



**Minutes of the REMOTE Full Council meeting held via GoToMeetings at Leonard Smith House, West Centre Way  
On Thursday 11<sup>th</sup> June 2020**

*Due to the current Covid-19 epidemic and the changes in legislation dated 7<sup>th</sup> April 2020, the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, allows for all local authority meetings to be held remotely, either by video or telephone conferencing, live streaming or web chat.*

**PRESENT:**

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

**CLERK:**

Sharon George, Clerk

**IN ATTENDANCE**

Simon Baily (Project, Events, & Engagement Officer)  
Jill Holland (Deputy Clerk)  
Matt Lever (Admin Assistant)  
Judy Parker (Facilities & Community Liaison Officer)  
Cllr Mark Boylan (Ketley & Overdale Ward)  
Cllr Eileen Callear (Ketley & Overdale Ward)  
Cllr Jacqui Seymour (Wrockwardine Ward)

**2020/15 CHAIR'S WELCOME**

The Chair welcomed everyone to the meeting. It was noted that Cllr Yorke was experiencing difficulties connecting to the virtual meeting (Cllr Yorke arrived at 18:22)

**2020/16 FINANCE**

- a) Invoices were authorised for payment at the bank - completed

**2020/17 APOLOGIES**

No apologies were received.

*Cllr John Yorke arrived at 18:22 due to connection issues.*

*Cllr Shaun Davies departed the meeting at 19:45 due to other commitments.*

**APOLOGIES RECEIVED 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.*

**2020/18 DECLARATIONS OF INTEREST**

Councillor	Interest	Declaration	Minute no.
		NONE	

**2020/19 PUBLIC PARTICIPATION**

None present

**2020/20 MINUTES**

Cllr Vidor raised that his declaration of interests regarding the software used to host the Annual General Meeting in May had been missed off the minutes and asked that they be included. The minutes from the **Annual General Meeting** held on **14<sup>th</sup> May 2020** were **APPROVED**. It was **RESOLVED** that the minutes be signed and **ADOPTED** as a true record. This was **PROPOSED** by Cllr Shaun Davies and **SECONDED** by Cllr. Amrik Jhawar. **All in Favour.**

**ACTION: Clerk to amend previous meetings' minutes to include Cllr Lee Vidor's declaration of interest.**

## 2020/21 COUNCILLORS REPORTS

**Cllr Mike Tyler** – Apologised for having taken a back-seat for a while but was still talking to the community and “banging the drum” for Lawley. Assured the Council that he is “back” now.

**Cllr Jayne Greenaway** – reported that:

- A lot of deer sightings in the parish, and it has been raised as an issue on Dawley Road. Some deer have been killed, and this poses a danger to motorists, especially on dark nights. Parish should liaise with Highways to ensure proper signage is in place.
- There have been issues with quadbikes around Emerald Grove, Ketley & Overdale. Quadbikes have been coming in off Ironbridge Way due to a lack of fencing, and at least one man had been threatened. Cllr Eileen Callear will get in touch and follow-up. Cllr Boylan highlighted that there had been issues with quadbikes driving up and down Overdale through Ketley; PCSOs are aware of the issue and monitoring the situation.

**Cllr Amrik Jhawar** – reported that:

- Damson Drive, The Rock had been resurfaced and looks good.
- He noticed that the notice board in Old Park had been updated and offered thanks.

## 2020/22 COMMUNITY AFFAIRS

### a) Community Spirit (Lawley Bunny, etc)

Cllr Yorke had asked that “Community Spirit” be placed on the agenda, but at this point in the meeting he had been unable to establish a connection. The Clerk, Sharon George, will move the item to the next meetings’ agenda.

Cllr Mike Tyler asked what the Council was doing to support community activities and events such as the Fairy Doors initiative. He proposed that the Parish Council offer them a £50 donation. Cllr Lee Vidor raised a query about to whom the money would be donated. Cllr Tyler responded that the money would ultimately go to the NHS but highlighted the fact that the local community had been coming together during lockdown, and a small donation would be nice token gesture. Cllr Raj Mehta asked for more information about the group to be brought to the next meeting.

**ACTION: Cllr Mike Tyler to provide the Council with more detailed information regarding the community groups (such as Fairy Doors) to which he would like the Parish Council to donate monies.**

### b) Office Perspex

Clerk explained to councillors’ possible plans for reopening the Parish Office after the COVID-19 lockdown, and that Perspex screens would be necessary – especially on the public-facing front desk. Three quotes for screens have been received, and although quite expensive the Parish Council has a duty of care to both staff and the public. Quotes received were £827.50, £1,450, and £1,654. Decision for Full Council, and though it is unclear when staff will be returning, something should be put in place – especially in the front office – to be ready for visitors again. Masks, gloves, and hand sanitiser are already in place.

Cllr Rob Parker suggested that bringing people back and opening to the public would be about more than just screens – Council needs to have a full plan in place to keep it safe for staff and the public. He highlighted that the Council is running remotely right now, and thinks a full opening requires a lot to think about. He agreed that screens should be in place in the front but was not convinced that they would be sufficient.

Cllr Shaun Davies agreed with Cllr Parker, adding that reopening the Parish Office needs to be brought forward as part of a recovery phase. He would like to understand regulations, as the Parish office is quite small, and whether two-metre social distancing rule can be in place. Suggested a paper should be prepared for the next meeting, with project plan and costs. Clerk added that shared areas make social distancing in the office difficult – there is only one kitchen and one lavatory. Clerk agreed to prepare a briefing paper, including a risk assessment, for the next Full Council meeting.

Cllr Tyler queried if Borough Council is reopening. He asked if we need to meet face-to-face, whether there might be a space we can pay to use elsewhere – Derby House or another large venue. Clerk says there is no capacity for large meetings in the office. Next Full Council meeting is on 26 July, at which point Puddleducks will have finished, so Lawley Community Centre could be used for a socially distanced (“mask-to-mask”) meeting, if regulations allow.

Cllr Greenaway asked what the lead-in time for the work on Perspex screens would be, and if there is a backlog. Clerk explained that Perspex is difficult to get hold of (cheapest quote was received four weeks ago, and prices and availability rising all the time). Lead-in time could be a few weeks or more. At the time of asking for original quote, it could have been done within a week. Assessment would need to be made at the time. Cllr Mehta asked if that could be added in the briefing paper.

Cllr Mark Boylan offered to send details regarding Perspex suppliers the Clerk, as gyms he works with have details regarding screens.

**ACTION: Clerk/staff to prepare a briefing paper, including a risk assessment and recovery plan, about plans to reopen the office while maintaining social distancing and complying with regulations.**

**ACTION: Cllr Mark Boylan to provide details to the Clerk regarding alternative supplies of Perspex screens.**

**c) Puddleducks restart**

Cllr Raj Mehta asked when Puddleducks nursery was due restart. Clerk requested Judy Parker (staff) join the meeting to provide an update. Judy Parker provided an update on how Puddleducks were welcoming children back after the lockdown, and said that their preparations were well-organised, and all parents were happy with their plans.

Clerk added that the office was going to look at community events in July's agenda as the team were looking forward, and asked what councillors thought about enquiring about Remembrance events. She added that they take considerable time to organise, and that if the Council hasn't contacted relevant groups, the events could be "non-starters". Clerk highlighted that she didn't want the team to be wasting time on events that may not prove to be viable.

Cllr Davies added that it would be helpful to see what options are available for next meeting. Clerk to bring a paper forward.

Cllr Parker raised concerns about whether the Council was charging groups for the Community Centre during lockdown, and a discussion was had around how this had been communicated to them.

Clerk informed the Council that £1,000 Community Centre income had been lost in March due to lockdown. In April and May, funding losses amounted to approximately £1,800 approx. per month. Puddleducks has resumed use of the Centre and confirmed that they are happy to resume paying normal charges. There are no other groups back currently.

Cllr Davies said it would be helpful if they could understand, by the next Full Council meeting, what the impact to the budget would be if central funding is not available. Clerk agreed to bring forward a briefing paper to the next meeting.

Cllr Yorke also raised Remembrance Parade event. He thinks that enabling the event to take place might bring the people of Lawley back together after COVID-19. Cllr Yorke said that the Council should look at organising the event even if it ends up being a waste of time.

**ACTION: Clerk to prepare a briefing paper about the options available for future events.**

**ACTION: Clerk to prepare a briefing paper about the financial impact of lost income due to lockdown, and what the budgetary considerations for the Parish Council may be in lieu of central government funding.**

**2020/23 CORRESPONDENCE**

Correspondence received:

- Clerk informed councillors that the Parish Council had received an email from Helen Smedley, of River Community Church. The River Community Church had effectively been disbanded, with Reverend Lee Plumber moving on elsewhere. Clerk has contacted Rev. Plumber on behalf of the Parish Council to thank him for the great work he has done for the parish and its community. Now the church is just called River, and Helen Smedley has taken over. Ms Smedley has requested that the Parish Council become involved in a survey they intend to run. Clerk asked for councillors' feelings about being involved, as we must be mindful as this is one viewpoint of a religion or form of worship and asks if we would be leaving ourselves open if we supported such a survey. Clerk has acknowledged email but wanted Council guidance.

It was agreed that the Parish Council cannot get involved in third-party surveys or support individual religions but should look to support all community groups in other ways. Cllr Mehta asked that the Clerk draft a response to River and share it with councillors.

**ACTION: Clerk to prepare a draft response to Helen Smedley at River, informing her that the Council cannot get involved in surveys but would be willing to support them in other ways.**

- Clerk informed the Council about an instance in which Judy Parker (Staff) had given out her personal mobile number to a resident and liaised directly around an issue to do with a dangerous tree. Clerk said that she had sent out an email offering a huge thanks to Judy Parker, to show in these difficult times staff go "above and beyond".

Cllr Mehta said: “big thank you to Judy [Parker], you’ve really shone and really made the Parish proud, really done well, big thank you”.

- Clerk offered thanks to Matt Seabrooke (TWC) for his support, though it caused a lot of controversy with residents – a tree on phase six (Lawley Development) had been found to be dangerous and needed to be felled urgently. The tree had a TPO on it, however, and residents have contacted the Parish Council upset as it was a memorial tree. Clerk said that she put them in touch with Matt Seabrooke, as they are demanding to see evidence. Parish had to be guided by his professional opinion. Parish will be replacing the tree, which will be put on the village green where it will be able to thrive.
- Clerk informed councillors that residents have contacted the Parish Council about activity outside Pink Skips in Ketley. Unfortunately, this site has an almost permanent licence granted as a recycling site; while there are new proprietors, all work has been delayed due to COVID-19. Clerk spoke to the owner, who produced statement to share with residents. Cllr Boylan added that the owner has promised to stop moving soil and will clean the roads. He confirmed that work does seem to have stopped.

***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***

**2020/24 CONFIDENTIAL ITEMS**

Items were noted

**2020/25 AGENDA ITEMS FOR NEXT MEETING**

- COMMUNITY SPIRIT
- PARISH OFFICE REOPENING FEASIBILITY BRIEFING
- FINANCIAL IMPACT OF LOCKDOWN ON COMMUNITY CENTRE FUNDS
- EVENTS UPDATE
- REVIEW OF MEDIA/SOCIAL MEDIA & COMMUNICATIONS POLICIES
- COMMUNITY FACILITY UPDATE (CONFIDENTIAL ITEMS)
- AGAR SIGN-OFF BY COUNCIL

**2020/26 DATE OF NEXT MEETING**

It was **NOTED** that the **FULL COUNCIL** parish meeting would take place on **THURSDAY 23<sup>rd</sup> JULY at 6pm. Due to the uncertainties created by COVID-19, the venue is currently UNCONFIRMED but is likely to be virtual.**

The meeting closed at 7.58pm.

Signed..... Chair

Date.....