

DAWLEY HAMLETS PARISH COUNCIL
MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL
held on Wednesday 21st May 2025 at Aqueduct Primary School at 7.00 pm

PRESENT: Cllrs. B Wennington (out-going Chair), K Barnes (arrived 7.12pm)
S Heighway, R Metha, L Parker, M Rogers and S Wennington

Also Present: F Curry – Friends of DHLNR
S Owen – Telford Steam Railway
One member of the Public
D Tooley – Local Democracy Reporter
K Ewence (Clerk)

25/1 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. Parker. 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) Cllr. B Wennington signed his Declaration of Acceptance of Office form which was witnessed by the Clerk.

25/2 Election of the Vice- Chair

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

25/3 Welcome

The Chair welcomed everyone to the meeting.

24/4 Apologies for Absence

Cllrs. Hannington and Preece

25/5 Declarations of Interest

Cllr. Heighway – GDTC, Madeley Town Council
Cllr. Mehta – GDTC
Cllr. Parker – GDTC

25/6 Public Session

The Chair invited members of the public to speak about matters relating to the Parish.
Mr Curry

- enquired about the new bus stop on Castlefields Way in the direction of Dawley. The Chair said that a pole is now in place and that he had requested the sign and timetable, said that a bus stop was also planned for the other side of the road.
- Mr Curry, once again, raised the possibility of repositioning the speed indicator sign on Castlefields Way in Aqueduct further up the road by the pedestrian crossing. The Chair said that this had been raised with T&WC highways

department who had said that as it is mains-powered it would be expensive to re-locate and asked if the Parish Council would want to contribute to the cost, the Parish Council has asked what the cost would be and are awaiting a response.

Member of the Public

- A member of the public spoke at length and with emotion against the Community Governance Review proposal to abolish Dawley Hamlets Parish Council

Mr Owen

- said that all was well at the Telford Steam Railway but then spoke of his concern regarding the proposed abolition of Dawley Hamlets Parish Council and the likely increase in council tax bills as a result.

25/7 Minutes of the Previous Council Meeting

It was **RESOLVED** to approve the minutes of the meeting held on the 16th April 2025 as a true record.

25/8 Councillors Reports

Cllr. S Wennington:

- Attended the Boundary Review Committee meeting on the 12th May and was horrified that the proposed abolition of Dawley Hamlets Parish Council was not mentioned at all during the meeting. The meeting was brief and two members of the board were absent.

Cllr. Rogers:

- Reported a ward member had expressed concerns about the recommendations of the Community Governance Review.

Cllr. Parker:

- Reported that the security camera on Stonebridge Close in Aqueduct was no longer needed and would be relocated to another location which will benefit from surveillance

Cllr. Barnes:

- Thanked Karl Bartlett, our maintenance operative, for putting bunting up at the Little Dawley War Memorial in honour of the 80th anniversary of VE Day
- Raised concerns about safety on the Castlefields Way roundabout in Aqueduct. It was agreed to invite T&WC Highways representatives to an on-site meeting and to also invite along representatives from Madeley Town Council
- Has been informed by T&WC Highways that the planned date to install the traffic calming road humps on St. Luke's Road is August
- Raised concerns of fly-tipping on Pheonix fields, the Clerk will ensure the latest fly tip is removed, the area will be added to the CAT patrol plan and a no fly-tipping notice will be requested for the area.
- Requested speed data from the SID data from Castlefields Way in Aqueduct and was told by T&WC Highways it would be collected next month.

Chair:

Attended the Boundary Review Committee meeting on the 12th May and said that the majority of his time had been taken up with the Community Governance Review.

25/9 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 2025 Standing Orders and accept the remaining documents as they stand:

- Councillors Code of Conduct
- Financial Regulations
- Climate Emergency Action Plan
- Complaints Procedure
- Dignity at Work Policy
- Equality and Diversity Policy
- GDPR Privacy Notice and Privacy Policy
- Grant Awarding Policy
- Social Media Policy
- Parish Council Risk Assessment & Risk Management
- Christmas Trees Risk Assessment
- Asset Register

It was also **RESOLVED** to action John Box's recommendations that we include the effects of climate change as a decision criterion as part of our grant awarding process. The Clerk will amend the application form and policy accordingly.

25/10 Representatives on Outside Bodies

The Council was requested to review the list of representatives on outside bodies for the 2025/26 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)

25/11 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.

25/12 Banking Arrangements

The Clerk informed the meeting that the Parish Councils current bankers are Unity Trust, RBS and Redwood Bank. It was **RESOLVED** that payments can either be made on-line and/or by cheque, all nine Councillors are able to act as approvers and signatories on the bank accounts and two Councillors are required to approve each on-line payment and sign each cheque.

25/13 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.

25/14 Community Action Team (CAT) Scheme

The neighbourhood enforcement updated action plan for April 2025 and a new action plan for May 2025 were circulated to Councillors in advance of the meeting and the contents were noted. The Clerk informed the meeting at parking patrols for Woodhouse Lane and Foresters Close in Horsehay had been added to the action plan in response to a resident's complaint.

Cllr. Barnes raised concerns regarding off-road bikes in the Phoenix Fields area. The Clerk will discuss putting a patrol in place with the CAT.

The Chair was sad to report that the council's maintenance operative, Karl Bartlett, had handed in his notice to Idverde and his last day at work would be 22nd May, the Council asked the Clerk to issue a message of thanks to Mr Bartlett who, they all agreed, had made a very positive impact on the Parish in a short time. The Chair said that a replacement is currently being recruited.

25/15 Local Nature Reserves (LNR's) in the Parish

Cllr. Barnes suggested that the pathway to the car parks on the DHLNR should not be mowed to encourage wildflowers and informed the meeting of the water level issues in the Dandy Pool.

The Chair said that the damp patch on the Ironbridge Way footpath had been rectified by T&WC and that they will also work on the boardwalk to prevent future flooding. The Chair also went on to say that the DHLNR Friends group are making a meadow on the LNR and that Hillcrest on Holly Road in Little Dawley now has an official footpath diversion.

Mr Curry voiced his concern about on-going funding and support for the DHLNR if Dawley Hamlets Parish Council is abolished.

There were no further reports.

25/16 Telford & Wrekin Council Community Governance Review 2025

At this point, having declared an interest in this item at the start of the meeting, Cllrs, Heighway, Mehta and Parker left for the remainder of the meeting.

The Chair started off by saying that he was shocked to hear the proposal from the Boundary Review Committee on completion of the first phase of the consultation which is to abolish Dawley Hamlets Parish Council. The review, the proposal and its consequences for residents were then discussed at length and it was unanimously **RESOLVED** to reject the proposal to abolish Dawley Hamlets Parish Council as all councillors believed that the residents of Horsehay, Little Dawley and Aqueduct wards would be better served and very likely receive a lower precept if they continued to be served by Dawley Hamlets Parish Council.

The Council was very concerned that residents were not aware of the review, it's

recommendations and the consequences for them so it was **RESOLVED** to produce a flyer which could be posted on the Parish Council noticeboards and given to residents and that community engagement sessions would be arranged in Horsehay and Aqueduct to invite residents to come and discuss the matter with their Parish Councillors.

25/17 Senior Residents Summer Party 6th June 2025

The Clerk explained the arrangements for this year's party and that there would be in excess of 100 guests and it was **RESOLVED** that the following payments should be made in June and retrospectively approved at the next meeting:

- refreshments and raffle prizes up to £250
- first aid support £90
- Kerry Young entertainer £200

25/18 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/2025/0334	N/A	11 Jarman Drive, Horsehay, Telford, Shropshire, TF4 3UP	Erection of a first floor side extension	15/05/2025	06/06/2025
TWC/2025/0330	N/A	Haybridge, 29 Farm Lane, Horsehay, Telford, Shropshire, TF4 2NE	Erection of a two storey side extension and single storey front and rear extensions	13/05/2025	04/06/2025
TWC/2025/0322	N/A	5 Stainburn Road, Lawley Village, Telford, Shropshire, TF4 2FS	Replacement of 9no. timber windows and 3no. timber doors with UpVC	08/05/2025	30/05/2025

b) The following permissions were noted:

Full Granted:

Application number	TWC/2025/0237
Site address	2 St Johns Walk, Lawley Village, Telford, Shropshire, TF4 2FT
Description of proposal	Installation and replacement of all existing timber windows and doors with UPVC windows and doors

Full Refused:

Application number	TWC/2025/0182
Site address	7 Elvin Close, Horsehay, Telford, Shropshire, TF4 3US
Description of proposal	Erection of a front, side and rear first floor extension

25/19 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. The Clerk said that the VAT refund for 2024/25 submitted on the 12th May had been refunded in full three days later.

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:

ON-LINE PAYMENTS FOR APPROVAL			
Payee/Reason	Net	VAT	Total
Staff Costs	1,438.56	0.00	1,438.56
HMRC Tax & NI	331.87	0.00	331.87
SCC Pension Fund	493.50	0.00	493.50
SDH Accounting - Internal Audit	275.87	0.00	275.87
Zurich Municipal - Annual Insurance	631.36	0.00	631.36
MJS Gardening Services - DHLNR Maintenance	1,900.00	0.00	1,900.00
Everclean/S Fletcher - War Memorial Meadow Grass Cut	92.00	0.00	92.00
Room Hire - Aqueduct Primary School May 2025	35.00	0.00	35.00
	5,198.16	0.00	5,198.16
PAYMENTS APPROVED RETROSPECTIVELY			
Payee/Reason	Net	VAT	Total
Grant Awarding - Friends of Dawley Town Park	300.00	0.00	300.00
Grant Awarding - Dawley Community Allotments	300.00	0.00	300.00
Grant Awarding - Telford Steam Railway	300.00	0.00	300.00
Aqueduct Primary School - Crucial Crew Funding	160.00	0.00	160.00

RESOLVED – to approve and pay as tabled.

25/20 Annual Audit and Governance & Accountability Return

a) **Final Receipts and Payments Account and Bank Reconciliation Statement as at 31.3.25**

The Council reviewed the final receipts and payments account and bank reconciliation statement for the year ending 31.3.25 and the corresponding bank statements.

RESOLVED - they be approved.

b) **Internal Auditors Report 2024/25 from SDH Accountancy and Audit Services**

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 24/25 Annual Governance Accounting Return (AGAR) which has been completed positively. There are no recommendations.

RESOLVED - to accept the report and the Clerk was thanked for her work on the audit.

c) **The Annual Governance Statement**

The Annual Governance Statement 2024/25 (Section 1, Page 4 of the AGAR) was completed and approved by **RESOLUTION**.

d) **The Accounting Statements**

The Accounting Statements 2024/25 (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 3rd June – 14th July 2025 inclusive.

25/21 Correspondence

The Clerk said she had circulated a list of T&WC planning and development training courses to councillors on the 20th May and said that if anyone would like to book on the courses to let her know.

The Chair said he had received a complaint about the closure of the footpath by where the Cheshire Cheese once stood, it lies within GDTC but is used by our residents. The Chair said that T&WC Streetworks team and Cllrs. Mehta and Preece were looking into this matter.

25/22 Items for the next agenda

T&WC Community Governance Review 2025

25/23 Date of the next meeting – Wednesday 18th June 2025 at 7pm at Horsehay Village Hall.

There being no further business, the meeting closed at 8.30pm.

Signed: _____

Date: _____

Chairman