

Wrockwardine Parish Council

Minutes of the Parish Council Meeting held on Wednesday 8th March 2023 at Admaston House, Admaston at 7.30p.m

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

In Attendance: 3 Members of the Public
J Hancox (Clerk)

23/25 Welcome by the Chairman
The Chairman welcomed everyone to the meeting.

23/26 Apologies for absence
Cllr E Anderson – Work commitments
Courtesy apologies – Borough Cllr Seymour

23/27 Declaration of Interests & Dispensations
a) Pecuniary – None declared
b) Personal – None declared

23/28 Public Session
The Chairman offered a verbal update regarding traffic issues at Long Lane for the benefit of one member of the public and confirmed that communications with the Borough Council and local policing were ongoing.

1 member of the public left at 7.37p.m

One member of the public raised concerns about the one-way system around Elmsdale Crescent, Admaston and the lack of instructional signage. It was confirmed that this issue had already been raised with the Borough Council.

23/29 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 8th February 2023.
[Proposer: Cllr Savage; Seconder: Cllr Thomas; Vote: All]

23/30 Borough Councillor's Report
Borough Cllr Seymour was unable to attend.

23/31 Planning
1. Permissions & Refusals
Council noted the following permissions and refusals:

TWC/2021/0853 & TWC/2021/0887	Site of Charlton Barns, Bluebell Lane, Charlton	Conversion of storage & distribution building into 1no. dwelling (Retrospective) *Amended Description*	Full Refused
TWC/2022/1023	Gorsey Bank Farm, Wrockwardine	Erection of a 1 st flr side & rear extension with balcony, erection of a single storey side & rear extension following demolition of a single storey porch structure & demolition of detached garage building *Amended description & plans*	Full Granted
TWC/2022/0960	Land to the North of Haygate Rd, Wellington	Re-profiling of ground levels, landscaping & installation of drain & knee-rail fence within the area of Public Open Space	Full Granted
TWC/2022/1032	Jakescot, Walcot	Creation of ancillary accommodation with external staircase above existing garage (Part-Retrospective)	Full Granted
TWC/2023/0022	Orchard House, Wrockwardine	Reduction to side extending towards Orchard House by up to 2m to 1no. Walnut tree	Tree Preservation Order Granted
TWC/2022/1025	Land south/west of Donnerville Dr, Admaston	Erection of 1no. dwelling	Full Refused

2. New Applications

The following submissions were **RESOLVED**:

TWC/2023/0115	Land off Lesley Drive, Lewis Cres, Khan Close & Beddows Dr, Wellington	Removal of various limbs to trees	No Comment
TWC/2023/0124 & TWC/2023/0125	Joseville House, Cluddley Lane, Cluddley	Conversion of former stable building to annexe & part conversion of barn including roof repairs (Listed Building Application) & (Full Planning Application)	Support

TWC/2023/0089 & TWC/2023/0090 – The Old Shop, The Avenue, Wrockwardine

Subdivision of 1no. dwelling to create 2no. residential units including the installation of 9no. roof lights, 8no. windows, 11no. replacement windows, installation of 2no. doors, installation of 2no. replacement doors, blocking up of 2no. windows and 1no. doorway, replacement of 1no. window into 1no. doorway & creation of a gravel driveway with associated gates & fencing (Full Planning Application)

Following discussion, it was **RESOLVED** that the objections submitted when the application was first received were still applicable and should be submitted:

Wrockwardine Parish Council objects to this application on the grounds that there is limited access to the property and a lack of off-street parking which could result in parking on the roadside.

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

3. Applications received after the agenda was circulated

None received

23/32 Finance

a) To confirm the Final Accounts paid in December 22 & January 23

The final accounts were noted and **RESOLVED**.

[Proposer: Cllr Tonks; Second: Cllr Thomas; Vote: All]

b) To confirm the Bank Reconciliation for December 22 & January 23

The bank reconciliations were noted and **RESOLVED**.

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

c) To confirm the Final Accounts paid in February 2023

The final accounts were noted and **RESOLVED**.

[Proposer: Cllr Tonks; Second: Cllr Mr Ballantyne; Vote: All]

d) To confirm the Bank Reconciliation for February 2023

The bank reconciliation was noted and **RESOLVED**.

[Proposer: Cllr Mrs Ballantyne; Second: Cllr Bevis; Vote: All]

e) Additional Banking Authorisers

It was agreed that Cllr Cooper, currently an authoriser, should also become an online banking authoriser.

23/33 Finance & General Purposes Committee

1. The minutes of the meeting held on 4th January 2023 were noted and there were no comments.
2. The draft minutes of the meeting held on 22nd February 2023 were noted and there were no comments
3. Council noted the decisions, made under delegated authority, of the Committee for the award of the grass Cutting Contracts for 2023/24 at Item 23/F17.

23/34 Request for sign acknowledging donation of gym equipment at Wrockwardine Playing Fields

Following a request from the Trustees to erect a sign acknowledging their donation, it was agreed that a sign measuring approximately 12" x 9" with green lettering on a white background with the suggested wording from the Trustees: "The gym equipment on this site was provided by the outgoing committee of Wrockwardine Parish Hall to commemorate their completing 30 years' service to the Parish in 2022", was acceptable and could be fixed to the entrance railings.

23/35 Request for Funding for a Vehicle for Rural PCSO

Following discussion, it was **RESOLVED** that, subject to the following, a donation of £2k would be made to the fund:

A commitment by West Mercia Police for the rural PCSO to regularly attend Council meetings to discuss and update on local issues and an assurance that issues such as fly tipping, anti-social behaviour, particularly late at night around the old Gate Public House at Bratton, Pemberton Road carpark and Wrockwardine Playing Fields would be addressed.

[Proposer: Cllr Mr Ballantyne; Second: Cllr Tonks; Vote: All]

2 members of the public left the meeting at 8.11p.m

23/36 Admaston House Trust Parish Council Representative

Cllr Tonks advised Council that she was unable to continue the role. Cllr Eade, who already sits on the Board, agreed at the request of Council to temporarily represent them until the Annual Meeting of the Parish Council in May when a new representative could be given the role.

23/37 Clerk's Update

Members noted the Clerk's update on various matters (Appendix 1) and viewed photos of the planting of trees and wildflower seeds at Long Yard Meadow.

- 23/38 SID Statistics**
Members noted the most recent data and there were no comments. (Appendix 2).
- 23/39 Grant Applications**
None received
- 23/40 Other Meetings**
 1. **Wrekin Area Committee 16/2/23** – the Minutes were noted and there were no comments.
 2. **Haygate Fields Liaison Group 3/2/23** – the Minutes were noted and there were no comments.
- 23/41 Correspondence**
 1. **Launch of Rural Bus Service** – the details were noted
 2. **Climate & Ecology Bill Motion** – Council did not agree to a motion.
 3. **West Mercia Local Policing Charter Update** – Council agreed their 3 priorities as Anti-social behaviour; drugs and speeding for submission.
 4. **Dog Training Admaston Green** – Council considered the verbal request but felt they had a lot of questions they would like to ask before making a decision and asked the Clerk to invite the owner of the business to the Public Session of April's meeting to speak and have their questions answered.
- 23/42 Human Resources Committee**
The minutes of the meeting held on 22nd February 2023 were noted and there were no comments.
 1. **Adoption of the Community Engagement & Consultation Policy**
There were no comments on the draft policy and it was **RESOLVED** to adopt it.
[Proposer: Cllr Tonks; Seconder: Cllr Mrs Ballantyne; Vote: All]
 2. In accordance with Schedule 12A Local Government Act 1972 it was **RESOLVED** that the press and public be excluded from the meeting for the remaining items of business to progress a confidential staffing matter.
 3. **Clerk's Salary**
Council noted receipt of a confidential report and the details contained within it were **RESOLVED** and the Clerk's pay review completed.
[Proposer: Cllr Mrs Ballantyne; Seconder: Cllr Vrahimis; Vote: All]
- 23/43 Date of the next meeting**
It was confirmed that the next meeting would be held on **Wednesday 12th April 2023 at 7.30p.m** at **Admaston House, Admaston.**

The meeting closed at 8.56p.m

Signed: _____ **P Cooper** _____ (Chairman)

Date 12th April 2023

Item 23/32

Finance

a) Final Accounts paid in December 22 & January 23

December 2022

Payee	Description	Net	VAT	Cost
BC	SID Management	300.00	00.00	300.00
HAGGS	Playground Repair	113.98	22.79	136.77
SLCC	Subs & Fees Membership Fee	222.00	00.00	222.00
Forester & Arborist	Tree Survey – Admaston Green	280.00	00.00	280.00
Cllr EB	Travel Costs	11.18	0.52	11.70
Broxap	Various Play Ground Repairs	975.00	195.00	1,170.00
Lubbe & Sons (Bulbs)	Bulbs Admaston Green	200.00	40.00	240.00
Unity Trust Bank	Bank Charges	18.00	00.00	18.00
Various	Staffing Costs	2,262.89	00.00	2,262.89
Various	Office Costs	45.54	0.56	46.00
	Total	4,428.59	258.87	4,687.46

January 2023

Payee	Description	Net	VAT	Cost
Npower	Street Lighting Supply	851.60	170.32	1,021.92
BC	SID Management	300.00	00.00	300.00
IdVerde	Grass Cutting	585.55	117.11	702.66
Cllr EB	Travel Costs	13.98	0.65	14.63
Greentech Ltd	Wild Flower Seeds Long Yard Meadow	299.63	59.93	359.56
Safepoint	Lone Worker Protection	300.00	60.00	360.00
Various	Staffing Costs	2,262.89	00.00	2,262.89
Various	Office Costs	49.70	1.72	51.42
	Total	4,663.35	409.73	5,073.08

b) Bank Reconciliation for December 22 & January 23

December 2022

Current Account Balance 1/12/22	99,820.71
Minus: Payments made December *see text*	3,262.63
Add: receipts Ward Fund Grant	2,500
Balance 31/12/22	99,058.08
Unity Bank Statement 128	99,058.08
Other Banks	
Instant Access Interest Account (106)	56,971.74
Business Interest Account	71,267.39
Total Bank Balances	227,297.21

**Salary payment did not leave bank account until January 2023 therefore has been subtracted from the payments made in December

January 2023

Current Account Balance 1/1/23	99,058.08
Minus: Payments made January (inc salaries from December 22)	6,497.91
Add: receipts Ward Fund Grant	2,000.00
Credit Card Credit	2.13
Balance 31/1/23	94,562.30
Unity Bank Statement 131	94,562.30
Other Banks	
Instant Access Interest Account (107)	56,971.74
Business Interest Account	71,267.39
Total Bank Balances	222,801.43

c) Final Accounts paid in February 2023

Payee	Description	Net	VAT	Cost
BC	SID Management	300.00	00.00	300.00
IdVerde	Bin Emptying Contract 2021/22	1,834.10	366.82	2,200.92
IdVerde	Grass Cutting	585.55	117.11	702.66
Forester & Arborist	Orchard Tree Survey	560.00	00.00	560.00
Eon	Lighting Maintenance Contract	1,148.36	229.67	1,378.03
ICO	Data Protection Fee	40.00	00.00	40.00
Cllr EB	Travel Costs	11.18	00.52	11.70
Landlife Flowers	Bulbs Admaston Green	895.82	179.17	1,074.99
Chris Hughes	Bulb Planting	300.00	60.00	360.00
Npower	Street Lighting Supply	439.93	87.99	527.92
Various	Staffing Costs	2,262.89	00.00	2,262.89
Various	Office Costs	26.00	00.00	26.00
Telford Visually Impaired Group	Grant awarded	100.00	00.00	100.00
A1 Computer Repair	It Equipment Repair	110.00	00.00	110.00
Total		9,016.33	1,041.28	10,057.61

d) Bank Reconciliation February 2023

Current Account Balance 1/2/23	94,562.30
Minus: Payments made February	10,057.61
Add: receipts	00.00
Balance 28/2/23	84,504.69
Unity Bank Statement 132	84,504.69
Other Banks	
Instant Access Interest Account (106)	56,971.74
Business Interest Account	71,267.39
Total Bank Balances	212,743.82

Earmarked Reserves

Traffic Calming Admaston	40,000
Community Initiatives	1,500
Bin Contract 22/23	2,100
Street Lighting	24,000
Playing Fields Maintenance	8,000
Free Little Library	500
Grounds Maintenance Fund	1,000
Total	77,100

Continued...

e) Accounts for Payment March 2023

Payee	Description	Net	VAT	Cost
Liquid Net Ltd	Web Domain	30.04	6.01	36.05
IdVerde	Grass Cutting	585.55	117.11	702.66
Cllr PC	Chairman's Allowance 22/23	600.00	00.00	600.00
BC	SID Management	300.00	00.00	300.00
SALC	Cllr Training	40.00	00.00	40.00
Cllr EB	Travel Expenses	11.18	0.52	11.70
Chris Hughes	Planting & Grass Cutting	2,220	444.00	2,664
Various	Staffing Costs	2,262.88	00.00	2,262.88
Various	Office Costs	76.94	2.11	79.05
Total		6,126.59	569.75	6,696.34

Signed: J Hancox (Clerk & RFO) Date: 12th April 2023

Signed: P Cooper (Chairman) Date: 12th April 2023

Appendix 1
Wrockwardine Parish Council
Item 23/37
Clerk's Update March 2023

Flowers Admaston Green

The planting has been completed at Admaston Green.



Cllr Eade and the Clerk also met and agreed a position for one of the benches to be moved away from the Youth Shelter to provide seating with a view elsewhere on the Green.

Long Yard Meadow

The ground work and additional trees plus the repositioning of the surviving trees on the meadow has been completed.



Admaston Traffic Calming

The matter was raised by the Clerk at the Wrekin Area Committee where senior officers from Telford & Wrekin Highways Department were present. The advice received was that details of the proposed scheme would be forthcoming.

Additional NAL Sockets for SID

The matter was raised by the Clerk at the Wrekin Area Committee given that the price given for the installation of 3 additional sockets at Charlton, Bluebell Lane and Bratton Road was excessive. The Clerk was advised at the meeting that the amount quoted was incorrect and that a revised price would be sent.

Long Lane Speeding

The matter was raised by the Clerk at the Wrekin Area Committee and was advised that speeding strips had been put down by both the Police and the Highways Department and the results would be analysed and shared before any actions considered.

Gateways - Charlton

Telford & Wrekin Highways Department have given permission for the installation of the gates at the proposed sites in Charlton. The Clerk & Cllr Cooper will arrange to meet with a representative from JACs to plan and order the gates. SJ Roberts have again agreed to install them for the Parish Council.

Wrockwardine Car Park

SJ Roberts have drawn up a plan for the proposed carpark. Next step will be to make a planning application.

Free Little Library

Cllr Tonks is still trying to confirm the license to install on the grass outside the shops at Admaston. Unfortunately, there has been staff changes within the Borough Council since the initial enquiry and confirmation was received so it is taking a little longer.

Clerk & RFO
March 2023

Appendix 2

Item 23/38

SID Statistics

March 2023

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	766	581
Wellington Road, Admaston, South East	372	429	242	203	281		
Station Road, Admaston, North West	337	583	255	422	498	555	291
Station Road, Admaston, South East	349	478	443	446	423		
The Avenue, Wrockwardine, West Bound	474	313	371	331	281	243	228
The Avenue, Wrockwardine, East Bound	342	355	322	363	356		
Shawbirch Road, Admaston, South East	1,046	1,242	1,186	1,557	1,280		
Shawbirch Road, Admaston, North West	1,076	1,235	1,064	1,189	939	890	996
Rushmore Lane, North	69	137	61	96			
Rushmore Lane, South	180	83					

Observations

- Most recent data
- Some reduction in figures but still fluctuating

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	9,955	7,548
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	6,540	3,786
Station Road, Admaston, South East	5,041	6,815	3,329	5,804	5,482		
The Avenue, Wrockwardine, West Bound	9,471	4,394	4,823	4,301	3,683	3,155	2,945
The Avenue, Wrockwardine, East Bound	248	3,080	4,268	3,551	4,356		
Shawbirch Road, Admaston, South East	15,714	16,173	15,428	20,245	17,917		
Shawbirch Road, Admaston, North West	12,978	13,944	16,067	12,765	11,267	11,580	12,946
Rushmore Lane, North	972	1,790	954	1,251			
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 show's a large increase in the number of vehicles travelling over the 20 mile an hour limit