

Wrockwardine Parish Council

Minutes of the Parish Council Meeting held on Wednesday 11th May 2022 at Admaston House, Admaston at 7.30p.m

Present: Cllr E Anderson (Chairwoman)
Cllr P Bevis
Cllr R Eade
Cllr J Savage
Cllr G Thomas
Cllr K Tonks
Cllr M Vrahimis

In Attendance: Borough Cllr J Seymour
B Cartwright - Volunteer
J Hancox (Clerk)

22/55 Welcome by the Chairwoman
The Chairwoman welcomed everyone to the meeting.

22/56 Election of Chairman
Cllr Anderson nominated Cllr Cooper to serve. The Clerk confirmed that Cllr Cooper had indicated his agreement to stand if nominated in his absence. The nomination was seconded by Cllr Eade. There being no other nominations, it was **RESOLVED** that Cllr Cooper be elected to serve as Chairman.

22/57 Chairman's Declaration of Acceptance of Office
Council **RESOLVED** that Cllr Cooper could sign his Declaration of Acceptance of Office, witnessed by the Clerk either before or at the next Full Council meeting.

22/58 Election of Chairman
In the absence of the newly elected Chairman, it was **RESOLVED** by those present that Cllr Anderson be duly elected Chairman for the duration of the meeting.

22/59 Apologies for absence
Cllr E Ballantyne - Personal
Cllr K Ballantyne – Personal
Cllr P Cooper – Personal

Cllr Thomas joined the meeting at 7.35p.m

22/60 Election of Vice-Chairman
Cllr Savage proposed Cllr Thomas, this was seconded by Cllr Bevis. There being no other nominations it was **RESOLVED** that Cllr Thomas be elected to serve in the office of Vice-Chairman. Cllr Thomas asked Cllr Anderson to continue chairing the meeting on this occasion.

22/61 Declaration of Interests & Dispensations
a) Pecuniary – None declared
b) Personal – None declared

22/62 Public Session

Mr Cartwright informed Council that the new SID (Speed Indicator Device) was helping slow traffic down in its locations. The average speed through the 20 mile-an hour zone in Wrockwardine was now 19.2 miles per hour. Mr Cartwright asked Council to consider possible street lights over the railway bridge and leading to Station Road and the Chairwoman asked for this to be put on the agenda for the next meeting in June.

22/63 To confirm and agree the Minutes of the Previous Meeting

It was **RESOLVED** to confirm and sign the Minutes of the Council Meeting held on 13th April 2022.
[Proposer: Cllr Tonks; Seconder: Cllr Savage; Abstain: 2 Vote: All remaining]

22/64 Borough Councillor's Report

Borough Cllr Seymour advised Members that the appeal regarding the Mound on the Haygate Fields development had been rejected and the mound would now have to be removed and that the solar farms located in New Works Lane and Steeraway were going to a public enquiry.

22/65 Appointment of Members to Committees

1. Finance & General Purposes Committee

RESOLVED - Cllr Anderson; Cllr K Ballantyne; & Cllr Cooper

a) Election of Chairman

RESOLVED – Cllr Anderson

2. Parish Improvement Working Group

Following discussion, where it was acknowledged that members were short of time to commit to additional meetings, Council **RESOLVED** to disband the committee on the basis that most items for discussion could be brought to either F&GP or to Full Council, and that individual items could be dealt with via small working groups as and when required. The meeting scheduled for 22nd June 2022 would be cancelled.

3. Human Resources Committee

RESOLVED – Cllr Cooper; Cllr Ballantyne; Cllr Savage

22/66 Appointment of Representatives to Working Groups & Others

The following representatives were **RESOLVED**:

1. Traffic Working Group – Cllr K Ballantyne; Cllr Cooper; Cllr Bevis; Mr B Cartwright (Volunteer); the Clerk

2. Leaton Quarry Liaison Group – Cllr Bevis; Cllr Savage; Cllr Thomas

3. Allscott Meads Stakeholder Group – Cllr Cooper; Cllr Bevis; the Clerk

4. Haygate Fields Liaison Group – the Clerk

5. Wrekin Area Committee – Chairman & the Clerk

6. Admaston House Trust

Council was advised that the Councillor elected for this role would become a Trustee and would be eligible to vote at meetings following confirmation from the Trust – Cllr Tonks

7. Admaston Allotments Society

It was noted that this was not the group that would be set up to consider the installation of allotments at the Allscott Meads development – Cllr Bevis

8. Mental Health Liaison – Cllr Tonks

9. Rural Forum – Chairman & the Clerk

10. Bus User Group – Cllr Bevis

11. Armed Forces Covenant Representative – Cllr Anderson

12. White Ribbon Accreditation Representative – Cllr Tonks

13. Conservation Management & Maintenance Group

A new group to devise a plan for managing and maintaining Long Yard Meadow, the Community Orchard and Admaston Green - Cllr Eade; Cllr K Ballantyne; Cllr Anderson; the Clerk

22/67 Meetings of the Council

Following a discussion, Members **RESOLVED** that the meetings of the Council would continue on the second Wednesday of the month at 7.30p.m, except for August (Summer break) and January 2023 (Winter break). Member's still felt that the room available at Wrockwardine Parish Hall was too small to safely accommodate councillors, members of the public and guests and meetings could only resume there if the large hall could be used, currently it is fully booked for Wednesday evenings therefore the Bratton Room at Admaston House would continue to be used as the venue for Full Council meetings.

22/68 Review of Documents (Appendix 1)

1. Standing Orders

Document reviewed and **RESOLVED** no amendments

[Proposer: Cllr Bevis; Seconder: Cllr Tonks; Vote: All]

2. Financial Regulations

Document reviewed and **RESOLVED** no amendments

[Proposer: Cllr Eade; Seconder: Cllr Bevis; Vote: All]

3. Risk Management Document

Document reviewed and **RESOLVED** with the proposed amendments

[Proposer: Cllr Savage; Seconder: Cllr Tonks; Vote: All]

4. Policies (no amendments)

Documents reviewed and **RESOLVED** no amendments

[Proposer: Cllr Bevis; Seconder: Cllr Savage; Vote: All]

5. Policies (with amendments)

The Sickness & Absence Policy was **RESOLVED** with the proposed amendments

[Proposer: Cllr Bevis; Seconder: Cllr Savage; Vote: All]

22/69 Annual Subscriptions

It was **RESOLVED** to continue the following subscriptions:

1. Membership of NALC (National Association of Local Councils)

[Proposer: Cllr Savage; Seconder: Cllr Eade; Vote: All]

2. Membership of SALC (Shropshire Association of Local Councils)

[Proposer: Cllr Thomas; Seconder: Cllr Tonks; Vote: All]

3. Membership of SLCC (Society of Local Council Clerks)

[Proposer: Cllr Bevis; Seconder: Cllr Savage; Vote: All]

22/70 Planning

1. Permissions & Refusals

Council noted the following permissions and refusals:

| | | | |
|----------------------|------------------------------|---|--------------|
| TWC/2022/0204 | 27 Broomfield Road, Admaston | Erection of a single storey side & rear extension with wrap around lean-to roof | Full Granted |
| TWC/2022/0166 | Tiddicross, Charlton | Change of use of stables back to a riding school and creation of a ménage (Retrospective) | Full Granted |

2. New Applications

Council made **No Comment** on the following applications:

| | | |
|---------------|----------------------------|--|
| TWC/2022/0369 | 4 Bostock Close, Admaston | Erection of 2 storey side extension & gr flr front & rear extensions |
| TWC/2022/0349 | Holly Tree House, Allscott | Erection of 1 st flr side extension with front dormer window & rear balcony |
| TWC/2022/0343 | 6 Newill Grove, Admaston | Erection of a single storey side & rear extension |

3. Applications received after the agenda was circulated

TWC/2022/0401 The Ugly Duckling, Long Lane – Erection of pergola, a timber framed outbuilding, enclosure of beer garden with a 2m perimeter wall & fence, extension of existing car park to provide an additional 12no. parking spaces & 2no. accessible bays & associated landscaping (Part-Retrospective).

Council made **No comment**.

22/71 Finance

a) To confirm the final accounts paid in April 2022

The final payment list was noted and **RESOLVED**.

[Proposer: Cllr Tonks; Seconder: Cllr Savage; Vote: All]

b) To confirm the Bank Reconciliation for April 2022

The reconciliation was **RESOLVED**.

(Proposer: Cllr Thomas; Seconder: Cllr Tonks; Vote: All)

c) To confirm the Accounts for payment in May 2022

The accounts were **RESOLVED** for payment.

[Proposer: Cllr Bevis; Seconder: Cllr Savage; Vote: All]

22/72 Annual Governance & Accountability Review (AGAR) 2021/22

1. To approve the Year End Accounts 2021/22 (Appendix 2)

The accounts were noted and **RESOLVED**.

[Proposer: Cllr Bevis; Seconder: Cllr Thomas; Vote: All]

2. To review & confirm the Asset Register as at 31st March 2021

The asset register was reviewed and **RESOLVED**.

[Proposer: Cllr Anderson; Seconder: Cllr Thomas; Vote: All]

3. To receive the Internal Audit Report, consider any recommendations & agree actions

There were no recommendations or actions therefore the report was accepted and **RESOLVED**.

[Proposer: Cllr Tonks; Seconder: Cllr Anderson; Vote: All]

4. To agree content & approve AGAR Section 1 “Governance Statement”

Members considered the questions on the statement and answered them accordingly whereby it was **RESOLVED** to approve the Governance Statement.

[Proposer: Cllr Thomas; Seconder: Bevis; Vote: All]

5. To approve AGAR Section 2 “Accounting Statement”

It was **RESOLVED** to approve the Accounting Statement.

[Proposed: Cllr Tonks; Seconder: Savage; Vote: All]

6. Notification of Public Rights

It was **RESOLVED** to agree the dates for the Notification of Public Rights as Monday 13th June 2022 to Friday 22nd July 2022.

[Proposer: Cllr Savage; Seconder: Cllr Tonks; Vote: All]

22/73 Wrockwardine Playing Fields Car Park

There was no update on the canvassing of local residents therefore the item was deferred until the next meeting in June.

22/74 SID Statistics

Members noted the data (Appendix 3)

22/75 Grant Applications

1. 1st Wrockwardine Brownies

Following discussion, Council **RESOLVED** to award a grant of £150.

[Proposer: Cllr Eade; Seconder: Cllr Bevis; Vote: All]

22/76 Correspondence

1. **Community Meeting, Waters Upton Village Hall re Fly Tipping** – Council noted the date and venue.
2. **Street Trading Renewal Application (King Cone Ice Cream Van)** – Council made no comments for submission.

22/77 Date of the next meeting

It was confirmed that the next meeting would be held on **Wednesday 8th June 2022** at **7.30p.m** at **Admaston House, Admaston.**

The meeting closed at 8.52p.m

Signed: **P Cooper** (Chairman)

Date **8th June 2022**

Wrockwardine Parish Council

Item 22/71

Finance

Finance

a) Accounts paid in April 2022

| Payee | Description | Net | VAT | Cost |
|--------------------|----------------------------|-----------------|---------------|-----------------|
| Hornet Landscaping | Play Area Repairs | 380.00 | 00.00 | 380.00 |
| IdVerde | Grass Cutting Contract | 585.55 | 117.11 | 702.66 |
| BC | SID Management | 300.00 | 00.00 | 300.00 |
| Sutcliffe Play | Play Area Repair Parts | 63.67 | 12.73 | 76.40 |
| AGE UK | Grant s.137 | 200.00 | 00.00 | 200.00 |
| EB | Councillor Travel/Expenses | 11.18 | 0.52 | 11.70 |
| EB | Councillor Expenses | 16.77 | 0.78 | 17.55 |
| Various | Staffing Costs | 2,275.28 | 00.00 | 2,275.28 |
| Various | Office Costs | 54.12 | 0.68 | 54.80 |
| | Total | 3,869.80 | 131.04 | 4,000.84 |

b) Bank Reconciliation April 2022

| | |
|--|------------------|
| Current Account balance 1/4/2022 | 59,955.73 |
| Minus: Payments made April ** (see note below) | 2,605.66 |
| Unpaid March payments cashed April | 2,130.42 |
| Add: Receipts April | |
| Precept (50%) | 43,566.50 |
| Total | 98,786.15 |
| Balance 30/4/22 | 98,786.15 |
| Unity Current Account Statement 120 | 98,786.15 |

Other Banks

| | |
|--|-------------------|
| Unity Instant Access Interest Account 30/4/22 Statement 98 | 56,653.05 |
| Natwest Business 95 Day Saver A/C Balance 30/4/22 | 71,267.39 |
| Total Bank Balances | 226,706.59 |

Appendix 1

Wrockwardine Parish Council

Agenda Item 13

Review of Documents & Policies

It is good practice to review all of the Parish Council's documents annually to ensure they are up to date and relevant.

There have been no changes necessary to the following documents and policies:

- Standing Orders
- Financial Regulations
- Cllrs Code of Conduct
- Complaints Policy
- Equal Opportunities Policy
- Social Media Policy
- Publication Scheme
- Records & Management Policy
- Disciplinary & Grievance Policy
- Bullying & Harassment Policy
- Health & Safety Policy

Please view these documents by visiting the PC's website and looking under "Policies" and "Finance".

The following policy is currently under review :

- **Lone Worker Policy** and will be considered by the Human Resources Committee at the meeting on 27 May 2022 before approval at Full Council

The following documents and policies have been amended:

- **Risk Management Document** – amended to reflect actions completed and specific dates removed
- **Sickness & Absence Policy** – amended to include new legislation with regard to parental bereavement leave

Julia Hancox
Clerk & Responsible Finance Officer
3 May 2022

Appendix 3

SID Statistics April 2022

| Location/Direction | From | To | No. over speed limit | Days at location | Daily Average vehicles over | Notes |
|---------------------------------------|----------|----------|----------------------|------------------|-----------------------------|--------------------------|
| The Avenue, Wrockwardine, West Bound | 8/12/20 | 21/12/20 | 143 | 13 | 11 | |
| Station Road, Admaston, South West | 22/12/20 | 5/1/21 | 4,749 | 15 | 315 | Covers Christmas period |
| Station Road, Admaston, South West | 6/1/21 | 18/1/21 | 5,252 | 13 | 404 | |
| Station Road, Admaston, South West | 19/1/21 | 3/2/21 | 3,441 | 15 | 229 | B4394 closed for 10 days |
| Shawbirch Road, Admaston, South West | 4/2/21 | 17/2/21 | 12,394 | 13 | 930 | |
| Shawbirch Road, Admaston North East | 18/2/21 | 1/3/21 | 12,272 | 12 | 1,023 | |
| Wellington Road, Admaston, South East | 2/3/21 | 14/3/21 | 3,301 | 11 | 300 | |
| Wellington Road, Admaston, North West | 15/3/21 | 29/3/21 | 3,503 | 14 | 250 | |
| The Avenue, Wrockwardine, West Bound | 30/3/21 | 11/4/21 | 98 | 12 | 8 | |
| The Avenue, Wrockwardine, East Bound | 12/4/21 | 25/4/21 | 239 | 13 | 18 | |
| Station Road, Admaston, North East | 26/4/21 | 10/5/21 | 5,041 | 15 | 337 | |