

**HADLEY AND LEEGOMERY PARISH COUNCIL**  
**Minutes of the Annual Meeting of the Parish Council held on the 17<sup>th</sup> May 2011**  
**which commenced at 7.00 p.m.**

**56/11 PRESENT**

Councillor Pat Smart (Retiring Chairman)  
Councillors Keith Austin, Tony Bentley, Hazel Dickens, Martin Grindrod, John Harrison, Ann-Marie Houghton, Bill McClements, Gill Moore, Leon Murray, Ron Plenderleith, Lesley Savage, John Smart, Malcolm Smith, Angela Twyford and Malcolm Wickstead.

In attendance: Clerk to the Council, Colin Potts; Administrator, Gail Lawrence.

4 members of the public

***Note: Under section 15 of the Local Government Act 1972, the retiring chairman continues in office until a successor becomes entitled to act as chairman, that is, until the first agenda item has been dealt with.***

The retiring Chairman, Councillor Pat Smart, welcomed newly elected and re-elected members and expressed her thanks for the support given to her during her term of office.

**57/11 CHAIRMAN OF THE COUNCIL**

Nominations for the office of Chairman of the Council were:

Councillor Malcolm Smith (proposed: Cllr J Smart, seconded: Cllr R Plenderleith).

**RESOLVED** that Councillor Malcolm Smith is elected Chairman of the Council until the date of the next Annual Meeting of the Council.

Councillor Smith subscribed a declaration of acceptance of the office of Chairman and took the chair.

**58/11 VICE-CHAIRMAN OF THE COUNCIL**

Nominations for the office of Vice-Chairman were:

Councillor Richard Dickens (proposed: Cllr H Durling, seconded: Cllr G Moore).

**RESOLVED** that Councillor Richard Dickens is elected Vice-Chairman of the Council until the date of the next Annual Meeting of the Council.

**59/11 DELIVERY OF DECLARATIONS OF ACCEPTANCE OF OFFICE BY COUNCILLORS**

The Clerk confirmed that all Councillors had delivered their declarations of acceptance of office prior to the start of this meeting.

**60/11 APOLOGIES FOR ABSENCE**

Apologies were accepted from Councillor Richard Dickens.

**61/11 DECLARATIONS OF INTERESTS**

There were no declarations of interests.

## **62/11 AMENDMENT TO COMMITTEE STRUCTURE**

**RESOLVED** that the Council's committee structure is amended by the appointment of a new committee to be called the Parish Events Committee to deal with all matters relating to the Council's events.

## **63/11 COMMITTEE TERMS OF REFERENCE**

**RESOLVED** that new Terms of Reference are drafted for all committees for approval by the Council, the Finance and General Purposes Committee, Parish Events Committee and Personnel Committee to submit their respective recommendations for adoption of Terms of Reference and the Clerk to submit draft Terms of Reference for the Appeals and Emergency Committees directly to the council for approval.

## **APPOINTMENT OF COMMITTEES AND ELECTION OF CHAIRMEN AND VICE-CHAIRMEN OF COMMITTEES**

### **64/11 Non-Councillor members of committees**

The Council received confirmation that Section 102(3) of the Local Government Act 1972 enables a council to co-opt on to its committees or sub-committees persons who are not councillors, which is usually on account of their special interest or expertise in a committee's work and responsibilities. Committees or sub-committees that regulate and control the council's finances cannot include non-councillors. Non-councillors voting rights are limited by statute and are confined to the following specified statutory functions:

- The management of land owned or occupied by the council
- The functions of a council as a harbour authority
- Any function relating to the promotion of tourism (**section 144, LGA 1972**)
- Any function relating to the management of a festival or entertainment (**section 145, LGA 1972**)

### **65/11 Finance and General Purposes Committee**

**RESOLVED** that:

(i) Councillors Tony Bentley, Hazel Dickens, Richard Dickens, Martin Grindrod, Bill McClements, Gill Moore, Lesley Savage, John Smart, Malcolm Smith, Angela Twyford and Malcolm Wickstead are appointed to serve on the Finance and General Purposes Committee until the next annual meeting of the Council;

(ii) Councillor John Smart is elected Chairman of the Committee and Councillor Richard Dickens is elected Vice-Chairman of the Committee;

(iii) The Committee's existing delegated powers be confirmed, pending the adoption of revised Terms of Reference, as follows: delegated powers to respond to planning applications on behalf of the Council; to approve payments previously authorised; to authorise individual items of expenditure up to £2500.00 within its own budget, including the awarding of grants.

### **66/11 Parish Events Committee**

**RESOLVED** that:

(i) Councillors Martin Grindrod, John Harrison, Gill Moore, Leon Murray and Lesley Savage are appointed to serve on the Committee until the next Annual Meeting of the Council;

(ii) Under the provisions of Section 102(3) of the Local Government Act 1972 the following non-councillors are co-opted to serve on the Committee until the next annual meeting of the Council: Mr Chris Harrison, Mrs Pat Smart, Mr Sean Thomas;

- (iii) Councillor Lesley Savage is elected Chairman of the Committee.
- (iv) The Committee is granted delegated powers to arrange events that have been previously confirmed by the Council, including expenditure within the agreed budget provisions for the respective events, pending the adoption of Terms of Reference.

#### **67/11 Personnel Committee**

**RESOLVED** that:

- (i) Councillors Tony Bentley, Hazel Dickens, Lesley Savage, Malcolm Smith and Angela Twyford are appointed to serve on the Committee until the next Annual Meeting of the Council;
- (ii) Councillor Tony Bentley is elected Chairman of the Committee.

#### **68/11 Appeals Committee**

**RESOLVED** that:

- (i) Councillors Martin Grindrod, John Harrison, Ann-Marie Houghton, Leon Murray and Malcolm Wickstead are appointed to serve on the Committee until the next Annual Meeting of the Council;
- (ii) Councillor John Harrison is elected Chairman of the Committee.

#### **69/11 Emergency Committee**

**RESOLVED** that:

- (i) Councillors Richard Dickens, Hazel Dickens, Martin Grindrod, Gill Moore and Malcolm Wickstead are appointed to serve on the Committee until the next Annual Meeting of the Council;
- (ii) Councillor Richard Dickens is elected Chairman of the Committee.

#### **70/11 APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES**

**RESOLVED** that the following appointments as representatives on outside bodies are made:

- (a) Wrekin Area Committee of Association of Local Councils in Shropshire and Telford and Wrekin: The Chairman of the Council and Councillor John Smart;
- (b) Telford and Wrekin Parishes Forum: The Chairman of the Council, and Councillor John Smart as substitute when required.
- (c) Snow Warden: Councillor Martin Grindrod
- (d) Telford and Wrekin Bus Users' Group: Mrs K M Wilkes
- (e) Tree and Environment Warden: Mrs Pat Smart
- (f) National Association of Councillors – to act as a correspondent: Councillor Hazel Dickens.
- (g) Telford & Wrekin Council and Parish Councils Markets Steering Group: The Chairman of the Council and the Clerk.
- (h) Hadley and Leegomery PACT meetings: Councillors Martin Grindrod and John Harrison.

#### **71/11 MINUTES OF MEETING OF THE COUNCIL HELD ON 5<sup>TH</sup> APRIL 2011**

**RESOLVED** that the minutes of the meeting of the Council held on the 5<sup>th</sup> April 2011 are confirmed and signed by the Chairman.

## **72/11 ANNUAL PARISH MEETING 19<sup>TH</sup> APRIL 2011**

The Council **received** the minutes of the above meeting for information.

## **73/11 FINANCE AND GENERAL PURPOSES COMMITTEE 19<sup>TH</sup> APRIL 2011**

The Council **considered** the minutes of the meeting of the Finance and General Purposes Committee held on the 19<sup>th</sup> April 2011.

**RESOLVED** that the minutes are approved and adopted.

## **74/11 PERSONNEL COMMITTEE 21<sup>ST</sup> APRIL 2011**

The Council **considered** the minutes of the meeting of the Personnel Committee held on the 21<sup>st</sup> April 2011.

**RESOLVED** that the minutes are approved and adopted, and that the draft policy detailed therein in respect of CRB checks for members of the Council is formally adopted.

## **75/11 PUBLIC PARTICIPATION**

Mr Chris Harrison asked for clarification regarding the adoption of roads within the Etruria Village development. The Clerk confirmed that notices of adoption had been received by the Parish Council in respect of all Highway areas in the development and these had been reported to the Council in meeting agendas as they were received. Enquiries will be made with Telford & Wrekin Council to ascertain how this information could be easily communicated to residents. The Clerk also confirmed that there are still areas of public open space in the development that are yet to be adopted.

Mr Sean Thomas informed the Council of an Access to Nature event to be held at Apley Woods on Saturday 11<sup>th</sup> June commencing at 10.00 a.m. All members are invited to attend.

Councillor Malcolm Wickstead brought to the Council's attention a change in the name of the Cross Keys public house which has been re-named The Queen Vic.

*Councillor Gill Moore gave apologies and left the meeting at this point.*

## **76/11 PARISH COUNCIL MEMBERS' ALLOWANCES**

The Council reviewed the decisions previously made on 7<sup>th</sup> September 2004 and 15<sup>th</sup> May 2007, in respect of the Members' Allowances.

**RESOLVED** that the policy in respect of members' allowances that was adopted by the Council on the 7<sup>th</sup> September 2004 (minute 243/04) and retained on the 15<sup>th</sup> May 2007 be retained for the next four year term of the Council, namely that

- I. In respect of the Parish Basic Allowance the Council's resolution at minute 488/03 that members will not receive this allowance be adopted.*
- II. In respect of the Chairman's Allowance that the Council will continue to provide the allowance under Section 15(5) of The Local Government Act 1972.*
- III. In respect of Travel and Subsistence the Council will adopt the recommendations contained in the report of the Parish Remuneration Panel dated July 2004 relating to duties outside the Parish boundary which are specified in Regulation 26(1) of the Local Authorities (Members' Allowances) (England) Regulations 2003.*
- IV. The foregoing be implemented with effect from 1<sup>st</sup> October 2004.*

## **77/11 CHAIRMAN'S COMMUNICATIONS – FOR INFORMATION**

The Council has received a request from Ketley Parish Council that the new boundary sign for Hadley located on Waterloo Road be moved from its current location on the Ketley side of the railway bridge to the Hadley side of the bridge. The Clerk will consult with Telford & Wrekin Council Highways Officers and bring the matter to the council as a formal agenda item in due course

## **78/11 REPORTS OF REPRESENTATIVES ON OUTSIDE BODIES – MATTERS RELATING SPECIFICALLY TO THE PARISH**

There were no reports.

## **PLANNING**

### **79/11 Applications for consideration**

**RESOLVED** that the under-mentioned applications be dealt with as follows:

1. TWC/2011/0319 – proposed single storey front and side extension with storage space in roof, 140 Hadley Park Road, Leegomery, Telford – no objection
2. TWC/2011/0321 – erection of a smoking shelter and decking (retrospective), The Cross Keys, 15 Haybridge Road, Hadley, Telford – no objection.
3. TWC/2011/0324 – erection of a first floor extension and attached single garage to side, conversion of existing garage to habitable room, 15 Barnes Wallis Drive, Apley, Telford – no objection.
4. TWC/2010/0355 – erection of 1 No. 1.8m high non-illuminated free-standing notice board, Hadley Learning Community, Crescent Road, Hadley, Telford no objection.
5. TWC/2011/0360(TPO) – Tree works to Lime tree at rear of 12 Dalby Close, Apley, Telford – no objection.
6. TWC.2011/0378 & 0380 (listed building and full planning applications) – erection of a single detached house with associated parking, former Watkins Nursery, Apley Castle, Apley, Telford – object on the grounds that it will undermine and compromise the setting of the listed wall, damage the natural habitat that has developed on the site and the surrounding area over a long period, and present a risk to any potential resident of the dwelling (if it were built) by virtue of there being no means of access for emergency services vehicles.

### **80/11 Reconsideration of application TWC/2010/0790 following the recommendation by the Finance and General Purposes Committee at minute 44/11, 19<sup>th</sup> April 2011.**

The Council has ratified the recommendation of the Finance and General Purposes Committee made in accordance with standing order 11(a) that the decision made by the Council on 4<sup>th</sup> January 2011 in respect of this application is rescinded.

The Council now reviewed this application for the erection of 2 blocks for 3 to 6 Units for Class A1 retail, A2 financial and professional, A3 restaurants and cafes and A5 hot food takeaway, outline to include access, Enterprise Garage, Trench Lock, Hadley, Telford and

**RESOLVED** to object to the proposed development on the following grounds:

1. It is contrary to the retained policies of the Wrekin Local Plan which relate to Service Centre hierarchy, namely policies S1, S20 and S21 and also Policy CS5 of the Local Development Framework Core Strategy DPD

2. It is contrary to section EC16 of national guidance PPS4 which requires that it is assessed against the impact upon existing, committed and planned public and private investment in a centre in the catchment area of the proposal.
3. The sequential assessment submitted as required by section EC15 of PPS4 is flawed in that it focuses primarily on the proposed A3 drive through restaurant unit which was the subject of a separate application, rather than on the suitability of sites for retail development which is the subject of this application.
4. Concern that vehicles exiting the site wishing to turn right towards Trench Lock Interchange will present a danger on this busy road.

and that should the Clerk be unavailable to attend the meeting of the Plans Board at which the application will be determined, Cllr Keith Austin is authorised to present the Council's objection at the relevant meeting.

**81/11 Response of the Head of Planning and Sustainability to the Parish Council's concerns regarding applications and appeals relating to Watkins Nursery site, Apley Castle, Telford.**

The Council received the above.

**RESOLVED** that the response is noted.

**82/11 Permissions granted (for information only)**

The Council **noted** that Telford and Wrekin Council has granted permission in respect of the following:

1. TWC/2010/0755 – erection of a building for restaurant (use class A3) and drive-through (use class A5) unit with parking following demolition of existing garage building, Enterprise Garage, Trench Lock, Hadley, Telford.
2. TWC/2011/0155 – proposed works to Oak tree, 2 Goshawk Drive, Apley, Telford.
3. TWC/2011/0159 – side extension for single garage, 43 Kingfisher Way, Apley, Telford.
4. TWC/2011/0160 – Prior approval under part 24 of GDPO for 15m high telecommunications monopole with 6 antennae and equipment cabinet, Hortonwood 30, Hortonwood, Telford.
5. TWC/2010/0166 – part two storey rear and first floor side extensions, 7 Woodpecker Close, Leegomery, Telford.

**83/11 permissions refused (for information only)**

The Council **noted** that Telford and Wrekin Council has refused permission in respect of the following:

1. TWC/2011/0066 – erection of a two storey rear extension following partial removal of existing rear extension, 205 Hadley Park Road, Hadley, Telford.

**FINANCE**

**84/11 Financial report - payments for approval/ratification and bank reconciliation**

A report was tabled.

**RESOLVED** that

- (i) The following expenditure incurred on behalf of the Council under the terms of Financial Regulation 3.4, is ratified;

£131.67	T R Carey – replacement toilet pan, cemetery (s. 214 LGA 1972).
£ 72.43	T R Carey – Toilet repairs CFCC .
£ 22.50	PP Electrical Services, re-fix external power supply box, CFCC. (s.19, Local Govt. (Misc. Provns.) Act 1976).

(ii) The bank reconciliation as at 31<sup>st</sup> March 2011 is approved;

(iii) The drawing of cheques numbered 301932 to 301957, payment of direct debits in favour of UK Fuels Ltd., Titan Telecom, Neopost Ltd., British Gas, TV Licensing and British Telecommunications Plc, and payment of salaries by BACS totaling £4694.94, all payments totaling £12,702.00 and as detailed in lists contained in the report, is approved, and Councillors John Smart and Malcolm Wickstead are authorised to sign the cheques and payment instructions.

#### **85/11 Bank account signatories**

The Council **reviewed** the signatories to its bank accounts held with the Co-operative Bank.

**RESOLVED** that Councillors Richard Dickens, Lesley Savage, John Smart, Malcolm Smith and Malcolm Wickstead are appointed as signatories to the Council's accounts with the Co-operative Bank in accordance with section 3a of the Co-operative Bank change of account signatories mandate, and that any two of the authorised signatories must sign all cheques and payment instructions, in accordance with section 150(5) of the Local Government Act 1972.

#### **86/11 Confirmation of arrangements to make certain payments by direct debit**

**RESOLVED** a list of current payments made by direct debit which had been circulated with the agenda is confirmed and that the payment arrangements listed therein shall continue.

#### **87/11 Internal controls**

**RESOLVED** that the current arrangements for Internal Controls checks to be carried out periodically by members of the council will continue and that the list of items to be checked is retained in its current form and that the checks are carried out quarterly as at 30<sup>th</sup> June, 30<sup>th</sup> September, 31<sup>st</sup> December and 31<sup>st</sup> March; and that a member continues to check the bank reconciliation and salary payments each month

#### **88/11 PROPOSED FENCE AT PERRY WAY/THE NETTLEFOLDS**

The Clerk reported the outcome of a meeting held on the 9<sup>th</sup> May between representatives of the site developer, the borough council and the parish council. It was proposed at the meeting that the cost of installing a security wire mesh fence to a height of 2.4 metres along the whole length of the path bordering the development, amounting to £15,252.00, would be divided equally between the developer, Wrekin Housing Trust and the Parish Council, and that Telford & Wrekin Council would undertake to maintain the fence and grounds having already funded a section of fencing themselves. All present were able to agree, and confirmation was awaited from Wrekin Housing Trust that it will be able to contribute the required sum. It is hoped that final confirmation will soon be available that the scheme can proceed. The Clerk had been given delegated authority to agree to a contribution by the Council up to the sum of £5,000.00, and the actual contribution required is now quantified as £5,084.00.

**RESOLVED** that confirmation given by the Clerk of the Council's financial contribution of £5,084.00 towards the cost of security fencing on the footpath at the rear of The Nettlefolds in partnership with Wrekin Housing Trust, Taylor Wimpey and Telford & Wrekin Council is ratified.

(S. 31, Local Government and Rating Act 1997)

**89/11 TELFORD & WREKIN COUNCIL – PARTNERSHIP WORKING**

The Council **received** (for information) a letter of introduction from the Borough Council's Cabinet member-elect for Co-operative Council and Partnerships.

**90/11 MEETINGS, CONFERENCES ETC.**

The Council **noted** the following:

Telford & Wrekin Council 2011 Funding Fair – Wednesday 25<sup>th</sup> May 2011, 10.00 a.m. – 3.00 p.m. at Park Lane Centre, Park Lane, Woodside.

Telford & Wrekin Parishes Forum – 21<sup>st</sup> June 2011, further details awaited.

Localism Event – Wednesday 29<sup>th</sup> June 2011, 10.00 a.m. – 4.00 p.m. at Shirehall, Shrewsbury.

**91/11 TIMETABLE OF MEETINGS 2011/12**

**RESOLVED** that a programme of meetings for the coming year which had been circulated with the agenda is approved, and that the next meeting of the Council will be held on Tuesday 7<sup>th</sup> June 2011 commencing at 7.00 p.m..

The meeting closed at 8.35 p.m.

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**Chairman, 7<sup>th</sup> June 2011**