

Donnington and Muxton Parish Council



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FULL COUNCIL MEETING

Minutes of the Full Council Meeting held at Cordingley Hall, Donnington on 13th September 2021 commencing at 7pm

The Chairman welcomed Councillor Iain Alexander to the Parish Council.

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

Also Present: R Morgan (Parish Clerk), PCSOs R Harrison and J Bowen, K Phillips (Christmas Smile) and K Buttress.

21/09/68 Apologies: Councillor M Edwards and M Rowe.
Resolved – that the apologies are accepted.

21/09/69 Declaration of Interest: As per Registers of Interests. Also, J Thompson – item 21/09/73a and R Overton – item 21/09/73b.

21/09/70 Public Session

Mr K Buttress requested assurances from the Parish Councillors that adequate signage would be provided by Severn Trent Water for the closure of Wellington Road, Muxton which was commencing on 14th September 2021. All the residents along this road had been informed by letter. Mr Buttress asked if the Parish Council had been informed of the change of date as its website was still showing next month upon which the Clerk replied that it had not been informed. Councillor J Urey stated that she would check the Lilleshall end of Wellington Road to ensure the correct signage is in place. Mr Buttress stated that there were notices showing that four bus stops along Wellington Road would not be in use and asked where the buses will be diverted to?

Mr Buttress informed Councillors that statutory notices of road closures were published by Telford & Wrekin Council, but officers' descriptions varied. Some were good but others required more clarification in the titles of the emails.

21/09/71 Christmas Smile

The Chairman invited Kate Phillips to speak to Councillors about Christmas Smile. Kate informed Councillors that the project had now been running for 8 years and is very well respected in Telford. She informed Councillors that she does the project in her spare time reaching out to care providers/organisations, food banks etc that deal with vulnerable and disadvantaged young children and families.

Kate informed those present that obtaining donations was the easy part, but the management and distribution side of the project was the hardest part. Help is needed for distributing the presents.

Between £5,000 and £7,000 worth of gifts are distributed each year and each child receives around four presents and a selection box. The project is dependent on financial donations. Kate informed Councillors that she is trying to reach out to families that have been affected by the Covid-19 pandemic whether it is financially or mentally. There is a Facebook page so people can see where their donations have gone. Kate is currently looking for a premises where to store the gifts and for more volunteers to help manage the project.

Councillor J Gough stated that he would donate £500 from his Borough Ward Fund to the project.

The Clerk was asked to send Christmas Smile a grant application form from this Parish Council and advertise Christmas Smile on the Parish Council's social media and help recruit more volunteers for the project through this.

21/09/72 Traffic Regulation orders (TRO)

As no representative from Telford & Wrekin Council's Highways Department was present to provide information regarding TROs, this item was adjourned to October's Parish Council meeting.

21/09/73 Grant Applications: Councillors considered grant applications received from:

- a. Lawndale, Millward Close and Barclay Court.

Resolved – to award a grant of £200.

- b. Age UK Shropshire Telford & Wrekin.

Resolved – to award a grant of £300.

21/09/74 Minutes: To confirm the following Minutes of the Council and its Committees:

- a. Council meeting held on 12th July 2021 (to include confidential report)

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

- b. Planning Committee meeting held on 2nd August 2021.

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

21/09/75 Matters Arising from Minutes

Councillors received updated information on the following:

Councillor Mrs L Dugmore informed Councillors that she had been corresponding with Ian Lowe from Telford & Wrekin Council's Planning Department regarding the Planning Application TWC/2021/0645, Variation of Condition 12 (installation of a landfill gas extraction system). The applicants' agents have considered the impact of the permit in terms of the condition and now propose the following change to the wording:

The landfill gas pumping unit, flare stack and generators shall only operate for as long as is required by the Environment Agency, exercising its control under the Environmental Permitting (England and Wales) Regulations 2016 (or any subsequent provisions) or until 1 January 2040, whichever is soonest. Thereafter, the landfill gas pumping unit, flare stack, generators, screen fencing and associated equipment shall be removed from the site and the area restored in accordance with the restoration conditions 49 – 53 of planning permission W/2006/0232 or any subsequent permission for the landfill operation and its restoration. Councillor Mrs L Dugmore stated that there were now no material reasons to object to this application.

Councillor J Urey informed Councillors that with regard to the Giotto Mural she had been passed from one Telford & Wrekin Council Officer to another. All she is requiring is permission to tidy up the land in front of the mural and will continue chasing this matter up with the Borough Council.

Shropshire Prostate Cancer Awareness – The Clerk informed Councillors that at the recent Prostate Cancer Awareness Event, part sponsored by this Parish Council, approximately 720 men were tested. One was advised to go immediately to hospital, 43 tested red, 35 tested amber and the remainder tested green. The Clerk passed on the thanks to the Council from the organisers for help in sponsoring the event.

21/09/76 Expenditure Transactions: Each Councillor received a copy of the Expenditure Transactions for August 2021.

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

21/09/77 Income Received: Each Councillor received a copy of the Income Report for August 2021.

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

21/09/78 Bank Reconciliation: Each Councillor received a copy of the Bank Reconciliation as of 31st August 2021.

Resolved – that the Bank Reconciliation as of 31st August 2021 is ratified and accepted as a true record.

21/09/79 Financial Budget Comparisons: Each Councillor received a copy of the Financial Budget Comparison as at 31st August 2021. The Clerk informed Councillors that the query raised by Councillor N Dugmore regarding the public toilet water invoices was because the meter readings had been estimated based on 2019's usage which is when there had been a leak at the toilets. The location of the meter had now been found, a reading taken and a credit note has been issued to the Parish Council for £2,885

Resolved – that the Financial Budget Comparisons as at 31st August 2021 are ratified and accepted as a true record.

21/09/80 Annual Return for the Financial Year Ended 31st March 2021

Councillors were informed that the Annual Return has been signed off by the external auditors, PKF Littlejohn LLP who stated that the information in Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR) is in accordance with Proper Practices and no other matters have come to its attention giving cause for concern. Councillors expressed their thanks to the Clerk and Assistant Clerk for the work involved in ensuring the Council's finances are managed correctly.

21/09/81 Planning Committee Membership

1. Due to the resignation of Councillor J Gough from the Planning Committee, Councillors were asked to select another Councillor to this Committee.

Resolved – that Councillors I Alexander and M Rowe are elected to the Planning Committee.

2. Councillors considered giving delegated authority to the Chairman of the Planning Committee and the Clerk to make decisions on behalf of this Council with regard to minor planning applications during the summer recess.

Resolved – that delegated authority is given to the Chairman of the Planning Committee and the Clerk to make decisions on behalf of this Council with regard to minor planning applications during the summer recess.

21/09/82 Budgets

Councillors were asked if there are any additional activities they wish the Clerk to budget for in the financial year 2022/2023. Councillors suggested:

- A plaque to be erected at Turreff Hall to thank those that have continued working during the Covid-19 pandemic providing essential services.
- Skatepark at Saltwell's Drive, Muxton play area.
- Community Action Team (CAT) and Neighbourhood Enforcement Officer. The Clerk was asked to discover how much a CAT would cost possibly working in partnership with other parish/town councils.
- Murals on bus shelters.

21/09/83 Breton Park, Muxton

Councillors discussed the installation of a mirror opposite the junction of Breton Park on Wellington Road to help the residents of Breton Park easier and safer access onto this road. The Clerk informed Councillors that Councillor N Dugmore has offered to pay for it out of his Borough Ward Fund.

Resolved – that in order to install the mirror as soon as possible, the Parish Council will purchase it whilst in the process of waiting for the money from Councillor N Dugmore's Borough Ward Fund.

21/09/84 Environmental Maintenance

Councillors discussed quotes received to manage the Parish Council's environmental maintenance such as grass cutting, hedge trimming etc. Councillors asked the Clerk to get better itemised quotes to include how often and when with provision for one-off fees for ad hoc work.

21/09/85 Bus Shelters

Each Councillor received a copy of the report on work required on the Parish Council bus shelters.

Resolved – that the Clerk has a budget of up to £6,000 to get them repaired as soon as possible. The money for this will come from reserves.

21/09/86 Remembrance Service

Councillors considered paying for the Order of Service for the Remembrance Service at the Donnington War Memorial on Sunday 14th November 2021.

Resolved – that the Clerk has a budget of £150 to provide Orders of Service for this year's Remembrance Service.

Councillor N Dugmore arrived at the meeting having just finished at the vaccination centre at Turreff Hall.

21/09/87 Code of Conduct

Councillors were requested to adopt the new Councillor Code of Conduct.

Resolved – to adopt the new Councillor Code of Conduct.

21/09/88 Defibrillator Courses

Councillors discussed the cost of providing two free Defibrillator use courses for the community.

Resolved – that the Clerk has a budget of £450 to organise two defibrillator courses for the community to be held at St John’s Church and Donnington Community Hub.

21/09/89 Selection boxes for local schools

Councillors discussed providing Christmas selection boxes for children at local schools at Christmas. Some Councillors were concerned that there are better ways to add value to school events, that chocolate is bad for children which also goes against Telford & Wrekin Council’s Health and Well-being initiative. A suggestion was made that the parish council does more for the children at its Christmas Festival.

Resolved – not to give children selection boxes at Christmas but to provide more children’s activities at its Christmas Festival.

21/09/90 Christmas Festival/Queen’s Jubilee

Councillors considered holding a Christmas Festival on Sunday 28th November 2021 and an event to celebrate the Queen’s Jubilee in 2022. The Clerk was asked to liaise with Telford & Wrekin Council to see what its plans are to celebrate the Queen’s Jubilee and Councillors were informed that Wrockwardine Wood and Trench Parish Council is also holding a celebration event. Suggestions were made to encourage street parties in celebration of the Queen’s Jubilee.

Resolved – to hold a Christmas Festival event on 28th November 2021 and the Clerk was asked to investigate costs of providing commemorative coins for children in the parish.

21/09/91 Speeding Wellington Road, Muxton and Donnington Wood Way

Councillors discussed issues surrounding speeding along Wellington Road, Muxton and along Donnington Wood Way. Councillor J Gough informed Councillors that volunteers wishing to undertake a Community Speed Watch Course had to be vetted and he was waiting for the forms from the Police.

21/09/92 Footpaths Fieldhouse Drive, Muxton

Councillors discussed the poor condition of footpaths in Fieldhouse Drive as the current state is a trip hazard and impedes safe pedestrian use, particularly for the elderly. There are also no facilities to allow mobility scooters to get on and off the footpaths. Councillors stated that the road resurfacing was substandard and there is no provision for water run off hence residents are complaining about flooding. Councillor N Dugmore informed Councillors that he and Councillor A Lawrence had walked the area with Telford & Wrekin Council’s Chief Executive Officer (CEO) and had raised these issues with him which had been noted and highlighted.

Resolved – that the Clerk writes to Telford & Wrekin Council requesting that the footpaths are repaired and provision made for mobility scooters to be able to get off and on the paths.

21/09/93 Bench Little Theatre

The Clerk informed Councillors that he had met with Telford & Wrekin Council’s Environmental Officer in July and that there is already a bench outside the Little Theatre, Donnington. There are also seats at regular short intervals all along this road up to opposite Van Beeks garage.

Resolved – that as there is no requirement now for a bench in the vicinity of the Little Theatre, Donnington that the Clerk no longer proceeds with this matter.

21/09/94 Automatic Number Plate Recognition (ANPR) Cameras

The Clerk informed Councillors that he was still chasing up prices for replacing the Parish Council Speed Indicator Display Signs (SIDS) with ANPR Cameras.

21/09/95 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:

Traffic Regulation Orders (TRO) – to invite a Telford & Wrekin Council Highways Officer to inform Councillors of how TROs work.

21/09/96 Date of next meeting

The Chairman informed Councillors that the next Council meeting will be held on Monday 11th October 2021 at Cordingley Hall, Wellington Road, Donnington commencing at 7pm.

The meeting closed at 2055hrs.

Signed:

Date: