

LAWLEY AND OVERDALE PARISH COUNCIL



Minutes of the Parish Council meeting held at Unit 2 West Centre Way
On Tuesday 6th January 2015

PRESENT:

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

CLERK:

Sharon George

IN ATTENDANCE:

None

2014/110 CHAIR'S WELCOME

The Chair welcomed everyone to the meeting.

2014/111 APOLOGIES

Cllr. Deb Crane

Apologies **AGREED** and **ACCEPTED**

2014/112 DECLARATIONS OF INTEREST

| Councillor | Interest | Declaration | Minute no. |
|------------|----------|----------------------------|------------|
| | | None registered at Meeting | |

2014/113 PUBLIC PARTICIPATION

None present

2014/114 MINUTES

The minutes from the Parish Council meeting held on 2nd December 2014 were **APPROVED**. It was **RESOLVED** that the minutes be signed and **ADOPTED** as a true record. This was **PROPOSED** by Cllr. Tony Proctor and **SECONDED** by Cllr. Rob Parker.

Note: Matter arising from minutes regarding type of tree to be planted on Lawley Village Green – advice to be sought by Clerk

2014/115 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 1st January. It was decided to let the vacancy remain open as a casual vacancy until 1st March 2015 due to the forthcoming elections. Members also asked what the new ward breakdown would be for nominations and the clerk is to contact democratic services for guidance.

ACTION - It was agreed by members that the option to allow any interests remains open as a casual vacancy until 1st March 2015 due to the forthcoming elections. The Clerk is also to check the ward nominations with regard to the changing ward boundaries.

2014/116 PET UPDATE

The chair informed members that we are still awaiting a copy of the schedule map to determine which areas may need attention from our PET team. This will be chased up again by the Clerk. It was also discussed that we had no cover during the Christmas break for 3 days and this is to be questioned at the next PET meeting

2014/117 REVIEW OF ACTIONS FROM LAST MEETING

Actions taken as listed below:

2014/101 COMMUNITY AFFAIRS

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.

Revised tender documentation is an agenda item for the meeting in January for full approval prior to advertising. Current post holders written to and advised of new tender effective May 2015

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

The Steam cleaner was demonstrated only and costings for purchase were included in the successful PIYC bid

2014/102 COMMUNITY PRIDE AWARDS

Lawley Community Centre

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.

Clerk has contacted TWC regarding the potential lease arrangement – this should be available for us to view in time for the next meeting but the issue remains regarding the boundaries and car park that are shared with the school. This needs clarification by TWC regarding responsibility. I have requested a meeting with TWC Estates Team to clarify this situation before any lease can be decided.

The lease criteria attached to the PIYC monies has also been discussed with TWC and it was reiterated that a new lease would be a requirement of funds being released.

Dawley Road

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

Letter duly posted on website and copy sent to road safety group as requested.

2014/103 ASSISTANT/DEPUTY CLERK POST

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.

Draft papers to be prepared and presented at next meeting for Councillors perusal. The Clerk feels that either Chairman of the Council or Chairman of the Finance committee should be a part of the interviewing panel in addition to other councillors who have been nominated.

2014/104 PRECEPT RE CTSS GRANT

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.

The Clerk has invited Bernie Morris or a member of his team to attend either the full council meeting on 6th January or the Finance meeting on 12th January – at the time of writing the review no response has been received from that department. The Clerk will chase up again before the Christmas break.

2014/105 PARISH LIGHTING

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.

Amanda Roberts and Gemma Williams are to attend the Finance meeting on 12th January for further discussion moving forward with the lighting agreement

2014/106 LEONARD SMITH HOUSE

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.

An alternative design has been submitted to Signs Express for evaluation/costings (To be tabled at the meeting on 6th January)

2014/118 COMMUNITY AFFAIRS

Lawley Community Centre PIYC Works programme. The Clerk informed Members of a full repairing draft lease that had been received with the inclusion of the play area run/managed by Puddleducks in front of the building. We do not feel that this is appropriate and could have major financial implications moving forward. There are further anomalies in the draft lease that Members believe needs legal advice for clarification and the Chairman and Clerk are to request a meeting with a solicitor to go through the concerns and bring advice back to the Finance committee meeting next week. Members also requested a meeting with TWC officers connected to the lease proposal at our February meeting along with Rachael Jones who is managing our PIYC grant award.

ACTION – Clerk to contact solicitor to meet to discuss lease proposal. Invite TWC officers to February meeting to discuss the way forward.

Tenders re Caretaking/Key holding/Cleaning – Members discussed the proposed document for potential tenders ref the above. The changes requested at the previous meeting have been made and a deadline time of 5pm on 1st March included for applications and members are now in agreement for the advert to be placed for invitation to tender.

ACTION: The Clerk is to place an advert in the local newspaper as per the agreed documentation.

2014/119 ASSISTANT CLERK POST

The draft job description was discussed and it was felt that the person specification needed to be more thorough. Cllr Morley offered to work with the clerk on this task to ensure that consistency between the job description and person specification. The Clerk will email Cllr Morley to arrange a date/time in time for submission at the Finance meeting on 12th February.

2014/120 PRECEPT RE CTSS GRANT

Item deferred. To Finance meeting – The Clerk had invited a financial representative from TWC to attend to explain the formula of the grant but had received no response. Members requested that Cllr Hussey, as Chairman, extend an invitation to TWC to attend the Finance meeting.

ACTION – Cllr Hussey to contact TWC regarding explanation of CTSS Grant formula

2014/120 PARISH LIGHTING

Item deferred to Finance meeting as TWC officers to attend to discuss the lighting arrangements.

2014/121 LEONARD SMITH HOUSE

The proposed door signage was discussed and various alternatives were looked at including the font used on the panels. It was also looked at to see if the Leonard Smith House should be on a plaque outside the office but it was felt that this could get damaged/graffiti plus the location of it was not acceptable due the number of windows so would be incorporated into the frosted design. The clerk is to follow up with the signage company. The Clerk also informed Members that the cable window display system was to be installed on 13th January.

ACTION – To follow up details ref alternate signage option.

2014/122 AGENDA ITEMS FOR NEXT MEETING

- Lawley Community Centre – Works/lease
- Elections/Wards
- Precept/Budgets
- Parish Lighting
- PET Team

2014/123 CORRESPONDENCE

- TRO proposal received for comment – deferred from planning meeting to enable all members to comment. Comments to be forwarded by the Clerk
- Correspondence received re Lawley Village Academy works commencing
- Proposals for bus stop works discussed and Clerk to forward comments

2014/124 FINANCE

Payments were approved by members tabled at meeting.

2014/125 DATE OF NEXT MEETING

It was **NOTED** that the next parish council meeting would take place on **TUESDAY 3rd February 2015 at Lawley Community Centre commencing at 6.30pm**

The meeting closed at 10.15pm

Signed..... Chair

Date.....