***Clerk: Mrs Jayne Madeley BA 01746 785175 email:*** [***clerk@littlewenlock-pc.co.uk***](mailto:clerk@littlewenlock-pc.co.uk)***.***

***Website www.littlewenlock-pc.co.uk***

**You are hereby here by summoned to the Meeting of the Parish Council on**

**Monday 14th February 2022** **in the village hall large hall** **at 7.30 pm.**

**Please note this meeting will be subject to the relevant Government Guidelines in place on the date.**

**Members of the public are welcome to attend the meeting. To find out how please contact the clerk via email.** [**clerk@littlewenlock-pc.co.uk**](mailto:clerk@littlewenlock-pc.co.uk)**.**

**1. Public Session.**

**2. Record members present.**

**3. Receive apologies and reasons for absence.**

**4. Dispensations and declaration of personal or prejudicial interests.**

**5. Minutes of the meeting held on 10th January 2022.**

**6. Borough of Telford and Wrekin Liaison.**

**7. Approve clerk’s revised contract of employment.**

**8. Queens Jubilee Tree.**

**9. Library cupboard**

a. Consider purchase (see report).

b. Consider how the community will use the cupboard.

c. Consider how the use of the cupboard is going to be monitored.

d. Consider who is going to manage the unit.

e. Risk assessment.

f. Consider purchase of a similar unit for the New Works bus shelter.

**10. Next Newsletter.**

a. when to issue.

b. new distribution rota.

**11. Consider offers of collaborative working with Telford and Wrekin. (Top up services and enhancements).** (Report to follow)

**12. Finance.**

**a. Consider payment of invoices.**

1. SSE street lighting £26.59, £9.76, and £16.02 DD

2. Mrs J E Madeley Salary £1669.16 Chq 22

3. HMRC PAYE £711.38 Chq 23

4. Shropshire Council Pension (online payment) £193.69

5. Mrs J Madeley Expenses £35.25 Chq 24

6. Vision ICT £129.60 Chq 25

7. Mrs E Adams £11.98 Chq 26

8. E. on £192.00 Chq 27

9. Mrs R Turner £50.00 Chq 28

10. DB Computing £300.00 (paid with debit card.)

**b.** budget (see report)

**c.** £500.00 received Telford and Wrekin Council.

**d**. Recycling bin.

**e.** Bank Reconciliation. Jan 22

**f.** Envirogrant no successful.

**g.** grounds maintenance. Update.

**h.** War Memorial valuation.

**i.** Consider further signatures for Lloyds Bank Account.

**j.** Confirm purchase of litter bin for Coalmoor Lane.

**k.** Asset Register.

**13. Parking at the foot of The Wrekin.**

a. Update.

**14. a. New Applications:**

* **TWC/2022/0006 Land between Huntington Lodge and Beech House Little Wenlock.** Erection of 1 Dwelling with associated garage.
* **TWC/2022/0036 Site of Hollydale & Stretton View Buildwas Road Ironbridge.** Outline application to include access with all other matters reserved for the development of up to six dwellings 9self build)

**b. Decisions:**

* **TWC/2021/0973 Fir Trees Wellington Road Little Wenlock.** Amended plans to proposed roof conversion. **Grant Full planning permission.**

**c.** **Any other planning matters**:

* Consider who will represent the parish council at the planning committee meeting to speak about Steeraway farm solar farm application TWC/2021/1071.

**15. Community Safety**

**a. SID.** a. update and data.

**b.** New Works speed limit

**c.** New Works streetlights

**16. Clerk’s Report.**

**17. Individual Councillors Report and updates:**

**a.** Update from Rights of Way.

b. Village Hall and playing fields/ committee.

**18. Consider Date for April meeting and Annual Parish meeting.**

**19. Consider asking Telford and Wrekin Council to carry out a community governance review.**

**20. Consider exploring the installation of EV charging point.**

**21. Correspondence:**

**a**. Consider applying for Armed Forces Covenant Bronze award

**b**. information about The Guardian’s view of the future of churches from a resident.

**c**. Consider what the three priorities re crimes are.

d. email from resident regarding issues in New Works.

e. letter regarding freeman status.

f. Email from resident regarding speeding traffic in Little Wenlock.

g. Email from resident regarding Ict classes.

**22. Items at Chair’s discretion including items for next agenda.**

**23. Date of next schedule meeting 14th March 2022.**

**Report**

**9. Library Cupboard**

a.

* Clerk has already informed councillors the purchase of the cupboard in the manner it has been is contrary to adopted financial regulations section 10. Financial regulations are written to comply with legislation.
* The Chair has already written an explanation which has been forwarded with the agenda.
* Clerk/Responsible Financial Officer should issue all orders for goods and services.

* If a resident chooses to challenge the accounts at audit, it could cost the parish council considerable sums (Clerk has no idea how much) of money if there is a request for an investigation by the external auditor. Clerk has adjusted the budget to reflect the possibility this may happen.
* What the Parish Council now must do is sort this out as best it can.
* At the time of writing clerk has not seen the invoice. If the invoice is made out to the Parish Council, it makes it easier to pay. Clerk understands a councillor has paid for it. It will be up to the Parish council if they agree to reimburse the Councillor.
* If the invoice is not made out to the Parish Council, the VAT if charged cannot be reclaimed.

b. The cupboard is to be situated in the bus shelter. It must be decided how it will be used. Will it be a borrow and return? Borrow and swap. Can anyone add books? For example

c. There will need to be management of the cupboard, i.e., contents kept tidy, scruffy books removed and disposed of appropriately, inappropriate books removed for example.

d. This is an ideal project for a volunteer to manage and report to the Parish Council say quarterly. How will a volunteer be recruited? How often will the volunteer be expected to monitor the cupboard.

e. There needs to be a risk assessment covering the risk of damage to residents from the cupboard. I.e., the cupboard is fit for purpose and will not put anyone or anything at risk, vandalism, inappropriate use, inappropriate literature. Clerk is sure there are other things and is seeking risk assessments from fellow clerks who have already got mini book share spaces.

**10. Newsletter**

1. Traditionally there has been a paper newsletter distributed in the Spring. This will include the date of the Annual Parish Meeting (meeting of residents not a parish council meeting). Useful information such as the introduction of the library cupboard.

Repair to the badger run right of way, speed indicator device project (now it is up and running).

1. Traditionally Councillors have distributed the copies around Little Wenlock and a volunteer distributes New Works. Clerk posts out the outlying communities like Steeraway and Coalmoor etc. A decision needs to be made if this will continue and who will do where with the change of Councillors.

**12d. Budget.** Clerk has presented the budget in a different format and that is included in the pack for the meeting. It has become apparent a working party is not appropriate for the decision making on the budget. Decisions should be made in public. A decision needs to be made. There can always be changes as needed through the year. So long as they are minuted and made at meetings.

**14c. Planning statement for plans board.**

The application for the Steeraway Farm Solar Farm Proposal have been “called in” and will be heard at a forthcoming planning committee meeting on an unknown date. Clerk has noticed Telford and Wrekin Planning Dept have asked the applicant if it is satisfactory to extend the determination time to 11.4.22. this has been agreed. There are two planning committee meetings scheduled before that date on 9th March 6pm and 6th April 6pm.

The comments made are below:

**Little Wenlock Parish Council objects to this application for the following reasons:**

**1**. The site is within the Wrekin Strategic Landscape area.

2. Two of the proposed fields are immediately adjacent to the Shropshire Hills Area of Natural beauty. The five fields are extremely close. Thus, being detrimental to the quality of the strategic landscape and failing to conserve or enhance the character of the landscape around the Shropshire Hills AONB. Resulting in significant harm to the character of the area. Thus, contrary to Policies Er1 and NE7 of the Telford and Wrekin Local Plan (2011-2031), paragraph 174 of the National Planning Policy Framework and Policies P1 and WF1 of the Shropshire Hills ANB Management plan. (2019-2024).

3. The land is currently used for sheep grazing and arable farming it is not a brownfield site in the twenty first century having ceased its previous use over a century ago in 1900.

If any further comments are to be added it needs to be agreed.

**15. Community Safety.**

**a. SID**

* The machine is working well. Clerk has changed the speed diameters to stop it flashing high speeds.
* Clerk is hoping to have some graphs from the data available at the meeting.
* The place where the device starts to flash speed is determined by the angle of the machine. The instruction manual provides information. The Manual has been forwarded to Councillors.

1. **New Works Speed Limit.**

Telford and Wrekin is planning to look at the sites for new 30mph signage. There will need to be a traffic regulation order made. It has been established the speed limit area in New Works does not have a TRO.

1. **New Works Street lights.**

Clerk will obtain an update for the meeting.

**16. Clerks report**

1. Clerk has re written the budget in a different format.

2. Sought advice on how to proceed with the library cupboard.

3. attended a training course about the yearend audit.

4. set up the laptop with RTI, Vai graph and outlook.

**19. Community Governance Review. (Request of Councillor Cooper)**

To change the number of Councillor seats a community governance review is needed. Clerk has forwarded guides from Telford and Wrekin and Government on how this is done. Clerk will find out how many residents are on the electoral roll to know how many signatures are needed on the petition to start the review.

**20.** **EV Charger (request of Councillor Betts)**

At the present time Parish and Town Councils do not have a legal power to sell electricity so would be unable to install and manage a charger themselves. There is a bill that the Parish Council has supported going through the parliamentary system.

Clerk has no information from anywhere regarding the supply or installation of EV Chargers on Parish Council property.

Suggested Resolution: Little Wenlock Parish Council RESOLVE to consider the installation of an EV Charger on its land or in partnership with other landowners once it becomes viable and allowed in law.