

Minutes of an Ordinary Meeting of Wem Town Council held on Thursday 27th February 2025
at 7pm in the Town Council Meeting Room, Wem Library, High Street, Wem

Present: - Cllrs D Parry (Mayor), P Broomhall, R Dodd, D Hill, P Johnson, M Meakin, G Soul, E Towers.

Mrs P O'Hagan (Town Clerk).
1 member of the public present.

862/25 To note apologies for absence received

Apologies were received from Cllrs Glover, Gascoigne, Granger, Barker
Absent Cllrs M Hoffmann, R Drummond.

863/25 Disclosure of Pecuniary Interests.

a) To receive any disclosure of pecuniary interest - Members are reminded that they must not participate in the discussion or voting on any matter in which they have a Disclosable Pecuniary Interest and should leave the room prior to the commencement of the debate.

Councillor	Item	Dispensation
Cllrs Broomhall and Towers	Twin-hatted members declared a personal interest in any matters relating to the Town Council's relationship with Shropshire Council	To allow participation and voting on all matters relating to Shropshire Council
Cllr Broomhall	Item 864/25 Director Wem Swimming and Lifestyle Centre	To allow participation and voting on all matters relating to Wem Swimming and Lifestyle Centre
Cllr Towers	Item 864/25 Director Wem Swimming and Lifestyle Centre 866/25 WSSA Trustee 867/25 Wem Area Climate Action member of WACA 867/25 Bias interest as Vice President Wem Jubilee Band. 867/25 Baptist Church Member	To allow participation but not voting on all matters relating to Wem Swimming and Lifestyle Centre To discuss but not vote on all matters relating to WSSA To discuss but not vote on all matters relating to Wem Area Climate Forum
Cllr Barker	867/25 Member of Wem Jubilee Band	
Cllr Johnson	867/25 Committee member of Wem Carnival Committee	
Cllr Soul	867/25 Chairman North Shropshire Wheelers	To allow participation but not voting on all matters relating to NS Wheelers

	872/25a Trustee of Wem Town Hall	To allow participation but not voting on all matters relating to Wem Town Hall
Cllr Meakin	866/25 WSSA Trustee	

b) To consider any applications for Dispensations under s33 of the Localism Act 2011.

None received.

864/25 Public Participation - a period of 15 minutes will be set aside for residents of Wem Town to speak.

A member of the public questioned why the planning application for 21 Affordable dwellings behind Swain Close was granted.

865/25 Council Minutes - to approve as a correct record the minutes of the meeting of the Town Council held on 30.1.25 and the extraordinary meeting held 13.2.25.

RESOLVED:- to approve as a correct record the minutes of the ordinary meeting of the Town Council held on 30.1.25 and extraordinary meeting held on 13.2.25 and they were duly signed by The Mayor as a correct record.

866/25 Progress report - To consider the Clerks progress report on decisions made at previous meetings.

RESOLVED:- to note the report.

867/25 Planning Applications

a) to note the recent planning decisions.

RESOLVED:- to note the report.

b) To consider the following planning applications

24/04561/Ful Development Proposed - Agricultural drainage ditch

Location: - Proposed Residential Development Land West Of, Lowe Hill Road, Wem, Shropshire,

RESOLVED:- not to comment.

868/25 Finance and Accounts for Payment.

a) Budget report – to consider.

RESOLVED:- to note the reports.

b) Internal Control checks – to note.

It was reported that internal checks were up to date.

RESOLVED:- to note.

c) Accounts for payment - to approve accounts for payment.

RESOLVED:- to approve the following payments:

Direct Debits and payments made prior to meeting.

Supplier	Service	Net	Vat	Gross	BACS no
Shropshire Council	Salaries	£7,478.78	£0.00	£7,478.78	BACSPAYR OLL
	HMRC	£2,894.55	£0.00	£2,894.55	BACS HMRC
	Pensions	£2,124.17	£0.00	£2,124.17	BACS LGPS
Unity Trust Bank	Transaction charges	£9.15	£0.00	£9.15	DD 85.24
WaterPlus	Car Park Toilet Water 8.1.25 - 8.2.25	£46.45	£0.00	£46.45	DD 86.24
EE	Mobile Phones	£28.04	£5.61	£33.65	DD 87.24
Lloyds Bank	Credit Card Balance	£3.00	£0.00	£3.00	DD 88.24
Waterplus	Allotment Water 12.1.25 - 12.2.25	£38.47	£7.69	£46.16	DD 89.24
PWLB	Loan repayment	£1,789.80		£1,789.80	DD 90.24
Unity Trust Bank	BACS charges Jan	£17.54	£0.00	£17.54	DD 91.24
Business2B usiness	Telephone/Broadband	£109.27	£21.85	£131.12	DD 92.24
West Mercia Energy	Car Park Toilets Energy 1.1.25 - 31.1.25	£227.24	£11.36	£238.60	DD 93.24
Sign & Poster	Allotment Signs	£118.80	£23.76	£142.56	251.24
Total DDs / Early Payments				£14,813.17	

Credit Card Payments (for Information only)

Lloyds Bank	Monthly Charge	£3.00	£0.00	£3.00	CC21.24
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Internal Transfers

From	To	Amount	Reason
Nationwide	Unity Trust Bank	£75,000.00	Balance top up

Payments

Supplier	Service	Net	Vat	Gross	Chq / BACS No
Viking	Visitor Book	£13.99	£2.80	£16.79	252.24
PG Skips	Cardboard Bin	£34.15	£6.85	£41.00	240.24
PG Skips	Cemetery Bin	£42.00	£8.40	£50.40	242.24
PG Skips	Skip	£170.00	£34.00	£204.00	243.24
PG Skips	Cardboard Bin (Dec)	£27.32	£5.48	£32.80	244.24
DW Evans	Gravedigging January	£960.00	£0.00	£960.00	245.24
Security Wise	CCTV Call Out	£925.46	£185.09	£1,110.55	246.24
ISM IT	IT Support	£124.59	£24.92	£149.51	247.24
ISM IT	CCTV PC Licences	£322.20	£64.44	£386.64	248.24

Play & Leisure	Playground Parts	£175.00	£35.00	£210.00	249.24
RoSPA Playsafety	Training	£765.00	£116.00	£881.00	250.24
Viking	Stationery	£128.15	£17.13	£145.28	239.24
M Fitton	Bus Shelter	£75.00	£0.00	£75.00	253.24
Alpha Surveyors	Valuation	£975.00	£195.00	£1,170.00	254.24
Online Playgrounds	Parts	£444.80	£88.96	£533.76	255.24
Wemian	Market Advert	£100.00	£0.00	£100.00	256.24
Hunter Lloyd	Toilet Works	£852.50	£170.50	£1,023.00	257.24
Garroll	Pool Tiles	£3,347.00	£669.40	£4,016.40	258.24
SYA	Headsup Spring	£4,166.67	£833.33	£5,000.00	259.24
Screwfix	Rec Toilet Parts	£36.23	£7.25	£43.48	260.24
Total New Payments				£16,149.61	

d) Interim Internal Audit Report – to review.
The internal audit report was reviewed and it was

RESOLVED:- to note the report and action plan and to refer the matters highlighted in the action plan to the next meeting of the Finance Committee for more detailed consideration.

869/25 Wem Swimming and Lifestyle Centre Liaison Group - to receive notes from meeting held on 12.2.25 and consider any recommendations contained within the notes.
No recommendations contained within the minutes.

RESOLVED:- to receive the notes from the meeting held on 12.2.25.

870/25 Events Liaison Group - to consider notes and recommendations from the meeting held 20.2.25.

RESOLVED:- to receive the notes and approve the following recommendations contained within the notes.

VE Day

- The commemoration event will be held on Wem Millennium Green on 8.5.25 with timings in line with the national evening commemorations.
- Wem Jubilee Band will be asked if they can provide some players for the occasion.
- A beacon will be lit at the time specified for national beacon lighting with Rev Jukes being asked to say a few words.
- Cllrs Barker, Towers and Broomhall will undertake a recce of the site and consider the feasibility of creating a halo of light using a halogen light around the mortuary along with the best locations for tea lights to be placed.
- Cllr Soul to be asked whether St Peters and St Pauls Bell Ringers would provide bell ringing on 8.5.25.
- A bespoke flag for VE 80 is purchased and hung from Wem Town Hall on 8.5.25.

- The Town Council will purchase a 2m high gas fired beacon as advertised in the official VE 80 guide at a cost of £549 and if possible, transfer the plaque from the old beacon onto the new beacon.

Midsummer in Wem

- A market is held on Jubilee Square on 21.6.25 and that the establishment of this market is considered at the Events Liaison Group meeting to be held 6.3.25.

871/25 Wem Sports and Social Association (WSSA) - To consider the response received from trustees regarding the Town Council's requests to improve the transparency of the association.
Cllr Meakin left the meeting and took no part in discussions.

RESOLVED:- to note the response.

Cllr Meakin returned to the room.

872/25 Town Council Small Grants – to consider applications received and agree the Town Council Small Grants awards for 2025-26.
The applications that did not fulfil the Town Council criteria were disregarded

RESOLVED:- to make the following awards

Applicant	Award
1 st Wem Scouts	200
<i>Cllr Soul left the room</i> North Salop Wheelers <i>Cllr Soul returned to the room</i>	500
Wem ADOS	300
<i>Cllr Towers left the room</i> Wem Baptist Church <i>Cllr Towers returned to the room</i>	500
Wem Brownies	200
Wem Cadets	200
<i>Cllr Johnson left the room</i> Wem Carnival Committee <i>Cllr Johnson returned to the room</i>	300
<i>Cllr Towers left the room</i> Wem Jubilee Band <i>Cllr Towers returned to the room</i>	300
Wem Sweet Pea Society	300
Wem Tennis Club	250
Total	3050

873/25 Purchase of tablets for Councillors from 1.5.25 – to consider report.
It was explained that only 1 quote had been sought for this procurement from the Town Council's current IT Contractor as they would be able to set up the tablets to give partial access to the Town Council's IT network along with .gov.uk email addresses and offer ongoing remote support.

RESOLVED:- to

- suspend financial regulations to permit only 1 quote to be considered
- approve the quote provided by ISM-IT to purchase and set up 15 x Samsung Galaxy A9 tablets with protective cases at a cost of £3792.60 and place an order for the tablets after 1.4.25.
- agree to a 12 month contract with ISM-IT to provide from May 2025 Microsoft 365 licences for each tablet along with IT support and virus protection.
- set up an earmarked reserve from 2026-27 to cover the cost of future device replacements.

874/25 Love Lane Cemetery - to receive a report from the Cemetery Working Party on a revised cremated remains location.

RESOLVED:- to

- approve the revised location for the interment of cremated to be between row 26 and the newly installed path.
- authorise the existing working party to consider prices and regulations and report back to a future meeting.

875/25 Quotes

a) Car Park Toilet painting - to consider quotes received for painting the internal sections of the toilet block on the main car park.

RESOLVED:- to approve the quote for the internal painting of the public toilets on the main car park and award the contract to S J Llewellyn-Jenkins for a price of £1660.

b) Wetpour repair – to consider quote received to repair wetpour surfaces on Wem Recreation Ground.

RESOLVED:- to suspend financial regulations to permit one quote to be considered and award the contract for the wetpour repair work to Play and Leisure for a price of £1820 to be undertaken at the same time the new climber unit is installed .

876/25 Love Lane Allotments – to consider report from Facilities and Services Officer and approve the changes to existing tenancy agreements to incorporate the new plot number.

RESOLVED:- to note the report and approve the amendments to the tenancy agreements to reflect the plot number changes.

877/25 Correspondence

a) Wem Town Hall – to consider request from trustees.

RESOLVED:- to approve the request that the Liaison Group and Mayor to meet with trustees and authorise the Clerk to set up a meeting date.

b) Hedges overgrowing pavements and electric vehicle charging – to consider correspondence received.

RESOLVED:- to

- note the hedge and drain issues and refer the correspondent to fix my street.

- to consider the suggestion that Councillors undertake a condition inspection of Highways and pavements during the new Council term.
- note the correspondence on electric vehicle charging and thank the correspondent for their views.

878/25 Reports

a) to receive written reports from the Council's representatives to other bodies and staff attending training/conferences.
The report of the RFO's attendance at the NABMA conference was considered and noted.
The report from WSLC Board meeting provided by Cllr Broomhall was considered and noted.

RESOLVED:- to note the reports received.

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

RESOLVED:- to note the report.

879/25 Dates of future meetings – to note the date and time of the March meeting and set date for an additional May meeting.

RESOLVED:- to note the date of the March meeting as 27th March and to hold a Full Council meeting on 15th May 2025 to undertake the necessary Council business at the beginning of the Council term.

880/25 Exclusion of Public and Press

To resolve that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, the public and press be excluded from the meeting in accordance with Section 1 of the Public Bodies (Admission to Meetings) Act 1960.

RESOLVED:- to exclude the press and public.

a) Town Council Office – to receive report from Town Council Office working party meeting held 19.2.25.

RESOLVED:- to task the working party with the following

- to undertake further due diligence relating to the lease on Talbot House.
- to continue to consider other options for the Town Council.

b) Menai Bridge Policy – to review.

RESOLVED:- to note the review.

Meeting ended 20.20

Mayor.....