


## Minutes

<b>Meeting held: St Georges &amp; Priorslee Parish Council</b>			
<b>Date: Tuesday 15<sup>th</sup> November 2016 at 7pm at</b>  <b>St Georges &amp; Priorslee Parish Centre</b>			
<b>Chairman: Cllr Richard Overton</b>			
Minute Taker: Kathy James (Locum Parish Clerk)			
<b>Present:</b>			
<b>Councillors:</b>	R Overton	S Ali	Mrs J Overton
Mrs V Fletcher	I Fletcher	J Minor	
S Overton	Mrs B Richards	R Williams	
<b>In attendance:</b>	4 Members of the public	Amanda Roberts T & W	

98/17	Public Question Time	
	<p>Hill Street – Mr Holl requested that the PET team litter pick Hill Street.</p> <p>Albion Street – Mr Holl requested details of the costs involved in removing the raised flower bed and installing railings which were installed to prevent problems with congregating youths. It was reported that there are no longer any problems in this area. Mr Holl was advised that the work was carried out by Telford and Wrekin Council.</p> <p>Albion Street – Mrs Grice raised the problem of a defective street light on the steps. She was assured that this issue has been reported to Telford and Wrekin Council.</p>	
99/17	Apologies	
	Councillor T Hoof – Non attendance	
100/17	Declarations of interest	
	Councillors I Fletcher and J Minor declared an Interest in all Planning Matters and undertook not to vote	
101/17	Guest Speaker – Amanda Roberts T & W Parish Highways Liaison Officer	
	<p>The Chairman welcomed Amanda Roberts to the meeting.</p> <p>Amanda Roberts stated that T and W Highways and Transport Services, in an attempt to give equal service to all Parishes, has divided Parishes into groups and allocated each group a new Liaison Officer and she is fulfilling that role for St Georges and Priorslee.</p> <p>In the past, some issues raised have not been dealt with and have slipped into a void, but the proposal is to have quarterly visits by the Liaison Officers to Parish Council meetings to address any problems.</p>	

	<p>The following current problems were highlighted:</p> <ul style="list-style-type: none"> <li>• Street lighting: T &amp; W are still out to procurement and it is anticipated that contracts will go live from April 2017.</li> <li>• SIDS: Traffic Management are currently looking at Data. (Councillors commented that the current equipment is proving totally unsatisfactory and it is considered that they are not set correctly and are ineffective.)</li> <li>• Street Yellow Lining: Double yellow lines in Albion Street are to be completed within this financial year. Grove Street and London Road – Double yellow lines are to remain but the single yellow line is to be removed apart from the area directly opposite the school.</li> <li>• Limekiln Roundabout – T &amp; W are still waiting for Severn Trent to complete their work. Once this is finished, Highways will be able to complete the work – completion is now expected by 29<sup>th</sup> November 2016. A briefing report is to be written and circulated explaining what has occurred to cause the delay.</li> <li>• Communications re: Albion Street – It was agreed that these have not been good. Amanda explained that the Communications process has now been revised, Consultation has taken place with Officers and training is to be undertaken.</li> </ul> <p>The Chairman thanked Amanda for attending the meeting.</p>									
<b>102/17</b>	<b>Minutes</b>									
	<b>Resolved: That the minutes of the meeting held on October 18<sup>th</sup> 2016, having being previously circulated be signed by the Chairman as a true record.</b>									
<b>103/17</b>	<b>Clerks update on matters arising</b>									
	None raised, all matters arising covered in the Clerks Report.									
<b>104/17</b>	<b>Clerks Report</b>									
	<p><b>Improvements to the Village Green</b></p> <p><b>For Councils consideration:</b> the Clerk had received the following quotes for additional improvements to be made to the Village Green area in Priorslee\</p> <p><b>1. Picnic tables</b></p> <table> <tr> <td>Purchase 2 Picnic tables £988 each to install £336 each</td> <td>Total £2,648</td> </tr> </table> <p><b>2. Litter Bins</b></p> <table> <tr> <td>Replace 2 litter bins £450 instillation £140</td> <td>Total £590</td> </tr> </table> <p><b>3. 1 Drop down Bollard</b></p> <table> <tr> <td>1 metal drop down bollard £85 instillation £70</td> <td>Total £155</td> </tr> </table> <p><b>4. Creating a low soil mound to restrict traveller access</b></p> <table> <tr> <td>Import soil to create a low mound rake and seed</td> <td>Total £800</td> </tr> </table> <p>On going maintenance to be undertaken.</p> <p><b>Resolved: that all the above quotations be adopted.</b></p> <p><b>Additional Christmas Lights for Gatcombe Way</b></p> <p><b>For Councils consideration:</b> the Clerk had received the following quotes from P&amp;P Electrical for additional Christmas lights to be installed across the Medical Practice and shop frontages.</p>	Purchase 2 Picnic tables £988 each to install £336 each	Total £2,648	Replace 2 litter bins £450 instillation £140	Total £590	1 metal drop down bollard £85 instillation £70	Total £155	Import soil to create a low mound rake and seed	Total £800	
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	<p><b>Year 1.</b></p> <p>Supply Rope Style LED Light (Warm White Colour) Cost £725.00    Install Electrical Supply from Doctors practice (Supply to have Timeclock Installed) Cost £245.00</p> <p><b>Total = £970 (one- off cost)</b></p> <p><b>On going yearly costs</b></p> <p>Install Every Year Cost £370.00</p> <p>Store Lighting Every Year Cost £50.00</p> <p><b><u>Yearly Costs £420.00</u></b></p> <p><b>Resolved: that all the above lights to be purchased. Consent from Landlord and Medical practice to be obtained.</b></p> <p><b>Christmas Closure</b></p> <p>Following discussions at the Staffing Committee the Clerk asks Council to agree the following dates for the Parish Centre to close over the Christmas period:</p> <p>Close on Wednesday 22<sup>nd</sup> December, reopen on Wednesday 4<sup>th</sup> January 2017</p> <p><b>Resolved: that the above closure be adopted.</b></p> <p><b>Dog Fouling</b></p> <p>The Clerk is now in receipt of a box of dog poo bags which local dog owners will be encouraged to collect from the Parish Centre during public open hours.</p> <p><b>Information Commissioners Office</b></p> <p>The Clerk is pleased to confirm the Parish Council are now registered with the ICO at a cost of £35.</p>	
105/17	<b>Dog Fouling</b>	
	<p>Concern was expressed at the huge escalation in the problem of irresponsible dog owners and the amount of dog faeces that is left on pavements.</p> <p><b>Resolved: that the Clerk ask Telford and Wrekin Council to give publicity to the problem on their website and to advertise the availability of the Poo collection bags. Clerk to advertise and highlight the problems and the availability of dog poo bags on the Parish Council Notice Boards and on the Parish Council website.</b></p>	
106/17	<b>Noticeboard for The Shires</b>	
	<p>The possibility of siting an additional notice board on the old Shifnal Road by The Shires was discussed. It was suggested that the Daisy Bank board which is sited on land soon to be developed and additionally suffers from vandalism, be re-located at The Shires.</p> <p><b>Resolved: that the current Notice Board on land adjacent to Daisy Bank Way be relocated adjacent to the litter bin at the entrance to Dark Lane.</b></p>	

<b>107/17</b>	<b>Planning</b>	
<b>(a)</b>	<p><b>Planning Applications</b></p> <p><b>Resolved: that the following recommendations be forwarded to Telford &amp; Wrekin Council</b></p> <p><b>Application number</b> TWC/2016/0995  <b>Site address</b> Wickes, Holyhead Road, Snedshill, Telford, Shropshire, TF2 9NH  <b>Description of proposal</b> Installation of 3no. non illuminated signs and 2no. illuminated signs on building; 1no. replacement non illuminated single sided free standing sign, 4no. non illuminated replacement panels to 2no. existing totem signs and 1no. non illuminated banner and frame- <b>Delegated</b> due to closing date– NO Objection</p> <p><b>Application number</b> TWC/2016/1037  <b>Site address</b> Garage, New Street, St Georges, Telford, Shropshire, TF2 9AW  <b>Description of proposal</b> Change of use from car repairs (Class B2) to car sales and car repairs (Class B2 and sui generis) erection of a double garage, fencing, gates and retaining wall – <b>Recommend approval</b></p> <p><b>Application number</b> TWC/2014/0980  <b>Site address</b> Land between, Castle Farm Way and A5, Priorslee, Telford, Shropshire  <b>Description of proposal</b> Outline application for residential development of up to 1100 dwellings, a commercial/employment centre (use classes B1a, A1, A2, A3, A4 and C3 uses) retention of existing farm shop, garden centre and play barn, erection of a primary school, local centre (use classes A1, A2, A3, A4, A5, C3 and D1 and D2 (community building) a retirement village, with associated strategic landscaping, attenuation areas, opens space, highways and other associated infrastructure with detailed approval for access arrangements from Castle Farm Way (A4640) and Watling Street (A5) with all other matters reserved (<b>For notification only</b>)</p> <p><b>TWC/2016/1032</b> 10 Chilcombe Drive, Priorslee, Telford, Shropshire, TF2 9TD Crown thin by 25%, crown lift to 6.1m and cutting back of branches to the rear of property by up to 2.5m to 1no. Oak tree.  <b>Recommend approval</b></p> <p><b>TWC/2016/1011</b> St Georges C of E Primary School, London Road, St Georges, Telford, Shropshire, Installation of single lane polyurethane running track around the perimeter of existing school field  <b>Recommend approval.</b></p>	
<b>(b)</b>	<p><b>Planning Decisions</b></p> <p><b>The following Planning Decisions had been received from Telford and Wrekin Council:</b></p> <p><b>1. Application number</b> TWC/2016/0807 <b>Site address</b> 9 &amp; 10 Chilcombe Drive, Priorslee, Telford, Shropshire, TF2 9TD  <b>Description of proposal</b> Prune overhanging branches to 2.5m to 2no. Oak trees</p> <p><b>2. Application number</b> TWC/2016/0980  <b>Site address</b> Reynolds House, Ironmasters Way, Telford Town Centre, Telford, Shropshire, TF3 4NT  <b>Description of proposal</b> Notification for Prior Approval for a proposed change of use from office use (Use Class B1) to 68no. apartments (Use Class C3)</p> <p><b>3. Application number</b> TWC/2016/0819  <b>Site address</b> 3 Hazel Way, Snedshill, Telford, Shropshire, TF2 9HJ  <b>Description of proposal</b> Erection of conservatory and detached garage with extended driveway</p> <p><b>4. Application number</b> TWC/2016/0830  <b>Site address</b> 7 Priory Way, St Georges, Telford, Shropshire, TF2 9YQ  <b>Description of proposal</b> Conversion of the existing garage into living accommodation and enclosure of the existing porch</p>	

**5. Application number**TWC/2016/0595  
**Site address**1 Mayfair Grove, Priorslee, Telford, Shropshire, TF2 9GJ

**Description of proposal** Erection of a two storey side extension, erection of a detached double garage following demolition of existing garage, erection of a porch, installation of a front bay window and erection of a rear sunroom \*\*\*\*\*AMENDED PLANS RECEIVED\*\*\*\*\*

**108/17 Accounts**

**(a)**

**Resolved: that the following accounts be approved for payment:**

Name	Particulars	Invoice No	Amount	Cheque No
J Ellis	Wages		£207.20	011166
W Tonge	Salary		£1,178.88	011167
Inland Revenue	Salaries		£148.06	011168
Granville Construction	Maintenance for Parish Centre	10368	£182.40	011169
Teal Design & Print	Parish Newsletter	000153	£351.20	011170
I & A Publishing	Distribution of Newsletter	008300	£210.91	011171
Information Commissioners Office	Registration fee		£35	011172
Telford & Wrekin Council	Engineers fees for street lighting	4294370	£10,489.52	011173
Nobridge Ltd	Christmas trees	8092	£1,248.00	011774

**(b)**

**Audit of Accounts – Half – yearly Internal Audit Report**  
 A copy of the Internal audit report had been circulated at the October meeting giving Members an opportunity to study it.  
**Resolved: that the Internal Audit report be adopted.**

**109/17**

**PET Report Notes of meeting held on 25<sup>th</sup> October 2016**  
**St Georges & Priorslee Parish Council PET Meeting held Tuesday 25<sup>th</sup> October 2016, 1.30pm at the Parish Centre**

Present: Wendy Tonge (Parish Clerk), Mark Greaves (T&WC), Derek Carr (TWS)

**Review of PET Operatives Work Programme**

The existing schedule does not provide an accurate picture of the schedule the Pet Team are currently carrying out across the Parish. 15 additional areas of work were identified and agreed.

**Action:** Derek to update the new Work Programme and forward a copy to the Clerk for distribution to Council

**Access to tools**

The Clerk raised concern that the PET Operative has expressed concern that he does not always have access to the correct tools to enable him to carry out his work.

	<p>Action: Derek to provide the PET Operative with access to a Wheelbarrow, Garden Shears, and a Claw Hammer</p> <p><b><u>Signage</u></b></p> <p>It was agreed to help promote the work of the PET Team and assist the Parish in raising its profile, the Operatives whilst carrying out the work in the Parish behalf should have a sign displaying ' Taking Pride in Your Parish -Work being carried out by St Georges &amp; Priorslee Parish Council'</p> <p><b>Action:</b> Mark Greaves agreed to get a quote for the signage</p> <p><b><u>Village Green</u></b></p> <p>Following an on-site meeting with the Clerk and Cllr Roy Williams and Mark Greaves to identify exact locations for new picnic benches, replacement bins and possible improvements to deter ASB Mark provided a breakdown of the costs.</p> <p><b>Action:</b> The Clerk will present the costings to Council for consideration at Novembers Meeting</p> <p><b><u>Budget</u></b></p> <p>T&amp;WC are due to have a finance meeting with their accountant in November and will then be able to provide an accurate statement for the budge mid-November, Mark reassured that the budget spent had to date been minimal and any current commitments were well within budgets including recently ordered bins.</p> <p><b>Action:</b> T&amp;WC to provide an accurate budget update by mid-November</p> <p><b>Planters for outside the Parish Centre</b></p> <p>Derek confirmed the planters are being stored at TWS. The Clerk agreed once the Pavers have been cleaned she will request for the Planters to be delivered. Mark offered to help in obtaining soil/plants and advise what would be the most appropriate plants to use.</p> <p>Meeting ended: 3pm</p> <p>Councillor Mrs V Fletcher asked why there was no mention of the inclusion of a sensory garden in the PET report and asked for it to be discussed at the next meeting.</p> <p><b>Resolved that the PET report be adopted</b></p>	
<b>110/17</b>	<b>Correspondence</b>	
	<p>The following correspondence was received and the contents noted:</p> <ul style="list-style-type: none"> <li>• Thank you letters from recent grants received by the Samaritans and the Secretary of the Gower Heritage Group;</li> <li>• An invitation to visit the Veolia recycling centre at Four Ashes. Members indicated that they would prefer to visit the Hortonwood site in the New Year.</li> <li>• CPRE An Invitation was extended to respond with thoughts about future meetings with possible guests from environmental agencies. Councillors considered that they were not interested at this time.</li> <li>• Turnpike Court Christmas Event – an invitation was extended to all Members to attend a Christmas event at Turnpike Court on Friday 9<sup>th</sup> December 2016 between 1pm – 4.30pm.</li> <li>• Wellington Town Council Carol Service An invitation was extended to all Councillors to attend the Wellington Town Council Carol Service on 11<sup>th</sup> December. Councillors Mr and Mrs Fletcher took the invitation to respond.</li> </ul>	

111/17	<b>Exclusion of Press and Public</b>	
	Resolved: that in view of the confidential nature of the business to be transacted which will likely involve the disclosure of exempt information as defined in the Public Bodies Admission to Meetings Act 1960, the public and press be temporarily excluded from the meeting and will be instructed to withdraw.	
112/17	<b>Staffing Committee Minutes of meeting held on 27<sup>th</sup> October 2016</b>	
	<p>Resolved: that the Minutes of the Staffing Committee meeting held on 27<sup>th</sup> October 2016 be adopted.</p> <p>Chairman.....Date.....</p>	

DRAFT