



## ***FULL COUNCIL MEETING MINUTES***

**MINUTES** of the Wrockwardine Wood & Trench Parish Council Meeting held on Tuesday 8<sup>th</sup> October 2019. 7pm at the Parish Council Centre, Church Road, Wrockwardine Wood

**PRESENT:** Cllr's H. Smith (Chair), F. Doran, L Madeley, Mrs. S. Reynolds, S. Reynolds, C. Smith and Mrs A. Watkins

**IN ATTENDANCE:** 2 members of the public

### **19/1153 Welcome**

The Chair Councillor H. Smith welcomed everyone to the meeting.

### **19/1154 Apologies for absence**

Apologies were received from Councillors G. Singh, J. Thompson and D. Wright.

### **19/1155 Disclosable Pecuniary Interest**

None declared.

### **19/1156 Public Session**

Nothing raised.

### **19/1157 Previous Minutes of the Parish Council Meeting held on 10<sup>th</sup> September 2019**

**RESOLVED** that the Minutes of the Parish Council Meeting held on Tuesday 10<sup>th</sup> September 2019 were confirmed as a correct record and signed by the Chair.

### **19/1158 Gibbons Road Development**

Councillor Madeley reported that there is an increase in the number of vehicles parking on the pavements and grass verges in Gibbons Road. The state of the road is an ongoing problem, Councillor Madeley has spoken to the site manager for Countryside Developments to request that the road is swept daily. On some building sites vehicles are washed off before leaving site, which would help the situation.

Holes have now opened up in the tarmac at the top of Gibbons Road from the spring and at the bottom of the road due to flooding, which need to be addressed.

Councillor Madeley also pointed out that there is no street lighting on the road outside the new development and asked the Parish Council to support her requests for improvements to be made to pavements, street lightings and roads in Gibbons Road .

Councillor C. Smith commented that dog mess is still a problem in the area and requested an additional waste bin in Gibbons Road by the new development and asked the Clerk to order dog mess signs for lampposts to highlight the issue.

Councillors L. Madeley, C. Smith and D. Wright are having a site meeting with contractors on Friday 11<sup>th</sup> October to discuss issues.

### **19/1159 Parking Issues**

The Clerk updated that the black parking cones to be put outside the church when funerals are due to take place have been ordered and will be delivered once payment is received. An email has been sent to Sanctuary Housing to see if the Parish Council can purchase parking permits for use during the day time for users of the Parish Centre. Telford & Wrekin Council's Highways department have been contacted to get a price for removing the bus stop outside Holy Trinity Church.

### **19/1160 Christmas Party update**

Councillor Madeley asked that following the success of the initiative to donate items to the food bank at last year's Senior Citizens Christmas Party, would the Councillors consider doing the same again this year at our Christmas party? Donated items would be divided between Telford Crisis Support and Newport Food Bank..

**RESOLVED** that the Members agreed to have a donation point at the Senior Citizens Christmas Party for contributions to Telford Crisis Support and Newport Food Bank.

### **19/1161 ID Verde Contract**

The Clerk reported that an operative from ID Verde has been taken on for an initial 3-month contract and is currently catching up with work on alleyways and rights of ways across the area.

Councillor Madeley commented that the operative has done a very good job on work carried out so far and the alleyway at the bottom of Gibbons Road has seen a major improvement.

### **19/1162 Health and Safety**

A fire risk assessment was carried out on Monday 7<sup>th</sup> October by Telford & Wrekin Council's (TWC) Buildings Management Team in conjunction with Wrockwardine Wood Infant School and a report will be available for the next meeting.

The Clerk and Councillor Madeley has been reviewing health and safety policies for the Parish Council and asked the Members to review and adopt the Lone Working Policy and risk assessment as part of the review.

**RESOLVED** that the Members agreed to adopt the Lone Working Policy and risk Assessment for the Parish Centre.

The Clerk was asked to write to Wrockwardine Wood Primary School to request that the mud on the car park is cleared, as it's a slip hazard.

### **19/1163 Clerk's Report**

The Autumn addition of the Parish Newsletter is currently being delivered around the area and includes details of the Senior Citizens Christmas Party. Tickets are available from Monday 28<sup>th</sup> October.

### **19/1164 Payments to be issued**

Councillor's received a list of the expenditure transactions for September/October 2019 and a list of cheques to be signed.

**RESOLVED** that the expenditure transactions for September/ October 2019 totalling £6,471.22 were approved. (Copy of list attached to office minutes).

### **19/1165 To receive a Statement of Accounts for September 2019**

Deferred to next meeting, statement hasn't arrived yet.

### **19/1166 Correspondence**

Katrina Baker – notification of all-day planning event on 4<sup>th</sup> November 2019.  
Telford & Wrekin Council – information on Travel Assistance Policy consultation  
NHS Telford & Wrekin – request for knitted hats for premature babies

### **19/1167 Items of information only**

Reminder that the Remembrance Sunday Service is on Sunday 10<sup>th</sup> November – Clerk to order wreath.

Councillor Charles Smith updated that the planning application for Glenside (HMO) has been granted despite opposition from the Parish Council. The project will be run by Maninplace and will provide an overnight hostel for the homeless, who will be able to stay there for a maximum of 10 days. There will be a warden on site 24 hours a day and the planning department have advised that the bungalow will have to be reconfigured and return to planning if it becomes a HMO for permanent residents. Councillors agreed to monitor the situation.

An email was received from the Clerk of Okengates Town Council asking parish councils if they would be interested in a joint partnership to employ an operative from ID Verde to carry out environmental maintenance for the next financial year. The Clerk was tasked with speaking to neighbouring Town/Parish Councils to gauge interest in sharing an operative.

Councillors were unhappy with the acoustics of the school hall for Parish meetings and noted that in winter months the hall can be very cold. The Clerk was asked to liaise with the Art Group tutor to allow the Parish Council to use the meeting room from 6pm and art classes would either start at 8pm for one week each month or be cancelled.

### **19/1168 Date & Venue of the Next Meeting**

Full Council Meeting – 12<sup>th</sup> November 2019 at 7.00pm

### **19/1169 Exclusion of Press and Public - Public Bodies (Admissions to Meetings) Act 1960**

To Resolve that in view of the confidential nature of the business about to be transacted which will involve the likely disclosure of information as defined in the Public Bodies (Admission to Meeting) Act 1960, the public and press will be temporarily excluded from the meeting and asked to withdraw.

**19/1170 To review quotes to move the SID**

The Clerk was waiting for a quote from ID Verde to move the SID, she had attended a Clerks Meeting the previous week and other Clerks recommended their services.

**RESOLVED** that the Members gave the Clerk delegated power to get the SID moved from Moss Road to Wombridge Road.

**19/1171 Parish Centre - toilets refurbishment update**

The Clerk reported that two of the three original contractors who submitted quotes to refurbish the Parish Centre toilets have returned a revised quote to take into consideration changes in specification. Members discussed the quotes and recommendations were made based on the quotes received.

Councillor Madeley declared an interest that she knew one of the companies who had originally provided a quote.

**RESOLVED** that the Members agreed to award the contract to upgrade the Parish Centre toilets to DMW Plumbing and Heating, to include new taps, toilet seats, installation of a new baby change unit and an upgrade of the vanity unit in the ladies' toilet and replacement of hand dryers.

An issue was raised with the drains in the gent's toilets. There is constantly a foul smell coming from the drains in the toilet and putting Dettol down the drain has not solved the problem. It was suggested that fat being poured down the sinks in the school kitchen which is adjacent to the toilets could be the cause.

The Clerk was asked to contact the school to arrange a contractor to come and survey the drains to find out what the issue is.

**Meeting finished at 7.55pm**

Signed.....  
Chairman

Date.....