



**Minutes of the Parish Full Council meeting held at Leonard Smith House, West Centre Way  
On Thursday 12<sup>th</sup> October 2017**

**PRESENT:**

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

**CLERK:**

Sharon George

**2017/081 CHAIR'S WELCOME**

The Chair welcomed everyone to the meeting.

The Chair shared that she had attended the celebration of 5years of the PET initiative which has proved a great success across the Borough. A photograph of our team with the Chairman has been placed on our website.

She also shared that she, along with Cllr Bill Gilmour attended the opening evening of the new Lawley Youth Group that meets every two weeks at Lawley Community Centre. The first session was well attended by local youngsters and we thank the volunteers that have started this initiative for giving up their time and wish the Group every success.

**2017/082 DECLARATION OF ACCEPTANCE TO OFFICE OF CO-OPTED COUNCILLOR/CODE OF CONDUCT**

The declaration of Acceptance of Office and acceptance of the Code of Conduct were formally signed and witnessed/countersigned by the Clerk and a record placed on the Minute Book. A Declaration of Pecuniary Interests form was given to Cllr Slaney for completion and return. Once received, the Clerk will inform TWC of the new co-option and submit Councilor details to them for their records.

**ACTION: Clerk to submit new co-option details to TWC**

**2017/083 IN ATTENDANCE**

Cllr Jacqui Seymour (Ward member for Wrockwardine)  
Helen Barker (Deputy Clerk)

**2017/084 APOLOGIES**

Cllr Joy Francis (Ward Member for Ketley & Overdale) – Parish Commitments  
Cllr Raj Mehta (Ward member for Horsehay & Lightmoor) – Personal 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*

**2017/085 DECLARATIONS OF INTEREST**

Councillor	Interest	Declaration	Minute no.
Cllr Darren Blackburn	Personal	Comm. Affairs-History Group Chairperson	2017/090a

**2017/086 PUBLIC PARTICIPATION**

None present.

**2017/087 MINUTES**

The minutes from the **Full Council meeting** held on **14<sup>th</sup> September 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

**2017/088 WARD MEMBERS REPORT**

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

- Background information:  
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.

Update: Cllr Seymour reported that she had been contacted by a resident and the school in relation to them not being formally consulted as the 'consultation letter' was an information letter about the proposed modification with a timeline included for the works. They felt the proposals did not go far enough to address the safety issue and were hoping for a formal pedestrian/zebra crossing. There is still a design code query as to the changes that can be made along with regulatory issues.

A discussion amongst Councillors followed and the additional yellow line option should still be considered as there are only limited numbers of children crossing. TWC Highways had an opportunity to plan the layout properly before the houses on Pepper Mill were built but this was not done successfully.

The Clerk informed Councillors that their concerns had already been raised and were awaiting any outcome from TWC.

It was decided that we should publicise our concerns on our website and clarify that this proposal was not a decision taken by the Parish Council and that we have raised safety concerns a number of times with the Authority. This was **PROPOSED** by Cllr Phillips and **SECONDED** by Cllr Parker and all were in favour.

**ACTION: The Clerk will draft an article for publication on website.**

The Clerk thanked Cllr Seymour for her Ward Funding of £500 which has now been agreed by TWC

Cllr Greenaway informed Members that she would be giving £500 from her Ward Funding towards the War Memorial and £250 to the newly formed Youth Group in Lawley.

She also was pleased to report that the footpath area around The Meadows had now been resurfaced after being chased up as it was missed off the original programme.

**2017/089 POLICE REPORT**

The Clerk explained to Councillors that the Community messaging scheme daily/weekly reports had not been forthcoming with any information about our area. The Deputy Clerk had printed off some maps off the site showing hotspots of crime in the Parish relating to August 2017 which showed that Overdale area around Oak Road/Linden Centre has 20 crimes reported in that period. The Deputy Clerk also reported that we had facilitated meetings for the Police with residents on a number of issues relating to drugs, violence, safety and neighbour disputes where residents did not want the Police visiting their homes which was a positive part of partnership working.

Members requested that we ask for specific reports on any incidents that arise that we are aware of.

We will continue to persevere with the scheme and see if it improves.

**2017/090 COMMUNITY AFFAIRS**

**a) History Group**

Cllr Blackburn updated Members:-

- Cllr Blackburn informed Members that a Remembrance Walk was planned for 12<sup>th</sup> November and that all were welcome to join in.
- They were also looking to promote a "walking program" provisionally called "History on Foot" to take place over the summer months of 2018 under Telford 50's "**Get Active**" and "**People and Places**" Themes.

Walks, which will be free to those taking part, arranged either by Forum Groups or individuals for this program can cover both sites of historical interest and potentially include family/ personal reminiscences over the 50 year period with the aim to cover as much of Telford as able and link with peripheral walks from Forum members outside in order not to exclude them from this project.

Existing walks for inclusion could be those along sections of established History Trails such as Lawley, Dawley, South Telford Trail or the Silkin Way/ Hutchinson Way or in specific areas of Telford. Alternatively walks could include routes for new trails, or special walks for the program with a theme say around Ironbridge Gorge or around Industrial Revolution sites.

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

Councillor Greenaway gave a brief summary of the issues/concerns to date for the benefit of our new Councillor Sheila Slaney. The clerk reported that following our detailed concerns and proposed amendments to the CUA being sent to Richard Partington that no formal acknowledgement has been received and it was referred to David Fletcher in Planning Department to answer our concerns. Members requested that the Clerk write a formal letter to Richard Partington asking for an update on the issues raised. A draft to be shared with Members prior to being sent

After a number of conversations with TWC on this matter I have been advised that the amended document has been discussed with Reach 2 and has been rejected – this was expected as the revised document included daytime community use as per the planning condition agreed at TWC planning Committee and this must be upheld or appealed back to Committee by Reach2.

We have not seen sight of the document but have been assured our concerns and community requirements have been addressed which is most likely why it has been rejected.

Members feel that we are making no real progress on this matter and in the meantime the community is missing out on use of a supposed community facility. It was **PROPOSED** by Cllr Guy and **SECONDED** by Cllr Blackburn that the Council appoint a solicitor to look at the issues and to formally write to the Authority in regard of the CUA to progress this situation. An initial budget of £500 was agreed. A **VOTE** to progress this matter and the initial costings applied was taken and **ALL IN FAVOUR**

**ACTION: Clerk to draft a letter to Richard Partington regarding the CUA and to share with Members before sending for approval. Contact a solicitor re the CUA issues and ask advice as to progression of the matter**

**c) War Memorial Project Working Group**

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

- The Clerk thanked members for the designs and sketches they had sent in and to confirm that she had sent them on to the architect for him to provide a couple of options based upon the group's thoughts of what the memorial should be.
- Following the initial discussion that the Clerk had with TWC regarding the T50 Legacy project she confirmed that she had submitted a lengthy proposal asking for £8000 towards the Memorial. An outcome will not be decided until January
- She has met with Derek Owen from TWC for guidance on producing a suitable Management Plan and is now in progress preparing a Strategic Management Plan to include the maintenance and upkeep of this land moving forward ready for submission to HCA/LVDG.
- We are looking at asking Barratt Homes who part own a section of the land adjacent to the proposed site if they would be prepared for an 'above ground' lease on the land as that would give us a large open space to utilise for the community.
- The Clerk suggested to Members that as the design options or the maintenance plan are not available that the proposed meeting on Monday 16<sup>th</sup> October be rescheduled. This was agreed to be moved until Wednesday 8<sup>th</sup> November. The Clerk will contact all members re revised date.

**ACTION: Clerk to speak with Barratt Homes regarding land lease and write a strategic management plan for submission to HCA and developers.**

**d) Community Garden**

The Deputy Clerk informed Members that maintenance work was to take place in the garden over half term week utilising the side arm tractor to reduce the height of the hedge – residents in the affected had been consulted about the reduction and no objections received.

BVT had planned a Halloween Trail event in the garden and had not consulted the Parish regarding the date but the hedge works will not affect it. This event had been advertised as a BVT residents only event and Cllr Parker raised concerns about this especially as it was been held in the Community Garden which is open to ALL residents. We understand that a £1 charge is to be made to BVT residents as a token contribution towards the resources but Council said the event should be open to all residents even if a token £2 charge was made – we are looking to integrate our community not to segregate it and they requested that BVT be contacted to amend the advertised details of the event to reflect this otherwise we could not offer the Community Garden as venue for such events.

Members requested that the Community Garden item form part of the PET Update and be retitled as Environmental Update for future meetings.

**ACTION: Clerks to contact BVT re amending the advertised details for the Halloween Trail to reflect that it is open to ALL residents.**

**e) Music Festival/Xmas Fayre/Xmas lights updates**

- **Music Festival/fun day proposal** - 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. The Clerk confirmed that a T50 Celebration grant had been applied for. BVT had been contacted regarding working in partnership on the event and a date of Saturday 14<sup>th</sup> July It was decided that we should apply for a grant for £2000 from Telford 50 and match fund it to had been pencilled in to the calendar as the proposed date. As discussed at the last 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 – the Activities Committee will consist of Cllr Blackburn, Cllr Gilmour, Cllr Slaney and Cllr Phillips with lead admin from Judy and supported by the Clerk. Cllr Gilmour is to forward the quotes to Judy that he had researched previously. A venue is to be decided but the VG is favoured or the Memorial site

dependent upon the land position at that time. A date for a meeting is to be decided but will be held before Christmas.

**ACTION: Cllr Gilmour to forward quotes from 2017 to Judy for her to follow up and to report at the Activities meeting and arrange a convenient date for it to be held**

- **Xmas Fayre** - The Clerk informed Members that plans were proceeding well for the Xmas Fayre to be held on 2<sup>nd</sup> December at Lawley Academy in the Hall, It was planned to have a Xmas themed tombola and Nanna Ann had agreed to bake her delicious cakes for sale (the sale of her cakes raised £200 for the recently held Macmillan Coffee Morning!).  
If any Members are available to assist on the day their help would be much appreciated.
- **Xmas Lights** – As previously discussed we are limited what can be displayed in the Square due to lack of fixings and infrastructure. But it was decided that what we had last year should go ahead. Locations to place a Christmas tree had been investigated but again due to infrastructure the locations looked at would mean that the tree would have to be connected to the main highway lighting meaning it would be lit from 4pm until 4.30am which would cause light pollution to nearby residents - It was therefore decided that we should not have a Christmas tree.

**ACTION: Clerk to inform installers of our decision**

**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 were informed that TWC had advised that if we wish to use the lamp posts to mount the SID's that they would have to be stress tested first and that there would be a cost of £385 per column for this compared to the cost of a NAL socket to be installed at the desired locations at a cost of £279 each. Members felt that given the costs involved for the stress testing that we should proceed with an initial 4 NAL sockets and 2 posts to mount the devices, The locations agreed were Dawley Road, Milners lane, Station Road and Garfield Road. The package was **PROPOSED** by Cllr Parker and **SECONDED** by Cllr Blackburn and ALL members were in favour. The Clerk is to advise TWC and request a timeline for the erection of the devices.

**ACTION: The Clerk is to advise TWC of the locations and agreed costs for NAL sockets/poles and request a timeline for the erection of the devices.**

**g) Definitive PROW Mapping**

No update received for this meeting

**h) Concerns of Lawley Residents**

Following on from the Public Meeting hosted by Lucy Allan MP the Councillors had been contacted by resident Jim Weir (Spokesperson for the residents group) to ask for their support in tackling the issues raised by residents in relation to Budget, Governance and Environment.

The Clerk explained that residents' concerns are dealt with on a daily basis in the office and that they are constantly raised with BVT and the Developer Group and HCA if required. The residents are asking for inclusion at meetings and a formal approach to this with proper representation for them with the stakeholders. There is a Steering Group meeting next week where the terms of reference will be discussed to establish what can be done to assist the residents in achieving resolution to their issues/concerns. The Clerk was asked to contact Jim Weir and offer our assistance as much as we can in achieving a more formal approach to getting these concerns in the open and addressed on a more formal platform.

**ACTION: Clerk to contact Jim Weir re our support.**

*Cllr Guy left the meeting at this point as he had to attend another commitment*

**2017/091          PET UPDATE**

The Deputy Clerk gave the following details:

- A photo shoot held at the Town Park to celebrate 5 years of PET Teams. Bob and Cllr Greenaway attended for the Parish and their photo, as well as a quote from the Deputy Clerk about the effectiveness of the PET in the Parish, are on both the TWC and Parish websites.
- TWC have not made much progress recruiting PET Apprentices so Bob is still working on his own. TWS will supply someone to work with him if a job requires it and they have agreed to provide an operative for 3 days next week

to help with putting up the lamppost Poppies.

- The mowing contract has not been sent out for formal quotes yet as the Deputy Clerk is waiting to include the land proposed for the War Memorial in the contract. In the meantime TWS have agreed to carry out the last grass cuts this year in the Community Garden and at Old Park green space for £50.

***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***

**2017/092 FINANCE**

- a) Invoices were authorised for payment at the bank
- b) The Bank Reconciliation was agreed and signed
- c) DBS Checks update – DBS checks were discussed by Members as to the relevance/requirement for them in their role as a Parish Councillor. It was **PROPOSED** by Cllr Parker and **SECONDED** by Cllr Blackburn that this should be progressed and relevant ID should be brought to the November meeting. A vote was taken and Cllr Greenaway abstained from the voting and all other Members were in favour.
- d) Banking mandate forms were duly signed to be submitted **NB Clerk to contact Cllr Guy for his signature**
- e) Grant considerations:  
Applications were discussed and grants awarded as follows:

APPLICANT	AMOUNT AWARDED
LAWLEY VILLAGE YOUTH GROUP NEW APPLICATION	500.00
FRIENDS OF TELFORD TOWN PARK	200.00
1 <sup>ST</sup> DAWLEY GIRLS BRIGADE	150.00
AXIS COUNSELLING NEW APPLICATION	300.00
LAWLEY LADYBIRDS NEW APPLICATION	500.00
LAWLEY RUNNING CLUB	150.00

The Clerk will contact the organisations to inform them of the outcome of their applications and issue a cheque or bank transfer for authorisation.

The item relating to the General Power of Competence was deferred until November meeting

**ACTION: The Clerk to contact organisations re their successful applications**

**2017/93 POLICIES**

Due to lateness of the hour this item was deferred until the November meeting

**2017/094 AGENDA ITEMS FOR NEXT MEETING**

- COMMUNITY USE AGREEMENT UPDATE
- WAR MEMORIAL PROJECT GROUP UPDATE
- ENVIRONMENTAL UPDATE
- MUSIC FESTIVAL & FUN DAY (ACTIVITIES COMMITTEE)/CHRISTMAS LIGHTS/CHRISTMAS EVENT
- POLICIES
- GENERAL POWER OF COMPETENCE
- SIDS UPDATE
- STAFFING (IF REQUIRED)
- POLICE REPORT

**2017/095 CORRESPONDENCE**

The Clerk shared the following:

- A request received from a resident to use the Parish Office as a collection point for donations of gifts to Myford House residents – The clerk will contact her to check on dates for donations and space required. No problem in principle if dates are convenient with the office usage.
- Waste Transfer Station, Rock Road – following on from correspondence shared with Councillors a planning application is expected to be submitted by end of October. Anything in relation to this application cannot be shared outside of the meeting as it is not in the public domain. The planning agents and applicants have been

invited to attend our November meeting.

- We have been contacted by residents with concerns about a vicious dog that is attacking horse riders in the area around The Rock. We have contacted the police and the dog warden to share these concerns as there have been at least 2 attacks that we are aware of.

**2017/096 DATE OF NEXT MEETING**

It was **NOTED** that the Full Council parish meeting would take place on **THURSDAY 9<sup>TH</sup> NOVEMBER 2017** at **Leonard Smith House, West Centre Way commencing at 6pm**

The meeting closed at 9.45pm

Signed..... Chair

Date.....