Minutes

Meeting held: St Georges & Priorslee Parish Meeting
Date: 7 p.m. on Tuesday 15th September 2020
Venue: A remote meeting by Zoom videoconference

Chairman: Cllr Richard Overton

Minute Taker: Vicky Brain (Parish Clerk)

Present:			
Councillors:	R Overton (Chairman)	R Cadman	E Dabbs
	I Fletcher	Mrs V Fletcher	S Handley
	S Overton	Mrs B Richards	Mrs M Warner
	R Williams	D Wright	
In attendance:	Alex Moore, press reporter	A Atkinson (Community events & projects officer)	J Ellis (Parish Support Officer)

37/21	Public Question time	
	There were three members of the public present. <u>Dingy Skipper Butterfly Interpretation Panel at Albion Hill</u> It was reported that the panel, originally paid for with grant funding, has recently disappeared. The loss has been reported to the police and a crime number obtained. The Chairman said that he would discuss this with the Telford & Wrekin Council Environmental Locality Officer. <u>The Gower Project</u> The following questions were asked: Whether the business plan is a public document – yes, it has been published on the Parish Council website Would local residents have the opportunity to comment on 'Plan B' before the Parish Council decides to work in partnership with Telford & Wrekin Council – yes, nothing has been decided yet and the public will have an opportunity to comment What has been the procurement process for work done so far at the Gower – the building is owned by Telford & Wrekin Council so any questions about work done so far should be directed to the Borough Council. <u>Allotments</u> A question was asked as to whether there had been any progress in identifying a plot of land in the parish that would be suitable for allotments – Severn Trent land adjacent to the Balancing Lake in Priorslee has been suggested as a possibility for allotments and a site visit with a Severn Trent site supervisor is planned for 21st September. The Clerk offered to discuss this further with the member of the public who had asked the question.	
38/21	Apologies	
	There were none.	

39/21	Declarations of interest	
	Cllr D Wright, Cllr I Fletcher and Cllr Mrs V Fletcher declared an interest on all planning matters, due to their Borough Council duties and reserved their right to comment on applications where appropriate. Members agreed that they would make any other declarations if they arose during the meeting.	
40/21	Minutes of previous meetings	
	Resolved: that the minutes of the following parish council meetings, having been circulated, be agreed and then be signed by the Chairman as a true record. • Parish Meeting held on 21st July 2020 • Extraordinary Parish Meeting held on 1st September 2020	
41/21	Clerks update on matters arising from the Parish Meeting on 21st July 2020	
	<u>Fencing at the Freeston Avenue Play Area</u> The work was completed by Priestwood Vision Limited on Saturday 29th August and it looks good. <u>Laptops for Learning</u> The Parish Council resolved to contribute funding of £1,200 towards Telford & Wrekin Council's initiative to supply laptops to children in Year 6 (2020/21 academic year) who are receiving free school meals. It turned out that the scheme was only able to match fund ward councillor's personal contributions so that meant the laptops would be £300 each. Having consulted with the Chairman, it was agreed that two laptops should be supplied to St Georges Primary School and one each to Priorslee Primary Academy and Redhill Primary Academy. The Community Projects & Events Officer has contacted the Holy Trinity Academy, Priorslee about their need for laptops for students and is awaiting further information. <u>Reopening the Parish Centre</u> The COVID-19 risk assessment is under continuous review in the light of changing Government guidelines. The Parish Centre is now open to bookings again, although so far none have been made. 'Big Dragons' has returned to the 'green room' for its after-school club. **Resolved:** to open the Parish Centre to the public from 9 until noon on Mondays, Tuesdays and Wednesdays from now on and to advertise this on the parish website and on social media. <u>Breakfast Packs</u> Grant funding of £1,370.00 has been awarded by Telford & Wrekin Council to provide weekly breakfast packs for families with children receiving free school meals. This will be until the end of October. Oakengates Town Council are kindly making up the packs and delivering them to the Parish Centre on a Monday afternoon so that families can pick the packs up from the Parish Centre on a Tuesday morning. It would be good to have a pick up point in Priorslee too. So far the take up has been slow, but apparently that is not uncommon in the early stages of these schemes. The Community Projects & Events Officer has been publicising the breakfast pack scheme and will be contacting schools to promote it. <u>Business Grant</u> Nationally business grants of £10,000 have been made available to help small businesses during the time of coronavirus. Government guidance has been issued to say that where a Parish Council is in receipt of small business rate relief it is entitled to one of these grants. This applies to the St Georges & Priorslee Parish Council which has recently received a grant of £10,000 via Telford & Wrekin Council.	

	Microsoft 365 New Microsoft 365 software has been installed onto the Clerk's laptop, together with a new version of Outlook for e-mails. It is working well, with the advantage of shared files, back ups on the cloud and the ability to use Microsoft Teams. Microsoft 365 will also be installed on to the other 2 laptops in the near future.	
42/21	Planning	
(a) (b)	**Planning Applications received from Telford & Wrekin Council for consideration and comments made under Delegated Authority:** **TWC/2020/0598** Site address: Redhill Primary School, Gatcombe Way, TF2 9GZ Description of proposal: Erection of 1no. office building No Objection **TWC/2020/0638** Site address: Site of 61 Albion Street, St Georges Description of proposal: Reserved matters application regarding outline approval for erection of 2no. dwellings No Objection **Planning Applications received from Telford & Wrekin Council for consideration at Parish Council meeting on 15th September 2020:** **TWC/2020/0703** Site address: 15 Carlton Drive, Priorslee, TF2 9SH Description of proposal: Erection of 2 storey side and rear extension **Resolved:** No objection Having declared an interest because his in-laws live in Carlton Drive, Cllr R Cadman abstained from voting. **TWC/2020/0706** Site address: 1 Ely Close, Priorslee, TF2 9UW Description of proposal: Erection of single storey rear and side extension **Resolved:** No objection **TWC/2020/0719** Site address: 9 Windermere Drive, Priorslee, TF2 9RA Description of proposal: Erection of shed (retrospective) **Resolved:** No objection **TWC/2020/0743** Site address: 42 Fountain Drive, St Georges, TF2 9DP Description of proposal: Erection of single storey side extension **Resolved:** No objection **TWC/2020/0750** Site address: Land adjacent to 19 The Nabb, St Georges Description of proposal: Erection 1 no. bungalow **Resolved:** No objection Having declared an interest in planning matters, Cllr Mrs V Fletcher abstained from voting on all of the applications.	

(c)

Planning Decisions notified by Telford & Wrekin Council

TWC/2020/0293
Site address: Ricoh UK Products
Description of proposal: Erection of ground mounted solar photovoltaic panels and associated infrastructure
Full Granted

TWC/2020/0538
Site address: Play area at Gatcombe Way, Priorslee, TF2 9GZ
Description of proposal: Construction of multi use games area and 3m high fencing
Full Granted

TWC/2020/0544
Site address: 2 Windermere Drive, Priorslee, Tf2 9RA
Description of proposal: Conversion of detached garage into a games room and gymnasium
Full Granted

TWC/2020/0546
Site address: 4 Lapwing Gate, Priorslee, TF2 9SU
Description of proposal: Erection of a single storey rear extension and 1st floor rear balcony
Full Granted

TWC/2020/0572
Site address: Pipers Lodge, 12 Woodhouse Lane, Priorslee, TF2 9SX
Description of proposal: Erection of 1 no. outbuilding (retrospective)
Full Granted

TWC/2020/0587
Site address: 10 Hollyoak Grove, Priorslee, TF2 9GE
Description of proposal: Erection of a first floor balcony following the removal of the existing front pitched roof.
Full Granted

43/21 Finance

(a) Expenditure Approvals List

It was noted that the staff salaries payment included the NJC National Salary Award for 2020/21 and 5 months back pay.

Cllrs I and Mrs V Fletcher wanted it noted that they considered the £250 discount on the cost of the Gower business plan to be inadequate given that they did not think that the business plan satisfied the requirements of the brief.

Resolved: by a majority that the following expenditure for September 2020 be approved.

Name	Particulars	Amount	Detail
Golden Kite Solutions Ltd	Gower Business Plan (including £52.20 travel expenses)	£6,802.20	Bank Transfer

Co-op	Hygiene supplies	£10.55	Debit card
Telford & Wrekin Council	Laptops for Learning	£1,200.00	Bank Transfer
Telford & Wrekin Council	Maintenance of street lighting for Quarter 1 of 2020/21	£5,388.41	Bank Transfer
Nobridge Limited	Play area inspections February 2020 Invoice 10895 Invoiced late because of lockdown	£120.00	Bank Transfer
Nobridge Limited	Play area inspections March 2020 Invoice 10896 Invoiced late because of lockdown	£120.00	Bank Transfer
Staff Salaries	Salaries and wages for September	£2,859.86	Standing Orders
HMRC	NI and Income Tax	£478.10	Bank Transfer
Shropshire County Pension Scheme	Pension contribution	£528.16	Bank Transfer
Zoom	Videoconference fee	£14.39	Debit Card
Anthony's Garden Services	Lawnmowing Invoice 8795	£490.00	Bank Transfer
Priestwood Vision Ltd	New fencing for the Freeston Avenue Play Area	£5,802.74	Bank Transfer
J Ellis	Cleaning materials for the Parish Centre	£29.79	Bank Transfer
Total amount		£23,844.20	

(b) **Quarterly Finance Checks**

Cllr I Fletcher presented a report on the finance checks that he had carried out for the last quarter of 2019/20 and the first quarter of 2020/21. He was satisfied that the records that he had checked were satisfactory apart from two open points:

1. The staff travel record was not signed by the Chairman on 17/03/2020
2. None of the payments in March 2020 were countersigned by two members of Council due to COVID-19 restrictions.

Resolved: to adopt the quarterly finance check report and to ask the Chairman and Vice Chairman to check and sign the travel record and March 2020 payments retrospectively.

(c)	**<u>CCTV in the Parish</u>** The Clerk presented a report about maintenance for the four CCTV cameras owned by the Parish Council. She said that currently there was no maintenance contract in place. **Resolved:** to accept the quotation of £2,495.44 plus VAT from Technical Services Shropshire Ltd for a 12 month maintenance contract for the parish CCTV cameras. **Resolved:** to continue dialogue with Telford & Wrekin Council regarding the proposed Borough-wide CCTV system which would have live monitoring.	
44/21	Proposals for enhanced lighting for the Priorslee Clock	
	The Clerk presented a report with options for enhancing the lighting of the Priorslee Clock. The five possible options were: 1. Retro-fitting back lighting to the clock faces by Smith of Derby at a cost of £4,998 plus the cost of electrical supply work and access equipment 2. Installation of three LED flood lights on concrete plinths at a cost of £2,860 3. Installation of three linear LED outdoor uplighters at a cost of around £750 plus the cost of the electrical installation. 4. Attaching three LED uplighters to the clock structure at a cost of £944 (these would be much brighter than the existing LED lights on the structure) 5. Affixing self adhesive LED lighting tape around the square surrounding each clock face at a cost of £405. There was, however, uncertainty as to whether this would provide adequate lighting. Cllrs I and Mrs V Fletcher offered to put the remaining £2,000 of their Councillor Pride funds into the project if Smith of Derby were commissioned to retro-fit back lighting to the clock faces. This proposal was voted on but it was not supported by the majority. It was therefore **Resolved:** that the quotation by JCE Sons Limited to attach three LED uplighters to the clock structure at a cost of £944 should be accepted. The Clerk was asked to provide councillors with an analysis of the funding received and expenditure on the Priorslee Clock project.	
45/21	Health & Safety	
	This is standing item on the Agenda, nothing to report on this occasion.	
46/21	Community Projects and Events	
(a)	<u>Update from the Community Projects & Events Officer</u> **Tidy Up for Priorslee** – unfortunately because of the new 'Rule of Six' COVID-19 restriction, Telford & Wrekin Council has advised against community litter picks, so the event has had to be cancelled. **Macmillan Coffee Morning on Friday 25th September** – this will go ahead in the Parish Centre with booked slots for no more than six attendees at a time. **Parish Newsletter** – a reduced size newsletter was proposed. It was agreed that there were items of news that could go into a newsletter, especially an update on the Gower Project. It was therefore **Resolved:** to produce a newsletter in October with a copy deadline of 7th October. **Parish Christmas Card** – this was suggested as an alternative or an addition to publishing a newsletter, to show parish residents that the Parish Council is thinking of them. **Resolved:** to send a Christmas card to residents in the parish.	

	Christmas Coach Trip for Senior Citizens Regrettably, acknowledging the disappointment of potential attendees, but given the recent rise in coronavirus cases and the need to follow government guidelines, it was **Resolved:** to cancel the Christmas coach trip. **Bus Shelter Community Art Project** The Community Projects & Events Officer said that she has talked to the artist and has requested designs to show to Council. These had not arrived by the time of the meeting. **Resolved**: to defer a decision about the Bus Shelter Community Art Project until the October Parish Meeting.	
(b)	<u>Remembrance Sunday (8th November)</u> It was noted that, as usual, there would be Remembrance ceremonies by the St Georges recreation ground memorial gates and at St Peter's Church, organised by the vicars of St George's Church and St Peter's, Priorslee Church respectively. This year, in the light of coronavirus, they would be low-key events. Cllrs D Wright and R Overton lay a Borough Council wreath and a Parish Council wreath at the St Georges event, whilst Cllrs I and Mrs V Fletcher lay their Borough Council wreath at the St Peter's Church event. There was a discussion as to whether to also lay a Parish Council wreath at the Priorslee Clock which serves as a war memorial for Priorslee (although not yet officially designated as a war memorial). **Resolved:** to ask the Clerk to order two wreaths, one for St Georges and the other for the Priorslee Clock.	
(c)	<u>Christmas Lights Event (due to take place on Friday 4th December)</u> Sadly, the St Georges Partnership has had to cancel the event because of coronavirus restrictions. They have been thinking of other ideas to celebrate Christmas safely. One idea is to distribute sweet selection boxes to children in the parish via the nurseries and primary schools. It is estimated that 1,800 selection boxes would be required. The Clerk and the Community Projects & Events Officer were asked to look into the logistics of this before the October Parish Meeting.	
47/21	Correspondence	
	There was none.	
48/21	Next Meeting	
	The next meeting will be a Parish Meeting to be held at 7.00 p.m. on Tuesday 20th October 2020. The staff were thanked for everything they have been doing to keep the Parish Council functioning as normally as possible during this difficult time. The meeting closed at 8.22 p.m.	

Signed by Chairman……. Date……