

26 July Full Council meeting minutes

Minutes from 26 July 2021 meeting held at Lawley Community Centre, Arleston Lane, Telford TF4 2PR.

In attendance

Members

- Cllr Jayne Greenaway (Central Ward)
- Cllr Amrik Jhawar (Central Ward)
- Cllr Rob Parker (West Ward)
- Cllr Lee Vidor (Central Ward)
- Cllr John Yorke (Dawley Bank Ward)

Clerk

Sharon George

Staff

- Simon Bailey (Projects, Events & Engagements Officer)
- Matt Lever (Administration Assistant)
- Judy Parker (Facilities & Community Liaison Officer)

2021/039 - Chair's welcome

The Chair welcomed everyone to the meeting at 18:09. The earlier Finance Committee had overrun, hence the late start.

2021/040 - Apologies and absences

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.

Apologies received and accepted from:

- Cllr Raj Mehta (Lawley Ward) Personal commitments
- Cllr Shaun Davies (Central Ward) Personal commitments
- Cllr Cathy Salter (Lawley Ward) Coronavirus
- Jill Holland (Deputy Clerk) Illness

Departures:



2021/041 - Declarations of interest

Cllr John Yorke

Interest: Community Facility

Declaration: Member of LVCA

Minute no: 2021/041

Cllr Rob Parker

Interest: Acacia Support/Becky Plumber

Declaration: Personal interest **Minute no:** 2021/044/D/iv

2021/042 - Public participation

There were no members of the public present.

2021/043 - Minutes of the last meeting

Cllr Rob Parker said that they had discussed the problems with the pensions at the previous meeting and noted that there didn't appear to be anything on the agenda about that. The Clerk said that the NEST pensions as they stood were correct, as the tax relief is taken on the pension. She said that there was an "incorrect bit that was double-dipping with HMRC". She had contacted Her Majesty's Revenues and Customs (HMRC) and sent off a written report as well as she could explain it, as "the woman didn't understand". She was just waiting to be contacted again by HMRC.

Cllr Parker asked what had been said. The Clerk said that she'd been told to "send [our] report in and [they'll] have a look", though she hadn't heard anything back. She had stressed to HMRC that they were self-reporting as it was pulled-in from the internal audit.

Cllr Yorke asked if everybody was comfortable with that, adding that they were "doing their duty, that's the way of looking at it". Cllr Parker said that they just needed to keep an eye on it – adding that he would like to add it as an agenda item for the next full meeting.

ACTION 028: Add the HMRC pensions issue to the 16 September Full Council Meeting's agenda.

The minutes from the **Annual General Meeting** held on **17**th **June 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.

2021/044 - Finance

2021/044/A – Invoices for payment

Cllr Yorke said that invoices had been sent out for payment. Cllr Greenaway offered her apologies to staff for the delayed July salaries.

2021/044/B – Bank reconciliations

Cllr Yorke asked if bank reconciliations had gone out; the Clerk said yes. Cllr Yorke asked members for comments.

Cllr Lee Vidor suggested that they include a tagline "so if we don't hear anything back, they're authorised, as we're just waiting to approve them, and we don't know if [the Clerk has] heard anything back from councillors". He added that he felt like he was "always waiting to hear back before hitting a button". The Clerk said that this



was only applicable until August, as they could hand papers around again by then. She added that some councillors were "very good", though some didn't respond. She told Cllr Vidor she could put a date on, with a diary note to say, "if we haven't heard anything by that date, if that helps". Cllr Vidor said that it would help him.

Cllr Parker said that they had changed their email policy to 'response required'. He said that they needed to refer to the standing orders regarding finances and ask for advice on that. He didn't think that "'no comments' is the same as 'approval', so if people were asked to respond with 'I'm ok', that's different and much more robust than saying it's fine if no one has said anything, which is where we're at", and with which he was "much less comfy", he added.

Cllr Vidor asked, "if you don't get a response from everyone, how long do I wait?" The Clerk said to "go back to not everybody responding". Cllr Parker said that it "comes back to the standing orders - is it two people, is it quorate?" He said that he was looking to the Clerk for guidance. He added that it almost certainly didn't need to have eight people approve the payments, "but it might need to be four, for example", and once approved they can authorise it.

Cllr Yorke said that when he first started in July 2019, "when things were chucked around the table", he thought it was the case that only two people had to sign them. Cllr Parker says yes, "but that's visual". He wondered whether the standing orders allowed for just two people to approve via email, and whether that was sufficient. He added that they did have separation with two people authorising at the bank.

Cllr Greenaway said that it was always different people that were signatories, other than the two people that did the authorisations, "so that it wasn't the same people".

The Clerk said that it wasn't specific in the standing orders. Cllr Vidor said that they could add it into the standing orders. Cllr Greenaway said that "it just keeps that transparency". The Clerk said that it should be different people.

2021/044/C – Insurance renewal

The Clerk said that they had signed-up for a three-year deal to get a better rate; they had received the renewal invitation, however she had sent it back as she wanted to add the new notice boards and the St Saviours bench. She said she had asked about the extension on the land at the war memorial and questioned whether or not anything was altered because the surface had changed. She said that it was due on 6 September, before the next Full Council meeting, so once she had the actual figure – which she said would be within the budget anyway – she would send it out for approval.

Action 029: Clerk to send the insurance renewal figures out to councillors once it is available.

Cllr Parker asked how much more expensive the renewal invitation was. The Clerk said that it should be the same unless any changes had been made.

2021/044/D – Grant considerations

2021/044/D/i - Telford Samaritans

Cllr Yorke said that an application had been received from Telford Samaritans, and he said he presumed they had "met all of our qualifications". The Clerk said that she didn't send out their financial information with the application, but she had such for all the applicants, if any councillor wished to see either bank statements or audited accounts.



Cllr Yorke asked if anybody wished to see them. Nobody did. They had been scrutinised by the Clerk and no concerns raised.

He said that they needed a washer/dryer for donated clothes. They were requesting a grant of £750; £500 would fund the washer, with £250 for tables and chairs, and any shortfall would be able to be met. He asked councillors for comments.

Cllr Parker asked if they had a grant history for Telford Samaritans and other organisations. He asked when the Parish Council last gave a grant to them. The Clerk said that they received no application from them last year. In 2019, she "believe[d] it was £500 for helpline training". Generally, she said, they try to apply every year for £500, but there was no application last year. Cllr Yorke asked "what we've got in the kitty in totality" to give out.

The Clerk said they had budgeted £7,000 across different categories. For that category there was £2000 available, and it was the start of the grant year, so they had not yet given out monies.

Cllr Vidor said that they should modify the grants policy to benefit Lawley and Overdale residents. The Clerk said that most of Telford Samaritans' work was likely confidential.

Cllr Greenaway asked for details on why they were moving - is it for larger premises, or are they just being moved on, she asked. The Clerk told the councillor that she had no further information; she assumed that the lease on their property had expired. Cllr Greenaway said that it would generate funds washing clothes being donated, so the grant was for the charity shop rather than the Samaritans.

Cllr Yorke expressed concern that they had two or three grant applications and they might run out of money. The Clerk said that it didn't matter, as they could move it around as necessary.

Cllr Greenaway asked if there was a cap. Cllr Parker said that it was based on the number of electors they had - The LGA figure set is at a maximum of £8.41 per elector. The Clerk added that they "only do a very small percentage of what we're allowed due to the parameters of the level of precept".

Cllr Rob parker **PROPOSED** issuing a grant of £500 to Telford Samaritans. Cllr Jayne Greenaway **SECONDED**. All agreed.

DECISION: Lawley and Overdale Parish Council to issue a grant of £500 to Telford Samaritans.

2021/044/D/ii - Age UK Shropshire Telford & Wrekin

Cllr Yorke said that Age UK had "requested the maximum grant available". Cllr Greenaway said that she thought it was "actually for hands-on help, loan support, a huge problem for older people, and for older people services Age UK is the only one", adding that she thought there was a "real gap".

Cllr Amrik Jhawar said that "they do a good job", and that he thought it was necessary for older people to be served by someone. He said that he thought the Parish Council should give them "some amount".

Cllr Vidor asked if the Parish Council had ever given to them before. The Clerk said that the organisation had always applied for grants in the past through 'Age UK', not 'Age UK Shropshire Telford & Wrekin". She had spoken with the person who submitted the application and informed her that because Age UK was a national organisation, the Parish Council's policy was to cap grants at £100. That was why, she continued, they were applying under the Age UK Shropshire Telford & Wrekin name; while they use the national name, they had to do all their own local fundraising. The Clerk added that the policy wouldn't be applicable in her mind because it was not the national organisation applying for a grant.



Cllr Parker said that he thought it would be useful to have a "grants history". He said that he was "impressed" with the work Age UK does and **PROPOSED** issuing a grant of £1,000 to Age UK Shropshire Telford & Wrekin.

Judy Parker said they had introduced grants to Full Council every month rather than the previous frequency of twice a year, so from now on they could look back on their history, and she had got a full list.

Cllr Greenaway **SECONDED** the proposed £1,000 grant.

Cllr Jhawar asked what the budget was; Cllr Yorke told him that it was £2,000. The Clerk said that this grant would fall under Section 137 and there was £3,000 in that.

Cllr Vidor said that he was concerned that the Parish Council does not get many grants in September. The Clerk said that they could always "move money around in the budget" or take some from their reserves. Cllr Yorke said that the Parish Council could only help charities that approached; if the Council ran out, "we would just have to say, 'come back next year'", he added.

Cllr Parker suggested that if it got to that point, they might have to consider doing it twice a year again.

All in favour of the £1,000 proposal.

DECISION: Lawley and Overdale Parish Council to issue a grant of £1,000 to Age UK Shropshire Telford & Wrekin.

2021/044/D/iii - Home Start

Cllr Yorke said that this grant application was to do with "supporting vulnerable families and creating clerical support". The cost of two coordinators came to a total of £1001.22, he said, adding that their bank balance at the time was in great excess of that. The Clerk added that they had got no audited accounts.

Cllr Greenaway expressed her disappointment that Age UK had shared how they had helped residents without revealing any confidential details, and she would have liked to see that in Home Start's application as well. She pointed out that it was another national body, though she knew they had local volunteers and did support at home. She reiterated that she was disappointed that they hadn't explained why they had approached the Parish Council. She said that she would like to think they could provide that detail, and that she didn't think it would be breaking confidentiality.

Cllr Parker shared Cllr Greenaway's concerns. He pointed out that the grant would also be used for staff to deliver a course – he said that he "supposes that may end up helping people". Cllr Parker said that he was "less well-disposed to this application than the previous one".

Cllr Yorke asked members if they would like the Clerk to go back to Home Start for the information Cllr Greenaway was requesting, or if their answer would be "a firm yes or no".

Cllr Greenaway said she knew what work they did, and that she knew they needed to train staff, "so it's a knock-on effect". It would be nice, she added, to know how many people they supported in Lawley and Overdale Parish.

Cllr Jhawar said that homelessness was a national and local problem, and Home Start raised a lot of funding for homeless people. He felt that they should receive something if possible.

Cllr Vidor said that he would like to see more data.

Cllr Jhawar said that he would like to see data.



Cllr Yorke said that they would work on the basis that three councillors wanted more data, so they would ask the Clerk to contact Home Start to get that extra information.

- DECISION: Home Start's grant application deferred until the Clerk can obtain information from them about how many people within the parish they support.
- ACTION #30: Clerk to obtain data from Home Start about how many people within the parish they support.

2021/044/D/iv – Acacia Family Support (Becky Plumber)

Cllr Yorke said that "personally [he doesn't] know the woman", so he handed over to the Clerk.

The Clerk explained that this item related to the death of Becky Plumber, which had been very sadly received by the whole community. Lee and Becky Plumber and their children had been part of the parish community for seven years, she said, and were a very integral and active part. Her death at such a young age was shocking. She said that Kirsty Smallman, a family friend, had setup a funding page for the family, which the Clerk and others present in the meeting had contributed towards. The Parish Council as an organisation did not, however, as she wished to wait and see what the outcome would be.

The donation would be for Acacia Support, a charitable organisation for post-natal depression and associated illnesses. She said that a few people were aware that when they came to Lawley, Mrs Plumber was part of the group and became an advocate for them. She did a lot of work with the River Church, she added.

The fundraising page had been setup at the behest of Mr Plumber for donations, she said, and under the Parish Council's standing orders, if they wanted to contribute, they couldn't, or shouldn't, do so through a GoFundMe page. She added that legislation had not caught up with technology; she was aware that some parishes did donate through such pages, but it was not permitted under financial regulations at the moment.

If the Parish Council wished to consider a donation, the Clerk suggested sending it along with a letter to Acacia Support, indicating the donation's association to the Plumbers. She asked whether or not councillors felt happy doing so, as it was not something they would normally do for a member of the community. This would be due to a close working relationship, she said.

Cllr Yorke said that he had discovered that GoFundMe took 10% of monies submitted through the platform, so he personally "wouldn't support anything like that". A donation must be made directly, he said, "then we know we've done it legally as well". He asked if councillors were comfortable donating, and if so, what amount they should donate.

Cllr Vidor suggested a memorial bench or "having something in the community". The Clerk said this had already been suggested by a resident but would open up flood gates for memorial benches to be placed across the Parish and planning permissions would be needed. The donation we are being asked to consider is for the charity rather than a memorial item. For the Parish Council, the Clerk said, it is just about, "do we want to support this charity in recognition of the work and the love people had for the family?"

Cllr Yorke asked if Cllr Vidor was happy to suggest a donation. Cllr Vidor said "yes".

Cllr Greenaway agreed. That was the chosen charity for the family, and they were a big part of the community, she said, adding that the Christmas angels were a "wonderful thing for the children". She said they had been involved in all sorts of things over the years.



Cllr Jhawar asked what the distinction was between grants and donations. The Clerk said that because they're not applying formally, this was something that the Parish Council was doing "in recognition". Cllr Jhawar said that "it's for good reason they're asking for money, if you want to do some donations that's fine with me".

Cllr Parker said that in the past they had made donations when ex-councillors had died. The Clerk confirmed that they had given to various nominated charities in the past. Cllr Parker said that this was a similar situation, however he would have to declare a "personal interest" and would take no more part in the discussion.

Cllr Yorke said that they had agreed on the concept, but not the amount. Cllr Yorke **PROPOSED** a donation of £250 to Acacia Family Support and asked if there were any seconders. Cllr Amrik Jhawar **SECONDED**.

Cllr Greenaway said that she didn't even think they gave their own councillors donations. The Clerk pointed out that they had given donations to two nominated charities when Councillor Charles Dillon passed away, and again when Councillor Tony Proctor passed away - both donations were for £500, but they were councillors and had served their communities for years.

Cllr Greenaway said she was happy with £250.

- **DECISION:** Lawley and Overdale Parish Council to donate £250 to Acacia Family Support, on behalf of Becky Plumber's family.
- ACTION #031: Clerk to draft a letter to Lee Plumber confirming the donation in memory of Becky Plumber.

2021/044/D/v - Donation to Shropshire Prostate Cancer group for the PSA testing event.

Judy Parker said that the Shropshire Prostate Cancer Group was originally planning to hold a Prostate-Specific Antigen (PSA) testing event at Lawley Community Centre in June 2020, though coronavirus put the plan on hold. They had then been thinking of planning a bigger event to which the Parish Council was going to contribute, to take place at AFC Telford, which was also put on hold. They were now planning a large event at AFC Telford on the first or second Monday in September and had asked if the Parish Council was still willing to contribute. The Clerk said that it would be roughly £15 per head, for 700 men. Ms Parker said that the Parish Council had previously agreed to contribute £3,500 and asked if councillors were still happy to contribute the same amount.

Cllr Yorke pointed out that it was a repeat of what they had already approved last year. Ms Parker said that they couldn't be sure how many attendees would come from their parish, so it would "just be supporting residents of Telford and Wrekin really".

Cllr Greenaway said that it was "more of a sponsorship than a donation". She wondered if they were asking every parish to donate. The Clerk said that they had come back to Lawley and Overdale Parish Council because the event was originally going to held in the parish.

Cllr Parker said that it was in the budget. The Clerk said that it was "under events now", adding "it wouldn't have been paying full cost anyway".

Ms Parker said that the group might ask Arleston and Wellington as well. Cllr Yorke said, "we can class it as well-received by residents".

Ms Parker said that they would advertise it in the same way as before, via noticeboards and social media, it would just be in a different location.



Cllr Yorke again asked councillors if they wished to support the event as they were going to last year, and if they did, how much money would they want or could they afford to offer. He asked for comments. "What's the general feeling of how we move forward", he asked, "and then we agree on cash".

Cllr Vidor said that they had agreed to support it already. Cllr Yorke said yes but pointed out that the attractiveness was that it was originally going to be held in the parish, but that shouldn't be an issue.

The Clerk said that people would travel from across the borough, as there was no national screening programme. "Without sounding dramatic", she said, "it saved my husband's life". She continued, "men are stubborn, and even if you go to their GP, they won't do the test unless there's a family history or apparent issue". The Clerk said that she was "passionate about supporting it".

Cllr Jhawar asked if they were talking about sponsorship. Cllr Yorke said no, they were talking about helping with the running costs. Cllr Jhawar said that he thought it was a good idea.

Cllr Parker said that "it's something we should be doing", though he would have "much preferred it to have been [in Lawley]".

Cllr Jhawar thought that they had previously held a similar event in Oakengates Rugby Club and pointed out that "people came from all over". He said that he would support it.

Cllrs Greenaway and Vidor agreed.

Cllr Yorke said that they had agreed on £3,500 last year and asked if councillors thought they should commit the same money again this year.

All agreed.

DECISION: Lawley and Overdale Parish Council to provide £3,500 funding to the Shropshire Prostate Cancer Group to hold the PSA testing event in September.

2021/045 - Councillors' session

Cllr Lee Vidor reported that:

A bin in Lawley Village Green had been knocked and pulled over, and residents were already complaining about bins. He wondered if they could do something. The Clerk said that it had been "deliberately kicked out". She believed that the plan was for the stand to be taken out, and a new bin put in its place. Telford & Wrekin Council (TWC) had agreed to replace it via the Community Action Team's (CAT) community liaison officer. Cllr Vidor said that they were always overflowing.

Cllr Jayne Greenaway reported that:

She was questioning the bin collection schedule, as she didn't think it was enough and the bins were always full. The Clerk said that the frequency was twice a week. Cllr Greenaway said that it depended on when in the week those collections were. The Clerk said they were on Tuesdays and Fridays, or at least they were supposed to be – Idverde was "very much behind", she said, as a lot of their staff were off self-isolating. She added that still didn't excuse it, though that was a good thing about being part of the CAT; their community liaison and enforcement officers were taking photos of the full bins and reporting them directly, so they were trying to be proactive.



- She had a query about a bin on Glendale; she wondered if there had been Street Champions working in the area as there were black plastic bin bags which looked like rubbish had been collected and tied in carrier bags, then squashed in the top of the bin. The Clerk said it sounded more like domestic rubbish than a street champion as they leave their distinctive blue bags by a bin, and they get collected. The Clerk said that they had bags in the office for Community Champions to collect. Cllr Yorke added that people had been pointing out that green bins were not always being collected.
- She wanted to bring up the Village Green scheme, which she and Cllr Jacqui Seymour had funded together with the Parish Council. In a discussion on the site, they had talked about tree planting, but they had also talked about wildflower border between the pond and the hedge. The Parish Environmental Team (PET) operative and Kay Grice had been there. But there was, as yet, no wildflower bed, she said. The Clerk said that it wouldn't be done this year as it was too late for them to set but acknowledged that on the date that Cllr Greenaway had her meeting there, there was still plenty of time. Cllr Greenaway wondered what had happened to it. The Clerk said that she would chase it up with Matt Seabrook from TWC.
 - ACTION #032: Clerk to investigate what had happened to the wildflower bed on Lawley Village
 Green.
- She was going on a walkabout with the Neighbourhood Manager from Lawley Partnership Board (LPB). They had already had a brief virtual meeting, and she thought it might be "really useful" to understand the areas in Lawley. Kerry Woodhouse is the Neighbourhood Manager for the LPB, Cllr Yorke said; he said that she was trying to have meetings with everyone.
- She wanted to remind everyone that 2 August was the final date for submissions to the Boundary Commission for any ward boundary arrangements, which she said was obviously pertinent to Lawley. Any ideas would be "very welcome", she said, and to "make the case for our lovely community would be marvellous". The Clerk said that councillors had been asked for any comments, but none have been received. Cllr Vidor asked if the Parish Council had put in a submission, but the Clerk said this would be done only if she received comments.

Cllr Amrik Jhawar reported that:

- Someone had reported that the footpath along the Rock Road, at the bottom, was overgrown and just needed trimming. The Clerk said that someone had reported a line-of-sight issue there; the Parish Council had reported it and it was cut back, but the individual was still not satisfied. Unfortunately, the other hedge was private ownership, she said. Cllr Jhawar said he wasn't talking about that, but about an area of about 10 metres at the bottom of the Rock Road, by post office, where there were tree branches. The Clerk asked if it was a public footpath; Cllr Jhawar said yes. The Clerk said she knew where he meant and that it is on the schedule for Idverde
- Someone from Overdale had asked for a grit bin. The Clerk said that the Councillor could report to TWC, but it is unlikely if any new requests would be facilitated due to ongoing maintenance costs, and they are encouraging street champions to assist in areas where these requests are made.
- Bushes were growing so much now that people couldn't even see sometimes, he said. The Clerk asked if he was talking about Council land. Cllr Jhawar said yes. He thought normally Idverde dealt with it, but he said that he didn't think they did it often enough. The Clerk pointed out that Idverde was about 14 weeks behind on the pruning schedule.
- He thought the Clerk had sent an email about naming a street on the Grove Road. Development. He said that he couldn't think of any. The Clerk said that she'd contacted the local history group, who have put



some names forward with background information, so those have been passed on to both TWC and the developers.

2021/046 - Ward members' session

Cllr Greenaway delivered her ward members' report in 2021/045, and no other reports were made.

2021/047 - Community affairs

2021/047/A – Carpenter/Linden Centre community update

Cllr Yorke said that the Parish Council staff team have been in communication with "odds and bods" about this.

Cllr Jhawar said that he had been in a meeting earlier that day with Paul Watling, Shirley Reynolds, Lee Carter, and some TWC officers. He said they had been asking what sort of role the Parish Council would be playing. He suggested we invite them to a Full Council meeting and then discuss the issue with them. He reiterated that they were looking for what sort of role the Parish Council was looking to play.

The Clerk said that it was her understanding from comments Cllr Shaun Davies had made at the last meeting that a meeting was going to be held to discuss the regeneration money that had been pledged to Overdale. She said that Cllr Davies had told them that the pot was now was about 'safer communities' and there was still funding available.

Cllr Jhawar said that Cllr Davies hadn't been at the meeting he had attended. He reiterated several times that he thought Paul Watling, Shirley Reynolds, and Lee Carter should be invited to a Full Council meeting to discuss the issue with them.

The Clerk asked if anyone had been in attendance from TWC Education. Cllr Jhawar said yes – Shirley Reynolds. The Clerk asked if Andy Cook was there, and Cllr Jhawar said "no, the headmaster wasn't there". Cllr Jhawar said that "they will have some proposals, we will have some proposals, then we go from there". The Clerk asked if we should ask Paul Watling and Shirley Reynolds to a meeting; Cllr Jhawar said yes. The Clerk said that she thought Cllr Davies was administering that fund. Cllr Jhawar said that they wanted the Linden Centre to be there for now, and that in the future there will be a custom premises "so the whole place will be empty". He said that was three, four, or five years in the future.

The Clerk said that they needed to get back to residents as it had been a year.

Cllr Greenaway said that it was not difficult – "we just want to know if we can have community use back".

ACTION #033: Clerk to invite Paul Watling, Shirley Reynolds, and Lee Carter to the next meeting.

2021/047/B – Public Rights of Way (PROW) update/Partnership working request

The Clerk said that they had a number of issues they had requested assistance with from TWC regarding the definitive map work, which Jill Holland "had been instrumental in pulling together". They were still awaiting the information they requested, combined with the letter they sent out about PROW regarding Phase 11, which apparently weren't on the definitive map and so didn't need to have formal closure notices – though, the Clerk pointed out, they did appear on Parish and Ordnance Survey maps. Darren Blackburn had been "very, very thorough" she said; he had obtained the pre-creation orders for paths on Phase 11 from 2004.



We requested those from TWC, she said, but they had not been forthcoming. She had contacted Andrew Careless and requested an urgent meeting last week, to discuss the lack of response and request sight of the orders, but also to ask him why the Phase 11 paths had disappeared from the definitive map. He did get back to her that Sunday, she said, advising her that he was on holiday the following week.

The Clerk said that they had got to have that meeting, as they had received complaints about the closures on Phase 11, with people asking where the maps were and where was the public consultation. The Clerk said that she had just put a statement on there inviting residents to share their concerns with Planning Control at TWC. Outside of that, she said, they had seen correspondence from the developers, asking the PROW Officer for paperwork for legal closure notices. The Parish Council had alerted developers over two years ago, she said - they were on the map then, but not now.

Councillors had a vigorous discussion about the difficulties they had experienced in dealing with TWC about the PROW issue, which they requested to be excluded from the minutes.

Cllr Greenaway expressed her strong feelings that these public rights of way should not be wiped off the map. Cllr Yorke recalled seeing footpaths running through schools on the definitive map.

Councillors agreed that PROW was weak.

ACTION #034: Clerk to insist that TWC respond to their questions about PROW.

Cllr Yorke said that the Parish Council would "not playing ball [with TWC] on the trundle and kissing gate" issues.

2021/047/C - PET/CAT update

Cllr Yorke asked councillors if they had any queries about the update.

Cllr Greenaway asked about the community garden and development – she asked what the Parish Council was being asked for; whether it was bollards to stop them coming in? Cllr Vidor asked if it was just outside our boundary.

Simon Bailey said that the path had limited mobility at the main gates by the traffic lights, and alternative access was just a dirt path. They were trying to find out who owned that part of it to see if they could Tarmac it.

Cllr Greenaway said she didn't think that was a proper footpath. The Clerk said that says Highways, Bournville Village Trust (BVT), and the developers were all saying it was nothing to do with them. Cllr Greenaway responded with "it's not ours either then". The Clerk pointed out that access to the community garden was the Parish Council's responsibility, however.

Mr Bailey said that the reason they had gone out on that path was because of the arch idea raised previously; he said that people do use the path to access it, including "people coming in across the marsh part as well".

Cllr Parker asked if it was part of the Parish Council's land. The Clerk said that it was not within their redline boundary. Cllr Parker suggested taking it back to the Borough Council. The Clerk pointed out that nobody was claiming to own it, but the Parish Council wished to give residents access.

Cllr Parker said that they had an agreement, but that part was outside of the Parish Council's area. Cllr Greenaway said they had a duty under the Disability Act. Cllr Parker said that if they started "messing around with other people's land" they would be liable.



2021/47/D - St Saviour's update/war memorial works

Mr Bailey told councillors that there was a video out on social media showing that a bench and flowers had been installed St Saviours, and although it was not the right time of year for planning flowers, space had been cut out for them. "No complaints so far", he added.

Mr Bailey said that the extension to the war memorial had been done; the fences were still up to allow the work to settle. "It's looking like it will be very good for services there," he added.

Cllr Vidor said that he'd noticed there was a steep drop, and suggested they consider planting something there. The Clerk said that the area would be planted. She said she had seen the pictures, and that the gradient would be less than it was as there was soil there at the time. She had been back to the contractors and told them that she wanted it graded out before the grass was seeded. She said they were planning on planting as it needed softening on its edges.

2021/047/E - Lawley Partnership Board (LPB) update

Cllr Vidor said that the last LPB meeting was two weeks earlier, and he assumed everyone had seen the minutes and agenda.

He said that a lot of questions had been asked from the Parish Council about the structure of the Board and its terms of refence, though these questions had still not been answered. There was an "any other business" question asked, so Cllr Vidor asked if they could answer those questions. The "new lady", Kerry Woodhouse, couldn't answer the questions, he said, and "was abruptly interrupted by Angie Astley, who said a side-meeting outside was needed to decide if they needed to come back". Cllr Vidor asked the Clerk if they had been invited to that meeting; the Clerk said no, she'd been offered half an hour. Angie Astley had been sent the questions again, she said, but she had been sent them originally but couldn't answer them, so "we've come full circle".

Cllr Vidor asked if the Clerk could follow-up, and the Clerk said, "most certainly".

Cllr Vidor said that the meeting was asking for updates from each party. He said that "people assume the Parish [Council] doesn't do a lot", so he "went in with a big list". Cllr Yorke added that he had received a comment saying that "someone didn't know the Parish [Council] did so much". Cllr Vidor said he spoke quite a lot, adding "we were praised for the work we were doing, and all the topics that came up linked back to the Parish [Council]".

Cllr Vidor expressed his view that it was "evident that it's not going to be a board that can make decisions". He said that a "huge list of actions" had been pulled together. On the outdoor gym topic, he said that there were plans with Derek Owen, and asked if they needed to "do it twice". The speed camera on Lawley Drive came up, he said, and apparently, they wanted to contribute towards that. He said that he asked for £60,000, "but that's when they realised, they didn't have a process for that, so they will have to come up with a process".

One comment he took from that, Cllr Vidor said, was that the Parish Council had to lead on any signage, "which is good as we were concerned about signage, and it's good that we can point them in the right direction".

Cllr Vidor said that he thought they should produce a formal report from the Parish Council to the LPB to say, "this is what we've done for the last two months". He said that it would be every second Tuesday of every other month, with the next meeting planned for 14 September.

Cllr Yorke said that an "interesting thing" he took from a conversation he had with Kerry Woodhouse and Jas Bedesha was that, when Cllr Yorke has expressed that he "wanted to keep making sure this money would never disappear to other areas", he was assured by Jas Bedesha that £350,000 was set aside for Lawley but would be "generated from what the LPB thinks Lawley needs". He said he didn't think "it was quite as well structured yet to



be providing positive things", though added that "we mustn't be negative". He pointed out that the next meeting was two days before the next Full Council meeting, so hopefully he could summarise what had taken place.

The Clerk said that a monetary sum had been given during Cllr Yorke and Kerry Woodhouse's meeting, which was £350,000. She said that she had asked a question around that, as the terms of reference state that there would be 50/50 funding from BVT and TWC, and she wondered if there would be another £350,000 coming from BVT.

Cllr Parker asked if "anyone has seen the bank statements – does this money actually exist?" Cllr Vidor said that "there are no bank statements".

2021/047/F - Police/Community Action Team (CAT) update

Cllr Yorke summarised the report and who attended the meeting.

The Clerk told Cllr Vidor that, in response to the question he had raised at the previous Full Council meeting about back gate parking at Lawley Primary School, the CAT hadn't been aware that there was a back gate, but from September it would be on their patrol path.

The Clerk said that the CAT had referred to the LPB, as they were asking about various funding options within the parish, and she had suggested they could apply to the LPB. She gave them the names of the relevant people and said to contact them. Cllr Greenaway asked if the Parish Council could get funding for the cameras, it had been asking for; the Clerk said, "it's going to be a long hard slog".

The Clerk said that since the CAT report, the WhatsApp group has been setup between the enforcement officers and three of the staff team had it on their phones. She said she had to turn her notifications off during the day as it was "constantly bleeping", but added that "it's great, especially while not in the office".

Cllr Greenaway asked if there were reports on how many tickets the CAT had issued. The Clerk said yes, there was data in the sheets. The Clerk added that they may need more enforcement officers once Birchfield Way was adopted.

2021/047/G - Lawley Community Centre (LCC) lease

The Clerk said that this item had been included at the request of Cllr Shaun Davies. Cllr Greenaway asked what they were discussing it for; the Clerk said it was because "LED lighting and such" had been mentioned, and Cllr Davies thought if we were spending money on it the lease should be reviewed. The Clerk said that "our position hasn't changed as we don't have an alternative facility".

Councillors had a long discussion about the specific terms of the lease.

Cllr Parker said "we need to have a full review of what we need to do in terms of community provision. We now have a full maintenance lease, so we have full responsibility for the fabric of the building."

Simon Bailey said that regarding what was mentioned last time, he had done a bit of grant research. He thought he had found a couple, but one had the funding pulled last month, and the other was a low-carbon workspace one but was for "counties down in the south".

He said that there were grants available from Severn Trent, offering different funding streams from £2,000 to £10,000, which could be for "all sorts of properties". He said there was also a National Lottery grant for up to £75,000. There were also Veolia grants of between £10,000 – £75,000 with criteria about improving buildings, then a smaller enviro-grant of only £1,000.



Cllr Parker asked if it was worth investigating costs to replace the lights in the LCC. Cllr Yorke agreed, pointing out that the lights were insufficient and old-fashioned. Cllr Jhawar pointed out that the lights were very old and needed updating.

Cllr Yorke asked if it was "as easy as just having a qualified electrician come in and say what you need". Mr Bailey said yes, you just get a quote. Cllr Yorke said that it would cost nothing to get a quote.

The Clerk said that they would need to get them to come and do a full survey, as the lights went "all the way through".

Councillors had a long discussion about how dark the lights were in the Community Centre.

ACTION #035: Simon Bailey to arrange to get quotes for the cost of replacing the lights in the Lawley Community Centre.

2021/047/H — Boundary review *This item had already been covered.*

2021/048 - Correspondence

The Clerk said that in the budget they had put in an amount in for St Johns Church, rather than them making an application, so it could just be paid for grounds maintenance. She had been in touch with them, and they had sent a "big thank you". The Clerk then proceeded to read out the letter:

We are keeping well thank you.

We are, as you expected, delighted that the Parish Council have taken this decision. Please pass on our sincere thanks for their commitment to continuing financial support for our grounds' maintenance at St John's.

Payment now (August) would be much appreciated as our income streams are still much reduced from pre pandemic levels.

Many thanks again.

She added that this would be paid in August.

On a different topic, the Clerk told councillors that in 2017 the LCC windows were all replaced. She said that obviously "we've got full maintenance and they're crying out for maintenance", specifically staining. They would need two coats externally, for two double doors, one glass door and frame, along with a supply of raw materials, for a total of 20 windows. The total was £1,175, and it could be done over the holidays, she said. The Clerk said she was impressed with that and was happy to go ahead if councillors were happy. Councillors agreed that the price was competitive.

Simon Baily said that as they wouldn't be meeting again until September, he wished to give a "catch-up" of events, to let councillors know what had been planned. There would be a Best Garden Competition in August, he said, which would be run in the same way as last year.



In September would be the Lawley 5k Fun Run; the application system was already live and 51 people had signed up so far, he said. The two supported charities would have stalls at the event, he added.

In October they were looking at doing something in both community centres – they were thinking about craft activities and a kids' disco. They had a contact with someone who could do appropriate activities for that, he said. Cllr Greenaway suggested "Telford Batman".

On 14 November there would be a Remembrance service, Mr Bailey continued. All local clergies would be doing their own services, so the staff's plan was to do a non-religious service at the War Memorial. They were getting in contact with the Telford Concert Band, he said.

For Christmas they had a couple of ideas around a Christmas decoration challenge, and potentially a craft market. He asked if councillors had any questions.

Cllr Vidor asked if they were going to do something in the summer. The Clerk said that the staff team did discuss that, but it was difficult. BVT weren't planning on doing anything, she said. They had got a meeting with the BVT community officer on Monday, she added, where "obviously we need to make it clear to them that the purpose of partnership working is to include everyone, not just fee payers". They can have events, but they must be open to everyone, she added.

Mr Bailey said he had drawn-up a list of potential events they could start thinking about, adding that he thought it would be nice to have smaller events in the future. The Clerk suggested that the list of events could be put forward to councillors.

Cllr Greenaway said to "think of the lovely field in Overdale". The Clerk said that they were planning on doing events outside of Lawley anyway.

ACTION #036: Simon Bailey to send a copy of his events plans to councillors.

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.

2021/049 - Confidential items

Items were noted.

2021/050 - Agenda items for the next meeting

- © Councillors to email any agenda items for the next meeting to the Clerk.
- HMRC PAYE issue.



2021/051 - Date of next meeting

It was <u>noted</u> that the <u>Full Council</u> parish meeting would take place on <u>Thursday 16th September 2021 at 6pm</u>, at <u>The Carpenter Centre</u>, <u>Overdale</u>.

The meeting closed at 20:45.

Signed		

Date:



Action record

Ref#	Minute #	Open date	Description	Assigned to	Target date	Date closed	Comments
001	2020/158	15/04/2021	Councillors to approve invoices for payment before Cllr	All councillors	Ongoing	N/A	
			Parker authorises them at the bank.				
003	2020/159	15/04/2021	Clerk to send Cllr Mehta any unanswered questions	SG, RM	06/05/2021		Awaiting a response from
			about the Lawley Partnership Board for him to take to		17/06/2021		the LPB.
			the next board meeting. Cllr Mehta to relay the		15/07/2021		Questions couldn't be
			answers back to councillors.		16/08/2021		addressed at the time, so
							nothing for Cllr Mehta to
							relay back. On the agenda
							for the 13 July LPB
							meeting.
							To be taken to a meeting
							with the LPB Manager as
							questions not addressed
							on 13 July meeting.
004	2020/159	15/04/2021	Cllr Mehta to chase-up the minutes from the last	RM	06/05/2021	26/07/2021	Clerk to chase-up minutes
			Lawley Partnership Board meeting.		15/07/2021		from Jim Weir (2021/008).
					CLOSED		Minutes have not been
							distributed yet.
							Minutes were distributed.
005	2020/160	15/04/2021	Weekly email to continue as appropriate. Important or	ML, staff	Ongoing	N/A	Will continue as and when
			time-critical information to be sent out as it arrives.				required.
006	2020/160	15/04/2021	Councillors to respond in a timely manner to all emails	All councillors	Ongoing	N/A	"Hopefully we will become
			marked as 'response required'.				better boys and girls!" –
							Cllr John Yorke,
							17/06/2021

LAWLEY AND OVERDALE PARISH COUNCIL

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 15/07/2021 CLOSED	26/07/2021	Online banking was unavailable at that time. Statements/Reconciliations were sent.
021	2021/022	06/05/2021	Jill Holland to investigate the 'Healthy Happy Active Holidays' scheme.	JH	17/06/2021 Ongoing CLOSED	26/07/2021	Councillors happy for staff to move on with the next stage. Investigation complete.
022	2021/030	17/06/2021	Minutes of the 6 May 2021 Annual General Meeting to be amended to make it clear that the votes for the Office of Chairman were received and counted in advance of the meeting.	ML, SG	15/07/2021 CLOSED	26/07/2021	Minutes were amended.
023	2021/031	17/06/2021	Clerk to contact HMRC to self-report the PAYE issue and obtain advice on how to proceed.	SG	15/07/2021 16/09/2021		HMRC has been unresponsive thus far.
024	2021/031	17/06/2021	Clerk to investigate either outsourcing payroll or buying software to handle it internally.	SG	15/07/2021 16/09/2021		Ongoing.
025	2021/031	17/06/2021	Judy Parker to contact the LVYG to let them know that their grant application was passed.	JP	15/07/2021 CLOSED	26/07/2021	LVYG was contacted.
026	2021/034	17/06/2021	Clerk to ask about the SCOOT system at the next Highways meeting.	SG	15/07/2021		
027	2021/035	17/06/2021	Councillors to send their comments about the Boundary Review Consultation, and MP Mark Pritchard's letter, to the Clerk by 5 July.	All councillors	05/07/2021 CLOSED	05/07/2021	Deadline passed.
028	2021/043	26/07/2021	Add the HMRC pensions issue to the 16 September Full Council Meeting's agenda.	SG	16/09/2021		
029	2021/044	26/07/2021	Clerk to send the insurance renewal figures out to councillors once it is available	SG	16/09/2021		
030	2021/044	26/07/2021	Clerk to obtain data from Home Start about how many people within the parish they support.	SG	16/09/2021		
031	2021/044	26/07/2021	Clerk to draft a letter to Lee Plumber confirming the donation in recognition of Becky Plumber.	SG	16/09/2021		

LAWLEY AND OVERDALE PARISH COUNCIL

032	2021/045	26/07/2021	Clerk to investigate what had happened to the wildflower bed on Lawley Village Green.	SG	16/09/2021	
033	2021/047	26/07/2021	Clerk to invite Paul Watling, Shirley Reynolds, and Lee Carter to the next meeting.	SG	16/09/2021	
034	2021/047	26/07/2021	Clerk to insist that TWC respond to their questions about PROW.	SG	16/09/2021	
035	2021/047	26/07/2021	Simon Bailey to arrange to get a quote for the cost of replacing the lights in the Lawley Community Centre.	SB	16/09/2021	
036	2021/047	26/07/2021	Simon Bailey to send a copy of his events plans to councillors.	SB	16/09/2021	

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.