

# Wrockwardine Parish Council

## Minutes of the Full Parish Council Meeting held on Wednesday 11<sup>th</sup> March 2026 at Wrockwardine Village Hall at 7.30p.m

### Present:

Cllr P Cooper (Chairman)  
Cllr E Ballantyne  
Cllr P Bevis  
Cllr R Eade  
Cllr S Parr  
Cllr J Savage

### In Attendance:

1 Member of the public  
J Hancox (Clerk)

#### 26/41 Welcome

The Chairman welcomed everyone to the meeting.

#### 26/42 Apologies for absence

Cllr K Ballantyne – Illness  
Cllr P Davis – Diary clash  
Cllr G Thomas – Work related  
Cllr K Tonks - Illness

#### 26/43 Declaration of Interests & Dispensations

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

#### 26/44 Public Session

One member of the public spoke about community policing, traffic issues and the Local Plan sessions.

#### 26/45 Police & PCSO

- 1. **To receive a verbal update** - There was no representation present.
- 2. **To consider a response to the email circulated prior to the meeting concerning the future of community policing** – the details were noted and it was determined no response was required.

#### 26/46 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 Wednesday 11<sup>th</sup> February 2026. [Proposer: Cllr Parr; Seconder: Cllr Eade; Vote: All]

#### 26/47 Borough Councillor's Reports

No Borough Councillors were present.

#### 26/48 Planning

##### 1. Permissions & Refusals

The following applications were noted:

<b>TWC/2025/0786</b>	Allscott Sports & Social Club, Allscott	Installation of 3 lane cricket training facility *Amended description & location plan received*	<b>Full Granted</b>
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## 2. New Applications

The following applications were **RESOLVED**:

<b>TWC/2026/0090</b>	Admaston methodist Church, Bratton Rd, Admaston	Installation of a new disabled ramp, replacement of an entrance door, relocation of an existing pedestrian gate & paved seating area	<b>Support</b>
<b>TWC/2026/0115</b>	Wellington cricket Club, Orleton park, Haygate Rd, Wellington	Installation of a package sewage treatment plant	<b>Support</b>

## 3. Applications received after the agenda was circulated

None received.

### 26/49 Finance

#### a. Final Accounts Paid & Bank Reconciliation for February 2026

The details were noted and **RESOLVED**.

#### b. Accounts to Date for Payment March 2026

The accounts were **RESOLVED** for payment.

[Proposer: Cllr Mrs Ballantyne; Seconder: Cllr Eade; Vote: All]

**c. Internal Audit Mid-Year Review** – The report was noted (Appendix 1) and there were no comments.

**d. IT Policy** – It was **RESOLVED** to approve the new policy to comply with Assertion 10 of the 2025/26 AGAR (Annual Governance & Accountability Return).

[Proposer: Cllr Parr; Seconder: Cllr Mrs Ballantyne; Vote: All]

### 26/50

**The Orchard & Admaston Allotment Site** – The details of the work carried out by the National Grid without the Council's knowledge, but which was to replace a dangerous post near to the railway line, was noted and the Chairman advised that the remedial work would be monitored.

### 26/51 Traffic Matters

#### a) Traffic Meeting 4/3/26

The Chairman gave a verbal update on matters discussed at the meeting which included:

- Borough Cllr Tonks talking to Telford & Wrekin Council about raising the crossing platform by Sutton Road;
- Obtaining a quote for a solar light for Wrockwardine Play Area car park;
- Consulting with Telford & Wrekin Council regarding replacement solar lights in Wrockwardine;
- SIDS at Charlton and Bratton and the Chairman would check whether planning permission is required for installation at the cemetery before consulting the Church;
- Bus shelter maintenance quotes to be obtained;
- Consult with Telford & Wrekin Council regarding additional waste bins at Allscott;
- Consult with Telford & Wrekin Council regarding additional gateways at Aston, Walcot and Allscott Meads;
- Consult with Telford & Wrekin Council to try and improve danger on Drummery Lane;
- White road markings at Wrockwardine to be chased with Telford & Wrekin Council.

The Chairman agreed to contact relevant parties on all matters

#### b) SIDs

The SID at Allscott Meads to be installed soon with the help of SJ Roberts and their scaffolding tower. Bad weather had hampered progress.

The installation of a permanent SID on the Avenue, Wrockwardine was discussed, but as the current one goes on a lamp post and the number of trees there would hamper the power supply, It was decided to pursue the cemetery option.

**26/52 Community Governance Review**

The Chairman gave a verbal update and stressed inevitability of the situation and that the Parish Council needed to act pro-actively to provide the information requested and not react on a personal level. Actions that were required needed to be actioned by the Parish Council. The Clerk was asked to forward a copy of the Parish Council's asset register, highlighting the assets that will transfer to Wellington Town Council, to Telford & Wrekin Council. Cllr Eade requested clarity over the statutory timetable so that the Council could determine how best to deal with what is required.

Telford & Wrekin Council had recently requested submissions on polling stations in each parish and it was agreed a site at Allscott Meads, perhaps the primary school, should be submitted as a suggestion and the Clerk was asked to action this.

**26/53 Allscott Allotments**

The Clerk updated Council with the following information:

- 7 plots remaining;
- Issues with the water taps now sorted;
- An additional plot with raised beds ordered at a cost of £1,800 + VAT;
- The Chairman and Clerk were meeting with tenants of the raised beds to define borders, space for sheds etc as there had been some confusion;
- New lock fitted after first one was not fit for purpose;
- Generally, the new plot-holders seem happy;
- The Clerk's workload had increased significantly but it was hoped this would now ease as everything settled down.

**26/54 Parish Update** - The details were noted (Appendix 2). A further quote had been received for work on the Siberian Elm, and it was **RESOLVED** to accept this quote and have the base built up at a cost of £1,600 + VAT.

[Proposer: Cllr Eade; Seconder: Cllr Mrs Ballantyne; Vote: All]

**26/55 SID Statistics** – The details were noted and there were no comments (Appendix 3).

**26/56 Grant Applications** – None received

**26/57 Other Correspondence** – None received.

**26/58 Date of the next meeting**

It was confirmed that the next meeting would be held on **Wednesday 8<sup>th</sup> April 2026 at Admaston Community Centre at 7.30p.m.**

*The meeting closed at 8.17p.m*

Signed   P Cooper   (Chairman) Date   8<sup>th</sup> April 2026

## Item 26/49

### Finance

#### (a) Final Accounts Paid & Bank Reconciliation for February 2026

Payee	Description	Net	VAT	Cost
Nobridge Ltd	Grass Cutting	814.98	163.00	977.98
C Hughes Groundcare	Grass Cutting	1,000.00	200.00	1,200.00
Admaston Methodist Church	Grant - Ramp Provision	200.00	00.00	200.00
P Cooper	Chairman's Allowance	300.00	00.00	300.00
B Cartwright	SID Management	300.00	00.00	300.00
IdVerde	Bin Emptying	273.45	54.69	328.14
P Bevis	SID Maintenance	12.92	2.58	15.50
British Gas	Lighting Provision	553.89	110.77	664.66
Wrockwardine Village Hall	Hall Hire	247.50	00.00	247.50
Wrockwardine Church Fete	Grant	200.00	00.00	200.00
Various	Office Management	185.07	16.04	201.11
Various	Staffing Costs	3,144.37	00.00	3,144.37
	<b>Total Payments</b>	<b>7,232.18</b>	<b>547.08</b>	<b>7,779.26</b>

#### Bank Reconciliation February 2026

Unity Current Account	
Current A/C balance 1/02/26	52,524.76
Minus payments made February	7,779.26
Add receipts	
Allscott Allotment Fees	510.00
Duplicate Payment	22.80
February Salary Unpaid	1,760.52
Balance 28/02/26	47,038.82
Unity Bank Statement 175	47,038.82

Other Banks	
Unity Instant Access A/C Statement 144	211,994.59

<b>Total Balance all Banks</b>	259,033.41
Minus Earmarked Reserves	125,370.00
<b>Actual spend amount</b>	<b>133,663.41</b>

#### Earmarked Reserves

Traffic Calming Admaston	40,000
Street Light Replacement Admaston	24,000
Grant Additional NAL Sockets	3,400
Bus Shelter Walcot	3,303
Ward Fund Grant Bus Shelter Walcot	1,500
Grant towards PCSO Vehicle	2,000
Grounds Maintenance Urgent Work Fund	1,000
Outdoor Gyms (Commuted Sum)	660

Grant for Bird & Bat Boxes	192
Community Wellbeing	500
Allscott Meads Allotments	3,444
Grant Solar Lighting	1,450
Bus Shelter Insurance (T&W Council)	8,921
CGR Contingency Fund	35,000
<b>Total</b>	<b>125,370</b>

**(b) Accounts to date for Payment March 2026**

Payee	Description	Net	VAT	Cost
Nobridge Ltd	Grass Cutting	814.98	163.00	977.98
Wrockwardine Village Hall	Hall Hire	45.00	00.00	45.00
British gas	Lighting Supply	1,263.94	173.21	1,437.15
E-On	Lighting Maintenance	149.24	29.85	179.09
P Bevis	Lock Reimbursement	27.49	5.50	32.99
C Hughes Groundcare	Grass Cutting & Hedges	1,000.00	200.00	1,200.00
B Cartwright	SID Management	300.00	00.00	300.00
Admaston House Trust	Hall Hire	198.00	00.00	198.00
IdVerde	Bin Emptying	273.45	54.69	328.14
Telford & Wrekin Council	Bus Shelter Repair Insurance Money	8,921.00	00.00	8,921.00
E Ballantyne	Expenses	29.61	1.04	30.65
Various	Office Management	128.24	15.00	143.24
Various	Staffing Costs	3,144.37	00.00	3,144.37
	<b>Total Payments</b>	<b>16,295.32</b>	<b>642.29</b>	<b>16,937.61</b>

Signed: J Hancox (Clerk & RFO) Date: 8<sup>th</sup> April 2026

Signed: P Cooper (Chairman) Date: 8<sup>th</sup> April 2026

## RLT AUDITING

### *Specialising in parish councils*

#### WROCKWARDINE PARISH COUNCIL

#### INTERIM INTERNAL AUDIT REPORT FOR FINANCIAL YEAR 2025/6

##### INTRODUCTION

As the Council's internal auditor, I am appointed to independently carry out an examination of areas which meet the internal control objectives as listed on page 4, the Annual Internal Audit Report section, of the Annual Governance and Accounts Return (AGAR) for the year ended 31<sup>st</sup> March 2026. I have been able to test the Council's compliance with the assertions on p.4 of the AGAR, referring to best practices as outlined in the SAPPP Practitioners' Guide 2025, published March 2025.

I have carried out a mid-year internal audit of areas which I can examine at this point in the year; this involves checks relating to the publication of last year's AGAR, as the deadlines associated with publishing this information are before 1<sup>st</sup> July 2025 and 1<sup>st</sup> October 2025. I also checked for periodic bank reconciliations and budget related processes. The checks were carried out on 3<sup>rd</sup> January 2026

I would like to thank Julia for her assistance.

##### DETAILED FINDINGS & RECOMMENDATIONS

This report takes each of the Internal Audit statements on p.4 of the AGAR in turn and assesses if the council has complied with it. The report outlines the areas covered during the internal audit which support the Annual Internal Audit Report section of the AGAR. Under each section, the report states if it is my opinion, as Internal Auditor, that the control has been met. Recommended areas for attention are highlighted.

D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate?

**In-year budget monitoring** – there is evidence of budget being monitored throughout the year and I have seen the mid-year monitoring report.

**Budget and precept for 2026-7** was set on 12<sup>th</sup> November 2025 and resulted from an adequate process. A precept of £118,525 was set requiring a draw of £9,650 from general reserves. The expenditure budget of £128,225 was also set at this meeting.

**Reserves** – There is evidence that the levels of general (non-ringfenced) and ringfenced (earmarked) reserves were considered when setting the budget and precept. The end-year total reserve has not been projected to 31.3.26 so I cannot assess if the level of general reserves falls within the SAPPP best practice guidelines of general reserves being between 3 and 12 months of a council's net revenue expenditure. However, it is evident that reserve levels were considered when setting budget and the council has £102,476 in ringfenced reserves and as at mid-year had a further £105,444.55 in general reserves.

**Internal control objective met? YES**

##### Recommendations:

- **When setting budget project reserves to year-end and from this calculate general (non-ringfenced) reserves as a percentage of planned net revenue spend for the following financial year**

I. Periodic and year-end bank account reconciliations were properly carried out.

I have checked a periodic bank reconciliation relating to the period to 30/09/2025 and found it to be accurate. It has been agreed by Council and as evidenced in the minutes.

*Control to be re-assessed at year-end.*

### **Internal control objective met?**

#### **Recommendations:**

K. If the authority certified itself as exempt from a limited assurance review in 2024/5, it met the exemption criteria and correctly declared itself exempt?

N/A

L. The authority published the required information on a website/webpage, up to date at the time of the internal audit, in accordance with the relevant legislation?

#### **Before 1<sup>st</sup> July, publish:**

- The Annual Internal Audit Report (recommended but not mandatory);
- The Annual Governance Statement.
- The Accounting Statements.
- A declaration that the accounts are, as yet, unaudited.
- Details of the arrangements for the exercise of public rights.
- The name and address of the External Auditor

#### **Before 1<sup>st</sup> October, publish:**

- Notice of the conclusion of the audit.
- The Annual Governance Statement (including any amendments as a result of the limited assurance review);
- The Accounting Statements (including any amendments as a result of the limited assurance review);
- The External Auditor Report and Certificate

I checked the website on 3<sup>rd</sup> January 2026.

### **Internal control objective met? YES**

**Recommendations: In future, I would suggest also publishing the guidance sheet from the external auditor on exercise of public rights.**

In the year covered by the AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations?

The authority published a notice of exercise of public rights on the website. I checked the website on 3<sup>rd</sup> January 2026.

### **Internal control objective met: YES**

**Recommendations: None.**

M. The authority has complied with the publication requirements for the 2024/5 AGAR?

#### **The authority must do the following:**

#### **Before 1<sup>st</sup> July, publish:**

- The Annual Internal Audit Report (recommended but not mandatory);
- The Annual Governance Statement.
- The Accounting Statements.
- A declaration that the accounts are, as yet, unaudited.
- Details of the arrangements for the exercise of public rights.
- The name and address of the External Auditor

#### **Before 1<sup>st</sup> October, publish:**

- Notice of the conclusion of the audit.
- The Annual Governance Statement (including any amendments as a result of the limited assurance review);
- The Accounting Statements (including any amendments as a result of the limited assurance review);
- The External Auditor Report and Certificate

I checked the website on 3<sup>rd</sup> January 2026.

### **Internal control objective met? YES**

**Recommendations: In future, I would suggest also publishing the guidance sheet from the external auditor on exercise of public rights.**

## **Appendix 2**

### **Item 26/54**

#### **Parish Update March 2026**

##### **Siberian Elm, Admaston Green**

Following the request at last month's meeting for the problem to be diagnosed, the contractor inspected the site and determined that it is not root related and that it is the sleepers and the posts that are rotten and falling apart. They suggest taking it out and building it up around the base with soil and either grass seed or use a shard wildflower mix and bulbs to make more of a feature of it. Alternatively, the posts and sleepers could be replaced but would overtime rot again and need replacing. Currently waiting for a further quote.

##### **Walcot Bus Shelter**

The work to mend the roof has been ordered at a cost of £486 inc. VAT.

##### **End of Year 2025/26**

As reported last month, the end of year and audit season is now upon the Parish Council. This is the busiest (and most stressful!) time of the year for the Clerk and, together with the extra workload from managing the allotments, some things may slip such as fast response times to general queries etc. Please bear this in mind when contacting the Clerk over the next few weeks.

##### **Grants Awarded**

Both Admaston Methodist Church and the Wrockwardine Fete Committee thanked the Parish Council for the grants awarded to them last month.

**Julia Hancox**

**Clerk & RFO**

**March 2026**

## **Appendix 3**

### **Item 26/55**

## SID Statistics March 2026

**Xxxx** indicates most recent data

### Shawbirch Road, Admaston, South

Date	Days there	No vehicles exceeding	Daily average	Additional Comments
27/5/25 – 8/6/25	13	13,347	1,027	71,250 vehicles 85 <sup>th</sup> percentile 31.4mph
11/11/25 – 23/11/25	13	10,674	821	69,450 vehicles. 85 <sup>th</sup> percentile speed 30.2mph
17/2/26 – 28/2/26	12	10,718	893	65,750 vehicles. 85 <sup>th</sup> percentile 30.9mph. Top speed 55mph.

### Shawbirch Road, Admaston, North

Date	Days there	No vehicles exceeding	Daily average	Additional Comments
1/9/25 – 14/9/25	13	12,138	933	
27/11/25 – 7/12/25	13	11,078	852	43,800 vehicles. 85 <sup>th</sup> percentile speed 31.5mph
2/2/26 – 15/2/26	13	12,774	751	52,300 vehicles. 85 <sup>th</sup> percentile 31.4mph. Top speed 55 mph.

### Wellington Road, Admaston, North

Date	Days there	No vehicles exceeding	Daily average	Additional Comments
8/7/25 – 20/7/25	13	11,600	892	
16/9/25 – 28/9/25	13	9,381	721	
23/12/25 – 4/1/26	13	12,669	974	

### Wellington Road, Admaston, South

Date	Days there	No vehicles exceeding	Daily average	Additional Comments
24/6/25 – 6/7/25	13	4,044	311	
19/8/25 – 31/8/25	13	4,863	376	37,320 vehicles;85 <sup>th</sup> percentile 29.9mph
9/12/25 – 21/12/25	13	1,941	149	Road works in place

### Station Road, Admaston, North

Date	Days there	No vehicles exceeding	Daily average	Additional Comments
4/9/25 – 14/9/25	11	4,238	385	26,700 vehicles; 85 <sup>th</sup> percentile 30mph. Less days as waiting for replacement battery
11/11/25 – 23/11/25	13	4,209	374	
17/2/26 – 1/3/26	13	6,254	481	

### Station Road, Admaston, South

Date	Days there	No vehicles exceeding	Daily average	Additional Comments
25/11/25 – 7/12/25	13	7,341	564	
3/2/26 – 15/2/26	13	5,416	416	

**Rushmore Lane, Allscott**

<b>Date</b>	<b>Days there</b>	<b>No vehicles exceeding</b>	<b>Daily average</b>	<b>Additional Comments</b>
28/10/25 – 9/11/25	13	1,433	110	South
7/1/26 – 18/1/26	12	599	50	South
20/1/26 – 1/2/26	13	1,254	96	North

**The Avenue, Wrockwardine, East**

<b>Date</b>	<b>Days there</b>	<b>No vehicles exceeding</b>	<b>Daily average</b>	<b>Additional Comments</b>
13/10/25 – 28/10/25	15	3,696	221	7,920 vehicles; 85 <sup>th</sup> percentile 23.4mph
28/10/25 – 9/11/25	13	4,359	335	8,430 vehicles
7/1/26 – 18/1/26	12	2,859	228	5,750 vehicles; 85 <sup>th</sup> percentile 24mph

**The Avenue, Wrockwardine, West**

<b>Date</b>	<b>Days there</b>	<b>No vehicles exceeding</b>	<b>Daily average</b>	<b>Additional Comments</b>
5/8/25 – 17/8/25	13	3,157	243	7,950 vehicles; 85 <sup>th</sup> percentile 23.9mph
13/10/25 – 28/10/25	15	3,696	221	7,920 vehicles; 85 <sup>th</sup> percentile speed 24.3mph
20/1/26 – 1/2/26	13	3,116	240	7,265 vehicles; 85 <sup>th</sup> percentile 23.8mph

**High Ercall Road, Bratton, South (new location)**

<b>Date</b>	<b>Days there</b>	<b>No vehicles exceeding</b>	<b>Daily average</b>	<b>Additional Comments</b>
15/4/25- 27/4/25	13	696	53	17,540 vehicles, 85 <sup>th</sup> percentile 37.7/average speed 32.3
24/6/25 – 6/7/25	13	555	43	18,530 vehicles, 85 <sup>th</sup> percentile 36.9mph
9/12/25 – 21/12/25	13	345	27	16,810 vehicles, 85 <sup>th</sup> percentile 36mph

**High Ercall Road, Bratton, North (new location)**

<b>Date</b>	<b>Days there</b>	<b>No vehicles exceeding</b>	<b>Daily average</b>	<b>Additional Comments</b>
8/7/25 – 20/7/25	13	3,596	278	30,750 vehicles; 85 <sup>th</sup> percentile 39.7mph
16/9/25 – 28/9/25	13	3,032	233	20,400 vehicles, 85 <sup>th</sup> percentile 39.2mph
23/12/25 – 6/1/26	15	1,890	127	23,450 vehicles, 85 <sup>th</sup> percentile 39mph