

LAWLEY AND OVERDALE PARISH COUNCIL



Minutes of the Parish Council meeting held at Leonard Smith House, West Centre Way
On Tuesday 7th July 2015

PRESENT:

Cllr. Darren Blackburn, Cllr. Charles Dillon, Cllr. Jayne Greenaway, Cllr. Rob Parker, Cllr Mike Phillips.

CLERK:

Sharon George

IN ATTENDANCE:

Cllr Joy Francis (Ward Member Ketley & Overdale)
Mr David Webb (Resident – Marlborough Way)

2015/041 CHAIR'S WELCOME

The Chair welcomed everyone to the meeting.

2015/042 APOLOGIES

Cllr. Gary Duncombe, Cllr. Bill Gilmour, Cllr. Kevin Guy

Apologies RECEIVED and ACCEPTED

2015/043 DECLARATIONS OF INTEREST

Councillor	Interest	Declaration	Minute no.
Cllr Darren Blackburn	Dawley Bank access gate Business Cards	Resident of affected area Works at one of the companies who had quoted	

2015/044 PUBLIC PARTICIPATION

Mr David Webb attended the meeting to complain about the gated access on Marlborough Way, The Rock which has been an issue for a long time. The Clerk explained to Members that this has been an ongoing battle over the past 4-5 years regarding unlawful access gained by quad bikes/motor bikes by cutting padlocks off the gate on regular basis. Mr Webb said that the gate itself has now been cut off as they couldn't get to the improved 'hooded padlock'. We were aware of this and it has been reported to the Council and the police but we are now in dialogue regarding moving forward. There is an issue of ownership of the gate as the land it actually sits on is 'no man's land' and the land either side of the gate is both TWC and HCA who have been working together to stop the unlawful access. The Clerk will continue to liaise with both parties to see a way forward and report back to Members with any Progress. Cllr Francis said she would also be making some enquiries and asked to be kept informed of any developments

ACTION: Forward Ward maps to Me Webb via email. Check on progress of gate status on Marlborough Way and inform Cllr Francis of developments

2015/045 MINUTES

The minutes from the **Full 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. Darren Blackburn and **SECONDED** by Cllr. Mike Phillips. The minutes of the **Full Council Meeting** held on 2nd June were also presented. It was **RESOLVED** that the minutes be signed and **ADOPTED** as a true record. This was **PROPOSED** by Cllr. Darren Blackburn and **SECONDED** by Cllr. Charles Dillon

2015/046 COMMUNITY AFFAIRS

Lawley Community Centre - Works

The clerk informed Members that the works are to commence on Monday 20th July as planned and that all elements of the works will be going on simultaneously. The contractor agreed to take before & after pictures as requested by Members at the previous meeting and to guarantee the quotation as a fixed price barring any additional or unforeseen works. Additional work that is required is the H&S issue of the boiler house steps as raised by TWC on the school H&S audit. They have stipulated that there needs to be cover over the steps and for a full height 'close boarded' lockable gate to be fitted. This has never been an issue previously but we are under pressure from TWC to make the changes. We will not require access to the boiler house once the new heating system is fitted but our meters are still in place in there which will need to be read so it is still effectively a shared space area with the school. Members discussed the issue and a vote was taken to set a maximum budget of £500 to make the changes but insisted that the cost is shared with the school as it is shared space. This was **PROPOSED** by Cllr Parker and **SECONDED** by Cllr Blackburn and **ALL** were **IN FAVOUR**. The clerk will obtain a quotation from the contractor and inform the school/TWC of the decision/outcome. Members will be kept informed of progress over the interim period before the next meeting and as any matters arise.

Fun Run 2015

The Clerk advised that the planning for this event is well underway and that she will be attending a meeting on 22nd July to discuss the marketing of the event, agree the posters and get things underway.

At the last meeting Members decided that they would like to put forward a Parish Team to be sponsored to complete the route and after discussion the charity to benefit will be the same as the main beneficiary – Midlands Air Ambulance. This was **PROPOSED** by Cllr Blackburn and **SECONDED** by Cllr Dillon and **ALL** were **IN FAVOUR**. The Clerks are to create sponsor forms and forward these plus entry forms to Members.

Cllr Duncombe had agreed to create a design for t-shirts for Members for the run and bring any designs to the next meeting but due to his absence it was agreed that the parish logo would be used (as is on the doors to the office) along with the wording Lawley & Overdale Parish Council on the front and Team Member on the reverse and t-shirts will be blue in colour with the logo/wording in white to reflect the Parish colours.

Clerks are to request size t-shirt required from members and get them ordered.

ACTION: Clerks are to create sponsor forms and forward these plus entry forms to Members. Request size t-shirt required and order ASAP.

2015/047 PET UPDATE

PET Expenditure

Noticeboards

As per last meeting where Members discussed new noticeboards and agreed that the current noticeboards need replacing but the locations for the placement of the new ones needed further thought and after further discussion it was decided that a new location of the Lawley Village green should be where one of the new noticeboards is located. This was **PROPOSED** by Cllr Blackburn and **SECONDED** by Cllr Phillips and **ALL** were **IN FAVOUR**. Other locations will be considered when all members are present at the next meeting. The Clerk will organise ordering of this and request the PET team to install it upon arrival

Benches

As per last meeting where Members discussed this item and agreed that the 2 benches/tables and 2 x picnic tables for Lawley Village Green should be purchased along with an additional 2 benches to be placed in suitable locations and following further discussion it was decided that a bench should be placed on Dawley Bank Village Green and one by the Play area on Bell pit Road. This was **PROPOSED** by Cllr Blackburn and **SECONDED** by Cllr Phillips and **ALL** were **IN FAVOUR**. The Clerk will order 3 x benches and two picnic tables as agreed

ACTION: Order new freestanding noticeboard, benches, tables and picnic tables ready for fitting

PET Agreement

An amendment to the original PET agreement has been sent for signature/acceptance by Members which states that any equipment purchased out of the material budget for use by the PET team is the responsibility of the Parish for insurance/repair & maintenance purposes. Members were not happy with this amendment and the Clerk informed them that the previous Council had never been sent a formal agreement for signature so felt that we could not accept the

amendment. Cllr Parker also questioned the original agreement and the costings it contained and the Clerk will send him the documentation originally received.

The Clerk is to request an original agreement for perusal by the new council for signature and then to look at signing the amendment if they agree with both documents. This will be further discussed at the next meeting.

ACTION: The Clerk is to request an original agreement for perusal by the new council for signature

2015/048 STAFFING PROPOSALS

The staffing proposals were put forward as requested at the last meeting and were discussed by Members and it was decided that at this point that the hours for HB would rise to 20 per week but the hours for SG would remain at 32.5 but with a flexibility of up to 10 additional hours per month that is available if required. Councillors underlined the flexibility within the hours worked by HB & SG and this was most welcome but felt that they would rather monitor the staffing needs at this point and not make contractual changes and will review the position in November at the full council meeting. This was **PROPOSED** by Cllr Parker and **SECONDED** by Cllr Blackburn and **ALL** were **IN FAVOUR.**

Saturday opening were also discussed as part of the staffing options available and it was felt that we had trialled this for a 3 month period and with limited usage by residents that it was not a viable option to keep the office open on Saturdays and the Clerk will put out a notice advising residents that the office is no longer open on Saturdays with immediate effect. Closure will be a matter of course unless there are events planned on a weekend that either warrants the office being open or for the Clerks to be working.

2015/049 COUNCILLOR BUSINESS CARDS/BADGES

The clerks investigated costs for 100 each Member with 200 available for the Clerks as they attend more meetings on a regular basis and shared the quotes obtained with Members. It was agreed that we should go with the most competitive quote and get an order in as soon as the Clerks have verified what personal details members would like on their cards. This was **PROPOSED** by Cllr Parker and **SECONDED** by Cllr Phillips and **ALL** were **IN FAVOUR.**

The Clerk will also move forward with ID badges once all Members photographs have been taken. These will be made 'in house' and distributed to Members

ACTION: Clerk to obtain information from individual Councillors for their ID badges and public information and insertion on business cards

2015/050 DAWLEY BANK GATED ACCESS

Due to the lateness of the hour this item was deferred to the next full council meeting in September

2015/051 AGENDA ITEMS FOR NEXT MEETING

- Lawley Community Centre – Works/ grand re-opening
- PET Team - Agreement
- Fun Run – update/distribution of t shirts
- Marlborough Way gate
- Christmas events
- History Club

2015/052 CORRESPONDENCE

None

2015/053 FINANCE

Payments for authorisation were presented to members to be agreed and subsequently authorised online. It was requested by Cllr Parker that the Finance item on the standing agenda is moved to stand after the minutes of the previous meeting as it is an important item and should not be placed at the end of the meeting when it can get rushed. The Clerk will ensure this is done for the next meeting

2015/054 DATE OF NEXT MEETING

It was **NOTED** that the next parish council meeting would take place on **TUESDAY 1st SEPTEMBER 2015 at Leonard Smith House, West Centre Way commencing at 6.00pm (There will a presentation by TWC on the new Local Plan at 6pm prior to our Full Council Meeting)**

The meeting closed at 8.10pm

Signed..... Chair

Date.....

DRAFT