

Minutes



Meeting held: St Georges & Priorslee Parish Council Meeting
Date: 7.00 p.m. on Tuesday 19 September 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: Kate Southgate
Administrative Assistant: 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	J Smart	
In attendance:	J Ellis	C Lane	

59/24	Welcome from the Chair	
	<p>The Chairman welcomed Cllr Smart to the Parish Council following her recent election.</p> <p>He also welcomed the new Parish Clerk, Catherine Southgate.</p>	
60/24	Apologies	
	<p>Apologies were received from Cllr. R. Tyrrell: on holiday</p>	
61/24	Declaration of Acceptance of Office	
	<p>Cllr J Smart having been elected to the office of member of St Georges & Priorslee Parish Council, declared prior to the commencement of the meeting that she would take that office upon herself, and would duly and faithfully fulfil the duties of it according to the best of her judgement and ability and undertook to observe the code as to the conduct which is expected of members of the St Georges & Priorslee Parish Council.</p>	
62/24	Declarations of Interest	
	<p>Cllr R Overton declared a non-pecuniary interest as Telford & 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>Cllr S Handley declared an interest as substitute Member of the Borough Planning Committee and is thus unable to vote on Planning matters.</p>	

	Members agreed that they would make any other declarations if they arose during the meeting.	
63/64	Public Questions	
	<p>The following matters were raised and will be passed on to the appropriate Telford & Wrekin Council officers:</p> <ul style="list-style-type: none"> • Thanks were expressed for the planting of the flower beds which are looking very nice but also regret that they were not re-planted at the same time as the new flower bed at Priorslee. • It was raised that although the hedge had been trimmed in Albion Bank so that people can walk along the footway more easily, the trees had not been 'topped' at the same time. The member of the public was advised by the operative on site that this type of pruning (topping) is no longer carried out. The Chairman advised that it is the Tree Officer at the Borough Council who makes any decision about reducing the height of trees and that he would send another email to the Team and will report back. • A discussion arose concerning Traffic Regulation Orders that were being implemented across the Borough and that these were yet to be received for St Georges. • A member of the public wanted to raise awareness of ongoing issues in St Georges Ward West to include dropped kerbs near the bus shelter on Priorslee Road. She also made a suggestion for the installation of double bins in specific locations because a number of waste bins in the parish are overflowing at times. The Chairman advised that comments are best made by residents on such matters via the Borough Council's website or app. In this instance, this could result in a change to the schedule of emptying a bin in any particular location and would help easily identify the specific locations of overflowing bins. • Concern was raised over minutes not being taken at site visits and at Working Group meetings, in the context of the subsequent publishing of such meeting Notes and minutes to ensure that the Parish Council is able to keep parishioners up to date with their work. It was requested that minutes of these meetings and other Working Groups are published on the website in order to improve transparency. The Chairman agreed that a Note of the Gower Working Group and Christmas Lights Working Group meetings would be published on the website. These are the two Working Groups currently meeting and it was noted that the Staffing Committee minutes would not be published. • Member of public wanted to raise awareness of the potential sale of private land for housing development at Greenfields Farm and also raised concerns about Highway matters concerning an 'in – road' from Telford Way. • Suggestions made about dog poo and that dog owners could be encouraged to pick up others' dog poo when they have spare bags. Bags are available from the Parish Centre. 	

64/24	Minutes of previous meetings	
	<p>a. Resolved: that the minutes of the Parish Council Meeting held on 18 July 2023, having been circulated, be agreed</p> <p>b. Resolved: that the minutes of the Staffing Committee held on 8 August 2023, having been circulated, be agreed</p>	
65/24	Clerk's Update	
	The Clerk's update was received and noted.	
66/24	Delegated Authority Decisions since the last meeting	
	<p>a) Rocker bike repair</p> <p>During the weekly inspections it was reported that the Rocker Bike was loose in the ground and in need of repair. Advice was sought from Richard Foden at Telford & Wrekin Council who made a recommendation to use Stevenson Carter Property Services and a quotation was provided for £525 plus vat.</p> <p>b) Priorslee Clock</p> <p>Annual service contract for the clock Annual service contract for the Priorslee Clock. The annual service was carried out on the clock on 23rd August 23 at a cost of £244 plus vat.</p>	
67/24	Planning	
a).	<p>Planning Applications – Report for Parish Meeting on 19 September 2023</p> <p>Responses made under delegated authority</p> <p>TWC/2023/0597 Site address: Land between 13 and 14A Cappel Drive, St Georges, Telford, Shropshire Description of proposal: Erection of 1no. dwelling Object</p> <p>TWC/2023/0565 Site address: Site of Greenacres & The Bungalow, Church Street, St Georges, Telford, Shropshire Description of proposal: Demolition of 2no. bungalows and erection of 4no. dormer bungalows Object</p> <p>Planning applications to consider:</p> <p>TWC/2023/0671 Site address: Site of Unit 7, 8 and 9 Gower Street Trading Estate, Gower Street, St Georges, Telford, Shropshire Description of proposal: Erection of 1no. detached unit and 1no. semi-detached unit (use class E) Object</p> <p>TWC/2023/0652</p>	

Site address: 41 Yellowstone Close, St Georges, Telford, Shropshire, TF2 9UG

Description of proposal: Installation of dropped kerbs

No Objection

TWC/2023/0640

Site address: 26 Fountain Drive, St Georges, Telford, Shropshire, TF2 9DP

Description of proposal: Erection of a single storey rear extension

No Objection

TWC/2023/0634

Site address: 2 Moorland Drive, Priorslee, Telford, Shropshire, TF2 9RN

Description of proposal: Erection of a first floor side extension and conversion of existing garages into a habitable space

No Objection

TWC/2023/0670

Site address: 40 Priorslee Village, Priorslee, Telford, Shropshire, TF2 9NW

Description of proposal: Erection of a part two storey and part single storey rear extension

No Objection

TWC/2023/0686

Site address: 77 Old Toll Gate, St Georges, Telford, Shropshire, TF2 9FH

Description of proposal: Erection of a single storey rear extension, single storey front extension and conversion of existing garage into a habitable space

No Objection

Tree Preservation Order

TWC/2023/0639

Site address: Grove House, Grove Street, St Georges, Telford, Shropshire, TF2 9JW

Description of proposal: Crown lift by up to 8m to 1no. Beech tree

No Objection

b).

Results of Tree Preservation Orders notified by Telford and Wrekin Council

TWC/2023/0441

Site address: Lindisfarne, Church Street, St Georges, Telford, Shropshire, TF2 9NA

Description of proposal: Crown thinning by up to 25% to 1no. Apple tree

Tree Preservation Order Granted

Results of Planning Applications notified by Telford & Wrekin Council

TWC/2023/0197

Site address: Priorslee Primary Academy, Priorslee Avenue, Priorslee, Telford, Shropshire, TF2 9RS

Description of proposal: Removal of Condition 1 of planning permission

TWC/2020/0212 (demountable building) for the continued use of 1no. demountable building

Full Granted

TWC/2022/0508

Site address: Land between, Castle Farm Way and A5 (Phase 2b), Priorslee, Telford, Shropshire

Description of proposal: 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 ***

Reserved Matters Granted

TWC/2023/0200

Site address: Site of Woodhouse Farm, Woodhouse Lane, Priorslee, Telford, Shropshire

Description of proposal: Erection of a bat roost bat house

Full Granted

TWC/2022/1041

Site address: Site of Woodhouse Farm, Woodhouse Lane, Priorslee, Telford, Shropshire

Description of proposal: Variation of condition 26 on planning application TWC/2021/0557 (16no dwellings and conversion of farmhouse and barn into 5no dwellings - to facilitate the substitution of house types on plots 20 and 21

Full Granted

TWC/2023/0417

Site address: Beech Cottage, Priorslee Village, Priorslee, Telford, Shropshire, TF2 9NW

Description of proposal: Erection of a single storey side extension

Full Granted

TWC/2023/0474

Site address: 17 Hereford Drive, Priorslee, Telford, Shropshire, TF2 9U

Description of proposal: Change of use from private open space to private garden land and erection of a boundary fence

Full Granted

TWC/2023/0408

Site address: Land between, Castle Farm Way and A5 (Phase 1), Priorslee, Telford, Shropshire

Description of proposal: Variation of condition 8 (deposited plans) on planning permission TWC/2019/0864 (Reserved matters application for the erection of 455no. dwellings, associated infrastructure and public open space including details for appearance, landscaping, layout and scale pursuant to outline application

	TWC/2014/0980) to allow for redesigned access to the NEAP (Neighbourhood Equipped Area for Play) and its associated car parking Reserved Matters Granted			
68/24	Finance			
	<p>Updated Expenditure Approvals List for Parish Council meeting on 19th September 2023</p> <p>Note: all of these amounts include VAT where applicable, but this can be reclaimed</p>			
a).	Name	Particulars	Amount (£)	Detail
	Staff salaries	Salaries and wages in August	4,594.65	Standing order
	HMRC	Tax and NI in August	861.50	Bank Transfer
	Pension Fund	Pension contributions in Aug	911.23	Bank Transfer
	Midcounties Co-op	Refreshments for coffee morning	5.45	Debit Card
	Jones' Gardening	Grass cutting service Inv 1075	179.40	Bank Transfer
	Jones' Gardening	Grass cutting service Inv 1085	224.40	Bank Transfer
	Jones' Gardening	Grass cutting service Inv 1093	164.40	Bank Transfer
	idverde	Play area inspections in July 2023	156.00	Bank Transfer
	Security Wise Ltd	Annual Intruder Alarm Maintenance & Monitoring	283.20	Bank Transfer
	Boultons of Shropshire	5X Llandudno Coaches	3,500.00	Bank Transfer
	Post Office	Postage & Stamps	9.65	Debit Card
	Little Dragons Child Care	Grant	500.00	Bank Transfer
	The Parochial Church Council	Grant	500.00	Bank Transfer
	Aldi Stores	Refreshments for meet the Councillors	7.82	Debit Card Cash
	Llandudno Trip	Cash given on trip	2,040.00	Withdrawal
	Cartridge People	Printer Cartridges	131.58	Debit Card
	Jones' Gardening	Cloisters Notice Board 1099	15.00	Bank Transfer
	Power Point Stores	Henry hoover bags	7.00	Debit Card
	Mid Counties Co-op	Refreshments for coffee morning	8.15	Debit Card
	Staff salaries	Salaries and wages in September	2,735.25	Standing order
	HMRC	Tax and NI in September	199.06	Bank Transfer
	Pension Fund	Pension contributions in September	1,039.94	Standing order

<i>Mid Counties Co-op</i>	<i>Coffee Morning Refreshments</i>	<i>6.90</i>	<i>Debit Card</i>
Total		18,080.58	
Expenses Awaiting Authorisation for Payment			
Name	Particulars	(£)	
Taylor's Mechanical Services	Boiler Service	78.00	
Taylor's Mechanical Services	Blending Valve Service	81.00	
T&W Council	Underspent Cost of Living Grant	456.87	
T&W Council	Maintenance of street lighting Qtr 1	7,321.04	
AVT Communications	Hearing loop annual check	74.94	
Smith of Derby	Clock tower service	292.80	
Staffs Parish Council	New clerk induction	96.00	
Idverde	Weekly Park inspection in August 23	156.00	
JW Electrical Ltd	Year 3 christmas lights storage	1,460.40	
PKF Littlejohn	External audit 22/23	756.00	
Jones' Gardening	Grass Cutting Service Inv 1100	230.40	
Jones' Gardening	Grass Cutting Service Inv 1110	167.40	
Jones' Gardening	Grass Cutting Service Inv 2	230.40	
Jones' Gardening	Grass Cutting Service Inv 5	230.40	
Jones' Gardening	Grass Cutting Service Inv 6	167.40	
		11,799.05	

b).	Budget Comparison Report for the three months ended 31 August 2023 Noted
c).	Clerk banking authorisation: Approved
d).	Resolved to approve: the Investment Policy and Annual Investment Strategy for 2023/24
e).	Approval of expenditure for Chester coach trip - deferred
f).	Resolved to approve: Coach Trip Terms and Conditions
f).	Purchase of Remembrance Day Poppies Resolved; that 25 large poppies totalling £125.00 and three packs of cable ties at £13.17 be purchased for Remembrance Day 2023.
g).	Noted; the Finance check for Q4 for 2022/23
69/24	Grant Applications
	a). Crucial Crew - towards the running of the event for Primary School children Resolved: that due to the absence of detail provided in the application for grant funding from the Parish Council, that a grant is not awarded this year and that it would instead be considered next year, provided that all the necessary financial information as requested, together with detail on the number of pupils from the Parish is submitted to the Parish Council in support of any future grant application.
70/24	Review of Standing Orders and Financial Regulations
	Approved: the Standing Orders and Financial Regulations 2023
71/24	Environment/Public Realm
a)	Community Action Team (Enforcement) Update A report on activities in September 2023 was received and Noted.
b).	Community Action Team (Public Realm) Update Noted
72/24	Christmas Lights
	a) Noted: an update from the Christmas Lights Working Group to include: <ul style="list-style-type: none"> i. Update on new contractor Lightwire ii. Existing storage at JW Electrical and retrieval of lights and signs and transferral to Lightwire iii. Catenary wiring in St Georges Square and installation of a pole for affixing new catenary wires and new brackets onto existing businesses and new electrical boxes iv. Priorslee Medical Centre lighting v. Festoon Lighting in Church Street vi. Replacement of lighting columns, dual fuses, and column inspections vii. Replacement of small motifs in Gower Street and resale of motifs, if possible b) Approved: the purchase of an eight metre artificial Xmas tree with pole for Priorslee Clock at a cost of £549.98

73/24	Staff Gifts and Hospitality Policy	
	Resolved: to adopt the Policy	
74/24	Gower Project	
	A brief scheduled meeting with Telford and Wrekin representatives had taken place in the week preceding the Parish Council meeting with information provided in respect to the stabilisation of the boundary wall onto Walker Street.	
75/24	Health & Safety	
	Nothing to report	
76/24	Community Projects and Events	
a)	Noted: A Report from the Community Projects & Events Officer detailing future events from the diary.	
b)	Allotments A verbal report from Cllr S Harrison was received and Noted . Unfortunately, a suitable location for the location of a new site for allotments had not been identified due to a variety of issues relating to different sites.	
77/24	Correspondence	
	There were two items of correspondence considered: Item one was an email received from a parishioner commenting that the Parish website is out of date; that a minute was inaccurate; parking area in the Grove; increase to public speaking time and increase in police presence. Received and Noted . Item two was received from the contractor providing the lawn cutting service in the Parish as he is concerned that the parishioners that he visits are often isolated, struggling with transport and needing assistance. A discussion took place regarding surveying this group in respect of their needs and providing information and signposting.	
78/24	Private Session	
	Public Bodies (Administrations to Meetings) Act 1960 – To Resolve that in view of the confidential nature of the business about to be transacted which will involve the likely disclosure of exempt information as defined in the Public Bodies (Admission to Meeting) Act 1960, the public and press will be temporarily excluded from the meeting and asked to withdraw. <i>(All attendees left the meeting with the exception of the Councillors and Clerk)</i> An update from the Chair of the Staffing Committee was given regarding the staffing changes due to the resignation of the Deputy Clerk.	
79/24	Next Meeting	
	The next meeting will be the Parish Council Meeting held at 7.00 p.m. on Tuesday 17 October 2023 The meeting closed at 8.28 pm.	

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