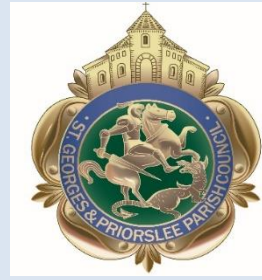


Minutes



Meeting held: St Georges & Priorslee Parish Meeting
Date: 7 p.m. on Tuesday 17th November 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 Moore (Independent reporter)	A Atkinson (Community events & projects officer)	J Ellis (Parish Support Officer)

63/21	Public Question time	
	<p>There was one member of the public present.</p> <p><u>Presentation about the Gower Project</u></p> <p>A request was made that the public and representatives of the press should not be excluded from the Telford & Wrekin Council update about the Gower building. This was discussed and the Chairman offered to ask whether the presentation could be delivered in two parts, with only the commercially sensitive information discussed in closed session.</p>	
64/21	Apologies	
	Cllr S Overton – unwell	
65/21	Declarations of interest	
	<ul style="list-style-type: none">• Cllr I Fletcher declared an interest because of his position on the Borough Council Planning Committee and said that he would take no part in discussions about planning matters.• Cllr Mrs V Fletcher declared an interest as a substitute member of the Borough Council Planning Committee and reserved her right to speak but not to vote on planning matters.• Cllr D Wright declared a non-pecuniary interest as Telford & Wrekin Cabinet Member with responsibility for housing and infrastructure and said that he would not take part in any discussions about strategic planning matters.• 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 7(d) Application for grant funding, St Peter's Church, Priorslee).• Cllr R Overton declared an interest in planning application TWC/2020/0638 since the applicant is a friend (this referred to Agenda Item 6(a) Planning applications).	

	<p>Cllr D Wright declared an interest in planning application TWC/2020/0638 because he had previously raised an issue on behalf of the applicant.</p> <ul style="list-style-type: none"> • Cllr D Wright made the following declaration: In relation to items 13 and 14. I declare a non-pecuniary interest as Telford & Wrekin Cabinet Member with responsibility for housing and infrastructure. I hold responsibility for overarching housing investment in the borough. I have taken advice from the Telford & Wrekin Council Governance Officer and I will remove myself from any scheme specific consideration of the Gower project at Telford & Wrekin Council. • Cllr R Overton made the following declaration: In relation to items 13 and 14. I declare a non-pecuniary interest as a Telford & Wrekin Cabinet Member. I have taken advice from the Telford & Wrekin Council Governance Officer and I will remove myself from any scheme specific consideration of the Gower project at Telford & Wrekin Council. <p>Members agreed that they would make any other declarations if they arose during the meeting.</p>	
66/21	Minutes of previous meetings	
	<p>Resolved: that the minutes of the parish council meeting held on 20th October 2020, having been circulated, be agreed and signed by the Chairman as a true record, subject to this addition to Minute 59/21(b): 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>	
67/21	Clerks update on matters arising from the Parish Meeting on 20 th October 2020	
	<p>The Clerk’s update was received and noted.</p> <p><u>Christmas Lights</u> Following a much-delayed inspection of the street lighting columns, it was found that three of the columns (two in Gower Street and one in Stafford Street) are not strong enough to support the Christmas light motifs. Although not presenting a danger to the public, these columns need to be replaced in the new year so that they can be used for Christmas lights in 2021. The Clerk will ensure that there is adequate provision for column replacement in the streetlighting budget for 2021/22.</p> <p><u>Allotments</u> Following a meeting by the Priorslee Balancing Lake on 21st September 2020, regarding a possible plot of land for allotments, a holding response has been received from Severn Trent and it is hoped that more will be known following a site review meeting on 18th November 2020.</p> <p><u>Laptops for Holy Trinity Academy</u> It had been discovered that the Holy Trinity Academy can source the laptops themselves at a good price. It was therefore Resolved: to award a grant of £1,200 to Holy Trinity Academy to purchase laptops to support students’ online learning.</p> <p><u>Remembrance Sunday</u> The Remembrance Ceremony by the St Georges Memorial Gates went very well. The video was posted on the St Georges Partnership Facebook page. It was noted that the Remembrance Sunday ceremony in the St Peter’s Churchyard was cancelled but that a video was made of wreath laying for the three churches of the Benefice. Cllrs I Fletcher and Mrs V Fletcher laid their Borough Council wreath on the St Peter’s Church war graves on Armistice Day.</p> <p><u>Permanent Christmas Trees</u> Advice is awaited from the Telford & Wrekin Council Tree Officer regarding one of the permanent Christmas Trees that suffered badly during the Spring drought. The Clerk will follow this up. She confirmed that it should still be possible to put Christmas lights on the tree.</p>	

68/21	Planning
(a)	<p><u>Planning Applications received from Telford & Wrekin Council for consideration at Parish Council meeting on 17th November 2020:</u></p> <p>TWC/2020/0879 Site address: Land corner of Redhill Way/A5 Redhill Description of proposal: reserved matters application for erection of 450 no. dwellings and garages with access, appearance, landscaping, layout and scale in pursuant to outline permission TWC/2019/0974 Resolved: to comment as follows: St Georges & Priorslee Parish Council has no objection to the planning application. However, the Parish Council is concerned that a significant number of houses may be built before the provision of adequate public transport and other facilities such as shops and a play area for children. The Parish Council would like to see public transport and public facilities put in place at an early stage of the development.</p> <p>TWC/2020/0905 Site address: 22 Finchale Avenue, Priorslee, TF2 9YE Description of proposal: installation of first floor balcony on front elevation Resolved: No Objection</p> <p>TWC/2020/0934 Site address: 127 Freeston Avenue, St Georges, TF2 9ER Description of proposal: erection of 2 storey side extension Resolved: No Objection</p> <p>TWC/2020/0942 Site address: 5 Hollyoak Grove, Priorslee, TF2 9GE Description of proposal: erection of first floor balcony to the front elevation Resolved: No Objection</p> <p>TWC/2020/0638 Site address: Site of 61 Albion Street, St Georges Description of proposal: reserved matters application for the erection of 2no. dwellings with access, appearance, landscaping, layout and scale in pursuant to outline permission TWC/2018/0131 – amended plans received Notification of this was received on the day of the meeting and there was insufficient time to consider it properly. It was therefore Resolved: to ask for an extension of time to comment until after the next parish council meeting on 15th December 2020.</p> <p>Having declared an interest in planning matters, Cllr I Fletcher did not take part and Cllr V Fletcher did not vote.</p> <p>(b) <u>Results of Planning Applications notified by Telford & Wrekin Council</u></p> <p>TWC/2020/0719 Site address: 9 Windermere Drive, Priorslee, TF2 9RA Description of proposal: erection of shed (retrospective) Full Granted</p> <p>TWC/2020/0743 Site address: 42 Fountain Drive, St Georges, TF2 9DP Description of proposal: erection of single storey side extension Full Granted</p>

TWC/2020/0867
 Site address: 19 Finsbury Drive, Priorslee, TF2 9GU
 Description of proposal: Erection of single storey extension (retrospective)
 Full Granted

69/21 Finance

(a) Expenditure Approvals List

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

Name	Particulars	Amount	Detail
I&A Publishing Ltd	Printing & distribution of the newsletter	£964.42	Bank Transfer
Wrockwardine Wood & Trench Parish Council	Hire of idverde Added Value Operative for the Q2 of 2020/21	£3,882.00	Bank Transfer
PKF Littlejohn LLP	Limited assurance review of Annual Governance & Accountability Return for year ended 31 st March 2020	£480.00	Bank Transfer
Idverde	Erect and take down lamp post poppies	£386.40	Bank Transfer
Aldi	Items for breakfast packs – trolley one	£31.03	Debit Card
Aldi	Items for breakfast packs – trolley two	£32.21	Debit Card
Staff Salaries	Salaries and wages for November	£2,558.79	Standing Orders
HMRC	NI and Income Tax	£373.18	Bank Transfer
Shropshire County Pension Scheme	Pension contribution	£466.85	Bank Transfer
Zoom	Videoconference fee	£14.39	Debit Card
Hemingways Marketing Services Ltd	Cadburys selection packs	£1,504.46	Debit Card
Handy Brand UK Ltd	Labels for selection packs	£40.49	Debit Card
Currys PC World	'Henry' Vacuum Cleaner	£99.00	Debit Card
Telford & Wrekin Council	Cost of Annual ROSPA inspection of play area	£100.00	Bank Transfer
Granville Construction & Maintenance Ltd	Replacement of mixer tap in disabled toilet	£297.96	Bank Transfer
Amazon	Toner for printer and printer paper	£97.00	Debit Card
Holy Trinity Academy	Grant for Laptops	£1,200.00	Bank Transfer
Total		12,528.18	

(b)	<p><u>Notice of Conclusion of Audit</u> The Clerk/RFO reported that the limited assurance review for the year ended 31st March 2020 has been completed and that the external auditor report and certificate have been received and published together with the Notice of Conclusion of Audit. The Clerk/RFO was thanked for the work that she did to prepare for the audit.</p>
(c)	<p><u>Councillors' Pride Grants - Update</u> It was noted, with gratitude, that £2,060 had been awarded from Cllrs I Fletcher and Mrs V Fletcher's Councillors' Pride funds, for the landscaping around the Priorslee Clock (£2,000) and towards the cost of creating 'Percy the Snake' (£60). It was also noted, with gratitude, that Cllrs R Overton and D Wright had nominated St Georges & Priorslee Parish Council to receive £112.50 from each of their Councillors' Pride funds towards the cost of providing breakfast packs for children eligible for free school meals.</p>
(d)	<p><u>Grant Application from St Peter's Church, Priorslee</u> An update was received from Rev Debbie Loughran regarding the application towards the cost of replacing the 100 year old guttering on St Peter's Church. It was noted that enough money had been raised to pay for the guttering but that a recent Quinquennial Inspection had produced a list of other urgent work needed on the church. A revised application for £1,000 towards the cost of installing a lighting conductor on the church tower was received. There was a discussion and it was agreed that it was important to preserve the church building as an historic asset. Resolved: to award a grant of £1,000 to St Peter's Church, Priorslee, towards the cost of installing a lightning conductor. Having declared an interest, Cllrs I Fletcher and Mrs V Fletcher did not take part.</p>
(e)	<p><u>Quotation for Remedial Work for CCTV</u> Following a maintenance inspection of the four parish CCTV cameras, a quotation had been received for remedial work. Resolved: to accept the quotation from Technical Services (Shropshire) Ltd for remedial work to the CCTV cameras and recorders at a cost of £1,241.27 plus VAT.</p>
(f)	<p><u>Quotation for Rialtas Business Solutions Ltd Support for 2021/22</u> RBS provides the software that is used for keeping the Parish Council accounts. There is an annual fee for support and maintenance for the software and a fee for the year end closedown and preparation of the Annual Return. The Clerk/RFO reported that she had found RBS very helpful and that she wanted to continue with this service. Resolved: to pay the £124.00 annual support and maintenance fee for 2021/22 and to pay the £560.00 fee for an online year end close down and preparation of the Annual Return for the year ended 31st March 2021.</p>
(g)	<p><u>Quotations for Hanging Baskets in 2021</u> Three quotations for the supply and watering of hanging baskets for the summer of 2021 had been received. The difference in price related to the frequency of watering, since hanging baskets containing reservoirs require less watering. The lowest quotation was from idverde for hanging baskets with a 12 litre reservoir supplied by their company Plantscape, which would only require refilling once a week. Resolved: to accept the quotation from idverde at a total cost of £2,448.71</p>
(h)	<p><u>Timetable for Setting the Budget and Precept for 2021/11</u> The Clerk/RFO explained that, with life so uncertain at the moment, she would like to aim to complete the budget and precept process earlier than usual, to allow time for unexpected delays.</p>

	Resolved: to consider the draft budget at the December Parish Council meeting.	
70/21	Staffing	
	A letter was received from the Community Projects & Events Officer informing councillors that with regret but after careful consideration she wished to resign with effect from 31 st December 2020. She wrote that she had truly loved working for the Parish Council but felt that it was time to leave. Resolved: to accept the resignation of the Community Projects & Events Officer and to thank her for all her hard work and sense of humour and for the way that she had enlivened the Parish Council by developing successful community activities.	
71/21	Health & Safety	
	This is standing item on the Agenda, nothing to report on this occasion.	
72/21	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> After an initial meeting with the Community Artist, a rough timescale is being drawn up. Due to the weather and the artist's commitments, it is envisaged that the project will begin in Spring 2021. The two bus stops that involve the artist alone will be completed first and then those that involve the school and community will follow.	
(b)	<u>Senior Citizens Coach Trips in 2021</u> It is hoped that the coach trips will be able to go ahead in 2021. Resolved: to ask the Community Projects & Events Officer to seek quotations from three local coach companies for a coach trip to Llandudno on Tuesday 3 rd August 2021 and to Chester on Wednesday 17 th November 2021.	
73/21	Correspondence	
	<u>Telford & Wrekin Council Issues and Options Consultation for the review of the Telford & Wrekin Local Plan.</u> Information about the consultation had been circulated to councillors. The consultation started on 25 th September 2020 and an extension of time means that the consultation will end on 8 th January 2021. Councillors were encouraged to make individual responses to the consultation. <u>St Georges Community Group Nomination of Listing as an Asset of Community Value</u> It was noted that the St Georges Community Group has submitted a Nomination of Listing as an Asset of Community Value to Telford & Wrekin Council regarding the Gower Building.	
74/21	Telford & Wrekin Council Update regarding the Gower Building (Part A)	
	James Dunn, Director – Property & Investment and Kate Callis, Programme Manager – Housing Investment Programme attended the meeting to give an update about the Gower Building. They gave all of the presentation except the final slide in public session. They also answered the following questions: <ul style="list-style-type: none"> • Would there be adequate parking for the community facility on site? – no, therefore Telford & Wrekin Council is looking at options for creating additional parking off site. • Would there be electric charging points for vehicles? – Nuplace is looking to include electric charging points on all their developments • Will the vehicular exit from the site be improved to make it safer? – yes, Telford & Wrekin Council is looking at options to improve the exit on to the main road 	

	<ul style="list-style-type: none"> • Will there still be space for a play area on site? – no, but S106 money could be used to upgrade facilities in other nearby play areas • Has consideration been given to joint usage of the site by residential accommodation and a community facility especially regarding noise and security issues? – yes, this will be considered. The Heads of Terms for the lease will restrict the hours that the community facility can be used. All the accommodation will be for rental through Nuplace and potential tenants will be made aware of the community use of the Gower building. 	
75/21	Exclusion of Press and Public	
	Resolved: by a majority that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting for part B of Agenda Item 13 and Agenda Item 14 because publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.	
76/21	Telford & Wrekin Council Update regarding the Gower Building (Part B)	
	The Heads of Terms for the lease were discussed in closed session.	
77/21	Proposal for the Parish Council to rent community and office space within the refurbished Gower building	
	<p>The Clerk presented a report in which she said the following: “Moving into the Gower Building would offer the following benefits:</p> <ul style="list-style-type: none"> • Large community room (91 square metres) which would facilitate community activities • More office space (45 square metres) for the Parish Council • Office space that could be let out to generate income • Easier access for the public • The Parish Council would be contributing towards the upkeep of a heritage building • St Georges Primary School, which is growing in numbers, will gain much needed space. <p>However, the Parish Council needs to consider whether moving into the Gower building would be affordable. I have created a cash forecast for 2022-23 which takes into account the potential for income generation and also the higher costs of running a bigger stand-alone building. Figures are based on those in the business plan that was considered on 1st September 2020, adjusted to take into account the fact that only 2/3 of the building would be rented and that there would not be a café. An estimate of the annual rent is included – this will be subject to negotiation with Telford & Wrekin Council.</p> <p>The figures indicate that the additional income that could be generated by the Gower building, together with the £36,000 originally set aside for the Public Works Board Loan, would be sufficient to cover the additional rent and running costs, including employing a part time caretaker to supplement the work done by the existing Bookings Clerk.” Councillors considered the report and the accompanying cash forecast for 2022/23.</p> <p>During the discussion there were varying opinions about the desirability of the project and the following points were made:</p> <ul style="list-style-type: none"> • At the parish meeting on 21st January 2020 it was resolved that the parish council would increase the council tax precept in 2020/21 by £36,000 for the purpose of the proposed loan repayments and that should the parish council decided not to progress with the loan the £36,000 would be set aside into existing reserves and used for alternative council priorities. It was disputed 	

	<p>that this meant that £36,000 would be ring fenced annually for the Gower project in subsequent years.</p> <ul style="list-style-type: none"> • Some councillors were not convinced that a bigger community room is needed or that it would be in the best location to serve the parish. • However, others thought that the parish council has outgrown its current building and that with a much larger community space the parish council could build on the successful community activities initiated by the Community Projects & Events Officer. • There will be financial risk for the Parish Council, although much less than if the parish council had taken on ownership and the refurbishment of the building. • The estimated figure for rental income from the serviced office space may be over ambitious. • The capital cost of equipping the interior of the building is not included in the figures. • Since the community hall will be near residential accommodation a closing time will be specified in the Heads of Terms for the lease. This will impact on the types of hirings that will be possible and thus potentially on the achievable rental income. • However, experience at the Donnington Community Hub and the Belmont Hall indicates that the estimated hall hire income could be easily achieved. <p>The Vice Chair requested that the decision should be postponed until the next parish meeting at which the overall budget for the parish council was going to be discussed. The Chair responded that Telford & Wrekin Council needs to know as soon as possible if the parish council does not wish to take on the lease for the community facility.</p> <p>Following further discussion about the proposal the following motion was proposed by Cllr R Overton and seconded by Cllr S Handley: This parish council resolves in principle to rent community and office space within the refurbished Gower Building and to move its offices from St Georges Primary School, subject to planning permission being obtained. Cllr I Fletcher requested a recorded vote.</p> <p>The following councillors voted in favour of the motion: Cllr E Dabbs, Cllr S Handley, Cllr R Overton, Cllr Mrs M Warner, Cllr D Wright The following councillors voted against the motion: Cllr R Cadman, Cllr I Fletcher, Cllr Mrs V Fletcher, Cllr Mrs B Richards, Cllr R Williams There were no abstentions. There were five votes in favour of the motion and five votes against the motion.</p> <p>The Chair used his casting vote to vote for the motion and it was therefore Resolved: that this parish council resolves in principle to rent community and office space within the refurbished Gower Building and to move its offices from St Georges Primary School, subject to planning permission being obtained.</p>
78/21	Next Meeting
	The next meeting will be a Parish Meeting to be held at 7.00 p.m. on Tuesday 15 th December 2020. The meeting closed at 9.20 p.m.

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