

Minutes



Meeting held: St Georges & Priorslee Parish Council

Date: Tuesday 31st January 7pm at

St Georges & Priorslee Parish Centre

Chairman: Cllr Richard Overton

Minute Taker: Wendy Tonge (Parish Clerk)

Present:

Councillors:	R Overton	Mrs V Fletcher	I Fletcher
S Overton	Mrs B Richards	J Minor	R Williams
T Hoof	S Ali	S Malpass	
In attendance:	2 Members of the public		

124/17	Public Question Time	
	Cllr V Fletcher raised on behalf of Mr P Thomas, a resident of Priorslee some concern for the continued issue of dog fouling in public areas– it was agreed the Clerk will contact Mr Thomas direct regarding the matter.	
125/17	Apologies	
	Mrs J Overton	
126/17	Declarations of interest	
	Councillors I Fletcher and J Minor declared an Interest in all Planning Matters and undertook not to vote. Members agreed that they would make any other declarations if they arose during the meeting. Resolved: That a dispensation be granted to all Members of the Parish Council until May 2017 to allow them to take part in discussions, and set the Precept on the grounds that so many members would otherwise be precluded that the meeting would not be quorate.	
127/17	Minutes	
	Resolved: That the minutes of the meeting held on December 2016, having being previously circulated be signed by the Chairman as a true record.	
128/17	Clerks update on matters arising	
	Correction to December minutes -The public session time was attended by Mr Holl, not Mr Holt	
129/17	Clerks Report	
	1. Finance The Clerk was pleased to have finally received confirmation from the Bank of Scotland that the changes to the signatory access to our account has been completed. With the exception of Cllr Mrs J Overton all account signatories are now updated and on the account records. The Clerk has applied for Business Internet Banking to enable her to view our accounts online and carry out transactions.	

	<p>Resolved: the Clerk to be the appointed as the 'Full access User' on the Business Internet Banking Service.</p> <p>The second of the annual audit conducted by the designated internal Auditor is due Feb/March 2017.</p> <p>Resolved: the Clerk to arrange for the 2nd annual Internal Audit to be carried out.</p> <p>A training session has been arranged for Town and Parish Councillors on the subject of Year End Preparing Audit, Friday 17th February 2017, 2pm – 4pm at Oakengates Town Council cost £22.</p> <p>Resolved: The Clerk was asked to feedback to SALC evenings would be more convenient for training sessions due to work commitments.</p> <p>End of year close down of accounts arrangements are planned with Rialtis Banking Solutions, the Clerk will arrange for the close down to be carried out during April/May 2017</p> <p>The Clerk was pleased to report that arrangements have finally been made for the Council/Staff to enter into the Shropshire Government Pension Scheme.</p> <p>2. Pride in Your High Street</p> <p>As directed, the Clerk wrote to Richard Partington, Managing Director of Telford & Wrekin Council regarding the Pride in Your High Street Funding in the St Georges area, expressing concern regarding the allocation of funds to Private Landlords, a reply was received and shared with Council Members.</p> <p>Resolved: The Parish Council are generally satisfied with the response received from Mr Partington and felt confident that by raising the query they were reassured that Telford & Wrekin Council had reviewed and amended current practices to such Funding initiatives. The Clerk will query with the Funding Project Manager what exactly is an 'Urban Village Green, and clarify if this has been officially received Village Green status, if so where is this exactly and how much is it likely to cost? The Clerk will also send a written response to the resident who raised similar concerns.</p> <p>3.Communication</p> <p>The next Parish Newsletter will be distributed mid-March, the Clerk requested Council to forward suggestions regarding local news, information items they wish to see in the Spring edition</p> <p>Parish Facebook Page</p> <p>The St Georges & Priorslee Parish Council Facebook page is now live. The site will be used for posting parish information. The Clerk has editing rights to the site, Members were reminded to ensure they did not break the Code of Conduct when using any forms of social media.</p> <p>Parish Web-site</p> <p>The Parish Website requires a complete redesign, the Clerk presented a quote from the current provider. Concerns was raised that further research needed to be conducted before agreeing a new provider.</p> <p>Resolved: It was agreed that Cllr Hoof will work with the Clerk to identify a quality website provider who can offer both best value and a high quality service.</p> <p>Noticeboards</p> <p>The original agreement that the noticeboard at Daisy Bank Way be taken due and relocated to the Shires is unable to go ahead due its poor condition, the board has been disposed of.</p> <p>Resolved: It was agreed that a programme of replacement for all of the current wooden noticeboards is required, therefore the Clerk was asked to explore costings for a metal noticeboard</p>	
130/17	Planning	
(a)	<p><u>Plans received and 'Full Granted' by Telford & Wrekin Council</u></p> <p>1.Application number TWC/2016/0162 Site address Land North of, Keepers Crescent & Daisy Bank Drive, St Georges, Telford, Shropshire Description of proposal Erection of 40no. dwellings with associated access, landscaping, surface water drainage, public open space and associated earthworks</p> <p>2.Application number TWC/2016/1088 Site address 6 Gilwell Grove, Priorslee, Telford, Shropshire, TF2 9SR Description of proposal Erection of a first floor side and rear extension</p> <p>3. Application number TWC/2016/1122 Site address 77 & 79 West Street, St Georges, Telford, Shropshire Description of proposal Internal alterations to change 77 & 79 into 1no. dwelling with external changes to windows and new opening to form parking area and the erection of a single storey rear extension</p> <p>4. Application numberTWC/2016/1131 Site address 2 Highgate Drive, Priorslee, Telford, Shropshire, TF2 9FE Description of proposal Erection of single storey rear extension and associated works</p> <p><u>Applications for Consideration</u></p> <p>1.Application number TWC/2017/0059 Site address The Co-Operative Food, Priorslee Avenue, Priorslee, Telford, Shropshire, TF2 9NR Description of proposal Installation of new mechanical plant in the rear service yard, new external coldroom with a timber framed canopy and the installation of anti climb rotating spikes to the side of the property</p>	

<p>(b)</p> <p>(c)</p>	<p>Resolved: Objection 2.Application number TWC/2017/0065 Site address Site of Ambleside, Stafford Street, St Georges, Telford,Shropshire Description of proposal Outline application for the erection of 1no. detached dwelling and detached garage with all matters reserved Resolved: Approval with an additional comment regarding the access road to the dwellings would need to be officially adopted and be improved to a good standard. The Clerk to forward the comment to Telford & Wrekin Highways Manager. <u>Applications dealt with under delegated powers during December and January</u> None dealt with.</p>																																																																																						
132/17	Accounts																																																																																						
	<p>Resolved: that the following accounts be approved for payment:</p> <table border="1" data-bbox="268 562 1394 1402"> <thead> <tr> <th data-bbox="268 562 539 622">Name</th> <th data-bbox="539 562 799 622">Particulars</th> <th data-bbox="799 562 1011 622"></th> <th data-bbox="1011 562 1272 622">Amount</th> <th data-bbox="1272 562 1394 622">Cheque No</th> </tr> </thead> <tbody> <tr> <td>SLCC</td> <td>Membership Subscription</td> <td></td> <td>£157</td> <td>011216</td> </tr> <tr> <td>W Tonge</td> <td>Salary</td> <td></td> <td>£1299.29</td> <td>011217</td> </tr> <tr> <td>J Ellis</td> <td>Wages</td> <td></td> <td>£207.20</td> <td>011218</td> </tr> <tr> <td>Inland Revenue</td> <td>NI & Income Tax</td> <td></td> <td>£394.37</td> <td>011219</td> </tr> <tr> <td>Shropshire Pension Fund</td> <td>Pension Contributions</td> <td></td> <td>£346.06</td> <td>011220</td> </tr> <tr> <td>W Tonge</td> <td>Petty Cash</td> <td></td> <td>£318.72</td> <td>011221</td> </tr> <tr> <td>PP Electrical Services</td> <td>Repairs to lights</td> <td>6710</td> <td>£63.94</td> <td>011222</td> </tr> <tr> <td>Vision ICT</td> <td>Host Website</td> <td>6614</td> <td>£186.00</td> <td>011223</td> </tr> <tr> <td>Waterstones</td> <td>Publication</td> <td>3620100163</td> <td>£78.40</td> <td>011224</td> </tr> <tr> <td>Birchall</td> <td>Repair to Parish Heating</td> <td>187509</td> <td>£69.48</td> <td>011225</td> </tr> <tr> <td>Cool Services</td> <td>Air Conditioning units</td> <td>48709</td> <td>£80.40</td> <td>011226</td> </tr> <tr> <td>Birchall</td> <td>Boiler Service</td> <td>185532</td> <td>£78</td> <td>011227</td> </tr> <tr> <td>British Telecom</td> <td>Centre Alarm system line</td> <td>Q067P8</td> <td>£83.52</td> <td>011228</td> </tr> <tr> <td>Rialtas Business Solutions Ltd</td> <td>Alpha accounts software</td> <td>SM17410</td> <td>£1135.60</td> <td>011229</td> </tr> <tr> <td>Uk Safemoves Ltd</td> <td>Parish Safe</td> <td>1540</td> <td>£522.00</td> <td>011230</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Name	Particulars		Amount	Cheque No	SLCC	Membership Subscription		£157	011216	W Tonge	Salary		£1299.29	011217	J Ellis	Wages		£207.20	011218	Inland Revenue	NI & Income Tax		£394.37	011219	Shropshire Pension Fund	Pension Contributions		£346.06	011220	W Tonge	Petty Cash		£318.72	011221	PP Electrical Services	Repairs to lights	6710	£63.94	011222	Vision ICT	Host Website	6614	£186.00	011223	Waterstones	Publication	3620100163	£78.40	011224	Birchall	Repair to Parish Heating	187509	£69.48	011225	Cool Services	Air Conditioning units	48709	£80.40	011226	Birchall	Boiler Service	185532	£78	011227	British Telecom	Centre Alarm system line	Q067P8	£83.52	011228	Rialtas Business Solutions Ltd	Alpha accounts software	SM17410	£1135.60	011229	Uk Safemoves Ltd	Parish Safe	1540	£522.00	011230						
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	<p>Copies of the Draft Financial Estimates for 2017/2018 had been circulated to all Members and were discussed. Moved: that the Financial Estimates be adopted and approved as they stand Resolved: that the Draft Financial Estimates for 2017/2018 be adopted and approved</p>																																																																																						
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	<p>Correspondence from Telford & Wrekin Council Finance Team Leader has been received confirming the Council Tax Support Grant will no longer be available. Resolved: that Telford & Wrekin Council be precepted in the sum of £150,000. The required paperwork was duly signed by the Chairman, two members and the Clerk</p>																																																																																						
135/17	PET Report																																																																																						
	<p>Resolved: that the following PET report be adopted</p> <p>St Georges & Priorslee Parish Council PET Meeting held Thursday 12th January 10.30am at the Parish Centre</p> <p>Present: Wendy Tonge (Parish Clerk), Phil Pritchard (T&WC), Derek Carr (TWS)</p> <p>Review of PET Apprentice Derek will speak to Phil E to offer any support to ensure the Apprentice is getting lots of support in his role.</p>																																																																																						

	<p>New Year Audit The Clerk had recently requested the PET Team to carry out an Audit on the condition of Parish Owned, Bins, Grit bins, Benches and bus shelters. Overall the conditions are good, however 7 bins were highlighted as requiring replacements. Action: The Clerk to take to Council for consideration replacement of 7 bins out of 2016/17 financial budget at a cost of approximately £2,000</p> <p>Improvements to the Village Green The Clerk enquired when the planned work is to be carried out. Action: Mark Greaves has now left T&WC therefore a site visit to be arranged with Phil P to ensure the benches/mound are sited at the exact location originally identified.</p> <p>Freeston Avenue Play Area The Clerk expressed concern she had not been receiving the weekly/6 weekly inspection sheets. Phil P confirmed the work to be carried out following the RoSPA inspection was in-hand. Action: Derek to forward inspection sheets. Phil P to inform the Clerk when the required repairs have been completed for the Play Area.</p> <p>Lychgates & Priorslee Clock The Clerk raised concern that despite ongoing dialogue with T&WC, the Parish were still waiting for an answer regarding any formal response on what is the Borough Councils current stance on the situation and have they identified a tangible solution in how to move forward in working with the Parish, also would they be willing to attend to a future meeting to present the suggestions.</p> <p>Action Phil P to speak to Dave Hanley regarding giving a formal response to the Boroughs position</p> <p>Meeting ended 12pm</p>	
136/17	Holyhead Road	
	<p>A recent inspection by Telford & Wrekin Highways Department on the camber in the road on Holyhead Road, St Georges, highlighted the carriageway has started to fail. This has been added to the stretch of carriageway from Priorslee Roundabout to Greyhound Roundabout to the list of possible capital projects for 2017/18, due to the works being are over 100sqm in area. In the meantime, the road will be inspected four times annually and if any dangerous defects are identified, they will be remedied as per the council reactive maintenance policy. Resolved: The Clerk to write to Telford & Wrekin Council Highways Dept to request the work be carried out as soon as possible under the Capital Programme for 2017/18</p>	
137/17	<p>The following correspondence was received and the contents noted:</p> <p>Telford & Wrekin Council – Point of contact for Parish & Town Councils</p> <p style="text-align: center;">Budget Consultation from the Leader of T & W Council</p> <p>Battles Over – A national Tribute</p> <p>Wellington Town Council – Mayors Annual Civic Dinner 25th March 2017 invitation</p>	
	<p>Signed by Chairman..... Date.....</p>	