

LAWLEY AND OVERDALE PARISH COUNCIL



Minutes of the Parish Council meeting held at Leonard Smith House, West Centre Way
On Tuesday 2nd June 2015

PRESENT:

Cllr. Darren Blackburn, Cllr. Charles Dillon, Cllr. Gary Duncombe, Cllr. Bill Gilmour, Cllr. Jayne Greenaway, Cllr. Kevin Guy, Cllr. Rob Parker, Cllr Mike Phillips.

CLERK:

Sharon George

IN ATTENDANCE:

None

2015/025 CHAIR'S WELCOME

The Chair welcomed everyone to the meeting.

2015/026 APOLOGIES

No apologies received

2015/027 DECLARATIONS OF INTEREST

Councillor	Interest	Declaration	Minute no.
		NONE	

2015/028 PUBLIC PARTICIPATION

None present

Cllr Duncombe raised that he had been contacted by residents via Facebook and they had raised a number of concerns:

1. The railings at the Newdale Cross junction are still damaged – when will they be replaced or repaired? The Clerk advised that they have been damaged now for almost 2 years and that they have been reported many times but she will report them again to Highways at TWC.
2. The Bollards in Lawley Square are damaged in a variety of locations making the Square look shabby, when will they be repaired/replaced? The Clerk advised that they are still on the 'snagging' list for Cleggs Construction and that they will be replaced at some point when the works at the top of the Square are completed.
3. The problem with BMX/Skateboarders in the Square was also raised and the Clerk advised Members that this has been an ongoing issue due to the design of the benches that are in place. Discussions with The Planners have taken place a number of times and we have requested that a different style of bench is placed in the Square but we are still 'at odds' with the LPA. The Clerk has raised the issue again with the LPA, developer group and police so will advise any updates to Members in due course.
4. The issue of when is public liability insurance required for an event was also raised by residents and the Clerk advised Members that we have an event pack available for any resident that is looking to plan any public event and that we are always happy to assist and advise whenever we can.

Cllr Blackburn had noticed that the residents on Overdale had posted a question via their 'Overdale Chat' page on FB and the Clerk will follow up and make contact with the group. There is confusion amongst Overdale residents as to who they contact with any issues or concerns – The Clerk will send information of Councillors and maps to show their area.

ACTION: Report railings on Newdale Cross Junction. Make contact with the Overdale Facebook Group and post information requested online.

2015/029 MINUTES

The minutes from the **Annual Parish Council meeting** held on 19th May 2015 were **APPROVED**. It was **RESOLVED** that the minutes be signed and **ADOPTED** as a true record. This was **PROPOSED** by Cllr. Kevin Guy and **SECONDED** by Cllr. Mike Phillips. The minutes of the Full Council Meeting held on 19th May needed an amendment and will be presented for

ratification at the next Full Council meeting.

2015/030 COMMUNITY GOVERNANCE REVIEW

The Clerk presented an overview of the criteria of a review:

- 5% of electorate to request a review
- Is approximately a two year process and no co options could be made in the period up to the next election
- Any changes would not come into effect until 2019 elections

The Clerk suggested that if we were to go forward with this that we should include it as part of a wider Parish Plan questionnaire. Members felt that this would be a good basis to engage with the residents and give us a clearer picture of their expectations/needs. It was also felt that as we have formed a new Council following the recent elections that it would be best to 'settle in' before putting out a questionnaire and it was **proposed** by Cllr Greenaway and **seconded** by Cllr Duncombe that this item should be put on the agenda for February 2016. **A vote** was taken and **All Members** were in agreement

ACTION: clerk to obtain projection of numbers from the LVDG in July to assist with any review

Public Bodies (Admission to Meetings) Act 1960

In view of the confidential nature of the business about to be transacted it is requested that the public and press should not be present

2015/031 COMMUNITY AFFAIRS

Lawley Community Centre - Works

The clerk informed Members that the number of windows in the Community Centre had been miscalculated due to the initial survey of numbers been taken from inside the building for the quotation. After acceptance and when final precise measurements were taken of internal/external dimensions for manufacture it was noticed that an additional 4 large windows were noticed – these cannot be seen from inside the building as they look into the roof void above the suspended ceiling but will still need replacing as the frames are rotten. There is an additional cost of £3500 but the contractor will not add labour costs for the fitting of these as it was his mistake. The Members acknowledged that goodwill gesture of the contractor and thanks are to be passed on by the Clerk/ Members also requested that the Clerk ask if he would take photographs of before/during/after of the project and if the quotation could be a 'fixed price contract' barring any major unforeseen difficulties so as not to overspend on the grant awarded.

ACTION: Clerk is to ask for photographs of the project and ask about a 'fixed price contract'.

Lawley Community Centre – Child Protection Policy re grant allocation

The clerk presented a draft policy to Members regarding fulfilling one of the grant allocation criteria in that a child protection policy needed to be in place. Members discussed this and felt that as we are not in situ in the building and that we have copies of child protection policies for the hiring groups that require such a policy that we should not need a policy which assumes responsibility for this. Members felt that if the nature of the group hiring the premises is child related that it should be a criteria of hire that they have a current child protection policy in place. The Clerk is to contact TWC in this regard and request up to date policies from the specific hirers and submit those if TWC agree.

ACTION: Clerk is to contact TWC regarding submission of policies to fulfil criteria and obtain up to date policies from specific hirers

Summer Fun Day in conjunction with IMS/BVT

The Clerk advised Members that the planned event is to be on Saturday 4th July and that we have been requested to take part in some way – The Clerk has already shared community information/attractions with BVT in relation to stallholders that may be interested in taking part. It was decided that we should at least have a Parish stall on the day and Cllr Blackburn and Philips offered to attend.

ACTION: The Clerk will advise BVT that we would like to reserve a table for this event.

Fun Run 2015

The Clerk advised that the planning for this event is well underway and that she will be attending a meeting on 10th June to discuss the marketing of the event, agree the posters and get things underway.

She shared a copy of the route with Members and after discussion they decided that they would like to put forward a Parish Team to be sponsored to complete the route – the charity to benefit will be decided at the next meeting.

Cllr Duncombe is to create a design for t-shirts for Members for the run and bring any designs to the next meeting.

2015/032 PET UPDATE

PET Expenditure

The Clerk put forward requests for PET expenditure that needs funds committing to satisfy the audit requirements of the allocation by TWC.

It was proposed that:

- **That the Council buy a second heavy duty strimmer needed by the PET team which will cost approximately £600.**

Cllr Guy questioned the need for a strimmer as equipment is provided under the initiative – The clerk informed Council that one strimmer is provided but with 2 operatives that it would be a more efficient use of their time is both were strimming. Cllr Guy said he thought that an additional strimmer would be provided if requested and offered to check this point.

- **That the Council purchase two post mounted Noticeboards, at a cost of £1,196.40 (incl VAT). In addition it is recommended that the Council purchase two wall mounted Noticeboards, at a cost of £580.80 (incl VAT).**

Members discussed this point and agreed that the current noticeboards need replacing but the locations for the placement of the new ones needs further thought and will be considered at the next meeting.

- **That the Council purchase two traditional 3 seat benches and two picnic tables to replace the existing benches at Lawley Village Green at a total cost of £1,795.20 (inc. VAT and delivery). Marmax Products supply heavy duty 100% recycled plastic benches and picnic benches which can be fixed securely into the ground. They will not be affected by weather damage like the previous furniture and are easy to clean.**

Members discussed this item and agreed that these should be purchased along with an additional 2 benches to be placed in suitable locations which are to be determined as there are a number of options available

- **That the Council purchase four signs to be located in Lawley, Newdale, Overdale and The Rock. An example of the sign detail is as follows – “Welcome to Lawley – Please Drive Carefully” with the Parish logo added. The Community Officer is providing details of a supplier who can supply suitable signs for approximately £500 each (fitted) and has confirmed that no planning permission will be required.**

Members discussed this option but felt that the Parish was already ‘littered’ with signage and that for the amount of funds to be expended that the money could be utilized elsewhere. The contribution to the works at Old Park on the pond area could benefit and the £2000 contribution should be taken from the PET expenditure allocation as a more worthwhile cause.

PET Programme

The Clerk put forward a draft programme of works that incorporated the PROW programme of maintenance submitted by Cllr Blackburn in addition to works put forward by the PET operatives from a schedule worked over the past 12 months. Members felt that this is a solid programme and that in addition to responding to any urgent works reported for completion should be a manageable programme to be followed.

2015/033 STAFFING PROPOSALS

The staffing proposals were discussed by Members and the temporary contract that was issued in March for a 3 month period. It was **proposed by Cllr Guy** and **seconded by Cllr Greenaway** that the contract is ended and will not be extended – this was **voted on by Members and ALL were in favour**. Members felt that the office hours should be more structured to give more flexibility with maybe an appointment system in place or designated hours when the Clerk(s) would be available. The Saturday openings that had been running for the past 2 months were also discussed and Members felt that this need not be every week and that once a month would be more manageable for the Clerks so as not to impact on opening hours in the week and Members said that they could draw up a rota to do Saturday morning ‘surgeries’ on the Saturdays that the Clerk were not in attendance. This will be discussed more fully once the staffing options have been decided by Members. The Clerk was requested to draft/cost staffing options for Members consideration at the next meeting.

The Clerk reminded Members that she was on annual leave from 18th June to 6th July and that HB would be able to offer some additional hours over that period to ensure that the office was open for part of each day. The Clerk will discuss with HB and send a proposal to Members to consider/agree prior to the Clerk going on leave so that the hours can be advertised.

ACTION: Clerk to discuss holiday cover with HB and send proposal to members for consideration. Clerk/HB to discuss staffing options and cost accordingly for presentation at the next Full Council meeting

2015/034 CHAIRMANS/COUNCILLORS ALLOWANCES

The Clerk explained the allowances to Members and that all Members qualified as elected Members, to receive this allowance. It was **proposed by Cllr Guy** that the current amounts precepted for should be the allowances allocated to Members who wished to take up their allowance as some Members had said they would not do so. This was **seconded by Cllr Parker** and **a vote was taken and ALL were in favour**.

The clerk asked those Members who wished to take up their allowance to submit their PAYE/NI and bank details so that she could begin to process these for payment

2015/035 COUNCILLOR BUSINESS CARDS/BADGES

Cllr Gilmore had raised the idea of all Members having business cards issued to enable easier networking. Members felt this would be useful and the clerk is to investigate costs and report at the next meeting. The Clerk also asked Members if they would like ID badges and after consideration this will be moved forward with Members being asked to attend at 5.30pm for photographs on the 7th July prior to the Full Council meeting. The Clerk also will check with Councillors what personal details they want on their cards and on the Councillors information to be published on the website etc.

ACTION: Clerk to obtain information from individual Councillors for their ID badges and public information.

2015/036 GRANTS FOR CONSIDERATION

A number of grants were put forward for consideration. Grants awarded were:

- 1st Lawley Brownies - £272.00
- T&W Arthritis Support Group - £100.00
- 1st Dawley Girls Brigade - £100.00
- Project Linus - £250.00

The Clerk will inform the successful applicants by letter and organise cheques for signature by Councillors.

ACTION: Clerk is to do letter to grant applicants and draw up cheques for signature

2015/037 AGENDA ITEMS FOR NEXT MEETING

- Lawley Community Centre – Works
- PET Team - noticeboard/bench locations
- Fun Run – t-shirt design/charity to be chosen
- Staffing hours/opening hours proposals/Saturday opening

2015/038 CORRESPONDENCE

None

2015/039 FINANCE

As all Members were present the Year End documents for 2014/15 were discussed at this meeting rather than at the Finance meeting which would have required ratification by Full Council prior to submission in readiness for the external auditors prior to the Clerk going on annual leave. The year-end figures and annual governance statement were discussed and duly agreed and signed by the Chairman and countersigned by the Clerk.

ACTION: Clerk to submit papers for external audit

2015/040 DATE OF NEXT MEETING

It was **NOTED** that the next parish council meeting would take place on **TUESDAY 7TH JULY 2015 at Leonard Smith House, West Centre Way commencing at 5.30pm for photographs to be taken with the meeting commencing at 6.00pm (Followed by a Planning & Environment Meeting at 8pm)**

The meeting closed at 8.10pm

Signed..... Chair

Date.....