



# 13 October 2022 Full Council meeting minutes

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

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## In attendance

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### Members

- Cllr Shaun Davies (Central Ward)
- Cllr Amrik Jhawar (Central Ward)
- Cllr Luke Lewis (Central Ward)
- Cllr Raj Mehta (Lawley Ward) – Chair
- Cllr Rob Parker (West Ward)
- Cllr Cathy Salter (Lawley Ward)
- Cllr John Yorke (Dawley Bank Ward)

### Deputy Clerk

- Jill Holland

### Staff

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

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## 2022/044 – Chair's welcome

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

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## 2022/045 – Apologies

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*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) – Bereavement

### Departures:

- Staff were asked to leave the meeting at 19:30
- The Deputy Clerk departed the meeting at 19:35
- Cllr Shaun Davies departed the meeting at 19:40
- Cllr Amrik Jhawar departed the meeting at 19:40



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## 2022/046 – Declarations of interest

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Cllr Amrik Jhawar

**Interest:** Planning

**Declaration:** Member of Planning Committee

**Minute no:** 2022/046

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## 2022/047 – Public participation

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No members of the public were present.

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## 2022/048 – Minutes of the last meeting

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The minutes from the **Full Council Meeting** held on **13 June 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 John Yorke.

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## 2022/049 – Finance

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### 2022/049/A – Annual Governance & Accountability Return (AGAR) 2021-2022

Members noted the report.

### 2022/049/B – Financial position report

The Deputy Clerk queried the reserves income transaction at the Full Council meeting on 27 January, where it was agreed to make a transfer but didn't say where they wanted it from. Cllr Parker indicated it should come from general reserves.

The Deputy Clerk advised that the Finance Committee had questioned why salaries were so low and explained that at this point last year an uplift was given following a national agreement, which included back-dated pay from April 2021. There was also a member of staff who was on higher pay.

She added that negotiations were ongoing between the government and trade unions for the current years uplift. The results of which would be announced shortly. Cllr Parker asked if that was in the budget, to which the Deputy Clerk advised it was not yet, and it would be brought to the Finance Committee once an agreement had been reached.

Cllr Davies asked if the staff budget was based on the top of the scales so there would be flexibility. The Deputy Clerk indicated that she understood this was the case and that Council had requested this when setting the budget. Cllr Yorke added this had been previously agreed. She added that budget setting for next year would soon need to be undertaken and Cllr Parker said that they would need to factor in the news that they had learnt today.

The Deputy Clerk advised that the payroll costs were at a deficit due to the investigation and report undertaken by Tax Assist in relation to NEST and HMRC and that there would be another six or seven months of payroll administration fees. She suggested the Council agree to a virement to cover it from elsewhere, and suggested using the Chair's/Members' allowance, as nothing else would be spent from there. Cllr Rob Parker agreed.



The Deputy Clerk said that £100,000 was agreed at Full Council on 5 May to be used for Insignis and was taken from the Unity 1 account to make it easier for auditing purposes, however this would impact the end-of-year if nothing was done about it. She proposed writing a cheque from another account to deposit into the account to enable it to balance. Cllr Parker said that it should never have been applied to this year's accounts, as it was not an expenditure, just a movement from one account to another. Moving money would be the wrong thing to do, rather they should delete or reverse the entry. Cllr Parker indicated that he would come into the office to assist the Deputy Clerk.

#### **2022/049/C – Financial Regulations**

The Deputy Clerk advised that herself, the Clerk, and Cllr Parker had reviewed the Finance Regulations, comparing them to the model regulations and other similarly sized Councils to obtain best practice. This was presented to the Finance Committee in September, and the amendments were from comments of that meeting.

Cllr Davies asked if there were any issues arising from the old regulations that needed to be corrected. The Deputy Clerk did not believe so and added that the regulations included everything they should be doing. Cllr Parker said nothing hugely significant had changed, though the principles around authorisations aren't what they had been doing. The new regulations hadn't been adopted yet, so they were still operating under the old regulations until they were.

Cllr Davies **PROPOSED**, the changes to the Financial Regulations. Cllr Parker **SECONDED**. All agreed.

The Deputy Clerk added that that interim staff appraisals should be reviewed annually in October for budgetary purposes, but they hadn't been able to do them. Cllr Parker said they needed to do a salary plan but said that he understood.

Cllr Davies wondered whether they could agree to do a review of a scheme of delegation as well. He said it would allow some decisions to be made by committees, which would be helpful.

#### **2022/049/C/i – Authorisation rota**

The Deputy Clerk understood that all Councillors should have access to the bank accounts so were able to provide the codes for payment. The rota had been devised per the Financial Regulations and included substitutes, so it was not left to the same Councillors to provide the codes and to ensure invoices were approved on time. Cllr Parker said that it was important that the work gets shared around, and that different people made payments at the bank to those who signed them off.

The Deputy Clerk said she had limited access to the bank, but if anybody was struggling with their login, she believed she could help. Cllrs Lewis and Mehta indicated that they needed help.

#### **2022/049/D – Invoices for payment**

A discussion was had regarding authorisations. The Deputy Clerk indicated that regular payments could be authorised at the Annual Meeting of the Council, then any other payments such as big event purchases or emergency repairs, should go to Full Council.

Simon Bailey asked if he needed authorisation for each purchase regarding events, since an events budget was set. Cllr Davies felt there was a more efficient way of doing things, and that their problem was everything was coming to Full Council. He suggested having a conversation with the Councils at Wellington or Dawley, as that level of detail doesn't go to Full Council anywhere else.

Cllr Salter said that anything under £500 could be delegated to the Chair or Clerk so they didn't have to bring them to Full Council. She added that an entertainment committee would be a good idea.



Cllr Davies said that Wellington and Dawley only met four times a year, then delegated to their committees, with Full Council being for big ticket items. Cllr Parker thought that anything over £5,000 should go to the Full Council and in-between should go to a committee. He added that this was public money; they needed sufficient controls to ensure they were not exceeding budget and were spending the money on the right things.

Cllr Davies reiterated that he thought they should talk to larger Councils and mimic their processes, adding that he didn't think there was a conflict between managing public money and appropriate delegation. He pointed out that they were 35 minutes into the meeting and had only talked about internal stuff, not the community.

● **Action 113: Deputy Clerk to contact either Wellington or Great Dawley Town Council to discuss delegation and committees.**

Cllr Parker said that until they had a delegated committee, anything more than £500 had to come to Full Council.

Councillors discussed delegated committees further.

**2022/049/E – Bank reconciliations**

Approved.

**2022/050/F – Grant applications**

An application had been received from Puddleducks nursery to purchase some additional fencing for the playground.

Councillors discussed whether the responsibility for such a structure was that of the Parish Council in a Health & Safety capacity or whether the intended works were for cosmetic reasons. If it was the former, then the Council would be required to pay for the works, if it was the latter then Council agreed to grant the £300.

Cllr Davies **PROPOSED**. Cllr Parker **SECONDED**. All agreed.

Cllr Lewis advised that he would be meeting with Rachel Bailey to undertake a Health & Safety review of the community centre and would take a look at this whilst he was there.

**2022/049/F – LCC cleaner/caretaking contract**

The Deputy Clerk explained that the contract was at an end and that the normal process would be to advertise for tenders. She had looked at the last tender process, and the cost of advertising in newspapers was circa £500/£600. Given the Parish Council was considering a new facility, which would require a more intensive caretaking regime, she said it may be advisable to continue with the current provider for consistency as well as cost. She added that the increased costs were due to the additional number of bookings and cost of materials etc.

She said that the contract expired at the end of October but suggested that no increases take effect until the start of the new tax year.

Cllr Davies **PROPOSED** keeping it as a rolling contract if the costs were not due to increase until the new financial year and go out to tender between now and March. Cllr Parker **SECONDED**. All agreed.

The Deputy Clerk would investigate.

● **Action 114: Deputy Clerk to investigate the cleaning contract and prepare for the tender process for next year**



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## 2022/050 – Councillors' session

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### Cllr John Yorke reported that:

- He had received complaints from residents of Concord about informal parking spaces being used by parents, who were now parking on both sides. The Deputy Clerk advised that she had contacted both the Community Action Team (CAT) and the Safer Neighbourhood Team (SNT), to make them aware and to request they include the area in their patrols. However, from the photographs it was understood that whilst the parking was inappropriate, it was not illegal.
- Regarding Phase 11, the resident's contention that they had private Rights of Way across the common were proved correct, so Phase 11 has had to be changed in light of this. The issue of the Rights of Way across Ladygrove were still ongoing.

### Cllr Rob Parker reported that:

- The lights were not working on the footpaths around Newdale pool and Birchfield. The Deputy Clerk explained that contractors had cut the power cables when the new barriers were installed. This had been identified and reported to the relevant department.

### Cllr Amrik Jhavar reported that:

- He had identified a few drop curbs in Overdale; Simon Hayden would be dealing with them as soon as possible. The Deputy Clerk advised that Mr Bailey had been assisting with this and between them had identified several locations.

### Cllr Cathy Salter reported that:

- She had received a speeding complaint from Bryce Way and had spoken to the SNT, who had undertaken a speed check. Several drivers were unaware that it was a 20mph limit. There was only one sign from the West Centre side, and it needed more. The SNT believed there should be repeated signage in a 20mph zone. She added that she would like a Speed Indicator Device (SIDs) installed. The Deputy Clerk advised that the staff were looking at funding for more SIDs and hoped to have a police officer at the next meeting with more information.
- She had received speeding complaints along Birchfield Way and again the SNT had undertaken a speed check. The speed limit is 20mph and the average speed was 22.5mph, although previously it was 17.7mph. There is no signage, and the road is straight off a dual carriageway into a residential area.
- She had been contacted about Station Road, where a resident had started a petition to improve safety. Cllr Davies indicated that there was a scheme in place to improve safety there.
- She had received reports of speeding on Heath Hill, in Dawley. Dawley SNT had undertaken speed checks, with the average being 34mph, which is under the posted 40mph. She thanked Great Dawley Town Council for installing a SID in the area. She added that road was used by a lot of school children and wondered if it could be looked at by Highways to reduce it from 40mph to 30mph.
- She expressed her gratitude to staff for the Overdale Jubilee event, which she thought was very good, well-attended, and a really nice day.

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## 2022/051 – Ward members' session

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### Cllr Raj Mehta reported that:

- He would also like to thank staff for the Overdale Jubilee event.



- A dropped curb was needed coming out of Lawley Bank Court, on the road towards the pharmacy. People were bringing wheelchairs out there. The Deputy Clerk queried if this was the same problem reported earlier in the year, as if it was then the area outside the building was the responsibility of Sanctuary.

- **Action 115: Deputy Clerk to determine responsibility of area and investigate the feasibility of a dropped kerb**

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## 2022/052 – Community affairs

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### 2022/052/A – Community Action Team (CAT)/Parish Environmental Team (PET) update

The Deputy Clerk advised the Parish now had a new apprentice and that she would be requesting a reduction in the invoice to reflect the period of time when one was not available.

A new CCTV unit had been installed on Lawley Village Green, in partnership with the anti-social behaviour (ASB) team at Telford & Wrekin Council, to deter ASB around benches. The replacement slats had been installed the previous day.

Dog fouling continues to be a major problem everywhere, however, the staff were working with the CAT, who had provided the Council with free 'We're Watching You' signs. Cllr Davies asserted that the signs were "really effective". The Deputy Clerk added that new regulations meant there were new fines for dog owners; for not carrying bags, fouling, and for letting dogs into enclosed play areas.

### 2022/052/B – Safer, Stronger Communities

The Deputy Clerk informed Councillors that herself and Mr Bailey had attended the community meeting in Overdale, but only two residents had attended. However, they had offered to assist the Council with leaflet drops in the area.

The Deputy Clerk said that Rachel Bailey, the Facilities and Community Liaison Officer, and Mr Bailey had been undertaking work to get the Carpenter Centre reopen for community groups, and Mrs Bailey had met with Age UK and Learn Direct, to investigate what assistance they could provide.

### 2022/052/C – Events update

Mr Bailey summarised the events document. He asked Councillors for two decisions. Firstly, if they could support another prostate cancer event in 2023. Cllr Davies indicated to add it to the list.

Secondly, Mr Bailey proposed a date of 8 July 2023 for the next Summer Fest event and asked if members were happy. Members agreed.

For Remembrance Day on 13 November, Mr Bailey had been approached by Rev. Steph Warrell, who would like to facilitate the event. Cllr Mehta thought this was a good idea, as did Cllr Yorke, who remembered some comments from the previous year that the service was a non-religious one. All agreed.

Mr Bailey advised that when the Christmas events budget was set, the medical assistance had been omitted. The cost would be £290 for each event, however, he had applied for a grant from the Lawley Partnership Board (LPB) towards Lawley, so it would Council would only be required to pay for Overdale. Cllr Davies **PROPOSED**, Cllr Parker **SECONDED**. All agreed.



Cllr Davies asked if they could put on an event for the Kings Coronation. Mr Bailey replied that he had had an initial discussion with the LPB and Bournville Village Trust, but there were no details yet. The Deputy Clerk queried if any funding would be available from the Borough Council to which Cllr Davies thought there may be.

#### **2022/052/D – Lawley Partnership Board verbal update**

Cllr Mehta gave a brief update.

- There were to be four new transport routes for schools in Wellington of which Lawley was included. The Borough Council have requested tenders and transport surveys have been undertaken. They would be affordable for children to go to school and further information would be released around January.
- 'Welcome to Lawley' signs would be up by the end of November.
- Speeding posters, which himself and Cllr Greenaway had judged, would be installed around Lawley near Christmas.
- Regarding the extra Christmas lights and trees, the tree planting had been delayed, but the wildflowers were ordered.
- There would be a Celebrating Lawley event on 22 October in Lawley, organised by the LPB with all partners and the Interfaith Council. There would also be a Lawley mascot unveiled on 22 October.
- Extra speed cameras were coming at the latest by the end of December.

#### **2022/052/E – Highways**

Members noted the report.

The Deputy Clerk added that a couple of businesses from Lawley Square had come into the office regarding the traffic lighting sequence next to the Grazing Cow, along West Centre Way, which was only letting three cars out at a time. She had contacted Highways who confirmed it was a problem with the sequencing, and that it should have now been fixed.

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#### **2022/053 – SLCC Civility & Respect Pledge**

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The Deputy Clerk referred to the email she had previously distributed regarding the Civility and Respect training courses for Councillors and staff. Although not mandatory, the SLCC were hoping that all Councils would sign up to the pledge. By autumn there should be a more parish-friendly version, and they envisaged every Borough Council adopting a pledge which would filter down to Parish Councils.

Cllr Davies thought they should wait for the final version to come through, and Cllr Mehta agreed. The Deputy Clerk asked if any Councillors wished to attend the training, then they should email her.

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#### **2022/054 – Correspondence**

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There was no correspondence.

#### **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.





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## 2022/055 – Confidential items

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Items were noted.

*All staff were asked to leave the meeting at 19:30*

*The Deputy Clerk departed the meeting at 19:35*

*Cllr Shaun Davies departed the meeting at 19:40*

*Cllr Amrik Jhawar departed the meeting at 19:40*

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## 2022/056 – Agenda items for the next meeting

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

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## 2022/057 – Date of next meeting

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It was **noted** that the next Full Council Meeting would take place on **Monday 7 November 2022 at 6pm**, at **Dawley Baptist Church, Dawley Bank.**

The meeting closed at 19:50.

**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 | <b>COMPLETED</b> | 13/10/22    | Adoption of revised Financial Regulations   |
| 006   | 2020/160 | 15/04/2021 | Councillors to respond in a timely manner to all emails marked as 'response required.'                            | All councillors | <b>COMPLETED</b> | 13/10/22    | "Hopefully, we will become better boys and girls!" – Cllr John Yorke, 17/06/2021. Reiterated December 2021 Responses received |
| 034   | 2021/047 | 26/07/2021 | Clerk to insist that TWC respond to their questions about PROW.   | SG/JH           | <b>COMPLETED</b> | 13/10/22    | JH Ongoing dialogue with TWC<br>Discussions had with relevant Officer   |
| 047   | 2021/085 | 11/11/2021 | Clerk to chase up Highways regarding the promised works on Dawley Road.   | SG              | ONGOING          |             | Highways chased on 2 separate 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  |
| 060   | 2021/160 | 07/04/2022 | Jill Holland to arrange for the local police constable to attend Full Council meetings roughly quarterly.         | JH              | COMPLETED        | 13/10/22    | Agreed with SNT   |
| 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          |             | Awaiting quotes, chased on 2 occasions. Also investigating planning permissions/insurance.                                    |



|     |          |            |   |            |            |          |  |
|-----|----------|------------|---|------------|------------|----------|--|
| 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 |          | Cllr Salter added.                                     |
| 107 | 2022/021 | 05/05/2022 | Clerk to bring back quotes for paying someone to setup the SIDs.  | SG         | COMPLETED  | 13/10/22 | SID in situ. No cost incurred.                         |
| 109 | 2022/035 | 13/06/2022 | Deputy Clerk to bring two additional air conditioning quotes to the next Full Council meeting.                                | JH         | ONGOING    |          | Carried to meeting in December due to length of agenda |
| 110 | 2022/036 | 13/06/2022 | Clerk to ask other parish councils about their SIDs.  | SG         | COMPLETED  | 13/10/22 | Information obtained                                   |
| 111 | 2022/039 | 13/06/2022 | Simon Bailey to investigate alternative dates for Overdale's rescheduled Queen's Platinum Jubilee Party.                      | SB         | COMPLETED  | 13/10/22 | Held on 04/09/22                                       |
| 112 | 2022/039 | 13/06/2022 | Deputy Clerk to investigate different packages with CMK, including Overdale and Dawley Bank.                                  | JH         | COMPLETED  | 13/10/22 |  |
| 113 | 2022/049 | 13/10/2022 | Deputy Clerk to meet with either Wellington or Great Dawley Town Council to discuss delegation and committees.                | SB/JH      | ONGOING    |          |  |
| 114 | 2022/049 | 13/10/2022 | Deputy Clerk to investigate the cleaning contract for the Community Centre and tenders for next year.                         | JH         | ONGOING    |          |  |
| 115 | 2022/051 | 13/10/2022 | Deputy Clerk to ascertain responsibility for the area outside Lawley Bank Court and feasibility of a dropped kerb.            | JH         | ONGOING    |          |  |

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.