

DAWLEY HAMLETS PARISH COUNCIL
MINUTES OF THE MEETING OF THE PARISH COUNCIL
held on Wednesday 18th October 2017 at Horsehay Village Hall at 7.00 p.m.

PRESENT: Cllr. A. Burford (Chairman)
Cllrs. B. Cooke, D. Hopkins, B Onions, J Pinter, C Salter,
A. Scott and B. Wennington

Also Present: K Ewence (Clerk)
Borough Cllr. Jayne Greenaway
Sarah Houlston (Great Dawley Town Council – Blue Plaque
Scheme)
Dave Hanley (T&W Council - New Grounds & Cleansing
Contract 2018)

	Action
<p>17/70 Chairman's Opening Remarks Cllr. Burford welcomed all to the meeting including Sarah Houlston and Dave Hanley and outlined the agenda items.</p>	
<p>17/71 Apologies Courtesy apologies were received from Borough Councillor R. Metha. Absent: Cllr. C Tranter.</p>	
<p>17/72 Declarations of Interest None.</p>	
<p>17/73 Public Session No matters were raised.</p>	
<p>17/74 Police Session There were no officers present.</p>	
<p>17/75 Blue Plaque Scheme The Chairman introduced Sarah Houlston, project officer for Great Dawley Town Council, who updated the Council on the progress of the scheme. Following a discussion, the Council resolved, subject to Ms Houlston gaining consent from the land/building owners, that the proposed locations of the blue plaques would be:</p> <ol style="list-style-type: none">1. Cadfael Cottage (Edith Pargeter)2. Horsehay Steam Railway3. Aqueduct Bridge4. Horsehay Works5. Pool View Cottages <p>The cost of purchasing and installing each plaque will be approximately £350.00 dependant on wording and where it is sited.</p>	

7.10pm Ms Houlston left the meeting after being thanked by the Chairman.

17/76 New Grounds & Cleansing Contract 2018

The Chairman introduced Dave Hanley, Environment and Neighbourhood Services Manager for Telford & Wrekin Council. Mr Hanley gave his apologies for Angie Astley who he explained usually accompanied him to the new contract meetings but was unable to attend this evening.

Mr Hanley explained the current contract arrangements and outlined the scope and objectives of the new contract and the timescales.

The Council agreed that the new contract, which would provide the opportunity to employ specialist staff and increase the scope of the landscape management plans, would benefit areas within the Parish such as Horsehay Pool and the local nature reserves, as the Council is not in a financial position to maintain these areas itself. The Council would consider making a small contribution to have Telford & Wrekin Council maintain these areas under the new contract.

The Council agreed that the mechanism within the new contract which allowed 'resource switching' would benefit the Parish as it would provide flexibility within the contract without automatically increasing costs.

7.50pm Mr Hanley left the meeting after being thanked by the Chairman.

17/77 Councillors Reports

Borough Cllr. Greenaway brought to the Councils attention several environmental and planning issues currently affecting the Parish and its residents.

Cllr. Pinter reported that the plantation encroaching on 21, Hazelwood Drive, Aqueduct, reported at the last meeting, had now been removed by the PET Team.

Cllr Pinter provided an update on the accident on Holly Road which occurred last month. The Chairman informed the Council that Dawley Town Hall would be available to the public on the 2nd November so they could comment on the traffic review which is currently being undertaken by Telford & Wrekin Council which includes Holly Road as well as Vicarage Road and New Road.

Cllr. Onions reported that the Dawley Hamlets bench sighted on the corner of St. Luke's was covered with moss. **Resolved** that

Clerk

the Clerk would ask the PET team to clear it.

Cllr. Hopkins enquired whether litter picking equipment was available. **Resolved** the Clerk would see whether Great Dawley Town Council would loan out their equipment.

Clerk

Cllr. Hopkins reported that the shrubbery needs cutting back from the Spring Village sign. **Resolved** that the Clerk would ask the PET team to cut the shrubbery back.

Clerk

Cllr. Hopkins reported that the footpath on Farm Lane, by Pool View Cottage and the 'big house', needed to be cleaned and may be unsafe. **Resolved** that the Clerk would ask the PET team to inspect and clean it.

Clerk

Cllr. Wennington reported that the footpath under the Aqueduct had been cleared by the PET in preparation for the memorial service.

Cllr. Wennington reported that the Parish noticeboard on Majestic Way had suffered from vandalism. **Resolved** that the Clerk would ask John Marsh for a quote for the repair. Cllr. Wennington offered to meet with John Marsh at Majestic Way to discuss the repair.

Clerk
/BW

8.25pm Borough Cllr. Greenaway left the meeting.

17/78 Minutes of the Previous Meeting

Cllr. Onions proposed to accept the Minutes of the Meeting held on 20th September 2017 as a true record, this was seconded by Cllr. Pinter and agreed by the Council. The minutes were signed by the Chairman.

17/79 Local Initiatives:

a) Old Road at Horsehay Pool

Cllr. Hopkins reported that the working group meeting regarding the plans to develop the Old Road had taken place on 27th September, those attending were Cllr. Hopkins, Borough Cllr. Greenaway, Cllr. Onions and the Clerk and the decisions from the meeting were e-mailed to Andrew Smith Senior Engineer for Customer and Neighbourhood Services at Telford & Wrekin Council. Subsequently Lucida Lycett the Assistant Engineer met with Cllr. Hopkins, Ms Lycett was positive about the Councils plans and indicated that funding may be available. Ms Lycett informed Cllr. Hopkins that vehicular access to the site would need to be included in the plans but that was not considered by the Council to be an issue. The Council agreed that as well as being put forward for consideration for a Telford@50 Legacy Grant the Council should seek other sources of funding. It was agreed that the Clerk would investigate alternative sources of

Clerk

funding.

At this point Cllr. Scott raised the matter that Borough Cllr. Steve Barnes had informed him that he would pledge £1,000 towards parking spaces at Aqueduct Village. The Chairman thanked Cllr. Scott.

b) Telford@50 Celebration Grant Application

The Clerk made a short presentation to members outlining the details of a possible Celebration Grant application to create a gallery of pictures at Horsehay Village Hall paying homage to people, places and events in the Parish over the last 50 years as part of Telford's 50th anniversary celebrations. After discussion it was agreed that the Clerk would submit an application with approval from the Chairman by 11.59pm on Monday 23rd October.

Clerk

17/80 Finance:

The Council agreed to bring this agenda item forward to enable Cllr. Pinter to leave the meeting early.

a) 2018/19 Budget and Precept

Budget:

The Clerk tabled a draft budget for 2018/19 along with full historical information to allow members to make an informed decision on the budget and precept.

Following discussion, it was proposed by the Cllr, Scott that the budget be accepted as tabled, seconded by Cllr. Onions and it was **RESOLVED** that the tabled budget be accepted for the year 2018/19 (Annex A).

Precept:

Following discussion, it was proposed by the Cllr, Scott, seconded by Cllr. Onions and it was **RESOLVED** that the Council set a precept of £77.500 for the year 2018/19. The precept remains unchanged from 2017/18.

The Council requested from the Clerk a more detailed analysis of expenditure on future budget monitoring reports.

Clerk

9.15pm Cllr. Pinter left the meeting.

b) Access to the Bank Accounts for the Clerk

The Clerk discussed her requirements for access to the bank accounts. It was resolved that the Clerk would have the same access to the bank accounts as the previous Clerk.

Clerk

c) List of Receipts and Payments and Cheques for Signature

It was **RESOLVED** that these be approved and paid as tabled except for cheque number 001023 to Great Dawley Town Council regarding the gardening scheme. The Council asked

Clerk

the Clerk to clarify the agreed annual cost for the scheme and report back to Councillors before payment is made (Annex B).

- d) **Bank Reconciliation**
Statement 99 Royal Bank of Scotland and statements 16 & 20 Unity Trust along with the reconciliation were tabled and approved (Annex B).

The Council instructed the Clerk to move £20,000 from the Royal Bank of Scotland bank account to the Unity Trust bank account to ensure the Council remain within Financial Services Compensation Scheme limits.

Clerk

17/81 Parish Matters:

- a) **Newsletter**

The Clerk informed the meeting that the Newsletter was ready to be printed and Cllr Scott volunteered to carry out a final check on the document. The Clerk explained that M Birdi, who distributed the last newsletter, was no longer in business and she provided a list of quotations from other suppliers. The Council **RESOLVED** to employ Mel Mansell to distribute the newsletters at a cost of £630.

Clerk
/AS

- b) **Footpath (From Bridge Road to the Travellers Joy)**

Cllr Hopkins informed the meeting that he had e-mailed Andrew Careless for an update regarding the situation with the footpath and he was awaiting a response.

- c) **Farm Lane**

Cllr Hopkins informed the meeting that he had e-mailed a list of issues relating to this development to Dave Jones and he was awaiting a response. It was resolved that Cllr Hopkins would arrange a meeting with Richard Overton to discuss the issues.

DH

17/82 Planning Applications:

- a) **The meeting considered the following applications:**

TWC/2017/0819

14 Ralphs Close, Lawley Village, Telford, Shropshire, TF4 2FX
Erection of single storey rear extension.

TWC/2017/0807

2 Gravel Leasowes, Lightmoor, Telford, Shropshire, TF4 3QL
Erection of two storey side extension, installation of front porch and single storey side extension to existing annex.

TWC/2017/0803

Squatters Cottage, Lightmoor, Telford, Shropshire
Change of use of derelict cottage to form a multi-purpose space for provision of visitor interpretation, classroom facility (Class D1), use as office (Class B1(a)) for the local Wildlife Trust with

repairs/refurbishment to the building and erection of a 1.05 metre high fence and gate (Listed Building Application).

TWC/2017/0802

Squatters Cottage, Lightmoor, Telford, Shropshire
Change of use of derelict cottage to form a multi-purpose space for provision of visitor interpretation, classroom facility (Class D1), use as office (Class B1(a)) for the local Wildlife Trust with repairs/refurbishment to the building and erection of a 1.05 metre high fence and gate (Full Planning).

b) The following permissions were noted:

TWC/2017/0661

29 Wentworth Drive, Aqueduct, Telford, Shropshire, TF4 3SJ
Reduction of limbs by 2m to growth points and removal of woody new growth along inner branches to 1no. Oak tree.

TWC/2017/0694

38 Hafren Road, Little Dawley, Telford, Shropshire, TF4 3HJ
Installation of dormer windows to front and rear elevation.

TWC/2017/0624

Delamere, Spring Village, Horsehay, Telford, Shropshire, TF4 2LZ
Alterations to existing garage including the installation of a pitched roof.

TWC/2017/0568

12 Bridge Road, Horsehay, Telford, Shropshire, TF4 2NF
Erection of a 2-storey side and rear extensions with associated balcony, remodelling of existing roof, erection of a single storey detached garage and 1.8m high fence.

TWC/2016/1068

Land north west of Fox Lair House, Wellington Road, Horsehay, Telford, Shropshire. Outline planning application for up to 3no. dwellings with all matters reserved ***AMENDED DESCRIPTION, PLANS AND INFORMATION RECEIVED***

TWC/2017/0672

1 New Row, Spring Village, Horsehay, Telford, Shrops, TF4 2NB
Pollarding by a maximum of 1.5m to original pollarding points to 1no. Apple tree and removal of damaged branches to 1no. Apple tree.

17/83 Correspondence

- a) The Clerk had received an e-mail from Bruce Whittingham from David Wilson Homes asking the Parish Council to state in writing that they would not accept ownership and maintenance of the

Clerk

pond on the Doseley Park Residential Development. It was **RESOLVED** to agree to this request.

b) Councillor Hopkins said that due to a prior commitment, he had been unable to attend the Local Access Forum (LAF) meeting that had taken place earlier that day.

c) Cllr Onions informed the meeting that we needed to book Village Hall for the summer picnic soon and provided some alternative dates. The Council **RESOLVED** to hold the event on Friday 8th June 2018 and Cllr Onions agreed to make the booking.

BO

17/83 Matters for the Next Agenda

Local Nature Reserves – Mark Latham

Clerk

17/84 Date of the Next Meeting of the Council

Wednesday 15th November 2017 at Horsehay Village Hall at 7pm.

There being no further business, the meeting closed at 9.35pm.

Signed
Chairman

Date.....

Annex A - Budget 2018/19

	£
Clerks Salary	9,500
Tax & NI	1,200
Pension Fund	3,500
Clerks Travel	300
Office & Telephone	700
Stationery & Postage	300
Subscriptions & Fees	2,500
Insurance	900
Recruitment Costs	0
Newsletter	2,100
Grants (sect 137) Committed	5,000
Grants (sect 137) Ad Hoc	1,000
Cllrs. Travel	0
Hall Hire	600
Misc. (Parish Summer & Christmas Events)	0
Chairman's Allowance	500
Training	1,600
Parish Improvement Fund	15,000
PCSO Scheme	7,500
Environmental Maintenance (incl. PET)	25,000
	<u>77,200</u>

Annex B

DAWLEY HAMLETS PARISH COUNCIL PAYMENTS, RECEIPTS & BANK RECONCILIATION FOR CONSIDERATION AS AT 18th October 2017

PAYMENTS OCTOBER 2017

PAYEE	REASON	CHEQUE No.	DATED	NET £	VAT £	TOTAL £
Cancelled cheque		001016				
Cancelled cheque		001017				
Staff Costs	ShropsCC Pension Fund	001018	18.10.17	464.24	0.00	464.24
Staff Costs	Staff costs	001019	18.10.17	589.11	0.00	589.11
HMRC	Tax & NI	001020	18.10.17	65.10	0.00	65.10
Staff Costs	Travelling expenses	001021	18.10.17	37.05	0.98	38.03
Staff Costs	Stationery & postage	001022	18.10.17	21.72	0.00	21.72
Great Dawley Town Council	Gardening service	001023	18.10.17	5,000.00	0.00	5,000.00
JHA Marsh	Grounds maintenance	001024	18.10.17	160.00	0.00	160.00
				6,337.22	0.98	6,338.20

RECEIPTS OCTOBER 2017

	TOTAL £
Unity Trust Account No.1 interest payment	3.82
Precept (2nd half)	38,750.00
	38,753.82

CASH BOOK SUMMARY

	TOTAL £
Opening Balance as at 1.4.17	71,894.44
Less payments this year to date	-43,395.34
Add receipts this year to date	89,096.84
Closing Balance as at 20.9.17	117,595.94

BANK RECONCILIATION AS AT 20.9.17

	£	TOTAL £
Royal Bank of Scotland Account:		
Bank statement dated 8.9.17 (number 99)	60,308.41	
Add unrepresented payments (precept)	38,750.00	
Less unrepresented cheques Sep 17	-5,566.47	
Less unrepresented cheques Oct 17	<u>-6,338.20</u>	87,153.74
Unity Trust Account No. 1:		
Bank statement dated 31.9.17		30,314.20
Unity Trust Account No. 2:		
Bank statement dated 31.8.17		128.00
		117,595.94

Signed: _____

K Ewence
Responsible Financial Officer

Signed: _____

A Burford
Chairman