

DONNINGTON AND MUXTON PARISH COUNCIL

Minutes of the Council Meeting held at Turreff Hall, Donnington on 13th December 2017

Present: Councillors: A Lawrence (Vice-Chairman), Mrs E A Clare, Mrs L Dugmore, N Dugmore, D Hayward, J Lavery, P Loughlin, and C Mason.

Also Present: R Morgan (Parish Clerk), K Buttress.

17/12/134 Apologies: Councillors M Edwards, Mrs R Gregory, V Rainsford and J Thompson.

Resolved – that the apologies are accepted.

17/12/135 Declaration of Interest: As per Register. Also Councillors Mrs E A Clare – Item 17/12/140 and J Lavery – Item 17/12/148.

17/12/136 Public Session

There were no questions or comments from the public.

17/12/137 Grants

Resolved – that under the General Power of Competence a grant of £300 was awarded to The Fields Friendship Trust. A grant was not awarded to Wellington Cottage Care as it was deemed to have considerable financial assets.

17/12/138 Minutes

To confirm the following Minutes of the Council:

- a. Library Committee held on 6th November 2017.
Resolved - that they are confirmed and signed as a true record.
- b. Planning Committee held on 13th November 2017
Resolved - that they are confirmed and signed as a true record.
- c. Council Meeting held on 13th November 2017.
Resolved - that they are confirmed and signed as a true record.
- d. Staff and Personnel Committee meeting held on 20th November 2017.
Resolved - that they are confirmed and signed as a true record.

17/12/139 Matters Arising from Minutes

Councillors received the following information of actions contained in the Minutes thereof:

Pull- up Banners – The Clerk informed Councillors that he was waiting to hear from the consultant regarding the design and would chase the matter up. Councillor Mrs L Dugmore stated that she may have a source from which to obtain them at a reasonable price.

Meeting with Dominic Proud (Telford & Wrekin Council's Service Delivery Manager – Highways, Transport & Engineering Services) – Councillors Mrs E A Clare and C Mason informed those present that they had met with Mr Proud and Councillor Mrs A McClements regarding the pedestrian crossing at St Matthew's Road, Donnington and a crossing at the northern end of Wrekin Drive, Donnington.

Money was allocated from Section 106 (S106) of the Town and Country Planning Act 1990 for a crossing at St Matthew's Road. Both Councillors were waiting for a response from Mr Proud. The Clerk was asked to invite Mr Proud to this Council's next meeting in January to discuss these matters.

Telford@50 – The Clerk informed Councillors that he had received a grant of £1,700 from Telford & Wrekin Council to put on an event to celebrate Telford@50

Christmas Activities – The Clerk informed Councillors that so far only two organisations had requested financial assistance from the Parish Council for providing Christmas activities/dinners for people less well off. One activity provided a Christmas Party for children and young people who were disabled, Down's Syndrome, autistic etc and the other was to help fund a festivity for the elderly at Barclay Court.

The Parade, Donnington – Councillor C Mason stated that he was concerned that The Parade car park had not been gritted during the inclement weather considering it was classed as Donnington's District Centre nor the shops at Muxton. He asked if other Parish/Town Council's had employed their Parish Environmental Teams to grit areas.

Private Session

Resolved – that by the Public Bodies (Admission to Meetings) Act 1960 S1(2) and under Section 100(A) of the Local Government Act 1972, the public and press be excluded for the remainder of the meeting for the following items of business on the grounds they involve the likely disclosure of exempt information as defined in the Acts.

Councillor Mrs E A Clare and Mr K Buttress left the room.

17/12/140 Staff and Personnel Committee Meeting 20th November 2017

Councillors were asked to ratify the decisions made at the Staff and Personnel Committee meeting held on 20th November 2017. Councillor C Mason proposed that the Caretaker is also awarded an extra £1 per hour on her salary due to the length of time she has been with the Council and the unsociable hours she has to work. Councillors stated that this should be a matter for the Staff and Personnel Committee and the Clerk is to arrange a meeting of this Committee in the New Year.

Resolved – to ratify the decisions made by the Staff and Personnel Committee.

Councillor Mrs E A Clare and Mr K Buttress returned to the room.

17/12/141 Expenditure Transactions

Each Councillor received a copy of the Expenditure Transactions for October 2017.

Resolved – that the expenditure transactions for October 2017 are ratified and accepted as a true record.

17/12/142 Income Received

Each Councillor received a copy of the Income Report for October 2017.

Resolved – that the Income Report for October 2017 is ratified and accepted as a true record.

17/12/143 Financial Budget Comparisons

Each Councillor received a copy of the financial budget comparisons as at 31st October 2017.

Resolved – that they be confirmed and signed as a true record.

17/12/144 Bank Reconciliation

Each Councillor received a copy of the bank reconciliation as at 31st October 2017.

Resolved – that the bank reconciliation as at 31st October 2017 is accepted as a true record.

17/12/145 20mph Speed limit on Estate Roads

Councillors discussed in length the installation of 20mph speed limits on all estate roads within the Parish and around the Borough. As this matter had been raised numerous times and it was still on the Borough Council's Capital Schemes list Councillors considered the following alternative options:

- Prioritising installing a 20MPH speed limit on School Roads
- Purchasing Speed Indicator Display signs (SIDs) and asking Telford & Wrekin Council to install four or five connection points around the parish for them.

Resolved – that the Clerk obtains prices for the SIDs and that a small working group consisting of Councillors Mrs R Gregory, P Loughlin, C Mason and a Councillor from The Humbers is set up to highlight problem areas where SIDs, extra speed limit signs and road markings can be placed. This matter will also be discussed with Mr Proud at January's Council meeting.

17/12/146 Grit bins, Muxton

Councillors considered purchasing additional grit bins for Muxton.

Resolved – to purchase four new grit bins at a cost of £100 per bin and £40 for three refills. The bins are to be installed at Farr Lane, Cookson Close, Walleth Drive and Jarrett Walk, Muxton.

17/12/147 Flooding Alleviation Scheme, Donnington

Councillors were informed that an email had been received from Severn Trent Water (STW) regarding the Flooding Alleviation Scheme which stated that it does not currently have a final solution and therefore start date as a result of the identification of further properties which flood during the design verification stages. The sewer system is currently being further surveyed and the hydraulic model is being updated to enable an all-encompassing solution to be developed. We (Severn Trent Water) are expecting the model back from our consultant this week and I have a meeting with the Investment Planning/solutions team on 30th November. I will put a note in my diary to contact you with an update after that meeting if that is ok with you.

Councillor J Lavery also contacted STW and was assured that letters will be sent out hopefully before Christmas to all affected by flooding in Wellington Road, Donnington and that STW will call a public meeting in January 2018 to update people on plans and to give people the opportunity to make their views known.

The Clerk was asked to chase up Deborah Goodale for the results of a meeting held on 30th November 2017 and request that the Parish Council is informed of when and where the public meeting will be held in January 2018.

17/12/148 Annual grant to Donnington Community Hub

Councillor J Lavery informed Councillors that having taken over the Lifelong Learning Centre (now the Donnington Community Hub) from Telford & Wrekin Council the actual cost of running the centre is higher than the previously informed historical costs. As a result it is requested that financial assistance is provided by the Parish Council via a grant to help with the running costs of the centre. Councillor J Lavery was asked to provide projected income and expenditure sheets for the forthcoming year for Donnington Community Hub and inform the Parish Council of what amount is being requested. The Clerk was asked to include this as an item on the agenda for the next Council meeting.

17/12/149 Gateway Signs

Councillors were asked to consider budgeting for the future purchase of Gateway Signs for Donnington, Muxton and The Humbers.

Resolved – that the Clerk makes provision in the budgets for 2018/2019 to purchase three gateway signs, two for Donnington and one for The Humbers. Councillor A Lawrence will use his Borough Council Ward Fund to purchase two signs for Muxton.

17/12/150 Data Protection Officer

Due to the new General Data Protection Regulations 2018 (GDPR) and the fact that everyone had to be GDPR compliant by 25th May 2018 an offer is being made by Telford & Wrekin Council to ensure Town and Parish Councils in Telford would be compliant and to act as the Designated Protection Officer (DPO). Councillors are requested to consider the offer and the prices involved which would be required to be included in the budgets for the next three years.

Resolved – to accept the offer made by Telford & Wrekin Council for GDPR training at the Parish Council, a GDPR readiness audit and a three year contract to provide a Data Protection Officer Enhanced Tier 2. The Clerk is to make provision for this in the budgets for 2018/2019.

17/12/151 Budgets 2018/2019

Each Councillor received a copy of the proposed draft budgets for 2018/2019.

Resolved – that the Clerk amends the budgets to reflect the decisions made previously in these minutes and that a working group consisting of Councillors Mrs L Dugmore, J Lavery, Mrs R Gregory and M Edwards meet after Monday's Planning Committee meeting (18th December 2017) to discuss the amended budgets prior to this Council's meeting in January where it will set the precept for 2018/2019.

17/12/152 Heating System Turreff Hall

Councillors discussed the engineers report and considered the recommended replacement of the corroded 3 way valve and actuator to the heating system at Turreff Hall. The Clerk explained the difficulty he had getting any engineer out when the heating system recently failed and that British Gas was the only company that could send an engineer at short notice.

Resolved – that the 3 way valve and actuator are replaced as a matter of urgency.

17/12/153 Christmas Festival 2018

Councillors discussed the possibility of holding next year's Christmas Festival on The Parade, Donnington on Sunday 25th November 2017.

Resolved – to hold next year's Christmas Festival and lights switch on at The Parade, Donnington and to form a working group to help organise the event. The Parish Council will not be holding a May Day Festival next year but an event to celebrate Telford @50.

17/12/154 Agenda Items for the Next Council Meeting

Councillors requested that the following items be included for discussion on the agenda of the next Council meeting:

20MPH Speed Limit on estate roads

17/12/155 Date of next meeting

The Chairman informed Councillors that the next Council Meeting will be held on Monday 8th January 2018 at Turreff Hall, Donnington commencing at 7pm. A Planning Committee meeting will be held at Turreff Hall on Monday 18th December 2017 commencing at 6.30pm.

The meeting closed at 2030hrs.

Signed:

Date: