

**DAWLEY HAMLETS COUNCIL**  
MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL  
held on Wednesday 15<sup>th</sup> May 2019 at Horsehay Village Hall at 7.00 pm

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**PRESENT:** Cllr. A Burford (Outgoing Chairman)  
Cllrs. C Cassar, B. Cooke, D. Hopkins, R Mehta, B Onions and  
J. Pinter  
Cllr. K Barnes (arrived 7.26 pm)

**Also Present:** K Ewence (Clerk)  
Four members of the public

**Before taking their seats, all councillors present signed their Declaration of Acceptance of Office Forms, Cllr. K Barnes signed her form immediately on arrival.**

**19/1 Introductions**

Cllr. Andy Burford, the out-going Chairman, welcomed everyone to the meeting, he extended a special welcome to new parish councillors Kate Barnes and Raj Mehta and took the opportunity to thank outgoing parish councillor Alan Scott, who was not present at the meeting, for his enthusiasm and dedication to the parish council for the last eight years.

Cllr. Burford informed the meeting that the first item on the agenda was the election of the new Chairman and handed over to the Clerk to call for nominations.

**19/2 Election of the Chairman**

The Clerk called for nominations for Chairman from the floor. Cllr. Pinter proposed Cllr. Burford and this was seconded by Cllr. Cassar. 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.

**19/3 Acceptance of Office of Chairman**

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

**19/4 Appointment of a Vice-Chairman**

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

**19/5 Acceptance of Office of Vice-Chairman**

Cllr. Pinter signed her Declaration of Acceptance of Office which was witnessed by the Clerk.

**19/6 Apologies for Absence**

Apologies were received from Cllr. Wennington. It was **RESOLVED** that Cllr. Wennington would sign his Declaration of Acceptance of Office form either on or before the date of the next council meeting.

A courtesy apology was received from Borough Councillor Jayne Greenaway.

**19/7 Declarations of Interest**

A declaration was received from Cllr. Onions in relation to item 17 on the agenda, the Summer residents' picnic.

**19/8 Public Session**

Concerns were raised by members of the public about the extension of the Telford Steam Railway track from St. Luke's Road to the bypass regarding the effect on conservation and the environment and whether the relevant planning permissions were in place. This matter was discussed at length and the Chairman advised residents to contact the relevant officers at Telford & Wrekin Council regarding these issues and asked for the Parish Council to be kept informed of their progress.

**Cllr. K Barnes arrived at 7.26 pm and immediately signed her Declaration of Acceptance of Office form.**

**19/9 Minutes of the Previous Council Meeting**

It was proposed by Cllr. Onions, seconded by Cllr. Cassar and **RESOLVED** to approve the Minutes of the Meeting held on 17<sup>th</sup> April 2019 as a true record. The minutes were signed by the Chairman.

**19/10 Integrated Community Management (ICM)/PCSO Scheme**

A brief update of the latest meeting with the PCSO was provided by the Clerk.

**19/11 Councillors Reports**

Councillors updated the meeting on current matters relating to the Parish. Cllr. Onions attended a Holiday Activities and Eatwell Fund meeting and it was agreed that the Council would investigate whether it would be possible to take part in this scheme. The Clerk was asked to follow up concerns with Idverde that the litter bins were not being emptied and that there is potential road accident spot at Foresters Close with Adam Brookes.

**19/12 Outside Bodies**

It was **RESOLVED** that the following councillors would act as representatives to the following outside bodies:

- a) Bus User Group – Cllr. Onions
- b) Friends of Horsehay Pool – Cllr. Hopkins
- c) Lightmoor Steering Group – Cllr. Cooke
- d) Lightmoor Village Management Committee – Cllrs Hopkins and Onions
- e) Local Access Forum – Cllr. Hopkins
- f) Shropshire Association of Local Councils – Chairman
- g) Wrekin Area Committee – Cllrs Barnes, Cassar and Mehta. It was noted that only two members would have voting rights at each meeting.**

**19/13 Subscriptions**

It was **RESOLVED** to renew the following subscriptions as they fall due:

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

#### **19/14 Schedule of Meetings**

It was **RESOLVED** that the dates, venues and frequency of meetings should remain the same with the exception of the May 2020 meeting, the Clerk was asked to confirm the date of the 'Phoenix Flyer' and if this clashes with the May 2020 meeting the meeting should be moved to the second Wednesday in May 2020.

#### **19/15 Grants**

It was **RESOLVED** to the Council would continue to consider grant applications in March and July each year.

#### **19/16 Standing Orders, Financial Regulations and the Code of Conduct**

Revised copies of Financial Regulations and the Code of Conduct based on the NALC models together with a copy of Standing Orders were circulated in advance of the meeting and it was **RESOLVED** that they should be adopted.

#### **19/17 Local Initiatives:**

##### **a) Dawley Hamlets Local Nature Reserve (DHLNR)**

Councillors updated the meeting on the recent progress of the Friends of DHLNR in particular their first two events which are planned for the 7<sup>th</sup> and 8<sup>th</sup> of June.

##### **b) Bridge Road and Horsehay Pool Development**

The Council were provided with an update on the outcome of the latest on-site meeting which was held on the 9<sup>th</sup> May.

#### **19/18 Senior Residents Summer Picnic 7<sup>th</sup> June 2019**

The Clerk informed the meeting that 77 residents had requested tickets to the Summer Picnic so far. Five councillors confirmed they would be attending the event, less than usual due to some councillors attending a Friends of DHLNR event. Cllr. Mehta offered to provide transport to a senior resident who had requested it.

It was **RESOLVED** to invite Borough Councillor J Greenaway and two representatives from the Horsehay Village Hall committee to all future senior resident events and to ask Alan Payne, Chairman of the Horsehay Village Hall Committee to draw the raffle at next month's event.

It was **RESOLVED** that following payments should be made in June and retrospectively approved at the meeting later that month:

- Entertainer Tom Wenlock £75
- Catering supplies for refreshments and sundries up to £260
- Table decorations up to £60

#### **19/19 Planning Applications**

**The meeting considered the following applications:**

**TWC/2019/0368** - 17 Jarman Drive, Horsehay, Telford, Shropshire, TF4 3UP. Garage conversion.

**TWC/2019/0338** - 42 Jarman Drive, Horsehay, Telford, Shropshire, TF4 3UP. Erection of a single storey side extension (Part-Retrospective).

**The following permission was noted:**

**TWC/2019/0264** - Takers Vyu, Wellington Road, Horsehay, Telford, Shropshire, TF4 3BS. Installation of a dropped kerb.

**The following refusal was noted:**

**TWC/2019/0236** - Dunwich, Spring Village, Horsehay, Telford, Shropshire, TF4 2LX. Crown reduction by 2m to 1no. Oak Tree (T1).

**19/20 Finance & Administration:**

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

The budget monitoring report and bank reconciliation together with the latest bank statements were tabled and it was **RESOLVED** that they were approved.

**b) The Following List of Cheques was Presented for Signature:**

<b>Payee/Reason</b>	<b>Cheque No.</b>	<b>Date</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
Staff Costs - May 2019	001185	15.5.19	810.24	0.00	810.24
SCC Pension Fund - May 2019	001186	15.5.19	279.93	0.00	279.93
Staff Costs - Travelling Expenses	001187	15.5.19	99.45	2.88	102.33
Internal Audit Fees	001188	15.5.19	250.00	0.00	250.00
			<b>1,439.62</b>	<b>2.88</b>	<b>1,442.50</b>

It was **RESOLVED** that these were approved and paid as tabled.

**c) Bank Signatories:**

It was **RESOLVED** that the bank signatories would be the Chairman, the Vice-Chairman and Cllrs. Barnes, Cassar and Onions.

**19/21 Annual Audit and Governance & Accountability Return (AGAR):**

**a) Review the effectiveness of the Council's Internal Controls.**

The Council's internal controls were reviewed for year ending 31st March 2019 and it was **RESOLVED** that they were satisfactory.

**b) Receipts and Payments Account and Bank Reconciliation Statement**

The Council reviewed the Receipts and Payments Account and Bank Reconciliation Statement for the year ending 31.3.19 and **RESOLVED** that they be approved.

**c) Internal Auditors Report 2018/19 from SDH Audit & Accounting**

A copy of the report was circulated in advance of the meeting. The overall conclusion 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, which adequately meets the needs of the Council."*

It was **RESOLVED** to accept the report.

d) **The Annual Governance Statement**

The Annual Governance Statement 2018/19 (Section 1, Page 4 of the AGAR) was completed and approved by **RESOLUTION**.

e) **The Accounting Statements**

The Accounting Statements 2018/19 (Section 2, Page 5 of the AGAR) were noted and approved by **RESOLUTION**.

f) **Signing the Accounting Statements**

The Accounting Statements were signed and dated by the Chairman.

g) **Dates for the Publication of Elector's Rights**

It was **RESOLVED** that the dates for the publication of elector's rights would be 17<sup>th</sup> June 2019 – 26<sup>th</sup> July 2019 inclusive.

**19/22 Data Protection Officer**

Members reviewed the requirement to appoint a data protection officer and it was **RESOLVED** not to appoint at this time and to review the situation in four years' time or earlier should the need arise.

**19/23 Strategic Plan Working Group Meeting**

In order to discuss and plan the Council's strategy for the next four years and allocate it's reserves it was **RESOLVED** to hold a working group meeting on Thursday 30<sup>th</sup> May at 6.30pm.

**19/24 Correspondence**

- a) The Council had received to request from Western Power Distribution for permission to trim a sycamore tree in the meadow adjacent to the Holly Road war memorial. It was **RESOLVED** to give permission for this to be done.
- b) The Council received thanks from the Horsehay Village Hall Committee for the £300 grant which was awarded by the Council for equipment for the new kitchen.

**19/25 Other Business**

- a) The Clerk was asked to investigate the cost and demand for wi-fi at Horsehay Village Hall, with a view to the Parish Council possibly making a contribution.
- b) The Clerk was asked to contact Severn Trent to clear the drift wood from the Castle Pools.

**19/26 Items for the next agenda**

Feedback from the strategic plan working group, Christmas party arrangements, gardening scheme, Idverde Community Development Manager, Spring Village Un-Adopted Road, DMMO Bridge Road to Travellers Joy Public House, personnel issues.

**19/27 Date of the next meeting – Wednesday 19<sup>th</sup> June 2019 at 7.00pm at Horsehay**

**Village Hall.**

There being no further business, the meeting closed at 9.00pm.

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

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

**Chairman**