

Minutes of an Ordinary Meeting of Wem Town Council held on Thursday 31<sup>st</sup> July 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, B Cotterell, L Gilchrist, P Johnson, P Broomhall  
Mrs P O'Hagan (Town Clerk)  
3 members of the public present.

**54/25-29 To note apologies for absence received**

The following apologies were received Cllr Hoffmann  
Absent Cllr Nash.

**55/25-29 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.

None received.

Cllr Johnson entered the meeting at 19.02

**56/25-29 Public Participation** - a period of 15 minutes will be set aside for residents of Wem Town to speak.

A member of the public raised a concern about a recent incident at Wem Station where a train overshot the platform. It was stated that this was a serious incident as someone could have been killed and the Government needs to invest in making the crossing safer as the issue was not down to driver error but a lack of investment. The resident called for a public meeting to be arranged to discuss the matter.

A member of Wem Civic Society raised the following items

- There is a need to prepare co-ordinate and publicise events that are happening to ensure everyone is aware of events.
- Proposed housing development at Church Lane which although in Wem Rural Parish will have an impact on the Town as extra traffic will be channelled into town and across the level crossing which is in need of upgrading.

Bob Barker informed the Council of the work of the Albion Bowling Club who had recently held a bowling tournament which raised £1100 for Parkinsons. In addition to this the club has worked with members of Wem SEN Group to hold trial sessions to introduce young people with special educational needs to bowling.

Cllr Towers entered the meeting at 19.03

**57/25-29 Council Minutes** - to approve as a correct record the minutes of the meeting of the Town Council held on 24.6.25.

**RESOLVED:- to approve as a correct record the minutes of the ordinary meeting of the Town Council held on 24.6.25 they were duly signed by The Mayor as a correct record.**

58/25-29

**Reports – for information only**

a) To consider the Clerks progress report on decisions made at previous meetings.

**RESOLVED:- to note the report.**

b) to receive written reports from the Council's representatives to other bodies. A report was received from Cllr Barker on his recent visit to RAF Shawbury

**RESOLVED:- to note the report.**

c) to receive a written report from Shropshire Councillors for Wem Area. Cllr Groves presented his report.

**RESOLVED:- to note the report received.**

d) Police report  
None present.

59/25-29

**Planning Applications**

a) to note the recent planning decisions.

b) To consider the following planning applications

25/02531/HHE: Park View, Park Road, Wem, SY4 5DA Proposal: Single storey rear extension to existing detached bungalow projecting 7.5m from rear wall, 3.6m maximum height and 2.7m high to the eaves.

**RESOLVED:- not to comment**

SC/00545/25 (Land West of Lowe Hill Road, Wem) TPO 2025 – Consultation

**RESOLVED:- not to comment.**

SC/00543/25 Notice and Provisional Order for the Shropshire Council (Land at the Cemetery, Whitchurch Road, Wem TPO 2025.

**RESOLVED:- not to comment**

c) Planning Correspondence relating to development off Lowe Hill – for consideration.

A discussion took place on this item and the view was expressed that commuted sum offered was too low for the public open space and play equipment that was proposed for this development. Concern was expressed at what the maintenance charges for new residents would be if the Town Council did not take on the land.

A suggestion was made that the Clerk be asked to research the amount charged to households for maintenance of the public open spaces on the newer estates in town.

**RESOLVED:- to set up a meeting with Persimmon with the Clerk, Cllrs Gilchrist and Towers in attendance to discuss what is being proposed in more detail and to report back to a future meeting.**

60/25-29 ***Finance and Accounts for Payment.***

a) Budget report – to consider.

**RESOLVED:- to note the budget report to 31.7.25.**

b) Internal Control checks – to note.

It was reported that all internal control checks were up to date

**RESOLVED:- to note all internal control checks 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	£7,105.94		£7,105.94	BACS PAYROLL
	HMRC	£2,845.39		£2,845.39	BACS HMRC
	Pensions	£2,173.49		£2,173.49	BACS LGPS
B2B	Telephone/Broadband	£127.63	£25.53	£153.16	DD 24.25
West Mercia Energy	Car park toilet energy 1.5.25 - 31.5.25	£67.67	£3.38	£71.05	DD 25.25
Unity Trust Bank	Transaction charges	£18.30		£18.30	DD 26.25
Lloyds Bank	Credit Card Balance	£3.00		£3.00	DD 27.25
EE	Mobile Phones	£30.00	£6.00	£36.00	DD 28.25
Waterplus	Car Park Toilet Water 8.6.25 - 8.7.25	£52.89		£52.89	DD 29.25
Unity Trust Bank	BACS charges June	£17.54		£17.54	DD 30.25
Waterplus	Allotments Water 12.6.25-9.7.25	£354.62	£70.92	£425.54	DD 31.25
ICO	Data Protection Fee	£47.00		£47.00	DD 32.25
<b>Total DDs / Early Payments</b>				<b>£12,949.30</b>	

**Credit Card Payments (for Information only)**

Lloyds Bank	Monthly Charge	£3.00	£0.00	£3.00	CC7.25
Our Weigh	Coin Scales	£52.73	£10.55	£63.28	CC8.25

**Payments**

Supplier	Service	Net	Vat	Gross	Chq / BACS No
DANFO	June Toilet Cleaning	£1,029.24	£205.85	£1,235.09	102.25
PG Skips	Cardboard Bin	£30.32	£6.08	£36.40	103.25
PG Skips	Cemetery Bin	£58.30	£11.65	£69.95	104.25
PG Skips	Rec Bin	£91.25	£18.25	£109.50	105.25

Shropshire Council	Office Rent Q2	£3,835.50		£3,835.50	106.25
Web Orchard	Web Site Hosting	£215.46	£43.09	£258.55	107.25
LITE	Festoon Lights	£912.00	£182.40	£1,094.40	108.25
DW Evans	Gravedigging	£1,145.00		£1,145.00	109.25
ISM IT	Telephone/Broadband	£340.39	£68.08	£408.47	110.25
Garoll Construction	Works at Swimming Pool	£8,900.00	£1,780.00	£10,680.00	111.25
Affine	Christmas Stage (deposit)	£412.63	£82.53	£495.16	112.25
Screwfix **	First Aid Kits	£30.96	£6.20	£37.16	113.25
NS Print	Receipt Books	£189.00	£37.80	£226.80	114.25
S Jenkins	Play Equipment Painting	£3,250.00	£0.00	£3,250.00	115.25
Viking	Chair and Paper	£176.90	£35.38	£212.28	116.25
SALC	Councillor Training	£40.00		£40.00	117.25
M Fitton	Bus Shelter Cleaning	£295.00		£295.00	118.25
RoSPA Play Safety	Playground Inspections	£640.00	£128.00	£768.00	119.25
Fruitful Deli	Armed Forces Cakes	£25.00		£25.00	120.25
Bob the Mole	Mole Control	£95.00		£95.00	121.25
NABMA	Subscription	£484.00		£484.00	122.25
Kings	Cable Ties / Key	£17.09	£3.41	£20.50	300136

d) Solar Grant Payment – to discuss report.

The Clerk explained that due to an administrative error at Shropshire Council when the final claim for the grant to Sport England was made there was a £98 deficit in what should have been claimed.

**RESOLVED:- to reduce the value of the Town Councils final grant invoice from £3201 to £3103 with the outstanding £98 coming from general reserves.**

e) Establishment of Standing Order Payment to cover Toilet Cleaning – to consider

**RESOLVED:- to establish a standing order payment for the toilet cleaning contract with Danfo.**

f) Summer Recess – to consider payment arrangements.

**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 within limits set by Financial Regulations.

- 61/25-29** ***Wem Swimming and Lifestyle Centre Liaison Group Meeting 9.7.25** – to consider notes from this meeting and any recommendations contained within the notes.*

***RESOLVED:- to receive the notes from the Wem Swimming and Lifestyle Centre Liaison Group meeting held on 9.7.25.***

- 62/25-29** ***Staffing Committee Meeting held 23.7.25** - to receive minutes from this meeting and consider any recommendations contained within the minutes.*

***RESOLVED:- to receive the notes from the meeting Staffing Committee Meeting held on 23.7.25 and the recommendations contained within the minutes.***

- 63/25-29** ***WSSA 2024-25 Annual Report** – for consideration.*

***RESOLVED:- to receive the report***

- 64/25-29** ***CCTV** - to consider quotes received for 2025-26 repair and maintenance contract.*

***RESOLVED:- to award the one year CCTV Maintenance contract to MFS Systems.***

- 65/25-29** ***Assets***

*a) Mill Dam Seats to approve quote supplied for refurbishment works  
It was reported that a £400 grant from The Barber Trust had been awarded to support this project.*

***RESOLVED:- to award the contract to repair the seats to John Higgins £450.***

*b) Love Lane Cemetery Seat – to consider offer of a sign to be fixed to a seat in the cemetery.*

*It was explained that this sign would be a no cost to the council.*

***RESOLVED:- to request a sign to be fixed to one of the benches on Love Lane Cemetery.***

*c) To consider quote for hedge cutting at Love Lane Cemetery.*

***RESOLVED:- to approve the quote received from Via Della Emilia of £650 to cut the hedge at Love Lane Cemetery.***

- 66/25-29** ***2025 Risk Assessment Review** - To review assets, equipment and office risk assessments.*

***RESOLVED:- to approve the review of the assets, equipment and office risk assessments.***

- 67/25-29** ***Consultations***

*a) Shropshire Council Call for Information to consider response from working party.*

*The recommendation of the working party set up to consider the town Council's response to the consultation were considered and it was*

**RESOLVED:- to approve the working party's response to the consultation.**

*b) Shropshire Council Youth Service Consultation – to consider.*

*It was reported that the Town Clerk had contacted Wem Youth Group, Wem Scouts and Brownies to request their suggestions about a response to the consultation*

**RESOLVED:- to delegate authority to the Town Clerk to respond to the consultation based on the responses received from Wem Scouts and Brownies.**

**68/25-29**      **Creative Kids Competition – for update.**

**RESOLVED:- to delegate authority to the Town Mayor to judge the competition and the Town Clerk to place the order to construct the winning entry.**

**69/25-29**      **Town Hall Trustee – to appoint new trustee following resignation of Cllr Soul as Town Council representative on Wem Town Hall.**  
*It was reported that a trustee meeting had not been held so this matter would need to be deferred.*

**RESOLVED:- to defer to the September meeting.**

**70/25-29**      **Police**

*a) Police and Crime Commissioner Annual Town and Parish Survey – to discuss.*

**RESOLVED:- to delegate authority to the Town Clerk in consultation with the councillors appointed to policing panel under minute point 70/25-29b to respond to the consultation.**

*b) Establishment of a Policing Panel – to consider nominating two Councillors to sit on the panel.*

**RESOLVED:- to approve and nominate Cllrs Parry, Johnson and Barker to sit on the panel.**

**71/25-29**      **Correspondence**

*a) Love Lane Burial Fees – to consider letter requesting reduction in fees.*

**RESOLVED:- not to agree to the request to reduce the fees charged to the out of parish resident**

*b) Wem Civic Society – events and publicity report*

*A discussion took place on this item as all present agreed that there was a need to co-ordinate events and publicise them, however different event would require different methods of promotion.*

**RESOLVED:- to refer further discussion on this matter to a future Events Liaison Group Meeting**

*c) Shropshire Association of Local Councils - establishment of Local Nature Recovery Scheme Cluster Group*

**RESOLVED:- to approve the establishment of Local Nature Recovery Scheme Cluster Groups and agree that Wem is part of the North Shropshire Cluster group as detailed in the correspondence.**

**72/25-29**     **Dates of future meetings** – to note the date and time of September meeting.

**RESOLVED:- to note that the next meeting will be held Thursday 25<sup>th</sup> September.**

**73/25-29**     **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) Town Council Office – to receive verbal report from the Office Working party held 30.7.25*

*a lengthy discussion took place on this matter*

**RESOLVED:-**

- ***That the Morgan Library be discounted at present as a future location for the Town Council office.***
- ***That the entire upstairs of Wem Town Hall be identified as the Town Council's preferred location for its future office and meeting room.***
- ***To appoint Simon Beedles to act on behalf of the Town Council to review and negotiate the charges proposed by Wem Town Hall, up to a maximum £750 determined by the Council.***
- ***Permit Cllr Broomhall to attend the next meeting of the Wem Town Hall Liaison Group to participate in further discussions due to his membership of the office working party.***

*b) NALC Advice Note - LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2025/26– to note*

**RESOLVED:- to note the pay increase and that it will be implemented in October.**

Meeting ended 20.44

Mayor.....