ending March 2012.**
- b. **RESOLVED to pay tax and superannuation due for employees for the financial year ending March 2012.**

73. ACCOUNTS FOR PAYMENT

RESOLVED to approve and pay the following accounts:

To	For	Net	VAT	Gross
Shropshire Council	CCTV Refund	10,000.00	0	10,000.00
Dave's Auto Svs	Van MOt and repairs	247.37	41.47	288.84
TFM	Work boots	27.64	0	27.64
Delivery man	Town Talk delivery	250.00	0	250.00
E Davis & Son	Hardware	14.75	2.95	17.70
ASLES	Portaloo	86.00	17.20	103.20
Broseley TC	Petty cash J Foden	75.00	0	75.00
SC Pension Fund	Annual deficit lump sum	600.00	0	600.00
Veolia	Waste disposal	99.92	19.98	119.90
Thomas Consulting	B'meadow roof inspection	190.00	38.00	228.00
HRM&C	PAYE	1,006.65	0	1,006.65
SC Pension Fund	Superannuation April	920.59	0	920.59

Accounts paid between meetings: Wages and salary

74. CORRESPONDENCE RECEIVED

- a. Letter regarding charges for traffic management related services from Shropshire Council. *Noted.*
- b. Letter from Shropshire Council regarding the management of advertising "A" boards on footpaths. *Noted.*
- c. Invitation to attend Lower Severn Flood Forum on Wednesday, 25th May at 2.00pm at the Council Offices, Westgate, Bridgnorth. *Noted.*
- d. Copies of new documents produced by Shropshire Council: *Noted.*
Sustainability, Environment and Climate Change Policy
A Climate Change Guide for Communities
Shropshire Historic Community Climate Change Guidance Document
- e. Invitation to the next meeting of the Shropshire Low Carbon Communities Network on 16th June, 6.00 – 8.00pm at Shirehall. *Noted.*
- f. Invitation to Severn Gorge Countryside Trust Open Afternoon on Wednesday, 18th May between 3.00 and 7.00pm at the offices in Darby Road, Coalbrookdale. *Noted.*
- g. Information from SC on Market Towns Revitalisation Programme. *Noted.*

75. EXCLUSION OF PUBLIC AND PRESS

RESOLVED that by the Public Bodies (Admission to Meetings) Act 1960 and under Section 100(A) of the Local Government Act 1972, the public and press be excluded for the following items of business, on the grounds they involve the likely disclosure of exempt information as defined in the Acts:

Agenda items

32. DAMAGE TO CEMETERY WALL

- a. To note any response to correspondence and agree how to proceed.
- b. To consider the need for an electric fence to prevent further damage.

Minute no. 76.

33. CONFIDENTIAL MINUTES OF THE MEETING HELD ON 12TH APRIL 2011

To confirm the minutes of the confidential part of the meeting held on 12th April 2011.

Minute no. 77.

34. MATTERS ARISING FROM THE CONFIDENTIAL MINUTES OF THE MEETING HELD ON 12TH APRIL 2011

To discuss any matters arising from the confidential minutes of the meeting held on 12th April not appearing elsewhere on the agenda.

Minute no. 78.

35. CONFIDENTIAL MINUTES OF THE EXTRAORDINARY MEETING HELD ON 21ST APRIL 2011

To confirm the confidential minutes of the meeting held on 21st April 2011.

Minute no. 79

36. MATTERS ARISING FROM THE CONFIDENTIAL MINUTES OF THE EXTRAORDINARY MEETING HELD ON 21ST APRIL

To discuss any matters arising from the confidential minutes of the meeting held on 21st April not appearing elsewhere on the agenda.

Minute no. 80.

Chairman