

Wrockwardine Parish Council

Minutes of the Parish Council Meeting held on Wednesday 14th July 2021 Held at Admaston House, Admaston 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 Mrs J Savage
Cllr Mr G Thomas
Cllr Miss K Tonks

In Attendance: Borough Cllr Miss J Seymour
Ms J Hancox (Clerk)
Mr B Cartwright
1 member of the public

21/96 Welcome by the Chairwoman

The Chairwoman welcomed everyone to the meeting. Members were advised that an urgent agenda item had been added after Item 15.

21/97 Apologies for absence

Cllr Mr Bevis - Holiday

21/98 Declaration of Interests & Dispensations

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

21/99 Public Session

A member of the public requested that Members consider installing gates at the entrance/exit to Pemberton/Burnell Road Play Area. Members noted the request and thanked the member of the public for attending and speaking to them. Members noted that the request was on the agenda for discussion later.

21/100 Introduction to the Rural & Business Officer, Problem Solving Hub, West Mercia Police

Sian Thomas introduced herself and explained her civilian role within West Mercia Police. Sian explained that anyone could use the Neighbourhood Matters website, a free, GDPR compliant service. Sian confirmed she was happy to receive direct contact from Members on matters and gave out her contact card.

21/101 To confirm and agree the Minutes of the Previous Meeting

An amendment to Item 21/94 was submitted prior to the meeting and it was **RESOLVED** to confirm and sign the Minutes of the Council Meeting held on 9th June 2021 as a true record as amended.
[Proposer: Cllr Mr Ballantyne; Seconder: Cllr Mr Cooper; Vote: Unanimous]

21/102 Borough Councillor's Report

Cllr Miss Seymour updated Members on the Haygate Fields meeting, the Allscott Meads Stakeholder Group and her planned "Ward Walk". Cllr Miss Seymour advised Members that whilst her Ward Funding

was increasing, her intention was to use the difference to help fund the Halfway House Community Project and that Members should consider what they would like to do with the remaining £500.

21/103 Planning

1. Permissions & Refusals

Members noted the following permissions and refusals:

TWC/2021/0478	21 Wrekin View, Wrockwardine	Erection of single storey rear extension	Full Granted
TWC/2021/0469	The Gables, 5 Overley	Erection of a single storey side extension & replacement of roof to existing extension	Full Granted
TWC/2021/0329	6 Walcot, Telford	Erection of a 2-storey rear extension (amendment to previously approved TWC/2017/0107)	Full Granted
TWC/2021/0516	55 Broomfield Road, Admaston	Erection of a lean-to roof to front elevation and raising of existing flat roof including the installation of roof lights	Full Granted
TWC/2020/0217	Play Area, Burnell Rd, Admaston	Pruning to holly tree	Tree Preservation Order Granted
TWC/2021/0263	Former British Sugar Site, Allscott	Development of new Sports & Social Club Pavilion & associated works	Reserved Matters Granted
TWC/2021/0405	6 Broomfield Rd, Admaston	Erection of single storey side & rear extensions & erection of a front porch – revised plans	Full Granted
TWC/2021/0379	Land adjacent 3 Davenport Dr, Admaston	Erection of 1 no. dwelling	Withdrawn

2. New Applications

Members **RESOLVED** to make the following comments:

TWC/2021/0641 – Site of 8 & 10 Shawbirch Rd, Admaston	Demolition of existing dwelling and the erection of 2no. dwellings with associated access	No comment
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3. Applications received after the agenda was circulated

Members **RESOLVED** to make the following comments:

TWC/2021/0683, Leaton Quarry, Leaton – Construction and operation of an aggregate stockyard Wrockwardine PC asks that everything safety wise is in place, that the existing Right of Way is re-instated before work starts and that the traffic is managed.

[Proposer: Cllr Mr Thomas; Seconder: Cllr Mr Ballantyne; Vote: Unanimous]

TWC/2021/0607, Former British Sugar Site (Phase 1), Allscott – Erection of 1no dwelling and the repositioning of parking spaces associated with plots 89-92

To **SUPPORT** the application.

[Proposer: Cllr Mr Ballantyne; Seconder: Cllr Mr Cooper; Vote: Unanimous]

4. To consider the delegation of powers during August

Members **RESOLVED** that during the recess planning decisions would be delegated to the Clerk after consulting with the Chairwoman and Vice-Chairman.

[Proposer: Cllr Mr Ballantyne; Seconder: Cllr Mr Cooper; Vote: Unanimous]

21/104 Finance

a) Accounts for payment in July

It was **RESOLVED** to approve these.

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

b) Bank reconciliation for June

It was **RESOLVED** to accept this.

(Proposer: Cllr Mrs Savage; Seconder: Cllr Miss Tonks; Vote: Unanimous)

c) Fence Quote Pemberton Road Play Area

A report was circulated prior to the meeting (Appendix 1). Members **RESOLVED** to accept the quote, subject to the firm providing public liability insurance, and requested that work commenced as soon as possible.

[Proposer: Cllr Mr Thomas; Seconder: Cllr Mrs Ballantyne; Vote: Unanimous]

21/105 Finance & General Purposes Committee (F&GP)

1. To receive the draft minutes from the meeting held on 30th June 2021

Members acknowledged receipt of the minutes and there were no comments.

2. To approve the Terms of Reference

Members approved the Terms of Reference.

[Proposer: Cllr Mr Ballantyne; Seconder: Cllr Miss Tonks; Vote: Unanimous]

3. To appoint a Chairman to the Committee

Cllr Mrs Ballantyne proposed Cllr Mr Ballantyne and this was seconded by Cllr Mr Cooper and Cllr Mr Ballantyne was duly appointed as Chairman of the Committee.

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

4. To appoint additional councillors to the committee

Cllr Mrs Savage was duly elected to serve on the Committee.

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

5. To agree the date of the next meeting

It was **RESOLVED** to delegate this item to the Committee.

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

21/106 Human Resources Committee

Members acknowledged receipt of the draft minutes and there were no comments.

21/107 Parish Improvements Committee

1. To consider & approve the draft Terms of Reference

Members **RESOLVED** to approve the Terms of Reference

[Proposer: Cllr Mrs Ballantyne; Seconder: Cllr Mrs Savage; Vote: 1 abstention, 5 for]

2. To appoint a Chairman to the Committee

Members **RESOLVED** to appoint Cllr Mr Cooper as the Chairman of the Committee.

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

It was further **RESOLVED** to delegate arrangement of the dates of the meeting to the Committee with the date of the first meeting the 4th August 2021.

[Proposed: Cllr Mr Ballantyne; Seconder: Cllr Mrs Ballantyne; Vote: Unanimous]

21/108 Boundary name change proposal

Following a discussion Members **RESOLVED** to comment on the proposal to change the constituency name from "The Wrekin" to "Wellington & Newport" and asked the Clerk to submit their whole-hearted support of Mark Pritchard MP in rejecting the proposal outright.

[Proposer: Cllr Mr Thomas; Seconder: Cllr Mr Cooper; Vote: Unanimous]

21/109 Traffic

1. Admaston Update

Notes on a recent meeting with T&W Borough Council regarding traffic calming in Admaston were circulated prior to the meeting (Appendix 2). The Chairwoman formally thanked Cllr Mr Ballantyne for all his work on the matter.

2. **SID Statistics** - Members noted the data (Appendix 3).

3. Additional SID Locations

Member's discussed possible locations and Standing Orders were suspended to enable Mr Cartwright to join in the discussion.

Members decided to seek advice on locating addition sockets at the following locations:

- Bratton Lane (before the Gate Inn)
- Burcott Lane
- Drummery Lane

Cllr Mrs Ballantyne thanked Mr Cartwright for providing the Council with the SID statistics and for his hard work.

Standing Orders were re-instated.

21/110 Meetings Update

1. Allscott Meads

Notes on the meeting held on 8th July 2021 (Appendix 4) were circulated prior to the meeting. The Chairwoman thanked Cllr Mr Cooper for all the hard work he did with the Stakeholder Group. Cllr Mr Cooper advised Members that SJ Roberts were looking at investing money in community initiatives and had asked for ideas. Following a discussion, Member's **RESOLVED** that Cllr Mr Cooper continue his discussions with SJ Roberts and put forward:

- Long Yard Meadow
- Admaston Green
- Extension of car park at Wrockwardine – the Clerk advised again that a pre-planning application would be needed should this scheme be agreed.

[Proposer: Cllr Mr Ballantyne; Seconder: Cllr Mr Thomas; Vote: Unanimous]

Cllr Mrs Savage highlighted that the development of the sports & social club at Allscott had limited provision for girls. Members agreed this was a valid point and asked Cllr Cooper to ask what provisions there were or could be made for girls.

2. Wrekin Area Committee

Members acknowledged receipt of the minutes of the meeting on the 30th June 2021 and circulated prior to the meeting. There were no comments.

21/111 Urgent Matter Added – not on the agenda

Members were advised that two wooden benches had been left on the play area at Walcot with no knowledge of where they had come from. Cllr Mrs Savage offered to contact a resident the next day to try and find out more about them and whether they were suitable for the Parish to take on. If this did happen it was suggested that the new bench previously ordered for the site be re-located to Long Yard Meadow.

21/112 Long Yard Meadow

A briefing note was circulated prior to the meeting (Appendix 5). Following a lengthy discussion, it was determined that there was now an urgent need to address the rotting posts which over-rode the previous resolution made in February and Member's **RESOLVED** to request a quote for removing the unsafe

enclosure and put something else in its place which could accommodate both disabled users and pushchairs.

[Proposer: Cllr Mrs Anderson; Seconder: Cllr Miss Tonks; Vote: All]

21/113 Defibrillators

A partially completed draft policy was circulated to Members prior to the meeting. Cllr Cooper advised Members that more work needed to be done on the Lone Worker Policy to support any Members going out to inspect the units. The completed policy would come back to Council in September.

Cllr Mrs Savage advised that the Cricket Club on Haygate Road now had a defibrillator.

21/114 Grant Applications

None received

21/115 Correspondence

1. Pemberton Road Play Area

Council had received a request from a resident to consider installing gates at the entrances to Pemberton Road/Burnell Road Play Area. Following a lengthy discussion and taking into consideration the comments made by the member of the public in the Public Session, Member's agreed to refer the matter to the Parish Improvements Committee and asked the Clerk to contact the Borough to request signage on the road to make motorists aware that children are present in the area.

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

2. Telford & Wrekin Council Review of Statement of Gambling Policy

The policy was circulated previously and no comments were made.

3. Request from resident to use Wrockwardine Playing Fields for adult exercise classes –

Members were happy to allow these to continue provided they were away from the play equipment

21/116 Date of the next meeting

It was confirmed that the next meeting would be held on **Wednesday 8th September 2021 at 7.30p.m** at **Admaston House, (Bratton Room)** (*venue may be subject to change*).

The meeting closed at 9.40p.m

Signed: _____ *E Anderson* _____ (Chairman)

Date 8th September 2021 _____

Wrockwardine Parish Council

Item 21/104

Finance

a) Accounts for Payment 14th July 2021

Payee	Description	Net	VAT	Cost
Various	Staff Costs	2,222.89	0.88	2,223.77
Tesco Mobile	Telephone	7.50	00.00	7.50
B Cartwright	SID Maintenance	200.00	00.00	200.00
IdVerde	Grass Cutting	585.55	117.11	702.66
EoN	Street Lighting Maintenance	1,148.35	229.67	1,378.02
BHIB	Insurance	1,222.29	00.00	1,222.29
Barclaycard	A4 Poster Stand	16.22	3.25	19.47
	Cleaning/Covid materials	6.71	00.00	6.71
Hornet Landscaping	Bin – Admaston Green	85.00	00.00	85.00
CLlr(s)	Expenses	45.01	00.00	45.01
Unity Trust Bank	Quarterly Account Charge	18.00	00.00	18.00
	Total payments	5,557.52	350.91	5,908.43

b) Bank Reconciliation June 2021

Unity Current A/C Bank Reconciliation

Unity Current A/C Balance 1/6/2021	78,885.59
Payments made in June	4,768.17
Receipts	00.00
Total	74,117.42
Unity Current Bank Statement 107	74,117.42

Banks available spend 14th July 2021

Bank Account Current after payments June	68,208.99
Bank Account Savings (Statement 88)	56,618.84
Building Society 90 Day + receipt	70,966.32
Total	195,794.15
Minus earmarked reserves	54,039.00
Total	141,755.15

Signed: J Hancox

Clerk & Responsible Finance Officer

Signed: E Anderson (Chairman) Date: 8th September 2021

Appendix 1
Wrockwardine Parish Council
Item 21/104 c) Fence Quote Pemberton Play Area
Briefing Note

Background

Council received a quote for £1,067.37 + VAT from IdVerde on 2/12/2019 for the chain fence replacement. At the meeting in December Member's RESOLVED to accept this quote however, it was determined that the work should be carried out after the pruning of the holly and ash trees on the site. IdVerde were advised of this and asked to wait until further notice.

It was then discovered both trees were subject to a Tree Preservation Order and planning permission was therefore required. Unfortunately, due to Covid and administrative reasons, this application stalled at consultation and, was only resolved in June 2021.

Despite the trees not being pruned the Clerk asked IdVerde for an updated quote for the fence work in March 2021 and then again in May 2021 as it was determined that for safety reasons the work needed completing. This update has not been forthcoming.

On 15th June 2021 the Clerk & Cllr Mrs Ballantyne met with Hornet Landscaping at the play area and the following quote was received:

Chain wire Fencing - £480
Tensioning wire - £84
Concrete posts - £120
Disposal of waste - £240
Labour costs - £600
Concrete - £80
Fixings - £100
Total cost of work - £1,704.00 (not VAT registered)

Recommendation

IdVerde have been given sufficient opportunity to update their quote and begin the work but have chosen not to do so. It is therefore recommended that Council agree the quote from Hornet Landscaping – on condition that they supply a copy of their Public Liability Certificate - as the fence is now in a serious state of disrepair and is a health & safety concern.

Julia Hancox
Clerk & RFO

5th July 2021

Appendix 2

Wrockwardine Parish Council - Wednesday 14th July 2021

Agenda Item 21/109 [1]

Admaston Traffic Calming Scheme Update

For Information – No decision required

1. Purpose

1.1 The purpose of this report is to apprise Members of a recent meeting with a Borough Council officer.

2. Background

2.1 Members will recall that, following a site meeting last autumn, a Borough Council Highways officer was to prepare a draft traffic calming scheme for Admaston.

2.2 Nothing had been received from the officer, despite several reminders by the Clerk. As a result, the Clerk arranged a further meeting with a more senior Highway's officer. That meeting took place at Admaston House on 1st July 2021.

3. Information

3.1 The Clerk and Cllr K Ballantyne met with the Borough officer Mr Powell, and there followed a constructive discussion about options, funding, timing, and the SID statistics.

3.2 The Clerk was able to fully apprise Mr Powell of the up-to-date information gathered by the 2020 Road Safety Partnership [RSP] digital monitoring and assessment exercise which demonstrated an 85th percentile of almost 40mph along Shawbirch Road, Station Road, and Wellington Road. She also informed Mr Powell that the RSP considered these speeds to be too high for residents to be involved in a Community Speed Watch Scheme.

3.3 Mr Powell had with him the earlier planned scheme which had not proceeded, and using that as a basis, the meeting drafted an outlined revised proposal which would more closely meet the needs of such a scheme whilst taking account of the views and observations expressed by residents at the public consultation held at Admaston House prior to the pandemic.

3.2 The basis of the scheme would be a series of chicanes in Shawbirch Road, Station Road, and Wellington Road.

3.3 Mr Powell will more fully prepare the draft and submit it to the Clerk in time for the September meeting of Council when Members will have an opportunity to consider it in more detail.

Councillor K Ballantyne

Appendix 3
Item 21/109 (2)
SID Statistics July

Location/Direction	From	To	No. over speed limit	Days at location	Daily Average vehicles over	Notes
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	
Shawbirch Road, Admaston North East	18/2/21	1/3/21	12,272	12	1,023	
Wellington Road, Admaston, South East	2/3/21	14/3/21	3,301	11	300	
Wellington Road, Admaston, North West	15/3/21	29/3/21	3,503	14	250	
The Avenue, Wrockwardine, West Bound	30/3/21	11/4/21	98	12	8	
The Avenue, Wrockwardine, East Bound	12/4/21	25/4/21	239	13	18	
Station Road, Admaston, North East	26/4/21	10/5/21	5,041	15	337	
Station Road, Admaston, South West	11/5/21	23/5/21	4,543	13	349	
Shawbirch Road, Admaston, North East	24/5/21	7/6/21	16,664	14	1,161	Increase could be due to traffic diversions around Allscott & Walcot Bridge

Appendix 4

Wrockwardine parish Council

Agenda Item 21/110 (1)

Allscott Meads Stakeholder Group

- New attendee Cllr Paul Bevis. Apologies from Rowan Swanson [SJR]
- Minute 7.2
Gateways. Cllr Seymour had followed this matter up with Matt Powell, Service Manager T&W Council who had emailed to advise that it was progressing but slowly and that he was due to attend a meeting on this matter and would update the Cllr accordingly. Callum Bebb [T&W Council] to action legals, he did state that MP was moving this matter forward. CB advised that Traffic Counters had gone down in Wrockwardine and the speed of vehicles had been recorded and this information had been sent to the police 10 days ago. Cllr Seymour to chase again and update. CB said he hoped to get a response from the police within the next few weeks. Bag coverings to some signs were still missing. MS of SJR agreed to follow this up.
- Minute 8.2 Street Lighting. WPC had not received a letter of intent from TWC. CB to follow this up.
- Minute 3.0 SJR Matters
3.1 On site works were progressing well. Phase 1 almost sold with 30 no. properties occupied and 65 no. reserved. The majority being from T&W. Phase 2 in progress, these are the large detached houses fronting the road. Phase 3, timber frames are under construction and there has been a lot of interest

3.2 Off site works. B4394 closed from 7.07.21 for 10 weeks. Closures will be sectional starting by the Plough moving down to the Duck. MS stated that all site traffic had been instructed to follow the long diversion route as signposted. It was noted that some of the date strips had come off the road closed signs.
- Minute 5.0 Planning Matters
5.1 Travel Plan. Penny Stephen [TWC] advised that this had been signed off. Landscaping extras to be confirmed by TWC.

5.2 S&SC Planning had been approved 2/3 weeks ago.
- It was also noted that SJR had submitted an additional application for an additional bungalow under phase 1 but it was still part of the 470 no. dwellings originally approved. The application had been received and was being progressed.
- Minute 6.0 Highways.
Minute 6.1. On site works. Draft Sc.38 agreement is still with SJR

Minute 6.2 Off site works. The Sc.278 for the closure had been signed off allowing the works to commence. The Sc.38 was still with legals but no problems were envisaged.
- Minute 7.0 Parish Council Matters
Minute 7.1 Cllr Cooper asked if dumper trucks and other vehicles without registration plates which travel on the road are insured. MS to check. Cllr Cooper also asked for an A1 plan of the overall development. MS agreed to get one delivered to the site office for collection. Cllr Bevis asked that traffic management be controlled, signs be maintained and people kept informed. Cllr Bevis also asked if there would be fencing around the large area of works which is in progress for water attenuation. MS advised that there wouldn't be, there will be tree planting. MS advised that the play recently constructed adjacent to the sales office is for residents only.
- Minute 8.0 Ward Councillor Matters
Minute 8.1. Cllr Seymour advised that she had received emails complaining about traffic issues. A resident on Rushmore Lane blamed all issues on SJR and traffic going down the lane, creating dirty roads, dust and

damaging verges and was concerned that this would get worse with the B4394 closure. MS to ask site traffic to be careful. Also houses at Walcot had raised concerns about the speed of traffic at the cross roads. Cllr Seymour to discuss this with Highways once the B4394 had reopened. Signage was then discussed. New 40 mph signs will be put in place along the 4394 to just past the Grove. Down Rushmore Lane there will be 30 mph signs down to the sewerage works then there will be a 40-mph buffer zone then it will revert to the national speed limit. As this signage is part of the agreed scheme CB [TBC] to start the ball rolling to get them put in at the appropriate time for the proposed traffic scheme proposals. [Not put in in advance and covered with plastic bags]

- Minute 9.0 Community Initiatives.

MS confirmed that SJR will be donating 2 defibrillators as requested by Peter Staling to S&SC. MS confirmed that SJR were still funding the Bird & Bat boxes at Admaston Green It was agreed JH would speak to Cllr Ballantyne about types required. MS to provide details of what they have provide elsewhere. MS asked if there were any other initiatives that SJR could consider including raffle prizes etc

- Minute 10.00 Allscott Sports and Social Club Matters

PS reported that the club was now fully open, subject to social distancing. He confirmed that as reported early planning permission had been granted. The grant application had been put back 3 months. The cost of water used by the remediation contractor who tapped into the social club supply was still outstanding. The tender process to be considered for the club build which could start to be constructed as early as next spring.

- Minute 11.00 Any Other Business.

None

- Minute 12.00

Minute 12.1 Road Safety Concerns.

The works for traffic control agreed as part of an agreed scheme can be implemented.

The next meeting will be on Thursday 16th September @ 11.00 am at the Social Club followed by a walk around the site after.

Cllr P Cooper
12th July 2021

Appendix 5
Wrockwardine parish Council
Agenda Item 21/112 Long Yard Meadow
Briefing Note

Background

Following a request from a member of the public in February 2021 Council RESOLVED not to consider work on the gate to Long Yard Meadow at present. The item should not therefore be reconsidered by Council until August 2021 at the earliest. However, new and substantial information has been brought to the Clerk's attention which warrants Member's considering the matter sooner.

Information

The gate post into Long Yard Meadow is now quite loose and poses a health & Safety risk

Another resident has requested, both to the Clerk, and to two councillors, that the entrance to the meadow be improved for those with additional needs.

In addition, the owner occupier of the house next door to the meadow has passed away. The occupier had previously been offered a substantial amount of money to sell the property to developers who wished to build on the land at the rear, adjacent to Long Yard Meadow, and to which the only access was over the said property. Whilst this offer was previously declined, with the occupier's death, this could become a future outcome.

Discussion point

The gate post needs urgent attention and, as part of the previous resolution was to consider disabled access should future work be required, this could now be considered alongside the stabilising work.

More residents with additional needs are requesting access to the meadow.

Members may wish to consider the meadow as a whole and how it could be affected should the adjoining land be sold for development – planting of trees, reinforcing of boundary line.

Julia Hancox
Clerk & RFO
5th July 2021