

## Minutes of Full Council meeting of

**Lilleshall Parish Council held on 6<sup>th</sup> April 2021 at 7:00pm held via Zoom video conferencing**

**Members present:** Cllrs: Baker (Chairman), Cornes, Challinor, Millard, Parker, Shaw, Taylor

**In attendance:** Cllr Eade (TWC Ward Member), Mr Furnival (Clerk), Ms J Smith (CEPO), 1 member of the public

### 19/254 Public Session

No members of the public were present at this time to ask questions.

### 19/255 Apologies and declarations of Interest

None received.

### 19/256 Minutes of the Full Council meeting held 2<sup>nd</sup> March 2021

It was proposed by Cllr Shaw and seconded by Cllr Challinor, all were in favour thus **RESOLVED** that the minutes of the meeting held on 2<sup>nd</sup> March 2021 be signed as a true record.

### 19/257 Matters arising, for information, from the 2<sup>nd</sup> March 2021

19/252, Cllr Cornes request for an update on the street lighting situation shall be reported under Chairman's reports.

### 19/258 Note the minutes of the following sub-Committee meetings

The following minutes of the Committee meetings were noted by members;

- 258.1** Personnel Committee held 9<sup>th</sup> March 2021
- 258.2** Personnel Committee held 15<sup>th</sup> March 2021

### 19/259 Financial Reports

- 259.1** The following summary of account statements from 1<sup>st</sup> February to 26<sup>th</sup> February 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 Challinor, all were in favour, thus **RESOLVED to approve as an accurate record:**

<b>Balances at 01<sup>st</sup> February 2021</b>		
Treasurers Account		49428.18
Bus Bank Instant		53620.62
<b>Debits</b>		
Street lighting Q2	1328.84	
Grounds maint	568.80	
Staff salary – Jan 2021	564.60	
PAYE – Jan 2021	141.00	
Hillside Room Hire	1100.00	
Landline and wifi	59.99	
<b>Credits</b>		
Allotment fees	66.08	
Bank Interest	0.43	

<b>Balances at 26<sup>th</sup> February 2021</b>		
Treasurers Account		45731.03
Bus Bank Instant		53621.05

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

<b>260 Details</b>	<b>Bank ref</b>	<b>Statutes</b>	<b>Account</b>
Grounds maintenance 01/03/21 to 31/03/21	GM804030	LGA 1972 s214	568.80
Trimming of conifers in graveyard January 2021	GM801944	LGA 1972 s214	574.71
Maintenance of street lighting for Q3	4492830	LGA 1972 s214	1488.83
Reimbursement of printer ink	INK/001	LGA 1972 s111	59.00
HP laptop and mouse	CUR2100878070	LGA 1972 s111	542.99
Staff salary for March	SALARY/MAR	LGA 1972 s112	611.20
PAYE Tax for March 2021	475/SB25455	LGA 1972 s112	152.60
Reimbursement for Hillside Room keys	LILKEYS21	LGA 1972 s111	14.50
		<b>TOTAL</b>	<b>4012.63</b>

## **19/260 Planning**

It was proposed by Cllr Challinor and seconded by Cllr Shaw, all were in favour thus **RESOLVED that the following response be made to the application(s) for consideration;**

<b>Planning Application Number, Location &amp; Proposed Development</b>	<b>LPC Response</b>
<b>TWC/2020/1107</b> - Jardwood Farm, The Hinks, Lilleshall, Newport, Shropshire Conversion of agricultural buildings into 4no. dwellings ***AMENDED PLANS RECEIVED***	No comment

The following applications were noted as decided since the last meeting;

<b>Planning Application Number, Location &amp; Proposed Development</b>	<b>LPC Response</b>	<b>Decision</b>
<b>TWC/2021/0035</b> - Dairy Farm, The Hincks, Kynnersley Drive, Lilleshall, Newport, Shropshire, TF10 9HS Erection of single storey rear extension and a first floor side extension	No comment	Granted
<b>TWC/2021/0104</b> - 3 Hill Farm Close, Lilleshall, Newport, Shropshire, TF10 9HU Erection of a timber framed garden office	Support	Granted
<b>TWC/2021/0188</b> - Lavender Cottage, 84A Limekiln Lane, Lilleshall, Newport, Shropshire, TF10 9EX Erection of a canopy to rear of property	No comment	Granted

## **19/261 Chairman's Report**

- Recent meeting with Street Lighting team held 1<sup>st</sup> April 2021. TWC and Prysman agreed to have street lights by Cricket Club and Youth Centre upgraded to LED, the reason for the delay was due to a concern of ownership of the lights.
- Meeting held on 30<sup>th</sup> March 2021 with K. Grice and R. Taylor-Barnes to agree actions relating to street signage and grounds maintenance issues around Lilleshall Hill. The Clerk has circulated notes of the agreed actions to all members. One action that has already been implemented is the siting of bollards on the tringle area of grass at the top of Nursery Lane.
- Litter is a growing concern in the area and the small number of Street Champions in the village are doing their best to keep certain areas clean. Particularly on the field at the back of the school, which ownership of this land needs to be confirmed and agreed maintenance needs to be made clear, Cllr Eade was asked for his report on this matter.
- Local policing team have contacted the Parish Council to introduce themselves. The Clerk has already shared this information with all members. It was agreed to write to the local policing team to raise concerns with anti-social behaviour that appears to occur on Sunday evenings and ask that patrols increase during these times.

## **19/262 Clerks Report**

- Current legislation means that this Council will return to in-person meetings at the meeting scheduled Tuesday 1<sup>st</sup> June 2021. Any members who are not comfortable meeting in-person yet may attend this meeting via Zoom, this is called a "hybrid" meeting and the government regulations on this end on the 21<sup>st</sup> June, meaning all Councillors would have to attend in-person from July 2021. Members of the public are allowed to attend in-person from 1<sup>st</sup> June 2021, however NALC advises that in the view of public safety we advise members of the public to write into the Council and their questions can be read at a meeting and written replies can be given.
- The Councils new Community Events and Projects Officer starts on the 6<sup>th</sup> April with her first areas of priority being;
  - i. Coordinate the re-formation of the Friends of Lilleshall Hill.
  - ii. Facilitate the creation and scope of an Environment & Sustainability Working Group.
  - iii. Identify footpaths in need of improvements and plan for these improvements.
  - iv. Set up a potential calendar of events for the Parish Council and take a lead role to organise the events identified as viable.
  - v. Support the delivery of plans to make the Talbot Centre a zero-carbon building, by assisting with research and bid making.
  - vi. Identify Projects that are deliverable from the Scheme of Scheduled Projects with the Clerk and Councillors support.
  - vii. Act as a line of communication for community groups and organisations and build a directory for these organisations.
- We are now in receipt of the new noticeboard for the Humber and this shall be installed shortly.
- I have made contact with Unity Trust Bank, who have come highly recommended by a large number of Parish Councils across England as a new banking provider that I will be proposing we move to in May. They are highly recommended as they have a dedicated team to support Parish Councils, they understand the regulations around local government and their customer services are not only local but also very quick at responding with detailed support.

## **19/264 Correspondence**

**264.1** Telford & Wrekin Council requested that any suggestions be made to the Scrutiny Work Program 2021-22, no suggestions from this Council were made.

**264.2** A request has been made from Telford & Wrekin Council to sign up to the Armed Forces Covenant, it was agreed by members that we do this.

**264.3** Code of Conduct Training, 9<sup>th</sup> June 2021, 7pm via Zoom, Cllr Shaw confirmed that he would like to attend this training.

#### **19/265            Reports from Outside Bodies**

Cllr Shaw has been continuing to attend meetings of the Newport Regeneration Partnership on behalf of the Parish Council.

#### **19/266            Reports from Parish Councillors and Ward Member present**

Cllr Eade reported that an update was due on the traffic scheme by the end of March, however this should be with him very soon. Following a meeting with Telford & Wrekin Council it has been agreed to resurface some of Limekiln Lane, details of this plan has been emailed to all members.

Cllr Taylor reported that on the allotments there has been one plot vacated recently and two new allotment holders took over the split of this plot. Next month is the 10-year anniversary of the allotments and it was agreed to discuss any possible celebration events with the Parish Officers.

*At this point in the meeting Cllr Eade left the meeting due to attendance at a neighbouring Parish.*

#### **19/267            Confirmation of policies and procedures of Lilleshall Parish Council**

Members considered the following policies that had been drafted by the Clerk of the Council;

- a) Vexatious, abusive and discriminatory communications policy
- b) Procedure for dealing with vexatious, abusive and discriminatory communications
- c) Pre-application Protocol
- d) Publication Scheme
- e) Appraisal Scheme Policy
- f) Training and Development Policy

It was proposed by Cllr Taylor and seconded by Cllr Shaw, all were in favour thus **RESOLVED to adopt the policies and procedures as listed above and list attachments to these on the Lilleshall Parish Council website.**

#### **19/268            Climate Change Fund**

Cllr Shaw reported that he has been securing quotations for solar panels to be installed onto the Talbot Centre with the view to also installing batteries and future plans to look at other sources of renewable energy for the Talbot Centre. He is currently awaiting a final quotation and it was proposed by Cllr Shaw and seconded by Cllr Cornes, thus **RESOLVED to apply for a grant under the Climate Change Fund for the erection of solar panels at the Talbot Centre and instruct the Community Events & Projects Officer to coordinate this application process.**

#### **19/269            Environment & Sustainability Working Group**

The Clerk briefed members on the positive impact on both our community and climate if this Council were to adopt its own working group to steer ideas and initiatives to help tackle climate change.

The working group shall be facilitated by the Parish Council through the new Community Events & Projects Officer and members of the public can join this working group.

There shall be no financial commitment from the Council unless formally agreed at meetings of this Council.

It was proposed by Cllr Shaw and seconded by Cllr Cornes, all were in favour thus **RESOLVED to adopt the working group and nominate Cllrs Shaw and Cornes as representatives to of the Council to the working group and instruct the Clerk and CEPO to facilitate this groups progress and work on behalf of the Council.**

### **19/270            Hedges along Lilleshall Allotments**

A quote has been obtained from Idverde to the value of £165.00 to cut back the hedges along the old Wellington road to prevent any visibility issues from road traffic. Members agreed to instruct these works to be completed.

### **19/271            Tree survey for Lilleshall Allotments, Churchyards**

A tree inspection carried out in April 2020 found 19 trees required remedial works to make safe and the quote for these works by our contractors was £1842.45, the Clerk has requested confirmation of this value remaining the same and requests permission by this Council to instruct these works to be completed once confirmation is received of the price, provided there is little variation in the value.

It was proposed by Cllr Shaw and seconded by Cllr Challinor, all were in favour, thus **RESOLVED to delegate the powers to the Clerk to instruct these works to be completed, provided a revised quote is considered reasonable by the Clerk.**

### **19/272            Redesignation of The Humbers area to from Built up to Rural**

Cllr Shaw noted that the area around The Humbers is currently registered as built up and this is a concern as this could suggest that building planned across the Borough could be planned for The Humbers under the status of "Built up land of Telford & Wrekin Borough". As Telford & Wrekin Council are currently reviewing their local plan he asks if this Council can write to Telford & Wrekin Council to request that the status of The Humbers be amended to "Rural" so to give the entire Parish of Lilleshall rural status under the Telford & Wrekin Local Plan, this was proposed by Cllr Shaw and seconded by Cllr Challinor, all were in favour, thus **RESOLVED to instruct the Clerk to write to Telford & Wrekin Council to that affect.**

Meeting closed: 20:49

Date of future meetings, Annual General Meeting, Tuesday 4<sup>th</sup> May 2021, 6pm

Full Council, Tuesday 4<sup>th</sup> May 2021, to immediately follow AGM

*Draft until signed*

*Date: ..... Signed: .....*