



**Minutes of the REMOTE Full Council meeting held via GoToMeetings at Leonard Smith House, West Centre Way  
On Thursday 23<sup>rd</sup> July 2020**

*Due to the current Covid-19 epidemic and the changes in legislation dated 7<sup>th</sup> April 2020, the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, allows for all local authority meetings to be held remotely, either by video or telephone conferencing, live streaming or web chat.*

**PRESENT:**

Cllr Shaun Davies, Cllr. Jayne Greenaway, Cllr Amrik Jhawar, Cllr Raj Mehta, Cllr. Rob Parker, Cllr Lee Vidor, Cllr John Yorke

**CLERK:**

Sharon George, Clerk

**IN ATTENDANCE**

Simon Baily (Project, Events, & Engagement Officer)

Jill Holland (Deputy Clerk)

Matt Lever (Admin Assistant)

Judy Parker (Facilities & Community Liaison Officer)

Cllr Mark Boylan (Ketley & Overdale Ward)

Cllr Jacqui Seymour (Wrockwardine Ward)

**2020/27 CHAIR'S WELCOME**

The Chair welcomed everyone to the meeting.

**2020/28 APOLOGIES**

Apologies received from Cllr Mike Tyler.

*Cllr Jacqui Seymour and Cllr Mark Boylan departed the meeting at 19:04.*

*Cllr Shaun Davies departed the meeting at 19:23 due to other commitments.*

**APOLOGIES RECEIVED 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.*

**2020/29 DECLARATIONS OF INTEREST**

Councillor	Interest	Declaration	Minute no.
Lee Vidor	Lawley Community Speed Watch	Cllr Vidor is the leader of Lawley Community Speed Watch.	2020/36 2020/35
John Yorke	Community Facility	LVCA Member	

**2020/30 PUBLIC PARTICIPATION**

None present

**2020/31 CHAIRMAN'S ANNUAL REPORT/CALENDAR**

The Chairman's Annual report was presented to Council which will now be published in accordance with the transparency code.

**ACTION: Publish the Chairman's Annual Report on the website.**

**2020/32 MINUTES**

The minutes from the **Full Council Meeting** held on **11<sup>th</sup> June 2020** were **APPROVED**. It was **RESOLVED** that the minutes be signed and **ADOPTED** as a true record. This was **PROPOSED** by Cllr Shaun Davies and **SECONDED** by Cllr. Lee Vidor. **All in Favour.**

- a) Invoices were authorised for payment at the bank – completed
- b) Annual Governance Statement/Annual Return – All sections scrutinised and agreed. Regarding Section 2, Cllr Shaun Davies raised that the internal auditors had pointed out the lack of finance committee meetings in the previous year, which should be rectified this year. The Clerk pointed out that getting finance committee members together for meetings had proven difficult but has made a note that they should be held quarterly if possible moving forwards.
- The Clerk added that comments had been made by auditors because the Parish changed over from receipts for payments; previous auditor may ask for the previous year to be restated. Clerk also added that the value of cash and short-term investments - box eight, ending March 19, in box one March 20 - have a slight difference in carry-forward. Taken auditor's advice and added a short statement to clarify. The difference resulted from a VAT payment, she added.

Clerk finally added that under normal circumstances the Annual Governance Statement/Annual Return documents would be signed by the Chairman at the meeting, but due to virtual working Deputy Clerk, Jill Holland, has offered to take a copy to Cllr Mehta to sign, and then they can be submitted to external auditors.

**ACTION: Deputy Clerk to take documents to Cllr Mehta for signing and Clerk to submit to PKF Littlejohn for audit.**

c) **Laptops/Match Funding**

Clerk outlined the Laptop Match Funding scheme, originally raised for consideration by the Council by Cllr Davies, and explained the funding mechanism outlined in Appendix D.

Cllr Jacquie Seymour explained that she only has Lawley Primary School in her ward, so was asking the parishes in that ward to agree to her contributing a laptop each. Little Wenlock would normally have offered one to Coalbrookdale and Ironbridge, but they don't need one, so she is offering two to Lawley Primary.

Clerk explained that Cllr Eileen Callear is coordinating Ketley and Overdale allocation, at a cost of £600 per councillor, so £1800 in total. This is based on rationale used for going to any parishes within a ward to split match funding. Cllr Jhwar pointed out that Meadows School falls under Ketley parish, but it doesn't want any computers, so they will go to Newdale Primary instead. **ACTION: Cllr Jhwar to liaise with Cllr Callear.** It was agreed that LOPC will match fund £300 per Councillor, totalling £900.

Cllr Mehta asked Cllr Boylan for an update; Cllr Boylan said that he had the forms through from the offices, left Cllr Callear liaising with the parishes. As he hadn't heard anything, he hasn't committed forms yet. **ACTION: Cllr Boylan to return to Full Council with more information.**

An extensive discussion was then held regarding precisely how the match funding scheme worked and how much money was being asked of the Parish.

Dawley & Malinslee Ward £2400  
 Horsehay & Lightmoor Ward £416.66  
 Wrockwardine Ward £300  
 Ketley & Overdale Ward £900  
 Total £4016.66

Cllr Mehta called for a vote on whether LOPC should support the scheme; three IN FAVOUR, three OPPOSED, one ABSTENSION. Cllr Mehta casts Chairman's deciding vote IN FAVOUR. Motion PASSED.

**ACTION: The Clerk will advise TWC of the decision to support ward Members match funding on the laptop scheme.**

d) **LCC Financial Impact COVID-19 – Appendix E – Loss of Revenue**

Jill Holland, Deputy Clerk, explained that from shutdown 17 March until 30 June, the Parish Council had experienced just over £4,000 loss in revenue. The Clerk added that the Parish had two meetings with Telford & Wrekin Council's (TWC) community participation team to keep up to date with potential re-openings in September. Re-opening the Community Centre is presented with some difficulties due to nature of some of the groups which use it.

Clerk added that the Community Centre would certainly have incurred further losses over July and August, but these would be minimised as not all groups use it over the summer period, though lockdown could continue into September. Clerk knows this is something SALC has taken up, and a letter was signed by Cllr Davies that had gone forward asking for available funding to reimburse losses. Though it might not seem like a significant loss, the Parish Council normally budgets for £19,000 income from the Community Centre, so it is a substantial amount missing, and there is no end date.

Clerk asked Cllr Davies to provide an update about funding released by TWC for parish councils. Cllr Davies said that the money government released to principal authorities was nowhere near enough to cover principal council losses, and an £18 million shortfall remained. TWC is legally required to balance its budgets, so cuts will be necessary. Cllr Davies added that SALC and NALC had agreed it would be unreasonable to expect Shropshire County Council/TWC council to push money down that they can't afford themselves. SALC has advised to hold a 'mini-budget' in September.

Cllr Davies's opinion was that the opportunities for having indoor events or hire are quite small this calendar year, and the main concern will be around winter months, in case the pandemic is worse than now. Cllr Davies suggested that the Parish council should plan for income for the rest of the year so it can think about precepting and budget setting.

Clerk highlighted that the Parish Council had budgeted for several outdoor events that haven't taken place, so if a budget review is held in September, budgets could be moved to cover losses.

Cllr Rob Parker thanked staff for the update. Added that as Puddleducks Nursery were back in the Community Centre, it can bring some revenue back. Cllr Parker suggested that there needs to be a Parish Council discussion at some stage before next financial year about whether it should retain the Community Centre at all.

Jill Holland pointed out that the chances of the Community Centre becoming fully functional before Christmas are low, as it has multiple users on different nights, and it has to be thoroughly cleaned before next users come in, which could present logistical problems. An update will be given at the next Full Council meeting.

## **2020/34            WARD COUNCILLORS SESSION**

**Cllr Jane Greenaway** – reported that:

- She was glad to say a drop kerb has been installed on Glendale. After months of asking
- Anti-social behaviour problems have been raised on the play area, particularly with BMX bikes. Added that she tried to highlight those problems in a recent police meeting.

**Cllr Raj Mehta** – reported that:

- He had attended the police meeting with Cllr Greenaway and reiterated the anti-social behaviour concerns.

**Cllr Amrik Jhavar** – reported that:

- There were no major issues at that time.
- He had received a letter from a resident in Old Park, highlighting a major issue going on there.

**Cllr Mark Boylan** – reported that:

- He was handing an issue on Park Lane; background work done on it before it went to police officers.
- Phase 5 and phase 9 had extended operating hours, he and Clerk were collating information from ward/parish to ensure operating hours were being adhered to.
- There had "not really been any movement" on Phase 11.
- More prevalent traffic calming measures to be introduced to Station Road. He had mentioned it to cabinet member and will keep the Council updated.
- Continued to receive complaints regarding off-road vehicles. He explained that it was hard to deal with because where the vehicles are operating makes it difficult for the police to handle them.
- He had received another noise complaint in.

*Note: Cllr Boylan's connection became unstable at this point, rendering the rest of his report unintelligible – he added that would email the rest of his report to the rest of the Council after the meeting.*

**Cllr Jacqui Seymore** – reported that:

- An ongoing issue, that had initially cropped up 18 months ago when herself, The Clerk and Cllr Greenaway visited Ketley Brook Travellers site. They had several issues, but the main one was that the site does not match the one

at Lodge Road. Wash blocks, drainage, roads, are poor, and the whole site was “in a bad state”. As a result, they had meetings with TWC officers, and went away to consider what could be done in long term. Earlier in the week they came forward with some ideas - they’re putting in a bid to Homes England for £3.2 million, of which they’re seeing 10% from Borough council and in turn looking to the Parish Council to make a contribution as well.

The Clerk clarified that the bottom line is they were hoping for an expression of interest from the Parish for a capital investment towards it. Clerk lamented the timing, as Parish funds are presently tied-up in other projects. Cllr Mehta asked when they wanted an answer, and the Clerk said “as soon as possible”. She added that they were seeking an expression of interest of *circa* £100,000. Cllr Seymore added that it’s unfair that Lodge Road Travellers were living at a much higher standard.

**ACTION: Clerk to send an email to all Members regarding the Ketley Brook Travellers site funding proposal.**

***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***

**2020/35 CONFIDENTIAL ITEMS**

Items were noted

**2020/36 PARISH COUNCILLORS SESSION**

Cllr Lee Vidor – reported that:

- He needed to declare an interest in Lawley Community Speed Watch, as Cllr Vidor is its leader. Lawley Community Speed Watch was up and running. Positive, the group has lots of plans, and Cllr Vidor was happy with how it had been going.
- A resident on Glendale expressed concerns that another, well-known resident had been fishing “weeds and stuff” out of the ponds on the Village Green and leaving them in piles. Cllr Vidor asked if the Parish Environmental Team could clean the area up.
- Residents had been complaining on Facebook about the unkempt state of Lawley Square. While Cllr Vidor acknowledged the ownership issues in the area, he asked if we could prompt the companies involved into taking action.

The Clerk added that an accident had occurred in Lawley Square earlier that week; a pedestrian had been run over in front of Subway. She had shared an email with Highways, who raised same concerns in relation to the pedestrian crossing point in front of Barnardo’s – in front of which people park vehicles – and also the crossing near the Parish Office, by Greggs, is not a button-controlled crossing. These concerns have been passed on to Highways, and she has also asked when adoption is taking place. Clerk added that the unkempt state of the Square had already been raised with developers and managing agents.

Finally, the Clerk added that Cllr Boylan had been contacted by residents regarding Bellpit Road being used as a bypass to access the retail parks. Cllr Boylan had raised this issue with the Transport Cabinet, with a proposal for traffic monitoring. This is the same area that Cllr Jhawar had raised regarding speeding. Clerk suggested that a community speed watch group set-up in that area, and Cllr Mehta concurred.

**ACTION: Cllr Jhawar to liaise with Cllr Vidor to set-up a Community Speed Watch group in The Rock.**

**Cllr Greenaway – reported that:**

- There’s been an ongoing issue for a long time in Old Park. Residents in the area are getting desperate. The police are aware. Also, there is repeated anti-social behaviour on the play area in the region.

**Cllr John Yorke – reported that:**

- He had received complaints regarding extending hours on Phase 11.
- There had been an increase in anti-social behaviour reports from the youth shelter by the MUGA opposite Monastery Close.

**2020/37 COMMUNITY EVENTS**

**a) Events Update**

Judy Parker, Facilities & Community Liaison Officer, presented her Events Update (Appendix F) to the Council. She explained that several community events had been cancelled due to coronavirus, but staff have attempted several virtual events in their place. An upcoming virtual event is the Best Garden Competition, which will be run through August 2020.

She also discussed the potential future events such as the Fun Run and Remembrance Day. She asked if anybody had contacts for marching bands – Cllr Mehta indicated that he would contact Judy to share some details.

**ACTION: Cllr Mehta to send contacts for local marching bands to Judy Parker.**

She added that she had reached out to members of local clergy regarding Remembrance Day, but they all pointed out that they would be holding their own services at 11am on that day and thus would be unavailable. This might be similar for most people, Judy speculated, and asked councillors for suggestions.

Cllr Greenaway said that a lot of events have just been outright cancelled, with groups not planning to do anything at all, according to the Royal British Legion website, and pointed out the risk involved in holding one. Cllr Greenaway didn't think that pre-recording something would work and suggested something similar to the Easter Egg competition for children and encouraging people to visit the war memorial on their own. Cllr Greenaway reiterated that she didn't believe the Council should hold a live event, as it would be too hard and risky.

Cllr Jhavar suggested that the Council should investigate postponing near to the event, rather than deciding today. Cllr Parker agreed, and suggested possibly inviting three children from each local school, up to a maximum of 20. He added that we should do something on the Wednesday at 11am; sensible, socially distanced, but still "recognising what needs to be recognised". Judy Parker queried what should be done if people turned-up to such an event of their own accord.

Clerk added that it's infeasible to organise an event in a week, as it takes time to put things together, and recommended that a decision be reached during the meeting. Cllr Mehta agreed with the clerk and said that he didn't think the Council should take the risk.

Cllr Greenaway asked when the latest date for a cancellation would be feasible. Judy Parker suggested that the 10 September Full Council meeting may be sufficient, and that the team would investigate what other parish councils were planning in the meantime. A formal decision could be taken then.

**ACTION: An update/paper to be prepared for the September meeting (JP)**

Jill Holland, Deputy Clerk, explained that the 5k Fun Run was due to take place on 1 September, but given government guidelines and information by England Athletics, didn't believe that a physical race could go ahead. A virtual race might be possible instead, over the course of one week instead of one day, and participants could send in photos of fitness watches or other means of recording their progress. This would have the added benefit of potentially opening the event up to other areas of the parish. The event would still be collecting for the chosen charity. Staff would be looking to go out to businesses in Lawley Square to assemble a voucher booklet as a prize. A virtual certificate would be presented for completion, and the team were looking at medals. Medals already obtained for the 2020 run were not dated, so they can be used at next year's event instead.

It was also hoped that money could be raised for Sienna's Story as well, due to the cause not being eligible for a Council grant. Cllr Mehta concurred and all in favour.

**b) Office Recovery Plan/Risk Assessment/Options/Screens**

Simon Bailey, Projects, Events & Engagements Officer, explained the Office Recovery Plan (Appendix G). He explained the office rota plan currently in place (each staff member takes it in turns to work from the office for one week), and described the different options available for a larger-scale reopening – including the risks, expenditures, and measures required to enact them.

Cllr Mehta suggested that the Parish Council continue operating as it has been, rather than taking any unnecessary risks.

Cllr Parker supported Option 1 and did not believe that any further action was necessary, pointing out that the office has continued to function, and residents are still able to contact the Council. Cllr Jhavar believed that there could be two people in the office all the time. Cllr Vidor agreed with Cllr Parker, adding that it depended on the needs of staff. Cllr Greenaway also agreed with Cllr Parker, adding that there was a risk to members of the public if the office were to fully reopen.

Clerk pointed out that when she and Jill Holland had worked together in the office the previous week, it had worked well. Cllr Parker proposed that two people be able to go into the office if necessary, and put necessary measures in place, but not to require it. All in agreement.

Cllr Mehta suggested obtaining protective visors for staff and added that he might be able to source some himself.

**ACTION: Cllr Mehta to provide visors to staff for use in the office.**

Clerk asked for clarification about installing protective Perspex screens in the office and enquired if they were not going to be provided. She added that Cllr Boylan had provided some quotes for screens, but they were unsuitable. The originally provided cheapest quote is still valid. Cllr Mehta commented that that the quote is “very cheap” and worth investing in now, and recommended the Council look into it.

Cllr Parker thought it was too risky to have any further people than two in the office at any one time, however. Staff had demonstrated that Council work could be undertaken from home, so he felt it wasn’t worth the risk. Clerk pointed out that the front desk should have a screen at least. Cllr Parker asked for a quote for installing screens on just the front desk.

Cllr Jhwar pointed out that it is necessary to install anything that the staff feels they need to be safe and will support installing screens for that reason. Cllr Vidor highlighted that screens on the front desk would only be necessary of the office reopened to the general public, though Cllr Mehta highlighted that prices of Perspex screens would rise as demand increased.

Cllr Greenaway said she wouldn’t be comfortable opening the office to the public at the present time. Cllr Parker added that he wasn’t unwilling to spend money on keeping staff safe, but rather that the best way to keep staff safe is by not opening to the public.

Clerk pointed out that it is unknown how long the pandemic will continue, and at some point, the office is going to have to open – so screens may need to be installed sooner or later. Cllr Mehta asked that quotes for two screens on the front desk be obtained for the next Full Council meeting.

**ACTION: A quote to be obtained for the price of installing two protective screens on the front desk of the Parish Office.**

**2020/38 CORRESPONDENCE**

- Clerk reminded councillors that several consultations have been sent out, with deadlines for early September.
- Clerk said that a borough-wide street naming consultation had been sent out today; it had been brought to the Council’s attention due to the Lawley History Group having named a lot of roads in Lawley in the past. Clerk added that Darren Blackburn is the chair of that, and asked councillors if it be acceptable to invite them to investigate it? Cllr Mehta thought it was a good idea. Cllrs Vidor, Greenaway, and Parker all in favour.
- Clerk had received responses from Cllrs Yorke and Vidor regarding the Old Park development. Suggested setting-up a working group to discuss them developing on LDO land. Sharon George highlighted that Old Park residents would not be impressed by the development and anticipated receiving a lot of complaints. Ward Councillors Jhwar, Callear, and Boylan should be part of such a working group, Cllr Mehta suggested, along with the Chairman and one Parish Councillor. Cllr Mehta added that it would be useful if someone with good background knowledge of Old Park and the LDO site was on the working group too; Cllr Vidor suggested Cllr Greenaway. Cllr Greenaway was amenable but expressed availability concerns. Cllr Mehta suggested responding and saying that they can’t arrange something on such short notice – councillors should provide their availability, and work from there.

**2020/39 AGENDA ITEMS FOR NEXT MEETING**

- COUNCILLORS TO EMAIL ANY AGENDA ITEMS FOR THE NEXT MEETING TO THE CLERK

**2020/40 DATE OF NEXT MEETING**

It was **NOTED** that the **FULL COUNCIL** parish meeting would take place on **THURSDAY 10<sup>th</sup> SEPTEMBER at 6pm. Due to the uncertainties created by COVID-19, the venue is currently UNCONFIRMED but is likely to be virtual.**

The meeting closed at 8.50pm.

Signed..... Chair

Date.....