

# Wrockwardine Parish Council

## Minutes of the Annual Parish Council Meeting held on Wednesday 12<sup>th</sup> August 2020 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 Anderson  
Cllr Mrs E Ballantyne  
Cllr Mr G Baxter  
Cllr Mr P Cooper  
Cllr Mr G Thomas

**In Attendance:** Borough Cllr Miss J Seymour  
Mr B Cartwright  
Ms J Hancox (Clerk)

### 20/50 Welcome by the Chairman

The Chairman welcomed everyone to the meeting and acknowledged that Member's had not met since March 2020 due to the Covid-19 pandemic and added that it was lovely to finally see everyone.

### 20/51 Election of Chairman

The Clerk requested notification of nominations for the post of Chairman prior to the meeting. Cllr Mr Ballantyne, as current Chairman, asked for any further nominations to the post but there were none. Cllr Mrs Ballantyne nominated Cllr Mrs Anderson to serve. The nomination was seconded by Cllr Mrs Savage. There being no other nominations, it was **RESOLVED** that Cllr Mrs Anderson be elected to serve as Chairwoman for the rest of the year.

Cllr Mr Cooper thanked Cllr Mr Ballantyne for the excellent job he had done as Chairman.

### 20/52 Chairman's Declaration of Acceptance of Office

Cllr Mrs Anderson signed her Declaration of Acceptance of Office, witnessed by the Clerk.

### 20/53 Apologies for absence

None received.

### 20/54 Election of Vice-Chairman

Cllr Mr Ballantyne and the new Chairman thanked Cllr Mrs Savage for her service as Vice-Chairman. The Chairwoman then called for nominations to the post for the rest of the year. Cllr Mr Baxter proposed Cllr Mr Cooper, this was seconded by Cllr Mr Thomas. There being no other nominations it was **RESOLVED** that Cllr Mr Cooper be elected to serve in the office of Vice Chairman.

### 20/55 Declaration of Interests & Dispensations

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

### 20/56 Public Session

Mr Cartwright suggested to Members that the Parish Council did not get recognition or appreciation for the work it carried out throughout the Parish and, he suggested that a higher profile and more upfront exposure was needed with an emphasis on social media. Member's discussed briefly the pros and cons

of this and, the Chairwoman proposed that the issue be put on the agenda for the next meeting so that Members could be given more time to consider the capacity to manage social media effectively, possible moderators and who the communication would be aimed at.

Cllr Bevis raised the issue of increased fly-tipping around Wrockwardine. Discussion centred on reporting the tipping and the responsibility of the Borough Council and the police regarding pursuing the culprits. Cllr Miss Seymour clarified that the Borough Council would prosecute where possible except when it took place on private land when it is then the landowner's responsibility.

**20/57 Borough Councillor's Report**

Cllr Miss Seymour advised Members that £200 of the Ward Funding normally available to the Parish Council had been donated to the Borough Council's laptop scheme, set up during lockdown. For every £200 donated through the Ward Funding, the Borough Council contributed £100. Cllr Miss Seymour confirmed the money would be used to purchase one laptop at St Peter's School, Bratton for a disadvantaged pupil to enable them to catch up with school work.

£300 of the funding is available for the Council to apply for and the Chairwoman suggested a discussion about what this could be used for should go on the agenda for the next meeting.

**20/58 To confirm and agree the Minutes of the Previous Meeting**

A typing error was noted and corrected:

Minute ref 20/37: should read - "Cllr Miss Seymour reported that she was now on the Health Scrutiny Committee rather than the Health & Wellbeing Board"

It was then **RESOLVED** to confirm and sign the Minutes of the Council Meeting held on Wednesday 11<sup>th</sup> March 2020.

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

**20/59 Appointment to Committees/Working Groups**

**a) Traffic Working Group**

Current members: Cllr Mr Ballantyne; Cllr Mr Baxter; Cllr Mr Bevis; the Clerk and Mr Cartwright.

It was **RESOLVED** that these members remain.

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

**20/60 Appointment of Representatives**

**a) Wrekin Area Committee**

It was **RESOLVED** that this remained as the Chairwoman and the Clerk

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

**b) Quarry Liaison Group**

Cllr Mr Ballantyne advised that meetings for this group were normally held twice a year. Cllr Mr Ballantyne and Cllr Miss Seymour attended the last meeting in January. Cllr Mr Bevis said he had not been notified of the meeting and would have attended as the current representation included himself and Cllr Mrs Savage. It was **RESOLVED** that the representatives would be The Chairwoman, Cllr Mr Bevis, Cllr Mrs Savage and Cllr Mr Thomas.

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

Cllr Mrs Savage asked if a meeting could be arranged and Cllr Mr Bevis advised that ragwort was growing in parts of the quarry.

**c) Allscott Meads Stakeholder Group**

It was **RESOLVED** that representation should be the Chairwoman and the Clerk.

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

**D) Haygate Road Liaison Group**

It was **RESOLVED** that the Clerk would represent the Parish Council

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

The Chairwoman asked about representation on the Admaston House Trust as there had been someone previously. Cllr Mr Baxter asked the purpose of this role and Cllr Mr Ballantyne advised that it was to keep abreast of what was happening within the Trust given that the PC had been a significant funder. Cllr Baxter had previously attended and offered to continue this. It was **RESOLVED** that Cllr Baxter would represent the Parish Council and attend meetings.

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

The Chairwoman asked about the Allotment Society but no resolution was made to have representation there at this time.

**20/61 Meetings of the Council**

Due to Covid-19 and the inability to meet, it was **RESOLVED** that where possible, future meetings would continue to be held at Admaston House where social distancing could be adhered to. Cllr Mr Bevis advised that Wrockwardine Parish Hall remained closed due to the pandemic and could not be considered as a venue. Cllr Mr Baxter suggested an alternative venue of the Methodist Church Hall in Admaston should Admaston House not be available.

Following discussion, it was further **RESOLVED** that the Chairwoman and the Clerk would use their discretion to call meetings on a date and time that could be safely accommodated for the foreseeable future.

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

**20/62 Review of Standing Orders & Financial Regulations**

The Clerk advised that these were approved in March 2020 but the review date is May 2023 and would therefore be a standing item for the Annual Parish Council meeting and that the item was for information only at this time.

**20/63 Annual Subscriptions**

It was **RESOLVED** to continue the following subscriptions for a further 12 months:

- a) Membership of NALC (National Association of Local Councils)
- b) Membership of SALC (Shropshire Association of Local Councils)
- c) Membership of SLCC (Society of Local Council Clerks)

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

**20/64 Annual Governance & Accountability Review (AGAR)**

**a) To approve End of Year Accounts 2019/2020**

It was **RESOLVED** to approve these.

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

**b) To approve Governance Statement**

Member's considered the questions on the statement and answered them accordingly whereby it was **RESOLVED** to approve the Governance Statement.

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

**c) To approve the Accounting Statement**

It was **RESOLVED** to approve the Accounting Statement

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

#### d) Chairman's Signature

The Chairwoman signed both the Governance Statement and the Accounting Statement

#### e) Notification of Public Rights

The Clerk confirmed the dates for the period for the "Exercise of Public Rights" would commence on Monday 17<sup>th</sup> August 2020 and end on Monday 28<sup>th</sup> September 2020

### 20/65 Finance

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

It was **RESOLVED** that these be approved and paid as tabled.

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

It was further **RESOLVED** to add the SALC subscription payment of £1,357.10 to the list of payments.

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

#### b) Bank Reconciliations

It was **RESOLVED** to approve the accounts for July

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

#### c) To review current bank signatories

It was **RESOLVED** that the Chairman, Cllr Mr Ballantyne, Cllr Mr Bevis, Cllr Mrs Savage and Cllr Mr Cooper remain as bank signatories

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

The Clerk asked if both the Chairwoman and Cllr Mr Cooper could activate their internet banking authorisation as soon as possible to ensure sufficient cover for banking payments as most transactions were done online now.

#### d) Request for backdate of office payments to the Clerk

Following consideration and discussion of the Clerk's report (**Appendix 1**) It was **RESOLVED** to pay the Clerk £26 per month for "Working from Home Office Expenses" backdated to April 2020, in line with HMRC guidelines.

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

#### e) Street Lighting Maintenance Contract: E-On

The renewal of the contract, due in May, was delayed due to Covid-19 as post had gone to Admaston House, which had remained closed. The Clerk advised that the contract in 2017 was priced at £2,227.65 per year and the current renewal, for a further 3-year contract, was priced at £2,296.71 which seemed a reasonable increase. The Clerk advised Members that the service was very good. It was **RESOLVED** to approve the renewal of the contract.

[Proposer: Cllr Mr Baxter; Seconder: Cllr Mr Bevis; Vote: Unanimous]

### 20/66 Planning

#### 1. Permissions & Refusals

<b>TWC/2019/0503</b>	Land Southwest of Donnerville Drive, Admaston	Erection of 5no. detached dwellings & garages with associated access, public open space and landscaping **Amended plans**	Full Granted
<b>TWC/2020/0158</b>	Dovecote Grange, Bratton Road, Bratton	Change of use from B&B to residential	Full Granted
<b>TWC/2019/0961</b>	Gwenlas, Walcot	Erection of 2 storey side extension, 1 <sup>st</sup> flr side	Full Granted

		extension, 1 <sup>st</sup> flr rear balcony and detached double garage & carport	
<b>TWC/2020/0253</b>	55 Glovers Way, Shawbirch	Erection of 2 storey side extension	Full Granted
<b>TWC/2019/1030</b>	The Swallows, Station Rd, Admaston	Erection of 2 storey detached annexe & a single storey side & rear extension **Amended plans**	Full Granted
<b>TWC/2019/0432</b>	Unit 8, Sutton Rd, Admaston	Change of use from residential to tattoo studio & beauty salon (retrospective)	Full Granted
<b>TWC/2020/0317</b>	6 Broomfield Rd, Admaston	Erection of 2 storey side extension, single storey rear extension and erection of front porch. Proposed loft conversion including the installation of rear dormer window extension	Full Granted
<b>TWC/2020/0331</b>	40 Wrekin View, Wrockwardine	Erection of replacement single storey side extension **Amended plans**	Full Granted
<b>TWC/2020/0324</b>	10 Lewis Cres, Wellington	Erection of single storey rear extension	Full Granted
<b>TWC/2020/0419/0420/0421</b>	Land surrounding Charlton House Farm, Charlton	Hedgerow removal	Approval
<b>TWC/2020/0046</b>	Land rear of 32 Bratton Road, Bratton	Erection of 1no. dwelling and associated garage & repositioning of 3no. dwellings & associated garages **Amended plans**	Full Granted
<b>TWC/2020/0369</b>	Site of 8 & 10 Shawbirch Road, Admaston	Demolition of existing dwelling and outline planning application for up to 2no. dwellings and access with all other matters reserved	Outline Granted
<b>TWC/2020/0507</b>	1 Church Farm Barns, Wrockwardine	Felling of 1no. Ash tree	Granted
<b>TWC/2020/0427</b>	Whitfield's Farm, Charlton	Change of use from dwelling house to residential institution	Refused

Cllr Miss Seymour expressed disappointment at the decision to approve the removal of the hedges [TWC/2020/0419/0420/0421] and advised Members she had emailed Mark Pritchard MP and, following his unsatisfactory reply, continues to pursue the matter.

Cllr Miss Seymour also advised Members that TWC/2020/0427, Whitfield's Farm, was refused on a legality but that a full planning application is anticipated in the near future. Cllr Mr Cooper expressed the same view.

## 2. New Applications

<b>TWC/2020/0617</b>	Site of the Mill House, Walcot	Construction of a subterranean plant room and retaining wall	Comments by 19/8/20
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It was **RESOLVED** to make "no objection".

## 3. Applications received after the agenda was circulated

None

### 20/67 Play Areas & Outdoor Gym

Following the easing of lockdown restrictions and a Risk Assessment in July, the play areas and outdoor gym remained closed due to Covid-19. The Government's imposed guidelines for the safe re-opening of play areas were considered by Members and, following a discussion, it was **RESOLVED** that the play areas and outdoor gym would remain closed in the short-term and that this decision would be reviewed at the next meeting. The Clerk was asked to source appropriate signage and follow the Government Guidance for any amendments and bring these to the next meeting.

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

### 20/68 Traffic Matters

Members were previously copied into email correspondence from the Borough Council concerning the traffic issues at the Wrekin, which had been ongoing since lockdown. The Borough Council proposed work on the road system intended to alleviate the problems. Part of the proposed scheme falls within the Wrockwardine Parish Boundary, a fact that had hitherto been overlooked by the Borough Council.

Cllr Miss Seymour advised Member's that the area had been a nightmare since lockdown and that, despite the use of cones and temporary signage, the problem had continued to worsen. From the 14<sup>th</sup> August the Borough Council would begin installing a temporary permanent solution. Residents effected had been notified. It was acknowledged however that this would not alleviate the issue of parking at the Wrekin, which had been an ongoing problem for years. Cllr Miss Seymour advised that she was now in consultation with Peter Holt, the landowner, with a view to land being turned into a 120-space carpark, with charges and that a planning application was pending. Member's viewed this as positive action.

### 20/69 Correspondence

None received

### 20/70 Other Business

The Chairwoman asked if there were any other business and Mr Cartwright requested paint for the gateway template previously painted on Station Road, Wrockwardine. Member's asked when the gateway would be installed by SJ Roberts and the Clerk was asked to bring this up at the Stakeholder Group meeting scheduled for the following day. It was **RESOLVED** that paint should be provided to Mr Cartwright.

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

Cllr Mr Bevis advised Members that the new bin on Gorse Bank was attracting people smoking the laughing gas cannisters and that it was being used as a turnaround for cars. Cllr Mr Thomas suggested asking Leaton Quarry for two large stones that could be placed to stop the cars turning. It was suggested that the Liaison Group make this request to Leaton Quarry at their next meeting.

**20/71 Date of the next meeting**

It was confirmed that the next meeting would be held on **Wednesday 9<sup>th</sup> September 2020, venue to be confirmed.**

*The meeting closed at 9.00p.m*

Signed: \_\_\_\_\_ **E Anderson** \_\_\_\_\_ (Chairwoman)

Date: \_\_\_\_\_ **9<sup>th</sup> September 2020** \_\_\_\_\_

**Wrockwardine Parish Council**  
**Accounts For Payment August 2020**

To Whom	Detail	Method	Amount
IdVerde	Grass Cutting	BACS	234.22
RoSPA	Yearly RoSPA Inspection	BACS	383.40
Clerk	Travel	BACS	17.10
Clerk	Salary	BACS	950.75
Clerk	Office	BACS	18.00
HMRC	Tax & NI	BACS	54.82
B Cartwright	SID Management	BACS	200.00
Barclaycard	Stationery	DD	49.08
	<b>Total</b>		<b>1,907.37</b>

**Bank Reconciliation July**

Current account balance 1 <sup>st</sup> July 2020	46,544.44
Payments made July 2020	3,836.32
Receipts	1.00
<b>Total</b>	<b>42,709.12</b>
Bank Statement 92	<b>42,709.12</b>

**Available Spend 12<sup>th</sup> August 2020**

Balance 1 <sup>st</sup> August 2020	42,709.12
Payments August 2020	-1,907.37
Current Account Balance	40,801.75
Savings Account Balance	56,618.84
Building Society 90 Day Account	70,668.74
<b>Total available</b>	<b>168,089.33</b>

Signed:                   *J Hancox*                  

Clerk & Responsible Finance Officer

Signed:                   *E Anderson*                  

Chairwoman

Date:                   *9<sup>th</sup> September 2020*



## **Appendix 1**

### **Clerk's Request for Increased Working at Home Payment**

#### **Context**

From 6 April 2020 an employer can pay an employee up to £6 per week (£26 per month) to cover costs if they work from home. For previous tax years this was £4 per week (£18 per month). This is the total amount that can be paid to an employee that is not taxable or reportable to HMRC. The Clerk is currently paid £18 per month and is requesting an increase to £26 per month.

#### **Rationale**

Utilities provided from working at home:

Gas & Electricity

Water

Wi-Fi

House Insurance

Gas Maintenance

Council Tax

Payments amount to approximately £300 per month = £3,600 per year

$£3,600/52 = £69.23$  per week

$£69.23/168$  hours in week = 0.41p per hour

$0.41p \times 20$  hours = £8.24 per week for work hours = £32.96 per month

At the Council meeting In June 2019 minute ref: 19/93e. Clerk's Facilities, Members discussed the possible use of Admaston House as a base for the Clerk to work from and the cost quoted for this was £936.00 per year.

The payment of £26 per month equates to £312.00 per year, a substantial difference in cost and, still under the actual cost for the provision of the facilities and still represents value for money.

#### **Recommendation**

That the payment of £26 per month be approved from August and the difference backdated to 6<sup>th</sup> April 2020 (£8 per month x 4 = £32.00).

**Clerk & Responsible Finance Officer**  
**August 2020**