

DAWLEY HAMLETS COUNCIL
MINUTES OF THE MEETING OF THE PARISH COUNCIL
held on Wednesday 17th June 2020 at 7.00 pm virtually by Zoom

PRESENT: Cllr. A Burford (Chairman)
Cllrs. K Barnes, B Cooke, C Cassar, D Hopkins,
B Onions (by telephone) and B Wennington

Also Present: K Ewence (Clerk)

20/1 Introductions

The Chairman welcomed everyone to the first virtual meeting of the Parish Council and briefly explained the protocol.

20/2 Apologies for Absence

Apologies were received from Cllrs. J Pinter and R Mehta
Courtesy apologies were received from Borough Cllr. J Greenaway

20/3 Declarations of Interest

As per register, also:
Cllr. Onions – Horsehay Village Hall
Cllr. Cooke - Great Dawley Town Council
Cllrs. Barnes, Cassar and Wennington - Friends of Dawley Hamlets LNR

20/4 Chair and Vice-Chair Appointments for 2020/21

The Chairman explained to the Council that due to the cancellation of the Annual Council Meeting councillors have the choice to either carry these appointments over to the next Annual Council Meeting (May 2021) or elect their Chairman and Vice Chairman at an Ordinary Council Meeting.

Proposed by Cllr. Wennington, seconded by Cllr. Hopkins and **RESOLVED** to defer the election of the Chair and Vice-Chair until the next Annual Council Meeting (May 2021).

20/5 Public Session

No members of the public were present.

20/6 Minutes of the Previous Council Meetings:

It was proposed by Cllr. Barnes, seconded by Cllr. Wennington and **RESOLVED** to approve the Minutes of the Meeting held on 19th February 2020 as a true record. The minutes were signed by the Chairman. It was noted that the meeting held on the 18th March 2020 was curtailed due to Covid-19 which is why these minutes were not approved at that meeting.

It was proposed by Cllr. Barnes, seconded by Cllr. Hopkins and **RESOLVED** to approve the Minutes of the Meeting held on 18th March 2020 as a true record. The minutes were signed by the Chairman.

20/7 Councillors Reports

Written reports were received and noted from Cllrs. Barnes, Hopkins and Wennington and Borough Cllr. Greenaway. The Councillors present also provided a brief verbal update and the following actions were agreed:

Cllr. Barnes – it was agreed that Cllr. Barnes would investigate moving the book library from its current location by the Little Dawley War Memorial to the Nisa shop to increase footfall. It was agreed Cllr. Barnes would meet with Dave Ottley, Public Realm Officer

to decide if the broken perch located on the LNR could and should be relocated to a better viewing point. The Council agreed that Cllr. Barnes would launch a dog-fowling poster campaign at Aqueduct Primary School in an effort to tackle the increase in dog-fowling around that area.

Cllr. Cassar – informed the meeting that there have been a spate of stolen Amazon deliveries and requested that any new cases should be reported to the police.

Cllr. Hopkins – suggested that in addition to the welcomed proposal by T&WC for traffic calming measures to be introduced on Bridge Road that additional provision should be made further up on Station Road towards the junction with Springhill Road, this area is in Great Dawley Parish and Cllr. Cooke, as councillor for Great Dawley, offered to raise the matter with the Clerk. Cllr. Hopkins also reported that a resident had contacted him about frequent visits by the police to a property close to her home, Cllr. Wennington, Cllr. Mehta and the Clerk were also aware of the residents' concerns and the Clerk shared the response she had received regarding her enquiry into this matter from the police, it was agreed that Cllr. Wennington would telephone the resident regarding the matter.

Cllr. Onions - reported an increase in construction traffic on Frame Lane and Woodhouse Lane and that the 'no construction traffic' sign had been removed. Cllr. Onions also said she had received unsatisfactory advice regarding Covid-19 from the T&WC helpline, the Chair offered to take up the matter with T&WC.

A brief update was provided by the Friends of Dawley Hamlets LNR:

Cllr. Cassar has arranged a meeting with the TAA to address some wildlife and public health concerns which had come to her attention. The tree planting event had been cancelled due to Covid-19.

Cllr. Barnes has arranged three remote events the details of which can be found on the DHLNR Facebook page and she will be arranging a meeting with Dave Ottley, Public Realm Officer, to inspect a broken fence by the bottom of the Wide Waters Pool which is causing a safety concern with a view to either repairing or removing it.

20/8 General Power of Competence

The Council was asked to consider a report circulated by the Clerk in advance of the meeting regarding adopting the power competence.

The Council confirmed that it now meets the eligibility criteria:

- Have an electoral mandate of at least two thirds
- Have an appropriately qualified clerk.

RESOLVED - to adopt the General Power of Competence.

20/9 Representatives on Outside Bodies

The Council was requested to review the list of representatives on outside bodies 2020/21.

RESOLVED - that the Councillors currently representing the outside bodies would remain the same until the next Annual Meeting of the Council (May 2021), the Friends of Dawley Hamlets LNR would be added to the list with the representatives being Cllrs. Barnes, Cassar and Wennington.

20/10 Insurance & Subscriptions

The Council was requested to review the following insurance and subscriptions:

- a) Annual insurance
- b) Membership of the Shropshire Association of Local Councils (SALC)
- c) Membership of the Society of Local Council Clerks (SLCC)

RESOLVED – to renew these insurance and subscriptions as they fall due.

20/11 Schedule of Meetings

The Council was requested to review the schedule of meetings for 2020/21.

RESOLVED - the dates, venues and frequency of meetings remain the same, however, due to Covid-19 the July 2020 and September 2020 meetings would both be held virtually by Zoom and the situation would be reviewed at the September 2020 meeting.

20/12 Grants

a) Grant Awarding (deferred from March 2020)

The Council were asked to consider awarding the following grants:

Hope House Children's Hospice

Horsehay Village Hall

Lightmoor PTA

Mining Memorial Fund Grant

RESOLVED – to award £300 to each of the applicants.

b) Covid-19 Grants

The Council considered the possibility of awarding grants to organisations who were supporting the parish residents throughout the Covid-19 pandemic.

RESOLVED - to hold a working group meeting to consider this matter and make recommendations to the next full council meeting in July 2020.

20/13 Annual Review of the Council Risk Assessment and Policies

The Council was requested to review its risk assessment and policies to ensure that they were adequate:

- a) Risk Assessment
- b) Standing Orders (including a new remote meeting addendum)
- c) Financial Regulations (updated version)
- d) Code of Conduct
- e) GDPR Privacy Notice and Privacy Policy
- f) Complaints Policy
- g) Grant Awarding Policy

RESOLVED - to accept that the risk assessment and policies are adequate, to accept the addendum to standing orders regarding the Coronavirus Act 2020 relating to conduct at remote meetings and to adopt the latest version of Financial Regulations issued by NALC.

20/14 The meeting considered the following applications:

Application or enforcement number	Appeal number	Site Address	Description of proposal	Date consultation received	Reply by date
TWC/2020/0142	N/A	Former Doseley Works (Phase 3B), Doseley, Telford, Shropshire	Reserved matters application for the erection of 115no. dwellings and garages including appearance, landscaping, layout and scale pursuant to outline application TWC/2012/0650 ***amended plans received***	10/06/2020	
TWC/2020/0466	N/A	Land west of Lawford Close, Off Majestic Way, Aqueduct, Telford, Shropshire	Reserved matters application for the erection of 39no. dwellings including layout, scale, appearance and landscaping in pursuant to outline planning permission TWC/2019/0487	08/06/2020	29/06/2020
TWC/2020/0460	N/A	Pool View House, Pool View, Horsehay, Telford, Shropshire, TF4 2ND	Felling of 1no. Conifer tree	08/06/2020	29/06/2020
TWC/2020/0434	N/A	4 Leadon Close, Little Dawley, Telford, Shropshire, TF4 3HT	Erection of first floor side extension, single storey rear extension and front porch	01/06/2020	22/06/2020
TWC/2020/0426	N/A	5 Gittens Drive, Aqueduct, Telford, Shropshire, TF4 3SD	Erection of a two storey side extension	28/05/2020	18/06/2020

It was **RESOLVED** to call in planning application TWC/2020/0466 Land West of Lawford Close.

At this point in the meeting the Council also considered an e-mailed request from Pheonix Mason Developments to meet with them to discuss the company's planning application for a new development on Doseley Industrial Estate, the Council agreed that it was not appropriate to meet to discuss the application at this stage of the planning process.

The following permissions were noted:

TWC/2020/0273

25 Frame Lane, Doseley, Telford, Shropshire, TF4 3BH.
Erection of a two-storey rear extension and open front porch.

TWC/2020/0395

6-14 Horsehay Court, Horsehay, Telford, Shropshire, TF4 3PU.
Variation of Condition 3 (parts C,D and E) of planning permission TWC/2017/0847 to allow parts C,D and E to be executed in accordance with the Georisk report and validation report.

TWC/2020/0323

The Poplars, Lightmoor Road, Lightmoor, Telford, Shropshire, TF4 3QN.
Erection of a single bay detached garage (Part-Retrospective) ***Amended Red Line Boundary***.

The following tree preservation order was noted:

TWC/2020/0307

Hartfield House, Pool Hill Road, Horsehay, Telford, Shropshire, TF4 3AS.
Pollarding by up to 2.5m to 1no. Lime tree.

The following listed building granted was noted:

TWC/2020/0188

Puddleduck Cottage, 14 Pool View, Horsehay, Telford, Shropshire, TF4 2ND.
Replacement of 9no. windows and 2no. doors ****AMENDED PLANS & ADDITIONAL INFORMATION RECEIVED****.

20/15 Finance & Administration:

a) Budget Monitoring Report & Bank Reconciliation Statement

The Council are asked to consider the latest budget monitoring report and bank reconciliation statement together with the latest bank statements which were tabled.

RESOLVED – to approve the budget monitoring report and bank reconciliation statement.

b) List of Cheques was Presented for Payment and Retrospective Approval:

The Council was asked to consider the following cheques presented for payment and retrospective approval:

June 2020 Payments			£	£	£
Payee/Reason	Cheque No.	Date	Net	VAT	Total
Staff Costs	001285/6	17 June 2020	1,192.56	0.00	1,192.56
HMRC Tax & NI	001287	17 June 2020	186.52	0.00	186.52
SCC Pension Fund	001288	17 June 2020	338.51	0.00	338.51
Staff Costs - Stationery, Zoom Subscription & Card	001289	17 June 2020	106.01	6.01	112.02
SDH Accounting - Internal Audit Fees	001290	17 June 2020	263.00	0.00	263.00
			2,086.60	6.01	2,092.61
Payments Made Under Delegated Powers Seeking Retrospective Approval			Net	VAT	Total
Staff Costs	001278/9	20 May 2020	1,192.76	0.00	1,192.76
HMRC Tax & NI	001280	20 May 2020	186.32	0.00	186.32
SCC Pension Fund	001281	20 May 2020	338.51	0.00	338.51
SALC - Affiliation Fees	001282	20 May 2020	1,739.36	0.00	1,739.36
Book Exchange Box - N Morris	001283	20 May 2020	30.00	0.00	30.00
T&WC Match Funding Pocket Parks Horsehay Pool	001284	20 May 2020	4,500.00	0.00	4,500.00
Staff Costs	001270/1/2	15 April 2020	1,192.76	0.00	1,192.76
HMRC Tax & NI	001273	15 April 2020	186.32	0.00	186.32
CANCELLED	001274	15 April 2020	0.00	0.00	0.00
BHIB - Insurance Annual Premium	001275	15 April 2020	1,085.85	130.30	1,216.15
SJF Design & Print - Spr/Sum Newsletter Web Versio	001276	15 April 2020	100.00	0.00	100.00
SCC Pension Fund	001277	15 April 2020	338.51	0.00	338.51
Staff Costs	001261	18 March 2020	1,163.42	0.00	1,163.42
HMRC Tax & NI	001262	18 March 2020	181.01	0.00	181.01
SCC Pension Fund	001263	18 March 2020	425.24	0.00	425.24
Office Expenses 1.10.19 - 31.3.20	001264	18 March 2020	319.00	0.00	319.00
Staff Costs - Travelling Expenses (Mar-Feb 20)	001265	18 March 2020	53.30	1.54	54.84
Staff Costs - Flowers	001266	18 March 2020	29.17	5.83	35.00
T&WC - Ward Cllr. Match funding	001267	18 March 2020	4,290.00	0.00	4,290.00
Web Orchard - Website set up and support	001268	18 March 2020	670.00	134.00	804.00
Idverde - Grounds Maintenance 1.4.19 - 31.3.20	001269	18 March 2020	2,000.00	400.00	2,400.00
Unity Trust Bank Charge 1.1.20 - 31.03.20		31 March 2020	18.00	0.00	18.00
			20,039.53	671.67	20,711.20

RESOLVED – to approve and pay as tabled.

c) Introduction of Electronic Bank Payments

The Council was asked to consider a report circulated by the Clerk in advance of the meeting regarding the introduction of electronic bank payments

RESOLVED - to introduce electronic bank payments subject to the introduction

of a robust guidelines.

d) Closure of the Unity Trust Current Account

The Council was asked to consider a report circulated by the Clerk in advance of the meeting regarding the closure of the Unity Trust Current Account.

RESOLVED - to close the Unity Trust Current T1 Account saving the Council £72 per year in charges.

20/16 Annual Audit and Governance & Accountability Return (AGAR):

a) Final Receipts and Payments Account and Bank Reconciliation Statement as at 31.3.20

The Council reviewed the final receipts and payments account and bank reconciliation statement for the year ending 31.3.20.

RESOLVED - they be approved.

b) Internal Auditors Report 2019/20 from SDH Audit & Accounting

The Council were asked to consider the internal auditors report for 2019/20 which was circulated in advance of the meeting. The overall conclusion of the report was:

“The standard of administration and system of internal controls relating to the audit areas examined throughout the financial year were considered to be of a high standard, adequately meeting the needs of the Council. The AGAR’s Internal Audit Report page has therefore been completed positively.”

RESOLVED - to accept the report.

c) The Annual Governance Statement

The Annual Governance Statement 2019/20 (Section 1, Page 4 of the AGAR) was completed and approved by **RESOLUTION**.

d) The Accounting Statements

The Accounting Statements 2019/20 (Section 2, Page 5 of the AGAR) were noted and approved by **RESOLUTION**.

e) Signing the Accounting Statements

The Accounting Statements were signed and dated by the Chairman.

f) Dates for the Publication of Elector’s Rights

It was **RESOLVED** that the dates for the publication of elector’s rights would be 22nd June 2019 – 31st July 2020 inclusive.

20/17 Correspondence

Cllr. Onions wished to thank the Council for her flowers and the kindness she had been shown during her recovery from a recent accident.

20/18 Items for the next agenda

Grant Awards
DHLNR

20/19 Date of the next meeting – Wednesday 15th July 2020 at 7.00pm virtually by Zoom.

There being no further business, the meeting closed at 8.50pm.

Signed: _____

Date: _____

Chairman