



# 13 December 2022 Full Council meeting minutes

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

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## In attendance

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### Members

- Cllr Jayne Greenaway (Central Ward)
- Cllr Raj Mehta (Lawley Ward) – Chair
- Cllr Rob Parker (West Ward)
- Cllr Cathy Salter (Lawley Ward)
- Cllr John Yorke (Dawley Bank Ward)

### Clerk

- Simon Eccleston (Locum Clerk)
- Jill Holland (Deputy Clerk)

### Staff

- Matt Lever (Administration Assistant)

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## 2022/072 – Chair's welcome

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

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## 2022/073 – 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 Shaun Davies (Central Ward) – Work commitments
- Cllr Luke Lewis (Central Ward) – Work commitments
- Cllr Amrik Jhawar (Central Ward) – Personal commitments

### Departures:

- Staff were asked to leave the meeting at 19:48

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## 2022/074 – Declarations of interest

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None.



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## 2022/075 – Public participation

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No members of the public were present.

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## 2022/076 – Minutes of the last meeting

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The minutes from the **Full Council Meeting** held on **7 November 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 John Yorke.

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## 2022/077 – Finance

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### 2022/077/A – Invoices for payment

Jill Holland explained that payroll had not yet been done, as it was too early. They would be sent the following day.

Cllr Rob Parker pointed out that the invoices matched the top sheet, but he couldn't see the approval for spending the money in the first place. He was "happy" to say they matched the paper but was "not happy" to say they had been approved.

Simon Eccleston asked if Ms Holland could insert relevant minute numbers. Ms Holland explained that they were included where available, but certain approvals were done through emails.

A discussion was had about how all payments need to be authorised, with Cllr Parker stating that "no individual has the authority to spend any amount of money over £500, only the Responsible Financial Officer can do that. Either Full Council or a designated committee must authorise and approve, even if it's from the budget." He added that they thought an events committee, that would work with Simon Bailey to get purchases approved, would be useful. Ms Holland agreed, saying that would be "invaluable" for the following year.

Cllr Cathy Salter said that it was unfortunate there were so few councillors. Cllr John Yorke agreed, pointing out that comparisons to Great Dawley Town Council (GDTC) were often made, but that they had 14 councillors, and Lawley and Overdale Parish Council only had half that number. Mr Eccleston pointed out that this was correct, but GDTC only had Full Council and an Executive Committee.

A discussion was had about including email notes in future reports, but Cllr Parker said that he was "uncomfortable approving [spending] via email". He felt that each purchase must come to Full Council. He added that he was not "wanting to prevent [the Council] from doing things", but that he was "trying to protect everybody so people spending money know they have the Council's backing, and that the Council has spending under control".

Invoices were authorised for payment at the bank.

### 2022/077/B – Bank reconciliations

The bank reconciliations were reviewed and signed.



### 2022/077/C – Financial position report

Mr Eccleston explained that an up-to-date copy of the budget comparison was taken from Edge, but there was an ongoing piece of work between himself, Ms Holland, and Cllr Parker related to it, so those were accurate based on what was budgeted for at start of year. At the next Full Council, it should come along with the budget, with projected end-of-year figures.

Cllr Parker said that it looked like they were going to be overspent on budget for this year, not including the exceptional costs that had been discussed at a recent extraordinary meeting; he estimated roughly £10,000 over. He added that he had “never seen £10k overspend in 18 years”.

Mr Eccleston said that once it was ready, it would be taken to the Finance Committee, then to Full Council.

### 2022/077/D – Grant applications

#### 2022/077/D/i – Parents Opening Doors (PODS)

The Deputy Clerk explained that LOPC had helped PODS in the past, and that they were supporting roughly 50 families – around 200 individuals – in the parish. They were asking for £500, some of which would be for a Christmas party/event, but also for replacing sensory room equipment.

Cllr Parker raised the issue of the £10,000 overspend and pointed out that the only way to get out of that was to move from budget lines that were in credit. He said that whatever they spent now, would put the Council further over.

Cllr Raj Mehta **PROPOSED** giving PODS half the requested amount - £250.

Cllr Salter **SECONDED**.

#### 2022/077/d/ii – Telford Visually Impaired

The Deputy Clerk said that Telford Visually Impaired had asked for £200. Cllr Mehta said that LOPC had given them £150 in the past. Ms Holland said it was for a range of accessible transport for group events, such as coaches for limited-mobility members.

Cllr Jayne Greenaway highlighted that if Telford Visually Impaired asked every parish for a grant, it could add up to a “quite substantial amount”.

Cllr Greenaway **PROPOSED** awarding £150, Cllr Rob Parker **SECONDED**.

### 2022/077/E – CCTV units, Lawley Partnership Board (LPB)

The Deputy Clerk explained that a bid had been put in by the LPB for a series of CCTV cameras following a series of break-ins at Lawley Square businesses. The LPB would be installing the cameras, which would include an upgrade to the current camera at the War Memorial in Lawley, for a total cost of £15,720. If agreed, the parish would take ownership of the cameras as assets and the LPB would pay the initial costs. In year three and beyond there would be a £250 cost for data and licencing. The units could be moved around the Parish, but permission would need to be sought from the various landlords of Lawley Square for their installation.

A discussion was had about the ownership of the cameras, and the purposes of the maintenance costs. Ms Holland said that the Parish Council would own the cameras, and the ‘data’ costs were for licencing, and to contribute towards the Oakengates call centre.



Cllr Parker expressed confusion about why the LPB would spend £15k on equipment and then give it to the Parish Council; Cllr Yorke pointed out that it was “our money anyway”. Ms Holland clarified that the LPB was made up of stakeholders and it wasn’t an entity nor intended to be long-term, so it couldn’t own assets.

Cllr Jayne Greenaway **PROPOSED** accepting the proposal, and Cllr Cathy Salter **SECONDED**.

#### **2022/077/F – Contribution towards footpath**

The Deputy Clerk explained that the LPB had paid for anti-social barriers along with Telford & Wrekin Council (TWC) on the Wrekin Way footpath, which was a main route to school. TWC was now asking for help towards half of the £1987 costs for some hard surfacing. She added that the barriers had cost just over £11,000.

Cllr Parker thought that as they had already spent nearly £12,000 on barriers, the work “should have been done properly in the first place”. Cllr Yorke agreed.

Cllr Greenaway raised the projected budget overspend and asked where the money would come from. She asked if the Parish Environmental Team (PET) materials budget had enough surplus. Ms Holland confirmed there was £1,926 remaining in the budget.

Cllr Parker reiterated his concerns, and asked who was managing the work, which contractors they were using, and where the expected three quotes were. He felt that if the Parish Council was being asked to pay for it, it should have some oversight and control over what gets done.

Councillors felt they needed more information about the proposal.

**ACTION 115: Jill Holland will ask the TWC Public Protection team for more information on the work being proposed for Wrekin Way footpath.**

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#### **2022/078 – Councillors’ session**

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**Cllr Rob Parker reported that:**

- People had been talking about speeding cars on Glendale. He wondered if they had a spare Speed Indicator Device; if so, it may be worth moving there.  
Cllr Salter said that her Speedwatch group had been there twice and found one car both times. Ms Holland said to report instances of speeding to either herself or Simon Bailey; the local Safer Neighbourhood Team would go out to do speed checks when asked.

**Cllr Jayne Greenaway reported that:**

- Deer had been reported getting into Lawley graveyard, where they were eating flowers and wreaths. People had asked for double-height fencing. She had raised the issue of responsibility, but the diocese had not responded.  
Ms Holland said she had a response from the church, which was aware of the situation and in the process of checking the fencing. She said that an additional problem with St Johns churchyard was that there was a private residence there.
- A resident from Pierce Drive had been in touch about an enclosure, which was still there. Ms Holland said it was “on her list” and had also been contacted by residents from Newdale with a similar problem.

**Cllr John Yorke reported that:**

- He had continued to hear from residents regarding a lack of enforceable parking at Concord.



- “Quite big things [were] happening with Phase 11”, which could not be disclosed. Ms Holland advised that she would be attending the Steering Group meeting with the Developer Group and believed an update would be provided.

Cllr Raj Mehta reported that:

- He had been on a “walkaround” to Lawley Square with police. Businesses were “very happy that he went out” and were “happy that police had been around previously”. He had pointed them to the Parish Council offices and told them to stay in touch.
- He was awaiting a call from the owner of Subway, with whom he would build up a relationship; they didn’t have one and he felt they should.

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## 2022/079 – Ward members’ session

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*There were no ward members reports.*

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## 2022/080 – Community affairs

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*There were no community affairs.*

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## 2022/081 – 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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## 2022/082 – Confidential items

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Items were noted.

*Staff were asked to leave the meeting at 19:48.*

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## 2022/083 – 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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## 2022/084 – Date of next meeting

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It was **noted** that the next **Full Council Meeting** would take place on **Wednesday 18 January 2022 at 6pm**, at **Dawley Baptist Church, Dawley Bank**.

The meeting closed at 20:10pm.

**Signed by Chairman:**

**Date:**



## Action record

Ref #	Minute #	Open date	Description	Assigned to	Target date	Date closed	Comments
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		Advised date - wk ending 18 <sup>th</sup> Nov, shall chase again
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		Initial investigations found providers but costly, ongoing
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	ONGOING		Cllr Salter now set up. Cllr Mehta has to request new log in
109	2022/035	13/06/2022	Jill Holland to bring two additional air conditioning quotes to the next Full Council meeting.	JH	ONGOING		Quotes received. Be presented to FC in 2023, as agenda space limited
113	2022/049	13/10/2022	Jill Holland/Simon Bailey to meet with either Wellington or Great Dawley council to discuss delegation and committees.	JH/SB	ONGOING		To follow up after Christmas. Initial prep undertaken
115	2022/077	07/11/2022	Jill Holland will ask the TWC Public Protection team for more information on the work being proposed for Wrekin Way footpath.	JH	18/01/2022		

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.