



**DRAFT minutes the Full Council meeting held on TUESDAY 23RD JUNE 2026
at Dawley Baptist Church starting at 6:00pm**

PRESENT

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

IN ATTENDANCE

Jill Holland, Clerk to the Council

2026/025	CHAIR'S WELCOME Cllr Mark Boylan welcomed everyone to the meeting.
2026/026	APOLOGIES Cllr Zona Hannington – Borough commitments Cllr Emma Holding – Council commitments Cllr Corrine Chikandamina advised she would arrive late
2026/027	DECLARATIONS OF INTEREST Noted on the attendance register and can be raised during the meeting.
2026/028	SAFER NEIGHBOURHOOD TEAM (SNT) Officers were unable to attend the meeting. The Clerk provided a verbal update: - Officers attended the Overdale Summer Fun event and the Dawley Bank Princes End park They will be attending Summer Fest on 4th July with their bike marking provision - Patrols continue along with surgeries across various locations - Cllr Boylan had reported two abandoned vehicles, both had been removed with two hours
2026/029	SHROPHIRE FOOD – FEEDING RESILIENCE AND SCHOOLS FOOD WEB The co-ordinator was unable to attend but had advised that Cllrs could still put forward their ideas for projects. Cllr Boylan suggested as there would be significant work with the new centre and various environmental projects to undertake this year that this be carried forward to 2027-2028. Cllr Luke Lewis PROPOSED to move the project to 2027-2028. Cllr Mike Povall SECONDED . All Members IN FAVOUR .
2026/030	PUBLIC SESSION No residents in attendance. Cllr Corrine Chikandamina arrived at 6:10pm.
2026/031	MINUTES (APPENDIX A) The minutes from the: Annual Meeting and Full Council Meeting held on TUESDAY 12TH MAY 2026 It was RESOLVED that the minutes be signed and ADOPTED as a true record.

	This was PROPOSED by Cllr Cathy Salter and SECONDED by Cllr Erin Aston. All Members IN FAVOUR.
2026/032	FINANCE A) INTERNAL AUDIT REPORT (APPENDIX B) The audit was completed last week, and the report confirms the compliance of the Council. Cllr Luke Lewis PROPOSED to approve and publish the Internal Audit Report. Cllr Chikandamina SECONDED. All Members IN FAVOUR. B) ANNUAL GOVERNANCE & ACCOUNTABILITY REPORT (AGAR) (APPENDIX C) Cllr Boylan read out the questions contained in the Governance Statement, which were considered and agreed/noted as “yes” (where applicable). Cllr Aston PROPOSED to approve, sign and submit the document. Cllr Chikandamina SECONDED. All Members IN FAVOUR. Cllr Boylan and the Clerk signed and dated the Governance Statement. C) BANK RECONCILIATIONS FOR APRIL AND MAY 2026 Cllrs received, checked and signed the reconciliations. Cllr Lewis PROPOSED to approve the reconciliations. Cllr Povall SECONDED. All Members IN FAVOUR. D) LIST OF EXPENDITURE FOR APRIL AND MAY 2026 (APPENDIX D) Cllrs received both reports and approved the expenditure. Cllr Chikandamina queried a duplicate amount for the same supplier. The Clerk advised that it was how the financial system records payments on the reports, by displaying a cumulative sum if there are several payments to the same supplier. Cllr Chikandamina PROPOSED the expenditure be authorised. Cllr Povall SECONDED. All Members IN FAVOUR. E) NATIONAL ASSOCIATION OF LOCAL COUNCILS (NALC) – travel, mileage and fuel rate allowance HMRC changes to the approved mileage rates for 2026-2027 from 45p per mile to 55p (for the first 10,000 miles, which is not exceeded). This is the first change since 2011. Cllr Lewis PROPOSED to approve the increase from 45p to 55p per mile. Cllr Salter SECONDED. All Members IN FAVOUR.
2026/033	GRIEVANCE AND APPEAL PANEL Per a previous internal audit report, and as good practice, it is recommended that the Council appoint every year, with the Chair and Vice-Chair on different panels, each made up of three Members and with two substitutes. Cllr Chikandamina PROPOSED Cllrs Aston, Chikandamina and Povall reside on the Grievance/Complaints Panel, with Cllr Holding as a substitute, and Cllrs Boylan, Hannington and Lewis to reside on the Appeal Panel, with Cllr Salter as a substitute. Cllr Aston SECONDED. All Members IN FAVOUR.

2026/034	POLICIES All have been reviewed/devised in conjunction with Assertion 10 and GDPR legislation and to ensure the Council remain compliant. A) IT Policy (APPENDIX E) First version, changes may need to be made in the future due to IT advances. B) Accessibility Statement (APPENDIX F) Assistance has been provided by the web host and the original version revised/updated. C) Model Publication Scheme (APPENDIX G) In line with the national standard from NALC. D) UK GDPR – UK Data Protection Policy (APPENDIX H) The template/document has been provided by TWC, as part of the Data Protection Service to the Parish Council. Cllrs Aston and Povall highlighted the need for a few grammatical errors, which would be corrected before publishing. Cllr Povall PROPOSED adoption of the polices following the corrections and for them to be published on the Council website. Cllr Aston SECONDED. All Members IN FAVOUR.
2026/035	LEASE – LAND OFF TOM MORGAN CLOSE The lease documents were shared with Members, and a discrepancy was noted at section 10.7. The lease referred to the Community Garden in Lawley, which held no monetary value, that has been managed by the Parish Council for several years. Cllr Chikandamina PROPOSED that the Clerk advise Telford & Wrekin Council (TWC) of the required amendments and following the renewed documents, the Chair, a Cllr and Clerk sign and return the lease. Cllr Lewis SECONDED. All Members IN FAVOUR.
2026/036	COMMUNICATIONS – FEEDBACK PROGRAMME (APPENDIX I) Cllrs received the report from C Harper, Community Engagement and Communications Officer. The report was intended to meet the Council's objectives as stated in the Strategic Plan and contained various recommendations for approval: • the resident survey and feedback programme • the use of multi communications and engagement channels • the use of Microsoft forms as the primary online platform Cllr Salter PROPOSED to approve the recommendations. Cllr Povall SECONDED. All Members IN FAVOUR.
2026/037	PLANNING APPLICATIONS TWC/2026/0409 – installation of modular self-service launderette at Morrisons in Lawley (retrospective) Both Cllrs Aston and Salter believed the facilities were well used by the public and the area was well kept. Cllr Aston PROPOSED to support the application. Cllr Salter SECONDED. All Members IN FAVOUR.

2026/038	WORK EXPERIENCE It was the first time the Council had hosted a student, and Members were advised that it went very well. The student undertook a variety of tasks, such as H&S training, designing coms assisting with preparation for an upcoming event. They even visited Southwater and the TWC chambers, along with meeting MP Shaun Davies. Overall, they had obtained a good understanding of what a Parish Council undertakes. Based on the feedback with the work experience officer, parents and student themselves, the Clerk recommended that the Council consider further opportunities in the future. Cllr Chikandamina queried if the Council could consider other roles, such as the Duke of Edinburgh and Cllr Aston suggested more opportunity could be available once the new centre is built. Consideration should also be given to charities and other secondary schools, including SEND pupils. Members NOTED the report and thanked the student for their time with the Council.
2026/039	COUNCILLOR UPDATES Cllr Zona Hannington Provided a report which was read out by the Clerk. Litter-pick undertaken along Lawley Drive, surprising how much was collected and demonstrate the need to keep on top of it. Noise complaint raised by a resident via a Cabinet Member enquiry, which has closed due to lack of evidence. Further action is challenging as there needs to be the use of specific monitoring equipment. Ongoing casework, including the trees along Arleston Lane, which is being investigated by the Community Environmental Liaison Officer. Delays have occurred due to bird nesting season and ownership of the hedgerows. Smallhill steps, whilst not currently in the Parish area (to transfer next year as part of the boundary review) but as part of the borough ward, has been reported to BVT as they are responsible for them. Currently awaiting a response and update on the works. Cllr Luke Lewis Attended the Prostate Screening Testing initiative and was pleased that so many men had taken the opportunity to have the test. The evening was very well organised and ran very smoothly. Attended the Overdale Summer Fun event, residents appeared to enjoy themselves and the retro games looked very popular. He would like to formally thank the Parish staff for all their great work. Cllr Cathy Salter Nothing to report Cllr Erin Aston Referred to the ASB at Barracks Close and that it had been passed to the local Police team. She had been made aware of a noise complaint within the area and understood this was being investigated by the Anti-Social Behaviour (ASB) team at TWC. Cllr Mike Povall Had yet to receive and update on his Street Champion application and it had been five months since he first registered. Currently working on the new planters for Overdale, The Rock and Old Park with Cllr Boylan. Plans were in progress as to the design and species of the flowers, which will be present all year around. If there was no budget for the flowers, he would use some of his Cllr allowance to pay for them. Cllr Lewis advised that he would be willing to use some of his Pride Funding too and to assist with the planting, as did Cllr Chikandamina.

	Cllr Corrine Chikandamina Nothing to report. Cllr Mark Boylan Following the recent fire, a rat infestation had been discovered in Overdale but had since been resolved. The snagging of Randal Drive was yet to be completed but it was understood that only the highway would be adopted by TWC. The parking bays along Concord would shortly receive new lines and numbering, to make drivers aware that they were for residents only. A recent article in the Shropshire Star reported that Lawley Square/Birchfield Way were in the top 10 of worst locations for parking. He has contacted TWC regarding the outstanding Traffic Regulation Orders and the final consultation should take place in July. The traffic calming measures along Dawley Road have been reported again, and it is hoped the improvement works will take place shortly to replace the current platform. More improvements are due for Station Road, Colliers Way and the Old Park roundabout and will be meeting with the TWC director this week to discuss. Exercise undertaken with the Community Environmental Liaison Officer in Newdale to identify problems and report to TWC. Has been helping staff with the distribution of the 70 bird and bat boxes donated by the Visitor Centre at Telford Town Park. These are to go to various schools and care-homes across the Parish. Has details of potential funding opportunities from Green Square Accord, which he will pass to staff to investigate as they could be used for projects in Overdale.
2026/040	COMMUNITY AFFAIRS A) EVENTS UPDATE Overdale Summer Fun – despite the unpredictable weather was very well attended. The retro games added a new dimension and offered something different. The free ice-creams were also popular. PSA testing – 272 men registered with 260 attending on the night. Over £1,100 was collected in donations and the volunteers, as usual were brilliant. Princes End Party in the Park – more attendees than last year. Using the MUGA for the circus activities was a good idea and allowed the various activities to be spread out. Summer Fest – final preparations are underway. Carmen and Matt are currently delivering letters to residents within the location to advise if additional noise and potential traffic, with staff from BVT continuing next week. Lawley 5K Fun Run – Carmen is currently pursuing additional sponsorship for the events. B) COMMUNITY ACTION TEAM – REPORT (APPENDIX J) For noting. Cllrs to advise the Clerk of any problem areas for the Neighbourhood Enforcement Officers to patrol. Bob and Dan continue to work across the Parish area undertaking their schedules. There has been an increase in additional work over the past few weeks that they have been asked to prioritise. This has been brought to the attention of the Cllr Boylan as Chair, because it is a busy time of year and the mixture of warm weather conditions and increased vegetative growth requires scheduled work Members felt that the operatives did a fantastic job keeping the area clean and tidy and that it was unfair for them to be asked to undertake additional work outside of that if it was not a priority. Members NOTED the report.
2026/041	CORRESPONDENCE A letter from Cuan Wildlife thanking the Council for grant funding. 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.
2026/042 A)	CONFIDENTIAL ITEMS Staffing matters – completion of probation Cllr Chikandamina PROPOSED to approve the completion of the probation. Cllr Povall SECONDED . All Member IN FAVOUR .
2026/043	AGENDA ITEMS FOR NEXT MEETING To be sent to the Clerk.
2026/044	DATE OF NEXT MEETING The date of the next Parish Council meeting is due to take place on TUESDAY 15TH SEPTEMBER 2026 at Dawley Baptist Church commencing at 6:00pm

Meeting closed at 8.05pm

Signed:

Date:

Chair:

DRAFT