



Broseley Town Council

Minutes of the Annual Town Council meeting
held by Zoom video
at 7 pm on Tuesday 12 May 2020

Present:

Chairman Cllr. Michael Burton, Cllr. Caroline Bagnall, Cllr. Roy Childs, Cllr. Lynda Garbett, Cllr. Mark Garbett, Cllr. Michael Garbett, Cllr. Simon Harris, Cllr. Ann Maltby, Cllr. Colette McCabe, Cllr. Philip Revell, Cllr. Tarlochen Singh-Mohr.

In attendance:

Sharon Clayton, Locum Town Clerk
5 Members of the public

226 Election of Mayor

In pursuance of the LGA 1972 S15(1)(2) it was **PROPOSED** by Cllr. Lynda Garbett and **SECONDED** by Cllr. Simon Harris that Cllr. Tarlochen Singh-Mohr be elected as Town Mayor for the ensuing year.

There being no other nominations it was RESOLVED that Cllr. Tarlochen Singh-Mohr be elected as Town Mayor of Broseley for the ensuing year.

227 Declaration of Acceptance of Office

The newly appointed Mayor, Cllr. Tarlochen Singh-Mohr signed his Declaration of Acceptance of Office.

228 Election of Deputy Mayor

In pursuance of the LGA 1972 S15(6) it was **PROPOSED** by Cllr. Tarlochen Singh-Mohr and **SECONDED** by Cllr. Simon Harris that Cllr. Mark Garbett be elected as Deputy Mayor for the ensuing year.

There being no other nominations it was unanimously RESOLVED that Cllr. Mark Garbett be elected as Deputy Mayor of Broseley for the ensuing year.

229 Apologies for absence

There were no apologies since all Members were present.

230 Disclosure of Pecuniary Interests

Members were reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest, whether or not the interest is entered in the Register of Members' Interests maintained by the Monitoring Officer.

Cllr. Simon Harris declared an interest as a Member of Shropshire Council's Southern Planning Committee and a Trustee of Victoria Hall.

231 Dispensations

None requested.

232 Shropshire Council

There was no report from Shropshire Councillor David Turner.

Shropshire Councillor Simon Harris informed that all Shropshire Council meetings had been cancelled apart from one Cabinet meeting held to agree future arrangements and there was nothing further to report.

233 Public Participation

A local resident had expressed concern about HGVs going past her house in Church Street. She thought they were delivering to the Spar, and Warburtons had been frequently seen using the same route. This heavy traffic was causing her windows to vibrate, and she was annoyed that these vehicles were ignoring the signage.

Cllr. Caroline Bagnall said she had spoken to Cllr. Simon Harris about this issue. Cllr. Harris said there had been no increase in HGVs, and he was not aware of any using Church Street although the closure of the road between Broseley and Much Wenlock might lead to an increase. He said that the Spar route is Much Wenlock first and then to Bridgnorth.

Cllr. Colette McCabe said there had been an increase in lorries. The HGV route was closed so lorries were having to travel through the town whilst the Barrow route was closed. The problem was exacerbated by the traffic lights in Church Street.

The Locum Town Clerk was asked to try to find out which lorries were travelling that way and register concerns. She was also asked to find out how long the traffic lights were likely to be in situ. Cllr. Harris said they were likely to be there for a while longer whilst workers are not able to work.

234 Minutes

- a) The minutes from a Town Council meeting held on 11 February 2020 were considered for approval.
It was PROPOSED, SECONDED and RESOLVED that the minutes be signed and ADOPTED as a true record.
- b) The minutes from an extraordinary Town Council meeting held on 27 February 2020 were considered for approval.
It was PROPOSED, SECONDED and RESOLVED that the minutes be signed and ADOPTED as a true record.
- c) The minutes from a Town Council meeting held on 10 March 2020 were considered for approval.
It was PROPOSED, SECONDED and RESOLVED that the minutes be signed and ADOPTED as a true record.
- d) The minutes of a Planning Committee meeting held on 27 February 2020 were **NOTED** and **ADOPTED**.
- e) The minutes of an Estates Committee meeting held on 21 January 2020 were **NOTED** and **ADOPTED**.
- f) The minutes of Staffing Committee meetings held on 21 February 2020, 3 March 2020, 20 March 2020 and 16 April 2020 were **NOTED** and **ADOPTED**.

235 Town Clerk's Report

Members received a written report from the Locum Town Clerk on action taken since the last Town Council meeting.

The following actions taken by the Locum Town Clerk were considered for retrospective approval:

DATE: 2020	ACTION	REASON	COST £
25 March	Arranged for public toilets to be closed due to coronavirus.	To help prevent the spread of Covid-19	No additional cost
	Allowed cleaner to continue cleaning the office and library provided she felt able to do so.	To keep a clean environment and maintain a paid service.	No additional cost
	Granted permission for the fluorescent light in the office to be repaired.	Health and safety/duty of care.	Not yet repaired.
6 April	In liaison with the Mayor arranged for Kevin Carter to assist Tony Reeves with grave digging at the cemetery due to Barry having sustained an injury rendering him unable to perform his duties.	Health and safety/duty of care.	672.50

It was **PROPOSED, SECONDED** and unanimously **AGREED** that the Locum Town Clerk's actions be **APPROVED**.

At this point in the meeting and in accordance with Standing Orders, the Chairman **PROPOSED** that the order of business be changed.

236 Review of Terms of Reference and Powers of Delegation

It was **PROPOSED, SECONDED** and **AGREED** that:

- a) Estates Committee Terms of Reference be **APPROVED** and **ADOPTED**.
- b) Planning Committee **APPROVED** and **ADOPTED**.
- c) Staffing Committee **APPROVED** and **ADOPTED**.
- d) Discipline and Grievance Panel **APPROVED** and **ADOPTED**.
- e) Appeals Panel **APPROVED** and **ADOPTED**.
- f) Place Plan and Reserves Working Group **APPROVED** and **ADOPTED**.

237 Review and Adoption of Policies and Procedures

It was **PROPOSED, SECONDED** and **AGREED** that:

- a) Standing Orders be **APPROVED** and **ADOPTED**.
- b) Financial Regulations be **APPROVED** and **ADOPTED**.
- c) Bullying and Harassment Policy be **APPROVED** and **ADOPTED**.
- d) Disciplinary Policy be **APPROVED** and **ADOPTED**.
- e) Grievance Policy be **APPROVED** and **ADOPTED**.
- f) Lone Working Policy be **APPROVED** and **ADOPTED**.
- g) Whistleblowing Policy be **APPROVED** and **ADOPTED**.
- h) Member Conduct Policy be **APPROVED** and **ADOPTED**.

Schedule of Future Meetings

It was **PROPOSED, SECONDED** and **AGREED** that the following schedule of future meetings be **APPROVED**.

DATE	TOWN COUNCIL	PLANNING COMMITTEE	ESTATES COMMITTEE	STAFFING COMMITTEE	PLACE PLAN AND RESERVES WORKING GROUP	ANNUAL TOWN METING
2020	<i>Tuesday</i>	<i>Thursday</i>	<i>Tuesday</i>	<i>Tuesday</i>	<i>Thursday</i>	<i>Tuesday</i>
May	12	28	19		21	
June	9	25		23	18	
July	14	30	21		23	
August	11	27			20	
September	8	24	15	22	17	
October	13	22			15	
November	10	26	17		19	
December	8	17			10	
2021						
January	12	28	19	26	21	
February	9	25			18	
March	9	25	16		18	
April	13	29			22	
May	11					13

It was further **AGREED** that Place Plan and Reserves Working Group meeting dates would be flexible according to the availability of Working Group members.

238 Financial Matters

Members considered the following for approval:

- a) Income and expenditure to 31 March 2020 – Income £387,427 and expenditure £358,408.

With there being some queries that needed to be discussed with the RFO; **it was PROPOSED, SECONDED and AGREED that this be deferred to the next meeting.**

- b) Bank reconciliations to 31 March 2020.

With there being some queries that needed to be discussed with the RFO; **it was PROPOSED, SECONDED and AGREED that this be deferred to the next meeting.**

- c) Payments for April 2020 - £49,902.29.

It was PROPOSED, SECONDED and AGREED that the payments be APPROVED.

239 Appointment of Committees

It was PROPOSED, SECONDED and AGREED that the following Committee appointments be made:

Committee	Membership
Planning	Cllr. Phil Revell Cllr. Simon Harris Cllr. Roy Childs Cllr. Mark Garbett Cllr. Ann Maltby Cllr. Mick Burton Cllr. Tarlochen Singh-Mohr (Mayor – ex officio)
Estates	Cllr. Lynda Garbett Cllr. Michael Garbett Cllr. Simon Harris Cllr. Mick Burton Cllr. Caroline Bagnall Cllr. Roy Childs Cllr. Tarlochen Singh-Mohr (Mayor – ex officio)

Committee	Membership
Staffing	Cllr. Ann Maltby Cllr. Simon Harris Cllr. Michael Garbett Cllr. Caroline Bagnall

240 Appointment of Working Groups/Task and Finish Groups

It was PROPOSED, SECONDED and AGREED that the following appointments be made:

Working Group	Membership
Place Plan and Reserves	Cllr. Mark Garbett Cllr. Phil Revell Cllr. Simon Harris Cllr. Mick Burton Cllr. Michael Garbett
Task and Finish Group	
Asset Transfer	Cllr. Simon Harris Cllr. Mark Garbett Cllr. Phil Revell Cllr. Mick Burton
Community Training	Cllr. Mark Garbett Cllr. Caroline Bagnall Cllr. Mick Burton Cllr. Colette McCabe Cllr. Phil Revell
Place Plan for Broseley	Cllr. Simon Harris Cllr. Phil Revell Cllr. Mark Garbett

241 Appointment of Representatives

It was PROPOSED, SECONDED and AGREED that the following appointments be made:

Body	Representative
Birchmeadow Centre Management Committee	Cllr. Roy Childs
Birchmeadow Park Management Committee	Cllr. Colette McCabe Cllr. Roy Childs Cllr. Michael Garbett Cllr. Mark Garbett
Victoria Hall Management Committee	Cllr. Lynda Garbett
MUGA Group	Cllr. Mark Garbett Cllr. Roy Childs
SALC Bridgnorth & Shifnal Area Committee	Cllr. Ann Maltby Cllr. Colette McCabe Cllr. Lynda Garbett
Ironbridge Gorge World Heritage Site Steering Group	Cllr. Mick Burton
JL Edwards Memorial Trust	Cllr. Caroline Bagnall
Severn Gorge Countryside Trust	It was NOTED that a Town Council representative could not be appointed until the next AGM in November 2021 and that the representative would become a trustee.

242 Future Meetings

Members considered for approval that, in accordance with The Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authority and Police and Crime Panel Meetings)(England and Wales) Regulations 2020, No. 392, and Section 78 of the Coronavirus Act 2020, future meetings be held virtually facilitated by Zoom.

It was PROPOSED, SECONDED and AGREED that, until the Council could resume meetings in person, all future meetings would be held virtually using Zoom and paid by monthly subscription.

243 Youth Provision

Cllr. Colette McCabe had no update concerning youth provision due to the coronavirus lockdown.

NOTED.

244 Neighbourhood Plan

Cllr. Phil Revell informed Members that Neighbourhood Plans had been suspended because public consultation could not go ahead due to the coronavirus lockdown although work could carry on but without public meetings. The Neighbourhood Development Plan for Broseley had been submitted to Shropshire Council but the Section 14 review could not take place. However, Shropshire Council had responded with some useful comments, mostly recommending a change of wording and that a more detailed map and a consultation statement should be added. The consultation process could re-start once the lockdown had ended. Shropshire Council has advised that if a Neighbourhood Plan was considered to be sufficiently advanced it could be considered as material consideration and the policies within the plan could be referred to in response to planning applications.

It was PROPOSED, SECONDED and AGREED that the Neighbourhood Development Plan for Broseley be considered further at the next meeting.

245 Correspondence

Members **NOTED** the following correspondence:

- a) SALC information bulletin and NALC information.
- b) Coronavirus information.

246 Consultation

There was no consultation for consideration at this time.

247 Agenda Items for the Next Meeting

It was **AGREED** that the following would be included for consideration on the next agenda:

- The Neighbourhood Development Plan for Broseley.
- Financial accounts for the year ending 31 March 2020.

248 Date for Next Meeting

It was **NOTED** that the next meeting would take place online on Tuesday 9 June 2020 facilitated by Zoom.

Public Bodies (Admission to Meetings) Act 1960

Pursuant to Section 1(2) of the above Act it was **PROPOSED, SECONDED and RESOLVED** that due to the confidential nature of the business to be transacted the public and press should not be present.

249 Flowers for the Cemetery

Members considered for approval a quote for the purchase of flower baskets for the cemetery.

It was PROPOSED, SECONDED and unanimously AGREED that flower baskets be purchased from New Barns Nurseries at a cost of £350 + VAT.

250 Cemetery

Members received a written report concerning the purchase of land adjacent to the cemetery for use as additional burial ground.

At this point in the meeting, it was PROPOSED, SECONDED and AGREED to suspend Standing Order number 3(x) to enable the meeting to exceed more than 2 hours.

After some discussion and the need for further costings for associated work;
it was PROPOSED, SECONDED and AGREED that this should be considered by the Asset Transfer Task and Finish Group to make a recommendation to the Town Council.

The meeting closed at 21:04.

Signed:_____

Date:_____

Chairman