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| **Minutes** | | | | | | |
| **Meeting held: St Georges & Priorslee Annual Parish Open Meeting** | | | | |  | |
| **Date: Tuesday 18th April 2017**  **7pm at St Georges & Priorslee Parish Centre** | | | | |
| **Chairman: Cllr Richard Overton** | | | | | | |
| **Minute Taker: Wendy Tonge ( Parish Clerk)** | | | | | | |
| **Present:** | | | | | | |
| **Councillors:** | | R Overton | S Malpass | I Fletcher | | |
| S Overton | | Mrs B Richards | Mrs J Overton | R Williams | | |
| S Ali | | Mrs V Fletcher | J Minor |  | | |
| **In attendance:** | | 4 Members of the public |  |  | | |
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| **01/18** | **Annual Parish Open Meeting** | | | | |  |
|  | The Chairman welcomed members of the public to the Annual Parish Open Meeting, he explained that this part of the meeting is an opportunity for them to raise and discuss with Members any parish or community affairs. The Chairman gave a presentation on the key areas of work the Parish Council have delivered over the past 12 months. The minutes of the meeting held on Tuesday 5th April 2016 were agreed and signed. The Clerk was thanked for her work in preparing the Powerpoint Presentation.  **Questions to Parish and Borough Councillors**  Louise Bremner mentioned that she hadn’t been aware the Parish Council were responsible for a number of bus shelters, she raised concern on behalf of a fellow resident regarding the state of the bus shelter near Rookery Lane. She was advised that the bus shelter had been recently cleaned and should she have any further concerns to contact the Clerk.  The Chairman formally thanked everyone for attending the Annual Parish Open Meeting and closed the meeting at 7.25pm. | | | | |  |
| **02/18** | **Apologies** | | | | |  |
|  | T Hoof - Honeymoon | | | | |  |
| **03/18** | **Declarations of interest** | | | | |  |
|  | Councillors I Fletcher and J Minor declared an Interest in all Planning Matters and undertook not to vote. Councillors S Overton, J Overton and R Overton declared an interest in planning application TWC/2017/0315 and undertook not to vote. Members agreed that they would make any other declarations if they arose during the meeting. | | | | |  |
| **04/18** | **Minutes** | | | | |  |
|  | **Resolved**: That the minutes of the meeting held on 21st March 2017, having being previously circulated be signed by the Chairman as a true record. | | | | |  |
| **05/18** | **Clerks update on matters arising** | | | | |  |
|  | **Transport to Schools** - Councillor Ian Fletcher gave an update on a recent meeting he attended with Mr Angus Neale, the Head Teacher of Holy Trinity Academy. At the meeting, Mr Neale had confirmed he was already in discussion with Telford & Wrekin Council’s Head of Education, Mr Jim Collins regarding the issue, and hoped to find a solution very soon. | | | | |  |
| **06/18** | **Clerks Report** | | | | |  |
|  | 1.**Parish Centre**  The booking Clerk reported a busy quarter with regards to centre usage, she was pleased to see regular users continuing to hire the building, whilst also welcoming a number of new hirers, these include the following agencies:  • NHS Speech Therapy Training Sessions  • West Midlands Sexual Abuse support to victims training  • Grief Recovery Training  • Support sessions to children experiencing grief/loss  The Centre is beginning to establish itself as a venue which is ideal for the delivery of Training and Development Courses amongst professional agencies, offering specialist services.  Repairs to the heating system have been carried out, also a new whiteboard has been installed in the meeting room.  **2.CiLCA Qualification**  The Clerk has attended 3 out of 4 Induction Days held at Shirehall, Shrewsbury. She has completed the Mandatory tasks and submitted Unit One, and is currently awaiting confirmation from the Assessor.  **3.Training & Development Plan for Councillors**  The Clerk requested to Council that they may wish to consider developing a training and development plan. The development of a plan will ensure Councillors are provided with the opportunity to enhance their current skills and assist the future delivery of the Parish Councils objectives.  **Resolved**: that members of the Staffing Committee will develop a Training & Development Plan for Council to consider at a future meeting. The Clerk to contact Telford & Wrekin Council Members Services, and request details of the Borough Council Training which is offered for Parish Councillors to attend.  **4.Finance - End of year 2016/17**  The Clerk is pleased to report the following end of year 2016/17 financial tasks have been completed and submitted;  • Annual VAT return/claim  • PAYE - end of year submissions  New Tax codes for staff entered  P45 issued to previous employee  P60 issued to current employees  • Shropshire County Pension Scheme end of year return  • End of year 16/17 close down of accounts with RBS will take place on Thursday  4th May 2017.  **5.Pensions Policy -Shropshire County Pension Fund**  Discretions Policy  The LGPS regulations state that each scheme employer must formulate, publish and keep under review a Statement of Policy on certain discretions that can be exercised in relation to members of the LGPS, such as flexible retirement and award of unreduced benefits. Once made, this policy must be forwarded to the Pensions Team for reference. As a new employer entering into the Pension Scheme the Parish Council are required to create a policy on the discretions which are compulsory, others are voluntary. To help the Parish Council when making our policy the Pension Fund have developed a template that can be used and adopted. (Copy provided on request to the Clerk), The template can be used by choosing from sample policy options or by inserting our own wording into the table. The Clerk recommended that a Parish Council Discretions Policy be developed.  **Resolved:** that members of the Staffing Committee work with the Clerk, and produce a Discretions Policy to present back to Council for approval. Councillor Ian Fletcher shared that he has previous experience in Pensions and kindly offered his support to the group – this was noted. | | | | |  |
| **07/18** | **Planning** | | | | |  |
| (a)  (b) | **Applications for Consideration**  1**.Application number** TWC/2017/0309  Site address: 3 Waterlow Close, Priorslee, Telford, Shropshire, TF2 9NF  Description of proposal: Application for prior approval for the erection of a single storey rear extension measuring 4.2m in length, 3.93m in height and 2.49m to eaves  **Resolved**: No objection  2.**Application number** TWC/2017/0315  Site address:12 The Grove Estate, St Georges, Telford, Shropshire, TF2 9JH  Description of proposal: Application for prior approval for the erection of an extension measuring 3.5m in length, 3.08m in height and 2.24m to the eaves  **Resolved:** No objection  Members discussed the implementation of the new Householders Local Development Order 2017.  **Resolved**: It was agreed that Council Members should receive T&WC planning information on both parish and neighbouring applications, the Clerk will circulate a copy of T&WC weekly planning applications list to all Members and continue to schedule the individual notifications for future meetings.  **Plans received and ‘Full Granted’ by Telford & Wrekin Council – None received** | | | | |  |
| **08/18** | **Accounts** | | | | |  |
| (a)  b)  (c) | **Resolved: that the following accounts be approved for payment**:   |  |  |  |  | | --- | --- | --- | --- | | Name | Particulars | Amount | Cheque No | | Parish Employees | Salary & Wages | £1,118.97 | 011262  011263 | | Inland Revenue | Tax & NI | £403.02 | 011264 | | Shropshire Pension Fund | Pension Contribution | £2275.78 | 011265 | | Birchall | Centre Heating | £356.46 | 011266 | | Granville Construction | Whiteboard | £34.80 | 011267 | | SALC | CiLCA -3 | £60.00 | 011268 | | Aqualogic | Urinals | £59.40 | 011269 | | SALC | Affiliation Fees 17/18 | £1,836.93 | 011270 | | Vision ICT | Website | £66.00 | 011181 | | Telford & Wrekin Council | Professional Fees | £201.28 | 011282 | | Telford & Wrekin Council | Street Lighting Quarter 4 | £9776.63 | 011283 | | British Telecom | Telephone Line | £129.76 | 011284 |   **Statement of Account up to 31.03.2017**  The Clerk had previously circulated a copy of the Bank Reconciliation and statement of account to 31st March 2017.  **Resolved:** that the bank reconciliation and statement of account be received and adopted.  **Approval of Standing Order -Staff Salaries**  It was agreed that the current process for paying staff salaries by cheque was proving difficult to administer, the process did not always ensure that staff were paid on their contractual agreed payday.  **Resolved**: that the Clerk sets up a monthly standing order payment for all employee monthly salaries and wages. | | | | |  |
| **09/18** | **Hanging Baskets 2017** | | | | |  |
|  | Quotations have been received from 2 Nurseries, both quotes confirmed they were able to provide 42 hanging baskets including watering/feeding from early June to September.  **Resolved**: that the quotation from Limetree Nurseries Ltd for the supply of hanging baskets and watering be accepted. Councillor R Williams raised the need to ensure the brackets be inspected prior to the baskets being installed – this was noted. | | | | |  |
| **10/18** | **Annual Trip – Llandudno 2017** | | | | |  |
|  | Quotations have been received from 3 Coach Companies to provide 4 Coaches plus 1 on stand-by if needed, also provision of a disabled access lift to travel on Monday 14th August to Llandudno.  **Resolved**: that the quotation from Boulton’s of Shropshire to supply transport for the Annual trip to Llandudno 2017 be accepted. Councillor Ian Fletcher reminded Members that himself and Councillor Veronica Fletcher will not be available to help this year due to a prior commitment, he reiterated the need for Councillors to confirm as early as possible to the Clerk their availability – this was noted. | | | | |  |
| **11/18** | **Parish Centre - Furniture** | | | | |  |
|  | The need to replace the existing Boardroom style furniture with lighter and easier to handle tables was discussed. Quotations have been received from 3 Companies who are able to provide the replacement tables.  **Resolved**: that the quotation from Go – Pak Ltd be accepted to provide tables and a trolley. The Clerk was given permission to find an alternative owner for the existing tables. | | | | |  |
| **12/18** | **Correspondence** | | | | |  |
| (a)  (b)  (c)  (d) | Crucial Crew- Letter of invitation to VIP day on 5th July 2017  St Georges Community Group update- Update given on the group’s activities and funding success  Parish Charter Monitoring Group Meeting – 20th April 2017  Telford & Wrekin Council – Nuplace housing scheme update. Councillors were invited to attend a meeting on Tuesday 16th May 2017, **6.15pm** at the Parish Centre. | | | | |  |
|  | **Chairman……………………………………………………………Date…………………………………..** | | | | |  |