

DAWLEY HAMLETS PARISH COUNCIL
MINUTES OF THE MEETING OF THE PARISH COUNCIL
held on Wednesday 20th September 2017 at Horsehay Village Hall at 7.00 p.m.

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

Also Present: K Ewence (Clerk)
One member of the public
Phil Lorenz (BTW Traffic Management - Aqueduct
Parking Spaces)

17/56 Chairman's Opening Remarks

The Chairman welcomed all to the meeting and gave an outline of the agenda items. He also welcomed to the meeting Kathy Ewence, the new Clerk, and Phil Lorenz, Borough Council Traffic Management Engineer, who was invited to attend the meeting to discuss the additional parking spaces in Aqueduct Village.

17/57 Apologies

Apologies were received and accepted from Cllrs. C. Salter and B Wennington.

Courtesy apologies were received from Borough Councillors J. Greenaway and R. Metha.

17/58 Declarations of Interest and Dispensation Requests

Cllr. Pinter declared an interest in the Blue Plaque Scheme and agreed to take no part in the discussion on the scheme.

17/59 Public Session

No matters were raised.

17/60 Police Session

There were no officers present.

17/61 Councillors' Reports

Cllr. Pinter sought permission for the PET Team to clear plantation which is encroaching on 21, Hazelwood Drive, Aqueduct. It was agreed that the Clerk will arrange clearance with PET Team. Cllr. Pinter also expressed her desire to ensure residents are aware and participate in the 'New Road' consultation and thanked Cllr. Onions for her invitation to represent the Parish Council at the annual Horsehay Horticultural Society Flower, Vegetable & Craft Show on 26th August which was a very enjoyable event.

Cllr. Scott said that the PET Team need to address issues around the pools (Dandy Pool, Wide Water Pool and Castle Pools) and that Severn Trent also needed to be alerted as the secondary path servicing the fishing pegs around the Dandy Pool is their responsibility.

Cllr. Onions informed the Council that there is an issue regarding the poor quality of grass cutting at the top of Foresters Close, she has reported this issue and will report the outcome back to the Council at a future meeting.

Cllr. Hopkins said that the meeting for the Parish Survey had not yet been arranged.

17/62 Minutes of the previous meeting

The Minutes of the Meeting held on 19th July 2017 were approved as a true record and signed by the Chairman.

17/63 Local Initiatives

a) Parking Spaces at Aqueduct Village

Phil Lorenz, Borough Council traffic management engineer, addressed the Council, he confirmed that there would be capacity for ten parking spaces to be created and if the Parish Council contribute £10,000 to the scheme the Borough Council will fund the remainder of the cost which will be approximately £18,300 in total. The scheme would start either at the end of this financial year or at the start of the next financial year.

Cllr. Burford stated that there would need to be a period of consultation with local residents and Mr Lorenz said this could be built into the plan. Cllr. Scott asked if the spaces would be marked and Cllr. Hopkins asked if there would be any provision to stop large vehicles taking up more than one space, Mr Lorenz said they allow six meters per car, they will not be designated or restricted parking spaces but if the spaces were marked this would encourage people to park within the lines. Cllr. Burford said that the consultation will assist people to understand and use the spaces appropriately.

Mr Lorenz will inform Cllr. Burford or the Clerk when the consultation will begin and Cllr. Scott has volunteered to deliver the letters to the local residents (approximately 20) and explain the scheme to them.

Cllr. Burford has pledged £2,000 of his Cllr's Ward Pride Fund to the scheme and Cllr. Scott will ask Cllr. Steve Barnes to also make a contribution, the contributions received will count towards the Parish Council's contribution to the scheme.

Before he left the meeting the chairman also asked Mr Lorenz to provide an

update on the **Holly Road/New Road traffic review** in light of the recent accident which occurred there, history of speeding vehicles and the possible introduction of a crossing. Mr Lorenz stated that the review covers a wider area but will be drawn up by area and there will be a consultation process before a scheme is put in place. The Parish Council will receive details of the consultation shortly.

7:30 p.m. Mr. P Lorenz left the meeting after being thanked by the Chairman.

b) Old Road at Horsehay Pool

Cllr. Hopkins reported that he had an on-site meeting regarding the Old Road which had attracted the attention of the Telford Horsehay Steam Trust who expressed an interest in developing a partnership to redevelop the Old Road. It was agreed by the Council that the area should be cleaned up and plans drawn up to develop the area, Cllr. Hopkins presented a comprehensive set of drawings together with a list of suggestions how the area could be developed. The Chairman asked Cllr. Hopkins to meet with Cllr. Onions and Borough Councillors J Greenaway and R Metha to formulate some suggestions to take forward to Dominic Proud at the Borough Council with a view to obtaining funding for the project from the Telford Pride @ 50 fund. Cllr. Hopkins agreed to arrange these meetings over the next week before he goes on holiday.

Borough Councillor J Greenaway had sent an e-mail to the Clerk pledging £500 from her Cllr's Ward Pride Fund towards the scheme.

The Chairman thanked Cllr. Hopkins for providing the Council with a good start to the project.

c) Un-Adopted Road at Springhill Village

Amanda Roberts, Borough Council Group Manager for Transport Strategy and Asset Management, provided an update to the Clerk by e-mail. She said "I have discussed the issues with our Public Rights of Way officer, Andrew Careless and with Adam (Brookes) who is our traffic management team leader and they have agreed to explore options for restricting access to the un-adopted section of the road as a way of resolving the problems experienced by residents. I am not certain how far they have progressed but nothing will be implemented without consultation with the local ward member, the Parish Council and, of course, the residents.

Adam Brookes has now taken over from Amanda Roberts as the Parish Councils highways liaison officer.

d) Blue Plaque Scheme

The shortlist of Blue Plaques has been drawn up. There are nine plaques on the shortlist for Great Dawley and six for Dawley Hamlets. The suggestions for Dawley Hamlets are Telford Horsehay Steam Trust, Edith Pargeter's house on Myford, St. Luke's Church/William Ball's grave at Doseley, the Aqueduct at Aqueduct, Horsehay Works and Old Row/Pool View.

The Parish Council have currently agreed to provide five plaques at a cost of £2,500. The Chairman suggested inviting Sarah Houlston, Project Leader at Great Dawley Town Council, to our next meeting to discuss the scheme.

e) PCSO

The Chairman informed the Councillors that several Borough Town and Parish Councils had raised concerns that they were not getting enough influence from this scheme and he has told Dawley Town Council to put the Parish Council's membership on hold. The Council agreed that the decision to join the scheme should be put on hold for the time being.

17/64 Parish Matters

a) Newsletter

The Clerk said so far there were three items submitted for inclusion in the Newsletter, the Christmas Party, the services of remembrance and an item regarding Aqueduct Neighbourhood Watch Scheme. Cllr. Scott asked the Clerk to check that the Neighbourhood Watch Scheme is endorsed by West Mercia Police before it is included.

The Chairman asked Cllrs for further suggestions. Cllr. Hopkins agreed to write a short article regarding the 'Old Road' scheme, other suggestions were articles about the Councils' 50th celebrations and the funding they are making available and updates on the PET contract, flower show and garden scheme.

b) Christmas Event

The entertainment has now been booked. The Chairman gave his apologies that he would not be able to attend this year's event as he will be on holiday. Alan Scott proposed Cllr. Onions should once again provide the table decorations for this event and the Council were in agreement.

c) Footpath – Bridge Road to the Travellers Joy

Cllr. Hopkins had received an e-mail from Andrew Careless saying that Ian Ross, the Borough Council solicitor, said it is likely that they will have the published order out by October 1st. It was agreed that the Councillors would review this situation at the next meeting.

d) Little Dawley Pools and Local Nature Reserves (Dawley pools and Pit Mounds and Lightmoor)

The Clerk had been in contact with Fran Lancaster who is due to go on maternity leave shortly, she is currently handing over her work to Mark Latham who will be in touch with the Parish Council shortly. She said that as Dawley Pools and Pit Mounds do not have Friends groups it is unlikely that their proposals will be ready to be passed to Natural England until 2018. The Chairman asked the Clerk to invite Mark Latham to the November meeting to discuss the schemes and what is required from the Parish Council to take these schemes forward.

Cllr. Scott attended the last Lightmoor Friends meeting, Cllr. Cooke agreed to be the Parish Council representative on this group going forward.

e) Traffic Review (Dawley, Little Dawley and Doseley)

This matter was addressed earlier in the meeting (see 17/63a).

f) Farm Lane Development

The Chairman pointed out that this item was not on the agenda but asked Cllr. Hopkins for an update. Cllr. Hopkins explained some of the issues and expressed his dissatisfaction with how the project is being carried out. The Chairman suggested at the end of the project that the Parish Council write to the Borough Council Cabinet and Director responsible for the scheme listing the issues which have caused concern.

8:30 p.m. The member of the public left the meeting.

17/65 Planning Applications

The meeting considered the following applications:

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|---------------|---|
| TWC/2017/0694 | 38 Hafren Road, Little Dawley, Telford, Shropshire, TF4 3HJ. Installation of dormer windows to front and rear elevation. There were no comments. |
| TWC/2017/0672 | 1 New Row, Spring Village, Horsehay, Telford, Shropshire, 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. There were no comments. |
| 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. There were no comments. |
| TWC/2017/0624 | Delamere, Spring Village, Horsehay, Telford, |

Shropshire, TF4 2LZ. Alterations to existing garage including the installation of a pitched roof. There were no comments.

The following permissions were noted:

- TWC/2016/0107 Former Concrete Works, Lightmoor Road, Lightmoor, Telford, Shropshire. Outline application for the erection of 52no. dwellings and associated access with all other matters reserved.
- TWC/2017/0604 1 New Row, Spring Village, Horsehay. Pollard 1 Cherry tree to a maximum height of 3m.
- TWC/2017/0568 12 Bridge Road, Horsehay. Erection of a 2-storey front, rear and side extension with associated balcony, remodelling of existing roof, erection of a single storey detached garage and 1.8m high fence.
- TWC/2017/0330 Site of T A Jervis & Co. Ltd & land adjacent, Holywell Lane, Lightmoor, Telford, Shropshire. Demolition of existing commercial buildings/remediation of haulage yard and outline application for residential development of up to 17no. dwellings, including means of access with all other matters reserved.

17/66 Finance

a) Access to the Bank Accounts for the New Clerk

The Clerk requested permission to change all the Parish Council bank accounts (three in total) over to the new Clerks name and address and requested on-line access to all accounts if it was available. Cllr Scott asked the Clerk to investigate if there were any issues or guidelines which restrict the Clerks access, the Clerk will investigate this issue and report back to the next meeting.

b) List of Receipts and Payments and Cheques for Signature

The list of receipts and payments was tabled and approved. The cheques were signed by two signatories.

c) Bank Reconciliation

The bank reconciliation was tabled and approved.

d) Receipt of the External Audit Report

The Clerk reported that Mazars, the external auditors, had signed off this year's audit report. There were no matters to report. The Chairman asked the Clerk to thank the previous Clerk on behalf of the Parish Council for

completing another successful audit.

17/67 Correspondence

a) Noticeboard at Costcutter, Majestic Way

The Clerk had a phone call on Saturday 16th September from a local resident to say that teenagers were vandalising the noticeboard. The Clerk asked J. Marsh to inspect the noticeboard and assess any damage but no further action was necessary. It was agreed by the Council that this situation would continue to be monitored and that the Clerk could authorise any urgent repairs if they are required.

b) Letter from The Horsehay Horticultural Society

The Parish council received a letter from Mrs D Tovey Secretary of Horsehay Horticultural Society which the Clerk read out. The letter thanked the Parish Council for the grant they received from the Parish Council which allowed them to stage their annual Flower, Vegetable and Craft Show on 26th August 2017.

17/68 Items for the Next Agenda

- a) Budget 2018/9
- b) Blue plaque scheme (Sarah Houlston)
- c) New grounds and cleansing contract (Dave Hanley & Angie Astley)

17/69 Date of the next Meeting of Council

Wednesday 18th October 2017 at Horsehay Village Hall at 7:00 pm.

There being no further business, the meeting closed at 8:45 p.m.

Signed.....
Chairman

Date.....

DAWLEY HAMLETS PARISH COUNCIL
PAYMENTS, RECEIPTS & BANK RECONCILIATION FOR CONSIDERATION
AS AT 20TH SEPTEMBER 2017

PAYMENTS SEPTEMBER 2017

PAYEE	REASON	CHEQUE No.	DATED	NET £	VAT £	TOTAL £
* JHA Marsh	Grounds maintenance	001005	19.7.17	60.00	0.00	60.00
JHA Marsh	Grounds maintenance	001006	20.9.17	60.00	0.00	60.00
Mazars LLP	External audit	001007	20.9.17	300.00	60.00	360.00
Staff	Staff costs	001008	20.9.17	576.55	0.00	576.55
HMRC	Tax & NI	001009	20.9.17	157.70	0.00	157.70
Staff	Office expenses	001010	20.9.17	53.17	0.00	53.17
A Burford	Chairs allowance	001011	20.9.17	83.88	0.00	83.88
Telford & Wrekin Council	Recruitment costs	001012	20.9.17	3,266.78	653.36	3,920.14
Staff	Travelling expenses	001013	20.9.17	35.10	0.93	36.03
JHA Marsh	Grounds maintenance	001014	20.9.17	120.00	0.00	120.00
Staff	Office equipment	001015	20.9.17	165.83	33.17	199.00
* payment made in July 2017						
				4,879.01	747.46	5,626.47

RECEIPTS SEPTEMBER 2017

	TOTAL £
None	0.00
	0.00

CASH BOOK SUMMARY

	TOTAL £
Opening Balance as at 1.4.17	71,894.44
Less payments this year to date	-37,057.14
Add receipts this year to date	50,343.02
Closing Balance as at 20.9.17	85,180.32

BANK RECONCILIATION AS AT 20.9.17

	£	TOTAL £
Royal Bank of Scotland Account:		
Bank statement dated 8.9.17 (number 99)	60,308.41	
Less unrepresented cheques	-5,566.47	54,741.94
Unity Trust Account No. 1:		
Bank statement dated 31.7.17		30,310.38
Unity Trust Account No. 2:		
Bank statement dated 31.8.17		128.00
		85,180.32

Signed: _____

Signed: _____

K Ewence
Responsible Financial Officer

A Burford
Chairman