

DAWLEY HAMLETS PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL

Held on **Wednesday 20th May 2026 at 7.00pm**

at **Aqueduct Primary Academy**

Present:

Outgoing Chair Cllr B Wennington, Cllrs K Barnes (arrived 7.02pm), Z Hannington, J Hudson, R Mehta, L Parker, M Rogers, S Wennington

Also Present:

Clerk; one member of the public

26/1. Election of the Chair

Nominations for Chair were invited.

Cllr Hannington proposed **Cllr B Wennington**, seconded by Cllr S Wennington.

There being no further nominations, it was **RESOLVED** that **Cllr B Wennington** be elected Chair for 2026/27.

The Chair signed the Declaration of Acceptance of Office, witnessed by the Clerk.

26/2. Appointment of the Vice Chair

Nominations for Vice Chair were invited.

The Chair proposed **Cllr Hannington**, seconded by Cllr S Wennington.

There being no further nominations, it was **RESOLVED** that **Cllr Hannington** be elected Vice Chair for 2026/27.

The Vice Chair signed the Declaration of Acceptance of Office, witnessed by the Clerk.

26/3. Welcome

The Chair welcomed everyone to the meeting and thanked councillors for electing him to serve a fourth term.

He welcomed Cllr Jack Hudson, newly elected for Smallhill Road Ward, who had completed his Declaration of Acceptance of Office prior to the meeting.

The Chair also extended congratulations to Cllr Rogers on his recent marriage.

26/4. Apologies for Absence

Apologies were received from Cllr Preece.

26/5. Declarations of Interest

The following declarations were made:

- Chair – Friends of Dawley Hamlets Local Nature Reserve
 - Cllr K Barnes – Friends of Dawley Hamlets Local Nature Reserve
 - Cllr Z Hannington – Lawley & Overdale Parish Council, Great Dawley Town Council
 - Cllr R Mehta – Great Dawley Town Council
 - Cllr L Parker – Great Dawley Town Council
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26/6. Public Session

No matters were raised.

26/7. Minutes

It was **RESOLVED** to approve the minutes of the meeting held on **15th April 2026** as a true record.

26/8. Councillors Reports

Cllr Barnes

- Requested an update on Castlefields Way; the Clerk said that she had been informed that signage works are expected in August.
- It was reported that Madeley Academy has established a School Council and would welcome contact with the Parish Council. It was agreed that Cllr Barnes would extend an invitation for representatives to attend a future council meeting.
- Delivered newsletters to Little Dawley ward residents and businesses.

Cllr S Wennington

- Delivered newsletters to Aqueduct ward residents and businesses.

Cllr Hannington (*written report*)

Residents' Meeting – ASB and Horsehay Court Right of Way

- Attended a residents' meeting regarding ASB linked to the right of way.
- Advised residents on reporting routes and confirmed the matter had previously been raised with the Parish Council.
- Contacted T&WC Planning to explore options for the right of way.
- Residents will attend the next parish council meeting.

Cheshire Cheese Pathway

- Chased progress on the closed pathway; emphasised its importance for local access.

Sandy Bank bushes

- Issue raised on social media; bushes have now been cut, though it is not known who by.

Bin relocation – Frame Lane to bridleway

- Suggested relocating the bin to the bridleway where no bin is currently provided.

Parish Newsletters

- Delivered newsletters to Horsehay ward residents and businesses.

Cllr Mehta

- Received complaints about litter bins not being emptied.

Cllr Hudson

- Reported street lighting issues in Lawley Gate to T&WC.
- Said he was looking forward to working with the Council.

Cllr Parker

- Received further complaints about inconsiderate parking on Gittens Drive.
- Reported a fallen tree in the same area affecting residents' gardens; liaising with T&WC.
- Noted traffic impacts from the imminent Finger Road closure, these have been minimised as much as possible.

Cllr Rogers

- Reported that the red lines on Castlefields Way require repainting. Clerk to report.

Chair

- Working with James Taylor (CAT) regarding trees in Aqueduct and bamboo issues.
- Delivered newsletters to Aqueduct ward residents and businesses.
- Attended the DHLNR meeting.
- Arranging Sandy Bank footpath clearance and has reported broken sleepers.

26/9. Annual Review of Council Policies, Regulations, Risk Assessments and Asset Register

The following documents were reviewed and **RESOLVED** for approval:

- Councillors Code of Conduct
- Standing Orders
- Financial Regulations

- Climate Emergency Action Plan
 - Complaints Procedure
 - Dignity at Work Policy
 - Equality and Diversity Policy
 - GDPR Privacy Notice and Privacy Policy
 - Grant Awarding Policy
 - Information Technology Policy
 - Social Media Policy
 - Parish Council Risk Assessment & Risk Management
 - Christmas Trees Risk Assessment
 - Asset Register
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26/10. Representatives on Outside Bodies

It was **RESOLVED** to appoint representatives as follows:

- Bus User Group – Cllrs Hudson and Parker
 - Climate Change Working Group – Cllrs Parker and S Wennington
 - Dawley Community Allotments Group – Cllrs Barnes and B Wennington
 - Friends of DHLNR – Cllrs Barnes and B Wennington
 - Friends of Horsehay Pool & Environs – Cllr Mehta
 - Lightmoor Village Delivery Group – Cllrs Barnes, Mehta and Preece
 - Lightmoor Village Management Committee – Cllr Mehta
 - Local Access Forum – Cllr Hannington
 - Mental Health Champion – Cllr S Wennington
 - Neighbourhood Crime Reduction Group – Chair, Cllrs Hudson, Mehta and Preece, and the Clerk
 - SALC/NALC – Chair
 - SALC Clerks Network – Clerk
 - Snow Liaison Officer – Cllr Rogers
 - T&W Council Town & Parish Council Forum – Clerk
 - Wrekin Area Committee – Cllrs Barnes and Mehta
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26/11. Annual Subscriptions

It was **RESOLVED** to approve payment of the following subscriptions as they fall due:

- SALC
 - SLCC
 - 50Webs
 - Web Orchard
 - Information Commissioner
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26/12. Banking Arrangements

The Council's bankers remain Unity Trust, RBS and Redwood Bank.

It was **RESOLVED** that:

- Payments may be made online and/or by cheque
 - All nine councillors may act as approvers and signatories
 - Two councillors are required to authorise each payment
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26/13. Schedule of Meetings

It was **RESOLVED** to continue meeting on the third Wednesday of each month at 7pm, alternating between Aqueduct Primary Academy and Horsehay Village Hall, with no meetings in August or December.

26/14. Community Action Team (CAT)

a) Neighbourhood Enforcement

- Updated April and May action plans had been circulated.
- Campervan in Aqueduct and ASB in Horsehay Court added to the plan.
- Clerk reminded councillors of the CAT walkabout on 17 June, 10am–12pm, starting at the Little Dawley Pools.

b) Environmental Maintenance

- Bill, the parish council Environmental Maintenance Officer, continues to do a sterling job.
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26/15. Local Nature Reserves (LNRs)

- **Cllr Barnes:** Pond dipping postponed.
 - **Chair:** Met with Dothill LNR; exploring similar signage for DHLNR. Meeting with T&WC Ecology scheduled.
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26/16. Senior Residents Summer Party – Friday 5th June 2026

- Invitations posted today to 100 residents.
- Entertainer: Jack Dent.
- Cllrs Hannington, Hudson, Mehta, S Wennington and the Chair expressed a wish to attend.

It was **RESOLVED** to approve:

- Refreshments and raffle prizes – up to £250
- MW Medics first aid attendance

The Chair thanked councillors who delivered the SS2026 newsletters to senior residents and businesses.

26/17. Planning Applications

a) The following planning applications and permissions were considered and noted:

Application or enforcement number	Appeal number	Site Address	Description of proposal	▲ Date consultation received	▲ Reply by date
TWC/2026/0131	N/A	Access, Bridgnorth Road, Telford, Shropshire	Retention and resurfacing of existing access point **AMENDED RED LINE RECEIVED**	01/05/2026	22/05/2026
TWC/2026/0291	N/A	Land adjacent Orchard View, St Lukes Road, Doseley, Telford, Shropshire	Erection of 2no. self-build dwellings with detached garages and associated works	27/04/2026	19/05/2026

b) The following decision was noted:

Full Granted:

Application number	TWC/2026/0157
Site address	42 Pageant Drive, Aqueduct, Telford, Shropshire, TF4 3RF
Description of proposal	Erection of a patio cover attached to the rear elevation **AMENDED DESCRIPTION**

c) The Clerk reported no update from T&WC regarding the retrospective call-in request for TWC/2026/0005 (up to 80 homes, Wellington Road/A5223).
Cllr Hannington will follow up.

26/18. Finance & Administration

a) **Monthly Budget Report and Bank Reconciliation Statement**

This report and reconciliation statement 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

Payee/Reason	Payt Method	Date	Net	VAT	Total
Staff Costs	Bank Transfer	20 May 2026	1,607.49	0.00	1,607.49
HMRC Tax & NI	Bank Transfer	20 May 2026	436.74	0.00	436.74
SCC Pension Fund	Bank Transfer	20 May 2026	561.42	0.00	561.42
SDH Accounting - Internal Audit	Bank Transfer	20 May 2026	280.91	0.00	280.91
Jack Dent - Senior Residents party entertainment	Bank Transfer	20 May 2026	260.00	0.00	260.00
Viking - Stamps and Stationery	Bank Transfer	20 May 2026	112.69	4.35	117.04
			3,259.25	4.35	3,263.60

RESOLVED: To approve the list of payments.

26/19. Annual Audit and Annual Governance & Accountability Return (AGAR) 2025/26

a) Final Accounts 2025/26

The Council reviewed the final accounts for the year ending 31st March 2026 together with the corresponding bank reconciliation and supporting bank statements.

RESOLVED – that the final accounts and bank reconciliation be approved.

b) Internal Auditor’s Report 2025/26

The Council considered the Internal Auditor’s Report for 2025/26 issued by SDH Accountancy and Audit Services. The report confirmed that the Council is compliant with relevant procedures and best practice as set out in the Practitioners’ Guide. No recommendations were made.

RESOLVED – to accept the report.

The Clerk was thanked for her work on the audit.

c) Annual Governance Statement 2025/26

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

d) Accounting Statements 2025/26

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

e) Signing of the Accounting Statements

The Accounting Statements were duly signed by the Chair.

f) Dates for the Exercise of Public Rights

It was **RESOLVED** that the period for the exercise of public rights would run from **3rd June 2026 to 14th July 2026 inclusive**.

26/20. Correspondence and Other Matters

- One-month bedding-in period for new .gov.uk email addresses has ended; all emails now sent only to the new addresses.
- The Chair has been shortlisted for a BBC Radio Shropshire “Make a Difference” Award.

- Clerk confirmed that repairs to the Captain Webb School car park will be done as they form part of the redevelopment of the former Phoenix School site.
 - Aqueduct Primary Academy will no longer charge hall hire in appreciation of the parish councils support.
 - Aqueduct Primary Academy has requested advice for their pond project; the Chair has put them in touch with Dr John Wilkinson, Amphibian & Reptile Conservationist.
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26/21. Items for the Next Agenda

- Severn Trent – Chris Redfern
 - Invite T&WC Highways
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26/22. Date of the Next Meeting

The next meeting will be held on **Wednesday 17th June 2026 at 7pm** at **Horsehay Village Hall**.

There being no further business, the meeting closed at **8.04pm**.

Signed: _____ Chairman

Date: _____