



Minutes of the Parish Council meeting held at Leonard Smith House, West Centre Way
On Thursday 6th April 2017

PRESENT:

Cllr. Jayne Greenaway, Cllr. Darren Blackburn, Cllr Mike Phillips, Cllr Kevin Guy, Cllr Rob Parker, Cllr Bill Gilmour

CLERK:

Sharon George

IN ATTENDANCE:

Helen Barker (Deputy Clerk)

Cllr Jacqui Seymour (Ward Member for Wrockwardine)

Cllr Joy Francis (Ward Member for Ketley & Overdale)

Cllr Raj Mehta (Ward Member for Horsehay & Lightmoor)

2016/132 CHAIR'S WELCOME

The Chair welcomed everyone to the meeting.

2016/133 APOLOGIES

Cllr Gary Duncombe (Personal Commitments)

Cllr Charles Dillon (Personal Commitments)

Cllr John Ashford (Ward Member Ketley & Overdale – Personal Commitments)

APOLOGIES RECEIVED & ACCEPTED

2016/134 DECLARATIONS OF INTEREST

Councillor	Interest	Declaration	Minute no.
Cllr Darren Blackburn	Personal	Comm. Affairs-History Group Chairperson	2016/139a

2016/135 PUBLIC PARTICIPATION

None Present.

Clerk gave an update on concerns brought to last meeting by Mr David Webb resident of Marlborough Way:

- Missing bollards at bottom of footpath (map supplied) – one missing and the other is a state of disrepair- concerned that if not repaired could give unauthorised access to travellers, quad bikes etc. The Clerk will report to TWC for action – **UPDATE:** Not TWC responsibility of LVDG – Bollards now replaced.
- Quad bike activity on pitches site due to poor security fencing. Clerk has already reported the fencing being down on numerous occasions to TWC and developer group for remedial action. **UPDATE:** Further reports of damage by quads/scramblers received – LVDG/TWC looking at additional security measures
- Missing post and rail fence opposite Newdale school still not repaired – to be reported to TWC again **UPDATE:** Fence was repaired and now damaged again. Reported again to TWC for action

2016/136 MINUTES

The minutes from the **Full Council meeting** held on 9th March 2017 were ***APPROVED**. It was **RESOLVED** that the minutes be signed and **ADOPTED** as a true record. This was **PROPOSED** by Cllr. Blackburn and **SECONDED** by Cllr. Phillips.

*The Clerk reported as matters arising not covered by this agenda:

As per Ward Members report by Cllr Francis regarding bus stop on Birchfield Way – A Meeting was attended with residents and TWC to look at alternative solutions. Awaiting a statement of intention from TWC to pass to residents.

*As per Ward member report by Cllr John Ashford regarding drains collapse at front of Overdale shops – Cllr Francis gave an update that a tanker had visited site to flush out drains to see if that alleviated the problem. This will be followed up by Cllrs Francis & Ashford.

* The Clerk reported that the SIDS had now been ordered but that we are still waiting for the location of the poles to be confirmed by TWC. Clerk to chase Highways for their decision.

ACTION: Clerk to chase Highways for decision on location of poles for SIDS

*As an update to the Fly Tipping information in the minutes, the Deputy Clerk informed Members that the evidence handed in by a resident from a reported fly tip in the local area is now being followed up by TWC enforcement team as to responsibility of the tipped rubbish. An update will be given once information is available.

2016/137 WARD MEMBERS REPORT

- **Cllr Joy Francis (Ward Member for Ketley & Overdale)** asked that the War Memorial project group consult with the Ward members on the location of the new proposed memorial as there are already two within the Ketley & Overdale Ward but that are not in the Parish and that they should consider this in their location choice
- **Cllr Jayne Greenaway (Ward Member for Horsehay & Lightmoor)** informed members that she had been contacted by a resident regarding a Community Defibrillator to be placed in Lawley as it is a growing community. There are already 2 defibrillators in Lawley but they do not have 24/7 access. Members felt that this is a good idea and asked Cllr Greenaway to invite the resident to a meeting to discuss this idea in more detail. Cllr Raj Mehta said he would investigate if there are any available that can be given out as there was a scheme he knew about that did so a while ago.

ACTION: Cllr Greenaway to invite resident to a meeting and Cllr Mehta to check availability of any FOC defibrillators under a scheme

- **Cllr Raj Mehta (Ward Member for Horsehay & Lightmoor)** reported that he has been contacted about the ongoing drainage problem in Horseshoe Paddock and that he had contacted TWC and is arranging a visit with the drainage engineer to assess the current issue.
- **Cllr Jacqui Seymour (Ward Member for Wrockwardine)** thanks Cllr Blackburn for alerting her to the issues as raised by a resident over the path works going on in Short wood making it inaccessible – the site is a concern and Cllr Seymour will be raising it with Little Wenlock Parish Council.

2016/138 POLICE REPORT

Date: 04/04/17 (Report for the period 3rd March 2017 to 4 th April 2017)	
Officer: PCSO 40243 HEALES	
CRIME	
<u>AREA</u>	<u>SUMMARY</u>
The Rock	Threats to kill (04.04.17)
Dawley Bank	Works truck broken into (04.04.17)
Birchfield Way, Lawley Village	Theft of paving stones (04.04.17)
Lawley Village	Theft of bank card from property by an ex-partner (03.04.17)
Davenham Walk, Lawley	Burglary of I-pad from home possibly whilst door was left open (03/04/17)
Rockall Way, The Rock	Burglary – shed broken into and spirits stolen (03.04.17)
The Rock	Domestic (02.04.17)
Colliers Way	Theft of goods from TK Max (02.04.17)
Lawley	Theft from Morrison's (01.04.17)
Colliers Way	Theft from Sainsbury's (30.03.17)
Colliers Way	Theft of raffle teddy from McDonalds (30.03.17)
Overdale	Assault (29.03.17)

Colliers Way	Theft from Next (28.03.17)
The Rock	Assault (27.03.17)
Overdale	Assault (26.03.17)
Colliers Way	Theft of customer's purse from Sainsbury's (24.03.17)
Lawley Village	Domestic (22.03.17)
The Rock	Domestic (22.03.17)
Malinsgate	Public Order (21.03.17)
Overdale	Domestic (21.03.17)
Overdale	Vehicle vandalised (21.03.17)
Newdale	Domestic (19.03.17)
Newdale	Domestic (18.03.17)
Overdale	Assault (18.03.17)
Lawley Village	Assault (16.03.17)
Town Centre	24 incidents reported
<u>ASB AREA</u>	<u>SUMMARY</u>
Colliers Way	Group of youths throwing things in McDonalds (03/04/17)
Overdale	Verbal altercation (02.04.17)
The Rock	Bin set on fire by youths (02.04.17)
Marlborough Way	Neighbour dispute (01/04/17)
Dawley Bank	Youths tampering with doors to empty premise (01/04/17)
Lawley Bank	
The Rock	Teenagers in derelict property (31.03.17)
Lawley	Neighbour dispute (31.03.17)
Overdale	Mini moto nuisance (31.03.17)
Overdale	Pupil on roof (31.03.17)
Newdale	Brick at property (30.03.17)
Overdale	Moto nuisance (30.03.17)
Newdale	Neighbour dispute (30.03.17)
Dawley Bank	Neighbour dispute (26.03.17)
	Drunk and disorderly (25.03.17)

Lawley Bank	Male trying to knock door down (24.03.17)
Colliers Way	Male being abusive (23.03.17)
Marlborough Way	Neighbour dispute (23.03.17)
Dawley Bank	
Marlborough Way	Youths throwing things around near derelict building (18.03.17)
The Rock	Verbal altercation (17.03.17)
Town Centre	Noisy youths (16.03.17)
	10 incidents reported
	Extra attention being paid to the Lawley and Overdale areas regarding the use of off road bikes especially now the warmer weather is here. Regular visits still being paid to all play parks on the area.
	Extra patrols around Lawley, especially at night due to thefts although these seem to have decreased.

2016/139 COMMUNITY AFFAIRS

a) History Group

Cllr Blackburn updated Members:

- The group now has over 50 online members with 30+ attending regular meetings which is very pleasing.
- A plethora of information has been received from individuals and groups i.e. Old Park Memories and Ketley History Group to enhance the information that the group have for their Community History Day in September
- Next Group meeting id Friday May 19th 2017 at 6.30pm at Lawley Community Centre

b) Community usage at Lawley Village Academy

Cllr Greenaway and Cllr Parker attended a meeting with TWC education and legal representatives along with representatives from Reach2 Academy to discuss the proposed Community Use Agreement. The Parish put forward that the residents do not have the use of the facilities that they were promised and that the community agreement reflected very restricted use and that in a development of this size that the agreement was not acceptable and did not match up to our or residents expectations of what we were led to believe would be available in a joint use facility. A meeting is in the process of being arranged with TWC officers but the officer responsible is attending a planning enquiry so a date is yet to be determined. An update will be given when known.

Cllr Guy suggested that we should contact the respective Cabinet Members for Education & Community for support – The Clerk will make contact once a date is known for a meeting.

c) Lawley Community Centre – Roof Repairs update

The Clerk reported that further quotes as requested had been shared with Members and that a contractor had now been appointed following receipt of H&S risk assessment and insurance documentation. Works will commence on Monday 10th April and be completed before the school returns on 23rd April. The Clerk will monitor the works & progress whilst they are on site. The adjoining primary school had been informed of the works as there are holiday activities in progress – these are not in the vicinity of the scaffolder areas but separate access arrangements have been agreed with the school for the duration of the works.

d) War Memorial Project Working Group

Cllr Guy informed Members that an inaugural meeting had been held on 21st March attended by representatives from the community, Ward members and Councillors. A number of areas were discussed regarding moving the process forward. The Clerk said that she had made enquiries and the existing memorials placed inside churches and buildings within the Parish should remain in situ and not be relocated as part of a new memorial. She also reported that there is no template for a consultation document to ask for residents/stakeholders comments when a design and location has been decided.

She had contacted the clerk at High Ercall but had to date received no response. The Next project group meeting is on Wednesday 26th March at 6pm at the Parish office.

e) SIDS

The Clerk informed Members that a meeting had taken place with Highways and the sites we had earmarked for the placement of the SIDS was discussed: Dawley Road, Milners Lane, Station Road, Overdale/Garfield Road, Lawley Drive & West Centre Way. TWC Highways will confirm the areas and inform us of the agreed placement of up to 12 poles to mount the SIDS at the required locations. We have not yet received confirmation from TWC for these locations so the Clerk will chase. The SIDS have now been ordered as agreed at the last meeting. An update will be given at the next meeting

ACTION: Clerk to chase up confirmation of locations with TWC

f) Definitive PROW Mapping

No update received for this meeting

2016/140 PET UPDATE

The Asst. Clerk updated members on the following:

- The PET continue to carry out a wide range of tasks around the Parish and are also extremely busy with the renovation work and planting of the Community Garden
- Some of the Ward Pride Fund donated by Cllr. Seymour has been used to purchase a range of bird nest boxes, bat boxes, insect houses and a Hedgehog House for the Community Garden. These have been made by the My Options Workshop at Horsehay.
- We have also purchased a number of herbs from Meadowdale Nurseries in Horsehay to plant up the newly renovated herb bed. The Nursery kindly donated £140 worth of shrubs for the Community Garden shrub bed.
- The Asst Clerk recently met with the Chair of Horsehay Horticultural Society and briefed her on the Community Garden. The Society has many members who are residents of the Parish and they are interested in exploring the possibility of using the raised beds for a project with their Junior Members
- The Community Team from BVT have also expressed an interest in using the area for Community Events and discussions are ongoing.

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

2016/141 FINANCE

1. All invoices tabled were authorised for payment
2. Bank Reconciliation agreed * Clerk to ensure opening & closing balances between SAGE and bank agree at all times – error on one account relating to a mis-posting on SAGE. Clerk has noted.
3. The Clerk informed Members that an internal audit had been arranged for 13th April 2017. Some elements of the Transparency Code are not yet on website but will be remedied as soon as possible.

2016/142 AGENDA ITEMS FOR NEXT MEETING

- COMMUNITY USE AGREEMENT
- WAR MEMORIAL PROJECT GROUP UPDATE
- COMMUNITY GARDEN
- SUMMER/ FUN RUN / CHRISTMAS EVENTS
- SIDS LOCATIONS UPDATE
- STAFFING
- PLUS STANDING AGENDA ITEMS (PET, OTHER COMMUNITY AFFAIRS, POLICE REPORT)

2016/143 GRANT CONSIDERATIONS

Grants were received from a number of organisations for consideration and awarded as follows:

Telford Gateway Club	100.00
Entourage Street Dance Crew	270.00

Project Linus	250.00
L&O Local History Group	100.00
Telford Chin Woo	200.00
Age UK Shropshire	100.00
Horsehay Horticultural Society	150.00

ACTION: The Clerk will complete letters to organisations and draft cheques for signature

2016/144 STAFFING – UPDATES FROM PERSONEL COMMITTEE

a) Annual Staff Appraisals

The staffing appraisals were discussed by members following the update from Cllr Parker the Chairman of the Personnel Committee. The Clerk and Deputy Clerk left the meeting whilst this item was discussed.

The Members agreed the change in role from Assistant Clerk to Deputy Clerk with the inclusion of the CiLCA qualification being an essential part of the role. The Deputy Clerk will undertake the training this year for completion by July 2018 to enable her to fully deputise in the Clerks absence.

The Clerks appraisal was discussed and it was decided that guidance on the staffing profiles of NJC/NALC should be sought before a decision can be made. Cllr parker will write to NALC for the appropriate guidance and report back to Personnel Committee/Full Council when information is available.

b) Staffing proposals

The Clerk put forward a staffing proposal for consideration by Members. It was felt that further justification of the need for additional staffing is brought forward by the Clerk to the Personnel Committee for consideration/recommendation for Full Council in time for the June 2017 meeting. The Clerk will gather information requested and arrange a Personnel meeting before end of May 2017.

ACTION: Cllr Parker to contact NALC for guidance on staffing profiles.

ACTION: Clerk to gather information to support a staffing proposal and organise a Personnel CPmmittee meeting before end of May 2017.

2016/145 CONFIDENTIAL ITEMS

A separate addendum is added to the minutes **FOR MEMBERS EYES ONLY**

2016/146 CORRESPONDENCE

None Received

2016/147 DATE OF NEXT MEETING

It was **NOTED** that the Annual & Full Council parish meeting would take place on **THURSDAY 4th MAY 2017 at Leonard Smith House, West Centre Way commencing at 6pm**

The meeting closed at 9.10pm

Signed..... Chair

Date.....