



Minutes of the Annual Parish & Full Council meeting held at Leonard Smith House, West Centre Way
On Thursday 4TH May 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)

Mr Nick Farmer- Community First Responder

Paul Wood- Secretary of Telford First Responders

2017/001 ELECTION OF CHAIRMAN

In compliance with LGA 1972 s15(1)(2) Nominations for the role of Chairman were received.

Cllr Jayne Greenaway was nominated by Cllr Gilmour and Cllr Kevin Guy was nominated by Cllr Phillips.

A ballot took place and the outcome was 4 votes for Cllr Greenaway and 2 votes for Cllr Guy. The vote will stand and the newly elected chairman will be Cllr Greenaway

The Chairman's allowance in pursuance of Section 15(5) of the Local Government Act 1972 will be agreed at the Finance meeting in June.

2017/002 Declaration of Acceptance of Office as Chair to the Parish Council

Cllr Greenaway duly accepted the office of Chairman of the Parish Council and a copy of her signed declaration is attached to the minutes as a point of record.

2017/003 CHAIR'S WELCOME

The Chair welcomed everyone to the meeting.

2017/004 APOLOGIES

Cllr Dillon (Ill health)

Cllr Jacqui Seymour (Ward Member for Wrockwardine - Other meeting commitments)

2017/005 Election of Vice Chair

In compliance with LGA 1972 s15(6) nominations requested for role of Vice Chairman

It was **proposed** by Cllr Blackburn and **seconded** by Cllr Gilmour that Cllr Guy be elected as Vice-Chairman for the coming year. A vote was taken and ALL members were in favour.

2017/006 Appointment of Committees

- Planning & Environment Committee
- Finance Committee
- Personnel Committee
- Activities Committee (Appointed as required)

Full Council	Planning & Environmental Committee	Finance Committee	Personnel Committee	Activities Committee
Cllr Jayne Greenaway	Cllr Darren Blackburn	Cllr Rob Parker	Cllr Rob Parker	To be convened as required
Cllr Kevin Guy	Cllr Bill Gilmour	Cllr Kevin Guy	Cllr Darren Blackburn	
Cllr Darren Blackburn	Cllr Mike Phillips	Cllr Bill Gilmour	Cllr Jayne Greenaway	
Cllr Bill Gilmour	Cllr Rob Parker	Cllr Jayne Greenaway	Cllr Mike Phillips	

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

2017/007 PROW

Cllr Greenaway **proposed** Cllr Blackburn to return as PROW Liaison and was **seconded** by Cllr Guy as the Public Rights of Way liaison person for the Parish. A vote was taken and ALL members were in favour.

2017/008 SNOW WARDEN

A Snow Warden Member is required to liaise with Telford & Wrekin Council and the local community and PET team. Cllr Blackburn **Proposed** Cllr Phillips to undertake this post and this was **Seconded** by Cllr Guy. A vote was taken and ALL members were in favour.

2017/009 Appointment of Representatives

To appoint representatives to serve on the under mentioned bodies:

- Parishes Forum - The Clerk/Dep Clerk will act as the Parish Representative. **Proposed** by Cllr Parker and **seconded** by Cllr Greenaway
- Parish Charter Monitoring Group – The Clerk/Dep. Clerk will continue to act as Parish representative for this group. ALL members in Favour
- Newdale/Overdale Stakeholders Group – The Clerk/Dep. Clerk will continue to act as Parish representative for this group. ALL members in Favour
- Telford Bus Users Group - Cllr Blackburn will act as the Parish Representative. **Proposed** by Cllr Parker and **seconded** by Cllr Gilmour
- Steering Group (Lawley SUE) – Cllr Greenaway and the Clerk/Dep. Clerk will act as the Parish Representatives. **Proposed** by Cllr Parker and **seconded** by Cllr Guy

2017/010 REVIEW OF STANDING ORDERS

This item will be discussed at the next Full Council meeting in June

2017/011 CHAIRMANS ANNUAL REPORT/MEETINGS CALENDAR 2016/17

The Chairman shared her annual report & meetings calendar for 2016/2017 and a copy is attached to the minutes as a record. The Clerk was requested to put a copy on the Parish webpage.

The members recorded their sincere thanks to Cllr Greenaway for the amount of work that had been undertaken by her in the past 12 months and for the positive impact that has had for the Parish.

2017/012 COMPLETION OF DISCLOSABLE PECUNIARY INTERESTS

The Pecuniary Interest forms were duly completed by all Members and the Clerk will copy for our records and submit originals to TWC Democratic Services for Council record and publication.

2017/013 DECLARATIONS OF INTEREST

Councillor	Interest	Declaration	Minute no.
Cllr Darren Blackburn	Personal	Comm. Affairs-History Group Chairperson	2017/019a

2017/014 PUBLIC PARTICIPATION

None present.

2017/015 COMMUNITY MOBILE DEFIBRILLATOR DEVICE

Mr Nick Farmer, Community First Responder & Paul Wood, Secretary of Telford First Responders had contacted Cllr Greenaway regarding the possibility of a Community Device to be placed in the Parish and had been invited to attend the meeting to discuss the idea with Councillors.

Nick & Paul shared a presentation with Members that was very informative and showed the difference that having an easily accessible community device could make to save the life of a local person.

The Councillors agreed that such a device would be a great asset to the local community and suggested that it could be fitted to the exterior of the Parish building – the Clerk had already ascertained that planning permission would not be

required and that we had permission from the building owners to drill into the render fascia to accommodate a housing unit.

The Clerk will obtain quotes for the devices as suggested by Nick/Paul and circulate to Members for their comment.

It was suggested to Nick & Paul that they may like a table at the Summer Event in Lawley to raise awareness of the Community device and to fundraise towards it.

ACTION: Clerk to obtain quotations for a defibrillator device and circulate to Members

2017/016 MINUTES

The minutes from the **Full Council meeting** held on **6TH April 2017** were ***APPROVED**. It was **RESOLVED** that the minutes be signed and **ADOPTED** as a true record. This was **PROPOSED** by Cllr. Guy and **SECONDED** by Cllr. Parker.

*The Clerk was asked to remind Cllr Mehta that he was to see if community defibrillators were available FOC from an NHS Funding Source that he had mentioned at the last meeting

ACTION: Clerk to remind Cllr Mehta to check availability of any FOC defibrillators under a scheme he was aware of

2017/017 WARD MEMBERS REPORT

- **Cllr Jayne Greenaway (Ward Member for Horsehay & Lightmoor)** informed members that the footpath dressings had been applied around Glendale and that it had much improved the walking surface for residents. She also informed members that the Link path from phase 6 had begun to create access from Woodland View across the edge on the VG to Glendale.
It had not gone unnoticed that the PET team had carried out some work on the Dawley Road to increase the width of the footpath as this had become encroached by vegetation. Members asked that their thanks were passed on to the team

2017/018 POLICE REPORT

The report was not available at the time of the meeting but will be circulated to Members when it is received and placed in the minutes below.

Date: 05/05/17 (Report for the period 5th April 2017 to 4th May 2017)	
Officer: PC 3484 MAJOR, PCSO 40033 BAILEY & PCSO 40243 HEALES	
<u>CRIME</u>	
<u>AREA</u>	<u>SUMMARY</u>
TELFORD Town Centre/Retail Parks	43 Incidents reported for this period
MALINGSGATE Front Counter	4 Crimes from enquiries Criminal Damage – 1 Public Order – 1 Assaults – 9 Domestic Incidents – 7 Sexual Offences - 2 Theft - 1
THE ROCK	Theft – Brackets removed off fencing – 24.04.17
LLOYD CLOSE	Vehicle interference overnight – 07.04.17
OVERDALE	Attempt burglary into garage – 05.04.17
CARPENTER CENTRE	A couple of reports here on various dates re the pupils at the location
<u>ASB & Other</u> TELFORD Town	

Centre/Retail Parks	103 Incidents reported for this period
MALINSGATE Front Counter	38 Reports ASB – 10 Suspicious Circumstances – 4 Traffic - 7 Other – 10
<u>AREA</u>	<u>SUMMARY</u>
VALLEY ROAD	Neighbour issues
PARK LANE	Male acting suspiciously seen carrying a garden bench on a bike (unknown if any offences) 03.05.17
HILL ROAD	Scrambler Bike being ridden on the estate, rider no helmet – 02.05.17
HILL ROAD	“ “ “ – 02.05.17
OVERDALE PARK	Off road bikes, careless riding, nearly hit informants dog – 29.04.17
MANNERLEY LANE	Off road bikes – 29.04.17
HILL ROAD	Noise issues with Neighbours – 28.04.17
OVERDALE	Neighbourhood issues and intimidation – 27.04.17
PARK LANE	Neighbourhood issue, ongoing issues, risk management plan created – 21.04.17
MARLBOROUGH WAY	Neighbourhood issues, re drugs, noise and mental health, risk management plan created - ongoing
WREKIN VIEW PUB	A few calls re this location, break ins, doors open and nuisance issues, beer barrels being taken upstairs to the accommodation.
ROCK ROAD	Off road scrambler bikes, no helmets, no VRMS – 19.04.17
STATION ROAD	Groups of youths seen entering derelict property – 19.04.17
AVONDALE	Noise issues with neighbour – 17.04.17
OVERDALE	Neighbourhood issues, risk management plan created – 14.04.17
HILL ROAD	Reports of drug dealing – 09.04.17 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.
UPDATE	
TBC	

2017/019 COMMUNITY AFFAIRS

a) History Group

CLlr Blackburn updated Members:

- There are a series of guided walks planned on sections of the trail: Newdale & Lawley on Saturday 20th May, Old park, Overdale & The Rock on Saturday June 10th and Saturday August 12th
- The Community History Day is on Saturday 2nd September from 10am – 3pm and all are welcome to attend.
- Next Group meeting is Friday May 19th 2017 at 6.30pm at Lawley Community Centre

b) Community usage at Lawley Village Academy

Cllr Greenaway, Cllr Parker & the Clerk attended a meeting with representatives from TWC Planning Department & Legal Department to share the concerns over non-conformity of planning conditions in relation to the CUA.

The CUA was amended by the Academy to suit their own needs and not to address the needs of the community or permissions granted in providing full community access for residents.

The Clerk will circulate the CUA to members for comment and once received; the comments will be collated and be passed onto planning & legal representatives to pursue the requirements for the residents and to ensure that legal & planning conditions have been met.

ACTION: Clerk to circulate CUA to Members.

c) Youth Club Provision

Cllr Gilmour addressed the meeting to inform Members that local residents had posted on FB the idea of starting a Youth Club in Lawley and that there was to be an initial meeting to discuss the idea on Saturday 6th May. A number of residents have expressed an interest in volunteering to run a club. Members felt that Cllr Gilmour should attend the meeting as the Parish representative. The Clerk informed Members that Lawley Community Centre is available from 7pm on Monday evenings and from 6pm on Friday evenings if this venue was of interest to the proposed group.

Cllr Gilmour will update at the next meeting.

Cllr Gilmour also discussed his concern with bullying in the area and was going to mention the idea of a Conflict Management Course at the residents meeting on Saturday that he would run free of charge for vulnerable/targeted youngsters. Cllr Gilmour will also update Members at the next meeting

d) Summer Event/Fun Run updates

The summer event is on Saturday 24th June to be held on the Village Green between 12 – 4pm. Stalls/activities are under discussion. Telford Chin Woo has agreed to perform the 'dragon dance' and give some taster martial arts sessions. Further information will be available at the next meeting.

The 5k Fun Run planning is progressing well with all sponsors on board that supported the event for the past 2 years. The benefiting charity from the proceeds this year will be Telford Young Carers.

e) Community Garden

Councillor Greenaway informed members that a successful Launch Event took place on Wednesday 3rd May. It was attended by Cllr Seymour, who had given Pride funding, members of the My Options woodwork team, who made the wildlife boxes, and a representative from BVTs Community Team as well as Cllr Greenaway and Cllr Parker. Cllr Greenaway thanked the PET and the Deputy Clerk for their hard work in getting the Garden ready for the Launch.

f) War Memorial Project Working Group

Councillor Guy informed members that the project group met and after discussing a number of locations made a decision regarding two possible locations for the placement of the war memorial. These are no1. The Community garden space off Tom Morgan Close and no2. Open green space behind the Grazing Cow at Newdale. A poll will be placed on FB and two residents, Rich & Sheila Slaney and Cllr Gilmour, have volunteered to canvass people over the next couple of weekends in Lawley Square. Location maps and tick sheets will be placed in stores at Dawley Bank, Overdale and passed to other community groups in Old Park to get as wide a coverage as possible for feedback from residents.

The design is the item to be discussed by the group once a location has been determined. The Clerk informed Members that Cllr Ray Wickson from Ercall Magna PC will attend the next project meeting to share his experience as they have just completed a war memorial project in their Parish.

g) SIDS

The Clerk informed Members that we have not yet received confirmation from TWC for the 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

h) Definitive PROW Mapping

No update received for this meeting

2017/020 PET UPDATE

The Asst. Clerk updated members on the following:

- Much of the previous few weeks have been spent getting the Community Garden ready for launch
- The team have pruned and mowed large areas of Newdale and The Rock Bridleways as well as the Wrekin Trundle as the weather recently has led to significant growth
- The team have spaded off the footpath along Dawley Road from ACH to St Johns to widen it as much as possible but it is not safe for them to go any further due to the 50mph speed limit and very narrow footpath. Councillor Guy noted the difference that this work had made to the footpath and there followed a discussion on the long term work required along Dawley Road. The Deputy Clerk was asked to explore options and costings with Public Realm and TWC Highways

ACTION: Deputy Clerk to investigate options for improving the footpath on Dawley Road

2017/021 PLANNING MATTERS

The Deputy Clerk had circulated details of application TWC/2017/035 (plans to build a 66 bed care home on Bryce Way, opposite the Parish Office) to Members and asked for comments at the meeting. In summary, members were concerned about the number of parking spaces, given the long history of parking issues in and around Lawley Square and experience from previous applications proving that insufficient parking has been provided. It was noted that the applicants had submitted a comprehensive travel plan but members queried how realistic it was given the ARRIVA bus changes and the limited service to Lawley. There was also concern about the increase in the number of frail and vulnerable people using the crossing across West Centre Way given the lack of safety railings around the crossing. The Deputy Clerk was instructed to submit an E Call in to TWC for this application giving the reasons above.

ACTION: Deputy Clerk to submit E Call In for this application

2017/022 MEETINGS CALENDAR 2017/18

2017	Meeting	Time/Venue
Thursday 15 th June	Full Council	6pm Leonard Smith House
Thursday 13 th July	Full Council	6pm Leonard Smith House
NO MEETINGS IN AUGUST		
Thursday 14 th September	Full Council	6pm Leonard Smith House
Thursday 12 th October	Full Council	6pm Leonard Smith House
Thursday 9 th November	Full Council	6pm Leonard Smith House
Thursday 14 th December	Full Council	6pm Leonard Smith House
2018	Meeting	Time/Venue
Thursday 11 th January	Full Council	6pm Leonard Smith House
Thursday 8 th February	Full Council	6pm Leonard Smith House
Thursday 8 th March	Full Council	6pm Leonard Smith House
Thursday 12 th April	Full Council	6pm Leonard Smith House
Thursday 10 th May	Annual Meeting/Full Council	6pm Leonard Smith House

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

2017/023 FINANCE

1. All invoices tabled were authorised for payment
2. Bank Reconciliation agreed & signed
3. Internal Audit- .Councillors received copies of the internal audit report and points noted. Items raised for further discussion:
 - The approval by Members of the risk assessment as undertaken by the Clerk – this will go forward to Finance Committee for recommendation to Full Council
 - The SAGE accounting system was mentioned and as this has been discussed by Members previously, the Clerk is to contact other providers and get demo's/quotes for alternative finance packages.

ACTION: Clerk to investigate Finance packages for use by the Council

2017/024 AGENDA ITEMS FOR NEXT MEETING

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

2017/025 CORRESPONDENCE

- Thank you letter received from Horsehay Horticultural Society for Grant Award
- Thank you letter received from Telford Gateway Club for Grant Award
- Thank you letter received from Age UK Telford & Wrekin for Grant Award
- Thank you letter received from Project Linus for Grant Award

2017/026 DATE OF NEXT MEETING

It was **NOTED** that the Full Council parish meeting would take place on **THURSDAY 15th JUNE 2017 at Leonard Smith House, West Centre Way commencing at 6pm**

The meeting closed at 9.25pm

Signed..... Chair

Date.....