



**Minutes of the Full Council meeting held at Leonard Smith House, West Centre Way
On Thursday 14th June 2018**

PRESENT:

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

CLERK:

Sharon George

IN ATTENDANCE

Helen Barker (Deputy Clerk)

2018/024 CHAIR'S WELCOME

The Chair welcomed everyone to the meeting.

2018/025 APOLOGIES

Cllr Kevin Guy – work commitments

Cllr Sheila Slaney – personal commitments

Cllr Mike Phillips – personal commitments

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)

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

2018/026 DECLARATIONS OF INTEREST

Councillor	Interest	Declaration	Minute no.
Cllr Darren Blackburn	Personal	Community Affairs – Chair of Local History Group	2018/031

2018/027 PUBLIC PARTICIPATION

None present

2018/028 MINUTES

The minutes from the **AGM/Full Council meeting** held on **10th May 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. Parker.

2018/029

COUNCILLORS REPORTS

- **Councillor Blackburn** – reported that people are dumping rubbish at the charity collection bin at Dawley Bank shop again. He will be contacting the organisation who have placed the bin there and ask for it to be removed
- **Councillor Parker** – reported that the Heras fencing the builders have erected alongside the building site on Phase 7 keeps falling over onto the Ironbridge Way. He asked for this to be reported to Enforcement.
- **Councillor Gilmour** – reported that the potholes on the start of Damson Drive have been repaired, but unfortunately to a very poor standard. The Clerk tabled the TWC response to his previous FOI request on the cost of pothole claims to the Authority and there was a brief discussion. Cllr Gilmour requested that a Highways Officer be asked to attend a Parish Council meeting for such issues to be discussed.
- **Councillor Jobe** – stated that Cllr Gilmour had raised the issue he was proposing to raise and agreed that a Highways Officer should be invited to attend the meeting.
- **Councillor Greenaway** – reported that she had informed the Head of Lawley Primary School that the Parish would support any bid they made 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 has had no reply to date.

ACTIONS: Deputy Clerk to report the fencing issue on Ironbridge Way

Clerk to invite a Highways Officer to attend the next Council Meeting to discuss issues raised by Councillors and residents.

2018/030 WARD MEMBERS REPORT

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

- Anti-social Behaviour and Safeguarding issues reported at Wellfield Cottage has been raised with the appropriate TWC Officers and action has been taken.
- She will be representing the Parish at the next Lawley Village Management meeting with residents and BVT.
- She had attended a picnic for residents on Lawley Village Green to mark The Big Lunch
- She had attended a party on Old Park Open Space arranged by residents
- She noted that the local Police team had set up a mobile station drop in on Morrisons car park that afternoon, but the Parish had not been notified of the event.

2018/031 COMMUNITY AFFAIRS

a) History Group

Councillor Blackburn updated Members: -

- The Lawley and Newdale History Walk will take place on Saturday
- The Chair of Telford and East Shropshire Ramblers has confirmed that the official opening of the T50 Trail is on Saturday.
- Preparation has already started for the September 1st History Day.
- A Past and Present Event will take place at The Place in September. Over 20 groups will be in attendance.
- The Cinderloo commemoration is now a stand-alone project and the organisers will be liaising with other History related groups

b) Community usage at Lawley Village Academy

The Clerk reported that following the FOI response received in May the requested meeting with TWC Officers took place on 14th May. It was then agreed to send a further FOI to Education asking for details of where the money had been spent. In the meantime, The Clerk has been informed that the information sent from Education to interested Academy providers stated that community use would only be evenings and weekends, but the Planning conditions specify daytime use. Further action will be decided when the FOI information has been received.

c) War Memorial Project Working Group

- The Clerk is continuing to pursue issues with the location of gas and water mains and is working with TWC Officers and contractors to obtain the detailed information required. An engineer who previously worked on the Lawley Development site has been contacted and he is looking at the original plans to provide assistance. McAuliffe's have confirmed that they will assist with the hand digging when it has been authorised and they are far more cost effective than the quote provided by TWC.
- Given the poor response to date from fabricators Councillors agreed that contact should be made with 3 local firms to try and move the project along. This was **proposed by Cllr Gilmour** and **seconded by Cllr. Jobe**.

ACTION: The Clerk to contact the 3 fabricators to obtain further quotes for the design, building and installation.

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 letter to residents has been distributed advising of the details and timings of Summer Fest.
- It was agreed that the money raised by the event will be split between Telford NAGAH and TT4C. This was **proposed by Cllr. Gilmour** and **seconded by Cllr. Blackburn**. Cllr Gilmour will ask both organisations if the wish to have a stall at the event.

f) Newsletter Update

- The Clerk distributed the final copy of the newsletter for information. A discussion followed about how best to distribute it and suggestions will be passed to the Assistant Clerk.

g) Crime Report

• **THEFT, ST QUENTINS GATE, TELFORD TOWN CENTRE**

Between 11.00 & 12.30 03/06/18

A storage area behind a stand at the International Centre was entered by persons unknown, items of clothing, waist coats, vests and a quantity of Buffalo Mats were stolen. The victim had been talking to a male whom he suspects

was involved, and who may have provided the distraction whilst the items were stolen. The offender was possibly seen in a BMW car with 3 other passengers.

- **BURGLARY, DAWLEY RD, LAWLEY, TELFORD**

BETWEEN 18.00 & 1/6/18 & 09.30 4/6/18

Persons unknown have smashed the side window of a commercial premises, unable to gain access but they have been able to steal a Computer Router and a quantity of low value office items through the broken window.

h) Definitive PROW Mapping

Following reports of notices relating to Modification orders being placed on PROWs around the Parish TWC have confirmed that these are being placed by a representative of the Bridleway Association who has misunderstood the process. The information regarding the 6 paths that we would like to be considered for inclusion as rights of way on the digital map were followed up with the relevant TWC Officer who confirmed that he will add them to the list awaiting approval. The Clerk will contact officer after annual holidays w/c 9th July

i) Concerns of Lawley Residents

The Deputy Clerk circulated a report she has obtained from TWC Officers showing a breakdown of issues reported to them by Parish residents via their different reporting channels. She has asked for this Quarterly and is also seeking a more detailed breakdown of some categories.

2018/032 ENVIRONMENTAL UPDATE

The Deputy Clerk reported that a number of residents have contacted the Parish Office to compliment the Council on the quality of the new grass cutting contractors work. She provided an update on the TWC Grounds and Cleansing contract process and expressed concern at both the timescale and detail of the contract relating to the work currently being carried out by the PET. Following a discussion, it was agreed that detailed specifications and costs should be obtained by the Deputy Clerk to cover all possible responses to the TWC Tendering process.

ACTION: The Deputy Clerk will devise specifications and obtain costings for all eventualities relating to the new TWC Grounds contract.

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

2018/033 FINANCE/GDPR

- Invoices were authorised for payment at the bank
- The Bank Reconciliations were reviewed and signed
- The End of Year Accounts and Annual Governance Statement were reviewed and completed where necessary. It was **proposed by Cllr. Blackburn** and **seconded by Cllr. Parker** that the Annual Governance Statement be agreed and signed off. It was **proposed by Cllr. Parker** and **seconded by Cllr. Gilmour** that the Annual Accounting statement be signed off. The Clerk will post to the External Auditors in time for the deadline of 18th June 2018
- The recommendation from the Finance Committee regarding Councillors Allowances was agreed to remain as per 2017
- The Clerk reported that the Asset Register will be amended to include the leaflet holder purchased for the Parish Office
- The new GDPR Policies and associated processes were discussed as follows:
 - a) It was agreed that all Councillors and staff will use the proposed Email footer on their Council Emails.
 - b) The Data Protection Impact Assessment was agreed and signed. **Proposed by Cllr. Blackburn** and **seconded by Cllr. Jobe.**
 - c) The Privacy Policy – Website was agreed
 - d) The Privacy Policy – General was agreed
 - e) The Booking Agreement – Privacy Policy was agreed
 - f) The Correspondence Privacy Policy was agreed
 - g) The Retention of Documents Policy was agreed
 - h) The Grants Privacy Policy was agreed
 - i) The Hire Agreement Privacy Policy was agreed
 - j) The Rights of Data Subjects was agreed
 - k) The Security Breach Protocol was agreed

The policies will now be placed on the website as per the Transparency Code requirements.

ACTION: Clerk to post Privacy policies/GDPR onto Website

2018//034 AGENDA ITEMS FOR NEXT MEETING

- COMMUNITY USE AGREEMENT - UPDATE
- WAR MEMORIAL PROJECT GROUP – UPDATE
- LAND TRANSFER - UPDATE
- ENVIRONMENTAL UPDATE – INC. TWC GROUNDS AND CLEANSING CONTRACT
- ACTIVITIES COMMITTEE – TO BE NOTED
- PROW - UPDATE
- CRIME REPORT – TO BE NOTED
- HISTORY GROUP/TRAIL
- PLANNING PHASES

2018/035 CORRESPONDENCE

The Clerk shared the following:

- TWC Highways have asked for suggestions of roads that need the road markings to be refreshed. Councillors were asked to respond directly to the Highways Team
- Ownership of the building housing the Parish Office has changed from Holwood Lawley to Mason Owens.
- Lawley and Overdale History Group have written to express their thanks for the Grant received from the Parish Council
- She has received confirmation from TWC that the Newdale Play Area will reopen next week, following the repairs and refurbishment

2018/036 DATE OF NEXT MEETING

It was **NOTED** that the **FULL COUNCIL** parish meeting would take place on **THURSDAY 12th JULY 2018 at Leonard Smith House, West Centre Way commencing at 6pm**

The meeting closed at 9.50pm

Signed..... Chair

Date.....