

Wrockwardine Parish Council

Minutes of the Finance & General Purposes Committee Meeting held on Thursday 28th October 2021 at 6.00p.m at Admaston House, Admaston

Present: Cllr K Ballantyne (Committee Chairman)
Cllr E Anderson
Cllr P Cooper
Cllr J Savage

In Attendance: Ms J Hancox (Clerk)

21/19 Welcome

The Chairman welcomed everyone to the meeting.

21/20 Apologies for absence

None

21/21 Declaration of Interests & Dispensations

- a) Pecuniary – None declared
- b) Personal – None declared

21/22 Minutes

It was **RESOLVED** to confirm and sign the Minutes of the F&GP Meeting held on Friday 8th October 2021 as a true record.

[Proposer: Cllr Anderson; Seconder: Cllr Cooper; Vote: Unanimous]

21/23 Rural Communities

Members agreed to defer this item until the Spring given the current volume of work being undertaken.

21/24 Admaston House

Members discussed the request from the trustees of Admaston House for additional funding to help complete the building renovation. Members determined to ask for some additional information from the trustees before making a recommendation to Full Council. The Clerk was asked to follow this up and bring the information back to the next committee meeting.

21/25 Budget

Members discussed the proposals and agreed a draft budget recommendation to be circulated for information and any comments to Full Council at November's meeting. **(Appendix 1).**

21/26 Bus Shelters

A specification for the work required was received by Members **(Appendix 2)** and the Clerk was asked to get prices from Hornet Landscaping (the bus shelter work) and one other contractor (the ground work) in preparation for a report to Full Council in December.

21/27 Street Lighting

The Chairman presented additional information to Members on solar lighting. During the discussion it was acknowledged that the street lights were the Council's largest carbon footprint and therefore solar lighting would benefit the climate change agenda. It was determined that the Chairman would do more investigative work, to include potential costings, and bring the information back to the next meeting.

21/28 Climate Emergency Policy

The Chairman thanked Cllr Anderson for the notes from the previous meeting (**Appendix 3**). Following a discussion on developing a Climate Change Strategy it was agreed to ask Full Council to approve setting up a Working Party, to include interested councillors and members of the public, and which would report to the Finance & General Purposes Committee initially, to begin drafting and implementing a strategy.

21/29 Date of next meeting

It was confirmed that the next meeting would be held on **Friday 3rd December 2021 at 11.00a.m** at **Admaston House, (Dothill Room)**

The meeting closed at 7.34p.m

Signed: _____ *K Ballantyne* _____ (Chairman)

Date: _____ *3rd December 2021* _____

Appendix 1

Budget Planning for 2022/23 – F & GP Meeting 28th October 2021

1. Parish Management

Cost Codes	Current	Spend to 31/10/21	Clerk's comments	Proposed
Grants (sec 137) Voluntary Grants (sec 137) Community	2,200 2,200	200	Fewer grants applied for this financial year. Acknowledgement that PC should do more to encourage applications (website, social media & notice boards) Recommendation to lower amount given the lack of applications and for it to be "Grants" and not split between voluntary & community	1,000
Grass Cutting (Grounds Maintenance)	10,000	3,553	Projected spend £6,886 due to an overpayment financial year 2020/21 on the agreement. Total cost of contract = £8,431.92. Additional covers any additional work that may be required to hedges & trees	10,000
Insurance	3,000	1,222	Negotiated renewal May 2021 reduced cost. Excess would need to be paid on any successful claims – although there has been none that were successful in last 3 years.	1,500
Lighting Provision	8,000	3,465	Projected spend £5,827. New contract with E-On negotiated in 2021 reduced cost. However, given the state of the industry at present, prices may rise so a contingency amount is needed.	8,000
Lighting Maintenance	7,000	2,722	Council agreed further 3-year contract with Eon until May 2023. £2,296.71 per year. Repairs are charged on top of this. There have been more call-outs/repairs this year and a general deterioration of stock at Admaston. Consideration currently being given to budgeting for a planned replacement/upgrade of stock	7,000
Parish Magazine	1,000	00	No church magazine since Covid. Council needs to consider remit of magazine and, whether use of website & social media would be a better way of producing information and updates. The church magazine is not delivered to the whole area the Parish covers and, it's not practicable to deliver to the places that currently don't receive. Reducing amount budgeted for and if anything changes to consider money from reserves to fund	50
Playing Area Maintenance	10,000	2,347	£5k carried over from 2019/20 & £5k added 2020/21	10,000

Traffic Calming	00	00	£35,000 in reserves. Add further £5k = £40k to pay for substantial scheme in Admaston – currently under consideration	5,000
Allotments	200	00	To cover any administrative tasks that may occur	10
Bus shelters	1,200	00	Maintenance fund	50
SID Management	3,000	1,400	Projected spend £2,400. Additional SID in process of being purchased. There has been an additional proposed cost of £100 per month to service 2 units from current supplier	3,600
Defibrillators	600	13	No replacements required this financial year therefor budget will be for emergency replacements only	300
Litter bins	2,500	00	Emptying & general maintenance. Projected £2,074 paid at year end	2,500
Notice boards	100	00	Maintenance & general repairs	100
Seats	100	00	Maintenance & general repairs	100
Signs	100	00	Maintenance & general repairs	100
War memorial	100	00	Maintenance & general repairs	100
Community initiatives	500	00	No spend in 2 years. Carry over £1k in earmarked reserves. Consider working with Age Concern (or similar) to identify what resources are needed for the more elderly community within the Parish	500
Poppies/Wreaths	00	50	Add cost code for regular spend	100
TOTALS	51,800			

2. Council Management

Cost code	Current	Spend to 31/10/21	Comments	Proposed
Subs & Fees	3,000	2,078	SALC/SLCC/Scribe & if agreed Safepoint (lone worker monitoring). Prices may increase	2,500
Chairman's Allowance	600	00	Projected spend £600	600
Councillor Travel	200	40	Play area inspections	100
Councillor Expenses	00	45	Did not anticipate expenses due to Covid & using Zoom therefore require contingency fund	100
Hall Hire	400	138	Low due to lack of face-to-face meetings. This now increasing & 3 more committee meetings	500

Audit Fees	1,000	606		700
Bank charges	100	36	Projected £72	100
Councillor Training	500	20	Add difference in earmarked reserves	100
Election costs	00	00	No elections or risk of an election this financial year	00
IT Equipment	1,000	751	Whilst it is not anticipated that equipment will be needed, funding should be available if required	1,000
Website	200	17	Covers licences	100
Clerk's training	150	00	Clerk currently undertaking CiLCA. Other courses would be minimum	100
Clerk's travel	250	131	Limited spend this year due to Covid, but needs to reflect in case Clerk needs to start doing play area inspections for any reason plus additional journeys for 3 more committee mtg notices	250
Office/telephone	550	304	Covers working from home payment & mobile phone provision	600
Stationery/postage	250	140		250
TOTALS	8,200			

3. Employee Costs

Cost Code	Current	Spend to 31/10/21	Comments	Proposed
Gross Salary	14,500	10,124	Projected spend £20,249 due to increase in hours from 1/4/21. Difference of £5,749 from earmarked reserves. Council agreed half of the difference from reserves 2022/23. Increment increase + added 2.5% (potential pay increase) = £21,170. Difference = £6,670/2 = £3,335 from earmarked reserves	17,835
WPC NI Contributions	750	693	Projected £1,480 difference from reserves as above 2021/22	1,850
WPC Pension contributions	4,100	1,797	Projected £3,954. Already hold £4,500 in reserves (revenue) from 2019/20 and 2020/21 budget	1,000
TOTALS	19,350	12,614		

4. Parish Improvements

Cost Code	Current	Spend to 8/10/21	Comments	Proposed
-----------	---------	------------------	----------	----------

Total Amount	7,000	1,418	Money spent is allocated to the relevant cost code with additional codes added as necessary so that monies spent can be followed for accounting purposes. Difference for 2021/22 carried over into earmarked reserves	7,000
Seating		1,333		
Notice Boards				
Gateways				
Bus Shelters				
Litter Bins		85		
Signs				
TOTAL	7,000	1,418		
	86,350			7,000
Budget Total	86,350			84,695

Earmarked Capital Reserves

Where	Amount	Details
Traffic calming	35,000	Currently looking at proposals
Community Initiatives	1,000	Carried over from 2021/22
Admaston Green	2,832	Proposals currently under consideration
Parish Improvements	5,582	Difference from £7,000 at year end currently £5,582
Total	44,414	Does not include carry over for Parish Improvements

Earmarked Revenue Reserves

Salary	3,335	
WPC Pension contributions	4,500	
Total	7,835	

Prepared by: Julia Hancox

Clerk & Responsible Finance Officer

1st November 2021

Appendix 2

Specification for the renovation of Bus Shelters

Current Position

Within the Parish there are 7no. bus shelters located at:

- Aston Lane Junction
- Overley Hill
- Charlton
- Bluebell Crossroads
- Admaston
- Admaston House
- Rushmoor Lane/Allscott

Part 1. Bus Shelter Works

1.	Aston Lane Junction	
	Replace roof decking boards as required	
	Re-felt and re-batten	
	Coat inside & out with a proprietary wood preservative [2 coats]	
	Total Item 1 carried to summary.....	£
2.	Overley Hill	
	Replace roof decking boards as required	
	Re-felt and re-batten	
	Coat inside & out with a proprietary wood preservative [2 coats]	
	Total Item 2 carried to summary.....	£
3.	Charlton	
	Replace edge battening	
	Coat inside & out with a proprietary wood preservative [2 coats]	
	Total Item 3 carried to summary.....	£
4.	Bluebell Crossroads	
	Strip off & set aside waney edge boarding, timber studding & roof timbers	
	Replace all necessary timbers	

	Re-felt & re-batten	
	Coat inside & out with a proprietary wood preservative [2 coats]	
	Total Item 4 carried to summary.....	£
5.	Admaston	
	Wash inside & out	
	Total Item 5 carried to summary.....	£
6.	Admaston House	
	Replace waney edged fascia boarding	
	Coat timbers inside & out with a proprietary wood preservative [2 coats]	
	Total Item 6 carried to summary.....	£
7.	Rushmoor Lane/Allscott	
	Coat inside & out with a proprietary wood preservative	
	Total Item 7 carried to summary.....	£
8.	Contingency – Include a contingency of £1,000 to be expended in full or in part at the discretion of the Council	£1,000.00

Summary

Item 1	£
Item 2	£
Item 3	£
Item 4	£
Item 5	£
Item 6	£
Item 7	£
Item 8	£1,000.00
Total	
VAT	
Total	

Part 2. Ground Works

1.	Aston Lane Junction	
	Remove all growth, nettles etc & spray off	£
2.	Overley Hill	
	Remove all growth, nettles etc & spray off	£
3.	Charlton	
	Remove overgrowth & spray off	£

4.	Bluebell Crossroads	
	Remove overgrowth & spray off	£
5.	Admaston	
	No works required at present	
6.	Admaston House	
	Remove overgrowth & spray off	£
7.	Rushmoor Lane/Allscott	
	Remove all growth & spray off	£
	Total	

Please note: spray to comprise 10no. litres of white vinegar, 1 cup of salt & 2 tablespoons of washing up liquid

Appendix 3

Climate Change Emergency. (Part One)

Earlier in the year Wrockwardine Parish Council resolved to declare a Climate Change Emergency.

1. Other Parish and Town Councils have also resolved to declare a Climate Change Emergency. Parish Councils may not be as powerful as Borough Councils however, Parish Councils can be a force for good. There is no one way in which a Parish Council can impact on its local area, but by declaring a Climate Emergency, Wrockwardine Parish Council has taken important first steps. The resolutions and intentions of Wrockwardine Parish Council will cascade down to local parishioners, this is vitally important to encourage the local community to become part of the solution.

2. Wrockwardine Parish Council is a mixed urban and rural parish. Very recent times has seen the build of new housing developments which are still managed by developers. The interaction of the Parish Council and development managers of one site has been vital in influencing green initiatives such as hedgehog pathways to be incorporated within the early stages of the development.

3. Wrockwardine Parish Council already adopts initiatives which chime with the Declaration of Climate Change Emergency. We are not starting from early steps but are much further along the journey. Future progress will enhance already established practice and procedures.

4. Wrockwardine Parish Council does not hold responsibilities for building, rivers or seashore, in essence our support of Climate Change Emergency will be in working with the local communities. Wrockwardine Parish Council does have

a good record of managing green spaces well. However, future developments of the green spaces could be more positively identified and managed.

5. There are a variety of ways in which WPC can implement positive changes that will enhance the local community, deliver a “greener agenda” and allow for decisions to be made which will consider climate changes that may occur in the coming years. One major impact WPC can adopt is to encourage the people it serves to become “Climate Change Aware” the use of social media, website, open days etc. are some methods of encouraging engagement. Consulting with parishioners is a major factor in bringing people on board with the Climate Change Agenda.

6. WPC could resolve to adopt a task force which could include members of the public. The task force could encourage and support the Parish Council to take any actions required to fulfil its desire to develop and help build positive community solutions.

7. Wrockwardine Parish Council could include in its measures a commitment to providing eco tips on social media, and/or create a page on the website to encourage and support information around climate change. In emphasising engagement as an invaluable form of communication the positive message of saving money or saving waste would be a positive motivator for public engagement. In informing and raising awareness we can adopt a positive communication plan.

8. Electric Charging Points- WPC has encouraged the use of ECP in comments made to the planning authority, moving forward WPC could encourage old builds to incorporate ECP in any future refurbishments. The installation of ECP in public areas could be supported. Electric cars are the way of the future if this is so, the availability of ECP will be vital. Electric charging points would be vital in the outlying areas of the ward.

9. One of the major influences Wrockwardine Parish Council will exert over the next few years will be the replacement of the light furniture in Admaston. The use of appropriate light fixtures and fittings will give the area an appropriate ambiance which encourages a “wellbeing feeling” and which is sympathetic to the local area. The use of appropriate “green lighting” bulbs will be a key element in the refurbishment of the lighting furniture. In being as Carbon Neutral as possible we save energy. There are Parish and Town Councils which are exploring “a dark sky town” this means turning off streetlights after midnight.

10. Local businesses should be encouraged to adopt policies and actions which would be beneficial to the local population. E.g., adopt shared large waste bins encourage appropriate separation of waste.

11. Measure carbon footprint- It is impractical for the clerk and councillors of Wrockwardine Parish Council to always use green alternative transport. Although councillors do at times walk to Parish Council meetings from their homes. However, it would be good practice to calculate petrol/diesel litres used within the ordinary operations of the clerk, councillors, and volunteers over the course of one month. It would be equally useful to know the quantity of electricity used to power batteries used by SIDS.

12. The use of water meters on allotments, of course, water is a vital ingredient for users of allotments. However, water should be used in a sensible and considerate manner. Water meters encourages the use of water butts on plots. Other ways WPC can support allotment holders is to encourage “seed swop day”.

13. Re-use of redundant bus stops encourages greener methods of transport, cycle stops /walking pathways and resting points. The appropriate instillation of ordinary and diverse refuse bins would encourage separation of waste. The collection of plastic and/or cardboard could be arranged along with the emptying of unrecyclable waste. Encouraging landowners to ensure Rights of way remain accessible for walkers and horse riders, they are clear of vegetation and do not encroach onto the routes from sides or above. In developing the opportunity to support Green Transport Initiatives we are saving energy, reducing carbon footprint, aiding healthy lifestyles, which in turn encourages good mental health.

14. Biodiversity crisis- Biodiversity is the variety of all life on earth, animals, plants, bacteria, and fungi. Until very recently this crisis has been under reported. Animals and birds need insects and berries to be available for food when

needed. It is vitally important to support the correct management of local resources. In my garden the leaves have not dropped, and it is October, there is change in how plants, trees and birds are living together.

15.Shropshire has the lowest percentage of tree and meadow cover in England. Wrockwardine Parish council has invested support in Long Yard Meadow, allotment plots, orchard, the planting on the orchard should be recorded with regards quantity and variety of trees on site, there is also a wildlife pond. The PC does have responsibility for hedge way, Admaston Green along with currently three play parks. Flower beds could be incorporated into boundaries of play areas. The planting of trees within the parish ward should include a plan for growth and maintenance.

16.Long Yard Meadow The planting of hedgerow, appropriate cutting of grass and the way the grass is managed will aid local wildlife, birds, and insects. The development of “No mow May” is one way Parish Councils and parishioners can help biodiversity. We should consider leaving grass clippings down instead of collecting them if this is not already in operation.

17.Compost waste where possible (graveyard and one corner of LYM).

18.Encourage Water tubs installed where possible.

19.Weed killer to be environmentally friendly.

20.Use of wood chipping to reduce weeds – wood chippings are used at the allotment plot to encourage use of natural weed suppressant.

21.Adopt a carbon off setting if a tree must be removed off set by planting more trees if they can be maintained correctly.

22.Explore natural options for surfaces in playparks, explore the best options for carbon footprint on any future equipment.

23.Arrange litter picks with local community wardens.

24.Urban creep is the term given to conversation of permeable surfaces to impermeable this includes large patio areas and front gardens for parking. Wrockwardine Parish Council could encourage housing developments and residents to plant lawns and borders which in turn will enable rainwater to soak away and help reduce flash flooding. The use of permeable surfaces should be adopted where possible to encourage the soaking of rainwater. (Wrockwardine Play Park Car Park is an example of permeable surface which should remain if possible)

25.The planning of wildlife flowers, managing cutting of hedgerow and grass all enable Wrockwardine Parish Council achieve its aims. Sometimes just tiny amounts of flowers help local wildlife. Promoting good hedge maintenance will help the local landscape and climate change.

26.Reviewing how we manage land, lighting and supply chains will give opportunities to develop the agenda further. Supporting local community initiatives aids everyone.

27.WPC will explore the carbon footprint of new equipment, discuss how policies are influenced by the decision to Declare the Climate Emergency and fully explore how to be in step with local and national influences. The resolution is in the beginning stages- there is much to discuss and moving forward the monthly agenda will give opportunities to explore, expand and endeavour in ensuring we are not virtual signalling but have a real investment in the decision to Declare a Climate Emergency.

28. A following report will explore the biodiversity, funding options and support organisations in further depth.

Chairwoman

27th October 2021