



# NEWPORT (Shropshire) TOWN COUNCIL

## MINUTES OF A MEETING

held on  
Wednesday 18 May 2011  
at  
The Guildhall, High Street, Newport

**PRESENT:** Cllrs: Roy Scammell – Town Mayor  
Adrian Meredith  
Tim Nelson  
Phil Norton  
Peter Scott  
Rodney Pitt

**IN ATTENDANCE:** Lee Jakeman – Town Clerk

**APOLOGIES FOR ABSENCE** were received from: Cllr Tony Forrester (Holiday).

### 1/11-12      **DECLARATIONS OF INTEREST**

Cllr Norton declared an interest in planning application TWC/2011/0389, in that he is a member of the Labour & Co-operative party.

### 2/11-12      **ELECTION OF TOWN MAYOR**

Cllr Scammell was duly elected to serve as Town Mayor for the Municipal Year 2011/12 and following a Declaration of Acceptance of Office chaired the remainder of the meeting.

### 3/11-12      **ELECTION OF DEPUTY TOWN MAYOR**

Cllr Forrester was duly elected as Deputy Town Mayor for the Municipal Year 2011/12.

### 4/11-12      **DECLARATION OF ACCEPTANCE OF OFFICE**

The Clerk advised that he had received and witnessed the signature of all elected councillors Declarations of Acceptance of Office.

### 5/11-12      **MINUTES**

The Minutes of the meeting held on 13 April 2011 were approved as a true record.

**6/11-12 MATTERS ARISING**

**a. Millennium Way Sustrans Cycle Route – Item 234/10-11**

**refers** The Clerk advised Members that Telford & Wrekin Council had purchased part of the land required for the proposed route that was previously in private ownership.

**b. Condition of High Street Shop – Item 235/10-11 refers**

The owner of the property in question had been identified and Telford & Wrekin Council were managing the issue within their standard procedures.

**c. Farmers Market – Newport – Item 250/10-11 refers**

The Clerk informed Members that the first farmers market co-ordinated by Telford & Wrekin Council would not now take place until June. There had been insufficient time to advertise the new market fully to ensure a successful start.

**7/11-12 TERMS OF REFERENCE, DELEGATION ARRANGEMENTS AND NOMINATIONS TO COMMITTEES, SUB-COMMITTEES, EMPLOYEES AND OTHER LOCAL AUTHORITIES.**

Members considered a report from the Clerk (**attached at Appendix ‘A’**) and **RESOLVED** to approve the Terms of Reference for the **Planning Committee (attached at Appendix ‘B’)**, **Leisure & Environmental Services Committee (attached at Appendix ‘C’)** and the **Community Safety Committee (attached at Appendix ‘D’)**.

**8/11-12 APPOINTMENT TO COMMITTEES**

Accepting that the Town Mayor and Deputy Town Mayor are by their appointments ex-officio Members of all Standing Committees, the remaining Members are as listed below.

**a. Community Safety**

Members chose to defer the nomination of Community Safety Committee Members until the June meeting of the Full Town Council.

**b. Leisure & Environmental Services**

Cllr Tim Nelson  
Cllr Rodney Pitt  
Cllr Peter Scott

**c. Planning**

Cllr Tim Nelson  
Cllr Phil Norton  
Cllr Rodney Pitt

**d. Resource & Finance Committee**

Cllr Nelson  
Cllr Norton  
Cllr Pitt

**9/11-12 APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES**

Members approved the appointment of councillors to represent the Town Council on outside bodies detailed below.

**Clerk's note**

Not all vacancies were filled. Members decided to re-consider appointments once the Town Council has a full compliment of Cllrs.

**a. ANNUAL APPOINTMENTS**

Wrekin Area Committee (of ALC)	Cllr Scammell
Police Community Consultative Committee	Cllr Norton
Citizens Advice Bureau	No nominations
Newport Regeneration Partnership	Cllr Nelson (voting member) Cllr Scammell
Newport Youth Café	Cllr Scammell
Newport Cottage Care Centre Management Committee.	Cllr Forrester
Cosy Hall Management Committee	Cllr Forrester
Burton Borough Sports Hall & Studio Management Group	Cllr Pitt

**b. OTHER TERM APPOINTMENTS**

The Annabelle Lady Boughey Charity (for a period of 4 years)	Cllr Norton
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**10/11-12 SUSPENSION OF MEETING**

Members **RESOLVED** to suspend the meeting for a period of up to **30 minutes to allow questions from the public**. A summary of questions raised are attached at **Appendix 'E'**

**11/11-12 ANNOUNCEMENTS**

Members were informed of the following engagements between 3<sup>rd</sup> and 30<sup>th</sup> April:

Cllr Roy Scammell:

Attended St. George's Day event on 23 April and  
Opened the Gourmet Pasty Company on 20 April.

**12/11-12 TOWN COUNCIL VACANCIES**

Members considered the fact that despite the recent elections having taken place there were still 5 vacancies on the Town Council.

Members **RESOLVED to advertise for eligible candidates to apply for co-option to the Town Council, in line with the guidelines adopted by the Council in April 2011.**

**FINANCE**

**13/11-12 FINANCE REPORT**

The Finance Report for April 2011 **attached at Appendix 'F'** was approved and the payments therein ratified.

Cllrs Meredith and Nelson were authorised to sign the cheques.

Clerks Note (revised finance statement issued to correct date of summary payments from revenue account from March to April).

**14/11-12 BANK RECONCILIATION**

Cllr Scammell confirmed that the balances presented in the March 2011 finance statement had been reconciled against the original bank statements.

**15/11-12 MEMBERS ALLOWANCES**

The following Members confirmed their intention to claim the annual councillor's allowance:-

Cllr Forrester  
Cllr Meredith  
Cllr Nelson  
Cllr Norton  
Cllr Pitt  
Cllr Scammell  
Cllr Scott

**16/11-12 BANK MANDATE**

Members **RESOLVED to**

**Approve a change in the bank mandate to permit Cllrs: Scott, Nelson, Forrester, Scammell, Meredith, Norton, Pitt and 2**

officers, (*Clerk Mr Jakeman and Deputy Clerk Mrs Atkinson*) to sign cheques on behalf of the Town Council. The mandate will require each cheque to be signed by any two councillors and either of the officers.

**17/11-12 ANNUAL GRANT AWARDS**

It was **RESOLVED** to:

**Authorise the following payments:**

- 1. Old Tyme Market £500**
- 2. Newport Youth Café £6500**
- 3. Heart of England in Bloom £7000**
- 4. Newport Carnival £1000**

**18/11-12 NEWPORT SHOW**

Members considered a request to sponsor the Newport Show and **RESOLVED to sponsor the Newport Show in line with their £150 package.**

(Funding to be sourced from grants, authy: LGA 1972 Sect 144)

**19/11-12 COMMUNITY SAFETY (CS) COMMITTEE**

Members noted receipt of the unsigned minutes of the CS committee meeting held on 20 April 2011 – **attached at Appendix ‘G’.**

**20/11-12 RESOURCE & FINANCE (R&F) COMMITTEE**

Members noted receipt of the unsigned minutes of the R&F committee meeting held on 26 April 2011 – **attached at Appendix ‘H’.**

**21/11-12 MEETING DATES**

Members considered the proposed meeting dates for the forthcoming municipal year. Members **RESOLVED to**

**Approve the list of dates attached at Appendix ‘I’.**

**22/11-12 ROUTINE CORRESPONDENCE**

Members noted the list of routine correspondence, copy **attached at Appendix ‘J’.** Copies of the correspondence were available at the meeting.

**PLANNING & ECONOMIC DEVELOPMENT**

**23/11-12 a. Regeneration Partnership**

Members noted the Minutes of a Regeneration Partnership Meeting held on Tuesday 12 April 2011 – attached at **Appendix 'K'**.

**24/11-12      b. Planning & Economic Development Committee Meeting-Minutes**

Members noted receipt of the unsigned Minutes of a meeting held on 13 April 2011 – attached at **Appendix 'L'**.

**25/11-12      c. Planning Applications**

Members considered the Planning Applications **attached at appendix 'M'** and offered the comments on those applications **listed at Appendix 'N'**.

(Clerk's Note: Cllr Norton left the room during the discussion of planning application TWC/2011/0389)

**All other applications were supported without comment**

(Clerks Note: Comments will be forwarded to TWC via the e-planning portal).

**26/11-12      d. Members noted the Planning Permissions granted – attached at Appendix 'O'**

**27/11-12      e. Members noted Planning Refusals – attached at Appendix 'P'**

**28/11-12      f. Planning Appeal – Members noted the dismissal of the appeal by M.R.Clarke Pharmacists, 76 Upper Bar, Newport.**

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Signed .....

Dated .....