

**DAWLEY HAMLETS PARISH COUNCIL**  
**MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL**  
held on Wednesday 16<sup>th</sup> May 2022 at Aqueduct Primary School at 7.00 pm

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**PRESENT:** Cllr. A Burford (Outgoing Chairman)  
B Cooke, S Deakin, D Hopkins, R Mehta, I Preece and B Wennington

**Also Present:** Two Members of the Public  
K Ewence (Clerk)

**22/1 Election of the Chairman**

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

**22/2 Acceptance of Office of Chairman**

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

**22/3 Appointment of a Vice-Chairman**

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

**22/4 Acceptance of Office of Vice-Chairman**

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

**22/5 Introductions**

The Chairman welcomed everyone to the Annual Meeting including two members of the public.

**22/6 Apologies for Absence**

Cllr. Barnes and Cllr. Greenaway

**22/7 Declarations of Interest**

Cllr. Cooke - Great Dawley Town Council  
Cllr. Mehta - Great Dawley Town Council, T&WC Planning Committee  
Cllr. Preece - Great Dawley Town Council  
Cllr. Wennington – Friends of DHLNR

**22/8 Public Session**

No issues were raised. The two members of the public present were interested in agenda item 10, allotments.

**22/9 Minutes of the Previous Council Meeting**

It was **RESOLVED** to approve the minutes of the meeting held on the 20th April 2022 as a true record.

**22/10 Allotment Scheme**

The meeting discussed the feasibility of having an allotment scheme in the Parish.

Cllr. Deakin said he had started a Facebook group to gauge interest in a scheme and that the members have had one meeting which produced a positive response. The two members of the public present were in support of a scheme and everyone was in agreement of all the positive benefits that such a scheme would bring to the community. A number of possible sites were discussed for investigation and it was suggested that the National Allotment Society and other local allotment associations could offer the allotment group advice and guidance. Cllr. Mehta advised regarding a number of grants which may be available for such a scheme. The Chairman said that the Parish Council would support the scheme with the limited resources it has available and advised that the interested parties formed a group with 10-12 core members who in turn could form an association. It was **Resolved** to add this item to the next meeting agenda for a progress report.

#### **22/11 Climate Emergency Action Plan**

The Clerk circulated a draft copy of the action plan just prior to the meeting and discussed the contents with those present. It was **Resolved** to:

- Accept the Climate Emergency Action Plan as a working document
- To review the Climate Emergency Action Plan annually as part of the annual planning process (first review will be June 2022)
- Set up a section on the website dedicated to the Climate Emergency Declaration

#### **22/12 Councillors Reports**

The Chairman invited verbal reports from the floor:

##### Cllr. Wennington

- Reported that T&WC Enforcement Team are investigating the change of use of the building which was previously the Aqueduct Doctors Surgery
- Andrew Careless, the T&WC Rights of Way Officer, is investigating the legality of a new footpath in Lightmoor
- The cost of installing a new base to reposition the Aqueduct Christmas tree which was agreed at the January meeting has increased from £400 to £600. Recent price increases were acknowledged by the meeting and it was **Resolved** to obtain two more competitive quotes before a supplier was employed to carry out the work

##### Cllr. Hopkins

- This morning Dawley Hamlets Ward Councillors attended a meeting regarding enforcement issues in Horsehay Court together with residents of Horsehay Court and officers Mark Turner, Richard Davies and Andrew Careless. The matter is on-going and Dawley Hamlets Ward Councillors have expressed their support for the residents regarding this matter
- The new Spring Village play area installations are progressing well and T&WC are arranging for a litter bin to be repositioned away from the gateway entrance
- Cllr. Hopkins met with Cllr. Greenaway and T&WC officers Matt Seabrook and Chris Pearson on April 27<sup>th</sup> to discuss the condition of the trees in Doseley Churchyard. The outcome of the meeting was that T&WC's preferred option would be to tend to some of the trees and make adjustments to the roads and paths (these are currently under review). Cllr. Hopkins has circulated a comprehensive update to members
- Raised a complaint from a resident about parking at Horsehay Pool which has been passed to the Parish Council Community Action Team

Cllr. Deakin

- Informed the meeting that due to inflation the price of the Little Dawley notice board may increase, it was agreed that once planning permission was granted this would be reviewed
- Permission has now been given to install a Little Library on the outside wall of Horsehay Village Hall

Cllr. Preece

- ASB at Stonebridge Close, this will be reported to the Parish Council Community Action Team
- Incidents of fly-tipping, dog mess and pigeon shooting all recently reported to T&WC

**22/13 Community Action Team (CAT) Scheme**

The Clerk met with Leah Wallage-Coyne, T&WC Neighbourhood Enforcement Team Leader, on May 9<sup>th</sup> and an updated action plan for April and a new action plan for May was circulated to Councillors in advance of the meeting. Horsehay Pool parking issues have been added to the plan and motorbike racing at Pool Hill Road continues to be a problem.

**22/14 Friends of Dawley Hamlets Local Nature Reserve (DHLNR)**

Cllr. Wennington reported:

- The new LNR benches should be delivered this week
- Litter pick arranged for 22<sup>nd</sup> May
- The DHLNR Summer event will be on 6<sup>th</sup> July
- A Jubilee tree has been planted on DHLNR courtesy of Mercian Woodland Biodiversity Project

**22/15 Representatives on Outside Bodies**

The Council was requested to review the list of representatives on outside bodies for 2022/23.

**RESOLVED** - that the Councillors currently representing the outside bodies would remain the same until the next Annual Meeting of the Council apart from adding Cllr. Deakin's name to the Friends of DHLNR and it was also agreed that Cllr. Deakin and Cllr. Wennington would represent the Parish Council on a Parish Allotment Association if one is formed in the future.

**22/16 Insurance & Subscriptions**

The Council was requested to review the following insurance and subscriptions:

- a) Insurance renewal (3 year agreement with Zurich Jun 2021 – May 2024)
- b) Membership of the Shropshire Association of Local Councils (SALC)
- c) Membership of the Society of Local Council Clerks (SLCC).

**RESOLVED** – to renew these as they fall due.

**22/17 Schedule of Meetings**

The Council was requested to review the schedule of meetings for 2022/23.

**RESOLVED** - the dates, venues and frequency of meetings remain the same, however, the meeting location would be reviewed at the July meeting considering the possibility of holding meetings at venues in both wards. Also the May 2023 meeting date may be subject to change at a later date (as it was this year) depending upon the date of the 2023 Phoenix Flyer event.

**22/18 Annual Review of the Council Risk Assessments and Policies**

The Council was requested to review its risk assessments and policies to ensure that they were still adequate:

- a) Standing Orders
- b) Financial Regulations
- c) Code of Conduct
- d) Complaints Policy
- e) GDPR Privacy Notice and Privacy Policy
- f) Grant Awarding Policy
- g) Council Risk Assessment & Risk Management
- h) Christmas Trees Risk Assessment

The Clerk asked members to adopt the latest version of standing orders which has removed EC directives on contracts which are no longer applicable and to include a number of days in Para 15b.ii. of the document which the Clerk suggested could be 5. Also regarding grant applications the Clerk suggested that the meeting dates when applications are considered should be moved from March and July to April and October so they are six months apart.

**RESOLVED** - to accept that the risk assessment and policies remain adequate and update standing orders and to amend the grant awarding policy as per the Clerks recommendation.

## 22/19 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/2021/0990	N/A	Witsend, Holly Lane, Little Dawley, Telford, Shropshire, TF4 3JE	Change of use from C3 (Dwellinghouse) to C2 (Residential Care Home)***AMENDED RED LINE BOUNDARY*** **AMENDED OWNERSHIP CERTIFICATE***	06/05/2022	20/05/2022

### b) The following permissions were noted:

#### PERMISSIONS:

##### Full Granted:

**TWC/2022/0266** - 5 Ashwicke Road, Lawley Village, Telford, Shropshire, TF4 2FY  
Replacement of all wooden windows and doors with upvc windows and doors

**TWC/2022/0286** - 15 Spring Village, Horsehay, Telford, Shropshire, TF4 2LX  
Erection of an outbuilding (Retrospective)

##### Outline Granted:

**TWC/2020/0893** - Land east of Southall Play Area, Southall Road, Aqueduct, Telford, Shropshire

Outline application for the erection of 3no. dwellings with all matters reserved.

## 22/20 Finance & Administration:

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

The Parish Council was asked to consider the latest budget monitoring report and bank reconciliation statement together with the latest bank statements which were tabled.

**RESOLVED** – to approve the budget monitoring report and bank reconciliation statement.

**b) List of Cheques Presented for Payment Approval:**

The Parish Council was asked to consider the following cheques presented for payment and approval:

Payee/Reason	Cheque No.	Date	Net	VAT	Total
Staff Costs	001500/01	16 May 2022	1,253.62	0.00	1,253.62
HMRC Tax & NI	001502	16 May 2022	242.87	0.00	242.87
SCC Pension Fund	001503	16 May 2022	364.12	0.00	364.12
SALC - Climate Change Training	001504	16 May 2022	30.00	0.00	30.00
Zurich - Insurance Annual Premium	001505	16 May 2022	604.17	0.00	604.17
Aqueduct Primary School Room Hire - Council Mtgs Mar & Apr 22	001506	16 May 2022	75.00	0.00	75.00
Casey's - Platinum Jubilee Party Entertainment 10.6.22	001507	16 May 2022	200.00	0.00	200.00
			<b>2,769.78</b>	<b>0.00</b>	<b>2,769.78</b>

**RESOLVED** – to approve and pay as tabled.

**22/21 Annual Audit and Governance & Accountability Return**

**a) Final Receipts and Payments Account and Bank Reconciliation Statement as at 31.3.22**

The Council reviewed the final receipts and payments account and bank reconciliation statement for the year ending 31.3.22

**RESOLVED** - they be approved.

**b) Internal Auditors Report 2021/22 from SDH Audit & Accounting**

The Council were asked to consider the internal audit report for 2021/22 which was circulated in advance of the meeting. The overall conclusion of the report 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 and meet the needs of the Council and those best practices recommended in The Practitioners’ Guides.”*

**RESOLVED** - to accept the report.

**c) The Annual Governance Statement**

The Annual Governance Statement 2021/22 (Section 1, Page 4 of the AGAR) was completed and approved by **RESOLUTION**.

**d) The Accounting Statements**

The Accounting Statements 2021/22 (Section 2, Page 5 of the AGAR) were noted and approved by **RESOLUTION**.

**e) Signing the Accounting Statements**

The Accounting Statements were signed and dated by the Chairman.

**f) Dates for the Publication of Elector’s Rights**

It was **RESOLVED** that the dates for the publication of elector’s rights would be 13<sup>th</sup> June – 22<sup>nd</sup> July 2022 inclusive.

**22/22 Strategic Planning Working Group Meeting**

The Chairman asked the Parish Council to agree a date to hold a working group meeting to review the strategic plan and allocation of reserves. It was **AGREED** that the meeting would be held virtually in advance of the June council meeting, the Clerk will circulate dates and the most convenient one will be selected.

**22/23 Senior Residents Queen’s Platinum Jubilee Picnic 10<sup>th</sup> June 2022**

The Clerk reported that all arrangements were on track and that there had been a good response to ticket requests for this event. Refreshments, table and room decorations and the raffle were discussed and it was **RESOLVED** to spend up to £360

on these items.

**22/24 Correspondence**

The Clerk had been in correspondence with Richard Shaw and he had asked how the Aqueduct ward councillors would like to proceed with plans for the three green guarantee sites in the ward, it was **Agreed** that councillors would like to visit the sites which the Clerk will arrange

Cllr. Greenaway had requested by email that the Parish Council write and formally thank Lawley & Overdale Parish Council for clearing the moss and weeds from Lawley Gate Wall to improve the look and avoid damage to the wall. It was **Agreed** to write a letter of thanks to Lawley & Overdale Parish Council.

**22/25 Items for the next agenda**

Invite PCSO  
Allotments

**22/26 Date of the next meeting – Wednesday 15<sup>th</sup> June 2022 at 7pm at Aqueduct Primary School**

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

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

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

Chairman