

DAWLEY HAMLETS PARISH COUNCIL
MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL
held on Wednesday 17th May 2017 at Horsehay Village Hall at 7.00 p.m.

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

Also Present: Mr M. Goldstraw (Clerk)
Two members of the public.

17/01 Election of Chairman

Cllr. Burford welcomed all to the meeting and stated that there would be a matter for discussion at the end of the meeting which would be subjected to Section 12A of the Local Government Act and would exclude the press and the public from the rest of the meeting.

Cllr. Burford called for nominations to the post of Chairman.

Cllr. Scott proposed that Cllr. Burford be re-elected to serve in the post of Chairman of Council for the forthcoming year. The proposition was seconded Cllr. Jane Pinter. There being no other nominations it was RESOLVED that Cllr. Burford be re-elected to serve in the post of Chairman of Council for the forthcoming year.

17/02 Declaration of Acceptance of Office of Chairman

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

17/03 Election of Vice Chairman

The Chairman called for nominations to the post of Vice Chairman.

Cllr. Cooke proposed that Cllr. Jane Pinter be elected to serve in the post of Vice Chairman of Council for the forthcoming year. The proposition was seconded by Cllr. Burford. There being no other nominations it was RESOLVED that Cllr. Jane Pinter be re-elected to serve in the post of Vice Chairman of Council for the forthcoming year.

17/04 Apologies

Apologies were received and accepted from Cllrs. D. Hopkins, Cathy Salter, C. Tranter and B. Winnington.
Courtesy apologies were received from Borough Councillors Jayne Greenaway and Raj Mehta.

17/05 Declarations of Interest and Dispensation Requests

There were no declarations.

17/06 Public Session

Concerns were raised over speeding traffic on Woodhouse Lane and a request

was raised for the police to carry out a speed check. It was noted that traffic appeared to have slowed down following the period where speed indicator equipment had been in use but it was felt that speeds had risen again since.

A request was made for a possible 20 MPH speed limit on the road.

Concerns were raised over speeding heavy goods vehicles and one particular quad bike.

The Chairman stated that these issues would be raised with the Borough Traffic Liaison officer at the Council's June meeting.

Cllr. Jane Pinter stated that it was important to report incidents to the police as they happen using the "101" phone number. It was noted that the incidents had been reported to the local PCSOs.

The meeting discussed the gate blocking off the right of way from bridge Road to the Travellers Joy. The Chairman outlined the present position.

7:22 p.m. the members of the public left the meeting.

17/07 Police Session

There were no officers present.

17/08 Councillors' Reports

Cllr. Mrs. Onions reported that she had had to liaise with the Borough Council over a number of misleading diversion signs due to recent road closures.

Cllr Pinter reported that there had been incidents of anti-social behaviour at the Pools and that Traffic Officers were looking into traffic calming measures following incidents of speeding on Holly Road by the NISA shop.

Cllr Cooke gave a report on the Steam Railway and apologised on behalf of the group's Chairman who had been unable to attend the meeting. The Chairman noted that there had been considerable public support following on from the vandalism.

The Chairman had received an email from Cllr. Hopkins on the farm Lane issues and it was proposed to place the matter on the next agenda. In regard to the condition of the un-adopted road at Spring Village, the Chairman reported that the Borough Council would not adopt the road but a traffic engineer would provide a cost of maintenance for the June meeting of the Council.

17/09 Appointment of Committees:

a) Finance & General Purposes Committee

It was RESOLVED to appoint the Chair and Vice Chair ex officio along with Cllrs. Beryl Onions, Cathy Salter and Byron Cooke to serve on the F&GP Committee with meetings to be called as and when Council feel it necessary.

b) Newsletter Editorial

It was RESOLVED that the Clerk and Cllr. Cooke should be the Newsletter Editorial Team.

c) Parish Questionnaire Working Group

It was RESOLVED to defer the matter until the next meeting when Cllr. Hopkins would be present.

17/10 Appointment of Representatives to :

a) SALC – It was RESOLVED that the Chairman should represent Council at SALC meetings.

b) Local Access Forum - It was RESOLVED that Cllr. Hopkins should represent Council at Local Access Forum meetings.

c) Bus User Group - It was RESOLVED that Cllr. Mrs. Beryl Onions should represent Council at Bus User Group meetings.

17/11 To consider payment of Annual Subscriptions :

a) Insurance renewal

b) Membership ALC

c) Membership Society of Local Council Clerks

It was RESOLVED to renew all annual subscriptions as they fell due.

7:41 Cllr. Cooke left the room.

17/12 To consider dates and frequency of future meetings

It was RESOLVED that the dates, venues and frequency of meetings should remain but that the December meeting should continue to be subject to review.

17/13 Grants

Following discussion, the Meeting agreed that it was content to consider grant applications at the July and March meetings of Council with the possibility of considering worthy emergency applications as and when they occurred.

17/14 Council Policies

To review the following Council Policies:

a) Standing Orders

b) Financial Regulations

c) To review the Financial Audit from the Clerk & RFO

The Clerk tabled copies of the relevant policies and reports it was RESOLVED that all should be accepted.

7:43 Cllr. Cooke re-joined the meeting.

17/15 Minutes of the previous meeting

The Minutes of the Meeting held on 19th April 2017 were approved as a true

record and signed by the Chairman.

17/16 Parish Matters

a) Local Initiatives

i) Telford Steam Trust

Previously discussed, no action required.

ii) Old Road Horsehay

The Chairman agreed to chase up the Borough Officer to arrange a site meeting.

b) Summer Event

The Clerk confirmed that everything was in place for the organisation of the Summer Picnic on the 2nd June.

The Chairman reported, on behalf of borough Cllr. Raj Mehta, that there had been a clean-up project undertaken on the Village Hall.

c) Local Nature Reserves

The Chairman reported that Mr. John Box had been invited to the July meeting of the Council.

d) Footpath Bridge Road to Travellers Joy

It was noted that the Chairman had provided a brief report in the Public Session and it was agreed that the matter would be fully reported at the next meeting.

e) Provision of Notice Board – Britannia Inn

The Clerk reported that he had provided details to Cllr. Wennington but was awaiting a response.

f) Historical Sites of Interest within the Parish

The Chairman provided an outline of a proposed partnership with Great Dawley Town Council to provide Blue Plaques at sites within the two parishes. Members agreed with the scheme.

The Clerk reported that the Britannia Historical Society had expressed an interest in participating in a scheme to provide historical maps. The Chairman and Cllr. Scott were to liaising with the Society and DDTC to arrange meetings.

17/17 Planning Applications

The meeting considered the following applications:

TWC/2017/0395 Annexe, Hartfield House, Pool Hill Road, Horsehay.
Conversion of annex into one Dwelling. There were no comments.

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

There were no comments.

TWC/2017/0330 Site of T A Jervis & Co. Ltd & land adjacent, Holywell Lane, Lightmoor. Demolition of existing commercial buildings/remediation of haulage yard and outline application for residential development of up to 17 dwellings, including means of access with all other matters reserved. There were no comments.

The following permissions were noted:

TWC/2016/0918 Site of Red Lion, 15 Holly Road, Little Dawley. Erection of 14 flats (Use Class C2) and Resource Hub with new access arrangements and landscaping following demolition of existing public house. It was noted that there had been a section 106 agreement to provide a crossing.

TWC/2017/0247 41 Simpsons Walk, Horsehay. Erection of a front porch, single storey front extension and single storey side and rear extension.

TWC/2017/0264 10 New Row, Spring Village, Horsehay. Reduction of height by 2.4m to 3m on 2 Conifer trees and felling of 1 twin stemmed Conifer tree.

Farm Lane Development

The matter was deferred.

17/18 Accounts

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

The Clerk reported that cheque 000948 in the sum of £500.00 had not been received by Madeley Print Limited and had therefore been stopped and a replacement cheque had been issued: cheque 000959 £500. The appropriate documentation (for audit) was tabled and approved.

STATEMENT 95 Royal Bank of Scotland and Statements 11 & 14 Unity Trust along with reconciliation was tabled and approved.

Annual Accounts and Internal Audit Report

The Meeting received the report of the Internal Auditor which concluded that overall the standard of administration and system of internal controls relating to the audit areas examined were considered to be of a high standard. The Clerk was thanked for once again steering the Council through a successful audit.

The Meeting noted the following recommendations:

1) Reserves: *“As the balance appears high it is recommended that ring fenced monies held within this balance are explained, together with any committed expenditure in 2016/17 which is awaiting to be paid. The Clerk has agreed to do this in the Variance Analysis Report.”*

It was noted that the Clerk always provided a full analysis in the Variance report provided to the External Auditor.

2) Assets: *“The Council’s insurance is supplied by Zurich, the cover includes employer’s liability, public liability and fidelity insurance cover which adequately meets the needs of the Council. The Council’s detailed insurance schedule was compared with the Council’s Fixed Asset Register and highlighted the following:*

Office contents insured at a replacement cost of £4,896 was not supported by an entry on the Fixed Asset Register.”

It was noted that the Insurance Policy was an “off the shelf” policy and certain things were included automatically. The Clerk agreed to write to the Insurers to provide evidence to the Internal Auditor that this was the case.

3) Website: The Internal Auditor had found the Council’s weblog difficult to follow and was therefore unable to confirm that Council complied with the transparency Code. The Clerk agreed that when he collected the books, he would spend some time with the Internal Auditor explaining how to navigate our web log and website.

Annual Audit Report and Governance Statement

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

17/19 Correspondence

| | |
|------|---|
| T&WC | Horsehay & Spring Village Conservation Area Appraisal Consultation. Officers to attend the June meeting of the Council. |
| T&WC | Envirogrant – supporting community group projects. The Clerk reported that the grant offer to community groups had been advertised on the Council’s Social Media. |
| T&WC | Temporary Road Closure Farm Lane. Noted. |
| T&WC | Temporary Road Closure Frame Lane. Noted. |
| T&WC | Temporary Road Closure St. Luke’s Road . Noted. |
| T&WC | Temporary Road Closure Station Road. Noted. |

T&WC

Traffic Liaison. To attend the June meeting of Council.

17/20 Matters for the next agenda.

Traffic Liaison, Horsehay & Spring Village Conservation Consultation, Farm Lane.

17/21 Date of the next Meeting of Council – Wednesday 21st July 2017 at Horsehay Village Hall at 7:00 p.m.

17/22 Schedule 12A Local Government Act 1972: RESOLVED that the press and public be excluded from the meeting for the remaining items of business which is confidential and may disclose exempt information.

There being no further business, the meeting closed at 8:27 p.m.

**Signed.....
Chairman**

Date.....

**DAWLEY HAMLETS PARISH COUNCIL
PAYMENTS AND RECEIPTS
FOR CONSIDERATION COUNCIL MEETING
17th May 2017**

PAYMENTS MADE – APRIL

| | Amount | Chq. No. | VAT | TOTAL |
|-----------------------------------|----------------|----------|-------------|----------------|
| Homeshine CS Ltd – Distribution | 167.50 | 000947 | ---- | 167.50 |
| Madeley Prints Shop – Newsletter | 500.00 | 000948 | ---- | 500.00 |
| SALC – Affiliation | 1558.42 | 000949 | ---- | 1558.42 |
| SALC – Good Cllrs Guide | 19.80 | 000950 | ---- | 19.80 |
| MG.- Domain Name | 11.99 | 000951 | 2.40 | 14.39 |
| J.H.A. Marsh – Gds Maint | 60.00 | 000952 | ---- | 60.00 |
| | } | 000953 | ---- | 684.26 |
| Staff Costs | } | 000954 | ---- | 100.39 |
| | } | 000955 | ---- | 269.36 |
| M.G. – Travel | 48.35 | 000956 | 1.65 | 50.00 |
| M.G. – P&PC | 11.67 | 000957 | 0.99 | 12.66 |
| F. C. Brickwork – Wall Repair | 1860.00 | 000958 | ---- | 1860.00 |
| *Madeley Prints Shop – Newsletter | 500.00 | 000948 | ---- | 500.00 |
| Madeley Print – replacement | 500.00 | 000959 | ---- | 500.00 |
| | <u>5291.74</u> | | <u>5.04</u> | <u>5296.78</u> |

ACCOUNTS TO BE PAID – MAY

| | Amount | Chq. No. | VAT | TOTAL |
|--------------------------|----------------|----------|---------------|----------------|
| 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 | 33.60 | 000969 | ---- | 33.60 |
| | <u>3551.00</u> | | <u>304.40</u> | <u>3855.40</u> |

* Cheque 000948 written back into the accounts – stopped due to being lost in the post.

RECEIPTS

| | |
|------------------------|--------------------|
| Opening Balance | £71'894.44 |
| Precept | £38'750.00 |
| Bank Interest/Dividend | £0.00 |
| Misc. Receipts | £1735.00 |
| Customs VAT | <u>£2344.92</u> |
| | <u>£114'724.36</u> |

| | | | |
|-------------------|--------------------|------------|--------------------|
| Bank Balance | £109'477.58 | Receipts | £114'724.36 |
| Less u/p chqs | £50.00 | less p'mts | £5'296.78 |
| Less a/c to be pd | <u>£3'855.40</u> | | <u>£3'855.40</u> |
| | <u>£105'572.18</u> | | <u>£105'572.18</u> |

Signed

Responsible Financial Officer

Signed

Chairman