

Wrockwardine Parish Council

Minutes of the Annual Parish Council Meeting held on Wednesday 14th May 2025 at Admaston House, Admaston at 7.30p.m

Present:

Cllr P Cooper (Chairman)
Cllr E Ballantyne
Cllr K Ballantyne
Cllr P Bevis
Cllr R Eade
Cllr P Davis
Cllr S Parr
Cllr J Savage
Cllr K Tonks

In Attendance:

PC Simon Webb (West Mercia Police)
2 Members of the Public
J Hancox (Clerk)

25/76 Welcome by the outgoing Chairman

The outgoing Chairman welcomed everyone to the meeting.

25/77 Election of Chairman

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

25/78 Chairman's Declaration of Acceptance of Office

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

25/79 Election of Vice-Chairman

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

25/80 Apologies for absence

Cllr Thomas – Personal

25/81 Declaration of Interests & Dispensations

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

25/82 Public Session

One member of the public asked for an update on traffic issues at Long Lane and about the new developments planned.

Cllr Mrs Ballantyne entered the meeting at 7.34p.m

25/83 Police & PCSO

PC Webb gave the following updates:

- Anti-Social behaviour has resumed at Pemberton Road carpark following the removal of the planters
- Fly tipping around Wrockwardine – ensure reported on MyTelford
- Traffic monitoring at Allscott Meads
- Dangerous dog reported at Bratton

PC Webb left the meeting at 7.55p.m

25/84 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 April 2025.

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

25/85 Borough Councillor's Report

Borough Cllr Tonks reported on:
Development plans
Pemberton Road carpark
General parking issues

Borough Cllr Davis reported on:

Haygate Fields – problems with the contractors resurfaced when they ceased work and left the site. Planning have met with them and hopefully a way forward has been found.

25/86 Planning

1. Permissions & Refusals

Council noted the following permissions and refusals:

TWC/2025/0159	Site of 8 & 10 Shawburch Rd, Admaston	Erection of 8no. apartments with associated works	Full Refused
TWC/2025/0112	The Pool House, 2 Admaston Spa, Admaston	Replacement of 6no. modern vertical sliding window sashes including slim double glazing *Amended Description* * Amended Plans*	Listed Building Granted

2. New Applications

None received

Appeal Application – TWC/2024/0682, Land Adjacent Homecroft, Cheshire Coppice Lane, Bratton –

Outline application for the erection of 1no. self-build dwelling & access with all other matters reserved

Details

Telford & Wrekin Council has received an appeal on the 01/05/2025, which has been made to the Secretary of State against its decision to refuse planning permission and I am writing to you as you were consulted on the application or you had shown an interest.

The appeal is to be considered on the basis of written statements of case and will be determined by an inspector who has been appointed by the Secretary of State. A guide to taking part in planning appeals is available from the GOV.UK website at <https://www.gov.uk/government/collections/taking-part-in-a-planning-listed-building-or-enforcement-appeal>.

Copies of any comments already made following the original application, unless they are confidential, will be made available to The Planning Inspectorate and the appellant and will be taken into account

by the Inspector when determining the appeal. If you wish to make further comments, withdraw or modify your earlier comments in any way, you can do so on the Appeals Casework Portal at <https://acp.planninginspectorate.gov.uk> by 05/06/2025 against PINS reference APP/C3240/W/25/3364886. Any representations you make will be copied to ourselves and the appellant. Any representations made after this date will not usually be considered by the Inspector.

It was **RESOLVED** to make no further comment.

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

TWC/2025/0331	48 Dulwich Grange, Bratton	Erection of a single storey side & rear extension following demolition of existing conservatory	No Comment
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25/87 Finance

a) Final Accounts Paid & Bank Reconciliation for April 2025

The details were noted and **RESOLVED**.

b) Accounts to date for Payment May 2025

The accounts were **RESOLVED** for payment.

(Proposer: Cllr Davis; Seconder: Cllr Parr; Vote: All]

c) Insurance

Following receipt of details of 3 quotes (Appendix 1), it was **RESOLVED** to accept insurance from Zurich Municipal at a cost of £1,585.59.

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

25/88 Annual Governance & Accountability Review (AGAR) 2024/25

1. To approve the Year End Accounts 2024/25 (Appendix 2)

The accounts were noted and **RESOLVED**.

2. To review & confirm the Asset Register as at 31st March 2025

The asset register was reviewed and **RESOLVED**.

3. To receive the Internal Audit Report 2024/25

There were no recommendations or actions therefore the report was accepted and **RESOLVED**.

4. It was noted that the Internal Auditor was retiring.

5. To agree content & approve AGAR Section 1 "Governance Statement"

The questions on the statement were considered and answered accordingly whereby it was **RESOLVED** to approve the Governance Statement.

6. To approve AGAR Section 2 "Accounting Statements"

It was **RESOLVED** to approve the Accounting Statement.

7. Notification of Public Rights

It was **RESOLVED** to approve the dates for the public rights of inspection as 3rd June 2025 – 14th July 2025 (being 30 working days including the first 10 working days of July)

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

25/89 Appointment of Members to Committees

1. Finance & General Purposes Committee

RESOLVED - Cllr Cooper; Cllr Thomas; Cllr Parr; Cllr Eade

a) Election of Chairman

RESOLVED – Cllr Cooper

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

2. Human Resources Committee

It was agreed that the Committee members would remain as Cllr Cooper; Cllr Parr and Cllr Mr Ballantyne.

25/90 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 Davis; Second: Cllr Eade; Vote: All]

25/91 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 Davis; Second: Cllr Parr; Vote: All]

25/92 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. It was noted that in accordance with SAPP (Smaller Authorities Proper Practices Panel – previously JPAG) that smaller authorities were now required to have an IT Policy.

[Proposer: Cllr Davis; Second: Cllr Parr; Vote: All]

25/93 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; Second: Cllr Davis; Vote: All]

25/94 Traffic Matters

No reply had been received from Highways following the Parish Council's proposals sent to them following April's meeting. It was agreed that the Chairman should follow this up.

25/95 Allscott Allotments

Following a discussion it was **RESOLVED** to accept the site as is and accept responsibility for the carpark and the services.

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

25/96 Parish Update

Details of the update were noted (Appendix 3).

Cllr Davis left the meeting at 8.44p.m

25/97 SID Statistics

Members noted the data (Appendix 4) and there were no comments.

25/98 Grant Applications

1. Request for Grant from Community Wellbeing Fund – Following a discussion it was **RESOLVED** to award £1,000 from the fund to SASA Wellbeing Hub to support their Community Afternoon Tea to be arranged for August/September 2025.

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

25/99 Correspondence

a. Bratton Green Scoping Opinion - the details for the drop-in session on Thursday 22nd May 2025 were noted.

b. Notification of Play Area RoSPA – The date of sometime in June was noted.

25/100 Date of the next meeting

It was confirmed that the next meeting would be held on **Wednesday 11th June 2025 at 7.30p.m** at **Admaston House, Admaston.**

The meeting closed at 8.58p.m

Signed **P Cooper** Date **11th June 2025**
(Chairman)

Item 25/87

Finance

a) Final Accounts Paid & Bank Reconciliation for April 2025

Payee	Description	Net	VAT	Cost
Nobridge Ltd	Grass Cutting	776.16	155.24	931.40
C Hughes Groundcare	Grass Cutting	850.00	170.00	1,020.00
B Cartwright	SID Management	300.00	00.00	300.00
Hugo Fox	Website Provision	9.99	2.00	11.99
Cllr E Ballantyne	Councillor Expenses	13.97	0.65	14.62
IdVerde	Bin Emptying	266.00	53.20	319.20
Unity Trust Bank	Bank Charges	8.55	0.00	8.55
N Power	Street Lighting Supply	947.69	179.67	1,127.36
E-On	Street Lighting Maintenance	206.14	41.23	247.37
Various	Office Management	85.91	3.03	88.94
Various	Staffing Costs	3,043.76	00.00	3,043.76
Total		6,508.17	605.02	7,113.19

Bank Reconciliation – April 2025

Unity Current Account	
Current A/C balance 1/4/25	36,993.94
Minus payments made April	7,113.19
Add receipts April	56,000.00
Precept 1 st payment	
Balance 30/4/25	85,880.75
Unity Bank Statement 165	85,880.75

Other Banks	
Unity Instant Access A/C Statement 134	129,588.06
Includes interest £810.77	
Nationwide Business A/C Balance 31/3/25	78,142.78
includes interest £3,136.80	

Total Balance all Banks	293,611.59
Minus Earmarked Reserves as shown	94,555.00
Total spend amount	199,056.59
Includes budget spend of £115,000	
Precept 2 nd payment due Sept 2025	

Earmarked Reserves

Traffic Calming Admaston	40,000
Street Light Replacement Admaston	24,000
Playing Fields Maintenance	6,000
Grant Additional NAL Sockets	3,400
Bus Shelter Walcot	3,303
Football Pitch Wrockwardine	3,000
Ward Fund Grant Bus Shelter Walcot	1,500
Grant towards PCSO Vehicle	2,000
B5063 Contribution	1,000
Grounds Maintenance	1,000
Urgent Work Fund	
Outdoor Gyms (Commuted Sum)	660
Feasibility Study Admaston	550
Traffic Calming	
Grant for Bird & Bat Boxes	192
Community Wellbeing	1,500
Allscott Meads Allotments	5,000
Grant Solar Lighting	1,450
Total	94,555

b) Accounts for payment in May 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
T&W Council	Crucial Crew Grant	250.00	00.00	250.00
SALC	Annual Subscription	2,164.52	00.00	2,164.52
B Cartwright	SID Management	300.00	00.00	300.00
SDH Accounting	Internal Audit Fees	275.87	00.00	275.87
IdVerde	Bin Emptying	266.00	53.20	319.20
Tomato Energy	Street Lighting Supply	760.23	116.90	877.13
Hugo Fox	Website Provision	9.99	2.00	11.99
EB	CLlr Travel/Expenses	8.38	0.39	8.77
The Defib Pad	Defibrillator Maintenance	356.64	71.33	427.97
Stevenson Carter	Play Area Repairs/Maintenance	5,060.00	1,012.00	6,072.00
Unity Trust Bank	Bank Charges	8.70	00.00	8.70
E-On	Street Lighting Maintenance	207.20	41.44	248.64
Various	Office Management	50.45	0.44	50.89
Various	Staffing Costs	3,043.76	00.00	3,043.76
Total payments		14,426.72	1,630.70	16,057.42

Signed: J Hancox (Clerk & RFO) Date: 11th June 2025

Signed: P Cooper (Chairman) Date: 11th June 2025

Appendix 1

Item 25/87

c) Insurance

Background

The Parish Council's annual insurance is due for renewal. The current contract with Clear Councils Insurance ends on 31st May 2025 and cost £1,584.16.

Current

Clear Council's renewal quote is £1,839.02, a difference of £254.86. Due to the increase, the Clerk obtained 2 more quotes. These came back as follows:

Insurer	1 Year Quote	3 Year Quote
Clear Councils (current)	1,839.02	N/A
Zurich Municipal	1,585.59	1,449.72
CAS (Community Actions Suffolk)	1,450.03	1,380.05

Whilst CAS is the cheapest, on further investigation it includes buildings insurance which is standard, but not required and, the policy is tailored to charities and trusts rather than to Parish Councils. Zurich's quote is competitive and, the Parish Council did use them for a number of years previously where they did deal very quickly and efficiently with a couple of claims that came in whilst with them.

Recommendation

As Zurich Municipal is more geared to the Parish Council's needs the Clerk recommends accepting their 1-year policy. If the future of the Parish Council was more certain, the recommendation would be to take out the 3-year policy as it reduces the cost further and, locks it in. The Parish Council may still wish to do this and amend the policy if there are changes in the final year.

Julia Hancox
Clerk & RFO
9th May 2025

Appendix 2

Item 25/88

(1) Year End Accounts

Unity Trust Current A/c @ 1/4/2024	74,005.90
Unity Trust Savings A/C @ 1/4/2024	58,754.19
Nationwide 95 Day Saver A/c @ 1/4/2024	75,005.98
Total in Bank A/C's	207,766.07
Less Payments outstanding@ 1/4/2024	1,605.83
Actual spend available	206,160.24
Add Receipts 1/4/2024 -31/3/2025	135,533.74
Total	
Less spend 1/4/2024 - 31/3/2025	96,969.20
Total 31/3/2025	244,724.78
Unity Trust Current A/c @ 31/3/2025 Statement 164	36,993.94
Unity Trust Savings A/C @ 31/3/2025 Statement 133	129,588.06
Nationwide 95 Day Saver A/C @ 31/3/2025 Statement	78,142.78
Total in Bank Accounts	244,724.78
Less any payments outstanding	00.00
Actual spend available @ 31/3/2025	244,724.78

Appendix 3

Item 25/96

Parish Update May 2025

New Email Addresses

The Clerk will start using the new addresses from Tuesday 27th May (due to annual leave & Bank Holiday). This will be run alongside the old email address as signs/companies etc need to be amended and made aware (although the Clerk will attempt to merge email addresses at least for a temporary period!).

Walcot Bus Shelter

The shelter has been erected. At the time of this picture it needed staining and a gravel path to it.



Wrockwardine Car Park



Work is well underway on the carpark. The decision was made by SJ Roberts to create an entrance at the side so that the park could remain open as the weather has been good and there were Bank Holidays approaching.

Community Governance Review

The details of the Community Governance Review were received too late to add to the agenda. The details of the proposal have been shared with councillors and are as follows:

WELLINGTON, WROCKWARDINE, LITTLE WENLOCK AND RODINGTON Proposal and Rationale

It is proposed that

- Admaston and Bratton are incorporated into Wellington Town Council from Wrockwardine Parish Council. The rationale for this proposal is community identity and cohesion. Admaston and Bratton are an extension of the urban community of Wellington, whilst the other part of the existing Wrockwardine Parish is rural. The residents of Admaston and Bratton look to Wellington for the provision of services including schools, medical and dental services and shopping. There is a clear change in identity between Admaston and Wrockwardine which can be seen when travelling from the estate-type development of Admaston towards the village type settlement of Wrockwardine.
- That the Lewis Crescent area of Wrockwardine is also incorporated into Wellington Town Council to bring co-terminosity with the Borough boundaries. In addition, residents in the Haygate Fields development look to Wellington for the provision of services rather than to the village of Wrockwardine. Transport links
- That the rest of Wrockwardine and Little Wenlock Parish are brought together to create a new Wrockwardine and Little Wenlock Parish Council. The rationale for this proposal is community identity. The proposal will bring together two rural areas to better meet the needs of the community.

- The Boundary Review Committee consider whether there is merit in the proposed Wrockwardine & Little Wenlock Parish Council incorporating the area currently served by Rodington Parish Council. this would create a parish council with a clear rural identity serving the western part of the borough's rural area. The proposed Council would have 11 parish councillors compared to 22 for the current arrangements across the 3 parish areas

The Review Committee are due to meet 12/5/25 so there may be a verbal update for the PC meeting on the final recommendation to be submitted to a T&W Full Council.

Finials

There may be a verbal update available at the meeting.

War Memorial VE Day

Cllr Mrs Ballantyne captured this picture of the War Memorial, decorated beautifully for VE Day.



J Hancox
Clerk & RFO
May 2025

Appendix 4

Item 25/97

SID Statistics May 2025

Xxxx indicates most recent data

Shawbirch Road, Admaston, South

Date	Days there	No vehicles exceeding	Daily average	Additional Comments
2/10/24-13/10/24	12	11,053	921	64,250 vehicles 85 th Percentile 20.6mph & 30.8mph
10/12/24 – 22/12/24	13	11,564	882	
17/3/25 – 30/3/25	14	16,269	1,162	80,750 vehicles 85 th percentile 31.1 & 30.9 mph

Shawbirch Road, Admaston, North

Date	Days there	No vehicles exceeding	Daily average	Additional Comments
17/9/24 – 29/9/24	13	10,764	828	44,100 vehicles 85 th percentile speed 32.2mph
4/3/25 - 16/3/25	13	11,861	912	55,000 vehicles 85 th percentile speed 31.9mph

Wellington Road, Admaston, North

Date	Days there	No vehicles exceeding	Daily average	Additional Comments
15/10/24-27/10/24	13	10,086	775	
27/1/25-2/2/25	13	10,415	801	
1/4/25 – 13/4/25	13	9,854	758	

Wellington Road, Admaston, South

Date	Days there	No vehicles exceeding	Daily average	Additional Comments
29/10/24-10/11/24	13	3,104	239	
7/1/25 – 19/1/25	13	1,887	145	

Station Road, Admaston, North

Date	Days there	No vehicles exceeding	Daily average	Additional Comments
11/6/24 – 24/6/24	14	5,947	425	38,450 vehicles
10/12/24 – 22/12/24	13	4,157	318	32,900 vehicles 85 th percentile speed 29.7mph
17/3/25 – 30/3/25	14	3,950	282	

Station Road, Admaston, South

Date	Days there	No vehicles exceeding	Daily average	Additional Comments
6/8/24 – 18/8/24	13	4,977	383	35,800 vehicles
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

<u>Date</u>	<u>Days there</u>	<u>No vehicles exceeding</u>	<u>Daily average</u>	<u>Additional Comments</u>
26/11/24-8/12/24	14	1,556	111	South
18/2/25-2/3/25	13	1,123	86	North
5/2/25 – 16/5/25	12	1,165	97	South
29/4/25 – 11/5/25	13	1,430	110	North

The Avenue, Wrockwardine, East

<u>Date</u>	<u>Days there</u>	<u>No vehicles exceeding</u>	<u>Daily average</u>	<u>Additional Comments</u>
20/8/24 – 1/9/24	13	3,560	274	6,050 vehicles
26/11/24-8/12/24	14	3,805	292	7,415 vehicles 85 th percentile speed 24.6mph
5/2/25 – 16/2/25	12	3,907	325	7,400 vehicles 85 th percentile 24.5mph

The Avenue, Wrockwardine, West

<u>Date</u>	<u>Days there</u>	<u>No vehicles exceeding</u>	<u>Daily average</u>	<u>Additional Comments</u>
3/9/24 -15/9/24	13	2,631	204	Total vehicles approx. 6,660
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

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>
29/10/24-10/11/24	13	732	56	27,300 vehicles 85 th Percentile 36.9mph & 36.4mph
7/1/25- 19/1/25	13	402	31	25,750 vehicles 85 th percentile 34.9/average speed 30.44
15/4/25- 27/4/25	13	696	53	17,540 vehicles, 85 th percentile 37.7/average speed 32.3

High Ercall Road, Bratton, North (new location)

<u>Date</u>	<u>Days there</u>	<u>No vehicles exceeding</u>	<u>Daily average</u>	<u>Additional Comments</u>
24/10/23-5/11/23	13	2,855	220	27,640 vehicles
21/1/25-2/2/25	13	3,149	157	29,000 vehicles; 85 th percentile 39.4