



## HADLEY AND LEEGOMERY PARISH COUNCIL

Hadley Community Centre, High Street, Hadley, Telford, TF1 5NL.

Telephone/Fax: 01952 245501

Email: [Clerk@hadleyandleegomery-pc.org.uk](mailto:Clerk@hadleyandleegomery-pc.org.uk)

Website: [www.hadleyandleegomery-pc.org.uk](http://www.hadleyandleegomery-pc.org.uk)

*To all members of the Hadley and Leegomery Parish Council*

Dear Councillor,

An Annual meeting of the Full Council will be held on Tuesday 7<sup>th</sup> May 2024, commencing at 7.00 P.M, at Hadley Community Centre, High Street, Hadley, Telford.

All members are summoned to attend for the transaction of the following business.

*Yours sincerely  
Jane Lees  
Clerk to the Council  
30<sup>th</sup> April 2024*

## AGENDA

### WELCOME

*(Under section 15 of the Local Government Act 1972, the retiring chairman continues in office until a successor becomes entitled to act as chairman, that is, until agenda item 1 has been dealt with)*

#### **C24/001 CHAIRMAN OF THE COUNCIL**

*(a) To elect a Chairman of the Council.*

*(b) The Chairman to subscribe a declaration of acceptance of the office of Chairman.*

#### **C24/002 VICE-CHAIRMAN OF THE COUNCIL**

*To elect a Vice-Chairman of the Council*

### **C24/003 APOLOGIES FOR ABSENCE**

**PLEASE NOTE:** Apologies for absence do not have to be submitted in writing but should be made directly to the Clerk/Chair in advance of the relevant meeting. The Council is not obliged to approve apologies and can only approve apologies when the reason for absence is known. By law employers must give Councillors reasonable time off to attend to council affairs and to perform approved duties, having regard to the impact of the employee's absence on the business and the amount of time required or already taken by the employee on trade union duties. The Councillor may complain to an employment tribunal if the employer fails to do so. **To receive approval and acceptance for any apologies for absence.**



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### C24/004 PUBLIC SESSION

*This is an opportunity for Members of the public to raise awareness of issues or to ask that the Parish Council considers an item at a future meeting. This is for a period of 15 minutes.*

### C24/005 DISCLOSABLE PECUNIARY INTERESTS

- (i) **Dispensations - to receive and consider** any requests to grant dispensations in respect of the restrictions which apply at a meeting which is considering a matter in which a member holds a disclosable pecuniary interest.
- (ii) **Declaration of any disclosable pecuniary interests** in items included in the agenda for discussion at the meeting.

*Members are reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest, whether the interest is entered in the register of members' interests maintained by the Monitoring Officer unless they have been granted a dispensation to take part.*

### APPOINTMENT OF COMMITTEES AND ELECTION OF CHAIRMEN AND VICE-CHAIRMEN OF COMMITTEES

#### **Note – for information: non-councillor members of committees.**

Section 102(3) of the Local Government Act 1972 enables a council to co-opt on to its committees or subcommittees persons who are not councillors, which is usually on account of their special interest or expertise in a committee's work and responsibilities. Committees or sub-committees that regulate and control the council's finances cannot include non-councillors. Non-councillors voting rights are limited by statute and are confined to the following specified statutory functions:

- The management of land owned or occupied by the council
- The functions of a council as a harbour authority
- Any function relating to the promotion of tourism (**section 144, LGA 1972**)
- Any function relating to the management of a festival or entertainment (**section 145, LGA 1972**)

### C24/006 FINANCE AND GENERAL PURPOSES COMMITTEE

(a) To **appoint** up to eleven members to serve on the Committee, or such other number as the council may decide.

(b) To **elect** a Chairman of the Committee



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(c) To **elect** a Vice-Chairman of the Committee

d) To **defer Appendix A** for the Terms of Reference of Finance and General Purposes Committee to the committee to determine.

### C24/007 PARISH EVENTS COMMITTEE

(a) To **appoint** up to seven members to serve on the Committee, or such other number as the council may decide.

(b) If desired, to appoint non-councillors to serve on the Committee (see above regarding voting rights of non-councillors)

(c) To **elect** a Chairman of the Committee

d) To **elect** a Vice- Chairman of the committee

e) To **defer Appendix B** for the Terms of Reference of Parish Events Committee to the committee to determine.

### C24/008 PERSONNEL COMMITTEE

(a) To **appoint** six members to serve on the Committee, or such other number as the Council may decide (**NB** – Members of the Personnel Committee may not also sit on the Appeals Committee).

(b) To **elect** a Chairman of the Committee.

### C24/09 APPEALS COMMITTEE

(a) To **appoint** six members to serve on the Committee, or such other number as the Council may decide (**NB** – Members of the Appeals Committee may not also sit on the Personnel Committee).

(b) To **elect** a Chairman of the Committee or to confirm that the Committee will elect a chairman at its first meeting.

c) To note Terms of Reference Personnel and Appeals Committee-  
**Appendix C.**



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### C24/010 APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

To **appoint** Councillors or others to represent the Council on the under-mentioned bodies until the next annual meeting (the number of representatives is shown in brackets):

- (a) *Wrekin Area Committee of Shropshire Association of Local Councils (2)*
- (b) *Telford & Wrekin Council Town & Parish Council Partnership Agreement meetings (1)*
- (c) *Telford and Wrekin Parish Forum (1)*
- (d) *Snow Warden (1)*
- (e) *Telford and Wrekin Bus Users' Group (1)*
- (f) *Tree and Environment Warden (1)*
- (g) *National Association of Councillors (1) – to act as a correspondent.*
- (h) *Shrewsbury & Telford Hospital NHS Trust Community Membership Meetings (1)*
- (i) *Leegomery Community Centre – to attend meetings only.*
- (j) *Parish Mental Health Champion (1)*
- (k) *Telford & Wrekin Parish & Town Council Climate Change Working Group (1)*

### C24/011 STANDING ORDERS

To **review and adopt** Hadley and Leegomery Parish Council Standing Orders-  
**Appendix D.**

### C24/012 FINANCIAL REGULATIONS

To **review and Adopt** Financial Regulations **APPENDIX E**



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### **C24/013 INSURANCE**

To **note** Hadley and Leegomery Insurance- **Appendix F**.

### **C24/014 OUTSIDE ORGNAISATIONS**

- a) To **note** SALC and NALC Membership.
- b) To **note** SLCC membership.

### **C24/015. ASSETS AND LAND**

To **defer** to next meeting

### **C24/016 POLICIES AND PROCEDURES**

- a) To **note** current council HR Policies to defer to personnel committee to determine- **Appendix G**

### **C24/017 COUNCIL MEETINGS**

To **confirm** council meetings and committees for a year- **Appendix H**.

### **C24/018 UNREASONABLY PERSISTANT OR VEXATIOUS COMPLAINTS POLICY**

To discuss and adopt the policy recommended by the Finance and General Purpose Committee- **Appendix I**

### **C24/019 EVENT PLANNING – CHILD PROTECTION POLICY**

To discuss and adopt the policy recommended by the Events Committee- **Appendix J**

### **C24/020 SAFEGUARDING POLICY**

To discuss and adopt the Safeguarding Policy **Appendix K**

### **C24/021 COMMUNICATIONS POLICY**

To discuss and adopt the Communications Policy **Appendix L**



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### **C24/022 MINUTES OF LAST MEETING**

*To confirm the minutes of the meeting of the Council which was held on the 2<sup>nd</sup> of April 2024 (**Appendix M**) and 6<sup>TH</sup> February 2024. (**Appendix N**).*

### **C24/023 MINUTES OF EVENTS COMMITTEE**

*To confirm the minutes of the meeting of the Committee which was held on the 16<sup>th</sup> of April (**Appendix O**) and 30<sup>th</sup> April 2024 (**Appendix P**).*

### **C24/024 MINUTES OF FINANCE AND GENERAL PURPOSE COMMITTEE**

*To confirm the minutes of the meeting of the Committee which was held on the 16<sup>th</sup> of April 2024 **Appendix Q***

### **C24/025 MINUTES OF THE PERSONNEL COMMITTEE**

*To confirm the minutes of the meeting of the Committee which was held on the 11<sup>th</sup> of April 2024 **Appendix R***

### **C24/026 FINANCIAL REPORT**

*(i) To inspect and authorise list of expenditure incurred in delivering Parish Council services. **Appendices S and T***

### **C24/027 PLANNING APPLICATIONS**

**(i) Applications for consideration**

#### **TWC/2024/0317**

Wheatley Grange, Wheat Leasows, Telford, Shropshire, TF6 6DS

#### **TWC/2024/0321**

Golden Bear Products Ltd, Hortonwood 40, Hortonwood, Telford, Shropshire, TF1 7EY

#### **TWC/2024/0319**

11 Bricklin Mews, Hadley, Telford, Shropshire, TF1 5LU

#### **TWC/2024/0325**

17 Merlin Coppice, Apley, Telford, Shropshire, TF1 6TB





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### **C24/028 FLOWER DISPLAYS IN THE PARISH**

*To discuss and agree the flower displays within the Parish.*

### **C24/29 SIX MONTH LEAVE OF ABSENCE REQUEST**

*To discuss and approve a six month leave of absence request from Cllr. Thomas King.*

### **C24/030 ITEMS FOR INCLUSION IN NEXT AGENDA**

### **C23/031 DATES FOR NEXT MEETINGS**

**Events Committee Tuesday 21<sup>st</sup> May at 6pm**

**Finance and G. P. Committee Tuesday 21<sup>st</sup> May at 7 p.m.**

**Full Council Meeting Tuesday 4<sup>th</sup> June at 7.00pm.**



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