

**MINUTES** of the Full Council of Lilleshall Parish Council held on 7<sup>th</sup> December 2021 at 7pm held at Hillside Meeting Room

**Members present** Cllrs: Baker (Chair), Cornes, Challinor, Millard, Parker, Shaw, Taylor

**In attendance:** Mr Furnival (Clerk), Mrs J Sullivan (Admin Assistant), 1 member of the public.

**21/22.100 Opening**

The Chairman welcomed members to the meeting and started by noting that he has been made aware, through the Clerk, that there was some feedback received from councillors and a resident about how the last meeting of the council was conducted outside of the parameters of the standing orders, he apologises for this and asks that if members note that the meeting is going array at any point to raise a point of order and help bring the meeting back to the standard that they wish to see observed. The Chairman had already asked the Clerk to present some training on good meeting protocol in the new year as a measure to refresh everyone's memories on standing orders and how they apply to meeting protocols.

A warm welcome was extended to Julie, the new Administrative Assistant who started on the 7<sup>th</sup> December 2021.

**21/22.101 Apologies and declarations of Interest**

Cllr Eade gave his apologies.

**21/22.102 Public Session**

A representative from Cheswell Grange wanted to offer an update on the proposed solar farm on Twitch Hill. They have made some amendments to the design since a recent public consultation, to take into account feedback received from local people. They have drawn new designs which will be shared with the council, through the Clerk in due course. Changes include the battery storage area shall be in the barnyard area, out of the panels area. Boundary has changed slightly to mitigate the need for more screening barriers. Further hedge and tree planting will be done to reduce visibility of the site from properties in Kynnersley Drive. The formal planning application will be submitted to TWC week commencing 13<sup>th</sup> December.

The Chairman thanked Cheswell Grange for keeping open lines of communication on this matter with local people and the parish council and encouraged this to continue.

Cllr Shaw notes that on a separate matter, the highways department have their comments into the application for the Hundred Acre Kitchen as an objection on the grounds of perceived HGV's possibly wanting to enter the site. He notes that HGV's already access Wellington Road for the concrete factory and there have been no objections raised by Highways in this regard and feels that basing an objection on the grounds of a perception rather than any evidence is unfair and flawed. It is further noted that since the opening of the Hundred Acre Kitchen some two months ago there has been no HGV's visit the site and the operators have erected extensive signage to prevent HGV's accessing the site.

**21/22.103 Minutes of the Full Council meeting held 2<sup>nd</sup> November 2021**

It was proposed by Cllr Chaillinor and seconded by Cllr Shaw, all were in favour, thus **RESOLVED that the minutes of the meeting held on 2<sup>nd</sup> November 2021 be signed as a true record.**

**21/22.104 Matters arising, for information, from the 2<sup>nd</sup> November 2021**

None.

## **21/22.105 Minutes of the Personnel Committee held 23<sup>rd</sup> November 2021**

Members noted the minutes of the last committee meeting.

### **21/22.106 Correspondence**

21/22.106.1 Following the receipt of two letters from resident the Clerk forwarded their concerned onto Planning Enforcement and an investigation case has been raised and corresponded with the parish council and residents, case ref number ENF/2021/0758.

21/22.106.2 Telford & Wrekin Council have wrote to all Friends of Groups' in the borough to ask them about ways that they can further support initiatives and projects to enhance the green spaces around the borough. Cllr Shaw, as the parish councils rep for the Friends of Lilleshall Parish has devised a list of projects for the Friends of Lilleshall Parish, some of these projects have been completed, some are in progress and some are awaiting commencement.

### **21/22.107 Clerks Report**

The Clark, Chairman and Cllr Eade took part in a parish walk on the 19<sup>th</sup> November to review rights of way marker and style improvements around the parish with Andrew Careless. A list of agreed actions have been shared with TWC and will be published to Councillors and made available for view on the parish councils website.

Telford & Wrekin Council have launched a Jubilee Fund to support events and activities for the Queens Platinum in 2022. Grants are available up to £2,000.00 to support events and activities and a grant request from this parish council may be made to support an event. Grant requests are open until the 4<sup>th</sup> February 2022.

As part of the Queens Platinum Jubilee, Telford & Wrekin Council will be planting a Rowan - Sorbus "Cardinal royal" in Lilleshall playing fields in 2022, in partnership with the parish council.

We are still waiting the outcome of the RoSPA inspection on the Tennis Courts.

A new tenancy agreement will be put before council for approval in the new year, the terms of the new tenancy are being consulted with the Allotments Society for feedback.

The Clerk is meeting with the surveillance team at Telford & Wrekin Council on the 14<sup>th</sup> December to review the possibility of CCTV on Hillside East and Station Road as a means to securing quotes for erecting CCTV in these two areas initially as they are two areas that come up as in need of surveillance amongst residents' complaints.

### **21/22.108 Reports from Parish Councillors and Ward Member present**

Cllr Shaw reports that there is a traffic scheme meeting on the 14<sup>th</sup> December, to review current draft scheme. Cllr Cornes asks if consideration has been given with regards to a residents letter received ref possible double yellow lines on Church Road. Cllr Shaw says that this will be considered, but by the highways engineers specialising in this area.

Cllr Challinor asks if any progress been made on proposals for road safety measures on Humber Lane. The issues are being exacerbated with the roadwork diversions on the A518. The speed limitation signage is not effective, asks if SID's could be considered and if a community speed watch scheme could be considered. He is worried that if something isn't done to tackle road safety in this area we would be looking at this retrospectively in the future when accident happen. Cllr Shaw says that The Humber is being given consideration in the scheme and more details will be made available following design by Telford & Wrekin Council. The Clerk reported that he has the information on how to set up a community speed watch scheme and he will work with Cllr Challinor to coordinate this.

### **21/22.109 Reports from Outside Bodies**

Cllr Shaw reports on Friends of Lilleshall Parish, there is a working party meet this Saturday the 11<sup>th</sup> of December to work on improvements to the picnic area in the woodland next to Lilleshall Primary, so that the space can be used for outdoor educational purposes, all councillors are welcome to help. The clerk has promoted via Facebook, website, Twitter, emailed 57 on the mailing list and put 8 posters around the whole parish.

#### **21/22.110 Projects and events**

21/22.110.1 Chair reports on the Christmas lights at The Green and St Michaels Church yard, which have been a success and received many complements by residents. Cllr Taylor asks for the old lights on the tree at St Michael's to be removed, this will be organised in the new year.

21/22.110.2 Following recent vandalism to The Humbers Little Library members agreed to obtain some graffiti remover as a means to removing any graffiti in a timely manner when it happens.

21/22.110.3 Ace Energy have been instructed to install twenty, 375w solar panels and a 10.66 kWh H2 battery system to the Talbot Centre, works are expected to start around March 2022.

21/22.110.4 Following recent defibrillator training the Chairman had received a suggestion from the training provider to install a defibrillator near the Red House. It was proposed by Cllr Shaw and seconded by Cllr Taylor, all were in favour, thus **RESOLVED to purchase and install a defibrillator to the bus shelter off Wellington Road, near Barrack Lane.**

#### **21/22.111 Lilleshall road safety schemes**

Cllr Eade and the Clerk have organised to meet with a Highways Engineer on the 14<sup>th</sup> December with the view to obtaining an update on the scheme, following the resignation of the former lead officer for this scheme. Cllr Shaw shall attend and members are welcome to also attend.

#### **21/22.112 Planning**

The following applications were considered by members and it was proposed by Cllr Taylor and seconded by Cllr Shaw, all were in favour, thus **RESOLVED to approve the following responses;**

<b>Planning Application Number, Location &amp; Proposed Development</b>	<b>LPC response</b>
<b>TWC/2021/1070 - Whitegates</b> , Kynnersley Drive, Lilleshall, Newport, TF10 9HT Erection of 2no. CCTV towers and widening of existing access and installation of gates (Retrospective)	Support
<b>TWC/2021/1105 - Site of Red House Inn</b> , Brockton, Newport, Shropshire Demolition of original steel framed play barn and the erection of a 13no bed hotel	Support
<b>TWC/2021/0942 - Land junction of New Trench Road (A518)/Wellington Road</b> , Lilleshall Change of use of agricultural land for the provision of a mobile hot food catering van and eating facility together with a mobile toilet facility and associated outdoor seating and parking (Retrospective)***Amended Plans Received***	No further comment

#### **21/22.113 Financial Reports**

21/22.113.1 A summary of account statements from 1<sup>st</sup> Oct 2021 to 31<sup>st</sup> Oct 2021 were noted, a reconciliation of the accounts for this date period was reviewed by members and it was proposed by Cllr Taylor and seconded by Cllr Challinor, all were in favour, thus **RESOLVED to approve as an accurate record.**

21/22.113.2 The following payment list and accompanying invoices/receipts were reviewed and it was proposed by Cllr Taylor and seconded by Cllr Challinor, **thus RESOLVED to approve the following payments to be made;**

<b>Details</b>	<b>Bank ref</b>	<b>Statutes</b>	<b>Account</b>
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Staff salaries for November 2021	SALARY/NOV21	LGA 1972 s112	939.71
Employee pension contributions for Nov 21	EMPLOYEE CONT NOV	LGA 1972 s112	54.69
Employer pension contributions for Nov 21	EMPLOYER CONT NOV	LGA 1972 s112	45.70
Protective laptop cases x2	288306615	LGA 1972 s111	33.98
Artwork repair at The Humbers Little Library	Community Art-3	LGA 1972 s137	69.20
Lighting equipment for tree at St Michaels	55208	LGA 1972 s137	108.00
Grounds maintenance for 01/10/21 – 31/10/21	10826030	LGA 1972 s215	568.80
Grounds maintenance for 01/11/21 – 30/11/21	10826030	LGA 1972 s215	568.80
Laptop	256605	LGA 1972 s111	329.99
Street lighting maintenance (Q1)	4515421	HA 1980 s.301	1098.76
Plaques for The Humbers Little Library and Trees on The Green	17702	LGA 1972 s137	138.00
A1 printout maps	33447	LGA 1972 s111	11.40
Plastic sheeting for The Humbers Little Library cupboards	121558	LGA 1972 s137	272.04
Brackets for The Humbers Little Library cupboards	10A66870	LGA 1972 s137	11.18
Aluminium grip frame	7901698	LGA 1972 s111	15.32
Materials for lighting at The Green	DH202101	LGA 1972 s137	360.00
Electrician labour charges for light installation at The Green	DH202102	LGA 1972 s137	400.00
Electrician labour charges for light installation at St Michaels	DH202103	LGA 1972 s137	400.00
Contribution to CiLCA qualification	QL200500-1	LGA 1972 s112	178.35
		<b>TOTAL</b>	<b>5569.94</b>

21/22.113.3 The Clerk gave the following report to members: the overall receives for the parish council have been accumulating over the last 3 years with no view to place these on any significant specific reserve projects, this level of reserve should now be itemised to go towards projects that are in the sights of the parish council, namely the road safety scheme for the parish and resurfacing of the tennis courts, the Clerk suggests these reserves to be ringfenced at £30,000.00 and £10,000.00 in the 2022-23 budget respectively, a reserves limit should also be applied to protect the general reserve for security.

Overall, the main budget will remain the same as this year, some adjustments will be made to secure enough funds for inflation and other cost rises, particularly insurance and street lighting electricity, however a number of reductions can be considered as funds needed for administration and maintenance have reduced over the last financial year as a result of improved financial controls.

The Clerk would now like to look at reducing the precept by around 10% for 2022-23 and a full budget proposal will be shared with members prior to the January meeting for consideration.

**21/22.114 Exclusion of the press and public**

The Chairman executed the right to exclude the press and public at this stage of the meeting in the view of potentially commercially sensitive business to be conducted.

**21/22.115 Grounds maintenance for Lilleshall Parish**

Four quotes were received to the date of this meeting. All being comparable and reasonable in price. Some price comparison showed that other contractors could provide certain services at a more competitive price and standard. Two contractors were known to have worked with parish councils across the borough of Telford & Wrekin and had good references.

After a lengthy review of the costs and services that could be provided it was proposed by Cllr Taylor and seconded by Cllr Cornes, all were in favour, thus **RESOLVED to appoint Ditton Services as the new grounds maintenance contractor for Lilleshall Parish from 1<sup>st</sup> January 2022 for the duration of 1 year, with the view to extending that contract for a further 2 years.**

Meeting closed at 20:53

*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 4<sup>th</sup> January 2022, 7pm at Hillside Meeting Room