

# Wrockwardine Parish Council

## Minutes of the Parish Council Meeting held on Wednesday 13<sup>th</sup> April 2022 Held at Admaston House, Admaston at 7.30p.m

**Present:** Cllr E Ballantyne  
Cllr K Ballantyne (Chairman)  
Cllr P Bevis  
Cllr R Eade  
Cllr Mrs J Savage  
Cllr Mr G Thomas  
Cllr K Tonks

**In Attendance:** Ms J Hancox (Clerk)  
Borough Cllr J Seymour  
3 Members of the public

### 22/35 Election of Chairman

In the absence of both the Chairwoman and the Vice-Chairman, it was **RESOLVED** that Cllr Mr Ballantyne be duly elected Chairman for the duration of the meeting  
[Proposer: Cllr Mrs Ballantyne; Seconder: Cllr Savage; Vote: All]

### 22/36 Welcome

The Chairman welcomed everyone to the meeting.

### 22/37 Apologies for absence

Cllr E Anderson  
Cllr M Vrahimis

### 22/38 Declaration of Interests & Dispensations

- (a) Pecuniary – None
- (b) Personal – Cllrs Mr & Mrs Ballantyne declared a personal interest in planning application TWC/2021/0858

### 22/39 Public Session

One member of the public raised the issue of speeding traffic through Long Lane and was advised that a representative from Highways would be attending the Parish Council meeting on the 8<sup>th</sup> June and, the Council would ask a representative from West Mercia Police to also attend. One member of the public asked whether Member's now had a different view of a specific planning application due to be discussed under Item 22/42.

### 22/40 To confirm and agree the Minutes of the Previous Meeting

It was **RESOLVED** to confirm and sign the Minutes of the Council Meeting, held on **Wednesday 9<sup>th</sup> March 2022**, as a true record.

[Proposer: Cllr Thomas; Seconder: Cllr Savage; Abstain: 2; Vote: All remaining]

### 22/41 Borough Councillor's Report

Borough Cllr Seymour updated Members on the public enquiry regarding the mound at Haygate Fields and the planning application appeals for Steeraway Solar Farm and 18 Holt Coppice. Cllr Seymour advised Council that she had been contacted regarding the Green Guarantee offer from Telford & Wrekin Council

and, whilst there were no green spaces eligible in her ward, Members asked for Admaston Green and the Community Orchard in Admaston to be considered. Cllr Seymour confirmed she would ask the Borough Council to contact the Clerk.

## 22/42 Planning

### 1. Permissions & Refusals

Members noted the following permissions and refusals:

<b>TWC/2022/0045</b>	The Old Vicarage, Wrockwardine	Crown reduction of up to 2m to 1no Beech tree	Tree Preservation Order Granted
<b>TWC/2022/0073</b>	9 Bratton Road, Bratton	Erection of a single storey extension to existing annexe	Full Refused

### 2. New Applications

Members made **No Comment** on the following applications:

TWC/2022/0204	27 Broomfield Road, Admaston	Erection of a single storey side & rear extension with wrap around lean-to roof
TWC/2022/0268	Retsimlik House, Bratton Rd, Bratton	Installation of 1 <sup>st</sup> flr balcony to front elevation

**TWC/2022/0223 Land Adjacent 19 Aldermead Close, Admaston** – Erection of 8 no. dwelling with detached garages and 1 no. barn conversion with associated access

Member's **RESOLVED** to **Object** to the application on the following grounds:

The Parish Council objects to the application on the following grounds:

1. Ecological concerns due to potential risk to species including bats and great crested newts with the ecological survey suggesting their presence in the area.
2. The impact on recreational activities in the area which are not currently sufficient for demand and which will be further increased with this development.
3. The traffic impact due to increased volume of traffic travelling through Aldermead Close and more specifically, the junction capacity from Aldermead Close onto Shawbirch Road which already has a huge volume of traffic travelling through making it difficult to exit the junction at prime times.
4. The over-development of the site, the poor design of the planned properties and their proximity to Admaston Farm.

Should the application be approved, the Parish Council will be seeking a contribution from Telford & Wrekin Council to the traffic calming scheme currently being developed.

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

**TWC/2022/0267 Site of 6 Charlton, Telford** – Demolition of existing bungalow and outline application for 3no dwelling with associated amenity and parking with all matters reserved

Member's **RESOLVED** to **Object** to the application on the following grounds:

The Parish Council objects to this application on the grounds that the access and egress to the site is difficult and extremely tight and, there is an overall lack of detail in the application.

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

*Cllr's Mr & Mrs Ballantyne left the meeting at 8.07p.m*

Members **RESOLVED** that Cllr Thomas temporarily Chair the meeting in the Chairman's absence.

**TWC/2021/0858 Land adjacent 3 Davenport Drive, Admaston** – Appeal against planning refusal

Members agreed to maintain their previous objection to the application.

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

*Cllr's Mr & Mrs Ballantyne returned to the meeting at 8.10p.m.*

*Three members of the public left the meeting at 8.10p.m.*

### **3. Applications received after the agenda was circulated**

Members made **No Comment** on the following applications:

TWC/2022/0323	2 Sharp Close, Admaston	Erection of a single storey side extension following demolition of a conservatory
TWC/2022/0324	Former British Sugar Site (Phase 2) Allscott	Reserved matters application pursuant to outline application TWC/2014/0113 (erection of 470 dwellings) for the erection of 269 dwellings (Phase 2) including details of appearance, landscaping, layout & scale

#### **22/43 Finance**

##### **a) Accounts paid in March**

Members noted and **RESOLVED** the payments made.

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

##### **b) Bank Reconciliation for March**

Members **RESOLVED** to accept the reconciliation.

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

##### **c) Accounts for Payment in April**

Members noted and **RESOLVED** the payments to be made.

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

#### **22/44 Council Committees**

##### **1. Parish Improvements Committee Meeting**

Members acknowledged receipt of the draft minutes for the meeting held on 23<sup>rd</sup> March 2022 and there were no comments.

##### **(a) Item 22/06 Free Little Library**

Following a discussion on the type (pre-made or custom made) and materials to be used (wood or metal) Member's **RESOLVED** to have a custom library built and installed on the grass outside the shops in Admaston up to a cost of £500 to include a suitable post and installation costs.

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

#### **22/45 Other Meetings**

##### **1. Jubilee Working Group**

A report from the group (Appendix 1) was acknowledged and following a discussion Members **RESOLVED** to spend up to £750 (excluding any additional insurance cost) on an afternoon event on Saturday 16<sup>th</sup> July 2022 at Admaston House.

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

## **2. Allscott Meads Stakeholder Group**

Members acknowledged receipt of the meeting notes and there were no comments.

### **22/46 Gateways**

Details were circulated prior to the meeting (Appendix 2). Following discussion, Members **RESOLVED** to purchase the gateways as stated from JACS.

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

### **22/47 Play Areas**

Members noted the details of a quote received for work to the safety surfaces at Pemberton Road play area and advice received from the Grounds & Recreation Manager at Telford & Wrekin Council. Due to the high costs involved, Members agreed to defer a decision and requested that further consideration be given to the matter. A group consisting of Cllr Mrs Ballantyne, Cllr Eade and the Clerk was asked to consider the matter further and report at a later date.

Members **RESOLVED** to accept the quote for £650.00 + VAT for the delivery and installation of top up bark at Walcot play area.

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

### **22/48 Wrockwardine Play Area Car Park**

Following a discussion Member's agreed that prior to pre-planning advice being sought and paid for local views should be canvassed and collated by Cllr Thomas & Cllr Bevis and brought back to the next Full Council meeting.

### **22/49 Long Yard Meadow Conservation Management & Maintenance Plan**

Details were circulated prior to the meeting (Appendix 3). Members discussed open spaces in general and agreed that a small group should be formed at the Annual Meeting of the Parish Council next month to consider devising a plan and to include the Community Orchard and Admaston Green.

### **22/50 SID Statistics - Member's noted the data (Appendix 4)**

### **22/51 Leaton Quarry**

Cllr Savage outlined concerns over the plans for the quarry extension and, following a discussion Member's agreed that Cllr Bevis should approach the quarry and arrange a Liaison Group meeting so that the concerns could be discussed in the forum that was originally set up for that purpose.

### **22/52 Grant Applications**

None received.

### **22/53 Correspondence**

- 1. Sponsored Songs of Praise, St Peter's Church 23/4/22 – Noted**
- 2. Steeraway Solar Farm proposals, MP's Letter - Noted**

### **22/54 Date of the next meeting**

It was confirmed that the next meeting, the Annual Parish Council Meeting, would be held on **Wednesday 11 May 2022 at 7.30p.m at Admaston House, (Bratton Room)**

Before the meeting closed the Chairman congratulated the Clerk, on behalf of the Council, on successfully completing and becoming CiLCA (Certificate in Local Council Administration) qualified, a course funded by the Council and undertaken by the Clerk over the past 12 months.

*The meeting closed at 9.25p.m*

Signed: \_\_\_\_\_ *E Anderson* \_\_\_\_\_ (Chairman)

Date \_\_\_\_\_ *11<sup>th</sup> May 2022* \_\_\_\_\_

## Wrockwardine Parish Council

### Item 22/43

#### Finance

##### a) Accounts paid in March 2022

Payee	Description	Net	VAT	Cost
Hornet Landscaping	Tree Cutting Long Yard Meadow	390.00	00.00	390.00
Hornet landscaping	Planting Long Yard Meadow	3,343.00	00.00	3,343.00
E-On	Street Lighting Maintenance	74.44	14.89	89.33
EB	Councillor Expenses	13.98	0.65	14.63
SALC	Councillor Training	60.00	00.00	60.00
BC	SID Management	307.50	00.00	307.50
EB	Councillor Expenses	16.77	0.78	17.55
Barclaycard	IT Equipment	31.65	6.34	37.99
EA	Chairman's Allowance	600.00	00.00	600.00
IdVerde	Grass Cutting Contract	585.55	117.11	702.66
N Power	Street Lighting Supply	449.80	89.96	539.76
Admaston House	Hall Hire	288.00	00.00	288.00
Unity Bank	Bank Charges	18.00	00.00	18.00
Various	Staffing Costs	2,662.67	00.00	2,662.67
Various	Office Costs	42.53	0.42	42.95
	<b>Total</b>	<b>8,867.12</b>	<b>229.37</b>	<b>9,096.49</b>

##### b) Bank Reconciliation for March 2022

#### Unity Current Account

Current Account balance 1/3/2022	66,921.80
Minus total payments made March	9,096.49
Add receipts March	00.00
Cash book balance 31/3/22	57,825.31
Add payments awaiting authorisation for March	
181 Chairman's Allowance	600.00
182 Grass/Hedge cutting	702.66
183 Npower	539.76
184 Admaston House Hire	288.00
<b>Balance 31/3/22</b>	<b>59,955.73</b>
<b>Unity Current Account Statement 119</b>	<b>59,955.73</b>

#### Other Banks

Unity Instant Access Interest A/C Balance 1/3/22	56,622.33
Add receipts March (interest)	30.72
Balance 31/3/22	56,653.05
Unity Instant Access Account Statement 97	56,653.05
Natwest Business 95 Day Saver A/C Balance 1/3/22	70,966.32
Add receipts March (interest)	301.07
NatWest Business 95 Day Saver A/C Balance 31/3/22	71,267.39
Total in all banks	187,876.17
<b>Total spend available (minus payments awaiting authorisation)</b>	<b>185,745.75</b>

c) Accounts for Payment in April 2022

Payee	Description	Net	VAT	Cost
Hornet landscaping	Playground Repair	380.00	00.00	380.00
IdVerde	Grass Cutting Contract	585.55	117.11	702.66
BC	SID Management	300.00	00.00	300.00
Sutcliffe Play	Playground repair Part	63.67	12.73	76.40
Age UK	Grant	200.00	00.00	200.00
EB	Cllr Expenses	11.18	0.52	11.70
Various	Office Expenses	54.12	0.68	15.30
Various	Staffing Costs	2,275.28	00.00	2,275.28
	<b>Total payments</b>	<b>3,869.80</b>	<b>131.04</b>	<b>4,000.84</b>

Signed: J Hancox (Clerk & RFO)

Date: 11<sup>th</sup> May 2022

Signed: E Anderson (Chairman)

Date: 11<sup>th</sup> May 2022

**Appendix 1**  
**Wrockwardine Parish Council**  
**Item 22/45**  
**Jubilee Working Group**

**Family fun afternoon event – 16th July 2022 (2 – 4pm)**

Report compiled by Cllr. Tonks & Cllr. Eade

**1. Purpose**

1.1 The purpose of this report is to invite Members to consider the proposals for the Wrockwardine Parish Family Fun event and decide whether to commit to booking proposed stallholders and activities.

**2. Location**

2.1 Admaston House: The proposed location is Admaston House which has been provisionally booked for the date suggested. (Costs included in costings below)

**3. Insurance**

3.1 Appropriate events insurance to be acquired by Clerk.

**4. Health & safety**

4.1 Discussed at event working group who will complete necessary documents and checks on stallholders, caterers, activity leaders etc.

**5. Event plans (see layout plan at end of report)**

<b><u>Food &amp; Drink</u></b>	<b><u>Children's activities</u></b>
Tea & coffee – parish councillors & volunteers to serve from kitchen in lobby area (£1 donation)	Exotic zoo (provisionally booked)
Cakes – purchased from Sidolis (with allergy details listed) and sold for £1 donation	Hair braiding (TBC)
Hot dog/burger/ice cream van on car park (TBC)	Football challenge (contacted)
	Games corner (rental from Telford company)
	Fire service (contacted)
	Face painting (TBC)
<b><u>Craft stalls</u></b>	<b><u>Community groups</u></b>



Handmade children's clothes/items (provisionally booked)	Weight watchers (provisionally booked)
Pyrography & wood-based items (provisionally booked)	Flex and flow yoga (provisionally booked)
Body shop items & demos (provisionally booked)	Wrockwardine Parish Council (confirmed)
Handmade bags, bunting & crochet items (provisionally booked)	PODS (provisionally booked)
Hand painted pottery items e.g. vases, coasters, mason jars etc. (provisionally booked)	Youth 3A (possibly)
True Blooms fresh flowers (provisionally booked)	
Crafty Tern (Contacted)	
Flawless Flame – wax melts (contacted)	
Cakes and dog biscuits (contacted)	
Saint Jude Candles (Contacted)	
Photo prints and artwork (contacted)	

## 6. Costings

6.1	Admaston House: 5 hours at £35 per hour including Bratton Room, outdoor space and kitchen <b>£175 (negotiable)</b>	
6.2	Cakes/coffee/tea – Sidoli £20 per cake x 3 + 3 trays x 12 cupcakes at £8 = £84 Tea, coffee, sugar, milk & biscuits £20	<b>£104</b>
6.3	Exotic zoo: £160 for 1 hour, £220 for 1.5 hours	<b>£220</b>
6.4	Garden games rental - £30 - £50 approx.	<b>£50</b>
6.5	Publicity	<b>£30</b>

**Total costings: £579 + insurance**

## 7. Map (see next page)

Admaston Green

Football challenge







Car park

Hot dogs/burger?


Ice cream van?

Fire Service



Outdoor area

Exotic zoo



Children's games




Stalls and stands




Seating/viewing area

Bratton Room

Face painting




Hair braiding



Tea/coffee and cake

Stalls and stands



Lobby area & kitchen

**Appendix 2**  
**Wrockwardine Parish Council**  
**Item 22/46**  
**Gateways**

**Information**

Cllr Cooper, Cllr Bevis, Mr Cartwright and the Clerk met on site with JACs on 4 March 2022 and a subsequent quote totalling £5,684.94 + VAT was submitted. Following this, Mr Cartwright approached Glasdons for a comparable quote and their quote for £5,140.95 was received. However, JAC's quote was bespoke as they were able to offer some smaller custom-made posts and, the Glasdon quote does not include the signage.  
(Both quotes are attached)

Telford & Wrekin Council have confirmed that they are happy with the designs and locations for the gateways and work can commence once the gateways have been purchased.

Whilst the Council's Financial Regulations state that for procurement of services for any amount over £5,000 up to £25,000 the tender process should be followed (see Financial Regulations s.11), this can be waived if there is sufficient reason. In this case, these are specialised pieces of highway furniture that needs to be specific and from a reputable company. Two quotes from such suppliers have been obtained and, Telford & Wrekin Council who have responsibility for the highways are satisfied that the proposed gateways meet the necessary standards. This is sufficient reason for the Council to make a resolution to waive the regulation in this case.

**Recommendation**

That the Parish Council accept the quote for £5,684.94 + VAT for the purchase of the identified gateway features for Wrockwardine from supplier JACS. The cost does not include installation which has been offered by SJ Roberts as part of the Allscott Meads Scheme.

**Julia Hancox**  
**Clerk & Responsible Finance Officer**  
**7<sup>th</sup> April 2022**

## **Appendix 3**

### **Wrockwardine Parish Council**

#### **Item 22/49**

#### **LONG YARD MEADOW CONSERVATION MANAGEMENT AND MAINTENANCE PLAN.**

### **1. Purpose**

1.1 The purpose of this report is for Members to consider the long-term management and maintenance of Long Yard Meadow.

### **2. Background**

In light of the additional tree and hedge planting that has been undertaken at Long Yard Meadow, the Parish Council may want to consider updating the existing Management Plan for the meadow. If there isn't a Management and Maintenance Plan in place, the Parish Council may want to consider the benefits of producing such a plan.

It is considered that for the long-term management of open spaces, producing a Management and Maintenance Plan is best practice. It can identify the existing ecology and uses of the site, and identify the broad aims of the site, and identify the appropriate management and maintenance needed to achieve the aims.

### **3. Proposal**

There are many organisations such as The Wildlife Trust or private consultants who update and produce such long-term plans for valuable open space. The Parish Council could draw up a brief for their long-term vision for the Meadow and invite appropriate organisations to quote to produce /update a Management and Maintenance brief.

**Report Compiled by Cllr Becky Eade April 2022**

**Appendix 4**  
**Item 22/50**

**SID Statistics March 2022**

Location/Direction	From	To	No. over speed limit	Days at location	Daily Average vehicles over speed limit	Notes
Wellington Road, Admaston, North West	14/12/21	27/12/21	15,524	14	1,109	
Station Road, Admaston, North West	28/12/21	10/1/22	3,329	13	255	
Station Road, Admaston, South East	11/1/22	24/1/22	6,114	13	478	
The Avenue, Wrockwardine, West Bound	25/1/22	7/2/22	248	13	18	
The Avenue, Wrockwardine, West Bound	8/2/22	20/2/22	148	12	12	
The Avenue, Wrockwardine, West Bound	21/2/22	4/3/22	3,224	13	249	Introduction of 20mph
Shawbirch Road, Admaston, North West	7/3/22	22/3/22	12,978	14	927	
Station Road, Admaston	22/2/22	6/3/22	5,321	12	443	