

# Wrockwardine Parish Council

## Minutes of the Parish Council Meeting held on Wednesday 9<sup>th</sup> November 2022 at Admaston House, Admaston at 7.30p.m

**Present:** Cllr P Cooper (Chairman)  
Cllr E Anderson  
Cllr E Ballantyne  
Cllr K Ballantyne  
Cllr P Bevis  
Cllr B Eade  
Cllr J Savage  
Cllr K Tonks

**In Attendance:** Borough Councillor J Seymour  
J Hancox (Clerk)

**22/138 Welcome by the Chairman**  
The Chairman welcomed everyone to the meeting.

**22/139 Apologies for absence**  
None received  
Absent – Cllr G Thomas; Cllr M Vrahimis

**22/140 Declaration of Interests & Dispensations**  
a) Pecuniary – None declared  
b) Personal – None declared

**22/141 Public Session**  
Nothing raised.

**22/142 To confirm and agree the Minutes of the Previous Meeting**  
It was **RESOLVED** to confirm and sign the Minutes of the meeting held on Wednesday 12<sup>th</sup> October 2022.  
[Proposer: Cllr Tonks; Seconder: Cllr Anderson; Abstain: 3; Vote: All remaining]

**22/143 Borough Councillor's Report**  
Borough Cllr Seymour updated the Council on the recent Haygate Fields Liaison meeting and confirmed the mound on the site was due to be removed. Cllr Seymour also spoke about the Leaton Quarry Liaison Group which met on 8<sup>th</sup> November 2022. The quarry plans to invite more local residents to future meetings and hold further consultation meetings.

**22/144 Planning**  
**1. Permissions & Refusals**  
Council noted the following permissions and refusals:

|                      |  |  |              |
|----------------------|--|--|--------------|
| <b>TWC/2022/0223</b> | Land Adjacent 19 Aldermead Close, Admaston | Erection of 8 no. dwellings with detached garages * Amended description & plans submitted* | Full Granted |
| <b>TWC/2022/0786</b> | 27 Shawbirch Rd, Admaston                  | Erection of a single storey side & rear extension  | Full Granted |

|                      |   |  |                                |
|----------------------|---|--|--------------------------------|
| <b>TWC/2022/0820</b> | 5 Burnell Rd,<br>Admaston                                   | Erection of a single storey rear extension   | Full<br>Granted                |
| <b>TWC/2022/0669</b> | Phase 1, Former<br>British Sugar Site,<br>Allscott          | Variation of conditions 5 & 7 of planning permission TWC/2021/0263 to allow the Sports & Social Club Pavilion escape stairs to be enclosed & a change of roof formation from hipped to flat roof | Reserved<br>Matters<br>Granted |
| <b>TWC/2022/0687</b> | Site of Richmond<br>House, Donnerville<br>Gardens, Admaston | Outline application for the erection of 4no. dwelling, garages & associated access with all other matters reserved *amended plan submitted*  | Outline<br>Granted             |

## 2. New Applications

Council **RESOLVED** to make “No Comment” on the following applications:

|                      |   |  |
|----------------------|---|--|
| <b>TWC/2022/0856</b> | Overley Hall School,<br>Overley                   | Erection of 2 storey & single storey side extension to residential home for young adults to provide additional bedroom, office, storage & entrance   |
| <b>TWC/2022/0855</b> | Site of Admaston<br>Farm, Bratton Rd,<br>Admaston | Conversion of barn to 1no. dwelling & erection of detached single garage   |
| <b>TWC/2022/0849</b> | The Swallows,<br>Station Rd,<br>Admaston          | Erection of a 2-storey detached annexe, single storey side & rear extension linking the annexe to the existing dwelling & rear extension & erection of a single storey side & rear extension (Retrospective) |

## 3. Applications received after the agenda was circulated

None received

### 22/145 Finance

#### a) To confirm the final accounts paid October 2022

The final payment list was noted and **RESOLVED**.

#### b) To confirm the Bank Reconciliation for October 2022

The reconciliations were **RESOLVED**.

#### c) To confirm the Accounts for payment in November 2022

The accounts were **RESOLVED** for payment.

[Proposer: Cllr Anderson; Seconder: Cllr Eade; Vote: All]

### 22/146 Committee Meetings

#### 1. Finance & General Purposes Committee Meeting

a. Council noted receipt of the draft minutes for the meeting held on 2<sup>nd</sup> November 2022 and considered the following:

b. 22/F20 Ward Funding Submissions – it was **RESOLVED** to apply for the money to install appropriate gateways around Charlton. Cllr Seymour confirmed this was acceptable and asked the Clerk to make the necessary application

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

22/F21 – Cllr Ballantyne requested that an urgent matter relating to this item be included under Item 22/147 Other Meetings. The request was agreed by the Chairman.

22/F22 Budget 2023/24 – Member’s were asked to consider the draft budget proposal which

would be resolved, together with the precept request, at December's meeting. Cllr Mrs Ballantyne asked for thanks to be given to Cllr Anderson and the Clerk for their work on producing the budget.

## **22/147 Other Meetings**

### **1. Allscott Meads Stakeholder Group**

Cllr Cooper highlighted some points from the notes provided prior to the meeting (Appendix 1). Council noted receipt of the all the details from the meeting and there were no additional comments.

### **2. Haygate Fields Liaison Group**

No minutes received for the meeting on 4<sup>th</sup> November 2022 and the Clerk had been unable to attend.

### **3. Traffic Group**

Cllr Mr Ballantyne gave a verbal update on the meeting held with a representative from Telford & Wrekin Council on 27<sup>th</sup> October 2022. Due to monies being released under s106 from the development at Allscott Meads, various additional measures for traffic calming in Admaston were currently being investigated by the Borough Council.

Following the update, an issue was raised and discussed at length between Members. Standing Orders were suspended at 8.22p.m and reinstated 8.24p.m to enable Borough Cllr Seymour to comment. No Council decisions or proposals came from the discussion.

### **4. Grounds Maintenance Working Group**

The Chairman gave permission at Item 22/146 for an urgent decision to be made regarding the planting of yellow rattle in a corner of Long Yard Meadow following a meeting of the Grounds Management & Maintenance Working Group the previous week. Council **RESOLVED** that the Working group meet with a representative and advisor from Telford & Wrekin Council as soon as possible and the Clerk be given delegated authority to the value of £500 to approve the cost of the planting.

[Proposer: Cllr Mr Ballantyne; Seconder: Cllr Anderson; Vote: All]

## **22/148 RoSPA Repairs**

Following discussion, it was **RESOLVED** to accept the quote for the work identified except for the stripping back of the rocker and that should the zip wire require repairs after it was stripped back that the Clerk could authorise any amount up to £500. The quote minus the rocker repair amounted to £975+VAT.

[Proposer: Cllr Mrs Ballantyne; Seconder: Cllr Eade; Vote: All]

## **22/149 Wrockwardine Playing Fields Gym Equipment**

Following a discussion, it was **RESOLVED** that the Clerk request a commuted sum of £2,500, as recommended by Telford & Wrekin Council's Play Area Officer, to cover maintenance and repairs over a 10-year period, from the Village Hall Trustees.

[Proposer: Cllr Eade; Seconder: Cllr Mrs Ballantyne; Vote All: ]

The Council further **RESOLVED** to accept the proposed plan for placement of the equipment (Appendix 2).

[Proposer: Cllr Bevis; Seconder: Cllr Savage; Vote: All]

Cllr Bevis advised the Council that the equipment had been ordered and was due to be installed on 16<sup>th</sup> January 2023 but as Council had not yet received confirmation of the commuted sum then this was at the Trustee's own risk.

## **22/150 Wrockwardine Playing Fields Car Park**

Following the recent pre-planning application, Telford & Wrekin Council had confirmed that full planning permission was required to extend the car park. Council acknowledged that this required more specialist knowledge than first anticipated. The Chairman confirmed that he was waiting to hear back from SJ

Roberts to see if this was a service they could provide given that they would be doing the installation as part of their community projects.

**22/151 Public Consultation Policy**

Following a request at last month's meeting, it was discussed and **RESOLVED** that, whilst not a legal requirement, it was good practice to have a policy and guidance. The Clerk and Cllr Anderson offered to draft a policy to go to the Human Resources Committee meeting in February 2023.

[Proposer: Cllr Anderson; Seconder: Cllr Mr Ballantyne; Vote: All]

**22/152 Annual Meeting of the Parish 2023**

Following a discussion, it was **RESOLVED** that, due to 2023 being an election year and the subsequent difficulty in fitting in an AMP that the Council put on a "Public meeting" in either June or July 2023 and schedule a return to the AMP in 2024.

[Proposer: Cllr Mr Ballantyne; Seconder: Cllr Eade; Vote: All]

**22/153 White Ribbon Day**

Cllr Tonks advised Council that the annual White Ribbon Day was on 25<sup>th</sup> November 2022. Cllr Tonks had hoped to arrange a fundraising event but had been unable to do so. It was **RESOLVED** to donate £100 to the local Telford & Wrekin White Ribbon fundraising in lieu of an event and to put on a suitable fundraiser in 2024.

[Proposer: Cllr Savage; Seconder: Cllr Tonks; Vote: All]

**22/154 Clerk's Update**

Members noted the Clerk's update on various matters (Appendix 3). Cllr Mrs Ballantyne said thank you to Cllr Bevis and Mr Cartwright (volunteer) for putting up the poppies and Tommy's around the Parish.

**22/155 SID Statistics**

Members noted the most recent data and there were no comments. (Appendix 4).

**22/156 Grant Applications**

None received.

**22/157 Correspondence**

- a. **Request for a volunteer Parish Council Trustee for Wrockwardine Village Hall** – It was **RESOLVED** that Cllr Thomas, who had indicated to another councillor that he was willing to, be elected as the Council's representative on the new Trustee's board.

[Proposer: Cllr Bevis; Seconder: Cllr Eade; Vote: All]

- b. **Letter from residents of Walcot regarding play area** – Council noted the thanks and asked the Clerk to reply to the residents.

**22/158 Date of the next meeting**

It was confirmed that the next meeting would be held on **Wednesday 14<sup>th</sup> December 2022 at 7.30p.m** at **Admaston House, Admaston.**

*The meeting closed at 9.30p.m*

Signed: \_\_\_\_\_ **P Cooper** \_\_\_\_\_ (Chairman)

Date **14<sup>th</sup> December 2022** \_\_\_\_\_

## Wrockwardine Parish Council

### Item 22/145

#### Finance

##### a) Final accounts paid in October 2022

| Payee                   | Description                        | Net              | VAT             | Cost             |
|-------------------------|------------------------------------|------------------|-----------------|------------------|
| Scribe                  | Accounting Package                 | 468.00           | 93.60           | 561.60           |
| IdVerde                 | Hedge cutting @ allotments         | 360.00           | 72.00           | 432.00           |
| Admaston House          | Hall Hire – Jubilee Fayre/meetings | 263.50           | 00.00           | 263.50           |
| IdVerde                 | Grass Cutting                      | 585.55           | 117.11          | 702.66           |
| JACS (UK) Ltd           | Wrockwardine Gateways              | 5,709.69         | 1,141.94        | 6,851.63         |
| BC                      | SID Management                     | 300.00           | 00.00           | 300.00           |
| Hornet Landscaping      | Play area repairs                  | 650.00           | 00.00           | 650.00           |
| Royal British legion    | Poppy Wreath                       | 17.00            | 00.00           | 17.00            |
| Cllr EB                 | Cllr Expenses                      | 13.97            | 0.65            | 14.62            |
| Broxap                  | Bins Wrockwardine Playing Fields   | 631.90           | 126.38          | 758.28           |
| Wrockwardine Allotments | Grant                              | 200.00           | 00.00           | 200.00           |
| St Peter's Church       | Grant – community leaflet          | 200.00           | 00.00           | 200.00           |
| Various                 | Office/stationery                  | 48.61            | 0.64            | 49.25            |
| Various                 | Staffing costs                     | 2,275.32         | 00.00           | 2,275.32         |
| <b>Total</b>            |                                    | <b>11,723.54</b> | <b>1,552.32</b> | <b>13,275.86</b> |

##### b) Bank Reconciliation October 2022

#### Unity Current Account

|  |                   |
|--|-------------------|
| Current Account balance 1/10/2022          | 117,875.02        |
| Minus: Payments made October               | 13,275.86         |
| Add: Receipts October<br>B/Card Credit     | 17.00             |
| <b>Balance 31/10/22</b>                    | <b>107,616.16</b> |
| <b>Unity Current Account Statement 127</b> | <b>104,616.16</b> |

#### Other Banks

|   |                   |
|---|-------------------|
| Unity Instant Access Interest Account 31/5/22 Statement 104 | 56,787.69         |
| NatWest Business 95 Day Saver A/C Balance 30/4/22           | 71,267.39         |
| <b>Total Bank Balances</b>                                  | <b>232,671.24</b> |

##### c) Accounts for Payment November 2022

| Payee                | Description            | Net    | VAT    | Cost   |
|----------------------|------------------------|--------|--------|--------|
| BC                   | SID management         | 300.00 | 00.00  | 300.00 |
| Broxap               | Play area repair       | 150.00 | 30.00  | 180.00 |
| Wicksteed            | Play area parts        | 12.89  | 2.58   | 15.47  |
| Cllr EB              | Councillor Expenses    | 5.59   | 0.26   | 5.85   |
| Royal british legion | Street lamp poppies    | 40.00  | 0.00   | 40.00  |
| IdVerde              | Grass Cutting Contract | 585.55 | 117.11 | 702.66 |

|         |                       |                 |               |                 |
|---------|-----------------------|-----------------|---------------|-----------------|
| Various | Staffing costs        | 2,275.32        | 00.00         | 2,275.32        |
| Various | Office/stationery     | 86.26           | 2.19          | 88.45           |
|         | <b>Total payments</b> | <b>3,455.61</b> | <b>152.14</b> | <b>3,607.75</b> |

Signed:     *J Hancox*     (Clerk & RFO)      Date:     *14/12/22*    

Signed:     *P Cooper*     (Chairman)      Date:     *14/12/22*

## Appendix 1

### Item 22/147 (1)

#### Allscott Meads Stakeholder Group Meeting

13<sup>th</sup> October 2022

**Present:** Mike Sambrook – S J Roberts [MS]

Cllr J Seymour – Borough Councillor [JS]

Cllr P Bevis – Wrockwardine Parish Council [PB]

Cllr P Cooper - ditto [PC]

Julia Hancox – Clerk ditto

Tom Goffe – TWC Highways [TG]

Mr P Starling – Allscott Sports & Social Club [PS]

Allscott Meads Residence Representative [RR]

**Apologies:** Penny Stephen – TWC Principal Planning Officer [PL]

#### Matters Arising:

- Drainage – no issues to report
- Allotments – Proposals issued to TWC and comments returned by Derek Owen
- Plan requested by PC
- Society Guidelines will be followed
- SJR will fence the area and provide standpipes
- Traffic – temporary speed restrictions order in place along B4394. TWC have met with SJR and Clive from SJR is sourcing signs.
- Traffic – permanent order signs to be progressed. A meeting is to be arranged with TWC and the Police after which the consultation process will commence. TG to chase Chris Pearson of TWC Highways
- Traffic – a speed limit review is to be undertaken by TWC for the wider area
- Traffic – Temporary order for the temporary SID by the development is to be progressed [SJR] will donate to SID
- Agenda Item 3 On site progress

-3.1 Phase 2 has commenced 20/25 Of the remaining 270 have been reserved

-3.2 Progressing

-3.3 No off-site works have taken place

-3.4 Sales are stagnant which may result due to the funding stream in construction slowing down

- 3.5 School. Timber frame is up. A consultation meeting has taken place with the service provider and residences. A further meeting will take place next year

\* Agenda item 4 Construction impact – no issues at present

\* Agenda item 5 Planning Matters – see notes issued by PL

\* Agenda item 6 Highway's – see previous notes

\* Agenda item 7 Parish Council matters – PC raised the issue of speeding and flooding on the B4394. PIR lights at

Wrockwardine Church, no progress

\* Agenda item 8 Borough Councillor matters - Nothing to raise

\* Agenda item 9 Community initiatives – Allotment and highways, there is an issue with bins

- Shops. There is some interest for 5no units. 1 large and 4 smaller

- Wrockwardine Play Area Car Park Extension – decision on PPE is awaited

- Wrockwardine Gateways – PB to meet with Clive [SJR] on the 14/10/22 to agree installation

\* Agenda item 10 SIDS – see previous comments

\* Agenda item 11 Sports and Social Club

- Ground Works. Rubble by football pitch to be removed by SJR

- S&SC Fixtures and fitting to be confirmed by SJR

- Cricket Pavilion. SJR to confirm use

- Club house – audio and visual programme?

- Bowling Green – PS asked to meet providers. MS to arrange
- Occupation – September 23. Transfer from existing to new premises the timescale has to be determined
- Aerial Photographs – MS confirmed that they had been taken and copies will be issued to PS
- Electronic scoreboard – existing to be relocated but PS asked if SJR would provide a new one?
- Club house design – MS advised that this had changed from a pitched roof to a flat roof to improve energy efficiency
- \* Agenda item 12 AOB – MS confirmed that under a s106 a contribution of £30k had been made to support the Admaston traffic calming scheme
- \* Agenda item 13 Date of next meeting – 15<sup>th</sup> December 22 @ 1pm@ S&SC

**Prepared by Cllr P Cooper**  
**November 2022**



## Appendix 2

### Item 22/149 Children's and Adult Outdoor gyms at Wrockwardine Playing Field,



Children's Energize outdoor gym



Adult's Motiv8 outdoor gym



## **Appendix 3**

### **Wrockwardine Parish Council**

#### **Item 22/154 Clerk's Update Nov 22**

#### **Gateways**



SJ Roberts, with assistance from Cllr Bevis and our traffic volunteer, Mr Cartwright, have begun installing the gateways around Wrockwardine.

#### **Wrockwardine Playing Fields Bins**

The bins have been installed by Hornet.

#### **PCSO Representative at Meetings**

West Mercia have confirmed that they will attend occasional meetings in the future to give updates and receive questions. They have been given the dates of the meetings and will either advise in advance or, drop in and use the public session.

#### **Thank You's**

Both recipients of the grant awards in October thanked the Parish Council and the following will go in the leaflet to be distributed by the Church to residents at Allscott Meads:

Wrockwardine Parish Council serves your new community and holds its meetings on the 2nd Wednesday of the month (except August & January). Everyone is welcome to attend and there is an opportunity for members of the public to speak to councillors in a public session. For more information about the work of the Parish Council please visit the website at [www.wrockwardine.org.uk](http://www.wrockwardine.org.uk) or email the Clerk directly at [clerk@wrockwardine.org.uk](mailto:clerk@wrockwardine.org.uk) or telephone 07842 158615."

Age UK also thanked the Council for its understanding regarding the grant awarded for the event that was cancelled due to death of Queen Elizabeth. The rescheduled event will take place early next year.

A resident asked for their appreciation for the playing fields at Wrockwardine be passed on to the Council.

**Julia Hancox, Clerk & RFO**  
**November 2022**

## Appendix 4

### Item 22/155 SID Statistics

#### November 2022

**Table 1**

Daily average number of vehicles travelling over the speed limit during each two-week period the SID was in place

| Location of SID                       |       |       |       |       |       |       |     |
|---------------------------------------|-------|-------|-------|-------|-------|-------|-----|
| Wellington Rd, Admaston, North West   | 1,006 | 1,109 | 984   | 1,264 | 1,002 |       |     |
| Wellington Road, Admaston, South East | 372   | 429   | 242   | 203   |       |       |     |
| Station Road, Admaston, North West    | 337   | 583   | 255   | 422   | 498   |       |     |
| Station Road, Admaston, South East    | 349   | 478   | 443   | 446   | 423   |       |     |
| The Avenue, Wrockwardine, West Bound  | 249   | 474   | 313   | 371   | 331   | 281   |     |
| The Avenue, Wrockwardine, East Bound  | 342   | 355   | 322   |       |       |       |     |
| Shawbirch Road, Admaston, South East  | 1,046 | 1,242 | 1,186 | 1,557 |       |       |     |
| Shawbirch Road, Admaston, North West  | 513   | 927   | 1,076 | 1,235 | 1,064 | 1,189 | 939 |
| Rushmore Lane, North                  | 69    | 137   | 61    |       |       |       |     |
| Rushmore Lane, South                  | 180   | 83    |       |       |       |       |     |

#### Observations

- Most recent data
- Some reduction in figures but still fluctuating
- The Avenue, Wrockwardine – the number of vehicles exceeding the speed limit substantially increased with the introduction of the 20mph zone which implies that most drivers are travelling between 20-30mph
- There were diversions in place when roads were closed which impacted some figures

**Table 2**

Total vehicles exceeding the speed limit during each two-week period the SID was in place

| Location of SID                       |        |        |        |        |        |        |  |
|---------------------------------------|--------|--------|--------|--------|--------|--------|--|
| Wellington Rd, Admaston, North West   | 13,070 | 15,524 | 20,667 | 16,434 | 11,065 |        |  |
| Wellington Road, Admaston, South East | 4,851  | 6,815  | 3,394  | 3,465  |        |        |  |
| Station Road, Admaston, North West    | 4,543  | 6,421  | 6,114  | 5,321  | 5,978  |        |  |
| Station Road, Admaston, South East    | 5,041  | 6,815  | 3,329  | 5,804  | 5,482  |        |  |
| The Avenue, Wrockwardine, West Bound  | 3,224  | 9,471  | 4,394  | 4,823  | 4,301  | 3,683  |  |
| The Avenue, Wrockwardine, East Bound  | 239    | 615    | 248    | 3,080  | 4,268  | 3,551  |  |
| Shawbirch Road, Admaston, South East  | 15,714 | 16,173 | 15,428 | 20,245 |        |        |  |
| Shawbirch Road, Admaston, North West  | 7,690  | 12,978 | 13,944 | 16,067 | 12,765 | 11,267 |  |
| Rushmore Lane, North                  | 972    | 1,790  | 954    |        |        |        |  |
| Rushmore Lane, South                  | 2,481  | 1,168  |        |        |        |        |  |

### **Observations**

- Most recent data
- Shawbirch Road, North shows a worrying increase in speed over 2 2-week periods
- The Avenue, Wrockwardine – the number of vehicles exceeding the speed limit substantially increased with the introduction of the 20mph zone which implies that most drivers are travelling between 20-30mph
- There were diversions in place when roads were closed which impacted some figures