

**5<sup>th</sup> of September 2023**

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To all Members, Lilleshall Parish Council (Copied to others for information):

Dear Colleagues,

**NOTICE IS HEREBY GIVEN** that the Full Council meeting of Lilleshall Parish Council for the municipal year 2023/24 will take place on the 12<sup>th</sup> of September 2023 at 7pm to be held at Hillside Meeting Room. Members are summoned to attend for the transaction of business on this agenda.

Yours,



Clerk of the Council

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#### **AGENDA**

##### **68/23 Apologies and declarations of Interest**

To receive apologies and record any pecuniary and non-pecuniary declarations of interest in matters relating to the business to be conducted on this agenda.

##### **69/23 Public Session**

The Chairman of the Parish Council will open the meeting and allow 15 minutes for members of the public to ask questions to the Council, 3 minutes per person.

##### **70/23 Minutes of the Full Council meeting held 11<sup>th</sup> of July 2023 (Appendix 1)**

To approve the minutes of the last meeting as a true record.

##### **71/23 Matters arising, for information, from the 11<sup>th</sup> of July 2023**

To receive information on actions taken arising from the last meeting.

##### **72/23 Correspondence**

Items received for information, action, consultation, or decision.

- a. Correspondence has been received from a resident of the community due to concerns relating to anti-social behaviour, the council is currently in correspondence with the police in regard to this matter.

- b. A member of the public raised concerns relating to the road condition of Hillside East, they have requested that the council speaks with the district council to repair the section of the road that belongs to Telford and Wrekin Parish Council.

### **73/23 Reports from Parish Councillors and Ward Member present**

To receive any reports from Parish Councillors, outside bodies and Ward Member present at the meeting on items otherwise not included on the agenda.

### **74/23 Road safety schemes**

To receive any updates on the road safety schemes for Lilleshall parish.

- a. A518 – Verbal Update

### **75/23 Planning**

- a. To consider any planning applications

<b>Application Number</b>	TWC/2023/0582
<b>Site address</b>	19 Hillside, Lilleshall, Newport, Shropshire, TF10 9HG
<b>Descripton of proposal</b>	Erection of a two-storey front and side extension and erection of a first floor rear balcony/bridge to access garden
<b>Date valid</b>	14/08/2023
<b>Application type</b>	Full Planning
<b>Planning portal reference</b>	12349541
<b>Delegation level</b>	Delegated
<b>Case officer</b>	Matthew Roberts
<b>Parish</b>	Lilleshall,
<b>Ward</b>	Church Aston and Lilleshall,
<b>Agent</b>	Niall Jenkins
<b>Agent address</b>	42 Limekiln Lane Lilleshall Newport Shropshire TF10 9EZ
<b>Applicant</b>	Andrew Fox
<b>Applicant address</b>	19 Hillside Lilleshall Newport Shropshire TF10 9HG

<b>Application Number</b>	TWC/2023/0577
<b>Site address</b>	94 Limekiln Lane, Lilleshall, Newport, Shropshire, TF10 9EX
<b>Descripton of proposal</b>	Erection of a three storey rear extension to facilitate loft conversion
<b>Date valid</b>	26/07/2023
<b>Application type</b>	Full Planning

<b>Planning portal reference</b>	12343471
<b>Delegation level</b>	Delegated
<b>Case officer</b>	Matthew Roberts
<b>Parish</b>	Lilleshall,
<b>Ward</b>	Church Aston and Lilleshall,
<b>Agent</b>	Andrew Lane
<b>Agent Company Name</b>	ASG Architects Ltd
<b>Agent address</b>	Business & Technology Centre Priorslee Telford Shropshire TF2 9NT
<b>Applicant</b>	Stuart & Heidi Platt
<b>Applicant address</b>	94 Limekiln Lane Lilleshall Newport Shropshire TF10 9EX

<b>Application Number</b>	TWC/2023/0568
<b>Site address</b>	The Hincks Farm Cottage, Kynnersley Drive, Lilleshall, Newport, Shropshire, TF10 9HT
<b>Description of proposal</b>	Installation of 3no. windows to first floor front elevation and existing hallway window lowered
<b>Date valid</b>	03/08/2023
<b>Application type</b>	Full Planning
<b>Planning portal reference</b>	12317211
<b>Delegation level</b>	Delegated
<b>Case officer</b>	Matthew Roberts
<b>Grid reference</b>	0, 0
<b>Parish</b>	Lilleshall,
<b>Ward</b>	Church Aston and Lilleshall,
<b>Agent</b>	Kelly Holmes
<b>Agent Company Name</b>	KLH Design
<b>Agent address</b>	Loynton Fisheries Loynton Stafford ST20 0QA
<b>Applicant</b>	Tom Flynn
<b>Applicant address</b>	Hinks Farm Cottage Kynnersley Drive Lilleshall Newport Shropshire TF10 9HT

<b>Application Number</b>	TWC/2023/0536
<b>Site address</b>	The Old Paddock, Hillside, Lilleshall, Newport, Shropshire, TF10 9HG
<b>Description of proposal</b>	Erection of 1no. garden building
<b>Date valid</b>	10/07/2023

<b>Application type</b>	Full Planning
<b>Planning portal reference</b>	12287268
<b>Delegation level</b>	Delegated
<b>Case officer</b>	Neil Simpson
<b>Parish</b>	Lilleshall,
<b>Ward</b>	Church Aston and Lilleshall,
<b>Agent</b>	John Mason
<b>Agent Company Name</b>	J Mason Associates Ltd
<b>Agent address</b>	St Thomas House Wolverhampton Road Cannock WS11 1AR
<b>Applicant</b>	Mr A Spooner
<b>Applicant address</b>	The Old Paddock Hillside Lilleshall Newport Shropshire TF10 9HG

- b. To receive any updates  
Planning application TWC/2023/0536 has been “full granted”.

## 76/23 Financial Reports

- a. To approve the reconciliation of recent banking statements and payments.

5 September 2023 (2023-2024)

Lilleshall Parish Council PAYMENTS (AWAITING AUTHORISATION) LIST											
Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
39	Defibrillators	18/07/2023		Treasurers Account		Defibrillator	DH Electrical	Z	85.00		85.00
43	Flower Planters	01/08/2023		Treasurers Account		Flower Planters	Bloomsbury Nursery Ltd	S	250.83	50.17	301.00
51	Room Hire	29/08/2023		Treasurers Account		Administration	Lilleshall Memorial Hall	E	1,195.00		1,195.00
52	Stationary	29/08/2023		Treasurers Account		Stationary	Viking	S	86.67	17.33	104.00
50	Allotments	29/08/2023		Treasurers Account		Allotment	Water Plus	Z	30.05		30.05
53	Art Competition Prizes	29/08/2023		Treasurers Account		Projects	The Range	S	198.92	39.79	238.71
54	Subscriptions	01/09/2023		Treasurers Account		SLCC Affiliation Fees	SLCC	Z	117.00		117.00
58	Street Lighting(Maintenance)	05/09/2023		Treasurers Account		Lights	Telford & Wrekin Council	S	1,199.86	239.97	1,439.83
56	Grounds Maintenance	05/09/2023		Treasurers Account		Grounds Maintenance	Ditton Services	S	600.00	120.00	720.00
57	Grounds Maintenance	05/09/2023		Treasurers Account		Grounds Maintenance	Ditton Services	S	600.00	120.00	720.00
59	Civic Expenses	05/09/2023		Treasurers Account		Administration	Chloe Martin	Z	25.20		25.20
Total									4,388.53	587.26	4,975.79

- b. To consider any grant requests received  
None received.
- c. Insurance Renewal – to receive a verbal update.
- d. Subscriptions – to decide whether to continue with the annual payment of £36.00 to subscribe to the CPRE charity.

## 77/23 Mobile Phone

To consider the purchase of a phone contract to use for the parish council, so the clerk is able to be contacted in the case of an emergency or when working remotely.

**78/23 Handyman / CAT Operatives**

To receive a verbal update.

**79/23 Allotments**

- a. Contract Renewal Update

**80/23 To appoint members to the Staffing Committee**

**81/23 Confidential Session** (Parrish offices and appointment of the administration assistant)

**Date of future meetings:**

Annual meeting of the Parish Council, Tuesday 10<sup>th</sup> of October 2023, 7pm at Hillside Meeting Room.

**Please Note:**

The next upcoming annual leave for the parish clerk is the period between the 16<sup>th</sup> and the 20<sup>th</sup> of October 2023.

Appendix One – Draft Minutes

**Minutes of the meeting held on the 11<sup>th</sup> of July 2023 in the Hillside Meeting Room, Memorial Hall Lilleshall.**

**Present:** Cllr D Shaw, Cllr B Taylor, Cllr P Challinor, Cllr L Harvey, Cllr L Parker, Cllr C Binnington, Cllr T Hoof and Cllr A Eade.

Six members of the public were present.

**In Attendance:** Mrs. C Martin – Parish Clerk.

**49/23 Apologies and declarations of Interest**

No apologies have been received. Cllr Binnington and Cllr Taylor later declared an interest in item 66/23.

**50/23 Presentation from Mr T Turner and Mr J Neane in relation to development at Whitegates Lilleshall**

Mr Turner and Mr Neane conducted a presentation to the councillors and members of the public present, this was followed by a Q and A. Mr Turner and Mr Neane left during the Q and A.

**51/23 Public Session**

Concerns were raised after Mr Turner and Mr Neane's presentation regarding the use of HGV's and the suitability of the roads for the vehicles and use of the road. The clerk will contact highways and environmental protection to ask for advice regarding issues of the use of the road, as well as the waste removal.

Mr Baker raised concerns regarding the signs that were put up on the Hillside East, he asked due to the minutes that the signs were to be removed. Cllr Shaw updated the council that after further consideration the decision will not be actioned at present and reassessed by the council at a later date.

**52/23 Minutes of the Full Council meeting held 9<sup>th</sup> of May 2023**

The council reviewed the minutes from the meeting held on the 9<sup>th</sup> of May 2023. Cllr Taylor proposed to accept the minutes as a true record of the meeting, this was seconded by Cllr Challinor and agreed unanimously by the council.

**53/23 Minutes of the Extraordinary meeting held on the 20<sup>th</sup> of June 2023**

The council reviewed the minutes from the meeting held on the 20<sup>th</sup> of June 2023. Cllr Hoof proposed to accept the minutes as a true record of the meeting, this was seconded by Cllr Taylor and agreed unanimously by the council.

**54/23 Minutes of the Extraordinary meeting held on the 26<sup>th</sup> of June 2023**

The council reviewed the minutes from the meeting held on the 26<sup>th</sup> of June 2023. Cllr Hoof proposed to accept the minutes as a true record of the meeting, this was seconded by Cllr Binnington and agreed unanimously by the council.

#### **55/23 Matters arising, for information, from the 9<sup>th</sup> of May 2023**

Clerk updated the parish council on matters that have been resolved from the last meeting.

As discussed under item 51/23 the decision regarding the signs as detailed in the minutes but after discussion the council is not actioning this option at present, the situation will be monitored and reviewed in six months.

The clerk updated the council on the progress of the AGAR and Audit processes that have been completed, the issues regarding a discrepancy between the numbers circulated in the AGAR report discussed in the extraordinary meeting on the 26<sup>th</sup> of June have been resolved and the chairman Cllr Shaw checked all documents to ensure they were correct before being sent to the external auditor.

The clerk and chairman are in liaison with the school regarding the art competition that was accepted in the last financial year. Prizes will be organised for the children competing in the art competition and the judging will be completed by Cllr Shaw, Cllr Eade, and the members from the school board. Cllr Hoof declared a financial interest as his son goes to the school Cllr Shaw proposed the to provide the competitors all get an art set and a prize, the budget to be set at £300.00 for the competition prizes (this will be part funded by Cllr Eade), this was seconded by Cllr Taylor and agreed unanimously by the council.

The clerk updated the council on the new tenant to the allotments, she has signed the paperwork and is excited to begin working on her plot.

The clerk updated the council on the repeated damage to the defibrillator box in Barrack Lane, this has been reported to the police and the defibrillator has been fixed and reactivated on the signs. Cllr Hoof suggested to not go through insurance and to instead pay for the damage so that the insurance is not affected. This was seconded by Cllr Binnington and agreed unanimously by the council.

The clerk has contacted Ditton Services and has reviewed the conditions of the contract, the contract requested Ditton Services to remove grass from site but was advised this would incur additional charges and the council did not request for this additional service. The clerk was requested to ask Ditton Services if they will mulch rather than cut the grass in order to neaten the graveyard.

#### **56/23 Correspondence**

Correspondence has been received regarding parking issues on Limekiln Lane, this is covered in item 59/23.

#### **57/23 Reports from Parish Councillors and Ward Member present**

Linda Parker raised the issue of the trees for the reign of Queen Elizabeth proposed that the trees be planted by September, the motion was seconded by Cllr Binnington and agreed unanimously by the council.

Cllr Challinor raised a complaint that he received regarding right of way access by the shop, he was advised by Cllr Binnington that he should report it on My Telford. The clerk advised that she would encourage the public knowledge of the My Telford reporting system on the council's social media.

Cllr Challinor expressed his concerns that the Whitegates development should go through Donnington Drive instead of the Kinnersley drive it will cause traffic issues. He also raised concerns relating to wildlife in the areas he has noticed that the wildlife in the area has depleted of late.

Cllr Taylor speaks to the state of the Quarry steps and the work should be completed by the end of the week; he will keep the council up to date.

### **58/23 Community Charter Priorities**

The council discussed the issues in Lilleshall Parish, and which should take priority in the community charter. Cllr Hoof proposed for the community charter priorities to be as follows; anti-social behaviour, speeding and Vandalism. This motion was seconded by Cllr Binnington and agreed unanimously by the council.

### **59/23 Road safety schemes**

Cllr Shaw updated the council on the progress of various traffic schemes around the village, awaiting completion of the current road works including the SID's that are needing to be completed.

The complaint that was discussed in Limekiln Lane, the council noted the complaint, that is mentioned. The white line should be an enforceable issue, the council cannot enforce this matter but supports the resident in her complaint and will look into liaising with the PCSO to support them.

### **60/23 Planning**

- c. To consider any planning applications

**TWC/2022/0508** – The council reviewed the planning application. Cllr Hoof summarised the application to the council, the council has no comment on the application.

**TWC/2023/0279** - The council reviewed the planning application. The council has no comment on the application.

- d. To receive any updates

The council noted the update on the planning application TWC/2023/0142.

Cllr Eade updated the council that the planning application on the scrap yard on Hillside has run out of time to complete the plans. Cllr Shaw suspended standing orders to allow Mr Baker to speak regarding this update, Mr Baker gave a summary of the issues that have been historically relevant to the site.

### **61/23 Financial Reports**

- e. To approve the reconciliation of recent banking statements and payments.

Cllr Shaw and Cllr Hoof reviewed the schedule of payments to the council reviewed the account to be paid, Cllr Taylor proposed to authorise the schedule of payments. This was seconded by Cllr Challinor and agreed unanimously by the council.



- f. To consider any grant requests received  
The Council reviewed the grant request that was received from NEWPORT (SHROPS) COTTAGE CARE CENTRE TRUST LTD. Cllr Taylor proposed to accept the grant application and provide the sum of £200.00 as requested. This was seconded by Cllr Hoof and agreed unanimously by the council.
- g. To review the budget monitoring sheet  
The council reviewed the budget monitoring sheet provided by the clerk. The council noted that they have a healthy budget and reserves to use for community improvements.

#### **62/23 Handyman / CAT Operatives**

Cllr Hoof updated the council on the rejuvenation of the CAT Operatives scheme, the clerk is to send a letter to the Telford and Wrekin Council to express the interests in sharing the scheme with other smaller parishes. Cllr Shaw updated the council on the actions that have taken in investigating the handy man needs and will aim to have an advert and list of actions that are needing. A committee including Cllr Shaw, Cllr Taylor and Cllr Binnington has been formed in order to discuss the schedule of works for the handyman and report back to the council.

#### **63/23 Pathway gate (Lilleshall School)**

Cllr Shaw updated the council on the meeting he had between himself, Cllr Eade, Mr Careless and the Headteacher Mrs Cousins where the issue of the pathway was discussed. Cllr Shaw updated the council that the path gate has been repaired on the playing field.

#### **64/23 Community Engagement**

- a. Christmas Market Plan  
The council reviewed the plan for the Christmas Market 2023. Cllr Hoof proposed to accept the plan, this was seconded by Cllr Challinor and agreed unanimously by the council.
- b. Event planning 2024/25  
The council discussed the potential events that can be planned for next year, this includes; a Llandudno trip for over 60's recommended by Cllr Hoof, a summer fete to be brought back in conjunction with the school suggested by Cllr Hoof, as well as what is in this year's events schedule.

#### **65/23 Street Lighting**

The council reviewed the information provided in the breakdown and were satisfied with the amount that have been paid towards this.

#### **66/23 Allotments**

- b. Resident priorities  
The council discussed the priorities, proposed by Cllr Taylor and Cllr Binnington seconded agreed to priorities Lilleshall residents.

c. Rent

The council discussed the rent amount that is currently charging allotment holders, including a short summary of previously discussed issues relating to the financial state of the allotment. Cllr Hoof proposed that the rent is increased by 10%, this was seconded by Cllr Challinor and agreed unanimously by the council. (Councillors Taylor and Binnington did not participate in this vote due to pecuniary interest).

d. Contract Review

The council do not feel that it needs to be reviewed as the contract has been updated recently.

**67/23 Confidential Staffing Item**

Cllr Shaw updated the council on a staffing review. The clerk was asked to leave the room for the following discussion.

The clerk re-entered the room at 21.34 clerk is to work from home in 3 months' time, Tuesday to be in office and Friday to work on the Friday on paperwork. The council will notify residents of the new times and when they will be able to speak to the clerk.

The clerk updated the council that the administrative assistant has put in her resignation from her role, a committee was formed including Cllr Hoof, Cllr Binnington and Cllr Taylor to work as the staffing committee. The vacancy will be advertised on SALC, Telford and Wrekin, Facebook and on the parish council website.

**Date of future meetings**

Meeting of the Parish Council, Tuesday 8<sup>th</sup> of September 2023, 7pm at Hillside Meeting Room.

**Meeting closed at 21.38.**