

2nd of May 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 9th of May 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

12/23 Chairman's Announcements

To receive an oral report of the Chairman for the municipal year 2022/23

13/23 Election of Chairman

To elect a Chairman to serve the municipal year 2023/24

14/23 Chairman's Declaration of Acceptance of Office

The Chairman will be required to read out the declaration and sign.

15/ 23 Election of Vice Chairman

To elect a Vice Chairman to serve the municipal year 2023/24

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

The Vice Chairman will be required to read out the declaration and sign.

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

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

19/23 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.

20/23 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.

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

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

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

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

23/23 Correspondence

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

An item of Correspondence has been received from a resident of Lilleshall who has written regarding his concerns relating to the signage that has been placed on the Hillside East Road. Mr Tucker has questioned the legality of the signage stating 'residents only' when the road is according to him not a private the road. The clerk is following up on this correspondence by seeking advice from highways at Telford and Wrekin Council.

24/23 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.

25/23 Road safety schemes

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

26/23 Planning

- a. To consider any planning applications

Application Number	TWC/2023/0142
Site address	Jardwood Farm, Kynnersley Drive, Lilleshall, Newport, Shropshire, TF10 9HT
Description of 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
Date valid	27/02/2023
Application type	Full Planning
Planning portal reference	11965213
Delegation level	Delegated
Case officer	Martha Louise Bailey
Grid reference	,
Parish	Lilleshall,
Ward	Church Aston and Lilleshall,
Decision	
Decision date	
Appeal decision	
Appeal decision date	
Agent	Joe Weigh
Agent Company Name	Base Architecture & Design Ltd
Agent address	23 Christleton Road Chester CH3 5UF
Applicant	Nathan Mahn
Applicant Company Name	Baumaris Road Ltd
Applicant address	132 High Street Newport Shropshire TF10 7BH

Application Number	TWC/2023/0279
Site address	Hayfields, Church Road, Lilleshall, Newport, Shropshire, TF10 9HJ
Description of proposal	Replacement of 9no. casement windows
Date valid	28/04/2023
Application type	Listed Building
Planning portal reference	

Delegation level	Delegated
Case officer	Tom Carruthers
Grid reference	372592, 315023
Parish	Lilleshall,
Ward	Church Aston and Lilleshall,
Decision	
Decision date	
Appeal decision	
Appeal decision date	
Agent	
Agent Company Name	
Agent address	
Applicant	Jane Staite
Applicant Company Name	
Applicant address	Hayfields Church Road Lilleshall Newport Shropshire TF10 9HJ

- b. To receive any updates

27/23 Financial Reports

- a. To approve the reconciliation of recent banking statements and payments.
- b. To consider any grant requests received
 - A grant request has been received by Lilleshall Rainbows (Appendix Two).
 - A grant request has been received by Lilleshall brownies and guides (Appendix Three).

28/23 Handyman

To receive a verbal update.

29/23 Community Engagement (Appendix Four)

To review the clerks proposed plan for community engagement.

30/23 Confidential Staffing Item

Date of future meetings

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

Appendix One – Draft Minutes (14th March 2023)



Chairman of the Council
Cllr D Shaw

Clerk of the Council
C Martin

www.lilleshallpc.org.uk

Minutes – 14th March 2023

Present: Cllr Shaw, Cllr Challinor, Cllr Parker, Cllr Taylor, Cllr Millard, Cllr Sullivan and Cllr Eade.

In Attendance: Clerk Mrs C Martin

01/23 Apologies and declarations of Interest

No apologies have been received.

Declarations of interest have been made from Cllr Taylor in relation to the Lilleshall Allotments as he has a pecuniary interest in the matter.

02/23 Public Session

No members of the public were present.

03/23 Minutes of the Full Council meeting held 21st of February 2023 (Appendix 1)

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

Cllr Millard proposed to accept the minutes to be a true record of the meeting held on the 21st of February 2023. The proposal was seconded by Cllr Shaw and agreed unanimously by the council.

04/23 Matters arising, for information, from the 21st of January 2023

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

The clerk reported on the progress for the events of the Kings Coronation, it was suggested that the council could provide mementos to the local school to mark the occasion, alongside or instead of the afternoon tea that was previously debated by the council. Cllr Millard agreed to check with the school on what projects they are currently doing and feedback to the council. Cllr Shaw proposed that the council will provide funds to support any existing projects that are being planned by the school and if there are not any existing projects to provide the children with mementos. This motion was seconded by Cllr Sullivan and agreed unanimously by the council.

The council asked the clerk to look into getting a big screen to view as an event the coronation, and to find if a TV licence is needed to do so. If this is not able to be accomplished an afternoon tea is to be arranged on the Friday before the coronation.

The clerk updated the council that she has drafted a letter to highways in relation to the road safety on the A518 which was approved by the chairman and will be sent to Mr Chris Pearson and Mr Dean Sargent.

The clerk updated the council that she reported the Drainage issues as requested.

The clerk updated the council on the report she made regarding the Rights of way issue on Kinnersley Drive.

The clerk updated the council on the actions that were made regarding the council's decision to support the Gnosall and Newport Club cancer screening. The clerk requested advertising information for the cancer screening which was provided and will be included in the next edition of the Lilleshall Voice, the clerk also updated the council on it's financial position and reported that the council is in a good financial position if they wish to support the cause further.

The clerk updated the council that she reported the missing sign from the neighbourhood watch and it is in the process of being replaced.

The clerk updated the council on the progress of requiring local businesses to advertise in the Lilleshall Voice.

05/23 Correspondence

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

No correspondence has been received.

06/23 Parsons Barracks

Cllr Shaw updated the council on the progress of the Parsons Barracks, Cllr Shaw has spoken to the MOD they have completed a plan for the barracks and seem to have listened to the councils requests in relation to open space and recreation facility. It may be included in the revised local plan; the project is not an immediate project and the scale for which will be approximately 5 years.

07/23 Reports from Parish Councillors and Ward Member present

Cllr Challinor: Cllr Challinor reported on the issues at Donnington Drive, the person who is blocking the road has placed concrete blocks underneath the soil mounds which has been revealed as the soil has dissipated. This issue has continued to cause an issue blocking the rights of way.

Cllr Eade: Cllr Eade is to arrange another visit from the enforcement officer in relation to the issues on Donnington Drive as this is causing an issue to the members of Lilleshall Parish.

Cllr Taylor: Cllr Taylor reported that the steps leading to the board walk in the quarry are in disrepair, Cllr Taylor is to investigate what is being done to rectify the situation.

08/23 Road safety schemes

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

Cllr Shaw has drafted a letter to Telford and Wrekin council to request the schemes that have been authorised and purchased by the council to be put into place. The council noted the draft letter and gave approval for the Chairman to send this as a representative of the council.

Cllr Shaw apologised and excused himself from the meeting at 19.35. The rest of the meeting was chaired in his absence by Cllr Parker.

09/23 Planning

- c. To consider any planning applications
TWC/2023/0116 – The council had no comment on this application.
TWC/2023/0134 – The council had no comment on this application.
TWC/2023/0142 – The council has no comment on this application.
- d. To receive any updates
No updates have been received.

09/23 Financial Reports

- c. To approve the reconciliation of recent banking statements and payments.
Cllr Parker has checked the payments and balances and confirmed that they were correct.
Cllr Challinor proposed to accept the schedule of payments, this was seconded by Cllr Millard and agreed unanimously by the council.
- d. To consider any grant requests received
None – Received.

10/23 Allotments Expenditure/Income information

To review the expenditures of the allotments and decide whether to raise the price of allotment tenancy next year based on the projected expenditure.

Cllr Taylor is excused from the discussion relating to the income/expenditure of the allotment as he has a pecuniary interest.

The council reviewed the information provided relating to the income and expenditure of the Lilleshall Allotments. Cllr Parker proposed that in the renewal of the contract in October it should be requested that the allotment society is responsible for paying the water bill. The clerk is to speak to the chair of the allotment society and feed back to the council. It will need to be in the agreement with the allotment society.

11/23 Handyman

This will be discussed in our next meeting due to the absence of the chairman.

12/23 May Elections



The council discussed the process of applying to be a councillor and that the council needs to have advertise and attempt to get interest in the community.

Date of future meetings

Full Council, Tuesday 11th of April 2023, 7pm at Hillside Meeting Room.

Meeting closed at 20.32.

Appendix Four – Community Engagement (Timeline of Events)

Month	Event	Information	Deadline for planning	Event Date
April	Lilleshall Voice	Publication to be put out in the community	April 1 st 2023	7 th April 2023
May	Annual Meeting of the Parish Council	To have a speaker and refreshments.	April 30 th 2023	9 th May 2023
June				
July	Lilleshall Voice	Publication to be put out in the community	June 30 th 2023	7 th July 2023
August				
September	Lilleshall Voice	Publication to be put out in the community	August 31 st 2023	7 th September 2023
	Scarecrow Festival	Laisse with the school on the event (Contact: Jenny Uley)	July 2023	Not yet known
October	Halloween (Costume Contest, Market)	To be discussed at Parish Council	July 2023	Proposed date 28 th October 2023
November	Tree Planting	Chairman has asked scouts to participate. Clerk to ask rainbows etc. Clerk to Advertise for Volunteers	October 31 st 2023	Not yet determined – to organise with Cllr Shaw

	Christmas Market	Book Local Vendors and the memorial hall.	Start Advertising September 2023 Start Organising April 2023	Proposed to be the 25 th of November 2023
December	Lilleshall Voice	Publication to be put out in the community.	November 30 th , 2023.	7 th December 2023