



## St Georges & Priorslee Parish Council

Minutes of the meeting held Tuesday **20<sup>th</sup> May** following the Annual Parish Meeting in The School Hall,  
St Georges C of E Primary School, London Road, St Georges. TF2 9LJ

Chairman: Cllr Richard Overton  
Clerk & RFO: Kate Southgate  
Deputy Clerk: Catherine Lane (taking minutes)

### **Present:**

Councillors: R. Cadman, E. Dabbs, S. Handley, A. Harrison, S. Harrison, R. Overton, J. Smart, P. Thomas, R. Tyrrell.

**In attendance:** J. Ellis (Community Events & Parish Support Officer).

### **1/26 Election of Chairman:**

**Resolved** to elect Cllr R. Overton as Chairman for the year 2025 - 2026

### **2/26 Declaration of Acceptance of Office:**

Cllr R. Overton signed the Declaration of Acceptance of Office

### **3/26 Election of Vice - Chairman:**

**Resolved** to elect Cllr R. Cadman as Vice -Chair

### **4/26 Declaration of Acceptance of Office:**

Cllr R. Cadman signed the Declaration of Acceptance of Office

### **5/26 Apologies:** J. Little, G. Singh

**Resolved** to note the apologies.

### **6/26 Declarations of Interest:**

Cllr	Interests
S. Handley	Member of Borough Planning Committee

Members agreed that they would make any other declarations if they arose during the meeting

**7/26 Public Session:** 15 minutes is allowed for members of the public to raise their concerns. There were six members of the public present the items raised were:

Grants from the Parish Council & Borough Cllr Pride Fund.

### **8/26 Minutes:**

**Resolved** To approve the minutes of the Parish Council meeting held on 15<sup>th</sup> April 2025.

### **9/26 Appointment of members to standing committees / work groups for 2025/26:**

Committee / Group	Representatives 2024/25	Representatives 2025/26
Staffing Committee	Cllr R Cadman Cllr A Harrison	Cllr R Cadman Cllr A Harrison

	Cllr S Harrison Cllr J Little Cllr R Overton	Cllr S Harrison Cllr J Little Cllr R Overton
Parish Plan Committee	Cllr R Overton Cllr S Handley Cllr S Harrison Cllr J Little Cllr R Tyrrell Cllr J Smart	Cllr R Overton Cllr S Handley Cllr S Harrison Cllr J Little Cllr R Tyrrell Cllr J Smart
Gower Project Working Group	Cllr R Overton Cllr S Handley Cllr R Cadman Cllr J Little	Cllr R Overton Cllr S Handley Cllr R Cadman Cllr J Smart
Climate Change & Plastic Free Working Group	Cllr A Harrison Cllr R Overton Cllr R Tyrrell Mark Latham	Cllr A Harrison Cllr R Overton Cllr R Tyrrell Cllr P Thomas Mark Latham
Christmas Lights Working Group	Cllr S Handley Cllr A Harrison Cllr R Overton Cllr P Thomas Cllr J Smart	Cllr S Handley Cllr A Harrison Cllr R Overton Cllr P Thomas Cllr J Smart
Parish Council Events Working Group	Cllr R Overton Cllr S Handley Cllr A Harrison Cllr S Harrison Cllr J Smart	Cllr R Overton Cllr S Handley Cllr A Harrison Cllr S Harrison Cllr J Smart

**10/26 Affiliation to other organisations:**

**Resolved** to continue annual affiliation to Shropshire Association of Local Councils (SALC)

**Resolved** to fund annual membership to Society of Local Council Clerks (SLCC)

**11/26 Representatives to outside bodies:**

	<b>Representatives in 2024/25</b>	<b>Representatives in 2025/26</b>
St Georges Recreation Ground	Cllr A Harrison	Cllr A Harrison
Bus Users Group	Cllr P Thomas	Cllr P Thomas
Tree Warden	Cllr A Harrison	Cllr A Harrison
Snow Liaison Officer	Cllr R Overton	Cllr R Overton
Granville Park Management	Catherine Lane	Catherine Lane
Friends of the Cockshut	Cllr E Dabbs	Cllr E Dabbs
St Georges Partnership	Cllr R Overton	Cllr R Overton
Wrekin Area Committee SALC	Cllr S Handley	Cllr S Handley

Wrekin Area Committee SALC		Cllr R Tyrrell
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### **12/26 contact details**

**Resolved** that everyone was happy with the current contact details in public domain.

**13/26 Clerk's update on any matters arising from the previous meeting:** the Clerk updated the Council on recent activity at the Parish Centre, including regular room use, well-attended breakfast clubs and coffee mornings, and residents collecting Barmouth coach trip tickets. The gardening scheme has begun with positive feedback, though it was noted that more residents could have been supported. The Roll of Honour was reinstalled ahead of the VE Day 80 commemorations, with thanks to Sign of the Times for their generous support.

Thanks were also given to Steel Street, Local Primary Schools, the WI, the PRA & Catherine for their work on the successful VE Day 80 events. Two new CAT operatives, Bogdan and Red, have joined to assist with planting and environmental work. The community noticeboard has also been reinstated in The Square, with support from Steel Street.

### **15/26 Planning:**

To consider the following planning applications: Councillors are requested to view the application prior to the meeting at <https://secure.telford.gov.uk/planning/home.aspx>

### **Applications:**

#### **TWC/2025/0287**

**Site address:** 1 Checkley Lane, St Georges, Telford, Shropshire, TF2 9UD

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

**Comment:** no objections

#### **TWC/2025/0292**

**Site address:** Abbey House, Whitechapel Way, Priorslee, Telford, TF2 9RG

**Description of proposal:** Variation of condition 7 (Amount of weddings and guests) on previously approved planning application TWC/2024/0871 (Variation of condition 6 (usage hours) and 10 (firework restrictions) of planning application TWC/2022/0898 (Change of use from commercial offices (Use Class E) to place of worship (Use Class F1)) to allow changes to the number of events permitted outside of the consented hours (condition 6) and changes to the number of fireworks throughout the year (condition 10)) \*\*\* Amended description \*\*\*

**Comment:** The Parish Council supports the application; however we would not like to see any increase to the amount of / number of fireworks throughout the year (condition 10) and we would request that with any increase in events (condition 7) that the venue is conscious about noise. As far we could see, details of variations requested for conditions 6 and 10 were not on the form.

#### **TWC/2025/0315**

**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 (1100 dwellings, a commercial centre, primary school, local centre, and a retirement village) including details for access, appearance, landscaping, layout and scale

**Comment:** no comment.

#### **TWC/2025/0317**

**Site address:** Priorslee Medical Practice, Priorslee Avenue, Priorslee, Telford, Shropshire, TF2 9SW

**Description of proposal:** Erection of a two storey side and rear extension and installation of 1no. rear roof light

**Comment:** support.

**TWC/2025/0323****Site address:** 76 John Rushton Drive, Priorslee, Telford, Shropshire, TF2 5AE**Description of proposal:** Erection of 1no. outbuilding for use as a beauty salon**Comment:** The Parish Council has concerns around parking, especially when there is a switch between clients.**TWC/2025/0340****Site address:** Former Abbey House, Whitechapel Way, Priorslee, Telford, Shropshire, TF2 9R**Description of proposal:** Change of use from place of worship (Use Class F1(f)) to place of worship (Use Class F1(f)) and nurse's (Use Class E(f))**Comment:** support.**Permissions Granted:****TWC/2024/0117****Site address:** Land adjacent Bramble Cottage, 4 Duke Street, St Georges, Telford, Shropshire**Description of proposal:** Change of use from open land to car parking area and erection of fence (Retrospective)**Decision:** Full Granted 17.04.25**TWC/2025/0219****Site address:** The Priorslee, Priorslee Avenue, Priorslee, Telford, Shropshire TF2 9SW**Description of proposal:** Demolition of existing entrance, conservatories and the erection of front and side extensions and associated landscaping**Decision:** Full Granted 12.05.25**TWC/2025/0238****Site address:** Tristan, 7 Albion Street, St Georges, Telford, Shropshire, TF2 9AU**Description of proposal:** Erection of a single storey side and rear extension \*\*\*\*\*amended plans received\*\*\*\*\***Decision:** Full Granted 12.05.25 (*comments received from TWC*)**TWC/2025/0201****Site address:** 4 Pitchford Drive, Priorslee, Telford, Shropshire, TF2 9SG**Description of proposal:** Erection of single storey side extension, an open sided canopy to rear of existing garage and a 1.8m high boundary fence\*\*\*Amended description\*\*\***Decision:** Full Granted 16.05.25**TWC/2025/0164****Site address:** Land adjacent Greenways, Ashley Road, St Georges, Telford, Shropshire**Description of proposal:** Outline application for up to 4no. dwellings with access, all other matters reserved and demolition of existing outbuildings**Decision:** Outline Granted 15.05.25**Permissions Refusals: none.****Any other Planning Matters: none.****16/26 Finance:****(a) To approve income & payments of accounts in May 2025****Resolved** to approve all payments in May's expenditure sheet

<b>St Georges Partnership</b>	<b>St Georges Day Event - S137</b>	<b>2,500.00</b>	<b>LGA1972 S137</b>
J Ellis Reimbursement	Aldi B/fast Club 16/4	14.15	LG(MP) 1976 S.19
Co-op	Coffee Morning Supplies	5.75	LG(MP) 1976 S.19
B&M	VE Day Refreshments	13.49	LG(MP) 1976 S.19
J Ellis Reimbursement	Aldi B/fast Club 22/4	17.41	LG(MP) 1976 S.19
Bank of Scotland	Bank Charges Feb/March 25	8.50	LG(MP) 1976 S.19

Giff Gaff	Monthly Sims X2	20.00	LG(FP)A 1963 S.5
Ebay	Fitted Tablecloth	29.99	LG(MP) 1976 S.19
	<b>VE Day Supplies &amp; Staple</b>		
<b>Amazon</b>	<b>Gun - S137</b>	<b>64.04</b>	<b>LGA1972 S137</b>
	Grant Payment - DUPLICATED		
4All Foundation	March 25	650.00	N/A
	<b>Crucial Crew Grant Payment</b>		
<b>TWC</b>	<b>- S137</b>	<b>500.00</b>	<b>LGA1972 S137</b>
Idverde	Play Park Inspection April 25	156.00	PHAAA 1907 S.76
	St Georges Square		
Steel Street	Noticeboard Repair	150.00	LGA 1892 S.8
	Festive Lighting		
Npower	Consumption Xmas 24	850.54	PCA 1957 SS.3 & 1
Newbroom Gardening	1st of 9 Payments	611.12	HA 1980 S.96
Asda	B/fast Club 7/5	9.90	LG(MP) 1976 S.19
Asda	Coffee Morning Supplies	18.63	LG(MP) 1976 S.19
Asda	VE Day Refreshments	59.90	LG(MP) 1976 S.19
Wickes	Postcrete - VE Day Benches	52.50	PCA 1957 SS.1 & 7
Co-op	VE Day Milk	1.35	LG(MP) 1976 S.19
Staff Administration	May 2025 - Staffing Costs	5,846.75	LGA 1972 S.112
K Southgate			
Reimbursement	B/fast Club 30/4	4.54	LG(MP) 1976 S.19
Npower	Additional Fee	40.00	PCA 1957 SS.3 & 1
<i>J Ellis Reimbursement</i>	<i>Aldi B/Fast Club 14/5/25</i>	<i>11.41</i>	<i>LG(MP) 1976 S.19</i>
Sign of the Times Ltd	Refurbish Existing Roll of Honour	936.00	LGA 1948 S.133 (2)
TWC	Buy Back Fees 25/26	570.85	LG(MP) 1976 S.19
TWC	Data Protection Support	447.60	LGA 1972 S.111
	Teece Drive Skate Park		
TWC	Contribution	3,000.00	PHAAA 1907 S.76
TWC	6X Festive Isolators Switches	2,153.12	PCA 1957 SS.3 & 1
<b>Longmynd Travel Ltd</b>	<b>5X Coaches to Barmouth - S137</b>	<b>3,500.00</b>	<b>LGA 1972 S137</b>
<i>B Townend</i>	<i>Internal Audit Fee 24/25</i>	<i>250.00</i>	<i>LGA 1972 S.111</i>

Payments Total **£ 22,493.54**

Cash Banked	Barmouth Ticket Sales	115.00
TWC	VE Day Grant Funding	3,500.00
Cash Banked	Barmouth Ticket Sales	36.00
CCLA	Dividend	366.77
Room Hire	Sewing Group Inv 03/25	154.00
<i>Room Hire</i>	<i>Community Resource Inv 02/25</i>	<i>30.00</i>
Income Total		<b>£4201.77</b>

(b) To receive and note the bank reconciliation up to 30th April 2025 – noted.

(c) Income and expenditure report for the last month ended 30th April 2025 – noted.

(d) Chairmans Allowance for 2025/26 – to approve.

Resolved to pay the Chairman £800 for his 25/26 allowance.

(e) Quarterly Finance Checks – to appoint a member to conduct a check each quarter.

Resolved to defer this item.

(f) Payments by on-line banking–to confirm continuation of existing arrangements.

**Resolved** to continue to pay regular and expected payments such as salaries, pension, HMRC, telephone bill, bank charges & the Gardener as and when they come in without waiting for a meeting to agree payment.

**(g) Payments by Debit Card – to confirm continuation of existing arrangements in line with Financial Regulations.**

**Resolved** to allow the Clerk to spend up to £500 on the debt card as per the Financial Regulations.

**(h) Signatories for Bank Account – to confirm continuation of existing arrangements.**

**Resolved** that banking signatories are Cllrs: R. Overton, P. Thomas, S. Handley, A. Harrison, S. Harrison.

**(i) Council to confirm the Insurance fee for year three of the three-year contract.**

**Resolved** that following checks to the level of cover, the Insurance policy managed by Clear Councils Insurance Management and provided by Ecclesiastical Insurance costing £2122.57 was approved.

**(j) Council to approve £4000 contribution to the PRA summer fayre**

**Resolved** to grant the PRA £4000 towards their summer fayre event.

### **17/26 Annual Governance and Accountability Return (AGAR) 2024/25**

#### **(a) Annual Internal Audit Report 2024/25**

##### **(i) To receive recommendations in the Internal Audit Report**

The Chairman read out the Annual Internal report, which had been circulated prior.

##### **(b) To complete the Annual Governance Statement (Section 1 of AGAR)**

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.

**Resolved** yes we have.

2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

**Resolved** yes we have.

3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.

**Resolved** yes we have.

4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.

**Resolved** yes we have.

5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

**Resolved** yes we have.

6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

**Resolved** yes we have.

7. We took appropriate action on all matters raised in reports from internal and external audit.

**Resolved** yes we have.

8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.

**Resolved** yes we have.

9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.

**Resolved** N/A

**Resolved** that the Chairman and Clerk signed the completed Annual Governance Statement on behalf of the members.

**(c) Accounting Statements 2024/25**

**(i) To receive and sign Balance Sheet**

**Resolved** to agree and sign the balance sheet

**(ii) To receive Income and Expenditure Account**

**Resolved** to agree the income and expenditure sheet

**(iii) To receive Bank Reconciliation**

**Resolved** to agree the Bank Reconciliation.

**(iv) To confirm Accounting Statements (Section 2 of AGAR)**

**Resolved** to confirm the accounting statements

**(d) Notice of Elector's Rights**

**Resolved** that the dates are 3<sup>rd</sup> June – 14<sup>th</sup> July 2025.

**18/26 Council to discuss the Future of the University of Wolverhampton Priorslee Campus**

**Resolved** to invite a representative from TWC Prosperity & Investment to a future council meeting.

**19/26 Gower Project:**

**Update on project:** The Chair of the working group advised that a meeting had taken place earlier today to discuss quotes for items such as CCTV, security, door entry systems etc. Although quotes had come back for AV equipment, it was clear that we need to get these tailored to our exact needs. Discussion was had for the migration of groups into the Gower and pricing systems, as well as the use of online payments and booking systems, which should make life easier for staff.

**20/26 Community Projects & Events:**

**(a) Report from the Community Projects & Events Officer:** Recent events include the successful Falls Prevention session and a well-attended St George's Day event despite poor weather. Two VE Day benches were unveiled at the memorial, funded by TWC and the Councillors' Pride Fund. Community litter picks have taken place, and the Gardening Service is now active with positive feedback. Upcoming events include the Scarecrow Workshop (30–31 May), a litter pick (6 June), and the Big Lunch (5 June). Tickets for the Barmouth trip end this week and Llandudno tickets are available mid-June. Prom pop-up and Limetree's hanging baskets were also noted.

**21/26 Health & Safety:**

The Clerk updated the Council on the quotes received for Freeston Avenue playpark for the various issues that required attention following inspection

**Resolved** to proceed with outstanding items using EMR as soon as possible to ensure a safe environment.

**22/26 Correspondence Received:** none.

**23/26 Date of Next Meeting:** - Tuesday 17<sup>th</sup> June 2025

**24/26 Future meetings:**

Climate & Plastic Free 5:45pm Tuesday 17<sup>th</sup> June 2025

Gower Working Group 5.45pm Tuesday 15<sup>th</sup> July 2025

The Meeting closed at 9:04

Chairman.....17.06.25