



Chairman of the Council
Cllr D Shaw

Clerk of the Council
C Martin

www.lilleshallpc.org.uk

7th of March 2023

To all Members, Lilleshall Parish Council:
Copied to others for information.

Dear Colleagues,

NOTICE IS HEREBY GIVEN that the Full Council meeting of Lilleshall Parish Council for the municipal year 2022/23 will take place on the 14th of March 2023 at 7pm to be held at Hillside Meeting Room. Members are summoned to attend for the transaction of business on this agenda.

Yours,

Clerk of the Council

AGENDA

01/23 Apologies and declarations of Interest

To receive apologies and record any pecuniary and non-pecuniary declarations of interest in matters relating to the business to be conducted on this agenda.

02/23 Public Session

The Chairman of the Parish Council will open the meeting and allow 15 minutes for members of the public to ask questions to the Council, 3 minutes per person.

03/23 Minutes of the Full Council meeting held 21st of February 2023 (Appendix 1)

To approve the minutes of the last meeting as a true record.

04/23 Matters arising, for information, from the 21st of January 2023

To receive information on actions taken arising from the last meeting.

05/23 Correspondence

Items received for information, action, consultation, or decision.

06/23 Parsons Barracks

To receive a verbal update.

07/23 Reports from Parish Councillors and Ward Member present

To receive any reports from Parish Councillors, outside bodies and Ward Member present at the meeting on items otherwise not included on the agenda.

08/23 Road safety schemes

To receive any updates on the road safety schemes for Lilleshall parish.

09/23 Planning

- a. To consider any planning applications

Application number	TWC/2023/0116
Site address	2 Church Road, Lilleshall, Newport, Shropshire, TF10 9HJ
Description of proposal	Replacement of 8no. windows and installation of 1no. french door (Full Planning Application)
Date valid	20/02/2023
Application type	Full Planning
Planning portal reference	11463491
Delegation level	Delegated
Case officer	Tom Carruthers
Grid reference	
Parish	Lilleshall
Ward	Church Aston and Lilleshall
Decision	
Decision date	
Appeal decision	
Appeal decision date	
Agent	Andrew Lane
Agent Company Name	ASG Architects Ltd
Agent address	Business & Technology Centre Priorslee Telford Shropshire TF2 9NT
Applicant	Allan Potter
Applicant Company Name	
Applicant address	2 Church Road Lilleshall Newport Shropshire TF10 9HJ

Application number	TWC/2023/0134
Site address	Land rear of 9 Limekiln Lane, Lilleshall, Newport, Shropshire
Description of proposal	Change of use from disused access to domestic garden with regrading and installation of 1no gate into front wall and 1no service gate.
Date valid	17/02/2023
Application type	Full Planning
Planning portal reference	373173, 315655
Delegation level	Delegated
Case officer	Tom Carruthers
Grid reference	
Parish	Lilleshall
Ward	Church Aston and Lilleshall
Decision	
Decision date	
Appeal decision	
Appeal decision date	
Agent	
Agent Company Name	
Agent address	
Applicant	Geoffrey Lott
Applicant Company Name	
Applicant address	9 Limekiln Lane Lilleshall Newport Shropshire TF10 9EY

Application number	TWC/2023/0142
Site address	Jardwood Farm, Kynnersley Drive, Lilleshall, Newport, Shropshire, TF10 9HT
Description of proposal	Variation of condition on previously approved TWC/2020/1107 (Conversion of agricultural buildings into 4no. dwellings) to allow amendments to deposited plans and drawings.
Date valid	27/02/2023
Application type	Full Planning
Planning portal reference	11965213
Delegation level	Delegated
Case officer	Martha Louise Bailey
Grid reference	
Parish	Lilleshall
Ward	Church Aston and Lilleshall
Decision	
Decision date	

Appeal decision	
Appeal decision date	
Agent	Joe Weigh
Agent Company Name	Base Architecture & Design Ltd
Agent address	23 Christleton Road Chester CH3 5UF
Applicant	Nathan Mahn
Applicant Company Name	Baumaris Road Ltd
Applicant address	132 High Street Newport Shropshire TF10 7BH

b. To receive any updates

09/23 Financial Reports

a. To approve the reconciliation of recent banking statements and payments.

Lilleshall Parish Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
150	Room Hire	07/02/2023	119/22a	Treasurers Account		Administration	Lilleshall Memorial Hall	E	1,150.00		1,150.00
151	Grounds Maintenance	07/02/2023	119/22a	Treasurers Account		Grounds Maintenance	Needs Landscaping	S	140.00	28.00	168.00
153	Grounds Maintenance	21/02/2023		Treasurers Account		Grounds Maintenance	Ditton Services	S	1,200.00	240.00	1,440.00
152	Staff Training	21/02/2023		Treasurers Account		Administration	SALC	X	30.00		30.00
154	Councillors Training	21/02/2023		Treasurers Account		Administration	SALC	X	30.00		30.00
158	Telephone & Broad Band	22/02/2023		Treasurers Account		Phone & Broad Band	BT Group PLC	S	53.50	10.70	64.20
155	Staff Costs	28/02/2023		Treasurers Account		Administration	Sullivan E J	X	308.94		308.94
156	Staff Costs	28/02/2023		Treasurers Account		Administration	Chloe Martin	X	840.11		840.11
157	Staff Costs	28/02/2023		Treasurers Account		HMRC	HMRC	X	287.29		287.29
160	Stationary	06/03/2023		Treasurers Account		Administration	Viking	S	54.67	10.93	65.60
159	General Projects	06/03/2023		Treasurers Account		Poo bags	JRB Enterprise Ltd	S	148.95	29.79	178.74
162	Street Lighting(Electricity)	07/03/2023		Treasurers Account		Lights	Telford & Wrekin Council	S	508.21	101.64	609.85
163	Street Lighting(Maintenance)	07/03/2023		Treasurers Account		Lights	Telford & Wrekin Council	S	652.11	130.42	782.53
164	Street Lighting(Management)	07/03/2023		Treasurers Account		Lights	Telford & Wrekin Council	S	102.06	20.42	122.48
165	Grounds Maintenance	07/03/2023		Treasurers Account		Grounds Maintenance	Ditton Services	S	600.00	120.00	720.00
161	Allotments	07/03/2023		Treasurers Account		Allotment	Water Plus	Z	142.18		142.18
Total									6,248.02	691.90	6,939.92

Lilleshall Parish Council

PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
154	Councillors Training	21/02/2023		Treasurers Account		Administration	SALC	X	30.00		30.00
152	Staff Training	21/02/2023		Treasurers Account		Administration	SALC	X	30.00		30.00
158	Telephone & Broad Band	22/02/2023		Treasurers Account		Phone & Broad Band	BT Group PLC	S	53.50	10.70	64.20
157	Staff Costs	28/02/2023		Treasurers Account		HMRC	HMRC	X	287.29		287.29
155	Staff Costs	28/02/2023		Treasurers Account		Administration	Sullivan E J	X	308.94		308.94
156	Staff Costs	28/02/2023		Treasurers Account		Administration	Chloe Martin	X	840.11		840.11
159	General Projects	06/03/2023		Treasurers Account		Poo bags	JRB Enterprise Ltd	S	148.95	29.79	178.74
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164	Street Lighting(Management)	07/03/2023		Treasurers Account		Lights	Telford & Wrekin Council	S	102.06	20.42	122.48
165	Grounds Maintenance	07/03/2023		Treasurers Account		Grounds Maintenance	Ditton Services	S	600.00	120.00	720.00
161	Allotments	07/03/2023		Treasurers Account		Allotment	Water Plus	Z	142.18		142.18
Total									3,758.02	423.90	4,181.92

b. To consider any grant requests received

None – Received.

10/23 Allotments Expenditure/Income information

To review the expenditures of the allotments and decide whether to raise the price of allotment tenancy next year based on the projected expenditure.

ALLOTMENT INCOME AND EXPENDITURE 2022 -2023

INCOME		EXPENDITURE		BALANCE
	£		£	£
Annual Rental	959	Sinage	147	
		Skip hire	190	
		Vermin Control	300	
		Water Rates to date	392	
	<u>959</u>		<u>1029</u>	<u>-70</u>
		<i>Estimated expense</i>	<i>500</i>	
	<u>959</u>	<i>Q3+4 Water</i>	<u>1529</u>	<u>-570</u>

To date the account is in deficit by £70 up to March 2023. The water rates has had a big impact on this given that we have only paid two invoices to date with two more expected by the end of September 2023 estimated to be about £500 as we are coming into the spring/summer period.

With this in mind and researching other allotments in and around the UK plot holders repay the Parish for water used annually or quarterly as well as their rent.

This will encourage harvesting of rainwater with butts for use on plots and encouraging plot holders to be more aware of taps been left on or dripping.

11/23 Handyman

To receive a verbal update.

12/23 May Elections

To discuss the advertisement of May elections and how to encourage the community to engage with the elections.

Date of future meetings

Full Council, Tuesday 11th of April 2023, 7pm at Hillside Meeting Room.

Appendix One – Draft Minutes

Minutes held 21st February 2023

Present: Cllr J Sullivan, Cllr P Challinor, Cllr L Parker, Cllr P Millard and Cllr A Eade.

In Attendance: Clerk – Mrs C Martin.

Members of the public present: Mrs Carol Billington and Mr Andrew Baker.

108/22 Apologies and declarations of Interest

Apologies have been received from Chairman Shaw; the meeting will be chaired by Vice-Chairman Parker in his stead. Apologies from Cllr Taylor.

No declarations of interest were noted by the councillors present.

109/22 Public Session

Member of the public Mrs Billington spoke regarding the issues of the A518 as a representative of Mr Oakley to push the issue that are relating to traffic calming measures on the A518.

The clerk briefly stopped the meeting at 19.10 and returned at 19.12.

Member of the public Mr Baker discussed his concerns regarding dog poo bags being refilled as he has complained that this is not being done, his concerns relating to notice boards and his concerns relating to Quad Bikes on the hill, he has asked they be restricted from going up the hill. Complaint received from Cllr Baker regarding the trees being pruned as he complained that they had been cut back too far.

110/22 Minutes of the Full Council meeting held 10th of January 2023

The council reviewed the minutes that they were provided by the clerk, Cllr Eade asked for the minutes to be corrected from the CIL fund to the Ward fund. Cllr Millard proposed that to accept the minutes subject to the aforementioned changes, the motion was seconded by Cllr Challinor and agreed unanimously by the council.

111/22 Matters arising, for information, from the 10th of January 2023

The clerk updated the council on the following subjects;

- Organisation of the Lilleshall Voice is underway and the clerk is collecting articles and content.
- The clerk has followed up on the list of projects discussed in the last meeting and information will be provided soon for discussion.
- Allotments – A new plot holder has signed the tenancy agreement for a vacated plot on the allotment and the removal of items from a plot holder who did not pay before the deadline is underway and a new tenant is holding the space.
- The clerk has received correspondence from the Donnington Police informing of vandalism to a defibrillator, the clerk is organising an insurance claim to replace the defibrillator.

- Asset Register is being organised and updated, the council will be given an updated asset register when this is completed.
- The event to celebrate the Kings Coronation was discussed and the council was updated on the progress. Cllr Millard is to discuss a date with Chris (memorial hall booking contact) and will organise the date and time for the event with the clerk.
- Cllr Challinor updated the council on the Kinnersley Drive issues that have been discussed at the previous meeting. Cllr Sullivan wrote to Telford and Wrekin Council in order to discuss the issues that are blocking the rights of way but has received no communication in return.

112/22 Correspondence

Gnosall, Newport and District Lions Club

Cllr Sullivan proposes that we support the scheme by contributing £500.00 seconded by Cllr Challinor and in agreement. The council asked the clerk to ask for leaflets and for the council to raise awareness of the issue in the village. The clerk is to update the council on progress at the next meeting.

113/22 To review the Standing Orders and decide to accept changes.

The council reviewed the Standing Orders, Cllr Sullivan proposed to adopt the standing orders presented by the council, this was seconded by Cllr Millard and agreed unanimously by the council.

114/22 To review the Financial Regulations and decide to accept changes (Appendix Two).

The council reviewed the financial regulations, Cllr Sullivan proposed that the council adopt the financial regulations presented to the council, this motion was seconded by Cllr Challinor and agreed unanimously by the council.

115/22 Parsons Barracks

Cllr Eade informed that the council that they are waiting for the MOD to come back with a date for development. Cllr Eade also updated the council that the MOD is keen on keeping green spaces which is a potential benefit to the community.

116/22 Reports from Parish Councillors and Ward Member present

Cllr Challinor: Cllr Challinor updated the council that the neighbourhood watch signs for motorists has been moved and needs to be replaced. Cllr Challinor also informed the council that he has noticed the dog poo bags supplied by the council have been depleting rapidly.

Cllr Eade: Cllr Eade updated the council on the removal and management of trees around the parish, Cllr Eade also informed the council that trees will be replaced in the Spring.

117/22 Road safety schemes

Cllr Eade updated the council on the Humbers Road Scheme, 2 road humps/pads have been installed and the socket for the SID has been installed. Cllr Eade expressed that he is pursuing a meeting with the Telford and Wrekin Council to design and install further schemes in the Parish.

118/22 Planning

- c. To consider any planning applications
TWC/2023/0025 – This application received the status Full Granted since the closing of this agenda.
TWC/2022/0909 – The council has no comments at this time.
- d. To receive any updates
TWC/2022/0871 – The council noted the planning decision.
TWC/2021/0942 – The council noted the planning decision.

119/22 Financial Reports

- c. To approve the reconciliation of recent banking statements and payments.
Proposed by Pam to accept the payments seconded by Cllr Challinor and agreed unanimously.
- d. To consider any grant requests received
None Received.

120/22 Office Working Conditions.

Cllr Sullivan proposes that the council agrees for the clerk to find a price which is to be sent to the councillors over email in order to move forward with a purchase before our next meeting, the motion was seconded by Cllr Challinor and agreed unanimously by the council.

121/22 Handyman

The information regarding this agenda item is to be reported by a councillor who was absent from the meeting and will be included in the March agenda.

122/22 Lilleshall Voice

- a. To decide whether to include advertising local businesses in the community in the next edition of the Lilleshall Voice.
The council discussed the possibility of asking local businesses to advertise their services in the Lilleshall Voice, this received positive feedback. Cllr Sullivan proposed that the councillors and clerk are to ask local businesses if they would like to advertise in the magazine, and to initially not charge to advertise but might start charging in future editions. The motion was seconded by Cllr Millard and was agreed unanimously by the council.
- b. To discuss contributions to the Lilleshall Voice and councillors to make suggestion on the content for the March magazine.

The clerk asked the councillors if they had any contributions for the magazine, there were no suggestions at this time but the councillors were advised to contact the clerk if they would like to contribute to the magazine.

123/22 Pest Control at Lilleshall Allotments (Appendix 3)

The council agreed to use a professional pest control service, Cllr Sullivan proposed that the council organises for 6 visits and review the cost of the allotments at the March meeting, this was seconded by Cllr Challinor and was agreed unanimously by the council.

124/22 Gate Lock for Lilleshall Allotment

The council discussed the safety of the allotment and agreed the gate was necessary. The council agreed that more quotes were necessary, and this will be reviewed in the councils March meeting.

125/22 Tennis Club Radiator

The council noted the request and will receive further information at a future meeting.

Date of future meetings

Full Council, Tuesday 14th March 2023, 7pm at Hillside Meeting Room.

Outcomes/Actions for the next meeting:

The clerk is to write a letter to highways in relation to the road safety on the A518 to be addressed to Chris Pearson and Dean Sargent.

The clerk is to report the Drainage issue again.

The clerk is to report Rights of way issue on Kinnersley Drive.

Clerk to find the financial information in order to look at how much the council can contribute to the Gnossal and Newport Club. Clerk to contact the Club to ask more information and review the grant. Ask for a contribution towards the magazine to raise awareness of the Parish Council.

The clerk is to report the sign for neighbourhood watch has been moved, the clerk is to ask if it was the sign was installed by the local police and to ask if that can be replaced.

The clerk is to investigate income versus expenditure for the Allotments. In addition to this to look into how many of the allotment tenants are held by Lilleshall residents.

The clerk is to advertise that the council is looking for looking local businesses to put into the magazine.

Meeting Closed at 20.56