

Wrockwardine Parish Council

Minutes of the Parish Council Meeting held on Wednesday 13th November 2019 at Wrockwardine Parish Hall 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)

19/157 Welcome by the Chairman

The Chairman welcomed everyone to the meeting.

19/158 Co-Option

Following the receipt of one application for co-option to the Council from former councillor Mrs Elaine Anderson, the Vice-Chairman proposed that Mrs Anderson be co-opted on to the Council. The proposal was seconded by Cllr Mrs Ballantyne and it was unanimously **RESOLVED** that Mrs E Anderson be co-opted to the Office of Parish Councillor for the Admaston & Bratton Ward. Cllr Mrs Anderson signed the Declaration of Acceptance of Office, witnessed by the Clerk and, took her place at the meeting table.

19/159 Apologies for Absence

Cllr Mr G Baxter – in hospital

19/160 Declaration of Interests

- a) Pecuniary
- b) Personal – Cllr Mr Cooper declared a personal interest for planning application TWC/2019/0473 and advised Council he would be representing residents of Charlton, at their request. Council determined that there was no conflict of interest with this.

19/161 Minutes

It was **RESOLVED** to confirm and sign the Minutes of the Council Meeting held on Wednesday 9th October 2019

19/162 Public Session

No matters were raised

19/163 Borough Councillor's Report

Cllr Miss Seymour confirmed receipt of the Parish Council's Ward Fund application, which was now being considered by the relevant department. Council was updated on Telford & Wrekin Council's new Chief Executive, David Sidaway, who would commence in post in January.
Cllr Miss Seymour advised Council that she had been contacted by Philip Haigh from IdVerde regarding possible environmental projects which could be undertaken and that she would be following this up and, that Borough was seeking feedback on selection criteria for determining buildings of local interest.

- **Permissions & Refusals**

TWC/2019/0665	Old Mill House, Cluddley Lane, Wrockwardine	Erection of a single storey rear extension, replacement of windows & internal alterations (part retrospective listed building)	Listed Building Granted
TWC/2019/0702	Site of 24 Station Road, Admaston	Outline application for the erection of 1no. dwelling with access and other matters reserved *Amended plans*	Outline Granted
TWC/2019/0560	Site of the Mill House, Walcot	Conversion of existing stable block to dwelling *Amended plans*	Full Granted

- **Current Applications**

TWC/2019/0827	Former British Sugar Site (Phase 1), Allscott	Reserved matters application for the erection of 200no. dwellings and Ecology Park pursuant to TWC/2014/0113 including details for access, appearance, landscaping, layout and scale
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Council discussed the application and determined that concerns remained around the lack of traffic calming, particularly along the B4394, that would be installed and suggested the possible installation of SIDS as part of capital cost. Cllr Mr Thomas suggested that as the scheme progressed a representative from the contractors, S J Roberts, should attend Parish Council meetings. The Chairman commented that as the scheme is covering a large area then there should be no light escaping and street lighting should be white and downlighters. Council **RESOLVED** that the Clerk should submit the comments to the Planning Portal.

TWC/2019/0473	Land adjacent 17 Charlton, Telford	Erection of 2no. detached dwellings with associated accesses *Amended plans submitted*
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Cllr Mr Cooper gave an overview of the plans and 24 resident's objections to them. The main issues were:

- That the scope & density is incompatible with the surrounding dwellings
- The parking area was not practicable for manoeuvring vehicles and would result in the lane being used for parking creating risks and hazards
- The large area of paving at the front would be made of permeable materials and would not cope with heavy rainfall which could cause run-off and potential flooding

It was **RESOLVED** to **Object** to the application on the grounds listed

- **Applications received after the agenda was circulated**

New Trading Application – Trish & Chips

Comments were requested by Telford & Wrekin Licensing Team for the application for a mobile food van across various locations in the Borough, to include one at Shawbirch, TF5 0AD (outside the electricity sub-station) on a Saturday afternoon. Council determined that:

- There was insufficient off-road parking at the site

- Vehicles stopping on the already busy road would cause traffic management problems
- Pedestrians would be at risk from speeding/stopping traffic
- The site was situated next to houses which could cause problems for residents

It was **RESOLVED** that the Clerk should forward the Council's **Objection** to the application stating the reasons why.

19/165 Finance

a) Accounts for payment list & cheques

The lists were produced from the new Scribe Accounting software and Council asked that they be modified for future meetings to ensure they were meaningful. It was **RESOLVED** that these be approved and paid as tabled

b) Bank Reconciliations

The accounts for October were tabled and noted

c) Business Barclaycard

It was **RESOLVED** to make payment monthly by Direct Debit to ensure no costs were incurred.
Proposer: Cllr Mr Bevis; Seconder: Cllr Mr Thomas; Vote: Unanimous

19/166 Maintenance Contracts

The Clerk presented a short report on the Grass-Cutting Tender and a recommendation regarding the hedge work required (Appendix 1). It was **RESOLVED** to accept the quote from IdVerde and for the Clerk to instruct them to undertake the work.

Proposer: Cllr Mr Cooper; Seconder: Cllr Mr Bevis; Vote: Unanimous

19/167 RoSPA

The Clerk presented details of the quotes received for the play-ground maintenance. Cllr Mr Bevis confirmed that the zip wire machinery had now been completely renewed and appeared much stronger and was back in use.

Members were concerned that some of the costs for refurbishing the equipment were high and asked the Clerk to ask Mr Carter, who had done other remedial work for the Council earlier in the year, and request quotes for some of the work. Members decided to wait for the quote from Nobridge Nurseries before making a decision regarding the play surface at Pemberton Road.

It was **RESOLVED** to accept the quote for £160+VAT to replace the flat & cradle seat on the swings at Pemberton Road.

It was **RESOLVED** to ask Telford Tree Services to carry out tree pruning at Pemberton Road following complaints from residents and the Clerk was asked to action this. The Clerk was also asked to request a quote from IdVerde for repairing the boundary fence at Pemberton Road as Members were concerned that by removing it, the Council was losing their defined boundary.

It was **RESOLVED** that the yearly contract for the emptying of the bins be given to IdVerde and that the bin at Walcot be added to the contract.

Proposer: Cllr Mrs Savage; Seconder: Cllr Mrs Ballantyne; Vote: Unanimous

Members also discussed the purchase of new bins for Admaston Green and Gorse Bank (which would need to be added to the IdVerde contract once in situ). The Clerk was asked to liaise with Cllr Mr Bevis and Cllr Mr Thomas regarding the purchase of these.

19/168 Website

The Clerk presented a short report on the progress of the new website (Appendix 2). Because there was no internet access at the Hall it was determined that the Clerk and Cllr Mr Baxter would continue to work on the site and, a presentation would be given at December's meeting.

19/169 Traffic Matters

The Chairman reported that SJ Roberts had contacted the Council and had agreed to meet the Traffic Working Group again at a date they would determine. The Clerk was asked to chase this.

The Chairman outlined a traffic calming scheme he had seen in use on the A75 where a SID was wirelessly linked to traffic lights and, a speeding car would engage the lights, making the vehicle stop. The Chairman suggested a scheme of this sort would be costly but would be a radical solution to the problems in Admaston. Members agreed to investigate this further with Telford & Wrekin Council.

19/170 Correspondence

- **Lantern & Bracket replacement, Wrockwardine** - Cllr Mr Bevis stated the lantern & bracket had been removed at the request of a previous resident. It was decided to seek the views of the residents before approving a re-installation. The Clerk was asked to contact E-On and advise accordingly.
- **Letter from SDH Accounting** – The Council's Internal Auditor had advised that, due to personal reasons, she could no longer perform the duties of the Internal Auditor for the Council. The Clerk had made some initial enquiries for an alternative and will report back to Council when able to.
- **Wrockwardine & Admaston Rainbows, Brownies, Guides & Ranger Units** – The group are requesting a donation to enable them to attend a Midland Regional Event in February 2020. This is outside the dates for awarding grants (currently July & March). Member's asked the Clerk to find out the cost of the coach and the numbers attending and, a decision would be made at December's meeting.

19/171 Draft Budget 2020/21

The Vice-Chairman, Cllr Mrs Savage, requested that Council consider funding the outside lighting of Wrockwardine Church again. The Chairman advised that this could be done through Sec 137 on the grounds it would benefit the community. Cllr Mrs Savage advised that the Church would work out the cost and, Member's agreed to consider the funding once the amount is known. This would be in addition to the normal grant funding and, would also include an amount for the grass cutting in the cemetery which should also be paid under Sec 137.

The Chairman presented the draft budget (Appendix 3). Following discussion, it was agreed, in principle, with the following amendments:

- 2 Grant budget heads including £1,500 for voluntary causes
- Playing Fields Maintenance increase to £10,000
- Traffic Calming increase to £10,000
- Clerk's Office decrease to £350
- Signs increase to £1,000
- Election Costs decrease to £250
- IT increase to £650
- Website decrease to £250

Borough Cllr Miss Seymour left the meeting at 9.22p.m

Wrockwardine Parish Council
Payments & Receipts for Consideration
13th November 2019

Payments made – October

	Amount	Cheque No	VAT	Total
Ditton Services	983.33	300749	196.66	1,179.99
Clerk's Cover	79.50	300750	-	79.50
Clerk's Office/Telephone	17.00	300751	-	17.00
Clerk's Salary	833.43	300752	-	833.43
Clerk's Office/Telephone	71.15	300753	7.66	78.81
Tax & NI	82.07	300754	-	82.07
Parish Improvements (War Memorial)	400.35	Online	80.07	480.42
Parish Improvements (Orchard Matting)	637.50	Online	127.50	765.00
	<u>3,104.33</u>		<u>411.89</u>	<u>3,516.22</u>

Payments to be made – November

To Whom	Amount	Cheque No	VAT	Total
Clerk's Travel	45.15	Online	2.10	47.25
Scribe Accounting	376.00	Online	75.20	451.20
Clerk's Salary	833.41	Online	-	833.41
Telford Tree Services (Siberian Elm)	970.00	Online	-	970.00
Clerk's Office/Telephone	25.50	Online	-	25.50
IdVerde (Bins)	192.00	Online	38.40	230.40
Tax & NI	33.54	300756	-	33.54
Cllr Mrs E Ballantyne (RoSPA supplies)	7.02	300758	1.76	8.78
J Crutchley (Bus shelter clean)	40.00	300760	-	40.00
Cllr Mr P Bevis (Bench refurb)	42.00	300761	-	42.00
Cllr Mr P Bevis (Poppies)	42.50	300762	0.50	43.00
Ditton Services	983.33	Online	196.66	1,179.99
Ditton Services	983.33	Online	196.66	1,179.99
	<u>4,573.78</u>		<u>511.28</u>	<u>5,085.06</u>

Reconciliations

Bank Balance Unity Trust	100,022.97		
Bank Balance – Nationwide	<u>70,000.00</u>		
	<u>170,022.97</u>		
October Receipts	00.00	Bank Balance 1/11/19	96,506.76
October Payments	<u>3,516.22</u>	Bank Balance 1/11/19	<u>70,000.00</u>
	<u>166,506.75</u>		<u>166,506.75</u>

Appendix 1
Wrockwardine Parish Council
Report to Council on 13th November 2019
Grass Cutting & Hedges

Agenda Item 10

Grass Cutting Tender Update

The Clerk is currently drafting the Invitation to Tender which will then go out next week. This would include a timescale for the receipt of tenders by the end of January (date to be decided) and a decision being made by Members on a successful contractor at the beginning of February. A new written contract would then be drawn up by solicitors and in place for the 1st April 2020.

Hedges

Following last month's meeting, as instructed, the Clerk contacted Bank's regarding the hedge along the roadside at Admaston Green which needed doing quickly. Mr Banks quoted £280+VAT, saying the work would be done before the end of the month. This cost did seem particularly high given it was only one side of the hedge, but as it was an urgent request this was agreed.

Regarding the Autumn cut for other hedges, the Clerk & Cllr Bevis attended all sites with IdVerde and a quote of £425+VAT was received. This included the field side of Admaston Green. They also assured that the work would be done fairly quickly, working weekends if necessary.

Following receipt of this, the Clerk contacted Mr Banks again as the hedge at Admaston Green had not been attended to. Mr Bank's intimated he had forgotten about the work. The Clerk therefore kindly asked if the request could be cancelled, which it was.

The Clerk requested a revised quote to include the roadside hedge and the cutting back of the grass/soil on the footpath, from IdVerde. The revised quote was £465+VAT.

The Clerk also attempted to contact last year's hedge-cutter but received no response either by telephone or email.

Recommendation

To accept IdVerde's quote and instruct them to complete the work.

Julia Hancox
Clerk & Responsible Finance Officer
12th November 2019

Appendix 2

Wrockwardine Parish Council

Website Update

Agenda Item 12

Update

Unfortunately, there is no internet connection at Wrockwardine Parish Hall, therefore a demonstration of the draft website is not possible. However, given that, work on the site has been limited this month due to other matters that have taken precedent.

Cllr Baxter and the Clerk both attended the Website Accessibility Seminar arranged by SALC. This was both informative and interesting and highlighted a number of issues that need to be taken into consideration with the overall design of the website.

One of the issues raised was how far back to go with data on a website. Because the site has to be accessible to all, many of the old documents the PC holds are no longer compatible with new technology (Adobe upgrades etc) and will not therefore work with page readers and the like. It was suggested that 2017/18 was the cut off point. Hard copies and old PDF's remain of PC documents and, if anyone wanted to see an older copy in the future. then this could be arranged through the Clerk.

The current PC website does not meet any of the standards of accessibility.

Whilst this is a very time-consuming project, both Cllr Baxter and the Clerk would like to work towards a January go-live date. If not the beginning, then by the end of that month. There is currently no cost involved other than time. If any other Member would like to be involved, they would be very welcome.

The aim would be to get as much as possible on to the draft site and give a "live" demonstration at December's meeting (where there is internet access).

Julia Hancox

Clerk & Responsible Finance Officer

12th November 2019

Appendix 3

Item 15

Draft Budget 2020/21

Existing Budget Heads

Budget heading	Current	Suggested	Clerk's Comments
Parish Management			
Grants (sec 137)	1,200	1,000	May wish to increase to include correct adjustment for churchyard grass cutting
Grass Cutting (previously Ground's maintenance)	15,000	17,000	Contract renewal from 1/4/20
Insurance	3,000	3,500	Current renewal until 1/6/21 £1,571.27 will not change unless assets increase
Lighting Electricity	6,000	8,000	Fuel increase provision
Lighting Maintenance	6,000	7,000	8/19 spend was £2,375.94 however cannot foresee repairs/replacement that will be needed also provision for increase in price
Other Grounds Maintenance	6,000		Move across to Playing Fields Maintenance
Parish Improvements	6,000	6,000	Set aside in 18/19
Parish Magazine	500	1,000	Church have as yet been unable to confirm cost this year although have suggested it will be less than quoted originally
Playing Fields Maintenance	8,700	6,000	Play-grounds are beginning to suffer from age – current quotes for work needed is circa £5K although once spent equipment is refreshed for a few years and would then only be subject to normal wear & tear although vandalism & broken items could occur
Traffic Calming	5,000	2,000	Additional to Reserve amount (which is for planned schemes already being considered) for any further initiatives
Sub Total:	63,500	55,650	

Council Management

Subs & Fees	5,000	3,000	Current years payments to SALC/NALC & SLCC decrease to take off Audit & Election Fees – new budget heads
Chairman's Allowance	600	600	No change
Councillor Travel	200	200	Remain the same – although no claims made so far this year
Hall Hire	300	350	Slight increase for possible increase in cost
Sub Total:	6,600	4,150	

Employee Costs

Clerk's Office/telephone	400	600	Telephone £90.00 per year Office £216.00 per year = £306.00 However, there has been no increase for utilities for some time and this should be considered
Clerk's Pension	4,000	500	Clerk does not intend to join the pension fund for at least another 12 months. £500.00 reserve may be payable to Shropshire Pensions
Clerk's Salary	9,000	10,200	19/20 amount was incorrect
Clerk's Stationery/postage	200	300	Use of internet banking should decrease postage costs and decision to "go greener" and not printing as much for meetings etc could be taken into account
Clerk's tax & NIL	2,000	2,000	Clerk does not currently pay tax. NI contribution from employer circa. £320 per year on current salary
Clerk's Training	1,500	1,000	19/20 budget included Cllr training and an amount for new clerk training. For Clerk to undertake CiLCA (next step qualification) cost would be £340+VAT plus £350 registration fee. Clerk still relatively new to post and, training and sessions locally be advantageous but have cost implications, usually circ. £30 per session
Clerk's Travel	300	300	Remain the same.
Sub Total:	17,400	14,900	
Total:	80,900	69,550	

Proposed New Budget Heads

Budget Head	Proposed Budget	Clerk's Comments
Parish Management		
Allotments	200	Contingency amount to cover any admin/maintenance
Bus Shelters	1,200	Cleaning & maintenance – brick shelter at Admaston needs attention
SID	3,000	Maintenance contract £200 per month + additional for supplies/battery replacement etc
Defibrillators	600	Over 12 months old now, none used, but if used would need to replace battery
Litter Bins	2,000	Emptying of 4 not on contract (circ. £1,500). May be an additional 1 and potentially another that needs checking (Walcot)
Notice Boards	100	Refurbished 19/20 but may need some remedial work if damaged
Seats	100	Amount to cover costs of remedial work

Signs	500	In light of RoSPA requirements consider increasing. However – playground signs could come from Play Ground Maintenance?
War Memorial	200	Plaque replaced 19/20. Poppy/wreath purchase

**Council
Management**

Audit Fees	1,000	Not a budget head previously, came from subs/fees. Internal & External circa £600. However, need to change Internal Auditor as notification received, she is no longer doing them so costs may increase
Bank Charges	100	Came from subs/fees before
Councillor Training	500	Separate budget for Cllr training
Election Costs	1,000	This was not budgeted for 19/20 despite a planned election – come from Subs/fees. No election planned this year but need to keep as a budget head but suggest £250.
IT	500	Development of systems
Website	500	Server fees and development of
Sub total:	11,500	

Total suggested Budget 20/21	82,050	
Reserve Fund	30,000	Traffic calming. £25K carried from 2019/20

Precept

Due to Telford & Wrekin Council’s public consultation on Council Tax, precept information will not be available from T&W until sometime after 11th November 2019. The precept will therefore be set at December’s meeting.

(2019/20 set at £70,222 based on 1,446.7 band D equivalent households. This figure should be higher this year due to new build on Haygate Road)

Prepared by Cllr Mr Ballantyne (Chairman)

Julia Hancox (Clerk & Responsible Finance Officer)

6th November 2019