

LAWLEY AND OVERDALE PARISH COUNCIL



Minutes of the Parish Council meeting held at Unit 2 West Centre Way
On Tuesday 2nd December 2014

PRESENT:

Cllr. Alan Hussey, Cllr. Darren Blackburn, Cllr. Rob Parker, Cllr. Richard Long, Cllr Tony Proctor, Cllr. Deb Crane, Cllr Steph Morley

CLERK:

Sharon George (See apologies)

IN ATTENDANCE:

Bob Chalkley (T&W Arthritis support Group)

2014/093 CHAIR'S WELCOME

The Chair welcomed everyone to the meeting.

2014/094 APOLOGIES

Sharon George (Clerk)

Apologies Accepted by members (notes for meeting taken by Cllr Darren Blackburn)

2014/095 DECLARATIONS OF INTEREST

Councillor	Interest	Declaration	Minute no.
		None registered at Meeting	

2014/096 PUBLIC PARTICIPATION

None present

2014/097 GRANT CHEQUES

Cllr Long agreed to take cheque to Lawley Scouts Group on Parish Council behalf. Cheque was awarded to Mr Bob Chalkley representative from Telford and Wrekin Arthritis Support Group in attendance at meeting by the Chair. The funds will be utilised to contribute towards ongoing costs for a Physiotherapist supported by other local Parish Councils which uses a hydro therapy pool at the PRH. The representative of the support group thanked members for their continuing support.

2014/098 MINUTES

The minutes from the Parish Council meeting held on 4th November 2014 were **APPROVED**. It was **RESOLVED** that the minutes be signed and **ADOPTED** as a true record. This was **PROPOSED** by Cllr. Rob Parker and **SECONDED** by Cllr. Steph Morley.

2014/099 COUNCILLOR VACANCIES

The Chair reported that since the last full council meeting there has been no expression of interests as per the vacancy up to and including the previously designated cut-off date of December 1st Noted by Cllr Crane that she had mentioned the vacancy to a party - but the individual has not taken the matter any further.

ACTION - It was agreed by members that the option to allow any interests remains open throughout the remainder of the month and that the next step as per the matter would be discussed at Full Council in January 2015.

2014/100 PET UPDATE

The chair informed members that a meeting had been scheduled as per Winter Maintenance requirements within the

Parish with TWC for Wednesday 3rd December; however this was subject to change as per circumstances with the Clerk. Irrespectively, matters to be discussed will be ongoing clarification over maintenance works in progress – some of which have been taken up by our PET team previously absent from TWC schedules – subsequently amended (e.g issues at Marlborough Way) and items to be added to build a Winter Maintenance Program as per our Summer Schedule - such as clearances of access/egress points on side roads in residential areas (example given Bellpit Road) during heavy snowfall to which main road clearance will remain under jurisdiction of TWC.

Noted adequate salt has been acquired for this purpose if circumstances arise/ as per paths. It was also noted that the former fir tree on Lawley Village Green by the clock tower which has died will be replaced as per contact with Matt Seabrook.

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

2014/101 COMMUNITY AFFAIRS

Tenders re Caretaking/Key holding/Cleaning – Members discussed the **proposed document** for potential tenders ref the above. **Following amendments** were proposed by members:

- **Cleaning Requirements** – take out list of areas to be cleaned as all areas should be cleaned as per the contract and details provided on a **site floor layout plan/map of LCC**
- **Caretaking/Key holding Requirements** – Suggested by Cllr Morley - Item 3 – Re worded to “Carry out and **record** basic Health and Safety checks throughout the premises.
- **Tenders will be responsible for** – Take out points 1 and 2. Item 9 – “DBS checks for cleaning staff since the Centre is hired to Child Care Groups”.
- Para-Contract will be a period of **3 months** rolling, renewable subject to satisfactory service and can be terminated for any reason upon written notice from either party.
- Above in lieu of matter regarding lease arrangements and any changes to Parish Council after local election.

ACTION – Make changes to documentation – resubmit to members for second approval. If approved after amendments, to start process for tenders for consideration. Notice to be given to current key holders Andy/Sue. Give them interim period to submit time sheets as per usual.

ADDITIONAL ACTION - Check status of steam cleaner (was purchased/or just hired/demonstrated?) Cllr Blackburn to check with Wrekin Pneumatics.

2014/102 COMMUNITY PRIDE AWARDS

Lawley Community Centre

Members raised issue over condition by TWC over having a lease as per allocation of funds for LCC maintenance. It was proposed by Cllr Crane and Seconded by Cllr Parker that funds must be secured and that works outlined must begin ASAP. Majority in favour.

Noted that if the Council considered buying the building – matters would have to be worked out regarding car park allocation with Lawley Primary School. It was also noted that other similar applications for building renovations submitted for consideration and approved by TWC did not have attached conditions.

ACTION – Clerk to contact Chris Goulson. Noted that issue with lease is a separate matter and should not impede action as per funds to begin package of works.

Dawley Road

Members raised disappointment over decision not to allocate funds for a potential crossing on Dawley Road despite over 4 years of concerns over road safety and supporting local residents.

ACTION - Agreed to post information on website, as per decision from TWC regarding Dawley Road bid.

2014/103 ASSISTANT/DEPUTY CLERK POST

Members recognized that since move to current Parish Office, work level has increased for the Clerk with note that allocating time for day to day work, meetings and liaising with members of the public can be difficult at times thus recognizing need for an additional staff member. This also to consider succession and contingency plan for both Council and Clerk and future Parish Office running if circumstances should change. Cllr Parker raised note that having a new member of staff would have to take note of 2015 precept at next finance meeting.

ACTION - Agreed by members to denote new job title as “Assistant to the Clerk”. To denote actual duties for the

individual to undertake. Minimum work hrs 15 hrs per week. Wage to be fixed at Finance Meeting. Prepare interview procedure and advertisement. Agreed that interview panel would consist of Cllr Proctor, Cllr Blackburn, Cllr Morley and the Clerk.

2014/104 PRECEPT RE CTSS GRANT

Item deferred.

ACTION – Clerk to contact TWC to arrange representative to explain procedure and status at meeting on January 6th 2015 or Finance Committee Meeting on 12th January 2015.

2014/105 PARISH LIGHTING

Item deferred.

ACTION – Clerk to contact TWC to arrange representative to explain procedure and current status at meeting on January 6th 2015 or Finance Committee Meeting on 12th January 2015.

2014/106 LEONARD SMITH HOUSE

Members agreed with proposal from the Chair for signage to honour former Council Member Leonard Bryce Smith. It was noted Cllr Parker had not seen proposed decal designs as emailed. After discussion it was agreed not to go with a frosted panel – instead to look into having a vinyl window graphic as suggested by Cllr Crane – this to also counter sun glare into reception area. Also to add in contact phone number for the Council on the panel with the PC logo.

ACTION – To follow up details ref alternate signage option. Also to denote funds allocated for strip wire notice displays for windows in main meeting room.

2014/107 AGENDA ITEMS FOR NEXT MEETING

To be sent to Clerk in interim period.

2014/108 CORRESPONDENCE

- Letter of thanks from Telford & Wrekin Arthritis support group regarding grant received
- Letter of thanks from 1st Dawley Girls Brigade regarding grant received
- Letter of thanks from S.T.A.B.L.E. group regarding grant received
- Letter of thanks from Age UK regarding grant received

2014/109 FINANCE

LCC – Payments were approved by members tabled at meeting. Counter signed paperwork by Cllr Blackburn and Cllr Morley.

UNIT 2 – Following items were not approved – subject to further query at next Finance Meeting.

N –POWER – Bill ref 7016058 and 3 items ref Lighting Testing and Water Monitoring.

Noted Clerk had not submitted payment paperwork in lieu of wages for approval which would have, as per new procedures, had to be done on 6th January. It was agreed after proposal by Cllr Parker to allow wage to be processed in December with HMRC contribution to wait till January.

2014/109 DATE OF NEXT MEETING

It was **NOTED** that the next parish council meeting would take place on **TUESDAY 6TH January 2015 at Unit 2 West Centre Way at 7.30pm following on from a Planning Committee meeting**

The meeting closed at 8.16pm

Signed..... Chair

Date.....