**You are hereby invited to the Meeting of the Parish Council on**

**Monday 13th July 2020** **via zoom** **at 7.30 pm.**

**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 9th March 2020**

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

**7. Consider giving clerk delegated powers to carry out the business of the Parish Council in accordance with the statement below.**

**8. Finance.**

**a. Consider payment of invoices.**

1. Mrs J Madeley £379.20 plus £8.25 = 387.75 chq 2110 Apr 20

2. I walker £10.98 chq 2111 Apr 20

3. Vision ICT Ltd £454.80 chq 2112 Apr 20

4. SSE £16.47, 9.79,27.81 dd Apr 20

5. Mrs J Madeley £379.20 chq 2114 May 20

6. Mrs J Madeley £40.25 ch1q 2115 May 20

7. SSE DD ££27.81,16.46 and £9.79 May 20

8. SALC £245.26. Jun 20 chq 2110 Subscription.

9. Eon street lighting repair. £192.00 chq 2121

10. E Adams £38.97 chq 2122 plants for New Works Planters.

11. Information Commissioner’s Office. £35.00 DD registration

12. SSE street lighting power £9.81, £28.42, £16.76 DD

13. Mrs J Madeley £379.20 chq 2123 Jun 20

14. Mrs J Madeley £379.20 salary and £40.25 doggy doo bags chq 2124 Jul 20

15. SSE streetlight power to be confirmed.

16. RLT Auditing chq payable to Rebecca Turner. £135.00 chq 2125

17. Mrs J Madeley Expenses £77.26 chq 2126 Apr May Jun jul

**b.** Bank Reconciliation. Jun 20

**c.** 1st half of precept received £7195.00 Vat received £1294.22.

**d.** Approve the E. On Highways street lighting maintenance contract.

**e.** Play Equipment replacement mat.

**f.** Consider a debit card for clerk.

**g.** Consider a grant to Telford and Wrekin for the Kindle Kindness project.

**h.** Consider supporting Borough Cllr Seymour’s request to use some of the ward fund for laptops for children using free school meal service.

**9. Annual Audit:**

**a.** Consider approving completion of the certificate of exemption of external audit.

b. Approve internal audit.

c. Approve annual governance statement.

d. Approve annual accounts statement.

**10. Approve Standing Orders, financial regulations, Asset register, all other policies.**

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

a. Temporary traffic order (circulated previously).

b. Highway traffic management scheme update.

c. Consider contributing £7500.00 from parish council funds toward the scheme.

**12. Telford and Wrekin Enforcement service.**

a. see report regarding the offer.

b. Consider joining the enhance scheme with an annual contribution of £5000.00.

**13. Planning:**

**a. New Applications: a.**

* TWC/2020/0416 Hen Rise Woods part of Short Wood New Works Lane New Works. Change of use of woodland to Forest School and erection of 1 storage shed and 1 toilet shed. Comments were:

Little Wenlock Parish Council has no objection to the principle of education facilities in this woodland however the parish council asks that the following comments are considered in the determination of this application: 1. That the construction of the buildings both the toilet shed and storage shed are carried out as environmentally friendly as possible. 2. That any energy source is from alternative energy source such as solar panels. there is no mention of where power is to come from in the application. 3. The plans are to transport the children to the site from a pickup point in Lawley. there should be no parking on New Works Lane. the car park is for 8 cars and is used by visitors to the area. there is another area suggested for car parking in another comment. this site was withdrawn from the restoration programme via a non-material amendment and is not now designated as a car park. New Works Lane is a single-track road with passing places and not suitable for extra traffic relating to a business of this nature. 4. The proposal to remove all waste via transportation and disposal down a domestic toilet does not seem to be a hygienic procedure. The Parish Council believes the proposed method with not fulfil environmental legislation.

* TWC/2020/0365 and TWC/2020/0366 The Old Hall, Church Lane, Little Wenlock, Telford, Shropshire, TF6 5BB. Description: The removal and blocking of the east elevation windows, installation of 2no. rooflights to the south elevation and change to the approved location of WC (Part-Retrospective) (Listed Building Application).

Comments were: No Objection.

* TWC/2020/0510 The Seasons Church Hill New Works, Erection of a two-storey front extension, a single storey side and rear extension, installation of 6 roof lights proposed loft conversion and rendering of existing brickwork.
* TWC/2020/0540 Erection of a first-floor roof terrace above existing garage. 6 Manor Farm The Alley Little Wenlock.

**b. Decisions:**

* TWC/2020/0146 Conversion of barn to 1 dwelling following demolition of existing Agric buildings, erection of a single storey front and side extension and erection of a detached garage. New Works Farm New Works. GRANT Full planning permission.

**c. Change of Licensing conditions:**

* Application for a Variation of Premises Licence at Wrekin Golf Club Golf Links Lane Wellington.
* Consultation on the Review of Telford and Wrekin’s Statement of Licensing Policy.

**d.** Possible planning enforcement.

**e. Any other planning matters:** Licensing Act 2003 consultation on the Review of the Telford and Wrekin’s statement of Licensing Policy.

**14. Community Safety**

**a.** Smartwater Rollout. Update and consider if the parish council’s name should be on the signage. Consider purchase of kits for every household. £8.90 plus vat.

**b.** Community Speed Watch.Handed over to the volunteer group and West Mercia Police.

**15. Information Sheet and Newsletter**

**16. Clerk’s Report.**

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

**a.** Update from Rights of Way Telford and Wrekin.

**b.** Village hall and playing fields committee.

**c.** Record of trees in hedgerows.

**18. Consider how to allow access to adult gym equipment in accordance with government guidelines.**

**19. Four-year action plan ideas**.

a. Dog doo signage consider rollout and monitoring.

1. sites for the signs

2. survey of sites.

**20. Correspondence: a.** Consider supporting a resident’s campaign regarding litter in New Works.

**b.** Signage re litter from Telford and Wrekin allowed to use them.

**c.** supporting national parish council organisation campaign lobbying the government for funds directly for parish and town councils to cover their costs.

**d.** Recovery, Reform, Reset. Telford and Wrekin Borough Council’s recovery plan

**e.** Climate Change partnership

**21. Date of next schedule meeting to be confirmed. Next scheduled meeting will be 14th September 2020 at present via zoom.**

**7. Suggested delegated powers wording:**

·        ***To note that it is lawful for the clerk to spend against specific items in the Parish Council’s budget i.e. for contractors, hall hire, clerk’s salary, all of which having been identified in the budget when setting the precept, any such payments to be reported to the Council at the next ordinary meeting.***

·        ***To approve provision of delegated powers to your Clerk to spend up to a limited amount £10000.00 and to authorise urgent work when unforeseen circumstances occur***

·        ***Delegated powers to the Clerk to respond to planning applications (councillors are still able to submit their own personal comments) after consultation via email with councillors.***

·        ***Agreement to delegate the postponement of the meeting of the Council on the ……. should this be required)***

·        ***Agreement to receive and act upon Government advice in relation to the holding of the Annual Meeting of the Parish scheduled to meet on [..] (noting such meetings must be held before 1 June) and the Annual Meeting of the Parish Council scheduled to meet on [..] (noting such a meeting must be held in May), thereby giving delegated power to the Clerk to make necessary re-arrangements for these meetings in consultation with the Chair.***

***Each of these delegated powers could be worded in consultation with the Chair and Vice Chair (and Chairs of Committees) as required.***

**8. a. Invoices paid and to be paid**. The list of invoices paid, and the July payments need approval in the minutes. Clerk has sent out the list each month of the payments.

**d.** the contract was circulated when it arrived. E. On have maintained the lights for some time. The amount is less than the minimum figure required for several quotes.

**f.** Debit Card. Financial regulations allow for a debit card to be issued to the clerk. Extract from financial regulations.

***6.18. Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.***

***6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances***.

***6.21. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.***

It has been suggested an alternative is a “loan” of £100 to the clerk to be topped up from time to time. A form of petty cash.

**g. Kindle Kindness.** Telford and Wrekin Council are raising funds to provide Kindles to help combat loneliness in these times in the Princess Royal Hospital and care homes. So far they have raised £19831 of their £25000 target. This is a different campaign to the h.

**9**. **Annual Audit papers.** These need approving in the order listed. The actual AGAR audit form is with the chair for him to sign during the meeting. Clerk has already signed it. The form is the same as last year in it make up the figures fit the annual accounts circulated. If you have any questions, please phone or email clerk beforehand to enable her to get the information to you before the meeting.

**10. Various governance documents.** These have been circulated beforehand. Again, if you have any questions please contact the clerk.

**11a. Temporary traffic order.** The current coning and one-way system are temporary until the permanent traffic management scheme has been designed. The temporary scheme is also under constant monitoring and will be tweaked to improve it. One idea being scoped is providing a two-way cycle lane on Ercall Lane. This is an example of the work being carried out and may not happen if it is not safe to do so.

**b**. Highways traffic management proposals. The scheme is being designed at present. There is a big will to find a more permanent solution. Clerk has had conversations with the police and Telford and Wrekin. Clerk has been asked to hold a parking around the Wrekin group meeting. There seems little point until the plans for the scheme are available for consultation. Clerk needs confirmation the parish council is happy to coordinate this group. It involved the parish council, Telford and Wrekin ward member and highways officer, Shropshire Wildlife Trust, Shropshire Hills Aonb Office, Wellington Walkers are Welcome Committee and owner of the side of The Wrekin with the access point (he never attended). The group was informal with terms of reference agreed. It was difficult to get everyone together and the group went as far as it could until now.

**c**. Clerk was asked to see if the finances would find £7500.00 in total to offer for the traffic management scheme. A copy of a revised budget has been circulated. The total with the police and crime commissioner grant would be £10000.00. ***The power to spend this money is within The Highways Act 1980 S274A. “A local council may contribute towards the costs of traffic calming works (i.e. construction, removal or maintenance and including signs and lighting) to be carried out by the highway authority, and which benefit the council’s area.”***

**12. Telford and Wrekin Enforcement Service.**

**a.** At present the Telford and Wrekin team are visiting the double yellow lines at The Foot of The Wrekin when they can at weekends. This basic service is all that can be offered. Parish and Town Councils can buy into an enhanced service. A full officer costs £30000.00. the service provides traffic warden services, fly tipping and doggy doo enforcement. Parish and Town Councils can buy into part of an officer’s time. Clerk has budgeted £5000.00. The current occasional visit at weekends to the foot of The Wrekin will continue. The Parish Council needs to decide if it wishes to buy the extra service at at what price. ***The power to spend this money would be Section 17 of the Crime and Disorder Act 1998. Local councils must exercise their functions with due regard to their likely effect, if any, on crime and disorder (including anti-social and other behaviour adversely affecting of local environment) ……***

The enforcement team can offer advice to a public meeting on how to identify information about suspicious behaviour that is of use to the team and the police as well.

**14. Report sign locations.**

This is to confirm sign size and locations:

**Little Wenlock -**

A3 on all entry roads:

Wellington Road, Coalmoor Road, bottom of Malthouse Bank, Spout Lane

A4 on internal signs:

 By village hall, junction of The Alley & Church Lane, Buildwas Lane.

 All to have LITLE WENLOCK on them.

**New Works:**

A3 Up top of New Works Lane at Arleston Hill.

Blacksmith/Church Lane,

Junction of Dog in the Lane & Huntington Lane

All to have NEW WORKS on them

**Willowmoor:**

A4 sign on Wellington Road just before the houses (coming from Wellington)

LITTLE WENLOCK on it.

Coalmoor Lane, A4 at each end, LITTLE WENLOCK on it.

Please let me have your comments/suggestions as soon as possible so that we can proceed now that there is more opportunity to get out.

**16. Clerk’s report**

**Log of activity during lockdown.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Action** | **Response** | **Date and Action Taken** |
|  | Interpretation board incorrect size | Found the order and information | Correct order |
|  | Preplanning app forwarded PE/2020/0146 | Four Cllrs responded | Replied to twc |
| 28.3.20 | E. On streetlight maintenance contract forwarded. |  |  |
| 1st wk. Apr | Resident informed that young people were gathering on the playing field. | Reported to John Marcham and Howard Betts. |  |
| 12.4.20 | **Invs paid.** | Sent to John Marcham for signature. |  |
| 1.5.20 | Planning application TWC/2020/0365 and TWC/2020/0366 The Old Hall, Church Lane, Little Wenlock, Telford, Shropshire, TF6 5BB Description: The removal and blocking of the east elevation windows, installation of 2no. rooflights to the south elevation and change to the approved location of WC (Part-Retrospective) (Listed Building Application) |  |  |
| End of April | Phone call from a resident at the foot of The Wrekin about misuse of a right of way across his farm and in front of his home. Clerk contacted various people and actions have been taken | Contacted TWC various officers and cabinet members, plus ward member, police, and community volunteer group. |  |
| End April | Clerk took part in teleconference with other clerks and cabinet member from TWC. Reported the issue with the right of way and that the issue is bigger than the current. |  |  |
| 28.4.20 | Damage to street furniture on various rights of way | Reported to TWC |  |
| 7.5.20 | Query from a resident regarding development on Maddocks Hill Quarry. | Responded. With info about the application enforcement officer visit and tpo |  |
| 21.5.20 | Photos of trees and information saved into file named trees |  |  |
| 21.5.20 | Street works notification road closure Church hill new works 22.6.20 to 26.6. |  |  |
| 25.5.20 | Issues with parking and traffic chaos around The Wrekin. |  |  |
| 26.5.20 | Issues around parking at the foot of The Wrekin. Various things going on that have been duplicated. |  |  |
| 26.5.20 | **Planning application** TWC/2020/0416 Hen Rise Woods part of Short Wood New Works Lane New Works. Change of use of woodland to Forest School and erection of 1 storage shed and 1 toilet shed. |  |  |
| 5.6.20 | Audit notice of electors’ rights explained |  |  |
| 10.6.20 | Request from a resident of New Works for litter bins and litter notices. | Reported to councillors and sent links to kbt and twc street champions. |  |
| 10.6.20 | During routine maintenance of the adult gym equipment the contractor noticed the matting he had recently put in place was thrown in the grass cuttings cut up. Matting under the press adult gym equipment has been damaged and thrown in the grass clippings. Clerk asked for replacement to be installed. |  |  |
| 15.6.20 | Correspondence with TWC via email and phone regarding parking at the foot of The Wrekin. | Report to Cllrs. Telford and Wrekin are working on two projects the temporary traffic management scheme currently in place. This will be improved. Plus, a permanent scheme. Once that scheme is ready there will be a consultation. |  |
| 22.6.20 | Problem with streetlight repair found clerk has asked for a revisit from the engineer. It appears the lights has not been repaired properly or it is a different light to those repaired is broken. | Re reported |  |
| 22.6.20 | Considerable work around email addresses and websites. | Email addresses and instructions sent out to Cllrs. A decision needs to be made about future management of the Littlewenlock.org website. |  |
| 22.6.20 | Considerable communication regarding a councillor authorisation to carry out work on the bus shelter. | Resolved by treasurer of the village hall who had authorised removal of ivy from vhall property. |  |
| 25.6.20 | Message from TWC re how they are dealing with litter and signage. | Circulated. |  |
|  |  |  |  |
| 28.6.20 | Doggy Doo bags ordered. |  |  |
|  | Telford and Wrekin emailed regarding free supply. |  |  |
| 29.6.20 | Advice from parish council insurers re re opening adult gym equipment. |  |  |
|  |  |  |  |

**18. Adult Gym Equipment**

From the 4th July play areas and adult gym equipment can re-open subject to the equipment being safe to use in a conventional way and Corvid-19 safe. The Government has provided guidance. Clerk has forwarded this to the officers of the village hall committee and await a response on their plans.

**20. Correspondence: a. email regarding signage about litter in and around New Works and strimming around signs.**

A resident of New Works has been regularly collecting rubbish round and about the village for several years. She has noticed an increase in the rubbish and is concerned. She would like to put signs up asking people to not drop litter. She has priced up a sign including the Keep Britain Tidy logo and the parish council logo. Neither can be used without consent. Keep Britain Tidy have signs that can be purchased. Since the initial contact Telford and Wrekin Borough has supplied a template for signs. These have been circulated. The resident has been talking to an officer of Telford and Wrekin. She would like extra litter bins as well. She is suggesting bins are put on the walks across the old Huntingdon open cast mining. This is private property and local authorities do not have power to put signs on private property nor litter bins. The clearing up of private property is the responsibility of the landowner.

**Outstanding projects:**

1. Benchwalk leaflets.
2. Legal agreement on the playing fields.
3. Interpretation board by the pub
4. reflective tape.
5. Doggy Doo Campaign
6. Information Sheet
7. Bus shelter Ivy
8. Doggy Doo Bags from Telford and Wrekin
9. Future use of Little Wenlock.org. decisions need to be made about who manages the website, how information can be added or removed and in what form the requests will be received.
10. Clerk’s hours
11. Various grant applications.
12. Email addresses.
13. Rights of way update.
14. Grant awards policy
15. Review of some policies.

**Log of calls from resident regarding activity at the Foot of The Wrekin.**

1. Concerns about how the then one-way system will work for those who live at the foot of The Wrekin. (one-way system arrangement altered to exclude Willowmoor Bank).
2. Cones removed from Hatch Lane to Willowmoor Bank.
3. Cones removed here and there and cars parking in the spaces. Otherwise working well.