



17 June Full Council meeting minutes

Minutes from 17 June 2021 meeting held at Lawley Community Centre, Arleston Lane, Telford TF4 2PR.

In attendance

Members

- Cllr Shaun Davies (Central Ward)
- Cllr Jayne Greenaway (Central Ward)
- Cllr Amrik Jhawar (Central Ward)
- Cllr Rob Parker (West Ward)
- Cllr John Yorke (Dawley Bank Ward)

Members of the Public

- Mrs Jude Bailey (Local Resident)

Clerk

- Sharon George

Staff

- Simon Bailey (Projects, Events & Engagements Officer)
- Jill Holland (Deputy Clerk)
- Matt Lever (Administration Assistant)
- Judy Parker (Facilities & Community Liaison Officer)

2021/026 – Chair’s welcome

The Chair welcomed everyone to the meeting at 18:08. The earlier Personnel Committee had overrun, hence the late start.

2021/027 - Apologies and absences

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.

Apologies received and accepted from:

- Cllr Raj Mehta (Lawley Parish Ward) – Personal commitments
- Cllr Lee Vidor (Central Parish Ward) – Personal commitments

Departures:

- *Cllr Shaun Davies departed the meeting at 20:16.*



2021/028 – Declarations of interest

Cllr John Yorke

Interest: Community Facility

Declaration: Member of LVCA

Minute no: 2021/028

2021/029 – Public participation

A member of the public was present, and Cllr John Yorke welcomed her to the meeting. She thanked Cllr Yorke for inviting her down to voice her concerns.

The resident explained that she lived on Concorde, in Dawley Bank, where they were experiencing increased pressures with parking, and that she was representing her fellow residents' interests. She offered thanks for the installation of signs but told the Council that they were not making a difference. She explained that there were 12 allocated parking spaces available to 12 homes, but people visiting the nearby school continually parked in those spaces, which was causing lots of problems. The resident said that she had worked from home for the last 12 months, but now she was back at her job working in the community, and with her hours "all over place", it was becoming "really inconvenient," and residents "can't park in their own spaces." She said that she thought it would "only get worse" with the recent planning committee decision re the development of Phase 11.

The resident said that she felt she and her fellow residents "should be able to park by our own homes". She added that parents attending the school "showed no regard" for residents and said that they were allowing "children to urinate, dumping rubbish, causing damage to cars". She just wanted "something to be done about parking", she said, adding that they were "pleading that something gets done about it" as it had "got unbearable".

She said that while she knew signs had been put up, she'd had a conversation with an "American guy who parks there" and she'd asked him "do you not read signs?" The individual told her that he had phoned Telford & Wrekin Council, who had told him that they are "not enforceable". She said that she understood "about progress and that houses need to be developed", but she feared that with Concorde due to become an access route, pressure was going to increase further. She reiterated that the residents were "pleading for something to be done about it".

Cllr Shaun Davies informed the resident that the location was within his ward. He explained that he would be meeting with the headteacher at Ladygrove Primary School along with traffic officers the following day, which he thought would be "helpful". He explained that it would not be an "easy fix", however, with increasing numbers of people leaving school by car.

The resident suggested that people had "forgotten how to use their legs".

Cllr Davies said that he knew other things could be done "in terms of walking". He added that he'd had a conversation with the Wrekin View pub about using their car parks. Regarding the parking spaces installed in the location in question, Cllr Davies said that it was "very difficult to enforce who parks in those spaces", though added that "we are looking at what can be done about parking provision".

Regarding the alleged behaviour of the parents, Cllr Davies said that those things "are unforgivable". He reiterated that he was "not going to sit here and say it's an easy fix, because it's not", and that it had been



compounded by the fact that people have been working from home, so cars “aren’t moving”, whereas previously there had been “a churn of cars moving, while people now have their cars fixed on the road for days”.

Cllr Davies reiterated that he would speak to the headteacher at the school the following day, and that there was “no excuse” for the “disrespectful” behaviour of parents as alleged by the resident. He added that there was now an Enforcement Officer available.

The resident said that speed on the roads was also an issue. Cllr Davies told the resident that a “formalised crossing” would be part of the agreement following the permissions granted for phase 11.

Cllr John Yorke asked the resident if she was satisfied with the answer. The resident said yes, and that she was “happy to go now”.

The member of the public departed the meeting at 18:19.

2021/030 – Minutes of the last meeting

2021/030/A - Actions from last minutes

- **ACTION 001:** The Clerk explained that Jill Holland had sent out the invoices, but online banking was unavailable.
- **ACTION 002:** This was completed.
- **ACTION 003:** The Clerk said that the questions had been sent in advance to the Chair of the Lawley Partnership Board (LPB) but couldn’t be addressed at that time – so there was nothing for Cllr Raj Mehta to relay back. It was on the agenda for the 13 July LPB meeting, she said.
- **ACTION 004:** The minutes hadn’t yet been sent around, the Clerk said.
- **ACTION 005:** Would continue as and when necessary.
- **ACTION 006:** Cllr Yorke expressed his hope that members would respond in a timely manner as requested by the Clerk.
- **ACTION 007:** The Clerk explained how the Annual General Meeting (AGM) needed to be rescheduled so that it could take place virtually before the relevant legislation expired on 7 May. The AGM had successfully been held virtually on 6 May.
- **ACTIONS 008, 009, 010:** The Clerk had successfully contacted Highways, and all three of these actions were completed. Regular liaison meetings were now scheduled.
- **ACTION 011:** The Clerk explained that it had been decided that sharing the Community Action Team (CAT) ‘info’ email address with councillors was “not the way the Council wanted to go”. Members who wished to report things to the CAT should do so via the Clerk.
- **ACTION 012:** The Clerk explained that a Nomad camera had been installed, which had a line of sight to the Community Garden entrance from Lawley Drive. Some tree branches needed to be removed to get a view that incorporated the benches, the Clerk said, as after the removal of benches from the Lawley Village Green Multi-Use Games Area (MUGA), “the youths still wanted a place to sit”, so they had removed the top of a bench from the Community Garden and deposited it at the MUGA. The Clerk added that a CCTV



camera had also been installed at the Village Green play area, which overlooked the MUGA and the green area beyond, adding that it was from a distance but could zoom in if necessary.

- **ACTION 013:** The Clerk said that clarification had been received from the LPB – their invite for Parish Council representation was intended for the incumbent Chairman of the Parish Council, not Cllr Mehta specifically. With Cllr Yorke now the incumbent Chairman, she explained, he was now the Parish Council representative on the LPB.
- **ACTION 014:** The Clerk said that she had contacted Jim Weir about the LPB papers for the 11 May meeting and received them.
- **ACTION 015:** Cllr Yorke gestured at the Lawley Community Centre hall in which the meeting was taking place and pointed out “we’re here”. The Clerk thanked Judy Parker for the work she had put into arranging the Full Council meeting.
- **ACTION 016:** Cllr Yorke said he’d given “good marks” for members responding to emails in a timely manner and hoped the same was true of the return of their disclosable pecuniary interest forms.

Cllr Rob Parker said that he had attended some training the prior week, where he had learnt that the forms do not need completing every 12 months as the Parish Council had been doing – they only needed updating if councillors’ details had changed in that time. Cllr Yorke expressed his surprise at that, as many other organisations also completed them annually. The Clerk said she was “gobsmacked”, and they had done it every year. Cllr Parker said that it didn’t matter if others did it, it still wasn’t necessary.

Cllr Yorke said, “so if anybody has been naughty and not sent it back, don’t worry about it”. He reminded councillors to complete them if their details – such as a change in employment – had changed. Cllr Parker said that in the future they could just to include a reminder for members to check their details and update if necessary.

- **ACTION 017:** The annual report was published on the website several weeks prior.
- **ACTION 018:** This would become standard moving forward.
- **ACTION 019:** Cllr Yorke pointed out that he had seen these “whacking through”.
- **ACTION 020:** Online banking was unavailable, so the Clerk was unable to complete this.

Cllr Davies queried the tally of votes for the Chairman as reported by the minutes of the AGM – only six members were present at the meeting, but the tally of votes showed seven. The Clerk explained that this was because the votes had been sent into her prior to the meeting. Cllr Davies asked if the votes of resigned members, specifically Mike Tyler, had been counted. The Clerk said that Mr Tyler didn’t have a vote, as he resigned prior to the date of the election. The Clerk suggested that the minutes be amended to include a note that the votes were received and counted in advance. Cllr Davies thanked the Clerk for the clarification.

- **ACTION 022: Minutes of the 6 May 2021 Annual General Meeting to be amended to make it clear that the votes of the Office of Chairman were received and counted in advance of the meeting.**

The minutes from the **Annual General Meeting** held on **6th May 2021** were **APPROVED**. It was **RESOLVED** that the minutes be signed and **ADOPTED** as a true record. This was **PROPOSED** by Cllr Jayne Greenaway and **SECONDED** by Cllr Amrik Jhawar.



2021/031 – Finance

2021/031/A – Invoices for payment

The Clerk said that these had been sent to councillors for approval.

Cllr Jayne Greenaway asked what the the 'pest control' was for; the Clerk said it was for the Lawley Community Centre (LCC). Cllr Greenaway asked, "what pests have we got?" The Clerk explained that the LCC was "always baited for mice", as there had been an infestation in the past – they took out the contract as it was cheaper to have a £200 annual contract, which would cover infestations of things such as wasps too. Cllr Parker asked if the contractors undertook quarterly visits; the Clerk said they undertook monthly visits. Cllrs Greenaway and Parker agreed that this was good.

The Clerk asked if, when Cllr Parker could "get on the bank", councillors were happy for the invoices to be approved. There were no comments, which was taken to mean that they were.

2021/031/B – Bank reconciliations

Cllr Parker said that he was "happy", and that it "looks fine to him". He pointed out that they would need to see the statements now that meetings were face-to-face again, so that they could double-check the statements against their records, but he said that this could be done at the quarterly Finance Committee meetings.

The Clerk said that they weren't supposed to pass documents around due to COVID-19 and added that they had "15 months of everything to sign". Cllr Parker queried that, saying "surely we don't need to if we've been checking them". The Clerk said that the internal auditor didn't comment on the matter "due to the circumstances" but had said for them to get them signed.

2021/031/C – Annual governance statement for completion

The Clerk pointed out that the annual governance statement had not yet been completed by anyone, as it had to be completed by the Chairman with councillors. At that point, she handed Cllr Yorke the document to complete at the meeting.

Cllr Yorke explained that he had to tick a 'yes' or a 'no' box for a series of questions on page four of the document – Section One, Appendix B. He read each one out in turn and sought members' thoughts and ticked the relevant boxes as they agreed upon an answer.

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.

Councillors agreed to select "yes".

2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

Councillors agreed to select "yes".

3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations, and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.

Councillors agreed to select "yes".



4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit regulations.

Cllr Parker pointed out that the internal audit indicated that they did not do this. Cllr Yorke said that they were operating under "difficult circumstances this year". Cllr Parker said that "we have a system, but has it been adequately sufficient", adding that "if we don't put a 'no', they might come back and say you can't have done that". The Clerk said that they had "put wrong date on the form, and PFK Littlejohn had accepted it. She had said to Diane Malley that "you have to put it on the internal audit report, but you picked it up and Littlejohn didn't". In her defence, the Clerk said, she didn't realise there had to be a day's difference between the date of announcement and commencement.

The internal auditor had put a cover letter re the offending date for the attention of the external auditor and that the Clerk would also provide a cover letter to them from the Parish.

Cllr Parker said that "we have to put a no. If we put yes, we're not actually following what we say we're following".

Councillors agreed to select "no".

5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

The Clerk explained that they had undertaken a financial risk assessment in February 2021. Cllr Parker asked if they had got one for this year; the Clerk said yes. Cllr Parker said that "so long as we've done it, we can say we've done it".

Councillors agreed to select "yes".

6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

Councillors agreed to select "yes".

7. We took appropriate action on all matters raised in reports from internal and external audit.

The Clerk said that "we challenged PKF Littlejohn, because we moved from Receipt and Payments to Income and Expenditure basis". The figures needed to be stated as revised, she said, "which was on the top of the accounts summary". She had told him "We acknowledge what you've said but look at the paperwork". The Clerk added that they had also sent an email which had been received from Edge, which said the accounts were restated, "but we didn't take action, just noted it".

Councillors agreed to select "yes".

8. We considered whether any litigation, liabilities or commitments, events, or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.

Councillors agreed to select "yes".

8. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee, we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.

Councillors agreed to select "yes".

Cllr John Yorke signed the annual governance statement.



2021/031/D – Annual statement of accounts for approval

Cllr Yorke asked members for their comments. There were no comments.

Cllr Yorke signed the annual statement of accounts.

2021/031/E – Internal audit report

The Clerk mentioned that Cllr Parker had already picked-up on the Electors Rights notice highlighted in the internal audit report. She said that obviously the internal audit was undertaken annually. The Clerk said that she and Jill Holland, Deputy Clerk, had prepared the documents in advance, and the auditors came in for a day the previous week and undertook the audit.

In the main there was nothing to comment on, the Clerk said, except for the Pay-as-you-earn (PAYE) tax. The Clerk explained that because the Parish Council had more than 10 members of staff, including councillors' allowances, it was normal for Her Majesty's Revenue and Customs (HMRC) to limit the number of employees that could be registered on the free software. The Clerk said that the Parish Council received permission from HMRC to continue using their system, for up to 15 registered employees, however.

Something which the auditor picked-up was the Nest pensions, which was due to terminology differences between Nest and HMRC. Due to HMRC and Nest's systems using the terms 'net' and 'gross' differently, for the past five years, since the NEST scheme was implemented, the Clerk had been inputting the information incorrectly, so staff had been getting double tax relief on pension contributions. HMRC wouldn't have picked it up as it had "no idea what scheme we're running", the Clerk said, "so tax-wise there's no issue". On Nest, the Clerk said, the box was under gross pay, but on HMRC it was under net pay. She did question the auditor on why it had not been picked-up before; the auditor had said they do a random selection, such as when last year they looked at P60s.

Cllr Parker said staff have had double tax relief applied and asked if that meant everyone had to pay some tax back. The Clerk said that HMRC wouldn't pick it up, adding that for that month she had applied it as it should be. The difference in her salary was £23 as she paid more tax, she said.

Cllr Parker asked if they had been under-deducting PAYE from staff for the past five years; the Clerk answered yes. Cllr Parker said that it was a problem that needed resolving. The Clerk agreed and said that she had explained the situation to the three affected staff members.

Cllr Davies agreed with Cllr Parker, saying that they had an obligation to self-report the issue. He then wondered, given the number of staff employed by the Parish Council, how efficient was to do payroll internally, pointing out that it was cheap to outsource it. The Clerk said that the auditor had mentioned the same idea to her.

Cllr Davies said that the Parish Council would need to take advice and self-report the issue. The Clerk said that she was "quite happy" to contact HMRC about it. She added that the issue also affected an employee that had previously left the employment of the Parish Council.

Cllr Yorke asked if it was going to be an error on the part of the employer, and therefore their responsibility. Cllr Davies said that they were "getting ahead of ourselves"; the Parish Council would need to self-report and "see what happens next". Cllr Yorke said that they had to accept it as an employer, and that they had to resolve it – adding that they couldn't "be seen to be wanting in that area". Cllr Parker reiterated that they had to get some advice.

The Clerk said that she would keep members updated once done. She asked if members wanted to outsource payroll, or at least buy software that "doesn't use contradictory terms".



Cllr Parker said that they should investigate both but pointed out that an external person would be “up to date all the time”.

Cllr Yorke asked if members were “happy”, and they indicated that they were. He asked if any members had any further questions about the internal audit report. Nobody did.

- **ACTION 023: Clerk to contact HMRC to self-report the PAYE issue and obtain advice on how to proceed.**
- **ACTION 024: Clerk to investigate either outsourcing payroll or buying software to handle it internally.**

2021/031/F – Grant considerations

Cllr Yorke explained that Lawley Village Youth Group (LVYG) had applied for a £1000 grant from the Parish Council and asked the Clerk to provide more information.

The Clerk told members that the LVYG was looking to hopefully put on new outdoor activities and organised trips for young people. The initial prompt for this had been disparaging comments received on social media as to whether they existed or not, and what they provided for youngsters. Former councillor Mike Tyler had contacted her saying they were looking to restart the group, and in addition to weekly sessions they were looking to do outdoor activities. They had 60 young people “on their books” now, the Clerk said. All their volunteers had been fully Disclosure and Barring Service (DBS) checked now, and these were ‘live’ DBS checks which cost an additional £13 a year each. Very keen to provide youngsters for more to do.

The Clerk added that the LVYG had received no grant from the Parish Council since 2018, which she thought had been a ‘start-up’ grant. Three years on, she said, they had far more children and needed more equipment – as they were keen to do more outdoors, they would need equipment they did not have.

Cllr Greenaway asked the Clerk if they would be using Lawley Community Centre (LCC), to which the Clerk said yes. Cllr Greenaway then asked what activities they might be looking to do. The Clerk said pop-up cricket, rounders, and similar activities. Cllr Greenaway asked if they were going to be able to store their new equipment safely; the Clerk pointed out that they had some available capacity. Cllr Greenaway then voiced her concerns about 60 children all fitting inside the LCC, though the Clerk reassured her that all 60 of the LVYG would not be inside the LCC at the same time.

Cllr Davies **PROPOSED** granting the full amount of £1,000 to the Lawley Village Youth Group. Cllr Amrik Jhawar **SECONDED**. The vote was unanimously **IN FAVOUR**.

- **DECISION: Lawley and Overdale Parish Council to award a grant of £1,000 to Lawley Village Youth Group.**

The Clerk said that Judy Parker would contact the LVYG to “pass on the news”.

- **ACTION 025: Judy Parker to contact the LVYG to let them know that their grant application was passed.**

2021/032 – Councillors’ session

Cllr Jayne Greenaway reported that:

- She welcomed the installation of CCTV cameras, but she thought anti-social behaviour had spilt out onto the Village Green. The Clerk reported that there had been, what appeared to be an isolated ASB incident and that she had received numerous thanks from the affected residents re the shelters removal and that things had much improved.



- Most of her issues were personal, individual ones from residents.

Cllr Shaun Davies reported that:

- The installation of the new kitchen at Dawley Baptist Church had seen “really good progress”. He expressed his hope that it was well-used. The Clerk told the councillor that Ian Olliver had said “we could have a look at the kitchen”. He had asked if the Parish Council could order “additional peripheral things” with the leftover grant money, she added, which “is basically digital equipment, which Jill [Holland] is sorting”.
- “With [his] borough hat on”, Cllr Davies said that there was a piece of work involving local businesses and schools “coming together in a project” to help with Christmas events. He thought the Parish Council could support the project.

2021/033 – Ward members’ session

Cllr Davies delivered his ward members’ report in 2021/032, and no other reports were made.

2021/034 – Community affairs

2021/034/A – Fun Run 2021 update

Simon Bailey pointed out to all councillors that the COVID-19 roadmap had been delayed. A discussion had been held with the Parish Council’s partners, Bournville Village Trust (BVT) and the Lawley Running Club (LRC), from which it was decided that they continue to plan the Fun Run for 11 September, he said, adding that they “don’t see a reason to stop”.

Mr Bailey said that he had been in touch with events specialist team at Telford & Wrekin Council (TWC) to get their guidance. The TWC events team had advised that if the event followed COVID restrictions, and the proper paperwork such as risk assessments was submitted, they “didn’t see a reason” why small events applications would not be accepted. Mr Bailey added that they had looked at other running events to see how they were organised.

Insurance at previous events had normally been obtained via England Athletics, Mr Bailey said, but they had changed their processes, which would mean taking additional licence with additional standards to get that licence. If they went down that route, he said, the cost “would be more than we’d raise” and pointed out that they would need to have a certain number of medics and toilets as examples. The suggestion was to look at insurance through a private company as a one-off event. LRC had been looking at that, he said, and the cheapest quote was £84.78 – the recommendation to councillors was that the Parish Council and BVT split the cost and pay for it. There was no need to change the entry fee of £6, he added.

Mr Bailey pointed out that the event would follow a different route this year; they had shared the route with developers working in the area to make sure there were no concerns, and developers had said they saw no issues. Mr Bailey suggested that they continue to liaise with the developers over the summer.

He said that they were going to approach local businesses to see if they would supply water to give out at the event. Mr Bailey said that they knew small local businesses had been hit hard by the pandemic and may not be in a position to support the Fun Run. They had thought about coming up with a “shopping list”, he said, and then ask



the local businesses if they would be able to donate one of the items on the list – and they could then use them on any promo advertising.

Regarding the charity for the event this year, Mr Bailey explained that the LRC was looking at West Mercia Search and Rescue (WMSR), as one of their members had been involved in an incident in which WMSR helped. He said that it had been suggested at a past Full Council meeting that the event supports two charities this year: WMSR and Telford Mind. Mr Bailey said he had a discussion with their partners, and their preference was for supporting a single charity, so that a “more tangible amount” would be donated. Their partners had expressed no preference as to which charity was supported, he added.

Mr Bailey asked members if they were happy for them to continue planning for event. He asked members if they were happy to pay 50% of the insurance cost together with BVT, which would amount to £42.53. Finally, he asked if members were happy to go for one single charity, and if so which one.

Cllr Jhawar said, “Telford MIND”.

Cllr Yorke asked if members had any objections to all three of the questions raised by Mr Bailey.

Cllr Parker said that he was “fine with one and two”, but he was “worried about three”. He said that he thought he had been the person who had suggested splitting the proceeds. The Clerk pointed out that they did tell their partners that splitting the proceeds would be the Parish Council’s preference, but that “we were outvoted by our partners”.

Cllr Yorke asked if we had insurance, to which the answer was yes.

Cllr Yorke asked if members were happy for the planning of the event to continue; members indicated that they were.

Cllr Yorke then asked members about the charity issue. The Clerk suggested that the Parish Council could match-fund the event if it wished for both charities to benefit. Mr Bailey said that the idea was raised by Richard Handley from LRC, who’d seen it in a set of minutes from a previous Full Council meeting.

Cllr Greenaway asked if they had a preference. The Clerk said that their partners said £1,200 would be beneficial but felt that splitting it “would dilute it”. The Clerk said that she didn’t agree with that, but their partners “seem adamant”. She added that their partners didn’t mind which charity was supported, they just wanted it to be a particular charity.

Cllr Parker expressed his view that it was “a shame they’re not prepared to spread the donations to a wider group of potential beneficiaries”.

Cllr Yorke said that they had to decide. He asked if members felt that the Parish Council had the ability to match-fund it. The Clerk said that it could come out of the events budget, pointing out that the event itself had a minimal cost. She said it was a “point of principle” for her, but that in the end she wanted the charities to benefit.

Judy Parker added that the Parish Council didn’t spend its events budget last year, so perhaps this was an opportunity for two causes to benefit if councillors agreed to match-fund.

Cllr John Yorke PROPOSED that the Parish Council match-fund the donation from the Lawley Fun Run, to enable an equal amount to be donated to both charities – West Mercia Search and Rescue, and Telford MIND. Cllr Jayne Greenaway SECONDED.

Cllrs Shaun Davies and Jayne Greenaway voted IN FAVOUR.



Cllr Rob Parker ABSTAINED.

Proposal PASSED.

- **DECISION: Lawley and Overdale Parish Council will match-fund the donation from the Lawley Fun Run, with the total amount to be split equally between West Mercia Search and Rescue, and Telford MIND.**

2021/034/B – Resumption of use at Lawley Community Centre (LCC)

Judy Parker gestured towards the hall and expressed her view that the LCC was a “lovely facility” and that she was “glad to be back”. She explained that they were hoping to have all groups back in the LCC by September. She had emailed all the groups, which had all indicated that they wished to come back. She said they had also received an enquiry from the Little Dreamers Choir for 7 – 11 year-olds, which hosts groups elsewhere and now wished to start one within Lawley and Overdale parish.

The issue, Ms Parker explained, would be if there were still COVID restrictions in place by September, especially when it came to cleaning the facility. At the moment only Puddleducks was using the LCC, she said, and the caretaker cleaned the facility after Puddleducks had finished. She said it would be difficult to have the caretakers clean up after each group, especially if there were multiple evening users. Allowing enough time for the caretaker to clean was difficult, she said, and there may be a cost implication. She said that the Clerk had advised her that this had been budgeted for, so finance was not part of the issue.

She said she just wanted to make sure that councillors were happy to recommence activities at the LCC, as well as opening it up for weekend users that request it. She pointed out that they would be asked to do a risk assessment prior to starting, subject to COVID restrictions.

Cllr Davies said that he had no problem with Ms Parker’s proposal and highlighted that there was a “broader point about renewal” – he highlighted a need for air conditioning, and the replacement of the inefficient light bulbs, and asked “where we are with that”. Ms Parker said that no money had been spent for some years “on the internals”, and the Clerk added that it was not since the windows and floor had been replaced. Cllr Davies said that there were some grants around for LED lighting. It should be “one of our projects around renewal”, he added.

The Clerk said that there was a small painting budget, as particularly the lower half of the walls “took a beating” from the young children. Regarding the cost implication, she said “that’s materials as well as people”. It was budgeted for, she said, and it “was budgeted for as an uplift last year”, but because of the pandemic and no groups using the LCC they didn’t apply it. “As we needed someone to keep checking the building, they were still being paid”, she said. She added that they still needed to apply that uplift even if COVID restrictions were removed.

Cllr Parker raised Cllr Davies’ point about renewal and said that if they were to invest in it, it needed to be added to the next Full Council agenda. The Clerk explained that we have the building on a lease from TWC and have responsibility under that lease to maintain both interior & exterior of the building. Costs can be investigated to upgrade the lighting and grants sought but the principle of it being a TWC owned building needed further discussion prior to any major renovations taking place. This can be placed on the next FC agenda for further discussion.

- **ACTION 026: LCC lease to be placed on the Full Council agenda. LED Lighting grants to be sought (SB)**



2021/034/C – Anti-social behaviour (ASB) update

The Clerk explained that ASB had been a problem around the shelter at Lawley Village Green, but they had liaised with all partners, and “to the great delight of 90% of residents” it was removed. She said that there were some “adverse comments”, but she said they were “from people who didn’t live in the vicinity”. The Clerk felt that working with the police and the Community Action Team (CAT) and liaising very strongly to support what residents have asked for, had “worked exceptionally well”. Apart from one act of retaliation, she said that there had been no further reports of adverse behaviour in that area. The Clerk highlighted that she had received emails from Mr and Mrs Powell, who had been seriously affected by the ASB in the area and had turned up to the police meetings last year, to thank the Parish Council as “they had got their lives back”.

Cllr Yorke asked if members had any feedback.

Cllr Parker said that ASB had now spread - it was concentrated in one area, he said, but had now spread, and more people would start complaining. The Clerk asked Cllr Parker to where it had spread; Cllr Parker said that youths had moved to the Village Green by the pedestrian crossing. The Clerk said that there was an isolated incident “on the pond”, it was reported, but it was isolated. ASB was still around, the Clerk added, but that was always going to happen.

Cllr Yorke suggested that “if it’s getting bad, report it to the police”. Jill Holland said that the police had said they were going to have their mobile surgeries on the multi-use games area/Village Green area.

Cllr Parker said that was good, and that “community engagement is the main thing”.

2021/34/D – Carpenter Centre update

Cllr Yorke asked members who had attended the recent Carpenter Centre meeting to report.

Cllr Jhavar said that they “had a good meeting”. He pointed out that the problem was, they didn’t “want to raise the hopes of the people unless we can secure funding”. He repeated that they still need to secure funding, adding that then they could get the people involved – to see what they’re looking for. He added that the headteacher of the Linden Centre was “keen to have local people in there”, which he thought “will be a good thing to do”. He said that he knew that Overdale is a “unique community”, and that they had “nothing in that area apart from the shop”, so he thought it would be “good for people to have something there”.

The Clerk said that, from her perspective, it was “positive they’re all getting together”. Darren Lennon, the headteacher of the Linden Centre, was very community-minded, she said, and he “would welcome the community into the building”. It is still a ‘no’ now however, she added.

The Clerk said that Jill Holland had contacted Andy Cooke (TWC Education) to see what their plans were, as they wanted to amalgamate all the Linden Centres in the facility. She was not sure whether the “sure-start room” would be available for groups, or what capacity the hall would have during daytimes. Without knowing about potential funding, she said, it was “difficult to go out to residents”. Cllr Eileen Callear was checking out the regeneration funding, she added.

Cllr Davies pointed out that it was called the “Stronger, Safer Communities”, and that he would “chase” Cllr Callear. The Clerk asked Cllr Davies if he knew anything about the Linden Centre amalgamation, but he said no. He said that he would arrange a meeting with Cllrs Callear, Boylan, and Jhavar.



The Clerk said that the Parish Council had asked residents for their thoughts about Carpenter Centre community use eight months ago and pointed out that was “a long time to go without doing anything”. She said that there was a definite need and desire from the community.

2021/034/E – Highways

2021/034/E (i) – Liaison meeting update

Cllr Yorke explained that he, Cllr Jhawar, and Cllr Vidor, along with members of the staff team, had a meeting with Adam Brookes and Matt Powel from TWC. The meeting notes were included among the papers, he added.

He said that in November he put forward the traffic lights signal review to the Borough Council, and the Highways Department did say there were some “good quick fixes” that didn’t cost a lot of money. They had said they would be taken on board and done, Cllr Yorke said, “but it appears none of them have been done”. They had been told this was because of COVID, he said, but he thought they would be “looked at and implemented”, adding that the “consultants are closer than they ever were to looking at the traffic signals in Lawley”. He said, “we’ll await with bated breath for that situation”.

The Clerk said that when they did The Farmstead & Phase 7 development, there was an outcry re the state of the estate roads. These are now in the process of being remedied. The developer, Henry Davidsons, who was also responsible for the construction of Lawley Square, also built and installed the bespoke speed bump on Bryce Way. TWC will not adopt the road until the speed bump has been examined/altered/lowered by those who are responsible as it is having an adverse effect on daily traffic and the buses have had to be re-routed. Meetings are to take place with HDD/TWC to provide a fix to this situation.

Various PRIDE projects were discussed, and Cllr Yorke acknowledged receipt of confirmation to his enquiry re the access road by Beacon House being resurfaced, hopefully in August as part of this programme.

Powis Place, was also on the PRIDE list and the Clerk raised that this was part of the new Wrekin Housing Trust development, which had been undertaken within the last four years, so it didn't need to be done again. The road name had also been amended and Powis Place didn’t exist anymore. The TWC officers advised that they would check.

There are some TRO's proposals in the Parish, which were considered in 2019 but have yet to take place as they are still being considered by consultants. These include Colliers Way, Caledonian Way, Dawley Road, Village Drive & Glendale.

Cllr Yorke asked the Clerk about Bryce Way. The Clerk told the councillor that residents had raised the difficulty with school parking, however cars were getting blocked in the Academy car park. That was an issue for parents and the school, she said, and police had been contacted by several residents asking for double yellow lines. The road wasn’t adopted, however Adam Brookes and Matt Powel still told them that could still be considered. It was still a bus route, she added, but buses don’t access or egress because the ramp at the top is too high and “Arriva kept grounding buses”. The Clerk said that he had also passed-on details about some residents who’d damaged their cars on the ramp. The Clerk had sent another email that day, asking them about the impact on care home residents, who would now have to walk further, which she thought was “really not a good thing”.

The police had spoken with Highways, she added, and they will do some monitoring along with the CAT.

Cllr Yorke said that under ‘any other business’ he had raised an issue regarding residents on Concorde and the parking provisions. He had mentioned imposing a resident-only scheme and the costs of implementation and asked how much residents would want to pay.



Cllr Yorke asked members if they had any comments. Nobody had any comments.

2021/034/E (ii) – Traffic report

Cllr Yorke apologised to the Clerk for not consulting with her prior to making any enquiries. He explained that he had made a few enquiries about provisional speed cameras on Lawley Drive; he had spoken to a supplier “as a member of the public”. He said he had a phone call from the police saying they were in conversation with TWC. At the Highways meeting discussed earlier, Adam Brookes had informed members that they were having meetings with the consultant to see if the finance and criteria were met for the installation of speed cameras on Lawley Drive and West Centre Way. “That report was already written, so it’s there”, he said, adding that “hopefully the content won’t change much when TWC come back”.

Regarding finance, Cllr Yorke “assumed there would be no money, so [he] suggested approaching [the Lawley Partnership Board (LPB)] for funding”. He felt that may still be an alternative, but it appeared to him that it was possible TWC might finance them.

Cllr Davies informed Cllr Yorke that the LPB money is TWC money, and that they were “not two different pots”. Cllr Yorke said that, at a previous Full Council meeting, Cllr Paul Watling had told members “If you wanted cash, you’d have to make a case for it”. “If you can’t get money from borough what other sources are there, so my thoughts were LPB”, he explained, and asked now the LPB’s constitution is set up, how that fund could be accessed.

Cllr Yorke asked if there was “any mileage” in approaching the Lawley Partnership Board for funding towards the traffic/road measures he had suggested and wanted to know how the Parish can access the funding. No confirmation was given to Cllr Yorke and the question re funding access is to be taken to the LPB meeting in July.

The Parish Council had acknowledged there was a problem with speeding on Lawley Drive, Cllr Yorke continued, “so what are we going to do about it?” That was why the report was in the agenda, he said, as it was set before the meeting with highways.

The Clerk said that they were contacted by residents about speeding traffic on West Centre Way the previous day, which she had forwarded to the police. The police rang the resident and went to see her, the Clerk said. They have chased it up with Highways and been told the same thing, she added. Cllr Yorke said that this was “some positivity”.

Cllr Greenaway Jayne asked if they had asked about the SCOOT (Split Cycle Offset Optimisation Technique) system, and if there were any other responses. Her understand was that until the traffic lights systems were all in place, it was only then they could be monitored, and she was just wondering if that had come up. The Clerk said that the last junction hadn’t been “in long” on West Centre Way. Cllr Greenaway asked the Clerk to add that to the list for the next Highways meeting.

● ACTION 027: Clerk to ask about the SCOOT system at the next Highways meeting.

2021/034/F – Happy Healthy and Active Holidays (HHAH) scheme

Jill Holland explained to members that she and Simon Bailey had attended a workshop which had been incredibly informative. They couldn’t register the Parish Council’s interest at the time, she said, as there was a deadline of “only three or four days”. They had taken the information, however, and after the staff team had discussed it, they thought it could be something the Parish Council could undertake next year with the right planning.

Ms Holland said that there could be approximately 100 children in the parish that were receiving free school meals. Along with that there would be training for additional volunteers she said, and regarding food, it would



have to meet a certain standard - they could find local sources of food within the parish or neighbouring parishes, offering “a bit of value for money and staying local”. There was a massive list of delivery partners which were varied in costs, Ms Holland continued, though the Parish Council might want to “focus on the smaller activities first of all”. She suggested they could talk to local groups such as Telford Chin-Woo and Smallwood’s, and perhaps call on Lawley Running Club to do physical education. Ms Holland added that they had mentioned the idea to the Lawley Youth Club, but they had been having “problems with volunteers” at the time.

If members agreed, Ms Holland said, they could “put together a couple of ideas of what we could do as a delivery partner”, as well as some costings.

Cllr Yorke asked Ms Holland to remind him of what HHAH stood for, which she explained. He then asked members if they were “happy” to allow staff to go onto the next stage of planning. He expressed that the timing was “unfortunate”. Ms Holland said that if to undertake and progress it the way they could, there were a “lot more” issues to consider, such as safeguarding and volunteers. The HHAH offered free training, she said.

- **DECISION: Councillors agreed that the staff team should continue planning for how the Parish Council to become a HHAH delivery partner.**

2021/034/G – Community Garden

Cllr Yorke said that a “pretty plan” for the development of the community garden was started four months ago, which members had seen, and asked if they were happy to accept it and go forward.

Cllr Parker suggested that it could “increase our responsibility for maintenance”. The Clerk pointed out that the Parish Council already had those responsibilities as part of its licence. She explained that they wanted the additional security provided by a lease rather than that provided by a licence.

Cllr Parker said that was “fine” and wondered if the Parish Council would need to check if the trees in the garden were safe. The Clerk said that they had undertaken a tree survey recently, for which there had been a £750 invoice. Cllr Parker suggested that it would be useful to have a regular report, either monthly or annually, “saying this is what we’ve done on this piece of land”. The Clerk said that, moving forward, under the CAT model there would be quarterly reports on the enforcement and liaison side, so a ‘community garden’ update could form part of that report.

Cllr Parker said that “these assets we’re responsible for, we need to be responsible for”, and suggested that they needed to put something aside in the budget for such things as fence repairs. The Clerk said that they did have a community garden budget and that they had just paid an invoice for the required works following the tree survey that was undertaken.

2021/034/H – Projects around the parish update (War Memorial/St Saviours)

The Clerk informed councillors that the agreed-upon works to the War Memorial would commence on 5 July 2021, which would create an “increase in the hard standing”. Originally the works were going to start the week following the June Full Council meeting, she added, however starting then would have meant they would “be there longer”. The contractors would leave the fencing up for a week or two after they had finished “to let things settle”.

Ms Parker said that regarding St Saviours, the new bench - which had been a “lovely addition to her garden” up until that point - would be fixed to a paving slab base on Tuesday 22 June. The wildflower area would be dug out, she said, though it was “not right time to set the seeds”, so in the meantime the Parish Environmental Team (PET) Operative would plant shrubs there.



Regarding the footpath in the same area, Ms Parker said that Simon Bailey had emailed Adam Brookes at Telford & Wrekin Council “to see where we’re up to”; Adam Brookes had told them that their team was “reviewing options and putting together a cost estimate”. He would provide an update when they had more details to share, she said.

The Clerk said that they had been informed that Cllr Davies had raised it as part of the project. She said that they were “looking for that quote”, and “if they wanted to carry on there would be some funding available from the Parish Council”.

2021/035 – Correspondence

2021/035/A – Boundary Review Consultation

The Clerk said that this item was “just a reminder that paperwork has gone out to everyone to have a look at and come back with comments”, though she had not yet received any individual comments. She said that while “of course individuals can respond”, she felt that the Parish Council should submit a “collective response”. She added that she had also received an email from the Member of Parliament (MP) for The Wrekin, Mark Pritchard, highlighting changes to the Wrekin constituency, which members “may also wish to comment on”.

The deadline is 2 August, she said, but pointed out that they only had the 15 July Full Council meeting prior to that deadline, so if members wished to send her their comments, they should be with the Clerk prior to that.

Cllr Yorke suggested a deadline for councillors’ comments on the boundary review of 8 July. The Clerk said that she would prefer a 5 July deadline. Cllr Yorke suggested that 5 July be the deadline both for Boundary Review Consultation comments, and the response to MP Mark Pritchard.

The Clerk said that she had already advised members that a by-election had been called for Lawley Ward. Unfortunately, the by-election would be held on 15 July, which would be the same day as the Parish Council’s Finance Committee meeting and the next Full Council meeting. She said that she had spoken to the elections team at Telford & Wrekin Council, and they have posted the notice of election. The deadline for nominations was 4pm “today”, she thought, and they would hopefully know “next week” what the nominations were. The polling station for the by-election would be the Mormon Church, she said, as the Lawley Community Centre would be occupied by Puddleducks and the Parish Council all day that day.

She added that normally the successful candidate would attend the next Full Council meeting to sign their declaration, but due to there being no Full Council meeting in August, she would invite the successful candidate to the Parish Council office to sign their declaration instead.

- **ACTION 028: Councillors to send their comments about the Boundary Review Consultation, and MP Mark Pritchard’s letter, to the Clerk by 5 July.**

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.



2021/036 – Confidential items

Items were noted.

Cllr Shaun Davies departed the meeting at 20:16.

2021/037 – Agenda items for the next meeting

- Councillors to email any agenda items for the next meeting to the Clerk.

2021/038 – Date of next meeting

It was **noted** that the **Full Council** parish meeting would take place on **Thursday 15th July 2021 at 6pm**, at **Lawley Community Centre**.

The meeting closed at 20:30.

Signed by Chairman:

Date:



Action record

Ref #	Minute #	Open date	Description	Assigned to	Target date	Date closed	Comments
001	2020/158	15/04/2021	Councillors to approve invoices for payment before Cllr Parker authorises them at the bank.	All councillors	Ongoing	N/A	
003	2020/159	15/04/2021	Clerk to send Cllr Mehta any unanswered questions about the Lawley Partnership Board for him to take to the next board meeting. Cllr Mehta to relay the answers back to councillors.	SG, RM	06/05/2021 17/06/2021 15/07/2021		Awaiting a response from the LPB. Questions couldn't be addressed at the time, so nothing for Cllr Mehta to relay back. On the agenda for the 13 July LPB meeting.
004	2020/159	15/04/2021	Cllr Mehta to chase-up the minutes from the last Lawley Partnership Board meeting.	RM	06/05/2021 15/07/2021		Clerk to chase-up minutes from Jim Weir (2021/008). Minutes have not been distributed yet.
005	2020/160	15/04/2021	Weekly email to continue as appropriate. Important or time-critical information to be sent out as it arrives.	ML, staff	Ongoing	N/A	Will continue as and when required.
006	2020/160	15/04/2021	Councillors to respond in a timely manner to all emails marked as 'response required'.	All councillors	Ongoing	N/A	"Hopefully, we will become better boys and girls!" – Cllr John Yorke, 17/06/2021
008	2020/163	15/04/2021	Clerk to email Highways to arrange a meeting.	SG	06/05/2021 17/06/2021 CLOSED	17/06/2021	Awaiting a response from Highways. A meeting was arranged and held successfully.



009	2020/163	15/04/2021	Clerk to chase-up the previously promised traffic lights review.	SG	06/05/2021 17/06/2021 CLOSED	17/06/2021	Awaiting a response from Highways. Discussed at the meeting.
010	2020/163	15/04/2021	Clerk to re-arrange the Highways liaison meetings and invite councillors to attend.	SG	06/05/2021 17/06/2021 CLOSED	17/06/2021	Awaiting a response from Highways. Liaison meeting held, and future meetings scheduled.
012	2020/164	15/04/2021	Clerk to investigate installing a CCTV camera in the Community Garden.	SG	06/05/2021 17/06/2021 CLOSED	17/06/2021	Meeting with Paul Fenn delayed by Ketley fire. A Nomad camera with a clear line of sight into the community centre has been installed.
013	2021/008	06/05/2021	Clerk to obtain clarification from the Acting Chair of the Lawley Partnership Board as to whether the invite to send a representative was intended for the Chairman of the Parish Council generally, or Cllr Raj Mehta specifically.	SG	17/06/2021 CLOSED	17/06/2021	Clarification was received that the invitation was intended for the incumbent Chair of the Parish Council – which is now Cllr Yorke.
014	2021/008	06/05/2021	Clerk to contact Jim Weir, acting chair of the Lawley Partnership board, about the papers for the 11 May meeting.	SG	11/05/2021 CLOSED	17/06/2021	Jim Weir was contacted.
015	2021/011	06/05/2021	June's Full Council meeting to take place at Lawley Community Centre.	SG, JP	17/06/2021 CLOSED	17/06/2021	"We're here" – Cllr John Yorke, 17/06/2021
016	2021/012	06/05/2021	Councillors to complete their Disclosable Pecuniary Interests forms and return them to the Clerk, either by signing them, scanning them in, and emailing them to the Clerk, or by posting them to the Parish Council office.	All councillors	17/06/2021 CLOSED	17/06/2021	Cllr Rob Parker learnt that it was only necessary to complete these forms if personal situations or details had changed, not annually.



							Cllrs were reminded to complete them if their situations had changed. Otherwise, this action was no longer necessary.
017	2021/013	06/05/2021	Chairman's 2020/2021 Annual Report to be published on the website.	ML	17/06/2021 CLOSED	17/06/2021	The 2020/2021 Chairman's Annual Report was published on the website.
018	2021/016	06/05/2021	Actions Record to remain part of the minutes. Future agendas to split them off into two items.	SG	17/06/2021 CLOSED	17/06/2021	This is now part of the agenda going forward.
019	2021/017	06/05/2021	Jill Holland to send invoices for payment to councillors for approval once available.	JH	17/06/2021 CLOSED	17/06/2021	This was completed.
020	2021/017	06/05/2021	The Clerk to send bank statements/reconciliations to councillors once a full set is available from all accounts.	SG	17/06/2021 15/07/2021		Online banking was unavailable at that time.
021	2021/022	06/05/2021	Jill Holland to investigate the 'Healthy Happy Active Holidays' scheme.	JH	17/06/2021 Ongoing		Councillors happy for staff to move on with the next stage.
022	2021/030	17/06/2021	Minutes of the 6 May 2021 Annual General Meeting to be amended to make it clear that the votes for the Office of Chairman were received and counted in advance of the meeting.	ML, SG	15/07/2021		
023	2021/031	17/06/2021	Clerk to contact HMRC to self-report the PAYE issue and obtain advice on how to proceed.	SG	15/07/2021		
024	2021/031	17/06/2021	Clerk to investigate either outsourcing payroll or buying software to handle it internally.	SG	15/07/2021		
025	2021/031	17/06/2021	Judy Parker to contact the LVYG to let them know that their grant application was passed.	JP	15/07/2021		
026	2021/034b	17/06/2021	LCC lease to be agenda item 15.7.21. SB to look for LED lighting grants	SB	15/07/2021		



027	2021/034	17/06/2021	Clerk to ask about the SCOOT system at the next Highways meeting.	SG	15/07/2021		
028	2021/035	17/06/2021	Councillors to send their comments about the Boundary Review Consultation, and MP Mark Pritchard's letter, to the Clerk by 5 July.	All councillors	05/07/2021		

n.b. "Target date" defaults to the date of the next Full Council meeting when no specific timeframe is set, to enable progress to be reviewed.