**Minutes of the Meeting of Little Wenlock Parish Council held on**

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

**7/20/45. Public Session.** No members of the public requested an invitation to the meeting.

**7/20/46. Record members present.** Councillors Marcham, Drakeley, Betts, Pennells and Stevens were present. Borough Councillor Seymour was also present.

**7/20/47. Receive apologies and reasons for absence.** No apologies were received.

**7/20/48. Dispensations and declaration of personal or prejudicial interests.** No declarations were made.

**7/20/49. Minutes of the meeting held on 9th March 2020.** It was RESOLVED to sign and approve the minutes of the meeting held on 9th March 2020.

**7/20/50. Borough of Telford and Wrekin Liaison.** Borough Councillor Seymour reported that there are investigations being carried out into setting up a community interest company to run The Halfway House and further its uses. Telford and Wrekin Council has been reacting to the pandemic and other services are ticking over.

**7/20/51. Consider giving clerk delegated powers to carry out the business of the Parish Council.** It was RESOLVED to delegate powers to carry out the business of the Parish Council in the following manner.

·       ***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 meetings 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 meeting (noting such meetings must be held before 1 June) and the Annual Meeting of the Parish Council scheduled to meet in May (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.***

**7/20/52. Finance.**

**a. Consider payment of invoices.** It was RESOLVED to approve payment of the following 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 July.

**b.** Bank Reconciliation. Jun 20. Clerk presented the bank reconciliation for June 2020.

|  |  |
| --- | --- |
| **Balance b/f 31.03.20** | **25,173.72** |
| Income | 8,507.10 |
| Total | 33,680.82 |
| Less: expenditure | 3,677.48 |
| **Total** | **30,003.34** |
|  |  |
| **Balances at 30.6.20** |  |
| Current account | 7,658.92 |
| savings account | 23,249.85 |
| **Sub total** | **30,908.77** |
| less unpresented chq | 905.43 |
| add unpresented cr |  |
| **Total** | **30,003.34** |

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

**d.** Approve the E. On Highways street lighting maintenance contract. It was RESOLVED to confirm the contract.

**e.** Play Equipment replacement mat. A mat has been damaged it appears as part of the grass maintenance. Clerk to talk to contractor. A new mat has been ordered.

**f.** Consider a debit card for clerk. It was RESOLVED to order a debit card in accordance with financial regulations with a maximum spend of £250.00. clerk to arrange.

**g.** Consider a grant to Telford and Wrekin for the Kindle Kindness project. It was RESOLVED to give a £100.00 from the Ward fund to the 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. It was RESOLVED to give £200.00 to this project from the Ward Fund.

**7/20/53. Annual Audit:**

a.Consider approving completion of the certificate of exemption of external audit. It was RESOLVED to sign and forward the certificate of exemption.

b. Approve internal audit. It was RESOLVED to approve the internal audit and report. Clerk to action.

c. Approve annual governance statement. It was RESOLVED to answer yes to the questions that form the annual governance statement.

d. Approve annual accounts statement. It was RESOLVED to approve the annual accounts.

**7/20/54. Approve.** It was RESOLVED to approve the Standing Orders, financial regulations, Asset register, all other policies Standing Orders, financial regulations, Asset register, all other policies.

**7/20/55. Parking at the foot of The Wrekin.**

a. Temporary traffic order (circulated previously). There is now a temporary traffic regulation order preventing parking around the foot of The Wrekin and installing a one-way system.

b. Highway traffic management scheme update. Telford and Wrekin Council highways dept are developing the project.

c. Consider contributing £7500.00 from parish council funds toward the scheme. It was RESOLVED to not change the budget until it is known what funds would be spent on.

**7/20/56. Telford and Wrekin Enforcement service.**

a. see report regarding the offer. It was RESOLVED to find out more information. Clerk to find more information.

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

**7/20/57. 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. Noted.

* 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. Noted.

* 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. Noted.
* TWC/2020/0540 Erection of a first-floor roof terrace above existing garage. 6 Manor Farm The Alley Little Wenlock. It was RESOLVED to make the following comments:

Little Wenlock Parish Council objects to this application because it will cause loss of privacy to the surrounding dwellings and the green wall may block light from the immediate dwelling. it should be noted this was removed from a previous application TWC/2017/0986.

**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. Noted.

**c. Change of Licensing conditions:**

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

**d.** Possible planning enforcement. Investigations into the query at Maddocks Hill Quarry have been closed with no case to answer.

**e. Any other planning matters:** None.

**7/20/58. 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. Noted.

**b.** Community Speed Watch.Handed over to the volunteer group and West Mercia Police. This project is beginning and working well. Volunteer co Ordinator Juliet Esp is doing a great job.

**7/20/59. Information Sheet and Newsletter.** A newsletter to be produced for September Meeting.

**7/20/60. Clerk’s Report.** Noted. Including a list of outstanding projects.

**7/20/61. Individual Councillors Report and updates:**

**a.** Update from Rights of Way Telford and Wrekin. Various reports have been forwarded to Telford and Wrekin. There are concerns about the length of grass on the path between Witchwell Lane and Spout Lane. Clerk to report.

**b.** Village hall and playing fields committee. The village hall and playing fields are open along with the play equipment and adult gym equipment.

**c.** Record of trees in hedgerows. Clerk has complied a file from photos provided by Councillor Betts.

**7/20/62. Consider how to allow access to adult gym equipment in accordance with government guidelines.** It was RESOLVED to re-open the adult gym equipment in accordance with government guidelines.

**7/20/63. Four-year action plan ideas**. This project has been deferred because of the current pandemic.

a. Dog doo signage consider rollout and monitoring.

1. sites for the signs

2. survey of sites.

**7/20/64. 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.It was RESOLVED to pay for copies of the Telford and Wrekin signs to be installed by volunteer.

**c.** supporting national parish council organisation campaign lobbying the government for funds directly for parish and town councils to cover their costs. No need to do this now the funds have been allocated.

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

**e.** Climate Change partnership. Councillor Betts has joined this group.

**7/20/65. Date of next schedule meeting to be confirmed.** Next scheduled meeting will be 14th September 2020 at present via zoom. The meeting was declared closed at 9.16pm.