



Donnington and Muxton Parish Council

Turreff Hall, Turreff Avenue, Donnington, Telford, TF2 8HG

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To All Members of this Parish Council

28th April 2017

Dear Councillor,

Annual Council Meeting

You are **summonsed** to attend the **Annual Council Meeting** of Donnington & Muxton Parish Council which will commence **immediately after** the Annual Parish Meeting which is scheduled for 7pm **on Monday 8th May 2017**, at **Turreff Hall, Donnington**.

To transact the following items of business:

AGENDA

17/05/01 Chair of the Council:

- a) To elect a Chairperson of the Council for 2017/2018.
- b) The Chair to sign the Declaration of Acceptance of Office.

17/05/02 Vice-Chair of the Council:

- a) To elect a Vice-Chairperson of the Council for 2017/2018.

17/05/03 Apologies

To accept the apologies of those unable to attend.

17/05/04 Declaration of Interest

To declare a personal or pecuniary interest in any item on the agenda.

17/05/05 Minutes

To confirm the following Minutes of the Council's meetings:

- a. Council Meeting of 10th April 2017.

17/05/06 Matters Arising from Minutes

To enable Councillors to receive updated information of actions contained in the Minutes thereof.

17/05/07 Appointment of Members to Standing Committees

To discuss delegating powers to committees required by the Parish Council and appoint Councillors to those committees (The Chairperson and Vice-Chairperson are ex- officio members of all Committees except Staff and Personnel in which only the Vice-Chair is a member). Current committees are:

- a. Planning Committee
- b. Staff and Personnel Committee (five members plus Vice-Chairperson).
- c. Library Committee

17/05/08 Appointment of New Committees

To consider the appointment of new committees, the number of members and receipt of nominations to them, if applicable.

17/05/09 External Organisations

To appoint Councillors as representatives of the Parish Council on the following external organisations:

Wrekin Area Committee (WAC)

Shropshire Playing Fields Association Executive Committee

Telford Sports Forum

Bus Users Group

Donnington Partnership - 1 plus reserve

Granville Country Park Steering Group

Snow Liaison Officers for: Donnington East

Donnington West

Muxton

The Humbers

Community Emergency Co-ordinator

17/05/10 Affiliation/Membership to other organisations

To review the Council's membership to the following organisations:

- a. The Shropshire Association of Local Councils (SALC) and affiliation fees of £1,953.22.
- b. Telford Sports Forum at an annual affiliation fee of £10.
- c. Shrewsbury and Newport Canal Trust at an annual affiliation fee of £20.

17/05/11 Meetings 2017/2018

To confirm the proposed timetable for full Council meetings for 2017/2018.

17/05/12 Expenditure Transactions

To receive and accept the Expenditure Transactions for March 2017.

17/05/13 Income Report

To receive the Income report for March 2017.

17/05/14 Bank Reconciliation

To receive and accept the Bank Reconciliation as at 31st March 2017.

17/05/15 Financial Budget Comparisons

To receive the financial budget comparisons as at 31st March 2017.

17/05/16 Signatories for Bank Accounts

To discuss and confirm the appointment of signatories for the Co-operative Bank, the Halifax Bank of Scotland, Nationwide Business Savings Account and Lloyds Bank Accounts.

17/05/17 Payments by Direct Debits

To ratify the continuation of paying the attached list of service providers by Direct Debit.

17/05/18 Councillor Allowances

To confirm continued payment of allowances to Councillors.

17/05/19 Advertising Turreff Hall

To review the continued advertising of Turreff Hall in the production programmes of The Little Theatre Donnington at a cost of £125 per annum.

17/05/20 Council Policies

Councillors are requested to review the following policies for this Council:

- a. Parish Council's Standing Orders
- b. Parish Council's Financial Regulations

N.B. Please note that there is no change to the current documents and each Councillor should have their own copy. If not, they are available on the Parish Council website. If Councillors wish to add to or amend these documents please let the Clerk have the additions/amendments prior to the meeting.

17/05/21 General Power of Competence

The three conditions for eligibility for the Parish Council to exercise the General Power of Competence are as follows:

Resolution: the Council must resolve at a meeting that it meets the criteria for eligibility relating to the electoral mandate and relevant training of the Clerk.

Electoral Mandate: at the time the resolution is passed, at least two-thirds of the council must hold office as a result of being declared elected (i.e. not co-opted).

Qualified Clerk: at the time that the resolution is passed, the Clerk must hold a recognised professional qualification (e.g. Certificate in Local Council Administration, Certificate of Higher Education in Local Policy) **AND** pass the 2012 CiLCA module relating to the general power of competence.

As a result of satisfying the above criteria Council is requested to pass the following resolution:

The Parish Council resolves from 8th May 2017, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, to adopt the General Power of Competence.

17/05/22 Street Lighting

To consider a 12 year commitment for street lighting charges or have the flexibility to use the service without 12 year commitment.

17/05/23 Neighbourhood Plan

To receive an update on the progress of this Council's Neighbourhood Development Plan.

17/05/24 Donnington and Muxton Youth Council

To receive an update on the progress of the Youth Council.

17/05/25 Meeting Room

To consider creating an "informal" meeting room in the old Parish Council office.

17/05/26 Play Area Saltwell's Drive, Muxton

To discuss requesting that a fence is erected to prevent dog fouling occurring on the football pitch.

17/05/27 Playing Fields

To discuss the unacceptable level of dog fouling on playing fields throughout the Parish and Borough.

17/05/28 Chairman's Chain of Office

To discuss purchasing a Chain of Office for this Council's Chairman.

17/05/29 20MPH Speed Limit on Estate Roads

To discuss the installation of 20MPH Speed limits on estate roads throughout Telford.

17/05/30 Annual Report

To receive the Annual Report for 2016/2017

17/05/31 Date of next meeting

To inform Councillors that, providing item 17/5/11 is approved, the next Council meeting will be held on Monday 13th June 2017 commencing at 7pm at Turreff Hall, Donnington. Items to be discussed will include the approval of Accounts for the Annual Return 2016/2017.

Yours faithfully,

Ralph L Morgan
Clerk to the Parish Council



Could anyone wishing to attend who has a disability please inform the Clerk if any special requirements are needed.