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| **Minutes** |
| Meeting held: St Georges & Priorslee Parish Council Annual Meeting |    |
| Date: Tuesday 21st May 2019 7pm at St Georges & Priorslee Parish Centre |
| Chairman: Cllr Richard Overton   |
| Minute Taker: Wendy Tonge ( Parish Clerk) |
| Present: |
| Councillors: | R Overton | R Williams | R Cadman |
| Mrs V Fletcher | Mrs B Richards | S Handley | I Fletcher |
| Mrs M Warner | E Dabbs | D Wright |  |
| In attendance: | 7 Members of the public | Mrs A Atkinson (Community projects & events officer) | Ms J Ellis (Parish Support Officer) |
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| 14/20 | Public Question time |  |
|  | Big Lunch invitationSt George’s resident, Ms B Dempsey, informed council members she is currently organising a ‘Big Lunch’ Community event to be held on 2nd June in Albion Street, St Georges. All members are welcome to attend.Christmas trees – The CloistersA resident from The Cloisters estate queried if the Christmas tree provided on the entrance to the estate by the parish council last year, will be installed this coming year – The Chairman confirmed the tree will be a regular feature during the Christmas celebration period. |  |
| 15/20 | Election of Chairman |  |
|  | Moved by Cllr D Wright and seconded by Cllr S Handley that Cllr 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. |  |
| 16/20 | Declaration of acceptance of office |  |
|  | Councillor R Overton duly read and signed the Declaration of Acceptance of Office. |  |
| 17/20 | Election of Vice-Chairman |  |
|  | Moved by Cllr I Fletcher and seconded by Cllr Mrs V Fletcher that Cllr Mrs B Richards be elected Vice-Chairman for the ensuing year.Resolved: that Councillor Mrs B Richards be elected Chairman of the Parish Council for the ensuing year. |  |
| 18/20 | Apologies |  |
|  | S Overton – Indisposed. |  |
| 19/20 | Declarations of interest |  |
|  | Cllr I Fletcher declared an interest in planning matters. Cllr Mrs V Fletcher declared an interest in all planning matters but reserved her right to speak on planning applications where appropriate. Members agreed that they would make any other declarations if they arose during the meeting. |  |
| 20/20 | Minutes of previous meeting |  |
| (a)(b) | Resolved: that the minutes of the parish council meeting, having been circulated be signed by the Chairman as a true record:The Annual Meeting of the Parish of 16th April 2019.Parish Council meeting of 16th April 2019. |  |
| 21/20 | Clerks update on matters arising from the previous meeting |  |
|  | Parking – Grove EstateThe Clerk confirmed a site meeting was held with Highways officer Gemma Williams, to look at possible solutions to the ongoing parking issues along the grass verge at the Grove Estate. Gemma agreed to pursue the matter and come back to the parish council with proposed solutions. |  |
| 22/20 | To confirm the proposed timetable of dates for Full Parish Council |  |
|  | Resolved: that Parish Council Meetings continue to be held on the third Tuesday of each month (excluding August and January) at 7pm. Meetings to be held at the Parish Centre, Grove Street, St Georges |  |
| 23/20 | Appointment of members to Standing Committees |  |
| (a)(b) | Resolved: that the following nominations for representatives on the Parish Plan Committee be confirmed. Councillors Mrs B Richards, R Williams, R Overton (Chairman), R Cadman, D Wright, S Handley and I Fletcher.Resolved: that the following nominations for representatives on the Staffing Committee be confirmed.Councillors R Overton , Mrs B Richards(Chairman), R Williams, and I Fletcher |  |
| 24/20 | Appointment on New Committees |  |
|  | Not applicable. |  |
| 25/20 | The General Power of Competence |  |
|  | Resolved: that St Georges & Priorslee Parish Council are eligible to adopt The General Power of Competence and meet the following criteria: Two thirds of the Council were elected at the time of the resolution and the clerk holds the Certificate in Local Council. |  |
| 26/20 | Review of Affiliation/Membership to other organisations |  |
|  | Resolved: to continue the annual Affiliation/Membership to the following organisations: :(a) Shropshire Association of Local Councils (SALC) annual affiliation fee of £1,899.01(b) Society of Local Council Clerks (SLCC) annual affiliation fee of £175.00 |  |
| 27/20 | Appointment of Councillors as representatives on outside bodies |  |
|  | Resolved: that the following nominations for representatives on outside bodies be confirmed.(a) St Georges Recreation Ground (Councillor R Overton)(b) Bus Users Group (Councillor I Fletcher)(c) Tree Warden (Councillor I Fletcher) (d) Snow Warden (Councillor R Overton) (e) Granville Park Management ( Councillor R Williams) (f) Friends of the Cockshutt (Councillor E Dabbs)(g) Parish Charter Monitoring Group (Councillor R Williams)(h) St Georges Partnership (Councillor R Overton)(i) Wrekin Area Committee ( Councillor R Williams)The Clerk agreed to clarify with the administrator of each body, who the representative for the parish council is for the ensuing year. |  |
| 28/20 | Planning |  |
| (a)(b)(c) | Planning Application received from Telford & Wrekin Council for consideration1.Application number TWC/2019/0335Site address: 20 Cover Drive, St Georges, Telford, Shropshire, TF2 9NLDescription of proposal Garage conversionRecommendation made under delegated powers: No objection2. Application number TWC/2019/0330Glen Cottage, Priorslee Avenue, Priorslee, Telford, Shropshire, TF2 9SWDescription of proposal: Erection of single storey front extension and a two storey side extensionRecommendation: No objection3.Application number TWC/2019/0320Timber Yard, Duke Street, St Georges, Telford, Shropshire, TF2 9BAChange of use to storage yard with associated office (use class Sui-Generis), including the regularisation of site boundary (Retrospective)Recommendation: Comment – Clarity on exactly what the site intends to store and concern that the activity of the business will encroach on local businesses and residents, particularly the increase in traffic and large plant machinery, a suggestion was made that part of the land could be used for car parking space to local traders and residents.Plans received and ‘Full Granted’ by Telford & Wrekin Council 1.Application number TWC/2018/0180Site address Site of Unit 1 Redland Industrial Estate, Station Hill, St Georges, Telford, ShropshireDescription of proposal Variation of Condition 6 of planning permission TWC/2016/0903 to reduce the number of units from 5 to 4.Notice of ‘Full Refusal’ Application: TWC/2019/0294 Site: 36 Wharf Close, St Georges, TelfordReview of current procedure for planning mattersThe Parish Council current procedure for dealing with planning applications was discussed.Resolved: that the Clerk draft a procedure for the parish councils procedure in dealing with planning matters for council’s consideration at a future meeting.  |  |
| 29/20 | Finance - Accounts |  |
| (a)(b)(c)(d)(e) | Resolved: that the following accounts due for payment in May 2019 be approved

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| Name | Particulars | Amount  | Detail |
| Staff Salaries | April’s Salaries & Wages | £2591.09 | Standing Order |
| HMRC | NI & Income Tax | £436.42 | Bank Transfer |
| Shropshire County Pension Scheme | April contributions | £445.62 | Bank Transfer |
| Telford & Wrekin Council | Phone charges for PC | £ 32.99 | Bank Transfer |
| SALC | Council booklets | £ 38.40 | Bank Transfer |
| Transolutions | PC Window cleaner | £ 40.00 | Bank Transfer |
| NPower | Xmas lighting supply | £ 207.78 | Credit Card |
| AYP Printing | Printing costs | £172.00 | Bank Transfer |
| Anthony’s Gardening Service | Lawn cutting | £175.00 | Bank Transfer |
| S Irving | Repairs to memorial wall | £850.00 | Bank Transfer |
| Zurich  | Insurance | £3,163.18 | Bank Transfer |
| J Ellis | Reimbursement for cleaning goods | £11.81 | Bank Transfer |
| Nobridge Nurseries | Play area inspections | £150.00 | Bank Transfer |
| Telford & Wrekin Council | Phone charges for PC | £ 32.99 | Bank Transfer |

Resolved: that all members of the council be appointed as signatories on the RBS account.Resolved: that the continuation of paying service providers by on-line banking be approved.Resolved: that the continuation of making purchases with the council’s credit card be approved.Resolved: that Cllr I Fletcher continue to carry out the financial checks on a quarterly basis throughout the ensuing year. |  |
| 30/20 | Fixed Asset Register & Insurance 2019/2020 |  |
|  | Resolved: that the Fixed Asset Register and Insurance Policy circulated to all Members be accepted. |  |
| 31/20 | Review of Council Policies & Procedures for 2019/2020 |  |
| (a)(b) | Resolved: that the policies & procedures provided to members be accepted, with the exception of the following:Communication plan – the clerk undertook to amend the policy with the proposed recommendations and to present in the future a Bullying & Harassment Policy for councils consideration.Safeguarding Policy/Code of ConductResolved: that the policy be adopted and include the recommendation that all councillors, staff and volunteers (where appropriate) have a standard DBS clearance check. |  |
| 32/20 | Community Projects & Events Officer: Update to Members |  |
|  | Copy of the CP&E Officers briefing had been previously circulated to members.Resolved: That the Senior Citizens Trip to Llandudno be held on Tuesday 6 August 2019, with 4 Coaches booked and an additional Coach reserved should it be required. 1. Resolved: that the Community Spring-Clean Event be held on Wednesday 5th June in Priorslee Apologies were received in advance from Cllr I & V Fletcher.
2. Resolved: that the purchase of 12 litter pickers and outdoor clothing for future events be purchased.
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| 33/20 | Review of charges for parish centre |  |
|  | Resolved: that the following room hire charges be implemented for the hire of the parish centre commencing 1st April 2019:* Community - £7.00 per hour
* Agency - £8.50 per hour
* Commercial/Private - £10.00
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| 34/20 | Replacement wildlife information board at The Flash |  |
|  | .A quote received from specialist MA Creative was circulated to members:Resolved: that the quote from MA Creative be accepted and the Clerk to confirm if the frame/posts are flammable before placing the order. |  |
| 35/20 | Memorial Gates/Wall |  |
|  | Urgent repairs have been carried out to the wall next to the Memorial Gates.Resolved: that the invoice received from S Irving to carry out the work be accepted and paid. |  |
| 36/20 | Correspondence |  |
| (a)(b)(c) | Invitation to attend Armed Forces Day – Shifnal Town CouncilPolice & Crime Survey 2019 – Invitation from Police & Crime Commissioner for West MerciaResolved: that the Clerk forward copies to interested members for completion.Letter from Shropshire CCG and Telford & Wrekin CCG regarding an important announcement on the proposal to become one organisation. Resolved: that the Clerk send a strong letter of objection to the proposal. |  |
|  | Signed by Chairman………………………………………………Date……………………………………. |  |