

Minutes



Meeting held: St Georges & Priorslee Parish Council Meeting
Date: 7.00 p.m. on Tuesday 14th December 2021
Venue: The School Hall, St Georges C of E Primary School, London Road, St Georges, Telford

Chairman: Cllr Richard Overton

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

Present:

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| Councillors: | R Overton (Chairman) | R Cadman | E Dabbs |
| | I Fletcher | Mrs V Fletcher | S Handley |
| | A Harrison | Mrs B Richards | D Wright |
| In attendance: | J Ellis, Parish Support Officer | | |

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| 109/22 | Public Question Time | |
| | <p>There were four members of the public present. Kelly Lord raised concerns about the section of the Holyhead Road where the retaining wall has fallen down and there is a risk of pedestrians falling down the bank. The Clerk said that she had heard via the Neighbourhood Enforcement Team Leader that repairs to the carriageway, footway and retaining wall are on the Highways Capital Programme. Cllrs D Wright, R Overton and V Fletcher responded that they had already raised this with Telford & Wrekin Council and would continue to do so, especially with regard to ensuring that safety barriers are kept in position.</p> | |
| 110/22 | Apologies | |
| | <p>Resolved: to accept the apologies from: Cllr M Warner – unwell Cllr R Williams – shielding from the pandemic</p> | |
| 111/22 | 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.• 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> | |

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| 112/22 | Minutes of previous meetings | |
| | Resolved: that the minutes of the Parish Council Meeting held on 16 th November 2021, having been circulated, be agreed and signed by the Chairman as a true record. | |
| 113/22 | Clerk's Update | |
| | The Clerk's update was received and noted. It was noted that work to upgrade the Teece Drive play area has started but it was delayed by a shortage of heras fencing and may not be completed until after Christmas. | |
| 114/22 | Planning | |
| (a) | <p>Planning Applications received from Telford & Wrekin Council for consideration at Parish Council meeting on 14th December 2021</p> <p>TWC/2021/1056 Site address: land adjacent to Fleur, 1 The Hollies, Priorslee Village Description of proposal: erection of 1no dwelling with associated works Amended plans received Note – the Clerk consulted with Cllr R Williams and he said that the changes were mainly internal and would not change the comments already made by the Parish Council.</p> <p>TWC/2021/1127 Site address: 10 Chancery Park, Priorslee, TF2 9GP Description of proposal: erection of single storey rear extension and first floor side extension Resolved: No Objection</p> <p>TWC/2021/1154 Site address: Granville Cottage, Church Street, St Georges, TF2 9LX Description of proposal: erection of single storey rear extension Resolved: No Objection</p> <p>TWC/2021/1176 Site address: 4 Highgate Drive, Priorslee, TF2 9FE Description of proposal: erection of driveway canopy Resolved: No Objection</p> | |
| (b) | <p>Results of Planning Applications notified by Telford & Wrekin Council</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 Full Granted</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 Full Granted</p> | |

| 116/22 | Report from the Staffing Committee Meeting | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | <p>Draft Minutes from the Staffing Committee meeting on 7th December 2021 were received and noted. The following is an extract from the Draft Minutes: “The Clerk requested a review of her workload and working hours, since she had come to the conclusion that despite working hard, it is not possible to complete all of her work satisfactorily in her contracted 24 hours per week. The Clerk proposed a temporary increase in her hours to clear some of the back-log of work, to be worked as a half day every other week, during which time she would not be available for public enquiries. She also recommended that the parish council give serious consideration to appointing a part time Deputy Clerk, probably for 16 hours per week. This would not only ease the pressure of work but it would also provide cover in the Clerk’s absence.”</p> <p>Resolved: to accept the recommendation from the Staffing Committee that, for a three-month period from 1st January 2022 to 31st March 2022 the Clerk’s contracted working hours should be increased to 26 hours per week.</p> <p>The recommendation from the Staffing Committee that serious consideration should be given to appointing a part time Deputy Clerk with effect from 1st April 2022 and that the Salaries budget for 2022/23 should be increased accordingly was taken into account later in the meeting when discussing the Budget and Precept for 2022/23.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 117/22 | Finance | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (a) | <p><u>Expenditure Approvals List</u> Resolved: that the following expenditure for December 2021 be approved.</p> <table border="1" data-bbox="268 1070 1294 2020"> <thead> <tr> <th data-bbox="268 1070 517 1137">Name</th> <th data-bbox="517 1070 836 1137">Particulars</th> <th data-bbox="836 1070 1066 1137">Amount</th> <th data-bbox="1066 1070 1294 1137">Detail</th> </tr> </thead> <tbody> <tr> <td data-bbox="268 1137 517 1205">Staff Salaries</td> <td data-bbox="517 1137 836 1205">Salaries and wages for December</td> <td data-bbox="836 1137 1066 1205">£2,551.72</td> <td data-bbox="1066 1137 1294 1205">Standing Orders</td> </tr> <tr> <td data-bbox="268 1205 517 1272">HMRC</td> <td data-bbox="517 1205 836 1272">NI and Income Tax</td> <td data-bbox="836 1205 1066 1272">£408.22</td> <td data-bbox="1066 1205 1294 1272">Bank Transfer</td> </tr> <tr> <td data-bbox="268 1272 517 1384">Shropshire County Pension Scheme</td> <td data-bbox="517 1272 836 1384">Pension contribution</td> <td data-bbox="836 1272 1066 1384">£654.79</td> <td data-bbox="1066 1272 1294 1384">Bank Transfer</td> </tr> <tr> <td data-bbox="268 1384 517 1451">Zoom</td> <td data-bbox="517 1384 836 1451">Videoconference fee</td> <td data-bbox="836 1384 1066 1451">£14.39</td> <td data-bbox="1066 1384 1294 1451">Debit Card</td> </tr> <tr> <td data-bbox="268 1451 517 1518">Boultons of Shropshire Ltd</td> <td data-bbox="517 1451 836 1518">Coaches for Chester</td> <td data-bbox="836 1451 1066 1518">£1,100.00</td> <td data-bbox="1066 1451 1294 1518">Bank Transfer</td> </tr> <tr> <td data-bbox="268 1518 517 1653">SJF Design</td> <td data-bbox="517 1518 836 1653">Replacement backers and pinboards for community noticeboards</td> <td data-bbox="836 1518 1066 1653">£660.00</td> <td data-bbox="1066 1518 1294 1653">Bank Transfer</td> </tr> <tr> <td data-bbox="268 1653 517 1765">C Lane - reimbursement</td> <td data-bbox="517 1653 836 1765">Supplies from Co-op and Aldi for coffee mornings</td> <td data-bbox="836 1653 1066 1765">£27.42</td> <td data-bbox="1066 1653 1294 1765">Bank Transfer</td> </tr> <tr> <td data-bbox="268 1765 517 1877">C Lane – reimbursement</td> <td data-bbox="517 1765 836 1877">Sand from Wickes for Remembrance box at Priorslee Clock</td> <td data-bbox="836 1765 1066 1877">£6.60</td> <td data-bbox="1066 1765 1294 1877">Bank Transfer</td> </tr> <tr> <td data-bbox="268 1877 517 2020">C Lane – reimbursement</td> <td data-bbox="517 1877 836 2020">Supplies from Aldi for Fish & Chips and Bingo night on 19.11.21</td> <td data-bbox="836 1877 1066 2020">£55.39</td> <td data-bbox="1066 1877 1294 2020">Bank Transfer</td> </tr> </tbody> </table> | Name | Particulars | Amount | Detail | Staff Salaries | Salaries and wages for December | £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 | Boultons of Shropshire Ltd | Coaches for Chester | £1,100.00 | Bank Transfer | SJF Design | Replacement backers and pinboards for community noticeboards | £660.00 | Bank Transfer | C Lane - reimbursement | Supplies from Co-op and Aldi for coffee mornings | £27.42 | Bank Transfer | C Lane – reimbursement | Sand from Wickes for Remembrance box at Priorslee Clock | £6.60 | Bank Transfer | C Lane – reimbursement | Supplies from Aldi for Fish & Chips and Bingo night on 19.11.21 | £55.39 | Bank Transfer |
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| SJF Design | Replacement backers and pinboards for community noticeboards | £660.00 | Bank Transfer | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Ocean Fish Bar | Fish & Chips | £106.20 | Debit Card |
| C Lane – reimbursement | Hygiene supplies from Aldi for Chester Coach trip | £8.45 | Bank Transfer |
| J Ellis – reimbursement | Milk from Co-op for coffee morning | £1.30 | Bank Transfer |
| V Brain – reimbursement | Craft supplies from Rymans for children's activity at Christmas Lights | £58.48 | Bank Transfer |
| Telford & Wrekin Council | Maintenance of Street Lighting for Quarter 1 | £5,278.84 | Bank Transfer |
| Zurich Municipal | Additional premium for increased value of Fixed Assets | £73.44 | Bank Transfer |
| Post Office Ltd | Postage stamps | £23.28 | Debit Card |
| Amazon Marketplace | Supplies for craft activity at Christmas Lights | £27.44 | Debit Card |
| Amazon Marketplace | Health & Safety supplies | £38.67 | Debit Card |
| SALC | Councillor training | £30.00 | Bank Transfer |
| SALC | Councillor training | £10.00 | Bank Transfer |
| Aqualogic | Urinal maintenance | £52.80 | Bank Transfer |
| JCE Electrical | 5 yearly fixed wiring test | £180.00 | Bank Transfer |
| Lanyon Bowdler | Search fees | £628.64 | Bank Transfer |
| Total | | £11,996.07 | |

- (b) Budget Comparison Report for the 8 months ended 30th November 2021
The budget comparison report, together with a list of predicted items of expenditure up until 31st March 2022 was received and noted.
- (c) Virement of £110.00 from the Travelling Budget to the Insurance Budget
The Clerk explained that the increased value of the fixed assets, as agreed at the November parish council meeting, had resulted in an increase in the insurance premium. Since no travelling expenses had been claimed in 2021/22 she proposed a virement of £110 from the travelling budget to the insurance budget.
Resolved: to approve the virement.
- (d) Quotations for Hanging Baskets in 2022
Two quotations for hanging baskets in 2022 had been received. It was noted that the Wellington Town Council hanging baskets in 2021, supplied by Limetree Nursery, were impressive. Since Limetree Nursery had provided the lower quotation, it was
Resolved: to order 42 hanging baskets, including watering for a 16 week period, from Limetree Nursery at a cost of £97 per basket (total cost of £4,074).

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| (e) | <p><u>Quotations for the Lawn Mowing Service in 2022</u> Two quotations had been received for the lawn mowing service in 2022. Anthony's Garden Services provided a very good service in 2021, evidenced by the responses to an end of season survey, and had provided the lower quotation. It was therefore Resolved: to award the contract for 2022 to Anthony's Garden Services, for a maximum of 33 clients at a cost of £18.50 per garden.</p> |
| (f) | <p><u>Quotations for Pollarding Two Sycamore Trees in the Freeston Avenue Play Area</u> Two quotations had been received for pollarding two sycamore trees in the Freeston Avenue play area that are overhanging the garden of the house next to the play area. The Tree Man Ltd is used and recommended by other parish councils and also provided the lower quotation. It was therefore Resolved: to award the contract to The Tree Man Ltd at a cost of £695.</p> |
| (g) | <p><u>Quotation for Digging out and Laying Gravel on the raised bed in St Georges Square</u> The Clerk reported that the raised bed in St Georges Square, in which the parish noticeboard stands, needs to be dug out because it is full of matted grass roots. Mark Seabury, who now has his own company, has provided a quotation for digging out the bed and laying a weed-suppressing membrane and gravel. Shrubs would then be planted through the membrane (an additional cost). Resolved: to accept the quotation of £595 from Mark Seabury.</p> |
| (h) | <p><u>Grant from Cllr R Overton and Cllr D Wright's Councillors Pride Funds</u> It was noted with gratitude that Cllr R Overton and Cllr D Wright have allocated a total of £3,700 from their Councillor's Pride funds for 2021/22, to be spent on refurbishing the plaques on the St Georges memorial gates and further improvements to the infrastructure for the Christmas lights in St Georges.</p> |
| (i) | <p><u>Budget & Precept for 2022/23</u> The Clerk presented a report and accompanying budget figures for three budget and precept scenarios. Following a discussion, it was Resolved: to add £15,100 into the Admin & General Purposes budget to allow for the recruitment of a part time Deputy Clerk in 2022/23 Resolved: to adopt the proposed budget based on a 10% increase in the precept, but with an amendment that the precept would only be increased to £201,219 and the balance of £9,431 would be taken from reserves. This would mean that, given the estimated increase in the Council Tax Base, there would be no increase in the precept per Band D property.</p> |
| 118/22 | Environment/Public Realm |
| (a) | <p><u>Community Action Team (Enforcement) Update</u> A report on activities in October and November 2021, including the number of parking tickets issued, had not been received in time for the meeting. The Clerk was asked to follow this up with the Director- Neighbourhood and Enforcement Services.</p> |
| (b) | <p><u>Community Action Team (Public Realm) Update</u> The Clerk gave a verbal report.</p> |
| 119/22 | Gower Project Update |
| | Full planning permission and listed building planning permission have been granted. The parish council's solicitor is currently reviewing the Draft Agreement to Lease. |

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| 120/22 | Health & Safety | |
| | A five yearly fixed wiring check for the parish centre was completed by JC Electrical Contractors on 2 nd November 2021. There was one remedial action recommended. Resolved: to accept the quotation of £200.00 from JC Electrical Contractors to carry out the remedial work. | |
| 121/22 | Community Projects and Events | |
| | <u>Report from the Community Projects & Events Officer</u> The Community Projects and Events Officer's update report was received and noted. Councillors were pleased to hear that coffee mornings have been going well and they supported the proposal that another weekly coffee morning aimed at young parents should be started in the new year. As Mental Health Champion for the parish, Cllr V Fletcher commended the coffee mornings and said that they could be used for signposting to support services. It was agreed that, subject to resources, it would be good to have coffee mornings in Priorslee too. <u>Update from the Queen's Platinum Jubilee Working Group</u> Cllr A Harrison gave an update on the two meetings of the Queen's Platinum Jubilee working group held so far. Resolved: to hold a traditional family-friendly fete from 2 until 5 p.m. on Friday 3 rd June 2022 in the grounds of Priorslee Academy. Resolved: to apply for a Jubilee Events grant from Telford & Wrekin Council. The money in the budget for the usual summer fete in Priorslee can be used for the minimum 20% of match funding needed for the grant. | |
| 122/22 | Correspondence | |
| | Kelly Lord – an e-mail listing various concerns on behalf of the St Georges community was received and noted. One of the concerns related to the capacity of GP and dental surgeries to meet the demands of a growing community. Resolved: to invite the Chair of the Health & Adult Care Scrutiny Committee to a parish council meeting. | |
| 123/22 | Next Meetings | |
| | The next meeting will be a Parish Council Meeting to be held at 7.00 p.m. on Tuesday 18 th January 2022. <u>Delegated Authority</u> In case the deteriorating situation with the pandemic results in the cancellation of scheduled parish council meetings, it was Resolved: to give Delegated Authority to the Clerk and the Chairman for general matters and to the Clerk and Cllr R Williams for planning matters and to the Clerk and Cllr I Fletcher for tree matters. Any decisions made will be reported to the next parish council meeting. The meeting closed at 8.15 p.m. | |

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