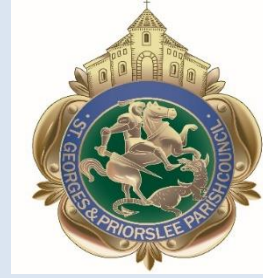


Minutes



Meeting held: St Georges & Priorslee Annual Parish Council Meeting
 Date: 7.15 p.m. on Tuesday 17th May 2022
 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
	S Handley	A Harrison	B Richards
	M Warner	R Williams	D Wright
In attendance:	J Ellis, Parish Support Officer	C Lane, Community Projects & Events Officer	

01/23	Election of Chairman and Declaration of Acceptance of Office	
	Proposed by Cllr D Wright and seconded by Cllr R Cadman that Cllr R Overton be elected Chairman of the Parish Council for the coming year. 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.	
02/23	Election of Vice Chairman and Declaration of Acceptance of Office	
	Proposed by Cllr D Wright and seconded by Cllr R Cadman 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	Public Question Time	
	There were two members of the public present. There were no questions.	
04/23	Apologies	
	Resolved: to accept the apologies from: Cllr I Fletcher – appointment out of the area Cllr V Fletcher – appointment out of the area	
05/23	Declarations of interest	
	<ul style="list-style-type: none"> Cllr R Overton 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. 	

	Members agreed that they would make any other declarations if they arose during the meeting.											
06/23	Minutes of previous meetings											
	Resolved: that the minutes of the Parish Council Meeting held on 19 th April 2022, having been circulated, be agreed and signed by the Chairman as a true record.											
07/23	Appointment of Members to Standing Committees for 2022/23											
	Resolved: that membership of the Standing Committees and Working Groups should be as follows:											
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08/23	Affiliation to Other Organisations											
	Resolved: to continue annual affiliation to the following organisations: (a) Shropshire Association of Local Councils (SALC), annual affiliation fee of £2,220.79 (b) Society of Local Council Clerks (SLCC), annual affiliation fee of £215.00											
09/23	To Appoint Members as Representatives to Outside Bodies											
	Resolved: that Members should be appointed as Representatives to Outside Bodies as follows:											
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	Granville Park Management	Cllr R Williams	
	Friends of the Cockshutt	Cllr E Dabbs and Cllr M Warner	
	Parish Charter Monitoring Group (the Clerk was asked to check the current name and status of this group)	Cllr R Williams	
	St Georges Partnership	Cllr R Overton	
	Wrekin Area Committee of SALC	Cllr R Williams	
10/23	Meeting Schedule for 2022/23		
	Resolved: to hold Parish Council Meetings on the third Tuesday evening of every month except August.		
11/23	Clerks Update Report		
	The Clerk's update report was received and noted.		
12/23	Planning		
(a)	<p>Planning Applications received from Telford & Wrekin Council for consideration at Parish Council meeting on 17th May 2022</p> <p>TWC/2021/1010 Site address: Site of former St Georges Women's Institute, Station Hill, St Georges Description of proposal: Demolition of Former Institute Building *** amended application and description *** An updated planning statement was received in relation to application referenced TWC/2021/1010 for the change of use to play area and associated landscaping following demolition of the former St Georges Women's Institute building. It was noted that the applicant now wishes for the application to be assessed on demolition alone and that an alternative location for a play facility has been identified off Marrion's Hill, St Georges, with a scheme to be delivered using permitted demolition rights. Resolved: to support the application for demolition only. It was noted that there are bricks on the site bearing the names of the builders that need to be retained for future use or returned to the families.</p> <p>TWC/2022/0351 Site address: 12 Haywood Avenue, St Georges, TF2 9EU Description of proposal: Erection of a single storey rear extension, conversion of loft and extension of hallway entrance. Resolved: to support the application.</p> <p>TWC/2022/0365 Site address: 23 York Road, Priorslee, TF2 9UU Description of proposal: Erection of two storey side and rear extension with part over existing garage and loft conversion into a habitable space. Resolved: to support the application.</p> <p>TWC/2022/0397 Site address: Tranter's & Son Funeral Directors Ltd, 101-109 West Street, St Georges, TF2 9JE</p>		

	<p>Description of proposal: Erection of a first floor rear extension and a single storey side extension to the existing building and erection of a two storey building to be used as a client lounge following demolition of an existing building. Resolved: to support the application.</p> <p>TWC/2022/0411 Site address: Cottage Spring 39 Church Street, St Georges, TF2 9JY Description of proposal: Erection of a rear ground floor extension and the reopening of 1no. door and 1no. window to front elevation and associated accommodation above Resolved: to support the application</p> <p>Responses made under Delegated Authority</p> <p>TWC/2022/0345 Site address: 16 Swallowfield Close, Priorslee, TF2 9TG Description of proposal: Erection of a first floor side extension. No Objection</p> <p>Results of Planning Applications notified by Telford & Wrekin Council</p> <p>None</p>																																													
13/23	Finance																																													
(a)	<p><u>Fixed Assets Register</u></p> <p>The Clerk/RFO explained that the Internal Auditor's report, which will be presented at the June Parish Council meeting, contains recommendations regarding the Fixed Asset Register. The Fixed Assets Register should be more comprehensive, with assets listed individually and not grouped into categories. This will be worked on in the coming months. However, the Internal Auditor is content to sign off the accounts for 2021/22 based on the following Fixed Assets Register as at 31st March 2022.</p> <p>Resolved: to approve the following Fixed Assets register as at 31st March 2022:</p> <table border="1" data-bbox="268 1406 1390 1966"> <thead> <tr> <th></th> <th>Description</th> <th>Value at 01.04.21</th> <th>Additions/ disposals during 2021/22</th> <th>Value at 31.03.22</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Parish Centre, St Georges, Telford TF2 9LJ</td> <td>Lease held with Telford & Wrekin Council for 99 years</td> <td></td> <td>Lease held with Telford & Wrekin Council</td> </tr> <tr> <td>2.</td> <td>Office equipment (including laptop and printer)</td> <td>£4,592</td> <td></td> <td>£4592</td> </tr> <tr> <td>3.</td> <td>Vice Chairman Badge of Office</td> <td>£736</td> <td></td> <td>£736</td> </tr> <tr> <td>4.</td> <td>Chairman Badge of Office</td> <td>£1,068</td> <td></td> <td>£1,068</td> </tr> <tr> <td>5.</td> <td>3 x seats</td> <td>£1,213</td> <td></td> <td>£1,213</td> </tr> <tr> <td>6.</td> <td>9 x Noticeboards</td> <td>£3,980</td> <td></td> <td>£3,980</td> </tr> <tr> <td>7.</td> <td>Various Street Furniture</td> <td>£1,726</td> <td></td> <td>£1,726</td> </tr> <tr> <td>8.</td> <td>9 x bus shelters</td> <td>£46,791</td> <td></td> <td>£46,791</td> </tr> </tbody> </table>		Description	Value at 01.04.21	Additions/ disposals during 2021/22	Value at 31.03.22	1.	Parish Centre, St Georges, Telford TF2 9LJ	Lease held with Telford & Wrekin Council for 99 years		Lease held with Telford & Wrekin Council	2.	Office equipment (including laptop and printer)	£4,592		£4592	3.	Vice Chairman Badge of Office	£736		£736	4.	Chairman Badge of Office	£1,068		£1,068	5.	3 x seats	£1,213		£1,213	6.	9 x Noticeboards	£3,980		£3,980	7.	Various Street Furniture	£1,726		£1,726	8.	9 x bus shelters	£46,791		£46,791
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9.	Equipment for monitoring CCTV at Donnington Police Station	£2,694		£2,694	
10.	CCTV at the Co-op Priorslee	£4,019		£4,019	
11.	CCTV at Centre of St Georges attached to Chinese Restaurant with the territorial Limits TF11 8AZ	£4,019		£4,019	
12.	CCTV at Gatcombe Way, Medical Surgery	£4,019		£4,019	
13.	CCTV at Durrant Road	£4,019		£4,019	
14.	St Georges Play Area incl Ball Court	£135,012		£135,012	
15.	Gardening equipment	£1,715		£1,715	
16.	Picnic Benching – Priorslee Village Green	£1,000		£1,000	
17.	Sensory Garden – Priorslee Village Green (previously omitted from register)		+ £3,000	£3,000	
18.	Christmas lights	£11,000	+ £13,648	£24,648	
19.	Christmas trees	£14,000		£14,000	
20.	Parish Gateway signs	£6,300		£6,300	
21.	Priorslee Clock	£13,000		£13,000	
22.	Percy the Snake	£1,000		£1,000	
	Total	£261,903	+ 16,648	£278,551	

Total fixed assets value at 31.03.22 = £278,551

(b)

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

(c)

Arrangements for Payments by Online Banking

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).

(d)

Arrangements for Payments by Debit Card

Resolved: to carry on with the current arrangements for payments by the debit card, whereby the Clerk/RFO is authorised to make purchases using the debit card. For any payment greater than or equal to £150.00 there must be prior written approval.

(e)

Quarterly Finance Checks in 2022/23

Resolved: to nominate Cllr R Cadman to be the Member who carries out the Quarterly Finance Checks.

(f)

Chairman's Allowance for 2022/23

Resolved: to approve a Chairman's Allowance of £800 for 2022/23.

(g)

Expenditure Approvals List**Resolved:** to approve the following expenditure for May 2022

Name	Particulars	Amount	Detail
Staff Salaries	Salaries and wages for May	£2,581.39	Standing Orders
HMRC	NI and Income Tax	£443.22	Bank Transfer
Shropshire County Pension	Pension contribution	£666.32	Bank Transfer
Zoom	Videoconference fee	£14.39	Debit Card
Anthony's Garden Services Inv 9959	Grass cutting service	£610.50	Bank Transfer
Anthony's Garden Services Inv 9999	Grass cutting service	£610.50	Bank Transfer
Liams Bouncy Castles	Bouncy Castle Hire	£180.00	Bank Transfer
Zurich Municipal	Annual insurance payment	£3,136.24	Bank Transfer
Rialtas Business Solutions	Year end close down	£600.00	Bank Transfer
Booker Limited	Disposable cups and pens	£35.69	Debit Card
Argos	Water container	£15.00	Debit Card
Midcounties Co-operative	Supplies for hospitality	£10.79	Debit Card
Cartridge People	Toner cartridges for printer	£122.59	Debit Card
Sarah Harrison	Reimbursement re prizes for the Jubilee event	£200.53	Bank Transfer
Derek Peasley	Punch and Judy for Jubilee event	£125.00	Bank Transfer
Octopus Arts	Children's art activity at the Jubilee event balance of payment	£100.00	Bank Transfer
Wild at art @Maws	Prepayment for consumables for the Jubilee event activity	£108.00	Bank Transfer
Security Wise	Alarm inspection and new battery	£38.40	Bank Transfer
Stephen Handley	Reimbursement for banners, fliers and photographic paper	£200.00	Bank Transfer
Telford & Wrekin Council	VOIP Telephony Charges	£211.11	Bank Transfer
Telford & Wrekin Council	Event safety training	£80.00	Bank Transfer
Priorslee Property Services	Materials for alterations to Percy the Snake	£111.47	
Total		£10,200.47	

14/23	Update from the Staffing Committee
	<p><u>Appointment of a new Deputy Clerk</u> The Chairman of the Staffing Committee was pleased to recommend the appointment of Beverley Partridge as the new Deputy Clerk, to work 12 hours per week, starting on 7th June 2022. Resolved: to approve the appointment of Beverley Partridge as the new Deputy Clerk.</p>
15/23	Environment/Public Realm
(a)	<p><u>Community Action Team (Enforcement) Update and Action Plan</u> A report on activities in April 2022 was received and noted.</p>
(b)	<p><u>Community Action Team (Public Realm) Update</u> The Clerk gave a verbal report.</p>
(c)	<p><u>Hanging Baskets in St Georges</u> The Clerk reported that she had a site visit with Malcolm Shambley from Limetree Nurseries to agree where the hanging baskets in St Georges should be located for the summer of 2022. The hanging basket brackets were either missing or in bad condition, therefore, it was recommended that Limetree Nurseries should replace all the brackets at a cost of £40 per bracket. Although 18 hanging baskets were originally ordered for St Georges, there were 19 locations identified, therefore a recommendation to increase the number of hanging baskets to 19 was made. Resolved: to accept the recommendation for new brackets and one additional hanging basket for St Georges at a total additional cost of £857. It was noted that there will be the usual 24 hanging baskets alongside the Flash in Derwent Drive.</p>
(d)	<p><u>Proposed Skate Park at the Teece Drive Play Area</u> In March 2022 Derek Owen, Telford & Wrekin Council's Healthy Spaces Design Specialist attended the parish council meeting and gave a presentation about two options for using S106 money to improve play facilities for children in Priorslee.</p> <ul style="list-style-type: none"> • Option One would have a large new skate park for the Teece Drive recreation area and a modest refurbishment of the children's play area at Gatcombe Way. • Option Two would have a smaller skate park at Teece Drive and would enable the creation of a bigger children's play area at Gatcombe Way. • Both options would include resurfacing the play area at Gatcombe Way. <p>He explained that if there was to be a skate park at Teece Drive, it would be necessary for the parish council to take on responsibility for the maintenance because Telford & Wrekin Council does not have a revenue budget for it.</p> <p>The parish council welcomed the proposal for a skate park but did not make a decision about the maintenance at the March parish council meeting. There was further discussion about this, with councillors querying the potential cost and other implications. It was noted that there is a new skate park in Woodside, believed to be the responsibility of Madeley Town council and Cllr R Overton offered to find out more about their experience of maintaining it.</p> <p>Resolved: in principle to take on the maintenance of a skate park, subject to further information about the likely annual cost.</p>
(e)	<p><u>Holyhead Road, Snedshill, Highways work</u> A notice from the Telford & Wrekin Highways Department had been received saying that work to investigate the ground conditions would be carried out shortly. Noted.</p>

16/23	Gower Project Update	
	As resolved at the previous parish council meeting, having obtained a second quotation for surveying services, the Clerk and Chairman used their Delegated Authority to appoint Graham Thompson, Surveyor, of Wiggins Lockett Thompson Limited to represent the parish council for the Gower project.	
17/23	Health & Safety	
	It was noted that there had been further damage to the Junior Multiplay and also graffiti on some of the equipment. There have been discussions with the Police Safer Neighbourhood Team and the Telford & Wrekin Anti-Social Behaviour Team about ways to address recent anti-social behaviour in the Freeston Avenue play area. Nobridge Limited has been asked to include the additional repair in the programme of work that has already been agreed.	
18/23	Community Projects and Events	
	A report from the Community Projects and Events Officer was received. The St Georges Partnership St Georges Day event, held in the grounds of the St Georges C of E Primary School was very successful. Parish Council staff and volunteers were thanked for their big contribution to the success of the event. Meanwhile, the Platinum Jubilee event working group was working hard on organising the Parish Council Jubilee event to be held in the grounds of the Priorslee Academy on Friday 3 rd June.	
19/23	Correspondence	
	<u>Archdeacon of Salop</u> – an invitation to a public meeting about the proposed closure of the Priorslee St Peter’s Church building for Anglican worship. Several of the councillors remarked that they would be attending the public meeting. <u>Arriva</u> – the Chair read out a response from Arriva regarding bus services to Shifnal.	
20/23	Next Meeting	
	The next meeting will be a Parish Council Meeting to be held at 7.00 p.m. on Tuesday 21 st June 2022. The meeting closed at 8.27 p.m.	

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