



**Minutes of the Annual Meeting of the Council and the Full Council meeting held on
TUESDAY 12TH MAY 2026 at Dawley Baptist Church starting at 6:00pm**

PRESENT

Cllr Erin Aston	Cllr Mark Boylan	Cllr Corrine Chikandamina
Cllr Zona Hannington	Cllr Luke Lewis	Cllr Mike Povall
Cllr Cathy Salter		

IN ATTENDANCE

Jill Holland, Clerk to the Council

One resident

PC Green and PCSO Mulhall – Safer Neighbourhood Team (SNT) for Lawley & Overdale

David Tooley, Local Democracy Reporter

2026/001	CHAIR'S WELCOME As the current Chair, Cllr Mark Boylan welcomed everyone to the meeting.
2026/002	ELECTION OF CHAIR 2026-2027 In compliance with LGA 1972 s15(1)(2) nominations were received by the Clerk prior to the meeting in the event of more than one nomination being received. It was RESOLVED that Cllr Mark Boylan be unanimously elected as Chair for 2026-2027. Cllr Zona Hannington PROPOSED Cllr Mark Boylan for the position of Chair. Cllr Corrine Chikandamina SECONDED . All Members IN FAVOUR .
2026/003	DECLARATION OF ACCEPTANCE OF OFFICE AS CHAIR TO THE PARISH COUNCIL Cllr Boylan and the Clerk signed the Declaration of Office.
2026/004	ELECTION OF VICE CHAIR 2026-2027 In compliance with LGA 1972 s15(6) nominations were received by the Clerk prior to the meeting in the event of more than one nomination being received. Nominations were received for Cllr Erin Aston and Cllr Emma Holding. Votes were taken with the following results: Cllr Erin Aston received 6 votes. Cllr Emma Holding received 1 vote. It was RESOLVED that Cllr Erin Aston be appointed as Vice Chair for 2026-2027. Cllr Corrine Chikandamina PROPOSED Cllr Erin Aston for the position of Vice-Chair. Cllr Mike Povall SECONDED All Members IN FAVOUR .
2026/005	DECLARATION OF ACCEPTANCE OF OFFICE AS VICE CHAIR TO THE PARISH COUNCIL Cllr Aston and the Clerk signed the Declaration of Office.
2026/006	APOLOGIES Cllr Emma Holding – Wellington Town Council Annual Meeting
2026/007	DECLARATIONS OF INTEREST

	Noted on the attendance register and can be raised during the meeting.
2026/008	PUBLIC SESSION The resident was concerned about the lack of Police presence in Overdale, stating anti-social behaviour (ASB) had increased and more patrols were needed. PC Green explained the work undertaken over recent months to address the issue, including identifying those responsible, issuing letters and speaking to residents at the mobile surgeries. Further actions such as the involvement of the youth offender team and dispersal orders may also be considered in the future. The team visited Overdale during every shift and would continue to do so when possible. CCTV would help but residents are still encouraged to report incidents, which could also be done anonymously. The resident queried where the SNT surgeries were advertised as he had not seen them. PSCO Mulhall referred to the Neighbour Matters scheme, which provides both alerts and information. Details were also published on the LOPC Facebook page.
2026/009	APPOINTMENT OF PERSONNEL COMMITTEE Cllrs Aston, Hannington, Luke Lewis and Povall volunteered to reside on the committee for 2026-2076, with Cllr Cathy Salter as a substitute. Cllr Chikandamina PROPOSED the new Personnel Committee Cllr Aston SECONDED. All Members IN FAVOUR.
2026/010	APPOINTMENT OF REPRESENTATIVES A) Shropshire Association of Local Councils Area Committee (currently the Chair) Cllr Boylan B) Telford & Wrekin Council (TWC) Town & Parish Council Forum (currently the Clerk) The Clerk C) Lawley Village Management Committee Awaiting confirmation from BVT. Per the Terms of Reference, the Chair would attend but had to be an elected Lawley Cllr. Cllr Aston volunteered. D) Snow Warden Coordinator Cllr Salter Cllr Lewis PROPOSED to approve the appointment of all representatives. Cllr Slater SECONDED. All Members IN FAVOUR.
2026/011	ANNUAL REVIEW OF COUNCIL POLICIES, REGULATIONS, RISK ASSESSMENTS AND ASSET REGISTER A) Standing Orders (APPENDIX A) Had been checked against the national policy and no amendments were required. B) Financial Regulations (APPENDIX B) Had been checked against the national policy and no amendments were required. C) Councillor Code of Conduct, Civility and Respect (APPENDIX C) Had been checked against the national policy and no amendments were required. D) Risk Assessment & Risk Management (APPENDIX D) The Clerk referred to the highlighted amendments, which provided more detail to allow for more clarity and transparency, and following purchases during 2025-2026. Cllr Lewis asked if the War Memorial has insurance, which it did. E) Asset Register (APPENDIX E) The register had been updated to include new purchases. Cllr Hannington PROPOSED to approve the documents. Cllr Povall SECONDED. All Members IN FAVOUR.

2026/012	MEETINGS CALENDAR FOR 2026-2027 (APPENDIX F) Cllr Povall PROPOSED to approve the schedule of meetings and for its publication. Cllr Aston SECONDED. All Members IN FAVOUR.
2026/013	CHAIRMAN'S ANNUAL REPORT AND MEETINGS CALENDAR (APPENDIX G) Cllr Hannington praised all the work Cllr Boylan had undertaken over the last year. Cllr Povall PROPOSED to approve and publish the report. Cllr Hannington SECONDED. All Members IN FAVOUR
2026/014	DISCLOSABLE PECUNIARY INTERESTS The Clerk had previously shared the form prior to the meeting and requested any outstanding forms be returned to her so she could forward to TWC.
2026/015	SAFER NEIGHBOURHOOD TEAM (SNT) UPDATE PC Green and PCSO Mulhall provided a verbal update: • Surgeries held in various locations • Officers have been working with/visiting local schools to talk to the children regarding ASB, including discussions with parents • Speed surveys undertaken along West Centre Way, Lawley, Garfield Way, Overdale, Mossey Green Way, Old Park and Concord in Dawley Bank, with further locations planned • New speed devices capture driver's faces and the registration number • Officers were first on scene following the tanker fire on The Rock Road, ensuring drivers and residents kept away/remained safe, working with other officers and the Fire Service. They alerted Newdale Primary to evacuate and returned to the school last week to reassure the pupils that they did a great job • Local businesses and schools, such as Morrisons, The Grazing Cow, Anytime Fitness and Lawley Academy, demonstrated true community spirit during the incident, which was much appreciated The Chair thanked the SNT for all their work and support, especially with the fire. The Clerk added as the SNT spend so much time in the local area their first instinct was the school, and others would not have known its close location. It showed the importance of local police teams, and that it is very fortunate to have that level of valuable knowledge within the parish area. PC Green and PCSO Mulhall departed the meeting at 6:55pm.
2026/016	MINUTES The minutes from the: Full Council Meeting held on TUESDAY 10TH MARCH 2026 (APPENDIX H) It was RESOLVED that the minutes be signed and ADOPTED as a true record. This was PROPOSED by Cllr Luke Lewis and SECONDED by Cllr Zona Hannington. All Members IN FAVOUR.
2026/017	FINANCE A) BANK RECONCILIATIONS FOR MARCH 2026 The end of year process was underway and the reconciliations for April 2026 would be brought to the next meeting. Cllrs received, checked and signed the reconciliations. Cllr Corrine Chikandamina PROPOSED to approve the reconciliations. Cllr Povall SECONDED. All Members IN FAVOUR. B) LIST OF EXPENDITURE FOR MARCH 2026 (APPENDIX I) The expenditure list for April 2026 would be brought to the next meeting.

Cllr Hannington **PROPOSED** the expenditure be authorised.
Cllr Lewis **SECONDED**.
All Members **IN FAVOUR**.

C) BANKING ARRANGEMENTS

Cllrs were asked to review and confirm the bank and online payment signatories:

- Unity Trust
Online approvers – Cllrs Boylan, Holding, Lewis, Povall and Salter
- Insignis Solutions – Cllrs Lewis and Salter

All payments to remain subject to checking and authorisations by two Cllrs before online approval by a further two Cllrs.

The Clerk recommended to keep the same online approvers for Unity and to appoint a further two approvers for Insignis Solutions.

Cllr Aston **PROPOSED** to retain the current online approvers for Unity Trust and for Cllr Boylan and Cllr Chikandamina to be added to the Insignis Solutions account.
Cllr Povall **SECONDED**.
All Members **IN FAVOUR**.

D) GRANT APPLICATIONS (APPENDIX J)

- **Cuan Wildlife Rescue**
Request of £671.94 for a strimmer and battery charger for environmental enhancements at the centre. Circa 6,500 animals were helped last year, 54 from the parish area. Awarded £775 (2025/2026) towards an events gazebo.

Cllr Hannington referred to the important work the charity and volunteers undertake, and Cllr Salter agreed stating the positive impact within the area.

Cllr Hannington **PROPOSED** to approve grant funding of £671.94.
Cllr Chikandamina **SECONDED**.
All Members **IN FAVOUR**.

- **Project Linus**
Cllr Aston declared an interest and did not take part in the discussion.
Application for £1,000 to purchase materials carried forward from 2025/2026 following Cllrs request for clarification of funding and donations.
The charity receives donations of materials which are sometimes unsuitable to make the blankets therefore alternative materials have to be bought. The fund referred to in the original application was to allow for such purchases, which are then distributed to the volunteers.

Cllr Chikandamina **PROPOSED** to approve grant funding of £1,000.
Cllr Lewis **SECONDED**.
Cllr Aston **ABSTAINED**.
Cllrs Boylan, Hannington, Povall and Salter **IN FAVOUR**.

E) CCTV – Overdale

The Clerk referred to the update from the SNT and the various meetings between partner agencies including the Anti-Social Behaviour (ASB) team and Safer Stronger Team at Telford & Wrekin Council.

A CCTV camera and column was recommended outside the shop. The total cost was £9,414, with a contribution from the Safer Stronger Team of £500 for the column. In addition, Cllr's Aston, Boylan, Hannington and Lewis were willing to use £500 each from their Cllr Pride Funding (subject to approval).

	The Clerk recommended using £3,914 from the reserve fund for Overdale, along with £3,000 from the partnership working budget for 2026-2027. Cllr Boylan explained the proposed unit would provide a 365-degree vision and could monitor surrounding areas. Cllr Lewis queried if the unit would be property of the Parish Council and whether it could be moved elsewhere if needed in the future. He was advised that it would be a Council asset and movement would be possible. Cllr Lewis PROPOSED to allocate £3,914 from the reserve fund for Overdale and £3,000 from the partnership working budget for 2026-2027. Cllr Hannington SECONDED. All Members IN FAVOUR.
F)	CRUCIAL CREW 2026-2027 An annual multi-agency initiative for year 6 students to learn a variety of life skills. Previously the Council had contributed £300 (£100 for each school within the area) and both staff and Cllrs had attended the sessions. Cllr Povall attended last year and recommended supporting again. Cllr Povall PROPOSED a contribution of £300 towards Crucial Crew 2026-2027. Cllr Chikandamina SECONDED. All Members IN FAVOUR.
G)	DESIGN AND CONSTRUCTION – NEW COMMUNITY CENTRE Several tenders had been received by the project build team (biT) and the Clerk read out the statement from Mark Young, Quantity Surveyor/Project Manager, which recommended that Read Construction be appointed to undertake Stage 1 (RIBA stage 4 detailed design only) for the sum of £98,830.22. The Clerk recommended that Cllrs consider the working group and Cllrs Chikandamina, Hannington, Lewis and Povall volunteered, with Cllr Boylan as a substitute. Cllr Lewis PROPOSED to approve the appointment of Read Construction and the members of the working group. Cllr Chikandamina SECONDED. All Members IN FAVOUR.
H)	LEGAL PROVISIONS – NEW COMMUNITY CENTRE The Clerk had approached several solicitors to obtaining a quote for assistance with the legal papers of the new centre and along with the Chair had attended a preliminary meeting with MFG Solicitors. The meeting has gone well, and the solicitor was both informative and helpful. Two Cllrs would also be required to act as signatories for the paperwork. Cllr Hannington felt it was vitally important to obtain and use the services of legal experts. Cllr Povall PROPOSED to approve the appointment of MFG Solicitors and for Cllrs Boylan and Chikandamina to act as signatories on behalf of the Council. Cllr Hannington SECONDED. All Members IN FAVOUR.
2026/018	GENERAL POWER OF COMPETENCE (GPC) Members NOTED that Lawley & Overdale Parish Council met the criteria for the GPC and that: • it had two-thirds of the total number of elected Councillors • it had a qualified Clerk who holds the recognised sector-specific qualification
2026/019	COUNCILLOR UPDATES

	Cllr Luke Lewis Referred to the recent ASB along Bartholomew Road. He also asked if his Cllr Pride Funding could be used to purchase a grit bin for Killgalon Road. The Clerk advised that the paperwork had been submitted following his original request. Cllr Zona Hannington Attended the SNT surgery by Princes End Park and the community litter-pick, which was well supported by residents. A resident on Maxfield Crescent was concerned about dangerous overhanging branches falling into their garden. The tree was situated on private land which was proving problematic. Walkaround Smallhill, whilst not within LOPC yet was part of the Lawley borough ward, and there appeared to be no grit bins. Consideration requested to include this area on the list submitted to TWC once transferred. Cllr Corrine Chikandamina Nothing to report. Cllr Erin Aston Contact from a resident following a refusal of a school admission. Details forwarded to the relevant Cabinet Member. Noticed several fly tips on a ward walk. Cllr Mike Povall Visted the area next to Lidl in The Rock with Cllr Boylan, Parish staff and TWC Officers to discuss environmental enhancements such as coppicing, to be undertaken once bird nesting session had finished. Attended a site visit with TWC Officers to the pool at Old Park and the meadow behind to discuss what improvements could be undertaken. Had previously enrolled to become a Street Champion and had yet to receive the kit and equipment but still took part in the Parish's community litter-picks. Cllr Cathy Salter Nothing to report. Cllr Mark Boylan Continue working with Wrekin Housing Group on the proposed nature reserve. Contact from several residents regarding ASB in Overdale and has been working with the SNT and other agencies/partners to address. Two large fly-tips were discovered along Colliers Way and contained personal details, which have been forwarded to the Enforcement Team at TWC. They have been in contact with the landowner to secure the area and prevent further fly-tips. Special thanks to Bob and Dan from the community action for all their work over the last few weeks. They have been very busy working on removing the overgrowth, which had increased due to the recent weather conditions.
2026/020 A)	COMMUNITY AFFAIRS PARISH NEWSLETTER The budget for the year is £5,100 and quotes had been received for printing and printing and distribution for 6,032 properties. Council needed to consider whether it wanted to continue with paper copies or publish the newsletter online. Cllr Lewis suggested a winter edition to include details of grit bin locations. The Clerk confirmed that previously there were both summer and winter editions. Council would need to decide what to include. Details of grit bins could be found on the TWC website. The larger the document (number of pages), the more it cost to produce. Cllr Aston PROPOSED to approve the services of Blue Market Media for the printing and distribution of the newsletters. Cllr Salter SECONDED. All Members IN FAVOUR.

B)

SHROPSHIRE FOOD FEEDING RESILIENCE AND SCHOOLS FOOD WEB (APPENDIX K)

Cllr Boylan declared an interest and did not take part in the discussion.

The Clerk was asked to investigate the initiative by Cllrs Aston, Hannington and Lewis and met with a representative from the organisation, who provided a report for Council to consider. This contained various elements to assist communities to access healthy food and to be better prepared for future challenges, including classes on how to grow food, composting, cooking workshops and attendance at community events. The £10,000 proposal also included a community engagement officer for 6 months.

Lawley Primary had already undertaken some of the activities and the Food Group had also worked with the Sambrook Centre in Stirchley, Brookside Centre and Dawley allotments.

Members recognised the value the proposal and outcome could bring to the area, however, with no community space they felt the project would not be able to reach its full potential.

Cllr Hannington believed this further facilitated the need for the new community centre. Cllr Salter also referred to the lack of space and queried if the proposal could be revised and built upon for when the new facility opened next year. Cllr Lewis was keen to explore the initiative as he felt that it would be enriching for both children and older residents, especially those living in Lawley Bank Court and Telford Hall.

Members requested that a representative attend the next Council meeting to discuss further and for the Clerk to seek a revised proposal.

Cllr Chikandamina **PROPOSED** for the Clerk to seek a revised proposal and to invite a representative to the next Full Council meeting.

Cllr Povall **SECONDED**.

Cllrs Aston, Hannington, Lewis and Salter **IN FAVOUR**.

Cllr Boylan **ABSTAINED**.

C)

SHROPSHIRE AND TELFORD & WREKIN LOCAL NATURE RECOVERY STRATEGY (LNRS)

Information and relevant link previously shared with Members. Some of the LNRS aligns with the objectives in the Council's Strategic Plan.

Cllr Povall was conscious of the time and further items for discussion, hence suggested he arrange an appointment with the Clerk to discuss some ideas to be shared with the other Members.

D)

EVENTS UPDATE

The Clerk provided a verbal update:

- Easter activities - well attended, especially the trail in the community garden. Positive feedback from residents and suppliers/partners such as Boardroom Café and Barnardos
- Coach trip to Chester - enjoyed by residents who enquired about the next trip
- Coach trip to Blackpool – tickets went on sale yesterday with 98 already sold
- Summer events – final planning underway. Overdale, Saturday 6 June, Princes End Park, Dawley Bank, Thursday 18 June and Summer Fest, Saturday 4 July. Holiday programme includes activities such as magic, arts and crafts, brunch and boardgames, storytelling, cooking and science
- Summer pantomime confirmed
- PSA testing – 127 appointments confirmed, 127 remaining but expected to be booked over the next few weeks

Cllrs **NOTED** the report.

E)

COMMUNITY ACTION TEAM – REPORT (APPENDIX L)

The annual review for 2025-2026 has been shared with Cllrs to note:

	• Increase of patrols compared to 2024-2025 • Increase of penalty charge observations • Fly-tipping had decreased during 2025-2026 especially in hotspot areas such as Cedar Close, Princes End and Hill Fold • Dog fouling has reduced in the main by 82% across the area. However, Gresham Drive continues to be the highest reported location. Further attention required involving CCTV, enhanced signage and more targeted patrols by the Neighbourhood Enforcement Officer • Increase in abandoned vehicles during 2025-2026, details on how to report and the associated fines to be published via social media and the website Cllr Hannington PROPOSED to publish the reports on the Parish Council's website. Cllr Chikandamina SECONDED. All Members IN FAVOUR.
2026/021	CORRESPONDENCE None PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 In view of the confidential nature of the business about to transacted it is requested that the public and press should not be present.
2026/022	CONFIDENTIAL ITEMS No items
2026/023	AGENDA ITEMS FOR NEXT MEETING To be sent to the Clerk.
2026/024	DATE OF NEXT MEETING The date of the next Parish Council meeting is due to take place on TUESDAY 23RD JUNE 2026 at Dawley Baptist Church commencing at 6:00pm

Meeting closed at 8.15pm

Signed:

Date:

Chair: