



**Minutes of the Annual Parish Full Council meeting held at Leonard Smith House, West Centre Way  
On Thursday 10<sup>th</sup> May 2018**

**PRESENT:**

Cllr. Jayne Greenaway, Cllr Rob Parker, Cllr Mike Phillips, Cllr. Darren Blackburn, Cllr Bill Gilmour, Cllr Sheila Slaney, Cllr Martyn Jobe

**CLERK:**

Sharon George

**IN ATTENDANCE**

Judy Parker (Asst. to Clerk)

**2018/001 ELECTION OF CHAIRMAN**

In compliance with LGA 1972 s15(1)(2) Nominations for the role of Chairman were received.

Cllr Jayne Greenaway's nomination was **PROPOSED** by Cllr Gilmour and **SECONDED** by Cllr Blackburn. A vote took place and **ALL IN FAVOUR**

The vote will stand, and the newly elected chairman will be Cllr Jayne Greenaway

The Chairman's allowance in pursuance of Section 15(5) of the Local Government Act 1972 will be agreed at the Finance meeting in June.

**2018/002 Declaration of Acceptance of Office as Chair to the Parish Council**

Cllr Greenaway duly accepted the office of Chairman of the Parish Council and a copy of her signed declaration is attached to the minutes as a point of record.

**2018/003 CHAIR'S WELCOME**

The Chair welcomed everyone to the meeting.

**2018/004 APOLOGIES**

Cllr Jacqui Seymour (Ward Member for Wrockwardine - Other meeting commitments)

Cllr Joy Francis (Ward Member for Ketley & Overdale – Borough Commitments)

Cllr John Ashford (Ward Member for Ketley & Overdale – Work Commitments)

Cllr Raj Mehta (Ward Member for Horsehay & Lightmoor – Personal Commitments)

Cllr Kevin Guy – NO Apologies Received

**Apologies were AGREED and ACCEPTED**

*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*

**2018/005 Election of Vice Chair**

In compliance with LGA 1972 s15(6) nominations requested for role of Vice Chairman

It was **PROPOSED** by Cllr Gilmour and **SECONDED** by Cllr Jobe that Cllr Darren Blackburn be elected as Vice-Chairman for the coming year. A vote was taken and **ALL IN FAVOUR**

**2018/006 Appointment of Committees**

- Planning & Environment Committee
- Finance Committee
- Personnel Committee
- Activities Committee

Committees were discussed and decided as per the table below. It was agreed that ALL members should be available for attendance at a Planning Committee meeting if it is called due to the large development within Lawley. An exception to this would be for Cllr Greenaway who is a substitute Member for TWC Planning Committee and if required to attend could not contribute to any comments from the Parish

Full Council	Planning & Environmental Committee (To be convened as required)	Finance Committee	Personnel Committee	Activities Committee (To be convened as required)
Cllr Jayne Greenaway	Cllr Jayne Greenaway	Cllr Rob Parker	Cllr Rob Parker	SUMMER /CHRISTMAS EVENTS
Cllr Darren Blackburn	Cllr Darren Blackburn	Cllr Martyn Jobe	Cllr Darren Blackburn	Cllr Darren Blackburn
Cllr Bill Gilmour	Cllr Bill Gilmour	Cllr Bill Gilmour	Cllr Martyn Jobe	Cllr Sheila Slaney
Cllr Kevin Guy	Cllr Kevin Guy	Cllr Jayne Greenaway	Cllr Mike Phillips	Cllr Mike Phillips
Cllr Martyn Jobe	Cllr Martyn Jobe	Cllr Darren Blackburn	Cllr Sheila Slaney	Cllr Bill Gilmour
Cllr Rob Parker	Cllr Rob Parker			
Cllr Mike Phillips	Cllr Mike Phillips	Cllr Mike Phillips SUBSTITUTE	Cllr Bill Gilmour SUBSTITUTE	Cllr Martyn Jobe SUBSTITUTE
Cllr Sheila Slaney	Cllr Sheila Slaney	Cllr Sheila Slaney SUBSTITUTE	Cllr Kevin Guy SUBSTITUTE	Cllr Jayne Greenaway SUBSTITUTE
		Cllr Kevin Guy SUBSTITUTE	Cllr Jayne Greenaway SUBSTITUTE	Cllr Kevin Guy SUBSTITUTE

#### 2018/007 PROW

Cllr Gilmour **PROPOSED** Cllr Blackburn to return as PROW Liaison and was **SECONDED** by Cllr Phillips as the Public Rights of Way liaison person for the Parish. A vote was taken and **ALL IN FAVOUR**.

#### 2018/008 SNOW WARDEN

A Snow Warden Member is required to liaise with Telford & Wrekin Council and the local community and PET team. Cllr Blackburn **PROPOSED** Cllr Phillips to undertake this post and this was **SECONDED** by Cllr Slaney. A vote was taken and **ALL IN FAVOUR**.

#### 2018/009 Appointment of Representatives

To appoint representatives to serve on the under mentioned bodies:

- Parishes Forum - The Clerk/Dep Clerk will act as the Parish Representative.
- Parish Charter Monitoring Group – The Clerk/Dep. Clerk will continue to act as Parish representative for this group.
- Newdale/Overdale Stakeholders Group – The Clerk/Dep. Clerk will continue to act as Parish representative for this group.
- Telford Bus Users Group – The Clerk will forward the agenda to ALL Councillors and an available Member will attend or request the Clerk to send in any questions or comments if relevant, if no-one is available to attend
- Steering Group/Stewardship Group (Lawley SUE) – Cllr Greenaway and the Clerk/Dep. Clerk will act as the Parish Representatives. **PROPOSED** by Cllr Parker and **SECONDED** by Cllr Phillips

### 2018/010 REVIEW/ADOPTION OF STANDING ORDERS/CODE OF CONDUCT

The new Model Standing Orders were reviewed, and it was **PROPOSED** by Cllr Jobe and **SECONDED** by Cllr Phillips that they be formally adopted. A vote was taken and **ALL IN FAVOUR**.

The code of Conduct was discussed, and it was **PROPOSED** by Cllr Parker and **SECONDED** by Cllr Slaney that it be formally adopted. A vote was taken and **ALL IN FAVOUR**.

### 2018/011 CHAIRMANS ANNUAL REPORT/MEETINGS CALENDAR 2017/18

The Chairman shared her annual report & meetings calendar for 2017/2018 and a copy is attached to the minutes as a record. The Clerk was requested to put a copy on the Parish webpage.

The members recorded their sincere thanks to Cllr Greenaway for the amount of work that had been undertaken by her in the past 12 months and for the positive impact that has had for the Parish and its residents.

### 2018/012 COMPLETION OF DISCLOSABLE PECUNIARY INTERESTS

The Pecuniary Interest forms were duly completed by all Members and the Clerk will copy for our records and submit originals to TWC Democratic Services for Council record and publication if applicable once clarification of the new GDPR Regulations and the use of personal data has been discussed with Democratic Services at TWC. The Clerk will advise Members of the outcome of that discussion.

**ACTION: Clerk to contact Democratic Services re clarification of publication of Personal data and advise Councillors**

### 2018/013 PUBLIC PARTICIPATION

None present

### 2018/014 MINUTES

The minutes from the **Full Council meeting** held on **12th April 2018** were **APPROVED**. It was **RESOLVED** that the minutes be signed and **ADOPTED** as a true record. This was **PROPOSED** by Cllr. Blackburn and **SECONDED** by Cllr. Gilmour.

### 2018/015 DECLARATIONS OF INTEREST

Councillor	Interest	Declaration	Minute no.
Cllr Darren Blackburn	Personal	Community Affairs – Chair of Local History Group	2018/018

### 2018/016

#### COUNCILLORS REPORTS

- **Councillor Phillips** – none
- **Councillor Blackburn** –none
- **Councillor Parker** – reported that there had been a spate of car thefts including in the road on which he lives
- **Councillor Jobe** – reported that the Give Way markings on the junction to Millman Grove need repainting – The Clerk will forward to Highways
- **Councillor Slaney** – reported that the junction of Synders Way/Lawley Drive is becoming increasingly dangerous with parked cars too close to the junction. It would appear that this may be deliberate to stop drivers using this as a turning point or to gain access to a right turn as the junction above this is currently prohibited.
- **Councillor Gilmour** – reported that there are a number of potholes on the start of Damson Drive – some have markings around them awaiting repair and others do not so asked that they be reported. He also requested that an FOI request be completed to ask how many people and what amount of money has been paid out against pothole damage claims.
- **Councillor Greenaway** – stated that she had attended a meeting at Lawley Primary School to be asked for the Parish support for a bid to the T50 Community fund to apply for funding towards a sports/leisure facility in the school grounds which would be open to the community outside of school hours. She shared drawings that the children had done of what they they would like to see as part of the proposal. Members agreed that the school could have the support of the Parish for their bid and that she would contact the school in this regard.  
JG also reported that the chevron signage at the top of Concorde is still missing despite re;peated requests to have it replaced – she will continue to chase this with Highways.

**ACTION: Clerk to submit FOI to TWC regarding costs expended on pothole repairs**

### 2018/017 WARD MEMBERS REPORT

Cllr Jayne Greenaway (Ward Member for Horsehay & Lightmoor) reported that:

- Cllr Greenaway reported that the capital PRIDE programme had now been agreed and that it was imperative that the Dawley Road footpath/Meadows Junction works are completed. Costings had earlier been received

by TWC which were not feasible, and the Parish offered to assist funding the footpath widening works within our Parish boundary. TWC need to be reminded that as this will be a safer route to school from September 2018, that the works need to be done in time for that. We will put our offer of financial assistance on hold whilst JG follows up the issue with Education Department at TWC

- Phase 11 planning application was still raising a number of enquiries from concerned residents both to JG directly and to the Parish office. Jg along with the Parish will be objecting to the application along with the Coal Authority and TWC drainage and Open Space officers.

**ACTION: Clerk to contact Public realm regarding the Dawley Road offer of Financial Assistance and JG to contact Education department regarding the duty of responsibility for a safe route to school along Dawley Road for local children**

## **2018/018 COMMUNITY AFFAIRS**

### **a) History Group**

Councillor Blackburn updated Members: -

- The History on Foot events are attracting attention from residents that used to live in the area and who will be re-visiting to take part in the walks along with more local people. They are proving to be popular.
- The next meeting of the Group will be an Administration meeting on 11<sup>th</sup> May at the Rock Chapel.

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

The Clerk advised that the FOI requested had come back and confirmed that the monies had been passed to Education department. What it did not state is that the monetary sums noted had no detail of where they had been allocated to once received by Education. The Clerk is to follow this up at a meeting with TWC on 14<sup>th</sup> May that both she and JG would be attending.

We will continue to pursue this avenue of exploration.

### **c) War Memorial Project Working Group**

- The Clerk reported that as shared with the project group in a meeting directly before this meeting that there are issues arising with the location of the mains services in relation to the proposed site of the Memorial
- TWC attempted to begin initial exploratory works on the memorial site to establish what materials are underground to enable a stability plan to be put in place but the plans/drawings of the local mains services that they had been given, could not begin the works until it had been verified exactly where the services were. The drawings showed them to be within a 10m distance from where the excavation works would commence, and this was too close without clarification of location. The Clerk is to pursue these issues with Western Power/Cadent Gas ASAP. She will also be seeking a CAT Scan of the area to see if that shows anything in the proposed area.
- The Clerk has contacted a different fabricator who was to attend the Project Group meeting but did not make it as he was delayed in traffic so we are awaiting a date for a meeting to discuss our requirements/costs.

### **d) Land Transfer Update**

The Clerk reported that the land transfer plan has been sent to Barratts/HE along with solicitors details

### **e) Activities Committee update**

The Asst.to Clerk gave a brief update for noting:

- The arrangements for Summer Fest are progressing well
- SG has secured £1000 funding from the Developer Group to cover payment for Hog Roast and associated generator required
- Cllr Rae Evans, Cabinet Member, has agreed to officially open Summer Fest in line with the requirements of the Telford Pride@50 Celebration Grant
- Letter to residents will be distributed w/c 11 June advising of the details and timings of the event
- A decision will be taken by Full Council on which charity to support for the 2018/19 year. JP to forward details of five charities to be forwarded to Full Council Members for their consideration: Axis Counselling, The Georgia Williams Trust, The Holly Project, Telford NAGAH and TT4C.

### **f) Crime Report**

#### **RESIDENTIAL**

OIS: 0090S 230418

#### **VEHICLE CRIME CONCORDE, DAWLEY BANK**

Overnight 23/04/2018

4 x parking sensors were stolen off a van parked on the roadside.

#### **BUSINESS**

OIS: 0723S 150418

#### **THEFT TELFORD FORGE RETAIL PARK**

Between 11:40 & 20:30hrs 15/04/2018

A Carrera Kracken bicycle, colour red, was stolen from a bicycle rack where it had been left secured.

OIS: 0722S 130418

**THEFT THE BORDER, TELFORD TOWN CENTRE**

Between 15:00 & 18:00hrs 13/04/2018

A secured V-Doo mountain bike, colour orange, was stolen from a bicycle rack. Witness reports state a white male, large build, 50/60yrs was seen taking the bike.

Following on from the Police UK update sent out by the Clerk, Members requested that more information on the breakdown of the Sexual Assaults and Violence category be requested.

**ACTION: The Clerk will contact the police in the first instance for this information and if not forthcoming will submit an FOI.**

**g) SIDS**

The Clerk reported that the 2 SID's devices are now in situ on Milners Lane and Garfield Road. We are still awaiting agreement from Highways as per the location of a socket on Dawley Road. The Clerk will keep chasing TWC for agreement.

**h) Definitive PROW Mapping**

There has been no further information on the mapping. The information regarding the 6 paths that we would like to be considered for inclusion as rights of way on the digital map have been followed up with TWC Officer, but no contact has been received to date.

**ACTION: Clerk to re-contact TWC Officer in relation to the proposed paths**

**i) Concerns of Lawley Residents**

The Clerk reported that there have been none brought to our attention by residents and that the forum on social media seems to be working as a medium of reporting directly to LVDG. The design code consultation with residents is available to view on the forum

**2018/019 ENVIRONMENTAL UPDATE**

The Asst. to Clerk reported that as an example of works continuing to be done:

- Reported a large fly tip on Park Road to TWC for removal
- Pruned shrubs off the path and scraped moss at Bowland Close
- Blew debris from the hardstanding at Rose Tree Close
- Removed overhanging branches from the path at Lawley Gate
- Cut off overhanging branches from the Right of Way at the rear of Newdale Pool
- Mowed and cleared debris from Old Park Green
- Sprayed around the junction on Rock Road by the Methodist Church
- Sprayed along the handrail on the bridleway off Rock Road
- Sprayed around the steps at Acer Close
- Pruned and sprayed the shrub bed at the Linden Centre
- Pruned and sprayed the shrub beds at Old Park Green
- Cleared debris from the footpath from Bartholomew Road to the Village Green
- Sprayed and cleared debris from the alleyway off Glendale
- Sprayed the path edges from the Wrekin Trundle footpath

The quotes for a mowing contract to cover the Community Garden & Old Park open space plus the War Memorial area (Once transfer of land is complete) were discussed. It was decided to ask the preferred contractor if there was a possibility of a reduction in costs to £1100 for the two spaces before any contracts were awarded. If this was the case, then the Clerk could agree a contract with them. This was **PROPOSED** by Cllr Gilmour and **SECONDED** by Cllr Parker and **ALL IN FAVOUR.**

**ACTION: The Clerk will contact the preferred contractor to negotiate a reduction in costs and if successful award the contract to them**

**2018/020 MEETINGS CALENDAR 2018/19**

The schedule of meetings calendar was discussed and is to remain at the second Thursday monthly. The clerk will check for any clashes with the TWC calendar once approved at their AGM on 24<sup>th</sup> May. If no clashes are relevant the new schedule will be published.

**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***

**2018/021 FINANCE/GDPR**

- a) Invoices were authorised for payment at the bank
- b) The Bank Reconciliations were not presented at the meeting due to the year end figures not completed for this meeting and the accounts are to restated which may affect the balances. Two months of reconciliations will be presented at the next meeting.
- c) The new GDPR Regulations which come into law on 25<sup>th</sup> May 2018 and new policies for adoption were discussed.
- d) The Clerk reported that a data impact assessment had been completed and an action plan of full implementation had been done and that this was a work in progress for the team. Members felt that before they could adopt any policies they needed a better understanding of the new regulations and asked the Clerk to secure a date for a meeting with our appointed DPO as a training exercise. The Clerk will contact the DPO and arrange a meeting at the earliest opportunity.

**ACTION: The Clerk is to contact the DPO and arrange a training session for Members.**

**2018//022 AGENDA ITEMS FOR NEXT MEETING**

- COMMUNITY USE AGREEMENT - UPDATE
- WAR MEMORIAL PROJECT GROUP – UPDATE
- LAND TRANSFER - UPDATE
- ENVIRONMENTAL UPDATE – INC. OLD PARK/COMMUNITY GARDEN
- ACTIVITIES COMMITTEE – TO BE NOTED
- PROW - UPDATE
- CRIME REPORT – TO BE NOTED
- HISTORY GROUP/TRAIL
- GROUNDS & CLEANSING CONTRACT/PET TEAMS
- GDPR POLICIES
- END OF YEAR ACCOUNTS

**2018/023 CORRESPONDENCE**

The Clerk shared the following:

- A member of the River Church contacted us about planting some trees in the Parish – the complexities of land ownership and locations of easements/sewers in Lawley was explained along with the permissions required. They have been informed that Public Realm have been requested to liaise with them in the first instance.
- The charity to benefit from the Fun Run this year is to be The Georgia Williams Trust. This was agreed by our working partners and their Members from Lawley Running Club and BVT residents group.

**2018/024 DATE OF NEXT MEETING**

It was **NOTED** that the **FULL COUNCIL** parish meeting would take place on **THURSDAY 14<sup>th</sup> JUNE 2018 at Leonard Smith House, West Centre Way commencing at 6pm**

The meeting closed at 9.50pm

Signed..... Chair

Date.....