

Minutes of an Ordinary Meeting of Wem Town Council held on Thursday 26th June 2025
at 7pm in the Town Council Meeting Room, Wem Library, High Street, Wem

Present: - Cllrs D Parry (Mayor), B Barker (Deputy Mayor), M Hudson, R Gascoigne, D Hill, M Meakin, G Soul, E Towers, M Hoffmann, B Cotterell, L Gilchrist, G Nash.

Mrs P O'Hagan (Town Clerk)

3 members of the public present.

32/25-29 To note apologies for absence received.

RESOLVED:- that apologies received from Cllr Johnson and Broomhall are noted.

33/25-29 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.

None declared

b) To consider any applications for Dispensations under s33 of the Localism Act 2011.

RESOLVED:- to award dispensations to

- **Cllr Soul to permit him to speak but not vote on all matters relating to Wem Town Hall and speak but not vote on all matters relating to NS Wheelers.**

34/25-29 Public Participation - a period of 15 minutes will be set aside for residents of Wem Town to speak.

A member of Wem Civic Society raised the following items

Is there an update on plans for development at Edinburgh House and Minton House as they are becoming eyesores.

Planning application related to 64 High Street there is a need to ensure that the materials used in any renovation are in keeping with the conservation area.

Cllr Towers joined the meeting at 19.05

35/25-29 Council Minutes - to approve as a correct record the minutes of the meeting of the Town Council held on 29.5.25.

RESOLVED:- To approve as a correct record the minutes of Meeting of the Town Council held on 29th May 2025 and they were duly signed by The Mayor as a true record.

36/25-29 Progress report - to consider the Clerks progress report on decisions made at previous meetings.

RESOLVED:- to note the progress report.

37/25-29 Planning Applications

a) to note the recent planning decisions.

RESOLVED:- to note the planning decisions.

b) To consider the following planning applications

i) 25/01836/LBC - Conversion of existing beauty clinic into 4no. apartments and 1no. 4 Bedroom HMO. Replacement windows and doors and repairs: - 64 High Street, Wem, SY4 5DW.

RESOLVED:- to support the application as it will bring an empty building into residential use.

ii) 25/01835/FUL - Conversion of existing beauty clinic into 4no. apartments and 1no. 4 Bedroom HMO. Replacement windows and doors and repairs. - 64 High Street, Wem, SY4 5DW.

RESOLVED:- to support the application as it will bring an empty building into residential use.

iii) 25/01880/LBC - Works to remove ground floor internal walls to create open space for an off license and grocery shop, removal of a window and install a new door on rear side elevation, installation of new shop signage: - 41 High Street, Wem, Shropshire

RESOLVED:- to support the application as it will bring an empty building on Wem High Street back into use. However if permission is granted a condition must be placed as part of any permission to ensure that the external shop signage is in keeping with the conservation area.

iv) 25/01943/OUT- Outline application (to include access) for demolition of existing truck shop and erection of 3 detached dwellings: - J Jenkins Spares Ltd, Love Lane Works, Love Lane, Wem, Shrewsbury.

RESOLVED:-to support the application as it will improve the site and is an appropriate development in keeping with the area.

v) 25/01957/FUL - Proposed internal reconfiguration works to ground floor. Replacement door to rear and provision of new window. Minor adjustment to single storey flat roof to rear: Wem Baptist Church, Chapel Street, Wem.
Cllr Towers declared an interest in this application as a member of Wem Baptist Church and took no part in discussions

RESOLVED:- not to comment.

vi) 25/01958/LBC -Proposed internal reconfiguration works to ground floor. Replacement door to rear and provision of new window. Minor adjustment to single storey flat roof to rear: Wem Baptist Church, Chapel Street, Wem.

RESOLVED:- not to comment.

Cllr Towers returned to the room

vii) 25/01989/TCA - Crown reduce back to old pruning points, by up to 1.5m of 1no Western Red Cedar (T4) & reduce back from BT cable by 1m 1no Hawthorne (H6), fell dead tree (T8), reduce back overhang to neighbouring garden by 1.5m and reduce height by 2m group of Spruce, Scots Pine, Holly & Lawson Cypress (G12) within Wem Conservation Area. 14 Chapel Street, Wem, SY4 5ER.

RESOLVED:- not to comment.

38/25-29 Finance and Accounts for Payment.

a) Budget report – to consider.

RESOLVED:- to note the budget report to 26.6.25.

b) Internal Control checks – to note.

RESOLVED:- to note that the internal control checks carried out by The Mayor are up to date.

c) Accounts for payment - to approve accounts for payment.

RESOLVED:- to approve the following payments.

Direct Debits and payments made prior to meeting.

Supplier	Service	Net	Vat	Gross	BACS no
Shropshire Council	Salaries	£7,047.01		£7,047.01	BACSPAYROLL
	HMRC	£3,033.07		£3,033.07	BACS HMRC
	Pensions	£2,215.53		£2,215.53	BACS LGPS
West Mercia Energy	Car park toilet energy 1.4.25 - 30.4.25	£85.26	£4.26	£89.52	DD 14.25
B2B	Phone/Broadband	£127.63	£25.53	£153.16	DD 15.25
Waterplus	Car Park Toilet Water 8.5.25 - 8.6.25	£53.53		£53.53	DD 16.25
Lloyds Bank	Credit Card Balance	£241.86		£241.86	DD 17.25
EE	Mobile Phones	£30.00	£6.00	£36.00	DD 18.25
Unity Trust Bank	Transaction charges	£10.05		£10.05	DD 19.25
Unity Trust Bank	BACS charges May	£17.54		£17.54	DD 20.25
Waterplus	Allotments Water 12.5.25-12.6.25	£43.74	£8.75	£52.49	DD 21.25
Waterplus	Rec Toilets 16.9.24 - 14.12.24	£65.16	£6.20	£61.77	DD 22.25
Unity Trust Bank	Cheque Charges 5.3.25 - 3.6.25	£14.10	£0.00	£14.10	DD 23.25
Total DDs / Early Payments				£13,025.63	

Credit Card Payments (for Information only)

Lloyds Bank	Monthly Charge	£3.00	£0.00	£3.00	CC 6.25
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Payments

Supplier	Service	Net	Vat	Gross	Chq / BACS No
DANFO	Toilet cleaning June - balance			£1,112.00	75.25

PG Skips	Cemetery Bins	£46.64	£9.32	£55.96	76.25
PG Skips	Cardboard Bin	£37.90	£7.60	£45.50	77.25
PG Skips	Rec Bins	£73.00	£14.60	£87.60	78.25
JDH Business Serv	Internal Audit Fees	£364.00	£72.80	£436.80	79.25
Highline	Annual Streetlight Survey	£2,360.00	£472.00	£2,832.00	80.25
Sign & Poster	Summer in Wem banner	£150.00	£30.00	£180.00	81.25
ISM IT	IT Support	£340.39	£68.08	£408.47	82.25
DW Evans	Gravedigging May	£320.00		£320.00	83.25
Hunter Lloyd	Rec Toilet electrics	£75.00	£15.00	£90.00	84.25
Highline	Erection of bunting	£1,846.37	£369.27	£2,215.64	85.25
David Murray	Floral Planters	£200.00		£200.00	86.25
Sutcliffe Play	Playground part	£40.60	£8.12	£48.72	87.25
A Roberts	Car Parking	£63.12	£12.48	£75.60	88.25
ISM IT	CCTV Desktop	£826.00	£165.20	£991.20	89.25
Ricoh	Photocopier Charges	£184.70	£36.94	£221.64	90.25
M Fitton	Bus Shelter Cleaning	£85.00		£85.00	91.25
Tim Moody*	Market Deposit Refund	£20.00		£20.00	92.25
Laura Groome*	Market Deposit Refund	£20.00		£20.00	93.25
Sandra Hands*	Market Deposit Refund	£20.00		£20.00	94.25
Helen Smith*	Market Deposit Refund	£20.00		£20.00	95.25
S Salisbury (Glanville)	Market Deposit Refund	£20.00		£20.00	96.25
Amy Hughes*	Market Deposit Refund	£20.00		£20.00	97.25
Powells Pies*	Market Deposit Refund	£20.00		£20.00	98.25
ISM It	Computer Upgrade	£501.00	£100.20	£601.20	99.25
Highline	Light Shield	£350.00	£70.00	£420.00	100.25
Screwfix**	Padlock	£9.99	£2.00	£11.99	101.25
Screwfix**	Padlock	£13.99	£2.80	£16.79	

39/25-29 Finance and Corporate Governance Committee meeting 13.6.25 to receive draft minutes from this meeting and consider any recommendations made.

RESOLVED:- to receive the draft minutes and recommendations from the Finance and Corporate Governance Committee meeting held on 13.6.25.

40/25-29 2024-25 Accounts

a) 2024-25 Accounts - to approve the accounts and supporting papers for the year ending 31 March 2025.

Thanks were recorded for the work of the RFO in preparing the year end papers

RESOLVED:- to approve the accounts and supporting papers for the year ending 31.3.25.

b) Internal audit report - to consider.

RESOLVED:- to note the report and delegate authority to the Finance Committee to continue to progress the action plan on matters raised in the report.

c) Annual Governance and Accountability Return (AGAR) 2024-25.

i) To consider the Town Council's response to questions on section 1 of the Annual Governance and Accountability Return - The Annual Governance Statement.

RESOLVED:- to answer yes to questions 1- 4, no to question 5 and n/a to question 9 on section 1 of the AGAR Annual Governance Statement which was duly signed by the Mayor and Clerk.

ii) To consider and approve section 2 of the AGAR, 2024-25 accounting statements. It was noted that the accounting statement had been signed by the RFO prior to the meeting.

RESOLVED:- to approve the Accounting Statements in section 2 of the 2024-25 AGAR.

iii) To approve explanation of variances and agree date of publishing AGAR.

RESOLVED:- to approve the significant variances report and to set the date for the advertisement of electors' rights from 30.6.25 to 8.8.25.

41/25-29 Events Liaison Group Meetings 12.6.25

a) Armed Forces Day 28.6.25 - to consider notes from this meeting and any recommendations contained within the notes.

RESOLVED:- to receive the notes from the meeting held 12.6.25 and approve the recommendations contained within the notes.

b) Christmas Festival 29.11.25 – to consider notes from this meeting and any Town Council recommendations contained within the notes

RESOLVED:- to

- **receive the notes from the meeting held 12.6.25 and approve the recommendations contained within the notes.**
- **To agree in principle the organisation of a Carols on the Green event in December 2025 subject to budget and landowners permission.**

42/25-29 Love Lane Cemetery - Cremated Remains section to discuss recommendations of the working party.

RESOLVED:- to

- **approve the recommendations in the working party report relating to cremated remains interment regulations, headstone specifications and fees to be charged.**
- **instruct the Clerk to update the rules and regulations to reflect this.**
- **not progress with the removal of a the conifer hedge due to the plans for the old Lock Factory.**

43/25-29 Markets

a) Market Report – to consider.

RESOLVED:- to note the report.

b) Market License Policy – to review.

RESOLVED:- to approve the policy review.

44/25-29 Streetlighting

a) to note the annual maintenance report.

RESOLVED:- to note the report.

b) to approve columns selected for replacement under the 2025-26 column replacement programme.

RESOLVED:- to approve the columns identified for replacement and to authorise Highline Electrical to undertake the work under the terms of streetlighting contract, in line with their quote submitted.

To instruct the Town Clerk to obtain a breakdown of charges relating to the electrical connection part of the project undertaken by SP Energy networks

45/25-29 West Mercia Police Council Contract – to consider policing priorities and agree review length e.g. 3, 6 or 12 months.

RESOLVED:- to set the following policing priorities for the next 6 months
Antisocial behaviour.

Issues arising from drug abuse.

Traffic violations including speeding.

46/25-29 Councillor Motion – to consider motion submitted by Cllr Barker as below
To establish a working party consisting of councillors, representatives from Wem SEN Hub, and other relevant local organisations with an interest in inclusive play. The working party will be tasked with.

RESOLVED:-

- **to establish a working party comprised of Cllrs Barker, Cotterall and Gilchrist and up to 3 external representatives from SEN accessibility organisations plus council officers.**
- **That the working party be given the remit to explore and identify suitable play equipment that is fully inclusive and accessible to children with a range of access needs, for potential installation on Wem Recreation Ground.**
- **That the working party will also identify potential grants to cover the cost of purchase and installation.**

- **That findings and recommendations are to be reported back to the Town Council for a final decision.**

47/25-29 CCTV Maintenance Contract – to approve.

RESOLVED:- to approve the contract with an amendment to make it a one year contract.

48/25-29 Communication – to consider the establishment of an information only Council communication group via text or Whatsapp group for the Clerk inform Councillors of any urgent email matters.

RESOLVED:- not to progress at this time but to review the decision in 3 months.

49/25-29 Policy Review – to review the Town Council's Local Housing Connection Policy.

RESOLVED:- to approve the review and adopt the changes.

50/25-29 Correspondence

a) Shropshire Council – to consider letter from cabinet members ref partnership working and call for information consultation.

RESOLVED:- to delegate authority to the Mayor, Deputy Mayor and Cllr Soul and Town Clerk to consider the questionnaire in more detail and report back to the July Town Council meeting.

b) Town Offers- request to reconsider support for project following updated offer. Concern was expressed about the level of support for this project

RESOLVED:- not to support this project.

c) SALC letter requesting the Town Council consider supporting the campaign regarding the withdrawal of funding from Neighbourhood Plans – to consider

RESOLVED:- to send a letter to MP Helen Morgan objecting to the withdrawal of funding for Neighbourhood Plans.

51/25-29 Reports

a) to receive written reports from the Council's representatives to other bodies. None received

b) to receive a written report from Shropshire Unitary Councillors for Wem Area.

RESOLVED:- to note the report received from Cllrs Groves and Holford

52/25-29 Dates of future meetings – to note the date and time of July meeting.

RESOLVED:- to note that the July meeting will take place on 31.7.25.

53/25-29 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) Insurance claim – for update.

RESOLVED:- to note the Clerk's report.

b) Honorary Townsman 2025.

i) to vote on the number of awards to make (maximum 2).

RESOLVED:- to make 2 awards.

at 21.00 it was **RESOLVED to suspend standing orders by 5 minutes to allow the final agenda item to be considered**

ii) to vote on nominations following resolution taken under 22bi.
Nominations were considered and following a vote it was

RESOLVED:- that Shelagh Richardson and Greg Davies be invited to accept appointment as Honorary Townsman of Wem.

Meeting ended 21.05

Mayor.....