



**Minutes of the Annual Parish & Full Council meeting held at Leonard Smith House, West Centre Way
On Tuesday 14th May 2019**

PRESENT:

Cllr Shaun Davies, Cllr. Jayne Greenaway, Cllr Amrik Jhawar, Cllr Raj Mehta, Cllr Rob Parker, Cllr Mike Tyler, Cllr Lee Vidor

CLERK:

Sharon George

IN ATTENDANCE

Helen Barker (Dep. Clerk)

Judy Parker (Asst. to Clerk)

Mrs Tamara Wood (Member of the Public)

2019/001 DECLARATION OF ACCEPTANCE OF OFFICE AS PARISH COUNCILLOR/CODE OF CONDUCT

In accordance with LGA 1972 s83(4) the declaration of acceptance of office were duly signed by all members and witnessed/signed by the Clerk.

2019/002 ELECTION OF CHAIRMAN

In compliance with LGA 1972 s15(1)(2) Nominations for the role of Chairman were received.

Cllr Jhawar **PROPOSED** Cllr Mehta as a nominee for the role of Chairman.

Cllr Parker **PROPOSED** Cllr Greenaway as a nominee for the role of Chairman.

A ballot was taken and returned Cllr Greenaway as Chairman by 4 votes to 3.

The ballot will stand, and the newly elected chairman will be Cllr Jayne Greenaway

2019/003 DECLARATION OF ACCEPTANCE OF OFFICE AS CHAIRMAN TO THE PARISH COUNCIL

Cllr Greenaway duly accepted the office of Chairman of the Parish Council and a copy of her signed declaration, witnessed/signed by the Clerk, is attached to the minutes as a point of record.

2019/004 CHAIR'S WELCOME

The Chair welcomed everyone to the meeting.

2019/005 ELECTION OF VICE CHAIR

In compliance with LGA 1972 s15(6) nominations were requested for role of Vice Chairman

It was **PROPOSED** by Cllr Davies and **SECONDED** by Cllr Jhawar that Cllr Raj Mehta be elected as Vice-Chairman for the coming year. A vote was taken and **ALL IN FAVOUR**

2019/006 APPOINTMENT OF COMMITTEES

Committees were discussed and decided as per below:

- **Planning & Environment Committee** – this Committee will be convened as and when required. A briefing sheet will be prepared by the Deputy Clerk for information and summaries of applications will be sent to all members of the council.
- **Finance Committee** – Cllrs Davies, Greenaway, Mehta, Parker, Tyler
- **Personnel Committee** - Cllrs Davies, Greenaway, Mehta, Parker, Tyler
- **Activities Committee** – to be convened as required. Updates on events will be given at Full Council when required.

2019/007 PROW's

A Public Rights of Way liaison person for the Parish was not appointed as following discussion it was decided that as the PROW's are included in the works schedule of the PET, that any works undertaken would be included in the PET report with an additional quarterly report specifically on PROW's presented to Full Council. A vote was taken and **ALL IN FAVOUR**.

2019/008 SNOW WARDEN

A Snow Warden Member is required to liaise with Telford & Wrekin Council and the local community and PET team. Cllr Lee Vidor offered to fill the post as he is an existing snow warden/street champion. A vote was taken and **ALL IN FAVOUR**.

2019/009 Appointment of Representatives

To appoint representatives to serve on the under mentioned bodies:

- **Parishes Forum** – There will be ad-hoc representation to this committee
- **Parish Charter Monitoring Group** – The Clerks will continue to act as Parish representative for this group.
- **Newdale/Overdale Stakeholders Group** – The Clerks will continue to act as Parish representative for this group.
- **Telford Bus Users Group** – The Clerk will forward the agenda to ALL Councillors and an available Member will attend or request the Clerk to send in any questions or comments if relevant, if no-one is available to attend
- **Steering Group/Stewardship Group (Lawley SUE)** – Cllr Greenaway and the Clerk/will act as the Parish Representatives. The Clerk was requested to ask if observers could attend the group periodically. The Clerk will raise this at the next project meeting and report back.
- **Lawley Life** – Cllrs Mehta, Tyler, Vidor plus the Clerk
- **LVMC** – Cllr Mehta, Tyler
- **Wrekin Area Committee** - There will be ad-hoc representation to this committee

ACTION: Clerk to ask Steering Group/Project Group members if observers could attend the group periodically

2019/010 REVIEW/ADOPTION OF STANDING ORDERS

Councillor Davies **PROPOSED** that the Standing Orders were deferred to the meeting in October 2019 to allow new Members time to familiarise the workings of the Council. This was **SECONDED** by Cllr Parker. A vote was taken and **ALL IN FAVOUR**.

2019/011 CHAIRMANS ANNUAL REPORT/MEETINGS CALENDAR 2018/19

The Chairman shared her annual report & meetings calendar for 2018/2019 and a copy is attached to the minutes as a record. The Clerk was requested to put a copy on the Parish webpage.

The members recorded their sincere thanks to Cllr Greenaway for the amount of work that had been undertaken by her in the past 12 months and for the positive impact that has had for the Parish and its residents.

2019/012 MEETINGS CALENDAR 2019/20

A draft meetings calendar was presented to Members for review/acceptance. It was decided to await the outcome of the TWC Meeting next week when their Calendar will be disclosed to see if there would be any clashes with either TWC Council or Cabinet meetings. The Clerk will review and amend as required and send out to Members for agreement.

ACTION: Clerk to review Meetings Calendar and send out to Members for acceptance prior to publication.

2019/013 COMPLETION OF DISCLOSABLE PECUNIARY INTERESTS

The Pecuniary Interest forms were duly completed by all Members and the Clerk will copy for our records and submit originals to TWC Democratic Services for Council record and publication. Copies will be placed on the Minute book.

ACTION: Clerk to submit completed forms to Democratic Services

2019/014 CO-OPTION

Following the recent local elections, the Dawley Bank Ward of the Parish received no nominations so there will be a Co-opted Member required on the Council. The Clerk shared an advert for the position and will place on the website and social media to attract interest for the post. A deadline of 4th June for expressions of interest was set to allow time for review of candidates. The advert and person specification will be sent to Members for distribution to any interested parties that they may be aware of.

2019/015 PUBLIC PARTICIPATION

Mrs Tamara Wood (Member of the public) thanked Members for an interesting insight into the Parish Council.

2019/016 MINUTES

The minutes from the **Full Council meeting** held on **11th April 2019** were **APPROVED**. It was **RESOLVED** that the minutes be signed and **ADOPTED** as a true record. This was **PROPOSED** by Cllr. Parker and **SECONDED** by Cllr. Greenaway.

NB: An action from the Minutes regarding a proposal from LVCA was not presented to this meeting due to an oversight – a discussion regarding the background to the proposal took place and it was requested that the proposal be shared with all Members and that the LVCA representatives be invited to the next meeting once a meeting calendar is agreed.

ACTION: Clerk to invite LVCA to next meeting to discuss the proposal fully.

2019/017 COMMUNITY AFFAIRS

a) War Memorial Project Working Group

The Clerk gave a summary of the project to date and shared photographs of the structure as it is currently prior to being sent to be anodised/sealed. The fabricators had extended an invitation to any Members that wished to visit prior to this stage in the process. Cllr Mehta said he would like to visit. The Clerk will see what dates are suitable with the fabricator and contact Cllr Mehta for his availability and arrange a visit. The groundworks should be commencing in the next week or so dependent upon contractor availability and the weather. An agreed cost for the pile driving needed is yet to be agreed as the initial costs were excessive, so further negotiations are in progress.

ACTION: Clerk to contact Fabricators to arrange a visit for Cllr Mehta/Clerk and advise accordingly.

b) Land Transfer Update

The Clerk advised that the land transfer from HE was in the hands of solicitors and that Barratts were in negotiation with their main board prior to placing with the solicitors.

2019/018 PET/ENVIRONMENTAL UPDATE

The Deputy Clerk gave a brief overview of the PET arrangements for new Members and reported that apart from a few minor issues the new contract arrangements with IDVERDE were working well. In response to a query from Cllr Davies she advised that any requests for work or reports of issues raised by residents could be passed to the Parish Office for determination of responsibility and passed to the appropriate persons for action.

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

2019/019 FINANCE

- a) Invoices were authorised for payment at the bank
- b) The Bank Reconciliations were duly agreed and signed

2019//020 AGENDA ITEMS FOR NEXT MEETING

- COMMUNITY USE AGREEMENT - UPDATE
- WAR MEMORIAL PROJECT GROUP – UPDATE
- LAND TRANSFER - UPDATE
- PET/ENVIRONMENTAL UPDATE
- EVENTS UPDATE
- PLANNING UPDATE
- COUNCILLOR REPORTS
- WARD MEMBER REPORTS
- END OF YEAR ACCOUNTS
- LVCA PROPOSAL

2019/021 CORRESPONDENCE

The Clerk shared the following:

- The charity to benefit from the Parish events this year is to be The Blood Bikes This was agreed by Council Members and Members from Lawley Running Club and BVT residents' group for any partnered events.
- The Clerk reported that the planning application for Rock Road Recycling change of conditions is likely to go to Planning Committee late June. The Council has objected to this along with our neighbouring Parish of Ketley who have placed an e call-in against it.
- The Deputy Clerk gave a summary of the Morrisons planning application and advised the Planning Inspectorate date for any submissions was 20th May – The Parish will share their submission with members this week for information.
- The Asst. Clerk advised of dates for the diary:
2nd June The Big Lunch
6th July Summerfest
- The Clerk shared a letter sent from SALC to Cllr Darren Blackburn thanking him for his 15 years of service to the Parish. A heartfelt thanks to Darren for all that he did for the Parish was acknowledged and Members wished him well for his works with the History groups he is a member of.

2019/022 DATE OF NEXT MEETING

It was **NOTED** that the **FULL COUNCIL** parish meeting would take place on **THURSDAY 13th JUNE 2019 (TO BE CONFIRMED)** at **Leonard Smith House, West Centre Way commencing at 6pm**

The meeting closed at 8.10pm

Signed..... Chair

Date.....