

## Minutes



Meeting held: St Georges & Priorslee Parish Council Meeting  
Date: 7.00 p.m. on Tuesday 27 September 2022  
Venue: The School Hall, St Georges C of E Primary School, London Road, St Georges, Telford TF2 9LJ

Chairman: Cllr Richard Overton

Clerk and Responsible Finance Officer: Vicky Brain (taking minutes)

### Present:

Councillors:	R Overton (Chairman)	R Cadman	E Dabbs
	I Fletcher	V Fletcher	S Handley
	A Harrison	B Richards	M Warner
	R Williams	D Wright	
In attendance:	J Ellis, Parish Support Officer	C Lane, Community Projects and Events Officer	

The meeting began with a Minute's Silence to reflect upon the life and work of Her Majesty Queen Elizabeth II.

The Chairman showed a copy of the Proclamation of the new King, which has been framed and will be displayed in the parish centre.

50/23	Public Question Time	
	<p>There were three members of the public present. The following matters were raised:</p> <ul style="list-style-type: none"><li>• Support for the proposed skate park in Priorslee</li><li>• The new CCTV camera on Priorslee Avenue – this is a mobile Telford &amp; Wrekin Council camera provided with Councillors' Pride funding allocated by Cllrs I and V Fletcher. The £6,500 cost of the camera includes two years of maintenance.</li><li>• There has been no response from Streetlighting regarding the need for lighting along the footway by the Priorslee roundabout that connects St Georges with Priorslee. The Clerk will follow this up.</li><li>• The need for 'speed cushions' or other traffic calming measures on Priorslee Avenue. Members remembered that when there was a public consultation a few years ago, residents were opposed speed bumps because of the noise and the discomfort to drivers.</li><li>• Some of the saplings planted on the Nuplace development in Snedshill have died because of the drought.</li><li>• Trees and brambles encroaching onto Hazel Way from the boundary of St Peter's Court.</li><li>• Planting wildflowers in Snedshill – this was discussed later in the Agenda.</li></ul>	

51/23	Apologies	
	There were no apologies.	
52/23	Declarations of interest	
	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Cllr R Overton declared a non-pecuniary interest as Telford &amp; Wrekin Cabinet Member with responsibility for housing and infrastructure and said that he would not take part in any discussions about strategic planning matters.</li> <li>• Cllr R Cadman declared ownership of the tree considered in Planning Application TWC/2022/0711</li> </ul> <p>Members agreed that they would make any other declarations if they arose during the meeting.</p>	
53/23	Safer, Stronger Communities	
	Jas Bedesha, Service Delivery Manager and Gillian Denning, Neighbourhood Coordinator, Safer, Stronger Communities, were going to speak about the work of Safer, Stronger Communities in the St Georges & Priorslee area, but they were unable to attend the meeting. Therefore, this item was deferred until the October parish council meeting.	
54/23	Minutes of previous meetings	
	<b>Resolved:</b> that the minutes of the Parish Council Meeting held on 19 July 2022, having been circulated, be agreed and signed.	
55/23	Clerk's Update	
	The Clerk's update was received and noted.	
56/23	Delegated Authority Decisions	
	<p>It was noted that the following decisions were made by the Clerk and Chairman, using Delegated Authority, during Recess (all costs exclusive of VAT):</p> <ul style="list-style-type: none"> <li>• Technical Services Shropshire, the company that maintains the parish CCTV, was instructed to remove and dispose of the CCTV camera located on the Chinese takeaway in St Georges at a cost of £529.18</li> <li>• Idverde was instructed to remove the dead Christmas tree by the Priorslee Clock at a cost of £185.00</li> <li>• The contract for preparing and planting the new flower bed by the Priorslee Clock was awarded to Priestgate Garden Specialists Ltd at a cost of £525.00</li> <li>• An annual service contract with Smith of Derby to maintain the Priorslee Clock was agreed at a cost of £397.00. The clock was serviced on 24 August 2022.</li> <li>• Following a security alarm activation and an attempted break in, Security Wise and Granville Construction Ltd were called out to check the security alarm and repair the front door of the parish centre. Cost to be advised.</li> <li>• It was agreed to pay for two weeks of extra watering for the hanging baskets at a cost of £270.00</li> </ul>	

57/23	Planning
<b>Planning Applications – Report for Parish Meeting on 27 September 2022</b>	
a)	<p><b>Responses made under delegated authority</b></p> <p><b>TWC/2022/0619</b>  Site address: Land between 4 &amp; 5 Church Road, Snedshill, Telford, Shropshire  Description of proposal: Erection of 1no. dwelling and associated works  No objection subject to subject to satisfactory drainage provision being provided</p> <p><b>TWC/2022/0622</b>  Site address: 1 Marrions Hill, St Georges, Telford, Shropshire, TF2 9DS  Description of proposal: Erection of a detached double garage and log store with office above  No objection</p> <p><b>TWC/2022/0692</b>  Site address: 5 Woodhouse Lane, Priorslee, Telford, Shropshire, TF2 9SX  Description of proposal: Erection of a first floor side extension  No objection</p> <p><b>Tree Preservation Order response made under delegated authority  (Application made by a Parish Councillor)</b></p> <p><b>TWC/2022/0711</b>  Site address: 60 Cadman Drive, Priorslee, Telford, Shropshire, TF2 9SD  Description of proposal: Crown reduction by up to 3m on 1no. Oak Tree (T1)  No comment</p>
b)	<p><b>Planning applications to consider</b></p> <p><b>TWC/2022/0710</b>  Site address: Land junction of Priorslee Avenue/Everglade Road, Priorslee, Telford, Shropshire  Description of proposal: Application to determine if prior approval is required for the proposed erection of a 15m phase 8 monopole, wraparound cabinet at the base and associated ancillary works  <b>Resolved:</b> No comment</p> <p><b>TWC/2022/0787</b>  Site address: site of Tzigane, Freeston Avenue, St Georges  Description of proposal: erection of 2no single storey dwellings and associated landscaping  <b>Resolved:</b> No objection</p> <p><b>TWC/2022/0788</b>  Site address: 2 Hereford Drive, Priorslee, TF2 9US  Description of proposal: Application under Section 191 for a certificate of lawfulness for existing use as a residential institution (use Class C2)  <b>Resolved:</b> to object because of the detrimental impact on amenities in a residential area.</p>

	<p><b>TWC/2022/0794</b>  Site address: Danescourt, Church Street, St Georges, TF2 9NA  Description of proposal: erection of single storey rear extension and first floor side extension.  <b>Resolved:</b> no objection</p> <p>c) <b>Planning appeal</b></p> <p><b>TWC/2022/0254</b>  Site address: 19 Finsbury Drive, Priorslee, Telford, Shropshire, TF2 9GU  Description of proposal: Erection of a first floor rear extension  Full refused  The Parish Council objected to the proposed construction of a first floor extension because of overlooking, loss of amenity and loss of privacy for neighbouring properties.</p> <p>d) <b>Results of Planning Applications notified by Telford &amp; Wrekin Council</b></p> <p><b>TWC/2021/1010</b>  Site address: Site of former St Georges Women's Institute, Station Hill, St Georges, Telford, Shropshire  Description of proposal: Demolition of Former Institute Building *****amended application documents and description*****  Full granted</p> <p><b>TWC/2022/0263</b>  Site address: 12 Abelia Way, Priorslee, Telford, Shropshire, TF2 9TJ  Description of proposal: Change of use of land to garden land and erection of 1.9m high fencing, 1.85m high gates and hardstanding in front garden (Part-Retrospective) *** Amended description ***  Full granted</p> <p><b>TWC/2022/0079</b>  Site address: Treetops, Panorama, St Georges, Telford, Shropshire, TF2 9BX  Description of proposal: Erection of a single storey rear extension  Full granted</p> <p><b>TWC/2022/0622</b>  Site address: 1 Marrions Hill, St Georges, Telford, Shropshire, TF2 9DS  Description of proposal: Erection of a detached double garage and log store with office above  Full granted</p> <p><b>TWC/2022/0233</b>  Site address: Jacinth, 57 Canongate, Oakengates, Telford, Shropshire, TF2 9DZ  Description of proposal: Erection of a two storey side extension, single storey front extension and rendering part of existing front elevation ***Amended description and amended plans received***  Full Granted</p>
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	<p><b>TWC/2022/0525</b></p> <p>Site address: Greenhigh, Lodgewood Lane, St Georges, TF2 9PF</p> <p>Description of proposal: Erection of a two storey side and rear extension, creation of a balcony above existing garage and installation of render to external walls and addition of stone lintels and sills to windows on existing property</p> <p>Full Granted</p>																									
58/23	Review of Standing Orders and Financial Regulations																									
	<p>The reviewed Standing Orders and Financial Regulations, based on the latest NALC templates, were circulated to members by e-mail before the meeting. The Clerk said that all of the stated amounts of money and periods of time in the Financial Regulations remained the same as before.</p> <p><b>Resolved:</b> to adopt the revised Standing Orders and Financial Regulations.</p>																									
59/23	Councillors' Pride Money																									
	<p>Members were pleased to note that the parish council would be receiving the following Councillors' Pride grant funding:</p> <p>From Cllrs I and V Fletcher - £700 towards the cost of installing a cut Christmas tree by the Priorslee Clock for Christmas 2022 and £700 towards new lights for the Christmas trees in Priorslee.</p> <p>From Cllr R Overton and Cllr D Wright - £2,000 towards the cost of a new bus shelter in West Street, St Georges, £5,000 towards the cost of tidying up the site on Station Hill where the WI building has been demolished and improving access to the Albion Bank, £1,000 towards Christmas lights in St Georges.</p> <p>In order to ringfence the grant money until it is spent on these specific purposes, it was <b>Resolved:</b> to put the grant funding into these Earmarked Reserves:  Christmas Lights  Street Furniture  WI Site (this will be a new Earmarked Reserve)</p>																									
60/23	Finance																									
a)	<p><u>Expenditure Approvals List</u></p> <p><b>Resolved:</b> that the following expenditure for September 2022 be approved:  Note: all these amounts include VAT where applicable, but this can be reclaimed.</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 August</td> <td>£3,687.42</td> <td>Standing Orders</td> </tr> <tr> <td>HMRC</td> <td>NI and Income Tax in August</td> <td>£429.48</td> <td>Bank Transfer</td> </tr> <tr> <td>Shropshire County Pension</td> <td>Pension contributions in August</td> <td>£915.66</td> <td>Bank Transfer</td> </tr> <tr> <td>Staff Salaries</td> <td>Salaries and wages for September</td> <td>£3,232.67</td> <td>Standing Orders</td> </tr> <tr> <td>HMRC</td> <td>NI and Income Tax in September</td> <td>£467.61</td> <td>Bank Transfer</td> </tr> </tbody> </table>	Name	Particulars	Amount	Detail	Staff Salaries	Salaries and wages for August	£3,687.42	Standing Orders	HMRC	NI and Income Tax in August	£429.48	Bank Transfer	Shropshire County Pension	Pension contributions in August	£915.66	Bank Transfer	Staff Salaries	Salaries and wages for September	£3,232.67	Standing Orders	HMRC	NI and Income Tax in September	£467.61	Bank Transfer	
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Shropshire County Pension	Pension contributions in August	£855.80	Bank Transfer
J Ellis (ALDI)	Reimbursement re cleaning materials	£6.59	Bank Transfer
C Lane (Poundstretcher)	Reimbursement re supplies for coach trip	£23.00	Bank Transfer
Cash withdrawal	Cash for lunches on the coach trip	£2,000 (£260 was not needed and was paid back into bank)	Bank Transfer
Timpsons	Key for Deputy Clerk	£8.00	Debit Card
Anthony's Garden Services Invoice 10293	Grass cutting service	£629.00	Bank Transfer
C Lane (ALDI)	Supplies for coach trip	£1.99	Bank Transfer
Boultons of Shropshire	Hire of coaches	£2,470.00	Bank Transfer
Argos	Laptop speakers and HDMI cable	£26.98	Debit Card
Amazon	Office Supplies	£114.77	Debit Card
Security Wise Ltd	Annual maintenance and monitoring charge	£268.80	Bank Transfer
Security Wise Ltd	Engineer call out	£105.60	Bank Transfer
Anthony's Garden Services Invoice 10336	Grass cutting service	£629.00	Bank Transfer
Anthony's Garden Services Invoice 10416	Grass cutting service	£629.00	Bank Transfer
Granville Construction	Removing damaged roof of the Priorslee bus shelter	£348.00	Bank Transfer
Smith of Derby	Annual service contract for the Priorslee clock	£476.40	Bank Transfer
JDH Business Services Ltd	Internal Audit	£445.20	Bank Transfer
Idverde	Removal of dead Christmas Tree	£222.00	Debit Card
Rodington Parish Council	First Aid training	£65.00	Bank Transfer
Idverde	Biomass sugar	£109.44	Bank Transfer
Technical Services Shropshire	Removal of CCTV camera and control box	£635.02	Bank Transfer

Priestgate Garden Specialists Ltd	Planting of bed by the Priorslee Clock	£630.00	Bank Transfer
Royal British Legion	2 wreaths for Remembrance Day	£40.00	Debit Card
C Lane reimbursement	Milk	£1.75	Bank Transfer
Lakeside Plant Centre	Plants and compost for the Sensory Garden	£208.81	Debit Card
Lakeside Plant Centre	Plants for the new bed by the Clock	£245.82	Debit Card
V Brain reimbursement	Frame for royal proclamation	£5.00	Bank Transfer
Anthony's Garden Services Invoice 10455	Grass cutting service	£629.00	Bank Transfer
Amazon	Office supplies	£42.48	Debit Card
<b>Total</b>		<b>£20,605.29</b>	

b)

Finance Check for the first quarter of 2022/23

Having been nominated at the Annual Parish Council meeting, Cllr R Cadman carried out the first finance check of the year 2022/23 and submitted a report to the parish council.

**Resolved:** to note these points that were made in the report:

- At the Parish Council meeting of the 17 May 2022 the payment to Rialtas for Year End Close Down was reported as £600. Upon comparison with the invoice this figure represented the net value rather than gross of £720. Whilst the £120 represents the VAT on the service provided and can be claimed back the report provided to Parish Council states that "all amounts include VAT where applicable, but that this can be reclaimed".
  - Recommend that Parish Council note the difference between what was tabled, approved and minuted versus what was invoiced and paid.
- At the Parish Council meeting of the 21 June 2022 Staff Salaries were reported as £3,153.00. The sum of staff salaries paid as per the Salaries 2022-23 and 2022/23 Bank Statements was £3,153.19.
  - Recommend that Parish Council note the difference between what was tabled, agreed and minuted versus what was paid.

These are the closing words of Cllr Cadman's report:

I am content that except for the two minor matters identified above everything is in order.

Having not seen this information before I have new-found appreciation for the work required to run the Parish Council's finances. I would add that the plethora of records

	<p>are being kept in good order, with information filed and labelled appropriately. The good management of these records gives further assurance that The Parish Council's finances are being well looked after.</p> <p>Members thanked Cllr Cadman for the work he had put into checking the accounts.</p> <p>c) <u>Quotations for Christmas Lights</u>  The Clerk reported that this year there was a new procedure for obtaining permission to install festive illuminations on lighting columns or other Highways infrastructure. She had submitted the application form on 15 August 2022 and so far, had only received an acknowledgement of receipt of the form. New Telford &amp; Wrekin Council guidance states that illuminations cannot be installed on any lighting columns that have CCTV cameras on. This will apply to three lighting columns in Stafford Street.</p> <p>In addition, there is a minimum height for installing illuminations across a highway. As a result of this, Highline Electrical Ltd, who were supposed to be installing new catenary wires in St Georges to support festoon lighting, has said that following a second survey they will not be able to install the catenary wires. This was disappointing news, but it could be mitigated by installing additional illuminated features on lamp posts.</p> <p>The Clerk had hoped to bring a quotation for the installation of the Christmas lights to the meeting for approval, but she had not been able to resolve queries adequately with the electrical contractor before the meeting.</p> <p><b>Resolved:</b> to give the Clerk and Chairman Delegated Authority to consider the options for the Christmas lights and to instruct JW Electrical Ltd accordingly.</p> <p>d) <u>Internal Audit Quotation for 2023</u>  <b>Resolved:</b> to accept the quotation from JDH Business Services Ltd to carry out the internal audit in 2023 at a cost of £415 plus VAT.</p> <p>e) <u>External Audit for 2021/22</u>  It was noted that the External Audit had been completed with no concerns expressed by the Auditor. The Notice of Completion of Audit would be published on 29 September 2022.</p>
61/23	Naming of New Streets in Priorslee
	<p>In 2018, 100 years since the ending of the First World War, the parish council resolved to use the names on the First World War Roll of Honour to name new streets in Priorslee. This has been done on the Redrow development off Castle Farm Way. Street names are now being chosen for the Miller Homes development on the opposite side of Castle Farm Way. Sadly, there have been deaths of local people in more recent conflicts, including in Afghanistan, including Cpl Brent McCarthy who died in Afghanistan in 2012.</p> <p><b>Resolved:</b> to name streets after deceased veterans of more recent conflicts, subject to the agreement of their families.</p>



62/23	Environment/Public Realm
a)	<p><u>Community Action Team (Enforcement) Update</u> A report on activities in September 2022 was received and noted.</p>
b)	<p><u>Community Action Team (Public Realm) Verbal Update</u> Noted. The following matters were raised and will be followed up by the Clerk:</p> <ul style="list-style-type: none"> <li>• Need to extend double yellow lines at the junction of Derwent Drive and Priorslee Avenue.</li> <li>• Problems with parking in Walker Crescent</li> <li>• Parking at school drop off and collection times in the vicinity of St Georges Primary School. The Clerk was asked to contact Telford &amp; Wrekin Council to say that the parish council has discussed the need for a pedestrian crossing by the school.</li> <li>• The double yellow lines on Shifnal Road are obscured by grit because the road needs to be swept. There is also litter along the road.</li> <li>• Station Hill – parked cars and overhanging trees.</li> </ul>
c)	<p><u>Christmas Tree by the Priorslee Clock</u> There was a discussion about replacing the Christmas tree by the Priorslee Clock. Since the previous one did not thrive, it was suggested that an alternative location for planting the tree should be found, for example on the grassy area the other side of the road leading to Priorslee Village. <b>Resolved:</b> to order a cut tree for Christmas 2022, using the Councillors' Pride grant funding allocated by Cllrs I and V Fletcher and to consider options for 2023 onwards.</p>
d)	<p><u>Proposal to plant wildflowers at Snedshill</u> <b>Resolved:</b> to plant wildflowers on the grassy bank by Telford Way, at a cost of £150 for the wildflower seeds, the planting to be done by the CAT team.</p>
e)	<p><u>Proposed Skate Park for Priorslee and refurbishment of the Gatcombe Way Play Area</u> Derek Owen, Healthy Spaces Design Specialist, attended the meeting to answer members' questions. He showed two designs for the skate park and one for the Gatcombe Way play area, which included a group swing that was designed to appeal to girls over the age of ten. There was a discussion about how to support the maintenance costs for a skate park. <b>Resolved:</b> That the parish council would like to have skate park Option 2 installed at Teece Drive. <b>Resolved:</b> to support maintenance costs for the skate park by entering into a Service Level Agreement with Telford &amp; Wrekin Council whereby the parish council will make an annual contribution of £3,000. <b>Resolved:</b> that the parish council would like to see the Kompan design installed at the Gatcombe Way play area.</p>
f)	<p><u>Refurbishment of the Timbers Play Area</u> In response to residents' concerns that the Timbers Play Area was looking uncared for, Derek Owen had arranged for the equipment to be repainted and a new picnic bench installed, at a total cost of £6,850 plus VAT. As a result, the play area is looking more welcoming. Photographs of the improved play area had been e-mailed to members. <b>Resolved:</b> to accept the Clerk's recommendation that a contribution of £3,000 should be made to Telford &amp; Wrekin Council towards the cost of the work.</p>

63/23	<b>Gower Project Update</b>
	<p>The Agreement for Lease has not yet been signed, but the Chair of the Gower working group said that everything is nearly in place so that the project can start on site and there has been some preparatory work done already.</p> <p>The Gower working group would be meeting again on Tuesday 11 October 2022.</p>
64/23	<b>Health &amp; Safety</b>
	<p><u>Business Watch contract for key holding</u>  There was a security alarm activation on Sunday 21<sup>st</sup> August 2022 and it appears that there may have been an attempted break in. Business Watch Guarding, the company that provides out of hours security for the school, attended but it was later realised that the parish council does not have a contract with Business Watch for key holding. This should be in place, for the security of staff and users of the building. It was therefore <b>Resolved:</b> to accept the quotation from Business Watch Guarding for key holding at an annual cost of £300 and call out charges of £32 per hour.</p> <p><u>Replacement of car park floodlights</u>  This item was deferred until the October parish council meeting.</p>
65/23	<b>Bus Shelters</b>
	<p>A report about three bus shelters in the parish was presented.</p> <p><u>Bus Shelter on Priorslee Avenue</u>  This brick built bus shelter has been repeatedly damaged by tall vehicles hitting the corner of the roof, since it is located too close to the road. Following a site visit, Telford &amp; Wrekin Council has confirmed that it is eligible for replacement with a modern style of shelter under their current bus shelter replacement scheme. The parish council would have to contribute £2,500 but thereafter the Borough Council would meet all maintenance costs. The new shelter would be positioned further back from the highway. The Clerk was also asked to consider the orientation of the shelter with regard to the prevailing wind.  <b>Resolved:</b> to accept a quotation from Granville Construction Ltd of £1,095 plus VAT to demolish the existing shelter and to opt into the Telford &amp; Wrekin bus shelter replacement scheme by making a contribution of £2,500.</p> <p><u>Replacement of the Bus Shelter on West Street</u>  This is a Telford &amp; Wrekin Council owned bus shelter, which is in poor condition. Telford &amp; Wrekin Council has agreed to replace it if the parish council makes a contribution of £2,000.  <b>Resolved:</b> to contribute £2,000 towards the replacement of the bus shelter in West Street, using the Councillors' Pride money allocated by Cllr R Overton and Cllr D Wright.</p> <p><u>Demolition of a bus shelter on Priorslee Road</u>  The brick built bus shelter on Priorslee Road, set at right angles to the road and adjacent to a pathway to Hazel Way, has become the focus for antisocial behaviour. The parish council had received a request from Safer, Stronger Communities for the bus shelter to be demolished and for there to only be a bus stop sign at the location.  <b>Resolved:</b> to give permission for the bus shelter to be demolished, with consideration to be given to whether a new bus shelter could be provided in a more suitable location at a future date.</p>

66/23	Community Projects and Events	
a)	<u>Report from the Community Projects &amp; Events Officer</u> The Community Projects and Events Officer's report was received and the dates of forthcoming events were noted.	
b)	<u>Coach trip policy.</u> <b>Resolved:</b> that the new Coach Trip policy having been circulated should be adopted.	
67/23	Correspondence	
	Safer Stronger Communities – an invitation to a launch event from 2.45 to 4.30 on Wednesday 23 November 2022 in the St Georges CoE Primary School Hall was received. Paul Thomas – an invitation to the Highgrove Meadows Macmillan Coffee Morning on Saturday 1 October 2022 was received.	
68/23	Next Meeting	
	The next meeting will be held at 7.00 p.m. on Tuesday 18 October 2022  The meeting closed at 9.05 p.m.	

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