

# LAWLEY AND OVERDALE PARISH COUNCIL



Minutes of the Parish Council meeting held at Unit 2 West Centre Way  
On Tuesday 7<sup>th</sup> April 2015

**PRESENT:**

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

**CLERK:**

Sharon George

**IN ATTENDANCE:**

Helen Barker (Assistant Clerk)

Lauren Wood-Bennett (Assistant Clerk)

**2014/159 CHAIR'S WELCOME**

The Chair welcomed everyone to the meeting. He extended a particular welcome to the new Assistant Clerks that commenced their employment on 2<sup>nd</sup> March and were attending their first Council meeting

**2014/160 APOLOGIES**

No apologies received

**2014/161 DECLARATIONS OF INTEREST**

Councillor	Interest	Declaration	Minute no.
		NONE	

**2014/162 PUBLIC PARTICIPATION**

None present

**2014/162 MINUTES**

The minutes from the Parish Council meeting held on 3<sup>rd</sup> March 2015 were **APPROVED\***. It was **RESOLVED** that the minutes be signed and **ADOPTED** as a true record. This was **PROPOSED** by Cllr. Richard Long and **SECONDED** by Cllr. Darren Blackburn.

The Minutes from the Extraordinary Parish Council meeting held on 3<sup>rd</sup> March 2015 were **APPROVED**. It was **RESOLVED** that the minutes be signed and **ADOPTED** as a true record. This was **PROPOSED** by Cllr. Stephanie Morley and **SECONDED** by Cllr. Rob Parker

*\*Cllr Parker asked for clarification on item 2014/157 regarding the CILCA registration/completion by the Clerk. The Clerk informed him that the registration fee had been paid and that the completed modules would be submitted in May for consideration for qualification and that she understood that the fee would be reimbursed to her once the papers had been submitted.*

**2014/163 PET UPDATE**

Notice Boards:

Cllr Long commented at the last meeting that the existing noticeboards are not located in the most accessible places and that they need replacing which is something that can be looked at and costed. A discussion followed regarding possible locations and types of notice boards to be used. It was decided that the current locations at Overdale stores was a good site but the noticeboard needs to be replaced. The Village Green at Lawley was a possible location for a 'stand alone' board. Other locations are to be given consideration and the Assistant Clerks will investigate suppliers/costs and report back to Council.

**ACTION: HB/LWB to cost noticeboards**

The Clerk had advised that whilst we can carry forward any unspent 'PET materials budget' that it would be preferable if we could decide upon expenditure and commit the funds. A discussion followed regarding possible gateway signage/flower boxes at strategic points in the parish to denote specific areas along with looking at new picnic benches and benches for the Village Green in Lawley

**ACTION: The clerk is to contact Public Realm and seek advice regarding placement of signs, permissions, locations and costs. HB/LWB to investigate costings of benches. Items to be reported back to Council**

Members had been requested to put forward works that could be programmed into a schedule for the PET team this year. Cllr Long put forward some items that could be included and Cllr Blackburn, as PROW Officer for the Parish, put forward a comprehensive PET programme for PROW maintenance. He was duly thanked for this effort by all Members. As a consequence of the maintenance programme, the Asst. Clerks have been tasked with checking the definitive ROW maps/locations with TWC officer Andrew Careless who will be contacted to meet with them as an introduction to the PROW's in the Parish and to check all information we hold is still current.

**ACTION: HB/LWB to establish PROW definitive mapping and liaise with TWC on this matter to crosscheck the maintenance schedule for PET with them**

*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*

**2014/164 COMMUNITY AFFAIRS**

**Lawley Community Centre**

The Clerk advised that agreement had been reached on the terms of the lease and that we are now waiting for a revised copy to be sent by Legal Department at TWC for signature and return. This also means that we can now sign the grant forms if Members are in agreement. A discussion followed regarding the terms of the grant agreement and some of its conditions. A **proposal** was put forward by Cllr Long the 'We should sign the lease and grant agreement and move forward for the benefit of the parishioners of Lawley & Overdale notwithstanding that there is a potential financial risk that the Parish reserves would cover in the event of TWC not paying out the grant as per the agreement under the current administration' The was **seconded** by Cllr Crane and a vote was taken: Members for: Cllrs Long, Crane, Blackburn, Parker & Morley with both Cllr Hussey and Proctor abstaining. The grant agreement was duly signed for submission to TWC.

The Clerk informed Members that a pre planning enquiry had been done regarding the proposal for replacement UPVC windows at the Community Centre as cited in the grant application and we had been informed that this would not be looked upon favourable if an application were to be submitted at the building is on the register of 'Buildings with Special Interest'. It seems that because of this classification that only timber frame windows would be permitted. The Clerk has spoken to the contractor who advised that there is some scope within the quotations for all the works for amendments to be made to cover the increased £7.5k costs on the frames. This is to be further discussed with the contractor to see what scope we have.

**ACTION: Clerk to meet with contractor to discuss the works programme moving forward.**

**Tenders regarding caretaking, key-holding and cleaning at Lawley Community Centre**

The tenders received for the cleaning & caretaking arrangements as deferred from the last meeting were discussed and it was decided that the tender should be awarded to Sparkles Cleaning Services for both aspects (Cleaning & caretaking) as this was deemed to be best value. This was **proposed** by Cllr Long and **seconded** by Cllr Crane. The Clerk is to speak with the company and request that the one hour per week cleaning of the Parish office plus key holding is included in the price submitted for the tender for the Community Centre and will advise Members accordingly. This will be effective from 1st May 2015.

The provision of hand dryers were also mentioned as part of the toilet refurbishment and the Clerk is to investigate costs.

**ACTION: Clerk is to advise companies who submitted Tenders of the outcome and meet with the successful company to discuss incorporating the Parish Office cleaning/key holding into the price. Clerk is to investigate costs of hand dryers.**

**2014/165 PARISH LIGHTING**

The Clerk reported that no further information has been made available since we met with TWC Lighting Team on 12<sup>th</sup> January.

**2014/166 Saturday Opening/ Marketing & Communications proposals**

**Saturday Opening**

The Clerk informed Members that both she and the Assistant Clerks had discussed the proposed Saturday opening and felt that it should be weekly rather than bi-weekly as parishioners would find it more beneficial. It was suggested that the

opening should be 10am – 1pm commencing on 18<sup>th</sup> April on a rota basis. The PACT meetings could also be held on a Saturday morning and these will be scheduled after discussion on dates with the local SNT officers.

**Marketing and Communication proposals**

A proposal was put forward by Assistant Clerk LWB for improving the communication with Parishioners. A discussion followed regarding setting up a Facebook page and improving the website. Members felt that this would be a step in the right direction providing the guidelines were followed. Work on a newsletter is in hand and Members were asked for any contributions towards it. Proposals regarding community engagement were also put forward with ideas to hold regular events/classes that the community could be involved in – these do not have to be large scale events or cost a large amount and research is to be done regarding what would be supported by the community if these proposals were to come to fruition. Cllr Hussey thanked LWB for the amount of effort that had obviously gone into the proposals but that no decisions could be taken at this time but that they could be revisited after the elections process had concluded.

**2014/167 AGENDA ITEMS FOR NEXT MEETING**

- Lawley Community Centre – Works/lease
- PET Team
- Fun Run
- Summer Community Fun Day

**2014/168 CORRESPONDENCE**

- The Clerk advised that TWC had made the first payment of the 2015/16 precept payment on 31<sup>st</sup> March so this would cause issues with the annual audit & year-end figures. A letter to explain the error is to be sent by TWC for us to submit to our auditors
- Cllr Alan Hussey expressed thanks to all Members for their contributions to the Parish as this would be the last Full Council meeting prior the Elections in May and that he hoped to see many of them back for the new term to continue moving forward. Cllr Steph Morley and Cllr Tony Proctor will not be putting in a nomination this term and we all wish them well and are sure they will still be a part of the Parish as they are residents and will always be welcome.

**2014/169 FINANCE**

Payments were approved by members tabled at meeting.

**2014/170 DATE OF NEXT MEETING**

It was **NOTED** that the next parish council meeting would take place on **THURSDAY 14<sup>th</sup> MAY 2015 at Leonard Smith House, West Centre Way commencing at 6.30pm**

The meeting closed at 8.40pm

Signed..... Chair

Date.....