

Wrockwardine Parish Council

Minutes of the Parish Council Meeting held on Wednesday 9th June 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 Mr P Bevis
Cllr Mrs J Savage
Cllr Mr G Thomas
Cllr Miss K Tonks

In Attendance: Borough Cllr Miss J Seymour
Ms J Hancox (Clerk)

21/78 Welcome by the Chairwoman
The Chairwoman welcomed everyone to the meeting.

21/79 Apologies for absence
None

21/80 Declaration of Interests & Dispensations
a) Pecuniary – None declared
b) Personal – None declared

21/81 Public Session
Nothing raised

21/82 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 14th April 2021.
[Proposer: Cllr Mr Cooper; Seconder: Cllr Mrs Savage; Vote: Unanimous]

21/83 Borough Councillor's Report
Borough Cllr Miss Seymour updated Members on the Whitefields Farm planning application, the closure and re-opening of the bridge at Walcot and the fundraising to purchase the Half-Way House at the Wrekin.

21/84 Planning
1. Permissions & Refusals
Members noted the following permissions and refusals:

TWC/2021/0366	1 Broomfield Barn, Allscott	Erection of 1no. timber shelter & 50no. photovoltaic panels to existing cart shed roof (part retrospective)	Full Granted
TWC/2021/0318	8 Aldermead Close, Admaston	Erection of front porch, installation of timber cladding to existing dwelling & erection of a 2.2m high boundary wall	Full Granted

TWC/2021/0219	Rushmoor Stud, Rushmoor lane	Relocation of training pen & installation of a horse-walker and cctv cameras (part-retrospective)	Full Granted
TWC/2021/0173	The Coach House, Wrockwardine	Conversion of existing dwelling into residential garage with 1 st flr storage, removal of 1no. external door and replacement with 1no. garage door, blocking of 1 no. door to the rear & replacement of all windows	Full Granted
TWC/2021/0334	58 Broomfield Road, Admaston	Installation of a dropped kerb	Withdrawn

2. New Applications

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

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	No comment
TWC/2021/0515 - Land adjacent Arleston House, Cluddley Lane, Wrockwardine	Erection of 2no. dwellings with associated landscaping & parking	No comment
TWC/2021/0469 – The Gables, 5 Overley	Erection of a single storey side extension and replacement of roof to existing extension	No comment
TWC/2021/0478 – 21 Wrekin View, Wrockwardine	Erection of a single storey rear extension	No comment
TWC/2021/0536 – 1 Glovers Way, Shawbirch	Erection of a single storey rear extension & carport	Application withdrawn

3. Applications received after the agenda was circulated

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

TWC/2021/0541 – Primrose House, 11 Rushmoor	Felling of 1no. Alder tree	No comment
TWC/2021/0544 – Timber Kit Solutions, Long Lane	Change of use from agricultural site to mixed use site (use classes B2 & B8)	To support the application on the condition that it is restricted to its present use and to not approve further uses without another planning application
TWC/2021/0560 – Timber Kit Solutions, Long Lane	Erection of a commercial unit and associated access for the manufacture of timber frames	As previous

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

- 21/85 Finance**
- a) Accounts for payment in June**
It was **RESOLVED** to approve these.
[Proposer: Cllr Miss Tonks; Seconder: Cllr Mrs Ballantyne; Vote: Unanimous]
- b) Bank reconciliation for May**
It was **RESOLVED** to accept this.
(Proposer: Cllr Mrs Ballantyne; Seconder: Cllr Mrs Savage; Vote: Unanimous)
- c) Desk Top PC & Chair for Clerk**
Report circulated prior to the meeting (Appendix 1). Members **RESOLVED** to approve expenditure on the equipment required up to a value of £800.
[Proposer: Cllr Mr Ballantyne; Seconder: Cllr Mr Cooper; Vote: Unanimous]
- 21/86 Little Library**
Report circulated prior to the meeting (Appendix 2). Following discussion Member's agreed to table a decision until the meeting in July to give Cllr Miss Tonks and the Clerk opportunity to investigate the scheme further with particular reference to costings, installation and insurance.
- 21/87 Local Government Boundary Commission Consultation**
Following a short discussion, Member's had no comments they wished to submit.
- 21/88 Local Policing Charter**
Details were circulated prior to the meeting. Members felt the Charter was a return to what policing used to be and that a high visibility policing presence would be positive and that the police should be more engaged with the community. Members agreed their top 3 concerns were: 1. Antisocial Behaviour; 2. Speeding Traffic and 3. Fly tipping.
- 21/89 SID Statistics**
Members noted the data (Appendix 3). Members discussed the latest statistics and requested that they be submitted to the Police and Telford & Wrekin Council. Members discussed their concerns around the road closures due to take place as part of the Allscott Meads development and requested that "Traffic" be an agenda item next month. Cllr Mr Thomas advised that traffic counters had been set up in Wrockwardine on The Avenue, South View and by the Church but no one knew why. The Clerk was asked to try and find out.
- Members discussed applying for grant money for a further SID and asked the Clerk to submit an application based on the costings provided by Westcotec.
- 21/90 Great British Spring Clean parish Litter Pick 12th June 2021**
Members noted that the event would start at 10.00a.m, meeting at Admaston Green.
- 21/91 Benches**
Members were advised that the quote for installation of the benches by Broxap was £2,130 and Member's agreed this was excessive. Following discussion, it was agreed that Cllr Mr Cooper would approach SJ Roberts to see if there was any assistance they could give and, it was agreed to order the benches now as delivery would be approximately 6 weeks and have them delivered to Wrockwardine.
- 21/92 Grant Applications**
None received
- 21/93 Correspondence**
The Clerk advised Member's that the ownership of Long Yard Meadow was now confirmed through the Land Registry and that there had been a further complaint by a resident regarding the lack of disabled access to the meadow.

21/94 Schedule 12A Local Government Act 1972

It was **RESOLVED** that the press and public were excluded from the meeting for the remaining items of business which were confidential and disclosed exempt information.

(Borough Cllr Miss Seymour and the Clerk left the meeting at 9.00p.m)

Following a lengthy confidential discussion, Cllr Mr Ballantyne proposed an amendment to the Chairwoman's proposal which had not been seconded. The Chairwoman accepted the amended wording, which became the substantive motion, and it was **RESOLVED** that a "Human Resources Committee be formed with terms of reference to be settled by Council.

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

Council then approved the following Members to serve on the Human Resources Committee: Cllr Mrs Anderson, Cllr Mr Cooper, Cllr Mr Ballantyne.

(The Clerk returned to the meeting at 10.08p.m)

21/95 Date of the next meeting

It was confirmed that the next meeting would be held on **Wednesday 14th July 2021 at 7.30p.m** at **Admaston House, (Bratton Room)** *(venue may be subject to change).*

The meeting closed at 10.15p.m

Signed: _____ **E Anderson** _____ (Chairman)

Date _____ **14th July 2021** _____

Wrockwardine Parish Council

Item 21/68

Finance

15b) Accounts for Payment 9th June 2021

Payee	Description	Net	VAT	Cost
Various	Staff Costs	2,374.40	0.54	2,374.94
Tesco Mobile	Telephone	7.50	00.00	7.50
B Cartwright	SID Maintenance	200.00	00.00	200.00
IdVerde	Grass Cutting	468.47	93.69	562.16
Barclaycard	Stationery – Folders	2.50	0.50	3.00
	Laser printer toner	31.64	6.33	37.97
	Land Registry Deeds	6.00	00.00	6.00
Admaston Trust	Room Hire	138.00	00.00	138.00
SALC	Affiliation fee	1,438.60	00.00	1,438.60
	Total payments	4,667.11	101.06	4,768.17

15c) Bank Reconciliation May 2021

Accounts paid May 2021

Payee	Description	Net	VAT	Cost
Various	Staff Costs	2,137.89	00.00	2,137.89
Tesco Mobile	Telephone	7.50	00.00	7.50
B Cartwright	SID Maintenance	200.00	00.00	200.00
Barclaycard	Various	43.78	9.46	53.24
SDH Accounting	Internal Audit	245.65	00.00	245.65
Npower	Street Lighting Provision DD	179.03	44.76	223.79
	Total for authorisation	2,634.82	9.46	2,644.28

Unity Current A/C Bank Reconciliation

Unity Current A/C Balance 1/5/2021	75,456.53
Payments made in May	2,644.28
Receipts May – VAT Return	5,073.34
Total	78,885.59
Unity Current Bank Statement 105	78,885.59

Banks available spend 9th June 2021

Bank Account Current after payments June	74,117.42
Bank Account Savings (Statement 87)	56,618.84
Building Society 90 Day + receipt	70,966.32
Total	201,702.58

Earmarked Reserves

Street lamp replacement Pemberton Rd	1,007.00
Traffic Calming	35,000.00
Benches – Wrockwardine & Walcot	800.00
Admaston Green Grant Spend	2,832.00
Additional Staff costs 1/4/21 – 31/3/23	14,400.00
Total	54,039.00

Total spend available at 9th June 2021	147,663.58
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Additional Notes

- Please note the successful receipt of VAT Return for 2020/21
- 42 concrete street lighting columns in Admaston will need replacing at some point in the future at a cost of £1,200 each = £50,400 total. Most are fair condition at present, but can deteriorate quickly, particularly over winter months.
- Some play equipment is deteriorating and replacement would draw on general reserves.

Signed: *J Hancox*

Clerk & Responsible Finance Officer

Signed: *E Anderson* (Chairman) Date: *14th July 2021*

Appendix 1

Agenda Item 8c)

Desk Top PC & Chair

Background

The Clerk is currently using a laptop, purchased in November 2018, at a cost of circa £350, to carry out the day-to-day functions of the Parish Council. The Clerk spends approximately 80% of 30 hours worked per week on the device. The Health & Safety (Display Screen Equipment) Regulations 1993 (updated in 2003) state that “if workers use display screen equipment (DSE) daily, as part of their normal work, continuously for an hour or more, employers must do a workstation assessment” in order to protect the health of workers by reducing risks from visual display unit (VDU) work. Part of the assessment considers the device used.

Following the completion of a DSE workstation assessment the following risks of using a laptop were highlighted:

- The keyboard is not separate from the screen;
- The keyboard does not tilt;
- There is no support for the user’s wrist and forearm;
- The screen does not swivel and tilt;
- 15.5-inch screen makes it difficult to enlarge documents;
- The mouse is situated in the centre of the keypad.

The assessment also identified that the office chair has the following issues:

- No seat slide;
- No adjustable arm rests;
- No upper back support and no adjustability in back position;
- No tensioner;
- Gas stem range insufficient.

As a result of the workstation assessment a separate mouse was purchased and the Clerk utilised a personal keyboard with a wrist-rest plugged into the laptop. These devices utilised the laptop’s only two USB ports and so necessitated the purchase of a USB extension socket to enable other devices and storage devices to be plugged in.

In addition to the health and safety issues, laptops have known power and cooling limitations and the current model is beginning to slow down as it attempts to cope with the amount of data and applications stored on it. When updates occur to the operating system, these can sometimes take over an hour to upload resulting in lost working hours.

Options

Research on the options available determined that although a docking station and a separate larger monitor screen could be purchased and plugged into the current laptop, this would not address the declining health of the device and would indeed compromise it further. The alternative would be to purchase a desktop computer and monitor which could handle much higher performance parts and therefore be more efficient and meet the identified health and safety requirements.

The following models of desktop have been identified as suitable:

1.		<p>Portus Pro AIO-101 24” Screen, full HD Rotatable All in One Desktop 1TB Storage Current cost £599.00 www.amazon.co.uk</p>
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2		<p>Lenovo IdeaCentre A340 21.5" Screen with tilting screen 1TB storage Current cost: £480.57 www.amazon.co.uk</p>
3.		<p>HP MO1-F1014na Desktop PC 1TB storage Current cost: £449.00 Monitor purchased separately – there are several suitable ranging in price from £89.99 - £200.00 DellS2421 HSX Full HD 23.8" screen £119.00 Full cost: £568.00 Currys/PC World</p>

In addition, to enable the desktop to carry out the work required, the following purchases would be required:

- Microsoft Office: current cost: £72.99 www.amazon.com
- 3-year Internet Security: current cost: £36.99 www.amazon.co.uk

The Budget approved by Council in December 2020 identified £1,000 for the purchase and update of IT equipment for the Council. In the event of a purchase, the existing laptop would continue to be utilised as a portable device at external meetings as and when required.

The following models of chair have been identified as suitable:

1.		<p>Requena Desk Chair – Headrest, adjustable arms, lumbar support & height Current cost: £64.99 www.amazon.com</p>
2.		<p>Comhoma Office desk Chair – fully adjustable with breathable mesh Current cost: £88.99 www.amazon.com</p>
3.		<p>Yahteetech – ergonomically friendly. Armrests not adjustable. Current cost: £49.99 www.amazon.com</p>

Recommendation

The Council has a duty of care under Health and Safety legislation to protect the health of its employee by reducing the risks from VDU work. Additionally, the Clerk is increasingly unable to fulfil the role efficiently when the equipment fails. It is therefore recommended that Council approve the purchase of a desktop computer plus the additional purchases of Microsoft Office and Internet Security. Whilst all three options provide similar capabilities, Option 2 is recommended on the basis that it is space-saving for the purpose of working from home and offers good value for money. It is also recommended that an office chair be purchased and, whilst all three options are suitable, Option 1 is preferred as it benefits from additional head support combined with adjustable arm rests.

Please note: some of the prices may fluctuate but were correct at the date of this report .

Report prepared by: J Hancox

Clerk & RFO

2nd June 2020

Appendix 2

Wrockwardine Parish Council - Wednesday 9th June 2021

Agenda Item 9 - Little Free Library

1. Purpose

- 1.1 The purpose of this report is to invite Members to consider the provision of Little Free Libraries within the Parish.

2. Background

- 2.1 A Little Free Library is a neighbourhood book exchange where everyone is entitled to leave or take a book that interests them;
- 2.2 It is a worldwide scheme started by Todd H Bol in 2009 and is an excellent way to inspire reading and strengthen communities through a shared interest.

3. Information

- 3.1 During the pandemic, several were set up across the Borough and currently exist in places such as Dawley Hamlets, Lightmoor, and at Morrisons in Wellington;
- 3.2 There are also proposals for others in local areas such as Shawbirch. More information about Little Free Libraries can be found at the website: [Homepage - Little Free Library](#);
- 3.3 It is suggested that WPC facilitate the establishment of Little Free Libraries within the Parish, the first one to be located on Admaston Green as part of the community enhancement scheme for the Green and where it would be easily accessible to those passing through and/or using the Green and would encourage the local scouts, brownies and girl guides groups to participate in book sharing.

4. Design, Materials, & Aesthetics

- 4.1 The concept design for Little Free Libraries is of a small box/compartment, closed off from the weather but available to parishioners at all times. The unit is usually mounted off the ground at a height suitable, as far as possible, for accessibility by all members of the community irrespective of age or mobility;
- 4.2 Materials and sizes of unit vary and there is no set format; most however are of wood construction because of its availability. The unit has an imperious roof covering whilst the door is usually of a Perspex style material and held closed by a butterfly lock or cabin hook;
- 4.3 Finished colours would be sympathetic with each specific location.

5. Budgetary Implications

- 5.1 The cost of a pre-built unit ranges from £25 to £250, depending on design;
- 5.2 It is suggested that a suitable unit at Admaston Green could be funded from within the existing grant aided enhancement scheme budget.

6. Community Need & Involvement

- 6.1 Where these libraries have already been implemented, residents have often been keen to utilise existing materials and to make these structures themselves at a correspondingly low cost. There is clearly a beneficial aspect to be gained from the active involvement of the community, including the generation of greater public interest and engagement in the project, and providing residents with that essential feel of 'ownership' which does so much to perpetuate success and minimise vandalism;
- 6.2 Whilst this approach has much to commend it, coming under the umbrella of the Parish Council would raise insurance issues around any community constructed unit and the Clerk might wish to advise Members;
- 6.3 Shawbirch, Bratton and Admaston communities have indicated that they would like this facility and would be happy to be involved in the design and production of it using local materials and carpenters. This would further enhance community engagement with Parish Council projects and potentially decrease costs.

7. Possible Locations

- 7.1. Admaston Green: As part of the suggested proposals to enhance the Green, a Little Free Library would fit sympathetically with the planned project;
- 7.1 Admaston shops: This location has been suggested by a resident as it is also easily accessible and has a large amount of footfall with monitoring via CCTV and shop owners. A specific location here would need to be identified and appropriate consents sought before any installation could be made.

8. Maintenance and monitoring

- 8.1 Monitoring of content would be on a weekly basis alongside the identification of any maintenance required and it is anticipated that this would be carried out by volunteers.

9. Emerging Climate Change Policy

- 9.1 The proposal is based around the multiple re-use of printed books suitable for all ages;
- 9.2 The use of suitable construction materials is varied, but where the community is involved, experience tends to suggest that existing left-over or surplus materials are widely used;
- 9.3 On both counts the proposal is likely to comply with the principles of the Council's own emerging Climate Change Policy

Proposal

The proposal before Council is set out for Members on the agenda.

Councillor K Tonks

Appendix 3

SID Statistics June

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