

DONNINGTON AND MUXTON PARISH COUNCIL

Minutes of the Council Meeting held at St John's Church, Muxton on 11th September 2019

Present: Councillors: P Loughlin (Chairman), Mrs E A Clare, Miss F Doran, N Dugmore, J Gough, A Lawrence and J Thompson.

Also Present: R Morgan (Parish Clerk), Mrs H Westwood (Parish Council Community Events and Engagement Officer), G Cartlidge (Breton Park Residents Association) and Mrs R Gregory.

19/09/80 Apologies: Councillors Mrs L Dugmore, M Edwards, J Lavery, C Mason, R Overton and M Stokes.

Resolved – that the apologies are accepted.

19/09/81 Declaration of Interest: As per Register. Also, Councillor J Thompson – Item 19/09/103.

19/09/82 Public Session

Councillor N Dugmore informed those present that a resident had contacted him and asked if he would raise issues on her behalf during the public session. The issues raised were as follows:

- The bus stop on the Wellington Road opposite No. 22b (just passed the shops) is full of McDonald litter. It would really help if we could have a litter bin there (I have requested this before). We were also promised old ones replacing. The Clerk was asked to contact the Environmental Officer to request a bin at this location and discuss the replacement of the old bins.
- I did see mention of a war memorial to be put in Muxton. Muxton was a hamlet of Lilleshall consisting of farms and cottages and it was not until the late 1950s/60s that any 'new' housing was built and Telford covered the fields. All such graves are in Lilleshall church. The little memorial seat installed LATE last year however, would benefit from bulb planting. I did notice that yet again Donnington had additional snowdrops and crocus beds planted last year.
- The small grey waste bins delivered to all houses. I usually do not have the need for it and it does encourage waste. Soups can be made with additional vegetables. Have these been paid by the additional council tax we paid or by Veolia. As a resident of Kynnersley during foot and mouth outbreaks I am worried that this could occur again. Swill was banned after the last outbreak and accidents can happen with anaerobic digestion facilities as Harper Adams University found out a couple of years ago, polluting areas of land and closing the road. Councillor Mrs E A Clare is of the opinion that this is a Government directive.
- The notice boards do show meetings and planning but it would be nice if we had minutes. Councillors stated that paper copies were available from the Parish Office.

19/09/83 Grant Application

Councillors considered grant applications received.

Resolved – that under the General Power of Competence a grant of £250 was awarded to Breton Park Residents Association and £300 to Highmount Residents Fund.

19/09/84 Community Events and Engagement Officer

Mrs Holly Westwood, the recently employed Parish Council Community Events and Engagement Officer, introduced herself to Councillors, provided a brief background history of herself and gave a brief resume of work she has undertaken to date. Mrs Westwood informed Councillors that she had been improving this Council's social media and broadening customer reach, focusing on forthcoming Parish Council events and liaising with the community and meeting members of partner organisations. She informed Councillors that she will also be undertaking various training in the near future.

The Chairman thanked Mrs Westwood for the achievements already attained and that the Councillors were looking forward to working with her in the future.

19/09/85 Minutes

Councillors were asked to confirm the Minutes of the following meetings:

- a. Council meeting held on 8th July 2019.

Resolved – that the minutes be approved and signed by the Chairman as a true and accurate record.

- b. Planning Committee meeting held on 15th July 2019.

Resolved – that the minutes be approved and signed by the Chairman as a true and accurate record.

- c. Staff and Personnel Committee meeting held on 15th July 2019.

Resolved – that the minutes be approved and signed by the Chairman as a true and accurate record.

- d. Planning Committee meeting held on 19th August 2019.

Resolved – that the minutes be approved and signed by the Chairman as a true and accurate record.

19/09/86 Matters Arising from Minutes

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

Donnington Allotments – The Clerk informed Councillors that there would now be a £10 deposit charge on keys for the allotments which will be refunded when the keys are returned.

Plant a Tree Scheme – The Clerk is going to ask Councillor M Stokes for details on this scheme to send to Telford & Wrekin Council's Tree Officer.

Speeding Wellington Road, Muxton – the residents meeting scheduled for September, where traffic calming measures were to be discussed, will now take place sometime in October.

Grants for Granville Country Park projects – the Clerk informed Councillors that specifications and quotes for the proposed projects at Granville Country Park would be required prior to applying for grants for funding to pay for them.

Adoption of Monarch Fields by Telford & Wrekin Council – Councillor J Gough stated that he is trying to contact the owner of the land opposite Monarch Fields to get permission for Severn Trent Water to undertake the work necessary before the Borough Council will adopt the estate.

19/09/87 Expenditure Transactions

Each Councillor received a copy of the Expenditure Transactions for July 2019.

Resolved – that the expenditure transactions for July 2019 are ratified and accepted as a true record.

19/09/88 Income Received

Each Councillor received a copy of the income report for July 2019.

Resolved – that the Income Report for July 2019 is ratified and accepted as a true record.

19/09/89 Bank Reconciliation

Each Councillor received a copy of the bank reconciliation as at 31st July 2019.

Resolved – that the bank reconciliation as at 31st July 2019 is accepted as a true record.

19/09/90 Financial Budget Comparisons

Each Councillor received the Financial Budget Comparison as at 31st July 2019.

Resolved – that the expenditure transactions as at 31st July 2019 are accepted as a true record.

19/09/91 Clerk's Report

Each Councillor received a report on the following:

Wellington Road, Muxton

Telford & Wrekin Council (TWC) has responded regarding moving the directional signing for Lilleshall stating that it will review in the shorter term and provide some feedback by the end of September. No response has yet been received regarding the suggestion for traffic lights at the junction of Wellington Road and the A518. The Chairman and I now have a spreadsheet of issues/requests made to the Borough Council and will continue to chase up any matter that has not yet been dealt with.

Gateway Sign by Clocktower roundabout.

TWC has stated that if this Parish Council wishes to have the Gateway Sign relocated, it is happy for the area Engineer to meet on site to discuss the locations. This was a Parish led scheme so TWC is happy if the Parish Council would like to make some changes. Once a revised location has been agreed, TWC will advise of the cost of making the changes. I have informed TWC about the location and am now waiting a date to meet with the engineer.

20 MPH Estate Roads

20mph zones on the estate roads is something TWC is happy to consider at the time the requisite funding is available. These are often seen as fairly simple schemes however in truth they can be expensive due to the amount of signing/lining required as well as the need to install traffic calming measures required to meet the national regulations. For a 20mph zone, the regulations require some form of traffic calming at regular intervals and this can be in the form of vertical deflections (speed humps, speed tables, rumble strips, etc), horizontal deflections such as chicanes, narrowing's or central refuges. If funding becomes available this is something TWC is happy to develop with the Parish Council. Further to this, the Parish Council may be aware that TWC is investing £600,000 this year into school safety schemes and as part of this, it is looking to introduce advisory 20mph zones outside a number of schools including the various schools in Donnington and Muxton.

Whilst this is not a formal 20mph speed limit, it does highlight the presence of a school with flashing amber signs and encourages drivers to drive at 20mph or less when the signs are illuminated. This has been used at a number of schools already across the Borough and has been well received so TWC hopes the Parish Council will feel this is a step in the right direction.

Oakengates Road, Donnington

TWC has gathered data at this location to understand the traffic data and the extent of the issue. This data will be fed into the future consideration of the Highways capital programme to help when prioritising schemes for future year delivery. Unfortunately, Oakengates Road is not on this current year's programme, however, TWC will put it forward for consideration when developing schemes for next year or possibly the year after dependant on the prioritisation of all schemes that come forward.

A post has now been erected on Oakengates Road, which will now take the weight of the Parish Council SIDS.

Church Road/St Matthew's Road, Donnington

All requests for parking restrictions are currently being progressed with a view of having the proposals ready around October/November time and then subject to support, implementation early in the new calendar year. There may be opportunities to bring the timescales forward on this and TWC is looking at bringing in additional staff to deal with TROs going forward which will help expedite this. The parking restrictions around Muxton Primary school and Lytham Green have been progressed further and TWC would expect to see these implemented over the coming months.

With regards to the request for a crossing, this is again something that would need to be put forward for prioritisation as part of the capital programme process unless additional/external funding is made available to help deliver this sooner. Is the Parish Council looking for a controlled crossing (signals/zebra) or uncontrolled (dropped kerbs and tactile paving and a central refuge)? Dropped kerbs and tactile paving is something TWC has a small budget for so may be able to bring this forward but anything more significant will need to be put forward for future consideration.

Holland Drive, Muxton

TWC has confirmed that it will be responsible for liability regarding the bollards on Holland Drive. TWC is also reviewing the feasibility and cost of some additional bollards on Thornton Park Avenue. Councillor Dugmore has sent a proposal through for consideration.

Clocktower Floodlights

These works will be completed at the same time as signage works are undertaken on the roundabout. This is to minimise the disruption to road users from the traffic management required to undertake the works. It is planned that these works will be completed in October/November 2019, due to there being a long lead time for some of the materials required for the signage works. Grounds works will then be undertaken in the New Year.

Benches Highlander Drive

These are in the process of being ordered and TWC will allow them to be delivered and stored at their site. Decisions about exact locations will be required so that they can be installed. 731

Dog Poo Fairy signs

The signs have now been received and will be distributed to schools when they return from summer holidays. Signs have already been put up in the Parish Council notice boards in Muxton, Donnington and Muxton Community Library and Donnington Community Hub.

Dog Fouling Illuminous eyes

Phil Pritchard requires locations for where these are to be erected and then he will arrange to rotate some from other areas. Councillors requested that these are located at Marshbrook Way, Muxton, along The Humbers and at Broadoaks Field, Donnington.

Quiet Lane, Muxton Lane

TWC is working to resolve the objection on this order. It hopes to be able to draw this to a conclusion with the next couple of weeks and then arrange to work to be carried out on site. Since writing this report the Clerk informed Councillors that he has received confirmation that the objection has now been resolved and that TWC is able to proceed with the Quiet Lane Designation which will now take around two months to deliver works.

19/09/92 Parish Council Insurance

Councillors discussed the quotes received for this Parish Council's Insurance Renewal.

Resolved – that Zurich is to be this Parish Council's insurance provider for three years at a cost of £3,243.47 per year.

19/09/93 Parish Council Action Plan 2019/2020

Each Councillor received a copy of the draft Action Plan 2019/2020 for this Parish Council.

Resolved – that the plan presented is to be adopted as this Parish Council's Action Plan for 2019/2020.

19/09/94 Local Council Award Scheme

Councillors were informed that the Parish Council is due its re-accreditation for its Foundation Level Local Council Award Scheme. Councillors are therefore requested to confirm by resolution that this Parish Council has the following:

- a. A risk management policy
- b. A register of assets
- c. Contracts for all members of staff
- d. An up to date insurance policy
- e. A disciplinary and grievance policy
- f. A training policy
- g. A record of staff and Councillor training for the last 12 months
- h. A record that the Clerk has achieved 12 continued professional development (CPD) Points during the last year
- i. An Equality Policy – Councillors are asked to review and accept the current policy.

Resolved – that this Parish Council has the aforementioned documents which are adequate for this Parish Council.

Councillors were also informed that to obtain the Quality Level Councillors are requested to confirm by resolution that this Council has the following:

- a. A scheme of delegation (where relevant)
- b. Addressed Complaints received in the last year
- c. At least two-thirds of its seats were filled by Councillors who stood for election
- d. A printed Annual Report that is distributed at locations across the community
- e. A qualified Clerk
- f. A formal appraisal process for all staff

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Resolved – that this Parish Council has the aforementioned criteria.

19/09/95 Granville Country Park

Councillors were unable to discuss purchasing a boardwalk for Muxton Marsh at a cost of £11,000 as the relevant quotes had not yet been received. The Clerk was asked to include this as an agenda item for October's Council meeting.

19/09/96 Christmas Event for Pensioners

Councillors discussed various options for a Christmas event for pensioners residing in this Parish.

Resolved – to hold two sessions at Cordingley Hall to provide a two course Christmas dinner for pensioners residing within the Parish. This will cater for 300 pensioners and the Events and Engagement Officer is to organise tickets on a first come first served basis. Dates are to be agreed.

19/09/97 Projects 2020/2021

Councillors were asked to consider what projects, if any, this Parish Council wishes to carry out in the next financial year to enable the Clerk to include financial provision for them in the proposed budgets for 2020/2021. Projects suggested were:

- CCTV Provision in some residential areas of Muxton to cover the four entrance roads and underpass.
- Streetlight renewal completion. The Clerk was asked to contact Market Drayton Town Council to find out who its contractor is and obtain a quote.
- Event to commemorate the 75th Anniversary of VE Day
- Hedge cutting.
- Cut and Collect grass cutting from all areas within Donnington and Muxton.

19/09/98 Laying of Parish Council wreath

Councillors discussed a request from Councillor J Gough that he lays the Parish Council wreath at this year's Remembrance Service at the War Memorial, Donnington.

Resolved – that the Chairman Councillor P Loughlin, together with Councillor J Gough alongside him, lay this Parish Council's wreath at this year's Remembrance Service at the War Memorial, Donnington to commemorate those that lost their lives serving this Country.

19/09/99 Christmas Festival 2020

Councillors were asked to consider an idea of holding next year's Christmas Festival at Turreff Hall, Donnington. It was explained that marquees could be set up in both front and rear car parks combined with the use of Turreff Hall.

Resolved – to see how successful this year's event will be before making any decision on where to hold it next year.

733

19/09/100 Lamp Post Poppies

Councillors were requested to agree locations of where lamp post poppies are to be installed.

Resolved – that the lamp post poppies are installed along Donnington Wood Way, Wrekin Drive, the War Memorial on Winifred's Drive and Station Road, The Humbers. The Clerk is asked to contact idverde to get a price to erect and remove.

19/09/101 Hedge line rear of 63 to 39 Winchester Drive

Councillors are asked to consider tree and hedge work on Parish Council land at the rear of 63 to 39 Winchester Drive which will cost £1,600. The Clerk explained that the lower limbs and shrubbery was intruding on residents' gardens and fence line.

Resolved – that work to remove the lower tree branches and shrubbery trimmed back is carried out.

19/09/102 Grassed area junction Furnace Lane/Oakengates Road

Councillors considered a request for this Parish Council to pay toward a cut and collection service at the grassed area adjacent to the junction of Furnace Lane and Oakengates Road at a cost of £75 per cut.

Resolved – to defer this item to October's Parish Council meeting. The Chairman stated that he would contact Telford & Wrekin Council's Environmental Officer to obtain a map of land in the parish where grass cutting responsibilities are highlighted.

19/09/103 Judicial Review into the takeover of Shropshire Fire and Rescue Service

Councillors discussed the outcome of the judicial review into the takeover of Shropshire Fire and Rescue Service by West Mercia Police and Crime Commissioner, John Campion.

Resolved – to wait to hear the result of the appeal and the Clerk writes a letter of support to the Fire Authority copying in Councillor E Carter Telford & Wrekin Council.

19/09/104 Community Speed Watch

Councillors were asked to consider a request for a Community Speed Watch. Data proves there is speeding along Muxton Lane so the Chairman stated that he would obtain and distribute a list of criteria required to carry this out.

19/09/105 Pigeon Deterrent Spikes

Councillors considered a request to purchase Pigeon deterrent spikes for the streetlights outside Muxton Primary School. The Clerk informed those present that he is waiting for quotes to purchase and erect the pigeon deterrent spikes.

19/09/106 Parish Council Staff

Councillors discussed a request for the Community Events and Engagement Officer (CEEO) to attend Granville Country Park steering group meetings. The Clerk informed Councillors that whilst this would be good for the Parish Council, he is concerned that this may set a precedent for other external bodies and, as the CEEO is only part time this would impact on her work for the Parish Council.

Resolved – that the CEEO continues in her role of Community Events and Engagement Officer as per her contract of employment and job description.

19/09/107 Agenda Items for the Next Council Meeting

The Clerk was asked to include those items on the agenda for the next Council meeting as already discussed during this meeting. 734

19/09/108 Date of next meeting

The Chairman informed Councillors that the next Council meeting will be held on Monday 14th October 2019 at Turreff Hall, Donnington commencing at 7pm.

The meeting closed at 2100hrs.

Signed:

Date:

