Wrockwardine Parish Council

Minutes of the Full Parish Council Meeting held on Wednesday 10th September 2025 at Wrockwardine Village Hall at 7.30p.m

Present:

Cllr P Cooper (Chairman)

Cllr P Bevis

Cllr R Eade

Cllr J Savage

Cllr G Thomas

Cllr K Tonks

In Attendance:

J Hancox (Clerk)

1 Member of the Public

25/139 Welcome

The Chairman welcomed everyone to the meeting.

25/140 Apologies for absence

Cllr E Ballantyne - Personal

Cllr K Ballantyne - Personal

Cllr P Davis - Work commitments

Cllr S Parr – Personal

25/141 Declaration of Interests & Dispensations

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

25/142 Public Session

Nothing raised

There was no police representation.

25/144 To confirm and agree the Minutes of the Previous Meeting

It was **RESOLVED** to confirm and sign the Minutes of the Council Meeting held on Wednesday 9th July 2025.

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

25/145 Borough Councillor's Reports

Borough Cllr Tonks reported on:

The Community Governance Review

Cllr Thomas arrived at the meeting at 7.35p.m

Borough Cllr Thomas reported on:

- > Trees on railway bridge now sorted
- Mess left following work on the Silkin Way not moved
- Issues on Brandon Avenue

25/146 Planning

1. Permissions & Refusals

The following applications were noted:

TWC/2025/0451	30 Bratton Rd,	Erection of 1no. self-build	Full Granted
	Bratton	dwelling including 1no. detached triple garage/annexe & associated landscaping following demolition of existing dwelling & garage	
TWC/2025/0500	Rose Cottage, Station Rd, Wrockwardine	Felling of 3no. leylandii trees & 1no. cherry tree	Tree in Conservation Area Granted

2. Delegated Authority Applications

The following applications, submitted and considered under delegated authority were noted:

TWC/2023/0490	The Croft, 5A	Appeal – Felling of 1no. lime	No further
	Bostock Close,	tree	comments to
	Admaston		add
TWC/2025/0500	Rose Cottage,	Felling of 3no. leylandii trees &	No comment
	Station Rd,	1no. cherry tree	
	Wrockwardine		
TWC/2025/0516	Play Area, Burnell	Overall reduction by 2m &	Support
	Rd, Admaston	reduction of overhanging	
		branches by 2.5m to 1no. ash	
		tree & overall reduction by	
		1.5m to 1no. holly tree	
TWC/2025/0525	18 Gilpin Rd,	Erection of a single storey rear	No comment
	Admaston	extension & conversion of	
		existing garage into habitable	
TIME /2025 /0526	0-1-11 26	space	NI
TWC/2025/0526	Oak House, 26	Erection of a single storey side	No comment
	Bratton Rd, Bratton	& rear extension, single storey side extension & 2no.	
	Diallon	detached outbuildings	
TWC/2025/0544	7 Allscott, Telford	Erection of a porch to west	No comment
1 00 0, 2023, 0344	/ Allscott, lellord	elevation (Full Planning	No comment
		Application)	
TWC/2025/0545	7 Allscott, Telford	Erection of a porch to west	No comment
1000, 2023, 0343	7 7 miscott, ichord	elevation (Listed Building	140 comment
		Consent)	
		Conscite	

TWC/2025/0548 7 Pemberton Rd, Admaston – Change of use of dwelling house (Use Class C3) to a small children's residential care facility (Use Class C2) and creation of a driveway

The following **objection** was submitted:

Wrockwardine Parish Council strongly objects to this application on the grounds that it is an inappropriate development in a residential area. It will result in an increase in traffic with the movement of staff and other health professionals. It will also have an adverse impact on the community with the potential for noise nuisance, irregular vehicle movement and disturbance when staff change shifts. Furthermore, the site is only yards away from Pemberton Road carpark which

itself has been subject to anti-social behaviour. To reiterate, this is a totally inappropriate site for this home.

3. New Applications

None received.

4. Applications received after the agenda was circulated

None received

25/147 Finance

a) Final Accounts Paid & Bank Reconciliation for July & August 2025

The details were noted and **RESOLVED**.

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

b) Accounts to Date for Payment September 2025

The accounts were **RESOLVED** for payment.

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

c) AGAR

The conclusion of the external audit with no exceptions was noted. The Conclusion of Audit Notice to be published on the website and noticeboards as prescribed.

d) Street Lighting Maintenance Contract – E-On had prepared a quote of £2,484 per annum which could be fixed over a 2- or 3-year contract. Following a discussion, it was **RESOLVED** to accept a one-year quote as the enquiry process had begun to hand the street lighting responsibility back to Telford & Wrekin Council.

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

- e) Budget Proposals Potential budget spends for 2026/27 to be submitted to the Clerk so that consideration be given at the next Finance & General Purposes Committee Meeting.
- f) Siberian Elm The quote of £850 + VAT for pollarding as approved by the recent planning application was RESOLVED.

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

25/148 Admaston Bus Stop

It was noted that the damaged bus stop had been replaced by Telford & Wrekin Council in error and for which they had apologised. It was also noted that the insurance money had been approved to pay for the replacement - £8,921. Following a discussion, it was **RESOLVED** to pay the insurance money to Telford & Wrekin Council and it was further **RESOLVED** to give them back ownership of the bus stop as offered. [Proposer: Cllr Eade; Seconder: Cllr Tonks; Vote: All]

25/149 Traffic Matters

a. Admaston Traffic Calming Response

Telford & Wrekin Council quoted £53,202.34 (excluding VAT) as an estimate for a detailed design for a mini-island and three raised tables. Member's felt this was a ridiculous price which did not even include the installation of the items. Following a discussion, it was agreed that the Chairman would write again and advise the Borough that the Parish Council could not afford this and ask them to provide a fair and reasonable design and installation cost for the mini-island only. It was further agreed to reconsider the options for speed pads rather than tables, but it was acknowledged that this would need further public consultation if progressed.

- **b. Wrockwardine Traffic** It was agreed that the Chairman would contact Telford & Wrekin regarding the subject of white lining and possible speed pads. The traffic data supplied by PC Webb was acknowledged but it was felt by all that as this was done on a Sunday, it was not a true reflection of the traffic issue in the village.
- c. Allscott NAL Socket The cost of £793.03 + VAT each for the installation of a NAL socket in Allscott and a further one in Charlton (location agreed previously) was **RESOLVED**. It was also agreed that quotes for solar SIDS should be sourced and brought to the next meeting for consideration.

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

25/150 Community Governance Review

No official outcome of the Community Governance Review Committee meeting on 4th September 2025 had been received. However, Borough Councillors were aware of some detail and advised that the move of Admaston and Bratton to Wellington Town Council had been approved but that the merger of Wrockwardine with Rodington Parish Council would go for further consultation before a final decision was made. Members agreed a meeting with Rodington Parish Council was essential to discuss the situation.

- **25/151** Fly Tipping Borough Cllr Thomas advised that Telford & Wrekin Council were actively working on and enforcing removal of the fly tipping with the landowner. The use of CCTV was also in progress and therefore not required to be funded by the Parish Council.
- **25/152** Finials Cllr Bevis advised that the prototype finial had been installed at Wrockwardine and it was confirmed that a further one should be ordered for Leaton.
- **25/153** Annual RoSPA Report the details of the report were noted (Appendix 1) and it was **RESOLVED** to authorise the work required.

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

Cllr Eade asked for Cllr Mrs Ballantyne to be thanked for all her hard work with the play areas.

25/154 Allscott Meads Allotments – A verbal update was received on the progress of the site. The Parish Council was still awaiting information regarding the transfer of ownership, and the Clerk was asked to chase this up.

25/155 Wrockwardine Car Park

- **1. To consider signage** Disabled signs installed and if necessary numbers will be placed on each parking space but at the moment people appear to be parking responsibly.
- **2. To consider solar lights** Cllr Bevis pointed out that the installation of the solar light in the car park was for the purpose of lighting up the road, not the car park itself. Costs to provide a light to be sought and brought to the next meeting.
- **3. To consider public relations** The Chairman agreed to contact SJ Roberts and Leaton Quarry for a photo opportunity.
- **4. To consider removal of hedging** SJ Roberts will be undertaking this now the nesting season is over.
- **25/156** Parish Update The details were noted (Appendix 2).

25/157 May/June Meeting **2026**

It was agreed to bring forward June 2026's meeting by one week at the request of the Clerk.

25/158 SID Statistics

- **1. To receive data** Details were noted and there were no comments (Appendix 3).
- **2.** To consider the purchase of solar SID units and determine future arrangements This was already discussed at 25/149.
- **25/159** Grant Applications None received.

25/160 Other Correspondence

- **1. West Mercia PCC Town & Parish Survey** Following a discussion on the difficulty of answering such a survey, it was agreed to submit similar responses to last year.
- 2. T&W Council Housing Strategy Details were noted and there were no comments
- **3. Local Nature Recovery Strategy** Following a discussion it was decided to await the outcome of the meeting being held in October and for the survey questions to be circulated before determining any comments to be made.

- **4. Letter from Resident** the details which related to fly tipping were noted. Problem was discussed at 25/151.
- **5.** Request from Rodington Parish Council It was agreed to meet with Rodington to discuss the proposals and possibly arrange a meeting with the developers of the Bloor Homes Development at Bratton.

25/161 Date of the next meeting

The meeting closed at 20.53p.m

It was confirmed that the next meeting would be held on **Wednesday 8th October 2025** at **Admaston Community Centre.**

Signed	P Cooper	Date _	8 th October 2025
(Chairma	n)		

Item 25/147

Finance

(a) Final Accounts Paid & Bank Reconciliations for July & August 2025 July 2025

Payee	Description		Net	VAT	Cost
Nobridge Ltd	Grass Cutting		814.98	163.00	977.98
C Hughes Groundcare	Grass Cutting		850.00	170.00	1,020.00
RoSPA Play Safety	Annual Inspection		384.00	76.80	460.80
Unity Trust Bank	Monthly Banking Fee		9.30	00.00	9.30
B Cartwright	SID Management		300.00	00.00	300.00
M Bissell Trees	Tree Cutting		450.00	90.00	540.00
Stevenson Carter	Playground Repairs		3,085.00	617.00	3,702.00
Hugo Fox	Website Provision		9.99	2.00	11.99
IdVerde	Bin Emptying		273.45	54.69	328.14
Tomato Energy	Street Lighting Supply		566.37	81.00	647.37
E Ballantyne	Councillor Expenses		8.38	0.39	8.77
Various	Office Management		78.17	5.00	29.99
Various	Staffing Costs		3,043.76	00.00	3,043.76
		Total Payments	9,873.40	1,259.88	11,133.28

Bank Reconciliation – July 2025

Unity Current Account	
Current A/C balance 1/7/25	66,953.66
Minus payments made July	11,133.28
Add receipts July	
Admaston Allotments	1.00
Balance 31/7/25	<mark>55,821.38</mark>
Unity Bank Statement 168	<mark>55,821.38</mark>

Other Banks	
Unity Instant Access A/C Statement 136	130,346.06
Nationwide Business A/C Balance 31/3/25	78,142.78

Total Balance all Banks	264,310.22
Minus Earmarked Reserves as shown	93,555.00
Total spend amount	170,755.22
Includes budget spend of £115,000	
Precept 2 nd payment due Sept 2025	

August 2025

Payee	Description	Net	VAT	Cost
Nobridge Ltd	Grass Cutting	814.98	163.00	977.98
C Hughes Groundcare	Grass Cutting	850.00	170.00	1,020.00
E-On	Street Lighting Maintenance	123.62	24.72	148.34
Unity Trust Bank	Monthly Banking Fee	9.00	00.00	9.00
B Cartwright	SID Management	300.00	00.00	300.00
PKF Littlejohn	External Audit Fees	420.00	84.00	504.00
Admaston House	Hall Hire	523.00	00.00	523.00
Hugo Fox	Website Provision	9.99	2.00	11.99
IdVerde	Bin Emptying	273.45	54.69	328.14
Tomato Energy	Street Lighting Supply	392.50	19.62	412.12
E Ballantyne	Councillor Expenses	13.97	0.65	14.62
Various	Office Management	122.17	15.12	137.29
Various	Staffing Costs	3,546.81	00.00	3,546.81
	Total Payments	7,399.49	533.80	7,933.29

Bank Reconciliation – August 2025

Unity Current Account	
Current A/C balance 1/8/25	55,821.38
Minus payments made August	7,933.29
Add receipts	00.00
Balance 31/8/25	47,888.09
Unity Bank Statement 169	47,888.09

Other Banks	
Unity Instant Access A/C Statement 138	130,346.06
Nationwide Business A/C Balance 31/3/25	78,142.78

Total Balance all Banks	256,376.93
Minus Earmarked Reserves as shown	93,555.00
Total spend amount	162,821.93
Includes budget spend of £115,000	
Precept 2 nd payment due Sept 2025	

Earmarked Reserves	
Traffic Calming Admaston	40,000
Street Light Replacement	24,000
Admaston	
Grant Additional NAL	3,400
Sockets	
Bus Shelter Walcot	3,303
Ward Fund Grant Bus	1,500
Shelter Walcot	
Grant towards PCSO	2,000
Vehicle	
Grounds Maintenance	1,000
Urgent Work Fund	
Outdoor Gyms (Commuted	660
Sum)	
Feasibility Study Admaston	550
Traffic Calming	
Grant for Bird & Bat Boxes	192
Community Wellbeing	500
Allscott Meads Allotments	5,000

To Note: Clerk's salary – Local Government Services Pay

Agreement 2025 was agreed 24/7/25 & implemented, backdated to 1st April 202

(b) Accounts to Date for Payment September 2025

Payee	Description	Net	VAT	Cost
Nobridge Ltd	Grass Cutting	814.98	163.00	977.98
C Hughes Groundcare	Grass Cutting	850.00	170.00	1,020.00
B Cartwright	SID Management	300.00	00.00	300.00
Scribe	Accounting	561.60	112.32	673.92
Hugo Fox	Website Provision	9.99	2.00	11.99
Stevenson Carter	Play Area Repairs	1,480.00	296.00	1,776.00
Cllr P Cooper	Chairman's Allowance	300.00	00.00	300.00
Cllr E Ballantyne	Councillor Expenses	16.18	0.52	16.70
IdVerde	Bin Emptying	273.45	54.69	328.14
Various	Office Management	84.78	7.17	91.95
Various	Staffing Costs	3,134.37	00.00	3,134.37
	Total Payments	7,825.35	805.70	8,631.05

Signed:J Hancox	(Clerk & RFO)	Date: _8 th October 2025	
Signed:P Cooper	(Chairman)	Date: _8 th October 2025	

Appendix 1

Item 25/153

Annual RoSPA Report 2025

Overview

- The Parish Council has a legal duty of care to users of the Council's land and supplied equipment as well as a moral responsibility;
- The Council must adhere to RoSPA recommendations or it will be likely to be in breach of its duty of care;
- Routine weekly inspections of our four sites are carried out by either Cllr Mrs Ballantyne or the Clerk and weekly evidence sheets are kept for reference. This is a visual check for any obvious safety hazards or vandalism requiring action or maintenance;
- Annual inspections are carried out by a registered RoSPA Inspector every summer.

Details

- 1. The national RoSPA Inspector, Mr Ben Wyatt, visited all four sites on 23rd June 2025;
- 2. The purpose of his report is to identify a range of risk factors from very low to very high undertaken using the RPII inspection methodology scores ranging from 1- 25 categorised as low, medium or high risk. Scores are calculated by plotting the likelihood of harm against the severity of the injury sustained. Likelihood is given a score 1-5 as is the severity; these two numbers are then multiplied.
- 3. 1-7 Low risk considered tolerable unless remedial work is identified green
- 4. 8-12 Medium risk, some control measures may be suggested yellow
- 5. 13-25 High risk requiring urgent action to reduce risk to tolerable levels red

No high risk factors regarding equipment were identified on any of our sites, medium risks are as summarised:-

Admaston Green - Adult gym and Youth shelter

Adult Gym - Risk score as low as possible, no remedial tasks identified. - 8

All equipment + surfacing meet relevant standards.

Pemberton & Burnell Road

Equipment - Risk score as low as possible, no remedial work identified.

Fencing - Repair needed - 9

Walcot

Climbing frame - Monitor finger entrapment on platform - 9

Swings - Monitor chain wear - 9

Wrockwardine

Junior swing - Worn brushes, remove shackle bolt, check brush & shackle pin wear, replace if needed - 9

Disc - Treat with oil/grease/silicon, replace worn bearings - 8

Rocker 4 seat - Replace worn bearings - 8

Zip wire - Modify end stop so seat stops 2m away from framework when at 45° - 8

Recommendation

The Council resolves to authorise the Clerk to instruct our contractor to carry out the outstanding work on the Junior Swing and Zip Wire at Wrockwardine and whilst on site either repair or replace the finger guards and replace the worn rubber sleeve on the seat chain.

Report - Clir E Ballantyne & J Hancox, Clerk & RFO

31.8.2025

Appendix 2 Item 25/156 Parish Update September 2025

Community Orchard

Walnut tree cost of planting: 14-16cm girth walnut tree would be £155 Planting with stay post and watering pipe would be £70 Total £225+vat

The contractor will advise where best to position tree on site.

Emails

This is not going particularly well at the moment. Three councillors are currently able to use the new emails. It is important to start using these as the Council isa paying £24.99 per month for them and continue to pay the old server (which in fairness is of minimal cost). If it's not going to work, it might be possible to reduce the number of emails paid for. This could go on the agenda for October for a decision.

Pemberton Rd Play Area Trees

Planning permission has been granted, and the contractor is due to do the work on Thursday 2nd October 2025.

Clerk' Annual Leave

The Clerk will be on leave 23rd Sept – 26th Sept.

Bus Shelter - Admaston

As advised – the shelter has been replaced.





Unfortunately, picture doesn't capture the living roof due to the foliage behind, but it did look good.

J Hancox Clerk & RFO September 2025

Appendix 3

Item 25/158

SID Statistics September 2025

Xxxx indicates most recent data

Shawbirch Road, Admaston, South

Date	Days there	No vehicles exceeding	Daily average	Additional Comments
17/3/25 – 30/3/25	14	16,269	1,162	80,750 vehicles 85 th percentile 31.1 & 30.9 mph
27/5/25 – 8/6/25	13	13,347	1,027	71,250 vehicles 85 th percentile 31.4mph

Shawbirch Road, Admaston, North

Date	Days there	No vehicles exceeding	Daily average	Additional Comments
4/3/25 - 16/3/25	13	11,861	912	55,000 vehicles 85 th percentile speed 31.9mph
10/6/25 – 22/6/25	13	14,239	1,093	52,300 vehicles. 85 th percentile speed 32.6mph

Wellington Road, Admaston, North

Date	Days there	No vehicles exceeding	Daily average	Additional Comments
27/1/25-2/2/25	13	10,415	801	
1/4/25 – 13/4/25	13	9,854	758	
8/7/25 – 20/7/25	<mark>13</mark>	<mark>11,600</mark>	<mark>892</mark>	

Wellington Road, Admaston, South

Date	Days there	No vehicles exceeding	Daily average	Additional Comments
7/1/25 – 19/1/25	13	1,887	145	
24/6/25 – 6/7/25	13	4,044	311	
19/8/25 – 31/8/25	<mark>13</mark>	<mark>4,863</mark>	<mark>376</mark>	37,320 vehicles;85 th percentile
				<mark>29.9mph</mark>

Station Road, Admaston, North

Date	Days there	No vehicles exceeding	Daily average	Additional Comments
17/3/25 – 30/3/25	14	3,950	282	
27/5/25 – 8/6/25	13	5,616	432	
10/6/25 – 22/6/25	13	6,027	463	

Station Road, Admaston, South

Date	Days there	No vehicles exceeding	Daily average	Additional Comments
17/9/24 – 27/9/24	11	4,669	424	85 th percentile speed 32mph
4/3/25 – 16/3/25	13	4,530	348	

Rushmore Lane, Allscott

Date	Days there	No vehicles exceeding	Daily average	Additional Comments
29/4/25 – 11/5/25	13	1,430	110	North
13/5/25 – 25/5/25	13	1,499	115	South
5/8/25 – 17/8/25	<mark>13</mark>	<mark>1,088</mark>	84	North

The Avenue, Wrockwardine, East

<u>Date</u>	<u>Days</u>	No vehicles	<u>Daily</u>	Additional Comments
	<u>there</u>	<u>exceeding</u>	<u>average</u>	
5/2/25 – 16/2/25	12	3,907	325	7,400 vehicles 85 th percentile
				24.5mph
13/5/25 – 25/5/25	13	2,136	164	5,390 vehicles 85 th percentile
				23.5mph

The Avenue, Wrockwardine, West

<u>Date</u>	<u>Days</u> <u>there</u>	No vehicles exceeding	<u>Daily</u> <u>average</u>	Additional Comments
17/2/25 – 2/3/25	13	3,167	243	Total vehicles approx. 6,340 85 th percentile 24.1mph
19/4/25 – 11/5/25	13	3,009	221	Total vehicles 6,570, 85 th percentile 23.9mph/average speed 19.33
5/8/25 – 17/8/25	13	3,157	<mark>243</mark>	7,950 vehicles; 85 th percentile23.9mph

High Ercall Road, Bratton, South (new location)

mg. Erean House Statton, Double (House Totalion)				
Date	Days there	No vehicles exceeding	Daily average	Additional Comments
15/4/25- 27/4/25	13	696	53	17,540 vehicles, 85 th percentile 37.7/average speed 32.3
24/6/25 – 6/7/25	13	555	43	18,530 vehicles, 85 th percentile 36.9mph

High Ercall Road, Bratton, North (new location)

Date	Days there	No vehicles exceeding	Daily average	Additional Comments
21/1/25-2/2/25	13	3,149	157	29,000 vehicles; 85 th percentile 39.4mph
8/7/25 – 20/7/25	<mark>13</mark>	<mark>3,596</mark>	<mark>278</mark>	30,750 vehicles; 85 th percentile 39.7mph

Additional

PC Simon Webb conducted 2 speed surveys in Wrockwardine Village on Sunday 20th July 2025.

The first survey was conducted on The Avenue; 25 cars were surveyed; the mean speed average was 18.28mph in the 20mph zone.

The second survey was conducted on Admaston Bank; 8 cars were surveyed; the average speed was 24.5mph in a 30mph zone.