

Minutes of an Ordinary Meeting of Wem Town Council held on Thursday 30<sup>th</sup> November 2023 at 7 p.m. in the Town Council Meeting Room, Wem Library, High Street, Wem

Present:- Councillors, R Barker, P Broomhall, R Dodd, R Gascoigne, P Glover, C Granger, D Hill, M Hoffmann, P Johnson, M Meakin, D Parry, G Soul (Mayor), E Towers.

Mrs P O'Hagan (Town Clerk).  
0 members of the public present.

**579/23 To note apologies for absence received.**  
Cllr Drummond

**580/23 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.

<b>Councillor</b>	<b>Item</b>	<b>Dispensation</b>
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 Granger	584/23 planning application 23/04895/FUL – bias interest as knows the applicant	
Cllr Soul	596/23 Trustee Wem Town Hall	To allow participation in discussions but not vote

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

**581/23 Public Participation** - a period of 15 minutes will be set aside for residents of Wem Town to speak.  
None present.

**582/23 Council Minutes** - to approve as a correct record the minutes of the meeting of the Town Council held on 26<sup>th</sup> October 2023.

**RESOLVED**:- to approve as a correct record the minutes of the Town Council ordinary meeting held on 26.10.23 and they were duly signed by The Mayor as a true record.

**583/23 Progress report** - To consider the Clerks progress report on decisions made at previous meetings.  
Congratulations were recorded for Mandy Roberts in the passing of her Certification of Local Council Administration.

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

Cllr Johnson attended the meeting at 19.05.

**584/23 Planning Applications**

a) to note the recent planning decisions.

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

b) to consider the following planning applications

**23/04801/PA3MA** - Application to determine if prior approval is required for a proposed: Change of use from Commercial, Business and Service (Use Class E) to Dwellinghouses (Use Class C3) under Schedule 2, Part 3, Class MA of The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended): - Units 18C And 19C, Wem Business Park, New Street, Wem, Shrewsbury.

**RESOLVED:- not to comment.**

**23/04895/FUL 26** - 28 Aston Street, Wem, Shrewsbury, Shropshire, SY4 5AY  
Proposal: Erection of 6No dwellings following demolition of existing disused building, associated works and modifications of existing vehicular access (re-submission).

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

**RESOLVED:- to support the application as it will improve the area and bring back into use a brownfield site.**

Cllr Granger returned to the meeting.

**585/23 Finance and Accounts for Payment.**

a) Budget report – to consider.

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

b) Internal Control checks – to note.

It was reported that all 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.**

Supplier	Service	Net	Vat	Gross	BACS no
Shropshire Council	Salaries Nov	6064.83		6064.83	BACSPAYROLL
	HMRC	2181.82		2181.82	BACSHMRC
	Pensions	2032.34		2032.34	BACSLGPS
Waterplus	Allotment Water 23.9.23 – 23.10.23	132.74	38.13	170.87	DD 47.23
West Mercia Energy	Car park toilets energy 1.9.23 – 30.9.23	58.17	2.91	61.08	DD 48.23
Lloyds Bank	Credit Card Repayment	183.00	0.00	183.00	DD 49.23

EE	Mobile phone charges	26.00	5.20	31.20	DD 50.23
Waterplus	Car park toilet water	44.80	0.00	44.80	DD 51.23
Unity Trust Bank	BACS charges	17.54	0.00	17.54	DD 52.23
Business2Business	Telephone/Broadband	106.30	21.26	127.56	DD 53.23
Waterplus	Allotment Water 23.10.23 – 23.11.23	44.79	8.96	53.75	DD 54.23
West Mercia Energy	Car park toilets energy 1.10.23 – 31.10.23	97.24	4.86	102.10	DD 55.23
<b>Credit card payments for information only</b>					
Lloyds Bank	Monthly Charge – Nov.	3.00	0.00	3.00	CC 9.23

## Payments

Supplier	Service	Net	Vat	Gross	Chq / BACS No
Healthmatic	Car Park Toilet Cleaning	799.33	159.87	959.20	145.23
PG Skips	Bin Emptying	127.10	25.40	152.50	146.23
Stevenson Carter	Skate Park Grind Rails	1600.00	320.00	1920.00	147.23
Highline Electrical	Street Light Repairs June and July	449.00	89.80	538.80	148.23
Highline Electrical	Street Light Repairs August and September	1024.50	204.90	1229.40	149.23
WH Darby	Updating Mayoral Chain	378.80	75.76	454.56	150.23
LITE	Christmas Display	2405.00	481.00	2886.00	151.23
ISM IT Ltd	IT Support	99.99	20.00	119.99	152.23
Shropshire Council	Fire Warden Training	60.00	12.00	72.00	153.23
Viking	Stationery / stamps	101.80	12.86	114.66	154.23
M Fitton	Bus shelter cleaning	75.00	0.00	75.00	155.23
DW Evans	Grave Digging October	603.00	0.00	603.00	156.23
Wem Jubilee Band	Remembrance Day Donation	50.00	0.00	50.00	157.23
Highline Electrical	Festive Lighting	9212.74	1842.55	11055.29	158.23
Education Sales Ltd	Remembrance Day PA Hire	80.00	16.00	96.00	159.23
Via Della Emilia Ltd	Cemetery hedge cutting	485.00	97.00	582.00	160.23
Discover Entertainment	Christmas Lights Stilt walking Angels	350.00	0.00	350.00	161.23
RoSPA Playsafety	Grind Rails Inspection	415.00	83.00	498.00	162.23
King's	Msc items	16.77	3.35	20.12	300126

**586/23 Finance and Corporate Governance Committee held 23.11.23 – to note draft minutes and any recommendations included in the minutes.**

**RESOLVED:- to note the draft minutes of 23.11.23.**

**587/23 Events Liaison Group Christmas Lights meeting 27.11.23 - to receive a report from the meeting held and to review event management plan.**

**RESOLVED:- to note the draft minutes of 23.11.23 and to approve the Event Security and Management Plan.**

**588/23 Small Grants Programme – to undertake the annual review of guidance.**

**RESOLVED:- to review the guidance and authorise the Clerk to advertise the small grants on the website and social media with a deadline of 31.1.24.**

**589/23 Recreation Ground**

a) To consider report on vandalism during the period 1.4.23- 31.10.23. A discussion took place on this item and the Clerk was instructed to discuss the CCTV footage with the school and Wem SNT to try and identify the culprits.

**RESOLVED:- to continue to monitor the situation over the next season.**

b) Installation of a refreshment kiosk - to discuss report. A discussion took place on this item and it was

**RESOLVED:- to instruct the Clerk to explore the feasibility of creating a seasonal sales pitch for the sale of refreshments.**

**590/23 Town Benches**

a) Memorial Bench Policy to consider adoption of.

**RESOLVED:- to adopt the Memorial Bench Policy.**

b) To consider a request to install a bench by the bus stop on the public open space at the corner of Meadow Close and Trentham Road.

**RESOLVED:- to defer until receipt of an application on the form.**

**591/23 Headstone Inspection - to consider report from recent inspection.**

**RESOLVED:- to defer until after Christmas and when additional letters have been sent out.**

**592/23 Heritage Action Zone – to receive a report from the Town Clerk on the proposed Heritage Action Zone application to be developed by Shropshire Council for submission to English Heritage.**

**RESOLVED:- to support in principle**

- **The submission by Shropshire Council of an application to English Heritage for Wem to be considered for Heritage Action Zone funding.**
- **The allocation of match funding towards a shop signs project from the Service Transformation Earmarked Reserves exact amount to be confirmed.**

**593/23 Correspondence**

a) Wem Climate Change Action Group (WACA) - Creation of a Wildflower Meadow on Trentham Road Public Open Space by the access from Somerset Way.

**RESOLVED:- to delegate authority to the Clerk and Groundsman to discuss potential locations for additional wildflower meadows with WACA.**

**594/23 Reports**

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

b) to receive a written report from Shropshire Councillors Broomhall and Towers.

**RESOLVED:- to note the written report received from Cllr Towers and Broomhall.**

**595/23 Dates of future meetings – to note the date and time of December meeting.**

**RESOLVED:- to note that the December meeting will be held on 14.12.23 and will be followed by the presentation of the Honorary Townsman Award.**

**596/23 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) Alternative locations for the Town Council office – for update.

Cllr Soul declared an interest as a trustee of Wem Town Hall.

The Clerk explained that a site meeting had been held with the Director of Wem Town Hall to consider a possible relocation of the Town Council into the Town Hall and it was recommended that a joint working party be set up to consider this possibility in more detail.

**RESOLVED:- to establish a working party composed of Cllrs Parry, Barker, Hoffmann with Cllr Towers as reserve with the remit to discuss with representatives of Wem Town Hall Trust the possible relocation of the Town Council into Wem Town Hall.**

b) Salary Award – to note.

**RESOLVED:- to note and approve the award.**

c) Staffing matter – to discuss.

**RESOLVED:- to note.**

Meeting ended 20.10

Mayor.....