



OSWESTRY

town council

16th October 2018

Sir/Madam

A meeting of the Town Council will be held on **Monday 22nd October 2018 at 7.00 pm in the Council Chamber of the Guildhall, Oswestry.**

David J Preston
Town Clerk

Business of the meeting:

PRAYERS

Previous to the commencement of the meeting Prayers will be led by the Mayor's Chaplain.

PUBLIC SESSION

For 15 minutes previous to the commencement of the meeting, members of the public are invited to question the Council on local issues etc. Questions will be answered by The Mayor, Chairmen of Standing Committees or Town Clerk.

1. **APOLOGIES**
2. **DISCLOSURE OF PECUNIARY INTERESTS**

To receive declarations under consideration on this agenda in accordance with the Localism Act 2011 s32 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

3. **CHALK**

Shropshire Council have provided CHALK with the Centre for the Open House over Christmas in previous years and changes are anticipated for 2018.

Gemma Cassin of CHALK will be in attendance to outline the work of CHALK, future intentions regarding the Open House event and its growing role in the local community.

4. MINUTES

To confirm minutes of meetings held on:

16th July 2018 **Copy OTC/02/18 attached**

5. TO ANSWER ANY QUESTIONS

To answer any questions in accordance with Standing Orders upon which formal notice has been given.

6. SHROPSHIRE COUNCIL MATTERS

Update from local Shropshire Councillors C Aspinall, V Hunt, D P Milner and J Price on any policies, consultation or general matter relating to Shropshire Council.

7. STANDING COMMITTEES

To adopt the below minutes:

Development and Planning Committee

11th July 2018	Copy DPC/05/18 previously supplied
23rd July 2018	Copy DPC/06/18 previously supplied
3rd September 2018	Copy DPC/07/18 previously supplied
12th September 2018	Copy DPC/08/18 previously supplied

Finance & General Purposes Committee

18th June 2018	Copy FGP/02/18 previously supplied
3rd September 2018	Copy FGP/03/18 previously supplied

Markets & Town Centre Committee

11th July 2018	Copy MTCC/03/18 previously supplied
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Amenities Committee

27th June 2018	Copy AC/02/18 previously supplied
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Members are asked to bring to the meeting copies of minutes as previously circulated. Duplicate copies are available, if necessary, in advance of the meeting, from the Office.

8. REVIEW OF STANDING ORDERS 2018

To receive a report on a review of Standing Orders following discussion by the Chairman's Group.

Copy report TC/3580/18 to follow

9. COMMUNITY INFRASTRUCTURE LEVY (CIL)

Copy letter from Councillor R Macey, Shropshire Council Portfolio Holder for Planning and Housing Development, setting out the planned activities for the months ahead.

Copy letter attached Appendix 'A'

10. OSWESTRY HEALTH GROUP

Report on a meeting of the Oswestry Health Group held on 14th September 2018.

Copy report Appendix 'B' to follow

11. CAR PARK – CONSULTATION

Following adoption of the below Notice of Motion at the meeting of the Finance & General Purposes Committee on 15th October 2018:

"In order to boost the evening economy and encourage shoppers to stay for longer in our town centres the Council launches a public consultation on the proposal to amend car parking charges in Oswestry Town Council parks to:

1. *Give free parking after 6.00pm and before 8.00am and;*
2. *To rescind the one-hour tariff and replace it with an 80p charge for the first two hours in all car parks.*

the results of this consultation are made available to the Council in time for a decision to be made as part of the budget approval for 2019/20".

Report from the Town Clerk looking at consultation to enable information to be provided to assist the finalisation of the estimates of expenditure and income for 2019/20.

Copy report TC/3581/18 to follow

12. TRAINING

To have a discussion around developing a training plan for 2019/20 in respect of Elected Members and officers to assist planning for budget purposes.

13. SOCIETY OF LOCAL COUNCIL CLERKS – PRESIDENT

Letter from the Chief Executive, Society of Local Council Clerks, formally thanking the Council for its support to the Society over the last twelve months.

Copy letter Appendix 'C' to follow

14. EXCLUSION OF PUBLIC AND PRESS

In view of the confidential nature of business about to be transacted which would involve the likely disclosure of confidential information, as defined in the Public Bodies (Admission to Meetings) Act 1960, the public and press be temporarily excluded from the meeting and they be asked to withdraw.

OSWESTRY TOWN COUNCIL

Minutes of a meeting of the Town Council held on Monday 16th July 2018 at 7.00 pm in the Council Chamber, the Guildhall, Oswestry.

PRESENT: **The Mayor Councillor S Best
Councillors P Cherrington, M Coppock,
B Edwards, R Evans, V Hunt, M Isherwood,
M Jones, D Kerr, S Mason, and O Rose.**

In the Chair: **The Mayor, Councillor S Best**

In attendance: **D J Preston – Town Clerk
Arren Roberts – Assistant Town Clerk**

PRAYERS

Prayers were led by the Mayor's Chaplain, Reverend H Gibbons.

PUBLIC SESSION

For 15 minutes previous to the commencement of the meeting, members of the public were invited to question the Council on local issues, etc. Questions to be answered by Mayor, Chairmen of Standing Committees, or Town Clerk.

No questions were asked.

15. APOLOGIES

Apologies for absence were received from:

**Councillor C Aspinall - illness
Councillor N Hughes - work commitments
Councillor D P Milner - illness
Councillor J Price - family commitments
Councillor R Radford - personal reasons
Councillor C Schofield - holiday**

Absent from the meeting:

Councillor J Moore

RESOLVED the apologies be noted.

16. DISCLOSURE OF PECUNIARY INTERESTS

To receive declarations under consideration on this agenda in accordance with the Localism Act 2011 s32 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

There were no disclosures of interests.

17. WILFRED OWEN FESTIVAL

Due to illness, Chris Woods, Co-ordinator of the Wilfred Owen Festival, was unable to attend and update Elected Members on arrangements for the Festival scheduled for the period 15th – 17th November 2018.

The presentation to be arranged for a later date.

18. MINUTES

Minutes of meetings held on **25th April 2018 - OTC/08/18** and **21st May 2018 - OTC/01/18** were confirmed and signed.

19. TO ANSWER ANY QUESTIONS

No questions were submitted in accordance with Standing Orders.

20. SHROPSHIRE COUNCIL MATTERS

Updates were provided on various issues but the key discussion point was around the proposed temporary interim suspension of new community led road safety concerns. Correspondence confirmed that Shropshire Council's entire Highways and Transport capital budget has been reduced by £5m in each of the next two financial years and therefore an interim re-prioritisation of the use of the Integrated Transport settlement needed to be put in place. The focus of the programme of work will continue to be accident cluster sites schemes (based on recorded accident data) and post scheme safety reviews. On this basis, the submission of new community led road safety concerns from town and parish councils will be put on hold until the review of budgets in 2020.

After discussion it was **RESOLVED** to seek further clarification on the correspondence, particularly as to whether all previously submitted schemes are suspended and to voice concern that it would appear that Shropshire Council were effectively waiting for an accident to occur rather than take action on the potential of an accident happening in terms of future policy.

21. STANDING COMMITTEES

RESOLVED to adopt the below minutes:

Development and Planning Committee

4th April 2018	DPC/13/18
21st May 2018	DPC/01/18
21st May 2018	DPC/02/18
6th June 2018	DPC/03/18
27th June 2018	DPC/04/18

Finance & General Purposes Committee

5th March 2018	FGP/07/18
21st May 2018	FGP/01/18

Markets & Town Centre Committee

21st May 2018	MTCC/01/18
6th June 2018	MTCC/02/18

Amenities Committee

21st May 2018	AC/01/18
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22. OSWESTRY HEALTH GROUP

RESOLVED to adopt a report on a meeting of the Oswestry Health Group held on 18th May 2018 as provided.

23. OSWESTRY MATERNITY

RESOLVED to note that, following recent announcements, representations had been extended by The Mayor, on behalf of the Council.

In addition, attached for information was a report from Sarah Jamieson, Head of Midwifery, fully informing Elected Members of the future of maternity.

24. FUTURE FIT PUBLIC CONSULTATION

RESOLVED to note that the public consultation, being facilitated by the Town Council, would be held on 24th July 2018 at the Wynnstay Hotel, Oswestry.

25. SHROPSHIRE COUNCIL DISCRETIONARY RATE RELIEF POLICY REVIEW - CONSULTATION

Email received from Brian Allman, Business Rates Manager of Shropshire Council advising that Shropshire Council was currently reviewing its Discretionary Rate Relief policy.

The principles of the revised policy had been agreed by Shropshire Council's Cabinet and, as part of the process, they now need to go out to consultation. This would be a six-week consultation which closes on 15th August 2018. The consultation can be accessed on the Shropshire Council website at: [Business rates discretionary relief policy review and council tax discretionary discounts – Shropshire Council](#)

RESOLVED no response be made.

26. SHROPSHIRE PARKING

Updates were provided relating to the Consultation exercise undertaken by Shropshire Council. It was noted that three parking strategy items would be referred to Cabinet at Shropshire Council on 25th July 2018 after which the parking strategy would hopefully be finalised and can be published.

RESOLVED the information be noted.

27. GDPR UPDATE

A brief verbal report was provided from the Town Clerk regarding any outstanding issues.

It was **RESOLVED** to note:

- The Town Council was no longer required to compulsory appoint a DPO;
- The Action Plan produced by the Town Clerk was now being worked through;
- Various reviews were underway;
- A review of parking management within the Town Council would be provided by DVLA in terms of an audit which would form a further report to Council.

28. NATIONAL IN BLOOM

RESOLVED to note the National Judges would be visiting Oswestry on 1st August 2018.

29. CHRISTMAS DECORATIVE LIGHTING

Report from the Assistant Town Clerk on a meeting of Council representatives held on 10th July 2018.

Members were asked to confirm the extension of contract and the details of scheme to enable a contract to be put in place for 3 years from December 2018.

After discussion it was **RESOLVED**:

- To acknowledge report **TC/3542/18**;
- To formally accept changes put forward by Members to the scheme and, if practically possible, (available and suitable infrastructure) new pole mounted lights would be added to the Beatrice Street and Church Street (towards the traffic lights);
- The scheme cost to be £27,796 in Year 1 and £27,774 in Years 2 and 3;
- To formally accept that additions can be added to the scheme following ongoing discussions and that the contract value be permitted to rise to close to, and not exceed, £30,000 per annum;
- The contract documentation be authorised for signature by the Town Clerk.

30. TREFONEN ROAD – SPEEDING

Letter from Adnan Ali of West Mercia Safer Roads Partnership confirming that Councillor D P Milner had contacted him regarding concerns about the speeds of vehicles on the road. Because of that discussion, a data collection request was put in for the road where a radar recorder is placed on the road side for a seven-day period and over that period it monitors the speeds and volumes of all vehicles that pass it.

A list of data will be taken and once completed contact will be made with the result.

RESOLVED the information be noted.

31. GRANTS AND DONATIONS

Application for financial assistance from the large grant scheme from the Arts Connection – Cyswllt Celf.

After discussion it was **RESOLVED** to accede to a donation of £650 as requested with a report to be requested on the event outcomes and final budget and invoices. In addition, to highlight that should a further application be made for 2019, it would be required to attend an early

meeting with the Council to understand the event, its aims and outcomes and the organisations involved and the immediate costs.

32. REMEMBANCE DAY – SILHOUETTES- THERE BUT NOT THERE

Consideration of a proposal from The Mayor, Councillor S Best, for the Council to consider purchasing a silhouette, recognising that 2018 is the centenary of the end of the First World War.

RESOLVED not to exceed to the request.

33. MACEBEARER ROBES

The Council Macebearer Robes are historic and showing significant signs of wear and tear. The Council was asked to consider a quotation received from Michaels Civic Robes of Leicestershire on the replacement of the two Town Council macebearer robes.

After discussion it was **RESOLVED** that the matter be withdrawn and the market trader that had provided the Town Crier gowns be asked to look at design and costings for a further report to Council.

34. OSWESTRY TOWN CHARITIES

Invitation from the Clerk to the Trustees for the Council to appoint three Nominative Trustees.

RESOLVED the Council appoint Vince Hunt, Peter Cherrington and Steve Mason.

35. EXCLUSION OF PUBLIC AND PRESS

In view of the confidential nature of business about to be transacted which would involve the likely disclosure of confidential information as defined in the Public Bodies (Admission to Meetings) Act 1960, the public and press be temporarily excluded from the meeting and they be asked to withdraw.



Dear Chairman,

As the Shropshire Council Portfolio Holder for Planning and Housing Development, I am writing to you as the first of a series of communications from the team with responsibility for the Community Infrastructure Levy (CIL) and myself.

I do not propose to address the technicalities or complexities of the CIL in this letter. Rather, I will set out the planned activities for the months ahead:

- The list of infrastructure, the Council is proposing to fund through the levy during the next year (officially called the CIL 123 List), will appear in the form of a report to Cabinet seeking approval. A note will be sent through SALC to confirm when this report is available along with the date of the Cabinet meeting. I expect this to go Cabinet during the autumn.
- In late 2017, Parish and Town Councils across the county submitted their updated list of infrastructure requirements, for inclusion in the update to the Place Plans. I am pleased to say the revised plans are nearly ready and we plan to host meetings to discuss these. The details of the meetings will be sent in due course, it is expected they will take place before the end of the year.
- I am working with the team on how to be as clear as possible when talking about CIL, both in terms of the language, the information available and the manner of communications with stakeholders such as yourselves. This will be an ongoing process.

Consideration is underway as to whether any changes are required to current policy, in light of the needs within the county. Rest assured that if there are any proposals to bring forward, this will be done publically, so everyone can have their say.

CIL will never be the single answer to meeting our infrastructure needs, either at the most local or county level. It is only by combining our efforts that we will see the infrastructure we need to support development.

Please keep an eye out for future communications on this subject.

Yours Sincerely,

R. Macey

Councillor Robert Macey

Shropshire Council Portfolio Holder for Planning and Housing Development