

Wrockwardine Parish Council

Minutes of the Parish Council Meeting held on Wednesday 13th September 2023 at Admaston House, Admaston at 7.30p.m

Present: Cllr P Cooper (Chairman)
Cllr P Bevis
Cllr P Davis
Cllr B Eade
Cllr S Parr
Cllr J Savage
Cllr G Thomas
Cllr K Tonks

In Attendance: 9 Members of the Public
PC Webb (West Mercia Police)
PCSO Ivan Collumbell (West Mercia Police)
J Hancox (Clerk)

23/127 Welcome
The Chairman welcomed everyone to the meeting.

23/128 Apologies for absence
Cllr E Ballantyne – Personal
Cllr K Ballantyne – Personal

23/129 Declaration of Interests & Dispensations
a) Pecuniary – None declared
b) Personal – None declared

23/130 Public Session
Members of the public raised various issues – Planning; traffic issues at Long Lane; traffic issues along Station Road; traffic issues on Station Road bridge & circulation of draft minutes prior to meetings.

*The Public Session ended at 8.00p.m.
6 members of the public left the meeting at 8.00p.m*

23/131 Police & PCSO
PC Webb gave an update on police issues around the Parish and recent speed surveys carried out.
PCSO Collumbell introduced himself as the Rural Engagement Officer and gave an update on Community Speedwatch & community events.

Councillors asked questions about speeding and a recent traffic accident in Wrockwardine.

PC Webb & PCSO Collumbell left the meeting at 8.11p.m

23/132 To confirm and agree the Minutes of the Previous Meeting
It was **RESOLVED** to confirm and sign the Minutes of the meeting held on Wednesday 12th July 2023.
[Proposer: Cllr Bevis; Seconder: Cllr Tonks; Vote: All that had attended previously]

23/133 Borough Councillors Reports

1. Borough Cllr Tonks gave updates on a meeting with Highways including an update on signs for Elmsdale Crescent one way system which will be installed shortly; repainting of zebra crossing on Station Road, Admaston and new lights and the lowering of lights at the zebra crossing opposite the new surgery.

2. Borough Cllr Davis had nothing to report within the Parish.

3. Borough Cllr Thomas spoke about speeding along Allscott Road and the boundary review process which has started and may affect the Parish Council.

23/134 Planning

1. Applications During August (Delegated Authority)

Council noted the following decisions:

TWC/2023/0510	The Coach House, Allscott	Erection of a single storey side extension	No Comment
TWC/2023/0488	Stone Manor, Bratton Rd, Bratton	Erection of a single storey side & rear extension *Amended plans received*	No Comment
TWC/2023/0556	Brookfield, Shawbirch Rd, Admaston	Erection of a 1 st flr side extension	No Comment
TWC/2023/0584	Land south/west of Donnerville Drive, Admaston	Modification of layout, position & appearance of Plot 5 of previously approved planning application TWC/2019/0503 (Erection of 5no. detached dwellings & garages with associated access, public open space & landscaping)	No Comment

TWC/2023/0605 2 Charlton House Farm Cottages, Charlton – Erection of 1no. outbuilding

Object – Having looked at the dimensions of the proposed outbuilding the Parish Council feels that the building would be very visible from the lane particularly as the existing native hedge screening is very low and affords no screening at all. The access and egress to the property is shared with the adjacent property and the gateway onto the lane is narrow with poor visibility

2. Permissions & Refusals

Council noted the following:

TWC/2023/0345	37 Dulwich Grange, Bratton	Enclosure of existing open-sided porch	Full Granted
TWC/2023/0437	Hampton Villa, Wellington Rd, Admaston	Erection of 1.8m wooden fencing following removal of existing hedge (Retrospective)	Full Refused
TWC/2023/0459	Acacia House, Shawbirch Rd, Admaston	Reduction of up to 3m to lessen weight on fork & decayed stem to 1 no. Acacia tree	Tree Preservation Order Granted

TWC/2023/0283	Land Junction of Burcot Gate, Wrockwardine	Determination under Part 16 of the GPDO for the proposed installation of 1no. AC meter cabinet, 1no. Bowler cabinet, 1no. RBS 6130 equipment cabinet, 1no. GPS module to be mounted above antennas & 1no. 17m high Phase 8 street pole *Amended Plans Received*	Withdrawn
TWC/2023/0490	The Croft, 5A Bostock Close, Admaston	Felling of 1no. Lime Tree	Tree Preservation Order Refused
TWC/2022/1029	The Old Mill, Cluddley Lane, Cluddley	Erection of a detached single storey annexe *Amended Plans Received* *Amended Description*	Full Granted
TWC/2023/0453	Rose Villa, Station Rd, Admaston	Erection of a detached double garage with home office above (Retrospective)	Full Granted
TWC/2023/0124/0125	Joseville House, Cluddley Lane, Cluddley	Conversion of former stable building to annexe & part conversion of barn including roof repairs (Full Planning Application) & (Listed Building Application)	Full Granted & Listed Building Granted
TWC/2023/0556	Brookfield, Shawbirch Rd, Admaston	Erection of a 1 st flr side extension	Full Granted

3. New Applications

TWC/2023/0638	Land junction of Aston Lane, Wrockwardine	Determination under Part 16 of the GPDO for the proposed installation of 1no. AC meter cabinet, 1no. Bowler cabinet, 1no. RBS 6130 equipment cabinet, 1no. GPS module to be mounted above antennas & 1no. 17m high Phase 8 street pole	No Comment
TWC/2023/0653	Former British Sugar Site, Allscott	Reserved matters application pursuant to outline permission TWC/2014/0113 for the creation of 39 allotments including details of appearance, landscaping, layout & scale	Support

TWC/2023/0656 Site of Rushmoor Stud, Rushmoor Lane, Bratton

RESOLVED to Object – The application is not in an area designated within the Local Plan permitting residential development and would put yet more pressure on the infrastructure, i.e. schools, hospital and GP surgeries and would also increase traffic

4. New Applications received after the agenda was circulated

TWC/2023/0665	Wrockwardine Play Area, Wrockwardine	Extension to existing car park including the relocation of existing access, replacement fencing & amended pedestrian/disabled access	Support
TWC/2023/0605	2 Charlton House Farm Cottages, Charlton	Erection of 1no. outbuilding	No further comments or submission to those made under delegated authority during summer recess

Whilst determining TWC/2023/0605 Standing Orders were suspended at 8.24p.m to allow a member of the public to speak about the application. Standing Orders were reinstated at 8.26p.m.

23/135 Finance

a) To confirm the Final Accounts Paid and Bank Reconciliations for July & August 2023

The final accounts were noted and **RESOLVED**.

[Proposer: Cllr Davis; Seconder: Cllr Tonks; Vote: All]

b) To confirm the Accounts for Payment September 2023

The accounts were noted and **RESOLVED**.

[Proposer: Cllr Davis; Seconder: Cllr Tonks; Vote: All]

c) AGAR 2022/23

Council noted receipt of the external audit with one minor exception raised by the auditor – an administrative error on the value of the asset register – and there were no comments.

1 member of the public left at 8.35p.m

23/136 Traffic Issues

1. Admaston Traffic Calming Phase 1

Following a written report from Cllr Tonks (Appendix 1) and discussion it was **RESOLVED** to proceed with the proposed consultation process as recommended.

[Proposer: Cllr Davis; Seconder: Cllr Parr; Vote: All]

2. Admaston Traffic Calming Phase 2

Following discussion, it was **RESOLVED** to pay the fee of £550 + VAT for Telford & Wrekin Council to carry out a feasibility study for a proposed raised speed table around the access to Admaston House and Pemberton Road as part of the 2nd phase of traffic calming proposals.

[Proposer: Cllr Tonks; Seconder: Cllr Davis; Vote: All]

3. B5063

Following a written report from Cllr Tonks and a discussion it was **RESOLVED** to contribute £1,000 towards the installation of metal gateway signs and creation of flower beds and that the Council would take over maintenance of the same. Funding to come from general reserves.

[Proposer: Cllr Davis; Seconder: Cllr Parr; Vote: All]

4. NAL Sockets

Following discussion, it was **RESOLVED** that the Clerk should confirm the costings for the installation of 2 NAL sockets and submit a grant funding request to the Police & Crime Commissioners Fund.

[Proposer: Cllr Parr; Seconder: Cllr Bevis; Vote: All]

23/137 Communication & Website

1 & 2. Server & Emails and Website

Following a report from the Clerk and a discussion it was **RESOLVED** to continue with Hugo Fox as the Council's website provider at a cost of £9.99 + VAT per month and that a small working group comprising of the Clerk, Cllr Parr and Cllr Tonks would look at other suppliers and bring recommendations to a future meeting.

[Proposer: Cllr Davis; Seconder: Cllr Parr; Vote: All]

3. Social Media & Communications

Following a report from Cllr Tonks and a discussion it was **RESOLVED** to delegate the recommendations to the Working group set up at Item 23/137 1 & 2 and for the development of the Council's social media output be included in the future proposals

[Proposer: Cllr Davis; Seconder: Cllr Parr; Vote: All]

Cllr Parr left the meeting briefly at 8.58p.m and returned at 9.00p.m

23/138 Memorial Bench

Following a report from Cllr Tonks and a discussion it was **RESOLVED** to accept the gift of the bench to replace the one in the Orchard on the basis that it was "like for like" and not setting a precedence for memorial benches in the Parish and that the bench purchased should be of similar style to those installed recently for Long Yard Meadow.

[Proposer: Cllr Parr; Seconder: Cllr Tonks; Vote: All]

Following a discussion, it was further **RESOLVED** to contribute £50 to the purchase of the bench.

[Proposer: Cllr Eade; Seconder: Cllr Parr; Vote: All]

23/139 RoSPA

Following a detailed report from Cllr Ballantyne based on the findings of the recent annual RoSPA inspection it was **RESOLVED** to:

- Approve the annual 2024 inspection cost to include resistograph readings, current year cost £495 + VAT to provide accurate internal state details of timber structures at Wrockwardine Playing Fields and Walcot Play Area to help inform the Council's future planning and budgeting for all play areas [Proposer: Cllr Parr; Seconder: Cllr Davis; Vote: All]
- Monitor the Youth Shelter and bolts
- Obtain a quote for tightening the cross-bar shackles on the swings at Pemberton Road Play Area
- Replace the seal rocker at Wrockwardine Playing Fields [Proposer: Cllr Parr; Seconder: Cllr Davis; Vote: All]
- To leave the 4-seat rocker as a seat for now

23/140 Grounds Maintenance Group

Following an update on the work being considered by the group it was **RESOLVED** to purchase additional wild flower seeds for Long Yard Meadow at a cost of £655.39 including VAT and delivery.

[Proposer: Cllr Davis; Seconder: Cllr Thomas; Vote: All]

23/141 Other Meetings

1. **Allscott Meads Stakeholder Group 27/7/23** – the details were circulated prior to the meeting and were noted with no comments.

23/142 Clerk's Update

Members noted the Clerk's update on various matters (Appendix 2).

23/143 SID Statistics

The data was noted (Appendix 3). Council asked if the total number of vehicles going through could also be recorded. The Clerk agreed to check with Mr Cartwright whether this data was captured and if it was to incorporate it in the report for future meetings.

23/144 Grant Applications

St Peter's Church – Following discussion it was **RESOLVED** to contribute £2,000 to the lights as this provides a benefit to the community as a whole and is not part of the fabric of the church itself.

[Proposer: Cllr Davis; Seconder: Cllr Eade; Vote: 5 for/1 against]

23/145 Correspondence

1. **Town & Parish Council Conference with T&W Council 4/10/23** – Cllr P Cooper to attend.
2. **Climate Change Borough Partnership Conference 11/10/23** – Cllr Davis already attending as Borough Councillor and will represent Parish Council.
3. **Community Action Teams** – Following discussion Council determined no action to be taken.

23/146 Date of the next meeting

It was confirmed that the next meeting would be held on **Wednesday 11th October 2023** at **7.30p.m** at **Admaston House, Admaston**.

The meeting closed at 9.33p.m

Signed: _____ *P Cooper* _____ (Chairman)

Date _____ *11th October 2023* _____

Item 23/135

Finance

a) Final Accounts & Bank Reconciliation July 2023

Payee	Description	Net	VAT	Cost
IdVerde	Bin Emptying	183.41	36.68	220.09
B Cartwright	SID Management June & July	600.00	00.00	600.00
Cllr E Ballantyne	Expenses	13.98	0.65	14.63
C Hughes (Contractor)	Grass Cutting	850.00	170.00	1,020.00
Nobridge Ltd	Grass Cutting	739.20	147.84	887.04
RoSPA Play Safety	Annual RoSPA Report	356.00	71.20	427.20
Various	Office & Stationery	51.93	1.75	53.68
Various	Staffing Costs	2,533.35	00.00	2,533.35
Total		5,327.87	428.12	5,755.99

Bank Reconciliation for July 2023

Current A/C Balance 1/7/23	98,018.95
Minus payments made July	5,755.99
Add Receipts July	
Admaston Allotments	1.00
Balance 31/7/23	92,263.96
Unity Bank Statement 139	92,263.96

Other Banks

Unity Instant Access A/C Statement 112	57,561.46
Includes interest £322.34	
Natwest Business A/C Balance 30/4/23	72,463.12

Total Balance all banks	222,288.54
Minus Earmarked Reserves as shown	81,463.00
Total spend available	140,825.54

Final Accounts & Bank Reconciliation August 2023

Payee	Description	Net	VAT	Cost
IdVerde	Bin Emptying	183.41	36.68	220.09
B Cartwright	SID Management	300.00	00.00	300.00
Cllr E Ballantyne	Expenses	11.18	0.52	11.70
C Hughes (Contractor)	Grass Cutting	850.00	170.00	1,020.00
Nobridge Ltd	Grass Cutting	739.20	147.84	887.04
JACs (UK) Ltd	Gateways Charlton	2,672.00	510.40	3,182.40
E-On	Lighting Maintenance	88.35	17.67	106.02
N Power	Lighting Supply x 4 months	1,322.82	264.57	1,587.39
Various	Office & Stationery	104.80	10.73	115.53
Various	Staffing Costs	2,533.35	00.00	2,533.35
Total		8,805.11	1,158.41	9,963.52

Bank Reconciliation August 2023

Current A/C Balance 1/8/23	92,263.96
Minus payments made August	9,963.52
Add Receipts August SJ Roberts Community Grant	191.90
Balance 31/8/23	82,492.34
Unity Bank Statement 140	82,492.34

Other Banks

Unity Instant Access A/C Statement 114	57,561.46
Natwest Business A/C Balance 30/4/23	72,463.12

Total Balance all banks	212,516.92
Minus Earmarked Reserves as shown	79,155
Total General Reserves available	133,361.92

b) Accounts for Payment September 2023

Payee	Description	Net	VAT	Cost
Nobridge Ltd	Grass Cutting	739.20	147.84	887.04
IdVerde	Bin Contract	183.41	36.68	220.09
C Hughes (Contractor)	Grass Cutting	850.00	170.00	1,020.00
B Cartwright	SID Maintenance	300.00	00.00	300.00
PKF Little John	External Audit Fees	315.00	63.00	378.00
N Power	Lighting Supply	306.74	61.35	368.09
Cllr EB	Travel Expenses	13.97	0.65	14.62
Various	Staffing Costs	2,533.35	00.00	2,533.35
Various	Office Costs	40.99	00.00	40.99
Total		5,282.66	479.52	5,762.18

Signed: J Hancox (Clerk & RFO) Date: 11th Oct 23

Signed: P Cooper (Chairman) Date: 11th Oct 23

Appendix 1

Item 23/136

Admaston Traffic Calming Phase 1

Background

Following a meeting with Telford & Wrekin Highways Dept, it was suggested that the Parish Council carry out the public consultation on the proposed traffic calming scheme in Admaston for the following reasons:

- 1) The process would take longer if it were left to Highways to carry out the consultation as this scheme is not a priority for them and this would then delay the overall implementation of the scheme.
- 2) Highways have suggested that as this is a Parish scheme, it would be more appropriate for the Parish Council to lead the consultation as it is funding the scheme and they are just the designers.

Proposed consultation process

- Letter to all residents along Station Road and Shawbirch Road which would include the plans and benefits for the scheme. The letter would be drafted by Councillors P. Cooper, K. Ballantyne & K Tonks on Thursday 14th September with the aim of delivering it sometime the following week.
- Scheme and design to be shared on the Parish Council website, social media page and to community groups in and around the area via the Parish Council Facebook account.
- Proposed scheme and design to be posted on the Parish Council noticeboards.
- 2 to 3-week window for resident's feedback to be emailed or posted to the clerk.
- Traffic Management Working Group would collate and evaluate the responses and share these with Full Council in November and agree and send a summary of the feedback to T&W Highways.
- Based on resident feedback, Highways would then consider whether to proceed with the scheme.

Recommendation

To agree to proceed with the proposed consultation process.

Cllr K. Tonks
September 2023

Appendix 2
Item 23/142
Clerk's Update September 2023

Charlton Gateways

Awaiting update on an installation date from SJ Roberts

Bird Boxes

SJ Roberts have donated nearly £200 to the Parish Council for a selection of bird, bat and owl boxes as part of their community initiatives scheme.

Little Free Library

Unfortunately, there has been some delay with the construction of the library and, another contractor may need to be sourced following no contact from the firm thought to be building it.

Clerk & RFO
September 2023

Appendix 3

Item 23/143

SID Statistics

Shawbirch Road, Admaston, South

Date	Days there	No vehicles exceeding	Daily average	Additional Comments
November 2022	13	13,370	1,028	
Dec 22/Jan 23	13	11,580	890	
Feb/March 2023	13	13,253	1,019	
April 2023	13	15,065	1,154	

Shawbirch Road, Admaston, North

Date	Days there	No vehicles exceeding	Daily average	Additional Comments
August 2022	12	12,765	1,064	
September 22	13	15,645	1,189	
Oct 22/Nov 22	12	11,267	939	Includes school half-term week
January 2023	14	17,917	1,280	
Feb 2023	13	12,946	996	
April 23/May 23	13	12,717	967	

Wellington Road, Admaston, North

Date	Days there	No vehicles exceeding	Daily average	Additional Comments
September 2022	11	11,065	1,002	
December 2022	13	9,955	766	
January 2023	13	7,548	581	
April 23/May 23	13	11,325	871	Road works by Post Office

Wellington Road, Admaston, South

Date	Days there	No vehicles exceeding	Daily average	Additional Comments
Nov 22/Dec 22	14	3,941	281	
Jan 23/Feb 23	13	2,747	211	
April 2023	13	1,403	108	

Station Road, Admaston, North

Date	Days there	No vehicles exceeding	Daily average	Additional Comments
August 2022	13	4,965	383	
Oct/Nov 2022	12	5,978	498	
January 2023	13	3,901	300	
March 2023	13	3,604	277	
July 2023	12	6,406	534	

Station Road, Admaston, South

Date	Days there	No vehicles exceeding	Daily average	Additional Comments
August 2022	13	5,865	452	
November 2022	12	6,540	555	
Dec 22/Jan 23	13	3,786	291	
March/April 23	13	10,680	821	
June 2023	13	6,400	492	
August 2023	13	7,652	589	

Rushmore Lane, Allscott

Date	Days there	No vehicles exceeding	Daily average	Additional Comments
Sept 22/Oct 22	14	954	61	
Oct 2022	13	1,804	139	
February 2023	13	1,251	96	
Feb 23/March 23	13	1,078	83	
May 2023	13	971	75	
May/June 2023	13	1,491	114	
20/8 – 9/9/23	21	1,663	79	

The Avenue, Wrockwardine, West

Date	Days there	No vehicles exceeding	Daily average	Additional Comments
August 2022	13	4,301	331	
Sept/Oct 22	13	3,683	281	
December 2022	13	3,155	243	
January 2023	13	2,945	228	
March/April 23	13	3,476	277	
May 2023	13	3,490	268	

The Avenue, Wrockwardine, East

Date	Days there	No vehicles exceeding	Daily average	Additional Comments
August 2022	11	3,551	322	
October 2022	12	4,356	363	
Nov/Dec 2022	12	4,283	356	
Dec 22/Jan 23	13	4,503	346	
March 2023	13	5,041	388	
May 23/June 23	13	3,441	264	Includes school half-term week
21/8 – 9/9/23	20	6,792	340	

High Ercall Road, Bratton, South (new location)

Date	Days there	No vehicles exceeding	Daily average	Additional Comments
July 2023	6	11,949	919	