

Minutes



Meeting held: St Georges & Priorslee Parish Council Meeting
Date: 7.00 p.m. on Tuesday 21 February 2023.
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
Deputy Clerk: Beverley Partridge (taking minutes)

Present:

Councillors:	R Overton (Chairman)	B Richards	R Cadman
	D Wright	E Dabbs	S Handley
	R Williams	M Warner	A Harrison
In attendance:	J Ellis		

123/23	Public Question Time	
	<p>There were four members of the public present. The following matters were raised:</p> <p>A resident from Priorslee raised the following:</p> <ul style="list-style-type: none">• A request was made for the Parish Council to consider replacing two old wooden benches in the Gatcombe Way Play Area. He suggested a design and supplier used by Telford and Wrekin Council at a cost of £500 per bench including VAT. These replacement benches are made out of recycled plastic. This will be considered at the next meeting of the Parish Council.• He raised an issue concerning street lighting on a footpath in between St Georges and Priorslee: a request for improved lighting had already been made to Street Lighting. The Clerk confirmed that as yet no response has been received but that she has also now raised it with Safer Stronger Communities.• He requested that the Parish Council make representations to the Borough Council for the speed limit to be restricted to 40 mph on Castle Farm Way by Priorslee Lake. The speed limit appears to be 60 mph alongside the lake but there was some confusion about the actual limit as signage has been damaged.• He requested that consideration could be given to extending the cycle path/footpath from the Redrow development to Priorslee Avenue should section 106 money be available (see later agenda item).• He informed the Council that Shropshire Homes had donated a defibrillator	

	<p>which will be located by Lakeside Plant Centre and that Shropshire Homes will also provide training for its use. Miller Homes would also be supportive to providing one which could be located at the surgery on Gatcombe Way.</p> <ul style="list-style-type: none"> Concern for goose excrement on footpaths with potential risk to wheelchair users as a member of public is feeding geese on Derwent Drive. Telford and Wrekin Council has been contacted regarding these concerns. 	
124/23	Apologies	
	<p>Apologies were received from the following Members: Cllr. V. Fletcher – unwell Cllr I. Fletcher - unwell</p>	
125/23	Declarations of interest	
	<ol 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. Cllr. R. Overton declared a non-pecuniary interest in item 6 (a) – planning application TWC/2023/0099 and said he would take no part in the discussions. Cllr R. Cadman declared an interest in item 8 – Applications for Grant Funding due to his membership of Priorslee Resident’s Association and removed himself from the meeting whilst items 8(a) and 8 (b) were considered. <p>Members agreed that they would make any other declarations if they arose during the meeting.</p>	
126/23	Minutes of previous meetings	
	<p>Resolved: that the minutes of the Parish Council Meeting held on 17 January 2023, having been circulated, be agreed and signed, with an amendment to the location of the meeting as having taken place in the Parish Meeting Room and not the School Hall.</p>	
127/23	Clerk’s Update	
	<p>The Clerk’s update was received and Noted.</p>	
128/23	Planning	
a).	<p>Planning Applications – Updated Report for Parish Meeting on 21 February 23 Planning applications to consider</p> <p>TWC/2023/0099 Site address: Site of 28, 30 & 32 Stafford Street, St Georges, Telford, Shropshire Description of Proposal: Erection of 2no. dwellings and creation of a new access off Rothwell Close No objection but with a comment, in response, requesting that mitigation measures be considered in respect of the view for neighbouring properties of the gable end brick wall of the new development.</p>	

b)	<p>Responses made under delegated authority</p> <p>TWC/2023/0050 Site address: 51 The Timbers, St Georges, Telford, Shropshire, TF2 9UY Description of proposal: Erection of single storey rear extension following demolition of existing conservatory and conversion of garage into habitable room No Objection</p> <p>Results of Planning Applications notified by Telford & Wrekin Council</p> <p>TWC/2022/1012 Site address: The Bungalow, Cockshutt Road, Oakengates, Telford, TF2 Description of proposal: Installation of 2no. rear dormer windows and replacement of roof following increase of ridge height ** AMENDED DESCRIPTION** Full Granted</p> <p>TWC/2022/0859 Site address: 1 The Hollies, Priorslee Village, Priorslee, Telford, Shropshire, TF2 9NW Description of proposal: Erection of a detached garage, installation of 2no. windows to garage conversion, and installation of a 1.8m high automatic sliding gate Full Granted</p> <p>TWC/2022/0619 Site address: Land between 4 & 5 Church Road, Snedshill, Telford, Shropshire Description of proposal: Erection of 1no. dwelling and associated works ****AMENDED PLANS RECEIVED**** Full Granted</p> <p>TWC/2023/0019 Site address: 32 Alfred Nock Drive, Priorslee, Telford, Shropshire, TF2 9YA Description of proposal: Erection of a single storey rear extension to garage (Part-Retrospective) Full Granted</p>
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129/23	Finance
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a)	<p><u>Expenditure Approvals List</u></p> <p>Resolved: that the following expenditure for February 2023 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 in February</td> <td>3,724.86</td> <td>Bank Transfer</td> </tr> <tr> <td>HMRC</td> <td>Tax and NI in February</td> <td>444.00</td> <td>Bank Transfer</td> </tr> <tr> <td>Pension Fund</td> <td>Pension contributions in February</td> <td>942.74</td> <td>Bank Transfer</td> </tr> <tr> <td>St Georges Parent & Toddler Group</td> <td>Refund of room hire (to be paid from Councillors' Pride grant)</td> <td>210.00</td> <td>Bank Transfer</td> </tr> </tbody> </table>	Name	Particulars	Amount (£)	Detail	Staff salaries	Salaries and wages in February	3,724.86	Bank Transfer	HMRC	Tax and NI in February	444.00	Bank Transfer	Pension Fund	Pension contributions in February	942.74	Bank Transfer	St Georges Parent & Toddler Group	Refund of room hire (to be paid from Councillors' Pride grant)	210.00	Bank Transfer
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Cartridge People	Printer toner	119.60	Debit Card
Heys First Aid	First Aid training for Toddler Group	90.00	Bank Transfer
	(to be paid from Cllrs Pride grant)		
Transolutions	Window cleaning	45.00	Bank Transfer
Aldi Stores	Food for warm space on 23/1/23	20.61	Debit Card
Aldi Stores	Food for warm space on 30/1/23	13.94	Debit Card
Aldi Stores	Food for warm space on 6/2/23	15.51	Debit Card
Aldi Stores	Food for warm space on 13/2/23	15.16	Debit Card
The Works	Craft items for warm space	7.00	Debit Card
Hydro Tech Env.	Water risk assessment	192.00	Bank Transfer
Rialtas Business	Annual software licence	232.57	Bank Transfer
St Georges C of E	Annual contribution for heat & light	1,000.00	Bank Transfer
Primary School			
St G's Partnership	Contribution for St G's Day event	2,500.00	Bank Transfer
	Christmas Lights invoices:		
JW Electrical	Invoice 4011	1,459.99	Bank Transfer
JW Electrical	Invoice 4012	3,840.00	Bank Transfer
JW Electrical	Invoice 4013	2,492.95	Bank Transfer
JW Electrical	Invoice 4014	1,488.00	Bank Transfer
JW Electrical	Invoice 4016	2,184.00	Bank Transfer
JW Electrical	Invoice 4017	2,767.99	Bank Transfer
JW Electrical	Invoice 4018	277.50	Bank Transfer
JW Electrical	Invoice 4019	1,569.60	Bank Transfer
JW Electrical	Invoice 4020	648.00	Bank Transfer
JW Electrical	Invoice 4021	1,320.00	Bank Transfer
JW Electrical	Invoice 4022	2,688.00	Bank Transfer
JW Electrical	Invoice 4023	1,390.80	Bank Transfer
JW Electrical	Invoice 4024	510.78	Bank Transfer
Traditional Fairground	Activity for Coronation event	495.00	Bank Transfer
Aldi Stores	Food for Warm Space on 20/2/23	12.01	Debit Card
Jess Ellis	Reimbursement re Aldi for Warm Space	5.83	Bank Transfer
JDH Business Services	Internal audit - interim payment	258.00	Bank Transfer
Total		<u>32,981.44</u>	

b). Quotation for testing hanging basket brackets
Resolved: to accept the quotation of £800 from Limetree Nurseries to test 43 brackets of the hanging baskets for installation in the summer 2023

It was noted that the price per basket had been increased to £110 per basket but it was still the cheapest quotation.

c). Detailed Income and Expenditure by Budget Heading for the ten months ended 31 January 2023: **Noted**

d). Quarter 3 2022 – 23 Finance Check: **Noted** and thanks expressed to Councillor R. Cadman for completing the check.

e). Additional payments approved for November and December 2022

As remarked in the Q3 Finance check, the following payments had been approved in the Parish Council meetings but omitted from the minutes: **Noted.**

Expenditure of £154.05 for the November minutes

<i>J Ellis</i>	<i>Subsistence expenses for training day on 15/11/22</i>	<i>£8.90</i>	<i>Bank Transfer</i>
<i>C Lane</i>	<i>Subsistence expenses for training day on 15/11/22</i>	<i>£10.15</i>	<i>Bank Transfer</i>
<i>Telford & Wrekin Council</i>	<i>Food Safety Course</i>	<i>£35.00</i>	<i>Bank Transfer</i>
<i>Telford & Wrekin Council</i>	<i>Annual Rospa inspection of the play area</i>	<i>£100.00</i>	<i>Bank Transfer</i>

Expenditure of £16874.24 for the December minutes

<i>Telford & Wrekin Council</i>	<i>Contribution to CAT team for 2022/23</i>	<i>£16,760.00</i>	<i>Bank Transfer</i>
<i>B Partridge</i>	<i>Reimbursement for milk and biscuits for Action Day</i>	<i>£3.25</i>	<i>Bank Transfer</i>
<i>Viking Direct</i>	<i>Compact digital camera for parish environmental inspections</i>	<i>£111.00</i>	<i>Debit Card</i>

f). Governance and Internal Controls Checklist: The Clerk has circulated copies of the checklist that she had completed for the Internal Auditor.

Noted

g). Parish Meeting room – Review of charges.

Resolved: that the following increase to hire charges be adopted with effect from 1 April 2023:

	Community	Where no monies are raised for the benefit of the organisation or any individuals	£7.50 per hour (£7.00 per hour in 2022)	
	Agency	Where no monies are raised for the benefit of the organisation or any individuals	£10.00 per hour (£8 per hour in 2022)	
	Commercial/ Private Hire	Where the organisation will obtain or derive monies from the use of the Centre.	£11.00 per hour (£10.50 per hour in 2022)	
	<p>Minimum booking for an evening hire is one and a half hours Minimum booking for a weekend hire is three hours</p> <p>Resolved that the Clerk will provide a list of any group or individual using the meeting room without charge.</p>			
130/23	Applications for Grant Funding			
	<p>a. Hope House Children’s Hospice Resolved: to request the completion of an application form to be considered at the Parish Council meeting in June in order to establish the exact purpose of the grant request.</p> <p>b. Priorslee Residents Association: Resolved: to award a grant of £2000 in support for a Summer Fayre</p> <p>c. 1st Priorslee Brownies Resolved: to award a grant of £250 to help with the running costs and transport costs for an annual coach trip</p> <p>d. 1st Priorslee Rainbows Resolved: to award a grant of £250 to help with the running costs and transport costs for an annual coach trip</p> <p>e. St Peter’s Church Resolved: to award a grant of £779.00 to support for ‘Place of Welcome’</p>			
131/23	Terms of Reference			
	<p>a). That the terms of reference for the following Working Groups and Standing Committees having been circulated be adopted:</p> <p>I. Standing Committees II. Gower Working Group III. Christmas Lights Working Group IV. Coronation Working Group V. Parish Climate Change Action Plan</p>			

	<p>b). Resolved: that dates of the meetings of the Working Groups be published in advance.</p>	
132/23	<p>CCTV cameras around the Parish</p> <p>It was noted that following a recent incident, the Clerk provided an update report on CCTV in the parish. West Mercia Police advised that the CCTV camera in Durrant Road is not active/that it is not possible for West Mercia Police to view the film. This camera is owned by the Parish Council who arranges the service contract for the cameras.</p> <p>Resolved:</p> <ul style="list-style-type: none"> a) That the Clerk to check the maintenance and working order of the three cameras that the Parish Council owns. b) That the Clerk investigates the cost of installing a Telford and Wrekin Council CCTV camera at Durrant Road, maybe in partnership with Safer and Stronger Communities. 	
133/23	<p>Environment/Public Realm</p> <p>a) <u>Community Action Team (Enforcement) Update</u> A report on activities in February 2023 was received and Noted.</p> <p>b) <u>Community Action Team (Public Realm) Verbal Update</u></p> <p>The following matter was raised:</p> <ul style="list-style-type: none"> i. The Clerk was requested to investigate whether litter picking is taking place along the A5 by the Parish Council's contractor, Idverde. Cllr. R. Williams had recently counted a large amount of litter which is likely to have been thrown out of car windows. ii. The Clerk was requested to enquire as to how many foot patrols take place and how many take place in a vehicle, particularly in Derwent Avenue. <p>c). <u>Grit Bins</u></p> <p>The Clerk presented a report regarding recent requests for additional grit bins.</p> <p>The following requests for grit bins have been received:</p> <ul style="list-style-type: none"> i. Murdoch Drive – part of the Nuplace development in Snedshill <p>It was noted that Nuplace has asked a Senior Highways Engineer to undertake an assessment on all the newest sites. The Engineer has said that Murdoch Drive does not meet the criteria for supplying a grit bin.</p> <ul style="list-style-type: none"> ii. At the junction of Abraham Drive and the Ashes on the Cloisters Estate <p>The roads on the Cloisters estate are not yet adopted by Telford and Wrekin Council. The Senior Engineer in Highways discourages Parish Councils from installing Grit Bins on unadopted roads. However, members felt the location needs a grit bin and therefore it was:</p>	

	<p>Resolved that the Parish Council will provide a Grit Bin at this location and in liaison with Telford and Wrekin Council who will install and refill the new bin and re - charge the Parish Council.</p> <p>iii. Grove Street – outside the St Georges C of E Primary School</p> <p>Resolved that the Parish Council will provide a Grit Bin at this location in liaison with Telford and Wrekin Council who will install and refill the new bin and re - charge the Parish Council. It will be located adjacent to the school boundary.</p> <p>d) . <u>Footpath in Priorslee adjacent to Castle Farm Way</u></p> <p>Resolved that the Clerk be asked to write to Telford and Wrekin Highways team and ask for consideration be given to extending footpath to Priorslee Avenue to accommodate cyclists and pedestrians if Section 106 money becomes available. The grass on either side of the narrow section will be cut back</p>	
134/23	Gower Project Update	
	<p>a) The Chairman of the Gower Working Group advised that a press release had been circulated together with photographs. This contained information regarding the commencement of work on site for the regeneration project which is expected to continue to early summer 2024.</p> <p>b) The Agreement to Lease has still not been signed.</p> <p>c) The joint meeting with Nuplace and officers of the Council scheduled for 14 February was cancelled as there was nothing new to report.</p>	
135/23	Health & Safety	
	Nothing to report	
136/23	Community Projects and Events	
	A Report from the Community Projects & Events Officer was Noted .	
137/23	Correspondence	
	<p>A consultation document has been circulated by Telford and Wrekin Council concerning climate change guidance for development. The document, which is open for public consultation from Tuesday 14 February to Friday 17 March 2023, covers a range of topics, including site and building design, the provision of electric vehicle charging infrastructure, installing renewable energy technology, making developments greener, and using and managing natural resources more efficiently.</p> <p>Responses to the document can be made on-line.</p> <p>Cllr. David Wright left the meeting.</p>	
138/23	Next Meeting	
	<p>The next Parish Council meeting and Annual Parish meeting will be held at 7.00 p.m. on Tuesday 21 March 2023</p> <p>The meeting closed at 8.27 pm.</p>	

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