

# Wrockwardine Parish Council

## Minutes of the Annual Parish Council Meeting held on Wednesday 10th July 2024 at Admaston House, Admaston at 7.30p.m

### Present:

Cllr P Cooper (Chairman)  
Cllr E Ballantyne  
Cllr K Ballantyne  
Cllr J Savage  
Cllr K Tonks  
Cllr G Thomas

### In Attendance:

PCSO Evie Dunkley (West Mercia Police)  
PCSO Ivan Collumbell (West Mercia Police)  
2 Members of the Public  
J Hancox (Clerk)

#### 24/113 Welcome

The Chairman welcomed everyone to the meeting.

#### 24/114 Apologies for absence

Cllr Bevis – Personal  
Cllr Parr - Personal

#### 24/115 Declaration of Interests & Dispensations

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

#### 24/116 Public Session

Members of the public raised issues around speeding at Long Lane and Wrockwardine. Councillors gave information regarding actions and progress.

#### 24/117 Police & PCSO

PCSO Dunkley gave an update on recent anti-social behaviour, vehicle thefts, surveys with residents and speeding. PCSO Collumbell advised that a Farm Watch group was being set up by a new officer.

*PCSO's Dunkley & Collumbell left the meeting at 7.54p.m*

#### 24/118 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 12 June 2024.  
[Proposer: Cllr Tonks; Seconder: Cllr Savage; Vote: all in attendance on 12/6/24]

#### 24/119 Borough Councillor's Report

Borough Cllr Tonks reported that whilst the hedges had been cut back along Wellington Road, some additional work was needed to ensure the whole footpath was clear.

Borough Cllr Thomas advised that both himself and Cllr Tonks had been approached by the developer for Cheshire Coppice to try and arrange a meeting with the Council regarding resubmitting their planning application. They had been advised to send any request via the Clerk.

#### 24/120 Planning

##### 1. Permissions & Refusals

Council noted the following permissions and refusals:

<b>TWC/2022/0547</b>	Leaton Quarry, Leaton	Proposed northern extension for the mining & working of minerals (see T&W Portal for full description). Includes NATTRAN/WM/S247/5282 Stopping of Highway at Leaton Lane	Full Granted
<b>TWC/2024/0306</b>	12 Admaston Spa, Admaston	Erection of a single storey side extension	Full Granted

## 2. New Applications

The following applications were considered:

<b>TWC/2024/0462</b>	The Groves, 37 Leeses Close, Shawbirch	Erection of a 1 <sup>st</sup> flr side extension, a single storey rear extension & a single storey side & rear extension	Council made No Comment
<b>TWC/2024/0458</b>	4 Elmsdale Cres, Admaston	Erection of a single storey rear extension	Council made No Comment

## 3. Applications received after the agenda was circulated

None

## 4. Delegation of Powers

It was **RESOLVED** to delegate planning decisions to the Clerk following consultation with the Chairman and Vice-Chairman during the Summer recess.

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

## 24/121 Finance

### a) Final Accounts Paid & Bank Reconciliation for June 2024

The details were noted and **RESOLVED**.

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

### b) Accounts to date for Payment July 2024

The accounts were **RESOLVED** for payment.

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

### c) Current Account Tarriff Review

The Clerk gave a verbal update on the proposed increased banking tariff which would mean an increase from £72.00 fees per year to approximately £108 per year. This was due to the increased turnover of the current account. It was **RESOLVED** to accept the increase and remain with Unity Bank as the amount still provided value.

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

## 24/122 Play Area RoSPA Reports

The annual RoSPA inspections were completed in June and following analysis of potential work required, a report was circulated prior to the meeting (Appendix 1). Following a discussion it was **RESOLVED** that quotes should be sourced and, if they fell within the budget already allocated to play area repairs, that the work be ordered and completed as soon as possible.

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

## 24/123 Bus Shelters

A further quote for a wooden shelter at Walcot was considered, but at over £6k it was considered too expensive. Following a discussion it was agreed that a more realistic price was around £4k + VAT. It was agreed that Cllr Cooper would contact some other suppliers and, in the meantime arrange to get the base cleared in preparation.

*1 member of the public left at 8.08p.m*

**24/124 Grass Verges**

The general state of the grass verges in the Parish were discussed at the request of Cllr Cooper who felt that some were now health & safety concerns. Both the Borough Councillors present advised reporting any that were of concern on the My Telford app in the first instance, once logged, if not completed these could then be chased up through official channels within Telford & Wrekin Council who hold responsibility for all the verges.

**24/125 Clerk's Update**

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

**24/126 SID Statistics**

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

**24/127 Grant Applications**

None received

**24/128 Correspondence**

None to discuss or note.

**24/129 Date of the next meeting**

There being no meeting in August, it was confirmed that the next meeting would be held on **Wednesday 11 September 2024 at 7.30p.m at Admaston House, Admaston.**

*The meeting closed at 8.32p.m*

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Chairman)

## Item 24/121

### Finance

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

Payee	Description	Net	VAT	Cost
Nobridge Ltd	Grass Cutting	776.16	155.24	931.40
RoSPA Play Safety	RoSPA Wood Inspection	495.00	99.00	594.00
C Hughes Groundcare	Grass Cutting	870.00	174.00	1,044.00
E-On	Street Lighting Maintenance	107.83	21.57	129.40
B Cartwright	SID Management	300.00	00.00	300.00
Morrisons	Refreshments for Parish Meeting	39.05	00.00	39.05
Hugo Fox	Website Provision	9.99	2.00	11.99
Admaston House Trust	Room Hire	250.00	00.00	250.00
Cllr EB	Cllr Travel/Expenses	13.97	0.65	14.62
IdVerde	Bin Emptying	183.41	36.68	220.09
Parish On-Line	Annual Subscription	161.00	32.20	193.20
Various	Office Management	96.83	5.32	102.15
Various	Staffing Costs	2,798.43	00.00	2,798.43
<b>Total payments</b>		<b>6,101.67</b>	<b>526.66</b>	<b>6,628.33</b>

#### Bank Reconciliation

Unity Current Account	
Current A/C balance 1/6/24	120,582.66
Minus payments made June	6,628.33
Add receipts June	00.00
Balance 30/6/24	113,954.33
Unity Bank Statement 153	113,954.33

Other Banks	
Unity Instant Access A/C Statement Includes £402.83 interest	59,157.02
Nationwide Business A/C Balance 31/3/24	75,005.98

<b>Total Balance all Banks</b>	<b>248,117.33</b>
Minus Earmarked Reserves as shown	87,105.00
<b>Total spend amount as at 30/6/24</b> (includes budget spend circa £90k gross for 2024/25 (Additional £53k precept due Sept 24))	<b>161,012.33</b>

#### 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
<b>Total</b>	<b>87,105</b>

**(b) Accounts to Date for Payment July 2024**

<b>Payee</b>	<b>Description</b>	<b>Net</b>	<b>VAT</b>	<b>Cost</b>
Nobridge Ltd	Grass Cutting	776.16	155.24	931.40
RoSPA Play Safety	RoSPA Wood Inspection	376.00	75.20	451.20
C Hughes Groundcare	Grass Cutting	850.00	170.00	1,020.00
E-On	Street Lighting Maintenance	1,422.77	284.55	1,707.32
B Cartwright	SID Management	300.00	00.00	300.00
Hugo Fox	Website Provision	9.99	2.00	11.99
Cllr EB	Cllr Travel/Expenses	5.59	0.26	5.85
IdVerde	Bin Emptying	183.41	36.68	220.09
Tomato Energy	Street Lighting Supply	1,424.40	190.89	1,615.26
Various	Office Management	80.40	4.01	84.41
Various	Staffing Costs	2,798.43	00.00	2,798.43
<b>Total payments</b>		<b>8,227.15</b>	<b>918.83</b>	<b>9,145.98</b>

Signed: \_\_\_\_\_ (Clerk & RFO) Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (Chairman) Date: \_\_\_\_\_

## Appendix 1

### Item 24/122

#### Play Area RoSPA Reports

##### Overview

- The Parish Council has a legal duty of care to users of the Council's land and supplied equipment as well as a moral responsibility;
- The Parish Council must adhere to RoSPA recommendations or it will be likely to be in breach of its duty of care;
- Routine weekly inspections of our four sites are carried out by either Cllr Mrs Ballantyne or the Clerk and weekly evidence sheets kept for reference. This is a visual check for any obvious safety hazards or vandalism requiring action or maintenance.
- Annual inspections are carried out by a registered RoSPA Inspector every summer.

##### Details

1. The national RoSPA inspector, Mr Ben Wyatt, visited all four sites on 26th June 2024.
2. The purpose of his report is to identify a range of risk factors from very low to very high undertaken using the RPII inspection methodology scores ranging from 1- 25 categorised as low, medium or high risk. Scores are calculated by plotting the likelihood of harm against the severity of the injury sustained. Likelihood is given a score 1-5 as is the severity; these two numbers are then multiplied.
3. 1-7 - Low risk considered tolerable unless remedial work is identified - green
4. 8-12 - Medium risk, some control measures may be suggested - yellow
5. 13-25 - High risk requiring urgent action to reduce risk to tolerable levels - red

##### Admaston Green - Adult gym and Youth shelter

- Youth shelter - Lacks stability, tighten all bolts - 10  
Replace vandalised & missing bolt caps where possible - 6  
Tighten loose roof bolts - 5
- Cross Trainer - Monitor bearing wear & replace when necessary - 6  
Treat & repair bolt corrosion - 3
- Rower - Replace cap - 5
- Bench - Treat and repair corrosion - 4

##### Pemberton & Burnell Road

- Seesaw - Monitor decaying timbers - 10  
Monitor rusty spring - 8  
Tighten side panel - 6
- S.Surface - Glue/fill gaps in all safety surface edges - 8
- Horse - Monitor decaying timber - 8  
Tighten spring - 6  
Monitor rusty spring - 4
- Pirate ship - Repair decaying timbers - 8  
Tighten or replace slide guard barriers - 8  
File slide bolts - 8  
Tighten loose fixings - 3
- Swings - Monitor chain wear & top links on toddler seats - 7
- Play panel - Replace cap - 4
- Carousell - Fill matting gaps - 4

- Multiplay - Tighten bolt – 3
- Bench - Monitor wood decay - 3
- Fencing - Repaint - 3

### **Walcot**

- Bark levels - Top up, not compliant to 400mm safety standards – 9
- Climbing frame - Replace decayed timber post as soon as practicable - 9  
Monitor finger entrapment on platform – 9
- Swings - Monitor chain wear – 6
- Bench - Tighten or replace planks – 6
- Carousell - Replace cap – 5
- Rocker chair - Monitor rusty spring – 4
- Fence - Remove encroaching vegetation – 3

### **Wrockwardine**

- Kick wall - Decayed back support posts, replace as soon as practical – 9
- Swings - Worn brushes, remove shackle bolt, check brush & shackle pin wear, replace if needed - 9  
Paintwork poor condition - 4  
Monitor rubber seat - 4  
Monitor post padding - 4  
Repair safety surface – 3
- Disc - Treat with oil/grease/silicon, replace worn bearings if necessary - 8
- Rocker 3 seat - Monitor rusty spring – 8  
Paintwork poor repaint – 5
- Rocker 4 seat - Replace worn bearings – 8  
Paintwork poor repaint - 5
- Swing boat - Tighten loose bolts – 6  
Repair exposed rope core - 6
- Zip wire - Remove chain cover to inspect – 6  
Dismantle & inspect, repair finger guards - 6
- Climbing frame - Monitor decaying timber – 6
- Adventure Trail - Monitor carousel bearings, replace when necessary – 6  
Monitor carousel fixing - 3  
Monitor beam for decay – 5
- Goal post - Repair ground - 6
- See saw - Monitor timber decay – 5
- Bench - Monitor decay, sand splintered edges as required – 6
- Metal shelter - Replace missing cap – 5  
Repair rust – 5
- Wood shelter - Decayed timber replace all 4 posts as soon as practical - 5

To also note the addition of one wooden seating bench, donated following the death of local residents and from their garden and installed by Cllr Bevis.

### **Resolution :-**

To source quotes for the following identified work and bring these back to Full Council for consideration in

September.

**Admaston Green – Adult Gym and Youth shelter**

- Tighten all Youth Shelter bolts

**Pemberton & Burnell Road**

- Repair decaying pirate ship timbe.
- Tighten or replace slide guard barriers
- File slide bolts

**Walcot**

- Replace decaying timber post on frame

**Wrockwardine**

- Replace 3 kick wall support posts (metal sleeve bases)
- Replace 4 posts on wooden shelter (metal sleeve bases)
- Remove swing shackle bolt, check brush & shackle pin wear replace if needed
- To add the installed bench to inventory for insurance & maintenance purposes

Report – Cllr E. Ballantyne & J. Hancock, Clerk & RFO

7<sup>th</sup> July 2024

DRAFT



## Appendix 2

Item 24/125

Clerk's Update July 2024

### Free Little Library



This has now been installed.

### Sleepers around Siberian Elm

The contractor has reinstated these.

### Memorial Bench – The orchard

Contractor has installed and removed the old bench. Donation of the remaining money will be transferred to the PC to cover installation costs and, any remaining money will be used to purchase a more mature tree for the site.

### Finials

No update yet, waiting for costs from firm at Hortonwood.

Julia Hancox  
Clerk & RFO  
July 2024

**Appendix 3**  
**Item 24/126**  
**SID Statistics July 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	

**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

**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

**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

**The Avenue, Wrockwardine, West**

<b><u>Date</u></b>	<b><u>Days there</u></b>	<b><u>No vehicles exceeding</u></b>	<b><u>Daily average</u></b>	<b><u>Additional Comments</u></b>
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)**

<b><u>Date</u></b>	<b><u>Days there</u></b>	<b><u>No vehicles exceeding</u></b>	<b><u>Daily average</u></b>	<b><u>Additional Comments</u></b>
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)**

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