

WROCKWARDINE PARISH COUNCIL

Admaston House, Wellington Road, Admaston, Telford, TF5 0BN
Tel: 01952 897355
Mobile: 07842 158615

PLEASE NOTE THE FOLLOWING MEETING OF THE PARISH COUNCIL

THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

The next meeting of **Wrockwardine Parish Council** is at **Admaston House** on **Wednesday 13th December 2023** at **7.30 p.m.** The business to be transacted at this Council meeting will be as set out on the agenda below:

Dated : 6th December 2023

Signed: *J Hancox*
(Clerk to the Council)

AGENDA

1. **Welcome**
2. **Apologies for absence**
3. **Declaration of Interests: a) Pecuniary b) Personal**
4. **Public Session (15 mins)** - the Meeting will be adjourned for 15 minutes to allow presentations to the Chairman and Council from members of the public
5. **Police & PCSO** – to receive updates & discuss issues within the Parish
6. **Minutes** - to confirm the minutes of the Council Meeting held on Wednesday 8th November 2023 (*available on the website*)
7. **Borough Councillor Reports** – to receive verbal reports
8. **Planning** (*details to date attached*)
 - 1) **Permissions & Refusals** – to note
 - 2) **New applications** – to consider comments to be submitted
 - 3) **New applications received after the agenda was circulated** – to consider any other applications received for consultation since Tuesday 5 December 2023
 - 4) **Delegation of Powers** – to consider delegation of planning decisions to the Clerk following consultation with the Chairman & Vice-Chairman during Winter recess

WROCKWARDINE PARISH COUNCIL

9. Finance

- a) To Confirm Final Accounts Paid and Bank Reconciliations for November 2023
- b) To Confirm Accounts to Date for Payment December 2023

10. Budget & Precept 2024/25 – to consider the draft budget and precept recommendations and confirm the amount to be requested from Telford & Wrekin Council (*details available on the website prior to the meeting*)

11. Community Governance Review – to consider a Parish Council response to the consultation

12. Telford & Wrekin Local Plan Consultation – to consider the Council's response to the consultation. Date for comments extended to 31st January 2023

13. Other Meetings

1. Allscott Meads Stakeholder Meeting [30/11/23] – to receive notes
2. Leaton Quarry Liaison Group Meetings – to receive verbal feedback from a Group Member

14. Walcot Bus Shelter & Flowers – to receive verbal feedback on the public consultation undertaken and determine actions to be taken

15. Clerks Update – to receive a written update on various matters previously discussed and/or agreed or to advise

16. SID Statistics

1. to receive data (*details available on the website prior to the meeting*)
2. to consider a written response to West Mercia Police regarding them not accepting submissions of SID data

17. Grant Applications

None received

18. Correspondence

None received

19. Date of the next meeting - The next meeting will be on **Wednesday 14th February 2024 at Admaston House at 7.30p.m**

WROCKWARDINE PARISH COUNCIL

Item 8 Planning

Applications can be viewed on the Borough Council's Planning Portal by clicking on the link given or by accessing the portal directly at [Telford & Wrekin Council](#) prior to the meeting

1. Permissions & Refusals – For information

TWC/2023/0665	Wrockwardine Play Area, Wrockwardine	Extension to existing car park including the relocation of existing access, replacement fencing & amended pedestrian/disabled access * Amended plans received*	Full Granted
TWC/2023/0770	Bank Farm, Wrockwardine	Erection of a 2-storey side & rear extension	Full Granted

2. New Applications - For comments

TWC/2023/0876	3 Wrekin View, Wrockwardine Telford & Wrekin Council	Creation of a vehicular access	Comments by 15/12/23
TWC/2023/0874	Site of Charlton Barns, Bluebell Lane, Charlton Telford & Wrekin Council	Application for a Lawful Development Certificate for an existing use – Conversion of storage & distribution building to dwelling house (C3)	Comments by 14/12/23

3. Applications received after the agenda was circulated – to consider any other applications received for consultation since 5th December 2023. See <https://secure.telford.gov.uk/planning/home.aspx> for details of recently submitted applications

Wrockwardine Parish Council

Item 10

Budget & Precept 2024/25

Parish Management

	Cost Code	Budget 2023/24	NET Position Oct 23	2024/25 Proposal	Comments
1	Grants s137	1,000	750	500	
2	Grounds Maintenance	15,000	5,365	20,000	Increase to £20k – C Hughes £10,200 & Nobridge £9,314 net
3	Lighting Provision	6,000	3,251	25,000	Possible outstanding balance of circa £4k to pay 2023/24 – still being investigated by Npower. Running cost of provision remains at £6k & difference added to earmarked reserves for replacement
4	Lighting Maintenance	5,000	3,043	4,000	Increase in lights needing repair. Contract expires May 2024 will need to extend
5	Play Area Maintenance	5,000	4,220	3,000	Awaiting repairs to W'dine circa £1k. Deterioration will continue due to age of equipment. Includes cost of resistograph testing to equipment (£500) in 2024
6	SID Management	3,600	1,500	4,000	If there is an increase in SID locations/number of SIDs cost may increase
7	Defibrillator Maintenance	250	250	250	Battery replacements soon required for 2 defibs. Defibs are now 5 years old & cabinets have deteriorated. BHF recommends defibs life expectancy is 4-6 years, currently no apparent issues
8	Bins (Emptying)	2,500	1,583	2,500	
9	Memorial	50	26	50	Additional lamp post poppies purchased £90
10	Parish Improvements	3,000	2,028	2,000	Have purchased benches & gateways – from grant money awarded
11	Community Initiatives	500	500	500	Already £2,000 in reserves 2023/24 (including current year balance). This could be used to supplement grant awards dependent on request
12	General Maintenance	250	250	250	
13	Allscott Meads Allotments	5,000	5,000	-	Legal fees will be circa £1,100 + VAT. Set up costs unknown at this time – monies dropped into earmarked reserves if not spent by end of year – dependent on timescales from SJ Roberts
14	Events	1,000	1,000	50	
	Total	48,150	28,766	62,100	

**Council
Administration**

	Cost Code	Budget	NET Position Oct 23	2024/25 Proposal	Comments
15	Subs & Fees	3,500	757	3,500	May be an increase in fees SALC/NALC, SLCC, Scribe & RoSPA 2024/25
16	Chairman's Allowance	600	600	600	No change
17	Cllr Travel & Expenses	150	77	150	No change
18	Hall Hire	750	750	1,000	Consider an increase due to possibility of using alternative sites & also potential increase in prices at AH
19	Audit fees	700	124	700	No change
20	Bank Charges	100	64	100	Per quarter mandatory fee
21	Councillor Training	250	250	50	Change due to lack of training being undertaken
22	IT Equipment	250	175	250	No change
23	Website	100	74	200	£11.99 per month now ongoing for Hugo Fox site. Need to consider investment in new site & also new email/server providers
24	Staff Training	60	60	30	Change due to lack of training required
25	Staff Travel	200	115	200	No change
26	Office/Telephone	600	310	600	No change
27	Stationery/Postage	250	236	200	No change
28	Insurance	1,500	153	2,000	Fixed until 31/5/24 then cost may increase
29	Election fees	2,000	2,000	-	Invoice not yet received for May elections, no planned elections 2023/24
	Total	11,010	5,745	9,580	

Staffing Costs

	Cost Code	Budget	NET Position Oct 23	2024/25 Proposal	Comments
30	Salaries	23,431	7,825	24,675	Pay award for 2023/24 not yet finalised
31	WPC NI Contributions	2,157	739	2,200	
32	WPC Pension Contributions	5,436	2,118	5,750	
	Total	31,024	10,682	32,625	

Totals	90,184	45,193	104,305
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Earmarked Reserves 2023/24 to be carried forward

Traffic Calming Admaston	40,000
Community Initiatives	1,500
Street Lighting Replacement Admaston	24,000
Playing Fields Maintenance	6,000
Little Free Library	500
Grounds Maintenance Urgent Work Fund	1,000
Outdoor Gyms, Wrockwardine (Commuted Sum)	660
Grant PCSO Vehicle	2,000
Solar Lights Wrockwardine Car Park	3,303
SJ Roberts Grant Bird/Bat Boxes	192
B5063 Contribution	1,000
Feasibility Study Admaston Traffic Calming	550
Allscott Meads Allotments	5,000
	85,705

Precept Calculation

Council Tax base 2024/25 = 1,928 (increase from 1,833.80 20223/24)

Increase per household from £51.50 to **£55.00 (Band D equivalent)**

Precept = 1,928 x 55.00 = 106,040

Recommendations

1. To set the **budget** for 2024/25 at **£104,305**
2. To implement an increase of £3.50 per year per household = £55.00 per year per household for 2024/25
3. To request a precept of **£106,000**
4. Difference of £1,695 to be added to general reserves and can be used for any shortfalls or additions to earmarked reserves as required particularly with the high costs associated with lighting and repairs

Prepared by J Hancox
Clerk & Responsible Finance Officer
December 2023

Wrockwardine Parish Council

Item 11 Briefing Note

Community Governance Review

Background

Telford & Wrekin Council are carrying out a Community Governance Review which is the legal process where it consults with those living in the area, and other interested parties, on the most suitable ways of representing local people.

Following the publication of the Terms of Reference, the initial consultation stage has commenced. The details were forwarded to Member's on 26/9/23 for individual comment, but a Full Council response has been suggested.

Information

The Council may consider the following factors:

- the impact of community governance arrangements on community cohesion;
- the size, population and boundaries of a local community or parish;
- community governance that will be reflective of the identities and interests of the community in that area; and
- arrangements that provide for effective and convenient local government.

This consultation stage closes on **Monday 18th December 2023**.

Further information, circulated on the email of 26/9/23 is available on the Borough's [website](#) where you can download the notice of review, terms of reference and information pack:

- [Download the Notice of Review.](#)
- [Download the Terms of Reference.](#)
- [Download the information pack.](#)

Suggested Comments

Cllr Tonks has suggested the following comments for submission as a response:

- Town and Parish Councils are a valuable lower-level tier of government that represent the interests and concerns of the local area through integration within and local knowledge of these communities

- Town and Parish Councillors have a better understanding of the demographics and needs of these communities and can discuss these within an appropriate timeframe e.g. Wrockwardine Parish Council meetings often take several hours to discuss all of the local issues. This sort of discussion time would not be possible if the issues in these areas were added to just one agenda for a wider spread of areas
- Issues within these communities may be dismissed or diluted by focus on the issues of the larger communities within the town if smaller councils are merged into larger ones
- Proximity to meetings for local residents is easier to enable them opportunities to attend, particularly for older residents who may not drive
- Promotes community cohesion through councillors being more accessible and present within their communities and being able to address issues more quickly. It would be difficult to push items onto bigger agendas
- Town and Parish election issues – these elections consistently have a low turnout and this would be further impacted if smaller councils were merged into bigger ones. Residents would feel more disengaged if decisions about their communities were not being prioritised and might even be less likely to vote
- Impact on jobs – if smaller councils were merged into bigger ones, paid roles within smaller councils are likely to be lost meaning some employees may lose their jobs