

Donnington and Muxton Parish Council



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FULL COUNCIL MEETING

Minutes of the Full Council Meeting held at Donnington Community Hub, Donnington on 13th December 2021 commencing at 7pm

Present: Councillors T Hoof (Chairman), I Alexander, Miss F Doran, Mrs L Dugmore, N Dugmore, J Gough, J Lavery, A Lawrence, R Overton, M Rowe and J Thompson.

Also Present: R Morgan (Parish Clerk), Mrs V Allen and Mrs P Gillespie.

21/12/139 Apologies: Councillor M Edwards and J Urey.

Resolved – that the apologies are accepted.

21/12/140 Declaration of Interest: As per Registers of Interests.

21/12/141 Public Session

Mrs V Allen asked if it would be possible to re-open the alleyway between Park Road and Cordingley Way, Donnington as it was closed fifteen years ago due to anti-social behaviour which no longer existed. Councillor J Gough explained that he and some volunteers had recently cleaned up the alleyway and changed the lock and keys as the original keys could no longer be found. It also requires a new streetlight capable of taking a CCTV camera. It was suggested to open the alleyway during daylight hours only. Councillor J Gough stated he had spoken to residents, some of which had volunteered to be trustees of the keys and take responsibility for opening and closing the footpath. The Clerk was asked to write to Telford & Wrekin Council formally requesting that this footpath be re-opened and ask what needs to happen to facilitate this. The Clerk was also asked to contact the Police and the Wrekin Housing Association to ascertain what their opinion on this would be and to keep Mrs Allen informed of events.

Councillor J Lavery arrived at the meeting during this agenda item.

21/12/142 Minutes: To confirm the following Minutes of the Council and its Committees:

- a. Council meeting held on 8th November 2021.

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

- b. Planning Committee meeting held on 22nd November 2021.

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

21/12/143 Matters Arising from Minutes: There were no matters arising.

21/12/144 Clerk's Report

Councillors received updates on the following:

Defibrillator Breton Park Muxton – A defibrillator has been ordered at a cost of £850 plus VAT with expected installation costs to come to around £300. The Park Owners have agreed to allow it to be installed on the small green on Old Willow Road.

Over 65's Christmas Dinner – as at 7th December there were 70 tickets issued for Wednesday 8th Dec and 110 issued for Thursday 9th Dec. The Chairman thanked all staff for organising such a great event which everyone appeared to enjoy. Councillor J Thompson suggested that next year, local businesses could be contacted to donate prizes for the bingo.

Bus Shelter Saltwell's Drive, Muxton – The exposed electrical wiring has now been made safe. Councillor I Alexander asked when a new light would be installed. The Clerk stated he had reported the matter and was awaiting a response from Telford & Wrekin Council.

Bus Shelter near Breton Park, Wellington Road, Muxton – This will be put in place at the end of January as part of T&Wr Council's bus shelter replacement programme.

Mirror Breton Park, Muxton – T&Wr Highways contractors have agreed to install a mirror opposite the junction of Breton Park at a cost of £345.59. This is made up of £253.69 for the mirror and £91.90 for labour.

Land off Marshbrook Way for War Memorial – The Clerk has now signed the transfer of deeds and is now waiting for the exchange of contracts.

ANPR Cameras – Various emails are circulating within the Police force and a question has been raised which is, will this type of camera system achieve the desired outcome and is it a better alternative to Community Speed Watch or in this case replacing VAS signs. Also, what are the costs and where do they lie? Paul Fenn from T&WR has stated that "As a local authority, we can only utilise the use of ANPR for the purpose of car parking only and not to support any wider enforcement activities." The Clerk was asked to monitor the scheme currently being undertaken by Rodborough Parish Council in Gloucestershire.

Tactile Paving Muxton – The area traffic engineer has observed that each of these tactile layouts at Marshbrook Way junctions with Saltwell's Drive and Thornton Park Avenue, were installed under previous technical guidance and consequently is not the layout that would be installed as new today. However, this does not make the layout inherently unsafe and budgetary considerations mean that installation of new tactiles where there are none will be given priority over reviewing those installed under earlier guidance. However, when work such as significant footway resurfacing takes place in the area consideration will be given to updating the layout to current standards. Interrogation of the highways reporting system shows that Telford & Wrekin Council has not received any other complaints or concerns about these tactile layouts. Whilst reviewing this issue some maintenance concerns were identified and consequently the area highway inspector has been asked to attend site and review the tactiles and in some cases the footpath, for maintenance requirements. Whilst Councillors understood the budgetary concerns, some considered them to be trip hazards and asked the Clerk to discover when the work to repair them is to be carried out and request a copy of the inspector's report.

In the meantime, Councillors should encourage residents to submit complaints regarding the tactile paving.

Councillor N Dugmore arrived at the meeting.

Fieldhouse Drive Footpaths – Telford & Wrekin Council has noted the condition of the footpath and have added this location and all associated cul-de-sacs to its list of sites for future consideration. It can confirm that due to the size of the scheme it is unable to progress this through reactive budgets as a scheme of this size will require capital investment. At present the demand for footway schemes across the network far exceeds the limit of funding it has available. Therefore, it will need to be assessed/prioritised against other competing scheme requests it has received across the borough. This road is regularly inspected, and any safety defects will be addressed at that time.

Regarding the second part of the issue, the pedestrian dropped kerb budget for the current financial year is fully committed so this has been added to the list for future works. At this stage it is unable to say when it will be done as the requests have yet to be prioritised.

Land opposite Muxton School for Parking – Trial holes have recently been undertaken and the engineers are assessing what is feasible on areas of Council owned land in terms of additional parking provision. Once this is established, the details will be shared with Borough Members and the Parish Council. Further discussions relating to land owned by the Parish Council can take place as part of this process. Councillors requested that the Parish Council waits until Telford & Wrekin Council has committed to installing laybys and defer this item until it knows what is happening.

Double yellow lines outside Breton Park – There is a backlog of requests that Telford & Wrekin Council is working its way through. A new team leader has started, and he is looking at how the Borough Council prioritises the many requests that it receives from the public as well as from Town & Parish Councils.

SIDS Data – Amanda Roberts (T&Wr) is still waiting for this and will send it as soon as she receives it.

21/12/145 Expenditure Transactions: Each Councillor received a copy of the Expenditure Transactions for November 2021.

Resolved – that the Expenditure Transactions for November 2021 are ratified and accepted as a true record.

21/12/146 Income Received: Each Councillor received a copy of the Income Report for November 2021.

Resolved – that the Income Report for November 2021 is ratified and accepted as a true record.

21/12/147 Bank Reconciliation: Each Councillor received a copy of the Bank Reconciliation as of 30th November 2021.

Resolved – that the Bank Reconciliation as of 30th November 2021 is ratified and accepted as a true record.

21/12/148 Financial Budget Comparisons: Each Councillor received a copy of the Financial Budget Comparison as at 30th November 2021.

Resolved – that the Financial Budget Comparisons as at 30th November 2021 are ratified and accepted as a true record.

21/12/149 Traffic Regulation Order (TRO)

Councillors considered requesting a TRO to reduce parking issues around Muxton Primary School and adjoining streets.

Resolved – to defer this item to a later date to wait until Telford & Wrekin Council decides if it can install laybys in this area which will ease parking issues around the school.

21/12/150 Climate Change Group

Councillors considered selecting a new Parish Council representative on the Parish and Town Council's Climate Change Group. Councillor N Dugmore stated that he had found it difficult to attend these meetings as they were arranged during the day or at 5pm in the evening when he was working.

Resolved – that the Clerk informs all Councillors when these meetings are to take place in order that someone may be able to attend on behalf of this Parish Council.

21/12/151 Vice-Chairman's Chain of Office

Councillors considered purchasing a Chain of Office for this Parish Council's Vice-Chairman. The Chairman stated that this was in case he was unable to attend an event and the Vice-Chairman attends in his place.

Resolved – that the Clerk has a budget of £500 to purchase a Chain of Office for the Vice-Chairman.

21/12/152 Pensioners Trip to the Seaside 2022

The Clerk informed Councillors that he had been provided with a copy of a quote for £2,145 received by the Events Officer for the provision of three fifty-three-seater coaches and one fifty-seater coach with disability access for a trip to Llandudno on 18th August 2022. This is to give Councillors an idea of costs involved as more quotes are being obtained.

21/12/153 Defibrillator Donnington Sports and Social Club

Councillors discussed purchasing a defibrillator for Donnington Sports and Social Club.

Resolved – to purchase a defibrillator for Donnington Sports and Social Club and the Clerk was asked to contact Simon Heys (Heys First Aid) to investigate the possibility of purchasing a cabinet for the defibrillator at Donnington Bowling Club.

21/12/154 Parish Bus Shelter Replacement Programme

Councillors considered Telford & Wrekin Council's Bus Shelter Replacement Programme and offer of match funding for replacement shelters. As a response was not required until the end of January 2022 the Clerk was asked to collect information on the Parish Council owned bus shelters to allow Councillors to make a more informed decision at January's Parish Council meeting.

21/12/155 Bus Shelter School Road, Donnington

Councillors considered the quotes received for repair to the bus shelter in School Road, Donnington. As this bus shelter was in such a bad state of repair it was agreed to replace this one as part of Telford & Wrekin Council's Bus Shelter Replacement Programme. The Clerk was asked to ensure the safety of the public by erecting some form of physical barrier such as Harris fencing and request that Telford & Wrekin Council makes this a priority replacement due to its poor condition.

21/12/156 Benches Wellington Road, Donnington

Each Councillor received a copy of a map showing locations of benches along Wellington Road, Donnington. Councillor M Rowe stated that he had now managed to locate the bench by the Little Theatre, Donnington but felt that it was hidden away and not many people knew it was there. Councillor M Rowe asked if it could be moved onto Wellington Road, Donnington where it would be used more.

Resolved – that the Clerk writes to Telford & Wrekin Council and request that this bench is relocated onto Wellington Road, Donnington making it more visible to members of the public.

The Clerk was asked to leave the room whilst the next item was discussed.

21/12/157 Staff Bonus

Councillors considered a proposition by the Chairman to award the Parish Council staff a bonus at Christmas.

By way of the Chairman's casting vote it was **resolved** to award each member of staff a £200 honorarium payment as a bonus for all their hard work especially throughout Covid restrictions and limitations.

21/12/158 Staffing Review

Councillors considered the quote received in order to proceed with the staffing review. Councillor N Dugmore stated that three quotes should be obtained but the Clerk explained that very few HR companies understood the work of a Parish Council and this company had been recommended by the National Association of Local Councils.

Proposed by Councillor T Hoof, seconded by Councillor R Overton that we no longer have a staffing review.

Resolved – to no longer have a staffing review.

21/12/159 Budgets: Each Councillor received a copy of the draft budgets in order to agree the budgets and consider the precept for this Parish Council for 2022/2023. The Chairman informed Councillors that he had recently gone through the budgets with the Clerk and Assistant Clerk and amendments/savings had been made. Councillor J Thompson asked if provision could be made to distribute the Parish Council newsletter to every household within the parish and the Chairman informed him that it had under budget heading 125. Councillor R Overton noted that no changes had been made to salaries whereupon the Chairman stated that he was of the opinion that the Community Events and Engagement Officer was a valuable asset to this Council.

Proposed by Councillor N Dugmore, seconded by Councillor J Gough that the budgets for 2022/2023 are accepted and that the precept for 2022/2023 is set at £202,053.

Resolved – that this Council accepts the proposed budgets for 2022/2023 and set the precept at £202,053. This represents a 0% increase in the precept based on the number of Band "D" equivalent within the parish.

21/12/160 Parking Issues Wellington Road, Muxton

Councillors discussed requesting that double yellow line parking restrictions are installed on Wellington Road, Muxton by the junction of Breton Park. Councillors were concerned that this would only displace the parking issues elsewhere. Councillor N Dugmore stated that when the houses were built on the site of the Sutherland Arms concerns had been raised with the Borough Council's Planning Department that insufficient parking provision for these houses had been made.

Resolved – that the Clerk contacts the Borough Council's Highways Department requesting it investigates the feasibility of installing double yellow line parking restrictions on Wellington Road, Muxton near to the entrance to Breton Park and bring this report back to Council.

21/12/161 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:

Letter of thanks – Councillor M Rowe requested an item to officially write thanking Councillor N Dugmore and his staff for the service to the community regarding the Covid vaccination programme at Turreff Hall and the courteous and polite manner in which they did so.

Christmas Lights – Councillor J Lavery requested that consideration should be given to providing additional Christmas Lights for 2022.

Traffic Regulation Order (TRO), Bradley Road, Donnington – Councillor J Gough requested that Councillors consider requesting a TRO to restrict parking on Bradley Road, Donnington to cars only.

21/12/162 Date of next meeting

The Chairman informed Councillors that the next Council meeting will be held on Monday 10th January 2022 at the Donnington Community Hub, Donnington, commencing at 7pm.

The meeting closed at 2030hrs.

Signed:

Date: