

# Wrockwardine Parish Council

## Minutes of the Parish Council Meeting held on Wednesday 9<sup>th</sup> December 2020 via Zoom at 7.30p.m

- Present:** Cllr Mrs E Anderson (Chairwoman)  
Cllr Mr P Cooper (Vice-Chairman)  
Cllr Mrs E Ballantyne  
Cllr Mr K Ballantyne  
Cllr Mrs J Savage  
Cllr Mr G Thomas
- In Attendance:** Borough Cllr Miss J Seymour  
Ms J Hancox (Clerk)  
Cllr Karen Tomlinson (Wellington Town Council)  
2 members of the public
- Note:** Cllr Mr P Bevis attempted multiple times throughout the duration of the meeting to access it but was unsuccessful and cannot therefore be marked present

**20/121 Welcome by the Chairwoman**

The Chairwoman welcomed everyone to the Zoom meeting.

**20/122 Apologies for absence**

Cllr Mr G Baxter – 6 months leave of absence (Resolved Nov 2020)

**20/123 Declaration of Interests & Dispensations**

- a) Pecuniary – None declared
- b) Personal – None declared

**20/124 To confirm and agree the Minutes of the Previous Meeting**

It was **RESOLVED** to confirm and sign the Minutes of the Council Meeting held on 11<sup>th</sup> November 2020.  
[Proposer: Cllr Mr Cooper; Seconder: Cllr Mr Thomas; Vote: Unanimous]

**20/125 Public Session**

Cllr Karen Tomlinson spoke on behalf of a resident requesting better disabled access to Long Yard Meadow, Admaston:

“A resident contacted me regarding the access to Long Yard Meadow. I suggested that she contact the Parish Council as this wasn’t my ward and not on Telford & Wrekin’s plans for maintenance, but she asked if I would be able to speak to someone regarding her request.

Would the Parish Council consider adapting the kissing gate on Long Yard Meadow for disabled access? I am aware that kissing gates should meet DDA requirements, but these standards are to allow wheelchair access not mobility scooters. I am also aware that we can’t let wheelchair users and mobility scooters in and keep motorbikes out but we can’t discriminate against the former so there has to be a compromise. Having looked at your February Parish Council Newsletter, I noticed that in Paragraph 2 there was mention that the Council are cutting back foliage to ensure that the Parish owned spaces are accessible to everyone.

‘Parish-owned play areas in Admaston, Walcot and Wrockwardine all began to show signs of ageing and, a planned programme of repairs and refurbishment of the land and equipment has started and will continue in 2020. Alongside this, grass and hedge cutting has taken place regularly to ensure the many Parish owned open spaces are accessible to everyone. This included major work on the protected Siberian Elm tree on Admaston Green which lost branches in some particularly stormy weather and required emergency work to ensure safety’.

However, Long Yard Meadow is not accessible to everyone.

I feel the way forward would be to remove the existing gate and replace it with an equality act compliant gate and wondered if the Parish Council are considering this?

Thank you”

Cllr Tomlinson added that as councillor for Dothill she had to consider the same for the Nature Reserve nearby and put in appropriate gates and paths.

The Chairwoman thanked Cllr Tomlinson for her comments and deferred the discussion until Agenda Item 10.

**20/126 Borough Councillor’s Report**

Cllr Miss Seymour updated Members on the Whitefields Farm planning application which she is pursuing with an Enforcement Officer at the Borough following the owner of the property moving into a holiday let. Cllr Miss Seymour attended another Health Scrutiny meeting but was disappointed that the Director of Public Health had to leave before her scheduled slot.

**20/127 Planning**

**1. Permissions & Refusals**

<b>TWC/2020/0782</b>	Overley Hall School, Overley	Erection of 1no. detached multi-functional building & associated works	Full Granted
<b>TWC/2020/0854</b>	Land adjacent 20 Charlton	Conversion of former pigsty into 1no. dwelling	Full Refusal
<b>TWC/2020/0815</b>	Aston House Farm, Aston Lane, Aston	Hedgerow removal notice – Removal of 80 metres of hedgerow	Approved
<b>TWC/2020/0829</b>	Rushmoor Stud, Rushmoor Lane, Bratton	Installation of a horse walker	Full Granted

**2. New Applications**

<b>TWC/2020/0984</b>	Longacre, Wrockwardine	Removal of numerous trees within the boundary of the property which are either dead, dying, diseased, overgrown or too close to the property and cutting back of branches to trees being retained as per the supporting letter and plan submitted with the application	No comment
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<b>TWC/2020/0977</b>	Kendrick, 7 Admaston Spa, Admaston	Crown reduction by 3m to 2no. Hornbeams (T1 & T3) & 1no. Maple (T2)	No comment
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### 3. Applications received after the agenda was circulated

#### Permissions

None received

#### New Applications

None received

### 20/128 Finance

#### a) Accounts for payment list & cheques

It was **RESOLVED** that these be approved and paid as tabled.

[Proposer: Cllr Mr Ballantyne; Seconder: Cllr Mr Cooper; Vote: Unanimous]

#### b) Bank Reconciliations

It was **RESOLVED** to approve the accounts for November.

[Proposer: Cllr Mr Ballantyne; Seconder: Cllr Mrs Savage; Vote: Unanimous]

#### c) External Audit

Details of the verified external audit were circulated prior to the meeting and acknowledged by Members.

#### d) Appointment of Internal Auditor for 2020/21

It was **RESOLVED** to retain the services of SDH Accounting for the internal audit 2020/21 at a cost of £240.00

[Proposer: Cllr Mr Cooper; Seconder: Cllr Mrs Ballantyne; Vote: Unanimous]

#### e) Repayment of CiLCA (Certificate in Local Council Administration) Fees

It was **RESOLVED** to accept the proposed schedule of payments should the Clerk leave office within 3 years of gaining the CiLCA qualification.

[Proposer: Cllr Mr Cooper; Seconder: Cllr Mrs Ballantyne; Vote: Unanimous]

#### f) Councillor Travel

It was **RESOLVED** to accept the procedure for claiming travel and other expenses (Appendix 1).

[Proposer: Cllr Mr Cooper; Seconder: Cllr Mr Ballantyne; Vote: Unanimous]

### 20/129 Budget Proposals

It was **RESOLVED** to accept the proposed budget, circulated to Members prior to the meeting (Appendix 2) set at £86,450.

[Proposer: Cllr Mrs Savage; Seconder: Cllr Mr Thomas; Vote: Unanimous]

It was **RESOLVED** to request a precept of £77,000 with no increase per household for 2021/22. The difference between the budget set and the precept would be met by unspent money carried over from 2020/21 due to the Covid-19 pandemic.

[Proposed: Cllr Mr Cooper; Seconder: Cllr Mr Ballantyne; Vote: Unanimous]

### 20/130 Long Yard Meadow

Members were asked to consider altering the existing gate into Long Yard Meadow, Admaston firstly by a local resident and then by Wellington Town Councillor, Cllr Tomlinson in her address in the earlier Public Session. Cllr Mr Ballantyne expressed his disappointment at the way the issue had been raised by Cllr Tomlinson and pointed out that there were currently five serving members of the Parish Council living in the Admaston & Bratton Ward and not one had been personally approached by either the resident or by anyone else. However, a recent Liberal Democrat newspaper, circulated to all residents of Admaston & Bratton had highlighted the access as an issue with an article and a photograph of a local campaigner at the sight, saying that they were going to approach the Parish Council to sort it out. It was suggested that it might have been helpful if the publisher had approached Members for information before going to press.

Cllr Mr Ballantyne advised that the gate was compliant with the Disability Discrimination Act 1995 when it was installed and, whilst access was not easy, it was accessible by a wheelchair and therefore was still compliant. It was acknowledged that the Council may now need to further adapt it in line with the Equality Act 2010 but, that it was still important to keep the security of the land. Members were asked to note that this was the first serious request for an alteration to the access in over 10 years. Cllr Ballantyne also asked Members to consider that should Council make the meadow more accessible, future requests could then be made to combat the muddy and extremely boggy areas that were common, particularly in the Winter months, and consideration would then have to be given to install hard areas and paths, work which would be contrary to the original brief when the Parish Council purchased that the land be kept as natural as possible.

*The Chairwoman requested Standing Orders be suspended to allow Cllr Tomlinson to speak.*

Cllr Tomlinson apologised for “jumping the gun” and stated that the resident had asked her to interject on their behalf and that perhaps the resident was not aware of the agenda item. The Clerk confirmed the resident had been made aware that the request would be on the agenda and had responded, requesting that the Council also considered installing dog waste signs.

*Standing orders were reinstated*

Cllr Mrs Ballantyne asked if the Liberal Democrat Party had approached the Clerk before publishing the article and photograph in the newspaper. The Clerk confirmed no contact had been made. Cllr Mrs Ballantyne said that careful consideration should have been given before things were published as, in this particular case, it insinuated that it was the Liberal Democrats who were stepping in to sort out an issue with the Parish Council, painting the Parish Council in a poor light. Cllr Mrs Ballantyne requested that an apology be made.

Cllr Cooper stated that having worked previously in the health service and with disability access requirements, it was not always possible to meet what people wanted but that the Parish Council should establish what their compliance was, look at access control and consider the risks and the reasonable practicality of any changes that could be made.

Cllr Mrs Savage had been at the meadow earlier that day and pointed out that during the winter months it became extremely muddy and boggy and that Council should look at what was feasible on the site.

The Chairwoman thanked everyone for their comments and Council determined that Cllr Mr Cooper and Cllr Mr Ballantyne would explore available options and report back to Council in February for further discussion and a decision on moving forward.

#### **20/131 IT Equipment**

It was agreed at the Chairwoman’s request that this item be deferred until January/February to give more time for information and further advice to be gathered.

#### **20/132 Meetings Update**

##### **1. Allscott Meads Stakeholder Group**

Notes provided by Cllr Mr Cooper were circulated prior to the meeting (Appendix 3). Cllr Mr Ballantyne provided an update from a recent virtual meeting with the Borough Council regarding the street lighting on the scheme and confirmed that real progress towards the Parish Council taking on the street lighting was being made.

##### **2. Allotments at Allscott Meads**

Following discussion, it was **RESOLVED** to pursue with SJ Roberts the Parish Council taking on the allotment sites planned for the scheme as long as it was set up appropriately and to facilitate the management of them in a similar manner to the Ringers Way allotments.

[Proposer: Cllr Mr Ballantyne; Seconder: Cllr Mrs Ballantyne; Vote: Unanimous]

**20/133 Policies**

The following policies, circulated to Members prior to last month's meeting were considered:

**1. Records Management Policy**

There were no comments and it was **RESOLVED** to approve and adopt this policy.

[Proposer: Cllr Mr Cooper; Seconder: Cllr Mrs Savage; Vote: Unanimous]

**2. Publication Scheme**

There were no comments and it was **RESOLVED** to approve and adopt this policy.

[Proposer: Cllr Mr Cooper; Seconder: Cllr Mr Thomas; Vote: Unanimous]

**3. Lone Worker Policy**

There were no comments and it was **RESOLVED** to approve and adopt this policy.

[Proposer: Cllr Mrs Savage; Seconder: Cllr Mr Thomas; Vote: Unanimous]

**20/134 Grant Applications**

None received.

**20/135 Correspondence**

None received.

**20/136 Date of the next meeting**

The Chairwoman thanked everyone for attending the Zoom meeting and wished everyone a Merry Christmas and a Happy New Year. It was confirmed that the next meeting would be held on

**Wednesday 13<sup>th</sup> January 2021 at 7.30p.m via Zoom.**

*The meeting closed at 8.30p.m*

Signed:     **Cllr Elaine Anderson**     (Chairwoman)

Date:     **10<sup>th</sup> February 2021 (virtually)**



**Appendix 1**  
**Wrockwardine Parish Council**  
**Item 8 (f)**  
**Councillor Travel**

**1. Detail**

Councillors can claim for any travel made outside the Parish boundary i.e., to attend a training course or external meeting. The claim for the mileage should be made on the form at 2. Claim Form

Where a Councillor incurs any additional expense or, purchases goods on behalf of the Parish Council and requires reimbursement the claim should also be made using the form at 2. Claim Form

Councillors will be supplied with an electronic copy of the form to print off when needed or, can request a supply of hard copies from the Clerk.

Please see overleaf for 2. Claim Form

## 2. Councillor's Expenses Claim Form

<b>Councillor Name</b>	
<b>Date</b>	
<b>Vehicle Type</b>	

**Mileage** (*Claims can only be made for mileage incurred outside of the Parish boundary*)

[Rate 0.45p per mile]

<b>Date</b>	<b>Travel details</b>	<b>Miles</b>	<b>Cost (calculated by Clerk)</b>
	<b>Total</b>		

### Other Expenses

<b>Date</b>	<b>Description</b>	<b>Amount</b>	<b>Cost</b>
	<b>Total</b>		

**Claimant signature:**

**Authorisation signature (Clerk):**

**Authorisation Date**

## Appendix 2

### Draft Budget 2021/22

#### 1. Parish Management

	Cost Code	Amount	Comment
1	Grants (Sec 137) Voluntary Community	2,200 2,200	Grants available up to £200 therefore £2,200/11 = £200 per month
2	Grass Cutting	10,000	
3	Insurance	3,000	Due for renewal May 2021
4	Lighting Electricity	8,000	Quotes requested from 3 companies who provide unmetered supply & to compare with current price
5	Lighting Maintenance	7,000	
6	Parish Magazine	1,000	
7	Playing Fields Maintenance	10,000	
9	Allotments	200	
10	Bus Shelters Maintenance	1,200	Need to source cleaner
11	SID Management	3,000	
12	Defibrillators Maintenance	600	
13	Litter Bins Emptying/maintenance	2,500	Additional bins to be added
14	Notice Boards maintenance	100	
15	Seats maintenance	100	
16	War Memorial Maintenance	200	
	Sign Maintenance	100	Added as no provision
17	Community Initiatives	500	Nov 19/171 – “fund to be drawn on by older parishioners given that the younger ones are catered for with the play grounds & youth shelter”. No change
	<b>Total</b>	<b>51,900</b>	

#### 2. Council Management

	Cost Code	Amount	Comment
18	Subs & Fees	3,000	
19	Chairman’s Allowance	600	
20	Councillor Travel	200	Cllr’s can only claim for travel “outside” the Parish
21	Hall Hire	400	
22	Audit Fees	1,000	
23	Bank Charges	100	
24	Councillor Training	500	
26	IT Equipment	1,000	Purchase desktop computer & screen
27	Website	200	
28	Clerk’s Training	150	
29	Clerk’s Travel	250	
30	Office/telephone	550	
31	Stationery/postage	250	

<b>Total</b>	<b>8,200</b>	
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### 3. Employee Costs

	<b>Cost Code</b>	<b>Amount</b>	<b>Comment</b>
32	Salary	14,500	
33	Tax/NI	750	
34	Pension	4,100	PC pay 28% of salary (gross) equates to £4,060 per year
	<b>Total</b>	<b>19,350</b>	

### 4. Parish Improvements

	Total amount	7,000	Any money spent will be allocated to the relevant cost code, so these remain blank at present. If any money is spent on a “new improvement” a cost code will be added as necessary.
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	<b>Cost Code</b>	<b>Current</b>	<b>Comment</b>
36	Seating		
37	Notice Boards		
38	Gateways		
39	Bus Shelters		
40	Litter Bins		
	Signs		
		7,000	

<b>Budget Total</b>	<b>86,450</b>
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### NOTES

- **Item 5 - Lighting Maintenance** – Previous yearly payments: 2015/16 - £2,184; 2016/17 - £3,461; 2017/18 - £2,520; 2018/19 – 2,376; 2019/20 - £4,457.07 due to replacement of lights.

- **Item 19 - Chairman’s Allowance**

Council resolved to add a payment of £300 payable to the Vice-Chairman. Unfortunately, this was not a legal decision – The Local Authorities (Members’ Allowances) (England) Regulations 2003 state:

*“Parish Basic Allowance*

*25 – (1) An authority may pay an allowance for each year (“parish basic allowance”) –*

*(a) To its chairman only; or*

*(b) To each of its members*

*And the amount of that allowance payable to its chairman may differ from that payable to each other member of the authority, but otherwise that amount shall be the same for each member”.*

- **Items 32 – 34 Employee Payments**

No increase added for National Pay Award 2021/22 due to announced pay freeze for all public sector staff. Should this be revoked, any difference would be made up from reserves.

The Chairwoman is preparing a report to bring to Council in the New Year regarding the increase of the Clerk's hours to 30 hrs per week. This would equate to an additional overall cost of:

Salary	6,750
NI	971
Pension	1,852
<b>Total</b>	<b>9,573</b>

The amount has not been included in the budget and, if agreed by Council at a later date, it is suggested that it would be paid via reserves in the first year. It is then envisaged that half would be paid via reserves in the 2<sup>nd</sup> year and the full amount included in the budget in the third year.

Budget for 2020/21 = £94,869. Currently spent £31,476. Forecast spend circa £45k at the end of year.

Amounts to carry forward from 2020/21:

Playing Field Maintenance (change to Play Area Maintenance)	5,000
Traffic Calming (added to current £25K)	10,000
Bus Shelters	1,200
Notice Board/seats/war memorial maintenance	400
IT	384
Parish Improvements	6,000
<b>Total</b>	<b>22,984</b>

Balance of approximately £27K drops into non earmarked reserves

## **Reserves**

### **Current Earmarked Reserves**

Traffic Calming	Currently looking at proposals Admaston	35,000
Benches	Wrockwardine	500
Admaston Green	Wildflowers & other items – currently being designed/planned by Cllr's	2,832
	<b>Total</b>	<b>38,332</b>

**Remaining non earmarked reserves circa £124k** but this would be reduced if clerk's hours increased and there was any purchase of IT equipment for Members.

## Precept

Council Tax base 2020/21	1,489.70
Precept	£75,000
Average cost per household (Band D equivalent)	£50.35 (an increase of £1.81 on previous year)

**Council Tax base 2021/22      1,530.80**

## Precept Proposal

It is proposed not to increase the Band D equivalent payment of £50.35 this year

Precept =  $1,530.8 \times 50.35 = £77,075$

**Recommended precept for 2021/22 = £77,000**

Budget for 2021/22 = £86,450

However, £12,984 will be carried over from current year (£22,984 minus £10K traffic calming which is already in earmarked reserves) therefore the proposed precept amount covers the difference of £73,466 without raising the amount residents pay.

**Julia Hancox  
Clerk & RFO  
4<sup>th</sup> December 2020**

## **Appendix 3**

### **Agenda Item 13**

#### **Allscott Meads Stakeholder Group 19/11/2020**

#### **Notes**

- SJ Roberts offered to donate to WPC bird and bat boxes for Admaston Green
- Street lighting meeting to take place w/c 30.11.20
- Travel Plan due shortly
- Traffic lights by the Plough should be removed by the end of the week
- Show homes – snagging taking place
- SJ Roberts on target with build programme and sales/reservations are at a satisfactory level for this to continue
- Section 106 allotments? Full Council transfer within 2 years
- Allocation of Allotments? WPC to take on in the future? To be raised at the next Parish Council meeting
- Plough to Duck roadworks, including road widening to take place Spring 2021. No road closure but there will be traffic control
- Water pumps will hopefully be redundant within a month
- Wrockwardine Deanery have been in contact with the Spots & Social Club about the use of community facilities
- Callum Bebb, T&WC to chase Highways about the hedges at Tiddicross

Next meeting 17<sup>th</sup> December 2020 thereafter they will be held every 2 months

**Cllr P Cooper**

**19<sup>th</sup> November 2020**