



5 May 2022 Annual Council meeting minutes

Minutes from 5 May 2022 meeting held at **Dawley Baptist Church, Dawley Bank, Telford TF4 2BB.**

In attendance

Members

- Cllr Shaun Davies (Central Ward)
- Cllr Jayne Greenaway (Central Ward)
- Cllr Amrik Jhawar (Central Ward)
- Cllr Raj Mehta (Lawley Ward) – Chairman (post-election)
- Cllr Rob Parker (West Ward)
- Cllr Cathy Salter (Lawley Ward)
- Cllr John Yorke (Dawley Bank Ward) – Chairman (pre-election)

Clerk

- Sharon George

Staff

- Simon Bailey (Project, Events & Engagements Officer)
- Matt Lever (Administration Assistant)

2022/001 – Chair's welcome

The Chair (Cllr John Yorke) welcomed everyone to the meeting at 18:00.

In the interests of transparency to inform the meeting, he proceeded to read out a letter from Cllr Lee Vidor, informing them of his resignation as a Full Council member with immediate effect.

This was acknowledged and accepted by Members.

2022/002 – Election of Chairman

In compliance with LGA 1972 s15(1)(2) Nominations were requested for the role of Chairman.

Cllr Amrik Jhawar **NOMINATED** Cllr Raj Mehta for the position of Chairman of the Parish Council. Cllr Shaun Davies **SECONDED**.

A ballot was taken.

- Cllr Raj Mehta received five (5) votes **IN FAVOUR**, one (1) vote **AGAINST**, with one (1) **ABSTENSION**



2022/003 – Declaration of Acceptance of Office as Chairman to the Parish Council

Cllr Mehta duly accepted the office of Chairman of the Parish Council, and a copy of his signed declaration, witnessed/signed by the Clerk, is attached to the minutes as a point of record. Cllr Mehta thanked members for giving him a “chance at being the Chair of the parish for the next year” and said that he looked “forward to chairing/working with you all”.

2022/004 – Election of Vice-Chairman

In compliance with LGA 1972 s15(6) nominations were requested for the role of Vice-Chairman.

Cllr Raj Mehta **NOMINATED** Cllr Cathy Salter for the position of Vice-Chairman of the Parish Council. Cllr Shaun Davies **SECONDED**.

A ballot was taken.

- Cllr Cathy Salter received six (6) votes **IN FAVOUR**, with one (1) **ABSTENSION**

2022/005 - 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 Lee Vidor (Central Ward) – via Cllr Jayne Greenaway (sent prior to resignation announcement)

Departures:

None.

2022/006 – Declarations of interest

Cllr Jayne Greenaway

Interest: Planning

Declaration: Planning

Minute no: 2022/006

Cllr Raj Mehta

Interest: Planning

Declaration: Planning

Minute no: 2022/006

All members

Interest: Councillors’ allowances (item 16)

Declaration: Parish Council councillors

Minute no: 2022/006



2022/007 – Appointment of committees

2022/007/A – Personnel Committee

Cllr Davies indicated that he was “happy to be on [the Personnel Committee]”. Cllrs Greenaway, Mehta, Jhawar, and Salter also volunteered to sit on the committee.

- **DECISION: Cllrs Shaun Davies, Jayne Greenaway, Amrik Jhawar, Raj Mehta, and Cathy Salter to sit on the Personnel Committee for the year 2022 – 2023.**

2022/007/B – Finance Committee

Cllrs Rob Parker, Yorke, Mehta, and Salter volunteered to sit on the Finance Committee. Cllr Davies reminded members that there was an open member slot at that time. Members decided to leave that slot open for the time being.

- **DECISION: Cllrs Rob Parker, Raj Mehta, Cathy Salter, and John Yorke to sit on the Personnel Committee for the year 2022 – 2023.**

2022/007/C – Grievance and Disciplinary Panel, and Grievance and Disciplinary Appeals Panel

Cllr Parker said, “historically we set a Grievance and Appeals Committee”, and wondered if that “should be done if needed”. The Clerk pointed out that it was not an agenda item, but they could “move to pop it on” if they it appropriate – Cllr Mehta said to do so.

Cllr Parker said that they would need a Grievance and Disciplinary Panel, and a Grievance and Disciplinary Appeals Panel, ideally with three different people on each.

Cllr Salter said that she and Cllr Parker should be on the Grievance and Disciplinary Panel, with which Cllr Parker agreed. Cllr Greenaway volunteered to sit on it also.

Cllrs Davies, Jhawar, and Mehta volunteered to sit on the Grievance and Disciplinary Appeals Panel.

Cllr Parker said that if the situation meant that different people needed to be on the panels they would have to recuse, but it would be “useful to have in case it’s needed”.

Cllr Rob Parker **PROPOSED**, Cllr Cathy Salter **SECONDED**. **ALL IN FAVOUR**

- **DECISION: A Grievance and Disciplinary Panel to be established, with Cllrs Jayne Greenaway, Rob Parker, and Cathy Salter sitting as members for the year 2022 – 2023.**
- **DECISION: A Grievance and Disciplinary Appeals Panel to be established, with Cllrs Shaun Davies, Amrik Jhawar, and Raj Mehta sitting as members for the year 2022 – 2023.**

2022/007/D – Substitutes for Finance/Personnel Committee

The Clerk said that as Cllr Davies had pointed out, there was a vacancy on the Finance Committee, and asked if they should fill that vacancy with a substitute, in the event the Committee was not quorate. She also suggested that a substitute member be available for the Personnel Committee.

Cllr Parker agreed to act as a substitute for the Personnel Committee. Cllr Davies agreed to act as a substitute for the Finance Committee.

- **DECISION: Cllr Rob Parker to serve as a substitute member for the Personnel Committee.**
- **DECISION: Cllr Shaun Davies to act as a substitute member for the Finance Committee.**



2022/008 – Public Rights of Way (PROW)

Cllr Yorke said that he was “quite happy to pursue [PROW]”, pointing out that it was an item on the development plan. The Clerk said that they had a PROW working group because of the issues surrounding PROW and the Telford & Wrekin Council definitive map, which consisted of Cllrs Greenaway, Parker, and Yorke, as well as staff members. She indicated that they had done so as they had “decided to take it away from being one person’s responsibility”. She asked if members were happy to “stick with those people”. All councillors indicated that they were happy.

- **DECISION: Existing PROW working group to continue with Cllrs Jayne Greenaway, Rob Parker, and John Yorke as members.**

2022/009 – Snow warden

The Clerk pointed out that this position had previously been held by Cllr Vidor, who had resigned as of that day.

Cllr Cathy Salter indicated that she would be happy to take the role.

- **DECISION: Cllr Cathy Salter to be the Parish Council snow warden liaison.**

2022/010 – Appointment of representatives

2022/010/A – Parishes Forum

The Clerk told members that historically, the Clerk was the Parish Council representative to the Parishes Forum, although she was “more than happy” for a councillor to take it.

All members indicated that they wished for the Clerk to continue to serve as representative to the Parishes Forum.

2022/010/B – Newdale/Overdale Stakeholders Group

The Clerk indicated that she attended this group too. All members again indicated that they were happy for her to continue.

2022/010/C – Telford Bus Users Group

The Clerk explained that she’d received information from Katrina Baker asking clerks of parish councils to add a point to their to annual agendas to nominate a representative, and if they did so to let her know. The Clerk said that it didn’t have to be parish councillor and could be a local person who uses buses.

Cllr Mehta asked how many meetings were held, to which the Clerk told him they were usually quarterly, but occasionally intermittent depending upon need.

Cllr Mehta said that he would “go on that” and asked for his Telford & Wrekin Council (TWC) email address to be passed on.

- **ACTION 101: Clerk to pass Cllr Mehta’s TWC email address to the Telford Bus Users Group and inform them that he will be attending on behalf of the Parish Council.**



2022/010/D – Steering Group/Project Group (Lawley SUE)

The Clerk said that this group was attended by her and Cllr Yorke.

Cllr Mehta said that he would go with the Clerk.

- **ACTION 102: Clerk to pass Cllr Mehta's TWC email address to the Steering/Project Group (Lawley SUE) and inform them that he will be attending on behalf of the Parish Council.**

2022/010/E – Lawley Partnership Board (LPB)

Cllr Mehta said that he would attend, as he “was there anyway”. The Clerk told Cllr Mehta that he couldn’t “wear dual hats” due to the “conflicts of interest that may arise”.

Cllr Davies said that it was important for Cllr Mehta to attend the LPB in his capacity as Chairman of the Parish Council.

Cllr Mehta said that he would ask somebody else to attend on behalf of the Interfaith Council, and he would attend as Chairman of the Parish Council instead.

Cllr Greenaway asked who would substitute for Cllr Mehta in case he was unavailable. Cllr Mehta said that the Vice Chair, Cllr Salter, would attend in his place, and if she were unavailable, they would “decide it at that time”.

- **DECISION: Cllr Raj Mehta to attend the LPB on behalf of the Parish Council. Cllr Cathy Salter to substitute if Cllr Mehta is unavailable.**

2022/010/F – Lawley Village Management Committee (LVMC)

The Clerk said that she had received a message from Nick Freeman at Bournville Village Trust (BVT), stating that while at that time the Deputy Clerk, Jill Holland, attended LVMC meetings on behalf of the Parish, under the LVMC's terms of reference it “has to be a councillor”.

Cllr Mehta said that he “would be happy to accept it”. The Clerk said that she would pass on Cllr Mehta's details to the LVMC.

ACTION 103: Clerk to pass Cllr Mehta's TWC email address to the LVMC and inform them that he will be attending on behalf of the Parish Council.

2022/011 – Review/adoption of standing orders

Cllr Greenaway asked if any amendments had been made to the model standing orders. Cllr Mehta said that there had been no amendments.

Cllr Raj Mehta **PROPOSED** adopting the standing orders. Cllr Jayne Greenaway **SECONDED**. **ALL** members in **FAVOUR**

2022/012 – Review/adoption of financial regulations

Cllr Parker said that he was “happy to adopt them”, although they “touched on this at last week's Finance meeting; there are a number of things in them that we're not doing properly as a council as yet”. He thought that “maybe it should be an item on the next Finance meeting to go through it and make sure the right things are in place”.



Cllr Mehta asked if, instead of adopting the regulations, could they be reviewed at Finance Committee.

Cllr Rob Parker **PROPOSED** deferring adoption of the financial regulations until they had been reviewed by the Finance Committee, then brought back for adoption at the next Full Council meeting. Cllr Cathy Salter **SECONDED**. **ALL** members in **FAVOUR**

2022/013 – Meetings calendar 2022/2023

2022/013/A – Schedule of meetings for the forthcoming year to be considered

Cllr Davies said that, as he had mentioned in a prior email, Thursdays were difficult for Borough councillors, not just because of Borough Council meetings but because “there’s a lot that goes on” on Thursdays. He just “wanted to highlight that”. He accepted that finding an alternative day could be difficult, he just wanted to raise as a question if they could do so.

For his second point, Cllr Davies said that, looking at other parish and town councils, on months where finance committees met, normally full councils didn’t meet in the same month. Lawley and Overdale Parish Council met every month, however – he said that was “not wrong”, but there was “another way of doing it”, and they could streamline their processes. He suggested that Finance Committee decisions could be delegated, and Full Council could meet bi-monthly.

Cllr Parker said that Full Council meetings had been done bi-monthly previously, but they “ended up with too much to do, and meetings ended up long”. He said that he was happy to go with a different meeting day, and happy to go with different days every time.

Cllr Mehta asked members if they could look at trialling bi-monthly meetings for six months, suggesting that they could go back to normal if it didn’t work.

Cllr Davies said there was a “scheme of delegation; certain things aren’t controversial that Finance could be agreeing, then the following month it’s Full Council, and some things they can decide”. He said that with only seven members, it was “quite a task to meet every single month”.

Cllr Mehta asked for any suggestions or comments.

Cllr Yorke said that he personally volunteered to join the Parish Council as the day suited his personal diary, so he knew he would be “able to attend strongly, and I wasn’t spread too thinly”. He was worried that they might “solve one problem and cause another”. Cllr Mehta asked him what he thought about the bimonthly trial. Cllr Yorke said that if they were “changing for the majority [who] can’t achieve attendance, then so be it”. He said that he could “come to terms with the argument”, but he wondered if it was a decision “for a new council”.

Cllr Greenaway agreed with Cllr Parker’s points – her main concern would be that the “agenda would be humongous and heavy”.

Cllr Mehta suggested they instead trial it for three months instead of six. Cllr Parker pointed out that there were only three more meetings between then and October anyway.

Cllr Davies said that there were “ways to do it, partly around a delegation scheme”. He added that “Full Council should only take two hours anyway regardless of the agenda”. Regarding the day of the week Full Council met, he said that the new Full Council next year would be able to set next year’s calendar of meetings.

Cllr Mehta asked if it would be good for everybody to send in “their good and bad days”.



Cllr Parker suggested that they alternate the day of the week on which Full Council met, rotating from Monday to Thursday, “then it suits some and not others”.

Cllr Mehta asked the Clerk for her comments. The Clerk said that she “would have grave reservations making it bi-monthly for the reasons [Cllrs Greenaway and Parker] stated”. She added that the standing orders stated that Full Council meetings were two-and-a-half hours long, not two hours. She said that she was “not being derogatory towards any member”, but that “getting decisions made by Council is difficult already, never mind waiting eight weeks”. Regarding changing the day, she said that staff would always try to fit in, but Monday would not be a good day for her, though she could accommodate it if it were only once every four months.

Cllr Greenaway said that regarding Cllr Parker’s point, if they only had three more meetings before October, it would be worth reviewing it then. The Clerk pointed out that they had to publish a meetings calendar.

Cllr Shaun Davies **PROPOSED** trialling bi-monthly meetings for the next six months and rotating the day of the week from Monday to Thursday.

Cllr Yorke queried if they were doing a six-month trial, would the remaining six months of the year stick to the proposed schedule, as they would have to publish it. The Clerk said that they could add a caveat that meetings would be subject to change.

The Clerk said that regarding Cllr Davies’ point on delegation, they would have to review the standing orders again if they did that. She stated, “As we are a small contingency of Councillors, the delegation of duties & powers to an ‘executive group’ to meet is not as relevant as in a larger Council such as Dawley TC to which Cllr Davies was making reference regarding changing our meetings model to.”. She added that she had reservation/ issues with it and standing orders/financial regs need to cover any changes, but these need to be revisited first before any changes can be agreed and put in place.

Cllr Amrik Jhawar **SECONDED** Cllr Davies’ proposal.

Cllrs Davies, Jhawar, Mehta, and Salter voted **IN FAVOUR**.

The Clerk said that the Finance and Personnel Committee meeting dates had to be set around when appraisals and budgets were due and asked if members were happy with those dates as they stood. Cllr Davies said they could be much more flexible about when those meetings were called. Cllr Mehta suggested that members would receive an email, and if there was “strain on time they can be looked at accordingly”. The Clerk said they didn’t have to publish committee meeting dates, but it was imperative that dates are set in our Calendar, or we would be back in the position where meetings cannot be held as Members are not available.

Cllr Jhawar asked when the next Personnel Committee meeting was; Cllr Parker told him it was on Wednesday. Cllr Mehta added that the other members would “email around”.

Cllr Mehta asked, regarding the day of the week on which Full Council meetings took place, should they make a decision, or were members happy to follow Cllr Parker’s suggestion of alternating between Mondays, Tuesdays, Wednesdays, and Thursdays.

Cllr Parker **PROPOSED** alternating the day of the Full Council meeting from Mondays to Thursdays. Cllr Jayne Greenaway **SECONDED**.

Cllr Parker pointed out that there were almost 10 weeks between the July and September meetings.

The Clerk said that she would “pull something together”.



2022/013/B – Councillors' attendance record

Cllr Mehta said that this was just for information. The Clerk added that this appendix may have some relevance to the meetings calendar changes just discussed, and that members may be more able to attend.

Cllr Mehta asked members for comments. There were none.

2022/014 – Chairman's annual report/meetings calendar

Cllr Mehta said they had received the report and asked for any comments.

Cllr Mehta then thanked Cllr Yorke for his annual report, with which Cllr Salter agreed. The Clerk asked if members were happy to publish the annual report.

Cllr Raj Mehta **PROPOSED** publishing Cllr Yorke's chairman's annual report. Cllr Cathy Salter **SECONDED**. **ALL** members in **FAVOUR**

2022/015 – Completion of Disclosable Pecuniary Interests

Cllr Greenaway asked for clarification – if there were no new interests to disclose, she asked if members could just "write 'none'" and they did not have to write a new one.

The Clerk said that she had asked the National Association of Local Councils (NALC) if they didn't "have to do a new form unless there are changes", and they had told her that was true, but that it was "good practice to start again particularly as we have declaration of bias with LGA conduct".

Cllr Davies said that as councillors, they were under an obligation to keep it updated.

The Clerk said that "so long as members take that onus of responsibility", then if nothing had changed, she was happy to accept 'none' and a signed form. Cllr Greenaway suggested "all responding with none individually".

Cllr Parker thought they should do it at least every four years – whenever there was a new council – or whenever something changed.

The Clerk asked if members were going to send something, to either attach to an email, drop it through the office letterbox, or email her "and say 'nothing'". Members agreed.

2022/016 – Review/adoption of LGA Code of Conduct

Cllr Davies said that they didn't have training on code of conduct from the Parish Council, but he thought would be handy to have that training, so they knew "from a parish council perspective", as there were differences between parish and borough councils.

The Clerk said that such training was offered last year, and Cllrs Parker and Yorke attended. Cllr Mehta asked the Clerk to investigate more training, with which the Clerk agreed.

- **ACTION 104: Clerk to provide members with information on receiving parish council code of conduct training.**



2022/017 – Councillors' allowances

MOTION PUT FORWARD BY COUNCILLOR JOHN YORKE: *I hereby request that the following motion be recorded and placed before the LOPC meeting of 5th May 2022 - "This Council agree to not pay any Councillors allowances to those so entitled for the financial year 2022-2023."*

Cllr Parker double-checked if all members had declared an interest; Cllr Mehta confirmed they had all declared an interest.

Cllr Jhawar thought that this should be "an individual choice". Cllr Davies said that it should be proposed and seconded first.

Cllr Yorke said that it was his proposal; he felt it would be appropriate with all he had read about quality of life recently. He declared an interest as it didn't make a difference to him, as he didn't receive an allowance due to his status as a co-opted member. He "just thought it saves nearly £6,000 we could put towards other things". He said that life was hard for many people, and "with due respect, looking around this room [he didn't] think it's hard for these people". That was his proposal, he said.

Cllr Mehta said to the Clerk that Cllr Jhawar had put a proposal forward that it would be up to each individual councillor. Cllr Davies said that the original motion was to propose, then it had to be seconded.

Cllr Jayne Greenaway **SECONDED** Cllr John Yorke's proposal.

Cllr Amrik Jhawar **PROPOSED** an **AMENDMENT** that it should be up to individual councillors.

Cllr Salter said that she completely understood what Cllr Yorke was saying but pointed out that he didn't know the individual circumstances of the people sitting around the table. She thought it might set a precedent, and that it was important that councils "are representative of the communities they serve". She said that having "no allowances at all might stop people from joining the council, such as single parents etc". She said they wanted "to make sure everybody can become a parish councillor".

Cllr Yorke pointed out that his proposal was for the year 2022/23; there could be eight new councillors next year, who could make their own decision.

Cllr Salter said they would set a precedent making it difficult for a new council to get allowances back. It "never looks good", she said "when members vote to have allowances, it always looks better to vote against them", but she thought they did themselves "a disservice".

Cllr Parker agreed with Cllrs Jhawar and Salter; he thought it should be an individual decision. He said, for example, that if he didn't take allowance, "it's not going to help anybody", and he thought it "might be useful if we had some purpose to which that money could be put that would help people, or the individual councillor can put it towards something themselves".

The Clerk said that when Cllr Yorke was Chair last year, as a co-opted member he couldn't take an entitlement; instead, it was decided to put that money towards the 'LOPC 65' club. She added that previously, when Cllr Greenaway was Chair, she decided not to take an allowance but to use it on other things. The Clerk said that LOPC65 had still got the Chair's allowance in it from last year and no other budget, but all members were very keen to promote causes for elderly residents. She said that if members didn't want to take allowances themselves, that was something she would suggest. Although they would find room in the events budget to accommodate it, "it would be a gesture" she said.



Cllr Davies said that it was “a well-trodden argument that comes around”. He pointed out that they had a new vacancy on the Council, and “prospective members might need that allowance to pay for babysitting, for example.” He said that “for equality it would be a backwards step to remove the ability to take [an allowance] at all, or to have this push that you should use your allowance one way or the other”. He added that it was “already a disappointing thing to be doing, partially as there are others around the table that might need the money for legitimate reasons to stand”. He thought they needed to put it to a vote.

The Clerk pointed out that whoever was co-opted onto the council wouldn’t receive an allowance. Cllr Davies replied that they may be elected.

Cllr Mehta said they’d had a motion, a seconder, and an amendment, and asked if they wanted to go with Cllr Yorke’s suggestion or Cllr Jhawar’s amendment.

Cllrs Shaun Davies, Amrik Jhawar, Raj Mehta, Cathy Salter voted **IN FAVOUR** of Cllr Jhawar’s amendment that it should be an individual choice whether councillors take their allowance. Cllr Jayne Greenaway abstained.

Cllrs Shaun Davies, Amrik Jhawar, Rob Parker, and Cathy Salter voted against the original motion.

The Clerk asked if councillors would advise her if they did not want to take their allowances, otherwise they would receive them as usual in June. Cllr Mehta said that was the “best way forward”.

2022/018 – Public participation

No members of the public were present.

2022/019 – Minutes of the last meeting

Cllr Salter pointed out that the minutes said she had been five minutes late for the April meeting, but she had arrived on time. Matt Lever apologised and said that was indeed an error which would be removed before publication.

The minutes from the **Full Council Meeting** held on **7 April 2022** were **APPROVED**. It was **RESOLVED** that the minutes be signed and **ADOPTED** as a true record. This was **PROPOSED** by Cllr Amrik Jhawar and **SECONDED** by Cllr Cathy Salter. **ALL IN FAVOUR**

2022/020 – Finance

2022/020/A – Invoices for payment

The Clerk said that these had been sent out to councillors, though because it was still early in the month, payroll and salaries hadn’t been done yet – they would be sent out separately under confidential, she added.

Cllr Parker said they needed “to be sorted out in advance then it won’t be an issue”. The Clerk said they could do that but would have to pay for an automatic authorisation BACS system, which they did not have. Cllr Parker said they would look at the issue at the Finance Committee meeting.



2022/020/B – Bank reconciliations

Cllr Greenaway said that, as Cllr Vidor previously did online banking if she or Cllr Parker were not available, the online banking needed to be updated so someone else could be available to do that. The Clerk said that she had tried to get everybody on there previously. Cllr Mehta said that he had previously been unable to sign-up for online banking.

Cllr Davies said that if she were agreeable, they could make Cllr Salter a signatory. Cllr Salter indicated that she would be agreeable. The Clerk agreed, and pointed out that with Cllr Vidor gone, the “onus” was on Cllrs Greenaway and Parker, so there did need to be another signatory available for online banking authorisations.

Cllr Mehta asked how he could be added to Unity’s online banking; the Clerk said that she would find out while she was adding Cllr Salter.

- **ACTION 105: Clerk to add Cllr Salter as a signatory to Unity’s online banking system and find out how to re-attempt Cllr Mehta’s process.**

The Clerk informed members that bank reconciliations had not yet been sent out due to it being too early in the month. She would send them out as soon as they were available.

- **ACTION 106: Clerk to send out bank reconciliations to members as soon as they are available.**

2022/020/C – Financial position report

Cllr Mehta asked members for comments.

Cllr Davies said that he found the format “very helpful”.

The Clerk said that the document had been agreed at the previous Full Council meeting, so they were “keeping a regular eye” on finances. She added that they had previously agreed to move £14,550 from reserves to the budget when they did precept; she needed to ask members from where they wanted her to move it – she said she assumed from the general reserves pot, but she needed “permission to move that amount of money”.

Cllr Parker said the Council had decided to do that, so from where it came would be a Finance Committee decision. He added that the Finance Committee knew what the details were and could decide from where to move it. Cllr Mehta said he was happy to move the matter to the Finance Committee.

Cllr Davies said if there were any significant variations over a period, if there’s underspend or overspend of a certain amount it should be reported to the Finance Committee, but for bigger variations it should reported to Full Council. He said that throughout the year staffing would show a minus figure, but he wondered if there was a “significant one” above what they would expect, such as if they had not made as much income as they expected, what the threshold would be. Cllr Parker said that it was set at 15%.

2022/021 – Councillors’ session

Cllr Rob Parker reported that:

- He had been in touch with Thomas Telford School regarding road safety. He said there had been talk about putting one of the Parish Council’s mobile speed detectors on a lamppost there; he had spoken to traffic engineer who said it was fine, and he was just wondering if they could get that chased up.

The Clerk said that Cllrs Parker and Vidor had previously been asked to visit the office to look at them. Cllr



Parker said that he was “not a SID (Speed Indicator Device) expert” and that he didn’t have the time, but added “if we’ve got them, we should get them up”.

Cllr Davies asked what the issue was – the Clerk said the issue was the initial device setup; the Parish Environmental Team (PET) operative could physically install them, but they needed to be setup first. Cllr Davies said that they need to pay someone to set them up if they hadn’t got the people to do it.

Cllr Mehta asked the Clerk to look into it; the Clerk said that she would come back with quotes.

- **ACTION 107: Clerk to bring back quotes for paying someone to setup the SIDs.**

Cllr Davies suggested that Idverde may do it for them. Cllr Mehta asked the Clerk to ask them about it.

- **ACTION 108: Clerk to enquire with Idverde about setting up the SIDs.**

2022/022 – Ward members’ session

There were no Ward Members’ reports.

2022/023 – Community affairs

2022/023/A – Carpenter/Linden Centre updates

The Clerk said she had sent around to members an email she’d received from Assistant Director Dean Sergeant, but she had since sent out a further update having spoken to Darren Lennon, the headteacher at the Linden Centre. There was disappointment at the last meeting that they weren’t looking to put a cooker into the community kitchen, she said. It had been made clear by councillors that the Parish Council wasn’t going to accept that, with the backing of Cllrs Eileen Callear and Amrik Jhawar. She said she was surprised to have been told it was under Education’s remit and that the Parish Council had to accept it, so she had asked Mr Lennon if he had any influence – and the community kitchen would now be getting a series of oven facilities. That was “brilliant news”, she said, and there “will be a fully-functioning kitchen for the community”.

Cllr Greenaway offered her thanks and said it was a “sensible move”, which was “going to be hugely useful for that community facility”.

Cllr Jhawar said that was “what we started”; they “wanted to make it usable by the community, it’s there now and that’s great. We got what we wanted”.

Simon Bailey said they had a notification from Simon Hayden, the Safer, Stronger Communities officer for Overdale, proposing a launch date for Saturday 11 June between 11am and 2pm. He said if councillors were able to attend, the Parish Council would have a stall and there would be other things going on.

The Clerk said that she had tried to get hold of Cllr Mark Boylan, as ward funding was due to start at the Carpenter Centre – when it was due to be launched in March – for a ladies’ fitness and health project Cllr Boylan had given money towards. With the subsequent delay until June, she had been contacted by Fran Bache at TWC, to say she had spoken with Cllr Boylan as he wanted his ward funding to go towards a fitness trainer, but it couldn’t go to an individual, so she asked if the Parish Council would be happy to hold the funds for room hire and



a fitness coach. Cllr Parker asked how much money it was. The Clerk said it was £1,000 – including £500 for room hire. Cllr Parker said, “just hold it”, adding that they were already holding some money for the refurbishment.

Cllr Parker **PROPOSED** holding the money, Cllr Greenaway **SECONDED**.

The Clerk said that she would get back to Fran Bache and advise accordingly

2022/023/B – LOPC and Community Action Team (CAT) update

The Clerk informed members that this appendix was just an update, which people had “hopefully” read. There were no comments.

2022/023/C – CAT/Parish Environmental Team (PET) update

The Clerk informed members that this was once again just an update, keeping councillors abreast of the meetings that had been had.

Cllr Greenaway asked for an update on the wildflowers, and if they had a response about the “weedy little things”.

The Clerk apologised and said yes; she thought she’d sent it out. She said that she hadn’t sent out the supplier’s response, “which was a ‘how to grow a plant’ guide”. She had spoken to officers at TWC, who had said that while they were not what the Parish Council had ordered, it didn’t stipulate on the order. Adrian Corney at TWC had told her “They are what they are” and that they were “growing” and “as long as they don’t mow, they’ll be alright”. TWC would do an assessment in autumn, she said, and “in fairness they will replace any that need replacing”.

2022/023/D – Senior school bus service

Cllr Davies said that the issue was “being dealt with by the Borough council as an educational attachment issue”. He said it was “not as simple as may have been explained to residents – there are lots of rules about educational attainment areas, but this is being looked at”.

Cllr Salter thanked Cllr Davies for picking it up. She said that the route was too far away, and she felt there was “no way you would let your child walk to that route”. Cllr Davies pointed out that “the legislation makes it harder, not easier, but it’s being dealt with”.

Cllr Yorke pointed out that as the letter said, the issue was in the Parish Council’s development plan, “so it was something we were thinking about, and circumstances have overtaken”.

Cllr Greenaway said that it was a “familiar problem”, and that in the past they had “tried to set up minibuses, but the actual expense is no cheaper to do it that way than it would be to hire a taxi”.

The Clerk said that regarding Cllr Yorke’s point, it was in the development plan and Cllr Salter was the lead with staff support, so they had started to make enquiries. She told members that 92 children from the parish attended Ercall wood and 25 attended Charlton.

Cllr Davies said it was not just those two schools; it was also “hard to get to Langley and Thomas Telford School, so it’s an issue”. He suggested it could be raised at the Lawley Partnership Board meeting, adding that it would “take partners to come to the table as a statutory issue”. Cllr Mehta asked to be reminded to take it to the next LPB meeting.



2022/024 – Correspondence

The Clerk said that a member of the public had contacted Cllr Yorke in his former capacity as Chair, to say that she had visited the war memorial but found her great uncle's name was spelt incorrectly.

The Clerk said that both she and Cllr Yorke were "horrified" and responded to the resident to say they would look into it. It needed to be treated with respect, she added.

She had investigated and found that the roll of honour at Shropshire Council is spelt the same, incorrect way; this is also the case on the old Wellington Memorial, however, she looked at TWC's roll of honour and found they had spelt the name correctly, as indicated by the resident. She had contacted the historian from the war memorial working group and asked him to "double-double check".

She said the way in which the spelling needed to be changed made it difficult to correct on the plaque. She said she would investigate, but she could go back to the fabricators and ask about the cost of a laser cut panel.

Cllr Mehta said that was "the best bet". The Clerk said she thought it would cost at least a thousand pounds due to the metal used on the roll of honour, which Cllr Parker queried. A discussion was had as to whether it was brass over a stainless-steel plate, or stainless steel over brass.

Cllr Mehta said to go back and check.

Cllr Salter asked if they couldn't ask the resident for evidence regarding the spelling of the name. Cllr Greenaway said that she would get the details and check.

Councillors were happy for the Clerk to get quotes for the work.

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.

2022/025 – Confidential items

Items were noted.

2022/026 – Agenda items for the next meeting

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



2022/027 – Date of next meeting

It was **noted** that the **Full Council Meeting** would take place on **Monday 13 June 2022 at 6pm**, at **Dawley Baptist Church**.

The meeting closed at **19:36**.

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
055	2021/125/A		The Clerk to cease the current BT contract, obtain the refund and seek an alternative supplier	SG	22.2.22		Obtain refund, complete VOIP and cancel 2 nd b/band contract
056	2021/126		The Clerk to check if Sanctuary is responsible for the block paving	SG	17.03.22		Contact to verify ownership
057	2021/128/C		The Clerk to issue a reminder regarding the wildflower project	SG	17.03.22		Organise meeting with JG/CH and verify funds
058	2021/145	17/03/2022	Clerk to raise the High Fields/Glendale congestion issue at the next Highways meeting.	SG	07/04/2022		
059	2021/156	07/04/2022	The grants compilation table to include the total funds available for the year moving forward	SG/RB	05/05/2022		



060	2021/160	07/04/2022	Jill Holland to arrange for the local police constable to attend Full Council meetings roughly quarterly.	JH	Ongoing		
061	2021/160	07/04/2022	Clerk to find out where the S106 bus service money has gone, using an FOI request if necessary.	SG			
062	2021/161	07/04/2022	Deputy Clerk to return to Full Council with further information about the provision of community library boxes.	JH	05/05/2022		
101	2022/010	05/05/2022	Clerk to pass Cllr Mehta's TWC email address to the Telford Bus Users Group and inform them that he will be attending on behalf of the Parish Council.	SG	13/06/2022		
102	2022/010	05/05/2022	Clerk to pass Cllr Mehta's TWC email address to the Steering/Project Group (Lawley SUE) and inform them that he will be attending on behalf of the Parish Council.	SG	13/06/2022		
103	2022/010	05/05/2022	Clerk to pass Cllr Mehta's TWC email address to the LVMC and inform them that he will be attending on behalf of the Parish Council.	SG	13/06/2022		
104	2022/016	05/05/2022	Clerk to provide members with information on receiving parish council code of conduct training.	SG	13/06/2022		
105	2022/020	05/05/2022	Clerk to add Cllr Salter as a signatory to Unity's online banking system and find out how to re-attempt Cllr Mehta's process.	SG, CS, RM	13/06/2022		
106	2022/020	05/05/2022	Clerk to send out bank reconciliations to members as soon as they are available.	SG	13/06/2022		
107	2022/021	05/05/2022	Clerk to bring back quotes for paying someone to setup the SIDs.	SG	13/06/2022		
108	2022/021	05/05/2022	Clerk to enquire with Idverde about setting up the SIDs.	SG	13/06/2022		

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.