

Wrockwardine Parish Council

Minutes of the Annual Parish Council Meeting held on Wednesday 8th May 2024 at Admaston House, Admaston at 7.30p.m

Present:

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

In Attendance:

J Hancox (Clerk)
1 Member of the Public

24/65 **Welcome by the outgoing Chairman**

The outgoing Chairman welcomed everyone to the meeting and thanked the Council for their support over the last 12 months.

24/66 **Election of Chairman**

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

24/67 **Chairman's Declaration of Acceptance of Office**

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

24/68 **Election of Vice-Chairman**

Cllr Thomas proposed Cllr Eade in her absence, 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.

24/69 **Apologies for absence**

Cllr E Ballantyne – Personal
Cllr K Ballantyne – Personal
Cllr P Davis – Work commitments
Cllr Eade – Work commitments

24/70 **Declaration of Interests & Dispensations**

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

24/71 **Public Session**

One member of the public asked for an update on traffic issues at Long Lane. The Chairman advised that there was a meeting scheduled with T&W Highways on 24 May 2024.

24/72 **Police & PCSO**

PC Webb was unable to attend the meeting but sent the following update:

- Vehicle recovered after a chase from Wrockwardine with a large amount of Class A & B drugs and cash inside
- Vehicle seized on Pemberton Road after checks showed revoked licence, no insurance and an illegal number plate
- PCSO requested assistance from patrol to a suspected drug driver by The Gate pub. Driver was subsequently arrested.

1 MOP left at 7.41p.m

24/73 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 April 2024.

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

24/74 Borough Councillor’s Report

Borough Cllr Tonks confirmed the meeting with T&W Highways would include the Parish Council’s issues and also numerous other issues that residents had contacted Cllr Tonks about.

Borough Cllr Thomas updated on a recent planning application and that a traffic survey had been completed at Allscott but no results received yet.

24/75 Planning

1. Permissions & Refusals

Council noted the following permissions and refusals:

TWC/2024/0118	2 Walton Cottages, Bratton Rd, Admaston	Erection of a 1 st flr side extension & 1no. outbuilding *Amended Plans Received*	Full Granted
TWC/2024/0195	Site of Charlton Barns, Bluebell Lane, Charlton	Conversion of 1no. residential unit to 2no. dwellings (Retrospective)	Full Granted
TWC/2024/0181	Severn Trent Water Ltd, Rushmoor Sewage Works, Rushmoor	Installation of 1no. motor control centre kiosk	Full Granted

2. New Applications

TWC/2024/0283	Land south/west of Donnerville Drive, Admaston	Variation of condition 8 (Deposited Plans) on planning application TWC/2022/0571 (Variation of condition 21 on previously approved application TWC/2019/0503 (Erection of 5no. dwellings & garages with associated access, public open space & landscaping) to allow amendments to eaves & verge detailing, repositioning of chimney breast, internal alterations, the installation of rooflights & the inclusion of a SUDS basin) to allow additional windows to 2 nd flr gable ends to plots 1 & 3	No Comment
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TWC/2024/0306	12 Admaston Spa, Admaston	Erection of a single storey side extension	No Comment
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TWC/2024/0288 Wrockwardine Village Hall, Station Road, Wrockwardine - Felling of Hawthorn hedge

It was **RESOLVED** to **object** to this application on the following grounds:

The Parish Council objects to the felling of the hedge on environmental, ecological and conservational grounds as it provides habitat for birds and other animals. The Council is also very concerned that it is currently the nesting season and no hedges should be cut at this time so if approved, work should not be carried out until the Autumn.

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

TWC/2024/0297 The Rectory, Wrockwardine – Felling of 1no. Rowan tree (T16a) & 1no. Apple tree (G1), 2m reduction of longest limb & pruning to 1no. Oak tree (T18), 20% crown reduction & pruning to 1no. Cherry tree (T20) & height reduction to 2m & width reduction of 1no. Hawthorn hedge

It was **RESOLVED** to **object** to this application on the following grounds:

The Parish Council objects to the felling of trees at the site on environmental, ecological and conservational grounds. The Council does not object to the reduction and pruning of the trees and hedge although this is the nesting season and would be very concerned if the work were to be undertaken before the Autumn.

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

3. Applications received after the agenda was circulated

TWC/2024/0337	The Pool House, 2 Admaston Spa	Replacement of modern vertical sliding window sashes with sashes including slim double glazing & replacement of modern vertical sliding window sashes (within historic & surrounds) with new sashes including double glazing	No Comment
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24/76 Finance

a) Final Accounts Paid & Bank Reconciliation for April 2024

The details were noted and **RESOLVED**.

b) Accounts to date for Payment May 2024

The accounts were **RESOLVED** for payment.

(Proposer: Cllr Thomas; Seconder: Cllr Savage; Vote: All]

c) Insurance

It was **RESOLVED** to renew the insurance cover with Clear Council's Insurance (previously BHIB) at a cost of £1,584.16 for 12 months. It was further **RESOLVED** to continue the subscription to Parish On-Line at a cost of £161 + VAT for 12 months.

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

24/77 Annual Governance & Accountability Review (AGAR) 2023/24

1. To approve the Year End Accounts 2023/24 (Appendix 1)

The accounts were noted and **RESOLVED**.

2. To review & confirm the Asset Register as at 31st March 2024

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

3. To receive the Internal Audit Report

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

4. 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.

5. To approve AGAR Section 2 “Accounting Statements”

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

6. Notification of Public Rights

It was **RESOLVED** to approve the dates for the public rights of inspection as 2nd June 2024 – 12th July 2024 (being 30 working days including the first 10 working days of July)

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

24/78 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 to defer this item to June’s meeting in order to ask Cllr Mr Ballantyne if he would be on the committee. Cllr Cooper and Cllr Parr agreed to stand.

24/79 Appointment of Representatives to Working Groups & Others

The following representatives were **RESOLVED**:

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

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

24/80 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). Following a discussion it was further **RESOLVED** to reinstate the January meeting.

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

Venues were discussed and it was agreed to continue using Admaston House for at least the next 3 months whilst alternatives were considered.

b. Proforma for proposed agenda items

This was not available and was deferred until June’s meeting.

24/81 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 updated model Financial Regulations were due to be released by NALC and, once received any necessary amendments would be considered by the Finance & General Purposes Committee before approval by Full Council.

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

24/82 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 Thomas; Seconder: Cllr Parr; Vote: All]

24/83 Traffic Matters

It was confirmed that the meeting arranged by Cllr Tonks (as a Borough Cllr) on 24 May 2024 would also be attended by Cllr Cooper and Cllr Mr Ballantyne would be invited.

24/84 Wrockwardine Car Park

This item was deferred until June's meeting as more information regarding costings was needed.

24/85 Bus Shelters

Costs of new bus shelters had been circulated prior to the meeting. It was agreed that the item should be deferred until June's meeting to consider other options and suppliers.

24/86 Clerk's Update

Members noted the Clerk's update on various matters (Appendix 2).

24/87 SID Statistics

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

24/88 Grant Applications

The Clerk confirmed that following the consideration of their application at last month's meeting, Fraser's Wood Community Interest Company had provided the requisite business bank account and confirmed land ownership (themselves). It was **RESOLVED** to award £200 grant funding

24/89 Correspondence

None to discuss or note.

24/90 Date of the next meeting

It was confirmed that the next meeting would be held on **Wednesday 12th June 2024 at 7.30p.m** at **Admaston House, Admaston.**

The meeting closed at 8.49p.m

Signed _____ *P Cooper* _____ Date 12th June 2024 _____
(Chairman)

Wrockwardine Parish Council

Item 24/76

Finance

Finance

a) Accounts paid in April 2024

Payee	Description	Net	VAT	Cost
Nobridge Ltd	Grass Cutting	739.20	147.84	887.04
C Hughes Groundcare	Grass Cutting/Seed Planting	1,350.00	270.00	1,620.00
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	5.59	0.26	5.85
IdVerde	Bin Emptying	183.41	36.68	220.09
N Power	Street Lighting Supply	919.03	183.81	1,102.84
Various	Office Management	96.58	7.96	104.54
Various	Staffing Costs	2,757.17	00.00	2,757.17
	Total	6,360.97	648.55	7,009.52

b) Bank Reconciliation April 2024

Current Account balance 1/4/2024	74,005.90
Minus: Payments made April	7,009.52
Staffing payments (late due to Bank Holiday)	1,605.83
Add: Receipts April	
Precept (50%)	53,000.00
West Mercia Police Grant (NAL Sockets)	3,400.00
Balance 30/4/24	121,790.55
Unity Current Account Statement 150	121,790.55

Other Banks

Unity Instant Access Interest Account 30/4/24 Statement	58,754.19
Natwest Business 95 Day Saver A/C Balance 30/4/24	75,005.98
Total Bank Balances	255,550.72
Minus earmarked reserves as shown	87,105.00
Total spend as at 31/3/24 (includes budget spend for 2024/25)	168,445.72

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 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
Total	87,105

c) Accounts for payment in May 2024

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
Bees & Trees Ltd	Community Orchard Pruning	290.00	00.00	290.00
SALC	Annual Subscription	1,936.05	00.00	1,936.05
B Cartwright	SID Management	300.00	00.00	300.00
IdVerde	Bin Emptying	183.41	36.68	220.09
Liquid net	Web Domain Fee	15.62	3.12	18.74
Hugo Fox	Website Provision	9.99	2.00	11.99
EB	Cllr Travel/Expenses	15.48	0.52	16.00
Various	Office Management	25.80	00.00	25.80
Various	Staffing Costs	2,839.69	00.00	2,839.69
	Total payments	7,242.20	367.56	7,609.76

Signed: *J Hancox* (Clerk & RFO) Date: 12th June 2024

Signed: *P Cooper* (Chairman) Date: 12th June 2024

Appendix 1
Item 24/77 (1)

Wrockwardine Parish Council Year Ending 31st March 2024

Bank Reconciliation

Unity Trust Current A/c @ 1/4/2023	74,099.69
Unity Trust Savings A/C @ 1/4/2023	57,239.12
Nationwide 95 Day Saver A/C @ 1/4/2023	72,463.12
Total in Bank A/C's	203,801.93
Payments outstanding@ 1/4/2023	00.00
Actual spend available	203,801.93
Add Receipts 1/4/2023 -31/3/2024	106,347.57
Total	310,149.50
Less spend 1/4/2023 - 31/3/2024	103,989.26
Total 31/3/2024	206,160.24
Unity Trust Current A/c @ 31/3/2024 Statement 149	74,005.90
Unity Trust Savings A/C @ 31/3/2024 Statement 121	58,754.19
Nationwide 95 Day Saver A/C @ 31/3/2024 Statement 8	75,005.98
Total in Bank Accounts	207,766.07
Less any payments outstanding Staffing Costs late due to Bank Holiday	1,605.83
Actual spend available @ 31/3/2024	206,160.24

Appendix 2

Item 24/86

Clerk's Update May 2024

Annual Parish Meeting

Tables & speakers confirmed. Monday 20th May 2024 7-9p.m, access from 6.15p.m and any Councillors who can offer assistance setting up would be gratefully received. Agenda part of the meeting will start at 7.00p.m and last around an hour. Coffee/tea/juice & cakes will be available from the foyer kitchen. Agenda will be out Thursday 9th May, to comply with legal requirement (7 clear days-notice) although there has already notices on social media and on notice boards. If anyone is able to promote the event when out and about or talking to residents, that would be appreciated.

Community Orchard Bench

The bench has been delivered and, following consultation between the Ground Management Group, the Chairman and the family donating the bench, the additional money the family collected will pay for installation of the bench and the planting of a mature tree, hopefully a rare, indigenous species. Awaiting costs from contractor.

Free Little Library

SJ Roberts are painting it grey and hopefully it will be installed shortly.

Finials

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

Julia Hancox
Clerk & RFO
May 2024

Appendix 3

Item 24/87 SID Statistics

May 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	

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	

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

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

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

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

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