



**Minutes of the REMOTE Annual Parish meeting held via GoToMeetings at Leonard Smith House, West Centre Way
On Thursday 6th May 2021**

Due to the current Covid-19 epidemic and the changes in legislation dated 7th 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 Jayne Greenaway, Cllr Amrik Jhavar, Cllr Raj Mehta, Cllr. Rob Parker, Cllr Lee Vidor, Cllr John Yorke

CLERK:

Sharon George, Clerk

IN ATTENDANCE

Simon Bailey (Projects, Events, and Engagement Officer)

Jill Holland (Deputy Clerk)

Matt Lever (Admin Assistant)

Judy Parker (Facilities & Community Liaison Officer)

Cllr Kuldip Sahota (Ward Member for Dawley & Malinslee)

2021/001 ELECTION OF CHAIRMAN

In compliance with LGA 1972 s15(1)(2) and Standing Orders, nominations for the role of Chairman were received by the Clerk prior to the meeting in the event of more than one nomination being received.

The Clerk thanked members for adhering to due process regarding nominations and votes. The votes were cast by members to the Clerk prior to the meeting via a closed ballot process in line with Standing Orders. Seven members were eligible to vote. She declared that the outcome of that process was:

- **Cllr Raj Mehta** was nominated for the office of Chairman of the Parish Council and received **three (3) votes**.
- **Cllr John Yorke** was nominated for the office of Chairman of the Parish Council and received **four (4) votes**.

The Clerk explained that under due processes, this was a majority vote, so if Cllr Yorke was happy to accept the office of Chairman, then that could be duly noted.

2021/002 DECLARATION OF ACCEPTANCE OF OFFICE AS CHAIR TO THE PARISH COUNCIL

Cllr Yorke thanked the Clerk and said that he was more than happy to take on the position of Chairman. He said that he would put as much effort into it as previous Chairmen had, and thanked members for their confidence and for the honour.

The Clerk explained that if they were sitting around a table, she would be "passing around the Declaration of Office of Chairman. That did need to be legally signed, she said, so she would contact Cllr Yorke the following day to arrange for him to sign the document.

Cllr Yorke took over as Chair of the meeting at 17:34.

Cllr Mehta said that he had received a text message from Cllr Shaun Davies at 17:34 explaining that he was having technical issues entering the meeting, and that he wished for his apologies to be recorded.

2021/003 ELECTION OF VICE CHAIRMAN

The Clerk said that the outcome of the Vice Chairman nomination process was:

- **Cllr John Yorke** was nominated for the office of Vice Chairman of the Parish Council and received **three (3) votes**.
- **Cllr Lee Vidor** was nominated for the office of Vice Chairman of the Parish Council and received **four (4) votes**.

The Clerk said that if Cllr Vidor was happy to accept the office of Vice Chairman of the Parish Council, then that could be duly noted. Cllr Vidor said yes, he was happy to accept, and thanked members.

Cllr Kuldip Sahota arrived at 17:36.

2021/004 APOLOGIES

Apologies received from:

Cllr Shaun Davies (technical difficulties)

Cllr Jacqui Seymour (professional commitments)

Cllr Raj Mehta departed the meeting at 17:59.

Cllr Rob Parker departed the meeting at 18:16.

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.

2021/005 DECLARATIONS OF INTEREST

Councillor	Interest	Declaration	Minute no.
Raj Mehta	Planning	Member of Planning Committee	2021/005
John Yorke	Community Facility	LVCA Member	2021/023

2021/006 APPOINTMENT OF COMMITTEES

Cllr Yorke said that the Committees list needed updating for the 2021-2022 year and asked members whether they wished to change their appointments. He asked if everybody on the Finance Committee was happy to carry on, and they were. He asked if everybody on the Personnel Committee was happy to carry on.

Cllr Rob Parker said that he was “fine” to be on the Personnel Committee, but pointed out that there was a vacancy, and asked whether or not the Chairman of the Parish Council should be on it “by virtue of the fact that they’re Chair”. He added that he wasn’t sure if the rules and regulations or terms of reference would need to be changed regarding that.

The Clerk said that was going to be her suggestion; it is normal, she said, and the terms of reference for the Personnel Committee, which used to say that the Chairman was an “ex officio member”, were changed to say that the Chairman should be an included member of the committee. She asked if Cllr Yorke was happy to take the vacancy, leaving Cllr Vidor as a substitute.

Cllr Yorke said that he was “more than happy if the rest of the council is happy”. While talking about substitutes, he said, he thought that Cllr Jayne Greenaway was the substitute for the Finance Committee and asked if she was happy to continue. Cllr Greenaway said that she was.

2021/007 PUBLIC RIGHTS OF WAY (PROW) LIAISON

Since 2019, the Prow liaison officer position has been looked at as a Council body rather than an individual, Councillor and asked if we were happy to continue with that.

Cllr Greenaway said she wanted to raise the working group that had recently met. She said that she thought it had worked quite well in the last few meetings held, in conjunction with the Deputy Clerk (Jill Holland). Her proposal, she said, would be to have a working group subcommittee.

Cllr Yorke asked for comments. Cllr Parker said that the working group approach was appropriate and agreed with Cllr Greenaway. Cllr Yorke asked for further comments, stressing that they “couldn’t afford to lose the public footpath system”.

The Clerk said that rather than listing all members of the working group, they could instead name the three councillors (Cllrs Greenaway, Parker, and Yorke) as the ‘working council’, with Jill Holland as administrative lead, and they report back to Full Council.

DECISION: PROW working group to be established as a working group subcommittee, with Cllrs Greenaway, Parker, and Yorke as ‘working council’ and Jill Holland, Deputy Clerk, as administrative lead.

2021/008 SNOW WARDEN

Cllr Yorke said that a snow warden needed to be appointed to liaise with Telford & Wrekin Council (TWC) and the community. Cllr Vidor had that task in the prior year.

He said that he was happy to take the position again “if no-one else wants it”; the position would be open if they did, he added. Cllr Yorke asked if any other members wished to take the position. No other members wished to take the position.

DECISION: Cllr Lee Vidor to be snow warden for the 2021/2022 year.

2021/009

APPOINTMENT OF REPRESENTATIVES

a) Parishes Forum

The Clerk explained that the Parish Forum had historically been represented by the Clerk, who would then report back to Full Council, though the Forum “hadn’t run much over the last year for obvious reasons”. The Clerk said that she was “more than happy to continue”.

Cllr Yorke asked if other members were happy for the Clerk to continue representing the Parish Council on the Parish-Forum, and report back to Full Council. He said that it was a “great belief in [his] mind that continuity helps”.

There were no comments.

DECISION: Sharon George, Clerk, to represent Lawley and Overdale Parish Council on the Parishes Forum, and report back to Full Council.

b) Newdale/Overdale Stakeholders Group

The Clerk explained that this group had been established for the past 5 years, previously known as the ‘Wrekin Hub’. It involved numerous stakeholders across the parish, and she sat on that body as the Parish Council representative. The Clerk said that she was happy to continue if members wished her to.

Cllr Yorke asked if anybody else would like to participate. There were no comments. Cllr Yorke said that he would “take that as read”.

DECISION: Sharon George, Clerk, to represent Lawley and Overdale Parish Council at the Newdale/Overdale Stakeholders Group.

c) Telford Bus Users Group

The Clerk explained that the Parish Council always used to have a ‘bus user’ as the representative from the Parish Council, but that she didn’t think they had a bus user anymore. While agendas were usually sent, she said, “there’s not usually many items for comment that affect our Parish”. She added that they did take part when the Town Centre bus station reconfiguration was going on, but it was decided last year that the Clerk would look at the agenda and should items be raised by members they could be taken to the group either by a representative or in writing. If members wanted the same format to continue, she said, she would advise the Bus Users Group.

Cllr Yorke said that it was “taken as read” for the Clerk to carry on as before.

DECISION: Sharon George, Clerk, to continue monitoring Telford Bus Users Group agendas, and raise items as required.

d) Steering Group/Project Group (Lawley S.U.E.)

The Clerk explained that prior to lockdown the Parish Council used to attend the Steering Group, and the Project Group was a separate group. When COVID came, she said, they decided it would be better to merge that group but then it would have been very large. So, they looked at their terms of reference, and it is now just called the Project Group. The Clerk said that she was currently the representative from the Parish Council. Cllr Greenaway used to attend, she said, but under the new terms of reference there was only provision for one representative, and for continuity it was decided for the Clerk to continue out of the two. The Clerk said that she was “more than happy to keep doing that”, adding that they had got a “good relationship with all involved”, and she “would like that to continue”.

Cllr Greenaway wished to reiterate the Clerk’s final point, adding that she had “been lucky enough to see [the Clerk] in action, believe you me she does fight the corner for the parish and residents”. She said she was happy for the Clerk to represent the Parish Council on that group. The Clerk thanked Cllr Greenaway.

Cllr Yorke asked for comments or nominations, pointing out that it was a “very contentious area”. He asked if everybody was “happy for continuity”, and everybody was happy to continue.

DECISION: Sharon George, Clerk, to represent Lawley and Overdale Parish Council on the Lawley S.U.E. Project Group.

e) Lawley Partnership Board

The Clerk said that the Lawley Partnership Board had only held their inaugural meeting, Cllr Raj Mehta, as former Chairman, was invited to represent the Parish Council, “which everyone was happy with”. The Clerk said that she assumed, moving forward, the protocol would be that invite would be for the Chairman of the Parish Council, but she had not heard anything, and they had only just had the outcome of the elections. She asked if councillors were happy for the Chairman to be the representative and report back.

Cllr Yorke said that this was members' "opportunity to put views forward".

Cllr Vidor said to get clarification on the invite and suggested that they "put it off" until they could clarify whether the invite was for the Chairman generally or Cllr Mehta directly. Cllr Mehta said that Cllr Vidor was "quite right", and that they should "get clarification even though it was sent to him directly"

The Clerk said that she was happy to contact the acting chair of the LPB, for clarification. She asked if the decision was that the invite was meant for the Chairman, would members be happy, and if it was for Cllr Mehta, would members wish for her to "bring it back"? The Clerk said that her understanding was that members agreed that Cllr Mehta should be the person to attend due to his role as Chairman of the Parish Council, but "obviously the position has now changed", and they "needed to be clear who that invite was for".

Cllr Vidor said to get clarification and bring it back to the next Full Council meeting, adding that there was no need for a decision.

The Clerk said that the only problem was that the next meeting was on 14 May. Cllr Mehta said that he would check his diary. The Clerk asked Cllr Mehta if he had received any papers for the next LPB meeting, to which he replied no. After checking his diary, Cllr Mehta said that the next LPB meeting was on 11 May. The Clerk said that the papers should have gone out. Cllr Mehta reiterated that his diary said the next meeting was on Tuesday 11 May in his diary. The Clerk said that she would contact Jim Weir the following day.

Cllr Yorke said that they had "got to sort it out" and asked the Clerk to do this.

Cllr Mehta announced that he would have to leave the meeting at 18:00. Cllr Yorke thanked Cllr Mehta.

Cllr Raj Mehta departed the meeting at 17:59.

ACTION: Clerk to obtain clarification from the Interim Chair of the Lawley Partnership Board as to whether the invite to send a representative was intended for the Chairman of the Parish Council generally, or Cllr Raj Mehta specifically.

ACTION: Clerk to contact Jim Weir, Interim Chair of the Lawley Partnership board, about the papers for the 11 May meeting.

f) Lawley Village Management Committee

Cllr Yorke said that he thought Cllr Vidor was the Lawley Village Management Committee representative. The Clerk said that Cllr Yorke was "quite right" that Cllr Vidor was the appointed representative if he was happy to continue.

Cllr Vidor said that due to family commitments on a Wednesday evening when the meetings are held that "unfortunately, he [couldn't] take that position for the year". He added that he thought because of the liaison that happened between them, he would like to propose sending a member of staff instead, which he thought would be very effective.

Cllr Yorke said that the most important thing was that it is a non-voting position, so it did not need to be an elected member, so they could "ask for volunteers from our staff, he thought it was a good idea, but he felt that it was an "imposition on staff, [as it] takes place in the evenings".

Jill Holland, Deputy Clerk, raised her hand and said that she didn't mind; though she used to work for them, she didn't "see it as a conflict, but if anything might make it easier to report back". She was "more than willing to do that", she said.

Cllr Yorke offered Ms Holland "sincere thanks" from the Chairman and other councillors". The Clerk thanked her as well.

DECISION: Jill Holland, Deputy Clerk, to represent Lawley and Overdale Parish Council on the Lawley Village Management Committee.

2021/010 REVIEW/ADOPTION OF STANDING ORDERS

Cllr Yorke asked for any comments regarding the new standing orders. He added that the only comment he would make having read them, was that "it's not a change, page five rules of debate and how to present motions".

There were no comments.

The Clerk said that they have been recorded as of this meeting and been formally adopted in their current form. She explained that there were no changes, and they were the model standing orders, which were still the most up-to-date with no amendments. The only question, she said, was about due process. She said there were no changes to the current standing orders.

There were no comments.

DECISION: Standing orders reviewed and adopted for the year 2021/2022.

2021/011

MEETINGS CALENDAR 2021/2022

a) Schedule of meetings for the forthcoming year to be considered

The Clerk asked Judy Parker to speak on this matter. Ms Parker explained that she had contacted Telford & Wrekin Council (TWC) because at their meeting last week they did confirm their Thursday evening meetings for next year. The main question, she said, was whether members wanted the Personnel and Finance Committee meetings to take place just prior to Full Council in the evenings. If it was felt that councillors would prefer a separate meeting, she said, then Personnel and Finance could all move back one week, as they would then not be affecting TWC meetings. She asked members for comments.

The Clerk said that she was looking into whether committee meetings could still be held virtually. Cllr Parker said that he saw no reason why the “run of the mill” finance meetings couldn’t just be an hour, as it “focuses the mind”. When setting budget they needed a longer meeting, however, and the April and December meetings needed to be longer.

Cllr Yorke said that he had a “biased view” as he was “retired, but others have work”. He asked if it was better to get everyone together for two meetings in one night. He asked if members were happy with the concept, but they would reserve the right to change it once restrictions disappear. He added that it didn’t “worry him one way or the other” and asked if councillors would like to give it a try. He pointed out that arranging meetings only to then have to change them had caused the Clerk problems in the past.

The Clerk said that because of the difficulty with “getting people together”, all meetings would be calendared for the year. One thing she had noticed, was that they hadn’t included a development plan meeting. Ideally, she said, they would have a development plan meeting prior to the budget meeting, Ms Parker asked in what month that would need to be; the Clerk said October and January, ideally with a development plan meeting in late September, or, she said, they could move the finance meeting into mid-November. Cllr Parker said no that a development plan meeting needed to take place in November, with the budget set in January. They needed to have an October finance meeting, he said, pointing out that it was “only five months away”. He said November would be best “for that kind of discussion”. Cllr Parker apologised, but said that he had to leave due to other commitments.

Cllr Rob Parker departed the meeting at 18:16.

Cllr Greenaway thought they needed to take Cllr Parker’s point on board, and that the development plan meeting should take place at a later date. Judy Parker suggested having the development plan meeting on 25 November and moving the finance meeting to 6 January.

The Clerk said the finance meeting would also be a regular quarterly review.

b) Resumption of face-to-face meetings

The Clerk said that the court case against the withdrawal of COVID legislation had failed, “so we’re at the last hour of being able to hold virtual council meetings”. As alluded to earlier, she said, she was investigating as legislation only said Full Council meetings, not working groups, subcommittees, or internal meetings not open to the public, so she was seeking clarification on that.

Judy Parker said a discussion had been had in a staff team meeting; the next Full Council meeting was scheduled for 17 June, with the Personnel Committee one hour before it. While initial thoughts were that they shouldn’t be holding meetings in the Lawley Community Centre (LCC) hall, which was not open to anyone but Puddleducks, she said that from 21 June Boris Johnson was planning to open everything up, and so maybe they should hold the Full Council meeting at LCC “almost as a test to see how we get on”. Puddleducks would take place during the day, with the Full Council meeting in the evening. If it worked, they could get ready for a September start for all LCC users in September but look at one user per evening. She asked members for comments.

Cllr Vidor said that he thought it was “a great idea to start testing things and see how they go”. He noted that the LCC was used as a polling station earlier that day, so they should see how that went, which could “maybe steer the decision”. He completely agreed that they “have to try out something”. Ms Parker pointed out that they wouldn’t be serving drinks, and would still have to be socially distanced, but that the hall is big enough to do that.

Cllr Jhavar asked if they had all the precautions in place. Ms Parker said yes; they were already in place for Puddleducks, they would just have to ask the caretakers to clean after Puddleducks as normal, but then come back and clean again after the Full Council meeting was finished. She said there was enough room to be socially distanced.

Cllr Jhawar asked if there was enough space for the public as well.

The Clerk said that it would have to be limited; the track record of public attendance was “few and far between”, she said, but if a clutch of people wanted to attend, they would have to ask them to come in individually and leave, or if there were a couple of people, the hall was large enough to leave a socially-distanced area away from councillors but still close enough for them to take part. She added that it was not big enough for 20 people, however.

Cllr Jhawar said that he just wanted to make sure they had plans in place in case that happens. The Clerk said that for the Council’s own insurance purposes they would need to undertake a full risk assessment for the pilot event and see if it needed “tweaking” moving forward. She said that they would still be needing procedures in place come September to reconvene other groups anyway”

Cllr Yorke asked, “taking it a step further, what other choice do we have in regard to the meeting, where else can we go?” He said they were “making the best of a bad job” as far as he could see. They had to get to get back to normal for lots of reasons, he said, adding “if everybody’s happy, take that as read”.

ACTION: June Full Council meeting to take place at Lawley Community Centre.

2021/012 COMPLETION OF DISCLOSABLE PECUNIARY INTERESTS

Cllr Yorke asked members to “please make sure you fill it out and make sure you get it back to the Clerk ASAP”. The Clerk added “absolutely”, pointing out that it was quite difficult as TWC would normally want penned signatures, however, they hadn’t stipulated any different from last year when they were happy to accept scanned copies. To her it was “no different” to send her a scanned copy with a signature on it than for her to do it. She said that if members happened to be passing the office, they could pop it through the door and “we’ll do the rest”.

Cllr Greenaway said that “some of us haven’t got a scanner, so that’s very helpful”.

ACTION: Councillors to complete their Disclosable Pecuniary Interests forms and return them to the Clerk, either by signing them, scanning them in, and emailing them to the Clerk, or by posting them to the Parish Council office.

2021/013 ANNUAL REPORT

The Clerk pointed out that they had skipped the Chair’s Annual Report section of the agenda. Cllr Yorke offered his thanks to the previous Chairman and said that it showed that even under the circumstances, staff and councillors had “got through a lot”. He said, “thanks very much”, and that it was “interesting to read”.

The Clerk said that if members were happy with the annual report, it could be published on the website, pointing out that it was a legal requirement that they publish the report as a matter of public record.

ACTION: Chairman’s 2020/2021 Annual Report to be published on the website.

2021/014 REVIEW/ADOPTION OF NEW CODE OF CONDUCT

Cllr Yorke “guesses” everybody had read it; he said, “personally it’s not a lot different, other than bringing it up to date”. He added that he was sure they already adhered to it, and he was sure “no one would think of stepping outside of it”. “It is there, we have to formalise our agreement” he said, adding “it is a formal agreement that its necessary”. He asked for any comments.

The Clerk said the reason the new model code of conduct had been hard-fought for by the National Association of Local Councils (NALC), along with the local government association, was that “bullying is rife across the sector”. She said that it was a “sad fact of life”. “While it’s much the same it has more strength to it”, she said. There was an opportunity for training for councillors about the new code of conduct. She knew Cllrs Parker and Yorke had signed up for the June training, which was filled-up, so she had sent out a second date for September, which “had no takers” and was also full. She encouraged members to attend the training when she received a new date.

Cllr Greenaway pointed out that as Borough councillors sitting on parish, they would follow the same route. “It’s not mandatory but we are required to attend”, she said, “so we will follow that route rather than go by parish”.

DECISION: New Code of Conduct adopted for the 2021/2022 year.

2021/015 PUBLIC PARTICIPATION

No public present.

The Clerk explained to councillors the new action record sheet at the end of the last minutes, and that it might be useful to go through each. Cllr Yorke asked members for their thoughts.

Cllr Jhawar proposed that they accept it.

Cllr Greenaway said that she would agree that “matters arising on action points is better defined like this”.

Actions from last minutes:

- *Finance committee rescheduling:* COMPLETED.
- *Clerk to send Cllr Mehta questions about Lawley Partnership Board (LPB):* The Clerk said that she had a response back from Jim Weir, stating that if questions could be answered before the board meeting he “was going to work on that”, so someone would relay the answers back.
- *Cllr Mehta to chase-up the minutes from the last LPB meeting:* The Clerk said that no minutes had been sent. She said that she would chase them the following morning.
- *Weekly email:* The Clerk said that while it had been sent out for one week, there “hasn’t been that much that’s come in that didn’t require stuff being sent out”. It would continue if members wanted it to, she said, but from an administrative point of view it was difficult to put something into a folder and remember to collate it. She was happy to continue if they wished, however.
- *Councillors to respond in a timely manner to all emails:* The Clerk said that she thought “we’re getting there”, though added that “some councillors still need a bit of training or cajoling”.
- *Reschedule the Annual General Meeting:* COMPLETED.
- *Three Highways actions:* The Clerk said that it had taken four emails to get a response, but it was still not clear “what they want to know”. She had asked for dates and times and given them a rough agenda, but she was still waiting on them.
- *Sharing the Community Action Team (CAT) email address:* The Clerk said they had decided it would be better if councillors contacted the staff team, and “then we know what needs doing”.
- *CCTV in the Community Garden:* The Clerk explained that Simon Bailey was due to meet with Paul Fenn (TWC), but because of the Ketley fire it had been put-off until the Tuesday following the AGM.

Cllr Yorke said that he “likes that summarisation”, and thanked Matt Lever for the concept. He asked how other councillors felt about it.

Cllr Vidor said that maybe it would be worth putting it on the agenda to split it off into two separate items: one where the minutes were accepted, and another where they looked at the actions.

ACTION: Actions Record to remain part of the minutes. Future agendas to split them off into two items.

The minutes from the **Full Council Meeting** held on **18th March 2021** were **APPROVED**. It was **RESOLVED** that the minutes be signed and **ADOPTED** as a true record. This was **PROPOSED** by Cllr Amrik Jhawar and **SECONDED** by Cllr Jayne Greenaway.

a) Invoices for payment

The Clerk said that due to the meeting being brought forward a week it was too early in the month to get invoices sent out for councillors to approve; that included staff wages which couldn’t be done on HMRC before today, she added. They would be sent out for approval once they were ready, she said, and she would get Jill Holland to ask for a response that councillors are happy. This went back to what Cllr Parker had said, she said; he was happy to authorise them but needed to have it recorded, especially as they were not face-to-face, that councillors were approving those for payments. Those would be coming out in due course, she said.

ACTION: Jill Holland to send invoices for payment to councillors for approval once available.

b) Bank reconciliations

Members may recall at the last meeting, the Clerk said, that Cllr Parker had asked about printed statements from the internet, because hard copies hadn’t been received. They had now got those for accounts one and two, but account three still had not been received for March, though had been requested. They will be sent out when she had a complete set, along with those for April when she received them, and they have been reconciled.

Cllr Yorke said that the situation was worse as they had to bring the meeting forward, and he fully understand where the Clerk was coming from. He said that if they were happy with the financial information then, with all due respect for Cllrs Greenaway, Parker, and Vidor, they should sign them as soon as they receive them.

ACTION: The Clerk to send bank statements/reconciliations to councillors once a full set is available from all accounts.

2021/018

DEVELOPMENT PLAN 2021/2022

Cllr Yorke summarised the contents of the development plan. If members had a chance to look through it, he said, it “certainly represents what we said”, but asked for any other comments from councillors who were present at the meeting, as they had to agree its contents.

Cllr Greenaway said that it was “pretty comprehensive”, adding that “it’s going to take some working through”. She said that there was “lots going on”, and that she thought it was “important that it will keep us busy for 12 months”. She thought that there was much in it that would make a difference in the community.

Cllr Yorke said that “those are the most important words”, adding that they couldn’t “afford to hang around too much or [it would be] halfway through the financial year before we realise it”, and that he thought those words were very appropriate. He thanked Cllr Greenaway.

The Clerk said that she wanted to put on record her “personal thanks to the rest of the admin team”. She said that she “had very little to do with pulling this together”. She explained that the budgetary info was quite loose, though pointed out that it was a working document, so things could be brought to Full Council and tight budgets could then be agreed. The document would also be driving staff targets for their appraisals, she said. She had completely revamped the appraisal system so that it was development plan-driven along with the budget moving forward, so not much would change when appraisals were undertaken in June. She thought it was important that each area has persons responsible, while her job as line manager would be to ensure staff action plans were in-line with the development plan and kept on track. If everyone was doing their job and happy, she said, then the development plan would be successful. She said thanks to the staff and councillors.

Cllr Yorke said that the Clerk had “stolen his thunder”, as that was what he was going to say. He was “pleased to see we’ve got something to hold councillors to account” and thanked the staff.

Cllr Vidor said that he had nothing more to expand on, other than that it was “building blocks for something to aim towards”, and that he thought it should be formally proposed. He was “happy to formally propose that this is the plan, and we move forward with it”.

Cllr Yorke said that Cllr Vidor had again “stolen his thunder”, as that was what he was going to say. He asked for a seconder.

Cllr Greenaway seconded.

DECISION: The Development Plan 2021/2022 was adopted as Lawley and Overdale Parish Council’s plan for the forthcoming year.

2021/019

COUNCILLORS SESSION

Cllr Jayne Greenaway – reported that:

- It went “without saying” that the “usual problems ongoing with the play area”, were the biggest issue. If they could get CAT CCTV cameras in place, she felt “that’s the only way we’re going to deal with it. She did think that the shelter was certainly causing a problem, as had been highlighted before.
- As a parish councillor for Central Ward, she said the fire on the former Pink Skips site had affected residents terribly. Things had been “going on for years with traffic”, and she thought it was “quite horrendous for them”.

Cllr John Yorke – reported that:

- Anti-social behaviour (ASB) was his only real point to report. He was thankful that ASB was already in the development plan, so they could show they were moving forward, and the plan formalised it.

Cllr Amrik Jhawar – reported that:

- He echoed what Cllr Greenaway had said about the “horrendous fire last Friday”, and he would “actually like to say that the police and fire services quickly came and took control of situation”. He said that there had been problems with the place over the years, and it should never have been allowed to happen. He added that there was “no insurance for the place”, so it had cost £200,000 for TWC to clean up. He said that the site was not suitable for “that sort of business”, but that was something to be done by the authorities - either TWC or the government,

as “they [were] the ones who allowed it to develop”. He said that he didn’t live too far from the site, but he was lucky as the wind direction blew it over the motorway. Newdale, Overdale all had been affected, he said, “and of course The Rock”. It is still there, he said, and they were still working on it, “hopefully in a few days it will come to a conclusion”.

- He had received a complaint from someone who lived by Birchfield Way; the manhole covers were very noisy. He said that part of the road had neither been completed nor adopted, however, so he was not sure what to do about it.
- He wanted to mention that every time you go on Damson Drive and Bellpit Road, there were issues with vehicle speeds there, and people were worried.

The Clerk said that regarding Damson Drive and Bellpit Road, once she received a meeting date from TWC Highways, that could be added to the agenda for potential inclusion in the Pride in Our Community programmes.

Cllr Lee Vidor – reported that:

- On Cllr Jhavar’s point of roads and local police, local Speedwatch groups were always welcome, and any residents could set one up “pretty quick and simple”.
- ASB on the Village Green was a “massive issue”; it was “terrible”, and they needed “to sort that out”.
- He was happy to see that the money the Parish Council was spending towards the CAT was being used around Lawley Primary School. He said two officers a week were being seen there, issuing tickets and warnings. He spoke to the officers and got familiar with what they were doing. There was still a big gap “between what they can do and what is police responsibility”, and he thought that it needed to be sorted out in update, and to “get them working together”. He added that his only negative towards the CAT was that every time an officer had been there, it had been a different officer. He thought that for it to be effective, it needed to be the same people – the same enforcement officers, to look out for the same issues, and to get to know residents and councillors.

Cllr Yorke asked if that was something they could pass on as a suggestion. The Clerk said yes; they had scheduled monthly meetings for the first 6 months, and that was certainly a suggestion that could be taken to them.

Regarding the points on ASB, the Clerk said that the “escalation last weekend was appalling”, and she had commented on a Facebook post as she felt it needed to be acknowledged. Although it had been a bank holiday weekend, there had been so many complaints that “we needed to put something out”. It was very well liked, she added. From that she had shared all photos with the CAT team and police and requested an urgent meeting that week – she had actually managed to get one for the day after the AGM, she said. She’d made the Parish Council’s support for the removal of the shelter “very clear”, she said, and had actually “named the officer that was digging his heels in, to say look, you’ve got support from residents, the Parish, the police, how many more people will it take?”

The Clerk said that she and Jill Holland had attended a meeting that afternoon for the induction of the new Community Liaison Officer (CLO) as part of the CAT, which she could announce was Chris Hallam. She explained that he had worked for TWC as a Public Realm officer for 26 years, and he had “come up through ranks to being a Public Realm Officer. The Clerk said that she was “absolutely delighted to be working with Chris again”, and that “his knowledge of the area is second to none”.

During that meeting to induct the new CLO, she continued, she had spoken to Debbie Germany about the ASB problems. Paul Fenn’s team was liaising with Public Realms to get their support. She said that “Chris hit the ground running with this job”, adding that he was attending the police meeting with the CAT team as well. He would be meeting with their PET operative the following Tuesday.

The Clerk said that she was “more than happy” if any councillors were available to attend the CAT/police meeting the following day, adding that “we are really pushing this forward”.

Cllr Yorke said that he was not available the following day, but if any members were they should contact the Clerk.

Cllr Greenaway said that she wanted to put on record that as a Street Champion, she had been asked by other Champions not to go and pick up litter, but “unfortunately someone has to”. She offered a “very big thank you to Bob, who had “cleaned a lot of the play area and rubbish up”, but she was concerned that “it was time out of the work done for the parish. She once again offered a personal thank you to the PET operative.

Cllr Yorke wished to echo Cllr Greenaway’s comment. The PET operative “seems to get on and never complains and achieves everything we expect”, he said.

Cllr Jayne Greenaway – reported that:

- Her residents' issues were more personal issues, but ASB was "uppermost on everybody's mind".

The Clerk, on behalf of Cllr Jacqui Seymour reported that:

- Though she had sent apologies, the Clerk said, Cllr Seymour did ask to follow up with the Travellers site. She had "robustly" requested a meeting with TWC officers, though at moment she was still waiting for a date. She was "still on the case" and would let the Clerk know if there was anything else to report.

Cllr John Yorke – reported that:

- There had been yet another addition to the Phase 11 application; "all of a sudden", he said, "there is a land ownership problem". He said there was a plan on the documents side of the TWC website that disappeared two days later.

The Clerk asked if Cllr Kuldip Sahota was still present and if, as a ward member, he had anything to add. Cllr Sahota thanked her for asking, but everything had been covered.

a) Carpenter/Linden Centre

Jill Holland said that they had met with Cllr Jhavar, Janie Williams from TWC, and the headmaster of the Linden Centre, Darren Lennon. She said that it was a "really productive meeting", and that she would send notes out to members. The headteacher was keen to be part of the community, she said, and would like to work with the Parish Council to enable the local community to use the facilities as well. He liked idea of his students being a part of the local community and adapting their life skills she said. There was still no update about the regeneration money though Cllr Eileen Callear would chase it. She did think they could ask Cllr Shaun Davies about it, she added, but he had technical difficulties connecting to the meeting.

Cllr Yorke asked if Cllr Jhavar had anything he would like to add. Cllr Jhavar said he didn't know if the Clerk had received a phone call from Cllr Callear about the regeneration fund, but when he had spoke to her, she was still trying to find someone to tell her what was happening to it. The Clerk said she hadn't spoken to Cllr Callear at all, however she thought that the money earmarked as regeneration money had gone into another pot called "the place pot or something" – she wasn't sure. She had said the Borough Council leader had overall control, so she had been hoping to ask Cllr Davies that night.

The Clerk said that "what was evident at the meeting", was that meetings were held under the remit of the Education department about a potential name change, losing the title of 'Carpenter Centre' completely. The Clerk said that she felt "exceptionally strongly" about that; she thought "it would be completely disrespectful to the Carpenter family, whose daughters still live in Overdale, and the efforts and work of Betty [Carpenter]". She said that she would hope the Parish Council would be consulted at some point. She knew meetings were going on, but she didn't know if the Linden Centre would take on the whole facility. She said that while Darren was accommodating about out-of-hours community use, the "agreement is not worth paper it's written on". She thought they should monitor the situation very closely, adding that there needed to be a consultation about it in her opinion.

Cllr Greenaway said it was a "disgrace to be thinking about a name change" and didn't know what it would achieve. Knowing Betty Carpenter's daughter well, she said, she "thinks it's a disgrace". She said that Betty Carpenter had helped raise all funds from there, and while Overdale was an "area of deprivation", the Carpenter Centre was not being used for benefit of the community, and "to change the name is disgraceful".

The Clerk said that since it lost community status and went under Education's remit, the meaning of the centre's name had "got lost in translation".

Cllr Jhavar said that he hadn't heard about a name change, but "where there's a smoke there's a fire. He said that he "wouldn't be pleased if they changed the name", adding that he had "known [the Carpenter] family for 30-40 years" and "socialised with them".

Jill Holland said that what Janie Williams did mention, was that she had been told that Andy Cook from TWC was considering the amalgamation of all the Linden Centres in the borough at the Carpenter Centre, which would "obviously have an effect on community use". Janie Williams had said that she would find out more and get back to them.

b) CAT update

Jill Holland said that they had met with the CAT team, and the Safer Neighbourhoods Team (SNT) prior to the bank holiday and the more recent events taking place at the Multi-Use Games Area (MUGA); “at that point it seemed to be going very well”, she said, with lines of communication directly with the CAT, via a specific email address, working very well. They were able to raise queries well, she said, and Paul Fenn was “good at getting responses”. Simon Bailey was going to meet with a member of the CAT team for camera locations in the community garden, which youths used to escape the police, and the police had agreed. That meeting had been put off for a week because of the fire at the former Pink Skips site however, she added. When it is allowed, she said, they were going to arrange a team meeting outside with the CAT and the SNT – probably in the latter part of May.

She said there had been a lot of commentary and complaints about off-road vehicles, of which the CAT and SNT were aware. The police had got a “water gun they can use to spray riders with fluid that shows up under UV lights”, she said – the Clerk clarified that it was called smart water. Jill Holland said that they intended to ask in the next day’s meetings if the CCTV cameras in Lawley Square were working, as one shopkeeper had complained.

c) Police update

The new police team seem to be working well, the Clerk said, adding “no disrespect to the previous ones, but there are more on the beat”. They “popped in to say hello in the office”, she said. There were regular patrols, newsletters coming out, and she felt it was a “good foundation for a good relationship”.

Cllr Yorke commented that he hoped they “didn’t get moved on”.

2021/022 CORRESPONDENCE

Jill Holland said that they had received a time-sensitive email about ‘Healthy Happy Active Holidays’, which was about grant funding for activities and meals for children over four weeks in summer and one week in Christmas. In summer it would be for four days each week, for four hours each day. To qualify for funding they would need some activities like crafts, sports, or nature. They’d had a “quick blast of ideas” and found a few that could be cost-effective. If the Parish Council did want to pursue an interest, she said, “we would need to know sooner rather than later”. It could also open up the LCC to the local community.

The Clerk said it was time-critical, and there was around £800,000 available, and asks Councils to register interest.

Cllr Yorke said it was “part of the development plan in a way”, and for Jill Holland to “push it along”.

ACTION: Jill Holland to investigate the ‘Healthy Happy Active Holidays’ scheme.

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

2021/023 CONFIDENTIAL ITEMS

Items were noted.

2021/024 AGENDA ITEMS FOR NEXT MEETING

- COUNCILLORS TO EMAIL ANY AGENDA ITEMS FOR THE NEXT MEETING TO THE CLERK
- INTERNAL AUDIT REPORT
- ANNUAL GOVERNANCE STATEMENT
- ANNUAL STATEMENT OF ACCOUNTS
- ACTION RECORD TO BE ADDED AS A SEPARATE AGENDA ITEM TO THE MINUTES OF THE LAST MEETING

2021/025 DATE OF NEXT MEETING

It was **NOTED** that the **FULL COUNCIL** parish meeting would take place on **THURSDAY 17th JUNE 2021 at 6pm**, at **LAWLEY COMMUNITY CENTRE.**

The meeting closed at 19:35.

Signed..... Chair

Date.....

ACTION RECORD

Ref #	Minute no.	Open date	Description	Assigned to	Target date	Date closed	Comments
001	2020/158	15/04/2021	Councillors to approve invoices for payment before Cllr Parker authorises them at the bank.	All councillors	Ongoing	N/A	
002	2020/158	15/04/2021	Clerk to reschedule the finance committee meeting for 3:30pm on 29 April 2021.	SG	29/04/2021 CLOSED	06/05/2021	The finance meeting was successfully rescheduled.
003	2020/159	15/04/2021	Clerk to send Cllr Mehta any unanswered questions about the Lawley Partnership Board for him to take to the next board meeting. Cllr Mehta to relay the answers back to councillors.	SG, RM	06/05/2021 17/06/2021		Awaiting a response from the LPB.
004	2020/159	15/04/2021	Cllr Mehta to chase-up the minutes from the last Lawley Partnership Board meeting.	RM	06/05/2021		Clerk to chase-up minutes from Jim Weir (2021/008).
005	2020/160	15/04/2021	Weekly email to continue as appropriate. Important or time-critical information to be sent out as it arrives.	ML, staff	Ongoing	N/A	Will continue as and when required.
006	2020/160	15/04/2021	Councillors to respond in a timely manner to all emails marked as 'response required'.	All councillors	Ongoing	N/A	
007	2020/160	15/04/2021	Lawley and Overdale Parish Council's Annual General Meeting to be rescheduled for 5:30pm on 6 May 2021, to enable it to be held virtually before the relevant legislation expires on 7 May.	SG	30/04/2021 CLOSED	06/05/2021	AGM was successfully rescheduled and held virtually.
008	2020/163	15/04/2021	Clerk to email Highways to arrange a meeting.	SG	06/05/2021 17/06/2021		Awaiting a response from Highways.
009	2020/163	15/04/2021	Clerk to chase-up the previously promised traffic lights review.	SG	06/05/2021 17/06/2021		Awaiting a response from Highways.
010	2020/163	15/04/2021	Clerk to re-arrange the Highways liaison meetings and invite councillors to attend.	SG	06/05/2021 17/06/2021		Awaiting a response from Highways.
011	2020/164	15/04/2021	Clerk to find out whether it is possible to share the CAT email address with councillors.	SG	06/05/2021 CLOSED	06/05/2021	It was decided not to share the CAT email; councillors to email the staff team.
012	2020/164	15/04/2021	Clerk to investigate installing a CCTV camera in the Community Garden.	SG	06/05/2021 17/06/2021		Meeting with Paul Fenn delayed by Ketley fire.
013	2021/008	06/05/2021	Clerk to obtain clarification from the Acting Chair of the Lawley Partnership Board as to whether the invite to send a representative was intended for the Chairman of the Parish Council generally, or Cllr Raj Mehta specifically.	SG	17/06/2021		
014	2021/008	06/05/2021	Clerk to contact Jim Weir, acting chair of the Lawley Partnership board, about the papers for the 11 May meeting.	SG	11/05/2021		
015	2021/011	06/05/2021	June's Full Council meeting to take place at Lawley Community Centre.	SG, JP	17/06/2021		

016	2021/012	06/05/2021	Councillors to complete their Disclosable Pecuniary Interests forms and return them to the Clerk, either by signing them, scanning them in, and emailing them to the Clerk, or by posting them to the Parish Council office.	All councillors	17/06/2021		
017	2021/013	06/05/2021	Chairman's 2020/2021 Annual Report to be published on the website.	ML	17/06/2021		
018	2021/016	06/05/2021	Actions Record to remain part of the minutes. Future agendas to split them off into two items.	SG	17/06/2021		
019	2021/017	06/05/2021	Jill Holland to send invoices for payment to councillors for approval once available.	JH	17/06/2021		
020	2021/017	06/05/2021	The Clerk to send bank statements/reconciliations to councillors once a full set is available from all accounts.	SG	17/06/2021		

n.b. "Target date" defaults to the date of the next Full Council meeting when no specific timeframe is set, to enable progress to be reviewed.