

Minutes



Meeting held: St Georges & Priorslee Annual Parish Council Meeting
 Date: 7.20 p.m. on Tuesday 18th May 2021
 Venue: The School Hall, St Georges C of E Primary School, London Road, St Georges

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
	A Harrison	Mrs B Richards	Mrs M Warner
	R Williams	D Wright	
In attendance:	J Ellis, Parish Support Officer	C Lane, Community Projects & Events Officer	Candidates for the Co-option (see Minute 07/22)

Note: There were six members of the public present. They were given the opportunity to ask questions of the Parish Council at the Annual Parish Meeting held immediately before the Annual Parish Council Meeting.

01/22	Election of Chairman and Declaration of Acceptance of Office	
	Proposed by Cllr S Handley and seconded by Cllr D Wright that Cllr R Overton be elected Chairman of the Parish Council for the coming year. Proposed by Cllr I Fletcher and seconded by Cllr R Cadman that Cllr B Richards be elected Chairman of the Parish Council for the coming year. Following a tied vote, the Chairman used his casting vote and it was Resolved: that Cllr R Overton be elected Chairman of the Parish Council for the coming year. Cllr R Overton duly read and signed the Declaration of Acceptance of Office.	
02/22	Election of Vice Chairman and Declaration of Acceptance of Office	
	Proposed by Cllr R Cadman and seconded by Cllr I Fletcher that Cllr B Richards be elected Vice Chairman of the Parish Council for the coming year. Resolved: that Cllr B Richards be elected Vice Chairman of the Parish Council for the coming year. Cllr B Richards duly read and signed the Declaration of Acceptance of Office.	
03/22	Motion regarding Non-attendance at Meetings because of Clinical Vulnerability	
	Resolved: that non-attendance at an in-person meeting because of clinical vulnerability is a legitimate reason for absence.	
04/22	Apologies	
	There were no apologies.	

05/22	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, nor would he take part in discussions about the Gower project. • Cllr Mrs V Fletcher declared an interest as a substitute member of the Borough Council Planning Committee and reserved her right to speak and/or 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. <p>Members agreed that they would make any other declarations if they arose during the meeting.</p>						
06/22	Minutes of previous meetings						
	<p>Resolved: that the minutes of the Parish Council Meeting held on 20th April 2021, having been circulated, be agreed and signed by the Chairman as a true record.</p> <p>Resolved: that the minutes of the Extraordinary Parish Council Meeting held on 27th April 2021 having been circulated, be agreed and signed by the Chairman as a true record.</p>						
07/22	Co-option of a Parish Councillor and Declaration of Acceptance of Office						
	<p>Kieran Bryant, Andy Harrison, Kelly Lord and Paul Thomas had submitted written expressions of interest in being co-opted to the Parish Council. They had also submitted written statements in support of their application and had signed declarations saying that they were eligible to be a parish councillor. On the first round of voting one candidate received an absolute majority of the votes and it was therefore</p> <p>Resolved: that Andy Harrison be co-opted onto the Parish Council.</p> <p>Andy Harrison immediately read and signed the Declaration of Acceptance of Office and joined the meeting as a new councillor.</p>						
08/22	Appointment of Members to Standing Committees for 2021/22						
	<p>Resolved: that membership of the Standing Committees should remain the same as in the previous year:</p> <table border="1" data-bbox="268 1435 1334 1906"> <thead> <tr> <th></th> <th>Membership in 2021/22</th> </tr> </thead> <tbody> <tr> <td>Staffing Committee</td> <td>Cllr B Richards (Chairman) Cllr I Fletcher Cllr R Overton Cllr R Williams</td> </tr> <tr> <td>Parish Plan Committee</td> <td>Cllr R Overton (Chairman) Cllr R Cadman Cllr I Fletcher Cllr S Handley Cllr B Richards Cllr R Williams Cllr D Wright</td> </tr> </tbody> </table>		Membership in 2021/22	Staffing Committee	Cllr B Richards (Chairman) Cllr I Fletcher Cllr R Overton Cllr R Williams	Parish Plan Committee	Cllr R Overton (Chairman) Cllr R Cadman Cllr I Fletcher Cllr S Handley Cllr B Richards Cllr R Williams Cllr D Wright
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09/22	Affiliation to Other Organisations																					
	<p>Resolved: to continue annual affiliation to the following organisations: (a) Shropshire Association of Local Councils (SALC), annual affiliation fee of £2,087.00 (b) Society of Local Council Clerks (SLCC), annual affiliation fee of £202.00</p>																					
10/22	To Appoint Members as Representatives to Outside Bodies																					
	<p>Resolved: that Members should be appointed as Representative to Outside Bodies as follows:</p> <table border="1"> <thead> <tr> <th></th> <th>Representatives in 2021/22</th> </tr> </thead> <tbody> <tr> <td>St Georges Recreation Ground</td> <td>Cllr R Overton</td> </tr> <tr> <td>Bus Users Group</td> <td>Cllr I Fletcher</td> </tr> <tr> <td>Tree Warden</td> <td>Cllr I Fletcher</td> </tr> <tr> <td>Snow Liaison Officer</td> <td>Cllr R Overton</td> </tr> <tr> <td>Granville Park Management</td> <td>Cllr R Williams</td> </tr> <tr> <td>Friends of the Cockshutt</td> <td>Cllr E Dabbs</td> </tr> <tr> <td>Parish Charter Monitoring Group</td> <td>Cllr R Williams</td> </tr> <tr> <td>St Georges Partnership</td> <td>Cllr R Overton</td> </tr> <tr> <td>Wrekin Area Committee of SALC</td> <td>Cllr R Williams</td> </tr> </tbody> </table>		Representatives in 2021/22	St Georges Recreation Ground	Cllr R Overton	Bus Users Group	Cllr I Fletcher	Tree Warden	Cllr I Fletcher	Snow Liaison Officer	Cllr R Overton	Granville Park Management	Cllr R Williams	Friends of the Cockshutt	Cllr E Dabbs	Parish Charter Monitoring Group	Cllr R Williams	St Georges Partnership	Cllr R Overton	Wrekin Area Committee of SALC	Cllr R Williams	
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11/22	Meeting Schedule for 2021/22																					
	<p>Resolved: to hold Parish Council Meetings on the third Tuesday evening of every month except August.</p>																					
12/22	Clerks Update Report																					
	<p>The Clerk's Report was received and noted. <u>'Percy the Snake'</u> The Clerk was pleased to report that a Telford & Wrekin Council Service Level Agreement has now been agreed and signed for the maintenance of 'Percy the Snake' and that installation of the feature can go ahead. Paul Thomas was thanked for his work on the project. An official 'opening' will be arranged when the work is completed. <u>New Community Projects & Events Officer</u> Catherine Lane started work on 4th May 2021. Resolved: to welcome Catherine Lane to her new role with the Parish Council and to thank the staff team for their hard work during the past year, especially during the periods of lockdown.</p>																					
13/22	Planning																					
(a)	<p><u>Planning Applications received from Telford & Wrekin Council for consideration at Parish Council Meeting on 18th May 2021:</u></p>																					

TWC/2021/0397

Site address: Albion Inn, Station Hill, St Georges, TF2 9AD

Description of proposal: erection of a single storey rear extension

Resolved: No Objection

TWC/2021/0424

Site address: 29 Bullrush Glade, St Georges, TF2 9TR

Description of proposal: Reduction in height to 4no. Conifers (G1) by 30% to create a maintainable hedge, crown reduction by up to 2m to 1no. Silver Birch (T1) to create a more balanced crown structure, crown reduction by 1m to 1no. Maple (T2) and crown reduction by up to 2m to 1no. Silver Birch (T3)

Resolved: to Support the application

TWC/2021/0430

Site address: 7 Lapwing Gate, Priorslee, TF2 9SU

Description of proposal: erection of 1no garden room

Resolved: No Objection

It was noted that the erection of 'garden rooms' has become popular with the increase in home working during the pandemic. The Clerk was asked to obtain guidance regarding current planning regulations for free-standing garden buildings.

TWC/2021/0438

Site address: 41 Yellowstone Close, St Georges, TF2 9UG

Description of proposal: erection of 1no garden shed

Resolved: No Objection

TWC/2021/0441

Site address: 4 Fenns Crescent, St Georges, TF2 9BN

Description of proposal: erection of single storey front extension

Resolved: No Objection

TWC/2021/0446

Site address: Land opposite 9 Teece Drive, Priorslee

Description of proposal: Determination under Part 16 of the GPDO for the prior notification for the installation of an 18m Phase 8 Monopole C/W wrapround cabinet at base and associated ancillary works.

Resolved: to endorse Cllr V Fletcher's intention to call this in for consideration by the Borough Council's Planning Committee on the basis that the proposed mast would be a visible intrusion on the surrounding area because of its height and circumference and because of its location close to a safe walking route to the Holy Trinity Academy.

TWC/2021/0468

Site address: 14 Lords Drive, St Georges, TF2 9UE

Description of proposal: erection of single storey side and rear extension with balcony above

This application had been received shortly before the meeting and Cllr R Williams had not had time to look at the proposal. The deadline for comments was 9th June 2021 and it was therefore

Resolved: that Cllr R Williams should look at the proposal and make a response using his Delegated Authority.

(b)	<p><u>Planning Application for which a response was made by Cllr R Williams using his Delegated Authority:</u></p> <p>TWC/2021/0372 Site address: 17 Hereford Drive, Priorslee, TF2 9US Description of proposal: installation of a dormer window A response was required by 14th May 2021 and therefore Cllr R Williams used his Delegated Authority to make a response of No Objection</p> <p>Having declared an interest in planning matters, Cllr I Fletcher did not take part and Cllr V Fletcher reserved the right to speak and/or vote.</p>																												
14/22	Finance																												
(a)	<p><u>Expenditure Approvals List</u></p> <p>Resolved: that the following expenditure for May 2021 be approved.</p> <table border="1" data-bbox="268 1411 1292 1993"> <thead> <tr> <th>Name</th> <th>Particulars</th> <th>Amount</th> <th>Detail</th> </tr> </thead> <tbody> <tr> <td>Staff Salaries</td> <td>Salaries and wages for May</td> <td>£2,586.04</td> <td>Standing Orders</td> </tr> <tr> <td>HMRC</td> <td>NI and Income Tax</td> <td>£408.22</td> <td>Bank Transfer</td> </tr> <tr> <td>Shropshire County Pension Scheme</td> <td>Pension contribution</td> <td>£489.43</td> <td>Bank Transfer</td> </tr> <tr> <td>Zoom</td> <td>Videoconference fee</td> <td>£14.39</td> <td>Debit Card</td> </tr> <tr> <td>Aldi</td> <td>Provisions for breakfast packs 26/4/21</td> <td>£69.16</td> <td>Debit Card</td> </tr> <tr> <td>Aldi</td> <td>Provisions for breakfast packs 3/5/21</td> <td>£99.47</td> <td>Debit Card</td> </tr> </tbody> </table>	Name	Particulars	Amount	Detail	Staff Salaries	Salaries and wages for May	£2,586.04	Standing Orders	HMRC	NI and Income Tax	£408.22	Bank Transfer	Shropshire County Pension Scheme	Pension contribution	£489.43	Bank Transfer	Zoom	Videoconference fee	£14.39	Debit Card	Aldi	Provisions for breakfast packs 26/4/21	£69.16	Debit Card	Aldi	Provisions for breakfast packs 3/5/21	£99.47	Debit Card
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Aldi	Provisions for breakfast packs 10/5/21	£101.37	Debit Card
Anthony's Garden Services Invoice 9102	Grass cutting service	£594.00	Bank Transfer
Anthony's Garden Services Invoice 9137	Grass cutting service	£594.00	Bank Transfer
JCE & Sons	Replacement of ceiling light fitting	£59.04	Bank Transfer
Sarah Ryan	Materials for Schools Art Project (agreed at Council meeting on 20/4/21)	£120.00	Bank Transfer
Idverde	Hanging basket testing	£1,512.00	Bank Transfer
Idverde	Moving QR plaques on bus shelters	£36.00	Bank Transfer
Amazon	Office supplies	£52.05	Debit Card
idverde	New swing cradle seat for Freeston Avenue play area	£102.00	Bank Transfer
Aldi	Provisions for breakfast packs 17/5/21	£109.73	Debit Card
Rialtas Business Solutions Ltd	Year end online close down	£432.00	Bank Transfer
Taylor's Mechanical, Heating & Plumbing	First boiler service	£78.00	Bank Transfer
SALC	Affiliation fee	£2,087.00	Bank Transfer
Total		£9,543.90	

(b)

Fixed Assets Register for 2021/22

Resolved: to approve the following Fixed Assets register:

Asset No.	Description	Value
1.	Parish Centre, St Georges, Telford TF2 9LJ	Lease held with Telford & Wrekin Council for 99 years
2.	Office equipment (incl Laptop and Printer)	£4,591.57
3.	Vice Chairman Badge of Office	£736.50
4.	Chairman Badge of Office	£1,067.60
5.	3 x seats	£1,212.93
6.	9 x Noticeboards	£3,980.43

7.	Various Street Furniture	£1,726.51
8.	9 x bus shelters	£46,790.57
9.	Equipment for monitoring CCTV at Donnington Police Station	£2,693.57
10.	CCTV at the Co-op Priorslee	£4,019.05
11.	CCTV at Centre of St Georges attached to Chinese Restaurant with the territorial Limits TF11 8AZ	£4,019.05
12.	CCTV at Gatcombe Way, Medical Surgery	£4,019.05
13.	CCTV at Durrant Road	£4,019.05
14.	St Georges Play Area incl Ball Court	£135,012.40
15.	Gardening equipment	£1,715.40
16.	Picnic Benching – Priorslee Village Green	£1,000
17.	Christmas lights/Trees	£25,000
18.	Parish Gateway signs	£6,300
19.	Priorslee Clock	£13,000
20.	Percy the Snake	£1,000

Total fixed assets value = £261,903.68p

(c) Quarterly Finance Check for January – March 2021

Cllr I Fletcher had carried out the finance checks for January – March 2021 and had not found anything of concern. The report was noted and Cllr I Fletcher was thanked for his work.

(d) Earmarked Reserves at 31st March 2021

At the February Parish Council meeting it was resolved to create Earmarked Reserves with the final amounts for each reserve being in the agreed ratios but adjusted according to the actual surplus at the year end. The Clerk provided a report on the actual reserves created at 31st March 2021:

Earmarked Reserves	Cost Code	Percentage	Amount (£)
Election Expenses	4355	16	9060
Gower Project	4408	46	26047
Street Furniture	4401	13	7360
Christmas Decorations	4404	8	4530
Repairs and Maintenance	4031	6	3397
Play Areas	4406	11	6229
Sub Total		100	56623
Percy the Snake	4405		900
Total			57523

(e) Signatories for the Bank Account

Resolved: that there should be no change to the councillors able to act as signatories for the Bank Account. These are:
Cllr R Overton, Cllr B Richards, Cllr I Fletcher, Cllr V Fletcher, Cllr R Williams

	<p>It was, however, Resolved: that Cllr I Fletcher should not sign cheques while he is the Member nominated to carry out the quarterly finance checks.</p>
(f)	<p><u>Arrangements for Payments by Online Banking</u> Resolved: to carry on with the current arrangements for payments by online banking whereby the Clerk/RFO is authorised to make payments. (There is an audit trail of paper and electronic records).</p>
(g)	<p><u>Arrangements for Payments by Debit Card</u> The Clerk/RFO is authorised to make purchases using the debit card. For example, it has been used weekly to buy food in Aldi for the breakfast packs. Currently there is no set cash limit for use of the card by the Clerk. Resolved: to ask the Clerk to recommend a cash limit and to consider this at the June Parish Council Meeting.</p>
(h)	<p><u>Quarterly Finance Checks in 2021/22</u> Resolved: to nominate Cllr I Fletcher to be the Member who carries out the Quarterly Finance Checks.</p>
(i)	<p><u>Chairman's Allowance for 2021/22</u> Resolved: to approve a Chairman's Allowance of £800 for 2021/22.</p>
15/22	Review of Policies and Procedures
(a)	<u>Standing Orders</u>
(b)	<u>Financial Regulations</u>
(c)	<p><u>Terms of Reference for Standing Committees</u></p> <p>The Standing Orders, Financial Regulations and Terms of Reference for Standing Committees had been circulated to Members by e-mail on the day before the meeting. It was commented that there had not been enough time to consider the documents properly and therefore it was Resolved: to defer these items until the June Parish Council Meeting and to amend the timetable for reviewing policies accordingly.</p>
(d)	<p><u>Timetable for Review of Council Policies</u> Resolved: to adopt the timetable for reviewing Council policies proposed by the Clerk subject to the above amendment.</p>
16/22	Gower Project Update
	<p>Cllr B Richards, Chairman of the Gower working group, gave an update on the stakeholder presentation held by Zoom on 17th May 2021. The architect had shown plans and a 3-dimensional computer model, which looked impressive. The meeting gave stakeholders an opportunity to comment on the plans before they were submitted for planning permission.</p>
17/22	Health & Safety
	<p><u>Re-setting of the Snedshill Parish Council Noticeboard</u> The Parish Support Officer had observed that the noticeboard was loose in its footings and in danger of falling over. It was therefore Resolved: to accept the quotation from idverde for digging out and re-setting the Snedshill Parish Council noticeboard at a cost of £120 plus VAT.</p>

18/22	Community Projects and Events	
	<p><u>Senior Citizens Coach Trip to Llandudno, Tuesday 3rd August</u> It was remarked that senior citizens are looking forward to the coach trip to Llandudno. However, it may be dependent upon any coronavirus restrictions still in place by August. The Parish Council will need to make a decision about the Llandudno trip at the June Parish Council Meeting.</p> <p><u>St Georges Partnership 'St Georges by the Sea' event on Sunday 22nd August</u> The St Georges Partnership are planning a summer picnic with entertainments on the afternoon of Sunday 22nd August. Venue to be confirmed.</p> <p><u>Priorslee Summer Fete</u> This has been postponed from its usual date in June.</p> <p><u>Senior Citizens Coach Trip to Chester, Wednesday 17th November</u> To be confirmed nearer the time.</p>	
19/22	Correspondence	
	There was none.	
20/22	Next Meeting	
	<p>The next meeting will be a Parish Council Meeting to be held at 7.00 p.m. on Tuesday 15th June 2021.</p> <p>The meeting closed at 8.25 p.m.</p>	

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