



13 June 2022 Full Council meeting minutes

Minutes from 13 June 2022 meeting held at **Dawley Baptist Church, Dawley Bank, Telford TF4 2BB.**

In attendance

Members

- Cllr Shaun Davies (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)

Clerk

- Sharon George

Staff

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

In Attendance

- PC Dave Worrall (Lawley & Overdale SNT)
- Jacqui Yorke (public)
- Mario Paparelli (Insignis)

2022/028 – Chair's welcome

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

2022/029 – Apologies

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 Jayne Greenaway (Central Ward) – Personal meeting
- Cllr Amrik Jhawar (Central Ward) – Holiday

Departures:

- PC Dave Worrall (Lawley & Overdale SNT) – 18:33
- Cllr Shaun Davies (Central Ward) – 19:30
- Cllr John Yorke (Dawley Bank Ward) – 19:59



2022/030 – Declarations of interest

Cllr Rob Parker

Interest: Finances

Declaration: Councillors' allowance

Minute no: 2022/030

2022/031 – Investment opportunities

Mario Paparelli (Insignis) attended to verify signatures and ID for Councillors regarding the investment documents.

2022/032 – Public participation

No members of the public wished to speak.

2022/033 – PC Dave Worrall – SNT update

PC Worrall introduced himself to councillors and gave them a summary of the role and function of the Safer Neighbourhood Team (SNT). He said that the SNT had a “great working relationship with the Parish Council team, [the Parish Environmental Team], and [they] also have contact with BVT [Bournville Village Trust].

PC Worrall said that the SNT was in contact with Cllr Salter regarding the Community Speed Watch, which they were “very keen to increase”. They were also doing mobile police surgeries around the parish every Friday, which they might be able to increase now that they had their own engagement van.

Cllr John Yorke asked if there was anything the Council should be aware of. PC Worrall explained that the number one issue was speeding around Lawley Drive; they undertook speeding enforcement when they could, as it was “a worrying road”, on which there had been “a couple of RTCs [road traffic collisions] recently all involving speeding. He added that Birchfield Way, on which there was a 20mph limit, was another troubling spot, but it was not adopted so signs weren’t up. He said that the SNT were “on top of it”.

Cllr Cathy Salter told PC Worrall that residents had been saying people were using Bryce Way as a shortcut to avoid traffic lights.

The Clerk added that PC Worrall had reported to her that morning that there had been lots of graffiti at Princes End, on the Village Green multi-use games area (MUGA), and main bridge across Lawley Drive, though both the SNT and the Community Action Team enforcement officers were aware. The incident on the Village Green should be on-camera, she said. PC Worrall added that the SNT was aware of people fishing on the green. They were looking at putting Smart Water on the clock tower, after an attempt to steal lead.



2022/034 – Minutes of the last meeting

The minutes from the **Full Council Meeting** held on **5 May 2022** were **APPROVED**. It was **RESOLVED** that the minutes be signed and **ADOPTED** as a true record. This was **PROPOSED** by Cllr Cathy Salter and **SECONDED** by Cllr Shaun Davies.

Cllr Yorke asked if there was an update regarding the senior school bus service. Cllr Davies said that it was being dealt with by the Borough Council, and there had been progress but there was nothing to be shared.

The Clerk added that Arriva had told them it was not their decision; they had made the financial decision whether it was a viable route, but Telford & Wrekin Council had not accepted a meeting from them.

2022/035 – Finance

2022/035/A – Invoices for payment

The Clerk explained that there were “quite a few”, and some had been sent out earlier that day for June by email, but she needed signatures on the hard copies.

The Clerk then discussed the issue with authorised councillors on the Parish Council’s bank account. She explained that she had taken Lee Vidor off the account and added Cllr Salter and Jill Holland. Cllr Salter said that she hadn’t received anything yet.

Cllr Parker pointed out that one of the payments for authorisation was his councillor’s allowance, which he could not authorise himself.

Cllr Mehta then discussed how the authorisation process with the bank worked and enquired as to why he hadn’t received confirmation – though he was confusing it a form he’d signed earlier. The Clerk said that he was already on the bank account, but never setup his login information. She said she would chase both Cllr Salter and Cllr Mehta’s process. She highlighted that they needed a third person as Cllrs Parker and Greenaway could authorise everything barring their own allowances.

Cllr Parker said that there were “a lot of significant items on these invoices for payment” and asked where the authority for those spends had come from. “Where’s the signature that says, ‘yes buy them’?” he asked.

The Clerk said that was what the invoices for payment process was for, to which Cllr Parker replied that it was “after the fact”. The Clerk explained that she had authorised them under 5.5 of financial regulations Cllr Parker asked where that was stated; the Clerk said it had never been requested before. She said that she knew they were “on a mission with finance regulations at the moment” and pointed out that they had got things on contract that Council had agreed, so when the bill came in, they didn’t need to get authorisation. She pointed out that it was in the budget to service events. Cllr Parker said they had “agreed a budget but [hadn’t] agreed what to spend on those bills”.

The Clerk said that she was “at a loss”, and after 11 years had “never been asked that question, it’s never come up before”. Cllr Parker said that the questions had now been asked, and the financial regulations were at the last meeting.

Cllr Mehta said they needed to find a way to move forward. A detailed discussion was had about the existing financial regulations, the model regulations – thought to be “outdated” in parts – and the work that had been



done to update them by Jill Holland, who explained they would be coming to the next Finance Committee meeting in July.

Cllr Yorke said that he felt that having every expense would be like “putting shackles on the staff.” Cllr Parker said they would be “office accounts into disrepute if we don’t follow current regs”.

Cllr Davies said they had to follow their financial regulations whether they “like them or not” and expressed that if they weren’t following the financial regulations, it was “a serious matter”. He agreed with Ms Holland that they needed amending, as there were more efficient ways to do things, but reiterated that “they are the regs”. He said he was “a bit concerned” as to him “it sounds like for a number of years they haven’t been followed”. He asked what the next steps were.

Cllr Mehta asked Cllr Parker whether they were going to approve the invoices they had been presented with. He replied that he didn’t know, but if people were happy, they would “have to sign them off”. The Clerk said that this had been the case for the last 11 years.

The Clerk and Cllr Parker had a heated discussion about the practicalities of the regulations, and the difficulties in running events if every payment had to be authorised by councillors.

Cllr John Yorke **PROPOSED** authorising the invoices, stating that they were there “for the benefit of the people”.

Cllr Mehta asked if, going forward, they could “follow what our regs say” then have a conversation about amending them at the Finance Committee meeting. The Clerk reiterated that it was not practical and wished it to be minuted that she took “great exception to the inference around the comments being made”.

Cllr Cathy Salter **SECONDED** Cllr Yorke’s proposal and pointed out that they had to pay the invoices.

Cllrs Davies and Parker continued to discuss paying invoices when there was a ‘paper trail’.

The Clerk said that it seemed “the inference” was that “the clerk is responsible”. Cllr Parker said that wasn’t the case. Another discussion was had about the work that she, Ms Holland, and Cllr Parker had been doing to update the financial regulations. The Clerk pointed out that she may be the responsible finance officer, but that councillors also had to take financial responsibility. Cllr Parker said, “that’s exactly what we’ve been doing”.

Cllr Mehta said they would pay the invoices presented to them, but they should “take it back to Finance, then bring it back to Full Council”.

2022/035/B – Bank reconciliations

The Clerk informed members the reconciliations had come out that afternoon.

PC Worrall departed the meeting at 18:33.

Cllr Parker. Clerk says they must be signed by the chair. Rob says so long as they’re signed tonight no problem.

Cllr Davies asked about the ability to flag if figures were “off to where they should be”; he acknowledged that it didn’t apply at the time but may by October. The Clerk said that the system wouldn’t flag it, but they would do it manually. Jill Holland added that it was produced monthly, at members’ request, and it would “flag-up any overs or unders”. Cllr Davies asked if they would manually highlight that, to which the Clerk replied that it would be annotated.

2022/035/C – Financial position report

Members noted the report.



2022/035/D – Internal Audit Report

Members noted the report.

Ms Holland asked members if they were prepared to re-appoint the new internal auditor, noting that the Council usually appointed on a three-year basis. The Clerk added that it was difficult to get internal auditors at that time. Cllr Davies asked if he was the most competitive; Ms Holland said yes, and he had also had the most experience. All members were happy to reappoint.

2022/035/E – Annual Governance and Accountability Statements (AGAR) 2021 – 2022

The Clerk presented the AGAR for agreement. Members went through the Accounting Statement and were happy with the report and supporting documentation. The Annual Governance statement was gone through item by item, and the form completed. The Chairman and the Clerk signed the document.

2022/035/F – Grant applications and compilation table

Ms Holland explained that they had been approached by an Overdale resident about setting up a children's football club. The staff team had worked with them, and they had got a bank account, and had been signposted to other funding providers. The group was going to be at the cancelled Queen's Platinum Jubilee event too. She said that they had already got enough numbers for "three teams, all necessary training, and enthusiasm". They would be attending the Safer, Stronger Communities launch at the Carpenter Centre. The group had asked for over £5,000, she said, which the team had explained that Parish Council grants didn't stretch that far, to which the group said, "anything we could award them would be appreciated".

Cllr Davies thought it was "a really good idea". He **PROPOSED** that although they would normally only give £250 to one group, but given there were three teams, the Council could give £250 to each team, but ringfenced to cover pitch hire costs.

Cllr Yorke asked if the Council awarded £750 to this group, would it leave too little in the budget for the rest of the year and "end up penalising others". Cllr Davies said that they had "other funding mechanisms", and the Clerk said that with councillor approval, under S137 general powers they could move funds.

Cllr Parker **SECONDED** Cllr Davies' proposal.

Cllr Parker suggested that the club look at sponsorships to fund their kit, highlighting that Lawley & Lightmoor had a £10 a month membership and people didn't have to pay for their kits. Ms Holland said they had already approached Overdale Stores, who had agreed to sponsor them. and they're going to sponsor them.

● **DECISION: Lawley and Overdale Parish Council to issue a £750 grant to Overdale Children's Football Club, Telford Cyclones.**

2022/035/G – Air conditioning – Unit 2 – quote for consideration

Cllr Parker asked how long the new would last, as the ones they already had hadn't "lasted long". He also asked where the budget for it was. The Clerk said there wasn't one, but the person issuing the quote said that they were "cheap and nasty to begin with". She explained that there was a bucket under one unit as it was leaking, and without being able to open the windows the office grew too hot to work. It was agreed that the question of longevity would be asked.

Cllr Davies asked two questions; firstly, if they had any other quotes that came forward. Secondly, "given the estate review and plans going forward, just in terms of value for money, and given the potential of moving out, does this add to attractiveness of the unit itself".



The Clerk explained that there were no other quotes, as this arose due to repair work, and didn't want to pursue other quotes in case councillors weren't amenable. Cllr Mehta asks if they can't fix it. Jill explains positioning problems. And age of unit is an issue.

Councillors discussed the value long-lasting air conditioning units may bring to the office.

- **ACTION 109: Jill Holland to bring two additional air conditioning quotes to the next Full Council meeting.**

2022/036 – Councillors' session

Cllr John Yorke reported that:

- Some of the residents on Phase 11 had advised that they had written confirmation from Homes England that there were problems on site regarding home ownership, and long-established rights of way. Ownership with an alleged owner in Ladygrove "has been found there is a thing called right of road, which Homes England hoped to resolve 12 weeks ago, but they still in talks with solicitors".

Cllr Rob Parker reported that:

- He had a question about whether the speed indicator devices (SIDs) could be located on Caledonian Way. The Clerk explained that TWC was chasing the missing SID, and that she had pursued quotes from Idverde about installing them. She also explained that the new SID was extremely heavy, and that the PET operative couldn't do it as they hadn't had ladder training.

Cllr Parker said his view was that we had spent the money, so they needed to be put up. The Clerk said that any lamppost on which the SID was installed would need to be properly checked to ensure it was structurally sound due to their weight. Cllr Davies asked if she had spoken to other councils, and Cllr Mehta said to do so.

- **ACTION 110: Clerk to ask other parish councils about their SIDs.**

The Clerk asked councillors about **selling the old SIDs**, as she believed Madeley had sold theirs on eBay. As they were on the asset register, she needed councillor approval, however. Cllr Davies said that they "might as well", and Cllr Mehta wanted to see what they could be sold for. Cllr Rob Parker **PROPOSED**, and Cllr Raj Mehta **SECONDED**.

Cllr Cathy Salter reported that:

- A resident had contacted her about Bryce Way, which was being used as a cut-through by drivers. It was a residential area with children playing there.
- Some 4x4s had gone down Hutchinson Way and had ruined the whole track and made it difficult for walkers to use.

Cllr Shaun Davies reported that:

- A grant application was going to be put in for some signage around Dawley Bank, as part of what they were doing to make the area a centre. Two other things residents had asked for were CCTV, Christmas lights, and a noticeboard. He said he would return to Full Council to ask councillors to support these financially.



Cllr Raj Mehta reported that:

- He had attended the Lawley Jubilee event, and “the residents came out, it was pretty good”. He knew the Parish Council’s got cancelled, but for the Lawley Partnership Board one “residents still came out, people were happy even though a bit of rain. He thanked Simon Bailey for being there and reiterated that people came out for the event. “Feedback from residents – it was nice, and thank you, and for our Parish support”.

2022/037 – Ward members’ session

Ward members’ reports were delivered in the Councillors’ session.

2022/038 – Calendar of meetings

The Clerk reminded councillors that at the last meeting it was agreed that Full Council meetings would take place on alternate days of the week, sequentially from Monday to Thursday, until November. But the dates legally needed to be published, so they needed agreement of what happened after November.

Cllr Davies asked if the dates could be amended after publication, to which the Clerk said yes. Cllr Shaun Davies **PROPOSED** we publish it according to the agreed sequence, with a proviso that they may be subject to change should councillors change their minds. Cllr Rob Parker **SECONDED**.

Cllr Davies asked for it to be an agenda item for October’s meeting for review.

The Clerk said that they had no agreement for committee meetings, and they needed a Personnel Committee meeting as soon as possible, reminding them that the one in April was cancelled as it was not quorate. They had to deal not only with staff appraisals, but also outstanding items from December’s meeting.

The Clerk said it would be quorate if three members agreed a date. Cllrs Davies, Mehta, and Salter said they would be free on Monday 20 June in the morning. They discussed a venue; Ms Holland said she would look around, but otherwise the office would be fine.

The Clerk then asked for the same for Finance Committee. Cllr Parker suggested he could meet on Wednesday 13 July. The Clerk said that ideally dates would be set for the year, but “rather than waste time” they could agree dates with that committee. All members were happy.

The Clerk said that they had discussed alternating venues for Full Council meetings around the parish. Cllr Parker said that it would depend on costs, as the Carpenter Centre was comparatively expensive. Members agreed to continue holding Full Council meetings at Dawley Baptist Church.

2022/039 – Community affairs

2022/039/A – LOPC and Community Action Team (CAT)

Ms Holland summarised the contents of the report, including fly-tipping becoming a problem in the parish – although a new camera on Arleston Lane allowed them to catch a repeat offender and issue a penalty notice – and illegal fishing. They were working with the rural SNT team, which patrolled at night-times and evenings



around the various pools in the borough and had agreed to include Lawley in their patrols. They had already caught some illegal fishers, she said. New 'no fishing' signs had been ordered.

2022/039/B – CAT and Parish Environmental Team (PET) verbal update

The Clerk said that their officer was on annual leave, but everything was “working as it should be”.

Ms Holland said that these didn't need to be separate items on the agenda anymore, as they were “working together much better”.

2022/039/C – Safer, Stronger Communities (SSC)

The Clerk told members that there was due to be an SSC launch on 25 June at the Carpenter Centre, if any councillors would like to attend. She added that the Carpenter Centre would be retaining its name, following outcry on social media from residents who originally raised money for the facility. She had been in touch with Betty Carpenter's daughters, who still lived in Overdale. Signage on the building was removed at an “unknown time by unknown persons”, but she had spoken with Cllr Callear to get it back up. They had received quotes, one of which was agreed at the last meeting, and the sign would be fitted on 20 June – Betty Carpenter's daughters were “over the moon”, she added, and they would be getting together to obtain old photos of Betty Carpenter and the groups, which would be displayed at the launch event. She added that it had been a “very long time coming”, and that she “would like to thank councillors for their persistence in keeping on about it”.

Cllr Yorke asked if there would be any cost involved for sign and would that need approval. The Clerk said it was agreed they should order it, and as they were already holding ward funding for the Carpenter Centre, it would be paid for out of that “while we sort out whether it's partnership working”. Cllr Mehta said he would ask the three other ward councillors, then he would “bring it back”.

2022/039/D – Events

Simon Bailey explained that on 5 June they should have had an Overdale Jubilee event, which they had decided to postpone due to the weather. They had got a new date of 17 July, at the same time; he'd had discussions with suppliers, and all had been accommodating, with no extra charge apart from the toilet providers, which would cost £100. Cllr Mehta asked, was everybody happy with the new date. Mr Bailey said all suppliers were able to accommodate that date. Cllr Mehta said that was also the date of Telford Carnival.

The grant money had to be spent before end of July, Mr Bailey said. The Clerk added that they we couldn't change the date as they had got supplier approval.

Cllr Davies said the footfall would be affected by the carnival. Mr Bailey suggested going out to suppliers and getting them to change the date again.

Cllr Salter asked what they would we do if suppliers said 'no, that has to be date' – would they still put it on? Cllr Davies said if there was an issue with the grant to let him know, and he would try to sort it.

Cllr York said he knew how hard it was to organise it. He said not everybody would or could attend the carnival but might attend something they could walk to. The Clerk added that there was a lot of disappointment in Overdale when it had to be cancelled, and everything at the event would be free, which would appeal to those on lower incomes.

Cllr Davies said he had no issue with doing the event, but he thought conflicting with a big event would “put residents in a position of choosing one or the other”.



Mr Bailey said he would see what he could do. Cllr Davies suggested moving the event to 16 June, the day before, but Mr Bailey said that Hammonds [the caterers] couldn't do Saturdays.

● **ACTION 111: Simon Bailey to investigate alternative dates for Overdale's rescheduled Queen's Platinum Jubilee Party.**

Mr Bailey said that it was Summer Fest in two weeks, which was progressing well. He asked Cllr Mehta if he, as Chair and the mayor, could do the opening of the event. Cllr Mehta said to send it to the mayor's office. Mr Bailey asked all councillors to fill in a form if they could support Summer Fest.

Finally, Mr Bailey asked councillors if they could attend the 'Day of Action' on 6 July. He said it would be an opportunity to meet with the SNT and the CAT.

2022/039/E – Christmas lights

Ms Holland summarised the contents of the report. She asked councillors if, with the current contract do they stay where they are currently, or switch to CMK. Cllr Parker said it was a third of the price, and indicated agreement, but asked for a third quote. Ms Holland said she had tried to obtain another quote but couldn't.

Cllr Davies said this was "a difficult market", but he thought CMK were a "decent provider". He said, "the more you package up, for longer, the better value you get". In his view, owning your own lights "is not that great", as while you "save money" they became "out of date", and you didn't "get new tech like LED". He would want to know how much it would be to lease lights over time. He added "just as a plea – could Dawley Bank be included with a partner agreement with [Great Dawley]". Cllr Davies said to ask CMK to work up some more options, and to "indicate we will take a contract but it's just a case of what we want".

Cllr Yorke said they had to move this along, as "people [were] getting restless".

Ms Holland said the other spec was Overdale, where CMK thought they could hang some lights for £1100 plus VAT. She said she would investigate how much to hire and how much to buy. Cllr Davies said to package them together.

● **ACTION 112: Jill Holland to investigate different packages with CMK, including Overdale and Dawley Bank.**

Cllr Parker said he got the sense they are much better value, though they should "keep the lights we've got until they go".

2022/039/F – Lawley Management Committee (LMC) update

The Clerk indicated that Cllr Mehta had agreed to go as Ms Holland no longer could. Cllr Mehta said he will have the minutes emailed to members and would provide updates.

2022/039/G – Lawley Partnership Board (LPB) update

The Clerk said there hadn't been a meeting since April. She asked if there was any information about the new Chair; Cllr Mehta said nothing had come through, but he would send an email when he got information.

Cllr Yorke said that the last minutes/financial accounts suggested there was only around £48,000 left. He thought "this was ongoing thing" and wondered "when's it getting a top-up".

The Clerk said that once they had a date for the next meeting, she would send an email out if members had questions for Cllr Mehta to put to the LPB.



2022/039/H – Chairman’s monthly videos

Cllr Mehta told members that he would be doing monthly videos at different venues around the parish, and if members had anything they wanted to include they should let him know.

2022/040 – Correspondence

The Clerk summarised the contents of a ‘thank you’ letter they had received from Dawley Hamlets, after LOPC’s PET cleaned/weeded an area at Lawley gate that had not been done for three years. “Their councillors were very appreciative”, she said.

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.

2022/041 – Confidential items

Items were noted.

2022/042 – Agenda items for the next meeting

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

2022/043 – Date of next meeting

It was **noted** that the **Full Council Meeting** would take place on **Tuesday 12 July 2022 at 6pm**, at **Dawley Baptist Church, Dawley Bank**.

The meeting closed at **20:06**.

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/Salter/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	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	COMPLETED	24/11/2021	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 despite several meeting with officers – no dates provided
062	2021/161	07/04/2022	Deputy Clerk to return to Full Council with further information about the provision of community library boxes.	JH	ONGOING		Contact made with other Parishes on process and quotes being obtained
107	2022/021	05/05/2022	Clerk to bring back quotes for paying someone to setup the SIDs.	SG	ONGOING	13/06/2022	Idverde shall undertake this when operative have completed the relevant ladder training.
112	2022/039	13/06/2022	Jill Holland to investigate different packages with CMK, including Overdale no, already have this and Dawley Bank	JH	12/07/2022		Obtained for Dawley Bank and Old Park. Awaiting confirmation of Councillor Ward funding for the latter.



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.