

Wrockwardine Parish Council

Minutes of the Parish Council Meeting held on Wednesday 9th September 2020 at Admaston House, Admaston at 7.30p.m

- Present:** Cllr Mrs E Anderson (Chairwoman)
Cllr Mr P Cooper (Vice-Chairman)
Cllr Mr P Bevis
Cllr Mrs J Savage
Cllr Mr G Thomas
- In Attendance:** Borough Cllr Miss J Seymour
Reverend Andy Ackroyd – Wrockwardine Deanery
Mr J Wardle – Wrockwardine Deanery
Mr T Currie – Wrockwardine Deanery
Mr Alex Moore – Local Democracy Reporter
1 member of the public
Ms J Hancox (Clerk)

20/72 Welcome by the Chairwoman

The Chairwoman welcomed everyone to the meeting.

20/73 Apologies for absence

Cllr Mr K Ballantyne – In hospital
Cllr Mrs E Ballantyne – caring for husband
Cllr Mr G Baxter - Bereavement

20/74 Declaration of Interests & Dispensations

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

20/75 To confirm and agree the Minutes of the Previous Meeting

It was **RESOLVED** to confirm and sign the Minutes of the Annual Council Meeting held on 14th August 2020.

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

20/76 Public Session

Reverend Ackroyd addressed the Council and explained that he and his fellow members of the Wrockwardine Deanery were there to request support from the Parish Council and Borough Councillor Seymour in establishing a faith community presence at the new housing development at Allscott Meads (the former British Sugar site). The Deanery felt that the faith needs of the developing community had not been considered in the planning process and that the Church needed somewhere to locate to serve that community. The Reverend asked if the Deanery could be included in any further consultation on the site. (copy of briefing attached at Appendix 1)

Following discussion, it was agreed that Cllr Mr Cooper and Borough Councillor Miss Seymour would raise the issue at the next Allscott Meads Stakeholder Group on either the 17th or 24th September 2020, and clarify with planning whether there would be sites or school/business units available that the Deanery could use. Cllr Mrs Savage asked whether the Church would be investing in the school and, Mr Wardle confirmed that this was being considered but that the school had to be built by the Borough Council before finding someone to run it.

With reference to the ongoing development at Allscott Meads the member of the public present, a resident of Allscott, requested help from the Parish Council with traffic calming along the B4394 as traffic was becoming an increasing problem due to drivers not adhering to the speed restrictions supposedly in place. This was making it very difficult for residents to access and leave their own properties along the busy road. The development was also running water pumps 24 hours a day, causing a disturbance. Cllr Mr Cooper agreed to also take these comments to the Stakeholder Group Meeting.

The Chairwoman thanked everybody for their comments and expressed the Parish Council's support to the Deanery.

The members of the Deanery left the meeting at 7.45p.m

20/77 Borough Councillor's Report

Cllr Miss Seymour made Members aware of an issue at Haygate Fields, Wellington where the developers were refusing to re-instate land that had been used as a "borrow field" whilst the site was being developed and was now an established "grassy mound". Cllr Miss Seymour and members of the Resident's Group, together with the Borough Council, were working to ensure that the builders remove the mound and reinstate the green field as per the original planning application. Cllr Seymour asked for the Parish Council's support. Cllr Mr Thomas said it was important to support this and Cllr Mr Cooper suggested that Planning Enforcement be involved. It was decided that the Chairwoman would, if agreed by the group, attend the next meeting on the 25th September 2020, via Microsoft Teams, together with the Clerk who usually attended.

20/78 Planning

1. Permissions & Refusals

TWC/2020/0516	Bratton Hall Farm, Bratton Road, Bratton	Crown reduction of 2 to 3 metres to alleviate stress by reducing weight and sail to 1no. oak tree	Granted
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2. New Applications

TWC/2020/0659	10 Shawbirch Road, Admaston	Erection of first floor side extension and single storey side extension *amended description*	Comments by 10/9/2020
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Members voiced concern that the development of the area as a whole does not provide sufficient space for car parking at the properties and it was **RESOLVED** to make this comment.

3. Applications received after the agenda was circulated

Permissions

TWC/2020/0453	Land Adjacent 17 Charlton, Charlton	Variation of condition 8 (substitution of deposited plans) of planning permission TWC/2019/0473 (Erection of 2no. detached dwellings) to provide rear extension	Full Granted
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Cllr Mr Cooper reported that he had spoken to the Planning Department to report that work had started prior to permission being given and had been informed that an Enforcement Officer would

be sent out. Cllr Mr Cooper heard nothing further and after contacting them again was advised that an Officer had not been sent because they were aware of the application being done.

TWC/2020/0427	Whitefields Farm, Charlton	Application under section 192 for a certificate of lawfulness for proposed change of use from Dwelling House (Use Class C3) to Residential Institutions (Use Class C2)	Comments by 13/10/2020
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Cllr Mr Cooper advised Members that this was an appeal to the decision made on the original application which was being heard by the Planning Inspectorate based in Bristol. The letter confirming the appeal had only just been received and Cllr Cooper planned to talk to local residents and co-ordinate comments with Cllr Miss Seymour.

20/79 Finance

a) Accounts for payment list & cheques

It was **RESOLVED** that these be approved and paid as tabled, including a payment to EON of £130.49.

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

b) Bank Reconciliations

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

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

c) Pay Increase Clerk

Member's **RESOLVED** to accept the recommendations set down by the National Joint Council for Local Government Services for the pay agreement 2020/21 and backdated to the 1st April 2020.

d) Current Budget Update

The update of the budget position was circulated prior to the meeting for information (Appendix 2). The Clerk explained that budgeted monies had not been spent mainly due to the pandemic. The question was asked whether any of the budget would be lost if not spent and it was clarified that all monies remain with the Parish Council but the external auditors might question excess funds at next year's audit and justification would be needed if it appeared the Council had excess funds. Member's agreed that as far as possible, given the current situation with the pandemic, that outstanding projects should be pursued.

20/80 Social Media

Member's discussed the use of and management of Facebook and other social media outlets such as Twitter and agreed the importance of having a social media presence but that this needed to be managed appropriately. The following points were raised:

- Who would moderate it?
- Who would comment/reply to queries?
- What would happen at weekends?

It was **RESOLVED** that Cllr Mr Thomas would design a draft Facebook page to be presented to Member's at October's meeting and, that the Clerk would investigate the time other Council's, of a similar size, spent managing an account so that a decision could be made on "going-live".

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

20/81 Borough Councillor Ward Funding

Members were asked to consider the use of the £300 available. The Chairwoman suggested a new bench at Walcot Play Area as the RoSPA report had highlighted that the current bench is too close to the fence and needed repositioning. Following discussion, it was **RESOLVED** to make an application for a new bench and to look at repositioning the existing one so that more seating was available.

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

20/82 Play Areas & Outdoor Gym

a) Yearly RoSPA Inspection

The report regarding the RoSPA inspection and work needed was circulated for Member's consideration prior to the meeting (Appendix 3). The Chairwoman thanked Cllr Mrs Ballantyne for all her hard work with both the weekly inspections and submitting the report.

It was **RESOLVED** to:

1. Instruct the Clerk to obtain quotations for the following work:
 - i) Re-installation of zip wire & checking its safety when in situ (Wrockwardine);
 - ii) Repair surface under swing basket (Wrockwardine)
 - iii) Remove covers from swing basket to inspect chain links (Wrockwardine)
 - iv) Repair wobble beam (Wrockwardine)
 - v) Tighten kickboard (Wrockwardine)
2. Authorise the Clerk to approve the listed work up to a total of £750.00
[Proposer: Cllr Mrs Savage; Seconder: Cllr Mr Bevis; Vote: Unanimous]

b) Re-Opening

Member's discussed the re-opening of the Parish's sites with appropriate signage. It was acknowledged that a recent rise in the number of Covid-19 cases was concerning and Member's debated whether opening was indeed appropriate at this time. After further discussion it was **RESOLVED** to re-open the sites from Saturday 12th September with the advisory signage and an update on the website and to monitor the situation with a view to closing them again if that became necessary.

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

20/83 Traffic Matters

a) SID Statistics

The statistics were circulated prior to the meeting for Member's information.

b) Admaston Traffic Calming Update

As Cllr Mr Ballantyne was not present the Clerk gave a brief update on a recent meeting both attended with the Safer Roads Officer, police and the Borough Council. A scheme for calming traffic in Admaston was again to be considered and consulted upon, hopefully within the next couple of months and would be funded from the £30k the Parish Council is holding in reserve for this purpose with a potential "top up" by the Borough.

Cllr Mr Bevis commented that the 54-day road closure relating to the Allscott Meads site would cause chaos in the area. Cllr Mr Cooper commented that he had already observed issues and asked if Member's saw lorries from the site where they shouldn't be, license plates/company names should be reported to SJ Roberts. These issues would be brought to the Allscott Meads Stakeholder Group.

Cllr Mr Bevis added that SID would be positioned in Rushmoor Lane next to evaluate the impact there.

c) Wrekin Traffic Issues

Members discussed the ongoing issues with traffic and parking at the Wrekin. Cllr Mr Thomas reported receiving numerous complaints from residents unhappy with the changes that the Borough Council have implemented to the road system with little or no consultation with anyone and stated he was fiercely opposed to these changes.

Standing Orders were suspended

Cllr Miss Seymour commented that the issues were an ongoing problem and, whilst the speed limits and double yellow lines were welcome, the one-way system imposed was not. A cycle lane created had taken up half the road, goes up to the Wrekin Course junction then disappears. The one-way

system had added miles to some resident's journeys. The issue of additional parking at the Wrekin could be improved with a provisional planning application due from Peter Holt for a carpark and, Raby Estates had also shown an interest in developing another car park nearer the golf course. The road changes the Borough Council have implemented would be in place for 6 months before being consulted upon. Member's agreed that a push should be made to have the restrictions removed.

Standing Orders were re-instated.

Cllr Mrs Savage asked who was responsible for the road under the railway bridge at Allscott which had suffered very bad flooding during the recent storm. It was confirmed that it was the Borough Council's Highways Department responsibility.

Standing Orders were suspended

The member of public present stated that he could provide photographic evidence of the issues there and, Cllr Miss Seymour asked if those could be forwarded to her so that she could pursue this with the Borough.

Standing Orders were re-instated

Cllr Mr Bevis raised the issue of fly tipping again as there had been further occurrences and, the problem seemed to be getting worse. Cllr Mr Bevis advised Members that he had approached Leaton Quarry for some rocks for Gorsey Bank, as suggested at last month's meeting and, that these were now in situ.

The Chairwoman stated that lots of important issues had been raised, some out of the Parish Council's control but which raise concerns and should be kept on the agenda for forthcoming meetings.

20/84 Grant Applications

Details of a grant application from Hope House Children's Hospice was circulated to Members prior to the meeting. Following a short discussion, it was decided to award a grant of £200 to the Hospice. Following a further discussion, it was then **RESOLVED** to increase the amount to £300.

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

Cllr Cooper further proposed that rather than grant applications only being considered twice a year that they be considered on a monthly basis given that the money was in the budget and that none had been granted to date. It was **RESOLVED** that grant applications should be considered each month and that the website should be amended to reflect this.

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

20/85 Correspondence

- **Police & Crime Commissioner's Town & Parish Council Survey 2020**

Details of the survey were circulated prior to the meeting. Member's asked for additional time to look at the survey and agreed to send any comments to the Clerk by 25th September 2020 after which the Clerk would collate one response and submit.

20/86 Date of the next meeting

It was confirmed that the next meeting would be held on **Wednesday 14th October 2020** at **Admaston House, Admaston** at **7.30p.m.**

The meeting closed at 9.10p.m

Signed: _____ *E Anderson* _____ (Chairwoman)

Date: _____ *14th October 2020* _____

Wrockwardine Parish Council
Accounts for Payment September 2020

To Whom	Detail	Method	Amount
Scribe Accounting	Accounting Software	Cheque	451.20
IdVerde	Grass cutting	Cheque	234.22
Cllr K Ballantyne	Re-imburement of costs	Cheque	6.18
Cllr P Bevis	Re-imburement of costs	Cheque	30.90
Barclaycard	Stationery/office	DD	12.61
HMRC	Tax & NI	BACS	54.82
Clerk	Travel	Cheque	16.65
B Cartwright	SID Management	Cheque	200.00
Clerk	Salary	Cheque	950.75
Clerk	Office/Telephone	Cheque	66.00
Total			2,023.33

Bank Reconciliation August 2020

Current account balance 1 st August 2020	42,709.12
Payments made August 2020	3,271.97
Receipts	00.00
Total	39,637.15
Bank Statement 93	39,637.15

Available Spend 9th September 2020

Balance 1 st September 2020	39,637.15
Payments to be made September 2020	-2,023.33
Current Account Balance	37,413.82
Savings Account Balance	56,618.84
Building Society 90 Day Account	70,668.74
Total available	164,701.40

Signed: _____

Clerk & Responsible Finance Officer

Signed: _____

Chairwoman

Date: _____

Appendix 1

Briefing for Wrockwardine Parish Council Meeting, Wed.9th Sept.2020

Re Allscott Meads Development

We are the CofE in this area, our Deanery stretches from Buildwas to Ellerdine, from Uffington to Wrockwardine therefore encompasses the entire Allscott Meads site. We are aware that phase 1 of this development is residential and that subsequent phases will see the construction of a primary school, more dwellings and business units. We understand there are no plans for any community centre, despite the scale of development. Our primary purpose in raising our profile to both Wrockwardine Parish Council and Telford and Wrekin is to consider the faith needs of this emerging community. These may well include different faiths, and whilst the CofE is the long-established faith-group in the area, we actively support ecumenicalism, working with and relating to other faith traditions.

Under the Section 106 agreements, some enhancements have been made to the road network and to the school. We recognise these agreements do not and probably cannot allow for any ecumenical needs. However, as an essential part of our mission, we do consider it absolutely necessary to establish a presence within this emerging community. This might be within the school building, within the residential area, or in the business sector. Its purpose would be to serve the needs of this community, as our local churches continue to serve those within the Deanery. In serving the needs of Allscott Meads we recognise this will, as it does elsewhere, embrace the whole span of community life, and is at the very heart of health and wellbeing for all.

We would ask to be included in any further consultation on this development and recognise the important role that both the Parish and Borough Councils play in representing the needs and aspirations of its community.

Rev. Andy Ackroyd,

Wrockwardine Deanery Team Ministry

9th September 2020

Appendix 2

Wrockwardine Parish Council

Item 8 (d) Budget Update

August 2020

Parish Management

Cost Centre	Budget Amount	Spend to Date	Comments
Grants (sec 137) Voluntary	1,500	None	Grants usually awarded July & March. Due to Covid-19, July meeting not held and no applications received prior to meeting in August. 1 application now received from Hope House Hospice
Grants (sec 137) Community	1,000	None	As above, but no grant applications received
Grass Cutting	17,000	2,136.88	Budget was set before Grass Cutting Contract was awarded. Amount due £8,431.96 per year. Currently querying monthly payments as they appear too low (£234 as opposed to approx. £702)
Insurance	3,500	1,605.20	Premium paid, remaining in case of claims and any excess to be paid
Lighting Electricity	8,000	4,655.12	Current contract with Npower ends in September, currently sourcing other providers for quotes
Lighting Maintenance	7,000	1,336.60	Current 3-year contract agreed at August mtg - £2,296.71. Additional for call out & works needed cost for which can never be predicted
Parish Improvements	6,000	None	No improvements to date due to Covid-19. Council agreed to letter going out to residents to ask what they would like seen done – Charlton & Walcot 1 st phase. Action needed – write to residents
Parish Magazine	1,000	None	Due to Covid-19 there has been no publication of the Church newsletter this year to date
Playing Fields Maintenance	10,000	383.40	Planned maintenance at Pemberton Road & Walcot halted due to Covid-19. It is hoped the WHT will commence work in September.
Traffic Calming	10,000	None	This is in addition to the £25,000 in reserves for a scheme at Admaston. Meeting due 3 rd September with Safer Roads Partnership & Borough Council
Allotments	200	None	
Bus Shelters	1,200	None	No invoices received for the cleaning of the Admaston Bus Shelter and no contact from the contractor. Action needed – find another contractor

			Work also identified for shelter outside Admaston House and weeds now growing again at Charlton & Allscott shelters.
SID Management	3,000	1,000	Ongoing
Defibrillators	600	None	New batteries needed January 2021
Litter Bins	2,000	825.60	Ongoing
Notice Boards	100	None	
Seats	100	None	
Signs	1,000		Preliminary costs obtained but not pursued due to Covid-19
War Memorial	200	None	
Community Initiatives	500	None	
TOTALS	73,900	11,942.80	

Council Management

Cost Centre	Budget Amount	Spend to Date	Comments
Subs & Fees	3,000	1,357.10	SALC fees paid, SLCC & NALC scheduled later in the year
Chairman's Allowance	600	None	New Chairwoman may wish to make a decision on spend
Councillor Travel	200	None	No travel for Council business due to Covid-19
Hall Hire	350	None	No meetings therefore no payments made
Audit Fees	1,000	240.00	Awaiting invoice for External Auditor later in year
Bank Charges	100	18.00	Ongoing
Councillor Training	500	None	No training undertaken to date, due to Covid-19
Election Costs	250	None	Reserve only
IT/Equipment	650	267.60	Laser printer purchase
Website	250	18.93	
Clerk's Training	700	None	Clerk investigating CILCA qualification which is now being done on-line due to Covid-19
Clerk's Travel	300	35.10	Ongoing – doubtful it will reach budgeted amount this year due to lack of travel due to Covid-19 lockdown
Office/Telephone	350	120.00	Ongoing
Stationery/postage	250	61.60	Ongoing
TOTALS	8,500	2,118.33	

Employee Costs

Cost Centre	Budget Amount	Spend to Date	Comments
Clerk's Salary	11,669	4,753.75	This is gross salary – NI is taken out at source and paid to HMRC which offsets Tax & NI below. Net pay £11,409.20 per year In addition, pay increase from NJC will increase gross pay to £11,960
Tax & NI	300	320.24	Linked with above. £259.80 paid from gross pay
Pension	500	None	Clerk is not currently signed up to the pension scheme. This may change for the 2021/22 budget
TOTALS	12,469	5,073.99	

Total Spend to 25/8/2020 = £19,135.12

Reserves 2020/21

Money still to be spent

Where	Amount	Details to date
Traffic calming	25,000 10,000	Original amount carried over from 2019.20. Extra added in this year's budget
Benches, Wrockwardine Playing Fields	500	Grant awarded, prices obtained, no purchase due to Covid-19
PCC NAL Grant	3,000	Work carried out August 2019 but PC never invoiced for the work by the Borough Council
Admaston Green	2,832	Member's agreed to investigate wildflower garden/possible bench. Prices still being obtained before final approval. Action stalled due to Covid-19
Total	41,332	

Julia Hancox

Clerk & Responsible Finance Officer

1st September 2020

Appendix 3

Wrockwardine Parish Council 9th September 2020

Agenda Item 11(a) Yearly RoSPA Inspection

RoSPA Annual Inspection

The annual RoSPA inspection was carried out by a registered inspector on 10th July 2020. His findings were categorised and presented as risk scores with judgements made according to likelihood and severity of risk for each piece of apparatus as follows:

1-7 = Low risk

8-12 = Medium risk

13-25 = High risk

There is current work that has been authorised and is outstanding, some of which has been delayed due to the pandemic, some of which was highlighted in this year's report.

All Outstanding Work:

	Location & work outstanding	Update from Clerk
	Admaston Green Youth Shelter & Outdoor Gym	
1.	Fit new bin liner	Bin liner fitted 4/9/2020 (see pictures at end of report)
	Pemberton Road Play Ground	
2.	Fit gate lock	Lock purchased, not installed. Need to check where to report to so that emergency services can gain access & IdVerde for grass cutting
3.	2 x new cradle swing seats	Ordered with IdVerde prior to lockdown but not completed. Emailed 21/7 and 20/8 to date no response
4.	Moss removal	Nobridge approached for quote prior to lockdown but never received. Quote could be requested from WHT and work added to be completed after refurb – it is also tied in with decision at 10.
5.	Tree pruning	Still awaiting outcome of planning application. Chased during lockdown – but nothing since
6.	Boundary fence	Ordered with IdVerde 13/2/20 but put on hold until trees were pruned (see above)
7.	Reset/straighten/sand down & paint bins	Awaiting confirmation of WHT return to work

8.	Refurbishment of metal sign poles & wooden bench	Awaiting confirmation of WHT return to work
9.	Refurbishment of pirate ship, swings & see-saw	Awaiting confirmation of WHT return to work
10.	Re-glue & fill gaps around edges of safety surfaces	Nobridge quoted in November £2,400 + VAT accepted by Council Dec 2019. Council then wanted to consider whether a complete replacement of the safety surfaces would be better – but wanted to check whether lease could be extended first – this is currently with the Borough Council and awaiting their reply
Walcot Play Ground		
11.	Repaint litter bin	Awaiting confirmation of WHT return to work
Wrockwardine Playing Fields		
12.	Benches	Discussed 11 th Dec 2019 whereby Clerk, Cllr Bevis & Cllr Mrs Ballantyne were to source and procure. Prices were obtained but nothing completed due to lockdown
13.	Quote for repainting track & basketball area	Requested from IdVerde, not forthcoming to date
All Areas		
14.	Signage	Initial work & costings done and obtained but nothing further during lockdown due to time restraints

Additional medium/high end low risk work identified at 2020 inspection:

Walcot Play Ground

- Monitor timber supports [risk factor 7]

Wrockwardine Playing Fields

- Tighten kick board [risk factor 8]
- Monitor timber supports on wood shelter [risk factor 7]
- Replace/ repair end plank wobble beam [risk factor 7]
- Repair surface under swing basket/check chain links to seat [risk factor 7 & 6]
- Zip wire incomplete/parts missing – this was due to misuse during lockdown

Note: the use of a strimmer around the wooden posts accelerates timber rot

Resolution:

- 1] Instruct the Clerk to obtain quotations for the following work:**
 - i] Re-installation of zip wire & checking its safety when in situ;**
 - ii] Repair surface under swing basket;**
 - iii] Remove covers from swing basket to inspect chain links;**
 - iv] Tighten kick board;**
 - v] Repair wobble beam.**

- 2] Authorise the Clerk to approve the listed work up to a total of £750.00**

**Prepared by Cllr Mrs Ballantyne
& J Hancox, the Clerk
7th September 2020**