

## Wrockwardine Parish Council

### Minutes of the Parish Council Meeting held on Wednesday 13<sup>th</sup> February 2019 at Wrockwardine Parish Hall at 7.30p.m

**Present:**       **Chair:** Ms Nadine Evans  
                  **Cllrs:** Mr I Farrington, Mrs E Ballantyne, Mr K Ballantyne, Mr P Bevis, Mrs J Savage,  
                  Mrs E Anderson, Mr T Kiernan  
                  **Clerk:** Ms Julia Hancox  
                  **In attendance:** Borough Cllr Mrs J Seymour

#### 19/13 **Chairman's Opening Remarks**

The Chair welcomed everyone to the meeting and commented that a good job had been made of the resurfacing of the Parish Hall carpark.

#### 19/14 **Apologies for Absence**

Cllr Mrs S Turner  
Cllr S Rawlings

#### 19/15 **Declarations of Interest and Dispensation Requests**

None

#### 19/16 **Public Session**

Cllr Mrs Savage asked whether the Council would consider assisting with the cost of cutting and pruning the hedges and trees at Wrockwardine Cemetery. An initial quote for the work needed was around £4,000. It was agreed that this request should go on the agenda for the March meeting. **Clerk to action**

The Chair gave an update regarding the parking at the Cemetery. The Church Warden advised that the markings, including the disabled one, were made by the police and the Borough Council for a disabled resident, who has since left. An officer from the Borough has looked at the issue and said he would investigate and could potentially write to the residents. There has been no feedback to date.

Members reported that a serious traffic accident occurred on 30<sup>th</sup> January 2019, at the junction with Bratton Road that was attended by an ambulance and the police. Cllr Mrs Ballantyne had made the Clerk aware at the time and asked for information. The Clerk had reported that she had so far been unable to ascertain what had happened. However, it had been reported on the radio traffic report and had closed the road for a number of hours. It was believed that no one was seriously injured and the cause was potentially the low sun and glare. The Chair asked that this be urgently reported to the T&W officer responsible for designing the road calming measures in Admaston as it could be relevant. **Clerk to action**

The Chair also asked councillors their view on the recent traffic lights at the cross roads in Admaston. All those who had experienced them agreed that they had made a significant

difference to traffic calming and the Chair asked that this be fed back to the same T&W Highways officer. **Clerk to action**

Cllr Mrs Ballantyne reported that she had looked at the West Mercia Police website, as suggested at last month's meeting, but that only crime figures were available, not those of road traffic accidents. Cllr Mr Ballantyne said the Council used to get regular information about these in the past but do not now.

#### **19/17 Borough Councillor's Report**

Cllr Mrs Seymour reported that an extraordinary T&W Council meeting on Future Fit would take place on Monday 18<sup>th</sup> February 2019 to consider the Borough's response to the outcome of hospital services in Telford & Shrewsbury. The Borough is disappointed with the outcome of Future Fit and may appeal the decision on the basis of insufficient consultation.

Cllr Mrs Seymour confirmed that, whilst the current plans for the Shawbirch site had been withdrawn at this time, it does remain a designated site.

Cllr Mrs Savage reported that there are roadworks planned on the island at Shawbirch which will affect the surrounding area. Signs are in place advising motorists of this.

Cllr Mrs Seymour confirmed that she had been unable to ascertain any information regarding the cemetery parking issue.

#### **19/18 To confirm the Minutes of the Meeting held on 9<sup>th</sup> January 2019**

It was **RESOLVED** to confirm and sign the Minutes of the Meeting held on 9<sup>th</sup> January 2019.

#### **19/19 Actions from Minutes**

The Clerk updated on the following actions:

<b>Dinner for Over 60's cheque</b>	Cheque for £500 had been returned as the dinner had unfortunately been cancelled
<b>Defibrillator order</b>	Defibrillators are now in situ in Admaston, Wrockwardine, Allscott & Charlton. Training to be arranged
<b>Notice Boards</b>	On the agenda under Public Pride
<b>War Memorial Plaque</b>	Details of the current plaque were given to Cllr Mr Ballantyne for confirmation of amendments that are needed as well as additional names added. There is space for additional names on the current plaque, but unsure whether the mistake that is there could be rectified. A new plaque would cost around £1000. Cllr Mr Ballantyne to provide wording for the plaque recognising Leaton Quarry's donation at the site so that Clerk can obtain quotes <b>Cllr Mr Ballantyne &amp; Clerk to action</b>
<b>Parish Hall Lighting</b>	Awaiting quotes

## 19/20 Grants Update

The Clerk confirmed that the Green Guarantee Funding from T&W Council was due to be paid into the Parish's bank account.

The Chair confirmed that the sign that T&W Council erected on Admaston Green last month has now been removed. The post remains and, T&W are happy to work with the Parish Council to determine what should go on it.

## 19/21 Planning Matters

### 1. Applications

<b>TWC/2019/0103</b>	18 Whiteway Drive, Bratton	Erection of a single storey rear extension and new front porch <b>No comment</b>
<b>TWC/2019/0037</b>	Land adjacent & south of Breezes, 8 & 11 Allscott, Telford, Shropshire	Variation of condition 7 for planning permission to allow each plot to include a detached single garage <b>See comments below</b>
<b>TWC/2019/0019</b>	Wellington Cricket Club, Orleton Park, Haygate Road, Wellington	Further tree works following consent granted TWC/2018/0769 an additional reduction of 30% to reduce the stress load on the weak limb on Ino.Oak tree (T11) and crown lift & removal of epicormics shoots to T10 <b>No comment</b>

### Comments TWC/2019/0037

The Chair had been contacted by 2 residents with comments regarding the proposed changes to the plans. The Parish Council originally objected to the houses being built but the plans were subsequently approved. Cllr Mr Ballantyne confirmed that this meant a principle of development had been established and, there was no sustainable reason to object now, other than that the garages could cause an overdevelopment of the site. It was agreed to object on this point but with the condition that if the Borough approved the application, it should be on the proviso that the residents should park their vehicles within the curtilage of their properties and not on the roadsides. **Clerk to action**

### Dothill

The Clerk asked for members to be aware of another contentious planning application that, whilst not within the Parish, is local. There are plans to build a care home on the

site opposite the Dothill Primary School. At the moment planning permission is for a pub but once approved it has been reported that the company involved will then apply for planning permission for a care home instead. There are Great Crested Newts, a protected species, nearby and residents are concerned about additional problems with traffic etc. No action required at this time.

2. **To consider applications received after the date of the agenda**  
None received
3. **Permissions:**  
No permissions at the date of the agenda
4. **To receive any permissions received after the date of the agenda**  
None received

## 19/22 Parish Matters

### a) RoSPA Inspection

Cllr Farrington reported that the legs of the climbing frame (Wickstead blue & red) at Pemberton Road, Admaston playground had filled with water somehow and expanded when frozen, forcing the ball from the top to come out. Cllr Farrington had repaired them but was concerned this was a design fault. Walcott playground has the same issue, but have rubber tops which are not such a potential hazard as the ball type (which could be thrown etc). Clerk to check warranty and to contact the supplier for possible solutions. **Clerk to action**

Cllr Farrington reported that the bark had not been replaced at Walcott playground. Clerk to contact Ditton Services. **Clerk to action**

### b) Parish Newsletter & communications

The Chair reported that the Church magazine, including for the first time the Parish Council Newsletter page, had been distributed. She stated that since the next issue is for March and April, the Parish Council's page will need to contain details regarding the up and coming election, encouraging people to stand and the process involved. **Chair & Clerk to action**

### c) Defibrillators & Training

The Clerk confirmed that the defibrillators are now installed and ready for use. West Midland Ambulance Service have sent through their codes for the front of the cabinets and the Clerk will ensure these are marked on each cabinet. **Clerk to action**

West Midland Ambulance Service have offered training for the 23<sup>rd</sup> or 24<sup>th</sup> March 2019. Around half a dozen residents interested in the training have already made contact. Cllrs Mr & Mrs Ballantyne, Cllr Mrs Anderson, Cllr Bevis, Cllr Farrington, the Chair and the Clerk all expressed an interest in attending the training. **Clerk to action**

The Chair thanked Mr Mark Arrowsmith for installing the defibrillators quickly and efficiently and asked the Clerk to write to him, on behalf of the Council, and thank him for a job well done. **Clerk to action**

Leaton Quarry have purchased the defibrillator at Wrockwardine and a photo opportunity is to be arranged. The Chair asked Cllr Bevis if he would like to take this photo opportunity, together with the Chair of the Parish Hall Committee and Stuart Hopley. He agreed and said he would contact the Chair. The Clerk was asked to contact Stuart for potential dates for Paul to confirm. **Cllr Bevis & Clerk to action**

#### **d) Rights of Way**

The work on the bridge at Allscott has now been completed. The Chair confirmed that horses have been using it. There is a new gate and a piece of fencing and, the Chair confirmed that Andrew Careless, on behalf of T&W Council had done exactly what he said he would do. Thanks were again expressed to Cllr Mrs Seymour for the grant money to undertake these works for the Parish.

The Chair reminded Council that the Rights of Way Officer had agreed to work with the Parish Council to ensure that all Rights of Way in the parish remain accessible for public use and asked for any suggestions. Cllr Bevis reported that there are a few finger posts broken down and rotting on some rights of way around Wrockwardine. The Clerk agreed to meet with Cllr Bevis to look at these to see what needs doing. **Clerk & Cllr Bevis to action**

#### **e) Reports on Local Meetings**

##### **1. Traffic Meeting**

No reply has been received from T&W Council regarding the siting of the NALs, following the meeting on 8<sup>th</sup> January.

The group has suggested to T&W Highways that one of the sites for the SID could be on one of the lampposts in Admaston but so far had received no details as to the suitability of the post. Barry Cartwright has emailed the officer concerned requesting an update.

It was **RESOLVED** to suspend Standing Orders

Cllr Mrs Seymour commented that Lawley were suffering similar problems in getting the siting of their SID approved by T&W Council. However, if the Parish Council chose to fit the SID to lampposts this could cause problems. Cllr Mr Ballantyne confirmed that, legally, there would be a risk attaching them to lampposts without knowing if the post was suitable to hold it. A preferable option would be to obtain a NAL socket and post rather than attaching it to someone else's property. Cllr Mr Ballantyne said he would seek practical advice on moving forward. It was agreed that once Cllr Mr Ballantyne had further information on siting the SID, another meeting of the SID group should be convened. **Cllr Mr Ballantyne to action**

It was **RESOLVED** to reinstate Standing Orders

A Traffic Group Meeting took place on 21<sup>st</sup> January and minutes were taken and sent to all attendees and the Traffic Group. Minutes are attached (Appendix A) but were not presented at the meeting.

## 2. SALC Wrekin Area Committee 9<sup>th</sup> January 2019

The Chair and Cllr Mrs Anderson attended.

The Chair produced the following notes as being relevant to the Council (*notes are in italics*)

- *Many councils are in the process of installing SIDs and are considering shared initiatives. Adam Brookes at T&W Council Highways Dept was named as a contact for this. Some councils already have SIDs but are experiencing problems downloading information.*
- *A training course schedule for councillors is planned. [This has since happened and members emailed details. The Chair asked members to review the schedule and determine the training they would like to attend. Relevance to each member would be considered. It was noted that Cllr Mrs Anderson had already made a request.] All members & Clerk to action*
- *Shawbirch TWC/2018/0965 was discussed and determined that it was the public objection that had stopped the development. However, there is the possibility it will re-emerge. [The Chair suggested continued attendance at the WAC meetings would be the correct forum for the discussion of large and potentially impacting applications. She also asked the two Borough Councillors present to work with Councillors from neighbouring Wards. The Chair proposed that 2 members attend each meeting, the Chair and the Clerk. It was **RESOLVED** that the Chair and the Clerk attend (one for input and one for action).]*
- *Some councils have Neighbourhood plans which support the Local Area Plan. It was acknowledged that, if these were in place, the planning process should support them. Within the meeting there was a general annoyance with the T&W Council planning process and, it was agreed to communicate this to the Secretary of State and ask for an investigation into the process. [The Chair re-stated that Wrockwardine Parish should work towards a Neighbourhood Plan in the near future.]*
- *The Election was discussed and it was suggested that clerks download the SALC information on 'Becoming a Councillor' for local publication. 26<sup>th</sup> March 2019 is the start of the 'quiet period' before the election. [It was agreed that the Clerk download the suggested material and make it available on the website as well as on the notice boards. The next newsletter should be telling people what the council does, inviting people to stand for election and informing them how to stand.] Clerk to action*
- *The meeting was advised of a possible boundary review shortly after the election. [The Chair felt that as we are considering gateway signs, we need to know precisely what is being discussed in our area and the likely implications. It was **RESOLVED** to suspend Standing Orders and Cllr Mrs Seymour*

commented that she believed the boundary review was for the Wellington area only, specific to a particular development, and not Borough wide. It was agreed that further clarification of this was needed. The Chair asked both the Borough Councillors and the Clerk to contact T&W to specifically determine what is in the review and the potential impact to Wrockwardine Parish.] **Clerk & Borough Councillors to action**

The next meeting of the Wrekin Area Committee is 26<sup>th</sup> March 2019.

It was **RESOLVED** to reinstate Standing Orders

### **3. Admaston House Trust Meeting**

The Chair produced the following notes from Admaston House Trust meetings of 14<sup>th</sup> January 2019 and 11<sup>th</sup> February 2019 which both the Chair and Cllr Mrs Anderson attended. (Notes are in italics)

#### **14<sup>th</sup> January 2019**

- *Defibrillator location was determined and the Trust decided to use one which has been donated as a Public Access Defibrillator and place it in a cabinet provided by the Parish Council. [For consistency of checking and maintenance, the new one was installed in the outside cabinet and the donated one has been retained inside Admaston House.]*
- *The Trust would like to widen the entrance to the site and so as not to compromise the bus shelter and lay-by this may require using a small part of Admaston Green. [Cllr Mr Ballantyne asked for clarification as to why there was a need to widen the entrance and the Chair confirmed for safety reasons. Cllr Mrs Savage commented that the hedge currently obscures the view for motorists in the Wellington direction and needs cutting. The hedge has only recently been pruned by the Parish's contractors and it would be difficult to make further arrangements for cutting before the end of the month when it cannot be cut because of nesting birds. Member's agreed to wait for a proposal from the Trust before considering if the land could be used. It may necessitate repositioning rock that was donated from Leaton Quarry.]*
- *The Chair thanked the Trust for the use of Admaston House for the Parish Council's official address. An office for the Clerk is being considered and the Trust will draw up a contract for consideration by the Council.*
- *The Chair shared a proposal for the Children's track on Admaston Green. It would be positioned between the outdoor gym and youth shelter.*

#### **11<sup>th</sup> February 2019**

- *The Trust is seeking more members. [Cllr Kiernan, a Trust member, said there were only about 4 at the moment.]*

- *Concern had been raised by the Scout Group that they will potentially be located on the first floor following the renovation work.* [Cllr Mrs Anderson raised the query as to whether the users had been consulted about their future use of the building. Cllr Kiernan said it was not intended that the Scouts be re-located. The Chair asked Cllr Kiernan to make further enquiries of the Trust. **Cllr Kiernan to action**

**f) Public Pride**

The Chair asked the Clerk to present photographs of the notice boards, telephone box and bus shelters. It was agreed that these were in poor condition. It was **RESOLVED** to find someone carry out remedial works. Cllr Bevis offered to work on the noticeboard in Wrockwardine. Council was asked for recommendations for someone to do the other work, but there were none. The Clerk to investigate possible grants for old style telephone boxes. **Chair, Clerk & Cllr Bevis to action**

**19/23 Finance**

**(a) Potential Finance Changes**

The Chair presented a Microsoft Excel Workbook which she had designed for the Clerk in 2016. It had not been used but its purpose had been to allow entry of the annual budget and all expenditure against the budget, as well as income, by month. This would provide one point of data entry, accurate mathematics and provide a digital base for data extraction for monthly and annual reports – as well as allow full transparency of the budget and finance position. She explained that systems are available, such as Scribe, but incur costs of around £400 per year based on the Council’s precept. The Chair confirmed that the Council is already set up to use internet banking, it is just the processes that need setting up and approving. The Clerk added that Ditton Services had requested being paid electronically because it is now too difficult to pay in cheques at their bank.

The Chair and the Clerk are meeting with the auditor on 26<sup>th</sup> February 2019 and will take the spreadsheet for consideration. **Chair & Clerk to action**

**(b) Accounts for Payment**

Receipts & Payments – It was **RESOLVED** that these be approved and paid as tabled.

Statements 59 & 68 from Unity Trust were tabled along with reconciliations and were approved.

The Clerk requested permission to transfer money from the Council’s savings account to the current account as funds were running low. It was **RESOLVED** to move £5000.00 across. **Clerk to action**

**19/24 Traffic Matters**

Discussed previously.

**19/25 Correspondence**

**Grant Application** - Received from Wellington Brass Band who are seeking funds for instruments and music. Grants are considered in March & July meetings and the application will be considered next month. **Clerk to action**

**Thank you, letter,** - Received from Mr J Wood, Charlton Resident, thanking the Parish Council, and specifically it's Chair, for the installation of the defibrillator.

**Dave Rayner** – Requesting locations for textile recycling banks. Unfortunately, the Parish owns no land that would be suitable for these to be sited on.

Cllr Mr Ballantyne asked about the Keep Britain Tidy email that the Clerk had previously circulated and had thought would be discussed at this meeting. Cllr Mr Ballantyne would like to be involved in this initiative. Clerk to look back over the details and circulate. **Clerk to action**

**19/26 Date & time of next meeting**

The next meeting will be held on **13<sup>th</sup> March 2019** at **Admaston House** at **7.30p.m.**

**The meeting closed at 9.59p.m**

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Chairman)

## Appendix A

### Wrockwardine Parish Council

#### Minutes Traffic Group Meeting – Admaston

21<sup>st</sup> January 2019 Wrockwardine Parish Hall

**Present:** Cllr Nadine Evans (Chair)

Cllr Paul Bevis

Barry Cartwright

Dominic Proud (T&WC)

Julia Hancox (Clerk)

The meeting was arranged to discuss and determine a way forward in implementing traffic calming measures in Admaston.

Unfortunately, the money from T&W's 2017/18 budget went back into the collective programme after a decision could not be reached on which scheme to deliver last year. This leaves the £25k match funding that the Parish Council holds in their bank account which needs to be used as soon as possible.

Whilst T&W agree that there are issues in Admaston (following their traffic count which fed into the previous consultation) they do not have major concerns regarding them. However, it was acknowledged by all that there are motorists abusing the speed limits, including tractors and lorries early in a morning and, those using the roads as a shortcut to the M54 and Shrewsbury. There have been 2 resident's complaints to the Parish Council about traffic in the last few days.

After the last consultation on whether to install a raised zebra crossing or a table top junction, neither was favoured more. Improving signage was fully supported.

It was agreed by all that the object of any scheme was to:

- Keep everybody safe
- Ensure quality of life for residents & visitors
- Slow the traffic down

#### Options Discussed

- **Raised Crossing** - this would have a noise impact, particularly for lorries and tractors
- **Bolt down speed cushions** - these can be straddled by larger vehicles therefore decreasing the noise impact but, are often abused by other drivers which decreases their impact
- **Table top junction** - this would be more expensive to implement and would require a drainage impact.
- **Permanent SIDs & gateways** - statistics show an 11% benefit from these alone
- **Improved signings & markings** - DP told the Council members that a scheme in Muxton had delivered these and was being monitored and was so far proving to be effective.

It was decided that T&W would design a traffic calming scheme between now and the end of March which could be funded by the Parish's £25k. Wider consultation would not be needed as this had already been done previously. The scheme would then be monitored for 12 months and then after

that on request. This would be Phase 1 of the scheme, if it were determined that future measures were needed the Chair asked that T&W consider funding this.

Issues with developers and signs at Rushmoor Lane were also discussed and DP said he would speak to the Highways Team and get an update on what was happening.

The Parish Council is also awaiting information back from T&W following a meeting 2 weeks ago regarding siting the portable SID around the Parish. DP agreed to chase this up.

#### **Actions (DP)**

1. Design a scheme by the end of March that incorporates permanent SIDS, improved road signings & markings and improved gateways
2. Rushmoor Lane – Update from Highways
3. Portable SIDs/NALs – Chase up PL
4. Cost & drainage impact for a raised crossing
5. Investigate the possibility of an island at the Bratton Junction on Shawbirch Road

**Clerk – Wrockwardine Parish Council**

**25<sup>th</sup> January 2019**

**WROCKWARDINE PARISH COUNCIL**  
**PAYMENTS & RECEIPTS FOR CONSIDERATION**  
**Council Meeting 13<sup>th</sup> February 2019**

**PAYMENTS TO BE MADE – January**

	Amount	Chq. No.	VAT	TOTAL	
Clerks Salary	833.96	300603		----	833.96
H.M. Rev & Cust – Tax & NI	13.17	300609	----		13.17
S.L .C.C – Full Membership	138.00	300605		----	138.00
Clerks Travel	18.17	300608	0.62		18.79
M Arrowsmith – Over 60's Dinner	500.00	300607		----	500.00
Clerk Office Expenses	58.62	300604	10.53		69.15
Norman Evans – Tree Admaston	1435.00	300606		----	1435.00
Ditton Grds Main	983.33	300610		----	983.33
D Brisbourne – Hedges	180.00	300611	36.00		216.00
Service Charge – Unity Bank	<u>18.00</u>	-	-		<u>18.00</u>
Sub total	<u>4178.25</u>		<u>47.15</u>		<u>4,225.40</u>
N Power Direct Debit	<u>1,920.31</u>	DD	-		<u>1,920.31</u>
<b>Total</b>	<b><u>6,098.56</u></b>		<b><u>47.15</u></b>		<b><u>6,098.56</u></b>

**PAYMENTS TO BE MADE – February**

	Amount	Chq. No.	VAT	TOTAL	
Clerk Salary	833.76	300619		----	833.76
H.M. Rev & Cust – Tax & NI	13.17	300621		----	13.17
Clerk Travel/Expenses	77.97	300613		13.64	91.61
E-On	1,113.82	300616	222.76		1,336.58
Ditton Grds Main	983.33	300617		----	983.33
Stryker - Defibrillators	3,120.00	300618		---	3,120.00
ICO Data Protection	40.00	300614		---	40.00
Admaston House Trust	<u>180.00</u>	300620		---	<u>180.00</u>
<b>Total</b>	<b><u>6,362.05</u></b>		<b><u>236.40</u></b>		<b><u>6598.45</u></b>

**RECEIPTS**

Brought forward	£123,766.35			
Precept	£66,396.00			
Bank Interest	£271.99			
Customs VAT	£3,638.27			
Misc.	<u>£2,501.00</u>			
	<u>£196,573.61</u>			
Bank Balance Unity Trust	£131,721.37		Receipts	£196,573.61
Less u/p cheques	£2,191.00		less p'mts	£67,043.28
Less a/c to be paid	<u>£6,598.45</u>			<u>£6,598.45</u>
	<b><u>£122,931.92</u></b>			<b><u>£122,931.92</u></b>

**Signed** \_\_\_\_\_

**Responsible Financial Officer**

**Signed** \_\_\_\_\_

**Chairman**

**WROCKWARDINE PARISH COUNCIL  
BANK RECONCILIATION  
Council Meeting 13<sup>th</sup> February 2019**

**BANK RECONCILIATION STATEMENTS No. 59 & 68**

Un-presented cheques:-

300595	£40.00
300611	£216.00
300612	£1,435.00
300607	<u>£500.00</u>
	<b><u>2,191.00</u></b>

Bank balance current	£10,532.96
Bank balance deposit	<u>£121,188.41</u>
	<u>£131,721.37</u>
less unpaid cheques	<u>£2,191.00</u>
	<b><u>£129,530.37</u></b>

Receipts	£72,807.26
plus B/FD	<u>£123,766.35</u>
	<u>£196,573.61</u>

less payments made	<u>£67,043.28</u>
	<b><u>£129,530.37</u></b>

Signed \_\_\_\_\_

**Responsible Financial Officer**

Signed \_\_\_\_\_

**Chairman**