

MINUTES of the Full Council of Lilleshall Parish Council held on 7th September 2021 at 7pm held at Hillside Meeting Room

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

In attendance: Mr Furnival (Clerk), Cllr Eade (Ward Member), Ms J Smith (Communities Officer), 8 members of the public.

21/22.52 Public Session

The Chairman opened the meeting, welcoming members of the council and members of the public and invited residents to raise any questions.

R. Brookes, asked if there were any updates on traffic calming schemes, specifically the cobble sets along Limekiln Lane, adjacent to 37 Limekiln Lane: - Cllr Shaw confirmed that the residents' concerns have been passed onto Telford & Wrekin Council (TWC) and they will consider moving the cobbles further down the lane towards the Red House pub roundabout. Cllr Eade noted that TWC will need to consult with Arriva on this before it can be formally agreed, upon any changes near bus stops this could result in short road closures for the work to commence.

J. Warrington, asked about what could be done to prevent snow ploughs being damaged when driving over the cobble sets, members confirmed that snow ploughs have the lifting ability not to be affected. Mr Warrington went on to ask if the Department for Transport (DfT) guidelines have been followed when producing this scheme: - Cllr Shaw noted that this scheme has been designed by the local highways authority who do follow the DfT guidelines in their work. Mr Warrington goes on to ask if there has been any consultation with the British Horse Society: - Cllr Shaw confirmed that there has not been any consultation with that organisation to his knowledge as this is not normal process for the parish council when TWC are leading a highways improvement program. Mr Warrington said that these cobbles do reduce speed but no evidence shows that they have reduced any accidents, furthermore he questions the use of these cobble sets and other traffic calming measures which he feels prohibits his ability to ride his horse on the road: - Cllr Shaw responded that it is his opinion that there are far more safer places to ride horses and as the residents have asked for something to be done to tackle road safety in the community the parish council has an obligation to act.

On closure of the 15 minutes allowed for the public session the Chairman thanked the members of the public for their participation and closed the session.

21/22.53 Apologies and declarations of Interest

None.

21/22.54 Minutes of the Full Council meeting held 6th July 2021

It was proposed by Cllr Taylor and seconded by Cllr Chaillinor, all were in favour, thus **RESOLVED that the minutes of the meeting held on 6th July 2021 be signed as a true record**

21/22.55 Matters arising, for information, from the 6th July 2021

The parish councils' objections to the name changing of The Wrekin constituency were made to the Boundary Commission as requested under item 21/22.46.1.

Item 21/22.46.2, G. Ashford, officer responsible for the Telford & Wrekin Local Plan has responded to the parish council to inform us that whilst the request will be reviewed it will be delayed until the national planning policy framework and white paper reviews are completed this year.

The freedom of information request referred to in item 21/22.46.3 was responded to in statutory time of the 26th July 2021, two days early.

The resident who wrote to the council under item 21/22.47 was responded to on all points raised.

21/22.56 Chairman's Report

Chairman raises his concerns with the space of grass outside the Limekiln Lane car park by the Youth Centre. This was raised with the Clerk and is currently being reviewed.

21/22.57 Clerks Reports

Dog fouling is continuing to be monitored by Parish officers, every Tuesday a count on a random route is conducted and sprayed and the following Thursday the same route is monitored for any change. A register of this monitoring is kept by the Parish Council. An example; on the 13th July a count of 43 dog fouls were counted on a stretch of Donnington Drive. Three new dog fouling bins have been purchased with extra bags, signage is being sourced locally and these shall be in position in September.

The booking hours of the Hillside Meeting Room for the parish "office" opening hours shall be Tuesday's 09:30 to 16:30 and Friday's 10:00 to 13:00 commencing from the 7th September 2021 until further notice. All notices around the parish shall be changed in due course.

Idverde have been chased on the 7th September to ask for an update on when they might be able to conduct the works to trees as previously agreed in June 2021, minute 21/22.31.

A review of the lease at the Talbot Centre is ongoing, further reports to come in due course.

No further updates have been forthcoming from the Senior Rights of Way Officer at Telford & Wrekin to improve rights of way signages. This is being followed up by the Clerk.

No further updates are available on the insurance claim against the water leak at the Talbot Centre. We are awaiting the insurers decision.

The Clerk accompanied Cllr Eade on a Ward Walk in July with senior officers of Telford & Wrekin Council. Further reports may come from Cllr Eade under Ward Member reports. The Clerk thanks Cllr Eade for accommodating presence of a parish council officer.

21/22.58 Events and projects

J. Smith, the Community Events and Project Officer reports: -

- The Family Walk event for August was cancelled due to forecasted weather, this may be rescheduled for late September, late October. On discussion with Councillors it was felt that it was better to arrange another community litter pick in October.
- The idea of doing a Christmas fare and light switch on in November was put forward, there would be stalls, a Santa and light switch on, further enquiries to be made to see if this would be possible in this time scale.
- A Christmas dinner for the over 65s could be organised. Will need to look at how to invite over 65s, transportation and caterers. Cllr Shaw noted that this may be possible to organise with Old Ben Homes, the care home in Lilleshall.
- There is a possibility of doing a Lilleshall Fun Day in 2022 on Lilleshall Playing Fields, in conjunction with Telford & Wrekin Council and/or PODS (Parents Opening Doors).
- The Humbers Little Library scheme is progressing well with great support from locals, volunteers to maintain the project have been sought, the mural painting inside will be done by a local graffiti artist and the woodwork for shelves organised by Cllr Baker. It was proposed by Cllr Shaw and seconded by Cllr Taylor, thus **RESOLVED to delate the arrangements for financing this project to the Community Events and Project Officer.**
- Contact has been made with a neighbouring parish council and we found where they have sourced their flower planters from and how the arrangements are made to water them. The Clerk will follow this up further to obtain further details. At this stage, it was proposed by Cllr Shaw and seconded by Cllr Challinor, all were in favour, thus **RESOLVED to purchase seven flower planters at the appropriate time.** Cllr Eade noted that consultation with the highways authority will need to be sought.

21/22.59 Reports from Parish Councillors and Ward Member present

Cllr Cornes reports: - residents have asked about the lane by side of school, if anything can be done to get the trees by the school cut back because lorries coming from Hillside are damaging the verges as trying to avoid trees. Chairman notes that a project will be coming up later in this meeting so this can be discussed during this item, but this could also be work for TWC to conduct, the Clerk will investigate and report back.

Cllr Challinor asked if dog bag dispensers have been sought, the Clerk confirms that he accepted receipt of them last week and was today at a local sign maker to create signage for them. Once all received the dispensers will be up in three locations around the parish.

Cllr Taylor asks if the Senior Rights of Way Officer has looked at the condition of the steps through Hutchinson Way. Clerk to follow up.

Cllr Eade reports: - one of the most significant issues in the parish is the builders yard planning application. The applicant is using part of planning policy to get around planning regulations by designing something which they consider "exemptional design". Application is quite complicated and he anticipates this may go to planning committee in Oct/Nov. 45 objections have been logged so far. Cllr Eade feels that the design is poor and significantly out of keeping with the locality, as do many residents. He is looking to start a campaign with local residents and will be asking for parish councils support through booking hall facilities to put on public sessions in the near future.

Cllr Eade noted that at the recent Ward Walk the issue of the footpath between Church Meadow and the Cricket Club was raised and TWC may challenge this as an enforcement issue, further reports to follow. He further notes that the gate between the playfield and tennis courts to be repaired.

21/22.60 Reports from Outside Bodies

Cllr Shaw reports: - Newport Regeneration Partnership may be remodelled soon.

21/22.61 Financial Reports

21/22.61.1 The following summary of account statements from 1st July to 31st July 2021 were noted, a reconciliation of the accounts for this date period was reviewed by members and it was proposed by Cllr Challinor and seconded by Cllr Shaw, all were in favour, thus **RESOLVED to approve as an accurate record:**

Balances at 01st July 2021		
Treasurers Account		68871.25
Bus Bank Instant		53622.82
Debits		
Payments approved as per 21/22.45.2	2914.52	
BT	59.99	
Credits		
Bank interest	0.44	
FOI charge	18.33	
Climate Change grant	5000.00	
Balances at 30th July 2021		
Treasurers Account		70915.07
Bus Bank Instant		53623.26

21/22.61.2 The following payment list and accompanying invoices/receipts were reviewed and it was proposed by Cllr Shaw and seconded by Cllr Chaillinor, thus **RESOLVED to approve the following payments to be made;**

Details	Bank ref	Statutes	Account
Staff salaries for August 2021	SALARY/AUG21	LGA 1972 s112	1157.62

Employee pension contributions for August (plus carried over from July)	EMPLOYEE CONT AUG	LGA 1972 s112	67.38
Employer pension contributions for August (plus carried over from July)	EMPLOYER CONT AUG	LGA 1972 s112	162.93
Grounds maintenance 01/07/21 – 31/07/21	10813486	LGA 1972 s214	568.80
Grounds maintenance 01/08/21 – 31/08/21	10815262	LGA 1972 s214	568.80
Training for Cllr	955	LGA 1972 s112	10.00
Printer ink	380594	LGA 1972 s111	14.00
Hire of Lilleshall Memorial Hall for traffic calming surgeries	270821	LGA 1972 s111	143.00
Dog glove (waste bag) dispensers X3, with bags	22926	LGA 1972 s214	361.20
		TOTAL	3053.73

The following payments that were made during August recess of local government were noted;

Details	Bank ref	Statutes	Account
Staff salaries for July 2021	SALARY/JUL21	LGA 1972 s112	1002.57
Employee national insurance contributions for July	475PC00796456	LGA 1972 s112	87.67
Employee pension contributions for June and July	EMPLOYEE CONT JUL	LGA 1972 s112	134.76
Employer pension contributions for June and July	EMPLOYER CONT JUL	LGA 1972 s112	134.76
G3 battery for The Humbers defibrillator	15446418	LGA 1972 s137	305.00
Pads for The Humbers defibrillator	TheHumbersDefib	LGA 1972 s137	41.00
Hire of Hillside Room 01/07/21 to 30/09/21	60721	LGA 1972 s134(4)	1100.00
A1 printouts for traffic calming scheme sessions	32611	LGA 1972 s111	15.60
Postage	397641	LG(FP)A 1963 s5	6.85
Printer ink (black only)	174231	LGA 1972 s111	5.00
Electric insect killer for Talbot Centre	20543296861617 137	LGA 1972 s137	33.99
X2 bags of Postcrete for The Humbers noticeboard	626304	LGA 1972 s137	10.00
Book for meeting attendance sign in	SIGNINBOOK	LGA 1972 s111	4.00
Data Protection registration fee	ZA382867	LGA 1972 s112	40.00
		TOTAL	2921.20

21/22.61.3 Members reviewed and noted the current expenditure and receipts against the budget, as presented by the RFO. **Appendix A**

21/22.62.4 Members were asked if they would support a funding model for the Clerks enrolment onto the Certificate in Local Government Administration (CiLCA) which would see the Clerks three main employers make a contribution which is measured by the hours worked for each employer. The

total cost is £710, using this model Lilleshall Parish Councils contribution would be £308.85, the full model is below;

	Employer 1	Employer 2	Lilleshall PC
Hours worked (month)	30	48	60
% of total hours	21.7%	34.8%	43.5%
Contribution	£154.07	£247.08	£308.85

The Clerk notes that after discussion with SALC this cost may be less, in the region of £680 but will confirm in due course.

It was proposed by Cllr Shaw and seconded by Cllr Baker, all were in favour, thus **RESOLVED to approve the funding model for the Clerk's enrolment of CiLCA.**

21/22.62 Planning

Members noted the following planning applications decided since the last council meeting;

Planning Application Number, Location & Proposed Development	LPC Response	Decision
TWC/2021/0328 - The Old Paddock, Hillside, Lilleshall, TF10 9HG	No comment	Full Granted
TWC/2019/1012 - Annexe, 7 Limekiln Lane, Lilleshall, TF10 9EY	No comment	Full Granted
TWC/2021/0715 - Land adjacent 82A Limekiln Lane, Lilleshall	No comment	Full Granted

21/22.63 Correspondence

21/22.63.1 The Clerk has received notification of both insurance and BT packages for the parish council and will be discussing these at a future meeting when the opportunity to review the current arrangements for both, separate matters.

There are concerns with the arrangement of the BT Hub box inside the Memorial Hall and Hillside Room and these will be looked at. There is also the matter of a potential revaluation of the Talbot Centre for insurances purposes.

Further reports to be made to council in due course.

21/22.63.2 R. Taylor-Barnes have informed the parish council that she will be leaving the local highways authority at the end of October 2021 and a new officer will be in place, any outstanding issues that she is overseeing will either be actioned by then or passed to the new officer who is due to be in place soon.

21/22.64 Lilleshall Traffic Calming Scheme

Cllr Shaw noted that there were no further reports at this stage as the item was discussed under item 21/22.52.

21/22.65 Adoption of an updated terms of reference for the Friends of Lilleshall Hill

Members were asked by the Chairman to consider the adoption of an updated terms of reference, renaming the working party to the "Friends of Lilleshall Parish" and updating the party's remit to include involvement in a wider scope of projects across the parish, to enable them to get out and about the parish more.

The terms of reference will remain strict in ensuring that all activities are consulted with Telford & Wrekin Council and the parish council first and that any funded projects are of the decision of the parish council.

It was proposed by Cllr Shaw, seconded by Cllr Challinor, all were in favour, thus **RESOLVED to approve the changes to the terms of reference.**

The Chairman informed members that since the July meeting he has looked at installing a new gate/style at the footpath on Hillside. He asks if this is something the parish council will consider financing. Chairman would like the 130 meters of fencing and style to be done. Cllr Cornes feels that a style is unnecessary and fencing off would be more suitable to protect the safeguarding of children who use the outdoor woodland classroom area.

Cllr Shaw felt that a gate would be necessary as access needs to be maintained but supported this not being a style.

After much deliberation it was agreed that the Clerk would contact all the members of the Friends of Lilleshall Parish to invite them to meet as a group to discuss this project and bring a proposal back to the council.

21/22.66 Tender of grounds maintenance contract for Lilleshall Parish

Members were asked to consider a draft tender that invite that was prepared by the Clerk in preparation for seeking a new formal contract for grounds maintenance around Lilleshall Parish.

Some of the land that is being considered in this tender is in the ownership of the parish council or the parish council has an agreement in place with the landowners, namely the church grounds which are the ownership of the Diocese.

The tender has been prepared to make sure all areas affected are maintained adequately and within a reasonable budget.

This tender will invite grounds contractors to make an application to the parish council, in writing up to 12pm on Monday 4th October 2021 and requests that specifications and drawn down costs are provided, along with references.

Some members of the local church have requested that the parish council consider, in part, a section of the church grounds to be left as a wildflower section, with two cuts per year and signage in place. The Clerk has been to see the requested space with one of the Bell Ringers and reports that this space is a small section to the rear of the church, it may be seen from the path that enters the church from the St Michaels Close/Rock Acres roads.

Some members raised their concerns with trying to maintain a wildflower space in the churchyard. Cllr Baker felt that it would "look unkept and a mess".

Cllr Taylor suggested that we alter the tender to ask for two quotes, one with the wildflower meadow and one with, so that Cllr Millard can go away and discuss this with the parish church members.

It was proposed by Cllr Shaw and seconded by Cllr Chaillinor, all were in favour, thus **RESOLVED to approve the draft invite to tender, with amendments as detailed above and advertise, through the Clerk as soon as possible.**

Meeting closed at 20:41

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 5th October 2021, Full Council

Lilleshall Parish Council Budget 2021/22

Last updated 6th September 2021

Code	Cost Centre Title	Budgeted	Actual	Forecast	TOTAL	Variance
	Administration					
	Accounts Software	£480.00	£0.00	£480.00	£480.00	£0.00
	Audit Fees	£500.00	£125.00	£240.00	£365.00	£135.00
	Elections	£1,000.00	£0.00	£0.00	£0.00	£1,000.00
	Insurance	£900.00	£0.00	£900.00	£900.00	£0.00
	IT Equipment	£800.00	£452.49	£0.00	£452.49	£347.51
	Meeting Room Hire	£4,400.00	£2,200.00	£2,343.00	£4,543.00	£-143.00
	PPE	£450.00	£0.00	£200.00	£200.00	£250.00
	Staff Costs	£16,000.00	£4,591.40	£9,428.83	£14,020.23	£1,979.77
	Staff Training	£500.00	£0.00	£250.00	£250.00	£250.00
	Subscriptions	£650.00	£40.00	£650.00	£690.00	£-40.00
	SUB TOTAL	£25,680.00	£7,408.89	£14,491.83	£21,900.72	£3,779.28

Office Costs

	Civic Expenses	£50.00	£0.00	£50.00	£50.00	£0.00
	Newsletter	£700.00	£160.00	£320.00	£480.00	£220.00
	Postage	£50.00	£6.85	£0.00	£6.85	£43.15
	Stationary	£300.00	£121.60	£100.00	£221.60	£78.40
	Telephone & Broadband	£600.00	£199.96	£399.92	£599.88	£0.12
	SUB TOTAL	£1,700.00	£488.41	£869.92	£1,358.33	£341.67

Councillors

	Cllrs' Training Fees	£250.00	£0.00	£10.00	£10.00	£240.00
	SUB TOTAL	£250.00	£0.00	£10.00	£10.00	£240.00

Maintenance

	Allotments	£1,000.00	£1,334.32	£0.00	£1,334.32	£-334.32
	Bedding Plants	£150.00	£0.00	£150.00	£150.00	£0.00
	Bus Shelter Repairs	£1,500.00	£0.00	£0.00	£0.00	£1,500.00
	General Maintenance	£1,000.00	£389.99	£0.00	£389.99	£610.01
	Grounds Maintenance	£6,395.00	£2,374.93	£3,412.80	£5,787.73	£607.27
	Street Lighting (Electricity)	£2,400.00	£980.07	£1,005.28	£1,985.35	£414.65
	Street Lighting (Maintainance)	£2,600.00	£1,223.02	£1,223.02	£2,446.04	£153.96
	Street Lighting (Management)	£400.00	£191.46	£191.46	£382.92	£17.08
	Tennis Courts	£3,000.00	£0.00	£60.00	£60.00	£2,940.00
	Tree Management	£1,850.00	£574.71	£1,258.10	£1,832.81	£17.19
	SUB TOTAL	£20,295.00	£7,068.50	£7,300.66	£7,662.04	£2,382.96

Projects

	Christmas Lights	£500.00	£0.00	£0.00	£0.00	£500.00
	Events	£1,000.00	£0.00	£500.00	£500.00	£500.00
	Rights of Way Improvements	£4,000.00	£0.00	£2,000.00	£2,000.00	£2,000.00
	General Projects	£5,000.00	£124.46	£600.00	£724.46	£4,275.54
	Road Safety Schemes	£6,000.00	£0.00	£6,000.00	£6,000.00	£0.00
	SUB TOTAL	£16,500.00	£124.46	£9,100.00	£9,224.46	£7,275.54

Grants

	Grants	£2,000.00	£600.00	£0.00	£600.00	£1,400.00
	SUB TOTAL	£2,000.00	£600.00	£0.00	£600.00	£1,400.00

TOTAL	£66,425.00	£15,690.26	£31,772.41	£40,755.55	£15,419.45
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Reserves

	General Reserve	£46,451.64
	Road Safety Schemes	£5,000.00
	Street Lighting Upgrades	£40,000.00
	Tennis Courts Resurfacing	£5,000.00
	TOTAL RESERVES	£96,451.64

Income	Budgeted	Actual	Forecast	TOTAL
Allotments		£46.64	£915.84	£962.48
Bank Interest		£1.80	£3.22	£5.02
Grants		£5,000.00	£0.00	£5,000.00
Precept	£65,425.00	£32,712.50	£32,712.50	£65,425.00
Talbot Centre & Courts Hire		£660.00	£0.00	£660.00
VAT Recovery		£4,694.39	£2,128.73	£6,823.12
FOI Charges		£18.33	£0.00	£18.33
SUB TOTAL	£65,425.00	£43,133.66	£35,760.29	£78,893.95

Notes

Opening balance on 01.04.2021	£95,764.70
Anticipated total outgoings	£40,755.55
Anticipated total income	£78,893.95
Anticipated closing balance on 31.03.2021	£133,903.10