

**DAWLEY HAMLETS PARISH COUNCIL**  
MINUTES OF THE MEETING OF THE PARISH COUNCIL  
held on Wednesday 21<sup>st</sup> June 2017 at Horsehay Village Hall at 7.00 p.m.

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**PRESENT** Cllr. A. Burford (Chairman)  
Cllrs. B. Cooke, D. Hopkins, Beryl Onions, Jane Pinter and A. Scott.

**Also Present:** Mr M. Goldstraw (Clerk)  
Seven members of the public.  
Phoebe Farrell, Borough Conservation Officer  
Valerie Hulme, Borough Planning Officer

**17/23 Chairman's Opening Remarks**

Cllr. Burford welcomed all to the meeting and gave an outline of the agenda items.

**17/24 Apologies**

Apologies were received and accepted from Cllr. B. Winnington.  
Courtesy apologies were received from Borough Councillors Jayne Greenaway and Raj Mehta.

**17/25 Declarations of Interest and Dispensation Requests**

There were no declarations.

**17/26 Horsehay & Spring Village Conservation Area**

The Chairman introduced Borough Council Officers Phoebe Farrell and Valerie Hulme who then gave a presentation on the Horsehay & Spring Village Conservation Area Appraisal & Management Plan (CAAMP). Those present heard that because parts of Horsehay & Spring Village are designated as a Conservation Area, Section 71 of the Planning (Listed Buildings & Conservation Areas) Act 1990 required that all Conservation Areas are periodically reviewed and that Local Planning Authorities should formulate and publish proposals for their preservation and enhancement.

In view of this, the Borough Council had just finished drafting the Horsehay & Spring Village Conservation Area Appraisal & Management Plan (CAAMP) and were going out to public consultation for a period of 4 weeks during the month of June.

Ms. Farrell went through the document and then answered questions along with her colleague.

*7:52 p.m. The Borough Council Officers left the meeting after being thanked by the Chairman.*

**17/27 Public Session**

Concerns were raised over the various road closures recently imposed (gas

work) as they had caused confusion and some were being ignored (Borough Council matter).

***7:56 p.m. Borough Council Officer Amanda Roberts joined the meeting.***

Concerns were once again raised over speeding traffic on Woodhouse Lane and the lack of a response to the request to carry out a speed check.

***The Chairman stated that he felt that it would be appropriate to bring the traffic Liaison matters forward as the officer was present.***

## **17/28 Traffic Liaison**

### **a) Traffic Matters**

Ms. Amanda Roberts, Borough Traffic Officer, gave a report stating that the requested traffic counts in the New Road/ Holly Road areas had been completed but the raw data had not yet been translated; the details would be reported to Council as soon as it was available. A traffic scheme for the areas of Holly Road, New Road, St. Luke's Road and Frame Lane had been completed but was not yet ready for release. A footpath scheme had been approved for Doseley Road South. The traffic signals on Castlefields Way were under review and there may be a 20 m.p.h. speed trial outside Madeley Academy (there was a discussion about the necessity of a similar scheme for the Dawley Primary School). Details of many resurfacing schemes were tabled. It was noted that a scheme for parking in Aqueduct Village was under consideration (officers to attend the July meeting of the Parish Council).

### **b) Un-adopted Road Spring Village**

A discussion was held over the possibility of resurfacing an un-adopted road at Spring Village and funding options were tabled. Ms. Roberts stated that (through various means) the Borough Council may be able to assist with funding of £5k but the total cost would be in the region of £9k therefore the Parish Council would be asked to provide funding in the region of £4k.

Cllr. Hopkins asked that any scheme be mindful of the fact that the road includes access to a playground and therefore safety considerations were important.

Following discussion, the Council satisfied itself that a contribution by the Parish Council would be lawful expenditure because the road was a through route used by local services and the General Public.

It was agreed that Council would be willing to contribute but would like to be clear about the Borough Council's obligations as this was a through route.

Ms. Roberts was asked if she could look into the possibility of imposing a 7.5 Ton restriction on the route from Woodlands lane to Holly Road.

Cllr. Scott asked Ms. Roberts if it would be possible to look at redesigning the

layout of the roundabout at the end of Castlefields Way to take account of the increased traffic congestion following the re-siting of Madeley Academy.

*8:39 p.m. Ms. Roberts left the meeting after being thanked by the Chairman.*

**17/29 Police Session**

There were no officers present.

**17/30 Councillors' Reports**

The Chairman gave a report on a recent meeting with Borough Officers about the Parish Environmental Team (PET). Members were asked to consider any projects they thought would be appropriate for the team.

**17/31 Minutes of the previous meeting**

**The Minutes of the Meeting held on 17<sup>th</sup> May 2017** were approved as a true record and signed by the Chairman.

**17/32 Parish Questionnaire Working Group**

Following discussion, it was RESOLVED to form a Parish Questionnaire Working Group with the following membership: Chairman (ex-officio), Cllrs. D. Hopkins, B. Wennington and Mrs. Beryl Onions.

Cllr. Hopkins agreed to prepare basic discussion documents and to call a meeting at a convenient date (venue to be determined).

**17/33 Parish Matters**

**a) Local Initiatives**

**Old Road Horsehay**

The Chairman informed the meeting that he was continuing to chase up the Borough Officer to arrange a site meeting.

**b) Newsletter and Christmas Event**

It was agreed to ask Mr. Dave South to provide entertainment for the Christmas event.

The Clerk confirmed that the Hall had been booked for Friday 1<sup>st</sup> December (Cllr. Mrs Onions confirmed that the hall had also been booked for the night before to allow the caterers to set up the tables etc.).

**c) Local Nature Reserves**

It was noted that Mr. Box would be attending the July meeting of Council. The Chairman agreed to attend a meeting of the Lightmoor Wildlife Site (inaugural steering group meeting) on the 21<sup>st</sup> July.

**d) Footpath Bridge Road to Travellers Joy**

Cllr. Hopkins gave a positive progress report.

**e) Provision of Notice Board – Britannia Inn**

The Clerk reported that Cllr. Wennington had provided details to the Britannia Inn and the publican had agreed to the siting of a notice board on the property. The notice board had therefore been ordered.

#### **f) Parish Maps and Blue Plaques**

The Chairman provided a progress report on the co-operation between parishes and meeting held. It was agreed that the co-operation should proceed. The Chairman gave details of a forthcoming meeting to see how the project could be moved forward.

#### **17/34 Planning Applications**

##### **The meeting considered the following applications:**

TWC/2017/0423 16 Pool View, Horsehay. Felling of one Prunus Kanzan tree. There were no comments.

TWC/2017/0411 17 Corbett Close, Little Dawley. Erection of a single storey rear extension. There were no comments.

##### **The following permissions were noted:**

TWC/2017/0368 170 Majestic Way, Aqueduct. Front porch extension.

TWC/2017/0327 13 Spring Village, Horsehay. Overall reduction by 35% to 1 Ash tree.

TWC/2017/0272 Unit E, Doseley Industrial Estate, Frame Lane, Doseley. Change of use from tyre fitting and sales and breakdown recovery (Sui Generis) to storage of plastic pallets (Use Class B8).

TWC/2016/1133 Hill Crest, Holly Road, Little Dawley. Creation of new vehicular and pedestrian access, erection of 1.5m fence, 1.62m high gates and a 1.57m high retaining wall (Retrospective).

##### **The following withdrawal was noted:**

TWC/2017/0270 The Codfather, Pool View, Horsehay. Erection of a first-floor extension to existing fish and chip shop to create 1no. dwelling, installation of a new shop front and new windows, doors and dormer windows and the removal of existing pebbledash render and the application of replacement rendering.

#### **17/35 Accounts**

**RECEIPTS & PAYMENTS** - It was **RESOLVED** that these be approved and paid as tabled.

The following additional payment was approved:

St. John Ambulance £59.80 Vat £11.96 Total £71.76 cheque 000988

**STATEMENT 96 Royal Bank of Scotland and Statements 12, 15 & 16 Unity Trust** along with reconciliation was tabled and approved.

**Annual Accounts and Internal Audit Report**

The Clerk reported that after he had pointed out to the Internal Auditor how to navigate the Council's website (which was not difficult) the Council had received an amended Internal Audit Report which now stated that "*Having examined the website on 18/5/2017, council minutes and agendas were found and a number of documents compliant with the Transparency Code; in particular the previous year's Annual Return and notice of conclusion of external audit.*"

Members also noted that the Clerk had received confirmation from the Council's Insurers that the Council's contents cover is a blanket cover, which the insurers don't charge anything extra for.

**Annual Audit Report and Governance Statement**

The meeting approved the Annual Return along with the Annual Governance Statement.

The Clerk confirmed that the Notice of appointment of date for the exercise of public rights Accounts for the year ending 31st March 2017 would be placed on all notice boards and published on the Council's website on the day following the Council meeting (22<sup>nd</sup> June 2017) and that the documents for the External Auditor would be posted to them.

**17/36 Adoption of Complaints procedure to be published on the web site.**

The Clerk tabled a draft of the proposed complaints procedure (Annex A) which was to be published on the website. Following discussion, it was RESOLVED to adopt the procedure and to publish it on the Council's website.

**17/37 Correspondence**

T&WC	BACS payment Advice £7'500.00 rebate for PET Scheme. Noted.
Aon Enterprises	Letter confirming that office Contents cover was provided as a blanket cover and was not charged extra for. Noted.
T&WC	Selected licensing scheme for landlords (certain areas of the Borough – not affecting DHPC). Noted.
NALC	Legal Briefing reform of the Data Protection Act. Noted.

T&WC	Temporary road closure – Frame Lane. Noted.
T&WC	Invitation to attend Mayor’s Civic Service 16 <sup>th</sup> July. Noted.
T&WC	Pride in your community improvements to your area. Noted.
Resident	Letter of thanks for the Summer Picnic. Noted.

**17/38 Matters for the next agenda.**  
Nature Reserves, Grants.

**17/39 Date of the next Meeting of Council – Wednesday 19<sup>th</sup> July 2017 at Horsehay Village Hall at 7:00 p.m.**

**There being no further business, the meeting closed at 9:06 p.m.**

**Signed.....**  
**Chairman**

**Date.....**

**DAWLEY HAMLETS PARISH COUNCIL  
PAYMENTS AND RECEIPTS  
FOR CONSIDERATION COUNCIL MEETING  
21<sup>st</sup> June 2017**

**PAYMENTS MADE – MAY**

	<b>Amount</b>	<b>Chq. No.</b>	<b>VAT</b>	<b>TOTAL</b>
Cancelled Cheque	0.00	000960	----	0.00
T&WC – Catering	1515.25	000961	303.05	1818.30
J.H.A. Marsh – Gds Maint	60.00	000962	----	60.00
J.H.A. Marsh – Gds Maint	120.00	000963	----	120.00
Aon UK Ltd. – Insurance	728.47	000964	----	728.47
	}	000965	----	684.26
Staff Costs	}	000966	----	100.39
	}	000967	----	269.36
M.G. – Travel	39.67	000968	1.35	41.02
M.G. – P&PC	<u>33.60</u>	<u>000969</u>	----	<u>33.60</u>
	<u>3551.00</u>		<u>304.40</u>	<u>3855.40</u>

**ACCOUNTS TO BE PAID – JUNE**

	<b>Amount</b>	<b>Chq. No.</b>	<b>VAT</b>	<b>TOTAL</b>
D. Heath – Entertainment	60.00	000970	----	60.00
B. Onions – Table Decorations	33.35	000971	6.67	40.02
M.G. – Catering	125.27	000972	25.05	150.32
M.G. – Projector Lamp	36.64	000973	7.33	43.97
Greenbarnes Ltd – Notice Board	1262.38	000974	252.48	1514.86
H/hay Village Hall – Rent	174.00	000975	----	174.00
CANCELLED CHEQUE	0.00	000976	----	0.00
T&WC – Catering	1595.00	000977	319.00	1914.00
J.H.A. Marsh – Gds Maint	60.00	000978	----	60.00
	}	000979	----	684.26
Staff Costs	}	000980	----	100.39
	}	000981	----	269.36
J.H.A. Marsh – Gds Maint	60.00	000982	----	60.00
M.G. – Domain Name	6.99	000983	1.40	8.39
SDH Accounting – Int Audit	230.00	000984	----	230.00
T&WC – PET Fee	12500.00	000985	----	12500.00
M.G. – Travel	38.51	000986	1.31	39.82
M.G. – P&PC	<u>6.72</u>	<u>000987</u>	----	<u>6.72</u>
	<u>17242.87</u>		<u>613.24</u>	<u>17856.11</u>

**RECEIPTS**

Opening Balance	£71'894.44
Precept	£38'750.00
Bank Interest/Dividend	£0.00
Misc. Receipts	£9235.00
Customs VAT	<u>£2344.92</u>
	<u>£122'224.36</u>

Bank Balance	£113'122.18	Receipts	£122'224.36
Less u/p chqs	£50.00	less p'mts	£9'152.18
Less a/c to be pd	<u>£17'856.11</u>		<u>£17'856.11</u>
	<u>£95'216.07</u>		<u>£95'216.07</u>

**Annex A**  
**Dawley Hamlets Parish Council**  
**Complaints Procedure**  
**Adopted on 21<sup>st</sup> June 2017**

1. Dawley Hamlets Parish Council is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality. If you are dissatisfied with the standard of service you have received from this council, or are unhappy about an action or lack of action by this council, this Complaints Procedure sets out how you may complain to the council and how we shall try to resolve your complaint.
2. This Complaints Procedure applies to complaints about council administration and procedures and may include complaints about how council employees have dealt with your concerns.
3. This Complaints Procedure does not apply to:
  - 3.1. complaints by one council employee against another council employee, or between a council employee and the council as employer. These matters are dealt with under the council's disciplinary and grievance procedures.
  - 3.2. complaints against councillors. Complaints against councillors are covered by the Code of Conduct for Members adopted by the Council on 20<sup>th</sup> June 2012 and, if a complaint against a councillor is received by the council, it will be referred to the Standards Committee of Telford & Wrekin Borough Council. Further information on the process of dealing with complaints against councillors may be obtained from the Monitoring Officer of Telford & Wrekin Borough Council.
4. The appropriate time for influencing Council decision-making is by raising your concerns before the Council debates and votes on a matter. You may do this by writing to the Council in advance of the meeting at which the item is to be discussed. There may also be the opportunity to raise your concerns in the public participation section of Council meetings. If you are unhappy with a Council decision, you may raise your concerns with the Council, but Standing Orders prevent the Council from re-opening issues for six months from the date of the decision, unless there are exceptional grounds to consider this necessary and the special process set out in the Standing Orders is followed.
5. You may make your complaint about the council's procedures or administration to the Clerk. You may do this in person, by phone, or by writing to or emailing the Clerk. The addresses and numbers are set out below.
6. Wherever possible, the Clerk will try to resolve your complaint immediately. If this is not possible, the Clerk will normally try to acknowledge your complaint within five working days.
7. If you do not wish to report your complaint to the Clerk, you may make your complaint directly to the Chairman of the Council who will report your complaint to the Complaints Committee of the Council [*or whichever committee has this responsibility*] or to the Council (as appropriate).

8. The Clerk or the Complaints Committee of the Council or the Council (as appropriate) will investigate each complaint, obtaining further information as necessary from you and/or from staff or members of the Council.
9. The Clerk or the Chairman of the Council will notify you within 20 working days of the outcome of your complaint and of what action (if any) the Council proposes to take as a result of your complaint. (In exceptional cases the twenty working days timescale may have to be extended. If it is, you will be kept informed.)
10. If you are dissatisfied with the response to your complaint, you may ask for your complaint to be referred to the Complaints Committee of the Parish Council or to the full Council (as appropriate) and (usually within eight weeks) you will be notified in writing of the outcome of the review of your original complaint.

## **Contacts**

The Clerk of Dawley Hamlets Parish Council

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