

**DAWLEY HAMLETS PARISH COUNCIL**  
**MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL**  
held on Wednesday 15<sup>th</sup> May 2024 at Aqueduct Primary School at 7.00 pm

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**PRESENT:** Cllrs. Z Hannington, R Mehta, I Preece and S Wennington  
**Also Present:** R Ware – Aqueduct Primary School Governor  
S Owen – Telford Steam Railway (arrived 7.30pm)  
One member of the Public  
K Ewence (Clerk)

**24/1 Election of the Chair**

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

**24/2 Election of the Vice- Chair**

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

**24/3 Welcome**

As the Chair and Vice-Chair were both absent from the meeting. Cllr. Mehta was nominated and was unanimously elected as Chair and welcomed everyone to the meeting.

**24/4 Apologies for Absence**

Cllrs. Barnes, Parker, Heighway, and B Wennington  
Cllr Rogers is on leave of absence until September 2024

**24/5 Declarations of Interest**

Cllr. Hannington - GDTC, L&OPC  
Cllr. Mehta – GDTC, L&OPC  
Cllr. Preece – GDTC

**24/6 Public Session**

Mr Ware, Aqueduct Primary School Governor, enquired about:

- a) the latest data from the Castlefields Way speed survey. The Clerk said she would request a copy from T&WC
- b) whether Mr Olver from Maninplace would be attending a Council meeting to discuss his organisations plans for the Aqueduct Surgery. The Clerk said that

she had been in touch with Mr Olver and he had informed her that Maninplace have not yet taken over the property but he would be willing to attend a meeting once some plans have been put in place.

#### **24/7 Minutes of the Previous Council Meeting**

It was **RESOLVED** to approve the minutes of the meeting held on the 17th April 2024 as a true record.

#### **24/8 Councillors Reports**

##### **Cllr. Hannington:**

- asked the Clerk to contact Mr Pete Jackson regarding the restoration of Lawley Gate well and it's unveiling plans. The Clerk will contact Mr Jackson
- the Bridleway between Farm Lane and Spring Village is overgrown. The Clerk will request T&WC to cut it back. The reflective collar has still not been installed on the bollard on the Bridleway. The Clerk will resend the request details to the Chair who will speak with Andrew Careless, T&WC Senior Rights of Way Officer, regarding this matter

##### **Cllr. Preece:**

- Cllr. Preece and Cllr. Mehta are meeting with T&WC officers shortly regarding the recent increase in reports of deer on the Parish roads and will be providing additional deer signs from their Pride Funds
- Cllr. Preece and Cllr. Mehta are looking into tidying and improving Shirefields play area. The Clerk said she would provide the Councillors with details of funds in the Parish Councils reserves set aside for play area improvements
- Lightmoor Road vegetation has now been cut back and various drug paraphernalia has been reported to the police

##### **Cllr. S Wennington:**

- is now set up to enquire and approve on the Unity Trust bank accounts
- attended the Bridge Road, Horsehay, development meeting with Karl Jones, T&WC Team Leader for Project Delivery, along with Cllr. Barnes and the Clerk. Mr Jones is now drawing up some costed recommendations for the scheme
- has checked the paths at the south end of DHLNR recently cut back by Mark Seabury, the Parish Councils maintenance contractor

#### **24/9 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 adopt the new NALC model 2024 Financial Regulations and accept the remaining documents as they stand:

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

m) Asset Register

#### **24/10 Representatives on Outside Bodies**

The Council was requested to review the list of representatives on outside bodies for the 2024/25 term.

This matter was discussed in detail and it was **RESOLVED** that the following representations would be made subject to subsequent agreement from Councillors who were not present at the meeting.

- a) Bus User Group (Cllr. Parker)
- b) Climate Change Working Group (Cllrs. Parker and S Wennington)
- c) Dawley Community Allotments Group (Cllrs. Barnes and B Wennington)
- d) Friends of DHLNR (Cllrs. Barnes and B Wennington)
- e) Friends of Horsehay Pool & Environs (Cllr. Mehta)
- f) Lightmoor Village Delivery Group (Cllr. Barnes and Preece)
- g) Lightmoor Village Management Committee (Cllr. Mehta)
- h) Local Access Forum (Cllr. Hannington)
- i) Mental Health Champion (Cllrs. Heighway and S Wennington)
- j) Neighbourhood Crime Reduction Group/Safer & Stronger Communities (Chairman, Cllrs. Mehta and Preece and the Clerk)
- k) Shropshire Association of Local Councils/National Association of Local Councils (Chairman)
- l) Shropshire Association of Local Council Clerks Network (Clerk)
- m) Snow Liaison Officer (Cllr. Rogers)
- n) T&WC Town & Parish Council Forum (Clerk)
- o) Wrekin Area Committee (Cllrs. Barnes and Mehta)

#### **24/11 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) 50Webs - website hosting
- d) Web Orchard - website support
- e) Information Commissioner - data protection registration fee

It was **RESOLVED** – to renew these as they fall due and set up a direct debit for the data protection fee to take advantage of the £5 discount.

#### **24/12 Banking Arrangements**

The Clerk informed the meeting that the Parish Councils current bankers are Unity Trust and RBS. It was **RESOLVED** that payments can either be made on-line and/or by cheque, 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.

#### **24/13 Schedule of Meetings**

The Parish Council currently meets alternately at Aqueduct Primary School and Horsehay Village Hall on the third Wednesday of each month at 7pm except August and December when there is no meeting. It was **RESOLVED** to continue with this arrangement.

#### **24/14 Community Action Team (CAT) Scheme**

The updated action plan for April 2024 and a new action plan for May 2024 were circulated to Councillors in advance of the meeting and the contents were noted. Cllr. Barnes recently emailed to request that patrols be introduced in the vicinity of the bridge between St Luke's and Doseley Road due to recent reports of stones being thrown from the bridge. The Clerk has asked for this to be added to the action plan.

#### **24/15 Local Nature Reserves (LNR's) in the Parish**

- a) The Parish Council considered a grant application from the Friends of DHLNR for £300 to fund an 'Adventure in Nature' family day this Summer. It was **RESOLVED** to award the grant.
- b) There were no updates from the LNR friends' groups this month

**24/16 Senior Residents Summer Party 7<sup>th</sup> June 2024**

Final arrangements for the party were discussed and it was **RESOLVED**:

- to accept MW Medics quote of £70 to provide first aid cover at the event.
- that the following payments should be made in June and retrospectively approved at the next meeting:
  - refreshments and raffle prizes up to £250
  - Jack Dent entertainer balance remaining £210

**24/17 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/2024/0355	N/A	Greenhurst, 14 St Lukes Road, Doseley, Telford, Shropshire, TF4 3BD	Creation of a hardstanding for parking purposes and erection of a front wall (Retrospective)	08/05/2024	30/05/2024
TWC/2024/0336	N/A	The Flowerpots, 16A Frame Lane, Doseley, Telford, Shropshire, TF4 3BQ	Erection of a detached double garage	02/05/2024	24/05/2024

The owner of the property relating to planning application TWC/2024/0336 was present at the meeting and discussed the application. He said that he collected vehicles as a hobby e.g. tractors and Sinclair C5's and that the garage would be used to store the vehicles and not for commercial purposes. There were no objections raised at the meeting and the Clerk was asked to confirm with members of the Council who were not present that they had no objections.

- b) The following permission was full granted and was discussed:  
**TWC/2023/0481 - Site of Haven Boarding Kennels & Cattery**, The Ridges, 1 Lightmoor Road, Lightmoor, Telford, Shropshire  
 Demolition of existing buildings (including 1no. dwelling) and erection of 9no. dwellings \*\*\*\*AMENDED PLANS (INCLUDING LOCATION PLAN) AND ADDITIONAL HIGHWAYS INFORMATION SUBMITTED\*\*\*\*

Cllr. Barnes had attended the planning meeting to raise the Parish Councils objections to this application and had emailed Councillors to say that a member of the planning committee had suggested that the Parish Council work with T&WC Highways regarding the safety concerns the Parish Council had raised. In response the Clerk had contacted Adam Brookes, Service Delivery Manager – Highways, Engineering & Project Delivery, who had suggested a Teams meeting with Parish Councillors. It was **RESOLVED** that the Clerk will arrange this meeting.

**24/18 Finance & Administration:**

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

The 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 On-Line Payments Presented for Payment Approval:**

The Council was asked to consider the following on-line payments presented for payment approval:

<b>ON-LINE PAYMENTS FOR APPROVAL - 15th May 2024</b>			
<b>Payee/Reason</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
Staff Costs	1,399.67	0.00	1,399.67
HMRC Tax & NI	256.34	0.00	256.34
SCC Pension Fund	479.28	0.00	479.28
SDH Accounting - internal audit	260.75	0.00	260.75
Mark Seabury - DHLNR Maintenance	1,900.00	0.00	1,900.00
	<b>4,296.04</b>	<b>0.00</b>	<b>4,296.04</b>
<b>PAYMENTS APPROVED RETROSPECTIVELY</b>			
<b>Payee/Reason</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
Zurich Municipal - annual insurance	710.37	0.00	710.37

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

**24/19 Annual Audit and Governance & Accountability Return**

**a) Final Receipts and Payments Account and Bank Reconciliation Statement as at 31.3.24**

The Council reviewed the final receipts and payments account and bank reconciliation statement for the year ending 31.3.24 and the corresponding bank statements.

**RESOLVED** - they be approved.

**b) Internal Auditors Report 2023/24 from SDH Audit & Accounting**

The Council was asked to consider the internal audit report for 2023/24 which was issued by SDH Accountancy and Audit Services and was circulated in advance of the meeting. The report states that the Council is in compliance with its relevant procedures and best practice as documented in the Practitioners' Guide and this is reflected in the Annual Internal Audit Report within the 23/24 Annual Governance Accounting Return (AGAR) which has been completed positively.

**RESOLVED** - to accept the report.

**c) The Annual Governance Statement**

The Annual Governance Statement 2023/24 (Section 1, Page 4 of the AGAR) was completed and approved by **RESOLUTION**.

**d) The Accounting Statements**

The Accounting Statements 2023/24 (Section 2, Page 5 of the AGAR) were noted and approved by **RESOLUTION**.

e) **Signing of the Accounting Statements**

The Accounting Statements were signed 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 3<sup>rd</sup> June – 12<sup>th</sup> July 2023 inclusive.

**24/20 Correspondence**

Cllr. Barnes had emailed the Parish Council:

- a) to say regarding the broken wall next to the War Memorial in Little Dawley, she believed that continuing the wooden fence would be the cheapest and most cost-effective way to repair it. Cllr. Barnes has already acquired one quote for the work, Councillors gratefully accepted her offer to acquire two more quotes for consideration for the work to be undertaken.
- b) to inform the Council that The Unicorn Public House in Little Dawley is considering purchasing a bench for the green from funds raised. Cllrs. Mehta and Preece asked to be kept informed if the purchase goes ahead as they would consider contributing some Borough Councillor Pride Fund money towards it. The Clerk will investigate whether planning permission would be required.

**24/21 Items for the next agenda**

Summer holiday youth activity provision in the Parish

**24/22 Update From the Telford Steam Railway (TSR)**

The Chair invited Mr Shaun Owen from the TSR to address the meeting.

Mr Owen introduced himself and provided a brief update of the TSR's current activities including a school visit which is planned for Friday this week and the groups major focus which is creating a new station at Lawley. The Chair thanked Mr Owen for his attendance.

**24/23 Date of the next meeting – Wednesday 19<sup>th</sup> June 2024 at 7pm at Horsehay Village Hall.**

There being no further business, the meeting closed at 7.40pm.

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

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

Chairman