

**DAWLEY HAMLETS PARISH COUNCIL**  
MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL  
held on Wednesday 18<sup>th</sup> May 2016 at Horsehay Village Hall at 7.00 p.m.

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**PRESENT** Cllr. A. Burford (Outgoing Chairman)  
Cllrs. A. Chetwood, B. Cooke, Beryl Onions, M. Phillips, Jane Pinter,  
Catherine Salter, A. Scott and C. Tranter.

**Also Present:** Mr M. Goldstraw (Clerk)  
Cllr. Clive Mollett (Borough Councillor)  
One member of the public.

**16/01 Election of Chairman**

Cllr. Burford welcomed all to the meeting and called for nominations to the post of Chairman.

Cllr. Cooke 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.

**16/02 Declaration of Acceptance of Office of Chairman**

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

**16/03 Election of Vice Chairman**

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

Cllr. Mrs. Beryl Onions proposed that Cllr. Chetwood be elected to serve in the post of Vice Chairman of Council for the forthcoming year. The proposition was seconded by Cllr. Tranter.

The Chairman asked if there were any other nominations.

Cllr. Cathy Salter 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. Cooke.

The Chairman called for votes for Cllr. Chetwood who received three votes.

The Chairman called for votes for Cllr. Jane Pinter who received three votes.

The Chairman, who had not used his vote, then cast his vote in favour of Cllr. Jane Pinter. It was RESOLVED that Cllr. Jane Pinter be elected to serve in the post of Vice Chairman of Council for the forthcoming year.

**16/04 Apologies**

All Members being present there were no apologies necessary.

Courtesy apologies were received from Borough Councillor Jayne Greenaway.

**16/05 Declarations of Interest and Dispensation Requests**

There were no declarations.

**16/06 Public Session**

The Meeting received thanks for the prompt action on the work undertaken on the pavements at Woodhouse Lane.

Issues relating to speeding in Woodhouse Lane were raised with particular criticism of Arriva busses. Residents had received an indication that the speed equipment (SIDS) could not be placed in Woodhouse Lane because of difficulties over connections to lamp posts. Cllr. Mollett agreed to take the matter up.

The Clerk was asked to write to Arriva and the Bus User Group.

Cllr. Chetwood, on behalf of a resident of Malvern Crescent who had been doing voluntary work on the maintenance of the footpath adjacent to The Unicorn, asked about the provision of weed killer. Following discussion, it was agreed that the resident's details would be passed on to the Borough Council's Street Champion officer along with a report of the required work.

Cllr. Cooke reported issues with drainage at a property on Holywell Lane. It was unclear as to whether the property was in the parish of Dawley Hamlets or the Gorge however Borough Councillor Clive Mollett agreed to take up the matter.

**16/07 Police Session**

There were no officers present.

**16/08 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 to take no action and to leave the matter in abeyance.

**16/09 Appointment of Representatives to :**

**Wrekin Area Committee SALC** – It was RESOLVED that the Chairman should represent Council at SALC meetings.

**16/10 To consider payment of Annual Subscriptions :**

**a) Insurance renewal**

**b) Membership SALC and Local Council Review**

**c) Membership SALC Wrekin Area Committee**

**d) Membership CPRE**

**e) Membership Society of Local Council Clerks**

It was RESOLVED to renew all annual subscriptions as they fell due with the exception of the subscription to the CPRE which was to be discontinued.

**16/11 To consider dates and frequency of future meetings**

Members discussed the necessity of the December meeting. It was decided to leave any decision until October when it would be apparent what the likely work load would be. It was RESOLVED that the dates, venues and frequency of meetings should remain but that the December meeting should be subject to review.

**16/12 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.

It was RESOLVED to review the procedures and guidelines for the awarding of grants at the June meeting of the Council.

*7:45 p.m. Borough Cllr. Clive Mollett left the meeting after being thanked by the Chairman for his attendance.*

**16/13 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 and suggested that Members might prefer to defer the review until they had had time to peruse the documents. It was RESOLVED to place the review on the June agenda.

**16/14 Minutes of the previous meeting**

**The Minutes of the Meeting held on 20<sup>th</sup> April 2016** were approved as a true record and signed by the Chairman.

**16/15 Parish Environmental Team**

The Chairman provided a report on the start of the project; it was noted that the operatives were temporarily using a hired vehicle. Members hoped that a permanent vehicle would soon be available with the Parish Logo. it was agreed that the project had been received enthusiastically.

The Clerk was asked to invite the operatives to attend the next meeting of Council. It was also noted that the matter of the weed killing at footpath adjacent to The Unicorn could be reported to the Team for action.

Cllr. Mrs Onions reported weeds growing out of the top of the Parish War memorial. [Reports to be channeled through the Borough's Public Realm Officer]

**16/16 Parish Matters**

**a) Summer Event**

The Clerk confirmed that everything was in place for the organisation of the Summer Picnic on the 17<sup>th</sup> June.

**b) Bus Stop Signage**

Cllr. Mrs. Onions reported that buses were not stopping on the opposite side to the pull in on Woodhouse Lane adjacent to the new Dingle estate and asked if the matter could be taken up with the appropriate authority. Cllr. Cooke, who was familiar with the route, stated that in his experience the drivers would stop on request. The Clerk agreed to report the matter to the Bus User Group.

**d) Aqueduct Bridge**

There was nothing to report.

**16/17 Planning Applications**

**The meeting considered the following applications:**

- TWC/2016/0408 16 Frame Lane, Doseley. Erection of external brick chimney. There were no comments.
- TWC/2016/0403 Chapel House, 6 Gravel Leasowes, Lightmoor. Siting of a mobile home (Retrospective). There were no comments.
- TWC/2016/0402 9 St Lukes Road, Doseley. Erection of a two storey and single storey side extension. There were no comments.
- TWC/2016/0383 Land East of Southall Play Area, Southall Road, Aqueduct. Outline application for residential development with all matters reserved. There were no comments.
- TWC/2016/0378 9 Woodhouse Lane, Horsehay. Erection of a single storey side extension (Retrospective). There were no comments.
- TWC/2016/0333 15 Pool View, Horsehay. Replacement of two windows to rear elevation (Listed building application). There were no comments.

**The following permissions were noted:**

- TWC/2016/0189 The Orchard, 30 Horsehay Common, Horsehay. Erection of oak framed orangery following demolition of existing conservatory.
- TWC/2016/0108 4 Boatwell Meadow, Horsehay. Erection of a single storey link between the house and garage, extension of garage roof, replacement of garage doors with windows and installation of dormer window to accommodate annex and media room.
- TWC/2016/0333 15 Pool View, Horsehay. Replacement of two windows to rear elevation (Listed building application).

**16/18 Accounts**

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

**STATEMENT 83 Royal Bank of Scotland** along with reconciliation was tabled and approved.

### **Insurance Policy**

The Clerk tabled quotes from three alternative insurance companies along with additional quotes should the Council wish to consider a three year fixed contract. Following discussion, it was RESOLVED to enter into three-year contract with Aon UK Limited at a cost of £615.08 per year for the next three years. Members thanked the Clerk for obtaining the quotes and thanked Cllr. Tranter for suggesting that Council explore the savings which might be made by entering into a three-year contract.

### **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) No evidence was found of the Financial Risk Assessment carried out by the Clerk being presented to the Council. It was noted that the FRA had been presented to the meeting and would be reviewed in June.
- 2) Within the Council's minutes presented to the auditor there was no evidence of the Clerk providing in year budget monitoring reports during the year. This is a requirement of the Council's Financial Regulations. Members noted that although there was no note in the minutes, the Clerk had presented the Council with regular reports of expenditure (every month) and Council had received a full budget monitoring report during the months of September, October, November, December 2015 and January 2016 when it had been considering the budgets and precept for the forthcoming year. The Clerk stated that he would ensure that the minutes noted the presentation of the reports in the future.
- 3) Strategic Financial Budget Plan. It was agreed to consider a 3 to 4 year plan.
- 4) Insurance. Following the taking out of a new agreement, the asset register would be forwarded to the new insurers.
- 5) Standing Orders & Financial Regulations scheduled to be reviewed in June 2016.
- 6) The Council is not currently compliant with the Transparency Code. The Meeting disagreed with this finding. Although the auditor had found no evidence that copies of the Council's Annual Returns for the previous year being made available (on its website) or a list of individual payments exceeding £100, Council was satisfied that the Annual Returns had been shown on the Council's website since 2015 and that ALL expenditure was now recorded along with the minutes on the web site. In addition, although the auditor could find no evidence of the Council publishing its

Agendas in compliance with the Transparency Code, Council was satisfied that all of its agendas had been published on its weblog (<http://weblog.dawley-hamlets.org>) since the weblog had been started in October 2014 and that a link to the weblog had been provided on the Council's main website. In addition, the Council also had a Facebook page where agendas and minutes (including financial transactions) were published. The Meeting was fully satisfied that Council met its obligations under the Transparency Code.

**Annual Audit Report and Governance Statement**

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

**16/19 Correspondence**

Resident Farm Lane

Request that Council consider possible action in regard to the closed footpath from Bridge Road to the Travelers Joy. The Clerk informed the Meeting that he had responded on behalf of the Council pointing the resident to all records in the Council's Minutes outlining the action already taken in this matter by the Parish Council. It was agreed that Council should revisit the matter again to ensure that it is still ongoing.

Marian Chilton

Letter of thanks for the grant to Horsehay Youth Group.

HMRC

Confirmation of BACS payment in the sum of £385.79 by way of refund of VAT payments.

**16/20 Matters for the next agenda.**

Grants, PET Team, PCSOs and choice of another targeted neighbourhood.

**16/21 Date of the next Meeting of Council – Wednesday 15<sup>h</sup> June 2016 at Horsehay Village Hall at 7:00 p.m.**

**There being no further business, the meeting closed at 8:20 p.m.**

**Signed.....  
Chairman**

**Date.....**

**DAWLEY HAMLETS PARISH COUNCIL  
PAYMENTS AND RECEIPTS  
FOR CONSIDERATION COUNCIL MEETING  
18<sup>th</sup> May 2016**

**PAYMENTS MADE – APRIL**

	<b>Amount</b>	<b>Chq. No.</b>	<b>VAT</b>	<b>TOTAL</b>
SCC - Pension Fund Deficit	200.00	000828	----	200.00
JMB Landscapes – Gds Maint	60.00	000829	----	60.00
T&WC – Xmas Catering	1718.75	000830	343.75	2062.50
M.G. – Domain Name	11.99	000831	2.40	14.39
Madeley Print Shop – Newsletter	500.00	000832	----	500.00
SALC – Affiliation Fee	1501.55	000833	----	1501.55
	}	000834	----	671.81
Staff Costs	}	000835	----	93.78
	}	000836	----	252.94
M.G. – Travel	23.77	000837	0.81	24.58
*DHPC – Bank Transfer (Unity)	500.00	000838	----	500.00
JMB Landscapes – Gds Maint	<u>60.00</u>	<u>000839</u>	----	<u>60.00</u>
	<u>5594.59</u>		<u>346.96</u>	<u>5941.55</u>

\* [NB This is not an expenditure item but a bank transfer and so has not been included in the unpaid cheques(or payments made) and has instead been treated as a bank transfer in the balances]

**ACCOUNTS TO BE PAID – MAY**

	<b>Amount</b>	<b>Chq. No.</b>	<b>VAT</b>	<b>TOTAL</b>
SDH Accounting – Int Audit	220.00	000840	----	220.00
Mid News Assoc – News Distrib	61.12	000841	12.22	73.34
M.G. – Ink	4.98	000842	1.00	5.98
	}	000843	----	671.81
Staff Costs	}	000844	----	93.78
	}	000845	----	252.94
M.G. – P&PC	43.53	000846	7.39	50.92
M.G. – Travel	26.14	000847	0.89	27.03
JMB Landscapes – Gds Maint	<u>60.00</u>	<u>000848</u>	----	<u>60.00</u>
	<u>1434.30</u>		<u>21.50</u>	<u>1455.80</u>

**RECEIPTS**

Opening Balance	£52'764.44
Precept	£35'000.00
Bank Interest/Dividend	£0.00
Misc. Receipts	£0.00
Customs VAT	<u>£385.79</u>
	<u>£88'150.23</u>

Bank Balance	£82'708.68	Receipts	£88'150.23
Less u/p chqs	£0.00	less p'mts	£5'441.55
Less a/c to be pd	<u>£1'455.80</u>		<u>£1'455.80</u>
	<u>£81'252.88</u>		<u>£81'252.88</u>

**Signed**  
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**Responsible Financial Officer**

**Signed**  
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**Chairman**