

Wrockwardine Parish Council

Minutes of the Annual Parish Council Meeting held on Wednesday 11th September 2024 at Admaston House, Admaston at 7.30p.m

Present:

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

In Attendance:

PCSO Trudy Jones (West Mercia Police)
2 Members of the Public
J Hancox (Clerk)

24/130 Welcome

The Chairman welcomed everyone to the meeting.

24/131 Apologies for absence

Cllr E Ballantyne – Illness

24/132 Declaration of Interests & Dispensations

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

24/133 Public Session

One member of the public requested an update about the traffic calming along Station Road, Admaston. The Chairman advised that the Council was still awaiting information from Telford & Wrekin Council Highway's Department following their meeting.

24/134 Police & PCSO

PCSO Jones gave an update on recent attempted thefts of high-performance cars in the area, school parking patrols and confirmed that the police were unable to carry out speed surveys on Drummery Lane as there was nowhere safe to stand. Borough Cllr Thomas said that he would be investigating this further to see if something could be done.

PCSO Jones left the meeting at 7.37p.m

24/135 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 10th July 2024.

[Proposer: Cllr Thomas; Seconder: Cllr Savage; Vote: all in attendance on 10/7/24]

24/136 Borough Councillor's Report

Borough Cllr Tonks reported on:

- the bike track in Admaston had been inspected and would be improved;
- overgrowth and weeding had been done, but due to the weather conditions reappeared quickly;
- the Jubilee oak tree in Admaston would receive maintenance around the trunk;
- still awaiting an update on flooding by Dulwich Grange.

Borough Cllr Davis updated Council on the ongoing battle with developers at Haygate Fields and that the Borough's Legal Team was now involved

Borough Cllr Thomas reported:

- that the Boundary Review undertaken by Telford & Wrekin, which had suggested merging Wrockwardine Parish Council with Little Wenlock Parish Council, had been temporarily deferred but that further consultation would happen and the Council needed to have a strong position on it, potentially within the next 3-4 months;
- on consultation for making the speed limits permanent past the Allscott Meads development.

24/137 Planning

1. Delegated Authority Applications During August

Council noted the following submissions:

TWC/2022/0529	Cul-de-sac adjacent 37 Brandon Ave, Admaston	Creation of a new vehicular access *Amended Red Line & Amended Plans Received*	No Objection
TWC/2024/0575	14 Beddows Close, Wellington	Erection of a gazebo & decking (Retrospective)	No Comment

TWC/2024/0518 Land North of Bluebell Grange, Allscott – Change of use from private open space to garden land & siting of 2no. shipping containers (Retrospective)

Objection – The Parish Council does not support this retrospective application. The proposed usage, access & egress is unclear & the containers are very close together and are substantial in size & are very close to the boundary. The proposal detracts from a rural environment.

2024 Amendment No.2 Moving Traffic Order – The Wrekin One Way System

Comment submitted: The one-way system does not work. The number of vehicles visiting the locality can be very high. If a car parking space cannot be found moving towards the Wrekin or on the car park the only choice is then to drive the long way around, back through a residential area to try again. This rarely happens given the distance involved and cars are being parked in almost an abandoned manner causing more chaos and frustration.

2. Permissions & Refusals

The following decisions were noted:

TWC/2024/0458	4 Elmsdale Cres, Admaston	Erection of a single storey side & rear extension & increase to roof height of existing garage *Amended Plans Received* *Amended Description*	Full Granted
TWC/2024/0397	Barratts Fields, Duncote Mill, Walcot	Erection of an agricultural storage building to include potato storage & all associated works *Amended Plans Received*	Full Granted
TWC/2024/0462	The Groves, 37 Leeses Close, Shawbirch	Erection of a 1 st flr side extension, a single storey rear extension & a single storey side & rear extension	Full Granted
TWC/2024/0392	Land adjacent 19 Aldermead Close, Admaston	Variation of condition 6 (deposited plans) of a previously approved application TWC/2022/0223 (Erection of 8no. dwellings with detached garages) to allow	Full Granted

		amendments to previously approved plans including erection of fencing to plots 1 & 8 & timber cladding to bay windows & gables (Retrospective)	
TWC/2024/0367	3 South View, Wrockwardine	Erection of a single storey extension	Full Granted
TWC/2024/0337	The Pool House, 2 Admaston Spa, Admaston	Replacement of modern vertical sliding window sashes inc. double glazing *Amended Plans* *Amended Description*	Listed Building Granted

3. New Applications

None

4. Applications received after the agenda was circulated

None

5. Request to meet re potential planning application

Following a discussion it was agreed that it would be beneficial for the applicant to attend a future meeting after the planning application had been submitted so that Councillor's and members of the public could be given the opportunity to hear the proposal and ask questions.

24/138 Finance

a) Final Accounts Paid & Bank Reconciliations for July & August 2024

The details were noted and **RESOLVED**.

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

b) Accounts to date for Payment September 2024

The accounts were **RESOLVED** for payment.

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

c) AGAR External Auditor Report & Certificate - the External Auditor's report and Certificate were received and noted that no matters were raised by the auditors. The Conclusion of Audit Notice to be published on the website and noticeboards as required. Cllr Davis thanked the Clerk for navigating another clear audit.

d) Npower Outstanding Unpaid Invoices – An update was given on the ongoing issue of alleged unpaid invoices from Npower dating back to 2021. Details of why the amounts were not taken through the direct debit process during that period had been requested. There did appear to be a shortfall in the amount paid to Npower that year but not through Council error.

e) Budget 2025/26 – Submissions for requests for work or projects Member's would like to be considered as part of next year's budget could be made prior to the next Finance & General Purposes Committee meeting.

24/139 Play Area RoSPA Reports

A verbal update on the progress of the work required was received.

24/140 Grounds Maintenance

1. Working Group – A verbal update was provided:

- Pruning and mapping of the Community Orchard planned for early October;
- Final cuts of Long Yard Meadow and the Orchard taking place;
- Planting of a walnut tree with the recent donation received (see Item 24/144), ground conditions to determine location.

Cllr Bevis & Cllr Savage advised there was ragwort in Long Yard Meadow which would need pulling before mowing took place. Clerk to liaise with contractor to obtain an additional quote and also to check that pathways had been cut regularly as per the contract.

2. Siberian Elm – Following a request for pruning of the elm, advice and a quote were sought. Following a discussion it was **RESOLVED** that the Working Group should seek further direction from Telford & Wrekin's Tree Officer to determine a long-term management plan for the tree and to bring this proposal back to Full Council.

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

Member of the public left at 8.21p.m

3. Allscott Allotments – Details were provided prior to the meeting (Appendix 1) and, following a discussion it was agreed that it would be preferable for all work on the allotments be completed before handover took place. A scheme of work and further details to be clarified with SJ Roberts at the Stakeholder Meeting next week.

24/141 Bus Shelters

There has been little success in finding a suitable supplier for a wood shelter at Walcot but the search will continue. It was agreed to get a formal quote for the replacement of the shelter at Admaston and bring this to the next meeting.

24/142 Wrockwardine Car Park

Leaton Quarry had agreed to fund the shortfall in the cost to install the carpark however, the Chairman was still concerned about consultation with residents. Following a lengthy discussion it was **RESOLVED** to send a letter to residents in Wrockwardine updating them of the proposals and to invite volunteers to help manage the opening and closing of the car park once constructed. The Clerk again pointed out that there were health & safety risks that would need to be risk assessed and, the insurance would need checking regarding the role of volunteers locking and unlocking gates. It was agreed to get an update on potential timescales for the work from SJ Roberts. The poor state of the current carpark was also discussed.

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

24/143 Telford & Wrekin Lighting Policy

The document, circulated previously, was noted.

Member of the public left at 9.03p.m

24/144 Clerk's Update

Members noted the Clerk's update on various matters (Appendix 2) including the Traffic Report received from Telford & Wrekin Council. It was noted that none of the actions discussed at the meeting of members of the Council and Highways had been included. The Clerk was asked to query this.

24/145 SID Statistics

Members noted the data (Appendix 3) and there were no comments.

24/146 Grant Applications

None received

24/147 Correspondence

- 1. Telford & Wrekin Climate Change Annual Conference** – Date noted Friday 18th October 2024
- 2. Sunshine Gym** – noted availability of free app for use with outdoor gym equipment
- 3. Parish Councils & Planning** – noted time & date of training seminar available
- 4. Safety of Lithium Batteries** – It was determined to support the campaign

5. Care Leaver Covenant – following a short discussion it was **RESOLVED** to support and raise awareness for the scheme through promotion on social media and on the website.

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

24/148 Date of the next meeting

It was confirmed that the next meeting would be held on **Wednesday 9th October 2024** at **7.30p.m** at **Admaston House, Admaston.**

The meeting closed at 9.14p.m

Signed **P Cooper** Date **9th October 2024**
(Chairman)

Item 24/138

Finance

(a) Final Accounts Paid & Bank Reconciliation July 2024

Payee	Description	Net	VAT	Cost
Nobridge Ltd	Grass Cutting	776.16	155.24	x931.40
Tomato Energy	Street Lighting Supply	2,014.13	269.72	X2,283.85
C Hughes Groundcare	Grass Cutting & other work	965.00	193.00	x1,158.00
E-On	Street Lighting Maintenance	1,422.77	284.55	x1,707.32
B Cartwright	SID Management	300.00	00.00	x300.00
Wicksteed Leisure Ltd	Playground Repair	20.34	4.07	x24.41
Hugo Fox	Website Provision	9.99	2.00	x11.99
RoSPA Play Safety	Annual Inspections	376.00	75.20	X451.20
Cllr EB	Cllr Travel/Expenses	5.59	0.26	X5.85
IdVerde	Bin Emptying	183.41	36.68	x220.09
Various	Office Management	79.40	4.01	X83.41
Various	Staffing Costs	2,798.43	00.00	x2,798.43
Total payments		8,952.22	1,024.73	9,976.95

Bank Reconciliation

Unity Current Account	
Current A/C balance 1/7/24	113,954.33
Minus payments made July	9,976.95
Minus Bank Transfer ** (see below)	68,000.00
Add receipts July	1.00
Balance 31/7/24	35,978.38
Unity Bank Statement 154	35,978.38

Other Banks	
Unity Instant Access A/C Statement	127,157.02
Includes transfer of £68,000 from Current A/C	
Nationwide Business A/C Balance 31/3/24	75,005.98

Total Balance all Banks	238,141.38
Minus Earmarked Reserves as shown	87,105.00
Total spend amount as at 31/7/24	151,036.38
(includes budget spend circa £90k gross for 2024/25 (Additional £53k precept due Sept 24))	

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	550
Admaston Traffic Calming	
Free Little Library	500
Grant for Bird & Bat Boxes	192
Total	87,105

** Moved £68,000 to Unity Instant Access Account to gain interest whilst waiting to complete work **

Final Accounts Paid & Bank Reconciliation August 2024

Payee	Description	Net	VAT	Cost
Nobridge Ltd	Grass Cutting	776.16	155.24	x931.40
C Hughes Groundcare	Grass Cutting	850.00	170.00	x1,020.00
B Cartwright	SID Management	300.00	00.00	x300.00
Hugo Fox	Website Provision	9.99	2.00	x11.99
Cllr EB	Cllr Travel/Expenses	11.18	0.52	x11.70
IdVerde	Bin Emptying	183.41	36.68	x220.09
Various	Office Management	27.46	0.29	x27.75
Various	Staffing Costs	2,799.43	00.00	x2,799.43
Total payments		4,972.62	364.73	5,337.35

Bank Reconciliation

Unity Current Account	
Current A/C balance 1/8/24	35,978.38
Minus payments made August	5337.35
Add receipts August	
Orchard Donation	250.00
Add late payment HMRC	475.10
Balance 31/8/24	31,366.13
Unity Bank Statement 155	31,366.13

Other Banks	
Unity Instant Access A/C Statement Includes transfer of £68,000 from Current A/C	127,157.02
Nationwide Business A/C Balance 31/3/24	75,005.98

Total Balance all Banks	233,529.13
Minus Earmarked Reserves as shown	87,105.00
Total spend amount as at 31/8/24 (includes budget spend circa £90k gross for 2024/25 (Additional £53k precept due Sept 24)	146,424.13

(b) Accounts to Date for Payment September 2024

Payee	Description	Net	VAT	Cost
Nobridge Ltd	Grass Cutting	776.16	155.24	x931.40
PKF Littlejohn	External Audit Fees	420.00	84.00	x504.00
C Hughes Groundcare	Grass Cutting	850.00	170.00	x1,020.00
Sutcliffe Play	Play Area Repair	72.00	14.40	x86.40
B Cartwright	SID Management	300.00	00.00	x300.00
Hugo Fox	Website Provision	9.99	2.00	x11.99
LiquidNet Ltd	Website Certificate	6.89	1.38	x8.27
Cllr PC	Chairman's Allowance	300.00	00.00	x300.00
IdVerde	Bin Emptying	183.41	36.68	x220.09
Tomato Energy	Street Lighting Supply	591.83	79.02	x670.85
Various	Office Management	93.19	8.99	X102.18
Various	Staffing Costs	2,798.43	00.00	x2,798.43
	Total payments	6,401.90	551.71	6,953.61

Signed: *J Hancox* (Clerk & RFO) Date: *9th October 2024*

Signed: *P Cooper* (Chairman) Date: *9th October 2024*

Appendix 1

Item 24/140 (3) Allscott Allotments

Members of the Grounds Maintenance Group and the Chairman met with SJ Roberts on site on 9th August 2024. The following topics were discussed:

1. Access

- Access has been relocated further up the boundary (towards road), 3 trees to be removed to accommodate. Given the timescale this will now take place after the nesting season.
- Access to plots will be gated with plot holders given access.

2. Completion

SJ Roberts asked if handover could be completed and work on the site finished after under licence. The PC's preference is for work to be completed prior to handover. However, if there is pressure on SJ Roberts to complete then it would be acceptable to complete with an indemnity clause in the agreement to cover any unforeseen circumstances, incomplete or unsatisfactory work.

3. Car Parking

- Lower part of the existing car park has been cleared by the business owners and will be for the sole use of the allotments.
- Signage can be erected on the allotment fencing to indicate parking (no permission required).
- Business will have access rights through the carpark, their own site will have separate lockable gates. The existing roadside gates are to remain in situ for future security.

4. Agreements

Agreements between the Parish Council and the new Allotment Society and tenancy agreements for plot holders will follow National Allotments Society guidelines with local adjustments made.

5. Additional Land

SJ Roberts to enquire with British Sugar about the land at the top end of the site and whether this could become "amenity land" for the public's enjoyment.

6. Lighting

There will be no electricity to the site and the PC may wish to restrict the use of lighting i.e solar lights, within the tenancy agreements.

7. Plots

To prevent difficulty in allocating plots of differing sizes, it was agreed to split some of the larger plots so that each plot is approximately the same size. Allocation of the plots to be determined by the PC.

8. Water

There will be one water metre with access points running from it.

9. Manhole Covers

These cannot be removed as there is working drainage beneath therefore, indemnity clause needs including in agreement.

10. Updating Residents

Clerk to send out an email updating residents who have shown an interest in a plot.

**J Hancox
Clerk & RFO
August 2024**

Appendix 2

Item 24/144 Clerk's Update September

Traffic Schemes Wrockwardine Parish Report

If there are queries or comments regarding the document, the Clerk will collate these to send back to T&W. The Clerk has requested clarification on where the Admaston traffic calming scheme sits within this, but to date, no reply has been received.

Community Orchard Bench

The Clerk received the following email from the family of Claire Orrey:

I have today made a donation of £250.00 to the Wrockwardine Parish Council. As discussed with Paul Cooper my daughter Louise and myself, we have made this donation out of the memorial bench fund set up for my late wife Claire. Many people gave generously and we would like some of the money left over to go to the upkeep of the apple orchard, as a way of thanking the Council for allowing and installing Claire's memorial bench in the location it now sits. It is a perfect location and we have had many comments from people who have walked past it and placed flowers on or around it in tribute.

We will of course ensure that the area is kept neat and tidy. Thank you again for all your help with the bench we know Claire would of loved it.

It was previously agreed by Council that any additional money could fund the planting of a mature native tree in the Orchard. The Grounds Maintenance Group will look at the implementation of this.

Finials

No update as yet, still awaiting costs from the company at Hortonwood.

**J Hancox
Clerk & RFO
September 2024**

Appendix 3

Item 24/145 SID Statistics September 2024

Xxxx indicates most recent data

Shawbirch Road, Admaston, South

Date	Days there	No vehicles exceeding	Daily average	Additional Comments
Dec 22/Jan 23	13	11,580	890	
Feb/March 2023	13	13,253	1,019	
April 2023	13	15,065	1,154	
10/10/23-23/10/23	14	16,550	1,182	
19/12/23-31/12/23	13	11,408	878	42,800 vehicles
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	

Shawbirch Road, Admaston, North

Date	Days there	No vehicles exceeding	Daily average	Additional Comments
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	
3/1/24-14/1/24	12	9,898	825	44,600 vehicles
12/3/24 – 24/3/24	13	12,920	994	
26/6/24 – 5/7/24	11	17,323	1,732	

Wellington Road, Admaston, North

Date	Days there	No vehicles exceeding	Daily average	Additional Comments
January 2023	13	7,548	581	
April 23/May 23	13	11,325	871	Road works by Post Office
4/7/23 – 16/7/23	13	12,542	965	
24/10/23 – 4/11/23	13	12,474	959	
5/2/24 – 11/2/24	13	12,919	994	
9/4/24 – 21/4/24	13	12,534	964	

Wellington Road, Admaston, South

Date	Days there	No vehicles exceeding	Daily average	Additional Comments
Jan 23/Feb 23	13	2,747	211	
April 2023	13	1,403	108	
16/1/24 - 28/1/24	13	2,934	226	
23/4/24 – 6/5/24	14	2,904	207	

Station Road, Admaston, North

Date	Days there	No vehicles exceeding	Daily average	Additional Comments
January 2023	13	3,901	300	
March 2023	13	3,604	277	
July 2023	12	6,406	534	
24/10/23-4/11/23	13	12,474	959	
18/12/23-31/12/23	14	3,786	270	School holidays
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
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
3/1/24-14/1/24	12	4,147	346	
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

Rushmore Lane, Allscott

Date	Days there	No vehicles exceeding	Daily average	Additional Comments
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	1,044	80	South
21/11/23-4/12/23	14	983	70	North
7/12/23-18/12/23	12	1,212	101	South
13/2/24 – 25/2/24	13	1,279	93	South
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

The Avenue, Wrockwardine, East

Date	Days there	No vehicles exceeding	Daily average	Additional Comments
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	
5/12/23-17/12/23	13	4080	312	Approx 7,350 vehicles total
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

<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
21/11/23-3/12/23	13	3,171	226	Total vehicles approx. 7,510
27/2/24 – 10/3/24	13	3,187	245	Total vehicles approx. 6,850

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>
7/11/23-19/11/23	13	681	52	20,668 vehicles
16/1/24-28/1/24	13	683	52	24,200 vehicles
23/4/24 – 6/5/24	14	1,047	75	21,745

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

Other Data

West Mercia Police carried out a speed survey on the B5063 due to the speeding concerns. The average speed was 34mph in the 40mph zone. There were 5 out of 100 vehicles seen to be driving in excess of 40mph, these speeds were 61, 50, 48, 47 and 45mph. All drivers were notified that they were going too fast.

Statistics Provision

Despite sending these statistics to T&W as requested a few months ago, it has just been flagged that they require additional including mean 85th percentile, speed limits & exact location of SID. Unfortunately the old SID unit cannot provide 85th percentile, whilst the newer unit can (see attached additional SID information). We are therefore working on providing a new format of reporting to bring it in line with what T&W requires.