



Much Wenlock Town Council

Town Council Meeting

11th July 2024

Supporting Papers

From: Damien Kelly
Date: Friday, 14 June 2024 at 08:07
To: Trudi Barrett <townclerk@muchwenlock-tc.gov.uk>
Cc: Emma Strangwood <emma.strangwood@westmercia.police.uk>, Mal Goddard <malcolm.goddard@westmercia.police.uk>
Subject: TC Meeting - Thank you

Good Morning Trudi,

I do hope that my presence was well received last night as I did feel very welcomed thank you. Below is a message to residents signed up to neighbourhood matters (NHM) in the area of a brief update from a policing perspective. I have also shared this on X.

With regard to some of the questions by councillors which I haven't mentioned in the NHM update, I have the following update;

1. **Can the PCC part fund an upgrade of the town CCTV system?** – I have emailed the OPCC for the current procedure for parishes and towns to apply for funding on such systems. I will update you when I receive a reply
2. **What can be done to tackle E-Scooters and E-bikes causing an increased risk to elderly residents in the town?** – Given that this technically is anti-social driving/riding, we will look to provide some service to the area under the Op Ankara umbrella although given that your three priorities are outside of this and there are many other parishes to service under this operation name, if you wish to make it a town priority to increase our level of activity then please consider changing them. My personal suggestion given the statistics is that drugs could come off. This wont mean we wont act in receipt of intelligence/information of course but worth a thought for your councillors if they wish for their local policing team to move ASB driving/riding up the priority list..
3. **What scope is there for the PCC to part or fully fund a youth leader?** – The Broseley youth leader is funded by the LA I believe. Unless you can tell me different. I doubt that there will be funding available for this but I will await to hear back from the OPCC as there may well be a dedicated pot for this in the spirit of crime and ASB prevention.

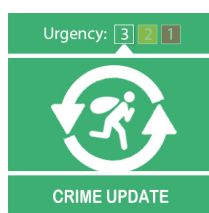
In the meantime, please continue to encourage parishioners and councillors to sign up to neighbourhood matters. As explained last night, we are hoping to move away from email for external work as it doesn't allow us to quantify workload or indeed allow accountability for tasks and assignments.

Thanks

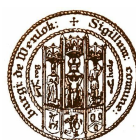
Damien

Tuesday, July 2, 2024 at 16:09:13 British Summer Time

Subject: Much Wenlock Town Council [#270404703]
Date: Friday, 14 June 2024 at 07:34:58 British Summer Time
From: Neighbourhood Matters
To: townclerk@muchwenlock-tc.gov.uk



Much Wenlock Town Council



Good Morning Trudi,

I would like to provide you with an update with regard to last nights town council meeting at the Guildhall in Much Wenlock that I attended. I was able to introduce myself to the mayor, town clerk and fellow councillors as well as a couple of parishioners who were present. My thanks to them for making me feel very welcome. It was very clear to me that there is a real sense of community in the council who have been working hard to maintain the history and safety of the town and I was quite rightly held to account for the ongoing local policing community charter priorities for the area which have been selected by the council on behalf of their communities as;

Rural Thefts

Speeding

Drugs

Regarding all three, I am pleased to say that incidents and crimes are low. Since January 24 - May 24 there have been 120 calls for service in Much Wenlock with only 43 resulting in crime. The top five calls for service out of that 120 are 'suspicious circumstances' = 11, 'Highway Disruption' = 9, 'Road Traffic Collision' (all damage only, no injury) = 9, 'Assault' = 8 and 'Concern for Safety' = 8. Burglary sits at 6 offences with 2 being residential, 3 outbuilding and 1 business. There was only 1 crime recorded which was drug related (Class B Cannabis possession).

As you may have seen, I was out with your safer neighbourhood officer, Constable Emma Strangwood this week conducting speed enforcement on the Farley Road outside the secondary school just before the end

of the school day and of the 45 vehicles that we checked, only 1 exceeded the 30mph limit. I do however understand that our presence does act as a deterrent which is why we aim to regularly service this area in the best interests of the children and other members of the public using the footpaths.

South Shropshire Safer Neighbourhood Teams are really committed to tackle your local priorities and we have four main operations that encompass the most common ones across the parishes in South Shropshire. These are;

Operation Whitebeam - Tackling rural thefts

Operation Aurora - Tackling speeding in restricted zones (30mph)

Operation Conyay - Tackling drug dealing

Operation Ankara - Tackling ASB driving

We have a variety of options and tactics to deploy when running these operations and we will keep you up to date with what we are doing and when (after they happen) in order to reassure you that we do take your concerns seriously and are being proactive to tackle them. The focus for these operations begin with education and prevention followed by active targeting of offenders and offending and latterly reassurance to bring down any fear of crime.

Finally, we are welcoming a new Police Community Support Officer (PCSO) to Broseley and Much Wenlock SNT on 20th July after basic training. This officer will spend the summer being tutored by PCSO Goddard and other colleagues so please make them feel welcome. Full details will be published on their arrival and the posters around the town and parishes will be updated.

My thanks again to the town council for their warm welcome and I will see some of you in the town in the coming months.

Damien

Inspector 2382 Damien Kelly
South Shropshire | Safer Neighbourhood Team | F LPA CED SPOC | West Mercia Police

Bridgnorth Police Station, The Wheatlands, Bridgnorth, Shropshire, WV16 5BD



Message Sent By
Damien Kelly
(Police, Inspector, South Shropshire)

To reply or forward please use the below or these links: [Reply](#), [Rate](#), [Forward / Share](#).

From: Mal Goddard <malcolm.goddard@westmercia.police.uk>

Date: Friday, 31 May 2024

Subject: Much Wenlock Town Council – Priorities as at the 1st of June 2024

Much Wenlock Town Council – Priorities as at the 1st of June 2024

The Safer Neighbourhood Team (SNT) is checking all of the Priorities that were chosen by Town and Parish Councils earlier. Can you please confirm that your current priorities are:

1. Priority One – Theft (Outbuildings)
2. Priority Two – Drugs
3. Priority Three – Speeding

If you now feel that these do not now reflect your priorities, can you please select from the following table and let the SNT know by email?

In addition, if you feel that you only need one or two priorities, can you also let us know that?

Anti-Social behaviour	Off Roding	Theft (Farms)
Anti-Social Driving	Organised Criminal Gangs	Theft (Livestock)
Begging	Other Traffic Offences	Theft (Other)
Child Exploitation	Road Traffic Collision	Theft (Outbuildings)
Criminal Damage	Rough Sleeping	Unlawful Gathering
Doorstep Pedlars	Speeding	Wildlife Crime
Drugs	Theft (Commercial)	
Drunken Behaviour	Theft (Dwelling)	

Kind regards,

Broseley & Much Wenlock Safer Neighbourhood Team

Email: bmw.snt@westmercia.police.uk

Mal Goddard
PCSO 6421

From: OPCC Comments <comments@westmercia.police.uk>

Date: Wednesday, 3 July 2024 at 12:48

Subject: Survey launched to get the views of your council

Your views matter. Help shape the future of policing in your area by having your say in my seventh annual town and parish council survey.

This is your council's opportunity to have your say on policing in your local area, raise any concerns and identify the improvements you would like to see.

A record number of you had your say last year, with a majority wanting to see an improvement in police visibility.

Hearing and delivering on those calls, five high-visibility neighbourhood crime fighting units were launched in September 2023.

In the latest financial year, I have committed to increasing already record numbers of police officers, as well as introducing ten dedicated town centre policing teams.

Following my re-election, I am currently developing my new police and crime plan. Your feedback will help shape my final plan, setting the blueprint for West Mercia Police over the next four years.

Your council can have their say online, here –

<https://survey.alchemer.eu/s3/90725530/Town-and-Parish-Council-Survey-2024>

If your council wishes to complete an 'offline' survey. I have attached a Word version of the document to enable them to do so.

You can then email the completed survey response to: opcc@westmercia.police.uk or post it back to OPCC on the postal address given.

The survey closes at midday on Monday 5 August.

Yours sincerely.

John

John Campion

West Mercia Police & Crime Commissioner

Tel: 01905 331656 @johnpaulcampion



08/24

MUCH WENLOCK TOWN COUNCIL

Minutes of the
TOWN COUNCIL MEETING
held at The Guildhall, Much Wenlock
at 7 pm on Thursday, 13th June 2024

Present: Councillors William Benbow, Susan Crooke-Williams, Wilfred Grainger, John O'Dowd, Marcus Themans (in the chair), Daniel Thomas, Linda West, Duncan White.

In attendance: Trudi Barrett – Town Clerk, Inspector Damien Kelly (until the end of agenda item 6), two members of the public in person and one remotely.

1. Mayor's Welcome

The Mayor welcomed everyone to the meeting and presented the following report:

- The recruitment process for the new Responsible Financial Officer had been completed and he was delighted to welcome Janet Evans to the team.
- The D-Day commemoration in the Priory grounds had been a moving event and a credit to everyone in the town. The Mayor expressed thanks to Revd Stafford and Councillor Crooke-Williams in particular and also to Councillors who helped on the night.
- The Mayor had been disappointed not to have received an expected grant for a defibrillator for the Gaskell Ground. This was due to grants being withheld in the pre-election period.
- He was also disappointed at the latest delay with the installation of a puffin crossing on the Bridgnorth Road.
- The Council was pushing ahead with submission of an Expression of Interest to the National Lottery Heritage Fund for grant funding for the Guildhall.
- The next Made in Shropshire market would be held on the coming Saturday
- The annual orchid count and celebration of the designation of Windmill Hill as a Local Nature Reserve would both take place on 29th June.

2. Apologies for Absence

Councillors David Fenwick and Chris Tyler – holiday, Councillor Christian Toon – family commitment.

3. 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.

4. Dispensations

None requested.

5. Public Session

- a. Mr Joffrey Watson distributed a message he had sent to the Mayor about the role of Town Crier for Much Wenlock and spoke about his desire to take on this role. He explained that there had historically been a Town Crier in Much Wenlock into the 1980s and that he felt this would be good for tourism. He would be prepared to take on the role voluntarily and an offer had been made to provide an appropriate robe free of charge. The Town Crier of Shrewsbury would be willing to tutor him, and he would take the role seriously. A Town Crier would need a strong personality and, in the interest of fairness, there should be a decibel test.
- b. A resident expressed his concern that the cubicle in the gents' toilet at Queen Street was out of order as the toilet had been vandalised and needed replacing and urged Councillors to remedy this without delay. He also requested a sanitary bin for the gents' toilets.
The Mayor gave assurances that every effort would be made to resolve the problems quickly.

6. Police Matters

- a. The Mayor welcomed Inspector Damien Kelly of South Shropshire Safer Neighbourhood Team to the meeting. He told the Inspector how much the Council valued its relationship and involvement with the local policing team.

09/24

Inspector Kelly gave an overview of his background and experience. He informed Councillors about current police operations to address rural crime and recent successes. The police would be working with farmers on preventative measures as well as running some high intensity target nights to deter thieves. Inspector Kelly also outlined operations to target speeding, anti-social driving and drugs, which included prevention, education and rehabilitation.

Councillors responded with questions to Inspector Kelly:

- Q. Was there any information on the effectiveness of temporary speed cameras in the town?
 A. The intention of these operations was to be preventative and encourage drivers to slow down, rather than to punish. Frequent monitoring did lower speeds as drivers became used to the incentive to slow down in that area.
- Q. The Council had been striving to upgrade and extend CCTV in the town. Was there any funding available?
 A. The police were very keen on CCTV. The Police & Crime Commissioner (PCC) had part-funded systems elsewhere and the Inspector could put the Council in touch with the PCC.
- Q. There had recently been incidences of electric bikes and scooters going above 30mph in the town. What was the current policy and what could be done about this?
 A. Legally, electric scooters could only be used on private land or in specific towns. Electric scooters in Much Wenlock were definitely illegal and it was illegal for electric bikes to be powered to travel above 15.5mph. The police could take action if they had relevant evidence but this required officers to be in town at the right time.
- Q. Was there a way of contacting the Inspector directly?
 A. Individuals could sign up to 'Neighbourhood Matters' and the Inspector could be contacted in that way. The Town Clerk also had his email address. Messages into the team email inbox would be assigned to specific individuals.
- Q. It was understood that Broseley Town Council had found funding to employ a play leader for the summer. Is this something that the police had any surplus budget for?
 A. The PCC did have a general fund and applications could be made to this as one of the priorities was to prevent youth disorder. The Inspector could check whether Broseley had had any of this funding.
- Q. When could the town expect a new PCSO?
 A. Two new PCSOs had been recruited and one of those should be coming to Broseley & Much Wenlock by 20th July.

The Mayor thanked Inspector Kelly for attending and for the interesting information, particularly about rural crime.
 Inspector Kelly left the meeting.

- b. Members noted a written update from the local policing team.

7. Shropshire Council Report

Shropshire Councillor, Daniel Thomas, presented the following report:

New Pedestrian Crossing for the A458/Bridgnorth Road: many of you will understandably be concerned about the delay in the construction of the Puffin Pedestrian Crossing for the A458/Bridgnorth Road. Despite previous assurances, the process has not gone as smoothly as expected. Initially, we were informed that a public consultation would not be necessary and that the date of June 3rd would be suitable for our external contractors. However, this was not the case, and a public consultation was launched last week which concludes on June 27th. On a more positive note, the proposal for a 40 mph buffer zone, designed to slow traffic down as drivers go from 60 to 40 to 30 instead of straight to 30, for this road has been well-received by residents. After the public consultation ended two hours ago, it seemed clear that this was a popular safety improvement. The good news is that the work on the Puffin Crossing could potentially coincide with the implementation of the buffer zones, minimising disruption for residents, commuters, and tourists.

Meet & Greet with the Neighbourhood Plan Review Steering Group: a public meeting has been called for Friday, 12th July at 7:00 p.m. at the Priory Hall. This meeting will update the public on progress made across the plan's key objectives and offer an opportunity for discussion and feedback on each. Please attend if you can. Neighbourhood planning provides the opportunity for our community to set out a positive vision for how we want our town and surrounding area to develop over a period of time. I've enjoyed chairing the steering group and hope we can make the event a success.

10/24

Stretton Road Works: a quick reminder that the vitally important Stretton Road drainage upgrade will take place during a full closure on 22nd July – 15th September 2024. The work will include the construction of a new highway drainage system that will divert water into the Shylte attenuation basin, which was constructed by Shropshire Council in 2017. The connection of the highway drainage system to this basin will ensure these highway water flows are reduced and alleviate flooding around the town, especially Havelock Crescent, during intense rainfall events.

July Surgery: my next advice surgery is on Saturday, July 13th, between 10:30 a.m. and 12 noon at Much Wenlock Museum. No appointment is necessary. I'll be joined by Town Cllr Linda West and a representative from the Police.

Councillor Thomas was asked when the drainage grids across the street would be installed. He advised that the work should have been carried out by the end of last year. He would raise this at his next meeting with Shropshire Council's drainage officer.

Councillor Thomas noted that a drain by the Gaskell corner was blocked and agreed to follow this up.

8. Minutes

- a. It was RESOLVED to approve and adopt the minutes of the Town Council meeting held on 9th May 2024.
- b. It was RESOLVED to approve and adopt the minutes of the Town Council meeting held on 16th May 2024.
- c. It was RESOLVED to adopt the minutes of the Planning & Environment Committee meeting held on 30th April 2024
- d. It was RESOLVED to adopt the minutes of the Finance & Asset Management Committee meeting held on 19th March 2024.
- e. It was RESOLVED to adopt the minutes of a HR Committee meeting held on 17th April 2024.

9. Town Clerk's Report

Members noted the written and verbal report from the Town Clerk.

10. General Election 4th July 2024

- a. Members noted that a General Election had been called for 4th July 2024 and received information from the Local Government Association on decision-making and publicity during the pre-election period.
- b. It was RESOLVED to move the Town Council meeting scheduled for 4th July to the new date of Thursday, 11th July 2024.

11. Internal Audit Report

Members reviewed the final Internal Audit Report for 2023/24; there were no matters highlighted for action. Thanks were expressed to the RFO and Clerk for the proficient administration of the Council's finances.

12. Annual Accounts 2023/24

- a. It was RESOLVED to approve income and expenditure from 1st April 2023 to 31st March 2024.
Members noted that the Council had ended the year very close to budget.
- b. It was RESOLVED to approve the balance sheet as at 31st March 2024.
- c. It was RESOLVED to approve the bank reconciliation as at 31st March 2024.

13. Annual Governance and Accountability Return 2023/2024

- a. Members noted the Annual Internal Audit Report 2023/24 forming part of the Annual Governance and Accountability Return.
- b. It was RESOLVED to approve the Town Council's response to the Annual Governance Statement 2023/24 - Section 1 of the Annual Governance and Accountability Return.
- c. It was RESOLVED and approve the Accounting Statements for 2023/2024 - Section 2 of the Annual Governance and Accountability Return.
- d. It was RESOLVED to approve the Explanation of Variances.
- e. It was RESOLVED to approve the reconciliation between boxes 7 and 8 in Section 2 of the Annual Governance and Accountability Return.
- f. Members noted that the period for the exercise of public rights would run from Monday, 17th June 2024 to Friday, 26th July 2024.

14. Review of Financial Regulations

Members noted that the new model Financial Regulations were still being reviewed by the RFO and Clerk and agreed to defer consideration of the new regulations to a future meeting.

15. Membership of Planning & Environment Committee

Members noted that Councillor Linda West had resigned from the Council's Planning & Environment Committee following the most recent meeting. Councillor West advised that she had changed her mind and would like to remain a member of the Planning & Environment Committee.

It was RESOLVED to re-appoint Councillor Linda West to the Planning & Environment Committee.

16. The Guildhall Project

Councillors noted that the Clerk was liaising with Greenwood Projects on preparation of an Expression of Interest to the National Lottery Heritage Fund for further grant funding.

17. Windmill Hill Local Nature Reserve

Members noted arrangements for the annual orchid count on Windmill Hill on Saturday, 29th June at 10.30am, and the invitation to attend the official opening of the newly declared Windmill Hill Local Nature Reserve, "Hands Around the Windmill" ceremony and family picnic.

Councillor White advised that he had recently been elected Chairman of the Windmill Trust and encouraged members to come along and be part of the orchid count and official opening. There had already been one interview with Radio Shropshire, and he hoped for more publicity.

18. A Wenlock Guild

Members considered correspondence regarding a Wenlock Guild of traders and others to promote Much Wenlock. This would replace the former Chamber of Commerce and would be open to all businesses in the town, not just those in the High Street. This would provide a single point of contact with the traders and other businesses and would give more unity to the town.

Councillors welcomed the initiative. They felt this would be a useful way of feeding back to the Town Council about the needs and aspirations of the businesses in the town. It would also provide a channel for promoting the town and addressing any shortcomings. It was noted that the Council had paid for membership of Visit Shropshire this year; maybe the proposed Guild could fund raise to continue that subscription.

It was RESOLVED that the Council would give full support to the formation of a properly structured Wenlock Guild and would be pleased to have active membership of the organisation.

19. Town Crier for Much Wenlock

Members noted that going back 250 years there had been a Town Crier in Much Wenlock, who had also been the Court Usher. In the past the position had often been passed from father to son but the role had slowly declined, ceasing with Bill Pratt in the 1980s.

Councillors considered the potential benefit to the town of having a Town Crier. This could be a tourist attraction and give local colour. There would need to be guidelines and a Code of Conduct for any incumbent of the role and this could, perhaps, be an annual appointment.

It was RESOLVED to recreate the role of Town Crier, to be appointed annually, and to delegate authority to the HR Committee to determine the recruitment process and conditions.

20. Neighbourhood Plan Review

Work was ongoing. A public event would be held on 12th July at 7pm in the Priory Hall. Each member of the steering group would give an overview of their objectives, followed by a breakout session and informal discussion.

21. Shropshire Local Plan Review

- a. Members noted that the Much Wenlock Neighbourhood Plan Refresh Group had submitted representations to consultation on documents GC44, GC45, GC46 and GC25. Councillors had some concerns about potential conflicts with the review of the Neighbourhood Plan and submissions on the Local Plan.

It was RESOLVED to retrospectively approve the submission for the Town Council agreed between meetings: "Much Wenlock Town Council recognises the hard work of residents in preparing responses to the current consultation and asks that the issues raised are considered carefully. Although the Town Council is not submitting formal responses to this consultation, the Council would request the opportunity to speak at future hearings."

- b. Members noted that the consultation had now closed and further information was awaited from Shropshire Council.

22. New Puffin Crossing on Bridgnorth Road, Much Wenlock

Members considered proposals for a new puffin crossing on the A458 Bridgnorth Road in the vicinity of Racecourse Lane. They noted that there had been confusion over whether consultation was required for the puffin crossing scheme. Consultation had been necessary and this was currently ongoing, with a deadline for responses of 27th June.

It was RESOLVED to support the introduction of a new puffin crossing on the A458 Bridgnorth Road.

It was RESOLVED to write to Mark Barrow, Director of Place at Shropshire Council, to express the Council's dismay at the confusion and mis-information about the installation of the puffin crossing: the Town Council had been told that no consultation was necessary and a start date of 3rd June had been scheduled. However, consultation had been required and this meant that the implementation date had been missed, with no date for the work now scheduled. If consultation had not been required, why was this being undertaken and money being spent on it? Councillors wished to press for early installation of the puffin crossing, ideally before the end of the school summer holidays. It was noted that the new houses at Callaughtons Ash would be occupied before the end of the consultation period.

23. The Safety of Electric-Powered Micromobility Vehicles and Lithium Batteries Bill

Members considered correspondence regarding the Safety of Electric-Powered Micromobility Vehicles and Lithium Batteries Bill.

It was RESOLVED to fully support any extra restrictions that could be put in place to improve the safety of electric-powered micromobility vehicles and lithium batteries for which the Council hoped there would be cross-party support.

24. Consultation

Members noted the following consultation:

Shropshire's Draft Preventing Homelessness and Rough Sleeping Strategy 2024 to 2029.

It was RESOLVED that Councillors should respond individually if desired.

25. Correspondence

Members noted the following items, which they had received by email between meetings:

- a. SALC information bulletins and other information
- b. NALC newsletters and other information
- c. Press releases from Shropshire Council
- d. Rural Bulletins from the Rural Services Network
- e. VCSA Shropshire newsletters
- f. News from Shrewsbury and Telford Hospital NHS Trust
- g. Latest news from Shropshire Hills National Landscape Team May 2024
- h. What's On at The Edge Arts Centre
- i. Friendly Transport Service Newsletter June 2024
- j. Zero Carbon Shropshire June 2024 Green News
- k. South Shropshire Climate Action Group June Newsletter
- l. The Rural Services Network Rural Funding Digest June 2024
- m. Selected Neighbourhood Matters alerts.
- n. Lezley's Leader's Update June 2024
- o. Invitation to Severn Trent Shropshire stakeholder roadshow event on 20th June, 4.30 – 6.00pm at the Shropshire Wildlife Trust, Shrewsbury.
- p. Details of surface dressing and road closures on the A4169 Much Wenlock Road, Buildwas Bank – Acklands Coppice between 17th June and 16th July 2024.

26. Agenda items for next Town Council meeting

Members were invited to suggest items for inclusion on the agenda of the next meeting.

27. Date of next meeting

Members noted that the next meeting would be held on Thursday, 11th July at 7.00pm at the Guildhall.

Public Bodies (Admission to Meetings) Act 1960

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

28. Repairs to Cemetery Chapel

Members considered quotations for repairs to the porch of the cemetery chapel.

It was RESOLVED to commission Johnson Renovations Ltd to carry out repairs to the porch of the cemetery chapel.

29. Appointment of RFO

Members received a report from the HR Committee on the appointment of the new RFO, who had joined the Council on 10th June 2024.

30. 10 High Street

Members received an update on progress with letting the premises. It was noted that the Clerk had advertised the letting in the July edition of the Wenlock Herald.

31. Appointment of Town Crier

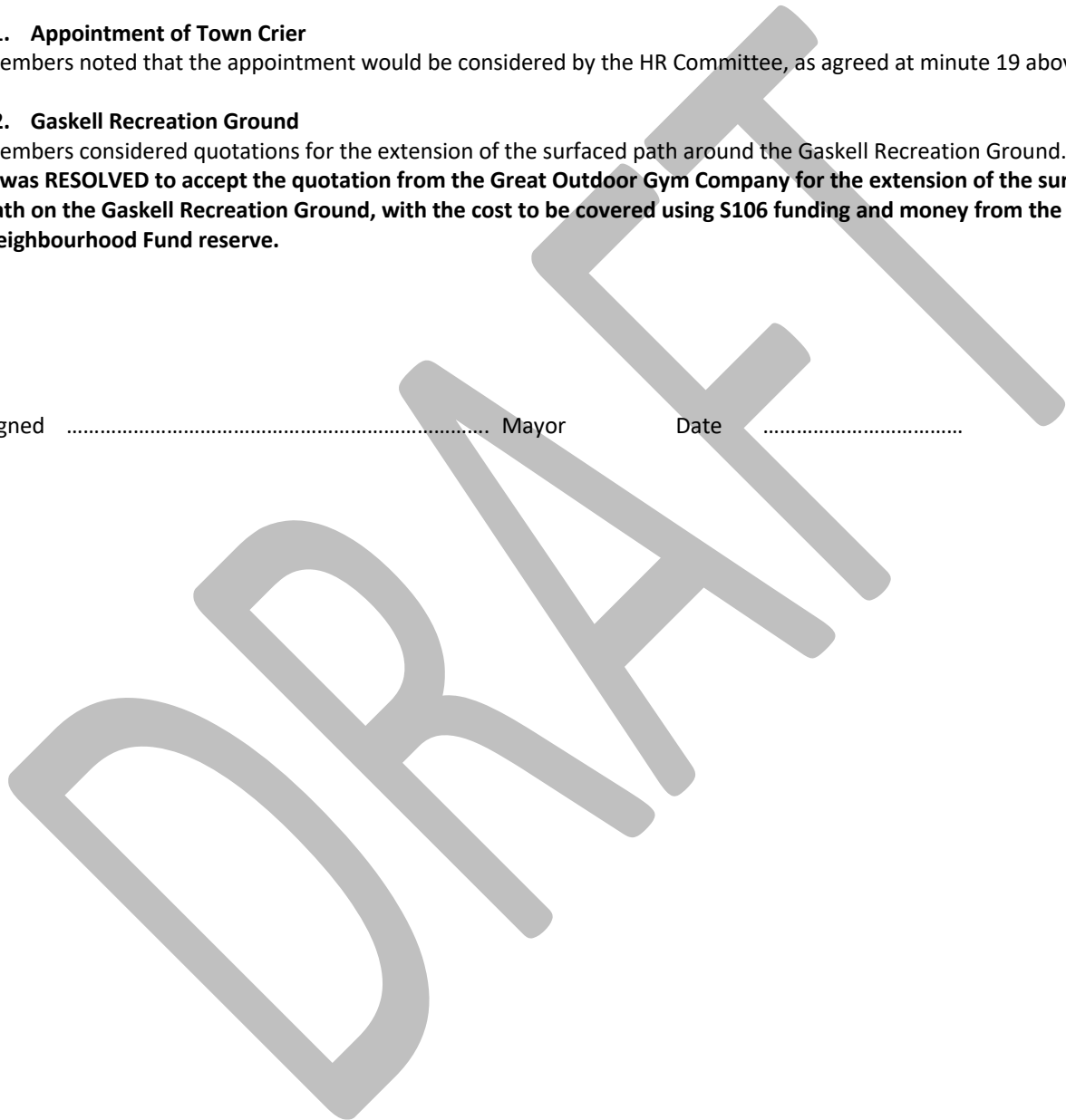
Members noted that the appointment would be considered by the HR Committee, as agreed at minute 19 above.

32. Gaskell Recreation Ground

Members considered quotations for the extension of the surfaced path around the Gaskell Recreation Ground.

It was RESOLVED to accept the quotation from the Great Outdoor Gym Company for the extension of the surfaced path on the Gaskell Recreation Ground, with the cost to be covered using S106 funding and money from the Neighbourhood Fund reserve.

Signed Mayor Date



01/24

MUCH WENLOCK TOWN COUNCIL

Minutes of a **Planning & Environment Committee meeting**
held at 7.00 pm on Tuesday, 4th June 2024 at the Corn Exchange, Much Wenlock

Present: Councillors Will Benbow (from minute 13), David Fenwick, Daniel Thomas, Chris Tyler, Linda West

In attendance: Trudi Barrett – Town Clerk

1. Election of Chairperson

It was **RESOLVED** to elect Councillor Daniel Thomas as Chairperson of the committee.

2. Election of Deputy Chairperson

It was **RESOLVED** to consider this item later on the agenda.

3. Apologies

Councillor Wilfred Grainger – work commitment, Councillor William Benbow – late arrival.

4. 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.

5. Dispensations

None requested.

6. Public Session

There were no members of the public present.

7. Minutes

It was **RESOLVED** that the minutes of the Planning & Environment Committee meeting held on 30th April 2024 be **APPROVED** and signed as a true record.

8. Planning Applications

No new planning applications had been notified.

9. Planning Decisions

It was **RESOLVED** to note the following planning decisions:

24/01069/AMP 16 Barrow Street, Much Wenlock	Non-material amendment to planning consent 22/04321/FUL Decision: Refused
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10. Planning Appeal: Wheatland Garage, Bridgnorth Road and 17 St Marys Road, Much Wenlock

- a. Members noted that an appeal had been made to the Secretary of State against the decision of Shropshire Council to refuse to grant planning permission for application 23/05505/FUL: Partial demolition of the existing retail convenience store and construction of extensions, revision to car parking facilities, provision of four electric vehicle charging points, installation of solar panels on extension roof and change of use of the ground floor of 17 St Mary's Road to a coffee shop (re-submission).
- b. Members considered a further written representation to the Planning Inspectorate in relation to the above appeal by the deadline of 17th June 2024. Members noted that there had been an error in the objection submitted to Shropshire Council by the Town Council to application 23/05505/FUL and this had been raised by the applicant's agent in connection with the appeal.

It was **RESOLVED** to submit an explanation and correction to the Planning Inspector in relation to the Council's original objection to application 23/05505/FUL and in response to the comments by the applicant's agent about the Council's Transport Working Group.

Councillors considered the draft objection prepared previously in relation to application 23/05505/FUL. It was **RESOLVED** to agree any final amendments to the draft and then to submit the representation to the Planning Inspectorate before the deadline of 17th June 2024.

02/24

11. Affordable Housing

Members noted that the 14 new affordable rental and shared ownership homes at Callaughtons Ash were being actively promoted by Connexus and that all homes had been allocated, subject to credit checks.

Councillors expressed concern about unresolved flooding issues associated with the new development.

12. Draft Shropshire Local Plan Review 2016 - 2038

- a. Members considered consultation until 11th June 2024 on the following documents, along with the responses submitted to Shropshire Council by the Much Wenlock Neighbourhood Plan Refresh Group:
 - i. GC44 Shropshire Local Plan Updated Additional Sustainability Appraisal Report – April 2024
 - ii. GC45 Updated Housing and Employment Topic Paper – April 2024
 - iii. GC46 Updated Green Belt Topic Paper – April 2024
 - iv. GC25 Draft Policy regarding Housing Provision for Older People and those with Disabilities and Special Needs

It was RESOLVED that the Planning & Environment Committee endorsed the comments submitted by the Much Wenlock Neighbourhood Plan Refresh Group in relation to documents GC44, GC45, GC46 and GC25 and would submit a letter to the Inspectors supporting those representations, subject to agreement from other Councillors. Agreement from other Councillors would be requested by Sunday, 9th June in order to meet the consultation deadline of 11th June 2024.

- b. There were no other matters relating to the Local Plan Review.

Councillor Benbow joined the meeting.

13. Neighbourhood Plan Review

- a. Members noted that Locality had announced DLUHC funding for Neighbourhood Plans for the financial year 2024/25 and that the Council's consultant was putting together an application for further funding. Steering Group members were arranging meetings with residents, representatives of local groups and relevant experts to move forward with their allocated topic areas. A public event to update members of the community on progress with the Neighbourhood Plan Review had been arranged for 7pm on Friday, 12th July at the Priory Hall. Members noted the need to publicise the event widely.
- b. Members noted that the Much Wenlock Housing Needs Assessment prepared by AECOM had been signed off by Locality.

14. Flooding Matters

- a. Members received a report from the Strategic Flood Working Group and noted that Shropshire Council were reviewing the designs for flooding attenuation associated with the Callaughtons Ash development.
- b. Members considered the response from Shropshire Council's Emergency Planning team to correspondence regarding flood risk from a possible breach at Shadwell Quarry and contingency plans for Quality Liquid Feeds. Members noted that Shropshire Council had referred the Town Council's concerns to the Environment Agency, although the Town Council had already been in touch with the Environment Agency on this matter.
- c. Preparation of a report to the Health & Safety Executive about risks from the potential collapse of the boundary wall at Shadwell Quarry was in progress.
- d. There were no other flooding matters arising.

15. Transport and Highways Matters

- a. Members noted with dismay that the date of the installation of the new puffin crossing on the A458 Bridgnorth Road had been postponed from 3rd June 2024 to summer 2024, likely to be late June/early July.
- b. Members received a report from the Transport Working Group. A further meeting was to be scheduled with WSP and Shropshire Council regarding the Gaskell Corner. Thereafter the Gaskell corner proposals and parking proposals would go out to consultation. Members noted that this would be after the General Election.

16. Climate Change and Ecological/Nature Emergencies*

Members noted information from the Marches Energy Agency regarding the new Community Climate Connectors (CCC) Project.

17. Street Lighting**18. Street Naming *****19. Footpath/Bridleway Creation Orders***

03/24

20. Footpath Diversion Orders*

Members considered the response from the Shropshire Council Rights of Way Legal Orders and Enforcement Officer regarding informal consultation on the diversion of Footpath 28.

21. Road Closures*

Members noted the following road closure:

- a. Location: Carriageway A4169, Much Wenlock Road, Buildwas Bank – Acklands Coppice
- Date/Time: From 17th June until 16th July 2024, 9.30 – 16.00
- Purpose: Surface dressing
- Agency: Shropshire Highways

22. Tree Preservation Orders*

23. Stopping Up Orders*

24. Speed Limit Orders*

25. Prohibition Orders*

26. Consultation – Speed Limit on A458 Much Wenlock

Members noted consultation from 23rd May until 13th June 2024 on a 40mph speed limit on the A458 prior to the existing 30mph extent at the south side of Much Wenlock.

It was RESOLVED to overwhelmingly support the proposal to introduce a 40mph speed limit on the A458 prior to the existing 30mph extent at the south side of Much Wenlock.

27. Date of next meeting

Members noted that the date of the next meeting would be Tuesday, 2nd July at 7.00pm at the Guildhall.

28. Election of Deputy Chairperson

It was RESOLVED to elect Councillor William Benbow as Deputy Chairperson of the committee.

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

28. Planning Enforcement

Members noted updates on enforcement matters 23/09619/ENF, 24/10275/ENF and another.

The meeting closed at 8.35 pm.

Signed.....(Chairperson)

Date.....

01/24

MUCH WENLOCK TOWN COUNCIL

Minutes of an extraordinary
HR COMMITTEE MEETING
 held at the Corn Exchange, Much Wenlock
 at 6.00 pm on Tuesday, 14th May 2024

Present: Councillors David Fenwick, John O’Dowd, Marcus Themans and Daniel Thomas (in the chair)

In attendance: Trudi Barrett – Town Clerk

1. Apologies

None – all Councillors were present.

2. 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.

3. Dispensations

None requested.

4. Minutes

It was **RESOLVED** to approve the minutes of the extraordinary HR Committee meeting held on 17th April 2024.

5. Next Meeting

Members noted that the date of the next meeting would be set at the reconvened Annual Town Council meeting on 16th May.

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.

6. Vacancy for Responsible Financial Officer

Members considered applications for the position of RFO and **RESOLVED to invite selected applicants for interview on 22nd May 2024, with the evening of 20th May as an alternative date. It was RESOLVED that Councillors Daniel Thomas, Marcus Themans and the Clerk would conduct the interviews, which would be based on a set of agreed questions and a financial exercise.**

7. Staffing Matters

- a. It was **RESOLVED** to pay the current RFO for accrued overtime of 13 hours.
- b. It was **RESOLVED** that the Clerk should make arrangements with the current RFO for temporary financial cover for the Council following the end of her permanent employment until a new RFO was in post.
- c. Members noted the resignation of the Guildhall Custodian. It was **RESOLVED to begin the recruitment process for a new Guildhall Custodian on the current terms. It was RESOLVED to approve the updated job description, person specification and job advertisement.**
 The Clerk was asked to advertise the vacancy as soon as possible with a deadline for applications of 7th June 2024.

Signed:Chairperson

Date:

Actions from Town Council meetings

MONTH	MINUTE NUMBER	RESOLUTION / ACTION	TASK COMPLETE	COMMENT
June 2022	13	Continue to check the Local Plan EIP website for updates.	Ongoing	Councillors and associates also requested to check EIP website themselves, in case of delay with Clerk checking.
Oct 2022	6b	Mayor and Clerk to draft a procedure for making CCTV footage available to the police.	In progress	Councillor White and Clerk met to discuss. On agenda for 11 th July.
2024				
May	18	Revised Financial Regs would be presented to Council for consideration at the June full Council meeting	In progress	Review not completed by June, regs to be presented at a future meeting.
	20	Continue with the Guildhall project and submit an Expression of Interest to the National Lottery Heritage Fund for further funding. Delegate authority to the Finance & Asset Mgt Cttee to take forward to the Guildhall project to the stage of an Expression of Interest to the NLHF.	In progress	Consultant Greenwoods are working on a submission and members of the Finance & Asset Mgt Cttee have been asked for comments.
June	5b	Request from member of the public for prompt repair of toilet in Queen Street gents' and provision of sanitary bin.	Yes	Toilet replaced and sanitary bin requested.
	18	That the Council would give full support to the formation of a properly structured Wenlock Guild and would be pleased to have active membership of the organisation.	Yes	Response made.
	19	Recreate the role of Town Crier, to be appointed annually, and to delegate authority to the HR Committee to determine the recruitment process and conditions.	In progress	Discussed at HR Committee meeting on 11 th July
	22	Support the introduction of a new puffin crossing on the A458 Bridgnorth Road.	Yes	SC advised.
	22	Write to Mark Barrow, Director of Place, at Shropshire Council, to express the Council's dismay at the confusion and mis-information about the installation of the puffin crossing.	No	Rescission of decision on agenda for 11 th July.
	23	Fully support any extra restrictions that could be put in place to improve the safety of electric-powered micromobility vehicles and lithium batteries.	Yes	Message sent.
	28	Commission Johnson Renovations Ltd to carry out repairs to the porch of the cemetery chapel.	Yes	Order placed. Date for work awaited.
	32	Accept the quotation from the Great Outdoor Gym Company for the extension of the surfaced path on the Gaskell Recreation Ground.	Yes	

Other activities:

- Recruitment of new Guildhall Custodian
- Market Town Clerks' meeting on Teams on 25th June
- Monthly piece for the Wenlock Herald
- Attendance at Orchid Count on Windmill Hill



Much Wenlock Town Council

CODE OF CONDUCT

Adopted 3rd March 2022

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area; taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Definitions

For the purposes of this Code of Conduct, a "councillor" means a member or co-opted member of a local authority or a directly elected mayor. A "co-opted member" is defined in the Localism Act 2011 Section 27(4) as "a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint subcommittee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee".

For the purposes of this Code of Conduct, "local authority" includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The Local Government Association (LGA) encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the Seven Principles of Public Life, also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor/officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

- 3.1** I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

- 4.1** I do not disclose information:

- a. given to me in confidence by anyone
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless
 - i. I have received the consent of a person authorised to give it;
 - ii. I am required by law to do so;
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
 - iv. the disclosure is:
 - 1.** reasonable and in the public interest; and
 - 2.** made in good faith and in compliance with the reasonable requirements of the local authority; and
 - 3.** I have consulted the Monitoring Officer prior to its release.

- 4.2** I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

- 4.3** I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local authority or authorising their use by others:

- a. act in accordance with the local authority's requirements; and
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

- 8.1** I undertake Code of Conduct training provided by my local authority.
- 8.2** I co-operate with any Code of Conduct investigation and/or determination.
- 8.3** I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.
- 8.4** I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

- 9.1** I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a councillor:

- 10.1** I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.
- 10.2** I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.
- 10.3** I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

"Disclosable Pecuniary Interest" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest.
Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

Disclosure of Other Registerable Interests

5. Where a matter arises at a meeting which **directly relates** to one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

7. Where a matter arises at a meeting which **affects** –
- a. your own financial interest or well-being;
 - b. a financial interest or well-being of a relative, close associate; or
 - c. a body included in those you need to disclose under Other Registrable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied:

8. Where a matter **affects** your financial interest or well-being:
- a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

you may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest.

9. Where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must make sure that any written statement of that decision records the existence and nature of your interest.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the

	<p>councillor is living as if they were spouses/ civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council</p> <p>—</p> <p>(a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.</p>
Land and Property	<p>Any beneficial interest in land which is within the area of the council. ‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
Licences	<p>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer.</p>
Corporate tenancies	<p>Any tenancy where (to the councillor’s knowledge)—</p> <p>(a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>
Securities	<p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor’s knowledge) has a place of business or land in the area of the council; and (b) either—</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You have a personal interest in any business of your authority where it relates to or is likely to affect:

- a) any body of which you are in general control or management and to which you are nominated or appointed by your authority
- b) any body
 - (i) exercising functions of a public nature
 - (ii) any body directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on Local Government Ethical Standards. If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.

RESCISSION OF A PREVIOUS RESOLUTION

At a Town Council meeting held on 13th June 2024 (minute no. 22) it was resolved:

“to write to Mark Barrow, Director of Place, at Shropshire Council, to express the Council’s dismay at the confusion and mis-information about the installation of the puffin crossing:”

the Town Council had been told that no consultation was necessary and a start date of 3rd June had been scheduled. However, consultation had been required and this meant that the implementation date had been missed, with no date for the work now scheduled. If consultation had not been required, why was this being undertaken and money being spent on it? Councillors wished to press for early installation of the puffin crossing, ideally before the end of the school summer holidays. It was noted that the new houses at Callaughtons Ash would be occupied before the end of the consultation period.

The consultation period ended on 27th June and work to install the puffin crossing commenced on 1st July. In view of the prompt progress of the work following the consultation period, it is no longer considered appropriate to forward the agreed complaint. The Transport Working Group has a good relationship with the officers involved, and a letter to Mark Barrow would dampen this working relationship at an important time when we are ready for consultation on other key projects.

The following Councillors therefore propose rescission of the decision and that no such letter is sent.

DM Thomas

Signed _____
Cllr. Daniel Thomas

CJ Tyler

Signed _____
Cllr. Chris Tyler

W Benbow

Signed _____
Cllr. William Benbow
Town Councillor

Dated 3rd July 2024

Tuesday, July 2, 2024 at 15:18:46 British Summer Time

Subject: RE: [EXTERNAL] Possible grant for CCTV upgrade - Much Wenlock
Date: Friday, 21 June 2024 at 08:47:04 British Summer Time
From: OPCC Grants
To: Town Clerk
Attachments: image001.png, CCF application form 24-25 - external.doc

Good morning,

Thank you for your email to the office of the Police & Crime Commissioner for West Mercia dated June 19th in respect of funding for CCTV.

At present, a significant amount of the PCC's budget for 24/25 has already been allocated across a wide range of services designed to support the priorities as identified in the PCC's Safer West Mercia Plan (2021-2025). Many of these services deliver West Mercia wide to achieve value for money and economies of scale.

In addition to this, the PCC's team are planning for the future with the commissioning of needs assessments across a wide range of areas which will provide an evidence base to direct future investment, again, aligned to the priorities in the PCC's plan. Therefore, if any future opportunities for funding arise they will be publicised on our website (<https://www.westmercia-pcc.gov.uk/>) so it is worth checking this regularly for updates.

There is a, however, recognition that local areas may have niche needs and therefore require funding to support local initiatives or to test pilot projects. The PCC provides such funding through the local Community Safety Partnerships (CSPs). You can contact them to see if they would give your proposal consideration and advise you about any funding opportunities. Their contact details are as follows:

<https://shropshire.gov.uk/crime-and-community-safety/shropshire-community-safety-partnership/>

We also have a funding stream called the Commissioners Community Fund (CCF) which can be utilised to fund local initiatives. The funding is intended for fairly low value initiatives as the annual CCF pot for Shropshire is £30,000 for the full 24/25 financial year. I have attached a CCF application form should you consider applying for funding. However, you will need to demonstrate within your application that the project delivers outcomes that align with the priorities in the PCC's Police and Crime Plan (a copy of which can be found on the OPCC website).

All applications will need to be approved by the Superintendent for Shropshire, James Dunn, however once submitted to the OPCC we will forward this to him for his consideration. Please submit your application to Grants@westmercia.police.uk

Thank you for contacting the PCC office in this regard, we are very appreciative of the work being done to create a Safer West Mercia and supporting our local communities.

Kind regards,

The commissioning team,
Office of the PCC, West Mercia



From: Town Clerk <townclerk@muchwenlock-tc.gov.uk>
Sent: Wednesday, June 19, 2024 9:25 AM
To: OPCC Grants <grants@westmercia.police.uk>
Subject: [EXTERNAL] Possible grant for CCTV upgrade - Much Wenlock

CAUTION: This email originated from outside of the Force. Do not click links or open attachments unless you are sure the content is safe.

Good morning

Our new Inspector for South Shropshire Safer Neighbourhood Team, Inspector Damien Kelly, attended the June meeting of Much Wenlock Town Council. At the meeting Councillors asked about possible funding for the upgrade and extension of the town's CCTV system. Inspector Kelly has contacted the PCC's office and subsequently advised us that funding for CCTV is an option.

In the first instance, would you please confirm that the PCC's office does have grant funding available for CCTV. If this is the case, please let me know what level of funding is available and provide details of the application process and conditions of funding.

Thank you for your help. I look forward to hearing from you.

Regards

Trudi M Barrett
Town Clerk
Much Wenlock Town Council

Tel: 01952 727509
Email: townclerk@muchwenlock-tc.gov.uk

Please note that my usual office hours are Monday to Thursday, 9.00am to 4.00pm.

If you are not the intended recipient of this email please do not send it on to others, open any attachment, or file the email locally. Please inform the sender of the error and then delete the original email.

From: Susan Osborne <susanosborne.uk@me.com>
Date: 29 June 2024 at 15:48:41 BST
Subject: VE DAY 80 May 8, 2025



Dear Previous Participant,

RE: VE DAY 80 - 'A SHARED MOMENT OF CELEBRATION' - 8TH MAY 2025

Following on from the great success of D-Day 80 - 6th June 2024, in which you and your community played a major, important role, in helping to commemorate the 80th Anniversary of the D-Day Landings in Normandy, France, through the lighting of over one thousand Beacons and five hundred Lamp Lights of Peace, as well as all other various activities that day throughout the United Kingdom, Channel Islands, Isle of Man and UK Overseas Territories, all of which are still available to be viewed on the D-Day 80 website, we are now focusing all our efforts on the celebration of the 80th Anniversary of VE Day which marked the end of the war in Europe 80 years ago.

So with this in mind, we would very much like to encourage your involvement in this special celebration too, using the occasion to pay 'tribute' to the millions that sacrificed so much during the dark days of war, helping to secure the starting point of all the years of peace, by undertaking the following outlined in the attached Guide To Taking Part, which will be up on the VE Day 80 website - www.VEday80.org.uk from 1st July.

BEACONS AND LAMP LIGHT OF PEACE

Those with existing Beacons and Lamps are being encouraged to re-light them at 9.30pm on 8th May 2025. We also want ask those of you with much loved pets to consider lighting a Lamp Light of Peace to remember the millions of animals - the horses, donkeys, dogs, cats, pigeons and others - that also gave service and sacrifice during WW2.

EVENT REGISTRATION - EXTREMELY IMPORTANT PLEASE

To ensure we register your involvement correctly again, and be able to send you further information over the forthcoming months, we would appreciate it if you would be kind enough to provide the information requested on page 5 of the Guide as soon as you are able please, along with confirming whether or not your event will be open to the public, or is being organised as part of a PRIVATE occasion.

PRESS RELEASE FOR IMMEDIATE USE PLEASE

I attach the first VE Day Press Release, enabling you to personalise it before you send it to all areas of your local media - radio, tv and newsprint, as soon as possible please, providing them with an early indication of your involvement in VE Day 80 - 8th May 2025, enabling them to enter it in their 2025 diaries.

We will of course be sending you the second updated release nearer the time, but feel it important your local media are given early warning of your plans in taking part in VE Day 80 on 8th May 2025.

RINGING OUT- CELEBRATING PEACE

Please be kind enough to send the attached Guide To Taking Part and Press Release to your local Church, encouraging them to ring their bells at 6.30pm on 8th May in celebration of 80 years of Peace, asking them to go to provide the following should they agree to take part.

Name of Country:
Name of County:
Name of City/Town/Parish:
Name of Church:
Name of Contact:
Email:

OFFICIAL VE DAY 80 LOGO

If taking part, please feel free to start using the VE Day 80 logo attached at the top of this letter.

We do hope that you will participate in this important 80th Anniversary event, celebrating the end of the war in Europe, in a similar, amazing and successful way to what you and your community undertook for D-Day 80, along with using your involvement to also pay 'tribute' to the millions that paid the ultimate sacrifice fighting for the freedom and peace we all enjoy today.

My warmest regards to you and your team as always,



Bruno Peek

Bruno Peek CVO OBE OPR
Pageantmaster
VE Day 80
8th May 2025
Telephone: + 44 (0) 7737 262 913
Email: brunopeek@mac.com
www.VEday80.org.uk

