

## Minutes



Meeting held: St Georges & Priorslee Parish Council Meeting  
 Date: 7.40 p.m. on Tuesday 21 March 2023 (after the Annual Parish Meeting)  
 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
	V Fletcher	S Handley	B Richards
	M Warner	R Williams	D Wright
In attendance:	J Ellis	C Lane	

139/23	Public Question Time	
	There were seven members of the public present. Having had an opportunity to ask questions at the Annual Parish Meeting, they did not have any more questions to ask at the Parish Council Meeting.	
140/23	Apologies	
	Apologies were received from the following Members: Cllr I Fletcher – unwell Cllr A Harrison – unwell	
141/23	Declarations of interest	
	<ol style="list-style-type: none"> <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. Overton declared a non-pecuniary interest in item 6 (a) – planning application TWC/2023/0148 and said he would take no part in the discussions.</li> </ol> <p>Members agreed that they would make any other declarations if they arose during the meeting.</p>	
142/23	Minutes of previous meetings	
	<b>Resolved:</b> that the minutes of the Parish Council Meeting held on 21 <sup>st</sup> February 2023, having been circulated, be agreed and signed, with an addition to the Minute 12/23 (Declarations of Interest) to state that Cllr R Williams declared an interest in Item 8 (Applications for Grant Funding) due to his membership of the Priorslee Residents Association and removed himself from the meeting whilst Item 8(b) was	

	considered.	
143/23	<b>Clerk's Update</b>	
	<p>The Clerk's update was received. The Clerk was pleased to pass on the good news that Safer Stronger Communities will be paying for the installation of five new lighting columns and lanterns alongside the footpath to the side of the Priorslee Roundabout.</p> <p><b>Noted.</b></p> <p>A comment was made that there is still a lot of litter alongside the A5 Telford Way, despite the assurance that this is in the core Idverde contract for litter picking. The frequency of litter picking may need to be increased.</p>	
144/23	<b>Planning</b>	
	<b>Planning Applications – Report for Parish Meeting on 21 March 2023</b>	
a).	<p><b>Planning Applications to Consider</b></p> <p><b>TWC/2023/0148</b>  <b>Site address:</b> Site of 61 Albion Street, St Georges, Telford, Shropshire  <b>Description of proposal:</b> Variation of Condition 3 of planning permission TWC/2020/0638 (2no dwellings) to allow an additional window on Unit 2 and lowering the floor level of unit 2.  <b>Resolved:</b> that there is no need to change the original response of 'No Objection' to this planning application.</p> <p><b>Planning Appeal to Note</b></p> <p>The Parish Council did not object to the original following application which was subsequently refused.</p> <p><b>TWC/2022/0787</b>  <b>Site address:</b> Site of Tzigane, Freeston Avenue, St Georges, Telford, Shropshire  <b>Description of proposal:</b> Erection of 2no single storey dwellings and associated landscaping *****amended plans received*****</p> <p>A comment was made that it would have been useful to know why the application was refused, but this information was not available on the Planning Portal.</p> <p><b>Responses made under Delegated Authority</b>  None</p>	
b)	<p><b>Results of Planning Applications notified by Telford &amp; Wrekin Council</b></p> <p><b>TWC/2023/0050</b>  <b>Site address:</b> 51 The Timbers, St Georges, Telford, Shropshire, TF2 9UY  <b>Description of proposal:</b> Erection of single storey rear extension following demolition of existing conservatory and conversion of garage into habitable room  <b>Full Granted</b></p>	

145/23	Finance			
a)	<b>Expenditure Approvals List for Parish Council meeting on 21st March 2023</b>			
	Note: all of these amounts include VAT where applicable but this can be reclaimed			
	<b>Name</b>	<b>Particulars</b>	<b>Amount (£)</b>	
			<b>Detail</b>	
	Staff salaries	Salaries and wages in March	3,746.66	Bank Transfer
	HMRC	Tax and NI in March	448.81	Bank Transfer
	Pension Fund	Pension contributions in March	952.37	Bank Transfer
	St Peters Church	Grant	779.00	Bank Transfer
	Priorslee	Grant	2,000.00	Bank Transfer
	Residents As			
	Priorslee Rainbows	Grant	250.00	Bank Transfer
	Priorslee Brownies	Grant	250.00	Bank Transfer
	Heys First Aid	First Aid training for Toddler Group (to be paid from Cllrs Pride grant)	60.00	Bank Transfer
	I&A Publishing	Newsletter printing and distribution	1,036.78	Bank Transfer
	Aldi Stores	Food for warm space on 27/02/23	14.75	Debit Card
	C Lane	Reimbursement re food for warm space on 06/03/23 and 13/03/23	48.61	Bank Transfer
	C Lane	Reimbursement for craft materials	15.10	Bank Transfer
	Telford & Wrekin Council	Q3 Streetlighting	8,037.64	Bank Transfer
	Telford & Wrekin Council	Streetlighting additional works	81.24	Bank Transfer
	Taylor's	2nd boiler service	78.00	Bank Transfer
	Lanyon Bowdler	Interim payment	4,000.00	Bank Transfer
	JW Electrical	Invoice 4015	2,232.00	Bank Transfer
	JW Electrical	Invoice for tree fault repairs	497.89	Bank Transfer
	J Ellis	Reimbursement for cleaning materials	10.18	Bank Transfer
	Royal Mail	Special delivery post for legal letter	8.95	Debit Card
	C Lane	Reimbursement for food for warm space	19.49	Bank Transfer
	Cartridge People	Printer toner and paper	146.59	Debit Card
	Amazon	Life size cardboard King Charles and stationery	96.34	Debit Card
	Liams Bouncy Castles	Hire of inflatables for event	415.00	Bank Transfer
	Telford & Wrekin Council	PAT testing	43.20	Bank Transfer
	Total		25,268.60	

b)	<p><b>Detailed Income &amp; Expenditure by Budget Heading</b> Report for the 11 months ended 28<sup>th</sup> February 2023. <b>Noted</b></p>	
c)	<p><b>Budget for the Coronation Event on 8<sup>th</sup> May 2023</b>  The Clerk was pleased to report that a grant of £2,000 towards the cost of organising the Coronation Event had been received from Telford &amp; Wrekin Council. She presented a spreadsheet itemising the proposed expenditure for the event. A comment was made that it was good to see that the St Georges Partnership will be lending their PA equipment free of charge, which shows the good relationship between the two organisations.  <b>Resolved:</b> to approve the event budget, with a total expenditure of £4,084, covered by £2,000 from the grant and £2,084 from the Community Projects budget.</p>	
d)	<p><b>Review of Financial Risk Assessment</b>  This had previously been circulated by e-mail. The Clerk remarked that the main change was the addition of new measures to prevent supplier fraud, as recommended by the Internal Auditor.  <b>Resolved:</b> to approve the Financial Risk Assessment</p>	
e)	<p><b>Review of Fixed Asset Register</b>  This had previously been circulated by e-mail. It is a much more detailed list of assets than the previous Fixed Asset Register. This was requested by the Internal Auditor.  <b>Resolved:</b> to approve the new version of the Fixed Asset Register.</p>	
f)	<p><b>Review of Members Allowances and Expenses Policy</b>  This had previously been circulated by e-mail.  <b>Resolved:</b> to adopt the Members Allowances and Expenses Policy.</p>	
g)	<p><b>Report regarding groups that use the Parish Room free of charge.</b>  The report was <b>noted</b>.</p>	
h)	<p><b>Additional Solicitors Charges</b>  The legal work on the Agreement for Lease and Lease for when the Parish Council becomes a tenant of Telford &amp; Wrekin Council in the Gower building has been much more complicated and lengthy than originally anticipated. The solicitor has been very patient and helpful. Initially a fixed fee of £4,000 for the legal work was agreed. Subsequently, in view of the amount of additional work the Parish Council agreed to pay an additional fee of £1,500. In an e-mail dated 1<sup>st</sup> March 2023, the solicitor requested a further additional fee of £1,450 in recognition of the additional work done since Christmas 2022. The solicitor has written off a proportion on his additional time costs.  <b>Resolved:</b> to accept the Clerk’s recommendation that the additional fee of £1,450 should be approved.  <b>Resolved:</b> to thank the Clerk and the Solicitor for the work that they have done on ensuring that the Agreement for Lease and Lease protect the interests of the parish council.</p>	

i)	<p><b>Update on CCTV in the Parish</b> and a request for a contribution towards a new camera at Durrant Road</p> <p>The Clerk presented a report about CCTV in the parish. Currently there are parish council cameras at Durrant Road (overlooking the entrance to the underpass), on the front wall of the Shifnal and Priorslee Medical Practice at Gatcombe Way and on the front wall of the Priorslee Co-operative store. The CCTV camera previously sited on the David Chiu Chinese takeaway has already been removed. It was noted that the cameras at Gatcombe Way and the Priorslee Co-op are both situated on private land.</p> <p><b>Resolved:</b> to accept the following recommendations:</p> <ul style="list-style-type: none"> <li>• That, given that the cameras were replaced only two years ago, the quotation from Technical Services Shropshire for a new monitor and one-off maintenance for the cameras at Gatcombe Way at a cost of £288 is accepted.</li> <li>• That a contribution of £3,000 is made to Safer Stronger Communities to facilitate the installation of a Telford &amp; Wrekin Council CCTV camera at Durrant Way.</li> <li>• That the parish council camera is removed from the front wall of the Co-op at Priorslee (this will be discussed with the Manager of the Co-op)</li> </ul>
146/23	Environment/Public Realm
a)	<p><b>Community Action Team (Enforcement) Update</b> A report on activities in February 2023 was received and <b>Noted</b>.</p>
b)	<p><b>Community Action Team (Public Realm) Verbal Update</b> There was nothing new to report.</p>
c)	<p><b>Update on Teece Drive Skate Park including the Service Level Agreement</b> The Teece Drive Skate Park is open and is already proving popular. As part of the tender for the project, the contractor, 'Wheelscape' provides an opening event, with skateboarding demonstrations. It is hoped that this will take place on Saturday 27<sup>th</sup> May 2023 (to be confirmed).</p> <p>As previously agreed with Derek Owen, Telford &amp; Wrekin Council's Healthy Spaces Design Specialist, the Parish Council will not be taking on responsibility for the skate park. However, in recognition of the benefit that it will bring to people within the parish, the parish Council agreed to contribute £3,000 per annum towards the cost of inspecting and maintaining the skate park. A draft Service Level Agreement had been circulated by e-mail before the meeting.</p> <p><b>Resolved:</b> to approve the SLA and to give the Chair of Council authority to sign it on behalf of the parish council.</p>
147/23	Gower Project Update
	<p>The Chair of the Gower Working Group was very pleased to announce that the Agreement for Lease has been signed and it was exchanged with the Landlord on 20<sup>th</sup> March 2023. The Lease has been agreed and will be signed and exchanged when the building refurbishment is complete.</p> <p>Catch up meetings with Telford &amp; Wrekin Council officers are being held on the second Tuesday evening of the month, with presentation slides circulated to all Members afterwards.</p> <p>There has been a delay because of additional enabling works required. The main contract is due to start on 19<sup>th</sup> June 2023 and will last for 66 weeks.</p>

	The Chair of Council thanked the Chair of the Gower Working Group and the other members of the working group for the time that they have spent on the project so far and for keeping the Parish Council informed about progress.	
148/23	<b>Health &amp; Safety</b>	
	<p><b>Freeston Avenue Play Area Inspections</b></p> <p>The Clerk presented a report in which she explained that although weekly inspections of the play area have been done by Idverde without charge since 1<sup>st</sup> April 2020, it had been realised that this was not explicitly part of the Community Action Team package. It will therefore be necessary to pay for inspections from 1<sup>st</sup> April 2023 onwards and Idverde has quoted £130 per calendar month. The Clerk had contacted Nobridge Ltd, who carried out inspections up until 2020, but they are no longer doing them.</p> <p><b>Resolved:</b> to accept the quotation from Idverde but, to research other options for play area inspections in order to obtain a comparative quotation. The Clerk was asked to bring this back to the Parish Council within 2 months.</p>	
149/23	<b>Community Projects and Events</b>	
	<p>A Report from the Community Projects &amp; Events Officer was <b>Noted</b>.</p> <p>Plans are gathering momentum for the Coronation Event on Monday 8<sup>th</sup> May 2023. It was suggested that the balance of the Councillors Pride grant for landscaping by the Priorslee Clock could be used for additional planting to mark the Coronation.</p>	
150/23	<b>Correspondence</b>	
	<p>The Chair read an e-mail from John Box containing the good news that the Cockshutt has been legally declared as a Local Nature Reserve at last and giving credit to all of the people in the local community who have worked and campaigned over the years for this to happen.</p> <p>The Chair read a letter from the Clerk, saying that she will be retiring with effect from 31<sup>st</sup> August 2023.</p>	
151/23	<b>Next Meeting</b>	
	<p>The next Parish Council meeting will be held at 7.00 p.m. on Tuesday 18<sup>th</sup> April 2023</p> <p>The meeting closed at 8.27 pm.</p>	

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