

**Minutes of the meeting held on the 12<sup>th</sup> of September 2023 in the Hillside Meeting Room, Memorial Hall, Lilleshall.**

**Present:** Cllr Hoof, Cllr Parker, Cllr Challinor, Cllr Binnington, Cllr Taylor, and Cllr Eade.

**68/23 Apologies and declarations of Interest**

The council noted the apologies of Cllr L Harvey and Cllr D Shaw have sent apologies. No declarations were raised.

**69/23 Public Session**

A resident asked if the council could place signs to the monument that point out how to get to the monument on Hillside, that would direct the visitors on how to get to monument.

Mr Oakley chair of Brockley residents' association was in attendance for the public session, he raised his concerns regarding the A518. Mr Oakley summarised the actions taken by himself and the residents association in regard to the highway's actions and the lack of action to help the situation.

Item 74/23a was brought forward to address this issue.

**74/23a.** Councillor Binnington updated the council on the actions that she has taken in regard to the A518 she has spoken to Telford and Wrekin Council, they have advised that they aim to put a sign on the road as an immediate measure but look at long term solutions for the road. Cllr Eade discussed the issues that have been had with getting a filter lane, he summarised his site visit with Mr Curter-Carlidge and that further communication would be needed. Possible solutions for the A518 were discussed. Cllr Hoof summarised that through his work in another council, a road review was promised by Telford and Wrekin representative Richard Overton, Cllr Eade said he will follow up with the council to ask if the survey was completed and asking for further information.

**70/23 Minutes of the Full Council meeting held 11<sup>th</sup> of July 2023 (Appendix 1)**

The council reviewed the draft minutes of the meeting held on the 11<sup>th</sup> of July 2023; a mistake was noted by the council in regard to agenda item 66/23 as the incorrect councillors were named in the minutes. Cllr Binnington proposed to approve the minutes of the last meeting as a true record subject to the correction of item 66/23 of the meeting. This proposal was seconded by Cllr Challinor and agreed unanimously by the council.

**71/23 Matters arising, for information, from the 11th of July 2023**

The clerk updated that the council has asked for the trees from the contact the previous assistant clerk spoke to, and they are not able to provide the correct size of trees. Alternative suppliers are being looked at; this is aiming for October as they cannot be planted in the summer months.

## **72/23 Correspondence**

- a. Correspondence has been received from a resident of the community due to concerns relating to anti-social behaviour, the council is currently in correspondence with the police in regard to this matter.  
Cllr Hoof updated the council that the matter has been resolved as the person responsible for the reported behaviour has been asked to move from the bus shelter.
- b. A member of the public raised concerns relating to the road condition of Hillside East, they have requested that the council speaks with the district council to repair the section of the road that belongs to Telford and Wrekin Parish Council.  
Cllr Eade updated the council on the previous actions taken by Telford and Wrekin council has previously taken actions to repair the road. Cllr Eade will find the information regarding which sections of the road are managed by Telford and Wrekin so that the council can make plans regarding this action.

## **73/23 Reports from Parish Councillors and Ward Member present**

Cllr Eade reported he is working on problems with the development on Hillside, questions over plans and enforcement issues, Cllr Eade is hoping to speak to an enforcement officer soon to discuss the issue.

## **74/23 Road safety schemes**

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

There are no updates at this time.

## **75/23 Planning**

- a. To consider any planning applications  
TWC/2023/0582 – The council discussed the planning application. Cllr Binnington proposed that the council will not comment on the application at this time, this was seconded by Cllr Challinor and agreed unanimously by the council.  
TWC/2023/0568 - The council discussed the planning application. Cllr Binnington proposed the council will not comment at this time and seconded by Cllr Taylor and agreed unanimously by the council.
- b. To receive any updates  
The council noted that the planning application TWC/2023/0536 has been “full granted”.

## **76/23 Financial Reports**

- a. To approve the reconciliation of recent banking statements and payments.  
Cllr Hoof raised issues with the room hire being raised without the council being consulted, the clerk is to find out the previous invoices rates before paying the bill.

With the exception of the invoice from the memorial hall (as minuted above) Cllr Challinor proposed to accept the schedule of payments, this was seconded by Cllr Hoof and agreed unanimously by the council.

- b. To consider any grant requests received  
None received.

- c. Insurance Renewal – to receive a verbal update.

The clerk summarised that the insurance company has sent renewal information, the chairman informed the clerk that a decision had been made to stay with the company for 3 years unless there was a sudden increase in cost or a need to change from the provider. The insurance was renewed on this basis. Cllr Hoof asked about the previous council decision to stay with the current insurance company for three years unless there is a drastic change, the clerk will look into the decision and notify the council on the decision.

- d. Subscriptions – to decide whether to continue with the annual payment of £36.00 to subscribe to the CPRE charity.

The clerk summarised that the CPRE sent a correspondence noting the annual payment the council makes to the CPRE charity membership. Cllr Challinor proposed to continue the annual payment, this was seconded by Cllr Taylor and agreed unanimously by the council.

#### **77/23 Mobile Phone**

The clerk summarised the need for a council mobile phone for emergencies and remote working and informed the council that the cost to include a mobile phone with the current provider is £23.00 with BT(EE). The council discussed the option, and the clerk was asked to look into further options for next month's council meeting.

#### **78/23 Handyman / CAT Operatives**

The clerk updated the council that Debbie Germany has confirmed that they will be attending next months meeting to do a Q and A.

#### **79/23 Allotments**

- a. Contract Renewal Update

The clerk updated the council that she is in the process of sending out invoices for this year's allotment rent.

#### **80/23 To appoint members to the Staffing Committee**

Cllr Hoof proposed that Cllr Taylor, Cllr Binnington and Cllr Hoof be appointed to the staffing committee. This was seconded by Cllr Taylor and agreed unanimously by the council.

#### **81/23 Confidential Session** (Parrish offices and appointment of the administration assistant)

Administrative Assistant: Cllr Taylor summarised the actions taken by the temporary staffing committee and the recommendation to offer the chosen candidate the position. The temporary staffing committee is recommending the chosen candidate to offer her the position on a three-month probationary period subject to references and a three-month probationary period. Proposed by Cllr Binnington to accept the recommendation by the staffing committee, this was seconded by Cllr Taylor agreed unanimously by the council.

The item of the parish offices was deferred to the next meeting.

The council noted the date of future meetings for the Annual meeting of the Parish Council, Tuesday 10<sup>th</sup> of October 2023, 7pm at Hillside Meeting Room.

**Meeting closed at 20.19.**

DRAFT