

# Wrockwardine Parish Council

## Minutes of the Full Parish Council Meeting held on Wednesday 11<sup>th</sup> November 2024 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 J Savage  
Cllr G Thomas  
Cllr K Tonks

### In Attendance:

PC Kristian Day (West Mercia Police)  
PCSO Evie Dunkley (West Mercia Police)  
3 Members of the Public  
J Hancox (Clerk)

### 24/168 Welcome

The Chairman welcomed everyone to the meeting.

### 24/169 Apologies for absence

None received

Absent: Cllr P Davis; Cllr S Parr

### 24/170 Declaration of Interests & Dispensations

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

### 24/171 Public Session

No matters were raised.

### 24/172 Police & PCSO

PC Day introduced himself as the new officer for Wellington North. PCSO Dunkley gave updates on local matters including speeding, knife crime education, anti-social behaviour and the mobile units.

*Cllr Thomas arrived at 7.37p.m*

*PC Day & PCSO Dunkley left the meeting at 7.38p.m*

### 24/173 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 9<sup>th</sup> October 2024.

[Proposer: Cllr Eade; Seconder: Cllr Savage; Vote: All in attendance on 9/10/24]

### 24/174 Borough Councillor's Report

Borough Cllr Tonks reported on:

- Reporting of overgrown hedges on Shawbirch Road
- Gate at St Peter's Walk reported
- The Borough Council no longer willing to maintain the planters on Pemberton Road carpark – Council agreed it was not willing to take on responsibility given it was not Parish Council land.

Borough Cllr Thomas reported on:

- Road safety & Scrutiny Committee
- Allscott Meads traffic schemes

- Flooding at Allscott bridge

## 24/175 Planning

### 1. Permissions & Refusals

Council noted the following:

<b>TWC/2024/0679</b>	8 Donnerville Drive, Admaston	Reinstatement of internal stud wall & insertion of 2no. doors (Listed Building Consent)	Listed Building Granted
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### 2. New Applications

The following application was considered:

<b>TWC/2024/0763</b>	8 Bratton Rd, Bratton	Erection of a single storey side & rear extension	<b>No comment</b>
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### 3. Applications received after the agenda was circulated

The following application was considered:

<b>TWC/2024/0811</b>	30 Bratton Rd, Bratton	Erection of 2 storey front, side & rear extensions, 1no. detached pool house/swimming pool, 1no. detached triple garage/annexe following demolition of existing garage & associated landscaping	<b>No comment</b>
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## 24/176 Finance

### • Final Accounts Paid & Bank Reconciliations for October 2024

The details were noted and **RESOLVED**.

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

### • Npower Invoice

A briefing was shared prior to the meeting (Appendix 1). It was **RESOLVED** to pay the outstanding invoices at a cost of £4,361.56 inclusive of VAT.

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

### • Accounts to Date for Payment November 2024

The accounts were **RESOLVED** for payment including LGS pay agreement award to 1<sup>st</sup> April 2024. .

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

## 24/177 Other Meetings

### 1. Finance & General Purposes Committee

a) The minutes of the meeting held on Wednesday 23<sup>rd</sup> October 2024 were noted.

b) It was **RESOLVED** to accept the Discretion's Policy (Local Government Pension Scheme (Annex 1 & 2).

c) The draft budget as presented was discussed and the following raised:

- To keep Community Initiatives as a budget head and to look at projects for it to be spent on. It was agreed to change the name to Community Wellbeing so it was clearer what it was to be used for.
- To investigate whether the provision of streetlighting could be transferred to the Borough Council.

## 24/178 Allscott Allotments

The Briefing Note (Appendix 2) was considered and, following a discussion it was **RESOLVED** to instruct the solicitor that the Council would not accept the risks and additional costs and wanted the site completed by SJ Roberts prior to handover.

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

- 24/179 Finials** – Following a discussion it was agreed to order 2 finials – Blacksmiths Green and Leaton with the additional wording E2002R to commemorate one of the late Queen’s Jubilees as this was the original purpose of replacing the finials.
- 24/180 Community Governance Review** – In preparation for the revised review it was agreed that Cllr Eade, Cllr Tonks, Cllr Cooper and Cllr Mr Ballantyne form a working group to consider the Parish’s response, to meet in January.
- 24/181 Bus Shelters**  
The Chairman advised he was still awaiting information from SJ Roberts regarding the Walcot shelter and was contacting some glazing companies to give quotes for work on repairing Admaston.
- 24/182 Wrockwardine Car Park**  
No date available yet for the commencement of the work.
- 24/183 Traffic Matters**  
The Chairman reported on his work to combine all the recent information received on the traffic issues from T&W Highways department. Following a discussion it was agreed that:
- Cllr Tonks clarify the information she had received
  - Cllr Coopers notes be circulated to all councillors
- 1 member of the public left at 8.50p.m*
- 24/184 Review of Town & Parish/Borough Council Partnership Agreement**  
Following a discussion it was **RESOLVED** not to sign up to the agreement or partake in the review as Member’s felt that there was no benefit to the Council to do so [Vote: For: 1; Against:7]
- 24/185 Clerk’s Update**  
Members noted the Clerk’s update on various matters (Appendix 3).
- 24/186 SID Statistics**  
Members noted the data (Appendix 4).
- 24/187 Grant Applications**  
None received
- 24/188 Correspondence**  
None received
- 24/189 Date of the next meeting**  
It was confirmed that the next meeting would be held on **Wednesday 11<sup>th</sup> December 2024** at **7.30p.m** at **Admaston House, Admaston.**

*The meeting closed at 9.05p.m*

Signed **P Cooper** Date **11<sup>th</sup> December 2024**  
(Chairman)

## Item 24/157

### Finance

#### (a) Final Accounts Paid & Bank Reconciliation October 2024

Payee	Description	Net	VAT	Cost
Nobridge Ltd	Grass Cutting	776.16	155.24	x931.40
Nobridge Ltd	Play Area Surface Repair	695.00	139.00	x834.00
C Hughes Groundcare	Grass Cutting & other work	850.00	170.00	1,020.00
Unity Trust Bank	Monthly Bank Charges	3.30	00.00	3.30
B Cartwright	SID Management	300.00	00.00	300.00
Scribe	Accounting System	561.60	112.32	673.92
Hugo Fox	Website Provision	9.99	2.00	11.99
IdVerde	Bin Emptying	266.00	53.20	319.20
Royal British Legion	Commemorative Poppy Wreath	24.49	00.00	24.49
Tesco Mobile	Mobile Phone Provision	19.99	00.00	19.99
Various	Office Management	50.63	2.16	52.79
Various	Staffing Costs	2,798.43	00.00	2,798.43
Total payments		6,355.59	633.92	6,989.51

#### Bank Reconciliation

Unity Current Account	
Current A/C balance 1/10/24	76,103.86
Minus payments made October	6,989.51
Add Receipts October	00.00
Balance 31/10/24	69,114.35
Unity Bank Statement 159	69,114.35

Other Banks	
Unity Instant Access A/C Statement	127,157.02
Nationwide Business A/C Balance 31/3/24	75,005.98

Total Balance all Banks	271,277.35
Minus Earmarked Reserves as shown	93,605.00
Total spend amount as at 30/9/24 (includes budget spend circa £45k gross for 2024/25)	177,672.35

#### Earmarked Reserves

Traffic Calming Admaston	40,000
Street Light Replacement Admaston	24,000
Playing Fields Maintenance	6,000
Allscott Meads Allotments	5,000
Grant Additional NAL Sockets	3,400
Bus Shelter Walcot	3,303
Football Pitch Wrockwardine	3,000
Community Initiatives	1,500
Ward Fund Grant Bus Shelter Walcot	1,500
Grant towards PCSO Vehicle	2,000
B5063 Contribution	1,000
Grounds Maintenance Urgent Work Fund	1,000
Outdoor Gyms (Commuted Sum)	660
Feasibility Study Admaston Traffic Calming	550
Free Little Library	500
Grant for Bird & Bat Boxes	192
<b>Total</b>	<b>93,605</b>

**c)Accounts to Date for Payment November 2024**

Payee	Description	Net	VAT	Cost
Npower	Outstanding Invoices	3,678.69	682.87	4,361.56
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
IdVerde	Bin Emptying	183.41	36.68	220.09
Various	Office Management	83.77	4.06	87.83
Various	Staffing Costs	3,696.04	00.00	3,696.04
<b>Total payments</b>		<b>9,578.06</b>	<b>1,050.85</b>	<b>10,628.91</b>

Signed:   *J Hancox*   (Clerk & RFO)      Date:   *11<sup>th</sup> December 2024*  

Signed:   *P Cooper*   (Chairman)      Date:   *11<sup>th</sup> December 2024*

## Appendix 1

### Item 24/176 (b) Npower Invoice

#### Briefing Note

Having spent considerable time and effort and spoken to numerous Npower employees since February 2023 I am satisfied that the dispute is resolved and that the Parish Council do owe the amount of the combined invoices £4,361.56.

Paul Barker, Npower Payments Officer, has confirmed that the mistake was due to computer error and that the invoices were raised after the Parish Council's direct debit ended on 28<sup>th</sup> February 2021 when the accounts passed to E-On. These were payments from September 2021 to February 2021 and were due to issues with the accounting system. As a result, it is likely that the paper invoices and demands were sent to the previous Clerk incorrectly and were not forwarded or returned during the nine months before the merger of E-On with Npower. Following the merger, Npower installed new computer programming equipment and, the error was not picked up until February 2023 when the first contact regarding the outstanding invoices was raised and subsequently queried by the Clerk.

As part of my investigation the amounts payable to Npower since 2018 have been checked:

2018/2019	£13,454.88
2019/2020	£8,000.91
2020/21	£6,600.55

There was a discrepancy to previous amounts and, by adding the amount the total bill for 2020/21 would have been £10,962.11 and, whilst higher than the previous year this was because the PC had fallen out of a year's set contract.

According to the accounting payment schedule no payments were made to Npower in June 20; August 20; September 20; December 20 or January 20 which are the five invoice amounts.

This was an error by Npower and, the officer apologised for this and acknowledged that the ramifications for a payment this large was of great inconvenience, concern and very frustrating.

As the Responsible Finance Officer, I am satisfied that the invoices need to be paid and the dispute ended as it has taken up a lot of time which adds to the overall costings.

**Please Note: The figures quoted are gross and VAT has been claimed on all previous amounts and will be reclaimed on these at the end of this financial year**

J Hancox  
Clerk & RFO  
22<sup>nd</sup> October 2024

## **Appendix 2**

### **Item 24/178**

### **Allscott Allotments**

### **Briefing Note**

#### **Background**

Council agreed at September's Full Council meeting that it would be preferable for all the work on the allotments to be completed prior to handover rather than before. This was related back to SJ Roberts at the following Stakeholder Meeting and Members were advised that SJ Roberts had already instructed their solicitors to draw up the licence to occupy agreement and this was being sent to the PC's solicitors. The Council were given assurances by SJ Roberts that it would be protected by the 106 Agreement which would force the builders to complete the site if they did not fulfil their obligation and that the only indemnity was with respect to the drainage. This was related back to Council at October's meeting.

#### **Information**

The PC's solicitors have now received the agreement and have highlighted that SJ Roberts are proposing to complete the creation of the allotments by way of a licence to occupy. Given the amount of work still required to complete the site the solicitor advised the following issues:

1. The risk in proceeding given that the licence is terminable on one weeks-notice by either party irrespective of whether the works have been carried out;
2. Whilst the land is subject to a Section 106 Agreement in favour of T&W Council, it states that SJ Roberts will not be liable for breaches of any planning obligations contained in the S106 after interest in the land is transferred and therefore if the conditions relating to the allotments are not complied with prior to the transfer date, the liability to finish the project could fall on the Parish Council;
3. Additional legal costs to the PC to deal with a licence agreement of approximately £850 plus VAT (in addition to the £950 + VAT fee).

#### **Recommendation**

Given the risk factors and potential large increase in fees involved, the solicitor has asked Council to confirm if it does wish to accept the risks and additional cost and proceed in this way or to request that the site is completed before handover.

**Julia Hancox**  
**Clerk & RFO**  
**6 November 2024**

## **Appendix 3**

### **Item 24/185**

#### **Clerk's Update November**

#### **Play Area Repairs (RoSPA)**

Awaiting quotes from contractor for the work required. Unfortunately they have been very busy and have apologised for the delay. They have inspected all the sites and I have spoken to them regarding some of the work so it is just the written quotes we are waiting for.

A verbal update may be available at the meeting.

#### **Community Orchard**

The tree specialist visited the Orchard and mapped the trees. Next year they will visit during harvest time and map the varieties. A copy of the mapping is attached. The trees do need some pruning this year and, the tree specialist can return to assist with this. Whilst mapping the trees some residents walking on the site also volunteered to help and, any councillors wishing to assist, please let the Clerk know.

#### **Christmas Leave**

The Clerk will be on leave as follows:

Thursday 12<sup>th</sup> December 2024

Friday 20<sup>th</sup> December – Friday 27<sup>th</sup> December 2024

**J Hancox**

**Clerk & RFO**

**November 2024**



## Appendix 4

### Item 24/186

### SID Statistics November 2024

**Xxxx** indicates most recent data

#### Shawbirc Road, Admaston, South

Date	Days there	No vehicles exceeding	Daily average	Additional Comments
26/3/24-8/4/24	14	19,400	1,385	
11/6/24 – 24/6/24	14	14,104	1,007	
6/8/24-18/8/24	13	14,392	1,107	
2/10/24-13/10/24	12	11,053	921	64,250 vehicles 85 <sup>th</sup> Percentile 20.6mph & 30.8mph/average speed 26.32mph & 26.45mph

#### Shawbirc Road, Admaston, North

Date	Days there	No vehicles exceeding	Daily average	Additional Comments
26/6/24 – 5/7/24	11	17,323	1,732	
17/9/24 – 29/9/24	13	10,764	828	44,100 vehicles 85 <sup>th</sup> percentile speed 32.2mph

#### Wellington Road, Admaston, North

Date	Days there	No vehicles exceeding	Daily average	Additional Comments
5/2/24 – 11/2/24	13	12,919	994	
9/4/24 – 21/4/24	13	12,534	964	
15/10/24-27/10/24	13	10,086	775	

#### Wellington Road, Admaston, South

Date	Days there	No vehicles exceeding	Daily average	Additional Comments
23/4/24 – 6/5/24	14	2,904	207	
29/10/24-10/11/24	13	3,104	239	

#### Station Road, Admaston, North

Date	Days there	No vehicles exceeding	Daily average	Additional Comments
26/3/24 – 7/4/24	14	4,551	325	26,250 vehicles
11/6/24 – 24/6/24	14	5,947	425	38,450 vehicles

#### Station Road, Admaston, South

Date	Days there	No vehicles exceeding	Daily average	Additional Comments
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12/3/24 – 24/3/24	13	4,920	378	34,950 vehicles
25/6/24 – 5/7/24	11	4,382	398	31,450 vehicles
6/8/24 – 18/8/24	13	4,977	383	35,800 vehicles
17/9/24 – 27/9/24	11	4,669	424	85 <sup>th</sup> percentile speed 32mph

#### **Rushmore Lane, Allscott**

<b>Date</b>	<b>Days there</b>	<b>No vehicles exceeding</b>	<b>Daily average</b>	<b>Additional Comments</b>
27/2/24 – 10/3/24	13	912	70	North
24/5/24 – 8/6/24	16	1,106	69	South
20/8/24 – 1/9/24	13	1,311	101	South
3/9/24 – 15/9/24	13	1,199	92	North

#### **The Avenue, Wrockwardine, East**

<b>Date</b>	<b>Days there</b>	<b>No vehicles exceeding</b>	<b>Daily average</b>	<b>Additional Comments</b>
13/2/24-25/2/24	13	3,724	286	Approx 7,064 vehicles total
24/5/24 – 9/6/24	17	3,741	220	Approx 7,130 vehicles total
20/8/24 – 1/9/24	13	3,560	274	6,050 vehicles

#### **The Avenue, Wrockwardine, West**

<b>Date</b>	<b>Days there</b>	<b>No vehicles exceeding</b>	<b>Daily average</b>	<b>Additional Comments</b>
27/2/24 – 10/3/24	13	3,187	245	Total vehicles approx. 6,850
3/9/24 -15/9/24	13	2,631	204	Total vehicles approx. 6,660

#### **High Ercall Road, Bratton, South (new location)**

<b>Date</b>	<b>Days there</b>	<b>No vehicles exceeding</b>	<b>Daily average</b>	<b>Additional Comments</b>
23/4/24 – 6/5/24	14	1,047	75	21,745
29/10/24-10/11/24	13	732	56	27,300 vehicles 85 <sup>th</sup> Percentile 36.9mph & 36.4mph/average speed 31.78 & 31.39mph

#### **High Ercall Road, Bratton, North (new location)**

<b>Date</b>	<b>Days there</b>	<b>No vehicles exceeding</b>	<b>Daily average</b>	<b>Additional Comments</b>
24/10/23-5/11/23	13	2,855	220	27,640 vehicles