

**Minutes of the Full Council of Lilleshall Parish Council held on 1st June 2021 at 7pm
held at Lilleshall Memorial Hall**

Members present Cllrs: Baker (Chairman), Cornes, Millard, Parker, Shaw, Taylor

In attendance: Mr Furnival (Clerk)

21/22.25 Public Session

No members of the public were present.

21/22.26 Apologies and declarations of Interest

Cllr Challinor Away on holiday
Cllr Eade Away on holiday

Cllr Taylor declared an interest in item 21/22.37 as a member of the Allotment Society.

21/22.27 Declaration of Climate Emergency

The Chairman outlined the commitment from this Council to the community about how we intend to play our part in tackling climate change.

It was proposed by Cllr Shaw and seconded by Cllr Taylor, all were in favour, thus **RESOLVED to adopt the actions outlined in the Climate Change Commitment Statement. Appendix A**

21/22.28 Minutes of the Full Council meeting held 4th May 2021

It was proposed by Cllr Taylor and seconded by Cllr Cornes, all were in favour, thus **RESOLVED that the minutes of the meeting held on 4th May 2021 be signed as a true record.**

21/22.29 Matters arising, for information, from the 4th May 2021

Chairman notes that he has been in contact with the street lighting contractors for Telford & Wrekin Council to address the damaged edging stones at St Michaels Church.

21/22.30 Chairman's Report

Met with Councillors and the Clerk on the 25th May to discuss the first draft of the traffic calming scheme developed by Telford & Wrekin Council, the plan will be discussed later in the meeting.

The Annual Electors Meeting went very well with an attendance of 31 people and a very open, large discussion of local issues. Notes of this meeting will be published on the Parish Councils website.

21.22.31 Officer's Reports

- Officers of the Parish Council had a meeting with Kay Steele on 27th May as part of a new monthly meeting with officers to discuss matters relating to the Parish. Issues raised were the condition of hedge along the path between Church Meadow and the Cricket Club, Kay is going to confirm ownership and get back to us. We also confirmed that we can go ahead with the siting of a Topograph on Lilleshall Hill. Kay will also be looking into what repairs can be done to the gate at the back of the schools playing field.

- Officers of the Parish Council met Meeting with the Senior Rights of Way Officer at TWC on 18th May and it was agreed to that Parish Council officers will compile a report of works that we would like to be carried to repair styles, ROW posts and signage around the Parish. It was confirmed that the Senior Rights of Way Officer would be willing to fund these works at 50%.
- Idverde have been instructed to carry out tree works at the Allotments, All Saints Churchyard and St Michaels Churchyard to ensure trees on the sites are in a safe condition, a copy of these works have been shared with all members via email and published as a notice on the Parish Councils website, a date for the commencement of works is still to be confirmed. Works to the Ash trees in the All Angels Churchyard have been excluded from these works as it was deemed that the best action for these trees would be to remove them due to the Ash dieback disease and as the Parish Council does not own this land it would be more appropriate to discuss the viability of funding this work with the land owner.
- The annual accounts for 2020-21 were submitted to the internal auditor on the 7th May. Some initial areas of concern have been identified with regards to obtaining quotations for the works carried out to bus shelters and that there is no formal contract in place between the Parish Council and the grounds contractors, the Clerk is aware of this and has been preparing actions to put in place measurements that will prevent these issues in future.
- The Parish Council has been successful with a grant application to support a Renewable Energy Programme in the Parish. More details shall be published once the project is completed.
- We will be holding a community litter pick due to commence on the 1st June at 11am. Bin bags will be collected from the Memorial Hall on the 2nd June by Idverde.

21/22.32 Financial Reports

21/22.32.1 The following summary of account statements from 1st April to 30th April 2021 were noted, a reconciliation of the accounts for this date period was reviewed by members and it was proposed by Cllr Cornes and seconded by Cllr Taylor, all were in favour, thus **RESOLVED to approve as an accurate record:**

Balances at 01st April 2021		
Treasurers Account		42143.24
Bus Bank Instant		53621.46
Debits		
Payments approved as per 19/259.2	4012.63	
BT	59.99	
Credits		
Allotment fees	26.48	
Annual rental of Talbot Centre and Courts	660.00	
Bank interest	0.46	
Precept	32712.50	
Balances at 30th April 2021		
Treasurers Account		71469.60
Bus Bank Instant		53621.92

21/22.32.2 The following payment list and accompanying invoices/receipts were reviewed and it was proposed by Cllr Taylor and seconded by Cllr Cornes, thus **RESOLVED to approve the following payments to be made;**

Details	Bank ref	Statutes	Account
Grounds maintenance 01/05/21 to 31/05/21	GM	LGA 1972 s214	568.80
Staff salaries for May 2021	SALARY/MAY21	LGA 1972 s112	1377.60
Purchase of A1 maps for traffic calming scheme	32285	LGA 1972 s111	15.60
Hire of Hillside Room (April to June)	70421	LGA 1972 s134(4)	1100.00

Printer ink (black)	INK1	LGA 1972 s134(4)	10.50
First aid kit	FIRSTAIDKIT	LGA 1972 s111	6.99
		TOTAL	3079.49

21/22.32.3 Members reviewed a report of the year-to-date payments and receipts against the budget. **Appendix B**

21/22.33 Planning

It was proposed by Cllr Shaw and seconded by Cllr Taylor, all were in favour thus **RESOLVED that the following response be made to the application(s) considered;**

Planning Application Number, Location & Proposed Development	LPC Decision
TWC/2021/0494 - New House Farm, Barrack Lane, Lilleshall, Newport, TF10 9ET Erection of cattle shed with associated concrete apron and cattle track	Support
TWC/2021/0482 - The Hatchlands, Yew Tree Drive, Lilleshall, Newport, TF10 9HZ Erection of a front porch, single storey rear extension and raised decking to rear	Support

The following decisions made since the last meeting were noted;

Planning Application Number, Location & Proposed Development	LPC Response	Decision
TWC/2020/1087 - Site of Fernlea, Barrack Lane, Lilleshall Conversion of existing bungalow into 2no bungalows with associated external wall insulation works and the erection of 2no new houses and associated car parking	Object	Granted

Cllr Shaw, who attended the Planning Authorities Committee meeting to determine application TWC/2020/1087 on behalf of the Parish Council report back. He did not find the arrangement for speaking at the Planning Committee meeting as satisfactory as the time allowed to speak was 3 minutes per speaker and the planning applicant has had 9 months to prepare these plans. Despite residents, the Parish Council and the Borough Councillor raising what they felt were significant concerns these appeared to be brushed aside in favour of a "pre-agreed" application, even when this type of application was not compliant with the Lilleshall Neighbourhood Plan.

21/22.34 Correspondence

The Boundary Commission are currently conducting a public consultation on the Ward Boundaries for Telford & Wrekin Council. Lilleshall Parish sits within the Lilleshall and Church Aston Ward of the Borough Council and those boundaries match with the two respective Parishes.

The Commission's current recommendation is to remain unchanged in respect of the number of Councillors, which is currently 54. What is being asked at this stage is for representations to be made before the 2nd August 2021 regarding the mapping of those respective boundaries.

Cllr Shaw is concerned that suggestions could be made to change the boundary of the Ward of Lilleshall and Church Aston which would open the area up for further intensive development.

After much deliberation regarding securing the rural image of the parish it was proposed by Cllr Cornes and seconded by Cllr Millard, all were in favour, thus **RESOLVED to delegate it to the Clerk, Cllrs Shaw and Taylor to design any recommendations for changes to the borough boundary of Lilleshall and Church Aston Ward and put these to the Parish Council at the July meeting.**

21/22.35 Reports from Parish Councillors and Ward Member present

Cllr Taylor raised the matter of a recent accident along the Hutchinson Way route, it is suspected that this accident was relating to a fall which raises the concern of trip hazards, the member asks if the Clerk can investigate this with Telford & Wrekin Council.

Cllr Cornes questioned the status of notice board for The Humbers, the Clerk confirmed that a new noticeboard is in our possession, we have been waiting for good weather and an agreed location with Telford & Wrekin Council. The Clerk will discuss this with Cllr Challinor, as a local resident of The Humbers and then we shall erect the noticeboard.

21/22.35 Reports from Outside Bodies

No reports were presented.

21/22.36 Lilleshall Traffic Calming Scheme

The Chairman invited Cllr Shaw to make some comment on the progress of the scheme to date.

Cllr Shaw reported that the scheme began by residents raising concerns of speeding vehicles in the Parish, these concerns were then captured through a parish wide survey which was developed by residents, Cllr Shaw and Cllr Eade. The results of the scheme were overwhelming in that many residents wanted something to be done to slow vehicles down in the parish and make roads safer for all users. These results were then presented to the Highways Authority who have now developed a first draft traffic calming scheme across the parish and the Parish Council are being asked to financially support this scheme.

In due course the Borough Council will present a statutory public consultation on the final plans before final sign off and with the current arrangements this scheme could begin in August 2021.

It was proposed by Cllr Baker and seconded by Cllr Shaw, all were in favour, thus **RESOLVED that Lilleshall Parish Council wholeheartedly supports the implementation of a traffic calming scheme for Lilleshall Parish and to achieve this we agree to fund £6,000 from our budget and £5,000 from earmarked reserves in this financial year, with the view to offering further financial support in the next financial year, pending arrangements being made with Telford & Wrekin Council once a final estimated quote of works has been completed.**

We further extend this proposal to instruct the Parish Council to apply for a grant of up to £5,000 from the Police and Crime Commissioner to assist financing this scheme.

Finally, it should be noted in the minutes that we record our thanks to those involved with the traffic calming surveying and to officers of Telford & Wrekin Council for their work on these plans.

21/22.37 Fencing at Lilleshall Allotments

Cllr Taylor declared an interest in this item as a member of the Lilleshall Allotments Society, thus did not vote on this item.

An agreement has been made with the Lilleshall Allotments Society to finance the erection of fencing to Lilleshall Allotments that will complete the fencing arrangements around the site. The cost of these works will be £585.30 to each party.

It was proposed by Cllr Shaw and seconded by Cllr Millard, all were in favour, thus **RESOLVED to approve the purchase of fencing for Lilleshall Allotments.**

Meeting closed: 20:23

These minutes are to be considered as a draft form until signed at the next appropriate meeting, the signed copy will be retained by the Parish Council.

Signed: Dated:/...../.....

Climate Change Commitment Statement

Lilleshall Parish Council is being asked to agree at its Full Council meeting, held on 1st June 2021, to support a climate emergency. This is supported by the IPCC (The Intergovernmental Panel on Climate Change).

The UK Climate Change Select Committee confirmed that we have seen a 0.8 degree C increase in temperatures. The IPCC have declared to limit future increases to 1.5 degree C, it will be necessary to halve global Co2 emissions by 2030 and have zero emissions by 2050.

With this evidence the Council is being asked to agree to;

- Formalise a Working Group to focus on tackling climate change and making a positive different to our natural environment in Lilleshall Parish.
- Restructure staffing to employ someone whose role will focus on climate change, community environmental projects and events.
- Produce a climate change strategy that commits to making climate change a priority.
- Have a dedicated web page to communicate and inform residents of plans and how they can get involved.
- Have already switched to use green energy in its buildings, as from 2021.
- Will review all its own emissions, single use plastics and waste. It will set a benchmark and audit this each year.
- Will work towards the eradication of single use plastics in the Parish.
- Support and encourage the planting of trees and wildflowers.
- Work with local businesses particularly 'take away' providers, to see how they can help reduce the use of single use plastics.
- Review the provision of cycle racks in prominent and safe areas in our villages and encourage cycling.
- Work with local schools to reduce the use of cars taking children to school.
- The Council will review its strategy on tackling climate change and further actions through its Environment & Sustainability Working Group.
- Encourage Telford & Wrekin Council to review public waste bins with the view to installing dual recycling options.
- Keep residents up to date with local training/informational opportunities to learn more about how they can play their part.
- Commit to a minimum of four community events per annum to focus on litter picking, tree planting or other forms of "pollution monitoring"

Lilleshall Parish Council Budget 2021/22

Last updated 26th May 2021

Code	Cost Centre Title	Budgeted	Actual	Variance
Administration				
	Accounts Software	£480.00	£0.00	£480.00
	Audit Fees	£500.00	£0.00	£500.00
	Elections	£1,000.00	£0.00	£1,000.00
	Insurance	£900.00	£0.00	£900.00
	IT Equipment	£800.00	£452.49	£347.51
	Meeting Room Hire	£4,400.00	£0.00	£4,400.00
	PPE	£450.00	£0.00	£0.00
	Staff Costs	£16,000.00	£763.80	£15,236.20
	Staff Training	£500.00	£0.00	£500.00
	Subscriptions	£650.00	£0.00	£650.00
	SUB TOTAL	£25,680.00	£1,216.29	£24,013.71

Office Costs				
	Civic Expenses	£50.00	£0.00	£50.00
	Newsletter	£700.00	£0.00	£700.00
	Postage	£50.00	£0.00	£50.00
	Stationary	£300.00	£73.50	£226.50
	Telephone & Broadband	£600.00	£49.99	£550.01
	SUB TOTAL	£1,700.00	£123.49	£1,576.51

Councillors				
	Cllrs' Training Fees	£250.00	£0.00	£250.00
	SUB TOTAL	£250.00	£0.00	£250.00

Maintenance				
	Allotments	£1,000.00	£0.00	£1,000.00
	Bedding Plants	£150.00	£0.00	£150.00
	Bus Shelter Repairs	£1,500.00	£0.00	£1,500.00
	General Maintenance	£1,000.00	£0.00	£1,000.00
	Grounds Maintenance	£6,395.00	£952.93	£5,442.07
	Street Lighting (Electricity)	£2,400.00	£533.45	£1,866.55
	Street Lighting (Maintenance)	£2,600.00	£611.51	£1,988.49
	Street Lighting (Management)	£400.00	£95.73	£304.27
	Tennis Courts	£3,000.00	£0.00	£3,000.00
	Tree Management	£1,850.00	£0.00	£1,850.00
	SUB TOTAL	£20,295.00	£2,193.62	£9,092.07

Projects				
	Christmas Lights	£500.00	£0.00	£500.00
	Events	£1,000.00	£0.00	£1,000.00
	Rights of Way Improvements	£4,000.00	£0.00	£4,000.00
	General Projects	£5,000.00	£0.00	£5,000.00
	Road Safety Schemes	£6,000.00	£0.00	£6,000.00
	SUB TOTAL	£16,500.00	£0.00	£16,500.00

Grants				
	Grants	£2,000.00	£0.00	£2,000.00
	SUB TOTAL	£2,000.00	£0.00	£2,000.00

TOTAL	£66,425.00	£3,533.40	£53,432.29
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Reserves	
General Reserve	£46,451.64
Road Safety Schemes	£5,000.00
Street Lighting Upgrades	£40,000.00
Tennis Courts Resurfacing	£5,000.00
TOTAL RESERVES	£96,451.64

Income		Budgeted	Actual
	Allotments		£26.48
	Bank Interest		£0.46
	Grants		£0.00
	Precept	£65,425.00	£32,712.50
	Talbot Centre & Courts Hire		£660.00
	VAT Recovery		£0.00
	SUB TOTAL	£65,425.00	£33,399.44