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## MINUTES OF THE FULL COUNCIL MEETING HELD 13<sup>TH</sup> FEBRUARY 2024 HILLSIDE MEETING ROOM, LILLESBALL, 6:30PM

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**Members present** Cllrs: Taylor (Chairman), Binnington, Shaw, Challinor, Harvey and Parker

**In attendance:** Mrs W Tonge (Acting Clerk), and two members of the public.

### 17/24      **Apologies and declarations of Interest**

Apologies from Cllrs T Hoof and A Eade were noted due to family commitments.

### 18/24      **Public Session**

A resident raised a query regarding trees purchased for Queens Celebration, he raised concerned that the trees are not being maintained, specifically the support posts that is missing. The Chairman reassured him the tree was being dealt with, Cllr Taylor has dealt with it directly. The resident has kindly offered to replace the stakes himself.

### 19/24      **Minutes of the last Council meeting held 9<sup>th</sup> January 2024**

The minutes of the last meeting held on the 9<sup>th</sup> January 2024 were **RESOLVED** to be accepted as a true record.

### 20/24      **Matters arising, for information, from the minutes**

The Chair noted that the Jubilee tree guards will be installed soon.

### 21/24      **Correspondence**

Newport Town Council had approached neighbouring parishes regarding the future of Newport Library and financially supporting it. Cllr Taylor (Chairman) gave members a brief overview of the recent presentation recently given by NTC Clerk Jo Reay, the request to local parish councils to consider supporting the Libraries' future by means of a financial contribution was considered. Members voiced a number of concerns and agreed the Clerk will send an initial Expression of interest.

### 22/24      **Reports from West Mercia Police**

No updates received via email.

### 23/24      **Reports from Parish Councillors and Ward Member present**

Cllr David Shaw announced he will be resigning. Cllr Taylor thanked David for his commitment to the Parish Council and wished him well.

### 24/24      **Clerks Report**

The Locum Clerk reported that there is an outstanding issue with regards to HMRC and payments of PAYE and Employers National Insurance that dates back to month 8 of the tax year. This is due to no employers NI being paid to HMRC for the tax periods of month 4-8 which has now involved credit collectors. There are however some indifferences between the records of payments from this Council to HMRC with regards to PAYE and the Locum Clerk is in ongoing discussions with HMRC to address these two separate issues before settling the outstanding fees.

**25/24 Community Governance Review**

No updates to date.

**26/24 Local Plan Review 2023/24**

The initial consultation closed on the 31<sup>st</sup> January 2024.

Cllr Billington raised concerns for the number of submissions which she viewed as being a low number. Cllr Shaw wished to express his continued support in the future to assist the campaign against the development, he also voiced concern for future modifications of the plan.

**27/24 Road Safety Scheme and A518**

No reports at present, the new Clerk will arrange to meet with Highways on appointment to review the status of the completed Road Safety Scheme and the final billing for the scheme.

SID's SLA was shared with members. It was **RESOLVED** that D R Seabury Builders quote be accepted and appointed – to be reviewed in 12 months. The SLA was signed by Cllr Taylor (Chairman).

**28/24 Planning**

Members considered the following planning applications and **RESOLVED** to approve the following comments;

| Application  | LPC Response |
|--|--------------|
| <b>TWC/2024/0079</b> - 39 Limekiln Lane, Lilleshall, Newport, Shropshire, TF10 9EY<br>Erection of a 2-storey side and rear extension, erection of a front canopy and installation of external render, following removal of existing conservatory | No comment   |
| <b>TWC/2024/0023</b> - Oak Barn, Church Road, Lilleshall, Newport, Shropshire, TF10 9HE<br>Installation of a dormer window, 4no. Velux roof lights and 2no. ground floor windows to garage   | No comment   |
| <b>TWC/2024/0021</b> - Jardwood Farm, Kynnersley Drive, Lilleshall, Newport, Shropshire, TF10 9HT<br>Conversion of agricultural buildings into 4no. dwellings  | No Objection |

The following applications which have been decided by the Local Planning Authority since the last meeting;

| Planning Application Number, Location & Proposed Development   | LPC Response | Decision |
|--|--------------|----------|
| <b>TWC/2023/0872</b> - Sundawn, 13 Limekiln Lane, Lilleshall, Newport, Shropshire, TF10 9EY<br>Erection of a two bedroom annexe with double garage   | No comment   | Refused  |
| <b>TWC/2023/0928</b> - Site of Fernlea, Barrack Lane, Lilleshall, Newport, Shropshire<br>Variation of condition 11 on planning permission TWC/2020/1087 (conversion of existing bungalow into 2no. bungalows and erection of 2no. new houses) - to facilitate 2no. additional attached garages on new houses | Object       | Granted  |

**29/24 Financial Reports**

Members reviewed the latest bank reconciliation up to 31<sup>st</sup> January 2024, bringing the accounts to a balance of £98,832.58 and the payments made since the last meeting and their corresponding invoices/receipts. All reports and invoices were signed by Cllr's Billington.

Members **RESOLVED** to accept the bank reconciliation as an accurate report and approved the list of payments made:

| Voucher Code               | Description               | Net      | VAT    | Total    |
|----------------------------|---------------------------|----------|--------|----------|
| 106 Postage                | Allotment                 | 2.50     |        | 2.50     |
| 107 Staff Costs            | Salary                    | 508.24   |        | 508.24   |
| 108 Room Hire              | Rent                      | 1,267.00 |        | 1,267.00 |
| 109 Subscriptions          | ALC affiliation fees      | 30.00    |        | 30.00    |
| 110 Professional Services  | Locum Services            | 702.00   |        | 702.00   |
| 111 Telephone & Broad Band | Phone & Broad Band        | 63.29    | 12.66  | 75.95    |
| 112 Christmas Lights       | Lights                    | 75.00    |        | 75.00    |
| 113 Grounds Maintenance    | Grounds Maintenance       | 600.00   | 120.00 | 720.00   |
| 114 Talbot Centre & Courts | Tennis Courts             | 200.00   | 40.00  | 240.00   |
| 115 Staff Costs            | Salary                    | 316.08   |        | 316.08   |
| 116 IT Equipment           | Administration            | 49.98    | 10.00  | 59.98    |
| 117 General Projects       | Poo bags                  | 322.80   | 64.56  | 387.36   |
| 118 Elections              | Elections                 | 140.00   |        | 140.00   |
| 119 Telephone & Broad Band | Mobile Phone Tariff       | 7.20     |        | 7.20     |
| 120 Allotments             | Allotment                 | 266.87   |        | 266.87   |
| 121 Website                | Website Hosting           | 9.99     | 2.00   | 11.99    |
| 122 Grounds Maintenance    | Grounds Maintenance       | 600.00   | 120.00 | 720.00   |
| 123 SIDS                   | Speed Improvement Devices | 190.00   |        | 190.00   |
|                            |                           | 5,350.95 | 369.22 | 5,720.17 |

### 30/24 Exclusion of Press and Public

It was **RESOLVED** that in accordance with section 1(2) of the Public Bodies (admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the business to be transacted.

#### Personnel Matters

- a. A contract has been offered to the new Clerk who shall start on 1<sup>st</sup> March 2024, members reviewed the contractual agreement and **RESOLVED** to ratify the contract.

From the 1<sup>st</sup> March 2024 the Parish Council will hire Hillside Meeting Room every Tuesday 9am to 4:30pm and the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays of every month from 10am to 1pm. The Clerk will work on Tuesdays 9:30am to 4:30pm and on the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays. The Admin Assistant will continue to work Tuesdays 9am to 4pm.

The Locum Clerk will arrange to publicise these new hours and times that the Clerk is available, including Thursdays where this must be by appointment only.

#### b. Grounds Maintenance Tender

Members reviewed the tender documentation for grounds maintenance, and it was **RESOLVED** to advertise this to receive applications at the March council meeting. The hedges to the front of the allotments are only actually cut once, not twice and it was preferred to remain once.

Cllr Parker raised the importance of monitoring the work and reporting any concerns.

#### c. Service Level Agreement

Members reviewed the SLA to maintain the SID's around the Parish and **RESOLVED** to accept this agreement for 2023-24. Signed by Cllr Taylor (Chairman)

This meeting closed at 20:18

*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: ...../...../.....

Date of future meetings

Full Council, Tuesday 12<sup>th</sup> March 2024, 6:30pm at Hillside Meeting Room