

Minutes



Meeting held: St Georges & Priorslee Annual Parish Meeting			
Date: Tuesday 15th May 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	D Wright
S Ali	Mrs V Fletcher	J Minor	T Hoof
In attendance:	4 Members of the public	Mrs A Atkinson (Community projects & events officer)	

13/19	Public Question time	
	<p><u>Albion Bank</u> Notice was received that the road surface along the Albion Bank (near The Chapel /Willows Road) is in a very poor condition and requires attention – the Clerk undertook to report it the T&WC Highways Dept.</p> <p><u>442 Footbridge</u> Notice was received that the high volume of pigeon nesting under to bridge, had resulted in complaints from local shop owners expressing concern that it is now an environmental risk – the Clerk undertook to report it to T&WC Environmental Health Dept.</p> <p><u>Speeding – Oakengates to St Georges Road</u> Serious concern was raised for the amount of speeding vehicles along this road and a request for a SID to be installed to assess the situation was requested – the Clerk undertook to request a SID to be installed along the road to T&WC Highways Dept. The Crossroads sign has been turned and required attention to put it back to face the main road – the Clerk agreed to ask the PET team to visit the area.</p> <p><u>Albion Street Walkway</u> Thanks were received for arranging the cutting of trees along the Albion Street Walkway.</p>	
14/19	Election of Chairman	
	Moved by Cllr J Minor and seconded by Cllr D Wright that Cllr R Overton be elected Chairman of the Parish Council for the ensuing year. Resolved: that Councillor R Overton be elected Chairman of the Parish Council for the ensuing year.	
15/19	Declaration of acceptance of office	
	Councillor R Overton duly read out and signed the Declaration of Acceptance of Office.	
16/19	Apologies	
	None received	
17/19	Election of Vice Chairman	
	Moved by Cllr R Overton and seconded by Cllr D Wright that Cllr J Minor be elected Vice Chairman of the Parish Council for the ensuing year. Moved by Cllr T Hoof and seconded by Cllr I Fletcher that Cllr Mrs B Richards be elected Vice Chairman of the Parish Council for the ensuing year. Resolved: that Cllr Mrs B Richards be elected Vice Chairman of the Parish Council for the ensuing year.	

18/19	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.	
19/19	Confirmation of dates for Parish Council Meetings	
	Resolved: that Parish Council Meetings continue to be held on the third Tuesday of each month (excluding August) at 7pm. Meetings to be held at the Parish Centre, Grove Street, St Georges.	
20/19	Appointment of representatives to outside bodies	
	Resolved: that the following nominations for representatives on outside bodies be confirmed. (a) SALC Wrekin Area Executive Committee (Councillor R Williams) (b) St Georges Recreation Ground (Councillor R Overton) (c) Bus Users Group (Councillor I Fletcher) (d) Tree Warden (Councillor I Fletcher) (e) Snow Warden (Councillor R Overton) (f) Granville Park Management (Councillors I Fletcher and R Williams) (g) Friends of the Cockshutt (Councillor, R Overton and R Williams) (h) Parish Charter Monitoring Group (Councillor R Williams) (I) Parish Forum (Councillor R Williams) (j) St Georges Partnership (Councillor R Overton)	
21/19	Appointment of representatives to the Staffing Committee	
	Resolved: that the following nominations for representatives on the Staffing Committee be confirmed. Councillors Mrs B Richards, (Chairman), R Williams, R Overton, T Hoof and I Fletcher	
22/19	Appointment of representatives to the Parish Plan Committee	
	Resolved: that the following nominations for representatives on the Parish Plan Committee be confirmed. Councillors R Overton (Chairman), Mrs B Richards, R Williams, R Overton, T Hoof and I Fletcher	
23/19	Appointment of representative to conduct quarterly audit of accounts	
	Resolved: that Councillor Ian Fletcher conduct a quarterly audit of the parish councils accounts.	
24/19	Minutes of previous meeting	
	Resolved: that the minutes of the meeting held on 17 th April 2018, having been circulated be signed by the Chairman as a true record.	
25/19	Clerks update on matters arising	
(a)	Planning – Grit/Litter Bins The Clerk was in receipt of correspondence from T&WC Head of Planning Department, regarding the recent request to consider investigating planning conditions relating to grit/litter bins as part of the planning process. T&WC confirmed they were prepared to ask their legal team to look into the issue and would be in contact once they have received further advice.	
26/19	Planning	
(a)	Planning Application for consideration 1. Application number TWC/2018/0402 Site address 1 Park Close, St Georges, Telford, Shropshire, TF2 9LY Description of proposal Erection of a detached timber outbuilding to be used as a children’s breakfast club, after school club, holiday club and community child minding service Recommendation: No objection –Comment to be made regarding concern for the potential increase in traffic, and negative impact the business could have for residents living nearby.	
(b)	Plans received and ‘Full Granted’ by Telford & Wrekin Council 1. Application number TWC/2018/0207 Site address 47 & 49 Collett Way, Priorslee, Telford, Shropshire, TF2 9SL Description of proposal Crown reduction to 1no. Oak tree (T1) by up to 2m and reduction of lateral branches by up to 2m on 1no. Oak tree (T2) 2. Application number TWC/2018/0287 Site address 28 Blackstone Drive, St Georges, Telford, Shropshire, TF2 9UZ Description of proposal Conversion of existing garage into additional living accommodation and the insertion of a bay window 3. Application number TWC/2018/0228 Site address Ironbridge House, 2 The Square, Stafford Street, St Georges, Telford, Shropshire, TF2 9JF Description of proposal Crown reduction by 20% to 1no. Beech tree 4. Application number TWC/2018/0293 Site address 1 Cloisters Way, St. Georges, Telford, Shropshire, TF2 9FY Description of proposal Erection and installation of pitched roof to existing bay windows, front porch and the conversion of existing garage into a games room. 5. Application number TWC/2017/0844	

(c)	<p>Site address Land junction of, Church Road/Furnace Road/Holyhead Road, Snedshill, Telford, Shropshire</p> <p>Description of proposal Outline application for the erection of 5 no. market dwellings with the creation of new vehicular access and all other matters reserved *** Amended description, plans and information ***</p> <p><u>Pre-Applications received</u></p> <p>None received.</p>																																																									
27/19	Finance - Accounts																																																									
(a)	<p>Resolved: that the following accounts due for payment in May 2018 be approved.</p> <table border="1" data-bbox="268 360 1326 904"> <thead> <tr> <th>Name</th> <th>Particulars</th> <th>Amount</th> <th>Cheque No/SO/BT</th> </tr> </thead> <tbody> <tr> <td>J Ellis</td> <td>Wages</td> <td>£226.78</td> <td>Standing Order</td> </tr> <tr> <td>W M Tonge</td> <td>Salary</td> <td>£1,297.24</td> <td>Standing Order</td> </tr> <tr> <td>A Atkinson</td> <td>Salary</td> <td>£593.84</td> <td>Standing Order</td> </tr> <tr> <td>Inland Revenue</td> <td>NI & Income Tax May 2018</td> <td>£420.34</td> <td>Bank Transfer</td> </tr> <tr> <td>Shropshire County Pension</td> <td>May 2018 Contribution</td> <td>£398.18</td> <td>Bank Transfer</td> </tr> <tr> <td>Telford & Wrekin Council</td> <td>Parish Centre phone</td> <td>£22.60</td> <td>Bank Transfer</td> </tr> <tr> <td>Tesco</td> <td>Gazebo</td> <td>£199.99</td> <td>Visa Debit Card</td> </tr> <tr> <td>Royal British Legion</td> <td>Silent Soldier</td> <td>£500.00</td> <td>Bank Transfer</td> </tr> <tr> <td>Transolutions</td> <td>Parish Centre Windows cleaned</td> <td>£40.00</td> <td>Bank Transfer</td> </tr> <tr> <td>Post Office Ltd</td> <td>Stamps for PC</td> <td>£30.00</td> <td>Visa Debit Card</td> </tr> <tr> <td>Cool Services Ltd</td> <td>Unit removal at PC</td> <td>£570.00</td> <td>Bank Transfer</td> </tr> <tr> <td>Washroom solutions</td> <td>Toilet soap dispensers</td> <td>£123.60</td> <td>Bank Transfer</td> </tr> <tr> <td>Zurich Insurance</td> <td>Insurance cover</td> <td>£3,231.04</td> <td>Bank Transfer</td> </tr> </tbody> </table> <p>A concern was raised for the high cost of the insurance.- the Clerk undertook to provide members with further information on the current policy at the next parish council meeting.</p>	Name	Particulars	Amount	Cheque No/SO/BT	J Ellis	Wages	£226.78	Standing Order	W M Tonge	Salary	£1,297.24	Standing Order	A Atkinson	Salary	£593.84	Standing Order	Inland Revenue	NI & Income Tax May 2018	£420.34	Bank Transfer	Shropshire County Pension	May 2018 Contribution	£398.18	Bank Transfer	Telford & Wrekin Council	Parish Centre phone	£22.60	Bank Transfer	Tesco	Gazebo	£199.99	Visa Debit Card	Royal British Legion	Silent Soldier	£500.00	Bank Transfer	Transolutions	Parish Centre Windows cleaned	£40.00	Bank Transfer	Post Office Ltd	Stamps for PC	£30.00	Visa Debit Card	Cool Services Ltd	Unit removal at PC	£570.00	Bank Transfer	Washroom solutions	Toilet soap dispensers	£123.60	Bank Transfer	Zurich Insurance	Insurance cover	£3,231.04	Bank Transfer	
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(b)	<p><u>Receipt of first-half of the annual precept for 2018/2019</u></p> <p>The Clerk confirmed £75,000 has been received from T&WC for the first half of the annual precept payment for the financial year 2018/2019.</p>																																																									
28/19	Parish Environmental Team																																																									
	<p>A copy of the notes from the PET Management meeting had been previously circulated to members.</p> <p>Resolved: that the notes of the meeting held on 7th April 2018 be adopted. Cllr Mrs V Fletcher wished it to be noted that Redhill was not within the Parish Boundary.</p> <p>Present: Wendy Tonge (Parish Clerk), Phil Pritchard, Kay Grice (T&WC)</p> <p>Apologies: Derek Carr (TWS)</p> <p>1. <u>Litter bin review</u></p> <p>It was explained that until an audit of all current bins had been conducted across the Parish, ordering of any new bins was suspended. T&WC will carry out the audit during the summer. The Clerk confirmed the following requests were outstanding:</p> <ul style="list-style-type: none"> • The Flash (replacement of the concrete bin) • Shifnal Road • The Timbers • Church Road x 2 • The Nabb • Redhill <p>2. <u>Apprentice</u></p> <p>It was confirmed a recent recruitment for the Parishes current vacancy had been successful, the new worker should start work week commencing 27th April.</p> <p>3. <u>Budget</u></p> <p>T&WC agreed to confirm the end of year figures for 2017/2018 and confirm the 2018/2019 Budget.</p> <p>4. <u>Benches quote</u></p> <p>The Clerk requested a quote be provided for the purchase and installation of 3 benches for Priorslee, the request had been made by Priorslee resident and volunteer Mr P Thomas.</p> <p>5. <u>Priorslee Clock</u></p> <p>It was agreed that the Clerk will arrange a meeting to be held with all interested parties.</p> <p>6. <u>Bulb planting scheme</u></p> <p>It was agreed the Clerk would forward Kay the proposed locations for bulbs to be planted and TWS to supply a quote for the purchase and planting of a variety of bulbs.</p>																																																									

	<p>7. The Flash The Clerk provided an update on the 'No feeding the birds' signs currently being designed by CJ Wildlife, unfortunately due to a member of staff leaving there has been a delay. The Clerk has received the first proofs and awaiting further information regarding installation dates, but was hopeful they will be in place early May. Meeting ended 2.15pm. Date of next meeting – to be confirmed.</p>	
29/19	Fixed Asset Register & Insurance 2018/2019	
	<p>Resolved: that the fixed asset register having been previously circulated to all members be a true record of all council assets and be signed by the Chairman.</p> <p>Insurance The Clerk reiterated to members the current insurance policy with Zurich was reviewed in May 2017, when a resolution was passed that Council enter into a 3 year agreement.</p>	
30/19	Review of Documentation	
	<p>Resolved: that the following documents be adopted and kept on a master file by the Clerk</p> <p>(a) 2018 Model Standing Orders (b) Financial Regulations (c) Complaints Procedure (d) Disciplinary & Grievance Procedure – to be reviewed by the Staffing Committee (e) Health & Safety Policy & Risk Assessments (f) Communication Policy (g) Councillors Code of conduct (h) Grant Allocation Form & Policy (i) Adoption of GDPR documentation.</p> <p>The Clerk proposed that a Parish Council Publication Scheme be developed - it was agreed the Clerk will work with members of the staffing committee to develop a draft scheme.</p> <p>Councillor T Hoof objected to the adoption of the Communications Policy, he wished it to be noted that he would not adhere to the policy.</p>	
31/19	Community Projects & Events Officer: Update to Members	
(a)	<p>A written update on the main areas of work and progress carried out during April was distributed. Members were also informed that the recent bid to T&WC regarding the Priorslee Football pitches had been unsuccessful. It was agreed the Clerk will contact T&WC to ask if they would be willing to enter into talks with the Parish Council regarding the future of the pitches and explore a partnership arrangement.</p> <p>Mining/Industrial Heritage Sketch A copy of the most recently amended design had been previously circulated to members. Resolved: that the design be accepted and an application for outline planning permission be submitted.</p>	
(b)	<p>Parish Newsletter Members were asked to contact Audrey with articles or features they would like to see in the next edition of the Newsletter. Audrey agreed to forward members the proposed content.</p>	
(c)	<p>Llandudno 2018 The following Councillors confirmed they would be available to help on the day of the outing: Councillors T Hoof, S Overton and R Overton (to be confirmed).</p>	
32/19	No parking notices – Grove Estate	
(a)	<p>A copy of the quotation from Sign of the Times had been previously circulated to all members. Resolved: that the quote for 2 x No parking signs be approved and the Clerk to organise for them to be displayed on the Green at The Grove Estate.</p>	
33/19	Road Safety	
(a)	<p>Zebra crossing on Priorslee Avenue The suggestion for a Zebra Crossing to be installed along Priorslee Avenue was discussed. Resolved: that the Clerk write to T&WC Highways Dept/ and request as part of the planned road safety improvements they improve the signage to the Underpass.</p>	
(b)	<p>Stafford St/West St/ Holyhead Road Concern for the ongoing issues relating to speeding traffic, general road safety and loss of Highways Liaison Officer was discussed. Resolved: that the Clerk write to T&WC Head of Highways regarding the concerns, and arrange a separate meeting for members to be able to share their concerns and views on the matters raised directly with T&WC.</p>	
34/19	Priorslee Clock	
	<p>Members were asked to consider adopting the Priorslee Clock as a project within its Parish Plan. Resolved: In principle, the Parish Council agreed that the Priorslee Clock be adopted within the Parish Plan and overseen by the Parish Plan Committee.</p>	
35/19	Christmas lights 2018	
	<p>A copy of the quotations for additional Christmas lights had been previously circulated to all members. Resolved: subject to approval from the Landlord, the quotation from Christmas plus and PP Electricals Ltd to provide additional lights in the trees, to the front of Gatcombe Way Shops be accepted at a total cost of £6,282.00 (including VAT).</p>	

36/19	Christmas trees 2018	
	<p>Resolved: that quotes be sought for the purchase, installation and taking down of temporary Christmas trees for December 2018 at the following locations:</p> <p>1 x 25ft at Salisbury Avenue 1 x 25ft at Collet Way 1 x 25ft at Gatcombe Way shops 1 x 25ft at the entrance to Gatcombe Way</p> <p>It was agreed the Clerk will investigate the costs associated with an additional tree being located to the entrance of The Cloisters estate.</p>	
37/19	Parish Noticeboards	
	<p>Following the wet and cold winter the condition of the parish council noticeboards have deteriorated, with the majority now in a very poor condition. Members discussed the need for the noticeboards to be replaced.</p> <p>Resolved: that the Clerk investigate the costs associated in a programme of replacing all 9 noticeboards.</p>	
38/19	The Flash	
	<p>Members received an update on the 'No feeding the birds' scheme for the Flash. A sample of the notices to be installed around the Flash was circulated for comments.</p> <p>The Chairman thanked the Clerk for her work in developing the partnership with CJ Wildlife. The Clerk agreed to contact South Telford Rights of Way Officer, Mr Alec Connor, to explore if the information board could be repainted with wildlife information.</p>	
39/19	Exclusion of Press and Public	
	<p>Resolved: that in view of the confidential nature of the business about to be conducted, 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.</p>	
40/19	Staffing matters	
	<p>A copy of the National Joint Council agreement on pay scales for 2018-2019 had been previously circulated to all members.</p> <p>Resolved: To award the Parish Council Clerk and Council Employees the recommended NJC Salary increase from 1 April 2018.</p>	
41/19	Correspondence	
(a)	<p>Correspondence received: Mr P Thomas (Resident of Priorslee) - Mr Thomas asked if the council would consider supporting a Smart water scheme, similar to a local initiative in Shifnal.</p> <p>Resolved: The request was discussed, it was agreed the Parish Council would not be able to support the initiative.</p>	
(b)	<p>Veolia – Invitation to attend the recycling site or an offer for a Guest Speaker to attend a future meeting.</p> <p>Resolved: that the Clerk inform the Veolia Officer the following Councillors would like to visit the site: Councillors Mrs B Richards, Mrs V Fletcher and I Fletcher.</p>	
	<p>Chairman.....Date.....</p>	