

ST GEORGES & PRIORSLEE PARISH COUNCIL

MINUTES

of

**The Annual Meeting held on
Tuesday 3rd May 2016 at
St George's & Priorslee Parish Centre**

Present: Councillor R A Overton (Chairman), Councillors, S Ali, I Fletcher, Mrs V Fletcher, T Hoof, S Malpas, J C Minor, Mrs J Overton, R Overton, S Overton and R Williams

In attendance: Seven members of the public:

01/17 **Public Question Time**

No questions were asked.

02/16 **Election of Chairman**

Councillors Mrs J and S Overton declared an Interest in this item and did not vote.

Moved by Councillor J Minor and seconded by Councillor S Malpas that Councillor R Overton be elected Chairman of the Parish Council for the ensuing year.

Resolved: that Councillor R Overton be elected Chairman of the Parish Council for the ensuing year.

03/17 **Declaration of Acceptance of Office**

Councillor R Overton duly read out and signed the Declaration of Acceptance of office.

04/17 **Apologies**

An Apology for absence was received from Councillor Mrs B Richards – Holiday

05/17 **Election of Vice Chairman**

Moved by Councillor R Overton and seconded by Councillor S Malpas that Councillor J Minor be elected Vice Chairman of the Parish Council for the ensuing year.

Resolved: that Councillor J Minor be elected Vice Chairman of the Parish Council for the ensuing year.

06/17 **Declarations of Interest**

Councillors I Fletcher and J Minor declared an Interest on all Planning matters.

07/17 **Dates and Venues of Council Meetings**

Members discussed the viability of holding meetings on an alternative night due to the problems caused by meeting so early in the month.

Resolved: that Parish Council meetings be held on the third Tuesday in each month excluding August at 7pm.

08/17 **Appointment of Representatives to Outside Bodies**

Resolved that the following nominations for representatives on outside bodies be confirmed:

- (a) SALC Wrekin Area Committee: Councillor R Williams
- (b) St Georges Recreation Ground : Councillor S Overton
- (c) Bus Users Group: Councillor I Fletcher
- (d) Tree Warden Councillor I Fletcher
- (e) Snow Warden: Councillor R Overton
- (f) North Telford Rights of Way
- (f) Granville Park Management: Councillor R Williams
- (g) Friends of the Cockshutt – Councillors S Malpass, R Overton and R Williams

9/17 **Minutes of Annual Parish Meeting**

The Minutes of the Annual Parish Meeting held on 5^h April 201 were circulated and were received for information.

10/17 **Minutes**

Resolved: that the Minutes of the Parish Council meeting held on 5th April 2016, having been previously circulated, be signed by the Chairman as a true record.

11/17 **Clerk's Report on Matters Arising**

- (a) **Inland Revenue Cheque for April 2016. – Resolved: that the Cheque no 11086 for £427.42 be cancelled and a replacement cheque no 11091 for £425.42 be approved.**

- (b) **Emergency Repair to Gate Mechanism at Freeston Avenue Play Area**
Resolved: that the action to repair the broken gate be approved at a cost of £435 (from the PET Budget).

- (c) **Emergency Action to Ball Court Net**

Resolved: that the emergency action to repair the Freeston Avenue restraining wires on the roof of the Ball Court be approved.

- (d) **SIDS**

The Clerk reported that the recently installed SID on Priorslee Avenue had not been working and that she had contacted Traffic Management at Telford and Wrekin Council. It was confirmed that the Battery required replacement and that this would be done this week. The SID was not part of the new scheme which is shortly to be implemented but had been placed there due to the speeding problems in Priorslee Avenue. It was also reported that a Resident living adjacent to the SID had complained and requested its removal. The Resident had been assured that the SID is not a permanent structure and would be in place intermittently for two week periods.

12/16 **Planning**

- (a) **Procedure for dealing with Planning Applications**

Resolved: that Planning applications continue to be received by the Clerk and forwarded to the Councillor R Williams and that Delegated Powers be granted to Councillor Williams and the Clerk to respond on minor applications on behalf of the Parish Council.

(b) **Planning Applications**

- (a) **Resolved: that the following recommendation dealt with under Delegated Powers be approved:**

App No TWC/2016/0307
Site 27 Brookvale Road
Proposed Dev. Single Storey side and rear extension

Recommendation Recommend approval

App No TWC/2016/0310
Site 82 Walker Crescent
Proposed Dev. Single Storey side and rear extension

Recommendation Recommend approval

- (b) **Resolved: that the following Recommendations be forwarded to Telford and Wrekin Council:**

App No TWC/2016/0374
Site 9 Windemere Drive, Priorslee
Proposed Dev. Resubmission of TWC/2015/0552 for the erection of a first floor side extension, single storey side and rear extension and the erection of a detached garage.

Recommendation Recommend approval

App No TWC/2016/0343
Site 15 Church Street, St Georges
Proposed Dev. Change of use from Tattoo Parlour to retail use.

Recommendation Recommend approval

App No TWC/2016/0331
Site 2 Lapwing Gate, Priorslee
Proposed Dev. Erection of a Single Storey front and side extension and alteration to front bedroom dormer window

Recommendation Recommend approval

App No TWC/2016/0330
Site 44 Athol Drive, St Georges
Proposed Dev. Erection of a rear conservatory (Retrospective)

Recommendation Recommend refusal on the grounds of overdevelopment of the site.

App No	TWC/2016/0292
Site	1 Lapwing Gate
Proposed Dev.	Erection of two storey side extension and associated works
Recommendation	Recommend approval

(c) **Planning Decisions**

The following Planning Decision was received from Telford and Wrekin Council:

App No	Proposed Development	Decision
TWC/2015/0216	Erection of a two storey side and single storey rear extension at 63 Derwent Drive, Priorslee	Granted
TWC/2016/0195	Felling of one Ash Tree (Tree Preservation)	Granted

13/17 **Resolved: that the following accounts be paid :**

<u>Name</u>	<u>Particulars</u>	<u>Amount</u>	<u>Cheque No</u>
K I James	Salary (May)	1228.63	SO
Inland Revenue	Income Tax and NI	425.63	11092
Miss J Ellis	Wages (April)	256.50	11093
T & W Council	Engineers Fees Final Quarter	3188.47	11094
Rialtas RBS	Year End Closedown/Travel	700.20	11095
SDH Accounting	Internal Audit	417.00	11096
Midland News Ass.	Advert. Parish Clerk	354.00	11097
St Georges C of E School	Contribution to Heating/lighting	1000.00	11098
K I James	Broadband	7.50	11099

14/17 **Gower Business Plan- S McGavin**

Sue McGavin gave a power point presentation on the draft Gower Business Plan. Hardback copies were made available for Members and a copy placed for retention in the Parish Council office. It was stated that the Plan is not yet in the public domain. A link to Drop Box is being made available.

15/17 **Annual End of Year Accounts**

A copy of the Annual, accounts, Governance Report, Account Detail and Internal Auditors report had been circulated to all members and were discussed.

Resolved: that the Annual Return, Annual Accounts, Governance and Internal Auditors Report be adopted, signed by the Chairman and submitted to the External Auditors.

16/17 **Heating and Lighting Cheque**

Resolved: that St Georges C of E Primary School be paid a sum of £1,000 towards the heating, lighting and water of the Parish Centre.

17/17 **Debt – Invoice 39/15 Job Junction for £60**

Resolved: that the unpaid invoice from 2015 by Telford and Wrekin Job Junction for £60 be written off.

18/17 Parish Centre Booking Fees

Members reviewed the current booking fees and took into consideration the current financial climate.

Resolved: that the current rates for hire fees remain unchanged as follows:

Meeting room Hire £8 per hour with a minimum hire period of two hours.

Meeting room, kitchen and foyer, £10 per hour with a minimum hire period of two hours

Sundays £25 per hour with a minimum hire period of two hours, plus an additional £10 opening and closing fee.

Election Poll Station £15 per hour.

19/16 Pet Team Report for 25th April 2016

Members had been circulated with copies of the Report and budget update with their Agendas.

Present: P Pritchard, K James,

Issues Raised from Previous Notes

1. Lych Gates – Report has been finalised. Cost from Engineer are awaited. Assured that all repairs will be completed to a high standard.

Path North of Priorslee Flash – Work to be carried out May/June 2016. Cost of £10k agreed - £5 from Parish PET budget and £2k and £3k from Telford and Wrekin budget.

2. Litter Bins – Final bin for Corner of Hockey pitch at rear of Burma Road, confirmation awaited that it has now been installed.
3. New flowerbed in centre of St Georges – some plants have been stolen.
4. Wooden Footbridge on footpath adjacent to Priorslee Academy leading to Lapwing Gate – Side panel has been replaced. Everglade Road Wooden planks are rotting. – Will be undertaken linked to repair of planks on Flash footpath Engineers are to look at this.
5. Apprentice – no applicants to date. Will be re-advertised again later this week.
6. Bulbs – do not appear to have been planted by the Lions.
7. Notice Boards. TSS are to install Notice Boards. Kathy to spray paint locations the day before installation when notified.
8. Priorslee Clock – Engineers report has been received – (report attached for information). Meeting to be arranged to discuss options.
9. PET Budget – copy of Budget expenditure attached.

Pet Budget St Georges and Priorslee

Budget £9,460 2016/17

- Made up of Apprentice shortfall £100 2015/16, Materials carry over £1,860 2014/15, £7,500 Materials budget 2015/16

Description	No	Cost
Everglade road install bin	1	280
West Street install bin	1	280
Cloisters Way install bin	1	280
Daisy Bank Drive install bin	1	280
Stafford Street install bin	1	280
Ashley Road install bin	1	280
Lodgewood Lane install bin	1	280
Duke Street install bin	1	280
St Georges Rec Install bin	1	280
Notice board Priorslee Road, Gower	3	516

Street, Woodhouse Lane		
Install notice boards	3	600
Flower bed St Georges ornamental grass	1	150
Freeston Avenue Gate Repair	1	435
Contribution to flooded paths	1	5,000
Total		9,221

- Surplus £239

20/17 **Review of Documentation**

The Clerk had circulated copies of the amended Key control Self Evaluation Summary to all Members and this was **adopted**.

Members reviewed the following Documentation:

- (a) Standing Orders
- (b) Financial Regulations
- (c) Complaints and Grievance Procedure
- (d) Disciplinary and Grievance Procedure
- (e) Risk Assessments

Resolved: that the above documentation be adopted.

21/17 **Grants**

It was suggested that the policy of considering grant applications twice a year in July and February should be increased.

Resolved: that in future, grant applications will be considered at the June, October and February meetings of the Parish Council.

22/17 **Hanging Baskets/Watering**

A quotation was received from Nobridge for the supply of Hanging baskets for Priorslee Flash and the centre of St Georges at a cost of £29.06 per basket with a cost of £3728.05 for watering.

Resolved: that the above quotation be adopted.

23/17 **Correspondence**

- (a) Bus User Minutes of last meeting (previously circulated by email to all Members).
- (b) Clerks and Councils Direct – Noted
- (c) ALC Information Bulletin (previously circulated by email to all Members)
- (d) SLCC Extraordinary Meeting at Stratford on Avon on Friday 10th June 2016
Resolved: that the Clerk attend and pay the day rate including Lunch.
- (e) ALC Chairmanship Training ~Tuesday 28th June 2016 at The Shirehall
- (f) Sheriffhales Parish Council Civic Service Sunday 22nd May 2016 at 3pm at St Mary's Church, Sheriffhales.
- (g) Crucial Crew – VIP Day - Wednesday 13th July 11.45 at Telford AFC.

24/16 **Suspension of Standing Orders**

Resolved: that Standing Orders be suspended to allow Mr Norman Ogden to ask a question.

25/16 **Footpath into Church Street from Turnpike Court**

Mr Ogden stated that he uses a mobility scooter but is prevented from going from Turnpike Court to Church Street due to uneven pavements. Councillor R Overton agreed to contact Telford and Wrekin Council to seek a solution.

26/17 **Resumption of Standing Orders**

Resolved: that Standing Orders be resumed.

27/16 **Exclusion of Press and Public :** To resolve that in view of the confidential nature of the business about to be transacted which will involve the likely disclosure of exempt information as defined in the Public Bodies Admission to Meetings Act 1960, the public and press be temporarily excluded from the meeting and they are instructed to withdraw.

28/16 **Staffing Committee**

The Minutes of the Staffing Committee meetings held on 15th and 25th April 2016 had been circulated to all Members with their Agendas.

Resolved: that the Minutes of the Staffing Committee meetings held on 15th and 25th April be received and adopted.

Chairman Date