

DAWLEY HAMLETS PARISH COUNCIL

Minutes of the Full Council Meeting Held on Wednesday 21st January 2026 at 7:00pm at Aqueduct Primary Academy

Present: Cllrs Z Hannington (Vice-Chair, in the Chair), R Mehta, L Parker, I Preece (arrived 7.04pm) and M Rogers

Also Present: Clerk, one member of the public

25/106. Welcome

The Vice-Chair, Cllr Zona Hannington, welcomed everyone to the meeting and wished all present a Happy New Year.

25/107. Apologies for Absence

Apologies were received from Cllrs B. Wennington, S. Wennington, S. Heighway and K. Barnes.

25/108. Declarations of Interest and Dispensation Requests

None declared.

25/109. Public Session

No matters were raised.

25/110. Minutes

The minutes of the meeting held on 19th November 2025 were approved.

25/111. Councillors' Reports

Cllr Mehta: Grit bin and refill requests; recent power cut; reports of individuals living in tents near Fellows Close.

Cllr Parker: Grit bin and refill requests; ward walk with Cllr Burford; ongoing concerns regarding plans for the old Aqueduct Doctors Surgery site; Castlefields Way highways concerns.

Cllr Preece: Bridge Road/Frame Lane highways concerns; fallen trees; fly-tipping at Connomara Meadow.

Chair: Fallen tree issues; concern from a Fellows Close resident regarding clearance works, this has now been dealt with.

25/112. Community Action Team (CAT)

The updated Neighbourhood Enforcement Action Plan for December and the new plan for January were circulated in advance of the meeting. Councillors were invited to request additions, deletions or amendments.

The NEO Team Leader, Leah Wallage-Coyne, confirmed that the CAT contract with NSL/Marston has ended. This change provides an opportunity for improvements to the CAT model, with increased staffing anticipated.

Bill, the parish council Public Realm Maintenance Operative, has been busy gritting and clearing smaller fallen trees resulting from the recent bad weather, larger fallen trees have been reported to T&WC.

The Chair and Clerk attended their monthly meeting with Aaron England (Grounds & Cleansing Team Leader) and Dave Ottley (Environmental Locality Officer) on 13th January. James Taylor was also present as he will replace Dave Ottley next month as he is retiring.

25/113. Local Nature Reserves (LNRs)

No reports were received from LNR Friends' Groups.

25/114. Grit Bin Requests

The Council discussed the unprecedented number of grit bin requests generated by the recent bad weather. A list of requests had been collated and circulated by the Clerk in advance of the meeting.

RESOLVED:

- Dawley & Aqueduct Borough Councillors will jointly contribute £1,000 from their Pride Funds, match-funded by DHPC, this will provide 8 grit bins (at a cost of £250 each) in the borough ward.
- Horsehay & Lightmoor Borough Councillors will jointly contribute £500 from their Pride Funds, match-funded by DHPC, this will provide 4 grit bins (at a cost of £250 each) in the borough ward.

25/115. 2026 Senior Residents' Parties

Dates and arrangements were discussed.

RESOLVED:

- Summer Party: Friday 5th June 2026
 - Winter Party: Friday 4th December 2026
- Both dates are subject to Horsehay Village Hall and T&WC catering availability; if unavailable, the closest suitable dates will be selected.

25/116. SS2026 Newsletter

Arrangements for the SS2026 newsletter were discussed.

RESOLVED:

- The Clerk will produce and circulate a contents list and draft the newsletter.
- 1,000 copies will be printed and hand delivered/posted to residents on the party list and distributed to local businesses, including Horsehay Gym. A copy will be published on Facebook as usual.

25/117. 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/2026/0001	N/A	63 Pool Hill Road, Horsehay, Telford, Shropshire, TF4 3AS	Erection of a single storey rear extension and outbuilding ***Additional Plans Received***	20/01/2026	10/02/2026
TWC/2025/0809	N/A	6 Caxton Close, Lawley Village, Telford, Shropshire, TF4 2FQ	Proposed loft conversion following the installation of 1no. front dormer extension, 2no. rear dormer extensions and 1no. roof light **AMENDED RED LINE AND PLANS RECEIVED**	12/01/2026	02/02/2026
TWC/2026/0005	N/A	Land between, Wellington Road/A5223, Horsehay, Telford, Shropshire	Outline planning permission for up to 80 dwellings (with all matters reserved except for access to Wellington Road) (including affordable housing), highway works, public open space, landscaping, drainage and all other associated works, including infrastructure	08/01/2026	29/01/2026
TWC/2026/0001	N/A	63 Pool Hill Road, Horsehay, Telford, Shropshire, TF4 3AS	Erection of a single storey rear extension and outbuilding ***Additional Plans Received***	05/01/2026	26/01/2026

TWC/2026/0005 – Land between Wellington Road/A5223, Horsehay

This application was discussed. Numerous objections are recorded on the T&WC planning portal, including from T&WC Ecology. Resident concerns include traffic and parking, flooding, power cuts and pressure on local facilities (schools, shops, hospitals).

RESOLVED:

The parish council will object to this application. The Clerk will draft an objection for councillors to review and approve before submission.

b) The following decisions were noted:

FULL GRANTED:

Application number	TWC/2025/0705
Site address	The Flowerpots, 16A Frame Lane, Doseley, Telford, Shropshire, TF4 3BQ
Description of proposal	Erection of a part single storey, part two storey side and rear extension, and the erection of a front extension to garage and associated canopy
Application number	TWC/2025/0754
Site address	70 Gittens Drive, Aqueduct, Telford, Shropshire, TF4 3SF
Description of proposal	Installation of 1no. timber gazebo, composite decking with glass balustrades (Retrospective)
Application number	TWC/2025/0798
Site address	37 Bridgnorth Road, Aqueduct, Telford, Shropshire, TF3 1BZ
Description of proposal	Variation of condition 3 (deposited plans) of planning permission TWC/2025/0365 (Erection of a single storey rear extension and single storey side extension including creation of W.C, utility, office and store) to allow amendments to increase the length of the property from 8.82m to 10.1m

OUTLINE GRANTED:

Application number	TWC/2025/0736
Site address	Site of Hill Crest, Holly Road, Little Dawley, Telford, Shropshire
Description of proposal	Outline application for the erection of 1no. detached dwelling and associated access with all other matters reserved

FULL REFUSED:

Application number	TWC/2025/0783
Site address	12 St Lukes Road, Doseley, Telford, Shropshire, TF4 3BD
Description of proposal	Erection of a detached annexe for ancillary use

25/118. Finance & Administration

a). Monthly Budget Report and Bank Reconciliation Statement

This report was issued in advance of the meeting.

RESOLVED: To approve the monthly budget report and bank reconciliation statement.

b). List of Payments Presented for Approval

ON-LINE PAYMENTS FOR APPROVAL			
Payee/Reason	Net	VAT	Total
Staff Costs	1,477.78	0.00	1,477.78
HMRC Tax & NI	355.77	0.00	355.77
SCC Pension Fund	510.49	0.00	510.49
Staff Reimbursement - Website Host, Data Pro Fee, ALCC	143.83	8.37	152.20
T&WC CAT NEO and Maintenance Operative	33,221.79	0.00	33,221.79
GDTC - 2025 Gardening Scheme	3,612.67	0.00	3,612.67
SLCC - Annual Membership	253.00	0.00	253.00
Turnock - Christmas tree call out	176.00	35.20	211.20
MW Medics Ltd - Christmas Party First Aid	90.00	18.00	108.00
Aqueduct Primary Academy - Room Hire 16/7/25 15/10/25	70.00	14.00	84.00
	39,911.33	75.57	39,986.90
PAYMENTS APPROVED RETROSPECTIVELY			
Payee/Reason	Net	VAT	Total
K Ewence - entertainer, reimbursement party refreshments &	377.29	42.15	419.44
FoHP&E - MJS Reed Planting	500.00	0.00	500.00
Everclean (S Fletcher) - L Dawley Meadow Sixth Cut	92.00	0.00	92.00

RESOLVED: To approve the list of payments.

c). Annual Budget Setting and Annual Planning Working Group Meeting held on the 7th January 2026

Recommendations of the annual budget setting and annual planning working group meeting were circulated to councillors in advance and these were discussed at the meeting.

RESOLVED: To approve the following:

Budget 2026/27

- Band D charge retained at £29.04 (no increase).
- Precept set at £83,762, reflecting tax base growth only.
- Total income and expenditure set at £85,762, producing a balanced budget.

Allocation of Reserves 2026/27

- Updated allocation of reserves for 2026/27, including all carry-forward and committed funds.
- Establishment of a £10,000 Borough Councillors' Match-Funding Reserve for 2026/27, this will be automatic and not require further approval.
- Extension of the CAT Operative with Van contract for 2026/27 at an estimated cost of £24,923.98, funded from reserves.
- Continuation of delegated authority for the Chair to approve FoHP&E spend from the Horsehay Pool & Simpsons Pool LNR reserve where works are time-sensitive or seasonally dependent.

d). 2026/27 Precept Warrant

The precept warrant for £83,762 was signed by the Chair, two Councillors and the Clerk.

e). Assertion 10 – Digital & Data Compliance (Practitioners' Guide 2025)

A briefing note was issued in advance of the meeting outlining the requirements of Assertion 10 and the proposal to transition to a .gov.uk domain, secure email system, and formal IT Policy.

Some councillors expressed initial reluctance about using a separate council email address, but understood and supported the reasons for the change. A smooth transition to the .gov.uk domain and secure email system, along with the support required to deliver it were discussed.

RESOLVED:

1. To approve the move to a .gov.uk domain.
2. To authorise the website provider to undertake domain registration, website migration, and email setup for a one-off cost of £200, plus £30 per year in addition to the existing hosting cost.
3. That all councillors and staff will use official .gov.uk email accounts for council business.
4. That a formal IT Policy will be drafted and brought to the next Full Council meeting.

Cllr Preece left the meeting at 7.45pm.

e). Shropshire County Pension Scheme Valuation and Contribution Rates

RESOLVED:

To apply the new employer contribution rate of 23.3% (reduced from the current rate of 23.6%) for the period 1 April 2026 – 31 March 2029.

25/119. Correspondence

A consultation letter from Cornerstone regarding a proposed mobile mast upgrade at Telford Motor Spares, Little Dawley, was summarised.

AGREED:

To check whether Telford & Wrekin Council Planning is aware of the proposal and to formulate a response if necessary.

25/120. Items for the Next Agenda

2026 Gardening Scheme, new IT Policy, invite Chris Pearson and Phil Lorenz (T&WC Highways)

25/121. Date and Location of the Next Meeting

Wednesday 18th February 2026 at 7:00pm, Horsehay Village Hall.

Meeting closed at 7.55pm.

Signed

Date: