Minutes of an Ordinary Meeting of Wem Town Council held on Thursday 30th October 2025 at 7pm in the Town Council Meeting Room, Wem Library, High Street, Wem

Present: - Cllrs D Parry (Mayor), B Barker (Deputy Mayor), R Gascoigne, M Meakin, B Cotterell, L Gilchrist, P Broomhall, M Hoffmann, M Hudson, G Soul, D Hill.
Mrs P O'Hagan (Town Clerk)
1 member of the public present.

92/25-29 To note apologies for absence received
Apologies were received from Cllrs Towers, Johnson and Nash.

93/25-29 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.

Councillor	Item	Dispensation
Cllr Soul	110/25-29 trustee of Wem Town Hall	To participate but not vote on all matters relating to Wem Town Hall
Cllr Hudson	103/25-29a Floral Planters supply of plants	
Cllr Hoffmann	100/25-29bi Quote for event security – works for company	

b) To consider any applications for Dispensations under s33 of the Localism Act 2011.
None received.

94/25-29 Public Participation - a period of 15 minutes will be set aside for residents of Wem Town to speak.
A representative of Wem Civic Society suggested potential themes for road names on the new development off Lowe Hill Road including reference to the bricklaying history of the location and other notable historic residents including Judge Jefferies.

95/25-29 Council Minutes - to approve as a correct record the minutes of the meeting of the Town Council held on 25.9.25.

RESOLVED:- to approve as a correct record the minutes of the ordinary meeting of the Town Council held on 25.9.25 and they were duly signed by The Mayor.

96/25-29 Reports
a) To consider the Clerks progress report on decisions made at previous meetings
b) to receive written reports from the Council's representatives to other bodies.
c) to receive a written report from Shropshire Councillors for Wem Area.
d) Police report – not received.
e) Town Hall Trust to 30.9.25 - a discussion took place on the report and a question was asked over the provision of more information on income received from non-grant sources and this was referred to the Town Hall Liaison Group to discuss.

f) Meeting held 22.10.25 with Shropshire Council's Deputy Leader Alex Wagner.

RESOLVED:- to note the reports received.

97/25-2 Planning Applications

a) to note the recent planning decisions.

RESOLVED:- to note the planning decisions.

b) To consider the following planning applications
i) 25/03610/ADV Development Proposed - Erect and display 1No externally illuminated fascia sign, 1No non illuminated swing sign and 2No non illuminated smaller sign boards: Location 39 - 41 High Street, Wem, Shropshire, SY4 5DG,

RESOLVED:- not to comment.

ii) 25/03694/FUL Proposal: Installation of an Air Source Heat Pump (ASHP) unit proposed within an enclosed courtyard Address: St Peters C Of E School, Shrubbery Gardens, Wem, SY4 5BX

RESOLVED:- not to comment.

iii) TPO Application Shropshire Council (Land South of Soulton Road, Wem) TPO 2025 tree preservation order: sc/00552/25

RESOLVED:- not to comment.

iv) 25/03863/ful Development Proposed - proposed rear extension with internal and external alterations Location: - 26 Tilley Road, Wem, SY4 5HA.

RESOLVED:- not to comment.

98/25-29 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 and had been completed by The Mayor.

RESOLVED:- to note that internal control checks were up to date.

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

RESOLVED:- to approve the following payments and transfers.

Direct Debits and payments made prior to meeting.

Supplier	Service	Net	Vat	Gross	BACS no
	Salaries	£8,529.58		£8,529.58	BACS PAYROLL

Shropshire Council	HMRC	£3,822.24		£3,822.24	BACS HMRC
	Pensions	£2,681.67		£2,681.67	BACS LGPS
West Mercia Energy	Car park toilet energy 1.8.25 - 31.8.25	£67.67	£3.38	£71.05	DD 52.25
B2B	Telephone/Broad band	£127.63	£25.53	£153.16	DD 53.25
Unity Trust Bank	Transaction charges Sept	£12.90		£12.90	DD 54.25
Lloyds Bank	Credit Card Balance	£55.20		£55.20	DD 55.25
EE	Mobile Phones	£30.00	£6.00	£36.00	DD 56.25
Unity Trust Bank	BACS charges Sept	£17.54		£17.54	DD 57.25
Waterplus	Car Park Toilet Water 8.9.25 - 8.10.25	£52.89		£52.89	DD 58.25
Waterplus	Allotments Water 12.9.25-12.10.25	£204.52	£40.90	£245.42	DD.59.25
West Mercia Energy	Car park toilet energy 1.9.25 - 31.9.25	£66.46	£3.32	£69.78	DD 60.25
DANFO	Toilet Cleaning Sept	£1,029.24	£205.85	£1,235.09	SO 3.25

Credit Card Payments (for Information only)

Lloyds Bank	Monthly Charge	£3.00		£3.00	CC 13.25
Cash Withdrawal	Petty Cash	£70.00		£70.00	CC 14.25

Internal Transfers

From	To	Amount	Reason
Unity	Nationwide	£40,000.00	Maximise Interest
Unity	CCLA	£100,000.00	Maximise Interest

Payments

Supplier	Service	Net	Vat	Gross	Chq / BACS No
PG Skips	Skip	£290.00	£58.00	£348.00	158.25
PG Skips	Cemetery Bins Sept	£58.30	£11.65	£69.95	159.25
PG Skips	Rec Bins Sept	£91.25	£18.25	£109.50	160.25
PG Skips	Cardboard Bin Sept	£37.90	£7.60	£45.50	161.25
Via Della Emelia	Love Lane Hedge	£650.00	£130.00	£780.00	162.25
SALC	Training	£61.00		£61.00	163.25
Shropshire Council	Office Rent Q3	£3,835.50		£3,835.50	164.25
Rarity Emporium	Mayoral and Townsman Boards updates	£20.00		£20.00	165.25

P Broomhall	Reimbursement - Bank ID Documentation	£25.00	£5.00	£30.00	166.25
ISM IT	IT Support	£340.39	£68.08	£408.47	167.25
Premier Inflate	Christmas Festival Hire	£718.00	£143.60	£861.60	168.25
WSSA	Reimbursement for payment made in error.	£30.00		£30.00	169.25
Mark Fitton	Bus Shelter Cleaning	£75.00		£75.00	170.25
Ricoh	Security Erase (old machine)	£160.00	£32.00	£192.00	171.25
1st Wem Scouts	Christmas Flyers	£86.15		£86.15	172.25
MFS Systems	CCTV Takeover	£630.00	£126.00	£756.00	173.25
DW Evans	Gravedigging Sept	£320.00		£320.00	174.25
Sign & Poster	Logo Stickers	£45.00	£9.00	£54.00	175.25
B2B	Telephone/Broad band	£127.63	£25.53	£153.16	176.25
C Sumner	Reimbursement	£20.00		£20.00	177.25
P O'Hagan	Car parking	£4.58	£0.92	£5.50	178.25
Fruitful Deli	Townsmans Catering	£375.00		£375.00	179.25
WSSA	Reimbursement	£186.78		£186.78	180.25
D Parry	Reimbursement	£43.59	£8.72	£52.31	181.25
Highline	Streetlight Repairs	£497.00	£99.40	£596.40	182.25

99/25-29 **Finance Committee meeting 24.10.25 -** to consider notes from this meeting and any recommendations made.

<u>RESOLVED</u>:- to receive the draft minutes from the meeting and approve all the recommendations within the minutes except for item 6b Grant Contributions which will be deferred to the January budget meeting.

100/25-29 **Events**
a) Remembrance Event Liaison Group meeting 14.10.25 - to consider notes from this meeting and any recommendations made.
It was reported that no recommendations were contained in the notes.

<u>RESOLVED</u>:- to receive the notes from the meeting.

b) Christmas Festival Liaison Group Meeting 9.10.25 - to consider notes from this meeting and any recommendations made.
It was reported that no recommendations were contained in the notes.

<u>RESOLVED</u>:- to receive the notes from the meeting.

i) To consider quote for event security.
Cllr Hoffmann left the room and took no part in discussions.

<u>RESOLVED</u>:- to suspend financial regulations to permit one quote to be considered and to award the contract for event security at Wem Christmas Festival on 29.11.25 to Bidvest Noon.

Cllr Hoffmann returned to the room.

101/25-29 **WSLC meeting 15.10.25** to consider notes from this this meeting and any recommendations made.
It was reported that no recommendations were contained within the notes of the meeting.

<u>RESOLVED</u>:- to receive the notes from the meeting.

102/25-29 **Inclusive Play Working Party –** to consider report and recommendations.

<u>RESOLVED</u>:- to approve the recommendations of the working party and

- **seek quotes for the installation of a basket swing to replace the junior swing unit in the John Dromgool Play Area in 2025–26.**
- **seek quotes for the supply and installation of the selected play panels in 2025–26.**
- **allocate up to £5,700 from the play equipment budget (with balance from Neighbourhood Fund) to fund Phase 1.**
- **ensure that inclusivity is a fundamental consideration in the selection of new play equipment in the future.**

<u>FURTHER RESOLVED</u>:- to defer a decision on the following recommendation to next Finance Committee;

- **to make provision in the 2026–27 budget for a pendulum swing, subject to costings and site confirmation.**

103/25-29 **Floral Planters**
a) Supply of plants for 2027 Planters – to consider quote received and offer of sponsorship.

<u>RESOLVED</u>:-

- **to suspend financial regulations to permit one quote to be considered and to award the contract for supply of plants for the 2027 floral display to Shrewsbury Town Council.**

Cllr Hudson left the meeting and took no part in discussions.

- **to accept the offer from Matt Hudson to sponsor the supply of plants for the Jubilee Square barrels.**

Cllr Hudson returned to the room
b) Station planters – to discuss request received.

<u>RESOLVED:-</u> to approve £100 expenditure on bulbs and plants for the station adopters.

104/25-29 **2026-29 Street lighting Maintenance tender** – to review draft.

RESOLVED:- to approve the tender for 2026-29 with the option of a 2 year extension to 2031.

105/25-29 **Street Naming Consultation** – to discuss.
A discussion took place on this item and Councillors agreed that the theme of old field names should be followed as had been used in previous new developments in the town.

RESOLVED:- to suggest the following road names for the new development off Lowe Hill Road:
Hopyard Way
Croft Close
Clemley Park
Brick Kiln Road
Tarver Road

106/25-29 **Correspondence**
a) Contribution to vehicle prevention measures at the Wheatfields.

RESOLVED:- to note the correspondence and refer it to the access working party for consideration.

b) Shropshire Food Resilience.

RESOLVED:- to refer to Wem Store Cupboard to respond to the survey.

107/25-29 **Jubilee Square Bollard –** to consider report on replacement of the damaged bollards.
The Clerk reported that she had agreed with Shropshire Council that the Town Council can place the order for supply and installation of the damaged bollards and Shropshire Council will reimburse the cost. The Clerk presented a quote and explained that as it was necessary to match the bollards type and currently only one company supplies the same bollards

RESOLVED:-
- **to request that the Clerk receive written confirmation that the Town Council will be refunded by Shropshire Council for any works undertaken on its behalf.**
- **that once confirmation received, to delegate authority to the Town Clerk to place an order for the supply and two retractable bollards on Jubilee Square.**

108/25-29 **Town Business Plan –** to discuss.

RESOLVED:- to approve the Town Council Business Plan Vision and identified priorities for the council term.

109/25-29 **Dates of future meetings** – to note the date and time of November meeting

RESOLVED:- note that the next meeting will be held on 27.11.25

110/25-29 **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) Office Lease – to consider correspondence received
A lengthy discussion took place on this item and at 21.00 it was

RESOLVED:- to suspend standing orders to permit the meeting to continue for a further 10 minutes.

FURTHER RESOLVED:- to pause any further discussions with Wem Town Hall Trustees concerning a potential lease and formation of a working party for the time being.

Meeting ended 21.10

Mayor……………..……………………..