Minutes of an Ordinary Meeting of Wem Town Council held on Thursday 27th July 2023
at 7 p.m. in the Town Council Meeting Room, Wem Library, High Street, Wem

Present:- Councillors, G Soul (Mayor), R Barker, P Broomhall, R Drummond, R Gascoigne, D Hill,

M Hoffmann, P Johnson, M Meakin, D Parry (Deputy Mayor), E Towers.

Mrs P O’Hagan (Town Clerk).

4 members of the public present.

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| **518/23** | **To note apologies for absence received.**The following apologies received were noted Cllrs Glover, Granger and Dodd. |
| **519/23** | **Disclosure of Pecuniary Interests.**a) To receive any disclosure of pecuniary interest - Members are reminded that they must not participate in the discussion or voting on any matter in which they have a Disclosable Pecuniary Interest and should leave the room prior to the commencement of the debate.The following interests were declared

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| **Councillor** | **Item** | **Dispensation** |
| Cllrs Towers and Broomhall | Twin-hatted members declared a personal interest in any matters relating to the Town Council’s relationship with Shropshire Council | Dispensations to allow participation and voting on all matters relating to Shropshire Council |
| Cllr Towers | Item 527/23 Bias interest as director of WSLC | To allow participation but **not** **vote** on all matters relating to Wem Swimming & Lifestyle Centre (item 57/21b/21 Minutes 30.9.21) |

b) To consider any applications for Dispensations under s33 of the Localism Act 2011. None received. |
| **520/23** | **Public Participation -** a period of 15 minutes will be set aside for residents of Wem Town to speak.A member of the public asked questions about Shropshire Council’s purchase of The White Horse and questioned what the business case was for the purchase.Restriction of the High Street – are there any plans for reviewing the Wem Design Statement as these are out of date. |
| **521/23** | **Council Minutes -** to approve as a correct record the minutes of the meeting of the Town Council held on 29th June 2023.**RESOLVED:- To approve as a correct record the Minutes of Meeting of the Town Council held on 29.6.23 and they were duly signed by The Mayor as a true record.**  |
| **522/23** | **Progress report** - To consider the Clerks progress report on decisions made at previous meetings.**RESOLVED:- To note the progress report.** |
| **523/23** | **Planning Applications**a) to note the recent planning decisions.**RESOLVED:- To note.**  b) to consider the following planning applications**23/02972/TCA** 73 New Street, Wem, SY4 5AF Proposal: Fell 1no Acer within Wem Conservation Area.**RESOLVED:- To support on grounds the tree is too close to the building.****23/02741/FUL** 61 Noble Street Wem Shrewsbury Shropshire SY4 5DTProposal: Conversion of existing outbuilding into residential annexe with associated works.**RESOLVED:- To support the application as it will improve a building in the conservation area.** **23/02742/LBC** 61 Noble Street Wem Shrewsbury Shropshire SY4 5DTProposal: Conversion of existing outbuilding into residential annexe with associated works.**RESOLVED:- To support the application as it will improve a building in the conservation area.****23/02953/FUL** 61 Noble Street Wem Shrewsbury Shropshire SY4 5DTProposal: Erection of outbuilding.**RESOLVED:- To support the application as it will not impact on the conservation area.**c) Place Plan – to consider response to consultation on place plans.The Clerk explained that she had held a meeting with the place plan officer and the reason why some of the strategic items listed in the previous place plan were missing from the new plan was due to the fact they were awaiting comments from strategic partners on those projects before they could be uploaded.**RESOLVED:- To add the following items for inclusion in the place plan**

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| **Project title**  | **Description** |
| Highway and footway improvements | New traffic scheme to deal with additional traffic as a result of new development (Wem Town). Improvements to camber and width of pavements within the town centre and associated streets to assist users of wheelchairs, mobility scooters/strollers and pushchairs alike.  |
| Improvements to sporting facilities Butler Sports Centre  | Installation of an all weather pitch and creation of sports and leisure space to replace the demolished sports and social facilities at Butler Sports Centre.  |
| Wem Swimming and Lifestyle centre | Renovation project to enhance and expand the centre and reduce its reliance on oil as a means of heating. |
| Improvement of Recreation Ground Sports Facilities  | The Playing Pitch Strategy had identified the need to improve the facilities to include new changing rooms.  |
| Town Centre regeneration (Wem Town) | Renovation of redundant buildings in the Town Centre in particular the White Horse and Morgan Library as well as improvements to shop fronts. |
| Acquisition of more burial space  | Land for burials will be required as Love Lane Cemetery only has capacity for an additional 10 years. |
| Acquisition of more allotment space | Land for additional allotments will be required to meet demand as the town expands.  |
| Rapid Electric Vehicle Charging points | Rapid charging points needed in the town. |
| Creation of informal recreation areas | Desire for informal recreation wildlife space to be created in the town adjacent to the River Roden. |

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| **524/23** | **Finance and Accounts for Payment**a) Budget report – to consider.**RESOLVED:- To note the budget report.**b) Internal Control checks – to note. It was reported that the internal control checks were up to date.**RESOLVED:- To note.**c) Accounts for payment - to approve accounts for payment.**RESOLVED:- To approve the following payments****Direct Debits and payments made prior to meeting.**

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| **Supplier** | **Service** | **Net** | **Vat** | **Gross** | **BACS no** |
| Shropshire Council | Salaries July HMRCPensions | 6220.562264.792093.25 |  | 6220.562264.792093.25 | BACSPAYBACSHMRC BACSLGPS |
| ICO | Data Protection Fee | 35.00 | 0.00 | 35.00 | DD20.23 |
| Waterplus | Car Park 7.6-7.7 | 44.15 | 0.00 | 44.15 | DD21.23 |
| Business2Business | Telephone / broadband | 108.47 | 21.69 | 130.16 | DD22.23 |
| WME  | Car Park Toilets May | 60.91 | 3.05 | 63.96 | DD23.23 |
| EE | Mobile Phones | 26.59 | 5.32 | 31.91 | DD24.23 |
| Unity Bank | BACS Charges – June | 17.54 | 0.00 | 17.54 | DD25.23 |
| WME | Car Park Toilets June | 126.85 | 6.34 | 133.19 | DD26.23 |
| Lloyds Bank | Corporate Card charges  | 3.00 |  | 3.00 | CC4 |

| **Supplier** | **Service** | **Net** | **Vat** | **Gross** | **Chq / BACS No** |
| --- | --- | --- | --- | --- | --- |
| Healthmatic | Recreation Toilets | 434.86 | 86.97 | 521.83 | 69.23 |
| Hunter Lloyd | PAT Testing shed | 42.50 | 8.50 | 51.00 | 70.23 |
| ISM-IT | Computer Support July | 99.99 | 20.00 | 119.99 | 71.23 |
| Shropshire Council | Rent 2nd Qrt | 3835.50 | 0.00 | 3835.50 | 72.23 |
| PG Skips | Skip cemetery | 240.00 | 48.00 | 288.00 | 73.23 |
| PG Skips | Bin emptying CemeteryBin emptying Rec.Total | 39.6462.04101.68 | 20.32 | 122.00 | 74.23 |
| Information Solutions Ltd | Website annual fee | 190.00 | 38.00 | 228.00 | 75.23 |
| Healthmatic  | Cleaning Car Park Toilets | 799.33 | 159.87 | 959.20 | 76.23 |
| DW Evans | Gravedigging May June | 1670.00 | 0.00 | 1670.00 | 77.23 |
| Shropshire Phone Repairs – J Farnell | Mobile phone Litterpicker | 30.00 | 0.00 | 30.00 | 78.23 |
| Shropshire Council | Health Surveillance | 88.00 | 17.60 | 105.60 | 79.23 |
| Viking | Stationery | 114.46 | 15.39 | 129.85 | 80.23 |
| Security Wise | CCTV Call Out | 207.00 | 41.40 | 248.40 | 81.23 |
| SLCC  | Local Council Administration Manual | 141.00 | 0.80 | 141.80 | 82.23 |
| Mark Fitton | Bus shelter cleaning | 85.00 | 0.00 | 85.00 | 83.23 |
| Shropshire Council | Training Licences | 120.00 | 24.00 | 144.00 | 84.23 |
| Play Safety Ltd | Playground inspections | 600.00 | 120.00 | 720.00 | 85.23 |
| Highline Electrical | PAT Testing – Office | 28.80 | 5.76 | 34.56 | 86.23 |
| Security Wise | CCTV relocation (final invoice) | 2616.00 | 523.20 | 3139.20 | 87.23 |
| SALC | Training | 60.00 | 0.00 | 60.00 | 88.23 |

d) To approve procedure for payment of accounts over summer recess. **RESOLVED:- to delegate authority to the Mayor, Deputy Mayor and Town Clerk to approve the following payments during the Summer recess.*** **Regular monthly payments.**
* **Payments that orders have been issued for.**
* **Any emergency payments.**
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| **525/23** | **Christmas Lights and Festival**a) to consider the recommendations of the Christmas Lights Working Party concerning the award of the tender for the upgrade and installation of the Town’s Christmas lights.**RESOLVED:- To award the Christmas Lighting Contract from 1.9.23 – 31.8.26 to Highline Electrical.**b) to consider notes from Events Liaison Group meetings held 6.7.23 and 25.7.23.**RESOLVED:- To approve the notes.** |
| **526/23** | **Love Lane Cemetery** a) Extension works – to consider notes from working party site meeting 4.7.23.**RESOLVED:- To note the report and approve the following recommendations** * **That the Clerk is instructed to seek quotes for the installation of a path between rows 26 and 27 with a specification to match the existing path.**
* **At the same time as the path installation the contractor will be asked to quote for repairs to surface on the access road.**
* **That as part of the extension works the existing water trough at the far end of the extension area is changed to a tap.**
* **That the contractor who installed the original metal fencing be asked to quote to continue the fencing as he knows the site and is aware of its sensitivity and constraints.**

b) to consider request received to install a path to grave 501.It was explained that grave 501 was in row 24 and row 25 already had several graves located in it. Therefore, it was not possible to place a path in the location identified on the plan as it would run over graves. Due to the need to have a buffer of 1 row during construction works to ensure no disturbance of recent graves the most appropriate location for a new path would be between rows 26 and 27. The view was expressed that the creation of a dog leg at the end of the path direct to the grave would use up grave space in the cemetery.**RESOLVED:- not to approve the request to install path direct to grave 501.** |
| **527/23** | **Wem Swimming and Lifestyle Centre –** to receive an update on pool liner works and consider request to increase admission prices.Cllr Towers updated on the proposed price increases and explained that they would be reviewed.**RESOLVED:- To approve the price increases.** |
| **528/23** | **Wem Town Hall Liaison Group meeting 18.7.23 –** to consider notes from this meeting and any recommendations.**RESOLVED:- To note the report.** |
| **529/23** | **Outside Market report -** to consider report undertaken as part of the UKSPF Project and receive an update on current situation regarding Wem Outdoor Market.**RESOLVED:- To note the report.**   |
| **530/23** | **Skate ramp enhancement –** to consider quote received to improve the skate ramps on Wem Recreation Ground and add a grind rail.**RESOLVED:-** * **To suspend financial regulations to permit only one quote to be considered.**
* **To approve the quote for the refurbishment of the skate ramps on Wem Recreation Ground and the installation of 2 grind rails as per the quote.**
* **To delegate authority to the Town Clerk and Groundsman to decide the colour scheme.**
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| **531/23** | **GP Surgery** a) to discuss concerns over accessing appointments at Wem and Prees Medical Practice (at request of Cllr Meakin) and consider report received from the Practice Manager. Councillors discussed concerns about the time it takes for appointments and the view was expressed that the GP Practice, Pharmacy and Hospitals need to work together better.**RESOLVED:- To note the comments and report submitted by the Practice Manager.**b)To consider nominating a Town Councillor to be a representative on Wem and Prees Medical Practice’s Patient Participation Group**RESOLVED:- To note the report and nominate Cllr Meakin and Cllr Gascoigne to represent the Town Council on the Patient Participation Group.**  |
| **532/23** | **Car Park Toilets –** to consider quote for painting the toilet doors.**RESOLVED:- To approve the painting quote submitted.** |
| **533/23** | **Reports**a) to receive written reports from the Council’s representatives to other bodies.No written reports received b) to receive a written report from Shropshire Councillors Broomhall and Towers.**RESOLVED:- To note the reports.** |
| **534/23** | **Future agenda items** – for consideration Councillor’s opportunity to raise items for inclusion on the next agenda – *Councillors are respectfully reminded that this is not an opportunity for debate or decision making.*Town Council’s social media interaction for discussion at the October meeting - Cllr Soul. |
| **535/23** | **Dates of future meetings** – to note the date and time of September meeting. **RESOLVED:- That the next meeting will be held on Thursday 28th September 2023at 19.00.** |
| **536/23** | **Exclusion of Public and Press**To resolve that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, the public and press be excluded from the meeting in accordance with Section 1 of the Public Bodies (Admission to Meetings) Act 1960.**RESOLVED:- To exclude the press and public.****a) Office lease extension** - to discuss. It was reported that discussion had taken place about extending the lease beyond January 2024 although nothing had been confirmed in writing.  |

Meeting ended 20.30

 Mayor………….…………………..