

# Wrockwardine Parish Council

## Minutes of the Annual Parish Council Meeting held on Wednesday 13<sup>th</sup> May 2026 at Wrockwardine Village Hall, Wrockwardine at 7.30p.m

### Present:

Cllr P Cooper (Chairman)  
Cllr P Bevis  
Cllr S Parr  
Cllr J Savage  
Cllr G Thomas  
Cllr K Tonks

### In Attendance

PC Lindsey Lloyd (West Mercia Police)  
PCSO Tara Ogden (West Mercia Police)  
J Hancox (Clerk)

#### 26/75 **Welcome by the outgoing Chairman**

The outgoing Chairman welcomed everyone to the meeting.

#### 26/76 **Election of Chairman**

Cllr Thomas nominated Cllr Cooper to serve. The nomination was seconded by Cllr Tonks. There being no other nominations, it was **RESOLVED** that Cllr Cooper be elected to serve as Chairman.

#### 26/77 **Chairman's Declaration of Acceptance of Office**

Cllr Cooper signed his Declaration of Acceptance of Office, witnessed by the Clerk.

#### 26/78 **Election of Vice-Chairman**

Cllr Tonks proposed Cllr Eade, this was seconded by Cllr Bevis. There being no other nominations it was **RESOLVED** that Cllr Eade be elected to serve in the office of Vice-Chairman.

#### 26/79 **Apologies for absence**

Cllrs Mr & Mrs Ballantyne – Personal  
Cllr Eade – Work commitments  
Cllr Davis – Work commitments

#### 26/80 **Declaration of Interests & Dispensations**

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

#### 26/81 **Public Session**

Nothing raised

#### 26/82 **Police & PCSO**

PC Lloyd gave the following updates:

- PC Webb had attended Wrockwardine Playing Fields after reports of anti-social behaviour, but nothing found.
- Spate of car thefts at Allscott being investigated. Suggestion was for residents to use old style car locks.
- Speed of cars over crossing by doctors.

*PC Lloyd and PCSO Ogden left the meeting at 7.45p.m*

**26/83 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 8<sup>th</sup> April 2026.

[Proposer: Cllr Savage; Seconder: Cllr Tonks; Vote: All that were present previously]

**26/84 Borough Councillor Reports**

Borough Cllr Tonks reported on:

- Local Plan for Bratton/Brandon Avenue – still awaiting information
- Steps at bike track reported
- Crossing at doctors reported regarding speeding traffic

Borough Cllr Thomas reported on:

- Potholes finally being repaired
- Seriousness of recent car thefts, particularly at Allscott Meads

**26/85 Planning**

**1. Permissions & Refusals**

Council noted the following permissions and refusals:

<b>TWC/2026/0090</b>	Admaston Methodist Church, Bratton Rd, Admaston	Installation of a new disabled ramp, replacement of an entrance door, relocation of an existing metal pedestrian gate & paved seating area	<b>Full Granted</b>
<b>TWC/2026/0062</b>	The Plough Inn, Allscott	Erection of open canopy on the front elevation, single storey side & rear extension, a shed & amended parking layout following demolition of existing conservatory	<b>Full Granted</b>
<b>TWC/2026/0155</b>	Linden House, 9 Admaston Spa, Admaston	Change of use of a dwelling house (Use Class C3) to a residential institution for up to 2no. children aged 8 to 18 years old (Use Class 2) (Retrospective)	<b>Full Granted</b>

**2. New Applications**

<b>TWC/2026/0285</b>	Admaston Farm, Bratton Rd, Admaston	Variation of condition 2 (materials), condition 3 (windows & doors), condition 5 (external fittings), condition 7 (timber frame inspection) & condition 13 (trees, hedges & hedgerows) of previously approved TWC/2025/0554	<b>No Comment</b>
<b>TWC/2026/0286</b>	Admaston Farm, Bratton Rd, Admaston	Erection of a single storey extension, replacement of existing conservatory, widening of existing access & driveway including part removal of existing wall & rebuilding, replacement of 4no. windows, repairs to timber frame members, installation of 4no. roll top clay chimney pots, installation of 1no. flue pipe, repainting of exterior of	<b>No Comment</b>

		property & conversion of existing barn to annexe (Listed Building Consent)	
--	--	--	--

3. **Applications received after the agenda was circulated**

<b>TWC/2026/0321</b>	21 Allscott, Telford	Erection of a 2-storey side & rear extension, 1 <sup>st</sup> flr rear extension & replacement garage with roof mounted solar panels	<b>No Comment</b>
----------------------	----------------------	--	-------------------

**26/86 Finance**

**a) Final Accounts Paid & Bank Reconciliation for April 2026**

The details were not presented.

**b) Accounts to date for Payment May 2026**

The accounts were **RESOLVED** for payment.

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

**c) Internal Auditors Report**

The details of the report and recommendations were noted (Appendix 1) and it was **RESOLVED** to implement the recommendations as highlighted.

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

**26/87 Appointment of Members to Committees**

**1. Finance & General Purposes Committee**

It was **RESOLVED** that the existing members remain appointed.

**a) Election of Chairman**

It was **RESOLVED** to appoint Cllr Cooper.

**2. Human Resources Committee**

Given the new details of the process for the Community Governance Review it was **RESOLVED** that there was little point combining groups and the Committee members would remain as Cllr Cooper; Cllr Parr and Cllr Mr Ballantyne.

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

**26/88 Appointment of Representatives to Working Groups & Others**

The following representatives were **RESOLVED**:

1. **Admaston House Trust** - Cllr Cooper
2. **Allotments Group, Admaston** – Cllr Bevis
3. **Allscott Meads Group** – Cllr Cooper; Cllr Bevis; the Clerk
4. **Allscott Meads Allotments Working Group** – Cllr E Ballantyne; Cllr K Ballantyne; Cllr Eade; the Clerk;
5. **Armed Forces Covenant Representative** – Cllr Eade
6. **Bus User Group** – Cllr Bevis
7. **Grounds Management & Maintenance Group** – Cllr K Ballantyne; Cllr Eade; Cllr E Ballantyne; the Clerk
8. **Haygate Fields Liaison Group** – Cllr Davis
9. **Mental Health Liaison** – Cllr Tonks
10. **Leaton Quarry Liaison Group** – Cllr Bevis; Cllr Savage; Cllr Thomas
11. **Traffic Working Group** – Cllr Cooper; Cllr K Ballantyne; Cllr Bevis; Mr B Cartwright (Volunteer), Cllr Tonks; the Clerk
12. **White Ribbon Accreditation Representative** – Cllr Tonks
13. **Wrekin Area Committee** – Cllr Cooper; the Clerk

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

- 26/89 Meetings of the Council**  
**a. To approve the dates, venues & frequency of Full Council meetings for the next 12 months**  
It was **RESOLVED** that meetings of the Parish Council would continue on the second Wednesday of the month at 7.30p.m, except for August (Summer break) alternating between Admaston House Community Centre and Wrockwardine Village Hall.  
[Proposer: Cllr Tonks; Seconder: Cllr Thomas; Vote: All]
- 26/90 Review of Documents & Policies**  
**1. Standing Orders**  
**2. Financial Regulations**  
**3. Risk Management Document**  
**4. Policies**  
The documents and policies were scrutinised prior to the meeting and were **RESOLVED** with no amendments necessary except for the Standing Orders which would be updated to the NALC 2025 model which contains some minor amendments.  
[Proposer: Cllr Parr; Seconder: Cllr Tonks; Vote: All]
- 26/91 Annual Subscriptions**  
It was **RESOLVED** to continue the following subscriptions:  
**1. Membership of SALC** (*Shropshire Association of Local Councils*) including **Membership of NALC** (*National Association of Local Councils*)  
**2. Membership of SLCC** (*Society of Local Council Clerks*)  
[Proposer: Cllr Parr; Seconder: Cllr Tonks; Vote: All]
- 26/92 Borough Councillor Ward Funding**  
It was agreed to defer this item to June’s meeting to give more time for the relevant information to be collected.
- 26/93 The Grove Pub**  
It was noted that the building had “Listed Building” status but was being allowed to fall into serious disrepair. Borough Councillor Thomas confirmed that he had already made representation concerning the matter to Telford & Wrekin’s Planning Enforcement Team.
- 26/94 Traffic Matters**  
No contact from Telford & Wrekin Council had been made on any of the matters previously raised.
- 26/95 Allscott Allotments**  
The Clerk gave a verbal update:  
➤ 6 plots remaining;  
➤ Some applications pending;  
➤ The extra work involved has proved challenging;  
➤ B&Q vouchers issued;  
➤ Some complaints about children running over plots – Clerk has sent out a reminder to all tenants regarding tenancy conditions.
- 26/96 Parish Update**  
Details of the update were noted (Appendix 2).
- 26/97 SID Statistics**  
The data was not available.

**26/98 Grant Applications**

None received.

**26/99 Correspondence**

**a. Notification of Play Area RoSPA Inspection for June** - This was noted.

**26/100 Date of the next meeting**

It was confirmed that the next meeting would be held on **Wednesday 10<sup>th</sup> June 2026 at 7.30p.m** at **Admaston House, Admaston.**

*The meeting closed at 8.15p.m*

Signed     **P Cooper**     Date   **10<sup>th</sup> June 2026**    
(Chairman)

## Item 26/86

### Finance

#### a) Accounts for payment in May 2026

Payee	Description	Net	VAT	Cost
Nobridge Ltd	Grass Cutting	839.42	167.88	X1,007.30
C Hughes Groundcare	Grass & Hedge Cutting	2,450.00	490.00	x2,940.00
British Gas	Lighting Supply	495.26	99.05	X594.31
Allotment Holder	Refund Annual Fee	50.00	00.00	X50.00
B Cartwright	SID Management	300.00	00.00	x300.00
IdVerde	Bin Emptying	273.45	54.69	x328.14
RLT Auditing	Internal Audit Fees	275.91	00.00	x275.91
EB	Cllr Travel/Expenses	11.18	0.52	X11.18
Wrockwardine Village Hall	Meeting Hall Hire	45.00	00.00	X45.00
Various	Office Management	113.33	4.34	X117.67
Various	Staffing Costs	3,139.73	00.00	x3,139.73
	<b>Total payments</b>	<b>7,993.28</b>	<b>816.48</b>	<b>8,809.76</b>

Signed:     *J Hancox*     (Clerk & RFO)      Date:     *10<sup>th</sup> June 2026*    

Signed:     *P Cooper*     (Chairman)      Date:     *10<sup>th</sup> June 2026*

# Appendix 1

## Wrockwardine Parish Council

### Item 26/86c.

#### Internal Auditors Report

##### **1. Update Standing Orders to the current NALC model**

Changes to current:

- All references to “Chairman” are changed to “Chair”
- Pg 11 Removal of “(if any)”
- Section 14 p.16 Only (d) applies
- Section 18 p. 19c change to contracts information

**Recommendation** – amend accordingly as long as Chairman/Chairwoman happy to be called a “Chair”

##### **2. Track receipts by budget header as part of budget monitoring**

Not done previously as the only income was precept and the occasional grant. Income now coming from Allscott Allotments (annual fee)

**Recommendation** – Clerk will include as income headings when Council is setting the budget

##### **3. Track receipts by budget header & review allotment charges annually**

This is already done and the internal auditor was advised that the allotments are less than 1 year old and that charges would be reviewed annually by the F&GP Committee

**Recommendation** – No action required

##### **4. Second person to verify petty cash receipt**

The internal auditor has misunderstood the information provided. The PC does not use petty cash. The Allotment holder paid by BACs which is clearly marked on the receipt. The cashbook used for receipts says “cash receipt” but it does not refer to physical cash.

**Recommendation** – none required

##### **5. Correct payroll to use multiplier of 52.143 weeks**

Since the Clerk has been in post (8 years) a multiplier of 52 weeks has been used for salary calculations. On investigation, 52.143 is a more accurate figure when an employee is close to the minimum wage. Previously and, according to the HMRC website, the 52 weeks was commonly used for payroll calculations as it provides a consistent weekly pay figure for annual salaries. The 52.143 was more often used for annual leave accruals as it is a better representation of the actual number of days in a year.

If the PC changes now – there will be an issue of backpay, the difference today would mean rather than £2,320.50 per month gross but £2,326.88 per month gross. As the 52.143 figure has never been used arguably 8 years salary has been incorrect

**Recommendation** - The multiplier remains at 52 weeks not 52.143. Given that there are less than 12 months remaining of this current PC, following the changes the new Wrockwardine PC should consider implementing this multiplier from the beginning for any new employee

##### **6. Re-Organise funds so balances fall within the FSCS limit**

This is extremely difficult to do at present and was one of the reasons the Nationwide account was closed

**Recommendation** – remain as is in the limited time available. Funds will be split when the PC is split so issue will solve itself

**7. Publishing guidance sheet from the external auditor on the exercise for public rights**

Not sure what this achieves but certainly adds to the workload of the Clerk

**Recommendation – Leave as is for now. New Council can determine this themselves**

**8. Review accessibility statement annually & ensure testing is done at least annually and keep records**

Council pays Hugo Fox to ensure to ensure compliance – which they say it is

**Recommendation – none**

**9. Do data audit and review annually**

The Clerk as sole employee data audits all the time and deletes and redacts information as appropriate and in accordance with the PC's Records management Policy

**Recommendation - The Clerk will compile a report for councillors about what data is stored. If a nominated councillor wants to check then the Clerk would have to bring all information stored to a designated space for scrutiny**

**10. Arrange training programme on data protection principles & practices**

For councillors to determine if they require this. Given the impending changes, may be worth considering for the new council particularly if there are newly elected councillors

**Recommendation – no action at this point unless anyone requests training which can then be sourced**

**11. FOI Publication Scheme review as last adopted in 2022**

This is reviewed annually as part of the May meeting, it's just the date has remained as the original date, does not mean it is not reviewed

**Recommendation – Clerk to put something on the website to say that policies etc are updated annually at May's meeting**

**In addition, the Internal Auditor has prepared a quote of £300 to undertake the audit for 2026/27**

**Recommendation – accept the quote. It will be the final internal audit of the current Wrockwardine Parish Council**

J Hancox  
Clerk & RFO  
7 May 2026

## **Appendix 2**

### **Item 26/96**

#### **Parish Update May 2026**

##### **Community Governance Review**

Email circulated 11/5/26 outlining the Borough's agenda regarding the cross-over period between now and May 2027 (local election date). This includes the setting up of shadow councils to manage the Parish's where change is taking place. Further details on how this will specifically work for Wrockwardine PC to be sent in the next 2 weeks.

##### **Clerk's Annual Leave**

Just a reminder that the Clerk will be on leave 15/5/26 -25/6/26 (Bank Holiday) and will return to work on the 26<sup>th</sup> May 2026.

**Julia Hancox**  
**Clerk & RFO**  
**May 2026**