

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 13th November 2023 commencing at 7pm.

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

Also Present: R Morgan (Clerk to the Council), K Buttress and R Minton.

Absent: Councillor A Lawrence

23/11/109 Apologies: Councillors R Coates, J Gough and T Hoof.

Resolved – that the apologies are noted.

23/11/110 Declaration of Interest: As per registers of interests.

23/11/111 Public Session: Mr K Buttress informed Councillors that he had an issue with the current state of Granville Country Park. Someone has recently carried out some work at the park and had left piles of soil down the side of the road. This was affecting the drainage of water which itself affected key users of the park such as horse riders, dog walkers and walking groups. He informed those present that Friends of Granville had recently dug a small trench to help divert the water away from the road, but unfortunately, a vehicle became stuck in the trench. Mr Buttress asked if the Parish Council would be able to budget some money along with Telford & Wrekin Council to carry out some form of drainage scheme along the concrete road.

Councillor N Dugmore informed those present that money is being spent by Telford & Wrekin Council on the park and requested that the Clerk writes to the Borough Council enquiring if any work is currently occurring or planned for in the future to alleviate the flooding. The Clerk was also asked to inform it that a vehicle had recently become stuck in the ditch.

23/11/112 Complaint Donnington Allotments

Councillors considered a complaint about the management of Donnington Allotments raised by Mr R Minton at October's Parish Council meeting. After discussing the complaint, Councillors stated that the Council will enforce the rules rigorously and anyone breaking them will be asked to leave. Councillors understood that different plot holders have different ways of managing their plots and that a balance should be found to accommodate all of them. The Clerk was asked to contact other allotment sites to compare their rules with this Council's. The Clerk is to circulate this Council's rules to Councillors so they can check that they are adequate. Once it has been agreed that the rules are adequate the Clerk is to write to all plot holders reminding them of these rules and of this Council's complaints procedure.

23/11/113 Grant Application

Councillors considered requests for grants from this Parish Council to St John's Church, Muxton.

Resolved – to award St John's Church, Muxton £300.

23/11/114 Minutes: Councillors were asked to confirm the following Minutes of the Council and its Committees:

- a. Planning Committee Meeting 9th October 2023.

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

- b. Council Meeting 9th October 2023.

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

23/11/115 Matters Arising from Minutes

The Clerk was asked if the issues raised in public session at this Council's October meeting had been reported and dealt with. The Clerk informed those present that all the issues relevant to Telford & Wrekin Council had been reported and that he is still dealing with the issues about the hedge and stream off Saltwell's Drive.

School Street – Councillor O Vickers informed Councillors that Shropshire County Council was currently trialling this scheme and that Telford & Wrekin Council is awaiting the results from this before implementing its own school streets.

23/11/116 Expenditure Transactions: Each Councillor received a copy of the Expenditure Transactions for October 2023. The Clerk was asked for a breakdown of what its current contractor had charged this Council for and to contact other contractors to obtain comparative prices. The Clerk informed Councillors that the expenditure transactions were presented to Council for ratification only and that any issues arising from these should be discussed with the Clerk/Deputy Clerk in advance of the Council meeting.

Resolved – that the Expenditure Transactions for October 2023 are ratified and accepted as a true record.

23/11/117 Income Received: Each Councillor received a copy of the Income Report for October 2023.

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

23/11/118 Bank Reconciliation: Each Councillor received a copy of the Bank Reconciliation as of 31st October 2023.

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

23/11/119 Financial Budget Comparisons: Each Councillor received a copy of the Financial Budget Comparisons as of 31st October 2023. The Clerk informed Councillors that if any of them had a query about the budget comparisons then to contact him or the Deputy Clerk in advance of the meeting so that an expanded budget heading report can be provided explaining any query they may have.

Resolved – that the Financial Budget Comparisons as of 31st October 2023 is ratified and accepted as a true record.

23/11/120 Community Action Team (CAT)

Councillors considered the various options and services available of employing a CAT and costs involved. Some Councillors believed it was a form of double taxation and couldn't justify increasing the precept considerably to employ a CAT. Other believed it is the Borough Council's responsibility to manage its own assets. Councillors N Dugmore and J Urey informed those present that they had asked for a schedule of works to see what services were currently being provided by the Public Realm Team but had not yet received it.

Councillors then considered employing just a Neighbourhood Enforcement Officer for two and a half days a week.

Proposed by Councillor Mrs L Dugmore, seconded by Councillor N Dugmore not to employ a Community Action Team. This proposal was defeated.

Proposed by Councillor O Vickers, seconded by Councillor Miss F Doran, to employ a Neighbourhood Enforcement Officer for two and a half days a week.

Resolved – to employ Neighbourhood Enforcement Officer for two and a half days a week at the fixed cost of £17,305 per annum. The Clerk is to include this in the draft budgets for 2024/2025.

23/11/121 Library Book Fund

Councillors considered a request from Telford & Wrekin Council for an annual financial contribution of up to £6,000 or whatever can be afforded toward the annual book and online resources budget. The Clerk informed those present that there was currently no money in the library budget to make any contribution but, if Councillors wished, they could consider increasing the precept for next year to allow for a contribution. Some Councillors again believed that it should be the responsibility of Telford & Wrekin Council to provide these services, whilst others believed that this Council should support providing a better service for its residents. The Clerk informed Councillors that he was concerned as to how any improvement could be verified and that this Council would be getting value for its money. Proposed by Councillor R Overton, seconded by Councillor N Dugmore that £1,000 is contributed this year to the library book fund and that the money is to come from the Community Fund.

Resolved – that £1,000 is contributed this year to the library book fund and that the money is to come from the Community Fund.

23/11/122 Parking Bays Muxton Primary School

Each Councillor received the email trails between this Council and Telford & Wrekin Council with regard to the progress of installing additional parking bays at Muxton Primary School. As the Clerk was still waiting for a response to his last email Councillors agreed to defer this item to December's Council meeting.

23/11/123 D-Day 80th Anniversary Event

Councillors considered holding an event to commemorate the 80th Anniversary of D-Day next year. The Clerk informed those present that Telford & Wrekin Council is holding its Armed Forces Day on Sunday 23rd June 2024.

Resolved – to join in with this event and request having a Parish Council stall at it.

23/11/124 Memorial Gates Donnington Recreation Ground

Each Councillor received a copy of an email received from Telford & Wrekin Council regarding this Council's request for a 99-year licence to maintain the Memorial gates on Donnington Recreation Ground. The response from the Borough Council highlighted issues that would have to be considered such as the rights of access by the public through the gates, the wall and pillars that the gates are attached to and other rights of access through it.

Resolved – that due to the complexity of the issues highlighted, Councillors agreed it was not a viable option to take on the management and responsibility of the Memorial gates. The Clerk was asked to write to Telford & Wrekin Council to ensure it continued to maintain the gates.

23/11/125 Snow Liaison Officer The Humbers

As Councillor M Rowe is unable to carry out the role of Snow Warden for The Humbers, Councillors were asked to nominate another for this role.

Resolved – that Councillor O Vickers is nominated to be the Parish Council Snow Warden for The Humbers.

23/11/126 Motorbike Antisocial Behaviour Prevention

The Clerk informed Councillors that he has arranged a meeting with the Borough Council's Rights of Way Officer to discuss this Council's request for frame bollards to prevent motorbikes accessing the underpass at Donnington Wood Way.

Resolved – to defer to Decembers Council meeting where recommendations and costs as to the types of suitable gates can be discussed.

23/11/127 Community Governance Review

Councillors considered the suggestions received from Councillors I Alexander and J Urey for the forthcoming Parish and Town Council's consultation regarding Telford & Wrekin Council's Community Governance Review following recommendations made by the Boundary Review Committee in September 2023.

Resolved – that this Council does not submit any suggestions to the Community Governance Review due to the differences that each Councillor has regarding this matter. Instead, Councillors are encouraged to submit their own personal recommendations to Telford & Wrekin Council.

23/11/128 Councillor Allowances

Councillors considered a request to pay Councillor Allowances to help with costs of attending meetings.

Resolved – that the Clerk investigates if there is a statutory power to pay Councillors expenses for travel costs on public transport to attend meetings. If so, the Clerk is also asked to create an expenses policy and the Finance Committee is asked to review this policy and budget for expenses.

23/11/129 Notice Board Muxton

Councillors were asked to consider replacing the notice board in Muxton at the entrance to the outdoor gym with a similar notice board as the one that is situated by St John's Church. This is due to the felt having completely fallen off and that documents can no longer be pinned to it.

Resolved – to replace the notice board at the entrance to the outdoor gym with a similar notice board as the one that is situated by St John's Church at a cost of £1,141.

23/11/130 Fonts on Parish Council Policies

Councillors discussed the fonts on Parish Council policies.

Resolved – that the Clerk ensures that the Arial font is used on all Parish Council policies and documents.

23/11/131 Policies

Councillors were asked to review and accept the following policies for this Parish Council:

- a. Complaints Procedure
- b. Equal Opportunities Policy
- c. Equality and Diversity Policy
- d. Equality Policy
- e. Eye Test Policy

Resolved – that the above policies are adequate for this Parish Council.

23/11/132 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:

Grit Bin for Baldwin Webb Avenue, Donnington.

Dragon Site at Granville Country Park, to receive an update on work carried out.

23/11/133 Date of next meeting

The Chairman informed Councillors that the next Council meeting will be held on Monday 11th December 2023 at Turreff Hall, Donnington commencing at 7pm.

The meeting closed at 2055 hrs.

Signed:

Date:

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