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| **Minutes** | | | | | |
| **Meeting held: St Georges & Priorslee Parish Meeting** | | | | |  |
| **Date: Tuesday 17th July 2018**  **7pm at St Georges & Priorslee Parish Centre** | | | | |
| **Chairman: Cllr Richard Overton** | | | | | |
| **Minute Taker: Wendy Tonge ( Parish Clerk)** | | | | | |
| **Present:** | | | | | |
| **Councillors:** | | R Overton | R Williams | D Wright | |
| S Overton | | Mrs B Richards | T Hoof | S Ali | |
|  | |  |  |  | |
| **In attendance:** | | 4 Members of the public | Mrs A Atkinson (Community projects & events officer) |  | |
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| **60/19** | **Public Question time** | | | |  |
|  | **Potholes on Walker Crescent/ Nabb Close**  Notice was received that the pothole which requires attention has been marked but not repaired – the Clerk undertook to report it to T&WC Highways Dept.  **Butterfly & Wildlife Community Activities**  Information was shared on the planned programme of activities, including a drop-in session at Turnpike Court on 23rd July between 11-1pm. | | | |  |
| **61/19** | **Apologies** | | | |  |
|  | Mr J Minor - unwell  Mrs J Overton - unwell  Mr I Fletcher – other duties  Mrs V Fletcher – other duties | | | |  |
| **62/19** | **Declarations of interest** | | | |  |
|  | No declarations of interest were declared. Members agreed that they would make any other declarations if they arose during the meeting. | | | |  |
| **63/19** | **Minutes of previous meeting** | | | |  |
| (a**)** | **Resolved:** that the minutes of the parish council meeting held on 19th June 2018, having been circulated be signed by the Chairman as a true record.  **Resolved**: that the minutes of the parish plan committee meeting held on 7th June 2018, having been circulated be signed by the Chairman as a true record. | | | |  |
| **64/19** | **Clerks update on matters arising** | | | |  |
|  | No matters raised. | | | |  |
| **65/19** | **Gower Heritage & Enterprise Foundation** | | | |  |
|  | Chairman of the Parish Council, Cllr Richard Overton welcomed Robert Grice and Sue Mc Gavin, and thanked them for attending the meeting at the parish council’s request to update members on how the group are progressing. A detailed overview was provided and despite the unsuccessful Lottery Bid in 2017 a new bid is currently being finalised and due for submission in early August 2018, the group will know if it is successful or not in December 2018. Support has been received from the Architecture Heritage Fund and a revised Business Plan has been completed. The children’s play area funded by Telford & Wrekin Council Pride in Your High Street Grant is now in place, unfortunately the group are still working out the logistics of opening to the public, mainly due to Health & Safety requirements. A programme of events continues to be developed and the volunteer support worker Mr Sid Edwards is busy recruiting and supporting volunteers. Sue and Robert were thanked for providing members with a better understanding of the project and members wished the group the best of luck with the Lottery application. Cllr D Wright congratulated the group on their good work and highlighted a number of similar projects where good practice in partnership working had resulted in iconic buildings within parishes being saved. It was agreed that a representative from the group be invited to a parish meeting later in the year to update members on the outcome of the Lottery Bid. Meanwhile, the group agreed to continue to communicate with the parish council on a regular basis. | | | |  |
| **66/19** | **Planning** | | | |  |
| (a)  (b) | **Planning Application for consideration**  1.Application number TWC/2018/0533  Site address Greenways, Grove Street, St Georges, Telford, Shropshire, TF2 9JJ  Description of proposal Erection of a single storey front and two storey rear extension, erection of a garage and installation of a dropped kerb  Recommendation: No objection  **Plans received and ‘Full Granted’ by Telford & Wrekin Council**  None received. | | | |  |
| **67/19** | **Finance - Accounts** | | | |  |
| (a)  (b) | **Resolved**: that the following accounts due for payment in July 2018 be approved.   |  |  |  |  | | --- | --- | --- | --- | | **Name** | **Particulars** | **Amount** | **Cheque No/SO/BT** | | Staff Salaries | Wages & Salaries | £2,173.52 | Standing Order | | Inland Revenue | NI & Income Tax July 2018 | £415.96 | Bank Transfer | | Shropshire County Pension | July 2018 | £418.99 | Bank Transfer | | Shropshire County Pension | June under- payment | £7.38 | Bank Transfer | | Mrs W M Tonge | Summer Fete Provisions reimbursement | £45.74 | Bank Transfer | | Telford & Wrekin Council | Telephony charges | £25.48 | Bank Transfer | | Co-op | Refreshments for volunteers | £26.10 | Visa Card | | Animals in Hand | Animals - Summer Fete | £455.00 | Bank Transfer | | E A Irving | Crafts – Summer Fete | £250.00 | Bank Transfer | | Rainbow Faces | Face painting – Summer Fete | £288.00 | Bank Transfer | | Bouncy Fun | Castle – Summer Fete | £152.40 | Bank Transfer | | I & A Publishing Ltd | Newsletter distribution | £214.42 | Bank Transfer | | Granville Construction | Emergency repairs to bus shelter | £324.94 | Bank Transfer | | A H Fong Shun David Chiu Ltd | CCTV Contribution | £50.00 | Cheque No:  011329 | | AJ Disco Funky Photobooth | Summer Fete | £100.00 | Bank Transfer | | British Telecom | Parish phone line | £96.24 | Bank Transfer | | SJF Design | Banners | £391.20 | Bank Transfer | | St Johns Ambulance | Summer Fete | £110.40 | Bank Transfer | | Aqualogic | Parish Centre service | £59.40 | Bank Transfer | | RPS | Design services | £420.00 | Bank Transfer |   Quarterly statement of account  The Clerk had circulated a copy of the Bank Reconciliation to 30th June 2018 and a copy of the quarterly statement of account. The Clerk confirmed the quarterly internal check had been carried out by Cllr I Fletcher and his report is on file for members to view.  **Resolved:** that the quarterly statement of account be received and adopted and signed by the Chairman, that the financial regulations Section 17 paragraph 1.1 be amended to read: ‘**On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council’.** | | | |  |
| **68/19** | **St Georges Partnership Group** | | | |  |
|  | The Clerk informed members a request has been received, asking the council to show their support to the group by allowing the Clerk to continue her current role as group Secretary.  **Resolved:** due to the request relating to a staff member, it was agreed that the matter be delegated to the Staffing Committee to discuss the matter in a private session and make a decision on behalf of council at the next meeting. | | | |  |
| **69/19** | **Community Projects & Events Officer: Update to Members** | | | |  |
| (a)  (b)  (c) | A verbal update on the Mining/Industrial Heritage Memorial was given to members.  **Resolve**d: that the invoice from RPS for additional design work be paid.  A verbal update was given on environmental work local School Children from The Holy Trinity Academy have carried.  **Resolved**: that a certificate of congratulations be sent to the pupils involved.  **Other matters discussed**  A verbal update on the ‘thank you for not feeding the birds bread’ signs for The Flash was given to members.  **Resolved**: that the Clerk arrange for the new signs to be installed to support the ‘Breaducation’ awareness day planned for Friday 27th July 10.30-12pm at the Flash.  A brief overview of the recent parish summer Fete was provided. Members thanked Audrey for all her hard work and effort in organising a successful event. | | | |  |
| **70/19** | **Priorslee Clock** | | | |  |
|  | The Clerk informed members confirmation had been received from T&WC that the clock will be removed from the site during week commencing 23rd July. A formal press release and social media message had been sent out to members of the public. The consultation carried out at the Summer Fete had resulted in two options for the future design of the clock. Option A - to keep the design as close to the original clock, using sustainable material, Option B – complete new design based on a model received from local resident Mr Bailey.  **Resolved**: that the parish council continue to manage and lead on the replacement of a new clock, and the Clerk will pursue costings of the two options. | | | |  |
| **71/19** | **Purchase of lockable safety cabinets** | | | |  |
|  | The Clerk explained to members that due to GDPR requirements, new lockable cabinets are required.  **Resolved**: that the Clerk arrange the purchase of new cabinets for the parish centre. | | | |  |
| **72/19** | **CiLCA Qualification** | | | |  |
|  | The Clerk was pleased to confirm with members that she had successfully gained The Certificate in Local Council Administration (CiLCA), the qualification provides Clerks with a broad knowledge of all the aspects of a clerk's work - roles and responsibilities, the law, procedures, finance planning and community involvement. It is a level 3, foundation qualification for local council officers and others working with local councils. Members congratulated the Clerk on passing the qualification and thanked her for the hard work and commitment she had demonstrated towards obtaining the Certificate. | | | |  |
| **73/19** | **Parish Noticeboards** | | | |  |
|  | Details of a quote and sample board received from SJF Design,for the supply of 9 new parish noticeboards was circulated to all members. The cost of the noticeboards including artwork, posts and VAT was £4,951.11.  **Resolved**: that the new noticeboards be ordered with SJF Design at the above price. | | | |  |
| **74/19** | **Parish CCTV** | | | |  |
|  | **Resolved**: that the Clerk carryout a review of the parish councils current CCTV cameras arrangements, that she report back to council on the findings and any recommendations in Autumn 2018. | | | |  |
| **75/19** | **Staffing Committee Meeting** | | | |  |
|  | **Resolved:** that the next meeting of the Staffing Committee be held on Thursday 29th July 11.30am at the parish centre. Due to the confidential nature of the business to be transacted at the meeting, any members of the press or public will not be permitted to attend. | | | |  |
| **76/19** | **Llandudno Trip 2018 financial arrangements** | | | |  |
|  | **Resolved**: that the Clerk be permitted to withdraw cash from the parish bank account for the distribution of the lunch money. | | | |  |
| **77/19** | **Priorslee Bus Shelter** | | | |  |
|  | Arriva Buses admitted damage to the parish owned bus shelter at the end of Priorslee (nearest to Abelia Way) the damage occurred on Saturday 30th June.  **Resolved**: that the Clerk pursue a claim for the repairs carried out from Arriva Buses. | | | |  |
| **78/19** | **Correspondence** | | | |  |
| (a)  (b)  (c) | **Correspondence received:**  Mr A Frost - Parish Gateway signs  The Chairman readout an email from Mr A Frost asking for an explanation and querying why the signs should be regarded as ‘Rich in Heritage’ due to his view that there is so little in the way of heritage left standing.  **Resolved**: that no further action be taken on the matter.  A letter of thanks was received from Shropshire Playing Fields Association for their Grant Funding.  A note of thanks was received from Priorslee Community Group representative, Mr P Thomas, for the support received from the parish council to install benches on the Priorslee Community Field. | | | |  |
| **73/19** | **Delegated Powers** | | | |  |
|  | **Resolved**: that the Chairman and the Clerk have delegated powers on all Parish Council matters during the August recess until the September Parish Council meeting and that Cllr Roy Williams and the Clerk to have delegated powers on all Planning matters | | | |  |
|  | Chairman………………………………………………………….Date…………………………………………… | | | |  |