

**DAWLEY HAMLETS COUNCIL**  
MINUTES OF THE MEETING OF THE COUNCIL  
held on Wednesday 16<sup>th</sup> May 2018 at Horsehay Village Hall at 7.00 p.m.

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**PRESENT:** Cllr. A Burford (Chairman)  
Cllrs. B. Cooke, D. Hopkins, B Onions, A. Scott and C Tranter

**Also Present:** K Ewence (Clerk)  
Three members of the public

<b>18/1</b>	<b>Election of the Chairman</b> Cllr. Burford welcomed all to the meeting and explained that the first item on the agenda was the election of Chairman and invited nominations.  Cllr. Scott proposed that Cllr. Burford be re-elected as Chairman of Council for the forthcoming year. The proposition was seconded Cllr. Cooke. 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.
<b>18/2</b>	<b>Chairman to sign Declaration of Acceptance of Office</b> Cllr. Burford signed his Declaration of Acceptance of Office which was witnessed by the Clerk.
<b>18/3</b>	<b>Apologies</b> Apologies were received from Cllrs. J Pinter and B. Wennington. Courtesy apologies were received from Borough Councillors Jayne Greenaway and Raj Mehta.
<b>18/4</b>	<b>Election of Vice Chairman</b> The Chairman called for nominations to the post of Vice Chairman.  The Chairman proposed that Cllr. Pinter be elected to serve in the post of Vice Chairman of Council for the forthcoming year. The proposition was seconded by Cllr. Hopkins. There being no other nominations it was RESOLVED that Cllr. Pinter be re-elected to serve in the post of Vice Chairman of Council for the forthcoming year
<b>18/5</b>	<b>Declarations of Interest and Dispensation Requests</b> There were no declarations.
<b>18/6</b>	<b>Public Session</b> Concerns were raised regarding plans for the Horsehay Pool/Old Bridge Road development, these concerns were discussed and members of the public assured that the development plans were at an early stage and full consultation would take place before work commenced.  A concern was raised regarding planning application 0667 (David Wilson

	<p>Homes). A member of the public asked when a decision would be reached and the Council responded by saying that the tentative date it would go before the T&amp;WC planning committee was June 13<sup>th</sup>. It was RESOLVED that the Council would 'green card' the planning application process and that Cllr. Hopkins would represent the Dawley Hamlets Parish Council, Dawley Hamlets Ward in this process.</p> <p>7.34 pm Cllr. Onions left the meeting to get a glass of water and returned at 7.35 pm.</p>
<b>18/7</b>	<p><b>To Confirm the Minutes of the Meeting Held on 18<sup>th</sup> April 2018</b> It was proposed by Cllr. Scott, seconded by Cllr. Onions and RESOLVED to approve the Minutes of the Meeting held on 18<sup>th</sup> April 2018 as a true record. The minutes were signed by the Chairman.</p>
<b>18/8</b>	<p><b>Integrated Community Management Scheme (PCSO)</b> The Clerk gave a verbal report of the first two scheme meetings with Scott Ellis the PCSO and Paul Fenn T&amp;W Councils Neighbourhood Safeguarding Officer. It was agreed that the Clerk would produce a proforma which would be circulated to councillors for them to complete when reporting issues.</p>
<b>18/9</b>	<p><b>Councillors Reports</b> <b>Borough Cllr. Greenway</b> submitted a written report which was circulated to councillors in advance of the meeting and the contents were discussed at the meeting.</p> <p><b>Borough Cllr. Mehta</b> sent an e-mail in advance of the meeting stating 'I would like to put on record how happy I am that the locals have got together to form a Horsehay pool committee and are working together with all'.</p> <p><b>Cllr. Cooke</b> updated the Council on the progress of the Telford@50 Gallery and social media.</p> <p><b>Cllr. Onions</b> reported that she had complaints from residents regarding a new development by Doseley Industrial Estate which had not yet sought planning permission. Both Cllr Onions and residents of the area had registered complaints regarding the development to Telford &amp; Wrekin Council which Cllr. Onions found out later they failed to record. It was resolved that Cllr. Onions, together with the Clerk, would write a letter of complaint to the T&amp;W Council regarding this matter. Cllr. Onions also reported she witnessed some strange activity at Horsehay Pool and it was agreed this would be reported to the ICM team.</p> <p><b>Cllr. Hopkins</b> reported that the brick steps at the bottom of the footpath between Farm Lane and Horsehay Pool probably require some repair, it was AGREED that the Clerk would ask the PET to carry out an inspection. Cllr. Hopkins said that, regarding the DMMO, he had requested copies of the objections to comment on and had submitted a personal complaint</p>

	<p>regarding the planning application on the gate. Cllr. Hopkins summarised the results of the Spring Village residents survey and said the results had also been fed back to the residents who took part in the survey and to Adam Brookes, Management Team Leader at T&amp;WC.</p>
18/10	<p><b>Appointment of Representatives to:</b></p> <p><b>a) SALC</b> – Proposed by Cllr. Scott, seconded by Cllr. Tranter, it was RESOLVED that the Chairman should represent Council at SALC meetings.</p> <p><b>b) Local Access Forum</b> - Proposed by Cllr. Scott, seconded by Cllr. Tranter, it was RESOLVED that Cllr. Hopkins should represent Council at Local Access Forum meetings.</p> <p><b>c) Bus User Group</b> – Proposed by Cllr. Scott, seconded by Cllr. Tranter, it was RESOLVED that Cllr. Onions should represent Council at Bus User Group meetings. Cllr. Onions represented the Council on this group last year and said she had not had any communication from them. The Clerk was asked to contact the group to ensure Cllr. Onions was invited to user group meetings.</p>
18/11	<p><b>To consider the payment of Annual Subscriptions:</b></p> <p><b>a) Insurance renewal</b>  <b>b) Membership ALC</b>  <b>c) Membership Society of Local Council Clerks</b></p> <p>Proposed by Cllr. Scott, seconded by Cllr. Onions, it was RESOLVED to renew all annual subscriptions as they fell due.</p>
18/12	<p><b>To consider the frequency of future meetings</b></p> <p>It was RESOLVED that the dates, venues and frequency of meetings should remain the same but the December meeting would be permanently deleted from the calendar</p>
18/13	<p><b>Grants</b></p> <p>It was agreed that the grants policy would be reviewed at the next meeting.</p>
18/14	<p><b>To review the following Council Policies:</b></p> <p><b>a) Standing Orders</b>  <b>b) Financial Regs</b>  <b>c) GDPR Related Policies</b></p> <p>The Clerk issued copies of the above policies to all Councillors in advance of the meeting, apart from Cllr. Onions who received them at the meeting, and it was RESOLVED that all should be accepted.</p> <p>The Clerk informed the meeting that last Wednesday MPs accepted the Government amendment to exempt all parish and town councils from the requirement to appoint a Data Protection Officer (DPO) and although some town and parish councils had still decided to appoint she advised that the parish council waited for a few months to see if the appointment would be necessary. It was RESOLVED not to appoint a DPO at this point in time and review the appointment at a later stage.</p>

	The Chairman and Cllr. Scott thanked the Clerk for the work she had undertaken to ensure that the Council complied with the new Act.
<b>18/15</b>	<p><b>Casual Vacancy</b></p> <p>The meeting discussed whether to use polling cards in the event of an election being called on 21<sup>st</sup> May. Proposed by the Chairman, seconded by Cllr. Cooke, it was <b>RESOLVED</b> that polling cards would be used.</p>
<b>18/16</b>	<p><b>Local Initiatives:</b></p> <p>a) <b>Gardening scheme</b> The Clerk informed the meeting that 12 residents were currently benefitting from the scheme and that Great Dawley Town Council were sending the council pictures of the gardens before and after they had been tidied and had the grass cut. It was <b>RESOLVED</b> that the Clerk would e-mail these pictures to Councillors withholding the addresses of the properties.</p> <p>b) <b>Dawley Pools &amp; Pit Mounds Proposed Local Nature Reserve</b> Cllr. Scott provided an update of the first friends group meeting and informed the meeting that the furnace pools area would now be included in the scheme. It was <b>AGREED</b> that the Clerk would arrange the second meeting on-site in June.</p> <p><b>Two members of the public left the meeting at 8.35pm.</b></p>
<b>18/17</b>	<p><b>Parish Matters:</b></p> <p>a) <b>To consider recommendations made by the Parish Council Working Group at the meeting held on 23<sup>rd</sup> April 2018</b> It was <b>RESOLVED</b> to accept the minutes of the working group meeting together with the planning strategy and allocation of reserves and to review the planning strategy annually.</p> <p>b) <b>To consider the feeding of wildlife around Horsehay and other pools in the Parish</b> Cllr. Onions gave a verbal report of her meeting with Clerk and representatives from CJ Wildlife and the Shropshire Wildlife Trust regarding the provision of correct feeding instruction boards around the pools. Cllr Onions and Cllr. Scott had visited the pools and carried out an initial assessment of the number of boards needed and the provisional locations. It was <b>RESOLVED</b> to allocate a sum of money up to £500 to be spent on instruction boards and installing them around the pools. Before an order is placed it was <b>AGREED</b> that the Council would request an amendment to the sign to change the colour of the word 'not' and to seek advice from the PET regarding placement and fixing of the instruction boards in the various locations around the pools.</p> <p>c) <b>To consider re-siting the war memorial plaques</b> This matter was discussed at length by the Council and it was <b>RESOLVED</b> not to re-site the war memorial plaques.</p>

	<b>One member of the public left the meeting at 8.50pm.</b>					
18/18	<b>Planning Applications: The Following Applications were Considered:</b>					
	<b>Applications:</b>					
	TWC/2018/0345	32 Stainburn Road, Lawley Village, Telford, Shropshire, TF4 2FS. Conversion of attic into habitable use and installation of 4no. velux windows and 2no. dormer windows.				
	TWC/2018/0350	22 Myford, Horsehay, Telford, Shropshire, TF4 3BU. Erection of a single storey flat roofed front and side extension.				
	TWC/2016/0667	Doseley Works, Doseley, Telford, Shropshire, TF4 3BX. Variation of condition 31 of TWC/2012/0650 to allow full completion of the development, including occupation of all dwellings without the need to provide a secondary access point onto Lightmoor Way. ***ADDITIONAL SUPPORTING LETTER RECEIVED***				
	TWC/2018/0341	22 Jarman Drive, Horsehay, Telford, Shropshire, TF4 3UP. Erection of a single storey side and rear extension including garage conversion into habitable use.				
	TWC/2018/0326	3 Pasmore Close, Aqueduct, Telford, Shropshire, TF3 1NL. Erection of a first-floor side extension above garage.				
	<b>The Following Permissions were Noted:</b>					
	<b>Permissions:</b>					
	TWC/2018/0258	Glencarron, Holly Road, Little Dawley, Telford, Shropshire, TF4 3HA. Installation of a dormer window on rear roof slope in conjunction with loft conversion. Full planning granted.				
TWC/2018/0168	Marks Motor Mechanics, Unit D, Doseley Industrial Estate, Frame Lane, Doseley, Telford, Shropshire, TF4 3BZ. Erection of a single storey front extension MOT bay to existing unit. Full planning granted.					
18/19	<b>Finance &amp; Administration:</b>					
	a) <b>Budget Report &amp; Bank Reconciliation</b> The budget monitoring report and bank reconciliation together with bank statements were tabled and approved.					
	b) <b>The Following List of Payments and Cheques was Presented for Signature:</b>					
<b>Payments for Approval:</b>				£	£	£
<b>Payee/Reason</b>	<b>Cheque</b>	<b>Date</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>	

	No.				
Staff Costs - May 18	001080	16th May 2018	660.50	0.00	660.50
HMRC Tax & NI - May 18	001081	16th May 2018	83.38	0.00	83.38
SCC Pension Fund - May 18	001082	16th May 2018	247.65	0.00	247.65
Staff Costs - Travelling Expenses	001083	16th May 2018	89.05	2.37	91.42
Expenses Stationery, Flowers, Postage	001084	16th May 2018	35.21	6.96	42.17
Unity Bank Transfer Between Bank Accounts	001085	16th May 2018	20,000.00	0.00	20,000.00
SJF Design & Print Newsletter Printing	001086	16th May 2018	449.00	0.00	449.00
M Mansell Newsletter Distribution	001087	16th May 2018	601.02	0.00	601.02
BNIB Insurance Brokers Annual Insurance	001088	16th May 2018	1,216.15	0.00	1,216.15
			<b>23,381.96</b>	<b>9.33</b>	<b>23,391.29</b>

**c) Consider the Approval of Payments in Advance for the Senior Citizens Summer Telford@50 Picnic**

It was RESOLVED that following payments should be made in June and retrospectively approved at the meeting later that month:

- Entertainer Dave South £60
- Catering supplies for refreshments and sundries approx. £200 - £260
- Table decorations up to £60

**18/20**

**Audit:**

**a) To review the effectiveness of the Council's Internal Controls and to consider any action necessary**

The internal controls were reviewed for year ending 31<sup>st</sup> March 2018 and considered to be satisfactory.

**b) Internal audit**

The Clerk tabled the Internal Audit Report for the year ending 31<sup>st</sup> March 2018. The report stated that overall:

	<p>'The standard of administration and system of internal controls relating to the audit areas examined was considered to be of a high standard. Having completed a comprehensive examination of Council records presented to me I have completed the Annual Internal Audit Report on page 3 positively. The audit work undertaken supports that the Council's financial affairs are properly conducted and free from error.'</p> <p><b>c) To approve the Annual Governance Statement (by resolution)</b> The meeting RESOLVED to approve the Annual Governance Statement.</p> <p><b>d) To consider the Accounting Statements (and approve it by resolution)</b> The meeting considered and RESOLVED to approve the Accounting Statements.</p> <p><b>e) Ensure the Accounting Statements are signed and dated by the person presiding at the meeting.</b> The Accounting Statements were signed and dated by Cllr. Andy Burford who was presiding at the meeting</p>
18/21	<p><b>Correspondence</b> The Clerk reminded Councillors that the Town &amp; Parish Council Conference will be held on 6<sup>th</sup> June.</p> <p>The Clerk informed Councillors she had e-mailed the SALC training programme for May and June and to let her know if there were any training requirements.</p> <p>The Clerk said she had received thanks for all the grants agreed in March including from Deb Tovey at the Horsehay Horticultural Society. In their letter of thanks Telford Samaritan's Kate Griffith also offered to give a talk to the council about their work.</p> <p>The Clerk issued handouts from the East Shropshire talking newspaper.</p>
18/22	<p><b>Confidential business - to discuss terms and conditions of the Clerk</b> The Clerk left the meeting for the discussion. It was RESOLVED to increase the Clerk's hours from 16-18 per week from the 1<sup>st</sup> May 2018. The Clerk re-joined the meeting.</p>
18/23	<p><b>Items for the next agenda</b> Review the grant policy Copies of the parish map for councillors</p>
18/24	<p><b>Extraordinary Business</b> It was RESOLVED to hold the senior citizens Christmas buffet on Friday 7<sup>th</sup> December 2018 and the Clerk was asked to book Horsehay Village Hall</p>

	and entertainer Dave South for the event.
<b>18/25</b>	<b>Date of the next meeting – Wednesday 20<sup>th</sup> June 2018 at 7:00pm at Horsehay Village Hall</b> There being no further business the meeting closed at 9:10 p.m.

**Signed:** \_\_\_\_\_  
**Chairman**

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