Lilleshall Parish Council

 **Lilleshall Memorial Hall**

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 Minutes of the **Ordinary Council Meeting** of **Lilleshall Parish Council**

held at 7.00pm, Monday 7th November 2016, at Lilleshall Memorial Hall.

PRESENT: Councillors: A Baker, C Baker, K Cherrington, P Millard, B Taylor (Chair) and J Taylor.

STAFF: C Binnington (Clerk)

There was 4 members of the public present

1. **Welcome**

Councillor B Taylor opened the meeting and welcomed all present.

1. **Apologies**

Apologies were received from Councillor Shaw.

1. **Declaration of Interest**

Agenda Item 8

Councillors Millard, B Taylor and J Taylor are allotment tenants.

1. **Public Session**

Local residents raised the following concerns:

* Mr Phillip Hawkins stated that when the council was originally set up he had recommended that the Clerk worked from home for six hours a week and this remains his view.
* Mr Graham Platt asked if negotiations are taking place regarding the purchase of the land at the Cricket Club. Mr Hawkins said he was unaware that this was in the public domain.
1. **Previous Minutes**

Proposed by Councillor J Taylor, Seconded by Councillor C Baker

**RESOLVED** that the Committee agreed to accept the minutes of the Parish Council meeting on the 3rd October 2016.

Councillor A Baker raised an issue with the minutes of the 24th October 2016 and was unhappy that he had been named in a general statement regarding planning application ref: TWC/2016/0948.

Item deferred to next meeting to allow for amendments.

1. **Matters arising from previous minutes**

There were no matters arising from the previous minutes.

1. **Planning Applications**

The Committee discussed the following planning applications:-

**TWC/2016/0997**

51 Hill Road, The Humber’s, Telford TF2 8NA

Application for prior approval for the erection of a single

Storey rear extension measuring 4m length x 3.39m height and 2.25m to eaves

Applicant: Mr Peter Hardy

Proposed by Councillor C Baker, Seconded by Councillor Millard

**RESOLVED** that the Committee had no objection to the above planning application.

1. **Street Lighting Update**

Councillor A Baker reported that discussions have taken place between Councillor Shaw and EON to look at moving forward with the street lighting upgrade. The upgrade is in two parts, change of supplier to achieve best value/ economies of scale, the second part is to upgrade the street lamps.

Councillor A Baker suggested that the Parish Council should not piggyback on to Church Aston Parish Council or Newport Town Council’s tendering process and instead get independent quotes.

The Clerk was asked to contact Telford & Wrekin Council for the current specification it is working to and to provide a new quote and then get quotes from Western Power and EON, as the quote from EON is out of date. The Clerk to bring quotes the next meeting.

The Clerk, Councillors A Baker and D Shaw to meet with Amanda Roberts of Telford and Wrekin Council to work on the brief.

1. **Precept**

The Clerk previously circulated a copy of the current budget and the proposed budget for 2017 – 2018 for discussion by Councillors. It was proposed that there would be no increase in the precept but that there would be some variations to the budget, this included the transfer of £1000 from reserves to support the Village Plan and additional hours for the Clerk to assist with this.

Other minor adjustments were made and will be updated for the next meeting.

1. **Finance**

The Committee were asked to agree the budget update for August 2016. The Chairman explained that he had read Councillor C Bakers notes to amend the budget heading for the Clerk’s salary but disagreed that this should be done half way through the financial year. Councillors were happy to review budget headings for the beginning of the next financial year.

Proposed by Councillor J Taylor, Seconded by Councillor Cherrington

**RESOLVED** that the Committee agreed the budget update for August 2016.

1. **Allotments**

Councillor J Taylor reported that Lilleshall Allotment Association held their Annual General Meeting on the 27th October, which was well attended. All 36 plot holders are now members of the association and this has led to the association being able to pay the £150 shortfall to complete the bunkers for manure or chippings. The Allotment Association have been successful in obtaining a grant for £7650 to provide fencing and a further grant has been applied for with Violia to provide water butts for all plots. There are currently two plots waiting to be let, the Clerk is looking at dividing them into smaller plots following enquiries from people who are new to growing their own fruit and vegetables. The allotments continue to be self-funding and a reduction in the water bill this year following savings made by tenants has meant that rents will not need to rise in the next financial year.

1. **Correspondence**

The Clerk reported that she had received correspondence from the Leader of the Council, Councillor Shaun Davies asking for all Town and Parish Councillors to support the Borough Council’s motion to keep A&E services at the Princess Royal Hospital, Telford.

Proposed by Councillor C Baker, Seconded by Councillor J Taylor.

**RESOLVED** that the Parish Council tasked the Clerk to respond to the letter from Councillor Davies declaring their support to keep A& E at the Princess Royal Hospital.

A letter has been received from BT asking the Parish Council to complete a survey as part of an initiative to get rid of a number of phone boxes across Telford, which included 2 phone boxes in Lilleshall. Only one call was made from one of the phone boxes highlighted 01952 603816 and there were no calls made from 01952 603912 during the past 12 months.

Proposed by Councillor Millard, Seconded by Councillor Cherrington

**RESOLVED** that the Committee agreed for the Clerk to complete the survey on behalf of the Parish Council that they were in agreement that the telephone boxes could be removed.

Councillor J Taylor updated that she had dealt with a complaint regarding dog fouling in the village. A cone and notice were placed in the offending area and the resident reported that it had been effective. Councillor J Taylor is happy to do the same in any other hot spots.

Councillor A Baker is currently dealing with an issue regarding ownership of a strip of land outside Clover Cottage which is in need of repair. Residents are having problems with parents parking on the land and blocking driveways at school drop off and pick up times.

Councillor J Taylor offered to find out who the strip of land belongs to.

1. **Exclusion of Press and Public.**

*Resolved that under Section 100(A) Local Government Act 1972, the press and public be excluded from the remainder of the meeting for the following item of business on the grounds that they involve the likely disclosure of exempt information as defined in the Acts.*

1. **Noticeboards**

Councillor Cherrington had been obtaining quotes for a new parish noticeboard for the Humbers and gave an update on progress. She had received quotes from several companies at various prices, but recommended that the Parish Council use Telford & Wrekin Councils Inclusive Training Scheme (TEN ) where a group of people with disabilities make wooden items for sale to the public. The company have a large wooden noticeboard in stock with a Perspex front which is very substantial and good value for money compared to other companies.

Proposed by Councillor J Taylor, Seconded by Councillor Millard

**RESOLVED** that the Parish Council purchase a noticeboard from Telford & Wrekin Councils TEN Training Scheme for £300 and for Councillor Cherrington to liaise with the company to arrange delivery.

15. **Finance of the Clerk’s additional hours**

Councillor A Baker discussed the request from Councillor Shaw at the previous meeting for Councillors to agree additional hours for the Clerk to assist with the neighbourhood plan. Councillor A Baker suggested that £1000 be transferred from reserves and be added to the budget under Clerks Salary costs and be ring fenced solely for this purpose.

Proposed by Councillor A Baker, Seconded by Councillor J Taylor

**RESOLVED** that £1000 be transferred from reserves to the Clerks Salary costs, to be ring fenced solely to assist with the neighbourhood plan until end of the financial year. It was agreed that the Clerk would do an additional 3 hours per week, with time sheets for additional hours to be submitted to the Chairman for authorisation.

Councillor J Taylor asked the Clerk at this point if she felt that she had enough hours to complete her work satisfactorily, as she was aware that the original recommendation by the former Clerk was that Lilleshall Parish Council would need a Clerk for 15 hours per week to be effective.

The Clerk agreed with this statement and welcomed any additional hours as she often has to complete work at home to keep on top of things.

1. **Clerk’s place of work**

The Chairman discussed the necessity for the Clerk to work from a parish office for the full hours, if she worked from home she would have less interference from visitors and be able to get on with her job. He suggested the money saved on office costs could contribute to paying the additional hours the Clerk needs to the job.

Councillors A and C Baker said that the Clerk must have an office and the Clerk was employed on the basis that she would work 10 hours per week from the parish office and would not support any motion for the Clerk to work from home.

The Chairman suggested that the Clerk could still work from the parish office on a Tuesday morning but if she adopted a Monday, Tuesday, Thursday work pattern, the rest of the hours could be worked from home.

Councillor Cherrington asked why we are providing an office when people aren’t calling into the office, residents can still correspond with the council via telephone, email or the website

The Chairman asked the Clerk to add up the number of callers in to the office we have had over the past 12 months and suggested that the Clerk work Tuesdays only from9.30 – 12.30 from the office and the rest of the hours from home.

He stated that the broom cupboard is not an office, if the Parish Council is to have an office it needs to find somewhere more professional, but if it is proved that there is no footfall why have it?

The Clerk was tasked to list the number of callers and bring back item to next meeting.

The Clerk agreed that she would be happy to take on additional hours if offered, once she has given

up her other job.

1. **Date of Next Meeting**

Monday 5th December 2016 at 7pm

Venue: Lilleshall Memorial Hall

The meeting closed at 8:30pm

 Signed By: Date: