



Donnington & Muxton Parish Council
Turreff Hall, Turreff Avenue, Donnington, TF2 8HG
Email: clerk@donningtonmuxton-pc.gov.uk
Website: www.donningtonmuxton-pc.gov.uk
Telephone: 01952 608001

FULL COUNCIL MEETING

Minutes of the **Council Meeting** held at Turreff Hall, Donnington on **9th February 2026** commencing at 7pm.

Present: Councillors: Alexander, Coates, Doran, L Dugmore, N Dugmore, Hoof, Randhawa, Overton, L Vickers, O Vickers and Urey.

In attendance: Lee Jakeman, Locum Clerk.

Absent: Councillors: Gough and Harrison.

26/02/165 Apologies: Apologies were noted from the following councillors:

Cllr Gough – unwell

Cllr Harrison – work commitment

26/02/166 Declaration of Interest:

Nil

26/02/167 Public Session

There being no members of the public present the meeting moved to the next agenda item

26/02/168 Minutes: To approve the Minutes of the previous meeting held on 12th January 2026.

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

26/02/169 Matters Arising from Minutes:

Members noted a report, circulated with the agenda from the Locum Clerk.

26/02/170 Expenditure/Payments Transactions

Members noted receipt of a revised list of payments to that sent out with the agenda (to now include invoices received in the past week (ser no 564 to Ser No). Members further noted a list of additional payments (tabled), to include invoice received since the issuing of the agenda.

Resolved

- a. That the Expenditure/Payment Transactions (ser no 502 and Ser Nos 511 to 563);. (*attached*) be approved for payment, other than the ser no. 557 which would require further understanding.

AND

- b. That the Expenditure/Payment Transactions (Ser Nos 564 to 582);. (*attached*) be approved for payment.

26/02/171 Income/Receipts Received:

Resolved – To note and ratify that the Income/Receipts Report for January 2026; total value £9,243.16.

26/02/172 Bank Reconciliation:

Each Councillor received a copy of the Bank Reconciliation as of 31st January 2026.

Resolved To approve the Bank Reconciliation as of 31st January 2026, summarised below:

- Petty Cash	£35.00
- Lloyds General Fund a/c	£63,824.20
- Lloyds (Salaries) a/c	£3,806.06
- Nationwide (Gen Reserve) a/c	£79,656.64
- Co-Op (Gen/EMR Fund) a/c	£33,562.89

TOTAL £180,884.79

Members noted that the level of the Lloyds General fund was relatively low to cover for the expected expenses over the next 2 months, before receipt of the first part of the precept and that some funds should be transferred from the Co-Op account to assist with cashflow. Members further noted that on receipt of the precept funds could be transferred back to the CO-Op account.

Resolved: To approve the transfer of £25k from the Council's Co-Op bank account into the Council's Lloyds General Fund account.

26/02/173 Budget Summary of Receipts and Payments:

Each Councillor received a copy of the budget summary of receipts and payments as of 31st January 2026.

Cllr Hoof enquired about the apparent significant overspend (circa £14k) in the Christmas Events budget. The Clerk advised that the Christmas Light costs had erroneously been set against the Christmas Event cost centre, rather than the Christmas Light expenditure (which had a current surplus of circa £26K). The coding had been corrected since the issuing of

the agenda, to move the costs (circa £14k) from the Christmas Events cost code to the Christmas Lights cost code.

Further comment was made regarding the significant overspend (circa £5K) on General maintenance (code 411). The Locum Clerk advised that a significant amount of this was in relation to costs associated with the planters which had not originally budgeted for. The Locum Clerk suggested that the budget should be revisited in the early part of the new financial year and that leaving the anomalies (i.e. not at this stage Vire funds or increase individual budget lines) as they would help to identify what budget lines would require refinement.

Resolved – that the Financial Budget Comparisons as at 31st January 2026 is ratified and accepted as a true record.

26/02/174 Internal Audit:

Members considered the Interim Internal Audit report.

Resolved:

- a. To note the interim internal audit report and to approve the draft responses prepared by the Locum Clerk.

26/02/175 Street Lighting:

Members considered a report on street lighting repairs.

Resolved:

- a. To approve works (at a cost of £2,993.20) for street lighting repairs to:
 - St Georges Road, Donnington Wood – outside number 11
 - Muxton Lane, Muxton – outside number 112
 - Stanall Drive, Muxton

AND

- b. That the Council delegates to the Clerk to authorise future (up to 31 Mar 2027) streetlighting repairs in line with the current street lighting contract, provided that they do not exceed the agreed in-year budget expenditure set by the Council.

26/02/176 LGPS Discretionary Policy

While members were generally content with the draft policy as circulated with the agenda, Cllr L Dugmore asked that clarification be sought regarding the maximum amount of the award in discretion 1 of Annex1.

Resolved:

To defer the matter to the next meeting.

26/02/177 Date of next meeting

Members were informed that the next Council meeting will be held on Monday 9th March 2026 at Turreff Hall, Donnington commencing at 7pm.

26/02/178 Exclusion of Press and Public

Resolved:

That, under 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.

26/02/179 SALC/Buckingham Palace Garden Party

Members considered correspondence from SALC.

Resolved: to nominate the individual proposed by Councillor Doran to be the Donnington & Muxton nomination to the SALC ballot for attending a future Royal garden Party.

Signed:

Date:



EMPLOYER RECOGNITION SCHEME

SILVER AWARD 2024
Proudly supporting those who serve.



IN COLLABORATION WITH SLCC, NALC, QVW, COUNTY ASSOCIATIONS

Donnington & Muxton Parish Council

PAYMENTS LIST

Approved by Council 9 Feb 2026

Voucher	Bank	Description	Supplier	Net	VAT	Total
502	DMPC Lloyds Gen	ILCA Registration - AC Staff Training	SLCC Enterprises	120.00	24.00	144.00
						144.00
511	DMPC Lloyds Gen	Locum Services	LGRC Associates Ltd	5,564.59	1,112.92	6,677.51
						6,677.51
512	DMPC Lloyds Gen	Newsletters	Shropshire Printing Lir	175.00	35.00	210.00
						210.00
513	DMPC Lloyds Gen	Photocopier Rent 01/01/25-31/03/25	Canon UK	168.13	33.63	201.76
						201.76
514	DMPC Lloyds Gen	Website Hosting	Kalidescope	40.00	8.00	48.00
						48.00
515	DMPC Lloyds Gen	Rates - Turreff Hall & Library	Telford & Wrekin Coun	57.00		57.00
						57.00
516	DMPC Lloyds Gen	Cleaning of Bus Shelters / Sids Batteries	D R Seabury Builders	370.00		370.00
						370.00
517	DMPC Lloyds Gen	Monthly 365/Teams Phone/Support - Aug	Midland Computers Ltd	261.72	52.34	314.06
						314.06
518	DMPC Lloyds Gen	Security Cover /Keyholding Turreff Hall - 5	Clearview Security	235.75	47.15	282.90
						282.90
519	DMPC Lloyds Gen	Sum up fees	Sum Up Payments Ltd	0.15		0.15
						0.15
520	DMPC Lloyds Gen	Hygiene Services	Cathedral Leasing Limit	29.46	5.89	35.35
						35.35
521	DMPC Lloyds Gen	Electricity 21/07/2024 - 21/08/2024	British Gas Lite - ACC 1	23.27	1.16	24.43
						24.43
522	DMPC Lloyds Gen	BT Mobile Bill	British Telecom	21.21	4.24	25.45
						25.45
523	DMPC Lloyds Gen	PAYE	HM Revenue and Custc	1,515.82		1,515.82
						1,515.82
524	DMPC Lloyds Gen	Gas	West Mercia Energy	214.14	10.71	224.85
						224.85
525	DMPC Lloyds Gen	Electricity	West Mercia Energy	113.80	6.61	120.41
						120.41
526	DMPC Lloyds Sala	Salaries	Payroll	2,146.20		2,146.20
						2,146.20
527	DMPC Lloyds Gen	PAYE	HM Revenue and Custc	872.61		872.61
						872.61
528	DMPC Lloyds Gen	Pension contributions	Shropshire County Pen	812.68		812.68

						812.68
529	DMPC Lloyds Gen	training	SLCC Enterprises	-15.00	-3.00	-18.00
						-18.00
530	DMPC Lloyds Gen	training	SLCC Enterprises	-15.00	-3.00	-18.00
						-18.00
531	DMPC Lloyds Gen	Water Charges	Water Plus - Public Toi	1,327.68		1,327.68
						1,327.68
532	DMPC Lloyds Gen	Water Charges	Water Plus - Turreff Ha	556.16		556.16
						556.16
533	DMPC Lloyds Gen	Printing 01/10/24-31/12/24	Canon UK	60.99	12.20	73.19
						73.19
534	DMPC Lloyds Gen	Storage Boxes	Amazon Business UK	21.64	4.34	25.98
						25.98
535	DMPC Lloyds Gen	Social Media Software	Wondershare Global Li	5.84	1.17	7.01
						7.01
536	DMPC Lloyds Sala	Salaries Bank Charges	Lloyds Bank	8.50		8.50
						8.50
537	DMPC Lloyds Gen	Bank Charges	Lloyds Bank	9.90		9.90
						9.90
538	DMPC Lloyds Gen	Adobe PDF Subscription	Adobe Systems	16.64	3.33	19.97
						19.97
539	DMPC Lloyds Gen	Broadband	British Telecom	47.83	9.57	57.40
						57.40
540	DMPC Lloyds Gen	Gas	British Gas - ACC 6006	678.45	131.04	809.49
						809.49
541	DMPC Lloyds Gen	Website Hosting	Kalidescope	130.00	26.00	156.00
						156.00
542	DMPC Lloyds Gen	Donnington Toilets - Cleaning	Laura's Cleaning	569.00		569.00
						569.00
543	DMPC Lloyds Gen	Water Charges	Water Plus - Library A	51.97	1.65	53.62
						53.62
544	DMPC Lloyds Gen	Plug Protectors	Amazon Business UK	14.97	3.00	17.97
						17.97
545	DMPC Lloyds Gen	Social Media Software	Wondershare Global Li	15.95	3.19	19.14
						19.14
546	DMPC Lloyds Gen	Stationery	Amazon Business UK	8.50	1.70	10.20
						10.20
547	DMPC Lloyds Gen	Stationery	Amazon Business UK	8.32	1.67	9.99
						9.99
548	DMPC Lloyds Gen	Office Stationery	Viking Office UK Ltd	34.37	6.88	41.25
						41.25
549	DMPC Lloyds Gen	Office Stationery	Viking Office UK Ltd	9.33	1.87	11.20
						11.20
550	DMPC Lloyds Gen	Deposit - Summer 2026 Coach trips x 2	AT Brown Coaches Ltd	1,000.00	200.00	1,200.00
						1,200.00
551	DMPC Lloyds Gen	Turreff Hall Cleaning	Shines of Shropshire	216.25		216.25

						216.25
552	DMPC Lloyds Gen	Turreff Hall Cleaning	Shines of Shropshire	200.13		200.13
						200.13
553	DMPC Lloyds Gen	Turreff Hall Cleaning	Shines of Shropshire	227.00		227.00
						227.00
554	DMPC Lloyds Gen	repairs	D R Seabury Builders	80.00		80.00
						80.00
555	DMPC Lloyds Gen	Summer Fayre - TEN licence fee	Telford & Wrekin - ACC	21.00		21.00
						21.00
556	DMPC Lloyds Gen	The Purple Guide Subscription	EIF Ltd	60.00		60.00
						60.00
557*	DMPC Lloyds Gen	Cllr J Urey Pride Fund - Muxton War Mem	Mrs L A Urey	165.00		165.00
						165.00
558	DMPC Lloyds Gen	Neighbourhood Enforcement Annual Conti	Telford & Wrekin - ACC	17,305.00		17,305.00
						17,305.00
559	DMPC Lloyds Gen	Christmas Lights - Take Down	Turnock	7,785.50	1,557.10	9,342.60
						9,342.60
560	DMPC Lloyds Gen	Office Stationery	Viking Office UK Ltd	39.67	7.94	47.61
						47.61
561	DMPC Lloyds Gen	Gas	West Mercia Energy	241.41	12.07	253.48
						253.48
562	DMPC Lloyds Gen	Electricity	British Gas Lite - ACC	132.73		132.73
						132.73
563	DMPC Lloyds Gen	Hall Hire Overpayment	Telford & Wrekin - ACC	33.00		33.00
						33.00
564	DMPC Lloyds Gen	Website Hosting	Kalidescope	40.00	8.00	48.00
						48.00
565	DMPC Lloyds Gen	Mobile Phone	02	16.83	3.37	20.20
						20.20
566	DMPC Lloyds Gen	Monthly 365/Teams Phone/Support - Aug	Midland Computers Ltd	216.72	43.34	260.06
						260.06
567	DMPC Lloyds Gen	Security Cover /Keyholding Turreff Hall -	Clearview Security	345.75	69.15	414.90
						414.90
568	DMPC Lloyds Gen	Entertainment	Got2Sing	150.00		150.00
						150.00
569	DMPC Lloyds Gen	Window Cleaning - Turreff Hall	Diamond Shine	45.00		45.00
						45.00
570	DMPC Lloyds Gen	road closure	Telford & Wrekin - ACC	75.00		75.00
						75.00
571	DMPC Lloyds Gen	Turreff Hall Cleaning	Shines of Shropshire	210.88		210.88
						210.88
572	DMPC Lloyds Gen	Sum up fees	Sum Up Payments Ltd	0.04		0.04
						0.04
573	DMPC Lloyds Gen	Books	Amazon Business UK	1.00		1.00
						1.00

574	DMPC Lloyds Gen	Street trading licence FY 26-27	Telford & Wrekin - ACC	420.00		420.00
						420.00
575	DMPC Lloyds Gen	Hubb Printing	Canon UK	40.60	8.12	48.72
						48.72
576	DMPC Lloyds Gen	Locum Services	LGRC Associates Ltd	6,017.30	1,203.46	7,220.76
						7,220.76
577	DMPC Lloyds Gen	Turreff Hall Cleaning	Shines of Shropshire	280.75		280.75
						280.75
578	DMPC Lloyds Gen	Broadband	British Telecom	143.49	28.70	172.19
						172.19
579	DMPC Lloyds Gen	Hygiene Services	Cathedral Leasing Limit	29.46	5.89	35.35
						35.35
580	DMPC Lloyds Gen	recycling bins 25/26	Telford & Wrekin - ACC	172.00	34.40	206.40
						206.40
581	DMPC Lloyds Gen	Electricity	British Gas Lite - ACC 1	32.71	1.64	34.35
						34.35
582	DMPC Lloyds Gen	BT Mobile Bill	British Telecom	21.21	4.24	25.45
						25.45
Total					4,730.68	56,783.68

* transaction not approved at meeting