

Wrockwardine Parish Council

Minutes of the Parish Council Meeting held on Wednesday 13th December 2023 at Admaston House, Admaston at 7.30p.m

- Present:** Cllr P Cooper (Chairman)
Cllr K Ballantyne
Cllr P Bevis
Cllr P Davis
Cllr S Parr
Cllr J Savage
Cllr G Thomas
Cllr K Tonks
- In Attendance:** 2 Members of the Public
PCSO Evie Dunkley (West Mercia Police)
J Hancox (Clerk)

23/185 Welcome

The Chairman welcomed everyone to the meeting.

23/186 Apologies for absence

Cllr R Eade – work commitments
Cllr E Ballantyne - Illness

23/187 Declaration of Interests & Dispensations

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

23/188 Public Session

One member of the public asked about the Parish Council's response to the Borough's Local Plan and the progress of current traffic issues. One member of the public thanked the Council for posting the draft minutes on the website prior to the meeting and made a point regarding name tags at the Borough Council's Local Plan Consultation meetings.

23/189 Police & PCSO

PCSO Evie Dunkley Webb introduced herself and gave updates on speed enforcements, awareness of domestic abuse, local anti-social behaviour issues and patrols, including late night 6.00p.m-3.00a.m to counter rural thefts. Stops have also been made at the layby in Wrockwardine regarding reported drug use but nothing seen yet. Cllr Thomas advised that it may have moved to Burcot Lane which PCSO Dunkley noted.

23/190 To confirm and agree the Minutes of the Previous Meeting

It was **RESOLVED** to confirm and sign the Minutes of the meeting held on **Wednesday 8th November 2023**.

[Proposer: Cllr Davis; Seconder: Cllr Tonks; Abstain: 1 Vote: All remaining]

23/191 Borough Councillors Reports

Borough Cllr Tonks:

- Design chosen for the Bratton Play Area and work to start between February and April 2024
- Feedback from residents regarding the Borough's Local Plan
- Flooding on the Silkin Way being chased

Borough Cllr Thomas:

- Local Plan consultation meeting at Rodington
- Flooding at Charlton Bridge

Borough Cllr Davis

- Haygate Fields work progressing and residents are happier with the developers
- Mound flattened and play area being installed

PCSO Dunkley left the meeting at 8.00p.m

23/192 Planning

1. Permissions & Refusals

Council noted the following:

TWC/2023/0665	Wrockwardine Play Area, Wrockwardine	Extension to existing car park including the relocation of existing access, replacement fencing & amended pedestrian/disabled access *Amended plans received	Full Granted
TWC/2023/0770	Bank Farm, Wrockwardine	Erection of a 2-storey side & rear extension	Full Granted

2. New Applications

It was **RESOLVED** to **support** the following:

TWC/2023/0876 3 Wrekin View, Wrockwardine, Creation of a vehicular access
[Proposer: Cllr Thomas; Seconder: Cllr Davis; Vote: All]

It was **RESOLVED** to **object** to the following:

TWC/2023/0874 Site of Charlton Barns, Bluebell Lane, Charlton, Application for a Lawful Development Certificate for an existing use – Conversion of storage & distribution building to dwelling house (C3)

On the grounds that having heard from a local resident believe the property has not been used for residential purposes for the time stated and therefore cannot support the application and therefore seek to object

[Proposer: Cllr Ballantyne; Seconder: Cllr Savage; Abstain: 2; Vote: All remaining]

3. New Applications received after the agenda was circulated

None received

4. Delegation of Powers

It was **RESOLVED** to delegate planning decisions to the Clerk following consultation with the Chairman and Vice-Chairman during the winter recess

[Proposer: Cllr Tonks; Seconder: Cllr Parr; Vote: All]

23/193 Finance

a) To confirm the Final Accounts Paid and Bank Reconciliations for November 2023

The final accounts were noted and **RESOLVED**.

[Proposer: Cllr Davis; Seconder: Cllr Ballantyne; Vote: All]

b) To confirm the Accounts for Payment December 2023

The accounts were noted and **RESOLVED**.

[Proposer: Cllr Tonks; Seconder: Cllr Savage; Vote: All]

23/194 Budget & Precept 2024/25

Following the report and recommendations from the Finance & General Purposes Committee (Appendix 1) it was **RESOLVED** to:

1. Set the budget for 2024/25 at £105,305
2. Implement an increase of £3.50 per year per household (Band D equivalent) = £55.00 per year per household (Band D equivalent)
3. Request a precept of £106,000
4. Add the difference to General Reserves to be used for any shortfalls or additions to earmarked reserves as required particularly with the high costs associated with lighting and repairs

[Proposer: Cllr Ballantyne; Seconder: Cllr Tonks; Vote: All]

23/195 Community Governance Review

Cllr Tonks provided a written briefing with suggested comments and, following one amendment, it was **RESOLVED** to submit those comments (Appendix 2)

[Proposer: Cllr Tonks; Seconder: Cllr Ballantyne; Vote: All]

23/196 Telford & Wrekin Local Plan Consultation

Council was reminded of the drop-in session the following day with the officers from the Borough Council in attendance from 3.30p.m – 6.30p.m at Admaston House.

Following the resolution at November's meeting to set up a Working Group to draft a response to the consultation, it was agreed that, due to the Borough Council not being able to provide the requested drop-in session before 14th December 2023, the Group, consisting of Cllr Cooper, Cllr Tonks and Cllr Thomas would meet on 4th January 2024 and draft a response, to be circulated to all councillors for any additional comments before submitting to the Borough Council. It was also agreed to post the response on the Parish Council's website prior to the end date of the consultation for resident's information.

The Clerk was asked to respond to the recent letter from Mark Pritchard MP enquiring about the Parish Council's response to the proposals.

23/197 Other Meetings

1. **Allscott Meads Stakeholder Group 30/11/23** – Cllr Cooper gave a verbal update of the meeting.
2. **Leaton Quarry Liaison Group Meetings** – Cllr Bevis gave a verbal update on the recent meetings of the group which included continuing concerns about the blasting and its effect on properties through the vibrations and the dust readings. The quarry is happy to do another consultation exercise with residents and are keen to get involved with the Parish Council and the community. Cllr Bevis was asked to invite them to do another presentation to the Council in 2024 and also that the minutes of the meetings to be forwarded to the clerk to be distributed to all for information.

23/198 Walcot Bus Shelter & Flowers

Cllr Ballantyne advised that one positive response and no negative responses had been received following the recent consultation with residents. Following the resolution at last month's meeting it was agreed to look at designs and prices and for the Clerk to seek permission from the Borough to reinstate the shelter. The Clerk was also asked to obtain a quote from the contractor, Mr Hughes to plant the 3,000 bulbs purchased for the site as they need planting as soon as possible.

The issue of the bus shelters in Admaston was raised and it was agreed to put these as an item for discussion at February's meeting.

23/199 Clerk's Update

Members noted the Clerk's update on various matters (Appendix 3)

23/200 SID Statistics

The data was noted (Appendix 4). Council asked Cllr Ballantyne to draft a response to West Mercia Police regarding their refusal to use the statistics obtained from the SIDs and for the Clerk to submit this, once complete, on the Parish Council's behalf.

23/201 Grant Applications

None received

23/202 Correspondence

None received

23/203 Date of the next meeting

There being no scheduled meeting during January, it was confirmed that the next meeting would be held on **Wednesday 14th February 2024 at 7.30p.m at Admaston House, Admaston.**

The meeting closed at 9.21p.m

Signed: **P Cooper** (Chairman)

Date **14th February 2024**

Item 23/193

Finance

a) Final Accounts & Bank Reconciliation November 2023

Payee	Description	Net	VAT	Cost
Nobridge Ltd	Grass Cutting	739.20	147.84	887.04
IdVerde	Bin Contract	183.41	36.68	220.09
C Hughes Groundcare	Grass Cutting	850.00	170.00	1,020.00
B Cartwright	SID Maintenance	300.00	00.00	300.00
Cllr E Ballantyne	Expenses	8.38	0.39	8.77
N Power	Lighting Supply	355.90	71.18	427.08
Go Fund Me	Memorial Bench Grant	50.00	00.00	50.00
Cllr P Cooper	Chairman's Allowance	300.00	00.00	300.00
Hugo Fox	Website Provision	9.99	2.00	11.99
UK Safety Store	Dog Waste Signage	117.76	23.55	141.31
Various	Staffing Costs	2,533.35	00.00	2,533.35
Various	Office Costs	44.64	00.00	44.64
	Total	5,492.63	451.64	5,944.27

Bank Reconciliation – November 2023

Unity Current Account

Current A/C Balance 1/11/23	114,324.28
Minus payments made November	5,944.27
Cheque 300780 (October payments)	90.00
Add Receipts November	00.00
Balance 30/12/23	108,290.01
Unity Bank Statement 143	108,290.01

Other Banks

Unity Instant Access A/C Statement 117	57,952.40
Natwest Business A/C Balance 30/4/23	72,463.12

Total Balance all banks	238,705.53
Minus Earmarked Reserves as shown	80,705.00
Total Spend Amount (includes current budget outgoings remaining circa £45k)	158,000.53

Earmarked Reserves

Traffic Calming Admaston	40,000
Community Initiatives	1,500
Street Lighting Replacement Admaston	24,000
Playing Fields Maintenance	6,000
Little Free Library	500
Grounds Maintenance Urgent Work Fund	1,000
Outdoor Gyms, Wrockwardine (Commuted Sum)	660
Grant PCSO Vehicle	2,000
Solar Lights Wrockwardine Car Park	3,303
SJ Roberts Grant Bird/Bat Boxes	192
B5063 Contribution	1,000
Feasibility Study Admaston Traffic Calming	550
	80,705

b) Accounts for Payment December 2023

Payee	Description	Net	VAT	Cost
Nobridge Ltd	Grass Cutting	739.20	147.84	887.04
IdVerde	Bin Contract	183.41	36.68	220.09
C Hughes Groundcare	Grass & Hedge Cutting	940.00	188.00	1,128.00
B Cartwright	SID Maintenance	300.00	00.00	300.00
Cllr E Ballantyne	Expenses	11.18	0.52	11.70
N Power	Lighting Supply	404.89	80.98	485.87
Hugo Fox	Website Provision	9.99	2.00	11.99
Lubbe & Sons (Bulbs) Ltd	Bulbs	250.00	50.00	300.00
SLCC	SLCC Membership	229.00	00.00	229.00
The Defib Pad	Defibrillator Maintenance	299.98	60.00	359.98
Scribe	Accounting System	561.60	112.32	673.92
Various	Staffing Costs	4,114.02	00.00	4,114.02
Various	Office Costs	198.39	27.27	225.66
	Total	8,023.06	593.29	8,616.35

Signed: *J Hancox* (Clerk & RFO) Date: *14th February 2024*

Signed: *P Cooper* (Chairman) Date: *14th February 2024*

Appendix 1
Item 23/194
Budget & Precept 2024/25

**Parish
Management**

	Cost Code	Budget 2023/24	NET Position Oct 23	2024/25 Proposal	Comments
1	Grants s137	1,000	750	500	
2	Grounds Maintenance	15,000	5,365	20,000	Increase to £20k – C Hughes £10,200 & Nobridge £9,314 net
3	Lighting Provision	6,000	3,251	25,000	Possible outstanding balance of circa £4k to pay 2023/24 – still being investigated by Npower. Running cost of provision remains at £6k & difference added to earmarked reserves for replacement
4	Lighting Maintenance	5,000	3,043	4,000	Increase in lights needing repair. Contract expires May 2024 will need to extend
5	Play Area Maintenance	5,000	4,220	3,000	Awaiting repairs to W'dine circa £1k. Deterioration will continue due to age of equipment. Includes cost of resistograph testing to equipment (£500) in 2024
6	SID Management	3,600	1,500	4,000	If there is an increase in SID locations/number of SIDs cost may increase
7	Defibrillator Maintenance	250	250	250	Battery replacements soon required for 2 defibs. Defibs are now 5 years old & cabinets have deteriorated. BHF recommends defibs life expectancy is 4-6 years, currently no apparent issues
8	Bins (Emptying)	2,500	1,583	2,500	
9	Memorial	50	26	50	Additional lamp post poppies purchased £90
10	Parish Improvements	3,000	2,028	2,000	Have purchased benches & gateways – from grant money awarded
11	Community Initiatives	500	500	500	Already £2,000 in reserves 2023/24 (including current year balance). This could be used to supplement grant awards dependent on request
12	General Maintenance	250	250	250	
13	Allscott Meads Allotments	5,000	5,000	-	Legal fees will be circa £1,100 + VAT. Set up costs unknown at this time – monies dropped into earmarked reserves if not spent by end of year – dependent on timescales from SJ Roberts
14	Events	1,000	1,000	50	
	Total	48,150	28,766	62,100	

**Council
Administration**

	Cost Code	Budget	NET Position Oct 23	2024/25 Proposal	Comments
15	Subs & Fees	3,500	757	3,500	May be an increase in fees SALC/NALC, SLCC, Scribe & RoSPA 2024/25
16	Chairman's Allowance	600	600	600	No change
17	Cllr Travel & Expenses	150	77	150	No change
18	Hall Hire	750	750	1,000	Consider an increase due to possibility of using alternative sites & also potential increase in prices at AH
19	Audit fees	700	124	700	No change
20	Bank Charges	100	64	100	Per quarter mandatory fee
21	Councillor Training	250	250	50	Change due to lack of training being undertaken
22	IT Equipment	250	175	250	No change
23	Website	100	74	200	£11.99 per month now ongoing for Hugo Fox site. Need to consider investment in new site & also new email/server providers
24	Staff Training	60	60	30	Change due to lack of training required
25	Staff Travel	200	115	200	No change
26	Office/Telephone	600	310	600	No change
27	Stationery/Postage	250	236	200	No change
28	Insurance	1,500	153	2,000	Fixed until 31/5/24 then cost may increase
29	Election fees	2,000	2,000	-	Invoice not yet received for May elections, no planned elections 2023/24
	Total	11,010	5,745	9,580	

Staffing Costs

	Cost Code	Budget	NET Position Oct 23	2024/25 Proposal	Comments
30	Salaries	23,431	7,825	24,675	Pay award for 2023/24 not yet finalised
31	WPC NI Contributions	2,157	739	2,200	
32	WPC Pension Contributions	5,436	2,118	5,750	
	Total	31,024	10,682	32,625	

Totals	90,184	45,193	104,305
---------------	---------------	---------------	----------------

Earmarked Reserves 2023/24 to be carried forward

Traffic Calming Admaston	40,000
Community Initiatives	1,500
Street Lighting Replacement Admaston	24,000
Playing Fields Maintenance	6,000
Little Free Library	500
Grounds Maintenance Urgent Work Fund	1,000
Outdoor Gyms, Wrockwardine (Commuted Sum)	660
Grant PCSO Vehicle	2,000
Solar Lights Wrockwardine Car Park	3,303
SJ Roberts Grant Bird/Bat Boxes	192
B5063 Contribution	1,000
Feasibility Study Admaston Traffic Calming	550
Allscott Meads Allotments	5,000
	85,705

Precept Calculation

Council Tax base 2024/25 = 1,928 (increase from 1,833.80 20223/24)

Increase per household from £51.50 to **£55.00 (Band D equivalent)**

Precept = 1,928 x 55.00 = 106,040

Recommendations

1. To set the **budget** for 2024/25 at **£104,305**
2. To implement an increase of £3.50 per year per household = £55.00 per year per household for 2024/25
3. To request a precept of **£106,000**
4. Difference of £1,695 to be added to general reserves and can be used for any shortfalls or additions to earmarked reserves as required particularly with the high costs associated with lighting and repairs

Prepared by J Hancox
Clerk & Responsible Finance Officer
December 2023

Appendix 2

Item 23/195

Briefing Note

Community Governance Review

Background

Telford & Wrekin Council are carrying out a Community Governance Review which is the legal process where it consults with those living in the area, and other interested parties, on the most suitable ways of representing local people.

Following the publication of the Terms of Reference, the initial consultation stage has commenced. The details were forwarded to Member's on 26/9/23 for individual comment, but a Full Council response has been suggested.

Information

The Council may consider the following factors:

- the impact of community governance arrangements on community cohesion;
- the size, population and boundaries of a local community or parish;
- community governance that will be reflective of the identities and interests of the community in that area; and
- arrangements that provide for effective and convenient local government.

This consultation stage closes on **Monday 18th December 2023**.

Further information, circulated on the email of 26/9/23 is available on the Borough's [website](#) where you can download the notice of review, terms of reference and information pack:

- [Download the Notice of Review.](#)
- [Download the Terms of Reference.](#)
- [Download the information pack.](#)

Suggested Comments

Cllr Tonks has suggested the following comments for submission as a response:

- Town and Parish Councils are the highly valued, most local tier of Government and represent the interests and concerns of the local area through integration within and local knowledge of these communities
- Town and Parish Councillors have a better understanding of the demographics and needs of these communities and can discuss these within an appropriate timeframe e.g. Wrockwardine Parish Council meetings often take several hours to discuss all of the local issues. This sort of discussion time would not be possible if the issues in these areas were added to just one agenda for a wider spread of areas

- Issues within these communities may be dismissed or diluted by focus on the issues of the larger communities within the town if smaller councils are merged into larger ones
- Proximity to meetings for local residents is easier to enable them opportunities to attend, particularly for older residents who may not drive
- Promotes community cohesion through councillors being more accessible and present within their communities and being able to address issues more quickly. It would be difficult to push items onto bigger agendas
- Town and Parish election issues – these elections consistently have a low turnout and this would be further impacted if smaller councils were merged into bigger ones. Residents would feel more disengaged if decisions about their communities were not being prioritised and might even be less likely to vote
- Impact on jobs – if smaller councils were merged into bigger ones, paid roles within smaller councils are likely to be lost meaning some employees may lose their jobs

Appendix 3

Item 23/199

Clerk's Update December 2023

Local Plan Drop-In Session

Reminder - Thursday 14th December 2023, 3.30p.m – 6.30p.m in the Allscott Suite, Admaston House. Officers from Telford & Wrekin Council will be in attendance with details of the proposals that effect the Parish. The session has been advertised on social media, the website and the notice boards.

Admaston Traffic Calming

Highways have responded to the consultation results and offered some alternatives. In order to discuss these and get some more accurate costings the councillors involved in the consultation plan to meet with Highways in the New year and then report back to Full Council with the details before showing residents the new proposals.

Defibrillator Batteries

Batteries and electrode packs were replaced in the defibrillators at Allscott and Charlton. There were no delays in obtaining the replacements this time.

Wrockwardine Car Park

Following the planning application being granted Cllr Cooper is liaising with SJ Roberts to obtain full costings and confirmation of what the developer will contribute. If there is a shortfall then this will come back to Full Council for consideration.

Wrockwardine Play Area Repairs

The replacement rocker has been ordered.

Little Free Library

SJ Roberts have provided a prototype for the library (see photo below). Cllr Cooper and Cllr Tonks to do a site meeting to determine where it should go.



Developer Request

The Clerk spoke to the representative of the developer following last month's correspondence item. Just this week the representative came back and advised the developer would go through the pre-planning confidential process first with Telford & Wrekin Council and would let the Parish Council know if they wished to arrange something in the future.

Website & Social Media Working Group

The group met recently and are gathering information and costs before making recommendations to Full Council, probably at February's meeting.

Allscott Allotments

The planning application has been approved this week (missed the agenda this time). It was agreed in May that the Grounds Maintenance Group would meet initially regarding setting up the allotments before handing over to an "Allotment Society". A first meeting will be arranged in the New Year as the site is likely to be handed over sometime in the Spring/early Summer.

Julia Hancox
Clerk & RFO
December 2023

Appendix 4
Item 23/200
SID Statistics December 2023

Shawbirch Road, Admaston, South

Date	Days there	No vehicles exceeding	Daily average	Additional Comments
November 2022	13	13,370	1,028	
Dec 22/Jan 23	13	11,580	890	
Feb/March 2023	13	13,253	1,019	
April 2023	13	15,065	1,154	

Shawbirch Road, Admaston, North

Date	Days there	No vehicles exceeding	Daily average	Additional Comments
August 2022	12	12,765	1,064	
September 22	13	15,645	1,189	
Oct 22/Nov 22	12	11,267	939	Includes school half-term week
January 2023	14	17,917	1,280	
Feb 2023	13	12,946	996	
April 23/May 23	13	12,717	967	
4/7/23-16/7/23	13	18,082	1,383	
26/9/23-8/10/23	13	15,995	1,230	

Wellington Road, Admaston, North

Date	Days there	No vehicles exceeding	Daily average	Additional Comments
September 2022	11	11,065	1,002	
December 2022	13	9,955	766	
January 2023	13	7,548	581	
April 23/May 23	13	11,325	871	Road works by Post Office

Wellington Road, Admaston, South

Date	Days there	No vehicles exceeding	Daily average	Additional Comments
Nov 22/Dec 22	14	3,941	281	
Jan 23/Feb 23	13	2,747	211	
April 2023	13	1,403	108	

Station Road, Admaston, North

Date	Days there	No vehicles exceeding	Daily average	Additional Comments
August 2022	13	4,965	383	
Oct/Nov 2022	12	5,978	498	
January 2023	13	3,901	300	

March 2023	13	3,604	277	
July 2023	12	6,406	534	
24/10/23-4/11/23	13	12,474	959	

Station Road, Admaston, South

Date	Days there	No vehicles exceeding	Daily average	Additional Comments
August 2022	13	5,865	452	
November 2022	12	6,540	555	
Dec 22/Jan 23	13	3,786	291	
March/April 23	13	10,680	821	
June 2023	13	6,400	492	
August 2023	13	7,652	589	
26/9/23-8/10/23	13	4,989	384	Total vehicles approx. 32,650

Rushmore Lane, Allscott

Date	Days there	No vehicles exceeding	Daily average	Additional Comments
Sept 22/Oct 22	14	954	61	
Oct 2022	13	1,804	139	
February 2023	13	1,251	96	
Feb 23/March 23	13	1,078	83	
May 2023	13	971	75	
May/June 2023	13	1,491	114	
20/8 – 9/9/23	21	1,663	79	
12/9/23 – 24/9/23	13	1,044	80	South
21/11/23-4/12/23	14	983	70	North

The Avenue, Wrockwardine, West

Date	Days there	No vehicles exceeding	Daily average	Additional Comments
August 2022	13	4,301	331	
Sept/Oct 22	13	3,683	281	
December 2022	13	3,155	243	
January 2023	13	2,945	228	
March/April 23	13	3,476	277	
May 2023	13	3,490	268	

The Avenue, Wrockwardine, East

Date	Days there	No vehicles exceeding	Daily average	Additional Comments
August 2022	11	3,551	322	
October 2022	12	4,356	363	
Nov/Dec 2022	12	4,283	356	
Dec 22/Jan 23	13	4,503	346	
March 2023	13	5,041	388	
May 23/June 23	13	3,441	264	Includes school half-term week

21/8 – 9/9/23	20	6,792	340	
---------------	----	-------	-----	--

The Avenue, Wrockwardine, West

<u>Date</u>	<u>Days there</u>	<u>No vehicles exceeding</u>	<u>Daily average</u>	<u>Additional Comments</u>
Jan 2023	13	2,945	228	
March/April 23	13	3,476	277	
May 23	13	3,490	268	
12/9/23-24/9/23	13	3,354	258	Total vehicles approx. 7,150
21/11/23-3/12/23	13	3,171	226	Total vehicles approx. 7,510

High Ercall Road, Bratton, South (new location)

<u>Date</u>	<u>Days there</u>	<u>No vehicles exceeding</u>	<u>Daily average</u>	<u>Additional Comments</u>
July 2023	6	11,949	919	

High Ercall Road, Bratton, North (new location)

<u>Date</u>	<u>Days there</u>	<u>No vehicles exceeding</u>	<u>Daily average</u>	<u>Additional Comments</u>
24/10/23-5/11/23	13	2,855	220	Total vehicles approx. 27,640

Additional Information – to note

The SID showed that the average speed through Wrockwardine was 24mph which is showing improvement and that the SID has assisted with this.