

**HADLEY AND LEEGOMERY PARISH COUNCIL**  
**Minutes of the Meeting of the Parish Council held via Microsoft Teams on the**  
**4<sup>th</sup> May 2021 which commenced at 7.00 p.m.**

**001/21 PRESENT**

Councillors E Callear, C Hughes, P Millward, K Minchin, G Moore L Murray, G Offland, J Parkin, P Smart, M Smith, J Snell, A Twyford, and N Younas.

In attendance: Clerk to the Council J Brumwell and Assistant Clerk/Finance Officer G Lawrence.

One member of the public joined the meeting.

**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.**

**002/21 CHAIRMAN OF THE COUNCIL**

Councillor Gemma Offland, the retiring Chairman, invited nominations for the office of Chairman of the Council.

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

**003/21 VICE-CHAIRMAN OF THE COUNCIL**

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

**004/21 APOLOGIES FOR ABSENCE**

**RESOLVED** that apologies are approved and accepted from Councillor U Ahmed (family emergency) and P Beaumont (work).

**005/21 DISCLOSABLE PECUNIARY INTERESTS**

**(a) Dispensations – none.**

**(b) Declarations –** Councillor J Snell declared a private interest relating to Item 18 as he is a governor at Apley Wood Primary School.

**006/21 MINUTES OF LAST MEETING**

Minute 398/20 was amended to reflect the declaration of a private interest by Councillor Snell, who after a vote was allowed to participate in the discussion.

**RESOLVED** that the minutes of the meeting of Council held on the 6<sup>th</sup> April 2021 are confirmed as amended.

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

**007/21 FINANCE AND GENERAL PURPOSES COMMITTEE**

**RESOLVED** that:

- (i) Councillors P Beaumont, E Callear, C Hughes, P Millward, K Minchin, L Murray, G Offland, J Parkin, P Smart, M Smith, and A Twyford are appointed to serve on the Finance and General Purposes Committee until the next annual meeting of the Council;

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#### **007/21 FINANCE AND GENERAL PURPOSES COMMITTEE cont/...**

- (ii) Councillor E Callear is elected Chairman of the Committee; and
- (iii) Councillor P Millward is elected Vice-Chairman of the Committee.

#### **008/21 PARISH EVENTS COMMITTEE**

**RESOLVED** that:

- (i) Councillors C Hughes, G Moore, L Murray, G Offland, P Smart, J Snell, A Twyford, and N Younas 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 Sean Thomas and Mr Ron Plenderleith.
- (iii) Councillor P Smart is elected Chairman of the Committee.

#### **009/21 PERSONNEL COMMITTEE**

**RESOLVED** that:

- (i) Councillors P Beaumont, E Callear, G Offland, P Millward, J Parkin, P Smart are appointed to serve on the Committee until the next Annual Meeting of the Council; and
- (ii) Councillor G Offland is elected Chairman of the Committee.

#### **010/21 APPEALS COMMITTEE**

**RESOLVED** that:

- (i) Councillors U Ahmed, K Minchin, L Murray, M Smith, J Snell, and N Younas are appointed to serve on the Committee until the next Annual Meeting of the Council; and
- (ii) Councillor M Smith is elected Chairman of the Committee.

#### **011/21 APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES**

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

- |   |   |
|---|---|
| (a) Wrekin Area Committee of Shropshire Association of Local Councils (2) | Councillor G Offland<br>Councillor N Younas |
| (b) Parish Charter Monitoring Group (1)                                   | Councillor G Offland                        |
| (c) Telford and Wrekin Parish Forum (1)                                   | Councillor G Offland                        |
| (d) Snow Warden (1)   | Councillor P Beaumont                       |
| (e) Telford and Wrekin Bus Users' Group (1)                               | No nomination                               |
| (f) Tree and Environment Warden (1)                                       | Councillor P Smart                          |
| (g) National Association of Councillors (1) – to act as a correspondent   | Councillor G Offland                        |
| (h) Shrewsbury & Telford Hospital NHS Trust Community Meetings (1)        | Councillor C Hughes                         |
| (i) Leegomery Community Centre – to attend meetings only                  | Councillor P Millward                       |
| (j) Parish Mental Health Champions (2)                                    | Councillor C Hughes<br>Councillor E Callear |



## **012/21 PLANNING PRE-APPLICATION ENQUIRIES**

**RESOLVED** that Planning Pre-Application Enquiries will be dealt with by the Parish Councillors for the Parish Ward to which the enquiry relates.

## **013/21 PARISH EVENTS COMMITTEE 13<sup>TH</sup> APRIL 2020**

The Council **considered** the minutes of the meeting of the Parish Events Committee held on the 13<sup>th</sup> April 2021.

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

## **014/21 FINANCE AND GENERAL PURPOSES COMMITTEE 27<sup>TH</sup> APRIL 2021**

The Council **considered** the minutes of the meeting of the Finance and General Purposes Committee held on the 27<sup>th</sup> April 2021.

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

## **015/21 CHAIRMAN'S COMMUNICATIONS – FOR INFORMATION**

There were no communications to report.

## **016/21 REPORTS OF REPRESENTATIVES ON OUTSIDE BODIES – MATTERS RELATING SPECIFICALLY TO THE PARISH**

The Chairman reported that the meeting of the Wrekin Area Committee was postponed until after the elections on 6<sup>th</sup> May 2021.

## **PLANNING**

### **017/21 Applications for consideration**

No applications had been received at the time the agenda was prepared.

### **018/21 Permissions granted (for information only)**

1. TWC/2021/0092 - Crown reduction by 5m to 1no. Oak tree (T1), 39 Eider Drive, Apley.
2. TWC/2021/0140 - Erection of 24no. columns to mount 43no. external lights and the installation of 9no. wall mounted lights, Craemer UK Ltd, Unit 5, Hortonwood West, Queensway, Hadley.
3. TWC/2021/0240 - Erection of front porch extension, Fieldview, Horton Lane, Horton.
4. TWC/2021/0255 - Reduction of overhanging branches by 1.5m to 1no. Oak tree (T43), Princess Royal Hospital, Grainger Drive, Apley.

## **018/21 STEWARDSHIP CHARGES – DRAFT INFORMATION LEAFLET**

The Council **received** for information a draft document for home-buyers explaining 'stewardship' charges, prepared by Telford & Wrekin Council.

**RESOLVED** that the Council supports the provision of independent advice for home-buyers who may be subject to stewardship charges. The content of the document was **noted** and no amendments were proposed.

## **019/21 COMMUNITY ACTION TEAM – DRAFT ENFORCEMENT ACTION PLAN**

The Council **received** for a draft action plan for the Neighbourhood Enforcement element of the Community Action Team's services. Concerns were raised regarding parking enforcement on Royal Oak Drive and Kingfisher Way, Apley and in disabled parking bays at Hadley and Leegomery local centres; and littering at the playing fields and the BMX track in Leegomery.  
Continued/...



#### **019/21 COMMUNITY ACTION TEAM – DRAFT ENFORCEMENT ACTION PLAN cont/...**

**RESOLVED** that the action plan is approved. The Clerk is instructed to notify the Community Action Team of the additional areas of concern identified by members.

#### **020/21 CITIZENS ADVICE TELFORD & THE WREKIN – ANNUAL REPORT 2020**

The Council **received** Citizens Advice Telford & The Wrekin's annual report on outreach activity carried out in Hadley and Leegomery from January to December 2020.

**RESOLVED** that the report is noted.

#### **021/21 CITIZENS ADVICE TELFORD & THE WREKIN – NEW OUTREACH MODEL PROPOSAL**

The Council **received** a report detailing Citizens Advice Telford & The Wrekin's new outreach model proposal for services to be delivered within the parish under a renewed partnership working agreement. The new outreach model envisages permanently available 'drop-in' confidential spaces with telephone and video conferencing facilities for 'remote' advice sessions.

**RESOLVED** that the Council confirmed that adoption of the new outreach model was not possible at Hadley Community Centre and that Citizens Advice Telford & The Wrekin should consider other venues, possibly including Hadley Library at Hadley Learning Community, if the new outreach model is the only option for continued delivery of services in Hadley.

#### **022/21 FUNDING REQUEST – APLEY WOOD PRIMARY SCHOOL**

The Council **considered** a funding request received from Apley Wood Primary School, to support the purchase of a secure storage and charging cabinet for IT equipment at a cost of £830.00 and replacement of the iPad tablets at a total cost of £7,390.00 (all costs exclusive of VAT).

**RESOLVED** that the Council will contribute £1,000.00 towards the cost of new IT equipment at Apley Wood Primary School.

#### **023/21 TELFORD INTERFAITH COUNCIL – FUNDING SUPPORT**

The Council **received** a report on uptake of Telford Interfaith Council's breakfast provision within the parish. During April 711 Breakfast Parcels had been distributed representing 9,954 meals (breakfasts and lunches provided for 7 days to each child) supporting 198 children from 81 individual families. During the same period 243 Emergency Food Parcels were delivered providing 4,009 meals i.e. between 12 and 21 meals per package depending on stock levels. The Chairman informed the Council that Telford Interfaith Council was now also supporting an additional 20 families with children at HLC who were struggling but did not qualify for Income Support.

**RESOLVED** that the release of £1,000.00 of funding to support continued service provision is approved.

#### **024/21 INTERIM REPORT – FOOD SECURITY WORKING GROUP**

The Council **received** a verbal interim report from Councillor J Parkin, leader of the Food Security Working Group, on factors affecting residents' food security. The working group had met 6 times since January and a questionnaire developed for stakeholders. Questionnaire responses had been received from primary schools and HLC, and Telford Interfaith Council although responses were awaited from healthcare providers. Themes were beginning to emerge including difficulty in quantifying the level of food hardship being experienced in the parish, and although the schools' experience was that most emergency need was being addressed there remains a need for 'enabling' provision such as community allotments and gardens, and classes to equip people with the skills to cook from fresh. The Group planned to report to Full Council in July with recommendations for action that could be taken by the Parish Council.

**RESOLVED** that the report is noted.

## FINANCE

The Council received a report which included an approval list for payments.

### 025/21 Expenditure for ratification

**RESOLVED** that expenditure incurred on behalf of the council under the terms of Financial Regulation 4.1 as detailed below is ratified:

Amount <u>excl. VAT</u>	Details
£81.58	MyWorkwear – Cemetery workwear (Local Government Act 1972, s214(6))
£90.00	Sign Shop (Telford) – Cemetery signage (Local Government Act 1972, s214(6))

### 026/21 Payments and transfers for approval/ratification

Councillor P Smart had verified against invoices etc. cheques to be drawn and payments to be made.

**RESOLVED** that:

- 1) The bank reconciliation for March 2021 is noted;
- 2) the drawing of cheques numbered 024335 to 024341, payment of direct debits in favour of WEX Europe Services (UK) Ltd., and Sage (UK) Ltd., and bank charges to Santander, all payments totalling £2,360.77 and as detailed in approval lists submitted, is authorised; and
- 3) Councillors P Smart, M Smith, and the Clerk, are authorised to sign the payment instruction and cheques to be drawn.

### 027/21 CONFIRMATION OF ARRANGEMENTS TO MAKE CERTAIN PAYMENTS BY DIRECT DEBIT

**RESOLVED** that 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.

### 028/21 PROGRAMME OF MEETINGS 2021/22

**RESOLVED** that

- (1) the programme of meetings for the coming year as submitted to the Council is approved.
- (2) that the next cycle of meetings is confirmed as:

- Finance and General Purposes Committee 18<sup>th</sup> May 2021 at 7.00 p.m.
- Council 1<sup>st</sup> June 2021 at 7.00 p.m.

The meeting closed at 8.45 p.m.

  
Chairman, 1<sup>st</sup> June 2021

