



**Minutes of the Parish Full Council meeting held at Leonard Smith House, West Centre Way  
On Thursday 18<sup>th</sup> January 2018**

**PRESENT:**

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

**CLERK:**

Sharon George

**2017/130 CHAIR'S WELCOME**

The Chair welcomed everyone to the meeting.

**2017/131 IN ATTENDANCE**

Judy Parker (Assistant to Clerk)

Cllr Raj Mehta (Ward Member for Horsehay & Lightmoor)

**2017/132 APOLOGIES**

Cllr Kevin Guy – Work Commitments

Cllr. Sheila Slaney – Illness (It was agreed that flowers should be sent to Sheila with best wishes from all councillors & staff – the Clerk will organise)

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 John Ashford (Ward Member for Ketley & Overdale) -Work 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*

**2017/133 DECLARATIONS OF INTEREST**

Councillor	Interest	Declaration	Minute no.
Cllr Darren Blackburn	Personal	Community Affairs – Chair of Local History Group	2017/139a

**2017/134 PUBLIC PARTICIPATION**

None present

**2017/135 MINUTES**

The minutes from the **Full Council meeting** held on **14<sup>th</sup> DECEMBER 2017** were **APPROVED**. It was **RESOLVED** that the minutes be signed and **ADOPTED** as a true record. This was **PROPOSED** by Cllr. Phillips and **SECONDED** by Cllr. Parker

**2017/136 COUNCILLORS REPORTS**

Councillor Phillips – noted comments re grit bins on Lawley Farm

Councillor Blackburn – raised concerns regarding 2 x recycling bins that had tumbled off a moving TWS vehicle into the carriageway at Concorde/Milners Lane. Reported as a near miss to TWC

Councillor Parker – Contacted by residents regarding lack of Community facilities in the Parish – residents advised him that they will be contacting the local MP regarding this.

**2017/137 WARD MEMBERS REPORT**

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

- Cllr Greenaway reported that she had been contacted by a number of residents following the recent bad weather in relation to lack of grit bins in the area. The Parish obtained a list of registered TWC owned grit bins and the PET team checked each location and discovered that the register didn't match the actual bins in situ. There area number of TWC marked bins that are located and not on the register and ones that are on the register that are no longer in the stated locations including one that is marked on the safer routes to school path

on Rock Road. She will be asking that the bins are reinstated. She also had a copy of the TWC criteria that needed to be fulfilled to obtain a grit bin in a particular location and will be pursuing newly requested ones that meet the criteria.

- She had been contacted by residents regarding waste collections made by Veolia (Particularly recycling collections) where waste was dropped in the road/footpath during the collection process and not picked up by the team leaving a trail of rubbish behind. This has been reported to Veolia for monitoring.
- A contractor's van has caused a large amount of damage at Old Park leading from the access from the retail park. The contractors were doing horticultural work and had tried to turn the van around and got stuck but then decided to remove the wooden bollards to give better access to move the van only then ripping up the grassed area and getting embedded in the wet ground. This was reported by a resident to the Parish who alerted TWC and an enforcement officer was deployed to the scene and the private contractors will be invoiced for the extensive damage caused.

**Cllr Raj Mehta (Ward Member for Horsehay & Lightmoor)** reported that: -

- Residents at Lawley Bank Court have reported to him that they find the local area less noisy at night and are happier about that as they are able to sleep better.
- The pavements outside Lawley Bank Court were very slippery during the recent cold spell/snowy weather and they weren't gritted. Councillors said that no pavements were gritted and that it would be a courtesy of Sanctuary who have responsibility for the building, to grit the immediate area for the safety of their residents but this would not be undertaken by the local authority.

#### **2017/138 CRIME REPORT JANUARY 2018**

No crime reports had been received for our Parish area at the time of this meeting.

#### **2017/139 COMMUNITY AFFAIRS**

##### **a) History Group**

Councillor Blackburn updated Members: -

- The next History Group meeting will be held at Lawley Community Centre on 19<sup>th</sup> January 2018 at 6.30pm
- The group will be looking to appoint a new Treasurer from within their membership
- The group will be involved in a Telford@50 History Day at The Place in Oakengates, date TBA.
- The group had not been successful for their bid for a History on Foot project from the T50 Celebrations grant but will be looking to move the project forward anyway and would be looking to secure funding to assist with that.

##### **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. She reported that she has had a conversation with a senior officer and that a response to the solicitor/Council is being worked upon and various alternative locations are being considered as part of this ongoing process

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

- A revised design was put forward to Members and was well received overall – a couple of changes regarding a wall behind the seat area to hold the names of the fallen was preferred and for a quote/poem to be inscribed around the plinth steps. The Clerk will contact the architect/fabricator to get a final design ASAP ready for submission to planning.
- Ground investigation work may need to take place, on the site area, prior to planning/land transfer. – this is being investigated by the Clerk with contractors to ascertain the stability of the area
- The next meeting of the Project group will be held at 5pm on 8<sup>th</sup> February before the Full Council meeting.

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**

- Agreed to hold one event on Saturday 14 July on the Village Green, commencing at 2.00pm with the Family Fun Day and the Music Festival commencing at 4.00pm, with the event closing at 9.00pm
- The theme for the event will be based around Telford 50, LOPC 30 and Lawley 10 year anniversaries
- It was suggested that we ask residents to contribute to a time capsule on the day that will be buried

within the Parish

- We have received notification that we have been awarded £1700 towards this event from the Telford 50 Celebration Grant

**e) SIDS**

The Clerk advised that the NAL sockets are now fitted and that we are awaiting delivery of the poles to mount the SIDS. Once we are in receipt of those we can put up the SIDS (in the next 3 weeks)

**f) Definitive PROW Mapping**

The Clerk advised that she had raised the concern with the LA that there had been no communication with PTC's about the digitised mapping that is currently being updated and that we needed to know at what stage the information held was at to enable Parishes to clearly see what work they would need to do prior to the 2026 deadline. A meeting was requested to facilitate this, and it was suggested that a special Parish Forum meeting on the subject should be held sometime in February/March 2018 and this will be put to the relevant offers at the Council to agree a date.

**g) Concerns of Lawley Residents**

The Clerk reported that the number of complaints/concerns being raised are fewer and that it seemed that remedial works are taking place – this will of course tie in with the adoptions and land transfers that are in progress., We will continue to monitor issues/concerns.

**2017/140 ENVIRONMENTAL UPDATE**

The Assistant to Clerk reported on the following details:

- Usual works programme – lots of tree branch and small tree removal following the recent high winds and snow
- Assisted with the clear up on Old Park following the problems caused by the retail park workforce – a large bill will be sent from TWC. This did result in a number of compliments from residents about the PET work generally and that area specifically
- Noticeboard installed on the Community Garden. Work will start after Bobs holiday to put a short path up to the noticeboard and 2 planters either side.

***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***

**2017/141 FINANCE**

- a) Invoices were authorised for payment at the bank
- b) The Bank Reconciliation could not be presented due to no internet access being available – it was agreed that 2 months reconciliations would be presented at the next meeting
- c) Banking mandate forms were presented for signature but due to not all councillors being present these will be re-presented at the February meeting for signature.
- d) The draft precept for 2018/19 was fully discussed and it was decided that there would be a 1.97% increase on last year's figures. This was **PROPOSED** by Cllr Blackburn and **SECONDED** by Cllr Parker. The Clerk will submit the figures to TWC in a timely manner prior to 7th February deadline.

**ACTION: Clerk to submit precept information to TWC by 7/2/18 deadline.**

**2017/142 STAFFING MATTERS**

- a) The 2hours 'shortfall' in staffing left by HB reducing her hours will not be given to any member of staff directly but will be available for flexible working as & when required.
- b) The post of Assistant to the Clerk will be maintained on a permanent basis for 16 hours/ week from 1<sup>st</sup> April 2018 and was offered to JP who verbally accepted the post. A formal letter and contract will be agreed by Council and sent to JP before the fixed term contract ends 31<sup>st</sup> March.

**ACTION: The Clerk will draw up a draft contract/letter and send to Councillors for agreement.**

**2017/143 AGENDA ITEMS FOR NEXT MEETING**

- 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
- HISTORY TRAIL
- GRIT BINS

#### **2017/144 CORRESPONDENCE**

The Clerk shared the following:

- Expression of Interest letter from a local resident regarding the Councillor vacancy – Members requested that the Clerk invite the resident to attend an ‘interview’ at the Full Council meeting on 8<sup>th</sup> February
- Shared ideas of engagement for T50 celebrations from the LA – we are undertaking our Fun Day/Music Festival and a time capsule so feel we are taking an active part in the Borough celebrations

**ACTION: Clerk to contact resident re Councillor vacancy**

#### **2017/145 DATE OF NEXT MEETING**

It was **NOTED** that the Full Council parish meeting would take place on **THURSDAY 8<sup>th</sup> FEBRUARY 2018** at **Leonard Smith House, West Centre Way commencing at 6pm**

The meeting closed at 8.40pm

Signed..... Chair

Date.....