

**DAWLEY HAMLETS PARISH COUNCIL**  
**MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL**  
held on Wednesday 17<sup>th</sup> May 2023 at Aqueduct Primary School at 7.00 pm

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**PRESENT:** Cllr. A Burford (Outgoing Chair)  
Cllrs. K Barnes (arrived 7.12pm), Z Hannington, S Heighway, R Mehta,  
L Parker, I Preece, and M Rogers (arrived 7.05pm)

**Also Present:** K Ewence (Clerk)

**23/1 Election of the Chair**

- a) The outgoing Chair, Cllr. Burford, invited nominations for Chair from the floor. Cllr. Mehta proposed Cllr. Wennington and this was seconded by Cllr. Parker. There being no further nominations it was **RESOLVED** that Cllr. Wennington be elected to serve in the post of Chair of the Council for the forthcoming year.
- b) As Cllr. Wennington was absent from the meeting, it was **RESOLVED**, that Cllr. Wennington would sign his declaration of acceptance at the earliest opportunity.

**23/2 Election of the Vice- Chair**

- a) The outgoing Chair, Cllr. Burford, invited nominations for Vice-Chair from the floor. Cllr. Heighway proposed Cllr. Parker and this was seconded by Cllr. Mehta. There being no further nominations it was **RESOLVED** that Cllr. Parker be elected to serve in the post of Vice-Chair of the Council for the forthcoming year.
- b) Cllr. Parker signed her Declaration of Acceptance of Office form which was witnessed by the Clerk.

The out-going Chair handed over the meeting to the Vice-Chair and left the meeting at 7.05pm.

At 7.05pm Cllr. Rogers joined the meeting and signed his Councillors Declaration of Acceptance of Office form which was witnessed by the Clerk before he took his seat at the meeting.

**23/3 Welcome**

The Chair welcomed everyone to the Annual Meeting of Dawley Hamlets Parish Council.

**23/4 Apologies for Absence**

Cllr. B Wennington and Cllr. S Wennington

**23/5 Declarations of Interest**

Cllr. Hannington - GDTC, L&OPC, T&W Borough Cllr for Lawley  
Cllr. Heighway – GDTC, Madeley TC  
Cllr. Mehta – GDTC, L&OPC, T&W Interfaith Council, T&W Borough Cllr for Horsehay & Lightmoor and Cabinet Member for Inclusion, Engagement, Equalities & Civic Pride  
Cllr. Preece – GDTC, T&W Borough Cllr for Horsehay & Lightmoor  
Cllr. Parker (Chair) – GDTC, T&WC Borough Councillor for Dawley & Aqueduct  
Cllr. Rogers – Idverde UK Ltd

**23/6 Public Session**

No members of the public were present.

**23/7 Minutes of the Previous Council Meeting**

It was **RESOLVED** to approve the minutes of the meeting held on the 19th April 2023 as a true record.

**23/8 Councillors Reports**

None were received.

**23/9 Annual Review of the Council Policies, Regulations, Risk Assessments and Asset Register**

The following Council Policies, Regulations, Risk Assessments and Asset Register were made available for review in advance of the meeting and it was **RESOLVED** to accept the following as they stand:

- a) Standing Orders
- b) Financial Regulations
- c) Councillors Code of Conduct
- d) Complaints Policy
- e) Dignity at Work Policy
- f) Equality and Diversity Policy
- g) GDPR Privacy Notice and Privacy Policy
- h) Grant Awarding Policy
- i) Council Risk Assessment & Risk Management
- j) Christmas Trees Risk Assessment
- k) Climate Emergency Action Plan
- l) Asset Register

At 7.12pm Cllr. Barnes joined the meeting and signed her Councillors Declaration of Acceptance of Office form which was witnessed by the Clerk before she took her seat at the meeting.

**23/10 Representatives on Outside Bodies**

The Council was requested to review the list of representatives on outside bodies for 2023/24.

This matter was discussed in detail and it was **RESOLVED** that the following representations would be made. It was also **RESOLVED** that due to their absence Cllr B Wennington and Cllr S Wennington's representations would be confirmed at the July Council meeting.

- a) Bus User Group - Cllr. Parker
- b) Climate Change Working Group - Cllr Parker
- c) Dawley Community Allotments Group - Cllrs. Barnes and B Wennington
- d) Friends of DHLNR - Cllrs. Barnes and B Wennington
- e) Friends of Horsehay Pool - Cllr. Mehta
- f) Lightmoor Steering Group - Cllr. Barnes
- g) Lightmoor Village Management Committee - Cllr. Mehta
- h) Local Access Forum - Cllr. Hannington
- i) Local Area Activity Group - Cllr. Preece and the Clerk
- j) Mental Health Champion - Cllr. Heighway
- k) Neighbourhood Crime Reduction Group - Cllrs. Mehta, Preece and B Wennington and the Clerk
- l) Shropshire Association of Local Councils/National Association of Local Councils – Cllr. B Wennington (Chair)
- m) Shropshire Association of Local Council Clerks Network - Clerk

- n) Snow Liaison Officer – Cllr. Rogers (Cllr. Mehta declared an interest in this item)
- o) T&WC Town & Parish Council Forum - Clerk
- p) Wrekin Area Committee - Cllrs. Barnes and Mehta

### **23/11 Annual Subscriptions**

The Council was requested to review the following subscriptions:

- a) Membership of the Shropshire Association of Local Councils (SALC)
- b) Membership of the Society of Local Council Clerks (SLCC).
- c) The Clerk also informed the meeting that the Parish Council was two years into a three-year agreement with Zurich the Parish Councils insurance providers, the agreement ends in May 2024.

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

### **23/12 Banking Arrangements**

The Clerk informed the meeting that the Parish Councils current bankers are Unity Trust and RBS.

It was **RESOLVED** as per Financial Regulations 6.9 that payments can either be made on-line and/or by cheque. It was also **RESOLVED** that all councillors have the option to act as approvers and signatories and two councillors are required to approve each on-line payment and sign each cheque.

### **23/13 Schedule of Meetings**

Due to the absence of the newly elected Chair until the July 2023 Council meeting it was **RESOLVED** to defer this matter until that meeting.

### **23/14 General Power of Competence**

After confirming that the conditions for eligibility had been met the Council **RESOLVED** to adopt the General Power of Competence from 17th May 2023, until the next relevant Annual Meeting of the Council.

### **23/15 Community Action Team (CAT) Scheme**

The updated action plan for April 2023 and a new action plan for May 2023 were circulated to Councillors in advance of the meeting and the details of the scheme were discussed.

### **23/16 Local Nature Reserves (LNR's) in the Parish**

Cllr. Barnes reported on behalf of the Friends of Dawley Hamlets Local Nature Reserve (DHLNR):

- The footpath at Wide Waters has been updated
- Felt mats have been placed on the reserve to aid reptile surveys
- A Royal Adventures in Nature event will take place on the LNR on 15<sup>th</sup> July
- The Friends Group would like T&WC to take ownership of land at the bottom of Lightmoor Road from Homes England to ensure it is not built on

## 23/17 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/2023/0320	N/A	9 Leasowe Green, Lightmoor, Telford, Shropshire, TF4 3QX	Erection of a single storey rear extension to the dwelling and a single storey rear extension to the detached garage following demolition of the existing single storey rear extension and conservatory	16/05/2023	07/06/2023
TWC/2023/0313	N/A	2 William Ball Drive, Horsehay, Telford, Shropshire, TF4 2SQ	Felling of 1no. Conifer tree (Tree I)	15/05/2023	06/06/2023
TWC/2023/0295	N/A	7 Elvin Close, Horsehay, Telford, Shropshire, TF4 3US	Erection of single storey side and rear extension following demolition of existing conservatory	09/05/2023	31/05/2023
TWC/2023/0277	N/A	Castlefields Way, Aqueduct, Telford, Shropshire	Determination under Part 16 of the GPDO for the proposed installation of 1no. AC meters cabinet, 1no. Bowler cabinet, 1no. RBS 6130 equipment cabinet, 1no. GPS module to be mounted above antennas and 1no. 18m high Phase 8 street pole	02/05/2023	24/05/2023
TWC/2023/0278	N/A	2 Ashtree Park, Horsehay, Telford, Shropshire, TF4 2LD	Erection of a single storey side and rear extension	02/05/2023	24/05/2023

### b) There were no permissions.

## 23/18 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	Chq No/Payt Method	Date	Net	VAT	Total
Staff Costs	Bank Transfer	17 May 2023	1,338.27	0.00	1,338.27
HMRC Tax & NI	Bank Transfer	17 May 2023	233.50	0.00	233.50
SCC Pension Fund	Bank Transfer	17 May 2023	388.05	0.00	388.05
Staff Costs - Coronation Party and Stamps	Bank Transfer	17 May 2023	252.28	33.59	285.87
ALC - Annual Membership	Bank Transfer	17 May 2023	2,046.55	0.00	2,046.55
Zurich - Insurance Annual Premium	Bank Transfer	17 May 2023	647.09	0.00	647.09
SDH Accounting Services - Internal Audit Fees	Bank Transfer	17 May 2023	260.75	0.00	260.75
Grant Awarding - Aqueduct Primary School	Bank Transfer	17 May 2023	300.00	0.00	300.00
Paul Watkins - Coronation party entertainment	Bank Transfer	17 May 2023	130.00	0.00	130.00
Little Dawley War Memorial monthly maintenance - S Fletcher	Bank Transfer	17 May 2023	20.00	0.00	20.00
Mark Seabury - DHLNR Maintenance	Bank Transfer	17 May 2023	1,900.00	0.00	1,900.00
T&WC Aqueduct Primary School Room Hire - Council Mtgs Mar & Apr 23	Bank Transfer	17 May 2023	75.00	0.00	75.00
			<b>7,591.49</b>	<b>33.59</b>	<b>7,625.08</b>

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

## 23/19 Annual Audit and Governance & Accountability Return

### a) Final Receipts and Payments Account and Bank Reconciliation Statement as at 31.3.23

The Council reviewed the final receipts and payments account and bank reconciliation statement for the year ending 31.3.23 and the corresponding bank statements.

**RESOLVED** - they be approved.

### b) Internal Auditors Report 2022/23 from SDH Audit & Accounting

The Council were asked to consider the internal audit report for 2022/23 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 and meet the needs of the Council and those best practices as recommended in The Practitioners’ Guide. This is reflected in the AIAR which has been completed positively.”*

**RESOLVED** - to accept the report.

### c) The Annual Governance Statement

The Annual Governance Statement 2022/23 (Section 1, Page 4 of the AGAR) was completed and approved by **RESOLUTION**.

### d) The Accounting Statements

The Accounting Statements 2022/23 (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 Chair.

### f) Dates for the Publication of Elector’s Rights

It was **RESOLVED** that the dates for the publication of elector’s rights would be 5<sup>th</sup> June – 14<sup>th</sup> July 2023 inclusive.

At 7.45pm Cllr. Preece left meeting.

## 23/20 Councillors Reports

This item was revisited and Cllr. Barnes was given permission by the Chair to give her councillors report as she arrived at the meeting after this item was discussed. The report included:

- an update on the DHPC time capsule

- notification that the significant fly tip on Lightmoor Rd has finally been removed
- next war memorial clean is due to be completed
- concerns have been raised regarding inconsiderate parking outside the Nisa shop. **Action** - Clerk to report to the CAT Team

**23/21 Correspondence**

The Clerk reported that she had received a complaint from a member of the public regarding concerns arising from the diversion of heavy goods vehicles due to the closure of Lightmoor Road. Cllr. Barnes had also received messages from concerned residents. Cllr. Mehta informed the meeting that he had raised the matter with T&WC and was expecting a response imminently which he will circulate to Councillors.

**23/22 Items for the next agenda**

Great Dawley Town Council Breakfast Club  
 Doseley & Horsehay Area Traffic Calming - invite Chris Pearson, T&WC Road Safety and Traffic Engineering Team Leader  
 Parish Boundary Review

**23/23** As item 23/13 deferred the schedule of meetings until July 2023 it was **RESOLVED** to continue with the current timetable until then but in order to make the meeting accessible to all parish residents the next two meetings would be held at Horsehay Village Hall, subject to the venue being available.

**Date of the next meeting – Wednesday 21<sup>st</sup> June 2023 at 7pm at Horsehay Village Hall.**

There being no further business, the meeting closed at 8.13pm.

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

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

Chairman