

ST GEORGES & PRIORSLEE PARISH COUNCIL

**MINUTES
of
The Meeting held on
Tuesday 21st June 2016 at
St George's & Priorslee Parish Centre**

Present: Councillor R Overton (Chairman), Councillors, T Hoof, S Malpass, J Minor,
S Overton, Mrs B Richards and R Williams

In attendance – 7 members of the public

29/17 **Public Question Time**

(a) **Overgrown Bushes in Albion Street**

Mr Holl reported that there has been no progress in the owner cutting back the bushes in Albion Street that are overhanging the pavement. The Chairman undertook to chase the action.

(b) **St George's Churchyard**

Mrs Grice raised the concerns being felt by some residents regarding the proposal to remove some of the grave stones in St George's Churchyard. It was confirmed that the proposal is part of the Pride in Your High Street project, spearheaded by Graham Bould who had updated the Parish Council at the proposals at the April meeting of the Parish Council. It was reported that the Vicar wanted a small area of the churchyard cleared in order that local events could be staged there and included the possibility of the erection of a toilet block.

It was reported that there is Public Notice in the porch of St George's Church giving details of the proposals and any comments invited by 27th June.

Residents were advised to note the details on the Notice and if they felt strongly about the proposals, to object to the Diocese of Lichfield.

It was agreed that an item to discuss the subject would be placed on the Agenda of the July Parish Council meeting.

30/17 **Apologies**

Apologies for absence were received as follows:
Councillor S Ali – Work Commitment
Councillor I Fletcher – Holiday
Councillor Mrs V Fletcher – Holiday
Councillor Mrs J Overton – indisposed.

31/17 **Declarations of Interest**

Councillor J Minor declared an Interest on all Planning Matters and undertook not to vote.

32/17 **MINUTES**

RESOLVED: that the Minutes of the meeting held on 3rd May 2016, having been previously circulated, be signed by the Chairman as a true record.

33/17 **Matters Arising from the Minutes**

(a) **Senior Citizens Day Trip to Llandudno**

It had been necessary, due to the shortage of time, for the Chairman and Clerk to liaise and book the coaches for the August trip to Llandudno. It was confirmed that the cost of the coaches is unchanged from last year at £1980. Also undertaken was the booking of the tickets for the trip.

Resolved|: that the Action taken by the Clerk and Chairman to confirm arrangements for the Senior Citizens trip to Llandudno be approved.

(b) **Additional Commemorative Medals**

It was reported that Redhill Primary School had miscalculated the number of medals required and that an additional 100 had been ordered.

Resolved: that the Clerk and Chairman's action in ordering a further 100 Commemorative medals for the children of Redhill school be approved.

34/17 **Planning**

(a) Planning Applications

Resolved: that the following recommendations be forwarded to Telford and Wrekin Council:

App No	TWC/2016/0508
Site	21 Ragged Robin Close, St Georges
Proposed Dev.	Erection of two storey side and rear extension

Recommendation **Recommend Refusal – overdevelopment of the site.**

App No	TWC/2016/0503
Site	26 Cover Drive, St Georges
Proposed Dev	Erection of Summer House

Recommendation **Recommend approval**

App No	TWC/2016/0505
Site	Glenlee, Stafford St., St Georges
Proposed Dev.	Erection of a single storey side extension and change of use of open space to private garden land.

Recommendation **Recommend approval**

App No	TWC/2016/0504
Site	10 Cover Drive, St Georges
Proposed Dev.	Erection of a conservatory to rear elevation

Recommendation **Recommend approval.**

App No	TWC/2016/0434
Site	Play Area Gatcombe Way
Proposed Dev.	Construction of a multi use Games area and 3m high fencing.
Recommendation	Recommend approval.
App No	TWC/2016/0516
Site	Holmleigh, The Nabb, St Georges
Proposed Dev.	Proposed alterations to front boundary wall and installation of new gates adjacent to highway.
Recommendation	Recommend approval.

It was noted that Applicants are not displaying the relevant notices regarding Planning Applications and the Clerk was requested to bring this to the attention of Telford and Wrekin Planning Department.

(b) **Planning Decisions**

The following Planning Decisions were received from Telford and Wrekin Council:

App No	Proposed Development	Decision
TWC/2016/1008	Demolition of Garage and erection of 6 Dwellings, New St.	Granted
TWC/2016/0310	Erection of a single storey side Ext. 82 Walker Crescent	Granted
TWC/2016/0343	Change of use from Tatoo Parlour to retail use at 15 Church St	Granted
TWC/2016/0307	Erection of 1 st Floor side ext. at 27 Brookvale Rd Priorslee	Granted
TWC/2016/0292	Two storey side Ext. at 1 Lapwing Gate, Priorslee	Granted
TWC/2016/0215	Installation of Drive at 28 St Georges Ave.	Granted
TWC/2016/0330	Erection of rear conservatory at 44 Athol Drive, Priorslee	Granted
TWC/2016/0374	Erection of detached double garage at 9 Windemere Dv.	Granted

(c) **Street Naming New Dwellings Daisy Bank Way**

A request had been received from David Barnett of Building Control of Telford and Wrekin Council for a suggestion of a Street Name for plots 16-40 on the new dwellings on the Daisy Bank Drive site. Suggestion to include reasons.

Resolved: that the suggestion "Coal Wharf Way" be submitted, as this area was the former Coal Wharf area of the former Lilleshall Company.

35/17 **NALC/SLCC Salary/Wage Increase for 2016-2017**

The Clerk informed Members of the 1% proposed salary/wage increase for 2016-2017 backdated to 1st April 2016.

Resolved: that the 1% Salary/Wage increase be implemented, backdated to 1st April 2016.

36/17 **Accounts**

Resolved: that the following accounts be approved for payment:

<u>Name</u>	<u>Particulars</u>	<u>Amount</u>	<u>Cheque No</u>
K I James	Salary (June)	1228.63	SO
Mrs K I James	Extra Hours Mar-Apr + Holiday	2572.04	11102
Inland Revenue	Income Tax and NI	1512.73	11103
Miss J Ellis	Wages (June)inc back pay	211.70	11104
K I James	Broadband	7.50	11105

Accounts (continued)

<u>Name</u>	<u>Particulars</u>	<u>Amount</u>	<u>Cheque No</u>
Nobridge Nursery	Hanging baskets & watering	5938.28	11106
I & A Publishing	Leaflet distribution	210.91	11107
Teale Design & Print	Leaflets Parish Matters	351.20	11108
K James	Petty Cash Balance	417.57	11109
Tower Mint Ltd	Commemorative Medals	3623.88	11110
Zurich	Insurance Policy	3341.16	11111
W Tonge	Petty Cash Balance	100.00	11112
T & W Council	IT Core Service Provision	731.26	11113
Mrs B Richards	Apple Ipad	429.00	11114
Viking Direct	Stationery	131.16	11115
R Overton	Chairman's allowance	689.00	11116
J Minor	Vice-Chairman's allowance	371.00	11117

36/17 **Bank Instructions**

Resolved: that the current clerk's (Mrs K I James), Standing Order Mandate be cancelled.

37/17 **Bank Mandate**

The Clerk had obtained a new Bank Mandate to authorise the removal of Mrs K I James, insert the new Clerk, Mrs W Tonge and insert all the Councillors who were not on the current Mandate.

Resolved: that the new Bank Mandate be authorised for the signing of cheques by any two Councillors from eleven and Mrs W Tonge as Clerk.

It was noted that Mrs K I James has repaid to the Parish Council account the sum of £100 Petty Cash balance.

38/17 **Priorslee Village Green**

Confirmation was received of the Licensing of the areas adjacent to Priorslee Avenue/Derwent Drive as a Village Green.

39/17 **Security of Priorslee Village Green**

It was reported that Travellers were observed viewing the new Priorslee Village Green as a possible site for Caravans. Concern was expressed at the ease with which access would currently be and suggested that bollards should be erected at the obvious access points.

Resolved: that the Clerk contact the Highways Department of Telford and Wrekin Council to request either bollards are erected or shrubs planted to make the new Village Green Traveller proof.

40/17 **Grants**

A schedule of Grant applications had been circulated to all members for consideration. Resolved: that the following grants be made:

- (a) Gower Heritage and Enterprise Group £500 cheque Number 11118
- (b) Crucial Crew £200 Cheque Number 11119
- (c) St George's Cricket Club – No grant awarded
- (d) Age UK £200 Cheque Number 11120
- (e) Macmillan Cancer Care Cheque Number 11121

41/17 **Insurance Policy 2016 -2017**

The Insurance Policy documents for 2016-2017 were received. Clerk to update cover for office equipment where required once the new equipment is installed.

42/17 **Additional Christmas Features**

The Clerk displayed a recent catalogue and Members discussed the possibility of purchasing additional Christmas Light features for 2016.

Resolved: that Councillors R Overton and T Hoof arrange a meeting with P & P Electrical to assess the possibility of additional Christmas features for St Georges and Priorslee.

43/17 **PET Report of meeting held on 14th June 2017**

A copy of the notes of the PET meeting held on 14th June 2017 had been circulated as follows:

Present: P Pritchard, K James,

Issues Raised from Previous Notes

1. Lych Gates – Report has been finalised copy received. Repairs total £11,200 including removal of one structure. Likely that Parish Council will want the work completed before they adopt the Lych Gates.
2. Path North of Priorslee Flash – main work has been completed but there is still a problem during heavy downpours when water floods from ditch. Solution is for two pipes to be laid and possibly removing trees. Nothing will be paid from PET budget until all work is complete.
3. Litter Bins – Bin for Everglade Road hardstanding –
4. Apprentice – Total of 11 applications received. Referred to TCAT for assessment. Interviews are being held on 27th June 2016.
5. Notice Boards. New Boards are in place. Invoice for Boards has been authorised for payment to Parish Council from PET Budget.
6. Priorslee Clock – Meeting to be arranged with Dave Hanley to discuss options.
7. Village Green – Two picnic benches to be ordered from 2016 PET budget – Liaise with Councillor R Williams for confirmation of locations
8. Cloisters Notice Board – Grass around Notice Board needs strimming. Job to be added to the PET work schedule so that it is carried out regularly.
9. Footpath by Wordsworth Way has been strimmed.
10. Footpath by Recreation Ground is not on T & W Maintenance programme. Andrew Careless has no maintenance budget. Suggested PET have is added to their work schedule so that regular strimming can take place.
11. Kathy to send copy of the three Parish Council footpath leaflets to P Pritchard so that all the public footpaths can be covered.

44/17 **Details of Solegen Speed Indicator Devices**

Following receipt of Advertising literature regarding Speed Indicator Devices, the Clerk had obtained costings for the purchase of such equipment in order to carry out a comparison with the hire of equipment from Telford and Wrekin Council. It was found that the costs of purchasing such equipment would be prohibitive.

45/17 **Transparency Code**

The Clerk had produced a Transparency Code document for consideration by Members.

Resolved: that the Transparency Code be adopted.

46/17 **Anti-Fraud and Corruption Policy**

The Clerk had circulated copies of an Anti-Fraud and Corruption Policy for consideration by Members.

Resolved: that the Anti-Fraud and Corruption Policy be adopted.

47/17 **Parish Matters Newsletter**

The Clerk had circulated copies of the Draft Parish Matters Newsletter.

Resolved: that the Parish Matters Newsletter be adopted and that a review of the Newsletter production would be reviewed in due course.

48/17 **Hanging Baskets for 2017**

Resolved: that the order for Hanging Baskets for 2017 be confirmed with Nobridge Nurseries.

49/17 **PACT Meeting**

A request was received from PC Wayne Jervis to hold one further PACT meeting at the Parish Centre 6.30/7.00pm on 18th July 2016.

Resolved: that West Mercia Police have free use of the Parish Centre meeting room on 21st July 2016 to hold a PACT meeting.

50/16 **Redundant CCTV Monitoring Equipment**

West Mercia Police at Donnington Police station had requested confirmation of action to dispose of redundant CCTV Monitoring equipment which is no longer required. The Clerk had checked with Technical Services Ltd who maintain all equipment and they had confirmed that it could be disposed of.

Resolved: that consent be given to West Mercia Police to dispose of the redundant CCTV monitoring equipment held at Donnington Police Station.

51/17 **Correspondence**

The following correspondence was received and the contents noted:

- (a) Community First steps Action Plan (previously circulated to all Members)
- (b) Invitation to attend Oakengates Town Council Battle of the Somme 100th Anniversary at Hartshill Memorial Gates on Friday 1st July 2016 at 7.45pm.
- (c) NALC Newsletter – circulated by email
- (d) Changes to Household Refuse Facilities – circulated by email.
- (e) Telford Samaritans AGM Tuesday 19th July at 7.30pm at 115 King St. Wellington

52/17 **Exclusion of Press and Public**

Resolved: 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 Meetings Act 1960, the public and press be temporarily excluded from the meeting and they are instructed to withdraw.

53/17 **Minutes of the Staffing Committee meeting held on 20th June 2016**

Copies of the Minutes of the meeting of the Staffing Committee held on 20th June 2016 were circulated to Members at the meeting and read out in full by the Committee Chairman.

Resolved: that the Minutes of the Staffing Committee meeting held on 20th June 2016 be received and adopted.

54/17 **Contract of Employment**

A Contract of Employment between Mrs Wendy Tonge and the Parish Council had been agreed between both bodies at the Staffing Committee meeting.

Resolved: that a Contract of Employment be duly signed by the Chairman and Mrs Wendy Tonge effective from 6th July 2016.

55/17 **Welcome and Thanks**

The Chairman duly welcomed Mrs Tonge to her new post and thanked Councillor Mrs Brenda Richards and the Members of the Staffing Committee for their deliberations and work in carrying out the selection process.

It was confirmed that a Farewell meal to mark the retirement of Mrs James will be held at The Queen's restaurant at Horton on 5th August 2016

Chairman..... Date