



27 January 2022 Full Council meeting minutes

Minutes from 27 January 2022 meeting held at **The Carpenter Centre, Overdale, Telford TF3 5BT.**

In attendance

Members

- Cllr Amrik Jhawar (Central Ward)
- Cllr Rob Parker (West Ward)
- Cllr Lee Vidor (Central Ward)
- Cllr John Yorke (Dawley Bank Ward) - Chairman

Clerk

- Sharon George

Staff

- Simon Bailey (Project, Events & Engagements Officer)
- Jill Holland (Deputy Clerk)
- Matt Lever (Administration Assistant)

2021/104 – Chair’s welcome

The Chair welcomed everyone to the meeting at 18:09.

2021/105 - 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) - LGA commitments
- Cllr Jayne Greenaway (Central Ward) – clash of meetings
- Cllr Raj Mehta (Lawley Ward) – Self isolating
- Cllr Cathy Salter (Lawley Ward) – Self isolating

Departures:

N/A

Cllr Rob Parker professed that he was worried that Full Council meetings were regularly under-attended, meaning that parishioners weren't being properly represented. He felt they needed to look more closely at Full Council meeting attendance. Cllr John Yorke agreed.

Cllr Lee Vidor pointed out that it was quite normal to have a published register of attendance.



Cllr Parker wondered whether they should consider a certain number of meetings councillors were supposed to attend, and thought they needed “to be a bit hotter”.

The Clerk said that the rules were clear about the number of meetings that could be missed for several reasons before actions could be taken, and all members were within the parameters at that time. As the proper officer, she said, she thought that as at Full Council meetings big decisions were taken, at some point in the future there was scope for challenge, but if an individual was not present at a meeting didn’t have the right to vote.

Cllr Parker asked whether or not as a council there was anything they could do about it. The Clerk said she could put out a memo explaining that attendance had been quite poor, excepting circumstances arising as a result of COVID, but that councillors should be there as part of the decision-making process “on behalf of people who put them there”.

Cllr Yorke pointed out that even when the meetings had been virtual, they were “down to the same numbers”.

The Clerk asked if members wanted a bulletin put out to remind members to attend meetings. Cllr Parker said he wanted to “keep it quite general”. Cllr Yorke told the Clerk to send out an email.

Cllr Parker said that they could do better. Cllr Yorke pointed out that they had “got 16 months to show better performance”.

- **ACTION 052: Clerk to email a memo to all councillors, reminding them to attend Full Council meetings regularly.**

2021/106 – Declarations of interest

There were no declarations of interest.

2021/107 – Public participation

There were no members of the public present. *[n.b. A member of the public arrived later in the meeting, and councillors agreed to permit the member of the public to address the council. This heading will therefore appear again later in the minutes.]*

2021/108 – Minutes of the last meeting

The minutes from the **Full Council Meeting** held on **16 December 2021** were **APPROVED**. It was **RESOLVED** that the minutes be signed and **ADOPTED** as a true record. This was **PROPOSED** by Cllr Rob Parker and **SECONDED** by Cllr John Yorke.

[n.b. It was noted that although it is not best practice for the Chairman of the Parish Council to propose or second the minutes, Cllrs Parker and Yorke were the only members present who attended the previous meeting.]



2021/109 – Finance

2021/109/A – Invoices for payment

Cllr Yorke said that these had been sent to members for review and authorisation; all members were happy.

The Clerk highlighted that an extra invoice had been sent out on that day, specifically a deposit related to Summerfest.

Jill Holland, Deputy Clerk, said that she and Simon Bailey had received their Telford & Wrekin Council (TWC) credit cards, and so, except for one final transaction, the Parish Council would no longer be using its Barclaycard. This, she added, meant that there wouldn't be any urgency to pay before the due date, so it would appear in the main body of invoices from then on, and they would no longer be facing regular late fees. Cllr Parker asked if they would be closing the Barclaycard account, to which the Clerk answered yes.

2021/109/B – Bank reconciliations

Approved.

2021/109/C – Draft precept/budget ratification 2022/2023

Cllr Parker explained that the budget for next year had been set at a working group meeting held on the 12 January 2022 and revisited prior to this meeting. The "overall upshot", he said, was that there would be an increase to the actual precept of £14,100, but that due to the number of new houses in the parish, the cost increase per household would be negligible. The working group had decided this would be a reasonable proposition, he added.

Cllr Parker then pointed out that it had been discovered at the Finance Committee meeting earlier that evening there was a problem with the budget under staffing, and they needed to find an additional £16,000 for the budget. Either that, he said, or find that reduction in costs, or take the money out of the Parish Council's reserves. He told members that at the finance meeting they had reviewed the hiring charges for Lawley Community Centre (LCC) and proposed that they increase the costs by the current rate of inflation of 5.4% an hour. The Clerk clarified that this increase would then be from £8.00 to £8.45. Cllr Parker continued, saying that these increased charges would bring in £2,000 extra, so they had got to find an additional £14,000 for the budget.

Cllr Amrik Jhawar asked "how the overall budget" was, pointing out that because of the COVID-19 situation the Parish Council's expenses had previously been low. Cllr Parker told him that the Parish Council's budgets were healthy; they were not going to operate at a loss, but they were also not going to have a surplus. That made Lawley and Overdale Parish Council "tighter than anywhere", he said. This was partly because of budgeting but partly because they were doing a lot more, he said, and added that they had given out reasonably large grants in the 2021/2022 year and undertaken a lot of partnership working. Cllr Parker thought they would end with a surplus, but not as large as in previous years.

Cllr Parker said that his personal view was that they should keep the overall precept at what it was, which would keep the increase per household at zero. He suggested that they should instead increase LCC hiring prices by the said amount to bring in an extra £2,000, and then rather than change the budget, they should add £14,000 to staff costs from the general reserves "for this year only", so that the budget would be balanced. At the end of the year, he hoped they would have a surplus to put back into the reserves.

Cllr Jhawar asked if they were not increasing the precept. Cllr Parker said that the overall precept would be going up, but that it wouldn't be going up on a per household basis. Cllr Jhawar thought that was a good idea, with costs of living increasing and people struggling. He agreed that they "should keep it like that".




Cllr Vidor pointed out that the average cost per household wouldn't go up by much, but because of the extra houses in the parish band E houses might see a small increase, as it was only an average.

Cllr Yorke summarised that they were agreeing that the precept increase per household would be zero, and that there would be some movements within accounts. Cllr Parker reiterated that he thought they would have a surplus but agreed that they needed to keep the increase per household at zero. He pointed out that they were in a fortunate position as the parish was growing.

The Clerk said she had been amending the budget on her laptop and was seeking clarification from discussions members had just had. Cllr Parker explained that £15,000 would go into gross salaries, but the pension and national insurance contributions were a percentage of gross salaries, so those would also increase by £1,000. This, he said, would require an extra £16,000, minus £2,000 from increased LCC hire charges, leaving £14,000 to be taken from reserves. The Clerk made the changes, then said that the proposed precept would be £328,205, which gave a per household increase of 0.003p (to 3 decimal places) per week

Cllr Amrik Jhawar **PROPOSED** accepting the revised budget. Cllr Lee Vidor **SECONDED**. All in favour.

 **DECISION: Lawley and Overdale Parish Council to accept the revised budget of £328,205.00 for the 2022/2023 year.**

2021/109/D – Annual Internal Financial Risk and Health & Safety Evaluation 2022/2023

Cllr Yorke assumed members had read the document, then asked for comments.

The Clerk highlighted that any relevant figures had been updated regarding “insurances and thresholds”.

Cllr Parker said that he was “OK with the general paper”, but he was just thinking about the previous meeting they had and was wondering whether “everything is actually OK”. He pointed out that they had just identified a significant percentage of the budget that was incorrectly recorded and was “just wondering whether we’re happy saying everything is OK here”. He pointed out that because they were regularly monitoring the budgets, they had picked it up, so the fact they had found may be a “testament to the fact that our internal procedures are good”. He was just asking whether they were “happy” with their internal controls.

Cllr Yorke said that he was happy, but the three other councillors would “need to make the call”. Cllr Parker said that if they hadn't had the prior meeting, they wouldn't have spotted it. He was “genuinely asking the question”, though they “could say yes, it worked”.

Cllr Yorke asked if members were “100% happy or 100% unhappy” and asked, “what should we be doing if we're unhappy”.

Ms Holland said that there were three entries under the ‘budgets’ section. She pointed out that “yes a discrepancy was picked up, and that was because of the information presented to the Finance Committee”. Cllr Parker said that was what he was saying and asked whether they needed any other controls. He pointed out that he wasn't saying that he was unhappy, just asking if they were happy with their financial controls. He asked whether invoices were checked thoroughly or “do we just pay them”. Cllr Yorke said that he “presumes the invoices are checked”. Cllr Parker highlighted that Cllr Yorke had “said ‘presumably’”.

Ms Holland said that the staff did monitor and ensure invoices were put forward “as they should be”.

Cllr Parker then said the document had “got references to cheques here”, and asked “do we do cheques?” Ms Holland said no to which Cllr Parker replied, “it's now irrelevant then”. The Clerk pointed out that cheques were



still an acceptable form of payment, and that while the Parish Council chose to pay by BACS, it did still have cheque books available should that need arise.

Cllr Yorke asked again if members were happy with the situation. Cllr Parker said that he was.

Cllr Parker **PROPOSED** accepting the Annual Internal Financial Risk and Health & Safety Evaluation 2022/2023 document. Cllr Amrik Jhawar **SECONDED**. All in favour.

- **DECISION: Lawley and Overdale Parish Council accepted the Annual Internal Financial Risk and Health & Safety Evaluation 2021/2022 document.**

2021/110 – Policies

Cllr Yorke explained that they were seeking to review three policies that had “been around since September 2018”. Ms Holland pointed out that the first two policies were employment legislation and had been checked by Peninsula (the Parish Council’s human resources providers) and were found to be correct and up to date.

Cllr Yorke asked if the first two policies had received professional approval. Ms Holland said yes. He then asked if they needed to be reviewed again in three years or after the next elections. The Clerk said that they would be reviewed after the next elections. She added that the Personnel Committee was recommending acceptance of them as PC HR policies.

Cllr Parker said that he’d like to see any changes made to the policies highlighted, to make it easier to see them. He was happy if the Personnel Committee had approved them, he would just like to see the changes. The Clerk said the changes would have been highlighted when they were first put to the Personnel Committee, but that the documents presented to Full Council were final drafts. But, she said, “point taken” – any changes could remain highlighted in red until Full Council adopted them.

2021/110/A – Dignity at Work – Bullying and Harassment

Cllr Lee Vidor **PROPOSED**. Cllr Amrik Jhawar **SECONDED**. All in favour.

- **DECISION: Lawley and Parish Council to adopt the Dignity at Work – Bullying and Harassment policy.**

2021/110/B – Grievance Procedure

Cllr Lee Vidor **PROPOSED**. Cllr Amrik Jhawar **SECONDED**. All in favour.

- **DECISION: Lawley and Parish Council to adopt the Grievance Procedure policy.**

2021/110/C – Councillor/Clerk Protocol

Cllr Yorke said that this was a “historical document”. The Clerk pointed out that the policy had already been adopted, but that it was “good practice to remind members it exists”. Cllr Vidor said that he had “found it quite useful”. The Clerk explained that it was taken from the National Association of Local Councils (NALC).

Cllr Jhawar asked if the NALC documents were generic. Ms Holland said yes; they were taken from templates.

Cllr Lee Vidor **PROPOSED**. Cllr Amrik Jhawar **SECONDED**. All in favour.

- **DECISION: Lawley and Parish Council to adopt the Councillor/Clerk Protocol policy.**

Cllr Vidor asked if these policies were published on the Parish Council website. The Clerk explained that HR policies weren’t published on the website. There was no reason they couldn’t be, she said, but because they were internal



policies they didn't have to be publicised. She added that they could list policies, but she didn't know if they should be "out in the public domain", and there was no legislation requiring them to do so. Cllr Vidor told the Clerk that while he had been searching for policies at other parish councils, he noted that they had published their complaints policies on their website as we do but included notes explaining that complaints from staff and councillors were internal and dealt with through other procedures. The Clerk said that she would investigate that.

2021/111 – Councillors' session

Cllr Lee Vidor reported that:

- He had read the notes from the Highways meeting re the lack of progress with the TRO proposals and was wondering how "difficult it is to stick a notice up for a few weeks", but he felt that at least progress was happening and "that's what we've been waiting for". He added that he was sure the community "would appreciate some lines on the road". Bus stop been noted too.
Regarding the bus stops, he said that his "only worry" was they were losing the bus stops and they would become parking spaces. If buses ever came back, he said, they would have to pay for something new. The Clerk pointed out that it was "unlikely to become a viable route for Arriva".
He had chatted with the Community Action Team (CAT) enforcement officers at Lawley Primary School, where "they were staring at a car that was blocking an entrance to the school" until he had pointed it out to them. Simon Bailey said that they didn't seem to "walk up and down to check where people were parking". Cllr Vidor said that it was also their first visit to Lawley Primary School this year. The Clerk pointed out that they may have been "around the back" of the school before then as this area had been requested to be monitored too. Ms Holland said that if Cllr Vidor saw it happen again to send an email to the staff team. There had been a change in the CAT structure, she said, but "we need to get the service we are paying for".

Cllr Amrik Jhawar reported that:

- He had seen an email regarding the mess on the grass verge outside numbers 2 & 4 Birchfield Way, and people parking on the grass had increased and were making a mess there, they have had "this big hole there for four years prior to this and now that had been rectified they have to contend with this mess", he was not sure what they could do here but it needs looking into. The Clerk said that they've raised it with Highways as two residents had contacted TWC about it. One of those residents had sent her the TWC response they'd received, which acknowledged that it is their responsibility, but it said that they have "no budget to do anything about it". The Clerk had flagged it with Highways, informing them that this was an unacceptable response to send to a member of the public.

Highways, the Clerk continued, didn't know what the solution was – bollards had been requested by the developers, but Highways said no. Then, she said, it had been suggested that the grass verge be turned to Tarmac, but residents responded by saying that people would just park on it. An officer was going to investigate a temporary solution until they found a permanent one.

Cllr Jhawar said that "something needed to be done". The problem was that people don't use their parking spaces at the rear or in the courtyards. If you don't park your car properly, he said, half of the car sticks out into the road. He said that the people living there had suggested to put yellow lines on there. The Clerk informed Members that a TRO was being looked at for the Square and phase 3 & 4 once fully adopted.



2021/112 – Public participation (unscheduled)

At this stage of the meeting, Cllr Yorke announced that a member of the public had arrived late and asked for permission to speak, although the agenda item had already passed. She wished to ask a question, and he asked members if they were amenable to her doing so. The Clerk pointed out that she had “every right to be there” as it was still open to the public, it was just a question of whether members wished to “rejig the agenda”. Members were happy to allow the member of the public to speak.

The member of the public told councillors that she lived in Overdale. She was a retired teacher, she was “horribly bored”, and had approached parents locally about offering tutoring to children living on her street. While she did private tutoring at her home, she was not sure if she “should/would want to bring the children into [her] home”, so she was asking if there was a local facility she could use, rather than taking them into her home.

Cllr Jhawar suggested that the member of the public should talk to the Telford & Wrekin Council (TWC) cabinet member in charge of schools and education. If she wanted to tutor children, he said, she should discuss it with the TWC cabinet member. The member of the public said that she understood that, but that she was “not really asking permission” and had already spoken to the parents. She said that she had a recent DBS check, and it was “not a matter of what, but where”.

Cllr Yorke said that Cllr Jhawar’s recommendation was going to be a “start point, some kind of formality regarding education”. He said that those people “might have a wider vision as to how to accommodate”. He noted that he thought the Clerk would bring her up to date on the progress of re-opening the Carpenter Centre to community use.

Cllr Vidor suggested that the member of the public just wanted a community room to use, and he thought that the best thing to do would be to provide her with a list of other available venues, including contact details and prices, in the meantime.

The member of the public said that she liked the children on her street, and that somebody had promised her “that it should have been [at the Carpenter Centre]” and that she “could meet with the young people” there, but it “fizzled-out and died a natural death”.

The Clerk told the member of the public that while she couldn’t “say too much”, the Parish Council, local ward councillors, and the Linden Centre were “all talking”, because the “parish and ward councillors want community to be back” at the Carpenter Centre. The Clerk promised to contact the member of the public directly as soon as more information became available.

Cllr Yorke told the member of the public that the Parish Council was “in delicate negotiations”, though he couldn’t say that it was “going to happen tomorrow”. He continued, “if you can take it from this Council, there’s a lot going on in the background, we are progressing very strongly, [Cllr Jhawar] has been involved very strongly, so take that on-board”.

Cllr Jhawar reiterated the point, telling the member of the public that they were trying to make the Carpenter Centre open to community use. Once that was established, he said, then the room would be available. It should happen soon, he suggested.

Cllr Yorke explained that the Parish Council was “trying to get [the Carpenter Centre] back to community use”. He added that it hadn’t been easy, but he thought that he and Cllr Jhawar could “say we are getting there”. Cllr Jhawar agreed and added that he and other ward councillors were “putting money into it to make it fit to be used”.



The member of the public departed the meeting at 19:09.

2021/113 – Councillors' session (continued)

Cllr John Yorke reported that:

- Concord residents' parking, "or lack thereof", had been discussed at the Highways meeting, but there was no progression to help the people there who were having trouble with parking there because of Ladygrove school parents dropping off their children.

2021/114 – Ward members' session

Cllr Jacqui Seymore reported (via email, read by Jill Holland and reproduced below) that:

- *"Regarding the Steeraway site, it had been expected to go to Plans Board in February but, late yesterday, the Planning Officer advised me that – as there is still information that the applicants need to provide – they have now given them the option to either request further time to provide this, or resubmit at a later date if they wish to pursue the project."*

Either way, there would be some considerable delay. If they do neither, the application will go to Plans Board on 9 March. The Planning Officer has also advised me that, currently, their view is that the scheme is unacceptable due to adverse impacts in the same way as the New Works Lane scheme. That seems a view that is unlikely to change whatever further information is provided."

2021/115 – Community affairs

2021/115/A – Lawley Partnership Board (LPB)

Cllr Yorke read out the Lawley Partnership Board report.

He had attended an LPB meeting on 11 January where the Neighbourhood Action Plan (NAP) was put forward. It was essentially put forward as ideas, he said, or "in other words put forward as 'this is what's been agreed'". He said he would quickly run through each heading.

2021/115/A/i – Outdoor sports facility

Regarding the outdoor sports facility and the Newdale public park issue, Cllr Yorke said that he had a meeting earlier that week. He said that in particular it was felt that the Newdale park consultation was "a bit flawed", as "it did not allow a tick-box to say, 'leave it as it is'" he said, "albeit around 27 people put that forward".

Cllr Vidor queried the Section 106 (S106) monies that were available. He said that he had checked, and when they were looking at proposals with Derek Owen years ago, "there were items that were overbudget and some under". He said that he was sure that the money available was £100,000 for the facility and wanted to know why it was down to £60,000.

Cllr Yorke said that the TWC officer was questioned about this by Parish Council representatives. He was told the existing play equipment had been damaged and was continually closed. It had been taken over by TWC, who then used S106 money to put it right. As a Parish Council, he said, they had questioned the validity of doing so, and were told that the existing site was already part of the Newdale NEAP (Neighbourhood Equipped Area for Play), which



again the Parish Council questioned. He thought that “a number of people left with a different view from us, but as far as we are concerned, we are right”. He added that he understood the officer was saying “if there is a shortfall, which can be taken from the maintenance money”.

The Clerk said she had put in a Freedom of Information request for a number of things with that issue highlighted, though she didn’t want them to think they were focussing just on that as there were also the issues regarding the monies for the football pitches, and the Ironbridge Way LEAP (Local Equipped Area for Play), that were yet to come forward. She said they wanted a full expenditure breakdown on each heading for capital and maintenance. She added that she had also just found out there was still money left over from the Rock Road project. The Clerk pointed out that she had an acknowledgement for her FOI request, but it would take 21 days.

2021/115/A/ii – Developing the identity of Lawley

Cllr Yorke said that they had “highlighted our annoyance on the basis that this was pushed upon us without prior consultation”, and “the Parish Council did say [it was] totally against the ‘welcome to Lawley’ signs”. He said that a plan had come through from Kerry Woodhouse (TWC) that showed where the baskets were going to go, but he had to highlight that the Parish Council was “not very happy that it seemed to be a) taken as read that we were happy, and b) have had to shout to the Lawley Lightmoor fund to say that in no way can this council take on huge maintenance costs as [it hasn’t] got the cash”.

Cllr Parker pointed out that this was the LPB, “the board that is spending the £300k, so the people on the board are the Lawley Parish Council, LVCA, et cetera, so in that sense we are just an interested party in what’s going on”. He added that “if they want to do that fine, but as we established [the welcome signs are] not something we should be doing”.

Cllr Yorke said that the Parish Council had been asked to make contributions, but as the Parish Council’s Chairman he “had to say there is no way we can take on additional expenditures”. Cllr Parker pointed out that it wasn’t on the Parish Council’s development plan. Cllr Yorke said that they represented the people of Lawley AND Overdale, and he felt he had to keep highlighting that.

Cllr Parker said that as an interested party, the Parish Council was “aware of what’s going on. Fine.”

2021/115/A/iii – Speeding posters

Cllr Yorke said that he and Cllr Raj Mehta had judged the posters, and they were going to be printed to go on display around Bryce Way and Lawley Square, and he thought it was “great that we got the kids involved”.

2021/115/A/iv – Platinum Jubilee celebrations

Cllr Yorke said that the Parish Council was going to be involved.

Cllr Parker thought that this was “an interesting one” as it coincided “with something on our development plan”. He asked how that was working, to which the Clerk replied that it “wasn’t”.

Mr Bailey said that there was an update on it – he was part of the planning committee for the events with Bournville Village Trust (BVT) and the Lawley Village Community Association (LVCA). They were looking to do an event based just in Lawley, he said, which he was working on, due to take place on Saturday 5 June. They were applying for grant funding for £2,000, he said, and they were looking for it to be at the Farmstead, with some activities between 12pm and 4pm. He said that the Parish Council was not being asked to put any funding forward, just to be a part of it.

He pointed out that the Parish Council was planning its own Platinum Jubilee event on the following Sunday in Overdale, for which they were applying for a grant.



2021/115/A/v – Lawley Square Christmas Lights

The Clerk pointed out that this was a shared interest as well, though they were seeking lights for Lawley AND Overdale, adding that “while the lights in the [Lawley] Square are a damp squib, our focus is to develop lights for Overdale”.

She said that they had received a quote for this; a new supplier had gone out and done a survey and found that they could use the lighting columns, and that they could do stringed lights “on our side of the road”. They were also cheaper in terms of storage and maintenance and would be able to take on the existing lights as well, she said.

“Crack on,” approved Cllr Parker.

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Cllr Yorke asked if anyone had any questions. Cllr Parker pointed out that the Clerk had been put down as the lead on the football pitches.

Cllr Yorke highlighted his “annoyance” that they had been “promised by Cllr [Eileen] Callear that they would get an exciting update”, but after she had spoken to James Dunn (TWC) it was essentially “be patient, but by the end of March they will make a large announcement”. He thought they had got full agreement with Shropshire Football Association (FA). He said they had asked them for something that could tell the public, adding that if the Parish Council were to announce it, it would have to be “close to the final thing or we’re going to look stupid”.

Cllr Vidor asked why the Clerk was listed as the lead on it. The Clerk said it was because she “keeps shouting about it, probably”. The Clerk said that everyone who had shown interest in it had withdrawn, so it was under Shropshire FA, and it wouldn’t be public use. TWC “apparently put in substantial funds along with the FA”, she said.

The Clerk said that the Parish Council had questioned why it wasn’t included in the community Speedwatch groups programme, which included BVT and West Mercia Police. She did point out to them that the Parish Council had a councillor who’d “set up the inaugural group in Lawley and is expanding into Glendale”, referring to Cllr Vidor. Cllr Vidor asked the Clerk if they had replied to her about the group expanding, but the Clerk said they hadn’t said anything.

The Clerk added that “It was also agreed today we would be added to the environmental project team where they are looking at wildflower planting as the LPB weren’t aware that we received funding from ward councillors to rewild the village green so this is a good starting point for the group.”

2021/115/B – Events update

Cllr Yorke asked members for comments.

Mr Bailey said that he wished to add to the report that the Parish Council had begun engaging with Sue Overton from the ‘Fun Science’ group. They were looking to get some classes booked in over the Easter holidays, both in Lawley Community Centre and hopefully the Carpenter Centre as well, depending on the refurbishment programme he said. The Clerk added that the classes were free of charge, but would be done on a “first come, first serve” basis.

Cllr Vidor suggested that it might be good to know which staff were involved in which events, which he thought might help with the excessive staff TOIL (‘time off in lieu’) problem highlighted at the budget meeting.



The Clerk said, “if you don’t want to pay [staff] overtime or give TOIL then Councillors could attend themselves”.

2021/115/C – Highways liaison update

Cllr Yorke explained that he and Cllr Jhavar had attending the meeting and asked if Cllr Jhavar wished to add something.

Cllr Jhavar said that he was waiting to be sent the notes.

Cllr Yorke said that TWC had been looking at a scheme to install physical speed calming measures on Bellpit Road and Colliers Way in The Rock, but “residents took the hump”, he said. TWC was instead looking at implementing “psychological speed calming instead”. He explained that this would involve measures such as painting white lines at the side of the road that were closer together, giving the illusion of a narrower road. He said they had been told TWC was “not far from a consultation”.

Cllr Yorke went on to explain that “[TWC has] adopted the top end [of Birchfield Way]”. There was a “new traffic engineer looking at it”, he said, and they were “hoping to put forward a draft scheme for our comments in the very near future”.

Regarding cameras, Cllr Yorke said that Adam Brookes (TWC) was still consulting with the police. “The natives will be revolting if we don’t watch it”, he said. Then there was the “bus stop off the top of Smallhill Road just outside our patch”, which had been brought to the Parish Council’s attention. “It isn’t very good”, he said, with “no hard-standing, just a grass verge. Not really the ideal thing to encourage people to use public transport.”

Cllr Vidor said that there was a bus stop “a hundred yards away” from that one, so he thought “they might decommission it”.

Cllr Yorke said that he had a meaningful conversation with “Chris, the engineer”, who was “quietly confident”. Cllr Yorke expressed that he was “a breath of fresh air” for him.

He added that there had been a complaint about the bottom of Station Road, where the road surface was sinking with which Nathan Lyttle at Highways was dealing with. He had been on paternity leave, he said, but he was “back now and catching up”.

The “most important thing”, he said, was Bellpit Road, which was “quite a scheme”, and the Borough Council had “listened to residents and it isn’t far away – they are promising by the end of March”.

2021/115/D - LOPC, Community Action Team (CAT) and Safer Neighbourhood Team (SNT) update

Cllr Yorke asked if there were any updates. Ms Holland told him that all the information was in the report provided to councillors. She just wanted to add that they were “conscious about obtaining value for money”, as a “couple of councillors [had] raised this before, so if there are any comments or concerns, you don’t have to wait a month to take it up with CAT team, we can take it up instantly, and we are using tax payers’ money so need to get value”.

2021/115/E – CAT and Parish Environmental Team (PET) update

The Clerk said that she had met with Idverde, as part of the CAT action team was supposed to come with an apprentice, but thus far the Parish Council had not received one, so it needed to receive some money back. Initially, she said, Phil Pritchard had offered £6,000 and £7,000, but because of the 50/50 split due to match-funding, the figure would only be half of that. They were expecting to have an apprentice by February, she added. While they would be getting some money back, it would be via invoicing the Parish Council less, so rather than them taking £67,000 “we’ll be invoiced for less, hopefully before the end of March”.



Cllr Vidor asked if the PET operative was aware that he was getting an apprentice. The Clerk says that the Parish Council had resisted getting one due to Covid and the small vehicle we have; one had been promised back in September, she explained, "but he didn't turn up on his first day of work, then we went into lockdown again". She added that the risk assessment was "so generic and basic not worth having". They had supported the PET operative, she said, but they had run out of options. So, while he "didn't need an apprentice, he understands he has to have one".

She highlighted that she did make it clear at her meeting that week that the CAT was "not to give someone who had no environmental interest as our operative was the best mentor anyone could have", but to "send us [an apprentice] who wants to learn and has a work ethic."

2021/115/F – Safer Stronger Communities, Carpenter Centre

The Clerk said that she'd had a productive meeting with Simon Hayden (TWC) and Darren Lennon (Linden Centre headteacher), which Cllr Jhawar also attended. There were "a lot of positives coming out of it, regarding repair work there's a lot to be done. The good news is the [Councillor's Pride] funding from Cllr Jhawar and Cllr Eileen Callear, around £3,600". Cllr Mark Boylan had given an extra £2,000 towards refurbishment, she added. "That money is to come to the Parish [Council], so we have more leeway to ensure its spent on enhancements to benefit the community rather than general maintenance upgrade".

She told members that they wanted the main hall of the Carpenter Centre, and the kitchen, "fit for use for the community". A meeting was scheduled for the following Monday "to have a walk-through and see what needs doing", she said, adding that they were "hoping, though [the Clerk thought] it not achievable given the scope of works, to launch in early March".

The Clerk then asked members if any of them had any information regarding Betty Carpenter, after whom the Carpenter Centre was named. They had some basic information, she explained, but she needed to know where her daughters lived, as they wanted one of them to unveil the plaque once it was named "Carpenter Hall".

2021/115/G – CAT top-up services enhancements

Ms Holland highlighted that it had been almost one year since the CAT scheme had started. Cllr Parker suggested that he was more interested in getting the services for which they were already paying, rather than adding to them. Cllr Vidor agreed. Ms Holland said that she would fill out of the form accordingly.



ACTION 053: Jill Holland to fill-in and return the CAT top-up services enhancement form.

2021/115/H – Parish Christmas tree

Mr Bailey told members that BVT had approached the Parish Council about working together to plant a live Christmas tree in place of the existing, annually placed one. He had listed some "pros and cons". In terms of 'pros', he said it would be more environmentally friendly to have a live tree, it would be more cost-effective over five to eight years, more convenient as they wouldn't have to take it down each time, and it would be an opportunity for partnership working with BVT.

In terms of 'cons', he said, there would be initial, expensive cost; BVT was prepared to pay around £1,000, but "they've done that a couple of times and the trees didn't last", he said. They could be difficult to keep alive, he explained, and the land was "not the best", with "issues around water drainage". Additionally, if the Parish Council did something in Lawley, they would have to do something in the other areas of the parish too, he said. He asked members for their thoughts.

Cllr Jhawar expressed that it looked "pretty expensive".



Ms Holland said that while planting a real tree was a “lovely idea”, Cllr Jayne Greenaway had in the past made a point that the only place they could have it was where current tree went. But the problem there was that some 20 cherry blossoms had to be taken out from that location 3 to 5 years ago, as they’d all died. The land was “sodden with drainage, so at the moment it’s not feasible as it’s too wet”, she said.

Cllr Parker said that Christmas lights in Lawley is a priority for the LPB and that “this fits under that”. He was “happy to explore the idea but not to pay for it all”. He pointed out that the LPB “has £300,000, and BVT has £1,000, so we can facilitate them”.

The Clerk said that they didn’t want it to go on the Parish Council’s land as any issues arising would fall under our remit. Cllr Parker suggested Lawley Village Green, as an alternative. The Clerk agreed that she would be “happy” for it to go there.

Mr Bailey said that he would respond to BVT.

ACTION 054: Simon Bailey to respond to BVT’s query about a live Christmas tree.

2021/115/I – Wrekin Path/Newdale Pool ASB measures

Cllr Yorke said that this item was the business case form that the LPB would put forward to the Lawley Management Committee (LMC) to look for finance. It “would it be fair to say can we pass this on as there are too many problems”, he said. The Clerk added that there were “too many unanswered questions about where the barriers are going”.

Cllr Yorke asked if they could “pass on this one”. He said it was “welcome to see something, but other problems came out of the meeting”.

Cllr Parker suggested that it looked like the Parish Council were the ones applying for funding according to the document. The Clerk said they had “made it very clear that we won’t be match-funding or anything”. She said that she was more than happy to reiterate that.

Cllr Parker said that there was a lot of cross-over that matched the Parish Council’s development plan and thought that those were “the ones we need to get involved with”.

2021/116 – Correspondence

2021/116/A – BVT estate ‘walk-and-talk’

Cllr Yorke said that Nick Freeman and others “had a walk round parts of the estate” with him in December, and “they were very keen to make it so that they did walks around each of the phases at prearranged times, with a pop-up tent maybe”. The police had also expressed an interest in attending, he said, and they had invited the Parish Council to attend. Cllr Yorke strongly felt that this was something that councillors, not staff, should be doing. The initial invite was to conduct a walk around Phase 1B, which was not in the parish anyway.

The invite remained open, he pointed out, and he wished to thank BVT for the offer.

2021/116/B – Annual charity for 2022/2023

Cllr Yorke said that the Parish Council’s charity for 2021/2022 had been Telford MIND, though “one presumes we would like another charity”. The Clerk said that this agenda item was “just to put the thought in everyone’s mind”. She said that they didn’t need a decision at that moment, but they were starting to have meetings where it may come up, so she asked members to “just give it some thought”. They had already been sent a list of proposals by BVT, she added.



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.

2021/117 – Confidential items

Items were noted.

2021/118 – Agenda items for the next meeting

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

2021/119 – Date of next meeting

It was **noted** that the **Full Council** parish meeting would take place on **Thursday 17 February 2022 at 6pm**, at **The Carpenter Centre, Overdale.**

The meeting closed at 20:19.

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/Vidor/Greenaway authorises them at the bank.	All councillors	Ongoing	N/A	
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. Reiterated December 2021
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
047	2021/085	11/11/2021	Clerk to chase up Highways regarding the promised works on Dawley Road.	SG	ONGOING		Highways chased on 2 sep. occasions
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	ONGOING		Still awaiting answers
049	2021/087	11/11/2021	Clerk to ask Paul Fenn about CAT records since April.	SG	16/12/2021		IN HAND
052	2021/105	27/01/2022	Clerk to email a memo to all councillors, reminding them to attend Full Council meetings regularly.	SG	17/02/2022		
053	2021/115	27/01/2022	Jill Holland to fill-in and return the CAT top-up services enhancement form.	JH	17/02/2022		
054	2021/115	27/01/2022	Simon Bailey to respond to BVT's query about a live Christmas tree.	SB	17/02/2022		

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.