

Wrockwardine Parish Council

Minutes of the Parish Council Meeting held on Wednesday 10th March 2021 via Zoom at 7.30p.m

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

In Attendance: Borough Cllr Miss J Seymour
Ms J Hancox (Clerk)

21/19 Welcome by the Chairwoman

The Chairwoman welcomed everyone to the Zoom meeting.

21/20 Apologies for absence

Cllr Mr G Baxter – 6 months leave of absence agreed (Resolved Nov 2020)

21/21 Declaration of Interests & Dispensations

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

21/22 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 10th February 2021.
[Proposer: Cllr Mr Cooper; Seconder: Cllr Mr Thomas; Vote: Unanimous]

21/23 Public Session

No matters were raised.

21/24 Borough Councillor's Report

Cllr Miss Seymour updated Member's on the traffic and parking situation at the Wrekin and the local Climate Change Group established by Telford & Wrekin - Members asked that this be put on the agenda for the next meeting.

21/25 Planning

1. Permissions & Refusals

TWC/2021/0056	Tree Tops, Drummery Lane, Wrockwardine	Felling of 9 Leylandii	Full Granted
TWC/2020/1094	Allscott Sports & Social Club, Allscott	Installation of flood lighting, spectator stand & new perimeter fencing	Full Granted
TWC/2020/1046/1047	7 Allscott	Erection of a garden room	Full Granted

2. New Applications

TWC/2021/0171	12 Admaston Spa, Admaston	Erection of a 2-storey rear extension	No comment
TWC/2021/0169	The Gables, 28 Bratton Road, Bratton	Erection of a single storey side and rear extension	No Comment
TWC/2021/0173	The Coach House, Wrockwardine	Conversion of existing dwelling into residential garage with first floor storage, removal of 1no. external door and replacement with 1 no. garage door, blocking of 1 no. door to the rear and replacement of all windows	No Comment

3. Applications received after the agenda was circulated

Permissions

TWC/2021/0030	Whitefields Farm, Charlton	Change of use	Full Refused
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New Applications

TWC/2021/0194	The Gables, 28 Bratton Road, Bratton	Conversion of existing storage area above detached garage to ancillary living accommodation	No Comment
TWC/2021/0219	Rushmoor Stud, Rushmoor Lane, Bratton	Relocation of training pen and the installation of a horse walker and CCTV cameras (Part-Retrospective)	No Comment

21/26 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 Thomas; Vote: Unanimous]

b) Bank Reconciliations

It was **RESOLVED** to approve the accounts for February.

[Proposer: Cllr Mr Cooper; Seconder: Cllr Mrs Savage; Vote: Unanimous]

21/27 Clerk's Hours

A report proposing an increase to the Clerk's working hours was circulated to Members prior to the meeting (Appendix 1). Following discussion, Member's **RESOLVED** unanimously to accept an increase from 20 hours per week to 30 hours per week from 1st April 2021. Members were satisfied that the workload of the Clerk had increased significantly and, with the growth in the Parish, would continue to do so.

[Proposer: Cllr Mrs Anderson; Seconder: Cllr Mr Cooper; Vote: Unanimous]

21/28 Social Media

1. Facebook Update

The Clerk updated Members on the Facebook page which went live on the 9/2/21 and currently has 64 followers.

2. Social Media Policy

A draft policy was circulated prior to the meeting. Members discussed sharing pages and responding to messages rather than diverting enquiries via the website and email. It was determined this was a new way of working and would evolve over time. Members then **RESOLVED** to accept the Social Media Policy. [Proposer: Cllr Mr Cooper; Seconder: Cllr Mrs Savage; Vote: 8 for, 1 against]

21/29 Code of Conduct for Councillors

Members **RESOLVED** to accept the document.
[Proposer: Cllr Miss Tonks; Seconder: Cllr Mr Cooper; Vote: Unanimous]

21/30 Allotments

The waiting list for plots stands at 18. Cllr Bevis said that he had visited and spoken to plot holders and, that everything was fine at the site but raised the issue of cars using Ringers Lane and whether a passing point could be installed. The Chairwoman suggested a representation to Telford & Wrekin Council be made.

21/31 SID Statistics

Statistics from the SID were circulated to Members prior to the meeting (Appendix 2). Cllr Bevis advised that Traffic Enforcement Officers were seen recently on the bridge at Admaston and asked if it would be possible to obtain their statistics - Clerk to investigate. The Clerk requested that thanks to Mr Cartwright be recorded for his continued work with the SID and the help and advice he also provided. Cllr Miss Tonks asked for the SID to be positioned along the road by the Gate at Bratton as there was an issue with speeding cars there. As there is no socket there at present to house the pole and SID unit this would need further consideration. Cllr Mr Bevis asked about the Gateway features for Wrockwardine and, the Chairwoman advised this needed to go on the agenda for next month.

Cllr Mr Thomas asked if he could share the SID statistics on his social media accounts and this was approved.

21/32 Meetings Update

1. Allscott Meads Stakeholder Group

Notes from Cllr Mr Cooper were circulated prior to the meeting (Appendix 3). It was confirmed that the Police were objecting to the speed limit consultation, not the physical gateways.

2. Allscott Meads Street Lighting

Cllr Mr Ballantyne updated Members on the progress of discussions with Telford & Wrekin Council and confirmed that the lights were unlikely to be handed over to the Parish Council until the development was complete. In the mean-time Telford & Wrekin Council would provide a letter of intent to transfer the provision and maintenance of the street lighting to the Parish Council at that time.

21/33 Grant Applications

None received.

21/34 Correspondence

None received

21/35 Date of the next meeting

It was confirmed that the next meeting would be held on **Wednesday 14th April 2021** at 7.30p.m via Zoom.

The meeting closed at 8.40p.m Signed: _____ **E Anderson** _____ (Chairwoman)
Date **14th April 2021** _____

Wrockwardine Parish Council

Item 9a) & b)

Finance

9a) Accounts for Payment 10th March 2021

Payee	Description	Net Cost	VAT	Cost
	Staffing costs	1,084.85	0.90	1,085.75
IdVerde	Grass Cutting Contract	702.66	140.53	843.19
Tesco Mobile	Telephone	7.50	00.00	7.50
	SID Maintenance	200.00	00.00	200.00
Barclaycard	Barrier Tape – Pemberton Road	6.50	1.30	7.80
	Bamboo Stakes – Pemberton Road	7.88	1.58	9.46
E-On	Street Lighting Maintenance 1/5/20 – 30/4/21	2,296.71	459.34	2,756.05
WHT	Pemberton Road Refurbishment Balance	976.85	195.37	1,172.22
Chairman	Chairman’s Allowance Aug – 31/3/21	400.00	00.00	400.00
	Total	5,682.95	799.02	6,481.97

Payments for Approval – work not completed

- Notification received from E-On 5/3/21 that concrete lighting column at 9 Pemberton Road had badly deteriorated and had to be cut to a safe height until a replacement authorised. Cost of replacement £838.87 + £167.77 VAT = £1,006.64
- Safety strips on wood decking & steps on pirate ship play equipment at Pemberton Road. Cost £316.80 inclusive of VAT

9b) Bank Reconciliation February 2021

Accounts paid February 2021

Payee	Description	Net Cost	VAT	Cost
	Staff Costs	1,127.48	0.48	1,127.96
IdVerde	Grass Cutting Contract	702.66	140.53	843.19
Tesco Mobile	Office Telephone	7.50	00.00	7.50
	SID Provision	200.00	00.00	200.00
WHT	50% deposit for Pemberton Play Area work	976.85	195.37	1,172.22
Barclaycard	Replacement Defib Batteries & Pads	123.00	24.60	147.60
	ICO (Data Protection Fee)	40.00	00.00	40.00
	50 Webs (Website Hosting)	33.87	00.00	33.87
	4-Port USB Mini Hub	7.49	1.50	8.99
	Office Equipment - Desk	66.66	13.33	79.99
	Total	3,285.51	375.81	3,661.32

Bank Reconciliation	
Current A/C balance	53,644.30
February Payments	3,661.32
Receipts	00.00
Total	49,982.98
Unity Statement 101	49,982.98

Available Spend 10/3/21	
Payments March	6,481.97
February receipts	00.00
Current A/C Balance	43,501.01
Savings A/C	56,618.84
90 Day Access A/C	70,668.74
Total spend available	170,788.59

Signed: J Hancox

Clerk & Responsible Finance Officer

Signed: E Anderson (Chairwoman) Date: 14th April 2021

Appendix 1

Wrockwardine Parish Council

Item 9

Clerk's Hours

Background

Wrockwardine Parish Council has one employee, the Clerk & Responsible Finance Officer. Records suggest that this was initially an 11 hour per week post. In the budget for 2004/05 an increase of 9 hours was made and, the post became a 20-hour per week post. At this time the Parish's precept amount was circa £35K. The post has remained at 20 hours per week since then and was not re-evaluated in 2018 when the new Clerk was employed.

Details

Since 2005 the precept amount has doubled, this year amounting to £77k and as a result, the work of the Clerk has also increased, more money coming in, more to be spent, more to be looked after. In 2018 when the current Clerk was employed, the precept was £65k, but no evaluation or assessment of any increased workload was acknowledged. In fact, the job description and subsequent contract of employment were based entirely on out-of-date model documents that did not reflect the role in its entirety.

Aside from the increase in work managing the financial aspects of the role, the following areas of work have also been identified as having increased:

Play Areas

The guidance and rules have changed in recent years and, certainly since 2004/05, and there is more emphasis on health & safety. As the play areas grow older, more work has and will be required to maintain them to the required standard. The leases for two of the areas have been extended further and, the work will continue well into the future. There are 3 new sites proposed at the Allscott Meads development and, it is the Parish Council's intention to take on the management and maintenance of these alongside the current provision. The Clerk currently works with one volunteer councillor who carries out weekly inspections on all the areas. When the councillor is not available, the responsibility of the inspections returns to the Clerk.

Defibrillators

Four were purchased in Jan 2019 and these need monthly checks to ensure they are "Emergency Ready". Alongside this, the batteries and pads need replacing every 2 years and, there is a national reporting system that needs updating on a monthly basis. The Parish Council hopes to provide more units in remote areas and, this will involve research, applying for grants and working to get them installed and registered together with the ongoing maintenance.

Traffic issues

The Parish Council currently has one Speed Indicator Device (SID) and, the Clerk works with one volunteer who maintains this and moves the device around the Parish and provides the data from the SID for the Clerk to advise the Council. The Parish Council wants to purchase more SIDs and this will involve research, further grant applications, purchasing and monitoring as well as preparing more detailed analysis that can feed into the consideration of future, larger schemes.

Community Focus

The Parish Council endeavours to become even more community focused and transparent. The new website needs maintaining, monitoring and updating on a regular basis. There is also other social media, such as Facebook, that require time; time to set up and then ongoing time to monitor and respond where necessary. There are also many more regulations in place regarding accessibility and GDPR that constantly needs attention and that the Parish Council has a legal duty to adhere to otherwise it will face prosecution and potential fines.

Grants & Funding

There are more funding and grants available to try and encourage local communities to improve services as funding to the Borough Council and other statutory bodies are cut. The Parish Council can tap into a lot of these, but this requires planning and research on what is available and what it can be spent on.

Representation at External Meetings

Previous Clerks have not been required to attend these but Members decided that it was important for the Clerk be involved with groups such as Allscott Meads; Rural Forum; Wrekin Area Committee and Haygate Fields, as well as liaising with the Borough Council and other clerks through network meetings to provide continuity and advice when necessary.

Precept

The precept amount will continue to rise in the near future due to the new housing developments at Allscott Meads and Haygate Fields.

Unforeseen Circumstances

No one could have predicted the impact of COVID and, there may be other unforeseen circumstances that arise which result in additional work being needed such as research; working with the community and other groups in emergencies and ensuring that the Parish Council continues to function within the community.

Conclusion

The Parish Council is much more active in the community it serves than it ever has been and, subsequently, as the Parish Council's only employee, the Clerk & Responsible Finance Officer is too and there are no longer sufficient hours to effectively cover the work needed for the post.

Recommendation

It is proposed that the Clerk's working hours be increased to 30 hours per week from 1st April 2021. The budget proposal for 2021/22 gave clear guidance on how this would be financed over the next 3 years.

**Prepared by: Cllr Mrs E Anderson
Chairwoman
Wrockwardine Parish Council
2nd March 2021**

Appendix 2

SID Statistics March 2021

Wellington Road, North West Bound is when the SID is situated outside Admaston House and is monitoring traffic entering Admaston.

Location/Direction	From	To	No. over speed limit	Days at location	Daily Average vehicles over	Notes
Wellington Road, Admaston, North Westbound	11/11/20	15/11/20	3,848	4	962	Road re-opened at Allscott
Wellington Road, Admaston, East Bound	16/11/20	29/11/20	3,040	13	234	
The Avenue, Wrockwardine, East Bound	30/11/20	7/12/20	222	7	31	
The Avenue, Wrockwardine, West Bound	8/12/20	21/12/20	143	13	11	
Station Road, Admaston, South West	22/12/20	5/1/21	4,749	15	315	Covers Christmas period
Station Road, Admaston, South West	6/1/21	18/1/21	5,252	13	404	
Station Road, Admaston, South West	19/1/21	3/2/21	3,441	15	229	B4394 closed for 10 days
Shawbirch Road, Admaston, South West	4/2/21	17/2/21	12,394	13	930	

Appendix 3

Wrockwardine Parish Council

Item 14

Meetings Update

Allscott Meads Stakeholder Group 25/2/21

- Apologies none, although Rowan Swanson [SJR] did not sign in;
- Matters arising – 6.3 Hedges. Callum Bebb [TWC] reported that he had not received any response from colleagues so no progress had been made. CB was going to chase Adrian Corney. It was noted that hedges cannot automatically be cut after 01.03.21 until next September unless an ecological inspection is carried out. Cllr Cooper expressed concern over the lack of progress over the last 6 months. Cllr Seymour said she would follow this up;
- Play Areas- A separate meeting to be organised. The play area to the 1st phase of the development is due to be complete Summer 2021. JH[WPC] to arrange with relevant parties;
- Gateways – police had objected therefore their concerns needed to be addressed/considered. TWC had given the police comprehensive data to consider. CB [TWC] to follow up and update;
- Street lighting – following the meeting held on the 30.11.20 a further meeting was due to take place 25.02.21. Legal agreement to be drafted;
- Site Visit – due to current restrictions this was to be considered at the next meeting in April;
- SJR Matters – good level of interest. 29 reservations mainly from people in the T&W area. Legal agreements with Wrekin Housing Trust [affordable housing] to be completed June/July 21. Bungalows are available;
- Construction impacted. Road flooding by the Plough is being dealt with. Cllr Cooper reported EDR vehicles had been seen using Bluebell Lane. SJR to follow up but reported the EDR would be finishing on site shortly;
- Planning matters - Landscaping details being progressed at a high level. Stand and flood lighting to the Allscott pitch to be approved. An application for a new pavilion had been submitted but had yet to be validated;
- Highway matters. -Section 38 legals with SJR;
- Parish Council matters – Cllr Cooper asked about was going to happen to the verge by the houses past the sales office towards the Duck. SJR advised that this was subject to a section 278 road widening agreement involving road widening, kerbing and a cycle/footpath. JH to be update on play areas and street lighting;
- Ward Councillor matters. Cllr Seymour reported that she had driven around the locality and was happy with speed restriction measures;
- Allscott Heath Sports and Social Club - Club still closed, but hopefully opening May/June 21;
- Next meeting 29.04.21

Prepared by Cllr Paul Cooper

1st March 2021