

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 at Turreff Hall, Donnington on 12th June 2023 commencing at 7pm.

Present: Councillors I Alexander (Chairman), Miss F Doran, Mrs L Dugmore, N Dugmore, J Gough, Z Harrison, T Hoof, R Overton, J Urey and O Vickers.

Also Present: R Morgan (Parish Clerk), Mrs K Eshelby (Assistant Clerk) and Councillor R Abbiss (Vice-President of Shropshire Association of Local Councils).

23/06/26 Apologies: Councillors R Coates and A Lawrence.

Resolved – that the apologies are accepted.

23/06/27 Declaration of Interest: As per Registers of Interests.

23/06/28 Presentation of Local Council Award Scheme Certificate

Councillor Rosemary Abbiss presented the Quality Gold Award Certificate to the Chairman and staff present. She congratulated the Council on all its hard work to achieve this award. Each Councillor also received a copy of a letter from the Rt Hon Mark Pritchard MP congratulating this Council. It was agreed to support Councillor T Hoof's proposal that a letter is sent to the Shropshire Association of Local Councils thanking Councillor R Abbiss for the time taken to come to this Parish Council and its other volunteers for the work they freely carry out.

23/06/29 Co-option of Councillor

The Clerk informed Councillors that he had received two nominations as candidates for co-option as Councillor to represent The Humbers Ward of this Council. They were A Cobbin and M Rowe. Unfortunately, neither of the candidates were able to attend this meeting due to personal reasons. Councillors considered whether or not to vote by show of hands or by secret ballot when choosing which candidate to be co-opted onto this Council.

Proposed by Councillor O Vickers, seconded by Councillor J Urey to hold a secret ballot. An amendment to this proposal was made by Councillor Mrs L Dugmore, seconded by Councillor T Hoof to vote by show of hands.

Resolved – that the election of candidate to be co-opted is to be done by a show of hands.

Resolved – that M Rowe is co-opted onto this Council as Councillor for The Humbers Ward by five votes to three. There were two abstentions.

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23/06/30 Public Session: There were no members of the public present.

23/06/31 Minutes: Councillors were asked to confirm the Minutes of the Annual Council Meeting held on 15th May 2023.

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

23/06/32 Matters Arising from Minutes

Grit Bins – Councillors were informed that 28 grit bins had been purchased at a cost of £140 each. Due to the number involved Telford & Wrekin Council is in the process of ordering these bins from its supplier. The Clerk informed Councillors that he is in the process of contacting Morris Homes for permission to put them on their land.

Defibrillator – Councillors were informed that the defibrillator for Turreff Hall had been ordered and should be delivered within four weeks.

23/06/33 Expenditure Transactions: Each Councillor received a copy of the Expenditure Transactions for May 2023.

Resolved – that the Expenditure Transactions for May 2023 are ratified and accepted as a true record. Councillor N Dugmore asked if Councillors could have the total cost of the King Charles III Coronation Event held by this Parish Council on 13th May 2023 for the next Council meeting.

23/06/34 Income Received: Each Councillor received a copy of the Income Report for May 2023.

Resolved – that the Income Report for May 2023 is ratified and accepted as a true record.

23/06/35 Bank Reconciliation: Each Councillor received a copy of the Bank Reconciliation as of 31st May 2023.

Resolved – that the Bank Reconciliation as of 31st May 2023 is ratified and accepted as a true record.

23/06/36 Financial Budget Comparisons: Each Councillor received a copy of the Financial Budget Comparisons as at 31st May 2023.

Resolved – that the Financial Budget Comparisons as at 31st May 2023 are ratified and accepted as a true record.

23/06/37 Accounts and the Annual Return

a. Annual Return

To complete the Annual Governance Statement. (Page 4 of AGAR) Please see the Explanation of assertions for each numbered point.

To confirm the Statement of Accounts. (Page 5 of AGAR) including reconciliation of boxes 7 and 8.

To receive the Annual Internal Audit Report. (Page 3 of AGAR)

To receive the Explanation of Variances.

b. Bank Reconciliation Details

To receive the Bank Reconciliation at 31st March 2023.

c. Internal Audit

To receive report from Internal Auditor, John Henry detailing internal audit visits.

d. End of Year Accounts

To receive and sign the Consolidated Balance Sheet.
To receive the Income and Expenditure Financial Summary.
To receive the Financial Statement

Details of the Annual Return 2022/2023 were explained, and that the onus was on the Members to satisfy themselves that all procedures were being complied with.

Resolved – that the Chairman:

Complete and sign the Annual Governance Statement (Section 9 is not applicable).

Sign to confirm the Annual Statement of Accounts.

Sign the Bank Reconciliation as at 31st March 2023.

Sign the Consolidated Balance Sheet

Councillors discussed the Internal Auditors report and concluded that issues raised had been addressed.

Councillor T Hoof thanked the staff for the work involved in producing these accounts.

23/06/38 Fruit Trees and Hedges

Councillors discussed a proposal by Councillor T Hoof to plant fruit trees/bushes and hedges across Parish Council land for the public to enjoy using money from the Community Fund. Whilst Councillors thought this a good idea, concerns were raised about fruit drop causing slip hazards, fruit attracting wasps, apples and pears could be used as throwing objects, bad smell from rotting fruit and its attraction to rats. However, providing they are planted in the right locations, Councillors were of the opinion that this is something that should be done and that there may even be grants available for this scheme. The Council could inform the community as to the location of current orchards and fruit trees and engage the community by organising apple pressing, baking with soft fruits etc. The Clerk was asked to research what Natural England can advise and research what has already been done elsewhere.

Resolved – to look at available schemes and report back to council.

23/06/39 Overseas War Graves

Councillors considered a request to give permission to Michael Rowe to use the Donnington and Muxton Parish Council name whilst visiting the graves overseas on any tribute on the graves of the two men who gave their lives (one from Muxton and one from The Humbers). It is hoped to do the same for those from Donnington over the coming years.

Resolved – to give permission to Michael Rowe to use the Donnington and Muxton Parish Council name whilst visiting the graves overseas on any tribute on the graves of the two men who gave their lives (one from Muxton and one from The Humbers) and those from Donnington over the coming years.

23/06/40 War Memorial Donnington

Councillors considered an offer of a 10-year maintenance licence for the Donnington War Memorial as Telford & Wrekin Council is not willing to sell this asset to the Parish Council or, to leave it as the responsibility of the Borough Council.

Councillor Miss F Doran thanked Councillor J Gough for all the work he had done on Donnington War Memorial. Councillor J Gough stated that this Council did not ask Telford & Wrekin Council to sell the asset but to transfer it to this Parish Council. A 10-year maintenance licence is an insult considering it hadn't been looked after for many years by the Borough Council. It's a War Memorial and should not be politicised. Concerns were also raised regarding the limitations contained within the draft licence, the cost to the Parish Council and if any additional liability insurance would be required.

Councillor T Hoof thanked the Donnington Borough Councillors for pushing this through, but the licence contained unfair termination clauses and it was weighted against the Parish Council.

Resolved – that delegated authority is given to the Chairman and Clerk to go back to Telford & Wrekin Council and negotiate a transfer of the Donnington War Memorial to this Parish Council.

23/06/41 Dog Agility Spaces

Councillors considered a proposal to install dog agility equipment on Parish land for the use of dog owners and also allow commercial dog trainers to use the land for training purposes and generate income for the Parish Council. Councillor J Urey stated that the space could not be near residential houses, the minimum amount of space required is a quarter of an acre, can't be on grass but pebbles/stones and who would be liable if a dog attacked another. Councillors suggested that the Clerk contacts areas that already have dog agility spaces such as Apley, Broseley and Woodside for further information.

Resolved – that the Clerk carries out a feasibility study regarding installation costs, possible locations and insurance implications and report back to Council.

Councillor J Gough gave his apologies and left the meeting at 2015hrs.

23/06/42 Parking Fieldhouse Drive Shops

Due to the limited parking spaces on Fieldhouse Drive by the shops, Councillors were asked to support increasing the parking provision at this location by an extra 4 or 5 spaces to help ease the traffic issues at this location.

Resolved – that the Clerk writes to Telford & Wrekin Council's Highways Department to progress this initiative and confirm this Council's support for it.

23/06/43 Multi-Use Games Area (MUGA) adjacent Ryder Drive, Muxton

Councillors considered writing to Telford & Wrekin Council requesting that the missing equipment and flooding issues at the MUGA are replaced and addressed as it is starting to look unkempt.

Resolved – that the Clerk writes to the Borough Council regarding this matter.

23/06/44 Planters Muxton War Memorial

Councillors considered a request from the Clerk for a budget to provide and maintain perennials at the planters at Muxton War Memorial and add bark to suppress the weeds. Councillors stated that they would like to see some colour in the planters and that the current contractor is asked to advise on what plants could be used and if they would look after and maintain the planters.

Resolved – that the Clerk contacts Nobridge Ltd for advice and prices to provide plants and maintain the planters.

23/06/45 Parking Issues Muxton Primary School

Councillors were to receive an update on how Telford & Wrekin Council proposes to fund the additional parking bays at Muxton Primary School, but no update had been received.

Resolved – that the Clerk writes to Telford & Wrekin Council requesting an update on the provision of parking spaces at Muxton Primary School.

23/06/46 Granville Country Park

Councillor N Dugmore informed Councillors that the wooden dragonfly was currently being repaired but there was no update on when this would be completed. A toposcope is being installed at the “top of the world” area of Granville Country Park and that grants were now available from Veolia toward environmental projects.

23/06/47 Agenda Items for the Next Council Meeting

Councillors were asked if they have any items for discussion which they wish to have placed on the agenda for the next Council meeting. The following items were requested:

A “School Road” at Donnington Wood Junior School.

Christmas Lights – to consider additional Christmas lights along Donnington Wood Way.

23/06/48 Date of next meeting

The Chairman informed Councillors that the next Council meeting will be held on Monday 10th July 2023 at Turreff Hall, Donnington commencing at 7pm.

The meeting closed at 2045hrs.

Signed:

Date: