

Dawley Hamlets Parish Council
Minutes of the Full Council Meeting
Date: Wednesday, 17th September 2025
Time: 7:00 PM
Venue: Horsehay Village Hall

Present: Cllrs B Wennington (Chair), S Heighway, M Rogers and S Wennington
Also present: PC S Green, one member of the public and the Clerk

25/55. Welcome

- The Chair welcomed everyone to the meeting

25/56. Apologies for Absence

- Cllrs. Barnes, Hannington, Mehta and Parker

25/57. Leave of Absence Request

- Cllr Ian Preece's request for a leave of absence until 15th October 2025 was considered and agreed.

25/58. Declarations of Interest and Dispensation Requests

- Cllr Heighway – Great Dawley Town Council, Madeley Town Council
- Chair - DHLNR

25/59. Public Session

- A member of the public informed the meeting that he would be unable to attend the next council meeting but had submitted a planning application. He welcomed any questions and invited attendees to contact him directly. The Chair acknowledged the comment and reiterated that all planning applications are considered impartially and in accordance with established procedures.
- The Chair invited the member of the public to address any concerns with PC Savannah Green. The member of the public raised concern about the apparent lack of reported crime in his area. PC Green explained that West Mercia Police engage with residents primarily through the *Neighbourhood Matters* website and app, which provides tailored updates and appeals. The Chair endorsed the service and encouraged attendees to report any incidents.

25/60. West Mercia Police Update

- The Chair formally introduced PC Savannah Green to the meeting. PC Green shared that she is relatively new to the Dawley & Malinslee area but has been a police constable for four years.
- She addressed concerns about car racing in the Parish, noting it is now a wider issue across Telford. Problem-solving measures are in place, and prosecutions are expected.
- In response to a query about pavement parking, PC Green explained she can advise drivers to move and may take enforcement action where obstruction occurs, such as parking on junctions, however, enforcement is generally left to Telford & Wrekin Council.

- Cllr Heighway asked about police presence on Facebook. PC Green recommended using the *Neighbourhood Matters* Facebook group and app for updates and engagement.
- The Chair raised concerns about low attendance at the Aqueduct police surgery. PC Green confirmed just one member of the public attended the last session. Cllr Heighway suggested promoting future surgery dates via Facebook, and PC Green agreed to share future dates with the Parish Council.
- For contact, PC Green encouraged use of 999 for emergencies and 101 for non-urgent matters.
- The Chair thanked PC Green for attending.
- **PC Green left the meeting at 7:19 PM.**

25/61. Goal Post for Phoenix Triple Fields

- The Council considered the purchase of a goal post for Phoenix Triple Fields. Dave Ottley had confirmed that Idverde can supply and install one goal post and sockets for £520. Nets are not included and are not recommended due to safety concerns.
- The Clerk reported that she has provided Aaron England with a map showing the proposed location. He will consult with colleagues at Telford & Wrekin Council to confirm their approval of the location and their willingness to take ownership and responsibility for maintenance, safety checks, and storage when not in use.
- It was noted that the goal post is typically removed annually to allow the ground to recover.
- It was agreed to proceed with the purchase in principle, subject to confirmation of permission and arrangements from Telford & Wrekin Council.

25/62. 2025 Telford & Wrekin Council Town & Parish Council Community Governance Review

- The Chair provided an update on the Telford & Wrekin Council Town and Parish Council Community Governance Review. The Review Committee's initial proposal was to abolish Dawley Hamlets Parish Council and transfer all five existing wards to neighbouring councils. This proposal was strongly opposed by the Parish Council and hundreds of residents.
- The Chair referred to national guidance (DCLG, 2010), which states that any proposal to abolish a parish council must be supported by "justified clear and sustained local support" from the affected electorate. He noted that such support had clearly not been demonstrated, and no benefits had been provided to justify abolishing Dawley Hamlets Parish Council and redistributing its wards.
- Following overwhelming opposition, the Community Governance Review Committee, at its meeting on 4th September, abandoned its original proposal. Instead, it resolved to retain Horsehay, Little Dawley, and Aqueduct wards within a single parish council and to add Lightmoor ward (transferring in from The Gorge Parish Council). Smallhill Road ward will transfer to Lawley & Overdale Parish Council, and Nightingale Walk ward to Madeley Town Council.
- The minutes of the meeting are not yet available. The new proposed arrangements and the parish council name will be subject to further consultation and deliberation. The next meeting of the Review Committee is scheduled for 23rd October 2025.
- The Chair described the outcome as a victory for residents in preserving the parish.
- Cllr Heighway considered it a good compromise and suggested the Parish Council build its own office. The Chair responded that this was a matter for the next administration.

25/63. Minutes of Previous Meeting

- It was **RESOLVED** to approve the minutes of the meeting held on the 16th July 2025 as a true and accurate record.

25/64. Councillors' Reports

- Cllr Wennington attended the Community Governance Review Committee meeting on 4th September and welcomed the outcome of the meeting.
- Cllr Rogers raised concern that there is currently nowhere for children to play in the Nightingale Walk ward. The Chair acknowledged this as a longstanding issue within that part of the parish, noting that it has been investigated but remains unresolved. He suggested that the matter be referred to the next administration following the May 2027 elections.
- The Chair reported that he had been actively involved in the 2025 Community Governance Review and had attended the Committee meeting held on 4th September.
- Also, during the summer recess, the Chair arranged for a new noticeboard to be installed in Aqueduct ward and coordinated with Mark Wigley, Carpentry and Joinery, to replace the damaged Aqueduct Little Library door, which Mr Wigley kindly did free of charge.
- The Clerk reported that Cllr Hannington had emailed to enquire whether the Parish Council could distribute free dog waste bags. The matter was discussed, and concerns were raised regarding distribution logistics and the potential for dispensers to be damaged or stolen. It was agreed not to proceed with purchasing dog waste bags. However, the Clerk advised she may be able to obtain warning signs from the Community Action Team to help deter irresponsible dog fouling.

25/65. Community Action Team (CAT)

- The Neighbourhood Enforcement Team's updated action plan for August and the newly issued plan for September were circulated to councillors in advance of the meeting and the contents were noted.
- The Clerk met with Aaron England, T&WC Grounds and Cleansing Team Leader, and Dave Ottley, T&WC Environmental Locality Officer, on the 9th September. Bill, our maintenance operative's winter maintenance tasks were reviewed, including clearing fallen leaves, maintaining paths, attending to the local nature reserves, and ensuring the paths near Aqueduct Primary School are kept clear of snow. It was agreed that the Clerk will liaise with Councillors to identify other areas in the Parish which will benefit from snow clearance.
- At the meeting Mr England raised the question of whether the Parish Council intends to extend the maintenance operative contract next year. The Clerk confirmed this will be discussed in January as part of the Parish Council annual planning and budgeting process and asked Aaron to provide a quote to support the conversation.
- Mr England said that Bill was happy in his role which was evident in the high standard of his work.

25/66. Local Nature Reserves (LNRs)

- The Chair reported that Andrew Careless, T&WC Rights of Way Officer, is currently updating several paths on the Dawley Hamlets Local Nature Reserve (DHLNR), enhancing accessibility and upkeep in the area, and announced that the Friends of DHLNR will once again be hosting

their annual Pumpkin Fest and Magical Winter Event this year, continuing their tradition of seasonal community celebrations.

- There were no further reports

25/67. Remembrance Sunday – 9th November 2025

It was **RESOLVED** that:

- Councillor Barnes would organise the Service of Remembrance on behalf of Dawley Hamlets Parish Council on Sunday, 9th November at the Little Dawley War Memorial.
- Two wreaths would be purchased; Cllr S Wennington will lay the wreath at the Little Dawley War Memorial service, and Cllr Heighway will lay the wreath at the Aqueduct War Memorial service on the same day.
- The Parish Council agreed to cover the cost of refreshments following the Little Dawley ceremony at the Unicorn Pub in Little Dawley, up to a value of £60.

25/68. Autumn/Winter Newsletter & Christmas

- The Clerk confirmed the newsletter will include the usual content such as updates on the Local Nature Reserves and Christmas plans. Additional suggestions for content from Councillors are welcome. The first draft will be produced in 1–2 weeks and circulated to Councillors. The trial change in distribution used at Easter was successful, and it is proposed we continue with this method: hand delivery to senior residents who have previously attended Parish Council parties; copies made available in local shops and businesses, on the Parish Council website and Facebook page; and noticeboards used to advertise where copies can be obtained. Although Cllr Barnes was not in attendance, the Clerk suggested members agree to the purchase of a newsletter stand, previously requested by Cllr Barnes, for the Nisa Shop in Little Dawley to display the newsletters. The quote for design and print of 1,000 newsletters from SJF Design & Print is the same as last time, £308. It was **RESOLVED** to accept the quote, continue with the same distribution method as last time, and purchase any newsletter stands requested by Councillors.
- It was **RESOLVED** to accept Bishop Offley's Christmas Trees' quotation of £1,700 to supply and remove the parish Christmas trees this year. The Clerk informed the meeting that it had been confirmed that Interfaith Santa would be visiting the Parish again this year.

25/69. Planning Applications

- There were no applications to review.

25/70. Finance & Administration

- Monthly receipts and payments were presented and **RESOLVED** for approval.
- The budget monitoring report and bank reconciliation were **RESOLVED** for approval.
- The Clerk informed the meeting that the 2024/25 external audit had reached a successful conclusion and no issues had been raised. It was **RESOLVED** to accept the audit report and to publish the 'Conclusion of Audit' notice for a period of six weeks.

25/71. Correspondence

- The Horsehay Village Hall committee is seeking trustees. Cllrs Hannington, Mehta, Preece and the Chair had put their names forward.

- The Horsehay Horticultural Society is seeking a nominator for the King's Award for Voluntary Service. As sponsors, the Parish Council is not eligible to submit a nomination.

25.72. Items for the Next Agenda

Community Governance Review, winter preparations and the Goal Post for Phoenix Triple Fields

25/73. Date and Location of Next Meeting

- Confirmed: Wednesday, 15th October 2025 at Aqueduct Primary School

The meeting closed at 8.23pm.

DRAFT

DAWLEY HAMLETS PARISH COUNCIL

PLANNING APPLICATIONS 17.9.25

FOR CONSIDERATION:

None

PERMISSIONS:

Full Granted:

Application number	TWC/2025/0365
Site address	37 Bridgnorth Road, Aqueduct, Telford, Shropshire, TF3 1BZ
Description of proposal	Erection of a single storey rear extension and single storey side extension including creation of W.C, utility, office and store **AMENDED DESCRIPTION AND PLANS RECEIVED**

DAWLEY HAMLETS PARISH COUNCIL PAYMENTS FOR APPROVAL September 2025

ON-LINE PAYMENTS FOR APPROVAL

Payee/Reason	Net	VAT	Total
Staff Costs	1,672.10	0.00	1,672.10
HMRC Tax & NI	477.04	0.00	477.04
SCC Pension Fund	595.46	0.00	595.46
Office Expenses 1.4.25 - 30.9.25	319.00	0.00	319.00
Curry's - Printer purchase	308.32	61.67	369.99
SALC - Training Cllrs B Wennington and S Heighway	155.00	0.00	155.00
PKF Littlejohn LLP - External Audit 2024/25	315.00	63.00	378.00
T&WC - Contribution to Horsehay pool floating reed rafts	335.00	0.00	335.00
	4,176.92	124.67	4,301.59

PAYMENTS APPROVED RETROSPECTIVELY

Payee/Reason	Net	VAT	Total
Everclean/S Fletcher - War Memorial Meadow Grass Cut	92.00	0.00	92.00
Build Adept - Aqueduct Noticeboard	1,650.00	0.00	1,650.00