



**Minutes of the Parish Full Council meeting held at Leonard Smith House, West Centre Way  
On Thursday 9<sup>th</sup> November 2017**

**PRESENT:**

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

**CLERK:**

Sharon George

**2017/097 CHAIR'S WELCOME**

The Chair welcomed everyone to the meeting.

**2017/098 IN ATTENDANCE**

Judy Parker (Assistant to Clerk)

**2017/099 APOLOGIES**

Cllr Kevin Guy – Ward Commitments  
Cllr Jacqui Seymour (Ward member for Wrockwardine) - Ward Commitments  
Cllr Mark Boylan (Ward Member for Ketley & Overdale) - Personal Commitments  
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*

**2017/100 DECLARATIONS OF INTEREST**

Councillor	Interest	Declaration	Minute no.
Cllr Darren Blackburn	Personal	Comm. Affairs-History Group Chairperson	2017/107a

**2017/101 PUBLIC PARTICIPATION**

None present.

**2017/102 MINUTES**

The minutes from the **Full Council meeting** held on **12<sup>th</sup> October 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

**2017/103 COUNCILLORS REPORTS**

Councillor Phillips – Nothing to report  
Councillor Gilmour – Nothing to report  
Councillor Slaney – Nothing to report  
Councillor Parker – Nothing to report  
Councillor Blackburn – reported that the Charity Clothes Bin on Dawley Bank is becoming as=n issue again with people leaving bags of clothes/rags adjacent to the bin – this is fly tipping and he has contacted the organisation to get it moved  
Councillor Greenaway – reported that she and the Clerk attended Steering Group and took the residents’ concerns to the stakeholders and has requested feedback on any resolutions to them. There is a meeting on the 15th November with all stakeholders to discuss the responsibilities, ownership and adoptions of land, roads etc. moving forward – we hope to have a clearer picture after this meeting.

**2017/104 WARD MEMBERS REPORT**

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

- She had been contacted by a resident regarding play areas across the development – she had been told that residents of Lawley are accessing the play area at Lightmoor rather than the local play areas as the facilities were of a higher and more varied standard – the play area is owned/managed by BVT at Lightmoor. The resident asked why traditional wooden play equipment was not provided on the development – we are aware of the LA’s preference to metal structures due to maintenance costs but will raise it at the meeting on 15<sup>th</sup> November,
- As Ward Member she had been in discussion (along with the Parish Clerks) regarding the lack of wheel wash facilities on phases 7 & 8 which were a planning condition. It appears a breakdown of the machinery had

happened and this led to the local roads being a disgrace and an H&S issue – two accidents involving cyclists were reported and it was fortunate that the injuries were not too severe. The Monitoring Officer from TWC has been involved and remedial work on the machinery and the state of the roads has now been completed. This will be closely monitored to ensure it continues.

- She had attended a site walk with the Deputy Clerk and the PET team around the areas of potential transfer for the memorial site and it was clear that we do not wish to have all the land transferred as there are unmanageable areas within it. A red line boundary has been drawn up by the architect to show the exact areas which we wish to have transferred and this, along with a Maintenance schedule, has been sent to the solicitors, HCA & LVDG for their approval prior to transfer. A further site walk will be undertaken on 13<sup>th</sup> November across the area with the Public Realm officer to advise on a 'snagging list' of works that need to be completed prior to any land transfer being undertaken.

#### **2017/105 CASUAL VACANCY**

The Clerk reported that we have received no further interest in the casual vacancy and that we need to actively seek to fill it. She will re-post the advert on the website/social media and in the office to see if we receive any responses.

The Clerk will also post the appointment of Sheila Slaney as a co-opted Member now that she has been formally registered at TWC as a Member of our Council.

**ACTION: Clerk to re-advertise the vacancy and post Cllr Slaney's appointment.**

#### **2017/106 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 in particular but that the SNT had visited more frequently and were aware of incidents that we had heard about even though they had not come through on the Community Messaging.

The Clerk informed members that she had been contacted by Inspector Paul Arnold in relation to mobile working for the team during refurbishments that are to be undertaken at Malinsgate for an extended period and use of our offices were requested to be considered as an option. A discussion took place and a number of questions were raised which the Clerk will send to Inspector Arnold for clarification prior to any decisions being made. An update will be sent by the Clerk to all Members upon receipt of any answers.

**ACTION: Clerk to contact Inspector Arnold for clarification of usage.**

#### **2017/107 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.
- The next History Group meeting will be held at Lawley Community Centre on 17<sup>th</sup> November at 6.30pm

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

The Clerk informed Members that she and Cllr Greenaway held a meeting with a solicitor in regard of the CUA as agreed at the last meeting. A draft letter drawn up by the solicitor was shared with members and it was agreed by all that this should be sent on our behalf to Richard Partington, MD of Telford & Wrekin Council for their consideration.

The Clerk will keep in contact with the solicitor and report back on any responses received.

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

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

##### Update of land transfer

During the recent Lawley Steering Group meeting it came to light that some of the area under discussion was in fact still adopted highway (Old West Centre Way) which follows the route of the new bridleway. The area of cobbles which adjoins the Grazing Cow entrance road is also open and parked cars are using this area. This would not cause us problems as we could easily apply for a blocking up notice. Investigations have shown that a Section 104 has been agreed by STW for the main culvert, this has been confirmed. We would be looking for above ground transfer ONLY as this area carries all major easements and water services but we must allow access, for repairs.

HCA/ Barratts have verbally agreed to transfer of above ground land on an agreement of a suitable Land Management Plan for ongoing maintenance. This has been prepared by SG on our behalf, with additional guidance from T&W officers, which will be sent to the relevant parties. A general meeting on land transfer within the parish will be held on 15<sup>th</sup> Nov, which will also include this area.

A site visit was held, in attendance Helen Barker, Bob (PET) & JG. A preliminary snagging list, dead trees, unmanaged areas (which we do not want to accept) were identified. Negotiations will need to take place for this to be made good prior to transfer, with the possibility of an agreed sum for replanting.

Ground investigation work may need to take place, on the site area, prior to planning/land transfer.

A meeting took place with a solicitor, an explanation of our proposals and requirements for a land transfer document. Awaiting a response on costs.

### Design

These were received just prior to the meeting, 4 Options as a starting point for discussion, taking into account designs sent in and ideas.

Members were unanimous on the shape and style of Option 2 structure. Further discussion regarding the surrounding hard standing, welcoming the addition of steps down to the green, raising the height of the plinth to accommodate names, include a fracture line break/relief within the design to replicate (Lawley Fracture) and to not make it too 'flowery', more imposing single poppy design (coloured) on each 'silver coloured' metal face, tying in fallen petals to plinth, hard standing and walls (names) if applicable. Suitable inscription for base (perhaps using a resident's poetry). Materials were discussed, polished concrete to be investigated for plinth/walls and durability, silvered metal finishes. These will be sent back to designers for further work.

### Target Dates.

Early December working group meeting with Architect and designer in attendance for inspection of material samples and final design agreement's, by the end of November.

Full Planning Application before 21<sup>st</sup> December.

### To Do

Continue transfer discussions/ forward Land Management Plan HCA/Barratts

Chase up Solicitors costs

Identify the exact area of memorial site

Ground investigations

Snagging List/replanting costs.

Designs to go back for further work.

**ACTION: Clerk to chase solicitor re costs, contact architect and fabricator re designs and materials and possible ground works.**

## **d) Activities Committee update**

Bullet points from the meeting of the Activities Committee:

- Cllr Darren Blackburn was appointed as Chair with Fleur Hemming appointed as Vice Chair
- Terms of Reference for the Activities Committee were approved
- Working name of Lawley Festival was suggested for the event which was confirmed will take place on Saturday 14 July 2018 on Lawley Village Green
- Further discussions to take place regarding the timings for the event which will include a Fun Day and Music Festival
- Discussion held regarding alternative accommodation in case of bad weather: Lawley Community Centre to be booked, and an enquiry is to be made to Thomas Telford School to house the music part of the event
- Quotations are being sought at present for musicians, suppliers etc
- Next meeting to be held on Thursday 14 December, 4.45pm

## **e) SIDS**

The Clerk advised TWC of the locations and the agreed costs for NAL sockets/poles and requested a timeline for the erection of the devices – this has not been forthcoming. We did receive notification that the lampposts could be used to mount the SIDs but the locations we have chosen do not support this but we can use them in other locations with agreement of Highways. If the sockets are not to be fitted as a matter of urgency we will opt for 2 other locations so that we can at least start collecting data from other roads in the interim period.

**ACTION: Clerk to contact Highways regarding the urgent installation of the NAL sockets/other locations**

## **f) Definitive PROW Mapping**

No update received for this meeting. Councillor Blackburn stated that he would be contacting the PROW officer as a matter of urgency for a meeting as we have received no updates for an extended period.

**ACTION: Cllr Blackburn to contact PROW officer at TWC**

## **g) Concerns of Lawley Residents**

The Clerk reported that she had contacted Jim Weir and that he was both appreciative and complimentary of our continued support for the residents and their concerns.

The Clerk has requested an update from the LVDG as to any resolutions of concerns to date. This will also be raised at the meeting on 15<sup>th</sup> November and again at the steering group meeting of 13<sup>th</sup> December. To date no draft letter to the residents group has been received from LVDG explaining how they wish to work with the residents moving forward – the Clerk will continue to chase this through.

#### **2017/108 ENVIRONMENTAL UPDATE**

The Assistant to Clerk gave the following details:

- The tall hedge has been cut back by about 5ft in the Community Garden – compliment received from local resident
- Unfortunately, Newdale School have decided that the Garden is too far away from the school for the parent group to use two of the raised beds. HB is exploring other options for community use with various groups and the street champion co-ordinator
- Ongoing PET work across the Parish as usual – lots of pruning, leaf removal and scraping off moss currently. A number of compliments have been received about the work, especially leaf removal, from residents in Dawley Bank and The Rock, including parents taking children to Newdale School along the footpaths.
- HB met with the new Environment Officer at Madeley Town Council last week to catch up and share ideas and has briefly discussed PETs with Great Dawley Town Council and Dawley Hamlets. Further discussions will take place at the Clerks networking meeting next week.
- HB would like approval to have the PET update slot slightly extended (5 mins!!) at the December meeting to give an overview of these discussions and highlight the range of options Parishes are considering for PETs in future in advance of TWCs proposals coming out.

#### ***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***

#### **2017/109 FINANCE**

- a) Invoices were authorised for payment at the bank
- b) The Bank Reconciliation was agreed and signed
- c) DBS Checks update – Following email correspondence and further clarification it will be the staff only that will undertake a DBS check as one is not required for Parish Councillors.
- d) Banking mandate forms were duly signed to be submitted **NB It was RESOLVED that the Clerk to contact Cllr Guy for his signature as a matter of urgency**  
Appointments need to be made for a minimum of two councillors to attend at two banks to open bank accounts to safeguard Parish Funds. The Clerk will make contact with two institutions and make appointments to be advised to JG & RP for their availability.
- e) General Power of Competence – this was discussed and noted that the Power could now be used if required.

**ACTION: Clerk to contact two banks and make appointments for JG & RP as soon as possible**

#### **2017/110 POLICIES**

The policies as recommended for adoption by Personnel Committee were duly signed and adopted **NB Minor amendments in wording to the Social Media Policy to be completed.** These would be reviewed in October 2018. The Lone Working policy was discussed but Members felt that more time was required to ensure it fitted to our working arrangements and location so will be an agenda item in December.

#### **2017/111 AGENDA ITEMS FOR NEXT MEETING**

- COMMUNITY USE AGREEMENT - UPDATE
- WAR MEMORIAL PROJECT GROUP – UPDATE
- LAND TRANSFER UPDATE
- ENVIRONMENTAL UPDATE
- ACTIVITIES COMMITTEE - UPDATE
- LONE WORKING POLICY
- SIDS - UPDATE
- PROW - UPDATE

- STAFFING (IF REQUIRED)
- POLICE REPORT

**2017/112 CORRESPONDENCE**

The Clerk shared the following:

- The Budget data for 2018/19 has been received from TWC – this is early this year and we need to hold a Finance Committee meeting prior to the Christmas break to enable Full Council to review the budget proposal in January 2018.

**ACTION: The Clerk will work on a proposed budget and look at the calendar for a suitable date and see what Councillors availability is to attend**

**2017/113 DATE OF NEXT MEETING**

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

The meeting closed at 8.45pm

Signed..... Chair

Date.....