

Wrockwardine Parish Council

Minutes of the Parish Council Meeting held on Wednesday 11th October 2023 at Admaston House, Admaston at 7.30p.m

- Present:** Cllr P Cooper (Chairman)
Cllr E Ballantyne
Cllr K Ballantyne
Cllr P Bevis
Cllr B Eade
Cllr J Savage
Cllr K Tonks
- In Attendance:** 2 Members of the Public
PCSO Trudy Jones (West Mercia Police)
Mr B Cartwright (Volunteer)
J Hancox (Clerk)

23/147 Welcome
The Chairman welcomed everyone to the meeting.

23/148 Apologies for absence
Cllr P Davies – Illness
Cllr S Parr – Illness
Cllr G Thomas – Illness

23/149 Declaration of Interests & Dispensations
a) Pecuniary – None declared
b) Personal – None declared

23/150 Public Session
2 members of the public raised issues with the publication of draft minutes and papers relating to agenda items. Member's agreed that communication should be discussed at the next Finance & General Purposes meeting.

During the Public Session the Clerk left the meeting at 19.43p.m. Cllr Mrs Ballantyne left the meeting at 19.47p.m. Both returned at 19.54p.m.

23/151 Police & PCSO
PCSO Trudy Jones introduced herself and gave an update on speed surveys on Admaston Road, stop & search relating to drugs carried out on the Pemberton Road car park, an event at Admaston House on 14th October 2023 promoting neighbourhood matters and smart water and a foot patrol on Ringers Lane. Cllrs asked about patrols including Wrockwardine Playing Fields and were advised these were covered by PC McNally.

PCSO Trudy Jones left the meeting at 7.55p.m

23/152 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 13th September 2023.
[Proposer: Cllr Eade; Seconder: Cllr Tonks; Vote: All that had attended previously]

23/153 Borough Councillors Reports

Borough Cllr Tonks gave updates on the B5063 traffic measures, The Gate at Bratton, the signage at Elmsdale Crescent and the footpath at Coppice Lane.

23/154 Planning

1. Permissions & Refusals

Council noted the following:

TWC/2023/0638	Land Junction of Aston Lane, Wrockwardine	Determination under Part 16 of the GPDO for the proposed installation of 1no. AC meter cabinet, 1no. Bowler cabinet, 1no. RBS 6130 equipment cabinet, 1no. GPS module to be mounted above antennas & 1no. 17m high Phase 8 Street Pole	Prior Approval Granted
TWC/2023/0584	Land south/west of Donnerville Drive, Admaston	Erection of 1no. dwelling *Amended Description & Application Forms*	Full Granted
TWC/2023/0249	Former British Sugar Site, Allscott	Reserved matters application pursuant to outline application TWC/2014/0113 for the erection of mixed-use commercial development (local centre) including details of appearance, landscaping, layout & scale *Amended Description*	Reserved Matters Granted
TWC/2023/0605	2 Charlton House Farm Cottages, Charlton	Erection of 1no. outbuilding *Amended Plan*	Full Granted
TWC/2023/0510	The Coach House, Allscott	Erection of a single storey side extension	Full Granted
TWC/2023/0488	Stone Manor, Bratton Rd, Bratton	Erection of a single storey side & rear extension *Amended plans received*	Full Granted

2. New Applications

TWC/2023/0702	The Old Vicarage, Wrockwardine	Crown lift up to 5m above road and crown reduction up to 10m to 1no. Yew tree (T1), crown reduction up to 6m to 1no. Yew tree (T2) and 1no. Sycamore tree (T3)	No Comment
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TWC/2023/0744 10 Jockey Meadow, Bratton – Upper canopy reduction by up to 2m & removal of 6no. lower limbs to 1 no. Oak tree

It was **RESOLVED** to comment – The Parish Council’s concern is that the determining factor should be what is best for the tree and not the landowner

3. New Applications received after the agenda was circulated

TWC/2022/0547 Leaton Quarry, Leaton – Proposed northern extension for the winning & working of minerals including the deepening of the existing quarry & retention of the existing operations (Environmental Statement Received) *Amended*

It was **RESOLVED** to look at the previous comments made and Cllr Cooper would draft an additional response to be submitted. Members of the Leaton Quarry Liaison Group asked to raise it at their next meeting.

23/156 Finance

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

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

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

b) To confirm the Accounts for Payment October 2023

The accounts were noted and **RESOLVED**.

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

c) Budget Update

Council noted the contents of the budget spend update up to 30th September 2023.

23/157 Additional Signage Play Areas/Long Yard Meadow

Following a written report by the Clerk (Appendix 1) it was **RESOLVED** to order 20 “Clean It Up” signs to include the Council’s logo and to be installed on all sites.

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

23/158 Additional Meeting Rooms

It was noted that the cost of hiring the main hall at Allscott Meads Primary School was £30 per hour and Council agreed for further details to be sought.

23/159 Grounds Maintenance Group

Following a written report from Cllr Eade & the Clerk (Appendix 2) the following proposals were **RESOLVED**:

1. Quotes for the grass cutting contracts and costs will be factored into the budget plan for 2024/25
2. The work and costs involved for all the additional work to Long Yard Meadow, the Community Orchard and Admaston Green total £2,033.50+VAT
3. To obtain quotes for identifying varieties of fruit trees
4. To obtain a quote for a 25-year Management Plan to be written for the David Bellamy’s Coppice at the Community Orchard
5. To consult residents at Walcot regarding the planting of bulbs & if there is a positive response for bulbs to be purchased and planted up to a value of £500+VAT

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

23/160 Other Meetings

1. **Allscott Meads Stakeholder Group 5/10/23** – the details were circulated prior to the meeting and were noted with no comments.

23/161 Clerk’s Update

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

23/162 SID Statistics

The data was noted (Appendix 4).

23/163 Grant Applications

None received

23/164 Correspondence

Shropshire & D Day 80 – 6th June 2024 – Council noted the contents and determined there was no suitable land to light a beacon but that other commemorative ideas could be considered.

23/165 Date of the next meeting

It was confirmed that the next meeting would be held on **Wednesday 8th November 2023** at **7.30p.m** at **Admaston House, Admaston.**

The meeting closed at 8.32p.m

Signed: **P Cooper** (Chairman)

Date **8th November 2023**

Item 23/156

Finance

a) Final Accounts & Bank Reconciliation September

Payee	Description	Net	VAT	Cost
IdVerde	Bin Emptying	183.41	36.68	220.09
B Cartwright	SID Management June & July	300.00	00.00	300.00
Clr E Ballantyne	Expenses	13.97	0.65	14.62
C Hughes Groundcare	Grass Cutting	850.00	170.00	1,020.00
Nobridge Ltd	Grass Cutting	739.20	147.84	887.04
PKF little John	External Audit	315.00	63.00	378.00
N Power	Lighting Supply	306.74	61.35	368.09
Unity Trust Bank	Quarterly Charge	18.00	00.00	18.00
Hugo Fox	Website Provision	9.99	2.00	11.99
Various	Office & Stationery	40.99	00.00	40.99
Various	Staffing Costs	2,533.35	00.00	2,533.35
	Total	5,310.65	481.52	5,792.17

Bank Reconciliation – September 2023

Unity Current Account

Current A/C Balance 1/9/23	82,492.34
Minus payments made September	5,792.17
Add Receipts September	
T&W Council Precept	47,000.00
Clerk's salary balance (not paid until 2/10/23 due to weekend)	1,605.83
Balance 30/9/23	125,306.00
Unity Bank Statement 141	125,306.00

Other Banks

Unity Instant Access A/C Statement 115 (Includes £390.94 interest)	57,952.40
Natwest Business A/C Balance 30/4/23	72,463.12

Total Balance all banks	255,721.52
Minus Earmarked Reserves as shown	80,755.00
Total Spend Amount (includes current budget outgoings remaining circa £54k)	174,966.52

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	1,000
Urgent Work Fund	
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	550
Traffic Calming	
Grant contribution for bench at Orchard	50
	80,755

b) Accounts for Payment October 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	5.59	0.26	5.85
E-On	Lighting Maintenance	445.97	89.19	535.16
St Peter's Church	Outside Lighting Grant	2,000	00.00	2,000
Go Fund Me	Memorial Bench Grant	50.00	00.00	50.00
Royal British Legion	Memorial Wreath	23.98	00.00	23.98
Royal British Legion	Lamp Post Poppies	90.00	00.00	90.00
Greentech Ltd	Planting Long Yard Meadow	589.80	117.96	707.76
N Power	Lighting Supply	310.75	62.15	372.90
Scribe	Accounting System	561.60	112.32	673.92
Various	Staffing Costs	2,533.55	00.00	2,533.55
Various	Office Costs	79.95	3.90	83.85
	Total	8,763.80	740.30	9,504.10

Signed: *J Hancox* (Clerk & RFO) Date: *8/11/23*

Signed: *P Cooper* (Chairman) Date: *8/11/23*

Appendix 1

Item 23/157

Additional Signage Play Areas/Long Yard Meadow

Background

The Council has previously discussed installing signage to try and encourage people to pick up their dog waste at all the Parish Council sites including the play areas. Both Cllr Mrs Ballantyne and the Clerk whilst doing inspections of the sites have been approached by concerned residents regarding dog waste left on the ground, particularly in the play areas.

Information

The Clerk has sourced some rigid plastic signs that can be easily attached to gates/poles/fencing.



The signs can be custom made to include the PC's logo (free of charge) and can be provided with pre-drilled holes and plastic ties.

Quote

20 signs with logo/pre drilled holes & ties: £113.08 + VAT

NB: Whilst we do not need 20 signs initially, they are cheaper the more that are purchased and the PC would then have replacements should they be required.

Recommendation

To agree a design and purchase signs for installation at various sites.

J Hancox

Clerk & RFO

6th October 2023

Appendix 2

Item 23/159

Grounds Maintenance Group

Background

The Group has been meeting and visiting the various sites managed by the Council to determine work required to ensure they are improved and then continued to be maintained to a high standard. The Group are working on producing a 4-year management and maintenance plan which will be shared with Full Council once completed.

Information

The following work has been identified:

Grass Cutting Contracts

The current contracts were awarded for 12 months from 1st April 2023 and the sites are shared between C Hughes Ground Care and Nobridge Ltd. Both contractors have met with both the Clerk and the Chairman individually and, the Grounds Maintenance Group has met C Hughes on site to discuss both the contract and future work. The contracts have gone well this year and the contractors were therefore asked to submit costs for continuing the work for the next 2-years.

C Hughes Ground Care (Long Yard Meadow; Admaston Green; The Community Orchard) price would remain the same £10,200 + VAT per annum

Nobridge Ltd (Play Areas/Church Yard/Cemetery) current cost £ 8,870 + VAT

Cost 2024: £9,313.92 + VAT

Cost 2025: £9,779.62 + VAT

Please note: The tender process was carried out correctly in November 2022 and was awarded for 12 months to ensure the contractors chosen were a correct fit for the work before offering extensions.

Additional Works

Long Yard Meadow

- Bottom hedgeline to be strimmed and any dead plants to be replaced with a similar species e.g native hedgerow £220+VAT & the cost of replacement plants
- Use debris as mulch from trees at Admaston Green & spread around base of trees & replace tree braces £150+VAT
- Wild flower area to be increased £500+VAT
- Pathways widened slightly (no cost included in current contract)

Community Orchard

- Quote for strimming around fruit trees, to include mulch mats, mulch & labour circa 130 trees £1,073.50+VAT
- Obtain quotes for pruning fruit trees
- Obtain quotes for the mapping & identification of the varieties of fruit trees
- Creation of a wild flower meadow at top of the Orchard work to start in 2023-24
- David Bellamy's Coppice – Obtain quotes for a 25-year Management Plan to be written

Admaston Green

- Cutting hedge adjacent to Wellington Road £90+VAT

Walcot

- Telford & Wrekin Council replacing old traffic bollards on grass
- Consult residents on whether they would like to see bulbs planted on grass
- Purchase & plant bulbs if agreed

Proposal

It is proposed that Council:

6. Accepts quotes for the grass cutting contracts and costs will be factored into the budget plan for 2024/25
7. Agrees the work and costs involved for all the additional work to Long Yard Meadow, the Community Orchard and Admaston Green total £2,033.50+VAT
8. Agrees to obtain quotes for identifying varieties of fruit trees
9. Agrees to obtain a quote for a 25-year Management Plan to be written for the David Bellamy's Coppice at the Community Orchard
10. Agrees to consult residents at Walcot regarding the planting of bulbs & if there is a positive response for bulbs to be purchased and planted up to a value of £500+VAT

Grounds Maintenance Working Group

October 2023

Appendix 3

Item 23/161

Clerk's Update October 2023

Admaston Traffic Calming

Cllr Cooper delivered the letters and the details are on the website and details circulated via social media. Several responses via email/telephone call & the website contact form have been received so far.

Bird Boxes

SJ Roberts have donated nearly £200 to the Parish Council for a selection of bird, bat and owl boxes as part of their community initiatives scheme. Cllr Cooper is obtaining advice from the Owl Society and the RSPB regarding where to locate specific boxes.

Little Free Library

A contractor to construct the library has still not been found. At the Allscott Meads meeting Cllr Cooper asked Mike Sambrook if he knew of anyone working on site who might be interested in taking on the work and this route is now being investigated.

Appendix 4
Item 23/162
SID Statistics

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	

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	1044	80	

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

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	