



**Minutes of the REMOTE Full Council meeting held via GoToMeetings at Leonard Smith House, West Centre Way
On Thursday 15th October 2020**

Due to the current Covid-19 epidemic and the changes in legislation dated 7th 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. 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) [arrived at 15:07 due to training course]
Matt Lever (Admin Assistant)
Judy Parker (Facilities & Community Liaison Officer)
Carol Liversage (member of the public)

2020/62 CHAIR'S WELCOME

The Chair welcomed everyone to the meeting.

2020/63 APOLOGIES

Apologies received from Cllr Shaun Davies, Cllr Mike Tyler. Cllr Amrik Jhawar informed the Council that he would have to leave early due to other commitments.

Cllr Amrik Jhawar departed the meeting at 14:55.

Cllr John Yorke departed the meeting at 15:33.

Cllr Raj Mehta departed the meeting at 16:05.

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.

2020/64 DECLARATIONS OF INTEREST

Councillor	Interest	Declaration	Minute no.
John Yorke	Community Facility	LVCA Member	2020/73
Sharon George (Clerk)	Newsletter	Proposing the use of a family member to deliver the newsletter	2020/71

2020/65 PUBLIC PARTICIPATION

Chairman granted Ms Liversage three minutes to address the Council.

Ms Liversage told the Council that she was concerned that where she lives in Ladygrove, lorries would be returning to work there the following week. She explained that they still had no plans passed for that work, and there was still some dispute that they had no real right to be crossing Ladygrove. Ms Liversage had been in touch with the Planning department at Telford & Wrekin Council (TWC) but had received no answers.

Cllr Raj Mehta said that he would get in touch with TWC to obtain a response on Ms Liversage's behalf.

Ms Liversage explained that she had emailed them, Katy Craddock, and Ian Ross, and that she hadn't been getting any responses – she had just sent to customer services. Cllr Mehta told Ms Liversage that the Clerk would get in touch with TWC. He would also directly contact the Leader of the Council, Cllr Shaun Davies, and seek a response from him. Ms Liversage said that Cllr Davies had not been in contact with her about this issue, even though it is his Ward.

Cllr John Yorke added that a land owner who owns some land on Milners Lane had been approached by representatives from the Developer Group and had been asked if they could purchase land, as they needed it to gain legal access to cross Concorde. Cllr Yorke said that this information was “very concerning”, and that nobody has taken on-board the urgency this information brings about. Cllr Yorke agreed that work would resume on Monday 19th October, but it would appear that the Group does not own all of the land required to get access from Concorde across Ladygrove.

Ms Liversage said that she was aware of that incident, and that the gentleman was very concerned and distressed by the Developer Group representatives’ visit. This is something that the developers and Council should have sorted out before this started, she added.

Cllr Mehta thanked Carol for bringing the information to councillors. Cllr Jayne Greenaway said that she completely concurred with what Ms Liversage and Cllr Yorke had said. She felt that making an approach to landowners at such a late stage in development, when it had been previously highlighted that there could be issues over ownership and attempting to cross the land, would indicate that there were ownership problems. It threw into question whether permission should have been granted when they didn’t have access, she added

ACTION: Cllr Mehta to approach TWC and Cllr Davies (Leader of TWC) to obtain a response on the land ownership and lorry crossing issue on behalf of Ms Liversage.

ACTION: Clerk to contact TWC and the regarding the same.

2020/66 MINUTES

The minutes from the **Full Council Meeting** held on **8th October 2020** were **APPROVED**. It was **RESOLVED** that the minutes be signed and **ADOPTED** as a true record. This was **PROPOSED** by Cllr John Yorke and **SECONDED** by Cllr Jayne Greenaway.

2020/67 FINANCE

- a) Invoices were authorised for payment at the bank – to be sent for authorisation for payment on 16 October.

2020/68 WEBSITE ACCESSIBILITY STATEMENT

The Clerk explained to councillors that the Draft Accessibility Statement (Appendix C) was now a legal requirement, as per the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (the ‘accessibility regulations’) legislation. Clerk added that Matt Lever, Administrative Assistant, had attended training sessions and undertaken research beforehand, and produced the draft that now required Full Council approval.

Cllr Mehta thanked Matt Lever for producing the document, and asked councillors for any comments.

Cllr Lee Vidor commended Matt on the quality of the document produced and suggested not putting too much strain on staff workload by setting overly tight deadlines.

The Clerk also raised the possibility of looking into improving access for disabled users at the Council office at some point in the future – hearing loops and the like should be investigated.

The Draft Accessibility Statement was **PROPOSED** by Cllr Rob Parker and **SECONDED** by Cllr Lee Vidor. **APPROVED**.

ACTION: Matt Lever to publish the Accessibility Statement on the Lawley and Overdale Parish Council website.

2020/69 COUNCILLORS SESSION

Cllr John Yorke – reported that:

- A planning application had been filed for Phase 11, which is an application to reduce the proportion of affordable housing from 25%, which had been previously agreed, to 0%. Cllr Yorke said that he found this “rather surprising”, as it meant TWC officers had agreed that the parish didn’t need more affordable housing, which “goes against everything that local councillors should be shouting for more of”. It worried him that it seemed to be an officer’s decision, to be made by 29 October, and wondered how the Parish Council could deal with it.

The Clerk said that she had contacted TWC Planning department, with regards to what evidence the developers and consultants used to come to that decision, and pointed out the fact that the Parish Council was being consulted on something for which no evidence has been provided for any decisions made. She had asked if the Parish Council could see the reports and see how they came to their conclusions.

Cllr Yorke said that something needed to be done before the next Full Council meeting, as the officers' decision could have been made before then. The Clerk agreed and pointed out that Cllr Greenaway had raised questions around the issue too.

Cllr Greenaway said she had contacted Katy Craddock and asked specific questions regarding the overall numbers of affordable housing currently, and what will be on the back of Phases 5, 9, and 10, if 11 is taken down to zero. She said that a target of 25% affordable housing was set for the whole development in 2006, that was agreed through a 106 Agreement, so a variation is not something that should be delegated. Cllr Greenaway highlighted that this had happened once before, in 2011, and it was taken to the Planning Committee as the Parish Council did not want to lose affordable housing. Councillors did not get to see the viability report, she said, but she had asked for the overall numbers as they stand when the final three sites are built-out, and how it will affect the original agreement. Cllr Greenaway said that the parish was losing something for its community, and she wanted to know why. Cllr Greenaway was still awaiting a response from Katy Craddock but felt she would take it to the Planning Committee.

The Clerk said that she had already spoken to planning department, but they did not want to share the report as it could contain sensitive commercial information. Even if they had to take out the commercially sensitive information, the Clerk said, the evidence would be much clearer to the Council even without that. The Clerk added that the PC were "bothered about what is being put on the ground, not profit margins".

Cllr Mehta asked the Clerk to chase Katy Craddock for an answer before the deadline. Clerk said that she did not anticipate an answer until 19 October but would share it as soon as she received one.

ACTION: Clerk to chase Katy Craddock for evidence to support the conclusion that Phase 11 affordable housing should be reduced from 25% to 0%, and to present the answer to Full Council ASAP.

- It has been pointed out to him that the Telford & Wrekin Local Plan Review has reached the consultation stage, and everybody should be aware of that.

Cllr Lee Vidor – reported that:

- He was glad to see that Highways was picking up on TROs and hoped things would progress as it had been a number of years.
- He had emailed the Clerk about electric car charging ports and asked the Clerk if she had received a response. The Clerk said that she had not but would chase one up.

ACTION: Clerk to chase-up a response about electric charging ports, and feedback to Cllr Vidor.

- Cllr Mehta added that Cllr Vidor was "doing a good job" with his Community Speedwatch group. Cllr Mehta said that he had seen Cllr Vidor "out in the cold in his high vis" and told Cllr Vidor "well done".

Cllr Amrik Jhawar – reported that:

- He had determined that the underpass beneath the M54 was the responsibility of Highways, which had now ensured that the lights were turned on.
- He had seen a "hole" outside Number 6, Birchfield Way, and wondered what was happening there. Clerk explained that she had corresponded with the resident about that issue; it had been chased numerous times with developers and been repaired on at least four occasions. The issue is due to a concrete top on a BT manhole – the cables had been lain too high, and should have been put deeper, which made remedial work impossible. Making the cables deeper would wipe out all private connections across Lawley for a week, and so nothing was going to be done. The Clerk had asked for bollards to be put in front of it to prevent vehicles from parking on the verge, however, as vehicles parking on it could be causing it, and "it's an accident waiting to happen". Remedial works were due to take place on Phases 2, 3 and 4 the following week, after which the verge was supposed to be adopted by TWC. TWC will not adopt at the moment, however, is it's not fit for purpose. The Clerk added that this issue might "be going around in circles".

2020/70 WARD MEMBERS SESSION

Cllr Jayne Greenaway – reported that:

- The steps from the pond area at Old Park needed repairs; handrails were broken, risers were rotten, and they were quite dangerous. Bob [from the Parish Environmental Team (PET)] had made TWC aware of the issue, and it was "on their radar" to repair them. Cllr Greenaway had not yet been updated on when that would be done.
- Residents of Roberts Road up to Heath Hill had raised concerns about a traffic accident involving a car and a cyclist along that route. Speeds of cars were far in excess of the limit on that road, she said. Cllr Greenaway explained

that it is an “odd area”, as half of the road falls within the parish, and the other half somewhere else. Residents were pleased to see the Speed Indicator Device (SID), but Cllr Greenaway was uncertain if it was collecting data.

- She had met with Cllr Jacqui Seymour, Kay Grice, (TWC) and the Parish Environmental Team, looking to improve the trees. There were suggestions for medium-sized trees which could be planted, and the PET had begun work on the pond area. Tree planting would begin from November onwards.
- She had attended a planning seminar, which was “really interesting”, and had a few impacts for councillors. The Council would have until 29 October to respond.
- The Issues and Options consultation on the Telford & Wrekin Local Plan would be open until Friday 4 December. Cllr Greenaway felt that the Parish Council needs to respond.

2020/71 COMMUNITY AFFAIRS

a) Remembrance Service

Clerk explained that the plans for the Remembrance Service were due to be discussed with Full Council at the prematurely terminated 8 October meeting, but due to the urgency of the situation they had since been agreed via email. Simon Bailey, Project, Events, & Engagement Officer, then provided an update to councillors about the work that had been undertaken so far. Most wreath-layers and speakers had filmed their segments, and he hoped to have a draft video ready by week commencing 26 October.

Simon Bailey noted that Melissa from Yeomanry had not attended due to rain. He had emailed and asked if they could attend on the following Saturday but had not received a response. Cllr Greenaway offered to send over contact details for D Company Yeomanry, which covers the West Midlands area.

ACTION: Cllr Greenaway to provide Simon Baily with contact details for D Company Yeomanry.

Cllr Vidor asked how long the video was intended to be, to which Simon Bailey replied roughly 12 – 15 minutes. He pointed out that digital statistics had showed that many people did not watch to the end of past videos, so he would try to keep the Remembrance video to a reasonable length. Cllr Vidor then asked about how the video could be provided to people without Internet access; Simon Bailey said that he had asked local schools to promote the video in their newsletters, and had also offered to provide them copies of the video on USB flash drives, to which both schools in Lawley had said yes.

Cllr Greenaway asked if there would be any value in setting-up TV screens in the office windows and playing the video on those for passers-by to watch. The Clerk pointed out that this idea had previously been suggested by Cllr Vidor – the issue was that it would require several people to reconfigure the office to allow for this, and that there would be an added risk of more than six people congregating outside the office windows. Under normal circumstances, the Clerk said, the TV in the front office would have had the video playing on it for visitors, but under current circumstances this couldn't be done.

Cllr Mehta asked councillors to consider alternative ways to get the Remembrance video out to people without access to IT or social media, and to let the staff team know.

Cllr Amrik Jhavar departed the meeting at 14:47.

b) Lamppost Poppies

The Clerk informed councillors that the lamppost poppies were “in-hand” – they would be installed in the usual places between 26 and 28 October and would be coming down again on 16 and 17 November. The Clerk said that she had been contacted by Great Dawley Town Council (GDTC), which had asked for the installation dates so that the two parishes could coordinate them. The Clerk had already advised GDTC of the previously stated dates.

c) Lawley Community Centre – Review of usage

The Clerk reminded councillors that a decision had been made to leave just Puddleducks in-situ in Lawley Community Centre (LCC), due to safety concerns around having multiple groups in LCC during the pandemic, and to review that policy in October. The staff team had reviewed the latest guidance and discussed the situation at a prior meeting, and felt it was better to keep things as they were.

The Clerk informed councillors that she had been contacted by the Brownies, who were asking if they could return to LCC after October, and that they came under the ‘Rule of 15’. The Brownies had informed the Clerk that the parents of their members were complaining about having to pay their annual membership fees in January, when the children did not just want virtual sessions, and they had asked how the Parish Council foresaw the situation developing. Clerk asked councillors for their views.

Cllr Greenaway said that it was a difficult situation, and all the groups were in the same position. She said that the Council couldn't plan that far ahead, as the situation could change next week. She said that she didn't think the Council should make any promises.

Cllr Parker agreed with Cllr Greenaway and questioned what the Council could do. Somebody somewhere would have to make a decision, he said, and it would be unpopular. He added that the government wouldn't make the decision and felt that it had passed it down to everyone else. The virus is out there, he continued, and people of a certain age have a strong chance of dying, so society has a responsibility to protect each other. Cllr Parker said that he was quite comfortable for the Parish Council to say that it should not be opening LCC up to groups at this stage, but that it recognised the challenges, and as soon as it is safe to do so, it will look to open LCC up again.

Cllr Vidor agreed with Cllrs Greenaway and Parker and added that he felt the Council had done well by getting the primary user [Puddleducks] into LCC. That was a great step, he said, and that the Parish Council needed to make sure the primary user had the time and space to do what they need to do. He added that as a parent, he understood having children that want to go to clubs, but he did not think it was safe enough to do so at that time, and he would not agree to having any activities there. It just was not the right time, he added.

Cllr Parker suggested that perhaps the Parish Council needed to put out a statement recognising the challenges to groups, and that it would be looking to open up when it is safe, but until then it could not do so. He added that while people were complaining about paying subscriptions, there were people losing their jobs and their lives, and that the Parish Council could not feel pressured to give in and open LCC up.

Cllr Vidor asked whether LCC was charging anybody rent; the Clerk said no, only to Puddleducks.

Cllr Amrik Jhawar departed the meeting at 14:55.

Cllr Yorke said that the Parish Council was losing money, and the groups were not paying rent, so the Parish Council should not be forced into reopening. Cllr Parker said that should be part of the Council's statement – that nobody was using [the Community Centre], but nobody was being charged for it either.

Cllr Mehta said that safety was paramount. He said that the Council wanted to keep everybody safe, and that councillors could not make a decision until they knew what was going on. They could not open up LCC until then. They could not give a deadline, and not even the government could, he added. He said that he understood that it would be frustrating for children, but the Council had to be sensible going forward.

Cllr Mehta said that it was the opinion of councillors that the Council should not open Lawley Community Centre, as it was not safe. They could not give an indication of when it would be re-opened, and that the Council "should say no at the moment". The Clerk thanked councillors for their advice.

d) Newsletter

The Clerk informed councillors that the staff team was preparing the newsletter for distribution in early December. This had originally been with the potential of a community survey going out at the same time. The Clerk said that while the previous distributors of the newsletter had said yes to delivering it previously, they had now said that they would not be doing any more distribution due to the COVID situation.

The Clerk had been looking into alternatives, and a family member who had recently lost their job after furlough told her that they could do it. The Clerk informed the Council that she was declaring an interest, as the proposed newsletter distributor was a family member. The Clerk added that they were very trustworthy, and asked councillors if they were comfortable going down that distribution route. She added that the alternative would be to post it.

Sharon George experienced connection issues at 15:01.

Cllr Parker asked if the costs of delivery by post were known. Simon Baily informed him that the postal option would be considerably more expensive than delivering by hand. The previous distributor cost was £600, but it would cost "thousands" for postage.

Sharon George re-joined the meeting at 15:03.

Cllr Mehta asked the Clerk for costings. The Clerk explained that the cost would be £0.64 x 5,500 for Second Class postage, which would amount to £3,500. The family member the Clerk was proposing as the new distributor would charge the

Council £550. She added that the distributors used for previous newsletters normally cost £600 - £620. Cllr Mehta said that he was happy with this, and asked councillors for their comments.

Cllr Greenaway asked about the content of the newsletter and suggested it would be difficult to find content at that time. The Clerk informed Cllr Greenaway that the newsletter was eight pages at that time.

Cllr Yorke asked if there was a possibility of distributing the community centre survey at the same time. The Clerk informed Cllr Yorke that a discussion needed to be had about timelines moving forward, and that they should take "one step at a time".

Cllr Mehta clarified to Cllr Yorke that if the newsletter were to be delivered by mail, it would cost £3,500. If the Council decided to use the Clerk's family member for distribution, it would cost £550 – a saving of almost £3,000. Cllr Yorke said that he wasn't questioning the cost, and that he would "always go for the cheapest". Cllr Mehta asked to put the community centre survey issue aside, and for councillors to agree if they were happy with the proposed delivery option.

Cllr Vidor said that the parish had "odd boundaries" and asked the Clerk if she was content to give street addresses to the proposed distributors and trust them to "get on with it". The Clerk explained that the family member in question knew Lawley and Overdale very well, and that they would have the same lists and maps that were provided to the previous distributors, which were taken from Electoral Services. The Clerk added that she would not have proposed the family member as a distributor if she did not think they were up for the job. The proposed delivery option was agreed.

Jill Holland joined the meeting at 15:07.

2020/72 CORRESPONDENCE

- The Clerk explained that five areas for new noticeboards had been identified – three were replacements of existing units, and two were new placements. A quote had been provided for similar designs to the noticeboard in the Community Garden. The total cost for five notice boards would be £2,150.

The Clerk pointed out that unfortunately, planning permission would be needed for each one, as TWC would see them as "advertising boards". A discussion around that was ongoing, as TWC were "not bothered" about the locations, just that the Parish Council would be advertising – the Clerk was "still on the case", however. She asked if councillors were happy to move forward.

Because of the difficult times, and the fact that not everybody has Internet access, there was a need for noticeboards. There were two near Lawley Primary School, but one could no longer be opened and so it was removed, as was the one by the Premier Shop. The noticeboard in Old Park was still used, but it was "falling apart and tiny".

It was proposed that one new noticeboard be sited on Lawley Village Green, one in Dawley Bank, and a provisional one on the palisade fencing at the Carpenter Centre in Overdale.

Cllr Greenaway agreed in principle but said that the problem was costs – the overall costs of having noticeboards "[would be] nothing compared to planning permission". Cllr Greenaway said that she found it "ridiculous" that planning permission was required for noticeboards. The Clerk clarified that TWC wanted five separate applications for locations and advertisement consent – it would cost £1,000 for planning permission. Cllr Greenaway reiterated her earlier statement that this was "absolutely ridiculous". She said that a lower level of local government needed to be able to notify people in difficult times and said that she thought this was a "disgrace".

Cllr Mehta asked the Clerk to send any updates on the issue to him, and the Clerk agreed.

Cllr Parker agreed with Cllr Greenaway. He speculated that someone was trying to boost the finances of the borough Council. He added that the noticeboards already in place could just be replaced, while councillors could think about the new ones. He did not think that the Parish Council should apply for planning permission for a noticeboard.

Cllr Greenaway suggested that the Council could say it would come under "permitted development".

Cllr Vidor suggested that the Council should just replace the noticeboards that needed to be replaced. The Council had highlighted areas where new noticeboards should go, but that it should not pay for planning permission, and

agreed with Cllr Greenaway that it was “ridiculous”. He added that the Village Green had been highlighted as needing a noticeboard a couple of years ago. He added that the Council should put noticeboards in central places.

It was agreed that the 3 noticeboards that are damaged should be replaced and the new locations and planning fees will be followed up by the Clerk.

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

2020/73 CONFIDENTIAL ITEMS

Items were noted

Cllr John Yorke departed the meeting at 15:33.

Cllr Raj Mehta departed the meeting at 16:05. Cllr Vidor nominated Cllr Greenaway to chair the remainder of the meeting.

2020/74 AGENDA ITEMS FOR NEXT MEETING

- LVMC
- GRANT POLICY
- SOCIAL MEDIA POLICY

2020/75 DATE OF NEXT MEETING

It was **NOTED** that the **FULL COUNCIL** parish meeting would take place on **THURSDAY 12^h NOVEMBER at 6pm. Due to the uncertainties created by COVID-19, the venue is likely to be virtual.**

The meeting closed at 4.44pm.

Signed..... Chair

Date.....