

Donnington and Muxton Parish Council



*Turreff Hall,
Turreff Avenue,
Donnington,
Telford, TF2 8HG
Tel: 01952 608001*

clerk@donningtonmuxtonpc.org
www.donningtonmuxtonpc.org

FULL COUNCIL MEETING

Minutes of the Full Council Meeting held remotely via Microsoft Teams on 14th September 2020 commencing at 6.00pm

Present: Councillors: Mrs L Dugmore (Vice-Chairman), Miss F Doran, N Dugmore, J Gough, J Lavery, A Lawrence, R Overton and J Thompson.

Also Present: R Morgan (Parish Clerk), Mrs H Westwood (Community Events and Engagement Officer).

20/09/45 Apologies: Councillors M Edwards, P Loughlin, C Mason and M Stokes.

Resolved – that the apologies are accepted.

The Chairman informed Councillors that a letter of resignation had been received from Councillor C Mason stating that he will be standing down as a Councillor as from 30th September 2020. Councillors acknowledged and thanked Clive for the many years of hard work he carried out in the community as a Parish and Borough Councillor. It was agreed that the Clerk purchases and delivers a gift on behalf of the Parish Council and be reimbursed by Councillors.

20/09/46 Declaration of Interest: As per Register.

20/09/47 Public Session: There were no members of the public present.

20/09/48 Grant Application: Councillors discussed a request for a grant from this Parish Council by Read Easy Telford & Wrekin.

Resolved – to award Read Easy Telford & Wrekin a grant of £250.

20/09/49 Chairman leave of absence

Councillors discussed the Chairman's request for a six-month absence from his role as a Parish Councillor due to work commitments.

Resolved – to approve Councillor P Loughlin's six-month absence and that the Vice-Chairman, Councillor Mrs L Dugmore, stands in for him during this period.

20/09/50 Minutes: To confirm the following Minutes of the Council and its Committees:

- a. Full Council meeting held on 13th July 2020.

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

- b. Staff and Personnel Committee meeting held on 20th July 2020.

- Resolved** – that the minutes be approved and signed by the Chairman as a true and accurate record.
- c. Extraordinary Council meeting held on 27th July 2020.
Resolved – that the minutes be approved and signed by the Chairman as a true and accurate record.
- d. Planning Committee meeting held on 27th July 2020.
Resolved – that the minutes be approved and signed by the Chairman as a true and accurate record.
- e. Planning Committee meeting held on 17th August 2020.
Resolved – that the minutes be approved and signed by the Chairman as a true and accurate record.

20/09/51 Matters Arising from Minutes

Councillors requested updates on the following:

Bollards Thornton Park Avenue, Muxton – the Clerk informed Councillors that, when asked, Telford & Wrekin Council's Highways Officer has stated that the supplier suggested that the splitting of the wooden bollards is likely to have been caused by the sudden changes in the weather – such as the very hot days followed by quite chilly days. A similar issue has been noted on another set of wooden bollards which were installed around the same time and the same response was provided by the other supplier. We have been assured that the structural integrity of the bollards will hold, and they are safe to remain in place.

Brands Meadow Footpath – Councillors were informed that Telford & Wrekin Council's Engineering and Project Delivery Manager has been successful in obtaining part funding for installing a drain to relieve the flooding along this path. He is now progressing with design and costings to gain a more accurate estimate for delivery

20/09/52 Expenditure Transactions: Each Councillor received a copy of the Expenditure Transactions for August 2020.

Resolved – that the expenditure transactions for August 2020 are ratified and accepted as a true record.

20/09/53 Income Received: Each Councillor received a copy of the Income Report for August 2020.

Resolved – that the Income Report for August 2020 is ratified and accepted as a true record.

20/09/54 Bank Reconciliation: Each Councillor received a copy of the Bank Reconciliation as of 31st August 2020.

Resolved – that the Bank Reconciliation as of 31st August 2020 is ratified and accepted as a true record.

20/09/55 Financial Budget Comparisons: Each Councillor received a copy of the Financial Budget Comparison as at 31st August 2020.

Resolved – that the Financial Budget Comparisons as at 31st August 2020 are accepted as a true record.

20/09/56 Laptops for Learning

The Clerk informed Councillors that the cost of the laptops for this scheme was £300 each and not £200 as previously informed. Therefore, one laptop was each provided to St Matthew's School, Donnington Wood Junior School and Muxton Primary School. The Clerk was asked to find out how Telford & Wrekin Council identifies who to give them to and report back at the next meeting.

20/09/57 Re-opening of Parish Council Facilities

The Clerk informed Councillors on the progress of the re-opening of Parish Council facilities:

Public Toilets at The Parade, Donnington – there appear to be no further issues with the theft of the hand sanitisers. The wall mounted machines are in the process of being installed.

The Liz Clare Library – whilst initial take-up was slow, people are now starting to come back in small numbers. The volunteer and staff are continuing to ensure Covid-19 restrictions and regulations are adhered to. The Clerk was asked to investigate if it would be possible to open the library for another session during the week.

Parish Council Office – staff are continuing to work from home and rotate duties and time spent in the office.

Turreff Hall – some groups have returned and are maintaining Covid-19 restrictions and regulations.

20/09/58 Streetlighting

Due to recent structural tests carried out on streetlight columns within the Donnington and Muxton areas two columns have had to be removed immediately and four will need to be cut down in the near future. Councillors were asked to consider replacing these six streetlight columns at a cost of £5,622.30 (£937.05 per column).

Resolved – to replace the streetlight columns that have already been removed and replace the four that will be required to be cut down shortly in the new financial year.

Councillor J Gough gave his apologies and left the meeting.

20/09/59 Post Covid-19 Support for Community

Councillors discussed issues some people are having during this Coronavirus pandemic especially getting their prescriptions delivered and getting items of shopping. The Borough Council has already asked Donnington Community Hub to do the shopping and the Hub is willing to help with prescriptions. Councillors stated that the literature sent out by the Assistant Clerk and Events Officer was helping signpost people to the relevant organisations providing the appropriate help.

20/09/60 Donnington War Memorial

Councillors considered employing specialist contractors to clean the war memorial on Winifred's Road, Donnington. Those present were informed that the Borough Council is using its Pride in the Community fund to help tidy up its War Memorials. The Clerk was asked to discover what work it is intending to do and request that it is carried out prior Armistice Day.

20/09/61 Memorial Bench St Matthew's Church

Councillors discussed a request to place a memorial bench in the "closed" churchyard at St Matthew's Church, Donnington in memory of Jan Padora who resided in Donnington for many years. The Clerk informed Councillors that even if the Parish Council gave its permission then it would have to be authorised by the Lichfield Diocese which could cause considerable delay.

Resolved – that there is no objection from the Parish Council should permission be given by the Lichfield Diocese.

20/09/62 School Uniform Recycle and Re-use Policy

Councillors were informed that there had been many varied items of school uniform donated at the Community Hub. It has been found that the items with logos on had proved the most popular and there were not many items left. It was suggested that, in future, schools are contacted at the end of summer term to request items of lost property collected over the year for redistribution through this scheme. Publicity could also be carried out requesting items with logos on. It was also suggested that vouchers are provided for school shoes and this can be taken into consideration when discussing next year's grants budget. The Clerk was asked to include this as an agenda item for next year.

20/09/63 Armistice Day 2020

Councillors considered what contribution this Parish Council can make towards this year's Armistice Day in this parish. It was agreed that the lamp post poppies should again be placed on the lamp posts and wreaths purchased, one for the War Memorial in Winifred's Drive, Donnington and one for the Memorial gates on Donnington Recreation Ground. It was suggested that dignitaries could still lay wreaths, providing social distancing is maintained. The Clerk was asked to discover what the Ministry of Defence, Donnington plans are for this event.

20/09/64 Christmas Festival and Christmas light switch on

Councillors considered if this Parish Council still wishes to hold its Christmas Festival or cancel it due to the difficulties that would be caused in maintaining public safety through social distancing with regard to the Coronavirus pandemic.

Resolved – to cancel this years Christmas Festival but still ensure the lights are switched on at the end of November.

20/09/65 Pensioners Christmas Dinner

Councillors discussed whether or not to proceed with holding a Pensioners Christmas Dinner in December 2020. Nicola Casey had stated that it could be done over three days instead of two to ensure social distancing requirements are met within Cordingley Hall.

Resolved – that as Government legislation is constantly changing, it was agreed not to hold the Pensioners Christmas Dinner in December but hopefully arrange something in the Spring next year and budget for this.

20/09/66 Friends of Central Hall ("The Snake")

Councillors discussed a recent request for this Parish Council to become a member of the proposed "Friends of Central Hall".

Resolved – to agree in principle to be a member of the "Friends of Central Hall" partnership but more detail is required as to what it aims to achieve.

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.

20/09/67 Cordingley Hall

Councillors discussed the renewal of the lease to the current occupier, possible sale of the premises and discuss issues regarding the heating system and boiler.

Resolved – that the Clerk:

- Obtains an up-to-date valuation of the building.
- Inform Councillors at the next Council meeting how much was spent on the building prior to the current occupant leasing the building.
- Inform Councillors at the next meeting of how much income has been received and how much has been spent by the Parish Council on Cordingley Hall since the current lease started in 2013.
- Determine what the open market lease value will be in 2023.
- Discover if money from the sale of the building would have to be given to the Borough Council due to the “restrictive covenant” on the building, or whether an agreement could be put in place ensuring that the money could be spent in the parish.

20/09/68 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:

Armistice Day – to receive updates on any proposed event.

Cordingley Hall – To allow the Clerk, where possible, to provide the information requested.

Face to Face meetings – to allow for consideration to commence holding face to face Council meetings.

20/09/69 Date of next meeting

The Chairman informed Councillors that the next Council meeting will be held on Monday 12th October 2020 at Turreff Hall, Donnington commencing at 7pm unless restrictions regarding the Coronavirus pandemic prevents the Council from holding it. If restrictions have not been removed allowing for face to face meetings, then the meeting on 12th October 2020 will be held remotely via Microsoft Teams at **6pm**.

The meeting closed at 1925hrs.

Signed:

Date: