

# Wrockwardine Parish Council

## Minutes of the Parish Council Meeting held on Wednesday 9<sup>th</sup> October 2019 at Admaston House, Admaston at 7.30p.m

**Present:** Cllr Mr K Ballantyne (Chairman)  
Cllr Mrs J Savage (Vice-Chairman)  
Cllr Mr P Bevis  
Cllr Mrs E Ballantyne  
Cllr Mr G Thomas  
Cllr Mr P Cooper

**In Attendance:** Ms J Hancox (Clerk)  
Alex Moore – Local Democracy Reported (Telford & Wrekin)

**19/143 Welcome by the Chairman**

The Chairman welcomed everyone to the meeting.

**19/144 Apologies for absence and reasons**

Cllr Mr G Baxter – illness  
Courtesy apologies from Borough Cllr Miss J Seymour

**19/145 Declaration of Interests**

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

**19/146 Minutes**

It was **RESOLVED** to confirm and sign the Minutes of the Council Meeting held on Wednesday 11<sup>th</sup> September 2019.

**19/147 Public Session**

No matters were raised.

**19/148 Borough Councillors Report**

Borough Councillor Miss Seymour was not present at the meeting to present her report.

**19/149 Planning**

**1. Permissions & Refusals**

None received

**2. Current Applications**

<b>TWC/2019/0672</b>	Land adjacent, 39 Shawbirch Road, Admaston	Amended plans for erection of new medical centre – reduced red line boundary
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It was **RESOLVED** to make **no comment**

<b>TWC/2019/0781</b>	Charlton Farm, Charlton	Installation of 2no. biomass boilers
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It was **RESOLVED** to make **no comment**

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

None received

#### 19/150 Finance

##### a) Accounts for payment list & cheques

It was **RESOLVED** that these be approved and paid as tabled  
Proposer: Cllr Mrs Savage; Seconder: Cllr Mr Cooper

##### b) Bank Reconciliations

The accounts for October were tabled and noted

##### c) Draft Budget

Members were asked to think about future developments to be considered, or anything no longer required, for the 2020/21 budget. The spreadsheet developed by the previous Chairman showed headings with no budget, the current Chairman advised that these would be adjusted to the current budget headings so that no headings would be showing a deficit. However, the information from the spreadsheet would be beneficial in determining the new budget. All suggestions to be brought to the meeting in November.

##### d) Accounting Software

The Clerk and Cllr Mr Baxter attended an on-line demonstration of the Scribe accounting software package. Following a discussion regarding the benefits of using Scribe for the Council's accounting purposes it was **RESOLVED** to purchase Scribe at a cost of £347.00 + VAT per year. It was further **RESOLVED** for the Chairman to have read-only access to the account at a cost of £29.00 + VAT per year.

Proposer: Cllr Mr Ballantyne; Seconder: Cllr Mr Thomas; Vote: unanimous

#### 19/151 Siberian Elm Tree, Admaston Green

The Chairman presented a report (Appendix 1) on the current situation regarding the work required on the Siberian elm tree at Admaston Green following the recent collapse of two 2 branches. The Chairman had contacted three prospective contractors. One did not respond; one did not appear to satisfy the competency required and lived away from the Borough. The Chairman, Vice-Chairman and Clerk met with the third on site. The contractor was local and submitted a quote for £970+VAT, with an undertaking to complete the work as soon as possible and, in corroboration with Mr Gavin Onions, Tree Officer at Telford & Wrekin Council.

Photographs of trees that had undergone similar work were shown to Council and, following a discussion it was **RESOLVED** to accept the quote and for the Clerk to organise the work.

Proposer: Cllr Mrs Savage; Seconder: Cllr Mrs Ballantyne; Vote: unanimous.

#### 19/152 Maintenance Contracts

##### a) Grass Cutting Contract

##### b) Hedge Cutting Contract

##### c) Autumn Hedge Cutting

The Clerk presented a short report on the current situation regarding maintenance matters (Appendix 2). Following discussion, it was **RESOLVED** that the Grass Cutting Tender should be kept separate and that the Clerk should begin the tender process.

The Clerk was asked to obtain two quotes for cutting the hedges in the Parish. The Chairman suggested that the hedge at Admaston Green, bordering the pathway on Wellington Road, needed attending to urgently as it was encroaching on the pathway and posed a health and safety risk. The Clerk was asked to contact Bank's Agricultural Contractors, who had recently done a good job of

cutting the hedges in Wrockwardine, obtain a price and agree for the work to be done as soon as possible. The quotes for the rest should then be brought to November's meeting for consideration.

**d) SID Maintenance**

The Clerk reported that there was an ongoing query regarding the need for Mr Cartwright to provide public liability insurance or, whether the Council's insurance would cover him. In view of this the Clerk contacted the Council's insurers who advised that cover would only apply if a) all the equipment belonged to, and was maintained by the PC, including ladders and any tools used; b) risk assessments were in place; c) Mr Cartwright attended all relevant safety courses i.e. manual handling, use of ladders etc and that these were documented and kept up to date.

Council agreed that the necessary equipment should be purchased and the relevant courses paid for by the Council. However, Cllr Bevis suggested that Mr Cartwright might now wish to obtain his own public liability insurance. Cllr Bevis agreed to speak to Mr Cartwright. The SID is unable to be moved until these issues have been resolved.

**19/153 RoSPA Update**

The Clerk presented an update on the ongoing collation of costs for playground maintenance as highlighted in the RoSPA report and weekly inspections. Full costings and options will be presented at November's meeting. The immediate issue was the repair of the zip wire at Wrockwardine, outstanding now for several weeks and impacting severely on the visitors to the park. The Clerk presented a quote from IdVerde for £1,384.67 + VAT and reported that Sunshine Gyms had not responded to further requests for a quote.

Council **RESOLVED** to accept the quote and for the Clerk to instruct IdVerde to carry out the repairs as soon as possible. The Clerk was asked to enquire about the warranty on the components used.

Cllr Mr Bevis asked for a replacement bin at the top of Gorsy Bank when considering the replacement bins for the play grounds. The Clerk was asked to include this in the costings for November.

Proposer: Cllr Mrs Savage; Seconder: Cllr Mr Bevis; Vote: unanimous

**19/154 Wreath Laying**

Members agreed that the Chairman should lay the commemorative wreath on behalf of the Parish Council at the War Memorial. Cllr Mr Bevis advised Council that he had ordered 16 large lamp-post poppies, as agreed at last month's meeting, and that these would be spread around the Parish.

**19/155 Correspondence**

- NALC Regional Conference on the Future of Local Councils 14<sup>th</sup> October 2019 – noted
- SALC AGM & 70<sup>th</sup> Anniversary Event – 15<sup>th</sup> November 2019 - noted
- Email from resident concerning hedge-cutting Wrockwardine Play Ground – noted and Clerk to reply

Cllr Mr Bevis asked for an update regarding the Traffic Working Group and when it would meet again. The Chairman advised Council that S J Roberts had made contact regarding a meeting to which the Clerk had responded, but no reply had been received yet.

Cllr Mr Thomas expressed concern about the traffic congestion now being caused at peak times because of the narrowing of the lanes off the slip way of the M54 at Junction 7. The Clerk was asked to write to Mr Mark Pritchard MP to voice the Council's concerns.

Cllr Mrs Savage advised that the hedges on the Admaston to Allscott road were very overgrown and needed attention and, that a 30-mile sign was almost completely obscured. As the land was owned by Mr Peter Holt, the Clerk was asked to write to Mr Holt regarding the issue, requesting the hedges be cut.

**19/156 Date of the next meeting**

The next meeting will be held on **Wednesday 13<sup>th</sup> November 2019** at **Wrockwardine Parish Hall** at **7.30p.m.**

*The meeting closed at 8.48p.m*

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

Date: \_\_\_\_\_ ***13<sup>th</sup> November 2019*** \_\_\_\_\_

**Wrockwardine Parish Council**  
**Payments & Receipts for Consideration**  
**9<sup>th</sup> October 2019**

**Payments made – September**

	<b>Amount</b>	<b>Cheque No</b>	<b>VAT</b>	<b>Total</b>
J H Travel	13.81	300731	0.59	14.40
DC Gardening & Maintenance – Parish Improvements	224.00	300736		224.00
DC Gardening & Maintenance – Parish Improvements	90.00	300739		90.00
T & W Council – Election Fees	982.00	300740		982.00
Ditton Services – Grounds Maintenance	983.33	300741	196.66	1,179.99
Nobridge Limited – Play Ground Maintenance	175.00	300742	35.00	210.00
J H – Travel	17.63	300743	0.82	18.45
J H - Office Expenses	71.64	300744	9.23	80.87
PKF Little John	300.00	300745	60.00	360.00
Staff Costs	831.09	300746		831.09
HMRC – Tax & NI	167.70	300747		167.70
E-On – Lighting Maintenance	1,113.82	300748	222.76	1,336.58
Unity Bank Charges	18.00	SO		18.00
	<b>4,988.02</b>		<b>465.06</b>	<b>5,513.08</b>

**Payments to be made – October**

<b>To Whom</b>	<b>Amount</b>	<b>Cheque No</b>	<b>VAT</b>	<b>Total</b>
Ditton Services – Grounds Maintenance	983.33	300749	196.66	1,179.99
K Baker – Staff Costs	79.50	300750		79.50
J H – Memorial Wreath	17.00	300751		17.00
Staff Costs	833.43	300752		833.43
J H – Office Expenses	71.15	300753	7.67	78.81
HMRC – tax & NI	82.07	300754		82.07
The Sign Maker – War Memorial	400.35	Bank Transfer	80.07	480.42
	<b>2066.48</b>		<b>284.40</b>	<b>2751.23</b>

**Reconciliations**

Bank Balance – Unity Trust	70,368.19		
Bank Balance – Nationwide	70,000.00		
	140,368.19		
September Receipts	35,167.86	Bank Balance 1/10/19	100,022.97
September Payments	5,513.08	Bank Balance 1/10/19	70,000.00
	<b>170,022.97</b>		<b>170,022.97</b>

## **Appendix 1**

### **Report to Council on 9<sup>th</sup> October 2019**

#### **Agenda Item 9**

##### **Purpose**

The purpose of this report is to inform Members of the current position in connection with the protected tree on Admaston Green adjacent to the car park.

##### **Background**

Members will recall that the Parish Council is the owner of this tree which is a Siberian Elm and is protected by a Tree Preservation Order [TPO]. The Council is thus responsible for the care of the tree and liable as owner for any damage or injury which is caused by it.

##### **Information**

In late September, two substantial boughs broke out of the tree and fell onto the grassed area of the Green behind it. No injuries or damage resulted.

The Chairman and Cllr Bevis met with the Telford & Wrekin Tree Officer, Gavin Onions on site on 25<sup>th</sup> September.

Mr Onions' view was that the integrity of the tree was fundamentally sound but that as a matter of urgency it needed to be reduced by around 50%, particularly on the lateral branches. The failure of the boughs was a natural occurrence of which this type of tree is particularly susceptible.

The TPO would remain in place and the tree would be managed as a pollarded specimen. Photographs of examples around the Borough will be available at the meeting. Authority for this work would be given by Mr Onions pursuant to a Five-Day Notice.

Quotations from a reputable contractor for this work are not yet in but Members will be informed of the cost of the remedial work and time scale at the meeting.

It is intended that the timber from the tree will remain in the possession of the Parish Council as will the shredded brash.

##### **Recommendation**

Members are asked to:

- a) approve this necessary work to be undertaken as a matter of urgency;
- b) authorise the Clerk to issue a Five-Day Notice to the Borough Council;
- c) authorise Cllr Bevis to dispose of the timber and shredding's at his discretion.

Councillor K Ballantyne  
Chairman  
9<sup>th</sup> September 2019

## **Appendix 2**

### **Report to Council on 9<sup>th</sup> October 2019**

#### **Agenda Item 10**

#### **Purpose**

The purpose of this report is to inform Members of the current position in connection with the current grass-cutting contract and, to consider the issue of cutting the hedges the Council are responsible for, both now and in the future.

#### **Background**

The current grass-cutting tender is due for renewal in April 2020. The current contractors are Ditton Services. The contract has no provision for the cutting of hedges. However, the Council are responsible for the maintenance of hedges at the following sites:

- Admaston Green
- Long Yard Meadow
- Wrockwardine Play-ground
- Walcot Play-ground

#### **Information**

##### **Admaston Green**

A Complaint regarding the state and height of the hedge at Admaston Green (adjacent to properties on the left-hand side) was received from a resident. There have been complaints on the Shawbirch, Admaston & Bratton Facebook page regarding the hedge running alongside the path on Wellington Road with residents stating the hedge is encroaching on the footpath. Visual access leaving the car park at Admaston House is also limited.

##### **Long Yard Meadow**

During the summer, the Clerk & Cllr Mr Bevis visited a resident complaining about the hedge and hedgerow adjacent to her property as she could not access her fence for maintenance. The hedges along this side of the meadow are of differing heights and do restrict access to resident's fences.

##### **Wrockwardine Play-ground & Walcot Play-ground**

Whilst no complaints or queries have been raised for these sites, they do require general maintenance.

**Because the grass-cutting tender is due for renewal Members are asked to consider the following:**

- 1. A joint grass-cutting & hedge-cutting contract;**
- 2. Two separate tenders – hedge-cutting requires specialist equipment and therefore may put off potential grass-cutters and vice-versa;**
- 3. Action to be taken regarding the hedge-cutting and general hedge-row maintenance needed this Autumn, given the complaints received.**

**Julia Hancox**

**Clerk to Wrockwardine Parish Council**

**2<sup>nd</sup> October 2019**