



**Minutes of the Parish Full Council meeting held at Leonard Smith House, West Centre Way
On Thursday 14th September 2017**

PRESENT:

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

CLERK:

Sharon George

2017/066 CHAIR'S WELCOME

The Chair welcomed everyone to the meeting

2017/067 IN ATTENDANCE

Cllr Jacqui Seymour (Ward member for Wrockwardine)
Judy Parker (assistant to the Clerk)

2017/068 APOLOGIES

Cllr Joy Francis (Ward Member for Ketley & Overdale) – Parish Commitments

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

2017/069 DECLARATIONS OF INTEREST

Councillor	Interest	Declaration	Minute no.
Cllr Darren Blackburn	Personal	Comm. Affairs-History Group Chairperson	2017)074

2017/070 PUBLIC PARTICIPATION

None present.

2017/071 MINUTES

The minutes from the **Full Council meeting** held on **13th JULY 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

2017/072 WARD MEMBERS REPORT

Cllr Jayne Greenaway (Ward Member for Horsehay & Lightmoor) and Cllr Jacqui Seymour (Ward member for Wrockwardine) jointly reported that:-

- They has attended a site visit meeting with officers from TWC Highways regarding a proposal to increase the safety outside of the Primary School on Pepper Mill by means of a 'build out' on the raised crossing platform to increase visibility for both pedestrians and drivers. This was felt that it would improve visibility but did not address the safety issues totally – it was suggested that the yellow lining should be increased in addition to the proposals. This was an initial consultation and this would be followed up to see what the outcome from a consultation with the school/local residents was going to be.

ACTION: Clerk to follow up with Highways at TWC

2017/073 POLICE REPORT

The Clerk explained to Councillors that the local policing team had introduced us to a new service called the Community Messaging scheme' which was to address the need for a written report every month. It was envisaged that as we had signed up to the scheme that we receive daily 'digests' of crime in our area. This has proved to be very disappointing and we have shared this with the Police. The information data is input by volunteers so the volume and quality of what is received is haphazard at best. It was explained to us that as resources are low that there was not a member of staff available to compile the reports we had been getting as they were required to be 'on the beat' and not doing Administrative tasks at a desk. Councillors have access to Police.uk for the crime data but this is always 2 months out date.

It was decided that we will persevere with the Community Messaging scheme and monitor the data received.

Data received so far is as below:

LAWLEY & OVERDALE POLICING REPORT 1ST AUGUST – 13TH SEPTEMBER 2017

Assault outside Telford cinema

Officers from Telford are appealing for witnesses following an assault outside the Odeon cinema on Forge Gate on Saturday (12 August).

The incident happened between 8.45pm and 9pm when three men approached the victim, a man in his 30s, as he was outside with his partner.

One of the men is reported to have punched the victim and knocked him to the floor, where he was further punched and kicked, causing a broken nose and swelling to his eye that required treatment at hospital.

The men are described as being in their late teens or early twenties, with one described as white, around 6' tall with mousey blond hair and wearing a white polo shirt.

The other two men are described as white, one with short brown hair and wearing a dark top with the sleeves rolled up and the other around 5'8" tall with dark brown hair and wearing a shiny bomber-style jacket.

Police would like to speak with anyone who witnessed the assault or anyone who may have seen the victim speaking to the suspects in the cinema.

If you have any information please call 101, quoting incident number 727s of 12 August

Shoplifting.

At 2.21pm on Sunday 13th August two males departed from a department store in Sherwood Square, Town Centre carrying approximately 5 bottles of fragrance stolen from within the store. Around 340 pounds worth of stock was taken. One male concealed some stock in a bag he was carrying (an Asda bag for life); he could be described as eastern European.

Approximately 5ft 5/6in, cropped short blondish hair, wearing white top and dark trousers, aged early 30's. The second male was 5ft 5/6in, dark clothing, early 30's, short dark hair and again of eastern European origin. OIS number 0522s130817.

Theft

Lawley - New Build Site off J6 M54 Site was entered overnight and a battery stolen from a Fork Lift Truck (O183S 170817)
Town Centre - Southwater Building site offices were broken into, 4 laptops and surveying equipment, valued at approx. 25K were stolen (OIS 0075S 310817) Another attempt to steal was made on the same day (OIS 0103S 310817)

2017/074 COMMUNITY AFFAIRS

a) History Group

Cllr Blackburn updated Members:-

- There is a meeting of the History group on Friday 15th September at 6.30pm at Lawley Community Centre
- The Community History Day held on Saturday 2nd September was a great success attracting over 80 visitors from far & wide to the event. This was marred by a theft of an exhibitors photograph album which to date has not been returned.
- Cllr Kevin Guy commended Cllr Blackburn for his commitment and that of the group in putting on such a great day for all to share. All Members agreed and thanks Cllr Blackburn for hard work.
- Cllr Blackburn informed Members that a Remembrance Walk was planned again this year and that all were welcome to join in.

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 give us sight of the document before it is sent.

ACTION: Clerk to follow up on the CUA document to share with Members

c) War Memorial Project Working Group

The Clerk gave an update to members as to the last meeting of the project group:

- The current suggestion is that the memorial will be a standalone structure with a foundation plinth (could be sunk if required). This could be surrounded by a "winged wall" and benches to surround the structure with areas for names to be engraved and added as required.
- Initial investigation has shown that having an engraved roll of honour on the structure is costly to maintain, and to date we have 60 names that could be included but accessing records for conflicts other than WW1 and WW2 are difficult. It was suggested that local regiments could be contacted to see if they are willing to release details.

- Discussions would be held with the fabricator regarding the material and finish required.
- The memorial must be in situ by November 2018 with a dedication ceremony arranged at the time therefore the transfer of land is imperative.
- JG suggested a submission as a legacy project to Telford 50 should be made; SG has already had an initial discussion with T&W.
- A discussion took place regarding the size and shape of the memorial with images distributed to promote suggestions. All suggestions to be emailed to SG to collate and discuss with the Architect and fabricator.
- In principle HCA don't have an objection to the transfer of land. She now has to prepare a Strategic Management Plan to include the maintenance and upkeep of this land moving forward.

ACTION: Clerk to apply for a Telford 50 Legacy project grant and write a strategic management plan for submission to HCA and developers.

d) Community Garden

The Clerk reported that the garden is still being well used by local residents and groups – the PET Team are continuing to undertake maintenance and we will be seeking prices for a grass cutting service to commence in 2018.

e) Music Festival/Fun Run/Xmas lights/Youth Group/ Macmillan Coffee Morning updates

- **Music Festival proposal** - Members had discussed that a festival could be considered for 2018 as part of the Telford50 celebrations and to mark the Parish's 30th anniversary. It was decided that we should apply for a grant for £2000 from Telford 50 and match fund it to give a total of £4000. The clerk was asked to research costs for a combined fun day/music festival and bring to next meeting. It would be beneficial to convene a working group/activities committee to look at the possibilities available as we would need to consult residents if it was deemed appropriate depending upon a venue proposal.

ACTION: Clerk to apply for T50 grant for Music festival and to research costs. Contact BVT for interest for 2018.

- **The 5k Fun Run-** The event was once again very successful if indeed very wet. The charity receiving the proceeds this year were Telford Young Carers who benefitted from £1000 being raised. A big thank you to all the sponsors once again for their generous support and to all the runners and volunteers on the day. We were put forward for a Community Partnership award jointly with BVT & LRC for this annual event and gained recognition as Runners up in the category. Well done to all!
- **Xmas Lights** - Councillors reviewed other options and the illustration of the alternative 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. It was decided that we should have a Christmas tree – the Clerk once again explained the issues/problems we had last year and it was decided to investigate alternative locations for placement of a tree. The Clerk will report back at the next meeting of any possibilities.

ACTION: Clerk to investigate tree locations

- **Youth Club/Group**

The Clerk reported that she had met with the youth group and their first meeting was to be on 22nd September. She had also liaised with BVT who were providing some equipment for the group as to what storage is required – this will have to be determined on delivery. Councillors wished every success to the group in this new venture.

- **Macmillan Coffee Morning**

The Clerk reminded members that we were hosting a Macmillan Coffee Morning on Friday 29th September from 10 -12 noon and that all were welcome to attend.

f) SIDS

The Clerk shared the revised 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 and the Clerk advised that there was a possibility that we could use existing street furniture to fix the SIDs but this has to be determined by TWC – they may to get their contractors to 'stress test' the lamp posts if we wish to use them. This will be advised at the next meeting if this is possible and what the costs may be for this and the ground sockets/poles.

g) Definitive PROW Mapping

No update received for this meeting

2017/075 PET UPDATE

The Clerk informed members that the Deputy Clerk was on annual leave but had left an update:

- Josh unfortunately decided that his personal circumstances meant that he had to earn more money and he has left us, with only a few days' notice, to take up factory work (the same has happened with the apprentice at Oakengates). This does mean that a few jobs are taking longer e.g. having to trim and then mow, but you will see from the website that Bob has still been busy!
- Phil is recruiting new apprentices but if we need an extra person in the meantime we can borrow from another PET or TWS. The only job we will have to book this for at the moment is putting up the lamp post poppies.

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

2017/076 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 but no report had yet been received
- d) Finance packages – The Clerk informed members that the finance package had been loaded and training sessions were in progress for both Clerks
- e) The Insurance renewal premium was shared with Members – this had additional cover added for the SIDs but it was decided that terrorism cover would not be added at this time. Acceptance was **proposed** by Cllr Kevin Guy and **seconded** by Cllr Jayne Greenaway and all members were in favour.
- f) IT considerations were put forward by the Clerk for a new laptop as the existing Clerk laptop has operating system issues and Office 2010 is proving problematic. A quotation was put forward and rejected by Members as it was cheaper to source a laptop and Office 365 ourselves. The IT support package was also rejected. The purchase of a laptop and office 365 was **proposed** by Cllr Darren Blackburn and **Seconded** by Cllr Rob Parker and all were in favour.

ACTION: The Clerk will purchase a new laptop as per Cllr Parkers suggested item and purchase 1 5 licence user package for Office 365.

2017/077 STANDING ORDERS REVIEW

Members had previously 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. This has now been done and the updated threshold figures inserted into the document.

2017/078 AGENDA ITEMS FOR NEXT MEETING

- COMMUNITY USE AGREEMENT UPDATE
- WAR MEMORIAL PROJECT GROUP UPDATE
- COMMUNITY GARDEN
- MUSIC FESTIVAL (ACTIVITIES COMMITTEE)/ FUN RUN / CHRISTMAS LIGHTS/EVENTS
- SIDS UPDATE
- STAFFING (IF REQUIRED)
- PLUS STANDING AGENDA ITEMS (PET, OTHER COMMUNITY AFFAIRS, POLICE REPORT)

2017/079 CORRESPONDENCE

The Clerk shared the following:

- A thank you letter/update from Home Start for the grant received
- A thank you letter from LOLHG re assistance for their local History Day
- A complaint from a resident regarding speeding cars on Bellpit Road which I have already progressed to Police & SRP
- An enquiry for a Telford 50 project idea from the assisted Living residents committee at Lawley Bank Court – I suggested a time capsule of their last 50 year memories up to present day as a legacy for the future. They will be submitting an application.

2017/080 DATE OF NEXT MEETING

It was **NOTED** that the Full Council parish meeting would take place on **THURSDAY 12TH OCTOBER 2017** at **Leonard Smith House, West Centre Way commencing at 6pm**

The meeting closed at 9.45pm

Signed..... Chair

Date.....