



FULL COUNCIL MEETING MINUTES

MINUTES of the Wrockwardine Wood & Trench Parish Council Meeting, held on Tuesday 8th June 2021 at 6.30pm .

PRESENT: Cllr's L. Madeley (Chair), A. Bennett, F. Doran, Mrs S. Reynolds, S. Reynolds, G. Singh, C. Smith, J. Thompson and D. Wright.

Councillor H. Smith joined the meeting via telephone due to health reasons.

1 member of the public present

21/1015 Welcome

The Chair, Councillor L. Madeley welcomed everyone to the parish councils first face to face meeting since March 2020.

21/1016 Apologies for absence

Apologies were received from Councillors Helen Smith and Anne Watkins

RESOLVED that as per local government Act 1972, s85 a resolution was agreed to grant Councillor Watkins a 6-month leave of absence due to health reasons.

21/1017 Disclosable Pecuniary Interest

Non declared.

21/1018 Public session

A query was raised regarding when the gate from the new development to Woodhouse Crescent will re-open as it is currently closed.

Councillor C. Smith reported that it will be re-opened as it is public access.

A tree on Pinewood Avenue which is partly in Wrockwardine Wood Junior School grounds is causing problems with youths using it to climb over into school grounds. The Clerk was asked to contact the head teacher and ask Richard (PCSO) to pay passing attention when on duty.

21/1019 Minutes of the Annual Parish Council Meeting held on 3rd May 2021

RESOLVED that the Minutes of the Annual Parish Council Meeting held on Monday 3rd May 2021 were confirmed as a correct record and signed by the Chair.

21/1020 Matters arising from the previous minutes

No matters raised.

21/1021 To review the Financial and Management Risk Assessment

A copy of the Financial Risk Assessment, previously reviewed in June 2019 was circulated to members prior to the meeting for review.

RESOLVED that the Financial and Management Risk Assessment was accepted by the members.

Councillor Shirley Reynolds arrived late to the meeting due to attendance at a Borough Council Meeting.

21/1022 To review the Asset Register

An updated copy of the Asset Register was forwarded to members for consideration prior to the meeting.

RESOLVED that the updated Asset Register was accepted by the members.

Councillor Wright arrived late to the meeting due to attendance at a Borough Council Meeting.

21/1023 Community Fun Day to be held on 7th August 2021

Councillor Madeley gave an update on the plans put together by the Community Fun Day working party. Quotes are being sought by the Clerk for a Gazebo, portable Toilets and a bouncy castle

Councillor Madeley asked for support from all the Members as it will not be possible to hold the event safely without enough people on the ground.

Councillors Steve and Shirley Reynolds advised that they will be on holiday on that date.

Councillor Doran recommend that the event should go ahead subject to any further changes in the Covid situation.

RESOLVED that Members agreed that the Community Event should go ahead, subject to any changes in government guidelines. The Community Event working party were given authorisation to make payments for deposits needed to facilitate the event.

21/1024 Ward boundaries review

A discussion took place about the proposed review of Ward boundaries and Members highlighted included some local anomalies where the boundary is split down in the middle of the road, as in the case of Furnace Lane and several roads/drives off Pickering Road. Councillor Wright suggested that the item put it on the agenda at a later date when the draft proposal for the boundaries review is published.

21/1025 To review the impact of lack of parking at the Parish Centre on groups using the Parish Meeting Room

The Clerk reported that groups are not able to use the school car park during the day since the updating of the security system on the Infant School car park. Many of the groups are attended by elderly residents who rely on parking to attend the groups. One of the regular groups has already found an alternative venue and the art group will be unable to continue due to members being elderly and needing parking facilities.

Councillor Madeley pointed out that loss of groups using the Parish Centre will lead to loss of revenue and the need to employ a Caretaker/Cleaner 5 days a week.

Councillors discussed the need for a Casual contract for cleaning/caretaking until can Re-open. Item to be put on the agenda for the next meeting.

21/1026 Clerks Report

The Clerk gave an update on problems experienced with the new Community Action Team Contract (CAT), which has included issues with invoicing, lack of contact with the Enforcement Officers and not aware what action is being taken, no information available on how to download footage from the CCTV cameras.

Councillor Shirley Reynolds explained that at Oakengates Town Council they have been allocated a Locality Officer who is the contact for the CAT Team.

The new children's playground is nearly completed but has been besieged with problems of vandalism and anti-social behaviour. Contractors are finding fencing damaged and tools going missing particularly late afternoons when youths are coming out of school. The PCSO's have been asked to undertake regular patrols in the area.

The Spring newsletter is currently being distributed around the parish. Councillors were concerned that some areas are being missed and asked the Clerk to review the distribution list using the latest electoral register.

Due to the increase in the number of households the newsletter is distributed to, the Clerk requested that a pay rise is given to the distribution team to ensure that they are being paid a fair rate of pay.

RESOLVED that the Members agreed to increase the rate of pay for delivering the newsletter to 2500 households in the parish to £350 per edition.

21/1027 To agree the Annual Return (AGAR) for year ending 31st March 2021

The Clerk circulated a copy of the Annual Return to all members prior to the meeting.

21/1028 The Annual Internal Audit – Year ending 31st March 2021

The Clerk forwarded a copy of the Internal Audit Report from Auditor Diane Malley prior to the meeting. Councillors were given the opportunity to read the report and ask any questions.

RESOLVED that the Internal Audit report for the financial year 2021 - 2021 was received and the recommendations made by the Internal Auditor were noted.

21/1029 Annual Governance Statement

Members were asked to agree or disagree with each of the following statements:

		YES	NO
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.		
2	We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.		
3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its businesses or on its finances.		

4	We provided proper opportunity during the year for the exercise of elector's rights of the Accounts and Audit Regulations.	✓	
5	We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal control and or external insurance cover where required.	✓	
6	We maintained throughout the year an adequate and effective system of internal audit promoting of the accounting records and control systems.	✓	
7	We took appropriate action on all matters raised in reports from internal and external audits.	✓	
8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statement,	✓	
9	(for local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharge our accountability responsibilities for the funds/assets, including financial reporting and, if required, independent examination or audit.	N/A	

RESOLVED that the Chair and the Clerk signed the completed Annual Governance Statement on behalf of the members.

21/1030 To agree the Statement of Accounts

RESOLVED that the Statement of Accounts was agreed as a true record.

21/1031 To agree a protocol for authorising payments outside the meeting

The Chair raised concerns regarding the process for making payments during the current pandemic. Payments are being made by bank transfer which are uploaded onto the system by the Clerk and have been authorised by the Chair of the Finance Committee, Councillor Watkins and then counter signed by Councillor Madeley. In the absence of Councillor Watkins there is no one else available to authorise payments using the Lloyds Bank online banking portal.

Councillor Charles Smith suggested that the Chair and Clerk authorise any general payments for the day to day running of the parish council, anything else out of the ordinary can be processed if the Clerk emails all Councillors to agree the payment.

Councillor Madeley to have a banking tutorial so that she is able to authorise payments until Councillor Watkins is able to return to usual duties.

RESOLVED that the Chair and the Clerk authorise any general payments and contact all Councillors to approve any payments which are out of the ordinary.

21/1032 Payments to be issued

Councillor's received a list of the expenditure transactions for April/May 2021 and a

list of payments to be made.

RESOLVED that the expenditure transactions for April/May 2021 totalling £18,132.39 were approved. (Copy of list attached to office minutes).

21/1033 To receive a Statement of Accounts for April – May 2021

Councillor's received a copy of the bank reconciliation as at 31st May 2021.

RESOLVED that the bank reconciliation as at 31st May 2021 is accepted as a true record.

21/1034 Items of information only and items for the next agenda

- The new play area at Trench fields will be completed by the end of the week and the CCTV is up and running.
- Severn Trent Water are addressing drainage problems on Trench Road.
- The Revive site on Trench Road is to go to planning for new houses.

Questions were asked about the new estate in Gibbons Road and whether the grassed area and the mound will it be landscaped?

The Clerk was asked to write to the planning enforcement team to enforce plans for the former Sutherland School site.

Val Hulme and David Wright to be copied into the correspondence.

Councillors highlighted the need for joined up working and asked the Clerk to contact Adam Brookes and the developers to invite them to next meeting and to put the landscaping of the mound on the next agenda.

A consultation about the proposed speed bumps in Gibbons Road will take place during the summer.

21/1035 Standing Orders were suspended to allow Councillors to comment on a pre-planning application

Councillor Charles Smith left the meeting due to his position as Chair of Telford and Wrekin Councils Plans Board.

21/1036 Private session:

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.

21/1037 Pre Planning Application PE/2021/xxxx

A provisional enquiry has been received by Development Management of Telford & Wrekin Council for the erection of a garage front porch and a 2 storey side extension.

RESOLVED that Members agreed to 'No comment' the pre-planning application PE/2021/xxxx.

21/1038 Standing Orders were resumed.

21/1039 Date & Venue of the Next Meeting

Full Council Meeting – Tuesday 13th July 2021 at 6.30pm

Meeting ended 7.36pm

Signed.....
Chairman

Date.....