

## Minutes



Meeting held: St Georges & Priorslee Parish Council Meeting  
Date: 7.00 p.m. on Tuesday 16 May 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)	R Cadman	E Dabbs
	S Handley	A Harrison	S Harrison
	J. Little	G. Singh	P Thomas
	R Tyrrell		
In attendance:	J Ellis	C Lane	

1/24	<b>Election of Chairman</b> Moved by Cllr S Handley and seconded by Cllr Sarah Harrison that Cllr R Overton be elected Chairman of the Parish Council for the ensuing year. Resolved: that Councillor R Overton be elected Chairman of the Parish Council for the ensuing year. a) Councillor R Overton duly read and signed the Declaration of Acceptance of Office.	
2/24	<b>Election of Vice Chairman</b> Moved by Cllr A. Harrison and seconded by Cllr R Overton that Cllr Rob Cadman be elected Vice-Chairman for the ensuing year. Resolved: that Councillor Cllr Cadman be elected Vice Chairman of the Parish Council for the ensuing year. a) Councillor R Cadman duly read and signed the Declaration of Acceptance of Office.	
3/24	<b>Declaration of office</b> Resolved: that any Councillor who is unable to make their declaration of office, because of ill health, in time for the first Parish Council meeting following his or her election, may make that declaration on the prescribed form in time for the following meeting which is 19 June 2023.	
4/24	<b>Public Question Time</b> There were two members of the public present.	

	<p>The following matters were raised and will be passed on to the appropriate Telford &amp; Wrekin Council officers:</p> <ul style="list-style-type: none"> <li>• Concern was raised about the safety of the turning area in Albion Street and it was requested that road marking be added there to prevent inconsiderate parking.</li> <li>• Trees require pollarding and are very overgrown on the bank adjacent to Albion Street. It was acknowledged that it was not possible to do any pruning or hedge cutting until after the nesting season</li> <li>• Disappointment was expressed by a resident about the community bus no longer running. Cllr Overton explained that he had raised residents' concern about the loss of this service to the appropriate Cabinet Member last week, following the local government elections, as had the Parish of Ironbridge about the loss of their community bus. However, he was advised that it was easier to respond to passenger demand with the Dial a Ride service due to capacity constraints in view of the need for transport for school pupils with special educational needs.</li> </ul>									
5/24	<p><b>Apologies</b></p> <p>Apologies were received from Cllr M Warner: unwell</p>									
6/24	<p><b>Declarations of interest</b></p> <p>Cllr R Overton declared a non-pecuniary interest as Telford &amp; Wrekin Cabinet Member with responsibility for strategic planning and said that he would not take part in any discussions about strategic planning matters.</p> <p>Members agreed that they would make any other declarations if they arose during the meeting.</p>									
7/24	<p><b>Minutes of previous meetings</b></p> <p><b>Resolved:</b> that the minutes of the Parish Council Meeting held on 16 April 2023, having been circulated, be agreed and signed.</p> <p>The newly elected Councillors abstained as they were not present at this meeting.</p>									
8/24	<p><b>Appointment of Members to Standing Committees and Working Groups for 23/24</b></p> <p><b>Resolved:</b> that the following Members of the Standing Committees and Working Groups be appointed.</p> <p>Note: The Chairman is an ex officio member of all Committees</p> <table border="1"> <thead> <tr> <th></th> <th><b>Membership in 2022/23</b></th> <th><b>Membership in 2023/24</b></th> </tr> </thead> <tbody> <tr> <td>Staffing Committee</td> <td>Cllr B Richards (Chairman) Cllr I Fletcher Cllr R Overton Cllr R Williams Cllr A Harrison</td> <td>Cllr R Cadman Cllr A Harrison Cllr S Harrison Cllr J Little</td> </tr> <tr> <td>Parish Plan Committee</td> <td>Cllr R Overton (Chairman) Cllr I Fletcher Cllr S Handley Cllr B Richards Cllr R Williams Cllr D Wright</td> <td>Cllr R Overton Cllr S Handley Cllr S Harrison Cllr J Little Cllr R Tyrrell</td> </tr> </tbody> </table>		<b>Membership in 2022/23</b>	<b>Membership in 2023/24</b>	Staffing Committee	Cllr B Richards (Chairman) Cllr I Fletcher Cllr R Overton Cllr R Williams Cllr A Harrison	Cllr R Cadman Cllr A Harrison Cllr S Harrison Cllr J Little	Parish Plan Committee	Cllr R Overton (Chairman) Cllr I Fletcher Cllr S Handley Cllr B Richards Cllr R Williams Cllr D Wright	Cllr R Overton Cllr S Handley Cllr S Harrison Cllr J Little Cllr R Tyrrell
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	Gower Project Working Group	Cllr B Richards (Chairman) Cllr R Cadman Cllr S Handley Cllr R Overton	Cllr R Cadman Cllr J Little Cllr R Overton Cllr S Handley		
	Climate Emergency Working Group	Cllr R Overton Cllr R Cadman Cllr A Harrison Mark Latham Heather Capsey	Cllr A Harrison Cllr R Overton Cllr R Tyrrell Mark Latham Heather Capsey		
	Christmas Lights Working Group	Cllr R Overton Cllr S Handley Cllr B Richards Cllr A Harrison	Cllr S Handley Cllr A Harrison Cllr R Overton Cllr P Thomas		
9/24	The General Power of Competence				
	<b>Resolved:</b> that St Georges & Priorslee Parish Council is eligible to adopt the General Power of Competence and meets the following criteria: Two thirds of the Council are elected at the time of the resolution, the Clerk holds the Certificate in Local Council Administration (CiLCA)				
10/24	Affiliation to Other Organisations				
	<b>Resolved:</b> a) To continue annual Affiliation / Membership to the Shropshire Association of Local Councils (SALC) b) That Membership of the Society of Local Council Clerks (SLCC) will be decided after the appointment of the new Parish Clerk				
11/24	To Appoint Members as representatives to Outside Bodies				
	<b>Resolved:</b> that the following representatives to outside bodies be appointed.				
		<b>Representatives in 2022/23</b>	<b>Representatives in 2023/24</b>		
	St Georges Recreation Ground	Cllr R Overton	Cllr A Harrison		
	Bus Users Group	Cllr I Fletcher	Cllr J Little		
	Tree Warden	Cllr I Fletcher	Cllr P Thomas		
	Snow Liaison Officer	Cllr R Overton	Cllr R Overton		

	Granville Park Management	Cllr R Williams	Catherine Lane, Events Officer
	Friends of the Cockshutt	Cllr E Dabbs and Cllr M Warner	Cllr E Dabbs
	St Georges Partnership	Cllr R Overton	Cllr R Overton
	Wrekin Area Committee of SALC	Cllr R Williams	Cllr S Handley
12/24	Meeting Schedule for 2023/24		
	<p><b>Resolved;</b> that the Parish Council meetings continue to be held on the third Tuesday of the month as follows for 2023/24, excluding August.</p> <p>Tuesday 16 May at 7.00 pm  Tuesday 20 June at 7.00 pm  Tuesday 18 July at 7.00 pm  Tuesday 19 September at 7.00 pm  Tuesday 17 October at 7.00 pm  Tuesday 21 November at 7.00 pm  Tuesday 19 December at 7.00 pm  Tuesday 16 January at 7.00 pm  Tuesday 20 February at 7.00 pm  Tuesday 19 March at 7.00 pm  Tuesday 16 April at 7.00 pm</p>		
13/24	Clerk's Update		
	The Clerk's update was received and noted.		
14/24	Planning		
a).	<p><b>Nominated:</b> Councillor Andy Harrison will have Delegated Authority, together with the Clerk, to respond to planning applications where the deadline is before the next Parish Council Meeting.</p> <p><b>Planning Applications – Report for Parish Meeting on 16 May 2023</b></p>		
b).	<p><b>Planning applications to consider:</b></p> <p><b>TWC/2023/0289</b>  <b>Site address:</b> 9 Woodhouse Lane, Priorslee, Telford, Shropshire, TF2 9SX  <b>Description of proposal:</b> Erection of a single storey side extension and balcony  <b>No objection</b>  <b>TWC/2022/0508</b>  <b>Site address:</b> Land between, Castle Farm Way and A5 (Phase 2b), Priorslee, Telford</p>		

	<p><b>Description of proposal:</b> Reserved matters application for the erection of 162no dwellings, public open space and associated infrastructure in pursuant to outline application TWC/2014/0980 including details for access, appearance, landscaping, layout and scale *** Amended description, plans and information ***</p> <p><b>Resolved:</b> that Cllr A Harrison to email the Clerk with any comments concerning the application which will then be circulated to the Parish Council.</p> <p><b>TWC/2023/0298</b>  <b>Site address:</b> 4 Crest Road, St Georges, Telford, Shropshire, TF2 9NG  <b>Description of proposal:</b> Erection of a single storey rear extension, first floor side extension and porch</p> <p><b>Resolved:</b> that Cllr A Harrison to email the Clerk with any comments concerning the application which will then be circulated to the Parish Council.</p> <p>c) <b>Responses made under delegated authority</b></p> <p><b>TWC/2023/0254</b>  <b>Site address:</b> 5 The Grove Estate, St Georges, Telford, Shropshire, TF2 9JH  <b>Description of proposal:</b> Erection of a single storey side and rear extension, creation of a vehicular access, retaining wall and a 1.21m high fence  <b>No Objection</b></p> <p><b>TWC/2023/0268</b>  <b>Site address:</b> 49 The Timbers, St Georges, Telford, Shropshire, TF2 9U  <b>Description of proposal:</b> Erection of single storey rear extension  <b>No Objection</b></p> <p><b>Results of Planning Applications notified by Telford &amp; Wrekin Council</b></p> <p><b>TWC/2023/0099</b>  <b>Site address:</b> Site of 28, 30 &amp; 32 Stafford Street, St Georges, Telford, Shropshire  <b>Description of proposal:</b> Erection of 2no. dwellings and creation of a new access off Rothwell Close ****AMENDED PLANS SUBMITTED****  <b>Full granted</b></p>	
15/24	Finance	
a)	<p><b>Resolved to nominate</b> the following signatories for the Bank of Scotland Parish Council Account:</p> <p>Cllr A Harrison  Cllr S Harrison  Cllr S Handley  Cllr R Overton  Cllr P Thomas</p>	
b)	<p><b>Resolved;</b> that the existing arrangement for payments by on-line Banking to be continued.</p>	

- c) **Resolved:** that the existing arrangements for payments by Debit Card to be continued. This included a limit of £150.00 for any spend by the Clerk on the debit card, without prior written approval.
- d) **Resolved:** that Cllr R Cadman be appointed as the Member to conduct a check of finances every quarter throughout the financial year
- e) **Resolved to approve:** a Chairman's Allowance for 2023/24 of £800

f) **Expenditure Approvals List for Parish Council meeting on 16 May 2023**

Note: all of these amounts include VAT where applicable but this can be reclaimed

Name	Particulars	Amount (£)	Detail
Staff salaries	Salaries and wages in May	3,642.92	Standing order
HMRC	Tax and NI in May	443.61	Bank Transfer
Pension Fund	Pension contributions in May	936.61	Bank Transfer
Amazon	Office Supplies	33.74	Debit Card
Amazon	Items for Coronation event	23.22	Debit Card
Morrisons	Refreshments and gift for volunteers	11.30	Debit Card
Caven Walker	Generators for the bouncy castles	80.00	Bank Transfer
S Handley	Reimbursement re event fliers	84.65	Bank Transfer
Desi Flame	Samosas for event	180.00	Bank Transfer
S Harrison	Reimbursement for raffle tickets	10.99	Bank Transfer
Aldi Stores	Refreshments for event	22.80	Debit Card
Farmfoods	Cans of drink for samosa stall	47.99	Debit Card
S Harrison	Reimbursement for sunflower seeds	11.99	Bank Transfer
S Harrison	Reimbursement for small envelopes	10.49	Bank Transfer
SALC	Annual subscription	2,359.87	Bank Transfer
npower	Christmas lights electricity	524.62	Bank Transfer
Telford & Wrekin Council	Telephony charges	182.18	Bank Transfer
Telford & Wrekin Council	Q4 Streetlighting additional works	321.82	Bank Transfer
Telford & Wrekin Council	Q4 Streetlighting	7,665.31	Bank Transfer
Timmy T Events	Stage hire and generator	730.00	Bank Transfer
PCC Priorslee	Materials for Messy Church activity	18.90	Bank Transfer
Macy O	Singer at Coronation event	70.00	Bank Transfer
Bees & Trees	Activity at Coronation event	400.00	Bank Transfer

	idverde	Play area inspections in April 23	156.00	Bank Transfer									
	Jones's Gardening	Invoice 1032	191.40	Bank Transfer									
	Jones's Gardening	Invoice 1033	242.40	Bank Transfer									
	Jones's Gardening	Invoice 1035	230.00	Bank Transfer									
	Jones's Gardening	Invoice 1045 repair of Timbers noticeboard	15.95	Bank Transfer									
	Jones's Gardening	Invoice 1046 hygiene supplies	8.45	Bank Transfer									
	Telford & Wrekin Council	Benches for Gatcombe Way	1,048.80	Bank Transfer									
	Cartridge People	Printer toner	129.42	Bank Transfer									
	<b>Total</b>		<b>19,835.43</b>										
g)	<p>The Parish Council has been insured for at least the past six years with Zurich Municipal. A quotation received this year from Zurich Municipal involved an increased premium and further companies were researched, with the view to renewing the policy on 1 June,2023. BHIB is a broker that specialises in insurance for parish councils and the following quotations were received:</p> <table border="1"> <thead> <tr> <th>Insurance Company</th> <th>Three-year agreement premium (£)</th> <th>Standard one year premium (£)</th> </tr> </thead> <tbody> <tr> <td>Zurich Municipal</td> <td>3,425.69 (9% increase on last year)</td> <td>3,792.32</td> </tr> <tr> <td>BHIB underwritten by Aviva Insurance Ltd</td> <td>2,303.86</td> <td>2,411.73</td> </tr> </tbody> </table> <p><b>Resolved:</b> that insurance cover will be provided by Aviva Insurance Ltd on a three year long-term undertaking, at a cost of £2303.86 per year.</p>				Insurance Company	Three-year agreement premium (£)	Standard one year premium (£)	Zurich Municipal	3,425.69 (9% increase on last year)	3,792.32	BHIB underwritten by Aviva Insurance Ltd	2,303.86	2,411.73
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16/24	Environment/Public Realm												
a)	<p><b>Community Action Team (Enforcement) Update</b> A report on activities in April 2023 was received and noted.</p> <p>The relatively few fixed penalty notices issued outside schools was commented upon. If the Neighbourhood Enforcement Officers are present, it modifies parking behaviour but if they are not, illegal and inconsiderate parking appears to take place.</p> <p><b>Resolved:</b></p> <ol style="list-style-type: none"> <li>That the Clerk request that the CAT team arrive only five minutes before school start time in order to more effectively monitor and enforce illegal parking around the school gate.</li> <li>That other Parish Councils are consulted to ascertain the impact that the CAT team has on illegal parking outside schools in their area.</li> </ol>												

b)	<b>Community Action Team (Public Realm) Verbal Update</b> The CAT team have dug over the school garden at St Georges CofE Primary School and laid wood chip paths. The school are delighted with the improvement.	
17/24	<b>Gower Project Update</b>	
	The monthly catch up meeting with Telford & Wrekin Council due to take place on 9 May was cancelled but slides about progress had been circulated last week to the Parish Council.	
18/24	<b>Health &amp; Safety</b>	
	There was nothing to report.	
19/24	<b>Community Projects and Events</b>	
	<b>Noted:</b> a) A Report from the Community Projects & Events Officer b) A report from the St Georges Partnership about the St Georges Day Event c) A verbal report from the Coronation Working Group about the King Charles III Coronation event. The working group and volunteers were thanked. d)	
20/24	<b>Correspondence</b>	
	No correspondence received.	
21/24	<b>Next Meeting</b>	
	The next meeting will be the Parish Council Meeting held at 7.00 p.m. on Tuesday 20 <sup>th</sup> June 2023 The meeting closed at 7.55 pm.	

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