

Minutes



Meeting held: St Georges & Priorslee Parish Council Meeting
 Date: 7.00 p.m. on Tuesday 19th October 2021
 Venue: The Parish Meeting Room, Grove Street, St Georges, Telford, TF2 9LJ

Chairman: Cllr Richard Overton

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

Present:

Councillors:	R Overton (Chairman)	R Cadman	S Handley
	A Harrison	Mrs B Richards	R Williams
	D Wright		
In attendance:	C Lane, Community Projects & Events Officer		

78/22	Public Question Time	
	<p>There was five members of the public present.</p> <ul style="list-style-type: none"> Barbara Dempsey remarked that the Albion Bank in St Georges is becoming overgrown. The Chairman said that he would follow this up with Telford & Wrekin Council. Ian Askey reiterated objections to the proposed installation of fencing around the field adjacent to the Holy Trinity Academy which has been used by the community for the past 30 years. He also expressed concern that there was not much detail in the published summary of the proposed community use agreement for the playing field. He added that not as many children are walking to school as was anticipated in the original planning application for the school and that an extension would result in even more traffic and car parking affecting the surrounding residential roads at the beginning and end of the school day. Heather Capsey requested that some of the lamp post poppies are installed on Snedshill Way. The Clerk confirmed that this will be included in the list of locations for the lamp post poppies. 	
79/22	Apologies	
	<p>Resolved: to accept the apologies from: Cllrs I and Mrs V Fletcher – on holiday Cllr M Warner – recovering from an operation Cllr E Dabbs – personal reasons</p>	
80/22	Declarations of interest	
	<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. 	

	<ul style="list-style-type: none"> • Cllrs R Overton and D Wright declared an interest in Agenda Item 6(a) (Planning Applications for October 2021) regarding planning application TWC/2021/0871 since as Borough Councillors they had voted for the expansion of the school. <p>Members agreed that they would make any other declarations if they arose during the meeting.</p>	
81/22	Minutes of previous meetings	
	Resolved: that the minutes of the Parish Council Meeting held on 21 st September 2021, having been circulated, be agreed and signed by the Chairman as a true record.	
82/22	Clerk's Update	
	<p>The Clerk's update was received and noted.</p> <p>With regard to the Christmas lights, an application for a licence to install Christmas lights on the highway has been submitted to Telford & Wrekin Council's Streetworks Department, with an administration fee of £42.00.</p> <p>The electrical contractor is due to start installing the infrastructure for the lights during the week commencing 1st November 2021, ready for the switch-on on Friday 3rd December 2021.</p> <p>It was noted that the Community Projects & Events Officer will be arranging for a wooden box filled with sand to be placed at the foot of the Priorslee Clock before Remembrance Day so that crosses and other tributes can be stood upright in it.</p>	
83/22	Planning	
(a)	<p>Planning Applications received from Telford & Wrekin Council for consideration at Parish Council meeting on 19th October 2021</p> <p>TWC/2021/0871 Site address: Holy Trinity Academy, Teece Drive, Priorslee, TF2 9SQ Description of proposal: Erection of a standalone three storey teaching block with changing block, 3G Pitch with 6no 15m floodlights, two single storey in-fill extensions to the existing school, fencing to grass pitches outside school boundary, a new 5v5 mini soccer pitch, and associated landscape works **Amended red line boundary, amended plans and supporting information** Resolved: to reiterate the objections made to the original planning application and to add the following: In addition, the Parish Council objects to the amended scheme whereby further green space is converted into a 5v5 football pitch, thereby leaving very little land available for general leisure purposes. Resolved: that Cllr R Cadman should attend the Planning Committee meeting and speak on behalf of the Parish Council stating the objections to the planning application. (The Clerk will find out the date for the Planning Committee meeting.) Having declared an interest, Cllrs R Overton and D Wright did not take part in the discussion.</p> <p>TWC/2021/0822 Site address: 30 Highgrove Meadows, Priorslee, TF2 9RJ Description of proposal: erection of first floor extension, installation of second floor rear dormer and retrospective single storey ground floor extension. ** Amended description Resolved: to reiterate the comments made on the original application.</p> <p>TWC/2021/0969 Site address: Wrockwardine Villa, Cappelquin Drive, St Georges, TF2 7BX Description of proposal: erection of 2 storey link extension including the installation of a canopy and flue to west extension.</p>	

It was noted that this is a building of historic interest within the parish and it was therefore

Resolved: to support the application subject to the condition that the Conservation Officer is consulted to ensure that the proposed extension is in keeping with the existing building.

TWC/2021/0960

Site address: land between Castle Farm Way and A5, Priorslee

Description of proposal: Reserved matters application pursuant to outline planning permission TWC/2014/0980 (residential development of up to 1100 dwellings) including details for access, appearance, landscaping, layout and scale for Phase 2A of development consisting of 151 dwellings

Resolved: to make the following comments: The proposed junction of the access road from the development with the A5 will not be safe. There is no mention of climate change mitigation measures. Although nearly 300 houses will be built in Phases 1 and 2A, the proposed infrastructure (school, medical practice etc.) will not be built until a later phase. This needs to be done sooner. Potential home-owners should be made aware of any service charges that may be applied for environmental maintenance on the development.

TWC/2021/1010

Site address: site of former St Georges Women's Institute, Station Hill, St Georges

Description of proposal: change of use to play area and associated landscaping following demolition of former building

Resolved: to make the following comments: The St Georges & Priorslee Parish Council supports the proposal to demolish the former Women's Institute building since it has been subject to vandalism and anti social behaviour in recent years. However, the Parish Council has concerns about road safety if a play area is located on the site. Children would leave the play area through a gate directly onto West Street, which has a bend, a narrow pavement and a tendency for vehicles to travel too fast. As a separate matter, it should be noted that there are some 'bricks' on the site which have names of local people on - these should be preserved before the demolition takes place.

TWC/2021/1018

Site address: Ricoh UK Products Ltd, Shifnal Road, Priorslee, TF2 9NS

Overall reduction by 0.5m to 4no. lime trees (G5, G6, G7, G8) to allow for HGV access to the site, crown lift by 0.5m to 2no. chestnut trees (G1 and G3) and removal of dead wood/branches no greater than 60mm to allow for grounds maintenance access.

Resolved: No Objection

TWC/2021/0722 and TWC/2021/0724 (Listed Building application)

Site address: Former Youth Centre, Gower Street, St Georges

It was noted that although an amended description and plans for this application were anticipated this had not been registered at the time of the meeting. Members were reminded of the resolution passed at the Extraordinary Parish Council Meeting on 17th August 2021 regarding commenting on planning applications for the Gower refurbishment project:

Resolved by a majority: that although Telford & Wrekin Council's solicitor for planning had advised that it would be legitimate to comment on the planning applications provided that the Parish Council declared that it was a prospective tenant, that the Parish Council should remain neutral as an interested party and therefore submit a response of 'No Comment'.

(b)	<p>Planning Applications for which a response has been made by the Clerk and Cllr R Williams using Delegated Authority:</p> <p>TWC/2021/0907 Site address: 1 Freeston Terrace, Priorslee Road, St Georges, TF2 9HD Description of proposal: Crown lift by up to 6m on 1no. sycamore tree No Objection</p>
(c)	<p>Results of Planning Applications notified by Telford & Wrekin Council</p> <p>TWC/2020/0810 Site address: 1 Yellowstone Close, St Georges, TF2 9UG Description of proposal: erection of rear conservatory (retrospective) Full Granted</p>

84/22	Finance
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(a)	<p><u>Expenditure Approvals List</u> Resolved: that the following expenditure for October 2021 be approved.</p> <table border="1"> <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 October</td> <td>£2,551.72</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>£654.79</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>Anthony's Garden Services Invoice 9596</td> <td>Grass cutting service (last invoice for 2021)</td> <td>£594.00</td> <td>Bank Transfer</td> </tr> <tr> <td>Cash</td> <td>Float for Chester outing tickets</td> <td>£30.00</td> <td>Debit Card</td> </tr> <tr> <td>Acorn Direct</td> <td>Enhanced DBS Check for CPEO</td> <td>£60.00</td> <td>Bank Transfer</td> </tr> <tr> <td>Ryman Stationery</td> <td>Envelopes and cardboard</td> <td>£20.08</td> <td>Debit Card</td> </tr> <tr> <td>Ryman Stationery</td> <td>Diaries</td> <td>£24.57</td> <td>Debit Card</td> </tr> <tr> <td>Information Commissioner's Office</td> <td>Renewal of registration</td> <td>£40.00</td> <td>Bank Transfer</td> </tr> <tr> <td>BT</td> <td>Quarterly phone bill</td> <td>£90.00</td> <td>Bank Transfer</td> </tr> <tr> <td>Majestic Trees</td> <td>Supply and planting of three new trees</td> <td>£6,309.75</td> <td>Bank Transfer</td> </tr> <tr> <td>Technical Services (Shropshire)</td> <td>CCTV maintenance contract</td> <td>£2,994.53</td> <td>Bank Transfer</td> </tr> <tr> <td>St Georges Partnership</td> <td>Contribution towards Christmas Lights event</td> <td>£2,500</td> <td>Bank Transfer</td> </tr> <tr> <td>Furniture at Work</td> <td>Two half size Gopak folding tables</td> <td>£228.00</td> <td>Debit Card</td> </tr> </tbody> </table>	Name	Particulars	Amount	Detail	Staff Salaries	Salaries and wages for October	£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	Anthony's Garden Services Invoice 9596	Grass cutting service (last invoice for 2021)	£594.00	Bank Transfer	Cash	Float for Chester outing tickets	£30.00	Debit Card	Acorn Direct	Enhanced DBS Check for CPEO	£60.00	Bank Transfer	Ryman Stationery	Envelopes and cardboard	£20.08	Debit Card	Ryman Stationery	Diaries	£24.57	Debit Card	Information Commissioner's Office	Renewal of registration	£40.00	Bank Transfer	BT	Quarterly phone bill	£90.00	Bank Transfer	Majestic Trees	Supply and planting of three new trees	£6,309.75	Bank Transfer	Technical Services (Shropshire)	CCTV maintenance contract	£2,994.53	Bank Transfer	St Georges Partnership	Contribution towards Christmas Lights event	£2,500	Bank Transfer	Furniture at Work	Two half size Gopak folding tables	£228.00	Debit Card
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Telford & Wrekin Council	Streetworks licence for installing Christmas lights	£42.00	Debit Card
ASDA (bought by Parish Support Officer and reimbursed)	Cleaning materials	£28.56	Bank Transfer
Millets	Two folding chairs	£43.95	Debit Card
idverde	Dig out and reset Snedshill notice board	£144.00	Bank Transfer
Co-op	Milk and cleaning materials	£4.90	Debit Card
Total		£16,754.90	

(b) Budget Comparison Report
The Budget Comparison Report for the 6 months ended 30th September 2021 was received and noted.

(c) Legal Fees for the Agreement to Lease
The Clerk explained that the solicitor from Lanyon Bowdler had not appreciated that there was going to be an Agreement to Lease followed by a Lease for the Gower building. This two-stage process would require more legal work and therefore a revised pricing proposal had been received.
Resolved: to accept the revised fixed fee price of £4,000 plus VAT and disbursements.

85/22 Grant Applications

(a) Age UK Shropshire Telford & Wrekin, Covid Recovery Appeal
It was noted that in the past 12 months, Age UK had supported 200 older people in the parish providing domestic support, keeping in touch with regular phone calls, online support and providing expert advice and assistance with benefit claims. It was therefore **Resolved:** to award a grant of £500 to the Age UK Shropshire Telford & Wrekin Covid Recovery Appeal

(b) St Georges Recreation Ground & Public Hall, Replacement defibrillator
A request had been made for a grant to cover the full cost of a replacement for the existing defibrillator, which is located in a box on the outside of the building. The Clerk was asked to find out more information about why a new defibrillator is required and to check that it does not just need a new battery. **Resolved:** to give the Clerk delegated authority to award a grant of up to 50% of the amount requested which would be £510.
Cllrs R Overton and R Williams declared an interest as members and did not take part.

(c) Little Dragons Childcare Centre, Sensory pod for children with additional needs
Little Dragons had requested a grant of £1,500 towards the cost of purchasing and fitting out a summer house to create a sensory pod and quiet space for children with additional needs.
Resolved: to award a grant of £1,000 to the Little Dragons Childcare Centre
Cllr R Williams declared an interest and did not take part.

(d) Friends of Granville Country Park
The Friends of Granville Country Park had requested a grant of £100 in order to purchase railway sleepers to construct a picnic table.

	Resolved: to award a grant of £100 to the Friends of Granville Country Park. Cllr R Williams declared an interest as the Parish Council's Representative for the Friends of Granville Country Park and did not take part.	
86/22	Report from Staffing Committee	
	The Minutes of the Staffing Committee meeting held on 12 th October 2021 were received and noted.	
87/21	Armed Forces Covenant	
	Resolved: to adopt the Armed Forces Covenant Pledge which had been circulated before the meeting. The Chairman signed the pledge on behalf of the Parish Council.	
88/21	Declaration of a Climate Emergency	
	<p><u>Declaration of a Climate Emergency</u> The Parish Council considered a report and suggested Climate Emergency resolutions provided by Mark Latham, Ecologist and resident of the parish.</p> <p>Resolved: that the St Georges and Priorslee Council will:</p> <ol style="list-style-type: none"> 1) Declare a climate emergency 2) Within 3 months of the declaration: <ol style="list-style-type: none"> 2a) Complete measuring the Parish Councils carbon footprint, providing a baseline from which we will be able to report on future progress, and 2b) Set a realistically achievable time commitment for the Council's operations and activities to reach carbon neutrality (considering both production and consumption emissions known as Scopes 1, 2 and 3) 3) Establish a working group to develop a Parish Climate Action Plan and report to the Council within six months with the actions the Council will take to address the emergency. 4) Call on the Government and other relevant organisations and partners to provide the powers and resources to successfully meet our targets and work with partners to promote, identify and implement adaptation and mitigation measures to deal with the effects of the on-going changes in climate, and 5) Support, celebrate and champion individual actions made by the residents, partners and businesses in the parish to meet the challenges of the climate and biodiversity emergency helping to deliver outcomes that are positive, lasting and socially just. <p><u>Setting up a Working Group to develop a Parish Climate Action Plan</u> Resolved: that the initial members of the working group would be: Cllr R Overton, Cllr R Cadman, Cllr A Harrison and Mark Latham. The working group will be facilitated by the Community Projects & Events Officer and will benefit from Mark Latham's knowledge and expertise.</p>	
89/22	Environment/Public Realm	
(a)	<p><u>Community Action Team (Enforcement) Update</u> A report from the Community Action Team (Enforcement) for July, August, September 2021 and an action plan were received and noted. A suggestion was made that the Enforcement Officers should monitor the parking on Teece Drive on Sunday mornings when football is being played on the field.</p>	
(b)	<p><u>Community Action Team (Public Realm) Update</u> The Clerk gave a verbal report. The Community Action Team will be putting up the lamp post poppies.</p>	

(c)	<p><u>State of the Footpaths and Hedgerows in Priorslee</u> Concern was expressed about the state of the footpaths and hedgerows in Priorslee, especially where vegetation is encroaching on to footways. The Chairman said that he would follow this up with Telford & Wrekin Council.</p>	
(d)	<p><u>State of the fence between Walker Crescent and the Industrial Estate in St Georges</u> It was recalled that this is a privately owned fence but that the parish council repaired some years ago as a 'one off' on the understanding that the then owner would continue to maintain it. Sadly, it is again in poor condition. It is believed that the land adjacent to the fence has been sold to a new owner, but it is not known if they have bought the fence too. The Chairman said that he has already raised this with Telford & Wrekin Council to see if any action could be taken. He will update the Clerk on any progress.</p>	
90/22	<p><u>Gower Project Update</u></p>	
	<p>The Clerk is in the process of arranging a working group meeting with Telford & Wrekin Council and the architect and contractor so that the working group can be updated on progress.</p>	
91/22	<p><u>Health & Safety</u></p>	
	<p><u>(a) Review of Parish Centre Covid-19 Risk Assessment</u> Resolved: to adopt the Risk Assessment which had been circulated before the meeting. This will need to be reviewed if the Covid-19 situation changes.</p>	
92/22	<p><u>Parish Centre</u></p>	
	<p><u>Opening Times and Christmas Closure</u> It was noted that the Parish Centre is usually open from 9 a.m. until 3 p.m. on Mondays to Thursdays. Resolved: to shut the Parish Centre from 3 p.m. on Thursday 23rd December 2021 until 9 a.m. on Tuesday 4th January 2022. <u>Review of Hire Charges</u> The Clerk recommended that there is no increase in the hire charges given that the maximum capacity of the meeting room has been decreased to enable some social distancing. Resolved: that the hire charges are maintained at the same rate as in 2021 (see Appendix A)</p>	
93/22	<p><u>Community Projects and Events</u></p>	
	<p>The Community Projects and Events Officer's update report was received and noted.</p> <p><u>Celebrating the Queen's Platinum Jubilee</u> The Jubilee will be celebrated over the four days from Thursday 2nd June – Sunday 5th June 2022.</p> <p><u>Planting a Tree</u> As part of The Queen's Green Canopy tree planting campaign, Telford & Wrekin Council will be providing a 'heavy standard' size flowering tree for planting in a public space in each of the Borough's towns and parishes and encouraging others to plant for the Jubilee too. The St Georges & Priorslee parish will need to plant two trees, one in each area. It has been suggested that the St Georges tree could be supplied by the St Georges Partnership. There is a need to decide where to locate the trees. It was suggested that the Snedshill Viewing Point might be a good place to plant a tree. Wherever the trees are planted they will need to be protected from damage.</p>	

	<p><u>Setting up a working group</u></p> <p>Resolved: to set up a working group to plan the Jubilee Celebrations. Cllrs R Overton, A Harrison (and his wife), S Handley and D Wright agreed to join the working group. The Clerk will facilitate the working group.</p>	
94/22	Correspondence	
	<p><u>(a) Telford & Wrekin Highways TRO-2021-08 A4620 Donnington – Priorslee</u></p> <p>The Clerk had written to Highways on behalf of the parish council, stating that the proposed 40mph speed limit should extend all the way to the junction with the M54. A response from Highways had been received, explaining why the location for the beginning of the 40mph speed limit had been chosen. Noted.</p>	
94/22	Next Meetings	
	<p>The next meeting will be a Parish Council Meeting to be held at 7.00 p.m. on Tuesday 16th November 2021.</p> <p>Resolved: to move the December meeting forward by a week to 7 p.m. on Tuesday 14th December 2021.</p> <p>The meeting closed at 9.00 p.m.</p>	

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

2022 Hire charges for the Parish Centre

Community	Where no monies are raised for the benefit of the organisation or any individuals	£7.00 per hour
Agency	Where no monies are raised for the benefit of the organisation or any individuals	£8.00 per hour
Commercial/ Private Hire	Where the organisation will obtain or derive monies from the use of the Centre.	£10.50 per hour

Note:

Minimum booking for an evening hire is one and a half hours

Minimum booking for a weekend hire is three hours

Approved at Parish Council meeting on 19th October 2021