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| **Minutes** |
| **Meeting held: St Georges & Priorslee Parish Meeting** |    |
| **Date: Tuesday 21st February 2018** **7pm at St Georges & Priorslee Parish Centre** |
| **Chairman: Cllr Richard Overton**   |
| **Minute Taker: Wendy Tonge ( Parish Clerk)** |
| **Present:** |
| **Councillors:** | R Overton | R Williams | I Fletcher  |
| S Overton | Mrs B Richards | Mrs J Overton |  |
| **In attendance:** | 7 Members of the public | Mrs A Atkinson (Community Projects & Events Officer) |  |
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| **164/18** | **Public Question time** |  |
|  | Priorslee ClockNotification was received by residents of Priorslee, regarding concern for the future of the Priorslee Clock. The resident expressed there was great affection for it, from both residents and visitors, and appealed to the Parish Council to do everything within their powers to ensure its future– the Clerk undertook to contact the residents when the Parish Council receive confirmation from T&WC on any decisions made regarding the future of the Clock.ViewpointNotification was received that a plank of wood had been detached and thrown on the floor,- the Clerk undertook to ask the PET Operative to visit the site and secure the plank in its appropriate place. |  |
| **165/18** | **Apologies** |  |
|  | The following apologies were received:Cllr Mrs V Fletcher – unwellCllr Mr T HoofCllr Mr J MinorCllr S Ali – (late apology received). |  |
| **166/18** | **Declarations of interest** |  |
|  | Councillor Ian Fletcher declared an Interest in all Planning Matters and undertook not to vote. Cllr R Overton declared an interest in Planning Application TWC/2018/0131 . Members agreed that they would make any other declarations if they arose during the meeting. |  |
| **167/18** | **Guest Speaker: Robert Montgomery T&WC** |  |
|  | The Clerk was in receipt of an apology from Mr Montgomery. Unfortunately, due to unforeseen personal circumstances, was now unable to attend the meeting. The agenda item was cancelled. |  |
| **168/18** | **Minutes** |  |
|  | **Resolved**: that the minutes of the meeting held on 30th January 2018, having being previously circulated be signed by the Chairman as a true record.**Resolved**: that the minutes of the Parish Plan Committee meeting held on 7th February 2018, having been previously circulated be signed by the Chairman as a true record. |  |
| **169/18** | **Clerks update on matters arising** |  |
| **(a)****(b)****(c)****(d)** | **Parish Centre Flooring**Work on the new flooring in the Parish Centre has commenced. The flooring fitters discovered a leak in the boy’s toilets and the requirement for small scale plastering work to be carried out.**Resolved**: that the Clerk arrange for the necessary repairs to be carried out at the Parish Centre.**Casual Vacancy**A Statement of persons nominated for Election had been previously circulated, the Clerk confirmed the notices had also been posted on the Parish Website, Facebook Page and Parish Noticeboards.**Priorslee Clock**The Clerk reported she had recently attended a site meeting organised by T&WC Manager, Mr D Hanley. Others present were T&W C Borough Councillors representing both St Georges & Priorslee, and T&WC Structural Engineer Mr A Smith. The Clerk reiterated the poor condition of the Clock and the potential safety issues it presents in its current state – the Clerk undertook to continue to liaise with T&WC on the matter, and keep Council informed of any decisions made by T&WC.**PET Apprentice**Staff met with Jake on his last day of work as the PET Apprentice, where he was presented with a leaving gift and card. Jake had secured a full-time position with a local firm, and he had asked the Clerk to pass on his thanks to members of the Council for employing him.  |  |
| **170/18** | **Christmas lights 2018** |  |
|  | Details of two quotes received from Turnocks and Christmas Plus Ltd, had been previously circulated to all members for supply of Christmas lights for Christmas 2018.**Resolved**: subject to electricity and installation being available, that Christmas Plus Ltd be appointed to carry out the supply of new Christmas lights for 2018 at the quotation price of no more than £15,792.00 (inc VAT). |  |
|  **171/18** | **Parish Bus Shelter** |  |
|  | Details of three quotes received from KRM, Novus Solutions and Cubic FM LTD had been previously circulated to members to carry out work on the Parish Bus Shelters.**Resolved**: that Novus Solutions be appointed to carry out the painting of the bus shelters fascia boards and benches at the quotation price of £228.00. (inc VAT). |  |
| **172/18** | **Air conditioning units** |  |
|  | Details explaining the risk of the condemned units in the Dragon’s Room at the Parish Centre, and a quote received from specialist company to remover them, Cool Services had been previously circulated to all members.**Resolved:** that Cool Services be appointed to carry out the removal of the air conditioning units in the Dragons room at the quotation price of £570.00 (inc VAT). |  |
| **173/18** | **Neighbourhood Development Plan** |  |
|  | The Chairman explained to members the benefits of having a Neighbourhood Development Plan in place.**Resolved**: that the Clerk seek further information on Neighbourhood Development Plans, and presents the findings at a future Parish Council meeting for members to consider.  |  |
| **174/18** | **Communications Policy Review** |  |
|  | Cllr Ian Fletcher and Cllr Mrs B Richards informed Council they had carried out, and completed a review of the current Parish Council Communications Policy. In their view, the Policy fully met the requirements of the Council regarding Communications, and therefore, recommended no changes be made to the Policy. In addition to the review, they recommended that any Parish Councillors refusing to comply with the Policy must make it known to members of the Council and it be formally minuted by the Clerk.**Resolved:** that the recommendations be accepted. |  |
| **175/18** | **Grant Support applications** |  |
|  | A Schedule of Grant Applications had been previously circulated to all members for consideration.Resolved: that the following Grants be made:1. Friends of Granville Country Park - £250.00. awarded

 1. St Georges Methodist Church - £300.00 awarded.

**\*Cllr R Williams made a declaration interest and left the room**. 1. 1st St Georges Rainbows - £250.00 awarded.
2. Priorslee Pre-School - £150.00. awarded.
3. Messy Church – East Telford Benefice - £300.00. awarded.

**\*Cllr I Fletcher made a declaration of interest and left the room**.1. 1st St Georges Brownies - £250.00.
2. St Georges Day Centre, Age Concern - £100.00

**\*Cllr R Overton made a declaration of interest and left the room**.1. Wellington Cottage Care Trust – No Grant awarded.
2. Telford Samaritans - £600.00

**Noted**: that the Parish Council consider increasing its Grant Support Allocation for financial year 2019/20. The CP&E Officer was thanked for her work in encouraging more groups to apply to the fund. |  |
| **176/18** | **Community Projects & Events Officer: Update to Members** |  |
| **(a)** | A written update on the main areas of work carried out during February by the CP&E Officer was distributed.Details of a letter received from T&WC to donate £100 towards a bulb planting scheme had been previously circulated.**Resolved**: that the Parish Council do not on this occasion, donate £100 towards the T&WC scheme, but give consideration to developing their own Parish- wide bulb and flowerbed planting scheme, it was agreed this will be an Agenda item at the next Parish meeting in March 2018. |  |
| **177/18** | **Planning** |  |
| (a)(b)(c)(d) | **Planning Application for consideration**1.Application number TWC/2018/0131Site address Site of 61 Albion Street, St Georges, Telford, ShropshireDescription of proposal Outline application for the erection of 2no. dwellings with detached garage and associated access with all matters reserved Recommendation: No Objection.Vote:3:1,1 abstention.2.Application number TWC/2017/0823Site address 21 Chancery Park, Priorslee, Telford, Shropshire, TF2 9GPDescription of proposalErection of part single stroey, two storey and first floor side and rear extension \*\*\*Amended plans received\*\*\*Recommendation: No objection.**Plans received and ‘Full Granted’ by Telford & Wrekin Council** 1.Application number TWC/2017/0987Site address Site of Greenhigh, Lodgewood Lane, St Georges, Telford, ShropshireDescription of proposal Outline application for the erection of 1no. dwelling with all matters reserved**Pre-Applications Received** Snedshill Development & Willows RoadNo comments received.**Street naming – Request from T&WC for the Snedshill Development**Recommendation: that the development be named Lilleshall Close or Lilleshall Way, to reflect the area’s history with the Lilleshall Company. |  |
| **178/18** | **Accounts** |  |
| (a)(b)(c) |  **Resolved**: that the following accounts due for payment 21st February 2018 be approved:

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| **Name** | **Particulars** | **Amount**  | **Cheque No/SO/BT** |
| Staff salaries | Wages & Salary |  | Standing Order |
| Inland Revenue | NI & Income Tax  |  | Cheque No 011317 |
| Shropshire County Pension | February’s Contribution |  | Bank Transfer |
| WM Tonge | Reimbursement for PET Apprentice leaving gift | £50.00 | Bank Transfer | Bank Transfer |
| Telford & Wrekin Council | Parish Telephone | £31.02 | Bank Transfer | Bank Transfer |
| Rialtas Business Solutions Ltd | Alpha software | £139.20 | Bank Transfer | Bank Transfer |
| Chrisbeon Office Supplies | Office furniture | £205.20 | Bank Transfer | Bank Transfer |
| JCE & Sons Ltd | Porch light to PC | £208.52 | Bank Transfer | Bank Transfer |
| Birchall | Winter Boiler ServiceApril 17-March 18 | £53.10 | Bank Transfer | Bank Transfer |
| Birchall | Unpaid VAT  | £8.69 | Bank Transfer | Bank Transfer |
| Birchall | Repair to centre boiler | £97.74 | Bank Transfer | Bank Transfer |
| Birchall | Repair to centre boiler | £34.74 | Bank Transfer | Bank Transfer |
| KRM | Parish Centre Decorating | £3,504.00 | Bank Transfer | Bank Transfer |
| WM Tonge | Reimbursement for Ink Cartridge | £62.99 | Bank Transfer | Bank Transfer |
| JCE & Sons | Electrical repair to PC | £43.20 | Bank Transfer | Bank Transfer |
| Teal Design & Print | Parish Newsletter | £535.00 | Bank Transfer | Bank Transfer |
| RPS | St Georges Memorial | £600.00 | Bank Transfer | Bank Transfer |
| Friends of Granville Country Park | Grant allocation | £250.00 | Bank Transfer | Cheque No 011318 |
| St Georges Methodist Church | Grant allocation | £300.00 | Bank Transfer | Bank Transfer |
| 1st St Georges Rainbows | Grant allocation | £250.00 | Bank Transfer | Bank Transfer |
| Priorslee Pre-School | Grant allocation | £150.00 | Cheque No: 011319 | Cheque No 011319 |
| Messy Church, East Telford Benefice | Grant allocation | £300.00 | Cheque No: 011320 | Cheque No 011320 |
| 1st St Georges Brownies | Grant allocation | £250.00 | Bank Transfer | Bank Transfer |
| St Georges Day Centre, Age Concern | Grant allocation | £100.00 | Cheque No: 011321 | Cheque No 011321 |
| Telford Samaritans | Grant allocation | £600.00 | Cheque No: 011322 | Cheque No 011322 |

Rialtas Business Solutions have confirmed their end of year visit will be 24th May 2018.**Resolved**: that the Clerk confirms the end of year visit with RBS. Diane Malley MAAT have confirmed their end of year Internal Audit visit will be 3rd May 2018.**Resolved**: that the Clerk confirms the end of year accounts Internal Audit visit with MAAT. |  |
| **179/18** | **Exclusion of Press and Public** |  |
| (a) |  **Resolved**: that in view of the confidential nature of the business about to be conducted and transacted which will involve the likely disclosure of exempt information as defined in the Public Bodies Admission to Meetings Act 1960, the public and press be temporarily excluded from the meeting and they are instructed to withdraw. |  |
| **180/18** | **Data Protection Officer** |  |
|  | Details on services offered and two quotes received from T&WC and Diane Malley MAA, had been previously circulated to members to carryout GDPR Services that support the Parish Council in complying with the new Data Protection Regulations 2018.Resolved: that Diane Malley MAAT be appointed to Data Protection Officer for the Parish Council, at the quotation price of £700.00, to be paid annually. |  |
| **181/18** | **Correspondence** |  |
| (a) | T&WC Grounds & Cleansing Contract – Angie Astley**Agreed:** that the Clerk attend the planned T&WC information session on 28th February 2018 and report back to Council on the key outcomes of the session. |  |
|  | Chairman………………………………………………………….Date…………………………………………… |  |