

# Wrockwardine Parish Council

## Minutes of the Annual Parish Council Meeting held on Monday 22nd May 2023 at Admaston House, Admaston at 7.30p.m

### Present:

Cllr K Ballantyne (Chairman)  
Cllr P Bevis  
Cllr P Davis  
Cllr S Parr  
Cllr G Thomas

Cllr E Ballantyne  
Cllr P Cooper  
Cllr R Eade  
Cllr J Savage  
Cllr K Tonks

### In Attendance:

B Cartwright (Volunteer)  
PC Webb

3 Members of the Public  
J Hancox (Clerk)

### 23/64 Welcome by the outgoing Chairman

The outgoing Chairman welcomed everyone to the meeting and thanked the Council for their support over the last 12 months.

### 23/65 Election of Chairman

Cllr Mrs Ballantyne nominated Cllr Mr Ballantyne to serve. The nomination was seconded by Cllr Thomas. There being no other nominations, it was **RESOLVED** that Cllr Mr Ballantyne be elected to serve as Chairman.

### 23/66 Chairman's Declaration of Acceptance of Office

Cllr Mr Ballantyne signed his Declaration of Acceptance of Office, witnessed by the Clerk.

### 23/67 Co-Option

There were two applications for co-option to the Council and, there being two vacancies and no other applicants, Mr P Cooper and Mr S Parr were unanimously **RESOLVED** to be co-opted to the Office of Parish Councillor for the Admaston & Bratton Ward and the Lewis Crescent Ward. Cllr Cooper and Cllr Parr signed their Declaration of Acceptance of Office, witnessed by the Clerk, and took their place at the meeting table.

### 23/68 Election of Vice-Chairman

Cllr Mrs Ballantyne proposed Cllr Eade, this was seconded by Cllr Thomas. There being no other nominations it was **RESOLVED** that Cllr Eade be elected to serve in the office of Vice-Chairman.

### 23/69 Apologies for absence

None

### 23/70 Declaration of Interests & Dispensations

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

### 23/71 Public Session

Three members of the public addressed the Council about their concerns regarding various traffic issues in the Parish. Discussions took place around the issues and the Chairman invited all present to stay for the item on traffic later on the agenda.

## 23/72 Police & PCSO

PC Webb gave an update on speed surveys, patrolling footpaths and knife crime under operation Spectre and responded to various questions from Members.

*PC Webb left the meeting at 8.19p.m*

## 23/73 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 Wednesday 12<sup>th</sup> April 2023.

[Proposer: Cllr Cooper; Seconder: Cllr Eade; Vote: All]

## 23/74 Borough Councillor's Report

Borough Cllr Thomas gave an update on speeding issues at Allscott Meads; that Charlton had been added to the PCSO route and that the Wrekin one way system still had no end date for the one-way traffic trial.

Borough Cllr Davis gave an update on the development at the Haygate Fields site and that a meeting had been arranged to try and sort out ongoing issues and also confirmed that work had started on the mound.

Borough Cllr Tonks gave an update on the Bratton play area funding where a resident's survey would be carried out to see what they wanted, the condition of the bike track on the field opposite Admaston House, the condition of the path on Wellington Road and working with the PCSO on anti-social behaviour.

## 23/75 Planning

### 1. Permissions & Refusals

Council noted the following permissions and refusals:

<b>TWC/2023/0074</b>	Allscott Depot, Allscott	Change of use of B8 storage & distribution centre to tractor dealership & workshop (Sui Generis) & storage & distribution warehouse (use Class B8) with cladding, additional window, new steel steps, landing & demolition of 2no. existing warehouses & office buildings (Part-Retrospective) *Amended Description*	<b>Full Granted</b>
<b>TWC/2022/0855</b>	Site of Admaston Farm, Bratton Rd, Admaston	Conversion of barn 1no. dwelling & erection of detached single garage 8Amended Plans*	<b>Full Granted</b>
<b>TWC/2023/0115</b>	Land off Lesley Drive, Lewis Cres, Khan Close & Beddows Close, Wellington	Removal of limbs to various trees	<b>Tree Preservation Order Granted</b>

### 2. New Applications

**TWC/2023/0283** Land at Junction of Burcot Gate, Wrockwardine – Determination under Part 16 of the GPDO for the proposed installation of 1no. AC meter cabinet, 1no. Bowler cabinet, 1no. RBS 6130 equipment cabinet, 1no. GPS module to be mounted above antennas & 1 no. 17m high Phase 8 street pole

It was **RESOLVED** to **Object** to the application on the following grounds:

Wrockwardine Parish Council object to the application on the grounds that its positioning will interfere with the sight line at the junction. In addition, the mast will be positioned adjacent to a bus stop which has recently been brought back into use for the rural bus service and, sight will be diminished further should buses be using the stop.

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

**3. Applications received after the agenda was circulated**

None

**23/76**

**Finance**

**a) To confirm the Final Accounts Paid and Bank Reconciliation for April 2023**

The details were noted and **RESOLVED**.

**b) To confirm the Accounts for Payment May 2023**

The accounts were **RESOLVED** for payment

(Proposer: Cllr Cooper; Second: Cllr Mrs Ballantyne; Vote: All]

**c) Bin Emptying Contract**

It was noted that there was an increase of 20% taking the annual amount for 8 bins to £2,200.92 + VAT. It was **RESOLVED** to renew the contract.

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

**d) Bank Signatories**

It was agreed that Cllr Cooper and Cllr Parr would become signatories

**23/77**

**Annual Governance & Accountability Review (AGAR) 2022/23**

**1. To approve the Year End Accounts 2022/23 (Appendix 1)**

The accounts were noted and **RESOLVED**.

**2. To review & confirm the Asset Register as at 31<sup>st</sup> March 2023**

The asset register was reviewed and **RESOLVED**.

**3. To receive the Internal Audit Report**

There were no recommendations or actions therefore the report was accepted and **RESOLVED**.

**4. To agree content & approve AGAR Section 1 "Governance Statement"**

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

**5. To approve AGAR Section 2 "Accounting Statements"**

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

**6. Notification of Public Rights**

It was **RESOLVED** to approve the dates for the public rights of inspection as 5<sup>th</sup> June 2023 – 14<sup>th</sup> July 2023 (being 30 working days including the first 10 working days of July)

[Proposer: Cllr Cooper; Second: Cllr Savage; Vote: All]

**23/78**

**General Power of Competence**

Council's eligibility was confirmed and it was **RESOLVED** to adopt the GPC for the term of this Council in accordance with the Localism Act 2011 s7(1).

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

**23/79**

**Appointment of Members to Committees**

**1. Finance & General Purposes Committee**

**RESOLVED** - Cllr K Ballantyne; Cllr Cooper; Cllr Savage; Cllr Thomas

**a) Election of Chairman**

**RESOLVED** – Cllr K Ballantyne

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

**2. Human Resources Committee**

**RESOLVED** – Cllr Cooper; Cllr K Ballantyne; Cllr Parr

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

## 23/80 Appointment of Representatives to Working Groups & Others

The following representatives were **RESOLVED**:

1. **Traffic Working Group** – Cllr K Ballantyne; Cllr Cooper; Cllr Bevis; Mr B Cartwright (Volunteer); the Clerk;
2. **Leaton Quarry Liaison Group** – Cllr Bevis; Cllr Savage; Cllr Thomas;
3. **Grounds Management & Maintenance Group (Land Management Group)** – Cllr K Ballantyne, Cllr Eade; Cllr E Ballantyne; the Clerk;
4. **Allscott Meads Stakeholder Group** – Cllr Cooper; Cllr Bevis; the Clerk;
5. **Haygate Fields Liaison Group** – Cllr Davis; Cllr Parr;
6. **Wrekin Area Committee** – Chairman; the Clerk;
7. **Admaston House Trust** - Cllr Cooper;
8. **Admaston Allotments Society** – Cllr Bevis;  
**Allscott Meads Allotments** – it was decided that the Grounds Management & Maintenance Group would oversee the formation of the new allotments before handing over to a newly formed “Allotments Society” at which point a representative would be decided on;
9. **Mental Health Liaison** – Cllr Tonks;
10. **Rural Forum** – Chairman; Vice-Chairman; the Clerk;
11. **Bus User Group** – Cllr Bevis;
12. **Armed Forces Covenant Representative** – Cllr Eade;
13. **White Ribbon Accreditation Representative** – Cllr Tonks;

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

## 23/81 Meetings of the Council

### a. To approve the dates, venues & frequency of Full Council meetings for the next 12 months

It was **RESOLVED** that meetings of the Parish Council would continue on the second Wednesday of the month at 7.30p.m, except for August (Summer break) and January 2023 (Winter break) at Admaston House.

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

### b. To consider general communication prior and during meetings including representation of Councillors in their absence

It was agreed that councillors who are not present at meetings cannot make representation through the Clerk but can do so in consultation with another councillor, if that councillor is happy to do so.

## 23/82 Review of Documents & Policies

1. **Standing Orders**
2. **Financial Regulations**
3. **Risk Management Document**
4. **Policies**

The documents and policies were scrutinised prior to the meeting and were **RESOLVED** with no amendments necessary.

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

## 23/83 Annual Subscriptions

It was **RESOLVED** to continue the following subscriptions:

1. **Membership of SALC** (*Shropshire Association of Local Councils*) including **Membership of NALC** (*National Association of Local Councils*)
2. **Membership of SLCC** (*Society of Local Council Clerks*)

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

#### 23/84 Traffic Calming, Admaston Scheme

Cllr Cooper updated Council on the meeting held between the Traffic Working Group and Telford & Wrekin Highways Department on 19<sup>th</sup> May 2023. This included detail of the proposed build-outs and further proposals of a mini roundabout at the Wellington Road/Station Road crossroads and a raised platform on Wellington Road. The cost for the build outs was confirmed to be around £15k - £18k. Following discussion, it was **RESOLVED** to approve the work up to a cost of £20k.  
[Proposer: Cllr Cooper; Seconder: Cllr Savage; Abstain: 1; Vote: All remaining]

It was confirmed that Telford & Wrekin Council would be costing the additional work and the contribution from SJ Roberts, as part of the development plans, would be discussed at the next Allscott Meads meeting. It was hoped these details could then come back to Council in June or July.

Cllr Cooper also updated the following that were also discussed in the meeting:

- **Long Lane Traffic** – Another survey would be done along the A442 T&W had advised that the minimum speed limit that could be applied would be 50mph.
- **Wrockwardine** – white lining and speed limits on the road should have been carried out and Highways would check why this hadn't been done.
- **NAL Sockets** – T&W confirmed that lamp posts along Bratton Road were suitable to hold SID and therefore sockets would only be required at Charlton & Burcot. The costings for these would be revised and brought to June's meeting.
- **Bus Shelter, Aston** – request was made to mark the bus lane up again as the stop was being used for the rural bus service. This in turn should prevent Leaton Quarry lorries from parking there.

*1 member of the public left at 9.35p.m*

#### 23/85 Free Little Library

Cllr Tonks presented a report with an update on the little free library. It was **RESOLVED** to use the spend previously agreed for the build to fund the cost of the licence preparation of £150 and employ the suggested company to build the library at a cost of £250.  
[Proposer: Cllr Tonks; Seconder: Cllr Davis; Vote: All]

#### 23/86 Play Areas

Two repairs had been identified to equipment at Wrockwardine Playing Fields. Unfortunately, quotes had not been received and therefore the details would be brought to June's meeting.

#### 23/87 Clerk's Update

Members noted the Clerk's update on various matters (Appendix 2). Cllr Mr Ballantyne reported that the contractor had cut meandering paths at Long Yard Meadow. Cllr Savage commented that some residents had asked her what the space was for and it was agreed that a temporary sign "wildflower meadow for quiet contemplation" would be attached to the gate and the Clerk was asked to get prices for more permanent signage.

#### 23/88 SID Statistics

Members noted the data (Appendix 3)

*Standing orders were suspended at 9.47p.m*

Mr Cartwright addressed the Council regarding the statistics, pointing out that the police camera statistics do not correspond with the SID statistics.

*Standing orders were re-instated at 9.49p.m*

Following discussion, it was **RESOLVED** to send the SID statistics to the Road Safety Partnership and the Police & Crime Commissioner.

[Proposer: Cllr Cooper; Seconder: Cllr Eade; Vote: All]

23/89

### Correspondence

**Long Yard Meadow** – a resident had enquired about the entrance into the meadow and what would happen with the temporary arrangement that had been put in place. Following discussion, it was agreed that whilst the adjustment had been seen as a temporary measure, to date there had been no issues reported and, that the current arrangement would therefore continue. The Clerk was asked to respond to the resident and suggest they write further or attend a future meeting to talk to councillors if they disagreed.

It was further determined that the Grounds Management & Maintenance Group would inspect the gate to ensure its compliance with health & Safety legislation and accessibility.

23/90

### Date of the next meeting

It was confirmed that the next meeting would be held on **Wednesday 14th June 2023 at 7.30p.m** at **Admaston House, Admaston.**

*The meeting closed at 10.00p.m*

Signed: \_\_\_\_\_ *P Cooper* \_\_\_\_\_ (Chairman)

Date \_\_\_\_\_ *14<sup>th</sup> June 2023* \_\_\_\_\_

## Wrockwardine Parish Council

### Item 23/76

#### Finance

#### Finance

##### a) Accounts paid in April 2023

Payee	Description	Net	VAT	Cost
B Cartwright	SID Management	300.00	00.00	300.00
Broxap	Benches Long Yard Meadow	1,420.00	284.00	1,704.00
Hornet Landscaping	Play area repairs	780.00	00.00	780.00
EB	Councillor Travel/Expenses	8.38	0.39	8.77
AGE UK	Grant s.137	200.00	00.00	200.00
EB	Councillor Travel/Expenses	11.18	0.52	11.70
Various	Staffing Costs	5,214.52	00.00	5,214.52
Various	Office Costs	77.61	4.93	82.54
<b>Total</b>		<b>7,800.51</b>	<b>289.32</b>	<b>8,089.83</b>

##### b) Bank Reconciliation April 2022

Current Account balance 1/4/2023	74,099.69
Minus: Payments made April	8,089.83
Add: Receipts April	
Precept (50%)	46,880.00
VAT Reclaim	6,716.74
<b>Balance 30/4/23</b>	<b>119,606.60</b>
<b>Unity Current Account Statement 135</b>	<b>119,606.60</b>

#### Other Banks

Unity Instant Access Interest Account 30/4/23 Statement 108	57,239.12
Natwest Business 95 Day Saver A/C Balance 30/4/23	72,463.12
<b>Total Bank Balances</b>	<b>249,308.84</b>

#### **Earmarked Reserves as at 30/4/23**

Traffic Calming Admaston	40,000
Community Initiatives	1,500
Street Lighting	24,000
Playing Fields Maintenance	6,000
Little Free Library	500
Grounds Maintenance Fund	1,000
Outdoor Gym, Wrockwardine (Committed sum)	660
Grant PCSO Vehicle	2,000
Grant Admaston House	3,000
<b>Total</b>	<b>78,660</b>

c) Accounts for payment in May 2023

Payee	Description	Net	VAT	Cost
Nobridge Ltd	Grass Cutting	739.20	147.84	887.04
Chris Hughes	Grass Cutting	850.00	170.00	1,020.00
N Power	Lighting Supply	384.87	76.97	461.84
N Power	Lighting Supply	423.93	84.79	508.72
SDH Accounting	Internal Audit Fee	260.75	00.00	260.75
IdVerde	Bin Emptying Contract 2022/23	1,834.10	366.82	2,200.92
Liquid net	Web Domain Fee	15.86	3.17	19.03
BHIB	Insurance	1,347.48	00.00	1,347.48
BC	SID Management	300.00	00.00	300.00
SALC	Membership Fees	1,825.34	00.00	1,825.34
Admaston House Trust	Grant s137	3,000.00	00.00	3,000.00
EB	CLlr Travel/Expenses	11.18	0.52	11.70
Various	Office Management	34.58	00.00	34.58
Various	Staffing Costs	2,459.95	00.00	2,459.95
<b>Total payments</b>		<b>13,487.24</b>	<b>850.11</b>	<b>14,337.35</b>

Signed:     *J Hancox*     (Clerk & RFO)      Date:     14<sup>th</sup> June 2023    

Signed:     *P Cooper*     (Chairman)      Date:     14<sup>th</sup> June 2023

## Appendix 1

### Item 23/77 (1)

#### Final Accounts Year Ending 31<sup>st</sup> March 2023

#### Bank Reconciliation Statements No's: 134; 109 & 6

#### Bank Reconciliation

Unity Trust Current A/C @ 31/3/2022	59,955.73
Unity Trust Savings A/C @ 31/3/2022	56,653.05
Nationwide 95 Day Saver A/C @ 31/3/2022	71,267.39
Total in Bank A/C's	187,876.17
Payments outstanding@ 31/3/2022	2,130.42
Actual spend available	185,745.75
Add Receipts 1/4/2022 -31/3/2022	98,463.32
Total	283,013.34
Less Spend 1/4/2022 – 31/3/2022	80,407.14
Total spend available @ 31/3/2023	203,801.93
Unity Trust Current A/C @ 31/3/2023	74,099.69
Unity Trust Savings A/C @ 31/3/2023	57,239.12
Nationwide 95 Day Saver A/C @ 31/3/2023	72,463.12
Total in Bank Accounts	203,801.93
Less any payments outstanding	00.00
Actual spend available @31/3/2023	203,801.93

## **Appendix 2**

### **Item 23/87**

#### **Clerk's Update May 2023**

##### **Gateways - Charlton**

The Clerk and Cllr Cooper met with JACs on site on 25<sup>th</sup> April 2023 to measure up for the 2 gateways. These have now been ordered and once delivered will be installed by SJ Roberts. The gates are being paid for with the Ward Funding Grant given by Borough Councillor Jacqui Seymour in the last financial year. The signs match those installed at Wrockwardine.

##### **Benches**

The new benches for Long Yard Meadow have now been installed by the contractor, C Hughes.



##### **Grass Cutting Update**

There were some issues when, despite numerous emails/telephone calls and a paper trail of acknowledgements that the contract had ended, IdVerde continued to cut some sites. In addition, they thought the end of the grass cutting was also the end of emptying the bins, which was very strange as previously bin issues have not been able to be resolved using the contact for the grass cutting, it seemed a very odd state of affairs especially as some bins were being emptied. Hopefully this has all been rectified, the new contractors are cutting the grass and the new bin contract agreed by Council (due to a price increase).

##### **Clerk's Mobile Phone**

The Clerk has purchased a replacement mobile phone, a Samsung Galaxy A14, at a cost of £14.99p.m (a reduction from advertised £17.99p.m) on a 36-month contract. Unfortunately, they don't sell phones these days with a plug for the recharger and, due to the charging cable having a different connector to the current phone and anything else in the Clerk's possession, a plug then needed to be purchased from Amazon at a cost of £8.49 before the phone could be used!

**Julia Hancox**

**Clerk & RFO**

**May 2023**

## Appendix 3

### Item 23/88 SID Statistics

### May 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	1,109	984	1,264	1,002	766	581	871
Wellington Road, Admaston, South East	372	429	242	203	281	108	
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	371	331	281	243	228	277	268
The Avenue, Wrockwardine, East Bound	342	355	322	363	356	388	
Shawbirch Road, Admaston, South East	1,046	1,242	1,186	1,557	1,280	1,154	
Shawbirch Road, Admaston, North West	1,235	1,064	1,189	939	890	996	967
Rushmore Lane, North	69	137	61	96	75		
Rushmore Lane, South	180	83					

#### Observations

- Most recent data
- The figures for the Avenue, Wrockwardine during March and beginning of April are the highest they have been and seems to indicate that the speeding issue is getting worse, not better despite SID and the new 20 mile per hour limit
- Wellington Road, Admaston statistics affected by road works by the Post Office

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	15,524	20,667	16,434	11,065	9,955	7,548	11,325
Wellington Road, Admaston, South East	4,851	6,815	3,394	3,465	3,941	1,403	
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	4,823	4,301	3,683	3,155	2,945	3,476	3,490
The Avenue, Wrockwardine, East Bound	248	3,080	4,268	3,551	4,356	5,041	
Shawbirch Road, Admaston, South East	15,714	16,173	15,428	20,245	17,917	15,065	
Shawbirch Road, Admaston, North West	13,944	16,067	12,765	11,267	11,580	12,946	12,717
Rushmore Lane, North	972	1,790	954	1,251	971		
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 a large increase in the number of vehicles travelling over the 20 mile an hour limit and this has risen substantially for the period 14/3/23 – 26/3/23 East Bound