

**OAKENGATES TOWN COUNCIL**  
**MINUTES OF THE COUNCIL MEETING**  
**HELD ON Tuesday the 23<sup>rd</sup> February 2010**  
**IN THE COMMUNITY ROOM IN “THE PLACE” THEATRE SQUARE, OAKENGATES**

**Present:**

**Chairman:** Councillor Rhodes (Mayor)  
**Councillors:** Booth, Doody, Ellis, Goodchild, Hine, Maddy, Norton, Pearce, Trafford, Willis and Wood  
**Clerk:** Michael Gledhill  
**Members of the Public:** 0  
**Visitors:** 0

The Chairman of the meeting Councillor Rhodes welcomed all those present and opened the Council meeting at 07:00 pm.

Minute number    Agenda Item No  
                          Title & minute  
716/09

**1. WELCOME BY THE CHAIRMAN**

The Mayor, Councillor Rhodes welcomed all those present and explained that due to a mechanical failure in the lift that we were unable to hold this, our first meeting in the Town Hall, in the New Council Chamber. As the building is being locked up by Theatre Staff, we have been requested to ensure that we conclude before 9:00 pm.

**2. APOLOGIES FOR ABSENCE AND REASONS**

To receive, consider and accept as appropriate, any apologies for absence in accordance with the terms of Section 85(1) of the Local Government Act 1972. The following apologies were received:

717/09    Councillor Goodchild is expected but is running late.                      Noted and accepted

718/09    **3. DECLARATIONS OF INTEREST**

To receive any disclosures of Members' personal and/or prejudicial interests. There were no other personal or prejudicial interests made known at this time.

**4. MINUTES**

719/09    a.) It was proposed by Councillor Pearce and seconded by Councillor Wood “That the minutes of the Town Council meeting held on the 2<sup>nd</sup> February 2010 having been circulated, be certified as a true record of the proceedings thereof.” The resolution was carried unanimously and the minutes were duly signed by the chairman.

720/09    b.) It was proposed by Councillor Trafford and seconded by Councillor Wood “That the minutes of the Extra Ordinary Town Council meeting held in open session on the 8<sup>th</sup> February 2010 having been circulated, be certified as a true record of the proceedings thereof.” The resolution was carried unanimously and the minutes were duly signed by the chairman.

721/09    **5. SUSPENSION OF STANDING ORDERS**

It was resolved that, under standing order 75, standing order 15 be suspended for the remainder of the meeting.

**At this point the Mayor declared an interest in the next item due to her Borough Council responsibilities and relinquished the chair and took no part in the discussion. Councillor Wood took over as chairman of the meeting.**

**6. PLANNING APPLICATIONS.**

**a.) Applications for consideration**

722/09    i.) Application no W2010/0056 (full planning). Erection of building for 4 indoor

tennis courts and formation of 4 all-weather outdoor courts, with 10no. 10m high floodlights, formation of additional parking and associated works. Address: Telford and Wrekin Council, Oakengates Leisure Centre, New Road, Wrockwardine Wood, Telford.

After discussion concern was raised by the Town Council on two matters and requests that the Planning Authority ensures that when considering this application 1. Emphasis is placed on the angling of the lights to prevent minimal overspill out of the site and 2. That the design of the tennis courts is fully compliant and suitable for use by disabled users.

**Councillor Goodchild entered the meeting and apologised for not being present at the start.**

723/09           ii.) Application no W2010/0072 (full planning). Erection of a single storey extension. Address: 77 79 Market Street, Oakengates, Telford.  
After discussion the Town Council confirmed that it has no objections to this application.

**b.) For Information – Applications Granted**

724/09           Application no W2009/1034. Siting of a mobile catering van \*\*\*\* Travis Perkins, Holyhead Road, Oakengates \*\*\*\*. Granted 27/01/2010.

725/09           Application no W2009/1045. Demolition of existing dwelling and erection of 2no dwellings with associated gardens and car parking. Craig Lea, Church Parade, Oakengates, Telford. \*\*\*\* Granted 03/02/2010

**c.) For Information – Applications Refused**

726/09           None have been advised

**Councillor Wood returned chairmanship of the meeting back to Councillor Rhodes.**

727/09           **7. ELECTION**

Members were informed that there are 3 candidates standing for the councillor vacancy and it was resolved by a show of hands to confirm the use of poll cards for the election in March 2010.

728/09           **8. ROAD SAFETY**

To consider the options available to improve safety on the Greyhound Hill and in particular the parking of vehicles. After discussion it was proposed by Councillor Booth and seconded by Councillor Trafford “that the Town Clerk write to the police to remind them of their responsibility and duty to enforce traffic violations with particular reference to Greyhound Hill”. By a show of the hands the motion was carried unanimously.

729/09           **9. RELOCATION OF THE TOWN COUNCIL OFFICES**

The report from the Town Clerk had previously been circulated. After discussion it was resolved that the Town Clerk is to arrange for 1000 guage plastic sheeting to be installed into the base of the steel shed and to write to Telford & Wrekin Council to ensure that the drain cleaning in the Undercroft is on a regular maintenance program.

730/09           **10. TOWN COUNCIL – STREET AND PUBLIC IMAGE**

The clerk was asked to report on the progress. He informed the members that the Town Council Image was being tackled on three fronts: 1. The provision of signage on the building is 20<sup>th</sup> century and the proposal is to put in a similar style to the Theatre and Library signs a sign above the office entrance on the curvature of the building saying “Oakengates Town Hall”. 2. Moving into the 21<sup>st</sup> Century is the use of an “Active Window”. At present no other council is using the active window concept and if approved later in the meeting, it would make us a first council in the UK. The window

could be up and running very quickly with regeneration news, Town Council news and Theatre events. 3. Straddling both the twentieth and twentyfirst centuries is the use of podcasts to enable internet users to watch Town Council meetings on-line. All of these will enhance the Town Council image and provide for more public access.

**731/09 11. HEALTH AND SAFETY**

Members expressed concern that this meeting was not being held in the new council chamber due to the passenger lift problems coupled with the delay in repairs being carried out. The Town Clerk reported that investigations had been initiated to identify the likely costs of a vertical platform lift on the stairwell to the new offices. This would allow wheelchair users to have access to the offices in the event of the normal lift being out of action and for evacuation in the event of fire. However such an option is not possible on the main staircase as the top of the stairs does not permit a lift to be parked. However the existing lift has been in service for 5 years and this is the first serious breakdown and coupled with the need to get parts from Germany and a delay in authorising the repairs has compounded the delay in the repair being done. After discussion the Town Clerk was tasked with writing to Alan Fox (Property and Assets) to obtain the historic lift maintenance records and to receive an assurance that in the future, that the lift will be covered by a planned maintenance schedule with the emphasis on preventative actions. Councillor Maddy is experienced in this area and is prepared to assist in any planning. There are future implications and specific attention will be required in complying with the legislation and our procedures for "Lone Working". Councillor Rhodes will also make enquiries of Telford and Wrekin in respect of the specialist knowledge they have access to within the Health and Safety Officers.

**12. FINANCE**

**732/09 a.) Payments**

To approve payment of invoices to the value of £12,271.72, salary and office expenses of £2,679.22 and direct debits to the value of £22.99. Detailed list had been provided to members .

That the above payments, having being verified by Councillor Maddy, be paid was proposed by Councillor Trafford and seconded by Councillor Ellis. The motion was carried and the cheques were duly signed by two members.

**733/09 b.) Active Window**

To approve the purchase of an active window. It was proposed by Councillor Booth and seconded by Councillor Wood that "delegated power be given to the Town Clerk to arrange for an active window to be installed and that approval be given to the purchase of an active window to the value of £2500.00 plus a tolerance of up to 20%". On a show of hands the motion was carried.

**734/09 c.) BT Termination of Contract**

Councillor Maddy proposed and Councillor Trafford seconded the motion "That on termination of the line rental at 22 Limes walk that we enter into a contract with BT to provide an answer machine message when callers ring the old number. The duration will be decided upon at a later date". On a show of hands the motion was carried.

**735/09 d.) Authority to Pay Rent and Service Charges by Direct Debit**

Councillor Norton proposed and Councillor Trafford seconded the motion "To approve payment of both rent and service charges by Direct Debit to Telford & Wrekin Council for the new offices." On a show of hands the motion was carried unanimously.

**736/09 13. PRIVATE SESSION**

It was resolved that the public and press be now excluded from the meeting under Section 100A(4) of the Local Government Act 1972, as adopted by Standing Order 25, on the ground that the items to be considered involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A thereof (as amended), by virtue of, respectively, descriptions 1, 2,3 and 4 referred to therein

**THE TOWN COUNCIL MEETING THEN CONTINUED IN CLOSED SESSION.**

**14. Minutes**

737/09 a.) Councillor Wood proposed and Councillor Trafford seconded the proposal “That the minutes of the Extra Ordinary Town Council meeting held in open session on the 8<sup>th</sup> February 2010 having been circulated, be certified as a true record of the proceedings thereof.” On a show of hands the proposal was carried and the Chairman signed the minutes.

738/09 b.) Issues arising from the meeting on the 8<sup>th</sup> February 2010. After discussion it was concluded that the method of voting and the way the recorded vote was undertaken for item 707/09 could be called into question. In order to ensure legality and clarity Councillor Booth proposed and Councillor Ellis seconded the motion; “That the Town Clerk should write to Oakengates Chamber of Trade at their correspondence address regarding the contents of her letter, and in particular to point out that meetings by individual Councillors, whether in secret or not, are not illegal providing that the members of the council adhere to the Code of Conduct when Council matters are decided upon in Council meetings, and that if Ms Orford has criticism of individual councillors, then that is a matter for the Standards Board and is not a matter that may be dealt with by the Town Council. And, that if a recorded vote is requested for the motion, then it will be undertaken during the show of hands.” On a show of hands the motion was carried.

There being no further business, the meeting was closed at 8:40 pm.

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Chairman

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Date