



**Minutes of the Parish Full Council meeting held at Leonard Smith House, West Centre Way
On Thursday 8th February 2018**

PRESENT:

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

CLERK:

Sharon George

2017/146 CHAIR'S WELCOME

The Chair welcomed everyone to the meeting.

2017/147 IN ATTENDANCE

Helen Barker (Deputy Clerk)

Cllr Jacqui Seymour (Ward member for Wrockwardine)

2017/148 APOLOGIES

Cllr. Sheila Slaney – Illness

Cllr Raj Mehta (Ward Member for Horsehay & Lightmoor) – Personal Commitments

Cllr Mark Boylan (Ward Member for Ketley & Overdale) - Personal Commitments

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

2017/149 DECLARATIONS OF INTEREST

Councillor	Interest	Declaration	Minute no.
Cllr Darren Blackburn	Personal	Community Affairs – Chair of Local History Group	2017/155a

2017/150 PUBLIC PARTICIPATION

None present – The Clerk reported that a resident, Mr David Webb, had visited the office this afternoon to report damage to the pitches site. A report and photograph have been forwarded to TWC for their attention

2017/151 MINUTES

The minutes from the **Full Council meeting** held on **18th JANUARY 2018** 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

2017/152 CO-OPTION CANDIDATE

The candidate that had expressed an interest had confirmed attendance at the interview process.

In accordance with Section 21(2) of the Representation of the People Act 1985 Members:

- a) considered application received
- b) conducted the interview process
- c) resolved by secret voting to co-opt *or in the event that the applicant is deemed unsuitable*
- d) to re-advertise the vacancy

The outcome of the voting process delivered that the candidate was voted in for co-option on an overall majority vote.

The Clerk informed members that she had been contacted by a previous candidate that afternoon advising that a second expression of interest had been submitted via email. This appeared to not have been received and the Clerk advised the candidate to resubmit /forward the said interest or to send in an email requesting that their previous interest letter be used for them to be considered. This was not forthcoming.

Members requested that the Clerk take advice on the due process to follow before advising the interviewed candidate of any outcome following their interview. She will advise Members of any advice given prior to contacting the candidate from this evenings interview process.

ACTION: Clerk to contact Elections Team for advice and will advise Councillors prior to contacting the interviewed candidate.

2017/153 COUNCILLORS REPORTS

Councillor Phillips – raised concerns that the recycling collections around the local area were leaving mess behind on roads/footpaths following collections. The Clerk will raise issue with TWC to contact the contractors with complaint.

ACTION: Clerk to contact TWC re residents' concerns of recycling teams/rubbish left

Councillor Blackburn – none

Councillor Parker – none

Councillor Guy – none

Councillor Gilmore – raised a question regarding the quality of grit used on the roads in the recent cold spell as it appeared ineffective. The Clerk stated that it had a talking point on social media and TWC had responded stating that the mix used was as in previous years and the number of gritting runs increased and that it was likely the sheer volume of snow/ice that had been the issue rather than the mix.

Councillor Greenaway – stated that she had been contacted by a resident, who is also a Street Champion, who found hundreds of unplanted daffodil bulbs left strewn on the traffic island at Mossey Green when out litter picking. They were rotting as they had been left unplanted. Cllr Greenaway had asked the Clerks to raise this with public realm and to find out where they had from and who was responsible as this was a waste of tax payer's money. An update will be given when a response is received, and the resident will also be notified.

2017/154 WARD MEMBERS REPORT

Cllr Jacqui Seymour (Ward member for Wrockwardine) reported that:

- The alterations to Pepper Mill were to begin on Monday 19th February and that road closures would be put in place over the planned 5-day period. The Clerk stated that we had put the information onto our website & FB page to inform as many people as possible as this was a well used road despite it being the half term holidays.

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

- Several concerned residents had contacted her in relation to the Phase 11 groundworks that are to progress. There is great concern about the lack of details regarding drainage and mine shafts plus recognition of PROW's that run across the site. She has raised these with the planning officers and drainage engineer and requested more information before any decisions are made to allow the works to be approved.

The Deputy Clerk raised a point for Cllr Joy Francis (Ward Member for Ketley & Overdale):

HB had arranged a meeting to brief Ward Members of Ketley & Overdale about the pre application drilling works on phases 5, 9 & 10 of the development – They were unable to attend but Cllr Francis did come into the office for an update from HB to explain that a number of residents had contacted the office with complaints and concerns about the works and that the Parish had passed on their details to Ward members for their enquiries to be dealt with.

2017/155 CRIME REPORT

FEBRUARY 2018

BUSINESS

SHOPLIFTING MILNERS LANE, TELFORD

16.03 03/02/2018

A theft took place within a shop, 13 units of baby milk were stolen, totalling a value of £130. The offender was captured on CCTV, the thief could be described as a male, aged late 20's to early 30's, with a bald shaved head, of a broad build, wearing a black jacket with fur trimmed hood, blue ripped jeans and black trainers with a white Nike tick. POLICE REF: 0089S 290118

BURGLARY New Build off M54 Junct 6

Over the weekend of 27.01 ~ 28.01.2018

Properties broken, boilers stolen and extensive damage caused.

POLICE REF: 0133S 290118

BURGLARY PEVERIL BANK, DAWLEY BANK

Over the weekend of 27.01 ~ 28.01.2018

Persons unknown have entered a new build site and stolen tools and equipment to the value of £5,000.00

Members did comment that they doubt that crime is falling so steeply in the local area more that the communication

from the Police and its messaging service of crimes committed is not up to standard. We appreciate that the data is input by volunteers but the system is haphazard at best.

2017/156 COMMUNITY AFFAIRS

a) History Group

Councillor Blackburn updated Members: -

- The next History Group meeting will be held at Lawley Community Centre on 23rd March 2018 at 6.30pm
- The group looked at the History Trail guide and would like to be involved in updating it as there is now more information that has been sourced that could be included.
- They are looking to do an updated guide but also PDF's of the map and key points of information shown. Cllr Parker suggested that this could be a laminated fold-up map that is easily taken out on the walk
- A working group is to be set up to further these suggestions and the Parish will fully support this and would be represented by Cllr Blackburn who could then feedback to Council at our meetings
- Cllr Gilmour suggested a video be made of the key sites of the Trail and this could be posted on the website – Cllr Blackburn is to investigate this with fellow group members
- It was raised that directional arrows need putting on the Trail along with the trail number to allow walkers not so familiar with the Parish an idea of which way to follow the route. It was suggested that My Options are contacted regarding getting marker posts made with the trail number/arrow burnt into the post.

ACTION: Contact My Options re Marker posts

b) Community usage at Lawley Village Academy

No further update on this agenda item currently

c) War Memorial Project Working Group

- Members of the working group visited Williams' to look at types of granite available prior to this meeting. It was discovered that the design needs to be amended to make an angular seating/inscription area rather than a curved one as granite panels need to be used and cannot form a curve. The stonemasons require a detailed plan of the plinth/seating & Inscription area to decide on the number of panels required. There is a 20 week lead in time on the granite plus the laser cutting for the names, so it is a tight deadline.
- Ground investigation work may need to take place on the site area, prior to planning/land transfer being confirmed – this is being investigated by the Clerk with contractors to ascertain the stability of the area. An offer to work with McAuliffe's has been made and the Clerk is looking into obtaining Geo tech information to assist this moving forward
- No further information on the land transfer at this time apart from pointing out that there is adopted highway still shown on the transfer map and despite asking for a stopping up order to be created by TWC thus has not yet been done. Cllr Guy requested the clerk to arrange a meeting with KH in highways on Friday 16th February to move this forward
- The next meeting of the Project group will be held at 5pm on 8th March before the Full Council meeting

ACTION: Clerk to contact architect re scale drawings of plinth/seating & inscription are and to amend the design to reflect angular and not curved bench areas. Contact fabricator re designs and materials. Contact LVDG/TWC/Contractors possible ground works. Check timescale on land transfer with HCA. Contact TWC re meeting with KH for KG/JG

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 and the world cup
- 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
- A save the date poster advertising Summer Fest is displayed on website & social media

e) SIDS

The Deputy Clerk reported that we have some logistical problems to sort out before the SIDS can be mounted. Our PET operative spent the morning with Madeley team who were moving theirs and observed:

- Memory cards/chips: will have to be labelled and not mixed up
- Number each battery – easier for reconnections
- Batteries are removed before pole is taken up – brought back to office for charging and next set collected – 2 sealed boxes would be needed to put the batteries in for transporting
- Line marking spray – would be useful to put round the socket to highlight the exact location and for the mowers to be aware of
- Definitely a two-man job
- Would be much easier if only using the poles – not lampposts – as you leave the display screen attached to the pole when it's moved – would be more timely to remove the display screen and fix again with bracket to lamppost. Poles would have to be stored somewhere when not in use –where?
- Data recording: took chip back to Madeley office and returned for them 20 mins later when data had been downloaded and wiped clean
- Madeley change theirs every two weeks – one morning to move four posts
- Could not use vehicle smaller than flatbed pick up that Madeley and Dawley Hamlets have – TWS do not have a suitable vehicle available that we could use either

Regarding our SIDS:

- Sockets Bob has located: not badly installed but a little proud of ground level – still a lot of stones around where the mowers will go. To be raised with Highways for rectification
- Station Road – will be difficult to install because the socket has been installed on a steep embankment, set in concrete – couldn't easily use a ladder for this one, would probably have to stand in the vehicle but Bob's not sure if this would work either
- On lamp posts – you would need two men both with a set of ladders (need to be ladder trained)

Councillors discussed the above points and requested that we get at least one of the SIDs up and running as soon as possible, ideally Dawley Road, and collect the data as planned and, in the meantime, investigate the other locations are suitable and look at the logistics of moving them around and deliver some options/costings for the next meeting.

ACTION: Costings and options regarding the logistics of relocating the SIDS to be investigated and brought to Council.

f) Definitive PROW Mapping

No further update

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. The Clerk has been requested to attend a meeting with a resident JW this week for an update.

2017/157 ENVIRONMENTAL UPDATE

There has been a noticeable increase in fly tipping across the Parish (and the Borough) much of which is too big for the PET to move and is having to be referred on to TWS for removal. Overdale and Arleston Lane have been recent hot spots. The Deputy Clerk arranged for a litter pick to be carried out by TWS just before Xmas on Dawley Road and Arleston Lane but the area is already in need of another one. She will discuss with Public Realm if it can go back onto the schedule. Bob will be putting in a small path to the noticeboard in the Community Garden in the next couple of weeks.

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

2017/158 FINANCE

- Invoices were authorised for payment at the bank
- The Bank Reconciliation for 2 months reconciliations were presented at the meeting and duly agreed
- Banking mandate forms were presented for signature but due to not all councillors being present these will be sent back to the banks when all signatures are collected. The Clerk will contact Cllr Slaney as a matter of urgency to come into the office to complete signatory authorities.
- The precept for 2018/19 was presented for signatures before posting. This was duly signed.

ACTION: Clerk to submit precept information to TWC and signature mandates to the banks.

2017/159 STAFFING MATTERS

- a) The Clerk reported that the Deputy Clerk had asked that the original request to drop to 16 hours/week was put in place immediately due to personal circumstances. This was discussed, and it was decided that this should be implemented. This was **PROPOSED** by Cllr Kevin Guy and **SECONDED** by Cllr Darren Blackburn with ALL members in favour
- b) The post of Assistant to the Clerk will be maintained on a permanent basis for 16 hours/ week from 1st April 2018 and was offered to JP who verbally accepted the post. A draft contract had been given to JP with the 16 core hours and with a stated maximum of 24 hours/week to be worked as requested by Personnel Committee It was requested by the Clerk that the 16 core hours remain and that all staff work flexibly to suit the needs of the Council so requested that the contract for JP reflect 16 hours only and that additional hours were available to be worked by any member of staff when required. This was agreed by members.

ACTION: The Clerk will draw up a revised contract/letter and send to JP

2017/160 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
- GROUNDS & CLEANSING CONTRACT/PET TEAMS

2017/161 CORRESPONDENCE

The Clerk shared the following:

- The Clerk referred Members to quotes received for the GDPR management from April 2018. The Quotes were discussed, and it was **PROPOSED** by Cllr Mike Phillips and **SECONDED** by Cllr Rob Parker that we contact DM Payroll Services to enter into a 12-month agreement for their services. All members were in favour

ACTION: Clerk to contact DM to arrange an agreement for GDPR management.

- Correspondence from RBL regarding the Silent Soldier Campaign to mark the 100-year anniversary of WW1. A Corex silhouette is available for a donation of £250.00 to the Poppy Appeal. Members discussed this, and it was **PROPOSED** by Cllr Kevin Guy and **SECONDED** by Cllr Darren Blackburn that the Parish should be a part of this commemoration.

ACTION: Clerk to contact RBL to make arrangements for delivery of the Silent Soldier.

- A letter was received from BVT inviting a Parish Councillor to be a member of the LVMC (Lawley Village Management Committee). Members discussed this, and it was **PROPOSED** by Cllr Kevin Guy and **SECONDED** by Cllr Mike Philips that Cllr Jayne Greenaway should be the Parish Representative. All members were in Favour.

ACTION: The Clerk will advise BVT of Cllr Greenaway being the Parish representative.

2017/162 DATE OF NEXT MEETING

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

The meeting closed at 8.40pm

Signed..... Chair

Date.....