

# Wrockwardine Parish Council

## Minutes of the Parish Council Meeting held on Wednesday 10<sup>th</sup> July 2019 at Admaston House, Admaston at 7.30p.m

**Present:** Cllr Ms N Evans (**Chair**)  
Cllr Mr K Ballantyne (**Vice-Chair**)  
Cllr Mr P Bevis  
Cllr Mrs J Savage  
Cllr Mrs E Ballantyne  
Cllr Mr G Baxter

**In Attendance:** Ms J Hancox (**Clerk**)  
Cllr Miss J Seymour (Borough Councillor – Wrockwardine Ward)  
1 member of the public

- 19/100 Welcome by the Chair**  
The Chair welcomed everyone to the meeting
- 19/101 Apologies for absence and reasons**  
Cllr Mr G Thomas (honeymoon)
- 19/102 Declaration of Interests:**  
a) Pecuniary – none  
b) Personal – none
- 19/103 Public Session**  
The member of the public voiced concern over a potential planning application for Little Meadow Close, Admaston. Members were not aware of an application as nothing formal had been lodged and they were therefore unable to comment.
- 19/104 To confirm the Minutes of the Council Meeting held on Wednesday 12<sup>th</sup> June 2019**  
It was **RESOLVED** to confirm and sign the Minutes of the Council Meeting held on 12<sup>th</sup> June 2019 subject to the following amendments:  
**19/92 (5) page 3:** Cllr Mrs J Savage attended the Shawbirch Residents Meeting not Borough Cllr Ms J Seymour  
**19/93 (b) page 4:** The Parish Council awards grants in March, not April, as stated by Cllr Mrs Ballantyne
- 19/105 Matters arising from those minutes**  
1. Bus shelter cleaning: Members were advised that the price for cleaning the shelter included the metal frames, inside and outside the plastic window sheets and the roof cleaned every 6 months. Member's asked the Clerk to investigate this further. The Clerk advised that emails had been sent to 2 other window cleaning firms, but no response had been received.  
2. Salt bin, Wrockwardine: The tradesperson had looked at the bin and suggested it be levelled. The cost of a new bin ranged from £60 - £200 dependent on the type. Member's **RESOLVED** to request that the tradesperson level the bin to improve the look.
- 19/106 Borough Councillors Report**  
Borough Cllr Mrs Seymour reported on the enquiry that was beginning into Child Sex Exploitation within the Borough. Following public consultation, the terms of reference for the enquiry would go to Cabinet

with the enquiry due to start early Autumn. Confirmation was given that the Borough Council had set aside £300,000 to pay for the enquiry, which has to be carried out.

**19/107 Grant Applications**

- Hope House Children’s Hospice
- T&W Crucial Crew
- Wrockwardine Parish Allotment Society
- St Peter’s Church Wrockwardine

Following discussion, it was **RESOLVED** to award £150 to each application.

**19/108 Planning Matters**

**1. To consider the following applications:**

<b>TWC/2019/0503</b>	Land southwest of Donnerville Drive, Admaston	Erection of 5no. detached dwellings and garages with associated access, public open space and landscaping
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Following discussion, it was **RESOLVED** to comment that the Council is concerned about the amount of extra traffic the development would produce and the detrimental effect of this traffic on the narrow estate road leading to it.

<b>TWC/2019/0536</b>	Barratts Field, Duncote Mill, Walcot	Installation of ground source heat pump exchange to serve the grain dryer within the grain storage building and the potato stores
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It was **RESOLVED** to make no objection.

<b>TWC/2019/0535</b>	Barratts Field, Duncote Mill, Walcot	Extension to grain storage building
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It was **RESOLVED** to make no comment.

<b>TWC/2019/0560</b>	Site of The Mill House, Walcot	Conversion of existing stable block to dwelling
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It was **RESOLVED** to make no comment.

<b>TWC/2019/0549</b>	Wrockwardine Cemetery, Wrockwardine	Reduction of overhanging branches by 2m on 1no. Yew tree (T1), cutting back of branches overhanging pathway by up to 1m on 1no. Yew tree (T2), crown lift by up to 4m on 1no. Oak tree (T3), felling of 1no. Conifer tree (T4) and 1no. dead Cherry tree (T5) and removal of damaged branch from 1no. Oak tree (T6)
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It was **RESOLVED** to support this application.

<b>PE/2019/0409</b>	Vicarage Farm, 23 Wrockwardine Crossroads, The Avenue to Admaston, Wrockwardine	Provisional Enquiry -Details held on file
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After discussion, it was **RESOLVED** to that there were no objections, but a comment be lodged - Details held on file with the Clerk

**2. Permissions**

TWC/2019/0316 – Land to the North of Haygate Rd (Reserves Matters Application) – Amendment to TWC/2017/0643 for the substitution of house types for 8no. dwellings

TWC/2018/0283 – Tine Grange, Charlton, TF6 5EU – Erection of replacement single storey outbuilding to be used as ancillary accommodation and erection of single storey extension to existing dwelling

**3. To receive any permissions after the date of the agenda**

None received

**4. Local Plans Awareness**

None

**5. To consider delegated powers during August**

Following discussion, it was **RESOLVED** to delegate powers to the Clerk after consultation with either the Chair or Vice-Chair or both.

**19/109 RoSPA Inspections**

Following discussion of Cllr Mrs Ballantyne's report (**Appendix A**) it was **RESOLVED** that:

1. The invoice submitted by the RoSPA inspector (KB) be approved and paid
2. The Clerk arranges the RoSPA inspector (KB) to continue to carry out 3-monthly operational inspections for the next 12 months and settle all fees accordingly
3. Routine weekly inspections are carried out by Cllr Mrs Ballantyne or the Clerk
4. Analysis of the medium risk work identified by the yearly RoSPA report (July 2019) takes place and the Clerk prepares a report, with quotations, to be presented at September's meeting for Council to agree a phased and prioritised maintenance program across all 4 sites

**19/110 Admaston Green Track**

Cllr Mr Ballantyne's brought his report (**Appendix B**) to the table and, following a debate, a named vote was called for and, Member's voted as follows:

Cllr Mrs E Ballantyne – For

Cllr Mr G Baxter – For

Cllr Mr K Ballantyne – For

Cllr Mr P Bevis – For

Cllr Mrs J Savage – For

Cllr Ms N Evans – For

It was therefore **RESOLVED** that:

1. The Council adopted the report and instructed the Clerk to bring a report to September's meeting setting out the way forward for Council in relation to the conformity with Standing Orders and Financial Regulations; the validity of the previous tender process; the laying before Council of detailed plans; costings; specifications and any other relevant information; the requirements of a public advertisement; and the proposals for a formal and meaningful public consultation exercise which would involve the public display of the plans in order to assess the need/demand in the community.
2. No further action be taken, either by the Clerk or any Member, to advance the proposed children's cycle track until Council specifically authorises such action

**19/111 Project Capital Expenditure Application**

The Chair tabled a draft monitoring template (**Appendix C**) for Council to use to ensure that correct procedures are followed in future. Member's asked for time to consider the draft and asked that it be put on the agenda for September's meeting for further discussion.

*Member of the public left the meeting at 9.12p.m*

*Cllr Mr Ballantyne left the meeting at 9.12p.m*

**19/112 Traffic Calming in Admaston**

The Chair questioned whether public consultation now needed to be sought for the planned work for traffic calming in Admaston.

*Cllr Mr Ballantyne returned to the meeting at 9.16p.m*

Cllr Mr Ballantyne reminded Members that a full public consultation had been organised by the Borough Council on proposed traffic calming schemes in Admaston and that the planned schemes were a result of these. Further consultation could take place if Member's felt this was appropriate. There was no support for this.

Member's agreed that once the planned calming was in place then the statistics gained should be more meaningful and prove a need for further measures such as table top junctions and speed cameras.

The Chair suggested a further meeting of the Traffic Group with the Borough Council to set the criteria for the planned SIDS and gateways. Clerk to action

**19/113 War Memorial**

The Chair questioned whether public consultation now needed to be sought for the work on the Wrockwardine War Memorial. Cllr Mr Ballantyne confirmed that the Parish Council do not own the memorial and only have the powers to maintain it. The cost of the current amount needed is in the region of £500 – an amount substantially lower than the other schemes discussed previously. Cllr Mr Ballantyne advised Council that samples are currently being sought and, will be brought to the next meeting in September.

**19/114 Council Website**

The Clerk provided a report (**Appendix D**) regarding the current state of the Council's website. Following discussion, it was **RESOLVED** to set up a Communications Working Group consisting of the Clerk and Cllr Baxter and to invite Cllr Thomas to it in order to prepare a report on the options available for the meeting in September.

**19/115 Parish Matters**

**a) Reports on local meetings**

Cllr Mr Ballantyne gave an update on the Traffic Group Meeting and the items that had been agreed (**Appendix E**).

*Borough Councillor Ms Seymour left the meeting at 10. 00p.m*

**b) Parish Newsletter & Communications**

Members were advised that any contributions for the Church newsletter should be sent to the Clerk before the deadline of the 14<sup>th</sup> July 2019.

**c) Allotments**

The draft Constitution and Rules of the Society were distributed prior to the meeting. Only one comment was received:

Item 2.1 reads "In the Parish Council" however it should read that if a person is resident within the Parish, they automatically go to the top of the waiting list. The clerk was asked to highlight this with the Society for amendment.

Members were asked to vote to accept the Constitution and Rules. The following Members voted to accept them:

Cllr Mr P Bevis  
Cllr Mrs J Savage  
Cllr Mr G Baxter  
Cllr Ms N Evans

The following Members abstained:

Cllr Mr K Ballantyne  
Cllr Mrs E Ballantyne

It was therefore **RESOLVED** to accept the Constitution and the Rules of The Allotment Society.

The Chair also advised the meeting that a Member of the Parish Council would be invited to all the society's committee meetings and, suggested that these be attended by way of a rota basis to ensure the impartiality of the Council.

The Clerk was asked to check whether a replacement Secretary had been found.

**d) Admaston House Accommodation**

The Chair confirmed she had advised Admaston House Trust that the proposals for an office for the Clerk were not sufficient at this time. It was agreed by Council that the idea should be revisited once the renovation works had been completed on the building. It was agreed that the Clerk would investigate the archiving of Parish Council documents through the Shropshire County Council provision.

**19/116 Finance**

**a) Accounts for payment**

It was **RESOLVED** that these be approved and paid as tabled.

**b) Accounts**

The accounts for July were tabled and noted.

**c) Bank Reconciliations**

The bank reconciliation for July along with Statements 64 & 74 from Unity Trust and Statement 2 from Nationwide Building Society were tabled and noted.

**d) Authorisation of payment of Clerk's overtime relating to Admaston Allotments**

It was **RESOLVED** that 19hrs 25mins overtime for work carried out on work with the Allotment Society be paid to the Clerk.

**19/117 Traffic Matters**

The update from the Traffic Working Group relating to the recent meeting with the Sugar Beet Site Development team and T&W Borough Council was reported at 19/115 (a).

**19/118 Correspondence**

- Register Your Defibrillator – It was agreed to join “The Circuit” the West Midland Ambulance Service’s scheme for registering defibrillators
- Love Parks 12<sup>th</sup>- 21<sup>st</sup> July 2019 – noted
- Live Well Telford – noted
- SALC Annual General Meeting & 70<sup>th</sup> Celebration – noted
  
- Additional

The Chair advised that Borough Cllrs Carter, Hilda Rhodes and David Wright were holding a session at Admaston House on the 18<sup>th</sup> July 2019 between 11a.m-12 noon as part of gathering views and opinions of residents within the Borough.

**19/119 Employment Working Group**

Schedule 12A Local Government Act 1972: It was **RESOLVED** that the press and public were excluded from the meeting for the remaining items of business which were confidential and disclosed exempt information.

A confidential report is held on file with the Clerk. It was unanimously **RESOLVED** to adopt the report together with the proposed actions recommended.

**19/120 Our Council – Working Together**

Due to the late hour and, following discussion, it was **RESOLVED** to postpone this item until a later date.

**19/121 To note the date of the next meeting**

There is no meeting in August, the next meeting is on **Wednesday 11<sup>th</sup> September 2019** at **Wrockwardine Parish Hall at 7.30p.m.**

*The meeting closed at 10.50p.m*

Signed: \_\_\_\_\_ ***K. Ballantyne*** \_\_\_\_\_ (Chairman)

Date: \_\_\_\_\_ ***11<sup>th</sup> September 2019*** \_\_\_\_\_

## Appendix A

### RoSPA Report July 2019

Report by Cllr Mrs E Ballantyne

Having taken on the RoSPA weekly inspection role together with the Clerk, Council is advised as follows: -

- a] Council has a legal duty of care to users of the Council's land and supplied equipment as well as a moral responsibility;
- b] Council must adhere to RoSPA recommendations or it will be likely to be in breach of its duty of care;
- c] Routine weekly inspections are carried out by either the Clerk or Cllr Mrs Ballantyne;
- d] Operational 3 monthly inspections should be undertaken by a local RoSPA qualified inspector;
- e] Annual inspections are carried out by RoSPA every June/ July.

Due to the adverse weather conditions during June and concerns over the conditions on the Council's land, the Clerk instigated the following action as a matter of urgency after consultation with the Vice Chairman:

- i] Contacted an experienced local clerk and who is also an experienced and qualified RoSPA inspector for help & advice;
- ii] The Clerk & Cllr Mrs Ballantyne accompanied the local RoSPA inspector around the Council's four sites;
- iii] The inspector provided the essential training we needed to do future weekly checks ourselves and provided the approved check list needed as evidence;
- iv] She completed weekly monitoring sheets as evidence together with her Operational quarterly report for all four sites to ensure we had no urgent issues arising.

**Proposed:**

- A] That Council approve £42 invoice to RoSPA inspector Katrina Baker in consideration of her inspection, written report, and mileage claim.**
- B] That Council instructs the clerk to engage Katrina Baker to carry out Operational Inspections for the next twelve months & settle her fees accordingly.**

Annual RoSPA Inspection July 2019

- i] On July 1<sup>st</sup> 2019 the national RoSPA Inspector, Mr W Slater, visited all four sites in the Council's ownership or control.
- ii] His report identifies a range of risk factors from very low to the high end of medium.
- iii] There were no high-risk concerns identified during this inspection.
- iv] However, the several high-end medium risk items should be of concern to Council and it is suggested these form the basis of a phased and prioritised repair and maintenance programme.
- v] It is therefore recommended to Council that the Clerk is asked to analyse the RoSPA report and bring a full report together with quotations where available for all medium risk work across all sites to Council in September.

**Proposed:**

**That Council accepts the recommendation set out in this report and instructs the Clerk accordingly.**

## Appendix B

### Report to Council on 10 July 2019

### Admaston Green Children's Cycle Track

### Agenda Item 11 - Substantive Motion by Cllr K Ballantyne

#### Purpose

The purpose of this report is to inform Members of the current procedural steps which have yet to be taken before the proposed children's cycle track is in readiness for Council to assess whether it is able to support the project with public money.

#### Background

A proposal to construct a children's figure of eight cycle track on Admaston Green has come before Council on a number of occasions over recent months. The necessary procedures and safe-guards for public funds have not yet been followed or fulfilled.

#### Information

- The capital cost of the scheme is estimated at around £9,250;
- To date, the Council's own Standing Orders [SO] and Financial Regulations [FR] have not been complied with in connection with a proposal for this level of capital spend;
- Whilst public money grant aid funding of £2,850 has been made available for this scheme and, some of the build materials may be donated by Leaton Quarry, the criteria for FR 11.1.(b)(i) is the value of the contract, not the funding source;
- The scheme is not and has not, been part of a rolling capital development programme and thus would be in breach of Finance Regulation 3.6 were it to proceed at the present time;
- There has not yet been any formal public consultation exercise to assess need or demand for the scheme. Thus far, it has been led by grant funding availability rather than need/demand led;
- The Council does not yet have formal consent for the proposal from its landlord, the Borough Council. It has not instructed the Clerk to seek the necessary amendments to its lease nor authorised the payment of the legal work fee to the Borough;
- The scheme may well require planning permission which would yet have to be sought;
- Although the Council has resolved to vire capital money from reserves should the scheme proceed, the Council could not at present withstand any reasonable audit or public scrutiny of its compliance with its own procedures for safe-guarding public money and the scheme does not have all the necessary consents and approvals in place in order for it to proceed.

#### Action

In order to protect the Council's position and prevent further risk of financial irregularity, the matter should now rest entirely and solely within the control of the Clerk as Council's Proper Officer and Responsible Financial Officer. The Clerk should be asked to bring a report to the September Council meeting setting out the way forward in relation to the conformity with Standing Orders and Financial Regulations, the validity and relevance of the previous tender process, the laying before Council of detailed plans, costings, specifications and other relevant information for its consideration, the requirements of a public advertisement, and the proposals for a formal and meaningful public consultation exercise involving the public display of the plans in order to assess the need/demand in the community.

At the end of the process defined by the Clerk, the Council will be better equipped to decide whether, in the light of the views expressed through the public consultation exercise, there is a need/demand for the scheme and whether it wishes to support it with and release the public funds held in reserve following a compliant tender process.

In the meantime, no further action should be taken either by the Clerk or any Member to advance the proposed children's cycle track in its present form in order to protect public money and the Council's position.

### **Proposal**

1. That Council adopts this report and instructs the Clerk to bring a further report to the September meeting setting out the way forward for the Council in relation to the conformity with Standing Orders and Financial Regulations, the validity of the previous tender process, the laying before Council of detailed plans, costings, specifications and other relevant information, the requirements of a public advertisement, and the proposals for a formal and meaningful public consultation exercise involving the public display of the plans in order to assess the need/demand in the community.

2. In order to protect public money, and subject to recommendation 1. above, no further action is to be taken, either by the Clerk or any Member, to advance the proposed children's cycle track until Council specifically authorises such action.

**Councillor K Ballantyne**

**10 July 2019**

## Appendix C

### Proposed Project Capital Expenditure Application

#### Initial details

Name of project

Name of proposer

Proposed Location

Rationale for the project (the project case)

Detail of provision (include any of -photographs, supplier examples, examples from other Councils)

Estimated Cost

Estimated ongoing costs

Proposed consultation

Risk assessment

Council agreement to take project forward to consultation(date)

#### Approval details

Consultation Held

Mechanism used

Response obtained

Mechanism used for selection of proposed suppliers

Invitation to tender produced

Potential suppliers contacted

Number of responses received

Responses evaluated by

Supplier selection rationale

Proposed supplier

How will the public be notified of work

How and by whom will the project be managed

How will public safety during installation been managed

How will public safety after installation be managed

How will sign off be agreed

Council approval (Date)

#### Post project

Did the installation go to plan

Has the project met the expectations

Produced by Cllr Ms Evans

## Appendix D

### Report on Council Website

To consider updating the Parish Council Website and other social media outlets

#### Background

The current website is difficult to manage, time consuming and not fit for purpose. New regulations come into force later this year regarding Public Sector websites and the Council is currently non-compliant with the law on providing a Publication Scheme which gives information on how the public can access information under the FOI Act – how it is stored and how we will provide it. (Should have been done in the 00's when law introduced)

The weblog is outdated, difficult to manage (though slightly easier than the website) and has been replaced by outlets such as Facebook, Twitter, Snapchat etc.

There is an issue with Member's emails – the current system forwards the wrockwardine.org.uk emails to an alternative email address, when responding the reply is now the Member's actual email address not wrockwardine.org.uk. Cllr Baxter has looked at this and found that settings need to be adjusted. (instructions attached).

The current website, weblog and email are hosted from one supplier at a cost of around £50 per year. It is USA based. If Council move to a new website host, then we will lose the weblog and email provision. It may be possible to keep the same web address wrockwardine.org.uk.

#### Website Alternatives

- Hugo Fox – Free, easy to use and update, many Parish Council use it
- Kalidescope Ltd – Charge of around £600 to set up the site. Can be self-managed once set up or for around £40 per month they will manage it, uploading anything that's requested.

There are other options that could be considered

#### Email Alternatives

New accounts are created on Gmail i.e. [Cllrevanswpc@gmail.co.uk](mailto:Cllrevanswpc@gmail.co.uk) which can then be managed as a totally separate account by the user

Consider the use of Microsoft Outlook for main account – more professional, easier to use

#### Conclusion

- Free or investment?
- Working party to look at what needs to go on & possible designs/photos/logos etc – documents that need to be published
- Social media set up - clerk
- Publication Scheme draft - clerk
- Course coming up – October - Attendees

## Appendix E

### Traffic Working Group 10<sup>th</sup> June 2019

1. Speed limit reductions to 30mph on all Wrockwardine approaches:
  - agreed as shown on deposited plan other than the proposed 40mph between Allscott and Admaston which should be retained at 30mph;
2. Reduction to 20mph in Wrockwardine village:
  - agreed;
3. Installation of granite rubble strips at all entrances to Wrockwardine village Conservation Area, consistent with 20mph limit:
  - agreed;
4. Delete proposed one-way system for Wrockwardine:
  - agreed;
5. Speed reduction to 40mph between the new Allscott development and Admaston.
  - see 1] above;
6. The junction at Station Road/Shawbirch Road near to the railway bridge:
  - this is a difficult junction and after much discussion it was agreed to seek the installation of shuttle lights and the construction of a footpath along the eastern side of the bridge. Power is readily available and this solution would enhance both traffic and pedestrian safety;
7. Allscott railway bridge between the new Allscott development and Admaston:
  - as traffic lights here are not acceptable to TWC Highways it was agreed to seek the creation of a pedestrian/cyclist/rider refuge area on the west side of the bridge between the bridge and Back Lane and on the east side of the bridge between the bridge and Holland Style;
8. Realignment of the junction near the plough:
  - agreed;
9. Rushmoor Lane speed limit:
  - agreed to seek a] 30mph from The Plough junction to just passed Lawn Farm entrance;
  - b] 40mph from there to the national speed limit at the junction with the High Ercall road;
  - c] speed camera signs following negotiations with Highways Agency; and
  - d] long term improvements to the staggered cross roads on B5063 at Rushmoor Lane;
10. Grove cross roads:
  - agreed to seek a] 2 x permanent SIDs; b] east SID to warn of 'hidden dip', west to warn of 'X roads';
  - c] 30mph speed limit though Walcot; and d] speed camera signs following negotiations with Highways Agency;

11. The Plough - The Duck stretch:

- agreed to seek a] this stretch to be kerbed; b] a pedestrian crossing to the sports field/club facilities; and
- c] rumble strips/paviour pads at intervals along the site frontage;

12. Charlton:

- agreed to seek a] rumble strips; and b] signing;

Compiled by Cllr Mr Ballantyne 10<sup>th</sup> June 2019