

HADLEY AND LEEGOMERY PARISH COUNCIL
Minutes of a meeting of the Finance and General Purposes Committee
held on the 21st September 2010, commencing at 7.00 p.m.

***Note:** The Committee has delegated authority to incur individual items of expenditure of up to £2,500.00 from within its agreed budget without reference to the Council. Recommendations for expenditure in excess of £2500.00 are subject to ratification by the Council.*

230/10 PRESENT

Councillors R G Dickens (Chairman), J Smart (Vice-Chairman), P H Durling, M D Grindrod, R R Plenderleith, P Smart, M J Smith, S Thomas and M L Wickstead.

Clerk to the Council: Colin Potts.

231/10 APOLOGIES FOR ABSENCE

None

232/10 DECLARATIONS OF INTEREST

There were no declarations of interests at this stage, but see minute 240/10 re: declarations made at a later point in the meeting..

233/10 MINUTES OF LAST MEETING

RESOLVED that the minutes of the meeting of the Committee which was held on the 20th July 2010 (previously circulated) be confirmed and signed by the Chairman.

234/10 BUDGET MONITORING

The Committee reviewed a budget comparison report in respect of the Council's budget for 2010/11. There were no matters arising.

PLANNING APPLICATIONS

235/10 Applications for consideration

RESOLVED that no objection be made in respect of the following:

1. TWC/2010/0412 & 0414 (Full Planning and Listed Building applications) – conversion and extensions to existing store rooms and hair salon to create 3 No. dwellings, Watkins Nursery, Apley Castle, Telford.
2. TWC/2010/0415 – erection of 2 No. detached dwellings, land adjacent to 9 Greenfinch Close, Apley, Telford.
3. TWC/2010/0421 – erection of part single and part two storey extension at rear of garage to provide further living accommodation to be used in conjunction with the existing dwelling, 4 Cavell Close, Apley, Telford.
4. TWC/2020/0477 – erection of a dwelling (reserved matters) pursuant to outline permission W2009/0419, land adjacent to Dairy Farm House, Wheat Leasowes, Horton, Telford.

236/10 Permissions granted (for information only)

NOTED that Telford & Wrekin Council has granted permission in respect of the following:

1. TWC/2010/0020 – first floor side extension and single storey rear extension, 96 Hadley Park Road, Hadley, Telford.

2. TWC/2010/0082 – first floor extension, 21 Chichester Drive, Apley, Telford.
3. TWC/2010/0309 – single storey side extension and new fence to front, 70 Heatherdale, Apley, Telford.
4. TWC/2010/0311 – erection of 1 No. dwelling with detached garage and creation of new vehicular access, Mill House, Hadley Park, Telford.

237/10 Permission refused (for information only)

NOTED that Telford & Wrekin Council has refused permission in respect of the following:

1. TWC/2010/0133 and 0134 (Listed Building and Full Planning applications) – erection of 2 No. dwellings with demolition of a 2.6m section of wall to allow vehicular access, Watkins Nursery, Apley Castle, Telford.

PAYMENT AUTHORISATIONS AND APPROVALS**238/10 Financial Report**

The Clerk submitted a report.

RESOLVED that the report be approved and that expenditure incurred on behalf of the Council under the terms of Financial Regulation 3.4 as detailed below is ratified:

Amount Excl VAT	Details
£92.22	TFM – various maintenance items for Cemetery (<i>s.214 LGA 1972</i>)
£24.50	Ultravend hygiene Services – paper towels CFCC
£29.39	T R Carey – repair leak, ladies toilet CFCC
£13.88	Shires Fire & Safety Ltd – replacement fire blanket CFCC (<i>s.19, Local Govt. (Misc. Provns.) Act 1976</i>).
£63.50	Sage (UK) Ltd – upgrade to Sage payroll software (<i>s.111 LGA 1972</i>)

239/10 Payments for approval

The Committee reviewed a list of payments to be made. Councillor M L Wickstead had verified against invoices etc. the cheques to be drawn and payment authorities to be signed.

RESOLVED that

- (1) the drawing of cheques numbered 301694 to 301709, payment of a direct debit in favour of UK Fuels Ltd and six payments by BACS, all totalling £9607.97 and as detailed in an approval list submitted, is authorised.
- (3) Councillors M J Smith and M L Wickstead are authorised to sign the authorities for payment and the cheques to be drawn.

240/10 GRANTS

The Committee noted that the budget provision for grants for 2010/11 is £5350.00, £2000.00 of which has been spent leaving a balance of £3350.00.

Councillors M J Smith, P Smart, J Smart and M L Wickstead all declared prejudicial interests in respect of a grant application by Hadley Rest Room Committee, as office holders and/or trustees of the group. All four councilors left the room whilst that application was dealt with.

241/10 Applications for consideration

The Committee considered the following applications:

G13/10 No Panic
 G14/10 Telford & Wrekin Senior Citizens Forum
 G16/10 Hadley Rest Room Committee

The Committee was of the view that both No Panic and Telford & Wrekin Senior Citizens' Forum held substantial funds, and had not demonstrated a need for grant support at this time.

RESOLVED that no grant be made in respect of applications by No Panic and Telford & Wrekin Senior Citizens Forum; and that that the Council in accordance with its powers under section 137 of the Local Government Act 1972, should make the following grant which, in the opinion of the Council, is in the interests of the area or its inhabitants and will directly benefit them in a manner commensurate with the expenditure:

Hadley Rest Room Committee	£200.00
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242/10 Christmas event at Leegomery Community Centre

The Committee agreed that it would consider a request which had been received after the agenda had been published. Staff of Telford & Wrekin Council's Lifelong Learning Team are planning an event in December to take place at Leegomery Community Centre. This will be designed to promote the services provided by Lifelong Learning but will also incorporate a children's event, with music, entertainment, refreshments and a Santa Claus. The Council has been asked to consider making a contribution towards the costs of this community event.

RESOLVED that the Council will contribute the sum of £200.00 towards the costs of a community event to be organized by the Lifelong Learning Team at Leegomery Community Centre. (s.145 LGA 1972)

243/10 Thanks for grants previously made

NOTED that thanks have been received for grants made to Leegomery Community Club, Telford Women's Craft Group, 83 St. George's Squadron ATC and Ironbridge Gorge Brass Band Festival.

CHRISTMAS EVENTS**244/10 Christmas Parties for Senior Citizens**

RECOMMENDED that delegated authority is granted to the Clerk and/or the Administrator, in consultation with the Chairman and Vice-Chairman of the Council, to make all of the necessary arrangements in respect of the Christmas parties for Senior Citizens to be held at Hadley United Services Club on 9th and 10th December, and to incur necessary expenditure within the allocated budget provision of £2800.00.

245/10 Christmas Concert

RECOMMENDED that delegated authority is granted to the Clerk and/or the Administrator, in consultation with the Chairman of the Council, to make the necessary arrangements for the Christmas concert to be held on Tuesday 14th December at Hadley Methodist Church, and that the following expenditure in respect of the event is authorised in accordance with the agreed budget provision:

£200.00 each to two schools participating;
 £200.00 Hadley and District Orpheus Male Voice Choir
 £ 50.00 Hadley Methodist Church
 £ 25.00 Holy Trinity Church Hadley

246/10 CHRISTMAS LIGHTS

The Committee received a report in respect of changes that will be necessary to the Christmas light displays at Hadley Centre. The Committee heard that it has not been possible to obtain consent to fix additional heavy duty wall plates to the Kings Head public house in order to provide adequate fixings to support the large cross-street features hung between the public house and the Gladstone House building opposite. Previous fixings have weakened and can no longer be safely used. The Clerk has attended a site meeting with the Christmas lighting contractor and the Borough Council Street Lighting Engineer and it is proposed that six new column mounted feature are attached to the three lamp columns in Hadley Centre, and that one of the existing large cross-street features is mounted on the end wall of Gladstone House. The new column mounted features will be able to be utilized in the new environment following the redevelopment of Hadley Centre, and therefore represent a long term investment. There will be cost savings due to some of the existing displays and associated works not taking place, and additional costs for the revised proposals, resulting in an estimated net additional cost of £695.00 in the current year.

RESOLVED that additional net expenditure of £695.00 (estimated maximum) is authorised; and that the Chairman and Vice-Chairman of the Council and the Clerk are authorised to choose the design of the six new features to be purchased; and **RECOMMENDED** that the sum of £700.00 is vired from the General Fund to the budget provision for Christmas Lights.

247/10 WINTER SERVICE – GRIT BINS

The Committee considered proposed locations for additional grit bins put forward by members and the Clerk. Locations were agreed for five new bins, subject to approval of Highways Engineers, and the Committee also agreed to recommend that funds are allocated for two further bins to be used in the event of other requests coming forward during the winter period. The locations agreed upon are: Crescent Road (steep incline between Haybridge Avenue and junction with Haybridge Road); Caldera Road (incline/bend on approach to junction with Marlborough Road); Goldcrest Grove (junction with Peregrine Way); Okehampton Road roundabout; and Millstream Way.

RECOMEMNDED that the sum of £1000.00 is vired form the General Fund balance to the budget heading for Environmental Improvements, to fund the installation of five grit bins as detailed above and to provide funds to install two further bins if required.

248/10 BUS SHELTER CLEANING

The Committee **considered** proposals for the periodic routine cleaning and maintenance of bus shelters owned by the Parish Council. The Parish Council owns 14 bus shelters, the Borough Council 8 in the Parish, and there are 4 for which there is joint responsibility with the Borough Council (there are also 6 shelters owned and managed by Adspace under a contract with the Borough Council). Since the refurbishment programme undertaken in 2007 and 29008 it is clear that regular cleaning is necessary to maintain the positive impression that clean and tidy bus shelters give in the local environment. The committee heard that there are two courses of action available – working in partnership with the Borough Council to share the costs of cleaning all shelters (except Adspace shelters) dependent on the Borough Council proceeding with such a project, or the Parish Council stranding alone and undertaking cleaning and maintenance for just its own shelters. The Committee requires further information and costs to be able to determine which option to pursue but agreed that a regular maintenance schedule should be put in place. It was noted that the Council has an adequate budget provision in place to cover the costs of cleaning and maintenance.

RECOMMENDED that the Clerk liaises with the Borough Council to ascertain firstly if it is able to enter into a shared cost arrangement for the cleaning and maintenance of bus shelters, and if so what the costs will be, and secondly the costs of a standalone cleaning and maintenance arrangement, and to report back to the committee for confirmation.

249/10 CEMETERY – GRANTING AND TRANSFERRING RIGHTS OF BURIAL

The Committee received for approval a draft of a leaflet which explains the requirement for registration of a new grave owner on the death of an existing owner and the procedures involved. It is proposed that it is issued to all new grave owners, persons wishing to take over ownership on the death of a grave owner, and local funeral directors. The Committee was also asked to consider whether the Council could host a training event provided by ICCM on this topic, thereby enabling its own staff to receive training free of charge.

RECOMMENDED that the draft leaflet on granting and transferring rights of burial as presented to the Committee for approval is approved and adopted by the Council; and that the Clerk is authorised to liaise with ICCM regarding hosting a training event at Castle Farm Community Centre.

250/10 HOLY TRINITY CHURCHYARD

The Chairman of the Council informed the Committee of recent maintenance works which had been necessary at Holy Trinity Churchyard, Hadley in accordance with the Council's responsibilities under an agreement dated 7th April 1960 under the provisions of the Open Spaces Act 1906.

RESOLVED that expenditure totaling £581.22 in respect of clearance of old shrubs, purchase and planting of new shrubs and bark mulch at Holy Trinity Churchyard, Hadley is ratified.

251/10 BOROUGH WAR MEMORIAL

Councillor J Smart informed the Committee that the Royal British Legion 90th anniversary commemoration is scheduled to take place in 2011 at the new war memorial in Telford Town Park. Telford & Wrekin Council has invited local councils to become involved in the war memorial project, but it is emphasized that it is not intended to detract from local war memorials or the remembrance services held in Parishes across the borough. Councillor Smart proposed that the Parish Council should donate a memorial bench to be installed at the memorial site in the Town Park in time for the RBL anniversary in 2011. The bench would be in memory of all those from the Parish of Hadley and Leegomery who have fallen in all conflicts. The cost is to be confirmed, but it was proposed that the Council agrees to the purchase of a memorial bench and that the necessary funds will be vired from the General Fund in due course

RECOMMENDED that the Council agrees to purchase a suitable memorial bench to be placed in the war memorial area at Telford Town Park in memory of all those from the Parish of Hadley and Leegomery who have fallen in all conflicts, subject to confirmation of the cost, and that once the cost is known that sufficient funds will be vired from the General Fund balance to enable the purchase to be completed in the current financial year.

The meeting closed at 8.20 p.m.