

Minutes



Meeting held: St Georges & Priorslee Parish Meeting
 Date: 7 p.m. on Tuesday 20th October 2020
 Venue: A remote meeting by Zoom videoconference

Chairman: Cllr Richard Overton

Minute Taker: Vicky Brain (Parish Clerk/Responsible Finance Officer)

Present:

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

49/21	Public Question time	
	There were no members of the public present.	
50/21	Apologies	
	Cllr S Overton – in hospital	
51/21	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. Cllr I Fletcher and Cllr Mrs V Fletcher declared an interest as Church Warden and member of the PCC respectively of St Peter's Church, Priorslee (this referred to Agenda Item 8(a) Application for grant funding, St Peter's Church, Priorslee). Members agreed that they would make any other declarations if they arose during the meeting.	
52/21	Minutes of previous meetings	
	Resolved: that the minutes of the following parish council meeting, having been circulated, be agreed and then be signed by the Chairman as a true record. <ul style="list-style-type: none"> • Parish Meeting held on 15th September 2020 	
53/21	Clerks update on matters arising from the Parish Meeting on 15 th September 2020	
	The Clerk's update was received and noted. <u>Allotments</u> Following a meeting by the Priorslee Balancing Lake on 21 st September 2020, regarding a possible plot of land for allotments, a response is awaited from Severn Trent Water. The Clerk will follow this up.	

	<p><u>Enhanced Lighting for the Priorslee Clock</u> Three LED uplighters have been attached to the clock structure. The clock has become a feature at night and the clock faces are readable. Initially the Clerk was concerned that the lights were not coming on until it was completely dark, but the light sensor has been moved to a position where it receives less light and the clock lights are now coming on at dusk and before the street lights come on. It was agreed that the clock lighting is now satisfactory.</p>	
54/21	Planning	
(a)	<p><u>Planning Applications received from Telford & Wrekin Council for consideration at Parish Council meeting on 20th October 2020:</u></p> <p>TWC/2020/0824 Site address: Land adjacent to 'The Trees' bungalow, The Nabb, St Georges, Description of proposal: Erection of two storey detached dormer dwelling and associated parking access. Resolved: No Objection</p> <p>TWC/2020/0867 Site address: 19 Finsbury Drive, Priorslee, TF2 9GU Description of proposal: Erection of single storey extension (retrospective) Resolved: No Objection</p> <p>TWC/2020/0874 Site address: 5 Rowallan Way, Priorslee, TF2 9RX Description of proposal: Erection of two storey rear and side extension over garage, including remodel to existing garage Resolved: No Objection</p> <p>TWC/2020/0879 Site address: Land corner of Redhill Way/A5 Redhill Description of proposal: Reserved matters application for erection of 450no dwellings & garages with access, appearance, landscaping, layout and scale in pursuant to outline permission TWC/2019/0974 The e-mail regarding this planning application was received on the morning of the meeting, so it was Resolved: to request an extension of time so that a response can be made after the Parish Meeting on 17th November 2020.</p> <p>Having declared an interest in planning matters, Cllr Mrs V Fletcher abstained from voting on all of the applications.</p>	
(b)	<p><u>Planning Decisions notified by Telford & Wrekin Council</u></p> <p>TWC/2020/0598 Site address: Redhill Primary Academy, Gatcombe Way, Priorslee, TF2 9GZ Description of proposal: Erection of 1no. office building Full Granted</p> <p>TWC/2020/0706 Site address: 1 Ely Close, Priorslee, TF2 9UW Description of proposal: Erection of single storey rear and side extension Full Granted</p>	

TWC/2019/1036
 Site address: St Georges Park Care Home, School Street, St Georges, TF2 9LL
 Description of proposal: Erection of single storey rear extension
 Full Granted

TWC/2020/0458
 Site address: 4 Swallowfield Close, Priorslee, TF2 9TG
 Description of proposal: Erection of single storey rear extension
 Full Granted

55/21 Finance

(a) Expenditure Approvals List

Resolved: that the following expenditure for October 2020 be approved.

Name	Particulars	Amount	Detail
Anthony's Garden Services	Lawnmowing Invoice 8807	£490.00	Bank Transfer
The Royal British Legion Poppy Appeal	Two wreaths	£37.00	Bank Transfer
Sainsburys	Supplies for Parish Centre and Macmillan Coffee Morning	£11.70	Debit Card
Morrisons	Paper plates & napkins	£2.50	Debit Card
Rymans	Office Supplies including diaries for 2021	£33.78	Debit Card
Technical Services Shropshire Limited	CCTV maintenance contract (quotation for £2,495.44 plus VAT approved at Parish Meeting on 15/9/20)	£2,994.53	Bank Transfer
Staff Salaries	Salaries and wages for October	£2,558.99	Standing Orders
HMRC	NI and Income Tax	£372.98	Bank Transfer
Shropshire County Pension Scheme	Pension contribution	£466.85	Bank Transfer
Zoom	Videoconference fee	£14.39	Debit Card
Anthony's Garden Services	Lawn mowing Invoice 8842	£490.00	Bank Transfer
BT	Quarterly telephone bill	£105.12	Bank Transfer
JCE & Sons Ltd	New lights for the Priorslee Clock	£1,132.68	Bank Transfer
Information Commissioner's Office	Data protection fee	£40.00	Debit Card

Taylor's Mechanical & Heating	Six monthly boiler service	£78.00	Bank Transfer
Oakengates Town Council	Breakfast packs	£293.91	Bank Transfer
J Ellis	Fan heater for Parish Centre from ASDA	£15.00	Bank Transfer
Total		£9,137.43	

- (b) Budget Comparison Report for the first six months of 2020/21
The budget comparison report for the first six months of 2020/21 was received and noted.
- (c) Proposal for upgrading the Vice Chairman's Badge
A quotation had been received from Thomas Fattorini, specialist maker of civic regalia, to remodel the existing Vice Chairman's badge so that the surround includes the priory shape representing Priorslee. The cost of the remodelled badge, including re-enamelling, would be £950. This was discussed but it was felt that it was not the right moment to spend money on a badge. It was therefore **Resolved:** by a majority to consider the upgrade of the Vice Chairman's badge again in six months' time.
- (d) Quotation for Street Light Column Testing
In 2019 when the Christmas lights were put up in St Georges it was noticed that two street lighting columns in Church Street were in poor condition. At the Parish Meeting on 18th February 2020 it was resolved to replace the two columns at a cost of £2,200. The Clerk was asked to make enquiries about testing the other columns to which Christmas decorations are attached. This is done by Prysmian, the contactor used by Telford & Wrekin Council. Because of the coronavirus lockdown and resulting supplier delays, the testing is not going to take place until early November 2020. There are 14 columns to be tested, at a total cost of £6,776. There is spare money in the Christmas Lights budget to pay for the testing. Having checked with the Chairman and Vice Chairman, who agreed that this is a safety issue, the testing work has already been requested. However, affirmation was sought from the Parish Council that it is all right to proceed. **Resolved:** by a majority that the quotation from Prysmian for testing 14 street light columns at a cost of £6,776 should be accepted.
- (e) Quotation for Annual Clock Maintenance
A quotation had been received from Smith of Derby for the annual maintenance of the Priorslee Clock. It would also be necessary to hire a cherry picker for access to the clock. **Resolved:** by a majority to accept the quotation of £225 from Smith of Derby and to hire a cherry picker from MSM Hire Limited at a cost of £180.
- (f) Quotation of Spring Bulbs for the Priorslee Clock Surroundings
A quotation of £645 had been received from idverde for the purchase of daffodils and crocuses to be planted near the Priorslee Clock. There was a discussion about the most suitable bulbs to plant since daffodils have to be left to regenerate for twelve weeks after flowering and look untidy during that time. **Resolved:** to spend £645 on a spring bulb mix that does not include daffodils.

In addition to spring bulbs, there is a need for landscaping around the clock that will look good in other seasons. Cllr V Fletcher's proposal that she and Cllr I Fletcher

	would nominate the Parish Council to receive £2,000 from their Councillors Pride fund, towards landscaping around the Priorslee Clock was received with gratitude.
(g)	<u>Request for a new Grit Bin for Kennington Close, Priorslee, TF2 9GZ</u> Resolved: to order a new grit bin for Kennington Close at a cost of £140, which is £100 for the bin and £40 for three refills.
(h)	<u>Laptops for Learning for Holy Trinity Academy</u> The Community Projects & Events Officer had obtained information from Holy Trinity Academy regarding the need for laptops for students to use at home. Results of a survey had shown that there are 80 students who cannot access a computer at home. The school would welcome support with obtaining funding to provide laptops. Resolved: to buy four laptops through the Laptops for Learning Scheme for Holy Trinity Academy, for use by students who live in the Parish of St Georges & Priorslee, at a cost of £1,200.
56/21	Applications for Grant Funding
(a)	<u>St Peter's Church, Priorslee</u> had submitted an application for grant funding of £1,000 towards the cost of replacing the 100 year old guttering on the church. Having declared an interest, Cllr I Fletcher and Cllr Mrs V Fletcher did not take part in the discussion and abstained from voting. Resolved: by a majority to support the application in principle and to ask the church to provide more information regarding the timeline for the project, the amount raised so far and other sources of funding before agreeing the amount at the next Parish Council meeting.
57/21	Staffing
	The Clerk's six month probationary period ended on 1st October 2020. The Chair of the Staffing Committee reported that she had met with the Clerk on several occasions for an informal review of progress. The annual appraisal will take place around 1 st April 2021. Resolved: to accept the recommendation of the Chair of the Staffing Committee that Vicky Brain should be confirmed in post as Clerk/Responsible Finance Officer following a successful probationary period.
58/21	Health & Safety
	This is standing item on the Agenda, nothing to report on this occasion.
59/21	Community Projects and Events Update
	The update from the Community Projects & Events Officer was received and noted.
(a)	<u>Bus Shelter Community Art Project</u> Updated designs for the four bus shelters had been received from the community artist and e-mailed to councillors. The designs for the four seasons reflect the life and history of St Georges. The project will cost £2,860 plus the cost of any workshops for schools or community groups. Resolved: that the bus shelter community art project should be done as a Parish Council project at a cost of £2,860, with the cost of additional workshops to be agreed at a later date.
(b)	<u>Percy the Snake Community Project</u> A proposal to install a plinth near the Flash at Priorslee and to embed the painted stones from 'Percy the Snake' had been received. This has been discussed with the Telford & Wrekin Environmental Officer and designed so that it will not impede environmental maintenance. A quotation of £900 had been received from Priorslee Property Services for the cost of materials only. It was agreed that it would be good to

	<p>have a permanent memorial to the community spirit shown during the first Coronavirus lockdown. It was noted that if the Parish Council takes this on as a project then the responsibility for ongoing maintenance of the snake would lie with the Parish Council, with the help of volunteers from the Priorslee community group. Cllr Mrs V Fletcher's proposal that she and Cllr I Fletcher would nominate the Parish Council to receive £60 from their Councillors Pride fund, towards the cost of creating 'Percy the Snake' was received with gratitude.</p> <p>Resolved: by a majority that the 'Percy the Snake' project should be done as a Parish Council project at a cost of £900.</p>
(c)	<p><u>Christmas Selection Boxes</u> The Community Projects & Events Officer was thanked for her work on the logistics of ordering and distributing labelled Christmas selection boxes to all primary school age children in the parish. Resolved: to order 1,500 selection boxes direct from Cadburys plus printed labels indicating that the selection boxes are from the Parish Council, to a maximum cost of £1,800. This will be allocated to the Christmas Lights Event budget.</p>
(d)	<p><u>Parish Christmas Card</u> Resolved: that since a parish newsletter of the usual size was going to be published and distributed at the beginning of November, there was no need to send a parish Christmas card.</p> <p>It was suggested that there could be a competition to design Christmas cards in 2021, with the winners featured in the newsletter.</p>
60/21	<p><u>Update on Arrangements for Remembrance Sunday</u></p>
	<p>The Chair explained that this year there will be a small scale ceremony by the St Georges Memorial Gates, with an opportunity for wreath laying. People will be encouraged to watch the livestream of the ceremony instead of attending in person. Because of COVID-19 secure guidelines, the event needs to be organised by the Parish Council, with a COVID-19 risk assessment. Cllr D Wright will lay a wreath on behalf of the Borough Council and Cllr R Overton will lay a wreath on behalf of the Parish Council.</p> <p>Resolved: that the Parish Council will organise the Remembrance Ceremony at the St Georges Memorial Gates on Sunday 8th November 2020.</p> <p>It was noted that there will also be a small-scale ceremony in the churchyard of St Peter's Church, Priorslee at which Cllr I Fletcher and Cllr Mrs V Fletcher will lay a Borough Council wreath. A second Parish Council wreath will be laid by Cllr R Williams on the plinth of the Priorslee Clock.</p>
61/21	<p><u>Correspondence</u></p>
	<p><u>Telford & Wrekin Council Customer Service Consultation.</u> Information about the consultation had been circulated to councillors. The consultation started on 25th September 2020 and ends on 16th October 2020. Councillors were encouraged to make individual responses to the consultation.</p>

62/21	Next Meeting
	<p>The next meeting will be a Parish Meeting to be held at 7.00 p.m. on Tuesday 17th November 2020.</p> <p>The meeting closed at 8.30 p.m.</p>

Signed by Chairman..... Date.....