



# 14 October Full Council meeting minutes

Minutes from 14 October 2021 meeting held at **Carpenter Centre, Overdale, Telford TF3 5BT.**

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## In attendance

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### Members

- Cllr Shaun Davies (Central Ward)
- Cllr Jayne Greenaway (Central Ward)
- Cllr Amrik Jhawar (Central Ward)
- Cllr Raj Mehta (Lawley Ward)
- Cllr Rob Parker (West Ward)
- Cllr Cathy Salter (Lawley Ward)
- Cllr Lee Vidor (Central Ward)
- Cllr John Yorke (Dawley Bank Ward) - Chairman

### Clerk

- Sharon George

### Staff

- Simon Bailey (Projects, Events & Engagements Officer)
- Matt Lever (Administration Assistant)

### Guests

- Jas Bedesha, Telford & Wrekin Council
- Simon Haydon, Telford & Wrekin Council

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## 2021/065 – Chair's welcome

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The Chair welcomed everyone to the meeting at 18:09 and apologised that a preceding meeting of the Finance Committee had overrun slightly.

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## 2021/066 - Apologies and absences

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*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 Jacqui Seymour (Ward Member for Wrockwardine) – Other commitments

### Departures:

- Cllr Raj Mehta departed the meeting at 19:14.

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## 2021/067 – Declarations of interest

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Cllr John Yorke

**Interest:** LVCA CIC

**Declaration:** Member of LVCA CIC

**Minute no:** 2021/067

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## 2021/068 – Public participation

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There were no members of the public present.

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## 2021/069 – Introduction to Safer, Stronger Communities

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Jas Bedesha, Telford & Wrekin Council (TWC), introduced himself and his colleague, Simon Haydon, and informed members that they were attending the meeting to discuss the Safer, Stronger Communities (SSC) programme. Mr Bedesha explained that it was a neighbourhood coordinator programme, with Mr Hayden adding that it was a £2,000,000 investment programme, with a further £500,000 contribution from the Police and Crime Commissioner (PCC)

Mr Bedesha told members that they were working using data intelligence, consultation, and working with the local community - as part of the process, he said, they would hold local stakeholder engagements. He said that they totally understood the needs of the [Ketley and Overdale] area. Part of the process would involve looking at involving the community, involving the Parish Council and its members, and how they could have a sustainable community as we move forward.

He added that they were looking at how to co-produce services in the local area.

Their work would be about the root causes of crime, he continued - how they could look at opening-up surveillance, look at the 'solitary generation', as well as looking at health, unemployment, and exclusions. He said they were looking at joining together the Community Action Team (CAT) and Pride in Our Community schemes and maximising the resources they had available "at that level".

The way they wanted to look at things, he said, was to build on the work that had been done prior to the COVID-19 lockdowns, which "had a massive impact on reducing knife crime", and which would look at the priorities they had across the borough. The "sixth one is environmental crime", he added.

The work would be driven by a dedicated coordinator, he said, and each area would have an action plan and tighter interventions. They would be joining-up geography and common themes, looking at hotspots, and dealing with pockets of neighbourhood data and intelligence that elected members held, comparing how that overlaid with what they had recorded. Mr Bedesha pointed out that with safety not all crimes were reported, but local people would have that data.

The first rollout was in the second phase, and they would be contacting ward councillors straight after Christmas for consultation. Part of the work they were doing was identifying common themes, and the involvement of young people with violent crime. They were looking at the thresholds and what kind of services were available and looking at how to manage harm and identify what was going on.

Mr Haydon said that in terms of engagement, "it's about engaging with a multitude of different agencies both statutory and voluntary, looking at things that are already here and how they can be supported, and merge those



together". In other areas they'd had four launches, and "basically brought together lots of TWC services such as job skills, and stuff to do with heating, and Telford mind [...] bringing together lots of services for the community to have that engagement with". Mr Haydon said that they would get people to fill in cards, from which they could win £50. Aware that not everybody would be able to come to events, he said that they would also do pop-ups at places like schools and ASDA. "It's about gathering lots of intel from different people", he said, and "how you pull that together and use it".

Mr Bedesha said that they would be looking at data about crime types and understanding current provisions in the area and how to look at hot spot areas; in other areas they had improved street lighting and put in CCTV. It would all be linking to one programme, he added. He said there was a "lot of work around schools and women". He said that it sounded like a broad agenda, but they needed to identify what the priorities were.

The Clerk asked members if there were any questions.

Cllr Jayne Greenaway asked about the twelve areas and how these were determined – she asked how they were geographically linked, where they would be, and would other people know.

Mr Bedesha said they looked at the data and looked at where the key issues were - the twelve areas were the top areas that needed investment in terms of social deprivation and unemployment. They also used crime statistics, he said. He added that they were not looking at ward boundaries, as "crime has no boundaries".

Cllr Greenaway said that as a ward councillor, she felt that the boundaries were "loose".

Mr Bedesha said that they were looking at clustering them together and producing one plan.

Cllr Amrik Jhawar asked if they would be "coming to Ketley".

Mr Bedesha said yes. He said they intended to talk to everyone first. They would use the data to "do a framework of a plan, then go out to yourselves and say this is what the data is telling us".

Councillors discussed where various wards were located.

Mr Bedesha said that they had clustered wards together, but they would talk to the key stakeholders of those wards. He added that they were "moving across areas".

Cllr Raj Mehta said, "well done", and said that they were doing good work.

Cllr Rob Parker asked what the plan was with youth work, noting that there had been a steady reduction.

Mr Bedesha said that TWC supported volunteers with training, so they had several open access volunteer youth clubs in the borough. He said that they had to organise activity in the borough. There was targeted intervention and family intervention, he said. He pointed out that it was a "bit more complicated when young people are on the verge of crime, as it becomes more complex". He said that services at that end were "not there", and there were no support workers or staff. Mr Bedesha said that "if you don't engage early, young people get in trouble". He had been asked to look at what were "the vulnerabilities on the complex and acute side, so we know there are serious issues with serious violence" with which young people were getting involved. He said that these young people were not engaging with their own families or schools, "so how do we address that issue".

He added that they were working with their safeguarding services to work out what they were dealing with and working with the PCC office "to get them more bespoke for Telford".



Cllr Parker said that it was “very important that you look after the youth”, adding that he knew “it was all cut 10 years ago, but this is exactly what we predicted”.

Mr Haydon said that they were looking at engagement “like sports competitions and such”, but he acknowledged that not everyone was interested in sport, so they were also looking at crafts, designs, “and how do we get girls, young women, mothers and daughters”, and “putting lots of things on”. In each area they had an activities list, he said. There was a website which would eventually have updates for people for each area, so they could see what’s going on. He said there was also a mailbox for himself and his colleague Marvin. He told members that if they had any questions, they could “drop into that”.

Cllr John Yorke introduced Simon Bailey to the guests, pointing out that he was the Parish Council’s engagement officer. Mr Bailey said that it sounded “really positive” and said that if there was anything he could support he would be more than happy to do so. Mr Bedesha said they would work alongside the Parish Council in a “partnership approach”.

The Clerk said that the Parish Council had undertaken a survey about the community use of the Carpenter Centre and what kinds of events and activities residents would like to see there, suggesting that the responses to that survey “might help to feed in”. She said that she was “very keen about community use” at the Carpenter Centre, and that they were “getting somewhere”. Hopefully, she said, “this event will be the icing on the cake”. She said that Darren Lennon, the headteacher at the Linden Centre, was “very keen” for the community to “be part of the every-day stuff”.

The Clerk then pointed out that she had previously asked if the Telford Job Box could come to the Carpenter Centre but had been “hitting a brick wall”. Mr Bedesha said that the contact would be Sue Marston, and he would “follow it up”. He added that “education is very key to what we’re doing here”.

Cllr Yorke asked if every single resident would be reached.

Mr Bedesha said that they would “do their best”. He said they would be sending letters out to households, and they would look at other ways to make sure they were communicating with residents. He said they were working with the local police to hand out cards. Communications and marketing were key areas they were looking at, he said, adding that they had a dedicated communications officer to “get the message out”.

Cllr Yorke thanked Mr Bedesha and Mr Haydon for their time and added that the Parish Council “looks forward to working with them both”.

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## 2021/070 – Minutes of the last meeting

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Cllr Cathy Salter pointed out that there was an error in the draft minutes, specifically where it had stated that she had contacted TWC about the fire complaint she had received – she had not done so. She would second the minutes on the provision that this was corrected.

The minutes from the **Full Council Meeting** held on **16 September 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 Cathy Salter.



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## 2021/071 – Finance

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### 2021/071/A – Invoices for payment

Cllr Yorke said that invoices had been sent out to councillors. From the responses he saw, he thought they were approved.

Cllr Parker pointed out that they kept having charges on the credit card and we should look to resolve that. The Clerk said that they had tried to resolve that, but Barclaycard wouldn't move the payment date. She added that they had also reduced the limit without any correspondence, which was "embarrassing", though it had been resolved after a formal complaint.

Cllr Parker said that he "just doesn't want to waste people's money on unnecessary bank charges, so we need to resolve it one way or the other".

Cllr Mehta said that he thought they needed to be looking at another bank. The Clerk pointed out that the difficulty was that the existing card is the "corporate card that is recommended for parish councils, and we can't just go and get a credit card".

Cllr Shaun Davies said that he was aware "there are other arrangements". He said that TWC hosted the "GPC card some parish councils". Rather than parish councils having a direct relation to the bank, he said, they would instead have a direct relation to TWC. He agreed that the charges were a "waste of money".

The Clerk said that she was "not having a dig at councillors", but that "like tonight, sometimes the payments aren't authorised until the next day or days later". She continued, "on that note, there are only three who regularly authorise, although every councillor bar [Cllrs Salter and Yorke] has been sent passwords".

Cllr Davies said that the Clerk should speak to the Clerk at Great Dawley Town Council, as he would have the details of the TWC card he'd mentioned. He added that it worked "really well", and parish councils could temporarily increase or decrease their limits. The Clerk said that she would contact him.

Cllr Parker said, "that's OK, just don't want to waste money".

Returning to the topic of invoices, the Clerk said, she had received notifications from some councillors, and she thanked them.

🔴 **ACTION 044: Clerk to contact Clerk at Great Dawley Town Council and enquire about the GPC card.**

### 2021/071/B – Bank reconciliations

Cllr Yorke said that bank reconciliations had been sent to councillors and asked if there were any comments. There were no comments.

### 2021/071/C – Grant application and compilation table

Cllr Yorke explained that the first application for consideration was from Homestart TW, which had been considered previously but deferred until more information could be provided. He thought that the information was a "pretty comprehensive breakdown", and asked councillors for comments on the £1,000 grant request.

Cllr Shaun Davies **PROPOSED** issuing a grant of £1,000 to Homestart Telford & Wrekin. Cllr Cathy Salter **SECONDED**. Grant application for £1,000 **APPROVED**.

🔴 **DECISION: Lawley and Overdale Parish Council to issue a grant of £1,000 to Homestart Telford & Wrekin.**



Cllr Yorke explained that the second application for consideration was from Telford Crisis Support, the paperwork for which had been submitted to councillors. The Clerk said that she hadn't sent out the financial information by email, but it was available on paper at the meeting. Cllr Yorke said that they had a "reasonable balance".

Cllr Raj Mehta **PROPOSED** issuing a grant of £200 to Telford Crisis Support. Cllr Shaun Davies **SECONDED**. Grant application for £200 **APPROVED**.

- **DECISION: Lawley and Overdale Parish Council to issue a grant of £200 to Telford Crisis Support.**

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## 2021/072 – Councillors' session

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Cllr Jayne Greenaway reported that:

- She wanted to pick up on the attenuation pool construction. There had been a downpour during construction, and it was "touch and go there", she said. She did want to say that "everyone [was] working together" – they had contacted the project manager regarding the need to pump out of the ditch for properties on Martingale, and while pumping, they made sure they looked further down to make sure nothing was blocking that. Again though, she said she hadn't had a response and hadn't seen a decision made, so she emailed Katy Craddock regarding maintenance on the site. Cllr Greenaway said that she thought it needed to be done monthly once in-situ.
- She wanted to pick up on the outstanding water survey of the culvert at the back of Lawley Primary Academy; she admitted that it was "going back a while", but she'd never received any comeback. The Clerk said that it was connected to the drainage survey McAuliffe's tried to undertake but "it was too wet". The Clerk added that she had chased that up in the last week or so, because the war memorial area had been getting quite wet, and Cllr Greenaway agreed, pointing out that's why she was asking - water was "oozing out of the top of the drain cover and onto the ground", she said, when there "shouldn't be water in the drain at all". It "could have quite serious implications", she added. The Clerk said that a partial survey had been undertaken, and "they're getting [her] the results and video footage of that, but that was only last week". She said she would follow up with that.
- She wanted to raise the subject of decommissioned bus stops on Dawley Road; the lines should have been ground off, but they weren't, the bus stop looks like it is still in use, and enforcement officers had ticketed vehicles - but that was dealt with. The Clerk said that she didn't think the lines had been removed yet; the enforcement officer had done what he had to do with cancelling the ticket, but the Clerk needed to chase TWC Highways. "They did say they would do it pronto," she said.
- She had contacted Public Realms to ask about the outstanding wildflower planting but hadn't received any response. The Clerk said that she had asked Chris Hallam (CAT) to chase that up with Kay Steele at TWC.

Cllr Shaun Davies reported that:

- He had attended the Dawley Baptist Church opening, and thought it was a very good event. He thought that it looked "really good, brilliant", and said there was a "real desire now to make that into a proper little centre", so he would be working with the Borough Council to get into a "zone one contract".
- He had a "double request" – he wondered if the Parish Council would consider match-funding some planters in the same area - around the church near the Mocha Pot coffee shop. He would share the prices with members, though he said the intention was to also seek funding from TWC, Great Dawley Parish Council, so around £400 match-funding "would be fine".



**Cllr Raj Mehta reported that:**

- He also attended the Dawley Baptist Church opening, and he thought it was “beautifully set-out”. He said that he still remembered when the church came to the Parish Council for support. He thought they’d “done a great job, well done to them”, and said they had been “very appreciative of us supporting them”.
- Residents have mentioned speeding.
- Most people are “happy to get out there” after the COVID-19 lockdowns.

**Cllr Lee Vidor reported that:**

- He wanted to ask whether the Traffic Regulation Orders (TROs) were going out to consultation soon. The Clerk said that she had sent feedback to TWC Highways from the comments they had received, “so it’s just waiting for those to come out”. There wasn’t a timeline given, she added, and offered to ask for one. Cllr Vidor said that would be “good”.

**Cllr John Yorke reported that:**

- There were still complaints regarding the road surface situation on Phase 11, specifically when they were “transporting muck in”.
- The resurfacing of a piece of access road behind the bungalows was carried out over the August bank holidays, and he thought it looked “very pleasing compared to the mottled surface that was there before”.
- He had been invited to attend the Dawley Baptist Church opening but he was in hospital at the time. He had been up to see it since then and he thought it looked “quite impressive from outside”. He added that it was a part of Lawley and Overdale Parish Council as far as he was concerned.

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## **2021/073 – Ward members’ session**

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*Ward members included their reports within the Councillor’s session.*

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## **2021/074 – Community affairs**

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### **2021/074/A – Lawley Partnership Board (LPB)**

Cllr Yorke said that he had missed the last LPB meeting because of his hospital stay. The Clerk added that the Vice Chairman was self-isolating at that time too, so hadn’t attended in Cllr Yorke’s stead. She said that there was going to be an LPB event on Saturday, and she had a meeting booked with Kerry Woodhouse (TWC) the following week as they would be having monthly meetings regarding partnership working, though she hadn’t seen anything yet.

Cllr Yorke said that the “big thing that came out of it was the report from Kerry [Woodhouse] and Jas [Bedesha] regarding match-funding for a speed camera on Lawley drive”. He added that they were going to be attending the event on Saturday, but they would be reliant on people attending. It was “down to the people to put forward their say, rather than us do everything and be told ‘if only you did it this way’”, he added.

Cllr Mehta thought that the LPB was working “really well”, adding “at least we’ve got to the stage where residents can be involved”.





### 2021/074/B – Highway's update

Cllr Yorke explained that the items discussed were TRO proposals across the parish, which would get extra resources. Regarding Birchfield Way/Lawley Square, the Developers Group was confident from the meeting they'd had in September that total adoption was "very close". The issue of what could be done to resolve the parking situation had been raised.

Additionally raised was the traffic light review for Lawley; unfortunately, Cllr Yorke said, there had been "one or two incidents at the traffic lights". In November 2019 he had been told there were "simple easy solutions which could be achieved, but they "were taken out of the report". He added that they "had to acknowledge nothing had been done and promised action in the near future". Obviously, it is a problem, he said, and shouldn't be happening.

Cllr Yorke continued that "Concord been spoken about", which had been raised by a member of the public at the July Full Council meeting. Informal residents-only parking was being abused by people dropping off and picking up kids, he said, adding that he thought Cllr Davies had said he would pursue it. He added that there was a trial residents parking scheme in Ironbridge.

Cllr Davies said that there was a "huge amount of context [Cllr Yorke is] missing out". When those parking bays were installed, residents were told that they couldn't be enforced, he said. They asked for a sign, he continued, but again, a letter was sent from TWC saying there would be no enforcement of it. Cllr Davies said that "there's a tension between parents trying to park away from the school, and those car park bays". He added that "actually. four out of five times [he] goes by, there are bays free". He pointed out that "if you get into parking permits there becomes an issue of enforcement", adding that it was a "really difficult one, but [he was] collating something".

Cllr Yorke said that he pointed out that it might even cost residents money – "if it's got to be self-financing, are the residents going to be happy paying extra money", he asked. He thought residents were always fully aware it was unenforceable.

He asked councillors for comments on the Highways report. There weren't any comments.

### 2021/074/C – Community Action Team (CAT) and Neighbourhood Enforcement Officers

The Clerk explained to members that the staff team had met with Paul Fenn (TWC) and had regular contact with the enforcement officers via a WhatsApp group – they "get and share lots of information that way", she said. From the staff's perspective it was working well, though she did request to have more specific data, because the data in the last report "wasn't quite up to date". Cllr Parker reminded the Clerk that the data went up to March. The Clerk said, "that was a press of a button on their part, so [the data] will be forthcoming". The Clerk added that she had a meeting with Mr Fenn on 20 October, so that would be raised, and Cllr Parker's comments would be passed on.

The programme "seemed to be working well in the main", the Clerk said. They were "very proactive on enforcement of tickets", which had been commented about on social media. Cllr Vidor asked if the tickets in question were the warning signs. The Clerk said yes, and they looked "exactly like a police one", though if the infraction was contravening road traffic act, then it would be a proper penalty notice – but otherwise very much a warning, she said. The Clerk said that she had "asked for it to be high profile".

The Clerk added that "everybody's on the case regarding what the Council had asked for".





#### 2021/74/D – Parish Environmental Team (PET) and Community Action Team (CAT)

The Clerk said that the PET operative and Chris Hallam (CAT) was “working very well”, with “lots of positive stuff put out by ourselves and communications across social media”. She said that she spoke regularly to Herminder (Mindi) who was the coordinator of the CAT WhatsApp group for both enforcement and the PET.

The Clerk asked members if they had any questions. There weren’t any questions.

#### 2021/074/E – Donation to Sambrook House Residents Comfort Fund and Cancer Research UK – LOPC representation at Cllr John Barber’s funeral

Cllr Yorke informed members that recently deceased former councillor John Barber had been a Lawley and Overdale Parish councillor for eight years, its chairman for four years, and had been a borough councillor too. Mr Barber’s contemporaneous clerk had submitted a piece which gave some history, he added. Cllr Yorke told members that he had attended the funeral as a Parish Council representative and had been given the privilege of reading a eulogy. He said it had been well-received by the family, and he received a “lovely thank-you at the end of the service”.

Cllr Yorke explained that the family was asking for donations to go to the Sambrook House Residents Comfort Fund and Cancer Research UK, and that was the proposition being put forward to councillors. He asked the Clerk what the Parish Council usually did for former councillors.

The Clerk said that the Parish Council had “been unfortunate to lose two councillors in the last five years: Tony Proctor and Charles Dillon. The Parish Council had made £250 donations to both, she said, and Mr Dillon’s donation had been split between Christians Against Poverty and another group she couldn’t recall at that time. She reiterated that it was usually £250, however.

Cllr Shaun Davies **PROPOSED** issuing a donation of £250 split between Sambrook House Residents Comfort Fund, and Cancer Research UK, in memory of former councillor John Barber. Cllr Raj Mehta **SECONDED**. Donation for £250 **APPROVED**.

● **DECISION: Lawley and Overdale Parish Council to issue a donation of £250 split between Sambrook House Residents Comfort Fund, and Cancer Research UK, in memory of former councillor John Barber.**

Cllr Yorke said that he would keep in touch with Mr Barber’s family.

#### 2021/074/F – Office resumption

*Cllr Raj Mehta departed the meeting at 19:14.*

Cllr Yorke summarised the report and office resumption plans, specifically regarding making public visits to the office by appointment only. He said that while members felt the office needed to be open, they “shouldn’t be putting staff into a dangerous situation”. The report had been generated with the Clerk and the staff team and had come to councillors for agreement.

Cllr Greenaway wondered whether at one point they had set aside some funding for Perspex screens. The Clerk said that the expenditure for such had been agreed months earlier, and they were now being installed. Cllr Greenaway then asked that if the proposal was staff-generated if they were happy with it. Cllr Yorke said yes.

Cllr Davies said that while he hadn’t been at the last meeting, he had read the minutes. He wondered whether, “from a critical challenge point of view”, they should “think through why we’re moving to an appointment-only



point of view, when you consider large businesses have open access with the protection of screens". He wondered how sustainable it would be going forward. He felt that with a larger number of staff than before "we could be a little more accommodating", adding that the old opening hours of 10am until 2pm were "quite a small window for people who are working to contact the Parish Council". He said that he knew there was email and other means of contact, though he wondered if – even if they waited until the summer months – they could look at ways in which they "could critically challenge this". He added that he was just trying to "strike a balance between staff and the public".

The Clerk said that she agreed that it was "quite restrictive", and pointed out that it was a short-term plan, adding that "this is what we're happy dealing with at the moment". She pointed out that the office was a very small premises, and there were vulnerable members of staff, or members of staff with vulnerable family. "We've got a duty of care – or you have, as employers – that they've got to feel safe in their environment", she said. She highlighted that the proposal was a starting point, to move from a situation where the office was not open at all, and in November they would trial the plan. If the staff felt more comfortable, they could "go back to an open-door policy", she added.

Cllr Yorke asked for other comments before revisiting Cllr Davies' point.

Cllr Parker said that he "recognises that staff are happy with this as an approach, ok". He said that he was going to suggest they reviewed it monthly, so that if it worked, they could "get more back to normal etc". He said that he thought it was time that started.

Cllr Vidor said that he agreed that it was very limited, but felt "it's a start", and he was "just happy to review something".

Cllr Yorke asked if members were happy to pursue the proposal, with an addendum that they reviewed it in January.

Cllr Davies said that as long as it was reviewed "then it's fine", adding that he wouldn't support it if it was the policy forever. If they were reviewing it, he suggested that it should be reviewed at each council meeting; he said that there was "a balance to be struck", and he was "just not convinced it's quite there at the moment".

Cllr Greenaway asked about visitors to the office being required to scan QR code at the entrance. The Clerk said that they could scan a code or sign a register.

Cllr Davies said that wasn't a legal requirement anymore. He said that it was one of the rules from nine months ago but pointed out that people could go into pubs without leaving their details now. "It's all well and good having the policy", he said, "but can we ask people to leave?"

The Clerk said that it was no different from shops saying people must wear a mask. Cllr Salter said that shops weren't doing that.

The Clerk said that it wasn't legislation, but it was what the staff were comfortable with.

Cllr Davies asked if they were going to deny members of the public from seeing members of staff if they refused to scan a code. "It goes against the grain of what's happening at the moment - this is not nine months ago", he repeated.

The Clerk said, "with respect, councillors have said they will support what the staff are comfortable with". Cllr Davies repeated his question about whether members of the public would be asked to leave. The Clerk said that members of the public would be pre-booked, so that would all be arranged beforehand.



Cllr Davies said that “when you’re going down the road of doing more than the legislation requires, you’ve got to do it right”.

Cllr Parker, reading from his laptop, said that there were six things they should do – one of them was to turn away people if they have symptoms, another was to enable people to use Test and Trace, and another was providing equipment and ventilation.

The Clerk said that they shouldn’t be returning to the office at all, then, as there was no ventilation – “not one opening window”, she added. Cllr Parker suggested propping the door open. The Clerk vocalised her surprised disapproval at Cllr Parker’s suggestion. Cllr Parker said, “we should be cognizant of what is required”, to which the Clerk said, “then we’ve fallen at the first hurdle, as there’s no ventilation”.

Cllr Davies said that it needed to be “thought through really carefully; that’s the advice from government, but not the requirement”.

“You’re preventing people from accessing council services if you turn them away,” Cllr Davies said. “People have a right to talk to their parish council, and we need to justify it if that’s what we want to do.”

Cllr Greenaway said that they should put a QR code as an option for visitors.

Cllr Jhawar said that the shopping centre was advising people to put a mask on.

Cllr Parker said that they had to do a risk assessment.

Cllr Yorke said that “tonight we’ve got to pursue the report and the recommendations and review it every month”.

Simon Bailey said from that his point of view, he could understand what members were talking about regarding not being able to enforce a QR code. He said that he wasn’t happy to return to normal at the moment. He had been in contact with a resident about coming into the office for an appointment, and he was “quite happy” to do that. He thought that they couldn’t get to a point where all the staff were in the office; it was too small and there was no ventilation. When the Clerk and Judy Parker were working alone in two rooms it could have worked, but he thought that at that moment, the proposal was something to trial. He agreed that they couldn’t enforce anything on anyone, but they could offer that check-in opportunity, and it was in everybody’s interests. He added that he was quite comfortable being in the office on an appointment-only basis, but it couldn’t be everybody as there was no ventilation.

Cllr Davies said that he wasn’t suggesting that all staff should be in the office. He pointed out that there were no windows open at the Full Council meeting. He said that as a public body, they had to be careful when departing from what the law required them to do. He pointed out that some people couldn’t get the vaccine due to various issues. He said that he wasn’t “being hostile, but it’s not an easy thing to do”, he added.

Cllr Yorke said that he was conscious of the time, and asked members “what do we do to protect our staff, rate-payers, and ourselves”. He asked, “are we able to take this report as it is, on the recommendation that it is reviewed very regularly?” He suggested that it “might be 999 people who want an appointment, or we might find that only one wants one”.

The Clerk said that what the staff were saying was they “don’t want the open-door policy that we had before at this current time”.



Cllr Greenway suggested that they amend that document as it is and get a proper risk assessment and go through the six proper steps that Cllr Parker suggested.

The Clerk said that she could revisit the risk assessment and share that with members but asked if members were happy for the proposals outlined to commence on 1 November.

Cllr Davies said that ventilation was not just about opening windows and pointed out that there were other ways. He proposed that they don't open the office until the next Full Council meeting, when all that work has done. "Every organisation in the country is facing the same questions, they're all ahead of us", he said.

Cllr Parker said that a CO2 monitor might be a good idea.

- **ACTION 045: Clerk to revisit the office reopening risk assessment, with the Team and share it with Full Council at the next meeting.**

### 2021/074/G – Christmas events

Mr Bailey said that they were working on three events in December.

The first event would be supporting Great Dawley Town Council; it was due to happen on 3 December and would be based at Dawley Baptist Church. He'd had a good meeting with Great Dawley Town Council that day, at which they'd shown him the location and what they were looking to do with the stalls and the outside events in the Jubilee Woods. He had approached them after the last Full Council meeting to inform them that the Parish Council had agreed to offer £750 in support of the event. He added that the Parish Council was looking to have its own stall there.

The second event was a Christmas fair at the Carpenter Centre in Overdale, on 11 December. They had offered residents the chance to have stalls or activities at the event, and they had received a few responses from residents.

The final Christmas event was to be based around the war memorial hard surface in Lawley on Saturday 18 December, principally outdoor stalls around the memorial. It would include Christmas activities, and two choirs had been in contact to perform carols. He was due to meet with a couple of people regarding hiring marquees. He would provide the costings to members once he'd received them.

### 2021/074/H – Dog Control Public Space Protection Order Consultation

The Clerk explained that this item was just for information purposes as the consultation document had been sent to Members.

### 2021/074/I – Safer West Mercia Consultation

The Clerk explained that this item was just for informational purposes as the consultation document had been sent to Members.

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## 2021/075 – Correspondence

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The Clerk said that the first piece of correspondence was that the Parish Council's planning complaint with TWC had been escalated to level two. This had been acknowledged and was on their agenda, she said.

The Clerk then said that the second piece of correspondence was a "thank-you" from Dennis Briggs at the Shropshire Prostate Cancer Support Group. He was thanking the Parish Council for the £3,500 donation to the



event. The event had actually cost £14,850 in total to run, “however you can’t put a cost on health” she said. A total of 701 men had been tested, and two had been found to have a prostate-specific antigen (PSA) level “of over 200” and had been advised to see their doctors as soon as possible. A further 11% were deemed to be in the amber section, and the remaining tests were deemed to be green – so the event was “very worthwhile”, she said. She told members that the group was hoping to run the event annually, so the Parish Council may wish to consider that when looking at future budgets.

Cllr Davies said that he had attended the event and it was “very well-organised”. He asked if the group had provided details on how many from the Lawley and Overdale parish had attended. The Clerk said that she could ask them. Cllr Davies said that it would be interesting to see how many from the parish attended, as he wondered if “maybe a more central location would be helpful”.

- **ACTION 046: Clerk to ask the Shropshire Prostate Cancer Support Group if they can share details regarding how many of the event attendees were from Lawley and Overdale parish.**

#### **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.

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### **2021/076 – Confidential items**

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Items were noted.

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### **2021/077 – Agenda items for the next meeting**

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- Councillors to email any agenda items for the next meeting to the Clerk.
- Office resumption

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### **2021/078 – Date of next meeting**

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It was **noted** that the **Full Council** parish meeting would take place on **Thursday 11 November 2021 at 6pm**, at **The Carpenter Centre, Overdale.**

The meeting closed at 20:28.

**Signed by Chairman:**

**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 Parker authorises them at the bank.	All councillors	Ongoing	N/A	
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	"Hopefully, we will become better boys and girls!" – Cllr John Yorke, 17/06/2021
023	2021/031	17/06/2021	Clerk to contact HMRC to self-report the PAYE issue and obtain advice on how to proceed.	SG	<del>15/07/2021</del> <del>16/09/2021</del> 14/10/2021		HMRC has been unresponsive thus far.SG to contact tax accountants/Peninsula
024	2021/031	17/06/2021	Clerk to investigate either outsourcing payroll or buying software to manage it internally.	SG	<del>15/07/2021</del> 16/09/2021		Ongoing.
026	2021/034	17/06/2021	Clerk to ask about the SCOOT system at the next Highways meeting.	SG	<del>15/07/2021</del> <b>CLOSED</b>		Report awaited from TWC
028	2021/043	26/07/2021	Add the HMRC pensions issue to the 16 September Full Council Meeting's agenda.	SG	<del>16/09/2021</del> <b>CLOSED</b>	14/10/2021	HMRC pensions issue was discussed in confidential.
029	2021/044	26/07/2021	Clerk to send the insurance renewal figures out to councillors once it is available	SG	<del>16/09/2021</del> <b>CLOSED</b>		
032	2021/045	26/07/2021	Clerk to investigate what had happened to the wildflower bed on Lawley Village Green.	SG	<del>16/09/2021</del> <b>CLOSED</b>		Clerk/JG contacted TWC Kay Steele
033	2021/047	26/07/2021	Clerk to invite Paul Watling, Shirley Reynolds, and Lee Carter to the next meeting.	SG	<del>16/09/2021</del> <b>CLOSED</b>	14/10/2021	



034	2021/047	26/07/2021	Clerk to insist that TWC respond to their questions about PROW.	SG/JH	16/09/2021		JH Ongoing dialogue with TWC
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	<del>16/09/2021</del> <b>CLOSED</b>	14/10/2021	Quotes were presented to earlier Finance Committee.
037	2021/057	16/09/2021	Jill Holland to investigate 'simplifying' the finances.	JH	14/10/2021		Ongoing
038	2021/057	16/09/2021	Home Start grant application to be deferred until the October Full Council meeting.	SG	<del>14/10/2021</del> <b>CLOSED</b>	14/10/2021	Homestart grant was discussed and approved.
039	2021/058	16/09/2021	Deputy Clerk to ask about signage on Bryce Way in relation to works vehicles.	SG/JH	<del>14/10/2021</del> <b>CLOSED</b>		
040	2021/058	16/09/2021	Deputy Clerk to ask the CAT Enforcement officers to return to Village Drive to issue parking notices more frequently.	SG/JH	<del>14/10/2021</del> <b>CLOSED</b>		
041	2021/060	16/09/2021	Deputy Clerk to re-send the invitation for councillors to attend the LBP engagement event on 16 October.	JH	<del>14/10/2021</del> <b>CLOSED</b>	14/10/2021	Invitation was re-sent to Council.
42	2021/060	16/09/2021	Clerk or Deputy Clerk to invite Paul Fenn, TWC, to the November Full Council meeting.	SG/JH	11/11/2021		Invite sent 1.11.21
043	2021/060	16/09/2021	Staff to bring a proposal for re-opening the office to the October Full Council meeting.	Staff	<del>14/10/2021</del> <b>CLOSED</b>	14/10/2021	Proposal brought to Council and discussed.
044	2021/071	14/10/2021	Clerk to contact Clerk at Great Dawley Town Council and enquire about the GPC card.	SG	11/11/2021		Forms received for completion
045	2021/074	14/10/2021	Clerk to revisit the office reopening risk assessment and share it with Full Council.	SG	11/11/2021		Team to discuss
046	2021/075	14/10/2021	ACTION 046: Clerk to ask the Shropshire Prostate Cancer Support Group if they can share details regarding how many of the event attendees were from Lawley and Overdale parish.	SG	11/11/2021		Contacted but no data available

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.