

## Minutes



**Meeting held: St Georges & Priorslee Annual Meeting**

**Date: Tuesday 16<sup>th</sup> May 2017**  
**7pm at St Georges & Priorslee Parish Centre**

**Chairman: Cllr Richard Overton**

**Minute Taker: Wendy Tonge ( Parish Clerk)**

**Present:**

<b>Councillors:</b>	R Overton	S Malpass	I Fletcher
S Overton	Mrs B Richards	Mrs J Overton	R Williams
J Minor			
<b>In attendance:</b>	2 Members of the public		

<b>12/18</b>	<b>Public Question time</b>	
	None received.	
<b>13/18</b>	<b>Election of Chairman</b>	
	<p>Councillor Mr S Overton and Mrs J Overton made a declaration of personal interest and declared they were directly related to Councillor R Overton.</p> <p><b>Moved by</b> Councillor B Richards and seconded by Councillor I Fletcher that Mrs B Richards be elected Chairman of the Parish Council for the ensuing year.</p> <p><b>Moved by</b> Councillor J Minor and seconded by Councillor S Overton that Councillor R Overton be elected Chairman of the Parish Council for the ensuing year. <b>Vote 5:3</b></p> <p><b>Resolved:</b> that Councillor R Overton be elected Chairman of the Parish Council for the ensuing year.</p>	
<b>14/18</b>	<b>Declaration of Acceptance of Office</b>	
	Councillor R Overton duly read out and signed the Declaration of Acceptance of office.	
<b>15/18</b>	<b>Apologies</b>	
	<p>T Hoof – Work Commitments</p> <p>S Ali – Late apology received( overseas work commitment)</p> <p>Mrs V Fletcher – Indisposed (the Chairman asked Cllr Ian Fletcher -Spouse) to please pass on to Veronica a get well gift of flowers, and send her very best wishes for a speedy recovery from her colleagues at the Parish Council following her unfortunate accident.</p>	
<b>16/18</b>	<b>Election of Vice Chairman</b>	
	<p><b>Moved by Councillor I Fletcher</b> and seconded by Councillor B Richards that Councillor B Richards be elected Vice Chairman of the Parish Council for the ensuing year.</p> <p><b>Moved by</b> Councillor R Overton and seconded by Councillor S Malpass that Councillor J Minor be elected Vice Chairman of the Parish Council for the ensuing year.</p> <p><b>Resolved:</b> that Councillor J Minor be elected Vice Chairman of the Parish Council for the ensuing year. <b>Vote 5:3</b></p>	
<b>17/18</b>	<b>Declarations of interest</b>	
	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.	
<b>18/18</b>	<b>To confirm dates for Parish Council meetings</b>	

	Members agreed the currently schedule appeared to be working well.  <b>Resolved:</b> that Parish Council meetings be held on the third Tuesday of each month (excluding August) at 7pm. Meetings to be held at the Parish Centre.	
<b>19/18</b>	<b>Appointment of Representatives to Outside Bodies</b>	
	<b>Resolved</b> that the following nominations for representatives on outside bodies be confirmed:  <ul style="list-style-type: none"> <li>(a) SALC Wrekin Area Committee: Councillor R Williams</li> <li>(b) St Georges Recreation Ground : Councillor S Overton</li> <li>(c) Bus Users Group: Councillor I Fletcher</li> <li>(d) Tree Warden Councillor I Fletcher</li> <li>(e) Snow Warden: Councillor R Overton</li> <li>(f) Granville Park Management: Councillor I Fletcher and R Williams</li> <li>(g) Friends of the Cockshutt: Councillor S Malpass, R Overton and R Williams</li> <li>(h) Parish Charter Monitoring Group: Councillor R Williams</li> <li>(i) Parish Forum: Councillor R Williams</li> <li>(j) St Georges Partnership: Councillor R Overton</li> </ul>	
<b>20/18</b>	<b>Appointment of Representatives to the Staffing Committee</b>	
	<b>Resolved:</b> that the following nominations for representative on the Staffing Committee be confirmed. Councillors B Richards (Chairman), R Williams, R Overton, T Hoof and I Fletcher.	
<b>21/18</b>	<b>Minutes</b>	
	<b>Resolved:</b> That Councillor Hoof's reasons for absence be recorded as 'Honeymoon' and the minutes of the meeting held on 21 <sup>st</sup> March 2017, having being previously circulated be signed by the Chairman as a true record.	
<b>22/18</b>	<b>Clerks update on matters arising</b>	
	<b>Hanging baskets contract 2017</b> The Clerk explained that due to an administrative oversight the Parish Council were committed to awarding Nobridge Nurseries the contract for 2017 to provide hanging baskets at a total cost of £4,948.57 <b>Resolved:</b> Nobridge Nurseries be awarded the contract to provide Hanging baskets for Summer 2017.	
<b>23/18</b>	<b>Clerks Report</b>	
	<p><b>1.Parish Centre</b> Following the agreement at the previous Parish meeting to purchase new tables for the meeting room, I am pleased to report we have been successful in finding existing tables a new home at Donnington &amp; Muxton Parish Council. The new tables are currently on order and should be arriving in early June.</p> <p><b>2.PET Team</b> Due to staff annual leave the May meeting has been delayed to early June. However, work has been ongoing and I can report progress on the following activities:</p> <p>The picnic benches and new bins are now installed on the Village Green, Priorslee.</p> <p>On receipt of both Councillors and residents suggestions the Clerk confirmed The 'angry eyes' dog fouling signs were due to be put in place week commencing 22nd May, in the following locations:</p> <p><u>Priorslee</u></p> <ul style="list-style-type: none"> <li>• Outside Redhill Primary School</li> <li>• Woodhouse Lane/Collett Way</li> <li>• Underpass under Castle Farm Way</li> <li>• Playing field adjacent to Holy Trinity School</li> <li>• Around 'The Flash'</li> <li>• Play area Teece Drive near Holy trinity academy</li> <li>• Play area Gatcombe Way</li> <li>• The Arena Gatcombe Way</li> </ul> <p><u>St Georges</u></p> <ul style="list-style-type: none"> <li>• Grove Street (near the School)</li> <li>• Church Street</li> <li>• The Square</li> <li>• Recreation Ground</li> <li>• Albion Street (Where the street is blocked off to vehicles)</li> </ul> <p><b>3.The Flash Nature information Boards</b> Following reports that the information boards around The Flash require cleaning &amp; maintenance, Telford &amp; Wrekin Council have agreed to clean the current information boards. The Clerk is exploring how the narrative information provided on the local nature can be renewed with Shropshire Wildlife Trust. Additional work has also been agreed to cut-back overgrowing bushes along the Flash</p>	

	<p><b>3.Parish Website</b></p> <p>The Parish Website is no longer managed by Vision ICT. Our new providers are Telford &amp; Wrekin Council Web Development Team, who are currently busy developing the new site, they are confident the new site will be available by the end of June. During this transition period it is likely that users will be unable to access up to date information on the old site. Information can be obtained by contacting the Clerk.</p>	
24/18	<p><b>Planning</b></p>	
(a)	<p><b>Applications for Consideration.</b></p> <p>1.Application number TWC/2016/0887  <b>Site address</b> Land adjacent The Shires, Shifnal Road, Priorslee, Telford, Shropshire  <b>Description of proposal</b> Erection of a 69 bedroom care home and extra care building including 18 apartments ***Amended description and plans received***  <b>Resolved:</b> Objection, original call- in application to remain.</p> <p>2.Application number TWC/2017/0347  <b>Site address</b> Priorslee East, Off Gatcombe Way/York Road/Hereford Drive/Lambeth Drive, Priorslee,Telford, Shropshire  Reserved matters application for the erection of 220no. dwelling including details for access, appearance, landscaping, layout and scale pursuant to outline application TWC/2012/0530 St Georges and Priorslee.  <b>Resolved:</b> Objection, Call in request with Cllr R Williams delegated to represent the Parishes views.</p> <p>3.Application number TWC/2017/0367  <b>Site address</b> Site of Gower Street Trading Estate, Units 1 - 7, Gower Street, St Georges, Telford, Shropshire  <b>Description of proposal</b> Demolition of existing building, and outline application for proposed residential development with all matters reserved  <b>Resolved:</b>No objection</p> <p>4.Application number TWC/2017/0351  <b>Site address</b> The Co-operative Food, Priorslee Avenue, Priorslee, Telford, Shropshire, TF2 9NR  <b>Description of proposal</b> Installation of 1no. Internally illuminated projector, 1no. Internally illuminated fascia sign, 1no. Non-illuminated acrylic text, 5no. Non-illuminated wall mounted panels and 1no. non-illuminated post mounted sign  <b>Resolved:</b> No objection</p> <p><b>Plans received and 'Full Granted' by Telford &amp; Wrekin Council.</b></p> <p>1.Application number TWC/2017/0123  <b>Site address</b> Telford Innovation Campus, University Of Wolverhampton, Shifnal Road, Priorslee, Telford, Shropshire, TF2 9NT  <b>Description of proposal</b> Reduction of canopy by 3.5m and raise crown by 3m from ground level on 1no. Beech tree and felling of 1no. Ash tree</p> <p>2.Application number TWC/2017/0221  <b>Site address</b> 7 Turberville Close, St Georges, Telford, Shropshire, TF2 9UP  <b>Description of proposal</b> Erection of a single storey side and rear extension and conversion of existing garage</p> <p>3.Application number TWC/2017/0065  <b>Site address</b> 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</p> <p>4.Application number TWC/2017/0169  <b>Site address</b> 32 Stafford Street, St Georges, Telford, Shropshire, TF2 9JQ  <b>Description of proposal</b> Conversion of former cheque shop to 1no. ground floor flat</p> <p><b>Pre-Application Advice</b></p> <p>Members had been circulated with copies of the Pre Application Advice process developed by Members of the Parish Charter Monitoring Group and Telford &amp; Wrekin Council Officers. Members expressed concern of the expectation that the Clerk will respond within 2 working days, also the additional work this will involve for both the Clerk and Cllr R Williams.  <b>Resolved:</b> that Councillor R Williams attend the Seminar on Thursday 18<sup>th</sup> May where a full presentation of the process is to be given, which will hopefully answer the concerns expressed and Councillor Williams report back to Council at the next meeting to clarify the situation.</p>	
(c)		

<b>25/18</b>	<b>Internal Audit – May 2017 Visit and report</b>																																																																	
(a)	A copy of the Internal Auditors Final Report on the Year end Accounts had been previously circulated to all Members. <b>Resolved:</b> Section D, P2 be amended to read £150,000 Precept. That the Internal Report be received and adopted and the Clerk was thanked for a successful Audit.																																																																	
(b)	A copy of quotes to provide Internal Audit Services for the new Financial Year of 2017/18 had been previously circulated to all Members. <b>Resolved:</b> that the quotation from D Malley MAAT for the sum of £380 for two Annual Visits be accepted.																																																																	
<b>26/18</b>	<b>Annual return/year end accounts</b>																																																																	
(a)	A copy of the Annual Return Governance Statement 2016/2017 had been previously circulated to all Members. <b>Resolved:</b> that the Governance Statement and year end accounts be adopted and signed by the Chairman and Clerk.																																																																	
(b)	A copy of the accounting statement 2016/2017 had been previously circulated to all Members. <b>Resolved:</b> that the accounting statement 2016/2017 be adopted and signed by the Chairman and Clerk.																																																																	
(c)	A copy of intention to display notice of Electors Rights and adopt fixed asset register had been previously circulated to all Members. <b>Resolved:</b> that the display notice of Electors Rights be displayed by the Clerk and the fixed asset register be adopted and signed by the Chairman and Clerk.																																																																	
<b>27/18</b>	<b>Monthly Payment Schedule</b>																																																																	
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(a)	<table border="1"> <thead> <tr> <th>Name</th> <th>Particulars</th> <th>Amount</th> <th>Cheque No</th> </tr> </thead> <tbody> <tr> <td>Parish Employees</td> <td>Salary &amp; Wages</td> <td>£1544.38</td> <td>Standing order</td> </tr> <tr> <td>Shropshire Pension Fund</td> <td>Pension Contribution</td> <td>£398.18</td> <td>011186</td> </tr> <tr> <td>Lyreco</td> <td>Stationery &amp; Cleaning</td> <td>£65.58</td> <td>011187</td> </tr> <tr> <td>Printing.Com</td> <td>Printing</td> <td>£73.20</td> <td>011188</td> </tr> <tr> <td>RBS</td> <td>Year End Closedown</td> <td>£648.00</td> <td>011189</td> </tr> <tr> <td>Telford &amp; Wrekin Council</td> <td>PET Contribution Oct-March 2017</td> <td>£12,500</td> <td>011190</td> </tr> <tr> <td>Telford &amp; Wrekin Council</td> <td>Telephone - Feb</td> <td>£26.52</td> <td>011191</td> </tr> <tr> <td>Telford &amp; Wrekin Council</td> <td>Telephone- March</td> <td>£17.34</td> <td>011192</td> </tr> <tr> <td>Telford &amp; Wrekin Council</td> <td>Telephone</td> <td>£21.12</td> <td>011193</td> </tr> <tr> <td>Telford &amp; Wrekin Council</td> <td>Engineers Fees Qtr 3 2016/17</td> <td>£13,532.06</td> <td>011194</td> </tr> <tr> <td>Telford &amp; Wrekin Council</td> <td>Engineers Fees Qtr 4 2016/17</td> <td>£4,328.38</td> <td>011195</td> </tr> <tr> <td>Inland Revenue</td> <td>Tax &amp; NI</td> <td>£383.62</td> <td>011196</td> </tr> <tr> <td>SDH Accounting</td> <td>Audit visits – March &amp; May 2017</td> <td>£440.00</td> <td>011197</td> </tr> <tr> <td>Employee</td> <td>Underpayment of salary</td> <td>£20.00</td> <td>011198</td> </tr> <tr> <td>SALC</td> <td>Publication – good Councillor Guide</td> <td>£38.40</td> <td>011199</td> </tr> </tbody> </table>	Name	Particulars	Amount	Cheque No	Parish Employees	Salary & Wages	£1544.38	Standing order	Shropshire Pension Fund	Pension Contribution	£398.18	011186	Lyreco	Stationery & Cleaning	£65.58	011187	Printing.Com	Printing	£73.20	011188	RBS	Year End Closedown	£648.00	011189	Telford & Wrekin Council	PET Contribution Oct-March 2017	£12,500	011190	Telford & Wrekin Council	Telephone - Feb	£26.52	011191	Telford & Wrekin Council	Telephone- March	£17.34	011192	Telford & Wrekin Council	Telephone	£21.12	011193	Telford & Wrekin Council	Engineers Fees Qtr 3 2016/17	£13,532.06	011194	Telford & Wrekin Council	Engineers Fees Qtr 4 2016/17	£4,328.38	011195	Inland Revenue	Tax & NI	£383.62	011196	SDH Accounting	Audit visits – March & May 2017	£440.00	011197	Employee	Underpayment of salary	£20.00	011198	SALC	Publication – good Councillor Guide	£38.40	011199	
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(b)	<b>Cancellation of Cheque No's: 011255,011259, 011260</b> To confirm cancellation of 3 uncashed cheques posted to Telford & Wrekin Council from accounts system. <b>Resolved:</b> that the above action be confirmed.																																																																	
(c)	<b>To approve contribution of £1,000 to St Georges C of E Primary School towards the cost of Heating &amp; Lighting for 2017/2018</b> <b>Resolved:</b> that St Georges C of E Primary School be paid a sum of £1,000 for utilities to the Parish Centre.																																																																	
<b>28/18</b>	<b>Insurance 2017 renewal</b>																																																																	
	A copy of the quotation from Zurich Insurance had been previously circulated to all Members. <b>Resolved:</b> that the quotation for a 3 years contract with Zurich Insurance be accepted.																																																																	
<b>29/18</b>	<b>Review of Documentation</b>																																																																	
	<b>Resolved:</b> that the following documents be adopted and kept on a Master File by the Clerk.																																																																	

	<ul style="list-style-type: none"> <li>(a) Standing Orders</li> <li>(b) Financial Regulations</li> <li>(c) Complaints &amp; Grievance Procedure</li> <li>(d) Disciplinary &amp; Grievance Procedure</li> <li>(e) Health &amp; Safety Policy &amp; Risk Assessment</li> <li>(f) Communication Policy</li> <li>(g) Councillors Code of conduct</li> <li>(h) Grant Allocation Form &amp; Policy</li> </ul> <p>Copies of the NALC Publication – Good Councillor Guide 2017 were distributed.</p>	
<b>30/18</b>	<b>Correspondence</b>	
	<ul style="list-style-type: none"> <li>(a) June 8th Election Polling Station- Telford &amp; Wrekin Council</li> <li>(b) Limekiln Roundabout planting scheme – Telford &amp; Wrekin Council</li> <li>(c) Speed indicator devices, Church Street, St Georges – Telford &amp; Wrekin Council</li> <li>(d) Battle of Britain – 24th September 2017 event Wrekin (Wellington) Branch</li> <li>(e) The Flash – footway lighting replacement scheme- Telford &amp; Wrekin Council</li> <li>(f) St Georges Community Group – invitation to planned events (previously</li> <li>(g) Newport Neighbourhood Development Plan – Newport Town Council</li> </ul>	
	<b>Chairman.....Date.....</b>	