



**Minutes of the Parish Full Council meeting held at Leonard Smith House, West Centre Way  
On Thursday 14<sup>th</sup> December 2017**

**PRESENT:**

Cllr. Jayne Greenaway, Cllr Kevin Guy, Cllr Rob Parker, Cllr Mike Phillips, Cllr. Sheila Slaney

**CLERK:**

Sharon George

**2017/114 CHAIR'S WELCOME**

The Chair welcomed everyone to the meeting.

**2017/115 IN ATTENDANCE**

Judy Parker (Assistant to Clerk)

**2017/116 APOLOGIES**

Cllr. Darren Blackburn - Illness

Cllr Bill Gilmour – Work 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*

**2017/117 DECLARATIONS OF INTEREST**

Councillor	Interest	Declaration	Minute no.
		NONE	

**2017/118 PUBLIC PARTICIPATION**

Mr David Webb, resident of Marlborough Way informed Members of the ongoing issues with the security fencing at the 'Pitches site' in that it is constantly being breached by quad bikers & scramblers who are then damaging the site racing on it. This is a regular occurrence and the Clerk informed Mr Webb that it is now under the remit of TWC so any complaints/concerns should be directed to them. She will send the officers details to him along with the ward councillors details.

**ACTION: Clerk to send TWC officer and Ward Members details to Mr Webb.**

**2017/119 MINUTES**

The minutes from the **Full Council meeting** held on **9<sup>th</sup> NOVEMBER 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. Phillips

**2017/120 COUNCILLORS REPORTS**

Councillor Phillips – Snow issues in relation to lack of gritting and damage done to properties i.e. guttering and porches coming down due to weight of snow.

Councillor Parker – As per Cllr Phillips comments

Councillor Guy - As per Cllr Phillips comments

The Clerk reported that these issues had been raised with developers and TWC highways and will be on the agenda at the Steering Group next week when both parties will be present.

Councillor Slaney – Nothing to report

**2017/121 WARD MEMBERS REPORT**

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

- Cllr Greenaway reported that she had attended a site walk on 13<sup>th</sup> November with the Deputy Clerk, PET team and Public Realm officer around the areas of possible land transfer across phases 3, 4 & 8 that are being considered for adoption by TWC and/or BVT and that many issues/concerns had been found and these will be notified to the developers for further dialogue prior to any transfers taking place. It was made clear that there can be no expectation of the Parish or PET to take on any of the grounds maintenance moving forward after adoption and we are aware that TWC have major concerns regarding some of the proposed transfers. This will be updates as and when we have more information.
- Cllr Greenaway reported that the Memorial Remembrance walk on 12<sup>th</sup> November was well attended and thanked Cllr Slaney and her husband for being a part of this.
- She had been contacted by residents regarding the parking issues at Wellfield Cottage in Lawley which is a children's care facility and residents had complained about the number of vehicles parking on the road causing obstructions. The Management had been contacted and things seem to have improved but this will be monitored going forward.

## **2017/122 CRIME REPORT**

### **DECEMBER 2017**

#### **RESIDENTIAL**

POLICE REF: 0326S 171217

#### **VEHICLE CRIME, OLD OFFICE ROAD, DAWLEY**

Between 23; 00hrs 16/12/2017 & 09; 00hrs 17/12/2017

Persons unknown have smashed the rear window of a blue coloured BMW X1 car.

POLICE REF: 0062S 171217

#### **VEHICLE CRIME, OLD OFFICE ROAD, DAWLEY**

ABOUT 00:30hrs 17/12/2017

A VW Golf car was broken into and searched but nothing reported stolen.

POLICE REF: 0046S 171217

#### **ROBBERY, CAMBRIDGE CLOSE, MALINSLEE**

About 00:50hrs 17/12/2017

3 x offenders threatened 2 x victims with weapons and stole money before making off. Police Officers attended, and arrests were made later.

#### **BUSINESS**

POLICE REF: 0245S 181217

#### **BURGLARY, HINKSHAY ROAD, DAWLEY**

Between 13:00hrs 16/12/2017 & 07:30hrs 18/12/2017

A site office on a building site was broken into and item stolen including 2 x Stihl saws, a CAT detector tool and a Jenny tool.

POLICE REF: 0444S 151217

#### **VEHICLE CRIME, IRONSTONES VISITOR CENTRE**

About 12:30hrs 15/12/2017

An unlocked van on a building site was entered and a wallet and house keys were stolen

## **2017/123 COMMUNITY AFFAIRS**

### **a) History Group**

The Clerk updated Members: -

- The next History Group meeting will be held at Lawley Community Centre on 19<sup>th</sup> January 2018 at 6.30pm

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

The Clerk has been in contact with the solicitor and can report that as of today's date no response has been received despite a follow up letter being sent. Cllr Guy stated that we should appoint a barrister to act on our behalf. Members took note of his comments but decided to wait until after the holidays to see what the situation is then and plan to move this forward in the New Year.

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

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

## Design

- These were received just prior to the meeting and were discussed at length. Members comments are:

- They like the metal structure part but feel that the plinth is too large and so are looking for something more in keeping with the shape of the structure so 3 sided and either a stepped or straight sided option. No loose plaques – inscriptions in stone/granite/marble slabs.
- You mentioned at the meeting a 3D model would be possible to give us an idea of what it may look like once made – materials discussed were black and silver colour in the appropriate metal/coatings to be advised by you – can this be done please?
- As annotated on the drawing the poppy on the top is to be in relief and the large poppies on the 3 faces to be pierced so if the structure is lit it will show through.

These will be sent back to designers for further work.

No further information on the land transfer at this time but maintenance costings have been provided to HCA/LVDG & Solicitors

**ACTION: Clerk to contact architect and fabricator re designs and materials and possible ground works. Check timescale on land transfer**

**d) Activities Committee update**

Due to not being quorate through illness there was no meeting of the Activities Committee:

**e) SIDS**

The Clerk advised that TWC are in the process of fitting the NAL sockets in the required locations. This has been delayed due to the recent bad weather. It is expected that we should be able to erect the SIDs early in the New Year.

**f) Definitive PROW Mapping**

No update received for this meeting.

**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 steering group meeting of 20<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.

**2017/124 ENVIRONMENTAL UPDATE**

The Assistant to Clerk sent a report of the following details:

- Bob is well on top of routine maintenance
- Before the recent bad weather, we reported a number of footpaths to TWC needing repair / attention, mainly Dawley Bank & Overdale. Probably need more work now.
- TWC have agreed to carry out a litter pick at the top end of Dawley Road as it's getting bad again
- The water leak in Old Park didn't damage the open space but we did have a lot of debris, mainly leaves. To clear from the gutters
- Bob has been clearing up after the snow which has left a lot of broken / damaged branches around the Parish.

We don't normally grit pavements however due to the extreme weather he has:

- Gritted around the front of Lawley Primary to make it easier to get into the school and Community Centre
- Gritted around the bungalows on The Meadows to allow older residents to safely get to the shop
- Gritted the footpaths to West Centre footbridge as more people than usual were walking to the Town Centre and the paths were very icy

HB/JG carried out an estate walk with Public Realm to provide information for the debate on what areas may be adopted, Significant environmental concerns were identified and have been fed back to TWC Public Realm / Highways & Planners, along with 22 photos of issues needing attention as well as to the Developers and BVT.

**PET OPTIONS**

The TWC consultation process with Parishes seems to be taking a lot longer than planned and we are now only 15 months from the start of the new contract.

I have been told that "soft market testing" is underway with various organisations ahead of the tender going out but the future of the PETs remains unclear.

Conversations with various other Parishes have highlighted very differing attitudes to the possible future, ranging from possibly not having one to directly employing the staff and expanding the service locally.

We need to keep in mind that we are considered by TWC to be unique in that we are almost totally self-sufficient and

99% of our work is horticultural (Hadley is 99% street cleansing and Ketley is approx. 70% street cleansing as a comparison). Horticultural work will increase with the acquisition of the Community Garden and other green space.

Our options appear to be:

- Not to renew the PET at the end of the contract and let TWC/the contractor take on the work, leaving us little say over what is done
- Renew the PET contract for the 5 years TWC want Parishes to agree to, despite not knowing who we will be working with and what constraints will be put on what PETs can do e.g. They will almost certainly want PETs to take on all litter picking in Parishes
- Renew the PET contract for less than 5 years and “play it by ear” when the contract is awarded
- Take the PET on directly and take control over what is done along the lines of Madeley Town Council but also directly employing the PET operative

Any thoughts at this stage on which options may be favoured / discounted so that I can do more detailed work in the New Year would be appreciated.

The options were discussed by Members but at this stage it was decided that we should ‘stay as we are’ and see what the tender arrangements are going to be between TWC and their contractor when a more informed decision can be made.

**ACTION: Clerk to feed back to HB with decision.**

### ***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***

#### **2017/125 FINANCE**

- a) Invoices were authorised for payment at the bank
- b) The Bank Reconciliation was agreed and signed
- c) Banking mandate forms were presented for signature but due to not all councillors being present these will be re-presented at the January meeting for signature.

#### **2017/126 POLICIES**

- a) The Lone Working policy was discussed but Members felt that it was more appropriate for staff to draft the policy in line with the model policy as they worked in the building daily.
- b) The draft Councillor-Clerk protocol was discussed and fully adopted and signed by the Chairman. This was **PROPOSED** by Cllr Guy and **SECONDED** by Cllr Phillips

**ACTION: The Clerk will discuss the lone working policy with staff and present a workable draft to Council.**

#### **2017/127 AGENDA ITEMS FOR NEXT MEETING**

- DRAFT BUDGET 2018/19
- COMMUNITY USE AGREEMENT - UPDATE
- WAR MEMORIAL PROJECT GROUP – UPDATE
- LAND TRANSFER UPDATE
- ENVIRONMENTAL UPDATE
- ACTIVITIES COMMITTEE - UPDATE
- SIDS - UPDATE
- PROW - UPDATE
- STAFFING (IF REQUIRED)
- CRIME REPORT

#### **2017/128 CORRESPONDENCE**

The Clerk shared the following:

There are the following meetings arranged to be noted in diaries:

- 8<sup>th</sup> January 5pm PERSONNEL COMMITTEE
- 18<sup>th</sup> January 5pm ACTIVITIES COMMITTEE
- 18<sup>th</sup> January 6.00pm FULL COUNCIL MEETING

The Clerk also shared information about a public consultation regarding the design of the proposed Upper Newdale Play Area. This will be hosted over 3 days at the office – 23<sup>rd</sup> & 26<sup>th</sup> January between 9am – 5pm and on 25<sup>th</sup> January 1pm – 8pm. In addition, the Chairman/Clerk will accompany DO & DWH to visit schools in the local area to obtain the children’s views.

**2017/129 DATE OF NEXT MEETING**

It was **NOTED** that the Full Council parish meeting would take place on **THURSDAY 18<sup>TH</sup> JANUARY 2018** at **Leonard Smith House, West Centre Way commencing at 6pm**

The meeting closed at 8.20pm

Signed..... Chair

Date.....