



Minutes of the Parish Full Council meeting held at Leonard Smith House, West Centre Way  
On Thursday 15<sup>TH</sup> June 2017

**PRESENT:**

Cllr. Jayne Greenaway, Cllr. Darren Blackburn, Cllr Rob Parker, Cllr Bill Gilmour

**CLERK:**

Helen Barker

**2017/027 CHAIR'S WELCOME**

The Chair welcomed everyone to the meeting.

**2017/028 APOLOGIES**

Cllr Mike Phillips (family commitments)

Cllr Kevin Guy (work commitments)

Cllr Joy Francis (Ward Member for Ketley & Overdale – other meeting commitments)

Cllr Jacqui Seymour (Ward Member for Wrockwardine - holiday)

Cllr Raj Mehta (Ward Member for Horsehay & Lightmoor – work commitments)

**2017/029 DECLARATIONS OF INTEREST**

Councillor	Interest	Declaration	Minute no.
Cllr Darren Blackburn	Personal	Comm. Affairs-History Group Chairperson	2017/034a

**2017/030 PUBLIC PARTICIPATION**

None present.

**2017/031 MINUTES**

The minutes from the **Full Council meeting** held on 4<sup>TH</sup> May 2017 were **APPROVED**. It was **RESOLVED** that the minutes be signed and **ADOPTED** as a true record. This was **PROPOSED** by Cllr. Parker and **SECONDED** by Cllr. Blackburn.

**2017/032 WARD MEMBERS REPORT**

- **Cllr Jayne Greenaway (Ward Member for Horsehay & Lightmoor)** informed members that the footpath work around Glendale appeared to be finished but the worst section at The Meadows had not been repaired. She was following up with TWC on behalf of residents. She also informed members that the Link path from phase 6 had only partially been completed and she had contacted Derek Owen with concerns that there was nothing to stop vehicles from driving on to the Green until the work was completed.
- **Cllr Joy Francis (Ward Member for Ketley & Overdale)** had sent a written update confirming that she had contacted the Police about possible solutions to address residents' concerns over quads and motorbikes using footpaths around Lawley Village and Newdale.

**2017/033 POLICE REPORT**

The report was not available at the time of the meeting but will be circulated to Members when it is received. Members expressed their annoyance that information is no longer being regularly supplied by the Police and asked the Clerk to contact the local Policing Team about this.

**Action: The Clerk to write formally to the senior officer at the local Policing Team requesting that the monthly reports be provided**

**2017/034 COMMUNITY AFFAIRS**

**a) History Group**

Cllr Blackburn updated Members:

- During the recent guided walk around Old Park, Overdale & The Rock it was noted that work being carried out on the Old Chapel appeared to have caused damage to the Victorian post box, contrary to the planning conditions applied to the planning application. It was also noted that a number of saplings have taken root in the old tram

bridge at Newdale and are causing damage to the structure. The Deputy Clerk was asked to contact the relevant TWC Officers about these issues

- The Community History Day is on Saturday 2<sup>nd</sup> September from 10am – 3pm and all are welcome to attend.
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**Action: Deputy Clerk to contact Planning Officers about work at the Old Chapel at Old Park and the PROW Officer about damage to the tram bridge at Newdale**

**b) Community usage at Lawley Village Academy**

Representatives from TWC Planning Department & Legal Department will be meeting shortly to address the issues raised by the Parish about concerns over non-conformity of planning conditions in relation to the CUA.

**c) Community Defibrillator update**

Councillors passed on their thanks to The Clerk for installing the unit so quickly. Cllr. Greenaway gave an update on an interview she had done with Steve Bray and Radio Shropshire this week.

**d) War Memorial Project Working Group**

Following Councillor Guy's email informing members that TCAT cannot assist with the design it was agreed that Members would contact local designers and schools for assistance.

**Action: Cllr. Gilmour to contact Adams Grammar School and Cllr. Parker to contact Thomas Telford School about the project.**

**e) Community Garden**

The Deputy Clerk gave an update on work in the Garden and confirmed that residents were using the herb garden.

**f) Summer Event/Fun Run/Xmas lights updates**

**The summer event** is on Saturday 24<sup>th</sup> June to be held on the Village Green between 12 – 4pm. The Deputy Clerk reminded members that help will be needed with setting up, running the tombola and cake stall and with packing away.

**The 5k Fun Run** Planning is progressing well with all sponsors on board that supported the event for the past 2 years. The benefiting charity from the proceeds this year will be Telford Young Carers.

**Xmas Lights** Councillors reviewed the quote and the illustration of the proposed lights received from the supplier. It was felt that the quote was rather expensive and they asked for further information at the next meeting.

**Music Festival** Cllr. Gilmour outlined his proposal for a music festival to be held in August. Following discussion it was agreed that Cllr. Gilmour should submit a detailed proposal to Councillors by the end of the month working to a provisional budget of £3,000.

**g) SIDS**

The Deputy Clerk informed Members that we have not yet received confirmation from TWC for the locations. The SIDS have now been ordered as agreed at the last meeting. An update will be given at the next meeting

**ACTION: Clerk to chase up confirmation of locations and cost of installation with TWC**

**h) Definitive PROW Mapping**

No update received for this meeting

**2017/035 PET UPDATE**

In addition to the normal work plan the Deputy Clerk informed Members that the PET have recently assisted Dawley Hamlets PET to tidy up the large area of brickwork at Lawley Gate. They also spent approximately 3 hours helping the Deputy Clerk to move furniture and tidy the office in preparation for its use as a polling station. The Deputy Clerk is preparing a draft mowing contract as a long term solution is required for mowing work at the Community Garden, the land at Old Park and the area around the proposed war memorial.

The Deputy Clerk reminded Members that TWC Officers will be attending the next meeting to discuss the ending of the TWS contract and what options there may be for the future environmental and street cleansing contract which will have an impact on the PET.

***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***

**2017/036 FINANCE**

a) One of the invoices tabled was authorised for payment. Members asked that the invoice for the defibrillator be checked against the original quote before being re-submitted

b) The Bank Reconciliation was agreed and signed

c) Year End ratification: Members agreed the Governance statement which was duly signed. Cllr. Parker outlined the accounting statement stating that it had been completed with actual figures although the VAT amount had not yet been refunded. He has completed a statement for the auditors explaining the difference.

Members briefly discussed the SAGE accounting system but in the Clerks absence this was deferred until the July meeting.

**ACTION: Clerk to investigate Finance packages for use by the Council**

**2017/037 STAFFING UPDATES FROM PERSONNEL COMMITTEE**

a) **Draft Personnel Minutes (Appendix B)**

Members noted that the proposed 16 hour per week role discussed at Personnel Committee would be temporary initially.

b) **Staffing Profiles (Dianne Dorrell SALC in attendance)**

Dianne gave Members an overview of the staffing profiles and answered questions about the profiles, salary scales and review arrangements.

**ACTION: Councillors will consider the information provided and respond to the Clerk at Personnel Committee next week.**

**2017/038 AGENDA ITEMS FOR NEXT MEETING**

- CO OPTION OF MEMBERS
- YEAR END FOLLOW UP
- COMMUNITY USE AGREEMENT UPDATE
- WAR MEMORIAL PROJECT GROUP UPDATE
- COMMUNITY GARDEN
- SUMMER /MUSIC FESTIVAL/ FUN RUN / CHRISTMAS EVENTS
- SIDS LOCATIONS & COST UPDATE
- STAFFING
- STANDING ORDERS REVIEW
- PLUS STANDING AGENDA ITEMS (PET, OTHER COMMUNITY AFFAIRS, POLICE REPORT)

**2017/039 CORRESPONDENCE**

None

**2017/040 DATE OF NEXT MEETING**

It was **NOTED** that the Full Council parish meeting would take place on **THURSDAY 13<sup>th</sup> JULY 2017 at Leonard Smith House, West Centre Way commencing at 6pm**

The meeting closed at 9.50pm

Signed..... Chair

Date.....

