

St Martins Parish Council

Minutes of a Meeting of the St Martins Parish Council held on Thursday 12th March 2020 at 7.00 p.m. in St Martins Centre.

PRESENT: Cllrs, G. Fryer, M. Hayball, B. Herbert, J. Hodgson, D. Laing, N. Mistry, G. Pennington, L. A. Roberts, J. Stevens and H. Williams.

Also in attendance: Shropshire Cllr S. Davenport, three members of the public and the Parish Clerk.
In the Chair: Cllr H. Williams

The Chairman welcomed everyone to the meeting. She repeated the warnings about Covid-19 and what precautions we should also take. She had recently visited Hope House on behalf of the parish council which supports people in our parish and is a very well used facility.

298/03/20.C Apologies for Absence

Apologies for absence had been received from Cllr's A. Cast (working), J. Hoos (poorly), S. Hughes-Saunier (SALC Training), F. Kapasi (concerns over Covid-19), P.Saunier (SALC Training) and the police.

Proposed, seconded and carried that these apologies are accepted.

Action

299/03/20.C Disclosable Pecuniary Interests

Cllr B. Herbert disclosed a personnel interest in agenda item 307/03/20 Reference: 20/00737/FUL.

Resolved: to note that no other Disclosable Pecuniary interests were received on any item included on the agenda in accordance with Sections 50-52, Local Government Act 2000 and The Local Authorities (Model Code of Conduct) (England) Act 2001 and no applications for dispensations.

300/03/20.C Minutes

Proposed: Cllr G. Fryer **Seconded:** Cllr L. A. Roberts

Resolved: with 1 abstention that the minutes of the Parish Council meeting held on Thursday 13th February 2020 having been previously circulated be confirmed as a correct record, signed by the Chairman and adopted.

Chairman

301/03/20.C Public Participation

Wayne Gurnett expressed concern over the lack of finished tarmacking in Irvine Gardens. Nick Scott from the developers had told him that they were waiting for Welsh Water to complete their work before this could be carried out. The parish council would report this to Welsh Water for a response. He also asked for an update on the Section 106 money for this area. It was explained to him that £55,000 would be allocated to the new recreation site at the school with a further £26,000 be

Parish Clerk

allocated to play areas in the village.

Mr Gurnett felt that residents of Irvine Gardens should be consulted on this as some play equipment should be on their development.

He also reported three street lights along Overton Road adjacent to Irvine Gardens not working. These would be reported to Shropshire Council Lighting department.

Elizabeth Aslin brought to the attention of the Parish Council the frequent flooding from Ifton Meadows into the road known as Glyn Morlas Lane. This water flows freely across the lane and vastly increases the volume of water carried by the small stream that flows along the front of Four Oaks, through Hazeldene land and ultimately passes through her property into the Morlas Brook.

She did have a site meeting with John Bellis, Shropshire Council's Flood Manager and Cllr Steve Davenport on December 18th. She has also been in contact with Mathieu Faure, Land Drainage Officer at Shropshire Council. She then listed all areas of concern of which she had addressed to the Shropshire Council.

The parish council supported her concerns and agreed to forward these to the relevant officers at Shropshire Council.

Action

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302/03/20.C Urgent Items

There were no urgent items that relate to financial, health and safety issues or issues that required immediate attention.

303/03/20.C Parish Clerk's Progress Report

The Parish Clerk went through the action sheet from the last meeting. All actions had been reported and would come under the relevant agenda items.

The parish clerk was asked to contact Shropshire Council's planning department with reference to the conditions in place for the ownership and cutting of the hedges adjacent to Overton Road from the new Irvine Gardens development.

The fault with the St Martins Centre CCTV had now been fixed.

Another 60 lamp post poppies were to be ordered for this year's Remembrance Sunday. Litter Picking kits were now available for collection from the highways depot at Whittington.

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Clerk
Chairman

304/03/20.C Police Report

The police had sent their apologies.

All Cllr's had received a report from West Mercia Police with regards to incidents for St Martins in February 2020. There were no police issues raised.

304/03/20.C Shropshire Council Add Item

Shropshire Cllr Steve Davenport reported on the issues relating to the resurfacing of Overton Road and then within days Severn Trent digging the road up.

Action**305/03/20.C Financial Matters****305/03/20.1.C Accounts for payment; (Approved at meeting)**

BACS	Nigel Thomas	Play Area Inspections	£24.00
BACS	Huw Manford	Litter Picking, watering etc.	£200.11
BACS	Eon	New Column Colliery Road	£1006.84
BACS	Eon	LED Conversion Moors Bank	£204.00
BACS	St Martins Centre	Room Hire	£380.00

Proposed: Cllr D. Laing **Seconded:** Cllr G. Fryer

Resolved: that the above payments be authorized.

Parish Clerk

Further payments on the Locum Clerk's salary, PAYE and NI would be approved under delegated powers before the end of the financial year.

305/03/20.2.C Bank Reconciliation as at 31st December 2019

The Parish Clerk presented a report on the Bank Reconciliation for the 3rd Qtr. of this financial year.

Proposed: Cllr D. Laing **Seconded:** Cllr G. Fryer

Resolved: The bank reconciliations were Received, noted and Approved. The bank balance was £301,273.38 The bank and reconciliation statement was signed by the chairman and a non-signatory member of the council.

Chairman

305/03/20.3.C Grants

A grant application had been received from The New Saints FC Foundation Ltd.

Proposed: Cllr N. Mistry **Seconded:** Cllr L. A. Roberts

Resolved: with two votes against, that the Parish Council approves a grant of £1250 towards this organization.

Parish Clerk

305/03/20.4.C Payroll System

Cllr's were asked to retrospectively approve a payroll system for the parish council which the Chairman, Vice Chairman and Chairman of Finance had approved due to getting this set up before the end of the financial year.

Diane Malley (DM Payroll Systems) who carries out payroll systems for many parish and town councils had reported back to us that the usual annual fee for 1 employee is £120 and includes the following:

Processing the payroll, calculating the net pay and what is due to HMRC and pension if appropriate.

Creating pay reports including payslips, p32 (shows how much is payable to HMRC), gross to net pay report for council files.

Her password protects the reports and email them to the parish clerk.

She submits a monthly RTI return to HMRC.

She asks that the parish council pay employees and HMRC in accordance with the pay reports.

She has also been asked to set up the PAYE scheme with HMRC and process the clerk's and locum clerk's pay for the current year as one annual payment. She will do this for a one off £30.

From speaking with the locum clerk she thinks the clerk may be over the NI threshold and although we will not need to pay any NI the parish council will be liable to employers' NI contributions and therefore it is the right thing to do to set up the PAYE scheme.

Proposed: Cllr G. Fryer **Seconded:** Cllr J. Hodgson

Resolved: that the parish council retrospectively approve a payroll system and any accounts from DM Payroll systems including PAYE and NI.

Action

Parish Clerk

305/03/20.5.C Handyman Contract

The Handyman had put an increase of 5% for this next year and 2.5% for the following two years. He was unable to carry out any watering duties for the hanging baskets.

Proposed: Cllr G. Fryer **Seconded:** Cllr J. Hodgson

Resolved: that the parish council approve these increases.

Parish Clerk

Cllr's were requested to look for other people who could carry out the watering duties on the hanging baskets starting in June.

All Cllr's

305/03/20.6.C Hanging Baskets

Neil Rheade had quoted the same price as last year at £975.

Proposed: Cllr G. Fryer **Seconded:** Cllr Nina Mistry

Resolved: that the parish council approve this quotation.

Parish Clerk

The parish clerk reported that due to Covid-19 various the internal audit this year would be carried out by transferring files and documents direct to Audit Solutions.

306/03/20.C	Environmental maintenance grants	<u>Action</u>
	The parish clerk would produce a report from this year's activities by the end of March and complete the application for next year	Parish Clerk
307/03/20.C	Planning	
	Current Planning Applications	
	<p><i>Cllr B. Herbert left the room for this next item.</i> Reference: 20/00737/FUL (validated: 24/02/2020) Address: 16 Garden Village, St Martins, Oswestry, Shropshire, SY11 3AU Proposal: Erection of an outbuilding for use as dog grooming room following removal of existing shed. Parish Council Decision: Support. <i>Cllr B. Herbert rejoined the meeting.</i></p>	Parish Clerk
	<p>----- Reference: 20/00883/FUL (validated: 04/03/2020) Address: Proposed Development Land Known As Plot 4A, Bank Top Industrial Estate, St Martins, Shropshire Proposal: Additional use of land for the siting of up to 65No. shipping containers for the purposes of self-storage; erection of security fencing. Parish Council Decision: Support.</p>	Parish Clerk
	Schedule of additional planning applications	
	<p>Reference: 20/00951/OHL (validated: 02/03/2020) Address: Land Between Chirk And Ifton, St Martins, Shropshire Proposal: Proposed 11KV overhead electricity line rebuild on land between Chirk and Ifton Parish Council Decision: Support.</p>	Parish Clerk
	There were no other planning applications that had been received after the date of publication of the agenda for this meeting.	
	Cllr's noted the planning decisions and recommendations of the planning authority listed in the schedule below.	
	<p>Reference: 20/00051/FUL (validated: 20/01/2020) Address: Bowers Cottage , 3 Moors Lane, St Martins Moor, SY10 7BQ Proposal: Erection of porch to front elevation Decision: Grant Permission</p>	
	<p>----- Reference: 19/05135/FUL (validated: 07/01/2020) Address: 2 Woodlands Cottages, Gledrid, Chirk, Wrexham, Shropshire, LL14 5DG Proposal: Formation of new highway access and vehicle parking/turning area to include change of use of land; existing wall to be removed and rebuilt as curved splay Decision: Grant Permission</p>	

The parish clerk reported on the Discharge of Conditions on Land to rear of St Martins School.

308/03/20.C Ifton primary school site.

Shropshire Cllr Steve Davenport reported that draft plans for this site, which is owned by Shropshire Council and which a number of our Cllr's were consulted on, will be published in late April. The school and school house in these plans will be demolished but does include a tree planting scheme at the rear.

309/03/20.C St Martins Recreation Partnership

A meeting has been arranged for the 23rd March with Shropshire FA. to look at this site and establish whether any funding will be available from the Football Foundation. Gareth Edwards from Design & Planning Associates Limited is looking at slight amendments to the site and development plans.

310/03/20.C Irvine Gardens public open space.

Still with Shropshire Council's Planning Department.

311/03/20.C Hedge trimming, Irvine Gardens

See report under Parish Clerk's Progress Report minute reference 303/03/20.C.

312/03/20.C Street Lighting

Both Highline Electrical and Eon would be asked to forward a quotation for the next three years on street lighting maintenance for the 137 units owned by the parish council.

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Clerk

313/03/20.C Road safety concerns

The Parish Clerk had received the following update from Shropshire Council.

Church Lane and Trevor Avenue - Church Lane is covered by an existing 30mph speed limit. David Gradwell had looked on site and would say some additional 30mph repeater signs would help, together with 30 roundels painted on the carriageway. They can include this in their Traffic Management Minor Works programme for the new financial year commencing in April.

Although it would be possible to consider the provision of a visibility mirror opposite the junction for Trevor Avenue, it would need to be located in front of the adjacent properties which the residents may not be happy about.

He understands the request for bollards is being assessed by the local Highways Maintenance team based at our Whittington depot.

		<u>Action</u>
	B5070 between Gledrid and Escob bridge – David Gradwell will speak to the Police to see if they have any information on the recent accident on this stretch of road, and will carry out a review of the existing warning signage, etc., to see if any improvements are required.	
	Cllr John Hodgson is still carrying out his research for independent traffic surveyors (incl. costs) to assess problem sites.	Cllr John Hodgson
	Moors Lane – Cllr Steve Davenport reported that he had had a recent meeting with Cllr N. Mistry to discuss having the moors lane resurfaced. It was agreed that the lane needed resurfacing and that Cllr S Davenport would look into getting it done and give way lines to be painted on the junction leading from the new development.	Cllr Steve Davenport
314/03/20.C	Vehicle Activated Signs (VAS's)	
	Cllr N. Mistry reported that the working group had met to consider a quotation from Highline Electrical She was now awaiting a breakdown of these costs.	Cllr Nina Mistry
	The Chairman thanked Cllr G. Pennington for his previous work on this project.	
315/03/20.C	Climate action working group	Cllr Sophie Hughes-Saunier
	An update would now be presented at the next meeting.	
316/03/20.C	Derelict property, no. 3 Gertrude Cottages	
	Still awaiting an update from Shropshire Council's Public Protection Officer.	
317/03/20.C	Shropshire Association of Parish/Town Councils (SALC)	
	Members noted correspondence received from the County Secretary. There were no issues to raise with the association or reports from any meetings of this association.	
318/03/20.C	Correspondence	
	Any correspondence received since the last meeting had been forwarded to Cllr's.	
319/03/20.C	Members Reports	
	Cllr J. Stevens gave an update on Covid-19. In the event that future meetings may have to be suspended until further notice he suggested that he would draw up Parish Council Emergency Procedures Plan with certain delegated powers for the Chairman, Vice Chairman, Chairman of Finance and the Parish Clerk. This was agreed.	Cllr John Stevens
	Cllr D. Laing expressed concern over the standard of repairs to pot holes carried out by Keir. Cllr Steve Davenport said he was aware of this.	Cllr Steve Davenport

Cllr John Stevens reported pot holes at the junction of Colliery Road and Overton Road, from again poor first repairs and dog mess in Cottage Lane.

Action
Parish
Clerk

The Chairman reported that the road edges are breaking up and mud on the road on the lane down to New Marton following the recent diversions during the re-surfacing of Overton Road.

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Cllr B. Herbert reported that Sat Nav seems to be directing traffic meant for Irvine Gardens in Garden Village.

Parish
Clerk

Cllr M. Hayward asked the parish clerk to look into the grant application for the repairs to the War Memorial.

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Clerk

320/03/20.C Next Meeting(s)

Members noted that the next meeting(s) of the parish council will all be subject to advice from the government and NALC due to the current Covid-19 virus.

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There being no further business the Chairman declared the meeting closed at 21.00 p.m.

Signed Date

Chairman

These Minutes are in draft format until approved at the next council meeting.

