

MINUTES of the Full Council of Lilleshall Parish Council held on 4th January 2022 at 7pm
held at Hillside Meeting Room

Members present Cllrs: Baker (Chair), Cornes, Challinor, Parker, Shaw, Taylor

In attendance: Mr Furnival (Clerk), 4 members of the public.

21/22.116 Opening

The Chairman opened the meeting by welcoming members and the public to the first meeting of 2022 and gave some covid safe guidance for attending the meeting.

21/22.117 Apologies and declarations of Interest

Cllr Millard and Eade gave their apologies.

21/22.118 Public Session

A resident reported that she had contacted the council on various occasions in the past regarding installing CCTV on Hillside East and nothing has previously been done. There are residents' concerns with regards to drug use and anti-social behaviour in this area and asks that this be seriously considered. The Clerk confirmed that he had obtained quotes and permissions to install CCTV on Hillside East, to the rear of number 1 and this was in the budget for approval later.

The CCTV would be funded by the parish council and monitored from a control room in Telford & Wrekin Council's headquarters and staffed by West Mercia Police 24/7. All legislative assessments and requirements for installation and provisions for signage and monitoring will be conducted by Telford & Wrekin Council and West Mercia Police. It was noted that the CCTV for Hillside East is to be at the bottom behind number 1 and attached to a street light there rather than at the top of Hillside East due to tree coverage in that area and there being no electrical mains connection from a public body feed.

Residents have also requested signage to say "no parking" on Hillside East. This is to be reviewed by the new Highways Engineer when he returns from holiday at the end of January.

The residents further noted that the bollard removed from behind no 1 Hillside East is allowing vehicles to cause erosion on the footpath at the bottom of the hill.

The Chairman reports that it has been agreed with Telford & Wrekin Council for styles and fences to be improved within this financial year and this includes works to repair the bollard on Hillside East.

21/22.119 Minutes of the Full Council meeting held 7th December 2021

It was proposed by Cllr Taylor and seconded by Cllr Shaw, all were in favour, thus **RESOLVED that the minutes of the meeting held on 7th December 2021 be signed as a true record.**

21/22.120 Matters arising, for information, from the 7th December 2021

Items relating to the list of projects in 21/22.106.2 shall be submitted to Telford & Wrekin Council.

21/22.121 Correspondence

Cllr Shaw reports that a circular come around to Friends Groups offering grants from Severn Trent towards environmental projects. Clerk to investigate.

21/22.122 Reports from Parish Councillors and Ward Member present

Cllr Shaw reports that following Telford & Wrekin Council's narrow approval of the Old Builders Yard application he and residents wish to submit a Modification Order to instruct that the Rights of Way through the site be considered for determination, there are currently 10 residents witness statements to support the original Hutchinson Way route. It was proposed by Cllr Shaw and seconded by Cllr Taylor, all were in favour, thus **RESOLVED that Cllr Shaw shall pass all relevant information to the Clerk to submit a Modification Order on behalf of the parish council.**

It is also noted that Cllr Eade may also submit another Modification Order to determine the route.

Cllr Shaw notes that a previous letter was drafted for Lilleshall to be considered for a strategic landscape area under the Local Plan, he wishes to review this letter again and put this to the February meeting for consideration.

The Clerk was asked to organise a Friends meeting for the end of January.

Cllr Challinor wonders if to generate membership for the friends, that he gives a demonstration on the bird life in Lilleshall. This shall be organised for late February/early March.

Members further agreed to purchase 10 bird boxes for installation with the local school.

21/22.123 Clerks Report

The new grounds maintenance contract came into effect from the 1st January 2022 and a pre-meeting with the contractors was held in December, with the Clerk and Chairman in presence. It was agreed that a mulching mower would be used in all grassed areas as this is healthier for the longevity of the green and reduces removal costs, it is anticipated that the first few cuts would not be to an excellent standard as the grass growth would need to mature to its new scheme of mowing, the contractor however confirmed that he would be doing 20 cuts per year instead of the 16 in the contract and there would be no extra cost for this service. Any comments or concerns regarding their work should be submitted to the Clerk.

The Clerk will be proposing the following policy documents to the council at the next meeting to tighten up on liabilities and securities: closed churchyard protocol, complaints procedure, reserves policy.

It was noted that thanks to those involved in the creation of The Humbers Little Library have been passed on and everyone involved with this work should be very proud of their efforts.

21/22.124 Planning

The following applications were considered by members and it was proposed by Cllr Baker and seconded by Cllr Challinor, all were in favour, thus **RESOLVED to approve the following responses;**

Planning Application Number, Location & Proposed	Response
TWC/2021/1217 - Site of 9 Hillside, Lilleshall, Newport, Shropshire Reserved matters application for erection of 1no. dwelling and a detached garage with storage above pursuant to outline permission TWC/2021/0952 including layout, scale, appearance, landscaping and site levels	Object, subject to conditions.

The following applications were noted as being decided since the last meeting:

Planning Application Number, Location & Proposed Development	Response	Decision
TWC/2021/1065 - 4 East View, Humber Lane, Donnington, Telford, Shropshire, TF2 8LN Erection of a single storey double garage	No comment	Granted
TWC/2021/0637 - Former Builders Yard, Barrack Lane, Lilleshall, Newport, Shropshire	Object	Granted

Erection of 3no detached dwellings and communal building for shared plant room		
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21/22.125 Financial Reports

21/22.125.1 A summary of account statements from 1st Nov 2021 to 30th Nov 2021 were noted, a reconciliation of the accounts for this date period was reviewed by members and it was proposed by Cllr Shaw and seconded by Cllr Parker, all were in favour, thus **RESOLVED to approve as an accurate record.**

21/22.125.2 The following payment list and accompanying invoices/receipts were reviewed and it was proposed by Cllr Shaw and seconded by Cllr Challinor, thus **RESOLVED to approve the following payments to be made;**

Details	Bank ref	Statutes	Account
Staff salaries for December 2021	SALARY/DEC21	LGA 1972 s112	980.23
PAYE for December 2021	475/SB25455	LGA 1972 s112	64.40
Employee pension cont for Dec 21	EMPLOYEE CONT DEC	LGA 1972 s112	42.01
Employer pension cont for Dec 21	EMPLOYER CONT DEC	LGA 1972 s112	71.80
Home office allowance	HOMEOFFICEQ3	LGA 1972 s112	120.00
Broadband bundle services	6852760231	LGA 1972 s111	59.99
Defibrillator kit	S248141	LGA 1972 s137	1378.80
ID badges and lanyards	005279	LGA 1972 s111	65.40
Grounds maintenance for 01/12/21 – 31/12/21	10828873	LGA 1972 s215	568.80
Deposit payment for solar panels at Talbot Centre	INV-0564	LGA 1972 s137	3157.80
CiLCA training contribution	1110	LGA 1972 s111	95.70
Councillor training fees	1085	LGA 1972 s111	50.00
Materials for picnic area improvements	02-4978	LGA 1972 s215	200.3
Q2 street lighting	4518562	HA 1980 s.301	1099.16
		TOTAL	7954.39

21/22.125.3 Members reviewed the draft budget and precept, the precept rate was proposed at £55,425.00 and overall budget at £68,950.00 with the difference of funds being sourced through reserves. It was proposed by Cllr Shaw and seconded by Cllr Taylor, all were in favour, thus **RESOLVED to approve the budget and precept. Appendix A**

21/22.126 Projects and events

The Clerk reported that the first meeting of the event planning group held on the 14th December 2021 was successful and attended by 8 people with a few apologies. It was agreed that there would be three main events on 14th May - Scouts Jubilee Concert at St Michaels, 2nd June - Jubilee Afternoon Tea at Lilleshall Memorial Hall, 5th June - Lilleshall Jubilee and a Fate at Lilleshall Playing Fields. The Clerk will oversee the coordination of the rate on the 5th and Cllr Parker will oversee the afternoon on the 2nd and the concert on the 14th May shall be overseen by the scouts.

The next meeting of the event planning group will be on the 11th January, 7pm at Hillside Meeting Room.

Cllr Shaw reported that a meeting took place via Zoom in December with the Highways Engineer from TWC. Cllr Eade, Shaw, Baker and the Clerk were in presence. It was agreed that the Highways Engineer would review the previous plans devised and draft an updated scheme to include the comments and suggestions received through recent residential surveys and these shall make inclusions for The Humbers, Honnington and Brockton Leasowes.

The Clerk noted the success of The Humbers Little Library and that the library has become so successful that space for books is becoming short. Members were asked to consider the creation of another library on Limekiln Lane. After much deliberation it was agreed that members would go away and think about this and what could be done instead of a Little Library, as there may be routes to work with the Youth Centre building and consider this again in February.

There were no further updates to the installation of solar panels at the Talbot Centre as the contract for works has been agreed and deposit paid in line with this meeting.

Members were asked to consider the purchase of line wire for the tennis courts fencing, a quote had been obtained with thanks to the Tennis Club of £675 plus VAT. The Clerk noted that due to the value the council would need to source two more quotes and he is working on this. It was proposed by Cllr Baker and seconded by Cllr Taylor, all were in favour, thus **RESOLVED to approve the scheme to replacement of the line wire and instruct the Clerk to secure two further quotes.**

21/22.127 Tenancy Agreements for allotment plots

Following consultation with the Allotments Association members were asked to give consideration to the approval of a new tenancy agreement which had been developed by the Clerk. this new tenancy tightens up the rules of keeping livestock, cultivation and a number of conditions to ensure that uses and access to the allotments is safe for all and tightens securities of liability for the parish council and plot holders. It was proposed by Cllr Shaw and seconded by Cllr Challinor, all were in favour, thus **RESOLVED to approve the new tenancy agreement form and instruct the Clerk to confirm the implementation date.**

Members were further asked to confirm the rate of plot charges from 1st April 2022, it was proposed by Cllr Cornes and seconded by Cllr Baker, all were in favour, thus **RESOLVED to set the annual rate per quare meter at £0.26p.**

21/22.128 Talbot Centre and Tennis Courts hire charges

Members were asked by the Chairman to give consideration to the charges for the hire of the Talbot Centre and Tennis Courts in Lilleshall. It was his feeling that as this rate had not been reviewed for some time and that the tennis club, as the main user group of the centre, would be benefiting from lower energy costs through the solar panel scheme that Lilleshall residents would be subsidising this clubs costs.

Cllrs Cornes, Taylor, Shaw and the Clerk noted that the parish council is ultimately responsible for the costs of the building as being the landlord and that the investment over the years by the club outweighs the investment by the parish council into this building and therefore residents receive an investment into their local facilities where if the club were not in existence the parish council and ultimately the local tax payer would have to fund, therefore the slightly lower energy savings would not make any significant effect. However, members all recognised that rents should be reviewed as it had been quite some time since any practical review had taken place.

The Chairman proposed that without further information with regards to energy fee changes and without reviewing the rental market further that any decision on rent review should be deferred for 12 months to allow this information to become readily available, members agreed.

Meeting closed at 21:03

These minutes are to be considered as a draft form until signed at the next appropriate meeting, the signed copy will be retained by the Parish Council.

Signed: Dated:/...../.....

Date of future meetings

Full Council, Tuesday 1st February 2022, 7pm at Hillside Meeting Room

Appendix A

Lilleshall Parish Council - Budget Report

	21-22 Budget	21-22 Actual <small>1st Apr 21 to 31st Nov</small>	21-22 Forecast <small>3rd Nov 21 to 31st Mar</small>	21-22 Total	21-22 Variance	22-23 Proposal
Administration						
Accounts software	£480.00	£468.00	£0.00	£468.00	£12.00	£480.00
Audit fees	£500.00	£425.00	£0.00	£425.00	£75.00	£500.00
Civic expenses	£50.00	£0.00	£0.00	£0.00	£50.00	£0.00
Elections	£1,000.00	£0.00	£0.00	£0.00	£1,000.00	£500.00
Insurance	£900.00	£1,139.90	£0.00	£1,139.90	-£239.90	£2,200.00
IT equipment	£800.00	£452.49	£0.00	£452.49	£347.51	£700.00
Magazines	£700.00	£335.00	£200.00	£535.00	£165.00	£800.00
Postage	£50.00	£6.85	£0.00	£6.85	£43.15	£60.00
PPE	£450.00	£19.48	£0.00	£19.48	£430.52	£250.00
Room hire	£4,400.00	£3,443.00	£1,100.00	£4,543.00	-£143.00	£4,400.00
Staff costs	£16,000.00	£10,114.38	£4,454.37	£14,568.75	£1,431.25	£15,000.00
Stationary	£300.00	£168.62	£14.00	£182.62	£117.38	£200.00
Subscriptions	£650.00	£603.03	£36.00	£639.03	£10.97	£700.00
Telephone & broadband	£600.00	£299.94	£249.95	£549.89	£50.11	£600.00
SUB TOTAL	£26,880.00	£17,475.69	£6,054.32	£23,530.01	£3,349.99	£26,390.00
Training						
Cllrs' training	£250.00	£10.00	£0.00	£10.00	£240.00	£250.00
Staff training	£500.00	£0.00	£0.00	£0.00	£500.00	£250.00
SUB TOTAL	£750.00	£10.00	£0.00	£10.00	£740.00	£500.00
Maintenance						
Allotments	£1,000.00	£1,701.15	£0.00	£1,701.15	-£701.15	£1,000.00
Bus shelters	£1,500.00	£0.00	£0.00	£0.00	£1,500.00	£0.00
Defibrillators	£0.00	£346.00	£1,500.00	£1,846.00	-£1,846.00	£500.00
General maintenance	£1,000.00	£33.99	£0.00	£33.99	£966.01	£500.00
Grounds maintenance	£6,395.00	£3,796.93	£1,896.00	£5,692.93	£702.07	£8,500.00
Rights of way improvements	£4,000.00	£0.00	£0.00	£0.00	£4,000.00	£2,500.00
Street lighting (Electricity)	£2,400.00	£980.07	£1,419.93	£2,400.00	£0.00	£2,500.00
Street lighting (Maintenance)	£2,600.00	£611.51	£0.00	£611.51	£1,988.49	£1,500.00
Street lighting (Management)	£400.00	£802.97	£0.00	£802.97	-£402.97	£500.00
Talbot Centre and courts	£3,000.00	£0.00	£60.00	£60.00	£2,940.00	£1,000.00
Tree management	£1,850.00	£0.00	£1,258.10	£1,258.10	£591.90	£0.00
SUB TOTAL	£24,145.00	£8,272.62	£6,134.03	£9,274.07	£620.93	£18,500.00
Projects						
Christmas lights	£500.00	£0.00	£760.00	£760.00	-£260.00	£500.00
Events	£1,000.00	£0.00	£0.00	£0.00	£1,000.00	£1,000.00
Flower planters	£150.00	£0.00	£0.00	£0.00	£150.00	£5,500.00
General projects	£5,000.00	£2,070.83	£0.00	£2,070.83	£2,929.17	£2,000.00
CCTV	£0.00	£0.00	£0.00	£0.00	£0.00	£13,000.00
Road safety schemes	£6,000.00	£0.00	£0.00	£0.00	£6,000.00	£0.00
SUB TOTAL	£12,650.00	£2,070.83	£760.00	£2,830.83	£9,819.17	£22,000.00
Grants						
Grants	£2,000.00	£600.00	£0.00	£600.00	£1,400.00	£1,200.00
SUB TOTAL	£2,000.00	£600.00	£0.00	£600.00	£1,400.00	£1,200.00
TOTAL	£66,425.00	£28,429.14	£12,948.35	£36,244.91	£15,930.09	£68,890.00
Reserves						
General reserve (unallocated funds)	£51,203.58	£0.00	£0.00	£0.00	£51,203.58	£119,316.46
Road safety schemes	£5,000.00	£0.00	£5,000.00	£5,000.00	£0.00	£30,000.00
Street lighting upgrades	£40,000.00	£30,995.00	£0.00	£30,995.00	£9,005.00	£0.00
Talbot Centre refurbishments	£0.00	£0.00	£0.00	£0.00	£0.00	£15,000.00
Tennis courts resurfacing	£5,000.00	£0.00	£0.00	£0.00	£5,000.00	£10,000.00
TOTAL RESERVES	£101,203.58	£30,995.00	£5,000.00	£35,995.00	£65,208.58	£174,316.46
Income for 21-22						
	Budgeted	Actual	Forecast	TOTAL		
Allotments		£63.44	£890.72	£954.16		
Bank interest		£2.72	£1.84	£4.56		
Grants		£5,617.16	£3,500.00	£9,117.16		
Precept	£65,425.00	£65,425.00	£0.00	£65,425.00		
Talbot Centre & courts hire		£660.00	£0.00	£660.00		
VAT recovery		£4,694.39	£8,673.16	£13,367.55		
FOI charges		£18.33	£0.00	£18.33		
SUB TOTAL	£65,425.00	£76,481.04	£13,065.72	£89,546.76		
Bank balance summary for 2021/22						
Opening balance on 01.04.2021				£95,764.70		
Anticipated total outgoings				£35,995.00		
Anticipated total income				£89,546.76		
Anticipated closing balance on 31.03.2022				£149,316.46		
Forecast bank balance summary if 2022/23 budget approved						
Opening balance on 01.04.2022				£149,316.46		
Anticipated total outgoings				£113,590.00		
Anticipated total income				£69,425.00		
Anticipated closing balance on 31.03.2023				£105,151.46		

Anticipated income for 2022-23 is based on a precept of £55,425.00, anticipated grants of up to £4,000.00 and anticipated VAT reclaim of around £10,000.00.