

Minutes



Meeting held: St Georges & Priorslee Parish Meeting			
Date: Tuesday 30th January 2018 7pm at St Georges & Priorslee Parish Centre			
Chairman: Cllr Richard Overton			
Minute Taker: Wendy Tonge (Parish Clerk)			
Present:			
Councillors:	R Overton	J Minor	I Fletcher (late arrival due to Borough duties)
S Overton	Mrs V Fletcher	R Williams	Mrs B Richards
S Ali	T Hoof	Mrs J Overton	S Ali
In attendance:	3 Members of the public	Mrs A Atkinson (Community Projects & Events Officer)	

138/18	Public Question time	
	No matters raised.	
139/18	Apologies	
	No apologies received.	
140/18	Declarations of interest	
	Councillor Ian Fletcher declared an Interest in all Planning Matters and undertook not to vote. Members agreed that they would make any other declarations if they arose during the meeting. Resolved: That a dispensation be granted to all Members of the Parish Council until May 2018 to allow them to take part in discussions, and set the Precept on the grounds that so many members would otherwise be precluded that the meeting would not be quorate	
141/18	Minutes	
	Resolved: That the minutes of the meeting held on 19 th December 2017, having being previously circulated be signed by the Chairman as a true record.	
142/18	Clerks update on matters arising	
(a)	Additional Grit bins The Clerk thanked members for forwarding their requests for additional grit bins to be located across the Parish. A request was made to ensure that a bin is allocated on Albion Street, to be located on the corner of New Street. A total of 10 extra bins are required at a one-off cost of £1,400 plus £40 per bin a year for 3 re-fills. Resolved: that the Clerk place the order with T&W Council for 10 additional bins. That the Clerk look into the un-adopted road on Pains Lane, and contact the Developers to request they supply a bin to help resolve the current issue residents are experiencing during snow and icy conditions.	
(b)	Parking Issue – Grove Estate The Clerk informed members, she had not received a reply following a request for a member of T&WC Highways Team to work with the Parish Council to try to identify a solution to the current problems residents were experiencing. Cllr V Fletcher wished it to be noted that she was also in discussion with T&WC Manager Dominique Proud, regarding resolving similar issues along Priorslee Avenue. Resolved: that the Clerk continue to liaise with T&WC on the matter.	
143/18	Data Protection Officer	
	Copies of the new Data Protection Regulations 2018 and an offer from T&W Council to act as the Designated Protection Officer had been previously circulated. Resolved: that the Clerk invites Robert Montgomery – T&WC Audit & Governance Team Leader to give a presentation at the next Parish meeting.	

144/18	Draft financial estimates for 2018/2019	
	Copies of the Draft Financial Estimates for 2018/2019 had been previously circulated to all members and were discussed. Moved: that the Financial Estimates to be adopted and approved as they stand. Resolved: that the Financial Estimates for 2018/2019 be adopted and approved.	
145/18	Precept 2018/2019	
	The Clerk informed members correspondence from T&W Council Financial Team Leader has been received, confirming the Council Tax Support Grant is not available. Resolved: that Telford & Wrekin Council be precepted in the sum of £150,000. The required paperwork was duly signed by the Chairman, two members and the Clerk.	
146/18	Parish Carpets	
	Details of three quotes received from KRM, Oakengates Carpets and Carpet Loom had been previously circulated to all members for new carpet flooring to be fitted in the Parish Centre. Resolved: that Carpet Loom be appointed to carry out the fitting of the new flooring at the Parish Centre at the quotation price of £4,992.80 (including VAT).	
147/18	St Georges East Ward Casual Vacancy	
	Copies of the Parish By-Election Timetable of proceedings, for the potential forthcoming election to be held on Thursday 15 th March 2018, had been previously circulated to all members. Resolved: that the Clerk inform T&WC Elections Team Leader, poll cards are required and the Parish Council agree to pay the associated costs, estimated in the region of £2,000.00.	
148/18	Priorslee Clock	
	Copies of a report on the Clock from T&WC Service Delivery Manager - Environment & Neighbourhood Services had been previously circulated to all members. The matter of the clock was discussed, the following points were raised: <ul style="list-style-type: none"> • T&WC are currently responsible for the Clock and should ensure the Clock be upgraded to a high standard. • The Chairman has written directly to the Leader of T&WC, to ask if potential funding could be made available from the T&WC Legacy Fund. • The Clock is valued by local residents/community and should be replaced. • That other improvements are required in the vicinity of the Clock, particularly the overgrown Christmas tree and the urgent need to install a safety barrier around the area. Councillors Ian & Veronica Fletcher offered possible funding from their allocation as a Borough Councillor from the T&WC Members Fund 2018/19. Councillor Roy Williams confirmed he has a key to the Clock, and would return it to the Clerk. Resolved: that the Clerk feedback the comments made by Council to T&WC, and formally request that T&WC work in partnership with both the Parish Council and other interested parties, to find a solution in saving the future of the Clock.	
149 /18	Facebook guidelines	
	A copy of T&WC Standards Committee Protocol for the use of Social Media had been previously circulated to members. The Clerk reminded members of the current Communication Policy the Parish Council adopted at a Parish meeting held on 20 th September 2016. Cllr T Hoof wished it to be noted, that he would not adhere to the current Parish Council communication policy, and any future proposed guidelines preventing him using Social Media in his capacity as a Parish Councillor. He stated, that unless he is in breach of the code of conduct, he will continue to use social media to comment on the activities of the Parish Council. Resolved: that the Clerk works with Cllr I Fletcher and Mrs B Richards to review the communications policy.	
150/18	Community Projects & Events Officer: Update to Members	
(a)	A written update on the main areas of work carried out during January by the CP&E Officer was circulated. A copy of three quotes received for providing the transport for the Senior Citizens Summer Trip to Llandudno 2018 had been previously circulated. Resolved: that Boultons of Shropshire be appointed to provide the transport on Tuesday 7 th August 2018 to Llandudno at the quotation price of £2,240.00.	
(b)	A copy of three quotes received for providing the transport for the Winter Trip to Chester 2018 had been previously circulated. Resolved: that Boultons of Shropshire be appointed to provide the transport for the Senior Citizens Winter Trip to Chester on Wednesday 14 th November 2018 at the quotation price of £1,225.00 .	
(c)	Members were asked to forward suggestions for any features or articles they would like to see in the next edition of the Parish Newsletter, due for distribution in March 2018. Resolved: that the main feature is the Parish Plan and the aspirations of the Council for the new financial year.	
(d)	A quote was circulated for the purchase of an office desk and chair for the CP&E Officer, the furniture will enable the officer to be based in the Parish Office. Resolved: that the Clerk order a new desk and chair from Chrisbeon at the quotation price of £205.20.	

151/18	Parish Environmental Team report	
	<p>Resolved: that the copy of the PET management meeting which had been previously circulated to all members be adopted: St Georges & Priorslee Parish Council PET Meeting held Thursday 10th January 10.00am at Granville House, Donnington. Present: Wendy Tonge (Parish Clerk), Phil Pritchard (T&WC) Derek Carr (TWS)</p> <p>1. Laurel Bushes along Castle Farm way A proposal was made for a joint funded effort between T&WC and the Parish Council, to reduce the height of the Laurels from Gatcombe Way to the Red Hill Island, with an agreement that once the work is completed T&WC will continue to maintain them in the form of a hedge in the future. Both the Borough Council and the Parish Council have received multiple requests from residents in Bayswater Close to reduce the height of the laurels. Due to budget restrictions T&W C requested for the Parish Council to consider a contribution of 40% amounting to £956.00 Action agreed: the Clerk to ask Council to consider the proposal for joint funding of £956.00. Resolved: that the Clerk write to T&WC and confirm the Parish Council do not wish to provide financial support for the work to be carried out.</p> <p>2. Litter bins Concrete bin on the edge of The Flash. Agreed action: Replacement in Spring 2018 Requests for bins near The Timbers and Shifnal Road: Phil confirmed both bins had been monitored, based on the evidence gathered neither bins were justifiable at the present time. However, should the Parish Council continue to have concerns Phil would like to be notified. Resolved: that the Chairman write to T&WC and request for the bins to be installed, and also remind them of the need to install two additional bins along Church Road.</p> <p>3. Apprentice vacancy The current advert is being placed until 24/01/18, Phil remained hopeful that he will recruit. He raised concern should the recruitment programme be unsuccessful, it was unlikely a replacement could be found due to the complications with the current TWS contract due to end in March 2019, and therefore not be in a position to offer a 12 months placement. Phil agreed to keep the Clerk informed and reassured her that T&WC would support the Parish Council by offering alternative means of supporting the PET team if needed. Agreed Action: the Clerk to ask Council to consider the purchase of a leaving gift for the current Apprentice. Resolved: that the Clerk purchase a £50 sports voucher and present to the Apprentice on his last day of work.</p> <p>4. Snow & Icy weather programme for PET Team The Clerk requested it would be helpful for a programme of small scale gritting/clearing work to be developed for the PET team to carry out locally during bad weather conditions. Agreed Action: The Clerk to request Council Members to share local areas they felt needed attention during poor weather conditions and share with Derek and Phil for implementation as soon as possible. Resolved: that the Clerk share the proposed programme at the next PET Meeting in February.</p> <p>5. Materials/Project Budget Phil confirmed there is currently £4,487.00 remaining in the budget. Meeting ended 11.30am Date of next meeting Wednesday 14th February 10am at the Parish Centre.</p>	
152/18	Sensory Garden Project	
	<p>A sketch of the proposed Sensory Garden on Priorslee Village Green had been previously circulated. Cllr Mrs V Fletcher gave members a detailed overview of the project. Resolved: that the Sensory Garden be implemented into the Village Green, and the Parish Council PET team take on responsibility for the ongoing maintenance. That the Parish Community Projects & Events Officer encourage and promote community involvement in the project.</p>	
153/18	Date of Parish Plan Committee meeting	
	<p>It was agreed the Parish Plan Committee meeting will be held on Wednesday 7th February 2018 11am at the Parish Centre. Resolved: that the Parish Plan Committee meeting be held on Wednesday 7th February 2018 11am, at the Parish Centre. Due to the confidential nature of the business to be transacted, it is required that all members of the press & public be excluded from attending.</p>	
154/18	Cilca Qualification	
	<p>The Clerk asked Council to kindly consider extending the completion date of the CiLCA Qualification for an additional 3 months at a cost of £50.00 Resolved: that the Clerk arrange the payment of £50.00 with SLCC to extend the deadline for completion of the CiLCA qualification.</p>	
155/18	Planning	
(a)	<p>Planning Application for consideration 1. Application number TWC/2017/1056</p>	

	<p>Site address Site of The Garage, 32 Stafford Street, St Georges, Telford, Shropshire Description of proposal Demolition of existing workshops and outline application for the erection of 2no. dwellings, bin storage and alterations to parking layout with all other matters reserved Recommendation: No objection to the development of dwellings, however, Council to add a comment for further consideration to be considered regarding the entrance/exit area. Vote 8:1, 1 abstention.</p> <p>2. Application number TWC/2018/0063 Site address Garage, New Street, St Georges, Telford, Shropshire, TF2 9AW Description of proposal Removal of Condition 3 (Noise Assessment) and Variation of Conditions 5 and 6 (Parking Layout), Condition 7 (number of vehicles for sale) and Condition 12 (operation of floodlighting) of planning permission TWC/2016/1037 to revise the parking layout and lighting of the site Recommendation: Objection. Over development, residents already complaining and having difficulties of noise and disruption from the site. Concern that the current business is in breach of planning conditions.</p> <p>3. Application number TWC/2018/ 0987 Site address Elephant and Castle, Stafford Street, St Georges, Telford, Shropshire, TF2 9JQ Description of proposal Conversion of Public House (Use Class A4) to convenience retail store (Use Class A1), including extension and internal reconfiguration of the existing building Recommendation: Call-in application to remain – Cllr T Hoof to attend Plans Board on 28th February 2018.</p> <p>(b) Plans received and 'Full Granted' by Telford & Wrekin Council 1. Application number TWC/2017/0860 Site address Telford Innovation Campus, University Of Wolverhampton, Shifnal Road, Priorslee, Telford, Shropshire, TF2 9NT Description of proposal Installation of an entry barrier system at Priorslee Avenue entrance (Retrospective) 2. Application number TWC/2016/1037 Site address Garage, New Street, St Georges, Telford, Shropshire, TF2 9AW Description of proposal Change of use from car repairs (Class B2) to car sales and car repairs (Class B2 and sui generis) erection of a double garage, fencing, gates and retaining wall 3. Application number TWC/2017/0927 Site address 75 West Street, St Georges, Telford, Shropshire, TF2 9HY Description of proposal Conversion of 1no. dwelling into 2no. dwellings with alterations to windows and additional door</p> <p>(c) Pre-Applications Received – 30 Collette Way, Priorslee, Telford No comment.</p>																																																													
156/18	Accounts																																																													
(a)	<p>Resolved: that the following decisions taken under delegated power be approved: Emergency repairs to parish toilets - £215.87 Renewal of SLCC Membership – £165.00</p> <p>Resolved: that the following accounts due for payment 30th January 2018 be approved:</p> <table border="1" data-bbox="268 1435 1369 2033"> <thead> <tr> <th>Name</th> <th>Particulars</th> <th>Amount</th> <th>Cheque No/SO</th> </tr> </thead> <tbody> <tr> <td>Staff salaries</td> <td>Wages & Salary</td> <td>£2,138.22</td> <td>Standing Order</td> </tr> <tr> <td>Inland Revenue</td> <td>NI & Income Tax November 2017</td> <td>£403.02</td> <td>Cheque No 011313</td> </tr> <tr> <td>Shropshire County Pension</td> <td>December Contribution</td> <td>£398.18</td> <td>Bank Transfer</td> </tr> <tr> <td>Telford & Wrekin Council</td> <td>Parish Telephone</td> <td>£16.39</td> <td>Bank Transfer</td> </tr> <tr> <td>Telford & Wrekin Council</td> <td>Parish Telephone</td> <td>£21.65</td> <td>Bank Transfer</td> </tr> <tr> <td>Andrew Dixon & Company</td> <td>Valuation Report</td> <td>£480</td> <td>Bank Transfer</td> </tr> <tr> <td>SLCC</td> <td>Renewal of Membership</td> <td>£165.00</td> <td>Bank Transfer</td> </tr> <tr> <td>PP Electrical Services</td> <td>Repair to Church Street Clock Timer</td> <td>£105.00</td> <td>Bank Transfer</td> </tr> <tr> <td>Signs of the times</td> <td>Sign for Snedshill</td> <td>£129.60</td> <td>Bank Transfer</td> </tr> <tr> <td>Granville Construction Ltd</td> <td>Repairs to leak in ceiling of mens toilets</td> <td>£215.87</td> <td>Bank Transfer</td> </tr> <tr> <td>JCE and Sons Ltd</td> <td>Parish lights repairs - entrance</td> <td>£160.37</td> <td>Bank Transfer</td> </tr> <tr> <td>The Royal British Legion</td> <td>Giant Poppies</td> <td>£90.00</td> <td>Cheque No: 011314</td> </tr> <tr> <td>British Telecom</td> <td>Parish Centre phone line</td> <td>£91.44</td> <td>Cheque No:011315</td> </tr> <tr> <td>Birchall</td> <td>Repair to centre tap</td> <td>£43.43</td> <td>Bank Transfer</td> </tr> </tbody> </table>	Name	Particulars	Amount	Cheque No/SO	Staff salaries	Wages & Salary	£2,138.22	Standing Order	Inland Revenue	NI & Income Tax November 2017	£403.02	Cheque No 011313	Shropshire County Pension	December Contribution	£398.18	Bank Transfer	Telford & Wrekin Council	Parish Telephone	£16.39	Bank Transfer	Telford & Wrekin Council	Parish Telephone	£21.65	Bank Transfer	Andrew Dixon & Company	Valuation Report	£480	Bank Transfer	SLCC	Renewal of Membership	£165.00	Bank Transfer	PP Electrical Services	Repair to Church Street Clock Timer	£105.00	Bank Transfer	Signs of the times	Sign for Snedshill	£129.60	Bank Transfer	Granville Construction Ltd	Repairs to leak in ceiling of mens toilets	£215.87	Bank Transfer	JCE and Sons Ltd	Parish lights repairs - entrance	£160.37	Bank Transfer	The Royal British Legion	Giant Poppies	£90.00	Cheque No: 011314	British Telecom	Parish Centre phone line	£91.44	Cheque No:011315	Birchall	Repair to centre tap	£43.43	Bank Transfer	
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	Priorslee Medical Practice	Contribution towards electricity for Christmas features	£50.00	Cheque No:011316	
	J Ellis	Cleaning materials for Parish Centre	£19.25	Bank Transfer	
	SLCC	CiLCA Qualification	£50.00	Bank Transfer	
157/18	Correspondence				
(a)	Mr Deeley – Christmas lights, Salisbury Avenue – letter of thanks for Christmas lights on the entrance to Salisbury Way.				
(b)	Mr Schaefer – Letter concerning parked cars in the vicinity of Marrions Hill/Stafford St- the clerk agreed to report the concerns to the police and T&WC				
(c)	SALC – Training programme 2018 – Previously circulated to members.				
	Chairman.....Date.....				