



MINUTES OF THE FULL COUNCIL MEETING HELD 13TH FEBRUARY 2024 HILLSIDE MEETING ROOM, LILLESBALL, 6:30PM

Members present Cllrs: Taylor (Chairman), Binnington, Shaw, Challinor, Harvey and Parker

In attendance: Mrs W Tonge (Acting Clerk), and two members of the public.

17/24 **Apologies and declarations of Interest**

Apologies from Cllrs T Hoof and A Eade were noted due to family commitments.

18/24 **Public Session**

A resident raised a query regarding trees purchased for Queens Celebration, he raised concerned that the trees are not being maintained, specifically the support posts that is missing. The Chairman reassured him the tree was being dealt with, Cllr Taylor has dealt with it directly. The resident has kindly offered to replace the stakes himself.

19/24 **Minutes of the last Council meeting held 9th January 2024**

The minutes of the last meeting held on the 9th January 2024 were **RESOLVED** to be accepted as a true record.

20/24 **Matters arising, for information, from the minutes**

The Chair noted that the Jubilee tree guards will be installed soon.

21/24 **Correspondence**

Newport Town Council had approached neighbouring parishes regarding the future of Newport Library and financially supporting it. Cllr Taylor (Chairman) gave members a brief overview of the recent presentation recently given by NTC Clerk Jo Reay, the request to local parish councils to consider supporting the Libraries' future by means of a financial contribution was considered. Members voiced a number of concerns and agreed the Clerk will send an initial Expression of interest.

22/24 **Reports from West Mercia Police**

No updates received via email.

23/24 **Reports from Parish Councillors and Ward Member present**

Cllr David Shaw announced he will be resigning. Cllr Taylor thanked David for his commitment to the Parish Council and wished him well.

24/24 **Clerks Report**

The Locum Clerk reported that there is an outstanding issue with regards to HMRC and payments of PAYE and Employers National Insurance that dates back to month 8 of the tax year. This is due to no employers NI being paid to HMRC for the tax periods of month 4-8 which has now involved credit collectors. There are however some indifferences between the records of payments from this Council to HMRC with regards to PAYE and the Locum Clerk is in ongoing discussions with HMRC to address these two separate issues before settling the outstanding fees.

25/24 Community Governance Review

No updates to date.

26/24 Local Plan Review 2023/24

The initial consultation closed on the 31st January 2024.

Cllr Billington raised concerns for the number of submissions which she viewed as being a low number. Cllr Shaw wished to express his continued support in the future to assist the campaign against the development, he also voiced concern for future modifications of the plan.

27/24 Road Safety Scheme and A518

No reports at present, the new Clerk will arrange to meet with Highways on appointment to review the status of the completed Road Safety Scheme and the final billing for the scheme.

SID's SLA was shared with members. It was **RESOLVED** that D R Seabury Builders quote be accepted and appointed – to be reviewed in 12 months. The SLA was signed by Cllr Taylor (Chairman).

28/24 Planning

Members considered the following planning applications and **RESOLVED** to approve the following comments;

Application	LPC Response
TWC/2024/0079 - 39 Limekiln Lane, Lilleshall, Newport, Shropshire, TF10 9EY Erection of a 2-storey side and rear extension, erection of a front canopy and installation of external render, following removal of existing conservatory	No comment
TWC/2024/0023 - Oak Barn, Church Road, Lilleshall, Newport, Shropshire, TF10 9HE Installation of a dormer window, 4no. Velux roof lights and 2no. ground floor windows to garage	No comment
TWC/2024/0021 - Jardwood Farm, Kynnersley Drive, Lilleshall, Newport, Shropshire, TF10 9HT Conversion of agricultural buildings into 4no. dwellings	No Objection

The following applications which have been decided by the Local Planning Authority since the last meeting;

Planning Application Number, Location & Proposed Development	LPC Response	Decision
TWC/2023/0872 - Sundawn, 13 Limekiln Lane, Lilleshall, Newport, Shropshire, TF10 9EY Erection of a two bedroom annexe with double garage	No comment	Refused
TWC/2023/0928 - Site of Fernlea, Barrack Lane, Lilleshall, Newport, Shropshire Variation of condition 11 on planning permission TWC/2020/1087 (conversion of existing bungalow into 2no. bungalows and erection of 2no. new houses) - to facilitate 2no. additional attached garages on new houses	Object	Granted

29/24 Financial Reports

Members reviewed the latest bank reconciliation up to 31st January 2024, bringing the accounts to a balance of £98,832.58 and the payments made since the last meeting and their corresponding invoices/receipts. All reports and invoices were signed by Cllr's Billington.

Members **RESOLVED** to accept the bank reconciliation as an accurate report and approved the list of payments made:

Voucher Code	Description	Net	VAT	Total	
106	Postage	Allotment	2.50	2.50	
107	Staff Costs	Salary	508.24	508.24	
108	Room Hire	Rent	1,267.00	1,267.00	
109	Subscriptions	ALC affiliation fees	30.00	30.00	
110	Professional Services	Locum Services	702.00	702.00	
111	Telephone & Broad Band	Phone & Broad Band	63.29	12.66	75.95
112	Christmas Lights	Lights	75.00		75.00
113	Grounds Maintenance	Grounds Maintenance	600.00	120.00	720.00
114	Talbot Centre & Courts	Tennis Courts	200.00	40.00	240.00
115	Staff Costs	Salary	316.08		316.08
116	IT Equipment	Administration	49.98	10.00	59.98
117	General Projects	Poo bags	322.80	64.56	387.36
118	Elections	Elections	140.00		140.00
119	Telephone & Broad Band	Mobile Phone Tariff	7.20		7.20
120	Allotments	Allotment	266.87		266.87
121	Website	Website Hosting	9.99	2.00	11.99
122	Grounds Maintenance	Grounds Maintenance	600.00	120.00	720.00
123	SIDS	Speed Improvement Devices	190.00		190.00
			5,350.95	369.22	5,720.17

30/24 Exclusion of Press and Public

It was **RESOLVED** that in accordance with section 1(2) of the Public Bodies (admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the business to be transacted.

Personnel Matters

- a. A contract has been offered to the new Clerk who shall start on 1st March 2024, members reviewed the contractual agreement and **RESOLVED** to ratify the contract.

From the 1st March 2024 the Parish Council will hire Hillside Meeting Room every Tuesday 9am to 4:30pm and the 2nd and 4th Thursdays of every month from 10am to 1pm. The Clerk will work on Tuesdays 9:30am to 4:30pm and on the 2nd and 4th Thursdays. The Admin Assistant will continue to work Tuesdays 9am to 4pm.

The Locum Clerk will arrange to publicise these new hours and times that the Clerk is available, including Thursdays where this must be by appointment only.

- b. **Grounds Maintenance Tender**

Members reviewed the tender documentation for grounds maintenance, and it was **RESOLVED** to advertise this to receive applications at the March council meeting. The hedges to the front of the allotments are only actually cut once, not twice and it was preferred to remain once.

Cllr Parker raised the importance of monitoring the work and reporting any concerns.

- c. **Service Level Agreement**

Members reviewed the SLA to maintain the SID's around the Parish and **RESOLVED** to accept this agreement for 2023-24. Signed by Cllr Taylor (Chairman)

This meeting closed at 20:18

These minutes are to be considered as a draft form until signed at the next appropriate meeting, the signed copy will be retained by the Parish Council.

Signed: Dated:/...../.....

Date of future meetings
Full Council, Tuesday 12th March 2024, 6:30pm at Hillside Meeting Room