

## Minutes



**Meeting held: St Georges & Priorslee Parish Council**

**Date: Tuesday 20<sup>th</sup> December 2016 at 7pm at**

**St Georges & Priorslee Parish Centre**

**Chairman: Cllr Richard Overton**

**Minute Taker: Wendy Tonge ( Parish Clerk)**

**Present:**

<b>Councillors:</b>	R Overton	Mrs V Fletcher	I Fletcher
S Overton	Mrs B Richards	J Minor	R Williams
T Hoof			
<b>In attendance:</b>	2 Members of the public		

<b>113/17</b>	<b>Public Question Time</b>	
	<p>Mr Holt raised concern that the white line markings have still not been painted on the junction of New St/Albion St. He had also been led to believe Albert Street was also to have the white lines completed – the Clerk agreed to contact Amanda Roberts at Telford &amp; Wrekin Council</p> <p>Mrs Sugrue- Lawrence raised her concern regarding the Telford &amp; Wrekin Council 'Pride in your High Street Funding' which has been allocated for the St Georges area. It was agreed the Clerk would write to Richard Partington (T&amp;WC Managing Director) to highlight that whilst the Parish Council fully supported the initiative in principle, it wished to raise concern that such funding initiatives should not be used to support improvements to private properties, the Parish Council also wished to raise the importance of ensuring they are kept fully informed and involved in any similar initiatives which impact on the Parish.</p> <p>Priorslee resident Mr P Thomas has recently forwarded written correspondence to Cllr I Fletcher regarding his dissatisfaction of the Christmas lights in the East Priorslee Area – it was agreed whilst most of the lights provided across the Parish had been well received and was to a satisfactory standard, there still remains a need for improvements to be made. The Clerk was asked to conduct a review of the current lighting arrangements and report back to Council in the new year on recommendations for improvements, including East Priorslee.</p>	
<b>114/17</b>	<b>Apologies</b>	
	S Ali - Holiday, Mrs J Overton –Unwell, S Malpass-Unwell	
<b>115/17</b>	<b>Declarations of interest</b>	

	Councillors I Fletcher and J Minor declared an Interest in all Planning Matters and undertook not to vote	
<b>116/17</b>	<b>Minutes</b>	
	Resolved: That the minutes of the meeting held on November 15th 2016, having being previously circulated be signed by the Chairman as a true record.	
<b>117/17</b>	<b>Clerks update on matters arising</b>	
	None raised, all matters arising covered in the Clerks Report	
<b>118/17</b>	<b>Clerks Report</b>	
	<p><b><u>Adoption of the Parish Plan 2017/18</u></b></p> <p>Members of the Parish Council were invited to join the Chairman at a Parish Planning workshop on Saturday 29th October 2016. The Parish Council acknowledged the original Parish Engagement Strategy adopted in 2009 was very outdated and a new approach to setting the Councils priorities was needed to help them to consider what are the key areas which the community identify should be reflected in the Councils Parish Plan. The 'Community Listening' consultation work carried out in 2016 by the Citizen Engagement Community Organisers who spoke to over 900 residents has provided the Council with the opportunity to consider the emerging needs of its Parish and demonstrate it is a Council which listens to its Community. It is anticipated that this will become a regular annually held workshop for Council Members to be able to discuss any concerns, be given the opportunity to suggest improvements, agree priorities and create a new plan which will then consequently feed into the budget process.</p> <p><b>Resolved: It was agreed the Parish Council will adopt the Parish Plan 2017/18.</b></p> <p><b><u>Purchase of Secure Safe</u></b></p> <p>As previously agreed with Council, the Clerk has received the following quote from UK Safemoves (Telford based Company) to provide the Parish Council with a Secure Safe. To provide SMP Economy size 1412 Measuring 500h x 449w x 453d Externally. 356h x 305w x 305 d Internally. Volume - 33 ltrs Weight - 157 kgs Cash Risk £3000.00 overnight. Fire Rating BS 476 Pt 20 30 mins Certificate. Cost inclusive of installation £435.00 plus VAT.</p> <p><b>Resolved: It was agreed the Clerk should purchase the Secure Safe</b></p> <p><b><u>Gower Street Building</u></b></p> <p>Cllr Lee Carter, Cabinet Member for Finance for Telford &amp; Wrekin Council has provided the following breakdown in response to the Parish Councils request regarding the funding earmarked for the Gower Street Building. Below is the list of budgets set aside and grants awarded to Heritage Group together with expenditure.</p> <ul style="list-style-type: none"> <li>• £650,000 Refurbishment budget</li> <li>• £22,403 Park/Play area grant</li> <li>• £17,800 fence/gates at front grant</li> </ul> <p>Of the £650,000 to date £59,303 has been spent which mainly covers the roof to protect the building (£38,500) plus other expenditure in preparing the bid, skips for the clear ups and the ongoing rental of the security shutters. Of the other two grants nothing has yet been spent. Other minor expenditure by TWC is;</p> <ul style="list-style-type: none"> <li>• November 2014 - £200 towards the running of the group</li> <li>• September 2015 - £150 to hire a JCB for external clean up</li> <li>• June 2016 - £200 for the Gower Partnership Summer Festival</li> </ul>	

	<p>Telford &amp; Wrekin Council have committed nearly £10k of officer time to date to these projects mainly in Building Surveyor and the BiT Team Service Delivery Manager time. This does not include any time spent by Rachael Jones (SDM) and the Community Participation Team. The Clerk has received an invitation from Cllr Carter requesting she represent the Parish Council at future meetings of the Gower Group. These take place on a monthly basis and offers to provide the Clerk with an insight into the general direction of travel of the projects. They generally last for about an hour.</p> <p><b>Resolved: It was agreed the Clerk should attend future Gower Group Meetings and keep the Parish Council updated on a regular basis.</b></p> <p><b><u>St Georges Partnership</u></b></p> <p>At the meeting held in October members of the Group agreed to adopt a new Constitution, and have formally elected Cllr Richard Overton to continue as Chairman, Stephen Handley as Treasurer. The Parish Council have previously supported the Partnership by agreeing the Parish Clerk carries out the role of Secretary.</p> <p><b>Resolved: It was agreed the Clerk should continue her role as Secretary to the group on a temporary basis.</b></p> <p>Cllr T Hoof expressed an interest in being a member of the Partnership. It was generally felt that the Parish Council were already well represented at the meetings, however it was agreed that should Cllr Hoof wish to be a member in his capacity as a local resident Council has no objection to him formally contacting the Chairman with this request.</p> <p><b><u>Freeston Avenue Play Area</u></b></p> <p>Telford &amp; Wrekin Council Parks &amp; Open Spaces Department have forwarded the findings of the Freeston Avenue Play Area RoSPA report completed in October 2016, the full report is available from the Clerk but in summary the overall risk management scoring is 'Medium' and therefore requires us to ensure the recommendations for improvements need to be completed as soon as possible. The Clerk is liaising with Telford &amp; Wrekin Officer Phil Pritchard from Environmental Services to identify the most cost effective and appropriate company to carry out the repairs.</p> <p><b>Resolved: The Clerk to procure the necessary work through Telford &amp; Wrekin Council to ensure the repairs are carried out and is fully compliant to RoSPA's recommendations</b></p> <p><b><u>Clerk related matters</u></b></p> <p><b><u>Society of Local Council Clerks</u></b></p> <p>The annual membership renewal is now due at a cost of £157. The Regional Training Seminar planned to be held on 1<sup>st</sup> February in Telford is on offer up to 10<sup>th</sup> January 2017 at a reduced rate of £59 + VAT</p> <p>Publications</p> <p>The current Parish Councils publication –the Clerks Manual is outdated. The Clerk has been advised to purchase the publication – 'Arnold Baker on Local Council Administration', it is a complete statement of the law relating to parish and community councils now in its tenth edition, this remains the key text for Parish Councils, Local Authorities and solicitors practising in local government law and public/administration law at a cost of £92.</p> <p><b>Resolved: It was agreed the Clerk will renew the Membership &amp; attendance at the Regional Seminar for SLCC and to also purchase a new copy of the Clerks Guide.</b></p> <p><b><u>Pecuniary Interests</u></b></p> <p>The Clerk reminded all Councillors to ensure the original Disclosable Pecuniary Interests Document signed in 2015 is amended with any updates should any details need altering.</p>	
119/17	<b>Planning</b>	
(a)	<p><b>Resolved: the following recommendations be forwarded to Telford &amp; Wrekin Council</b></p> <p><b>Decisions made under Delegated Powers November/December 2016</b></p> <p>1. Application number TWC/2016/0804 Site address Land Rear of Units 1A-1C, Gatcombe Way, Priorslee, Telford, Shropshire</p>	

	<p>Description of proposal Reserved matters application for the erection of 20no. dwellings and garages to include, access, appearance, landscaping, layout and scale in pursuant to outline application TWC/2012/0530***AMENDED DESCRIPTION AND PLANS***</p> <p><b>Decision: Objection</b></p> <p>2. Application number TWC/2016/1088 Site address 6 Gilwell Grove, Priorslee, Telford, Shropshire, TF2 9SR Description of proposal Erection of a first floor side and rear extension <b>Decision: No objection</b></p> <p>3. Application number TWC/2016/1092 Site address 15 Ullswater Close, Priorslee, Telford, Shropshire, TF2 9RB Description of proposal Installation of a dropped kerb <b>Decision: No objection</b></p>	
(b)	<p><b>Plans received and 'Full Granted' by Telford &amp; Wrekin Council</b></p> <p>1. Application number TWC/2016/0712 Site address 11 Pitchford Drive, Priorslee, Telford, Shropshire, TF2 9SG Description of proposal Erection of a two storey side and rear extension Application number TWC/2016/1032</p> <p>2. Site address 10 Chilcombe Drive, Priorslee, Telford, Shropshire, TF2 9TD Description of proposal Crown thin by 25%, crown lift to 6.1m and cutting back of branches to the rear of property by up to 2.5m to 1no. Oak tree</p> <p>3. Application number TWC/2016/0961 Site address 7 - 8 Dorran Place, St Georges, Telford, Shropshire, TF2 9HN Description of proposal Replacement of existing rear flat roof over a two storey extension with a hipped tiled roof</p>	
(c)	<p><b>Applications for Consideration</b></p> <p>1. Application number TWC/2016/1076 Site address Glen Cottage, Priorslee Avenue, Priorslee, Telford, Shropshire, TF2 9SW Description of proposal Change of use of Dental Surgery (Class D1) to Restaurant (Class A3) and the erection of a two storey side/rear extension and single storey entrance NB: Request made to extend closing date for comments to allow Parish Council to consider <b>Decision: Objection- Green carded</b></p> <p>2. Application Number TWC/2016/1120 Site address Wrekin Motor Spares, Yard 5, Rookery Road, St Georges, Telford, Shropshire, TF2 9BW Description of proposal Variation of Condition 1 of TWC/2015/0742 to allow the treatment building be constructed on site and be fully operation within 12 months from the date of the permission (10th February 2017) <b>Decision: Objection- Green carded</b></p> <p>3. Application number TWC/2016/1122 Site address 77 &amp; 79 West Street, St Georges, Telford, Shropshire Description of proposal Internal alterations to change 77 &amp; 79 into 1no. dwelling with external changes to windows and new opening to form parking area and the erection of a single storey rear extension <b>Decision: No objection</b></p> <p>4. Application number TWC/2016/1131 Site address 2 Highgate Drive, Priorslee, Telford, Shropshire, TF2 9FE Description of proposal Erection of single storey rear extension and associated works <b>Decision: No objection</b></p> <p>5. Application number TWC/2016/1151 Site address Garage, New Street, St Georges, Telford, Shropshire, TF2 9AW Description of proposal Installation of 1no. non illuminated fascia sign <b>Decision: No objection</b></p> <p>6. Application Number TWC/2016/1160 Site address Bodite, 15 Church Street, St Georges, Telford, Shropshire, TF2 9JU Description of proposal Variation of condition 3 of planning permission TWC/2016/0343 to extend the opening hours to 7:00 - 22:00 Monday to Sunday (inclusive) <b>Decision: No objection</b></p>	
120/17	Accounts	

	<b>Resolved: that the following accounts be approved for payment:</b>				
	<b>Name</b>	<b>Particulars</b>	<b>Invoice No</b>	<b>Amount</b>	<b>Cheque No</b>
	J Ellis	Wages	-	£259	011175
	W Tonge	Salary	-	£2,398.99	011176
	K James	Salary/Travel	-	£346.06	011177
	Lyreco	Stationery	6190272022	£343.09	011178
	PP Electrical Services	Gatcombe Way Shop lights	6652	£1,164.	011179
	PP Electrical Services	Christmas lights	6638	£12,411.60	011180
	SALC	Annual Fees (original cheque lost, currently being cancelled with Bank)	9144	£1,775.74	011211
	Telford & Wrekin Council	Telephone	4297248 4300690	£9.20 £13.73 Total=£22.93	011212
	Inland Revenue	Salaries	-	£788.62	011213
	SALC	CILCA Training 25/11/16	212	£60	011214
	Shifnal & Priorslee Medical Practice	Donation to Christmas lights electrical supply	-	£50	011215
121/17	<b>PET Report</b>				
<b>Resolved: that the following PET report be adopted</b>					
<b>St Georges &amp; Priorslee Parish Council PET Meeting held Tuesday 23rd November 2016 10.30am at the Parish Centre</b>					
<b>Present:</b> Wendy Tonge (Parish Clerk), Mark Greaves (T&WC), Apologies Derek Carr (TWS)					
<b>Review of PET Operatives Work Programme</b>					
The Clerk is still waiting for the updated plan from Derek.					
Action: Mark to remind Derek to update the new Work Programme and forward a copy to the Clerk for distribution to Council					
<b>Improvements to the Village Green</b>					
The Clerk confirmed the following work to go ahead funded from the PET Budget.					
1. Picnic tables					
Purchase 2 Picnic tables £988 each to install £336 each      Total £2,648					
2. Litter Bins					
Replace 2 litter bins £450 instillation £140      Total £590					
3. 1 Drop down Bollard					
1 metal drop down bollard £85 instillation £70      Total £155					
4..Creating a low soil mound to restrict traveller access					
Import soil to create a low mound rake and seed      Total £800					
On- going maintenance to be undertaken.					
<b>Action:</b> Mark Greaves to action the work and confirm timeline for completion					
<b>Budget</b>					
With respect to the PET budget, Mark confirmed the Parish Council have the following for 2016-17 (not including Village Green Costs £4,193)					
£7,500 Materials					
£239 carry over from 2015-16					

	<p>£2,000 apprentice shortfall Total £9,739 Mark and Phil Pritchard are due to meet with their accountants next week to confirm these figures <b>Action:</b> Mark to ensure T&amp;WC to provide an accurate budget as soon as possible</p> <p><b>Planters- outside the Parish Centre</b> Mark to arrange transfer of planters and plants to the Parish Centre</p> <p><b>Lychgates &amp; Priorslee Clock</b> The Clerk raised concern that despite ongoing dialogue with T&amp;WC, the Parish were still waiting for an answer regarding any formal response on what is the Borough Councils current stance on the situation and have they identified a tangible solution in how to move forward in working with the Parish, also would they be willing to attend to a future meeting to present the suggestions? <b>Action</b> Mark to speak to Dave Hanley regarding giving a formal response to the Borough's position</p> <p><b>New Bins – Wilkinson Close/Furnace Rd &amp; Hayward Ave</b> Mark Confirmed new bins were ordered and due to be installed over the next 2 weeks.</p> <p><b>Meeting ended 11.30am</b></p>	
<b>122/17</b>	<b>Correspondence</b>	
	<p><b>The following correspondence was received and the contents noted:</b></p> <ul style="list-style-type: none"> <li>• Thank you letter for Grant received from St Georges Community Group</li> <li>• Invitation from the Gower Heritage Foundation to attend a consultation day for the Architecture of the Gower Building, to held on Saturday 14th January 11-4pm at the Parish Centre</li> </ul> <p><b>Telford &amp; Wrekin Council :</b></p> <ul style="list-style-type: none"> <li>• •Footway maintenance 2017/18- all members were asked to forward the Clerk any comments</li> <li>• •Night Fishing – Priorslee Flash - no objections to the new proposals were raised</li> <li>• •Freight Strategy Survey- Cllr I Fletcher kindly agreed to complete on behalf of the Parish Council</li> </ul>	
<b>123/17</b>	<b>Date of next meeting Budget/Council meeting</b>	
	<p>It was agreed the Parish Councils next meeting to be held January 2016, the meeting will include consideration and agreement of the 2017/18 financial budget. <b>Resolved: The next Parish Council meeting will be held on Tuesday 31<sup>st</sup> January 2017, 7pm at the Parish Centre.</b></p>	
<b>124/17</b>	<b>Delegated Powers</b>	
	<b>Resolved: That the Chairman and Clerk be given Delegated powers until the January Parish Council Meeting for all Planning matters.</b>	
	<p><b>Signed by Chairman..... Date.....</b></p>	