

**DAWLEY HAMLETS COUNCIL**  
**MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL**  
**held on Wednesday 19<sup>th</sup> May 2021 at Horsehay Village Hall at 7.00 pm**

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**PRESENT:** Cllr. A Burford (Outgoing Chairman)  
Cllrs. K Barnes, B Cooke, S Deakin, J Greenaway, D Hopkins, R Mehta,  
B Wennington

**Also Present:** Five Members of the Public  
K Ewence (Clerk)

**21/1 Election of the Chairman**

The outgoing Chairman invited nominations for Chairman from the floor. Cllr. Mehta proposed Cllr. Burford and this was seconded by Cllr. Hopkins. There being no further nominations it was **RESOLVED** that Cllr. Burford be re-elected to serve in the post of Chairman of Council for the forthcoming year.

**21/2 Acceptance of Office of Chairman**

Cllr. Burford signed his Declaration of Acceptance of Office form which was witnessed by the Clerk.

**21/3 Appointment of a Vice-Chairman**

The Chairman invited nominations for Vice-Chairman from the floor. Cllr. Cooke proposed Cllr. Wennington and this was seconded by Cllr. Mehta. There being no further nominations it was **RESOLVED** that Cllr. Wennington be elected to serve in the post of Vice-Chairman of Council for the forthcoming year.

**21/4 Acceptance of Office of Vice-Chairman**

Cllr. Wennington signed his Declaration of Acceptance of Office form which was witnessed by the Clerk.

**21/5 Introductions**

The Chairman welcomed everyone to the Annual Meeting including two newly elected Parish Councillors, Cllr. Sam Deakin and Cllr. Jayne Greenaway, and five members of the public.

**21/6 Apologies for Absence**

Cllr. C Cassar

**21/7 Declarations of Interest**

Cllr. Barnes – Aqueduct Primary School, Friends of DHLNR  
Cllr. Cooke - Great Dawley Town Council  
Cllr. Mehta - Great Dawley Town Council, T&WC Planning Committee  
Cllr. Wennington – Friends of DHLNR

**21/8 Public Session**

Three members of the public were concerned about pedestrian safety on St. Luke's Road, Doseley and neighbouring roads. One member of the public said that he had been contacted by a T&WC traffic engineer at the request of the Parish Council Clerk but was not satisfied by the response he received to his road safety concerns. This matter was discussed and the following actions were **AGREED**:

- continued discussion between the Clerk and Paul Fenn, T&WC Group Manager Public Protection, regarding the introduction of a speed indicator device (SID) and the possible purchase of a SID by the Parish Council.
- Invitation to T&WC Highways to attend a future meeting to discuss a broader road safety plan covering all roads in the area.
- Speed Watch groups to monitor the area.
- Investigate the possible use of bolt down sections with pillars to create a footpath along St. Luke's Road similar to those recently installed on Station Road and Bridge Road.
- Residents with concerns should be encouraged to contact the Parish Council so that the level of concern can be recorded and reported to the Borough Council.

One member of the public explained that he had attended the meeting due to his concern about a fly tipping issue on Horsehay Common saying that it was an eye sore and may encourage others to fly tip and that he was concerned whether the area would return to its original state once the matter was resolved.

**AGREED** – Cllr. Mehta will follow this issue up.

#### **7.24pm three members of the public left the meeting.**

One member of the public had attended due to his concern regarding the closure of the Post Office and shop on Woodhouse Lane, Horsehay, as there are no other local alternatives. The Post Office had issued a letter stating that the closure would be temporary and an alternative way of providing post office services was currently being sought. The Parish Council is very concerned about this issue and is monitoring the situation, it is encouraging members of the public to write to the Post Office directly to voice their concerns.

#### **21/9 Minutes of the Previous Council Meeting**

It was proposed by Cllr. Hopkins, seconded by Cllr. Cooke and **RESOLVED** to approve the minutes of the meeting held on the 21<sup>st</sup> April 2021 as a true record.

#### **21/10 Councillors Reports**

Cllr. Hopkins circulated his report in advance of the meeting.

The Chairman invited verbal updates from the floor:

##### Cllr. Greenaway

- Attended a Bournville Village Trust meeting at the Woodlands site and reported that local apprenticeship opportunities were to be made available.
- The Ironbridge Power Station housing development will have an impact on traffic in the Parish especially on Castlefields Way, however, there may be funding available to mitigate this.

##### Cllr. Barnes

- Requested anyone seeing the campervan on the move to report it to the local police.
- Pageant Drive playground has been jet washed and is ready to be painted.

##### Cllr. Wennington

- Thanked Cllr. Hopkins on his work on the DMMO.
- Concerned about nesting birds due to a recent notification from Western Power that they will shortly be carrying out tree trimming works along Castlefields Way.

**AGREED** – Clerk to check with Western Power.

Cllr. Hopkins

- Informed the meeting that little change had taken place as yet regarding the DMMO and a letter had gone to Andrew Careless to enquire what action T&WC will be taking to ensure the route meets the requirements for a designated restricted byway.
- Not satisfied with the progress of the Horsehay Common fly tip. Cllr. Mehta is following up this issue. It was also suggested that residents passed their concerns regarding this matter to the Parish Council Clerk and they would be relayed to T&WC.

Cllr. Mehta

- Awaiting a date for training the Horsehay Speed Watch group.

**21/11 Community Action Team (CAT) Scheme**

The Clerk met with Paul Fenn, T&WC Group Manager Public Protection, on 12<sup>th</sup> May and an updated action plan was circulated to Councillors in advance of the meeting. Councillors requested a schedule of enforcement visits and for Aqueduct Primary School in particular.

**21/12 T&WC Playgrounds in the Parish**

After detailed discussion it was proposed by the Chairman and seconded by Cllr. Cooke and **RESOLVED** that the Parish Council will allocate £20,000 from reserves to fund playground improvements in the Parish. It was anticipated that this amount would be matched by T&WC and supplemented further by section 106 money. It was also **AGREED** that:

- The onus would be on developing Spring Village and Pageant Drive play areas.
- DHPC Ward Councillors will develop plans for their respective play areas in collaboration with Dave Ottley.
- Cllr. Mehta to speak with Carolyn Healy, Cabinet Member for Visitor Economy & The World Heritage Site, regarding opening up Spring Village Play Area quickly.
- A named resident would work with Derek Owen from T&WC to secure outside funding for Spring Village Play Area e.g. Veolia.

**21/13 Friends of Dawley Hamlets Local Nature Reserve (DHLNR)**

Cllr. Wennington reported that that the Shropshire Wildlife Trust had found three new insects on the LNR.

Cllr. Barnes reported that they had received some dog poo bag dispensers from Lodge Fields and that there is a litter pick scheduled for June 12<sup>th</sup>.

**21/14 Representatives on Outside Bodies**

The Council was requested to review the list of representatives on outside bodies for 2021/22.

**RESOLVED** - that the Councillors currently representing the outside bodies would remain the same until the next Annual Meeting of the Council.

**21/15 Insurance & Subscriptions**

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

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

**RESOLVED** – to renew these as they fall due.

**21/16 Schedule of Meetings**

The Council was requested to review the schedule of meetings for 2021/22. **RESOLVED** - the dates, venues and frequency of meetings remain the same, however, the main hall at Horsehay Village Hall will not be available for meetings from October 2021 (approximately). Locations and rooms will be reviewed together with the latest Covid regulations and guidance at the September meeting.

**21/17 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.

**21/18 Cllr. Beryl Onions**

The wording to accompany Cllr. Onions’ painting was agreed and will now be sent to Cllr. Onion’s family for approval. It was also **RESOLVED** to delegate expenditure of up to £1,000 to Dawley Hamlets Parish Ward Councillors to purchase and dedicate a bench to Cllr. Onions and possibly two trees as suggested by a member of the public.

**8.11pm one member of the public left the meeting.**

**21/19 Planning Applications:**

**a) The meeting considered the following applications:**

Application or enforcement number	Appeal number	Site Address	Description of proposal	Date consultation received	Reply by date
TWC/2021/0421	N/A	16 Ralphs Close, Lawley Village, Telford, Shropshire, TF4 2FX	Replacement of 12no. windows	06/05/2021	27/05/2021
TWC/2021/0420	N/A	60 Smallhill Road, Lawley Village, Telford, Shropshire, TF4 2FW	Replacement of all casement windows	06/05/2021	27/05/2021
TWC/2021/0389	N/A	12 William Ball Drive, Horsehay, Telford, Shropshire, TF4 2SQ	Crown thinning by 1.5m and removal of deadwood from 1no. Beech tree and removal of deadwood from 1no. Acer tree	27/04/2021	19/05/2021

**b) The following permissions were noted:**

**PERMISSIONS:**

### **Full Granted**

**TWC/2020/0969** - 5 Kiln Close, Lightmoor Village, Telford, Shropshire, TF4 3FS.

Erection of a single storey side extension.

**TWC/2021/0278** - The New Bungalow, Frame Lane, Doseley, Telford, Shropshire, TF4 3BQ.

Erection of two storey side and front extension, installation of 2no. dormer windows to front elevation and boundary fencing alterations, plus partial change of use of industrial estate to residential garden land.

**TWC/2021/0274** - 63 Malvern Crescent, Little Dawley, Telford, Shropshire, TF4 3JF.

Erection of a single storey side extension and a rear conservatory (Part-Retrospective).

**TWC/2019/0516** - 77 Lawley Gate, Lawley, Telford, Shropshire, TF4 2NZ.

Change of use from open space to private garden land and erection of a single storey side and rear extension \*\*\* AMENDED DESCRIPTION AND AMENDED PLANS RECEIVED \*\*\*.

### **Tree Preservation Order Granted**

**TWC/2021/0187** - Plot D, Pool Hill Road, Horsehay, Telford, Shropshire.

Re-pollarding to previous pollard pruning points to 2no. Horse Chestnut trees (G1) and crown lift remaining canopies up to 3.5m and tipping back lateral encroachment to road edge to the remaining 5no. Horse Chestnut trees (G1).

## **21/20 Finance & Administration:**

### **a) Budget Monitoring Report & Bank Reconciliation Statement**

The Parish Council was 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 Presented for Payment Approval:**

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

Payee/Reason	Cheque No.	Date	Net	VAT	Total
Staff Costs	001398/9	19 May 2021	1,225.11	0.00	1,225.11
HMRC Tax & NI	001400	19 May 2021	238.36	0.00	238.36
SCC Pension Fund	001401	19 May 2021	357.97	0.00	357.97
SALC - Affiliation Fees	001402	19 May 2021	1,789.07	0.00	1,789.07
Zurich Municipal - Annual Insurance Premium	001403	19 May 2021	586.03	0.00	586.03
			<b>4,196.54</b>	<b>0.00</b>	<b>4,196.54</b>

**RESOLVED** – to approve and pay as tabled.

## **21/21 Strategic Planning Working Group Meeting**

The Chairman asked the Parish Council agree a date to hold a working group meeting to review the strategic plan and allocation of reserves. It was **AGREED** that the meeting would be held on Wednesday 7<sup>th</sup> June 2021 at 7pm virtually via Zoom subject to Councillors checking their diaries for their availability.

## **21/22 Correspondence**

Concerns were received from residents regarding the closure of Woodhouse Lane, Horsehay, Post Office and shop and road safety concerns on St. Luke's Road,

Doseley. These matters were discussed earlier in the public session.

**21/23 Items for the next agenda**  
Christmas trees

**21/24 Date of the next meeting – Wednesday 16<sup>th</sup> June 2021 at 7pm at Horsehay Village Hall.**

There being no further business, the meeting closed at 8.16pm.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Chairman**