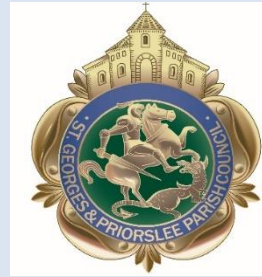


Minutes



Meeting held: St Georges & Priorslee Parish Council Meeting
Date: 7.00 p.m. on Tuesday 15th June 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)	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	

21/22	Public Question Time There were six members of the public present. Questions were asked as follows: <ul style="list-style-type: none">• Where is the 'St Georges Play Area and Ball Court' that is listed on the Fixed Asset List? It was confirmed that this relates to the Parish Council play area in Freeston Avenue.• Newly co-opted councillor for the Snedshill Ward, Cllr A Harrison, was asked about his interests and whether he is a member of the Labour Party. He confirmed that he is a member of the Labour Party and that his interests include allotments and youth facilities.• Cllr A Harrison was also asked if he had visited Snedshill and if he had any suggestions for environmental improvements. He replied that he had visited Snedshill and that he would be happy to receive suggestions for improvements.	
22/22	Apologies Cllr R Cadman – at a work meeting.	
23/22	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.	

	<ul style="list-style-type: none"> • 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>										
24/22	Minutes of previous meetings										
	Resolved: that the minutes of the Annual Parish Council Meeting held on 18 th May 2021, having been circulated, be agreed and signed by the Chairman as a true record.										
25/22	Clerk's Update										
	The Clerk's update report was received and noted.										
26/22	Review of Standing Orders, Financial Regulations and Terms of Reference for Standing Committees										
	<p><u>Standing Orders</u> The Clerk had reviewed the Standing Orders. She recommended that they be adopted for 2021 with no changes.</p> <p>Resolved: that the Standing Orders for 2021, having been circulated, be agreed.</p> <p><u>Financial Regulations</u> The Clerk had reviewed the Financial Regulations and recommended that they be adopted for 2021 subject to the following amendments:</p> <table border="1"> <thead> <tr> <th>Reg no.</th> <th>Existing Regulation</th> <th>Proposed Amendment</th> </tr> </thead> <tbody> <tr> <td>6.18</td> <td>Any debit card issued for use will be specifically restricted to the Clerk/RFO and will also be restricted to a single transaction maximum value of £500 unless authorised in writing before any order is placed.</td> <td>Any debit card issued for use will be specifically restricted to the Clerk/RFO and will also be restricted to a single transaction maximum value of £150 unless authorised in writing before any order is placed.</td> </tr> <tr> <td>6.21</td> <td>The Council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk/RFO (e.g. for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.</td> <td>The Council will not maintain any form of cash float. All cash received must be banked intact. It is preferable that all purchases are made with the Parish Council debit card and not with cash. If, however, any payments are made in cash by the Clerk/RFO (e.g. for postage or minor stationery items) they shall be refunded by online banking payment on a regular basis, at least monthly.</td> </tr> </tbody> </table> <p>Resolved: that the Financial Regulations are adopted for 2021 subject to the proposed amendments.</p>	Reg no.	Existing Regulation	Proposed Amendment	6.18	Any debit card issued for use will be specifically restricted to the Clerk/RFO and will also be restricted to a single transaction maximum value of £500 unless authorised in writing before any order is placed.	Any debit card issued for use will be specifically restricted to the Clerk/RFO and will also be restricted to a single transaction maximum value of £150 unless authorised in writing before any order is placed.	6.21	The Council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk/RFO (e.g. for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.	The Council will not maintain any form of cash float. All cash received must be banked intact. It is preferable that all purchases are made with the Parish Council debit card and not with cash. If, however, any payments are made in cash by the Clerk/RFO (e.g. for postage or minor stationery items) they shall be refunded by online banking payment on a regular basis, at least monthly.	
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	<p><u>Terms of Reference for Standing Committees</u> The Clerk had reviewed the Terms of Reference for Standing Committees and recommended that they be adopted for 2021 with no changes.</p> <p>Resolved: that the Terms of Reference for Standing Committees having been circulated be agreed.</p>	
27/22	Planning	
(a)	<p><u>Planning Applications received from Telford & Wrekin Council for consideration at Parish Council Meeting on 15th June 2021:</u></p> <p>TWC/2021/0470 Site address: 6 Lark Rise, St Georges, TF2 9TP Description of proposal: crown reduction by up to 5m to 1no oak tree Resolved: No Objection</p> <p>TWC/2021/0492 Site address: Land fronting 3 Gatcombe Way, Priorslee, TF2 9QH Description of proposal: installation of 1.8m high gates Resolved: No Objection Cllr V Fletcher abstained from voting.</p> <p>TWC/2021/0506 Site address: 2 Village Court, Priorslee Village, TF2 9QH Description of proposal: erection of single storey front and side extension and single storey side and rear extension. It was noted that Ward Cllr V Fletcher has called this application in for consideration by the Planning Committee. Resolved: to Object to this proposal on the grounds of over development of the site, impact on neighbouring properties during construction, likelihood of damage by construction vehicles to the recently resurfaced driveway (which has a weight limit) and loss of amenity for the neighbouring properties, including loss of light/overshadowing.</p> <p>TWC/2021/0512 Site address: 5 Dukes Place, St Georges, TF2 9AZ Description of proposal: erection of a single storey front and side extension Resolved: No Objection</p> <p>TWC/2021/0557 (Full Planning Application) Site address: site of Woodhouse Farm, Salisbury Avenue, Priorslee Description of proposal: works to facilitate conversion of former farmhouse and barn into 5no dwellings in conjunction with the erection of 16no dwellings and associated garages.</p> <p>TWC/2021/0558 (Listed Building Application) Site address: site of Woodhouse Farm, Salisbury Avenue, Priorslee Description of proposal: works to facilitate conversion of former farmhouse and barn into 5no dwellings in conjunction with the erection of 16no dwellings and associated garages.</p> <p>TWC/2021/0557 and TWC/2021/0558 were considered together.</p> <p>Cllr V Fletcher remarked that the Planning Committee will be considering the applications in August and that she may also call it in as Ward Councillor since she has concerns about its impact on the amenities of the local area and about traffic management during construction.</p>	

Resolved: to Comment on the application concerning its climate change credentials and a traffic management plan for access on to Woodhouse Lane/Salisbury Avenue during and after construction.
Cllr V Fletcher abstained from voting.

(b) Planning Application for which a response was made by Cllr R Williams using his Delegated Authority:

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 was received shortly before the parish council meeting on 18th May 2021 with comments due by 9th June 2021 so it was resolved that Cllr R Williams should look at the proposal and use his Delegated Authority to make a response.

The response was No Objection.

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.

(c) Results of Planning Applications notified by Telford & Wrekin Council

TWC/2021/0349

Site address: 25 Fireclay Drive, St Georges, TF2 9UH

Description of proposal: erection of a rear veranda

Full Granted

TWC/2021/0372

Site address: 17 Hereford Drive, Priorslee, TF2 9US

Description of proposal: installation of a dormer window

Full Granted

TWC/2021/0348

Site address: 5 Chancery Park, Priorslee, TF2 9GP

Description of proposal: erection of a single storey rear extension, first floor side extension over existing garage, conversion of existing garage into living accommodation and extension of dropped curb

Full Granted

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)

Tree Preservation Order Granted

TWC/2021/0438

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

Description of proposal: erection of 1no garden shed

Full Granted

(d) Delegated Authority regarding responses to tree work planning applications

There was a discussion about the procedure for responding to planning applications for tree work. For occasions when the deadline for commenting on a tree work planning application is before the next Parish Council Meeting, it was

Resolved: that Cllr I Fletcher, nominated Tree Warden, should have Delegated Authority to comment on behalf of the Parish Council.

28/22

Finance

(a)

Expenditure Approvals List

Resolved: that the following expenditure for June 2021 be approved.

Name	Particulars	Amount	Detail
Staff Salaries	Salaries and wages for June	£2,551.72	Standing Orders
HMRC	NI and Income Tax	£408.22	Bank Transfer
Shropshire County Pension Scheme	Pension contribution	£654.79	Bank Transfer
Zoom	Videoconference fee	£14.39	Debit Card
Aldi	Provisions for breakfast packs 24/05/21	£84.30	Debit Card
Anthony's Garden Services Invoice 9173	Grass cutting service	£594.00	Bank Transfer
Anthony's Garden Services Invoice 9213	Grass cutting service	£594.00	Bank Transfer
Amazon	Staples (missed off previous approvals list)	£1.29	Debit Card
St Georges CofE Primary School	Contribution towards heat and light	£1,000.00	Bank Transfer
Cllr R Overton	Chairman's allowance	£800.00	Bank Transfer
TSS Ltd	CCTV maintenance	£1,489.52	Bank Transfer
DM Payroll Services Ltd	Internal Audit	£215.00	Bank Transfer
Cartridge People	Toner for printer	£139.80	Debit Card
Rymans	Stationery and child's prize for photo competition	£33.04	Debit Card
Lakeside Plant Centre	Voucher (adult's prize for photo competition)	£25.00	Debit Card
Telford & Wrekin Council	Buyback fees for 2021/22	£543.67	Bank Transfer
Telford & Wrekin Council	Laptops (one each for Priorslee Academy and Redhill Academy)	£716.28	Bank Transfer
Telford & Wrekin Council	Senso software licence (for laptops)	£8.88	Bank Transfer
Total		£9,873.90	

(b)	<p><u>Budget Comparison Report</u> The Budget Comparison Report for the 2 months ended 31st May 2021 was received and noted.</p>
(c)	<p><u>Cash Limit for the Debit Card</u> The Clerk presented a report about use of the debit card. There are times when purchases need to be made but it is not possible to know in advance the exact value of the purchase. The Clerk recommended that the cash limit for use of the debit card without prior written approval should be £150.00. Resolved: To set a cash limit of £150.00 per transaction for the use of the debit card by the Clerk/RFO without prior written approval.</p>
29/22	Annual Return 2020/21
(a)	<p><u>Annual Internal Audit Report 2020/21</u> A copy of the Internal Auditor's Report had previously been circulated to all members. The internal auditor found the council records to be well organised and there were no matters of concern. Resolved: to receive and note the Annual Internal Audit Report 2020/21</p>
(b)	<p><u>Annual Governance Statement 2020/21</u> A copy of the Annual Governance Statement 2020/21 had previously been circulated to all members. Resolved: To approve the Annual Governance Statement for 2020/21 and that it be signed by the Chairman and the Clerk.</p>
(c)	<p><u>Accounting Statements 2020/21</u> Resolved: to approve the following documents which had previously been circulated to all members: Balance Sheet and Income & Expenditure Account Bank Reconciliation Accounting Statements 2020/21 (Annual Return) – to be signed by the Chairman and the Clerk.</p>
(d)	<p><u>Notice of Public Rights</u> A proposed Notice of Public Rights had previously been circulated to all members. Resolved: to accept the proposed Notice of Public Rights, to be announced by the Clerk on Thursday 17th June 2021, which will provide a public inspection period from Monday 21st June 2021 until Friday 30th July 2021.</p>
30/22	Applications for Grant Funding
	<p>Hope House Children's Hospice An application for support for specialist palliative care nurses had been received. Resolved: to award a grant of £500 to Hope House Children's Hospice.</p>
31/22	Environment/Public Realm
	<p><u>Community Action Team (Enforcement) Update</u> A written report for April 2021 and an action plan were received. Noted.</p> <p><u>Community Action Team (Public Realm) Update</u> The Clerk reported that communication have improved now that she is having fortnightly Microsoft Teams meetings with Phil Pritchard from Telford & Wrekin Council and Nigel Murray from idverde and also weekly catch-up meetings with the public realm operative. A new 'confirm' mobile device system has been set up recently so that operatives can receive jobs and log when they are complete. It has taken a little while for the operatives to get used to the new system, but it should mean that more information and photographs will be available from now on.</p>

	<p><u>Review of Definitive Map of Public Rights of Way</u> The Clerk was asked to contact Andrew Careless again to request a paper copy of the section of the Definitive Map covering the parish.</p>	
32/22	<p><u>Gower Project Update</u> There had not been any Gower working group meetings since the last Parish Council meeting.</p>	
33/22	<p><u>Health & Safety</u> The Clerk reported that she had arranged for the contractor who installed the lights on the Priorslee Clock to re-affix one of the lights to its bracket, so that it would not fall off the clock.</p>	
34/22	<p><u>Community Projects and Events</u> <u>Newsletter and Photography Competition</u> The proof of the July newsletter, including the winning photographs from the competition, was almost ready to sign off for printing.</p> <p><u>Percy the Snake</u> The Community Projects and Events Officer (CPEO) is liaising with Paul Thomas regarding the installation of Percy the Snake. There will be a small scale 'opening' event when the snake is finished.</p> <p><u>Coffee Mornings at the Parish Centre</u> The CPEO is planning to commence weekly coffee mornings in the Parish Centre (currently limited to six attendees), from July onwards.</p> <p><u>St Georges Cricket Club</u> The Cricket Club have arranged a taster session for people with disabilities on the afternoon of Sunday 4th July.</p> <p><u>Senior Citizens Coach Trip to Llandudno</u> The Clerk presented a report about the senior citizens coach trip to Llandudno. She acknowledged that senior citizens are looking forward to an opportunity to visit the coast and therefore she felt that the that the coach trip should go ahead subject to the following recommendations:</p> <ol style="list-style-type: none"> 1. That the risk assessment for the coach trip is carried out on the basis that England will still be in Stage 3 of the roadmap for coming out of lockdown (and Wales at a similar stage). 2. That, in order to comply with the 'rule of thirty' outside when gathering to get on the coach and to allow for some social distancing on the coach, that the capacity of each coach is limited to 30 passengers plus 2 staff/volunteers. 3. That the Chairman of the Council and the Clerk together are given delegated authority to decide whether it is wise to run the coach trips in the light of further Government announcements. <p>There was a discussion about the logistics of the trip and it was Resolved: by a majority vote that the coach trip to Llandudno should go ahead subject to the Clerk's recommendations and that the Chairman of the Council and the Clerk together be given delegated authority to increase the number of coaches if there was demand for more than 120 places.</p>	

	<p>Note: after the meeting and in consultation with the Chairman of the Council, the date for the Llandudno coach trip was changed to Thursday 5th August.</p> <p><u>St Georges Partnership 'St Georges by the Sea' Summer Picnic</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>Senior Citizens Coach Trip to Chester</u> Coaches are booked for the trip to Chester on Wednesday 17th November. This will be confirmed nearer the time.</p>	
35/22	Correspondence	
	There was none.	
36/22	Next Meeting	
	<p>The next meeting will be a Parish Council Meeting to be held at 7.00 p.m. on Tuesday 20th July 2021.</p> <p>The meeting closed at 8.40 p.m.</p>	

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