

Wrockwardine Parish Council

Minutes of the Parish Council Meeting held on Wednesday 14th December 2022 at Admaston House, Admaston at 7.30p.m

Present: Cllr P Cooper (Chairman)
Cllr E Anderson
Cllr E Ballantyne
Cllr K Ballantyne
Cllr P Bevis
Cllr B Eade
Cllr J Savage
Cllr G Thomas
Cllr M Vrahimis

In Attendance: J Hancox (Clerk)
4 Members of the public

22/159 Welcome by the Chairman
The Chairman welcomed everyone to the meeting.

22/160 Apologies for absence
Cllr K Tonks – family commitments
Courtesy apologies – Borough Cllr J Seymour

22/161 Declaration of Interests & Dispensations
a) Pecuniary – None declared
b) Personal – None declared

22/162 Public Session
Four members of the public spoke individually about their concerns regarding the traffic speeds along the A442, through Long Lane and beyond. Given that the subject was on the agenda for discussion, at the end of the session, Council agreed for the Chairman to bring the item forward on the agenda.

22/163 Long Lane Traffic
A discussion took place on how the Parish Council could support the residents in encouraging the Borough Council to take action to implement traffic calming or speed restrictions along the A442. The Chairman confirmed that the issue had been raised at a recent Traffic Group meeting with Telford & Wrekin Council. The Chairman had attempted to contact the officer again for an update prior to the meeting, but had been unable to reach him, but would continue to try and, if possible, arrange for attendance at a future Parish Council meeting.

4 members of the public left the meeting at 7.57p.m

A further short discussion took place where Council agreed that the Chairman should make further attempts to speak to the Highway's Department and, it was suggested that some liaison with Waters Upton Parish Council would be helpful as they have already approached Telford & Wrekin on the issue. An update could then be given at February's meeting.

22/164 To confirm and agree the Minutes of the Previous Meeting

It was **RESOLVED** to confirm and sign the Minutes of the meeting held on Wednesday 9th November 2022.

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

22/165 Borough Councillor's Report

No report

22/166 Planning**1. Permissions & Refusals**

Council noted the following permissions and refusals:

TWC/2022/0856	Overley Hall School, Overley	Erection of 2 storey & single storey side extension to residential home for young adults to provide additional bedroom, office, storage & entrance	Full Granted
TWC/2022/0819	18 Bratton Rd, Bratton	Erection of a single storey side & rear extension & the creation of a pitched roof over existing flat roof element to rear *Amended plans & Amended description*	Full Granted
TWC/2022/0709	Retsimlik House, Bratton Rd, Bratton	Erection of a single storey & rear extension (Part-Retrospective)	Full Granted
TWC/2022/0442	Autoxport Ltd, Fresh Winds Farm, Long Lane	Change of use of redundant agricultural buildings to car dealership with ancillary repair, servicing & valeting of vehicles prior to sale (sui generis) (Retrospective) *Amended description* *Additional information received*	Full Granted
TWC/2022/0574	1 Broomfield Barn, Allscott	Erection of a single storey rear extension	Full Refused

2. New Applications

Council **RESOLVED** to make "No Comment" on the following applications:

TWC/2022/0960	Land North of Haygate Rd, Wellington	Re-profiling of ground levels, landscaping & installation of drain & knee-rail fence within the area of Public Open Space
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3. Applications received after the agenda was circulated**NATTRAN/WM/S247/5282 Town & Country Planning Act 1990 – Section 247****Proposed stopping up of Highway at Leaton Lane, Telford, TF6 5HA Draft Order**

It was **RESOLVED** that the Chairman and Cllr Thomas would draft a response to be submitted by the Clerk before 24th January 2023.

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

4. Delegation of Powers

It was **RESOLVED** to delegate planning decisions to the Clerk, after consultation with the Chairman and Vice-Chairman, during the winter recess.

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

22/167 Finance

a) To confirm the final accounts paid November 2022

The final payment list was noted and **RESOLVED**.

b) To confirm the Bank Reconciliation for November 2022

The reconciliations were **RESOLVED**.

c) To confirm the Accounts for payment in December 2022

The accounts were **RESOLVED** for payment.

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

d) Appointment of Internal Auditor for 2022/23

It was **RESOLVED** to retain the services of SDH Accounting at a cost of £260.

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

e) Appointment of External Auditor

It was noted that PKF Littlejohn had been appointed as external auditors for the Council for the next 5 years.

22/168 Budget & Precept

It was **RESOLVED** to set a budget of £90,184 for the next financial year 2023/24 (Appendix 1)

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

It was further **RESOLVED** to set the cost per household (with no increase from the previous year Band D equivalent of £51.50) and to request a precept of £94,000. It was noted that there were some unknown quantities in the budget set (including election costs, salary increases, costs of supplies and services) and, that any shortfalls could therefore be met by the difference in the budget and the precept amount.

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

22/169 Wrockwardine Playing Fields Gym Equipment Commuted Sum

Following a discussion, it was **RESOLVED** to accept the commuted sum of £660 offered by the Trustees of Wrockwardine Village Hall towards the ongoing costs of maintaining the gym equipment purchased and gifted to the Council despite it being significantly lower than the £2,500 the council had requested.

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

22/170 Wrockwardine Playing Fields Car Park

The Chairman confirmed that SJ Roberts could help with the planning application and that he was meeting a representative from the company at the site on 19/12/22 to discuss its preparation.

22/171 Tree Surveys

It was **RESOLVED** to accept the quote of £2,950 + VAT to carry out the work required on the trees at Admaston Green following the recent tree survey. It was further **RESOLVED** to accept the quote for £560 to carry out a similar survey at the Community Orchard.

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

22/172 Long Yard Meadow

It was **RESOLVED** to accept the quote of £860 to cut, collect and remove the grass and to rotavate and harrow specific areas and sow with wild seed.

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

22/173 Grass Cutting Tender

Following a written report provided to Council on behalf of the Land Management Working Group (Appendix 2) it was **RESOLVED** to accept the recommendation for the Finance & General Purposes Committee to work with the group to formulate detailed contract and service requirements for each site and that the Clerk then begin negotiating with suitable contractors within the terms of the Council's Standing Orders and Financial Regulations.

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

It was further **RESOLVED** to give delegated powers to the Finance & General Purposes Committee to approve the award of suitable contracts for the 2023/2024 seasons.

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

22/174 Ward Funding

Members were advised that Borough Cllr Kiernan had offered £2k of his Ward Funding allocation to the Parish Council to use on appropriate projects. Following a short discussion, it was **RESOLVED** that any suggestions should be submitted to the Finance & General Purposes Committee and that delegated powers be given to the Committee to determine a suitable project and for the necessary application to be made for the grant. Members thanked Cllr Kiernan for the kind offer.

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

Following a discussion, it was **RESOLVED** that Cllr Vrahimis should become a Member of the Finance & General Purposes Committee given that it currently had only three members and was at risk of being inquorate should anyone be unable to attend.

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

22/175 Clerk's Update

Members noted the Clerk's update on various matters (Appendix 3) and were also advised that there were now new bins located on Long Yard Meadow and an additional one on Wrockwardine Playing Fields, close to the recently installed new bin, which may now need to be moved.

22/176 SID Statistics

Members noted the most recent data and there were no comments. (Appendix 4).

22/177 Grant Applications

None received.

22/178 Other Meetings

1. Wrekin Area Committee 16/11/22

Details were noted and no comments made.

2. Haygate Fields Liaison Group 4/11/22

Details were noted and no comments made.

22/179 Correspondence

None received.

22/180 Date of the next meeting

It was confirmed that the next meeting would be held on **Wednesday 8th February 2023** at **7.30p.m** at **Admaston House, Admaston** there being no Full Council meeting scheduled for January 2023.

The meeting closed at 8.45p.m

Signed: **P Cooper** (Chairman)

Date **8th February 2023**

Item 22/167

Finance

a) Final accounts paid in November 2022

Payee	Description	Net	VAT	Cost
Broxap	Playground Repair	150.00	30.00	180.00
Wicksteed Leisure	Playground Repair Parts	12.89	2.58	15.47
Royal British Legion	Lamp Post Poppies	40.00	00.00	40.00
IdVerde	Grass Cutting	585.55	117.11	702.66
N Power	Lighting Supply	989.75	197.95	1,187.70
BC	SID Management	300.00	00.00	300.00
Royal British Legion	Poppy Wreath	17.00	00.00	17.00
Cllr EB	Cllr Expenses	5.59	0.26	5.85
Various	Office Costs	86.26	2.19	88.45
Various	Staffing Costs	2,275.32	00.00	2,275.32
	Total	4,445.36	350.09	4,795.45

b) Bank Reconciliation November 2022

Unity Current Account

Current Account balance 1/11/2022	107,616.16
Minus: Payments made November	4,795.45
Add: Receipts November	00.00
Balance 30/11/22	99,820.71
Unity Current Account Statement 128	99,820.71

Other Banks

Unity Instant Access Interest Account 30/11/22 Statement 104	56,787.69
NatWest Business 95 Day Saver A/C Balance 30/4/22	71,267.39
Total Bank Balances	227,875.79

c) Accounts for Payment December 2022

Payee	Description	Net	VAT	Cost
BC	SID management	300.00	00.00	300.00
Haggs	Play Area Repair parts	113.98	22.79	136.77
SLCC	Clerk's Membership	220.00	00.00	220.00
Cllr EB	Councillor Expenses	11.18	0.52	11.70
Forester & Arborist	Tree Survey Admaston Green	280.00	0.00	280.00
Various	Staffing Costs	2,262.89	00.00	2,262.89
Various	Office Costs	45.54	0.56	46.10
Broxap	Play Area Repairs	975.00	195.00	1,170.00
Lubbe & Sons	Wild Flower Seeds Long Yard Meadow	200.00	40.00	240.00
	Total payments	4,408.59	258.87	4,667.46

Signed: *J Hancox* (Clerk & RFO) Date: *8th February 2023*

Signed: *P Cooper* (Chairman) Date: *8th February 2023*

Appendix 1
Item 22/168
Budget 2023/24

Parish Management

Cost Code	Budget	Comments
Grants s137	1,000	Equates to 5 grants @ £200
Grounds Maintenance	15,000	Grass cutting; hedges & trees
Lighting Provision	6,000	
Lighting Maintenance	5,000	Fixed contract ends 30/4/23
Play Area Maintenance	5,000	
SID Management	3,600	
Defibrillator Maintenance	250	
Bins (Emptying)	2,500	
Memorial	50	Annual wreath & poppies
Parish Improvements	3,000	
Community Initiatives	500	
General Maintenance	250	Allotments; bus shelters; notice boards, seats, war memorial, signs,
Allscott Meads Allotments	5,000	Initial set up costs
Events	1,000	
Total	48,150	

Council Administration

Cost Code	Budget	Comments
Subs & Fees	3,500	
Chairman's Allowance	600	
Cllr Travel & Expenses	150	
Hall Hire	750	
Audit fees	700	
Bank Charges	100	
Councillor Training	250	
IT Equipment	250	
Website	100	
Staff Training	60	
Staff Travel	200	
Office/Telephone	600	
Stationery/Postage	250	
Insurance	1,500	Fixed until 31/5/24
Election fees	2,000	
Total	11,010	

Staffing Costs

Cost Code	Budget	Comments
Salaries	23,431	
WPC NI Contributions	2,157	
WPC Pension Contributions	5,436	Notification received contribution increasing to 23.2%
Total	31,024	
Total Budget 2023/24	90,184	

Appendix 2

Agenda Item 22/173

Grass Cutting Contracts

Purpose

To apprise Members of the conclusions of the Land Management Group [the Group] in the matter of the forthcoming grass cutting contracts. Hedge cutting is not part of this report.

Background

Members will recall that for the last three years the Council's grass cutting contract has been undertaken by IdVerdi. That contract has now time expired and the Council charged the Finance & General Purposes Committee, working in conjunction with the Group, to review and report on the most effective means of meeting this element of the Council's varied land management requirements.

Details

Against the background of the Council's existing policies and decisions for its sites, the Group considered the differing needs of each site and concluded that a single overarching contract, albeit tailored to specific site needs, was not the most effective means of managing the various sites.

The Group therefore looked at the nature of each site and sought where possible to combine those with similar needs and characteristics into separate contracts. The Group also considered whether the most appropriate length of time for each contract should be annual or biannual as follows:

1] **Walcot Play Area and Pemberton Road Play Area**. These are both small intimate sites which are unsuitable for tractor pulled mowing equipment; hand mowers and strimmers being more appropriate to provide the close-cut finish needed. An annual contract is recommended.

2] **Admaston Green and Wrockwardine Playing Fields**. These are both large sites which are suitable for tractor pulled mowing equipment but, will also require strimmers to maintain the areas around the various play and gym equipment. An annual contract is recommended.

3] **Long Yard Meadow**. This site is designed to be an informal area suitable for quiet contemplation and an aesthetic enjoyment of the views to the west, the Breidden Hills and beyond for all ages rather than another open play area for children, since ample provision for children's play is already available within both Admaston and the wider Parish.

This planting season will see LYM undergo a significant wild flower sowing programme consistent with Council's existing policy decisions for the site [Agenda item 22/172], together with careful management of the remaining area and, it is recommended, a replanting of the Platinum Jubilee Copse, to replace the high level of losses during the 2022 drought, a problem in newly planted areas experienced across the country.

As such, the Group felt that LYM required a sensitive and tailored site-specific approach which will include allowing the grass to grow until a single cut and removal at the appropriate time of year. It is recommended for an individual two-year contract period.

4] **Community Orchard.** This site is located to the southwest of the Admaston Forest and Dothill Nature Reserve to and from where wildlife can freely move. It is a large, uneven area planted with a substantial number of fruit trees, including some very rare English apple varieties. The site is designed to be an informal area suitable for walking [with or without a dog] and for the community to pick the fruit as it ripens for personal use.

This planting season will see an area in the orchard undergo a significant wild flower sowing programme consistent with Council's existing vision for the site, together with careful management of the remaining area. The site will require a grass cut only twice a year as part of a plan to encourage native species of wild flowers. However, the machinery needed for a site of this size and the care needed to cut around the many fruit trees lends itself to a site-specific contract distinct from the needs of LYM.

It is recommended that an individual two-year contract period would be appropriate.

5] **Wrockwardine Parish Church Grounds and Wrockwardine Cemetery.** Although the Council has no legal interest in either of these sites, it has for many years, through its statutory powers, taken on the financial responsibility for the grass cutting. Subject to the advice of the Clerk that such powers and circumstances still lie to the Council, it is suggested that this role continues.

These are both small intimate, and by definition, highly sensitive sites which are unsuitable for tractor pulled mowing equipment. Careful hand mowing and strimming are required to provide the close-cut finish needed. An annual contract is recommended.

Recommendation

1. That the Finance & General Purposes Committee, working with the Land Management Group, formulate detailed contract/service requirements for each of the sites as identified in this report and that the Clerk thereafter opens negotiations with suitable contractors within the terms of the Council's Standing Orders and Financial Regulations.
2. That the Finance & General Purposes Committee be given delegated powers to approve the award of suitable contracts for the 2023 and 2023/2024 seasons as appropriate for the sites identified in this report, subject to the satisfaction of the Clerk and Responsible Financial Officer that all the Council's relevant Standing Orders and Financial Regulations have been complied with in the award of such contracts and that the 2023/24 budget provision for this service is not exceeded.

Cllr K Ballantyne

Report prepared on behalf of the Finance & General Purposes Committee
and the Land Management Group

Appendix 3

Item 22/175

Clerk's Update December 22

Borough Cllr Seymour Ward Grant Funding

The application for the grant funding for appropriate gateways in Charlton was duly made and approved. The money has been received into the PC's bank account. Cllr Cooper is in the process of mapping the suggested sites before T&W Highways permission can be sought and the gateways ordered.

New Bin Admaston Green

On last week's inspection rounds, it was noticed that a new bin had been installed by the youth shelter on Admaston Green, and had replaced the other bin. The Clerk had not received any information regarding this but was aware that



new bins were being installed locally. The Clerk immediately contacted Telford & Wrekin Council who did respond promptly and advised that their contractors Balfour Beatty had identified the bin as requiring replacement and, although a check should have taken place, it was not picked up that the bin was the Parish Council's responsibility. The Clerk pointed out that the old bin had only recently (2020) had a replacement liner installed and was still useable. Unfortunately, the old bin is no more, and is not retrievable to be used elsewhere. However, this is a brand-new bin and, larger than the previous one which was prone to over flowing.

RoSPA Repairs Wrockwardine Playing Fields

The repairs approved at last month's meetings have been completed, although no invoice for payment has been received as yet. There are some other small repairs outstanding and hopefully these will get completed over the next few weeks. It does become more challenging to do repairs given the cold & wet weather.

Daffodils Admaston Green

Additional daffodil bulbs have been purchased and will hopefully be planted by the contractor within the next couple of weeks. They were purchased from the grant funding awarded for Admaston Green previously. Some additional planting of other bulbs in another part of the Green will take place in the Spring.

Clerk's Christmas Leave

The Clerk's office will be closed from Thursday 22nd December 2022 and re-open on Tuesday 3rd January 2023. The usual out of office messages will be on directing urgent enquiries to Telford & Wrekin Council.

Merry Christmas & Happy New Year to all.

Julia Hancox, Clerk & RFO
December 2022

Appendix 4
Item 22/176
SID Statistics
December 2022

Table 1

Daily average number of vehicles travelling over the speed limit during each two-week period the SID was in place

Location of SID							
Wellington Rd, Admaston, North West	1,006	1,109	984	1,264	1,002		
Wellington Road, Admaston, South East	372	429	242	203	281		
Station Road, Admaston, North West	337	583	255	422	498		
Station Road, Admaston, South East	349	478	443	446	423		
The Avenue, Wrockwardine, West Bound	249	474	313	371	331	281	
The Avenue, Wrockwardine, East Bound	342	355	322	363	356		
Shawbirch Road, Admaston, South East	1,046	1,242	1,186	1,557			
Shawbirch Road, Admaston, North West	513	927	1,076	1,235	1,064	1,189	939
Rushmore Lane, North	69	137	61				
Rushmore Lane, South	180	83					

Observations

- Most recent data
- Some reduction in figures but still fluctuating
- There were diversions in place when roads were closed which impacted some figures

Continued...

Table 2

Total vehicles exceeding the speed limit during each two-week period the SID was in place

Location of SID							
Wellington Rd, Admaston, North West	13,070	15,524	20,667	16,434	11,065		
Wellington Road, Admaston, South East	4,851	6,815	3,394	3,465	3,941		
Station Road, Admaston, North West	4,543	6,421	6,114	5,321	5,978		
Station Road, Admaston, South East	5,041	6,815	3,329	5,804	5,482		
The Avenue, Wrockwardine, West Bound	3,224	9,471	4,394	4,823	4,301	3,683	
The Avenue, Wrockwardine, East Bound	615	248	3,080	4,268	3,551	4,356	4,283
Shawbirch Road, Admaston, South East	15,714	16,173	15,428	20,245			
Shawbirch Road, Admaston, North West	7,690	12,978	13,944	16,067	12,765	11,267	
Rushmore Lane, North	972	1,790	954				
Rushmore Lane, South	2,481	1,168					

Observations

- Most recent data
- The Avenue, Wrockwardine – the number of vehicles exceeding the speed limit substantially increased with the introduction of the 20mph zone which implies that most drivers are travelling between 20-30mph. Most recent data shows a large increase in the number of vehicles travelling over the 20 mile an hour limit
- There were diversions in place when roads were closed which impacted some figures