



11 November Full Council meeting minutes

Minutes from 11 November 2021 meeting held at **The Carpenter Centre, Overdale, Telford TF3 5BT.**

In attendance

Members

- Cllr Jayne Greenaway (Central Ward)
- Cllr Cathy Salter (Lawley Ward)
- Cllr Lee Vidor (Central Ward)
- Cllr John Yorke (Dawley Bank Ward) - Chairman

Clerk

- Sharon George

Staff

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

2021/079 – Chair's welcome

The Chair welcomed everyone to the meeting at 18:02.

2021/080 - 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 Shaun Davies (Central Ward) – Other commitments
- Cllr Amrik Jhavar (Central Ward) – Another meeting; may join after 19:00
- Cllr Rob Parker (West Ward) – Personal commitments

Departures:

Absences:

- Cllr Raj Mehta (Lawley Ward) – No apologies received or accepted



2021/081 – Declarations of interest

Cllr Jayne Greenaway

Interest: Community Centre

Declaration: Community Centre

Minute no: 2021/081

2021/082 – Public participation

There were no members of the public present.

2021/083 – Minutes of the last meeting

A discussion was held about an issue arising from the Confidential Minutes; Cllr John Yorke additionally asked that the related confidential item in this meeting's agenda be moved forward and discussed early, so as to avoid running out of time to discuss it. The minutes from this discussion, as well as the resolution of the issue with the minutes from the last meeting, can be found in the Confidential Addendum.

Cllr Cathy Salter highlighted that Cllr Rob Parker had been erroneously referred to as Mr Parker in 2021/069. Matt Lever said that this would be corrected before publication.

The minutes from the **Full Council Meeting** held on **14 October 2021** were **APPROVED**. It was **RESOLVED** that the minutes be signed and **ADOPTED** as a true record. This was **PROPOSED** by Cllr Lee Vidor and **SECONDED** by Cllr Jayne Greenaway.

2021/084 – Finance

2021/071/A – Invoices for payment

Cllr Yorke asked Jill Holland if the invoices had been sent out for payment, to which Ms Holland said yes.

Cllr Lee Vidor asked when they would be returning to having physical papers to sign, now they were once again meeting physically. Ms Holland said that was something they could do moving forward, and it didn't look like the legislation regarding virtual meetings was going to change.

Cllr Jayne Greenaway asked about the cost of buying a marquee. The Clerk said that the issue they had was one of storage, the same as with Santa's grotto – they could buy one, she said, but where were they going to keep it?

2021/071/B – Bank reconciliations

Cllr Yorke said that bank reconciliations had been sent to councillors and asked if there were any comments. There were no comments.



2021/085 – Councillors' session

Cllr Jayne Greenaway reported that:

- She had been dealing with the properties at Highview, Station Road, liaising with the Clerk and getting in touch with the relevant people on subsidence issues on Phase 11. It was “pretty appalling”, she said; she had taken some photographs. Things were “moving on swiftly” though, and it was “fair to say before phase 11 we advised people to get structural surveys of their properties in view of the pilings”. She added that the developers were “taking it quite seriously”.
- She had contacted Telford & Wrekin Council (TWC) about the wildflowers on the Village Green; she knew the Parish Council had contacted an officer at TWC but received no response, so she had followed it up and did get a response – which was that they couldn’t do anything without agreement as it was Council-owned. She had a long chat with Kay Steele, who suggested she and Cllr Seymour should liaise with Chris Hallam and “get on with it”. If they bought some decent plants, it would get set down quickly, but they were going to have to look for a different position as the previous one was covered too much by trees.
- She had attended the Lawley Partnership Board (LPB) public consultation event as a ward councillor. It was well attended, she said, both by the public and a number of TWC departments. She spent “quite a lot of time” talking to residents, and she found that the issue of dangerous parking on Birchfield Way kept popping up.
- She didn’t think that the lines had been removed from the bus stop yet. Cllr Vidor said that the lines were still there, the flag was “still on the church side one”, and the shelters were still there, but the ‘no stopping sign’ had been removed on the Lawley Farm side, but the lines were still on the road. The Clerk said that she would chase that up.
 - **ACTION 047: Clerk to chase up Highways regarding the promised works on Dawley Road.**

Cllr Lee Vidor reported that:

- The benches on the park had been vandalised. He had spoken to the police, who had said there was no one there when they turned up. One bench had been used for a barbeque, while the other had been vandalised; Cllr Vidor expressed that he didn’t know whether they should replace them. The Clerk told him that they had got replacement slats rather than whole benches. After a conversation with the Community Action Team (CAT) enforcement officer, they had decided that, while they “don’t look pleasant”, they were not going to install the replacement slats immediately and were just going to leave them “in obedience”. The hope, she said, was that when they did install them in spring, the vandalism will have stopped.
- The police had told him that they wanted to move the camera from the Community Garden. The Clerk said that the police hadn’t mentioned that in her meeting with them earlier that day. Cllr Vidor said that the police had found no issues in the community garden and would like to move camera. The Clerk pointed out that it was the Parish Council’s camera, so the police would need to put in a request to move it.
- He wanted to bring up the Traffic Regulation Order (TRO) timeline. The Clerk said that the police did bring that up in her meeting with them. Ms Holland said that TROs had currently got 150 requests for investigation, with a further 100 requests outstanding, and “basically they don’t have the staff resources to do it”. They had been using agency staff, she explained, but that was on an *ad hoc* basis and there was “no expertise there”. Telford was not alone in the challenge, they had told her, and they thanked everybody for their patience. The Clerk asked if there was a figure for how many years it would take to fulfil the requests – Ms Holland said that with the amount outstanding currently, and the need for six-



month consultations, it would take 21 years before the current requests were completed.

Cllr Greenaway asked why they couldn't get the staff. Ms Holland told her that they had done some backfilling, but there were still a lot of positions they couldn't fill.

Cllr Vidor asked if, as a Parish Council, they could find out where they were on the list. Ms Holland said that there was going to be a list sent around, but they could ask Chris Pearson to find out where they were on the list. The Clerk added that she had got the emails where they had been asking for a timeline on the consultation; they were outstanding for six years so she thought they "should be high on the list".

- **ACTION 048: Clerk to contact Chris Pearson to find out Lawley and Overdale Parish Council's position on the TRO waiting list.**

2021/086 – Ward members' session

Ward members included their reports within the Councillor's session.

At this stage of the meeting, the Clerk highlighted that they should have received a notice of apologies from the absent member. Members recorded that no apologies had been received or accepted from Cllr Raj Mehta.

2021/087 – Community affairs

2021/087/A – Lawley Partnership Board (LPB)

Cllr Yorke informed members that the LPB meeting had been cancelled, as its Chair had COVID-19. It had been rescheduled for 8 December. He highlighted that he "did eventually" get the minutes for the meeting taking place on the following Tuesday, however.

2021/087/B – Highways update

Cllr Yorke expressed his hope that members had read the appendix. He said there was an action in the minutes for Adam Brookes to contact Matt Powell and Phil Lorenz for a timeline regarding Dawley Road and Glendale, and it had been covered. He asked whether the action for Adam Brookes to contact Dean Sergeant had been completed; the Clerk said that they would get an update at their quarterly meeting.

Cllr Greenaway asked if Dean Sergeant was working with BVT, to which the Clerk said yes. Cllr Greenaway then jovially asked if he was working with Highways too.

Cllr Vidor expressed his view that it was "disgusting it takes so long".

Cllr Yorke said the final action was for Adam Brookes to contact Matt Powell about the signalling near the Grazing Cow.

2021/087/C – Lawley and Overdale Parish Council (LOPC), Community Action Team (CAT) and Safer Neighbourhood Team (SNT) update

Cllr Yorke asked members if they had any comments. There were no comments. He then asked about the first action, and whether Paul Fenn (TWC) had contacted the SNT regarding joint patrols. Ms Holland told Cllr Yorke that Mr Fenn had advised that there would be a joint patrol on the Friday.

Cllr Yorke then asked whether Simon Bailey had shared the newsletter with Mr Fenn, to which Mr Bailey said yes.



Cllr Yorke asked about the action for Paul Fenn to contact building control. The Clerk said that was about 'The Fiesta' on Station Road that was subject to vandalism. Apparently, she said, it wasn't on TWCs records "for whatever reason", but they were looking at it. There had since been no more vandalism, however.

Judy Parker noted that nothing since April was recorded and thought it might be worth raising. The Clerk said she thought they'd "got the date filter", and she had asked for an update for the Full Council meeting. She said it was something she could check with Paul Fenn.

● **ACTION 049: Clerk to ask Paul Fenn about CAT records since April.**

Cllr Yorke then asked about the "Paul Fenn and PC Worrall to request officers undertake checks of the bins for used needles" action. Ms Holland said that PC Worrall had visited the office - by appointment - and said that he was "not entirely convinced there are needles being placed in the bins". Despite that, she said that both PCOs and CAT Enforcement officers were checking the bins in Lawley Square, and had reported a couple that needed emptying, so they were keeping an eye on that. The Clerk added that police had said from their experience that "people using needles aren't going to go and find a bin".

Cllr Yorke asked if Paul Fenn had scheduled any meetings, to which Ms Holland said no. Cllr Yorke then asked if the graffiti had been cleaned up, to which the Clerk said no.

2021/088/D – CAT Parish Environmental Team (CAT) update

The Clerk said that the first part of Appendix D was a report from the CAT Liaison Officer, while the second part was from a scheduled part of their monthly meetings. Cllr Greenaway expressed that she was "glad to see Marlboro Way footpath has been dealt with", and that it was a "good thing".

Cllr Yorke raised the proposed planters in the Dawley Bank area. The Clerk described this as "a bit of a mishmash" and explained that the Public Realms officer that had been liaising with Cllr Shaun Davies on the project "is not the officer for our patch, therefore the officer for our patch, Chris Hallam, hadn't heard [about the planters] until we alerted him". Mr Hallam had questioned the locations and said they were not appropriate, as the plants wouldn't grow due to the shade cast from the nearby trees. He had also raised the fact that the planters were delivered pre-planted, not concreted at all, she added. Mr Hallam had suggested alternative locations, but he would have to liaise with the officer with which Cllr Davies was dealing. Judy Parker thought it was a "very expensive way of doing it"; the Clerk and Cllr Greenaway agreed.

Cllr Yorke said that he thought the cost of this work had "been a moveable feast", and that the "Leader of the Council had got it wrong in his original estimate". The Clerk said that the original estimates were incorrect, and they were rectified. She said that Cllr Davies was "delighted" and "passed on his thanks that members agreed". In the minutes from the last meeting, he had said that it shouldn't cost more than £400, but the Parish Council was match-funding £1500, she said, and while they had an answer, she was not overly happy with, they were not pursuing it until "we know what we're getting and where they're going, then we can look at funding".

Cllr Yorke asked about Christmas tree item. Ms Holland said that was done, but that she had an update about LO4 – Andrew Careless (TWC) had provided an update to say that he had re-opened the path and removed the barbed, but the route remained very overgrown. Andrew Careless and his team would be installing a new stile and doing some work to the path to allow for an exit on Dawley Road, though there was as yet no timeline. The Clerk added that he had also agreed to pay for tarmacking adjacent to the Multi-Use Games Area (MUGA), and to put bollards on and replace the fencing, to hopefully stop the quad bike issue.



Cllr Greenaway asked about the resident “over by the sculpture at Farriers Green”. This was in relation to the screens and geese sculptures (although only the feet remain!) at the top of Martingale Way on HE land. The Clerk said that Chris Hallam had tried to get hold of the resident on a number of occasions to no avail, though it could be taken out of his hands anyway as Balfour Beaty could have been instructed to do it. Cllr Greenaway asked why they would be involved as it was on HE land? The Clerk said they had been told to paint it as part of a “social value initiative”.

2021/089/E – Office resumption/ Risk Assessment

The Clerk thanked Jill Holland, who had researched the government guidance that Cllr Rob Parker had referred to in the last Full Council meeting as the main six points, though some wasn’t in context. She said that the appendix presented the latest guidance as of 18 October in relation to working arrangements and COVID-19. The Clerk explained that a risk assessment had been undertaken, the staff team had discussed the situation, and Perspex screens were installed – which the Clerk “doesn’t like”, as it made her feel like she was “sitting in a box” - so there was “some protection there”. The main issue for the staff team was the lack of ventilation, she said. Keeping the windows or doors open at this time of year would make the office “pretty cold”, she said. Some research had been undertaken, but the staff team had no idea what they would need to be compliant, she said. Options ranged from desk-based units for £12.99 from Curry’s to commercial units for £500.

Cllr Cathy Salter pointed out that air conditioning units “spread [COVID] about” and were not recommended. The Clerk pointed out that the square metreage of the office was so small, and the staff team was “happy” to not have the office open to the public except by appointment, but they would obviously need to minimise the amount of staff in at any one time. She gave the example that at one point herself, Mr Bailey, and Ms Holland were in the office at once, spread across the two rooms, and “it worked”. They could work like that, she said, but were not happy with the 10am – 2pm open-door policy at that point, as COVID-19 was still very prevalent in Telford & Wrekin.

Cllr Salter pointed out that “if you had an open door, you might get more than one person in”, so she supposed “the appointment system is the only way to go”. With COVID rates “going up and up” they had “got to be sensible”, and she agreed that the appointment system was one way to control how many people were in the front office. Ms Parker quoted the latest COVID-19 figures for Telford & Wrekin and said that she found them “shocking”, and that the staff team shouldn’t be asked to have open-door policy. Ms Holland added that people who visited the office might have protected characteristics or mobility impairments, and they couldn’t be expected to wait outside or in a corner. The Clerk pointed out that they had a duty of care to visitors as much as visitors “should respect our space”.

Cllr Yorke said that after last month’s meeting, the point had been raised that Telford & Wrekin Council (TWC) was open, but he highlighted that TWC “has windows that open, a better-designed office, so really in reflection there was no comparison”. Cllr Greenaway added that TWC was “not an open book”, and that there were “rarely any staff in there”. Cllr Salter said that it was “basically about mitigating risks”.

Cllr Yorke asked if they had got a general agreement that the way forward was the way that had been itemised in the report.

Cllr Greenaway asked if the office had got a heating system that was separate from the air conditioning; the Clerk replied that it is a dual system, but the office had gas central heating as well. Cllr Greenaway then suggested using external fans to bring in fresh air and voiced her suspicion that that was the “only thing you could do”. The Clerk pointed out that they would require planning permission for that, and it would be denied. Cllr Greenaway said



that “with COVID you don’t know”. The Clerk said that the chip shop on Lawley Square had asked to have vented glass, so they didn’t have to have the doors open, and it was denied.

Cllr Vidor asked if there was a wall on the back of the office, to which the Clerk replied no.

Ms Holland said that it was a “good idea”, but the main problem would be the level of CO2; in an office as small as LOPC, to have a vent system like that she would expect to have a CO2 monitor as well.

A lengthy discussion about window fans followed.

Cllr Yorke said that they had got a resolution as to how to provide some service to the public, but that some things still needed looking-into. “In three months’ time we might go back to normal”, he said. The Clerk thought that if they went ahead with what had been suggested, they could review it in the new year and “see how the winter season is progressing”.

Cllr Vidor said that he still thought they needed an action “to have some quotes for something at some point”, adding that “we need something to say we looked and it’s not viable. Are we breaking any rules it not being ventilated [with the staff] in there right now?”

Ms Holland said that the staff were being “aware and sensible”, and Ms Parker pointed out that they couldn’t have all of the staff team in the office at once.

Cllr Vidor asked if the appointment system was going to be managed by the staff via a shared calendar. The Clerk pointed out that they had a shared calendar, so they could put things in there so that there would be no clashes. Days with no appointments could be for staff to go into the office for their own purposes, she added. Cllr Vidor asked how long a member of the public would have to wait to see the Clerk or a councillor. Mr Bailey told Cllr Vidor that he had booked someone in for a meeting straight away to see them earlier that day.

Ms Holland said that “it might be a good idea to advertise it on social media, noticeboards, and in the office window”.

Cllr Salter **PROPOSED** moving ahead with the resumption plan and this was **SECONDED** by Cllr Yorke. All were in favour.

2021/089/F – Parish Investment Opportunities

Cllr Yorke described the letter in the appendix as “self-explanatory” and said that the only possible action for members to agree was “whether we take up the lady’s offer to put the Parish Council on Insignis Cash Solutions. He added that it was one of the Clerk’s targets.

The Clerk said that “with the greatest of respect, [she couldn’t] open any bank accounts”.

Cllr Greenaway believed that it should be sent to the Finance Committee. The Clerk said that there was a point made at the Finance Committee to transfer £ monies to HSBC and Lloyds banks, but with a view of the situation she hadn’t undertaken that action yet, pointing out that it was “far easier to get money out of Unity Bank than those”. She said that she could ask Claire Dentith to make an initial introduction, but “it would have to be councillors who investigated that option”.

The Clerk asked members if the item should be deferred to the Finance Committee. All members agreed.



2021/089/G – Payroll/pension administrators

The Clerk said that given what had happened with Her Majesty's Revenue & Customs (HMRC), perhaps – "as suggested by the Clerk five or six years ago" – administering payroll and pensions "shouldn't be done in house", especially as the Clerk was also paying herself. She said that she had now got quotes to do this externally.

Cllr Vidor said that the "numbers don't mean anything until you've gone out to a number of companies". Ms Holland said that there were a number of quotes. The specification provided, she said, was to do payroll for five members of staff every month and eight councillors once a year, and the quotes provided are what they got back.

Cllr Greenaway asked if they included pension. Ms Holland said that the quote from Dianne Malley included pension and NEST pensions as well. She thought that the quote from TaxAssist did also. She said that the quote from Simon Cooke was "a bit confusing", however.

Cllr Vidor asked if they knew any of the companies. The Clerk said that says Diane Malley was used for the Parish Council's internal audits, and that her "basic job" was as a payroll provider. Mr Bailey added that his wife had used TaxAssist for her business in the past. The Clerk said that she and Ms Holland had a meeting with TaxAssist because they were looking to roll it into the HMRC issue. They had approached two tax accountants, one of which "didn't want to know", while TaxAssist was the "only one that would come out and discuss it". He seemed "very confident", she said, and they undertook parish council payrolls already.

Cllr Greenaway asked about costs, to which both the Clerk and Ms Holland replied £36 a month. The Clerk added that it also tied into NEST and would manage auto-enrolment.

Ms Parker pointed out that it cost a lot more than Diane Malley. The Clerk pointed out that it could be a conflict of interest.

Ms Holland said that it would cost more overall, but they had tried to source additional companies and found it to be "pretty slim pickings", and "when you factor in [that they] come in from further afield" and "have to pay travel costs", it "does push that cost up". She said that although they knew Diane Malley, it "may be a good option to go with TaxAssist".

Cllr Vidor asked how much time they could save from staff by hiring one of the companies. The Clerk non-vocally indicated that it would be significant.

Cllr Yorke said that he was in favour of it.

Ms Holland said that Tax Assist had asked "what apps we were using", and that the Clerk had told him she was using the free application from HMRC, so it probably would save a lot of time as TaxAssist used the premium application, which was a lot quicker. "Would save us a couple of hours", she said.

Cllr Vidor asked if any of the companies were going to accept any risk from potential issues, such as HMRC.

The Clerk stated that they would be acting as our agents so would be insured for any issues arising.

Cllr Yorke then asked for a decision from members, before asking how the Parish Council was "set regarding paying their bills". The Clerk said that there was "no budget for it currently", then added "we've got two choices" – don't appoint them until April 2022 or appoint them at the earliest in January. She added that it was "about £100", which she felt was "not a great deal of money".

Cllr Greenaway asked if it had to be signed up to for 12 months. The Clerk replied that it didn't specify, but she thought that "would make sense".



Ms Holland said that if they used the services of a company like this they would “become our agent for HMRC, they get much quicker access to advisors, which you shouldn’t have to pay for, but it’s really useful to have in the current climate”.

The Clerk pointed out that she had “never felt comfortable administrating and paying” herself. Cllr Greenaway asked if she would still be the Parish Council’s responsible officer, to which the Clerk said yes.

Cllr Yorke related a story he had heard about “a clerk up north” that had “misappropriated £270,000” because “the rest of the council wasn’t doing their jobs”.

Cllr Vidor **PROPOSED** going forward with TaxAssist in April 2022 for a one-year term. Cllr Cathy Salter **SECONDED**. All were in favour.

- **DECISION: Lawley and Overdale Parish Council to enter into a contract with accountancy firm TaxAssist for a period of one year, beginning in April 2022.**
- **ACTION 050: Clerk to contact TaxAssist and arrange the contract beginning in April 2022.**

2021/089/H – Events update

Simon Bailey told members that the Community Act of Remembrance was due to take place on the following Sunday, and everything was in place. He said that representatives from the police, Scouts, Brownies, the two Lawley primary schools, and the Veterans Breakfast Club would be attending, though he did not manage to get anyone from the Royal Yeomanry. They were expecting 10 wreaths to be laid in total. He had printed off 200 programmes which could be handed out on the day. Mr Bailey then asked members if they had any questions.

Cllr Yorke added that there was now a veteran doing a reading.

Mr Bailey said that the event would be recorded on video, and his wife would be undertaking that.

Cllr Vidor asked if a response had been sent back to the Shropshire Star. The Clerk said yes, and the reporter said he would let them know if they chose to use it or not.

Mr Bailey then said that there were three Christmas events being planned – one in partnership with Great Dawley Town Council, in Dawley Bank on 3 December, one in Overdale on 11 December, and one in Lawley on 18 December. All planning for Dawley Bank was done, he said. The event in Overdale had interest from around 10 stall holders, and he was hoping to push that number up a little, though there would be face painting and a grotto. The Overdale event would run from 11am until 2pm. The final event on 18 December would take place at Lawley War Memorial, weather permitting, he said, with a planned 18 stalls. The Lawley event would have Shaun Parkes’ coffee van and the ‘Bearded Chef’. He said they had arranged for gazebos for the event, as well as a grotto – which “hopefully won’t fly off”, he added. The Little Dreamers choir and another choir would be performing songs at the event.

The Clerk said that she had received an email earlier that day from Cllr Raj Mehta – who, she added, had advised her on 4 November that he couldn’t attend the Remembrance Service. Cllr Mehta had said he would now be coming to the memorial service and will be doing his reading after all. The Clerk had spoken to Cllr Yorke, and they had decided they were not prepared to change the event again, as they had already “got it in writing” that Cllr Mehta wasn’t attending. The Clerk said she had asked about the St Johns wreath, as it was Cllr Mehta’s turn to lay the Borough wreath there and had received an email stating that due to the change in time there will be no Borough representative, however Cllr Mehta was “happy” for a wreath to be laid by Cllr Greenaway.

Cllr Greenaway expressed her frustrations.



Cllr Yorke said that he had taken the decision with the Clerk that they had already changed the programme once because of Cllr Mehta's non-availability, and they were not willing to have it changed once again. He added that, by that time, he had engaged with another person who was "over the moon to be asked", and "in fact today when [Cllr Yorke] went around he was there cleaning his medals, he was so proud to have been asked".

Cllr Yorke summarised with it would be nice to see him at the event and that he is more than welcome to attend as deputy mayor but the decision to allow an ex-serviceman to do the reading stands.

2021/089/I – Planning update

n.b. Although this was an item under Correspondence on the agenda, this item was covered here instead.

The Clerk said that they had told her that they would try to give the Parish Council a response by 18 November, but it could take up to 65 days.

Members acknowledged this.

The Clerk said that she had received correspondence regarding the Newdale consultation, and as per the response she had sent out to councillors, she thought that people did not want anything. She had a meeting planned with Kerry Woodhouse (TWC) the following week and it would be on the agenda. She said that she hoped they wanted it to be as "open and transparent as we do". The consultation was due to end on 30 November, and they had evidence of over 30 people saying, "we don't want anything, and you didn't give an option" and that they were disappointed the questionnaire wasn't altered to add a comments box.

2021/090 – Correspondence

The Clerk said that an ex-councillor had contacted them regarding the Community Act of Remembrance, and who had been quite vociferous on social media, because they had "reacted when another resident was quite nasty and making false comments". She explained that Cllr Yorke, as Chairman, contacted the ex-councillor/resident "which really fuelled his fire", and he had "come back with a two-page email asking for all sorts of things, like why are we giving money to Dawley Baptist Church, also we're sitting on our backsides and doing nothing about the community facility". It was "quite nasty", she added. Between her and Cllr Yorke it was in hand, she said, adding that Cllr Yorke had felt they were assertive, which the Clerk thought they needed to be.

The Clerk added that the individual had been invited to attend this meeting, "but there you go".

The Clerk said that she had been asked by the Chair of the Interfaith Council about supporting its mobile Santa grotto, and she asked members if they wanted "the Santa bus". Cllr Greenaway asked where it was going to go, suggesting that it "could go down Overdale if we want it". The Clerk said that the only part of the parish it toured last year was Birchfield Way. She said that she knew that some councils would take up the offer but pointed out that LOPC had got its own Christmas events, as had Bournville Village Trust (BVT) and Light-up Lawley. Cllr Vidor added that the Lions also had a Christmas event. The Clerk said that the Lions were doing their Christmas event outside Morrisons with BVT, and she wasn't sure if they were "doing their usual Santa".

Ms Holland said that Lawley and Overdale was "quite a large parish", that Mr Bailey and Ms Parker had worked well on Christmas events, and that there were other stakeholders putting on events as well. She said that while it was not always about money, "we've budgeted for the events we've done". The Clerk said that she knew from other parishes that the Interfaith Council would be asking for a donation to cover expenses.



Cllr Vidor **PROPOSED** that the Parish Council's response be "thanks for the offer, but we will say no". Cllr Salter **SECONDED**. All were in favour.

- **DECISION: Lawley and Overdale Council to thank the Interfaith Council for its offer, but to decline.**

The Clerk said that they had been contacted by Simon Hayden regarding Safer Stronger Communities, asking for her and Mr Bailey to "have a chat". She said that Mr Bailey had battled to get a response for just over two weeks for the Parish Council to get a Carpenter Centre booking and had to get the assistant director involved. She pointed out that they wanted to get community use back in the centre, yet the Parish Council couldn't even book anything.

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.

2021/091 – Confidential items

Items were noted.

2021/092 – Agenda items for the next meeting

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

2021/093 – Date of next meeting

It was **noted** that the **Full Council** parish meeting would take place on **Thursday 16 December 2021 at 6pm**, at **The Carpenter Centre, Overdale.**

The meeting closed at 20:25.

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	
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
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 16/09/2021 14/10/2021 CLOSED		HMRC has been unresponsive thus far.SG to contact tax accountants/Peninsula Tax Assist appointed to deal with HMRC as our agents
024	2021/031	17/06/2021	Clerk to investigate either outsourcing payroll or buying software to manage it internally.	SG	15/07/2021 16/09/2021 CLOSED		Ongoing.
034	2021/047	26/07/2021	Clerk to insist that TWC respond to their questions about PROW.	SG/JH	Ongoing	N/A	JH Ongoing dialogue with TWC
037	2021/057	16/09/2021	Jill Holland to investigate 'simplifying' the finances.	JH	14/10/2021 CLOSED		Ongoing Investigated and not possible.
042	2021/060	16/09/2021	Clerk or Deputy Clerk to invite Paul Fenn, TWC, to the November Full Council meeting.	SG/JH	11/11/2021 CLOSED		Invite sent 1.11.21



044	2021/071	14/10/2021	Clerk to contact Clerk at Great Dawley Town Council and enquire about the GPC card.	SG	11/11/2021 CLOSED		Forms received for completion
045	2021/074	14/10/2021	Clerk to revisit the office reopening risk assessment and share it with Full Council.	SG	11/11/2021 CLOSED		Team to discuss Discussed and brought back to Full Council.
046	2021/075	14/10/2021	Clerk to ask the Shropshire Prostate Cancer Support Group if they can share details regarding how many of the event attendees were from Lawley and Overdale parish.	SG	11/11/2021 CLOSED		Contacted but no data available
047	2021/085	11/11/2021	Clerk to chase up Highways regarding the promised works on Dawley Road.	SG	16/12/2021		
048	2021/086	11/11/2021	Clerk to contact Chris Pearson to find out Lawley and Overdale Parish Council's position on the TRO waiting list.	SG	16/12/2021		
049	2021/087	11/11/2021	Clerk to ask Paul Fenn about CAT records since April.	SG	16/12/2021		
050	2021/089	11/11/2021	Clerk to contact TaxAssist and arrange the Pay roll contract beginning in April 2022	SG	01/04/2022		

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.