

**Minutes of Full Council meeting of
Lilleshall Parish Council held on 5th January 2021 at 7:00pm held via Zoom
video conferencing**

Members present: Cllr Baker (Chairman)
Cllr Cornes
Cllr Challinor
Cllr Millard
Cllr Parker
Cllr Shaw
Cllr Taylor

In attendance: Cllr Eade (TWC Ward Member)
Mr Furnival (Locum Clerk)
Cllr Wilson

19/211 Public Session

None in attendance.

19/212 Presentation by Cllr Allan Wilson from the Shropshire Climate Action Partnership

Chairman welcomed Cllr Wilson to the meeting. Cllr Wilson is the Chair of the Shropshire Climate Action Partnership. SCAP is a multidisciplinary group of county wide volunteers, businesses, organisations, local councils and non-governmental organisations that have formed a partnership to promote and achieve the common goal of a zero-carbon future environment for nature and mankind in Shropshire by 2030. Cllr Wilson led a presentation to members about the climate situation and impact on our communities, the Parish Councils support in engaging with the community to tackle climate change is what is being asked by the Partnership. This presentation will be made available on the Parish Councils website for public to view.

The Chairman noted that further consideration as a Parish Council should be given to what we can do to engage this issue with the public and what we can do locally to tackle climate change.

19/213 Apologies and declarations of Interest

None.

19/214 Minutes of the Full Council meeting held 1st December 2020

It was proposed by Cllr Shaw and seconded by Cllr Millard, all were in favour thus **RESOLVED that the minutes of the meeting held on 1st December 2020 be signed as a true record.**

19/215 Matters arising, for information, from the 1st December 2020

- 19/197 - Posters have now been displayed locally advertising the Census engagement.
- 19/201 - The grant in the sum of 360.00 has been made to Lilleshall Tennis Club and a letter of thanks has been received from the club for this grant.

19/216 Financial Reports

- a) The following summary of account statements from 1st November to 30th November 2020 were noted, a reconciliation of the accounts for this date period was reviewed by members over email and signed by the RFO:

Treasurers Account 1 st November 2020	59,164.85	
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Bus Bank Instant 1 st November 2020	53,619.24	
Debits Former Clerk salary BT Group Insurance	1402.70 59.99 858.96	
Credits Allotment fees Bank Interest	481.04 0.46	
Balance as at 30th November 2020 Treasurers Account Bus Bank Instant		57,324.24 53,619.70

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

Details	Bank ref	Statutes	Account
Grounds maintenance 01/12/2020 to 31/12/2020	GM795966	LGA 1972 s214	568.80
Maintenance of street lights for Q2	4484979	LGA 1972 s214	1328.84
Memorial Hall room hire Jan-Mar 21	111220	LGA 1972 s134	1100.00
External auditor fees 2019-20	SB20204169	LGA 1972 s111	360.00
Staff salary for December	SALARY/DEC	LGA 1972 s112	564.40
PAYE Tax for December	475/SB25455	LGA 1972 s112	141.20
		TOTAL	1,063.24

- c) The budget for 2021/22 has taken into consideration the underspends in Office Costs and some in Administration, particularly Audit Fees and Subscriptions and as such reductions going forward for these budgets have been made, and these funds allocated elsewhere.

Given that the Council now holds adequate funds allocated to the completion of street lighting upgrades, this has allowed significant manoeuvrability within the budget that can work to deliver directly on the four foundations named for setting this budget. Therefore, a variety of projects have now been listed or budgets increased, the events budget and grants budgets have been increased so that we can look to do something of an event for the community and we can offer the community more through funding activities and initiatives that benefit the community. Training for Councillors has also been created, with much training by SALC now taking place over Zoom it is much easier to access this training and it is important that Councillors are aware of up to date legislation and impacts on local authorities, this should be a standard cost the Council expects to incur when new Councillors join. Provisions have also been made to upgrade the PC's printer and PPE for staff and where appropriate Councillors.

With the number of projects and new activities been created or emphasised through this budget, the Clerk is also proposing to create a new paid role in the Parish Council, a Community Projects Officer which is in line with other Parish Councils in the Borough. This role will be reporting to the Clerk and be the Parish Councils lead in events, footpath improvements and neighbourhood plan projects. They would also assist the Clerk and other Councillors with community engagement of the road safety schemes and grants, they would work more closely with the allotment's association and Friend of Lilleshall Monument Hill group to assist them in achieving their goals, if any other groups are created or needing to be created in the area, they would assist to deliver on those aims. Throughout the 12 months they would be involved in other tasks such as preparing the Parish Magazine with the Clerk and delivering, litter picking and act as our dog warden in liaison with TWC. The main focus of their role will be community engagement and project delivery. A full job description will be

produced for the role and the scale of pay has been calculated into the budget in line with similar roles in the area with other local authorities.

Members considered the budget and precept rate and it was proposed by Cllr Taylor and seconded by Cllr Shaw, all were in favour thus **RESOLVED to adopt the budget set at the rate of 65,425.00 and for the precept to be requested at the rate of 65,425.00.**

19/217

Planning

Applications/enquiries to be considered

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

Application reference	Location of application	Description of proposal
TWC/2020/1087	Site of Fernlea, Barrack Lane, Lilleshall, Newport, Shropshire	Conversion of existing bungalow into 2no bungalows with associated external wall insulation works and the erection of 2no new houses and associated car parking.
Parish Council response: Object, not sympathetic with local design and cause concerns for sunlight blocking of neighbouring properties, parking and traffic will be a concern for this area and this is overdevelopment for this area.		

Applications decided/withdrawn since last meeting

Planning Application Number, Location & Proposed Development	Decision
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None.

Ongoing applications awaiting decision

Planning Application Number, Location & Proposed Development	LPC Response	Status
TWC/2020/1035 - 15 Church Road, Lilleshall, Newport, Shropshire, TF10 9HJ Erection of a single storey front and side extension	Support	Decision pending
TWC/2020/1016 - 8 Limekiln Lane, Lilleshall, Newport, Shropshire, TF10 9EZ Erection of a first floor side, first floor rear extension and ground floor rear extension, new porch, 3no roof lights and a log store to garage, new garden room and 1.65m gates	No comment	Decision pending
TWC/2020/0356 - Land opposite Woodside Farm, Kynnersley Drive, Lilleshall, Newport, Shropshire Creation of manege, parking, associated boundary treatments and the erection of stables/equestrian buildings	Object	Decision pending
TWC/2020/0358 - Land opposite Woodside Farm, Kynnersley Drive, Lilleshall, Newport, Shropshire Three year siting of mobile home and demountable garage with modifications to existing access to support Livery	Object	Decision pending

TWC/2020/0584 - Oak Barn, Church Road, Lilleshall, Newport, Shropshire, TF10 9HE Erection of a wooden arch and wooden pergola to meet access gate with repair and replacement of the existing brick steps (Full Planning) (Part-Retrospective)	Object	Appealed
TWC/2020/0585 - Oak Barn, Church Road, Lilleshall, Newport, Shropshire, TF10 9HE Erection of a wooden arch and wooden pergola to meet access gate with repair and replacement of the existing brick steps (Listed Building) (Part-Retrospective)	Object	Appealed
TWC/2020/0715 - Site of Sunners House, Donnington Drive, The Humbers, Telford, Shropshire Erection of an annex	No objection	Decision pending
TWC/2019/1012 - Annexe, 7 Limekiln Lane, Lilleshall, Newport, Shropshire, TF10 9EY Change of use from existing annexe for use as a holiday let	No comment	Decision pending

19/218 Chairman's Reports

- Clerk has organised a meeting with the street lighting team to confirm details of scheme completion and financial settlements and ongoing costs.
- Planning and budget thanks.

19/219 Clerks Reports

- Allotments still have 9 people remaining to respond to the renewal request so the Clerk will be writing to remind them of their renewal with a deadline of renewal, discussions will be made with the allotment's society about how to best handle this if renewals are not paid in time.
- Clerk is now walking around Parish once a week to monitor dog fouling with spray equipment from TWC. Contact has been made with TWC regarding the availability of dog fouling signs.
- Contact has been made with the new Contracts Supervisor at Idverde and requested that the conifers in Lilleshall Cemetery are cut back from the walkway.
- Requests have been received for overflowing bins in the area so Clerk will walk around Village on Thursday 7th to report any.
- PKF have completed their audits for 2020/21 raising the same concerns picked up by the internal auditor which the Clerk is in the process of reviewing and putting in place preventative actions. Copies of the internal and external audit reports will be shared with all members after this meeting and Clerk will provide members with an update in due course of actions that will be taken to resolve the matters of concerns raised by the auditors.
- Efforts have begun to review the Councils website, policies and procedures and parish magazine and reports will be made to members in due course.
- Instructions received from Lloyds of how to change the online payment approvals so that the Parish Council can bank online. Cllrs Baker, Shaw and Millard will be required to sign the instructions.
- A resident complaint has been received regarding the need for signage to be sited at the layby at Hillside East. Clerk is investigating no parking signage to be erected.

19/220 Correspondence

- A consultation has been received from TWC for new a rights of way modification order policy and guidance. The Parish Council is invited to respond.
- Telford & Wrekin Council are inviting Councils to attend a virtual budget engagement session with them. The Clerk has confirmed to attend the session on 20th January 5:30pm to 7:30pm.

- Fundamentals for Councillors online training, arranged for 3rd February 2021, 5pm – 7.30pm, Cllr Cornes has been confirmed to attend.
- The next meeting of the Bus Users group will be on Zoom on 2nd February 2021 at 7pm.
- The Council has been asked to respond to the A518 Connectivity Package survey. Members were not in support of the route plan for this and agreed that these proposals are unsafe for cyclists along a dangerous speeding road. Members agreed that a response of no support should be submitted.

19/221 Reports from Outside Bodies

None.

19/222 Reports from Parish Councillors and Ward Member present

Cllr Eade – Road Safety Scheme meeting had recently with representatives from TWC and LPC. The meeting was positive and TWC have gone away to draw up a safety scheme with financial proposals to delivering this. We expect a scheme to come to the Parish Council for consideration by March 2021.

19/223 Submission of the nomination of the application of community value status to Telford & Wrekin Council

Members were happy to proceed with the submission of the application. Cllr Shaw will liaise with the Clerk to send this application into Telford & Wrekin Council to allocate the land at Barrack Lane as a Asset of Community Value.

Meeting closed: 20:51

Draft until signed

Date: Signed: