



**Minutes of the Parish Full Council meeting held at Leonard Smith House, West Centre Way  
On Thursday 13<sup>th</sup> July 2017**

**PRESENT:**

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

**CLERK:**

Sharon George

**2017/040 CHAIR'S WELCOME**

The Chair welcomed everyone to the meeting.

A minutes silence was undertaken as a mark of respect to Cllr. Charles Dillon who passed away on 19<sup>th</sup> June 2017.

**2017/041 IN ATTENDANCE**

Cllr Joy Francis (Ward Member for Ketley & Overdale)

Dave Hanley (TWC Highways & Neighbourhood Services - Service Delivery Manager)

Angie Astley (TWC Assistant Director - Neighbourhood & Customer Services)

**2017/042 APOLOGIES**

Cllr Kevin Guy (annual holiday)

**Apologies were AGREED and ACCEPTED**

It was noted that apologies should be given in advance to the Clerk where possible and that any apologies are formally agreed by a vote taken at the meeting

**2017/043 DECLARATIONS OF INTEREST**

Councillor	Interest	Declaration	Minute no.
Cllr Darren Blackburn	Personal	Comm. Affairs-History Group Chairperson	2017/049(a)

**2017/044 PUBLIC PARTICIPATION**

None present.

**2017/045 ADDRESS BY TWC RE ENVIRONMENTAL & CLEANSING CONTRACT**

It was explained to Council Members by TWC Officer Angie Astley & Dave Hanley that the 18 year contract which was awarded to TWS Ltd on 1 April 2001 for the delivery of waste collections, grounds and cleansing and highways maintenance services will expire on the 31 March 2019 and replacement contracts for these services will be required from 1 April 2019. The remainder of the waste collection services (rubbish and green) will phase into the Veolia contract and two separate contracts are to be procured for highways maintenance and grounds and cleansing services.

With regard to grounds and cleansing, the LA sees this as an opportunity to build upon the current working relationship with Parish and Town Councils to ensure flexibility to meet local issues and demands.

Discussions took place around:-

- the scope of the new service contract
- the procurement process and timescales up to April 2019
- the current thinking and share local priorities/needs
- the current and future partnership opportunities

The Parish shared their viewpoint on the current working relationships and our PET model:-

- Excellent relationship with TWC & TWS
- Commitment to the PET and the apprentice scheme – supporting/mentoring a 2<sup>nd</sup> year apprentice with a level 3 NVQ in horticulture.
- Parish is flagged up as an good example of partnership working by TWC to other Parishes
- TWS very supportive on technical issues/holiday cover/equipment
- Lots of examples of joint working with TWC
  - Part of school route missed off a schedule
  - Pruning following a residents complaint that work had not been completed by TWS

- Additional cut on Village Green for Summer Event
- Projects such as the Community Garden, wildflower beds, Old Park Pool

- The PET work in all public areas in Lawley, Newdale, The Rock, Overdale, Old Park, Dawley Bank and Lawley Bank including work on the verges, central reservations, roundabouts and footbridges on Lawley Drive and West Centre Way
- The PET maintain Lawley Community Garden, Old Park “Green, green guarantee land at The Rock Public Open Space, Old Park Pool, Lawley Village Green, Overdale playing field and Princes End (except grass cutting), the Wrekin Trundle and 41 of the 49 other public rights of way in the Parish.
- They support local residents and groups in the Community Garden
- The PET litter pick the area they are working in if required and have removed 23 small fly tips since March but DO NOT routinely litter pick or empty bins

The Members were left to consider a commitment to the PET Scheme for a 5 year period commencing April 2019 at a fixed cost of £25k/p.a. A further meeting will take place in November when the contents of the proposed tenders will be clearer and the Parish had had time to consider a financial commitment that would feed into the proposed tender costings

**2017/046 MINUTES**

The minutes from the **Full Council meeting** held on **15<sup>th</sup> June 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. Parker

**2017/047 WARD MEMBERS REPORT**

**Cllr Joy Francis (Ward Member for Ketley & Overdale)** reported that:-

- There is currently nothing further to report on the bus stop location situation across phases 3 & 4 that she has been dealing with the LA with on behalf of residents.
- There is not an acceptable situation regarding school places in the local area - numbers are very tight but there are places ‘scattered’ across the Borough which is causing difficulties for local families where there are, in some cases, children in the same family placed in 3 different schools making transport/attendance difficult
- She asked about the War memorial Project and offered a £500 sum towards its costs from her PRIDE Fund allocation. Members thanked her for her generosity and continued support of the project.

**Cllr Jayne Greenaway (Ward Member for Horsehay & Lightmoor)** reported that:-

- The work that TWS had been contracted to do but had failed to do following a Lawley residents complaint has now been completed
- The child swing on the play area off Glendale is broken & could cause injury to a child– this has been reported by the Clerk
- A number of highways maintenance work has been undertaken e.g. renewed white lining and speed rondels on Glendale as part of the council PRIDE maintenance programme
- A large number of spent nitrous oxide canisters have been discovered in the area in and around Church Hill which is just outside the Parish boundary – it seems the nuisance of them has moved out of the village area but is a cause for concern. The Clerk will report this to the local police.
- The footpath maintenance programme has seen improvements made in the village but a particular area on The Meadows has not been resurfaced and was one of the worst areas that needed serious attention. Cllr Greenaway has contacted the council and requested that this area is completed as soon as possible – it may have to be a part of the 2018 programme.

**2017/048 POLICE REPORT**

<b>Date: 05<sup>th</sup> May – 30<sup>th</sup> June 2017</b>	
<b>Officer: PCSO 40033 BAILEY</b>	
<b>CRIME</b>	
<b>AREA</b>	<b>SUMMARY</b>
Milners lane	Wrekin View broken into - 05.05.17 Theft from Co-op – 08.06.17 & 15.06.17
Lower Wood	Burglary reported - 09.05.17
Lawley Bank	2 flags stolen - 12.05.17

<b>Morrison's</b>	<b>Assault in car park - 12.05.17 Theft of phone - 14.05.17</b>
<b>Rockall Way</b>	<b>Assault in the street - 12.05.17</b>
<b>Cedar Court</b>	<b>Assault reported - 14.05.17</b>
<b>Newdale Valley</b>	<b>Burglary of builders site – three boilers stolen – 16.05.17 Two boilers stolen - 31.05.17</b>
<b>Higgs Row</b>	<b>Vehicle broken into – Sat Nav taken – 25.05-17</b>
<b>Birchfield Way</b>	<b>Vehicle Damaged – 04.06.17 New Build Boiler Stolen – 07.06.17 Shed broken into – 30.06.17</b>
<b>Clares Lane Close</b>	<b>Vehicle Stolen – 06.06.17</b>
<b>Princes End</b>	<b>Vehicle broken into – sat nav taken – 09.06.17</b>
<b>Oak Road</b>	<b>Exhaust stolen off vehicle – 10.06.17</b>
<b>Gresham Drive</b>	<b>Burglary – 10.06.17</b>
<b>Park Lane</b>	<b>Attempt burglary – 15.06.17</b>
<b>Acer Close</b>	<b>Burglary – 30.06-17</b>
<b>Charlecote Park</b>	<b>Shed Broken Into – 30.06.17</b>
<b><u>Town Centre</u></b>	<b>86 Incidents recorded.</b>
<b><u>AREA</u></b>	<b><u>SUMMARY</u></b>
<b>Newdale Halt</b>	<b>Youths playing football in the street – 07.05.17</b>
<b>Old Park</b>	<b>Drunk Male in the street – 09.05.17 House Party in the street – 22.05.17 Drunk Male in the street – 27.05.17</b>
<b>Morrison's</b>	<b>Male smoking cannabis in vehicle – 10.05.17 Anti-social driving – 24.05.17</b>
<b>Birchfield Way</b>	<b>Drunk Male in the street – 14.05.17 Motorbike on Pavement – 27.05.17 Disagreement at Ashukka – 04.06.17 &amp; 21.06.17 Kids with air rifle – 10.06.17</b>
<b>Synders Way</b>	<b>Anti-social driving – 20.05.17</b>
<b>Overdale</b>	<b>Two off road bikes – 23.05.17 &amp; 21.06.17 Three Quad Bikes reported – 07.06.17</b>
<b>Tuold Mews</b>	<b>Two off road bikes – 24.05.17</b>
<b>Charlecote Park</b>	<b>Two males fighting in the street – 25.05.17</b>
<b>Ercall View</b>	<b>Off road bikes – 25.05.17</b>
<b>Gresham Drive</b>	<b>Male smoking cannabis in the car – 25.05.17</b>

<b>Oak Road</b>	<b>Youths Messing with road works – 30.05.17</b> <b>Youths throwing stones – 06.06.17</b>
<b>Hill Road</b>	<b>Fight in the street – 31.05.17</b>
<b>Princes End</b>	<b>Youths Shouting and Swearing on the Park – 01.06.17 &amp; 24.06.17</b>
<b>Grove Road</b>	<b>Drug dealing in the street – 26.06.17</b>
<b>Poyner Court</b>	<b>Youths slamming gates – 31.06.17</b>
<b>Town Centre</b>	<b>39 Incidents</b>
<b>UPDATE</b>	
<u>SNT dates</u>	
Friday 4th August 2017 10:30hrs – 11:30hrs	
Friday 1 <sup>st</sup> September 2017 10:30hrs – 11:30hrs	
Friday 6th October 2017 10:30hrs – 11:30hrs	

## **2017/049 COMMUNITY AFFAIRS**

### **a) History Group**

Cllr Blackburn updated Members:-

- There is a meeting of the History group on Friday at 6.30pm at Lawley Community Centre
- The Community History Day is on Saturday 2<sup>nd</sup> September from 10am – 3pm and all are welcome to attend.

### **b) Community usage at Lawley Village Academy**

The clerk reported that following our detailed concerns and proposed amendments to the CUA being received by TWC that they have had a meeting and have amended the proposal to reflect our, and theirs, concerns with the existing document. This is now being considered by legal managers prior to being sent back to REACH2 for the comments. They will keep us updated.

### **c) War Memorial Project Working Group**

The Clerk reported that she and Cllr Greenaway had met with an architect to look at land suitability for the proposed memorial and that 2 other locations in the same area are to be investigated and it will be from the results of any stability studies that the location is determined. There is a project meeting scheduled for 26<sup>th</sup> July where any updates will be given.

Cllr Joy Francis has kindly offered £500 of her Ward Funding to be allocated to the War memorial project. Members thanked her for her involvement in the project and for her sharing funding for the project.

### **d) Community Garden**

The Clerk reported that the garden is really taking shape and that we were approached by a local childminding group to see if they could utilise one of the raised beds for the children (sixteen in number) to undertake some planting of herbs and vegetables as an education activity. We were happy to offer one of the beds to them and they have had a few sessions in the garden with the children planting up and watering etc.

We have also had some seeds donated by a resident to plant in the autumn.

### **e) Summer Event/Music Festival/Fun Run/Xmas lights updates**

**The summer event** on Saturday 24<sup>th</sup> June held on the Village Green and was well attended. The tombola and cake stall raised £180 for charity. The Clerk thanked Councillors who had assisted on the stalls for their help – it was greatly appreciated.

**Music Festival proposal** - Cllr Gilmour had previously shared some costings with Members for bands, staging and other services as a proposal for them to consider putting on a music festival.

Members discussed the ideas and costings with Cllr Gilmour and he then offered to leave the meeting whilst Members furthered their discussion to make a collective decision. Cllr Gilmour re-joined the meeting and the Chairman thanked him for the works he had done in putting together a proposal and agreed with the majority of the research done in principle but Members felt that there were still questions to be answered regarding risk assessments, insurances and actual location of the event that could not be addressed in the 4 week period between the meeting and the proposed date of a festival. It was therefore decided that this could not be agreed at this time. This was **PROPOSED** by Cllr Phillips and **SECONDED** by Cllr Blackburn and all were in favour.

Members had discussed that a festival could be considered for 2018 as part of the Telford50 celebrations and to mark the Parish's 30<sup>th</sup> anniversary. This would be put as an agenda item for September meeting to convene a working group/activities committee to look at the possibilities available and would consult residents if it was deemed appropriate.

**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.

**Xmas Lights** - Councillors reviewed the quote and the illustration of the proposed lights received from the supplier. It was felt that the quote was rather expensive and was not appealing aesthetically. We are limited what can be displayed in the Square due to lack of fixings and infrastructure. The Clerk will investigate other options.

**f) SIDS**

The Clerk shared the location plans for the SIDs sockets from TWC to enable the devices to be moved around the Parish to areas of concern. Members agreed the locations but questioned the need for one on Dawley Road that appears to be between two speed humps and questioned why no locations on Lawley Drive are shown. The Clerk will raise this with Highways.

**g) Youth Club/Group**

CLlr Gilmour informed Members that the proposed youth club is looking very promising and that they would like to use the Lawley Community Centre on a Friday Evening. The Clerk informed members that they have looked around and will advise if they feel they can store the 'play' equipment in the spaces available in due course. They are looking to start in September once the schools have returned from summer break.

**h) Definitive PROW Mapping**

No update received for this meeting

**2017/050 PET UPDATE**

The Clerk informed members that the team are continuing to cover large areas of the Parish undertaking environmental work and making a difference to the aesthetics. She asked that Members keep up to date with works as HB posts a selection of works covered each work on the website.

***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***

**2017/051 FINANCE**

- a) Invoices were authorised for payment at the bank
- b) The Bank Reconciliation was agreed and signed
- c) Year-end update – the Clerk confirmed that the annual return had been submitted to the external auditors and the electors notice displayed as per legislation.
- d) Finance packages – The Clerk had been requested to look at alternative finance packages suitable to manage the Parish accounts moving forward. After researching a number of different packages the clerk put a preferred proposal forward – this package is commonly used by other parishes in T&W and is designed for P&TC's. Members discussed the costs of this and decided that a change was needed to enable the financial information to be available upon request which is a current difficulty. Purchase was **PROPOSED** by CLlr Phillips and **SECONDED** by CLlr Blackburn, CLlr Parker abstained from a vote and all others were in favour.

**2017/052 STAFFING UPDATES FROM PERSONNEL COMMITTEE**

Members were informed that a 16hr/week fixed term vacancy is currently being advertised with a closing date of Monday 18<sup>th</sup> July. The Personnel committee will shortlist candidates on Tuesday 19<sup>th</sup> July with a view to interviewing between 28<sup>th</sup> July & 4<sup>th</sup> August.

The Clerk asked if there was any update on the LC1-4 profile discussions in relation to her appraisal back in April – CLlr Parker stated that it had been discussed and that she would receive a written response in the next week.

**2017/053 COUNCILLOR VACANCY CO-OPTIONS**

The Clerk informed Members that two expressions of interest had been received to date to fill the casual vacancies that have arisen. Notification is still being awaited from TWC to see if any bi-election will be called before we can co-opt ourselves. An update will be sent to Members when more information is available.

**2017/054 STANDING ORDERS REVIEW**

Members reviewed the Standing Orders and requested that the Clerk clarify the Contract procurement threshold figures in section 18 of the orders and amend if required.

**2017/055 AGENDA ITEMS FOR NEXT MEETING**

- CO OPTION OF MEMBERS
- STANDING ORDERS REVIEW - UPDATE
- YEAR END FOLLOW UP
- COMMUNITY USE AGREEMENT UPDATE
- WAR MEMORIAL PROJECT GROUP UPDATE
- COMMUNITY GARDEN
- MUSIC FESTIVAL (ACTIVITIES COMMITTEE)/ FUN RUN / CHRISTMAS LIGHTS/EVENTS
- SIDS UPDATE
- STAFFING
- PLUS STANDING AGENDA ITEMS (PET, OTHER COMMUNITY AFFAIRS, POLICE REPORT)

**2017/056 CORRESPONDENCE**

The Clerk shared the service of thanksgiving for Cllr Charles Dillon

**2017/057 DATE OF NEXT MEETING**

It was **NOTED** that the Full Council parish meeting would take place on **THURSDAY 14<sup>TH</sup> SEPTEMBER 2017 at Leonard Smith House, West Centre Way commencing at 6pm**

The meeting closed at 10.10pm

Signed..... Chair

Date.....