

**MINUTES** of the Full Council of Lilleshall Parish Council held on 2<sup>nd</sup> November 2021 at 7pm held at Hillside Meeting Room

**Members present** Cllrs: Baker (Chair), Cornes, Challinor, Millard, Parker, Shaw, Taylor

**In attendance:** Mr Furnival (Clerk), Cllr Eade (Ward Member), 3 members of the public.

**21/22.84 Welcome**

The Chairman opened the meeting and welcomed members and the public present.

**21/22.85 Apologies and declarations of Interest**

None.

**21/22.86 Public Session**

A resident asked how things are progressing with the 20mph limit, Cllr Shaw confirms this will be discussed later in the meeting.

Another resident raised concerns with what are some immediate, medium, short and long-term issues on Kynnersley Drive. Vehicle traffic is increasing, immediate concern is about lack of communication / consultation with what is being done today, namely by the work being conducted on the A518 by Telford & Wrekin Council, service vehicles are parking in areas that cause residents difficulties to travel. The medium term is the issue with the solar farm, he does not have an objection to the project, however the development of this would cause further road traffic along Kynnersley drive. The long-term issues that related to the increase in conversion of properties locally that are increasing the number of inhabitants which bring further road use in the area. The condition of Kynnersley Drive and Richards Road are in poor condition, particularly the verges.

Chair noted the residents' concerns and says that the parish council does sympathise with these issues, asks members if they wish to comment. Cllr Shaw asks if the resident can list the concerns of residents in this area and pass these onto the Clerk for the parish council to follow up with Telford & Wrekin Council. Cllr Shaw notes that Richards Road and Kynnersley Drive will be considered for future programmes for road safety. Cllr Eade notes that he had the right turn out of Kynnersley Drive back to its original state so that residents can do a right-hand turn, he will continue to follow up residents' concerns with Telford & Wrekin Council during construction.

Cllr Eade informed the meeting that there is no formal planning application for the Twitch Hill solar farm as yet, therefore the parish council does not have an application to consider. Many residents have been in contact with him on this topic and the comments are mixed, but mostly supportive of the scheme in a moral view however desire the location to be elsewhere. Cllr Eade is confident that strict planning policy will be conducted when reviewing the application when it arises, as will the concerns of residents on traffic and drainage need to be looked at very closely.

**21/22.87 Minutes of the Full Council meeting held 5<sup>th</sup> October 2021**

It was proposed by Cllr Shaw and seconded by Cllr Millard, all were in favour, thus **RESOLVED** that the minutes of the meeting held on 5<sup>th</sup> October 2021 be signed as a true record.

**21/22.88 Matters arising, for information, from the 5<sup>th</sup> October 2021**

None.

**21/22.89 Minutes of the Personnel Committee held 22<sup>nd</sup> October 2021**

Members noted the minutes of the latest meeting of the committee.

The Chairman of the committee, Cllr Taylor reported that following the resignation of the Community Events & Projects Officer (CEPO), who finishes on the 13<sup>th</sup> November 2021, the Personnel Committee had recommended to advertise for a new role, working a reduced 7 hours a week on a Tuesday only, to support the administrative services of the parish council which would allow the Clerk to take a closer lead on projects and other internal schemes to improve the governance, communications and services of the parish council.

In comparison to three other sampled parish councils of similar size to this one, the staffing hours of just the Clerk were on average 10 hours less per week and the committee confirmed that those additional hours that had come through the CEPO had made an improved impact, however the Clerk did not have the current capacity to take on more hours himself, furthermore if the hours of the Clerk were to be increased this would be at a higher financial commitment due to salary scale and the need for further room hire than hiring a new administrative assistant who would work during already room hired hours.

Cllr Cornes feels that having the additional staffing support at the parish council had made a positive impact in the community as the council is being able to do more and feels that provision should be given to allow any new employee the opportunity to work flexibly with the possibility of overtime during busy periods.

The Clerk noted that the previous role was a temporary 12 month role to see if the extra resource would make an impact and that it was a learning curve for the parish council to identify where it needed additional support. Members agreed that having the additional admin support would be the best option.

It was proposed by Cllr Taylor and seconded by Cllr Shaw, all were in favour, thus **RESOLVED to approve the role advertisement of a new permanent Administrative Assistant for the parish council and for the Clerk to be delated to coordinate the advertisement, interview dates and start date.**

#### **21/22.90 Correspondence**

The Chairman noted a letter received from local residents of the Twitch Hill solar farm proposals.

#### **21/22.91 Clerks Report**

The parish council has helped coordinate and promote defibrillator training with the Lilleshall Youth Centre and West Midlands Ambulance Service, to take place on 6<sup>th</sup> of November at 11am and 1:30pm, further details are on the parish councils' website.

On reviewing insurance requirements for the parish council, the Clerk concluded that the best option for this following year would be to retain the insurer policy with Pen Underwriting Ltd as this is sufficient whilst the conversion of street lighting ownership is confirmed to the parish council and to avoid any loss of cover periods since the expiry of the previous insurance cover. In preparing for next years renewals the Clerk shall obtain quotes from local providers.

All allotment renewals have now gone out, we have welcomed 4 new plot holders thanks to two plot holders leaving us and two large plots being separated into two plots each.

Currently awaiting the RoSPA inspection report that was carried out on the tennis courts in November, likely to be looking at replacing the netting attached to the fencing.

Currently awaiting meetings with Senior Rights of Way Officer, who is away until the 8<sup>th</sup> November to update on footpath improvements around the parish.

Dog bag dispensers are now in three locations around the parish and stocks will be monitored by the Clerk. Councillors are also asked to keep an eye on passing. The reaction from social media and passing residents has been very positive.

#### **21/22.92 Reports from Parish Councillors and Ward Member present**

Brought forward from item 21/22.96.1. The Chairman had approached a local resident who owns the green opposite Lilleshall Youth Centre, about installing floor-based lights to light up the trees during Christmas. The Clerk has obtained a potential electrical contractors Public Liability certificate and a quote for the works which will come to £760.00. It was proposed by Cllr Challinor and seconded by Cllr Shaw, all were in favour, thus **RESOLVED to approve the quote for works to install Christmas lights to the Green opposite the Youth Centre.**

Brought forward from item 21/22.96.4. The Humbers Little Library is now up and running, with book shelves finished on the 2<sup>nd</sup> of November and bookings immediately starting to be stored. The Clerk is working with residents in The Humbers area to keep the library maintained, clean and generally managed to a good standard. The Clerk asked if Cllr Eade would be happy to officially “open” the library, Cllr Eade confirms he would be happy to do this.

Cllr Eade reports that the footpath order is being constructed for 17B and should soon be out for consultation.

Cllr Eade notes that the application for The Hundred Acre Kitchen has been marked as invalid as the boundary was an issue and the application did not confirm that the application was retrospective. A new application will come forward. There are highways matters that still need addressing which the applicant is aware of.

Cllr Shaw notes that there are 75 objections to date on the Old Builders Yard application at Barrack Lane application.

## **21/22.93 Reports from Outside Bodies**

Cllr Shaw attended a Newport Regeneration Partnership meeting where a representative from Harper Adams is attempting to find schemes that can be run in partnership with students.

## **21/22.94 Financial Reports**

**21/22.94.1** A summary of account statements from 1<sup>st</sup> Sep 2021 to 30<sup>th</sup> Sep 2021 were noted, a reconciliation of the accounts for this date period was reviewed by members and it was proposed by Cllr Parker and seconded by Cllr Challinor, all were in favour, thus **RESOLVED to approve as an accurate record.**

**21/22.94.2** The following payment list and accompanying invoices/receipts were reviewed and it was proposed by Cllr Shaw and seconded by Cllr Parker, thus **RESOLVED to approve the following payments to be made;**

Details	Bank ref	Statutes	Account
Staff salaries for October 2021	SALARY/OCT21	LGA 1972 s112	1157.62
Employee pension contributions for October 21	EMPLOYEE CONT OCT	LGA 1972 s112	67.38
Employer pension contributions for October 21	EMPLOYER CONT OCT	LGA 1972 s112	162.93
Artwork for The Humbers Little Library	Community Art-2	LGA 1972 s137	400.00
Pre-artwork painting of Station Road bus shelter	Community Art-1	LGA 1972 s137	480.00
Insurance fees for 2021-22	26071335	LGA 1972 s111	1139.90
Magazine printing	9576707	LGA 1972 s142	175.00
Grounds maintenance for 01/09/21 – 30/09/21	10819399	HA 1980 s96	568.80
Skip hire for allotments	73615	SHAA 1908 s26	228.00
Skip hire for allotments	73542	SHAA 1908 s26	150.00
SALC subscription fees 2021-22	776	LGA 1972 s143	568.03
Clamps for dog fouling bag dispensers	23111	LGA 1972 s137	29.22
A1 printout maps	32962	LGA 1972 s111	23.40
Fence post for allotment fencing completion	V3413733	LGA 1972 s137	22.43
Padlock replacement for allotments gate	158-50	LGA 1972 s137	33.14
Materials for The Humbers Little Library	A8450832402	LGA 1972 s137	373.23
Room hire of Hillside Meeting Room	300921	LGA 1972 s134	1100.00
		<b>TOTAL</b>	<b>6679.08</b>

**21/22.94.3** Members reviewed the latest budget spending review. **Appendix A.** Members were further asked to provide feedback and suggestions to the Clerk for the budget planning for 2022-23.

Cllr Eade asked if the parish council could consider road safety schemes for the area of The Humbers.

Cllr Cornes asks if we can consider creating a footpath between the cricket club carpark and the tennis courts.

## 21/22.95 Planning

The following applications were considered by members and it was proposed by Cllr Challinor and seconded by Cllr Millard, all were in favour, thus **RESOLVED to approve the following responses;**

Planning Application Number, Location & Proposed Development	LPC response
<b>TWC/2021/1005 - 55 Hill Road</b> , The Humbers, Telford, Shropshire, TF2 8NA Erection of a two storey side and rear extension incorporating the existing ground floor utility and a single storey rear orangery	No objection
<b>DMMO/2009/0001 - 5 Hillside East</b> , Lilleshall, Newport, TF10 9GZ Footpath from Hillside East along the north side of the Talbot Centre and tennis courts onto a made up path at the corner of the Lilleshall Cricket Club field to an entrance into a public play area	Support
<b>TWC/2021/1065 - 4 East View</b> , Humber Lane, Donnington, Telford, TF2 8LN Erection of a single storey double garage	No objection

## 21/22.96 Projects and events

**21/22.96.1** The matter of tree lighting on the green opposite the youth centre was brought forward to

Members also asked if we can ask an electrical contractor to review the tree lighting on the Yew Tree churchyard. Clerk to look into this.

**21/22.96.2** There are currently two quotes from two companies for planters, to assist a costing for the next financial year. If the council choses to go with the Clerks preferred option the likely cost will come it at £4,276.00 for x7 planters matching those at Church Aston with delivery and offloading. Depending on the chosen grounds contractors the watering could be included in that contract or there is an alternative local watering option will could cost up to £1,000.00 per year and the flowering to be organised through the Friends of Lilleshall Parish.

**21/22.96.3** Traffic calming scheme is currently postponed due to change of lead officer. Contact has been made with Donnington & Muxton Parish Council to seek support for a joint approach to TWC regarding siting of speed humps in The Humbers area, the Clerk of D&MPC has indicated that they would likely not support this as previous discussions at D&MPC have been against speed humps.

**21/22.96.4** The matter of The Humbers Little Library item was brought forward to 21/22.92

## 21/22.97 Exclusion of the press and public

The Chairman executed the right to exclude the press and public at this stage of the meeting in the view of potentially commercially sensitive business to be conducted.

## 21/22.98 Grounds maintenance for Lilleshall Parish

The tender has been extended to the December meeting, by the Clerk, in order to allow sufficient time for contractors to quote for the works required. Currently two quotations have been received and two are expected before the December meeting.

Currently both companies who have quoted have suggested that cleaning the bus shelters 6 times a year is excessive and suggest that this is done twice a year which would reduce the quotes.

## 21/22.99 Talbot Centre solar panels

Three quotations have been received to install the panels. It was felt that of the three quotations that one contractor stood out as being most professionally recommended and having provided the most concise quotation. Further details regarding the installation and size of system will need to be determined.

It was proposed by Cllr Shaw, seconded by Cllr Chaillinor, all were in favour, thus **RESOLVED to appoint Ace Electrical as the preferred contractor and conduct a full pricing review for the installation.**

The tennis club are willing to assist financing this scheme in return of waiving of rent for some years, the Clerk will ask them to put their proposal in writing.

Meeting closed at 21:07

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 the next meeting: Full Council, Tuesday 7<sup>th</sup> December 2021, 7pm at Hillside Meeting Room

## Appendix A

### Lilleshall Parish Council - Budget Report

Last updated 26th October 2021

Code	Cost Centre Title	1st Apr 21 to 2nd Nov 21		2nd Apr 21 to 31st Mar 22		21-22 Total	21-22 Variance
		21-22 Budget	21-22 Actual	21-22 Forecast			
Administration							
	Accounts software	£480.00	£468.00	£0.00	£468.00	£12.00	
	Audit fees	£500.00	£425.00	£0.00	£425.00	£75.00	
	Civic expenses	£50.00	£0.00	£0.00	£0.00	£50.00	
	Elections	£1,000.00	£0.00	£0.00	£0.00	£1,000.00	
	Insurance	£900.00	£1,139.90	£0.00	£1,139.90	£239.90	
	IT equipment	£800.00	£452.49	£0.00	£452.49	£347.51	
	Newsletter	£700.00	£335.00	£200.00	£535.00	£165.00	
	Postage	£50.00	£6.85	£0.00	£6.85	£43.15	
	PPE	£450.00	£19.48	£0.00	£19.48	£430.52	
	Room hire	£4,400.00	£3,443.00	£1,100.00	£4,543.00	£143.00	
	Staff costs	£16,000.00	£10,114.38	£4,454.37	£14,568.75	£1,431.25	
	Stationary	£300.00	£168.62	£14.00	£182.62	£117.38	
	Subscriptions	£650.00	£603.03	£36.00	£639.03	£10.97	
	Telephone & broadband	£600.00	£299.94	£249.95	£549.89	£50.11	
	SUB TOTAL	£26,880.00	£17,475.69	£6,054.32	£23,530.01	£3,349.99	
Training							
	Cllrs' training	£250.00	£10.00	£0.00	£10.00	£240.00	
	Staff training	£500.00	£0.00	£0.00	£0.00	£500.00	
	SUB TOTAL	£750.00	£10.00	£0.00	£10.00	£740.00	
Maintenance							
	Allotments	£1,000.00	£1,701.15	£0.00	£1,701.15	£701.15	
	Bus shelters	£1,500.00	£0.00	£0.00	£0.00	£1,500.00	
	Defibrillators	£0.00	£346.00	£0.00	£346.00	£346.00	
	General maintenance	£1,000.00	£33.99	£0.00	£33.99	£966.01	
	Grounds maintenance	£6,395.00	£3,796.93	£1,896.00	£5,692.93	£702.07	
	Rights of way improvements	£4,000.00	£0.00	£0.00	£0.00	£4,000.00	
	Street lighting (Electricity)	£2,400.00	£980.07	£1,419.93	£2,400.00	£0.00	
	Street lighting (Maintenance)	£2,600.00	£611.51	£0.00	£611.51	£1,988.49	
	Street lighting (Management)	£400.00	£802.97	£0.00	£802.97	£402.97	
	Talbot Centre and courts	£3,000.00	£0.00	£60.00	£60.00	£2,940.00	
	Tree management	£1,850.00	£0.00	£1,258.10	£1,258.10	£591.90	
	SUB TOTAL	£24,145.00	£8,272.62	£4,634.03	£7,774.07	£2,120.93	
Projects (Section 137)							
	Christmas lights	£500.00	£0.00	£760.00	£760.00	£260.00	
	Events	£1,000.00	£0.00	£0.00	£0.00	£1,000.00	
	Flower planters	£150.00	£0.00	£0.00	£0.00	£150.00	
	General projects	£5,000.00	£2,070.83	£0.00	£2,070.83	£2,929.17	
	Road safety schemes	£6,000.00	£0.00	£0.00	£0.00	£6,000.00	
	SUB TOTAL	£12,650.00	£2,070.83	£760.00	£2,830.83	£9,819.17	
Grants							
	Grants	£2,000.00	£600.00	£0.00	£600.00	£1,400.00	
	SUB TOTAL	£2,000.00	£600.00	£0.00	£600.00	£1,400.00	
	TOTAL	£66,425.00	£28,429.14	£11,448.35	£34,744.91	£17,430.09	
Reserves							
	General reserve (unallocated funds)	£51,203.58	£0.00	£0.00	£0.00	£51,203.58	
	Road safety schemes	£5,000.00	£0.00	£5,000.00	£5,000.00	£0.00	
	Street lighting upgrades	£40,000.00	£30,995.00	£0.00	£30,995.00	£9,005.00	
	Tennis courts resurfacing	£5,000.00	£0.00	£0.00	£0.00	£5,000.00	
	TOTAL RESERVES	£101,203.58	£30,995.00	£5,000.00	£35,995.00	£65,208.58	
Income for 21-22							
		Budgeted	Actual	Forecast	TOTAL		
	Allotments		£63.44	£890.72	£954.16		
	Bank interest		£2.72	£1.84	£4.56		
	Grants		£5,617.16	£3,500.00	£9,117.16		
	Precept	£65,425.00	£65,425.00	£0.00	£65,425.00		
	Talbot Centre & courts hire		£660.00	£0.00	£660.00		
	VAT recovery		£4,694.39	£8,673.16	£13,367.55		
	FOI charges		£18.33	£0.00	£18.33		
	SUB TOTAL	£65,425.00	£76,481.04	£13,065.72	£89,546.76		