

4th of July 2023

To all Members, Lilleshall Parish Council (Copied to others for information):

Dear Colleagues,

NOTICE IS HEREBY GIVEN that the Full Council meeting of Lilleshall Parish Council for the municipal year 2023/24 will take place on the 11th of July 2023 at 7pm to be held at Hillside Meeting Room. Members are summoned to attend for the transaction of business on this agenda.

Yours,



Clerk of the Council

AGENDA

49/23 Apologies and declarations of Interest

To receive apologies and record any pecuniary and non-pecuniary declarations of interest in matters relating to the business to be conducted on this agenda.

50/23 Presentation from Mr T Turner and Mr J Neane in relation to development at Whitegates Lilleshall

51/23 Public Session

The Chairman of the Parish Council will open the meeting and allow 15 minutes for members of the public to ask questions to the Council, 3 minutes per person.

52/23 Minutes of the Full Council meeting held 9th of May 2023 (Appendix 1)

To approve the minutes of the last meeting as a true record.

53/23 Minutes of the Extraordinary meeting held on the 20th of June 2023 (Appendix 4)

To approve the minutes of the extraordinary meeting as a true record.

54/23 Minutes of the Extraordinary meeting held on the 26th of June 2023 (Appendix 5)

To approve the minutes of the extraordinary meeting as a true record.

55/23 Matters arising, for information, from the 9th of May 2023

To receive information on actions taken arising from the last meeting.

56/23 Correspondence

Items received for information, action, consultation, or decision.

57/23 Reports from Parish Councillors and Ward Member present

To receive any reports from Parish Councillors, outside bodies and Ward Member present at the meeting on items otherwise not included on the agenda.

58/23 Community Charter Priorities

To decide the areas that the council would like to list as the priorities for crime prevention in August Lilleshall so the clerk can inform the local police.

59/23 Road safety schemes

To receive any updates on the road safety schemes for Lilleshall parish.

60/23 Planning

a. To consider any planning applications

Application Number	TWC/2022/0508
Site address	Land between, Castle Farm Way and A5 (Phase 2b), Priorslee, Telford, Shropshire
Description of proposal	Reserved matters application for the erection of 162no dwellings, public open space and associated infrastructure in pursuant to outline application TWC/2014/0980 including details for access, appearance, landscaping, layout and scale *** Amended description, plans and information ***
Date valid	15/06/2022
Application type	Reserved Matters
Planning portal reference	11269662
Delegation level	Delegated
Case officer	Marcus Shingler
Grid reference	0, 0
Parish	St. Georges and Priorslee,

Ward	Priorslee,
Applicant	Helen Dawkins
Applicant Company Name	Miller Homes Limited
Applicant address	2 Centro Place Pride Park Derby DE24 8RF

I am writing to inform you the application TWC/2023/0279 has had a decision made. It was “Listed Building Consent Granted” and your comments were taken into account. You can now view the decision letter online a

- b. To receive any updates
Planning application TWC/2023/0142 (Appendix 3) – to review the information provided.

61/23 Financial Reports

- a. To approve the reconciliation of recent banking statements and payments.

4 July 2023 (2023-2024)

Lilleshall Parish Council PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
27	Grounds Maintenance	13/06/2023		Treasurers Account		Grounds Maintenance	Ditton Services	S	600.00	120.00	720.00
28	General Projects	13/06/2023		Treasurers Account		Poo bags	JRB Enterprise Ltd	S	177.15	35.43	212.58
30	Telephone & Broad Band	13/06/2023		Treasurers Account		Administration	BT Group PLC	S	63.29	12.66	75.95
29	Stationary	13/06/2023		Treasurers Account		Administration	Viking	S	36.49	7.30	43.79
32	Staff Costs	27/06/2023		Treasurers Account		Salary	Sullivan E J	X	308.94		308.94
31	Flower Planters	27/06/2023		Treasurers Account		Grounds Maintenance	Needs Landscaping	S	499.00	99.80	598.80
34	Staff Costs	27/06/2023		Treasurers Account		Salary	HMRC	X	195.09		195.09
35	Staff Costs	27/06/2023		Treasurers Account		Administration	Chloe Martin	X	100.80		100.80
33	Staff Costs	27/06/2023		Treasurers Account		Administration	Chloe Martin	X	932.51		932.51
Total									2,913.27	275.19	3,188.46

Bank Reconciliation at 30/06/2023			
	Cash in Hand 01/04/2023		82,125.08
	ADD		
	Receipts 01/04/2023 - 30/06/2023		29,042.96
			111,168.04
	SUBTRACT		
	Payments 01/04/2023 - 30/06/2023		12,849.40
A	Cash in Hand 30/06/2023 (per Cash Book)		98,318.64
	Cash in hand per Bank Statements		
	Petty Cash 28/03/2023	0.00	
	Treasurers Account 30/05/2023	46,572.51	
	Business Bank Instant 30/06/2023	53,827.42	
			100,399.93
	Less unrepresented payments		2,081.29
			98,318.64
	Plus unrepresented receipts		
B	Adjusted Bank Balance		98,318.64
	A = B Checks out OK		

- b. To consider any grant requests received
One grant request has been received from NEWPORT (SHROPS) COTTAGE CARE CENTRE TRUST LTD (Appendix 6).
- c. To review the budget monitoring sheet (Appendix 7)

62/23 Handyman / CAT Operatives

To receive a verbal update.

63/23 Pathway gate (Lilleshall School)

To receive a verbal update.

64/23 Community Engagement

- a. Christmas Market Plan – to approve the plan for the Christmas Market 2023 (Appendix Two)
- b. Event planning 2024/25 – to discuss events to plan for the next financial year.

65/23 Street Lighting

To review the information regarding street lighting costs.

LILLESHALL STREET LIGHTING
ELECTRICITY, MANAGEMENT & MAINTENANCE

	20/21 £	21/22 £	22/23 £	23/24
ELECTRICITY				
Q1			275.8	
Q2		205.43	311.4	
Q3		533.45		
Q4	446.62	313.74	556.35	
	<u>446.62</u>	<u>1052.62</u>	<u>1143.55</u>	
MANAGEMENT				
Q1			102.06	
Q2		710.54	102.06	
Q3		95.73		
Q4	95.73	96.15	122.47	
	<u>95.73</u>	<u>902.42</u>	<u>326.59</u>	
MAINTENANCE				
Q1	1004.28	915.63	652.11	
Q2	1107.37		652.11	
Q2a			433.77	
Q3		611.51		
Q4	611.51	614.39	782.53	
	<u>2723.16</u>	<u>2141.53</u>	<u>2520.52</u>	
conversion		30955		

66/23 Allotments

- a. Resident priorities
- b. Rent
- c. Contract Review

67/23 Confidential Staffing Item

Date of future meetings

Annual meeting of the Parish Council, Tuesday 11th of July 2023, 7pm at Hillside Meeting Room.

Appendix One – Draft Minutes May 2023

Minutes of Lilleshall Parish meeting held on the 9th of May 2023 at the Memorial Hall Meeting Room.

Present: Cllr Bob Taylor, Cllr Peter Challinor, Cllr Linda Parker, Cllr Carol Binnington, and Cllr David Shaw.

In attendance: (Clerk) Mrs Chloe Martin

Members of the public present: Mr Tucker.

12/23 Chairman's Announcements

Chairman Shaw noted the achievements of the council in the past year, this included the installation of a new clerk, traffic calming schemes, Queen's Jubilee afternoon tea, funding the orchard for the King's coronation at the local primary school, providing grants to local community groups, providing and maintaining planters, and the installation of CCTV cameras on the hill.

13/23 Election of Chairman

Cllr Taylor nominated Cllr Shaw to be the chairman of the council for the municipal year 2023 to 2024, this motion was seconded by Cllr Binnington and agreed unanimously by the council.

14/23 Chairman's Declaration of Acceptance of Office

The Chairman read aloud the declaration and signed the declaration of acceptance to office, this was witnessed by the council and the proper officer of the council.

15/ 23 Election of Vice Chairman

Cllr Parker nominated Cllr Taylor to be elected as the vice chairman for the municipal year 2023 to 2024, this was seconded by Cllr Binnington and agreed unanimously by the council.

16/23 Vice Chairman's Declaration of Acceptance of Office

The Vice Chairman read aloud the declaration and signed the declaration of acceptance to office, this was witnessed by the council and the proper officer of the council.

17/23 To note the uncontested election of the councillors.

The council noted the uncontested election.

18/23 To discuss the casual vacancies of the council; including the possibility of co-opting to fill the casual vacancies.

An item of correspondence has been received from Mr Thomas Hoof requesting to be considered for the casual vacancy. The casual vacancy will be advertised throughout the parish, Mr hoof will be considered for this role after advertisement of the casual vacancy, the co-option of a councillor will be included in the next meeting agenda.

19/23 Apologies and declarations of Interest

Apologies have been received from Cllr L Harvey. No declarations of interest were made in regard to the items on the agenda.

20/23 Public Session

John Tucker: Mr Tucker has brought to the attention of the council an issue relating to the blue signs that have been erected on the areas around hillside. Mr Tucker has discussed the issue of the signs being installed that depict 'residents only beyond this point', Mr Tucker considers this an issue that he feels very personally about as he feels these signs present inaccurate information regarding the use of the road.

21/23 Minutes of the Full Council meeting held 14th of March 2023 (Appendix 1)

The council reviewed the draft minutes provided to the council. Cllr Challinor proposed to accept the draft minutes presented to the council as an accurate record of the meeting held on the 14th of March, this was seconded by Cllr Taylor and was agreed unanimously by the council.

22/23 Matters arising, for information, from the 14th of March 2023

To receive information on actions taken arising from the last meeting.

The clerk updated the council on actions that have been taken since the last meeting, this included;

- The clerk has been in contact with the head of the allotment society regarding the society being responsible for the water bill at the allotment and the chairman requested that the council look into cost saving measures.
- The clerk updated the council that she reported the rights of way issues on Donnington Drive as requested.
- The clerk updated the council that she has organised the payment of the grant for Lilleshall Primary School.
- The clerk updated the council that she and the assistant clerk distributed the Lilleshall Voice throughout Lilleshall, the clerk thanked councillors Bob Taylor and Peter Challinor for their assistance with the distribution.
- The clerk updated the council that she has liaised with Lilleshall Primary School to organise an art competition.
- The clerk updated the council that she has begun to organise the Christmas market for 2023.
- The clerk updated the council that she and the assistant clerk have asked a plot holder who is not cultivating his plot to vacate and will update the council on this progress.

23/23 Correspondence

The clerk updated the council that an item of correspondence has been received from Mr Tucker, a Lilleshall resident who raised concerns relating to the signage that has been placed on the Hillside East Road, as the resident was in attendance as a member of the public this was discussed in public participation and will be discussed further under item 25/23 as it related to a road traffic scheme.

24/23 Reports from Parish Councillors and Ward Member present

Cllr Taylor reported on the allotment gate lock, it had been dropped due to apparent lack of demand however Cllr Taylor discussed that interest has been displayed and that there is a need for the allotment locks for security reasons. Cllr Taylor asked the clerk to resume looking for the lock to present the information to the council, this was supported by the council.

Cllr Challinor updated the council on the box for the dog poo bags, he suggested that this should be moved, and additional signage should be put up to encourage people to dispose of the dog mess in a proper manner, the clerk was asked to order an additional bin for Donnington drive.

Cllr Challinor proposed that the council no longer deliver the Lilleshall voice to a particular area on the delivery route on the Humbers. Cllr Challinor reported that he found to be unsafe and asked if it is necessary going forward. The clerk will risk assess and alter the route as necessary.

25/23 Road safety schemes

Cllr Challinor updated the council on the road traffic schemes, he questioned the traffic calming scheme is the Humbers and Cllr Shaw let the council know that this is in progress.

Cllr Shaw updated the council on the road safety schemes that are currently in progress, this included the aforementioned signs that have been objected to by Mr Tucker under item 12/23. Cllr Taylor proposed that the signs on the Hill be removed due to their reported inaccuracy regarding access, this was seconded by Cllr Parker and agreed unanimously by the council.

Cllr Shaw also updated the council on the issues relating to the signs that in the area of the roundhouse roundabout, there has been some confusion caused by the signs as they are not as clear as they could be, this is to be discussed with highways to rectify the situation.

Cllr Shaw updated the council on the progress of road safety on the A518, this has been a source of concern for some time. Cllr Shaw is in discussion with the district council to find a solution to make the road safer. Cllr Binnington and Cllr Taylor suggested that the speed needs to be reduced and additional signage should be placed on the road, this will be included in the discussion with the district council.

26/23 Planning

- c. To consider any planning applications

TWC/ 2023/0142: the council has no comment on this planning application.

TWC/2023/0279: the council has no comment on this planning application.

- d. To receive any updates

None received.

27/23 Financial Reports

- d. To approve the reconciliation of recent banking statements and payments.

This has been differed to the next meeting.

- e. To consider any grant requests received

A grant request has been received by Lilleshall Rainbows.

Cllr Taylor proposed to accept the grant application and provide the sum of money requested in the application, this was seconded by Cllr Challinor and agreed unanimously by the council.

A grant request has been received by Lilleshall brownies and guides.

Cllr Taylor proposed to accept the grant application and provide the sum of money requested in the application, this was seconded by Cllr Challinor and agreed unanimously by the council.

28/23 Handyman

Cllr Shaw updated the council, a list of maintenance issues that should be included to find a quote for the handyman and advertise the vacancy. Cllr Binnington suggested looking into a CAT operative instead of using a handyman, Cllr Binnington will provide further information for the council to discuss this option at the next council meeting.

29/23 Community Engagement

The clerk updated the council on the schedule that has been created by the parish clerk, which received positive feedback from the council.

30/23 Confidential Staffing Item

This item was differed to next month's meeting.

Date of future meetings

The council noted meeting of the Parish Council, Tuesday 13th of June 2023, 7pm at Hillside Meeting Room.


The meeting was closed at 20.30.

Appendix Two – Christmas Market Event Plan

Date:	16/12/2023
Time of Event:	10.00 to 16.00 Set up time: 09.00. Clean up time (approximately one hour).
Venue	Lilleshall Memorial Hall, Hillside, Lilleshall, TF10 9HG
Event Information:	Local Vendors and organisations will be asked to set up stalls in the memorial hall. To include a booth for Lilleshall Parish Council to show their accomplishments and engage with the community.
Requirements	<ul style="list-style-type: none"> ○ Local Vendors ○ Councillors to be present to engage with the community and help with set up/cleaning. ○ Charity buckets for local charities (can also set up booths if there is space and the charities wish to communicate with the public). ○ Tables/seating area/table dressing etc. ○ Lilleshall Voice newsletter.
Advertisement	<ul style="list-style-type: none"> ○ Facebook ○ Community link ○ Notice boards. ○ The PC website

Budgeting	<p>Cost of Room Hire: £157.50</p> <p>Supplies Needed: £50.00</p> <p>Other Costs: £0.00</p>
Decision Making	<p>Draft Project Management Plan Accepted on the 9th of May 2023.</p> <p>Minute References regarding decisions: 29/23.</p>
Health and Safety Considerations	<p>Risk assessment has been completed and is attached below.</p> <p>The Layout of the hall will be set up to ensure that there are clear walkways, throughout the room.</p>
Insurance	<p>The insurance will be contacted to cover the event.</p>
Working in partnership with:	<p>The Vendors</p> <p>Local Community Groups</p>
User Engagement	<p>To ensure that this project engages with the community the clerk will advertise the event to local groups and liaise with local groups to ensure that the event is well received in the community.</p>
Risk Assessment	<p>See below.</p>
Legal References	<p>Data Protection Act 1998 – The data protection act will be followed to store and protect the information provided by vendors and volunteers including contact details.</p>

	<p>LGA 1972 Section 145 – This section of the Local Government Act pertains to entertainment and the arts; this legislation gives the council the ability to hold events that encourage entertainment and the arts.</p> <p>The food act 1974 section 50 – This section of the Local Government Act allows the council to facilitate a marketplace and/or market building.</p>
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		Risk Assessment of Lilleshall Christmas Market 2023				Carried out by: Chloe Martin	
Date: 31/03/2023	Review date: N/A	Specialist assessment needed**:					
What are the hazards?	Who might be harmed and how?	What are we already doing?	Risk rating* L,M or H	What further action is necessary?	By whom?	By when?	Done
Lack of information and awareness	Volunteers not knowing safety procedures or who first aiders are.	<p>Prior to the activity taking place, all councillors and vendors should be given a Briefing and Safety Talk, covering the any risks and general information.</p> <p>Event Organiser to take a roll-call prior to activity taking place.</p>	L	None	Coordinator	On the Day	<p>Only check off with a tick once completed on the day of the activity.</p> <input type="checkbox"/>
Slips, Trips and falls	Volunteers, staff and vendors risk slips, trips and falls	<p>All person's part of the activity to wear appropriate supportive, slip resistant footwear and no flip flops.</p> <p>All persons advised to take extra care on overgrown areas, rocky areas, wet/muddy areas.</p> <p>All persons instructed to take extra care when carrying heavy bags or furniture.</p>	L		Coordinator		<p>Only check off with a tick once completed on the day of the activity</p> <input type="checkbox"/>
Accidents and emergencies	Risk injury during event.	<p>We recommend that all activity hosts to be First Aid trained.</p> <p>You should ensure access to a First Aid kit if you are hosting an activity and the organiser to have mobile phone in case of emergency.</p>	L	Please also report any incident to the Parish Clerk.	Coordinator	On the day	<p>Only check off with a tick once completed on the day of the activity</p> <input type="checkbox"/>

		In the event of an emergency that is life threatening call 999, for no life threatening emergencies call 101.					
Aggression/abuse from members of the public.	Risk of conflict with member of the public	Any aggression to the councillors or clerk during the event will be dealt with diplomatically and in extreme circumstances the police will be contacted.	L	Report any incidents to the police. For an immediate threat or emergency use 999. For a non-emergency please use 101 to report the incident.	Coordinator	On the day	Only check off with a tick once completed on the day of the activity. <input type="checkbox"/>
Extreme Weather	Cold weather can increase the risk of a heart attack, frost bite, Raynaud's, Asthma and hyperthermia.	All persons advised to dress appropriately for weather conditions. Protective gloves to be worn on all occasions. We recommend that all activity hosts to be First Aid trained. You should ensure access to a First Aid kit if you are hosting a public activity.	L	If under 18's are present parent or guardian should supervise closely. Organiser to shorten event duration due to conditions. Organiser to cancel event if weather is extreme.	Coordinator	On the day	Only check off with a tick once completed on the day of the activity <input type="checkbox"/>
Manual handling	Workers and volunteers risk injuries or back pain from handling heavy loads	All persons advised to be aware of their own limitations by the event organiser during the briefing and not lift heavy items alone. Volunteers with pre-existing injuries are not to lift heavy items. All persons advised on safe manual handling practices.	L	Organiser to ensure this is covered in the safety briefing delivered ahead of the event starting.	Coordinator	On the day	<input type="checkbox"/> Only check off with a tick once completed on the day of the activity. <input type="checkbox"/>

Planning (Listed Buildings and Conservation

FULL PLANNING PERMISSION

TWC/2023/0142

Baumaris Road Ltd

Nathan Mahn

132 High Street

Newport

Shropshire

TF10 7BH

Application received: 27/02/2023 for:

Proposal: Variation of condition on previously approved TWC/2020/1107 (Conversion of agricultural buildings into 4no. dwellings) to allow amendments to deposited plans and drawings ****AMENDED PLANS SUBMITTED****

Location: Jardwood Farm, Kynnersley Drive, Lilleshall, Newport, Shropshire, TF10 9HT

Telford & Wrekin Council HEREBY GRANT FULL PLANNING PERMISSION for the development proposed by you as shown on the application form, plan(s) and supporting document(s) subject to the following condition(s):

1. The development hereby permitted shall be begun before the expiration of three years from the date of the previously granted full planning permission which is being varied as part of this application (TWC/2020/1107 – granted on 16/09/2021).

Reason: To comply with Section 91(1) of the Town and Country Planning Act, 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.

2. Prior to the commencement of works, the following details of all external materials and finishes, including the following:

- hard surfacing: materials, finishes, design, location.

- paint: colour, location and finish;
 - bricks: type, colour and location;
 - roofing materials: material, colour, size and location;
 - mortar: mix and colour;
 - joinery (external): design, location, materials,;
 - rainwater goods: design, location, materials and finish;
- shall have been submitted to and approved in writing by the Local Planning Authority. The development shall be carried out in accordance with the approved details.

Reason: To ensure that the special architectural and historic interest of the non-designated heritage asset is preserved, in accordance with policy BE1 of the T&W Local Plan 2011-2031 and paragraphs 197 and 203 of the National Planning Policy Framework (2021).

3. Prior to the commencement of works, samples of types, colours and finishes of all external materials as required by Condition 2 have been submitted to and approved in writing by the Local Planning Authority. The samples of materials shall be made available on site and the Applicant shall arrange a site visit with the Local Planning Authority to inspect the samples. The development shall be carried out in accordance with the approved samples.

Reason: To ensure that the special architectural and historic interest of the non-designated heritage asset is preserved, in accordance with policy BE1 of the T&W Local Plan 2011-2031 and paragraphs 197 and 203 of the National Planning Policy Framework (2021).

4. Prior to the commencement of works, a detailed specification and drawings including sections and - where relevant, profiles - of the proposed windows (new and altered where relevant) at a scale of 1:5/1:10 together with details of the overall design, glazing bar and frames dimensions and arrangement, materials, finishes, and reveal have been submitted to and approved in writing by the Local Planning Authority. The development shall be carried out in accordance with the approved details.

Reason: To ensure that the special architectural and historic interest of the non-designated heritage asset is preserved, in accordance with policy BE1 of the T&W Local Plan 2011-2031 and paragraphs 197 and 203 of the National Planning Policy Framework (2021).

5. Prior to the commencement of works, a detailed specification and drawings including sections and - where relevant, profiles - of the proposed exterior doors to the non-designated heritage assets (new and altered where relevant) at a scale of 1:10 together with details of the overall design, dimensions of frames/ architraves, arrangement of materials, proposed materials, finishes and reveal have been submitted to and approved in writing by the Local Planning Authority. The development shall be carried out in accordance with the approved details.

Reason: To ensure that the special architectural and historic interest of the non-designated heritage asset is preserved, in accordance with policy BE1 of the T&W Local Plan 2011-2031 and paragraphs 197 and 203 of the National Planning Policy Framework (2021).

6. Prior to the commencement of works on site, no development shall take place until details of all external services to include:
 - soil and vent pipes;
 - waste pipes;
 - rainwater goods;
 - boiler flues and ventilation terminals;
 - meter boxes;
 - exterior cabling and electrical fittings;
 - Satellite dishes;

have been submitted to and approved in writing by the Local Planning Authority. The development shall be carried out in accordance with the approved details.

Reason: To ensure that the special architectural and historic interest of the non-designated heritage asset is preserved, in accordance with policy BE1 of the T&W Local Plan 2011-2031 and paragraphs 197 and 203 of the National Planning Policy Framework (2021).

7. Prior to the commencement of works, details of the roof construction to include the following:

- eaves: depth, finish, materials;
- Ridges: materials, finish, colour, profile and bedding material;
- verges: finish, colour and material

shall have been submitted to and approved in writing by the Local Planning Authority. The development shall be carried out in accordance with the approved details.

Reason: To ensure that the special architectural and historic interest of the non-designated heritage asset is preserved, in accordance with policy BE1 of the T&W Local Plan 2011-2031 and paragraphs 197 and 203 of the National Planning Policy Framework (2021).

8. Prior to the commencement of works, details of the new and replacement roof lights, to include:

- make; size; profile; details of glazing bars; finish and colour; and which shall be of the traditional low profile metal pattern

shall have been submitted to and approved in writing by the Local Planning Authority. The development shall be carried out in accordance with the approved details.

Reason: To ensure that the special architectural and historic interest of the non-designated heritage asset is preserved, in accordance with policy BE1 of the T&W Local Plan 2011-2031 and paragraphs 197 and 203 of the National Planning Policy Framework (2021).

9. Prior to the commencement of any pointing or re-pointing works of existing or proposed masonry or brickwork, the following shall be submitted to and approved in writing by the Local Planning Authority:

- a drawing at a scale of 1:20 showing the proposed area(s) of repointing;
- Details of the mortar mix;
- the method of removing existing mortar – for the avoidance of doubt, the removal of any mortar shall not include the use of mechanical tools or angle grinders;
- an inconspicuous sample of (re-)pointing shall be provided on site following approval of the above items no less than 5 working days prior to the commencement of works.

Development shall be carried out in accordance with the agreed details unless otherwise agreed in writing with the Local Planning Authority.

Reason: To ensure that the special architectural and historic interest of the non-designated heritage asset is preserved, in accordance with policy BE1 of the T&W Local Plan 2011-2031 and paragraphs 197 and 203 of the National Planning Policy Framework (2021).

10. Development shall not take place until full details of both hard and soft landscape proposals have been submitted to and approved in writing by the Local Planning Authority.

These details shall include:

- Means of enclosure
- Minor artefacts and structures (e.g. furniture, play equipment, refuse or other storage units, signs, lighting)
- Proposals for biodiversity enhancements (e.g. erection of bat and bird boxes and pond creation)

Soft landscape details shall include:

- Written specifications including cultivation and other operations associated with plant and grass establishment
- Schedules of plants, noting species, planting sizes and proposed numbers/densities where appropriate. The planting scheme shall include a mix of native species of local provenance, berry-producing shrubs and/or nectar-rich flowers
- Implementation timetables

All hard and soft landscape works shall be carried out in accordance with the approved details prior to the occupation of any part of the development or in accordance with the timetable agreed in writing with the Local Planning Authority. Any trees or plants that within a period of 5 years after planting, are removed, die or become in the opinion of the Local Planning Authority, seriously damaged or defective, shall be replaced with others of a similar species, size and number by the end of the first available planting season.

Reason: To ensure the provision of amenity afforded by appropriate landscape design and to enhance biodiversity and ensure that the special architectural and historic interest of the non-designated heritage asset is preserved, in accordance

with policy BE1 of the T&W Local Plan 2011-2031 and paragraphs 197 and 203 of the National Planning Policy Framework (2021).

11. No development (including demolition or site clearance procedures) shall commence until a European Protected Species (EPS) Mitigation Licence with respect to bats has been obtained from Natural England and submitted to the Local Planning Authority for the proposed work. Works shall be carried out strictly in accordance with the granted EPS Mitigation Licence and the associated method statement and shall be supervised, where appropriate, by an experienced, licensed ecologist.

Reason: To ensure the protection of bats, a European Protected Species.

12. Prior to the first occupation of the buildings hereby permitted a suite of artificial nesting and/or roosting boxes shall be erected on the site. The type and location of the features shall be submitted to and agreed in writing with the Local Planning Authority and the scheme shall then be undertaken in accordance with the agreed details.

The following artificial nesting/roosting boxes shall be provided:

- A total of 1 woodcrete bat boxes suitable for nursery or summer roosting for small crevice dwelling bat species
- A total of 3 woodcrete artificial nesting boxes suitable for bird species such as robin, blackbird and tit species
- A total of 1 woodcrete artificial nesting boxes suitable for house sparrow
- A total of 3 woodcrete artificial nesting boxes suitable for bird species such as swallows

Reason: To ensure the provision of roosting/nesting opportunities for wildlife in accordance with the National Planning Policy Framework.

13. The development hereby permitted shall not be brought into use until the car parking shown on the approved plans has been provided, properly laid out, hard surfaced and drained, and the space shall be maintained thereafter free of any impediment to its designated use.

Reason: To ensure the provision of adequate car parking, to avoid congestion on adjoining roads, and to protect the amenities of the area.

14. The development hereby permitted shall not be brought into use until a formal passing bay along the existing access road has been provided properly laid out,

hard surfaced and drained, in general accordance with that shown on the 'Proposed Site Block Plan' drawing.

Reason: To provide an opportunity for two vehicles to pass.

15. Development shall occur in accordance with the Ecological Appraisal by Greenscape Environmental (August 2020), unless otherwise approved in writing by the Local Planning Authority. Works shall be overseen and undertaken where appropriate by a licensed, suitably qualified and experienced ecologist.

Reason: To ensure the protection of biodiversity in line with NPPF.

16. Notwithstanding the provisions of The Town and Country Planning (General Permitted Development) (England) Order 2015 (or any order revoking or re-enacting that order with or without modification), the following development shall not be undertaken within the curtilages of the farmhouse, the barn and Plots 12, 13, 14, 15 and 16 without express planning permission first being obtained from the Local Planning Authority:

- extension to the dwelling
- free standing building within the curtilage of the dwelling
- addition or alteration to the roof
- erection of a porch
- hard surfacing
- container for the storage of oil
- satellite antenna
- fences, gates or walls
- any windows or dormer windows

Reason: To enable the Local Planning Authority to control the development and so safeguard the character and visual amenities of the area, and to ensure that adequate private open space is retained within the curtilage of the building and To ensure that the special architectural and historic interest of the non-designated heritage asset is preserved, in accordance with policy BE1 of the T&W Local Plan 2011-2031 and paragraphs 197 and 203 of the National Planning Policy Framework (2021).

INFORMATIVES:

BATS

All bat species found in the U.K. are protected under the Habitats Directive 1992, The Conservation of Species and Habitats Regulations 2010 and the Wildlife and Countryside Act 1981 (as amended).

It is a criminal offence to kill, injure, capture or disturb a bat and to damage, destroy or obstruct access to a bat roost. There is a maximum fine of £5,000 per individual animal impacted and/or up to six months imprisonment for such offences.

During all building renovation, demolition and extension works there is a very small risk of encountering bats which can occasionally be found roosting in unexpected locations. Contractors should be aware of the small residual risk of encountering bats and should be vigilant when working in roof spaces and removing roof tiles etc. If a bat should be discovered on site then development works must halt and a licensed ecologist and Natural England (0845 601 4523) contacted for advice on how to proceed. The Local Planning Authority should also be informed.

NESTING WILD BIRDS

The active nests of all wild birds are protected under the Wildlife and Countryside Act 1981 (as amended). An active nest is one that is being built, containing eggs or chicks, or on which fledged chicks are still dependent. It is a criminal offence to kill, injure or take any wild bird; to take, damage or destroy an active nest; and to take or destroy an egg. There is a maximum fine of £5,000 per bird, nest or egg impacted and/or up to six months imprisonment for such offences.

All vegetation clearance, tree removal, scrub removal and/or conversion, renovation and demolition work in buildings should be carried out outside of the bird nesting season which runs from March to September inclusive

If it is necessary for work to commence in the nesting season then a pre-commencement inspection of the vegetation and buildings for active bird nests should be carried out. If vegetation or buildings cannot be clearly seen to be clear of nests then an experienced ecologist should be called in to carry out the check. Only if there are no active nests present should work be allowed to commence.

FIRE AUTHORITY

As part of the planning process, consideration should be given to the information contained within Shropshire Fire and Rescue Service's 'Fire Safety Guidance for Commercial and Domestic Planning Applications' which can be found at <https://www.shropshirefire.gov.uk/safety-at-work/planning-applications>.

CONDITIONS

The above conditions have been imposed in accordance with both the policies contained within the Development Plan and national Town & Country Planning legislation.

REASONS FOR GRANT OF PLANNING PERMISSION

The decision to grant planning permission has been taken having regard to the policies and proposals in the Telford & Wrekin Local Plan 2011 - 2031 set out below, and to all relevant material considerations, including National and Supplementary Planning Guidance:

Telford & Wrekin Local Plan 2011-2031:
BE1 Design criteria

National Guidance:
National Planning Policy Framework

This application seeks permission to vary the conditions attached to TWC/2020/1107 (Conversion of agricultural buildings into 4no. dwellings) to allow amendments to the approved plans, in order to facilitate internal and external alterations to the approved floor plans and elevations at Jarwood Farm, Kynnersley Drive, Lilleshall.

Within the previous application for the site (TWC/2020/1107), the LPA confirmed that the buildings subject to the application were considered to be non-designated heritage assets. Therefore, careful consideration needs to be given to the amendments proposed as part of this application, to ensure that they would not cause significant harm to the character and appearance of the buildings.

Officers raise no objections to the proposed change of window styles. The full details of the proposed windows will need to be secured via condition. The applicants had initially included the use of close boarded fencing, the erection of lighting posts and the creation of a 4no. additional car parking spaces within the submitted plans however, these have been removed at the request of the LPA. The boundary treatments proposed now comprise of post and rail fencing, which is considered to be acceptable.

In respect of elevations 2, 4 and 8, the applicant has provided photographs which demonstrate that the existing elevation plans submitted with the previous application were incorrect in respect of openings. The submitted plans now reflect the correct openings and the windows/doors contained therein. Officers raise no objections to these. In relation to elevation 3, it was considered that the bricking up of the small openings on this elevation would erode that building's historic and architectural character and legibility, contrary to policy. The applicant has submitted amended plans which now show that these will be blocked on the inside face, which is considered to be acceptable.

The Council's Highways and Drainage teams have been consulted on the proposal and have raised no objections. The Council's Ecology team has provided a 'no comment' response.

As such, it is considered that the proposed variation of conditions is acceptable. The applicant had already submitted an application to formally discharge the conditions attached to TWC/2020/1107 at the time that this application was submitted and conditions 6 and 12 were discharged accordingly. Officers are therefore satisfied that these conditions can also be removed from this permission and that all other remaining conditions associated on TWC/2020/1107 remain.

As part of the application process, a full consultation exercise has been undertaken. As a result of this exercise, no letters have been received from the owner/occupiers of neighbouring properties and Lilleshall Parish Council have not provided any comments in response to the proposal.

Due to the nature of the proposed works, the proposed variation would not have a detrimental impact upon neighbouring properties.

In conclusion, the proposed removal and variation of conditions applied for as part of this application are considered to be acceptable from a technical point of view and accordingly, the revised proposal is considered to be in accordance with the development plan and the national guidance contained within the NPPF.

The Local Planning Authority has acted positively and proactively in determining this application by assessing the proposal against all material considerations, including planning policies and any representations that may have been received, and subsequently determining to grant planning permission in accordance with the presumption in favour of sustainable development as set out in the National Planning Policy Framework.

This decision notice was issued by Telford & Wrekin Council on the 31/05/2023

Appendix Four – Draft Minutes

Minutes of the meeting held on the 20th of June 2023 in the Hillside Meeting Room, Memorial Hall.

Present: Cllr B Taylor, Cllr L Parker, Cllr P Challinor, Cllr D Shaw, Cllr C Binnington and Cllr A Eade.

In Attendance: Clerk – Mrs C Martin.

Apologies have been received from Cllr L Harvey.

46/23 Co-option

To resolve to co-opt Mr Thomas Hoof to be a councillor of Lilleshall Parish Council
The council discussed Mr Thomas Hoof as a potential councillor. No vote was necessary as Mr Hoof was the only candidate. Mr Hoof was welcomed by the council and signed his declaration of office witnessed by the proper officer of the council.

45/23 Footpath

To discuss a solution that addresses the public concerns that have been expressed.
Cllr Shaw summarised the discussion regarding the public footpath that was discussed at the informal meeting on the 13th of June 2023. Cllr Shaw expressed that it would be beneficial for the council to make their objections clear as well as the objections raised by parishioners. Cllr Shaw has drafted a letter which he outlined for the council, Cllr Eade suggested that the council waits to take action until after the meeting between Cllr Eade and Mr Careless. Cllr Shaw proposed that the council follows the advice of Cllr Eade, this was seconded by Cllr Hoof and agreed unanimously by the council.

47/23 Finance

The council reviewed the payments awaiting authorisation, Cllr Challinor proposed to authorise the schedule of payments, this was seconded by Cllr Parker and agreed unanimously by the council.

Cllr Binnington proposed that an extraordinary meeting is called on the 26th of June 2023, this was seconded by Cllr Hoof and agreed unanimously by the council.

The meeting closed at 19.48.



Chairman of the Council
Cllr D Shaw

Clerk of the Council
Mrs C Martin

www.lilleshallpc.org.uk

Minutes of the extraordinary meeting held on the 26th of June 2023.

Present: Cllr D Shaw, Cllr C Binnington, Cllr L Parker and Cllr T Hoof.

In Attendance: Clerk – Mrs C Martin.

Apologies have been received from Cllr Taylor, Cllr Challinor and Cllr Harvey.

48/23 Accounts and the Annual Return

a. Annual Return

To complete the Annual Governance Statement. (Page 4 of AGAR)* Please see the Explanation of assertions for each numbered point.

Cllr Shaw read aloud the statements and confirmed the response to each of line. Cllr Hoof proposed to accept the documents as accurate, this was seconded by Cllr Parker. The council voted on the matter 3 members agrees and one abstained from the vote. To confirm the Statement of Accounts. (Page 5 of AGAR) including reconciliation of boxes 7 and 8*

Cllr Hoof proposed to confirm the statements of accounts and seconded by Cllr Parker; this was agreed unanimously by the council.

To receive the Annual Internal Audit Report. (Page 3 of AGAR)

Page 3 was agreed by the council, the council discussed the page. Cllr hoof proposed to accept the page this was seconded by Cllr ____ and agreed unanimously.

To receive the Explanation of Variances.

Cllr Hoof proposed to give Delegated powers to the chairman and clerk to file an explanation of variances, this was seconded by Cllr Binnington and agreed unanimously by the council.

b. Bank Reconciliation Details

To receive the Bank Reconciliation at 31st March 2023*

As agreed above, the clerk will look through the statements and find an explanation of the variances.

c. Internal Audit

To receive report from Internal Auditor, Katrina Baker detailing internal audit visits.

The council noted the report.

d. End of Year Accounts

To receive and sign the Consolidated Balance Sheet. *

The council does not use this.

To receive the Income and Expenditure Financial Summary.

The council noted the income and expenditure financial summary.

To receive the Financial Statement

The council noted the financial statement AGAR.

As discussed under item 48/23 a. delegated authority to clerk and chairman to find the balance as there is a fault within the deductions.

Meeting closed at 20.25.



Lilleshall
Parish Council