

Wrockwardine Parish Council

Minutes of the Parish Council Meeting held on Wednesday 11th September 2019 at Wrockwardine Parish Hall at 7.30p.m

Present: Cllr Mr K Ballantyne (Vice-Chairman)
Cllr Mr P Bevis
Cllr Mrs J Savage
Cllr Mrs E Ballantyne
Cllr Mr G Baxter
Cllr Mr G Thomas

In Attendance: Ms J Hancox (Clerk)
Cllr Miss J Seymour (Borough Councillor – Wrockwardine Ward)
2 members of the public
Mr P Cooper

19/122 Welcome by the Vice & Interim Chairman

The Vice and interim Chairman welcomed everyone to the meeting.

19/123 Apologies for absence and reasons

None

19/124 Election of new Chairman

Following the resignation of Cllr and Chairman Ms N Evans in August, the Vice-Chairman asked for nominations for the post of Chairman for the remainder of the year. Cllr Mr Baxter nominated Cllr Mr Ballantyne to serve. The nomination was seconded by Cllr Mrs Savage. There being no other nominations, it was **RESOLVED** that Cllr Mr Ballantyne be elected to serve as Chairman for the remainder of the year.

Cllr Mr Ballantyne took the opportunity of thanking Cllr Ms Evans for her hard work on behalf of the Council.

19/125 Chairman's signing Declaration of Acceptance of Office

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

19/126 Election of new Vice-Chairman

The Chairman asked for nominations to the now vacant post of Vice-Chairman for the remainder of the year. Cllr Mrs Ballantyne nominated Cllr Mrs Savage to serve. The nomination was seconded by Cllr Mr Baxter. There being no other nominations, it was **RESOLVED** that Cllr Mrs Savage be elected to serve as Vice-Chairman for the remainder of the year.

19/127 a) Co-Option

Following the receipt of one application for co-option to the Council from Mr P Cooper, the Chairman proposed that Mr Cooper be co-opted on to the Council. The proposal was seconded by Cllr Mr Thomas. It was therefore **RESOLVED** that Mr P Cooper be co-opted to the Office of Parish Councillor for the Admaston & Bratton Ward.

b) New Councillor signing Declaration of Acceptance of Office

Mr Cooper signed the Declaration of Acceptance of Office, witnessed by the Clerk, and took his place at the meeting table.

c) Advertising of New Vacancy

The Clerk advised that the vacancy left by the resignation of Cllr Ms Evans would be advertised in accordance with proper procedures as the electorate were entitled to ask for a further election. The outstanding two vacancies following the election in May would continue to be advertised for co-option.

19/128 Declaration of Interests

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

19/129 Minutes

It was **RESOLVED** to confirm and sign the Minutes of the Council Meeting held on Wednesday 10th July 2019

19/130 Public Session

Two members of the public wished to discuss planning application TWC/2019/0628. They had read the comments recently submitted by the Parish Council on the T&W Planning Portal and felt that, whilst not objecting to the application, the comments were going over details that had already been raised and considered and, they were concerned because the Council had previously supported the application. Following a discussion regarding details of the application, Cllr Mr Bevis proposed that the Council support the planning application and Council voted unanimously to do so.

The two members of the public left the meeting at 7.53p.m

19/131 Borough Councillors Report

Councillor Ms Seymour reported that the Borough Council was undertaking a second round of interviews for the position of Chief Executive. Cllr Ms Seymour also updated Council on a planning application that had been “called in” which had now been approved and confirmed that a reply had been received regarding the Welsh contribution to SATH which stated that all commissioners pay the same price. Cllr Ms Seymour stated that there were no further enquiries she could make regarding this matter.

Cllr Ms Seymour stated that she would send the grant application to the Clerk for the picnic tables at the Wrockwardine Playground.

19/132 Planning

1. Permissions & Refusals

TWC/2019/0549	Wrockwardine Cemetery	Cutting of trees in conservation area	Granted
TWC/2019/0444	42 Pemberton Rd, Admaston	Erection of a single storey side and rear extension	Full Granted
TWC/2019/0535	Barratts Field, Duncote Mill, Walcot	Extension to grain storage building	Full Granted
TWC/2019/0536	Barratts Field, Duncote Mill, Walcot	Installation of ground source heat pump exchange to serve grain dryer within the grain storage building and the potato stores	Full Granted
TWC/2019/0288	And rear of 32 Bratton Road, Bratton	Erection of 3no. additional dwellings and associated garages and the repositioning of 8no. dwellings and associated garages all served off an approved access	Full Refused

TWC/2019/0477	44 Wrekin View, Wrockwardine	Erection of a 2-storey rear extension with a partial single storey rear extension	Full Refused
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2. Applications Since Last Meeting

TWC/2019/0628	Site of Former 31 Wrockwardine	Erection of 1 no. affordable self-build dwelling for the purposes of running a rural business for breeding racing pigeons
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Following the discussion during the Public Session it was **RESOLVED** to contact the Planning Department at T&W and advise that the Council fully supports the application.

TWC/2019/0662	36 Wrekin View, Wrockwardine	Erection of a single storey front extension and a single storey rear extension following demolition of existing conservatory
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It was **RESOLVED** to make no comment

TWC/2019/0665	Old Mill House, Cluddley Lane, Wrockwardine	Erection of a single storey rear extension replacement of windows and internal alterations (Part-retrospective Listed Building)
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It was **RESOLVED** to make no comment

TWC/2019/0672	Land adjacent 39 Shawbirch Road, Admaston	Erection of a new medical centre (Class D1) with associated parking and landscaping
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It was **RESOLVED** to make no comment

PE/2019/0476	Land surrounding Charlton House Farm, Charlton	Provisional application – details held by Clerk
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It was **RESOLVED** to endorse the objection already submitted during the summer recess.

3. Current Applications

TWC/2019/0696	Willow House, 10 Admaston Spa, Admaston	Crown reduction by 2.5m to 1no. Birch tree and 1no. Hornbeam tree
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It was **RESOLVED** to make no comment

TWC/2019/0702	Site of 24 Station Road, Admaston	Outline application for the erection of 1no. dwelling with access and all other matters reserved
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Following a discussion, it was **RESOLVED** to comment that the Council had concerns that the number of car parking spaces, plus the design of the first floor, suggests the property could be used as an HMO or for business purposes and, the Council would be concerned if this was the case.

19/133 Finance

a) Accounts for payment list & cheques

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

b) Bank Reconciliations

The accounts for August and September were tabled and noted

c) Debit Card for Clerk

Following a discussion, it was agreed that the Clerk should seek a card suitable for Council business use, which would be limited to a £500 per month spend. This would avoid mixing private and public money. Council asked the Clerk to report back when a suitable card had been found.

d) Accounting Software

CLlr Mr Baxter presented a report regarding Scribe Accounting Software (**Appendix 1**). Following a discussion, it was agreed that the Clerk and CLlr Mr Baxter (plus any other Member who would like to be involved) book a demonstration session with Scribe to fully assess the capabilities and provision and report back to Council in October.

19/ 134 Admaston Track

The Clerk's report, prepared during the summer recess, was circulated prior to the meeting. The Chairman asked if there were any questions from Members, there were none. Following a short discussion, the Chairman proposed that Options 1, 3, 4, 5, 6, and 7 were adopted. This was seconded by CLlr Mr Baxter and Council therefore **RESOLVED** to:

- Halt the current project on the basis that the proper processes and decision making-authority was not followed;
- Seek public opinion on what residents would like to see the grant money used for;
- Update Council's Financial Regulations and Standing Orders;
- Ensure that the responsibility for future tenders is given to the Clerk in order to avoid confusion amongst those involved in future schemes;
- Ensure there is always a written contract in place that gives details of work being paid for and including a schedule of works with timescales to ensure monitoring of the work is undertaken;
- Apply for grants only when a scheme is in place that has been through a set process, which should, where necessary include some form of public consultation.

[Due to its length this report has not been attached to these minutes but is available from the Clerk. Please contact clerk@wrockwardine.org.uk if you require an email copy]

19/135 Website

The report circulated prior to the meeting (**Appendix 2**) recommended that Council create a new website using Hugo Fox, a free website provider. It was agreed that the Clerk and CLlr Mr Baxter (plus any other Member who would like to be involved) build a website on Hugo Fox and also attend a training course on 30th October 2019 on website accessibility. The draft site could then be brought for approval by Council in November/December with a view to "going live" in January 2020.

19/136 Clerk's Holiday Cover

The Clerk presented two options for Council to consider whilst she took annual leave between 14th September – 28th September 2019. It was **RESOLVED** to use Mrs K Baker (Clerk from a nearby Parish) as a locum clerk for the period stated with payment made accordingly, including any travelling expenses that may be incurred.

19/137 War Memorial

Having previously considered a request to replace and update the name plaque on the Parish War Memorial and also a request for the provision of a small plaque to acknowledge the kind generosity of the owners of Leaton Quarry in providing and installing the Memorial, the Council unanimously

RESOLVED to:

1. Exercise its powers pursuant to Section 1 War Memorials (Local Authorities Powers) Act 1923, as amended by Section 133(1) and 133(2) Local Government Act 1948 to replace the existing name plaque in order to correct the errors and omissions thereon
2. Simultaneously purchase a small plaque acknowledging the kind generosity of the owners of Leaton Quarry in the provision and installation of the memorial
3. Approve the estimated total expenditure for both plaques of up to £500 from the Parish Improvements budget

19/138 SID Management & Contract

The Clerk presented a report giving 2 options for the management of the SID around the Parish (**Appendix 3**). Following discussion, the Chairman stated that, whilst the Clerk's recommendation was well-founded and correct, the Council, where possible, preferred to spend Parish money within the Parish and, it was fully acknowledged that Mr Cartwright had already been doing an excellent job of maintaining and monitoring the SID in its current position for nearly 2 years on a voluntary basis. It was therefore unanimously **RESOLVED** that Option 1 – the employment of Mr Cartwright – be implemented on the provision that Mr Cartwright provided his own Public Liability Insurance. The Clerk was asked to contact Mr Cartwright to advise him of the decision and to request documentation before a formal contract could be agreed.

19/139 Allscott Heath Land

Report circulated prior to the meeting (**Appendix 4**). The Chairman advised it was for information only as only former Cllr Ms Evans attended the meeting and no one else, including the Clerk, had been made aware of the meeting.

19/140 Parish Matters

a) Allotments

Cllr Mr Bevis and Cllr Mrs Savage both attended the Allotment Society meeting on Wednesday 21st August 2019. Cllr Mr Bevis reported that the Society appeared to be running more smoothly now. The Clerk advised that the next meeting on the 19th September had been cancelled and the October meeting clashed with the next Council meeting.

The Clerk advised that the grant of £1000 received previously (February 2019) for the Allotment/Orchard needed to be spent and, it had previously been agreed to place matting outside the allotment site to facilitate carparking due to the muddy conditions. Cllr Mr Bevis had measured the area again and determined that 80m² was required. The Clerk had costed this with EcoDeck Earth-Press Grass Grids as £699.37 += VAT. It was **RESOLVED** to order the matting.

b) Playgrounds

Cllr Mrs Ballantyne reported that the weekly inspections of the playgrounds were continuing and that they had all been well-used over the summer period. However, the zip wire at Wrockwardine had developed a fault and, on the advice of Mr Rod Carter from Sunshine Gyms, had been secured and taped off for health & safety reasons. Mr Carter has provided quotes for the work needed.

The Clerk presented details of work which was authorised over the summer in consultation with the Vice-Chairman:

- Wrockwardine junior swing repair to safety surface - £210 – completed 7/8/19
- Mr D Carter was instructed to: -
 1. Tighten bolts on swings at Pemberton Road;
 2. Weeded and raked Walcot play bark to increase safety;

3. Goal post at Wrockwardine reset, pot holes filled and area reseeded;

4. Kick wall at Wrockwardine secured;

Cost - £90.00 – completed

- Missing covers on base plates and end cap at Admaston Gym replaced free of charge by Mr Carter, Sunshine Gym
- Serious health & safety hazard with overflowing bins on all sites. Following an emergency meeting with Cllr Mrs Ballantyne and IdVerde the Clerk initiated a temporary arrangement for bins to be emptied on a weekly basis until the end of September - £144.00+VAT - ongoing

Council requested that the Clerk contact Mr Carter to determine if the work quoted for the zip wire included that identified in the RoSPA report. Cllr Mr Thomas proposed a spend of up to £500 + the original £150 already approved to get the wire fit for purpose again. This was unanimously agreed as the zip wire is one of the most popular pieces of play equipment and parishioners are keen to see it back in use.

19/141 Correspondence

- Allotment Society Thank You card – tabled & noted
- Hope House Hospice Thank You letter – tabled & noted
- Street Names – The Borough Council are asking for suggestions for street names for the new estate in Bratton. Cllr Mr Thomas suggested looking at the names on the War Memorial. The Chairman & Vice-Chairman agreed to meet to consider submitting a name or names.
- Resident Enquiry – Council made aware of a complaint received regarding anti-social behaviour in the car park opposite Admaston House and regarding the hedges bordering Admaston Green.
- Purchase of Poppy Wreath- Clerk asked to order
- Purchase of large individual poppies – Council approved the purchase of 14 for each name on the War Memorial. Cllr Mr Bevis to organise

19/142 Date of the next meeting

The next meeting will be held on **Wednesday 9th October 2019** at **Admaston House** at **7.30p.m.**

The meeting closed at 9.40p.m

Signed: _____ ***K. Ballantyne*** _____ (Chair)

Date: _____ ***9th October 2019*** _____