



Donnington & Muxton Parish Council

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FULL COUNCIL MEETING

Minutes of the **Council Meeting** held at Turreff Hall, Donnington on **14th October 2024** commencing at 7pm.

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

Also Present: C Furnival (Community Events & Engagement Officer).

Absent: Councillor A Lawrence.

24/10/82 Apologies: Councillors R Overton and Z Harrison.

Resolved – that the apologies are noted.

24/10/83 Declaration of Interest: As per Registers of Interests.

24/10/84 Public Session: There were no members of the public present.

24/10/85 Minutes: Resolved – that the minutes of the Council meeting held on 9th September 2024 be approved and signed by the Chairman as a true record.

24/10/86 Matters Arising from Minutes

The Chairman noted that funds for a defibrillator approved under item 24/09/63.d had already been noted and adjusted to correct sub-header of the budget which will be visible to members at the November meeting.

Cllr N Dugmore asked for the feedback from the speed check on Wellington Road, Monkey Puzzle Tree and parking on Wellington Road and the quotes for the stream clearing at Thornton Park Avenue. The Events Officer will provide updates in the Clerks absence.

Cllr J Urey noted that she was awaiting feedback on qualified people to support clearing of the brooks in Muxton. She will chase up the action team regarding this.

24/10/87 Expenditure Transactions: Each Councillor received a copy of the Expenditure Transactions for September 2024.

Resolved – that the Expenditure Transactions for September 2024 are ratified and accepted as a true record.

24/10/88 Income Received: Each Councillor received a copy of the Income Report for September 2024.

Resolved - that the Income Report for September 2024 is ratified and accepted as a true record.

24/10/89 Bank Reconciliation: Each Councillor received a copy of the Bank Reconciliation as of 30th September 2024.

Resolved – that the Bank reconciliation as of 30th September 2024 is ratified and accepted as a true record.

24/10/90 Financial Budget Comparisons: Each Councillor received a copy of the financial budget comparisons as at 30th September 2024.

Resolved – that the Financial Budget Comparisons as of 30th September 2024 is ratified and accepted as a true record.

Members questioned the emergency works and rising maintenance fees for street lighting, raising concern over the communication prior to these costs being drawn to our attention. The Events Officer confirmed that the Clerk is already in discussions with TWC regarding these concerns.

24/10/91 Annual Governance and Accountability Return (AGAR) Conclusion of Audit 2023/2024:

Resolved – that the External Auditors Report be approved, noting that the Risk Assessment was not carried out within the 2023/24 audit period, however it is being considered at this meeting.

24/10/92 Risk Assessment and Management Policy:

Resolved – that the Risk Assessment and Management Policy be adopted.

24/10/93 Community Action Team (CAT) Report for September 2024:

Members received and reviewed a copy of the CAT Action Report for September 2024.

Members raised some concerns that not all reports are being captured into this data, such as reports that had been made relating to Winchester Drive and Oxlip Close recently. Events Officer to follow this up with TWC.

It was requested that the Clerk could provide any updates on the Halcyon Court issues recently brought to his attention.

24/10/94 Hedge Muxton War Memorial:

Members were asked to consider an appeal regarding the previous decision not to sell a piece of land at Muxton War memorial to Mr G Mann.

Members agreed to decline this request, reaffirming that the parish council is not in a position to sell this land to any individual due to the nature in which it was gifted to the parish council.

24/10/95 Planters, The Parade, Donnington

Members were asked to consider taking on the future maintenance of the planters on The Parade, Donnington.

The Chairman explained that the project to install the two new “towered” planters was a borough council project with funding from borough councillors and asked that the parish council considers match funding its ongoing maintenance.

It was noted that the quote for maintenance is significant and could be sourced locally much more economically.

Questions were raised as to whether the businesses on The Parade could contribute. The Chairman explained that they have been supportive in keeping them watered but felt that as they would remain a community asset/project the funding is best secured through the councils.

Some members disagreed that the parish council should be funding this asset as this was a borough council project and not the parish council. It needs to be determined that the borough council do wish to relinquish responsibility of these assets first and noted that the planters have had a positive impact on the community.

It was agreed to defer this item to the next meeting and seek guidance from the borough council regarding their request to transfer this asset to the parish council.

24/10/96 Muxton Lane “Quiet Lane”

Members agreed to defer this to the next meeting and ask the Clerk for an update regarding the request for traffic calming measures.

24/10/97 Muxton Lane Footpaths

Cllr J Urey reported that Muxton Lane hedges are all cut back now.

Cllr I Alexander noted that the stretch from school Canterbury Close and Dorchester Drive have not yet been addressed, Clerk to chase to ask when it is going to be cut back.

24/10/98 2024 Traffic Road Safety Update

It was noted that TWC Highways need to be careful with double yellows as certain areas where disabled and elderly people live can no longer park outside their homes. Agreed that the Clerk will raise with Highways Department regarding this cautionary advice.

Members noted that they were supportive of the double yellows outside the shops at Fieldhouse Drive but feel that double yellows on the residential side is not appropriate and will cause a number of parking issues for residents and passing vehicles.

There were some questions raised as to why Saltwells Drive and Muxton Lane double yellows do not match each side, agreed we should challenge this.

Members agreed to respond, welcoming the proposals but challenging points raised above to ensure that the proposals are suitable for the community.

24/10/99 2024 Traffic Road Regulation Orders

This item was discussed during item 24/10/98.

24/10/100 Business Plan 2023 to 2027

Members were asked to review the Business Plan 2023 to 2027 to ensure it is relevant and any future financial implications resulting from it can be agreed and discussed at the next Finance Committee meeting.

The Events Officer noted that staff are reviewing this document in line with the services and activities currently being managed by the parish council. Specifically noting that we are now a Silver Recognised organisation as part of the Armed Forces Covenant. Our events calendar is now more than 35% busier than when this plan was adopted and reaches a much wider range of custom than ever before. The parish council also runs additional services such as the CAT, Sip & Social, Donnington Snug and fitness classes in Muxton to name but a few.

It was noted that it is important that this Parish Council ensures that its commitments to the Gold Award of the Local Council Awards Scheme are emphasised in this plan to ensure consistency and standards. The Events Officer noted that the LCAS awards criteria has very recently been changed to raise the standards of the criteria needed and advises that the council work towards these new criteria to ensure that when the time comes to re-apply and be assessed, it is already meeting the new criteria.

This item shall be deferred to a future meeting once a review by staff is completed. Councillors were advised to write to the Clerk with any specific points to raise on this topic so that they can be included during the review.

24/10/101 Care Leaver Covenant Action Plan

Members were asked to review the current draft of this document.

It was agreed that the action plan is not a proper action plan with measurable or strategic actions yet, much work is needed to ensure this document is suitable.

We need to work with the organisation rolling out the Care Leavers Covenant to finalise the document and review it alongside TWC's plan and members requested that we invite the Care Leavers Covenant to come and speak to councillors at a future meeting.

24/10/102 Agenda Items for the Next Council Meeting

The Chairman asked if an item for Energize could be included on the December agenda for them to speak about their fitness project across the Donnington area.

Cllr N Dugmore noted that Muxton Primary School are looking to do a spring fair and asked for this to be put on the next agenda to discuss how we may be involved. Also asked if a proposal for a mirror to be placed on Station Road could be placed on the next agenda.

Cllr T Hoof asked if members could discuss the short and medium term goals of the council's action plan at the next meeting. He is aware that TWC are running a scheme to give free LED bulbs to homes and businesses in some areas and asked if we could look into this scheme.

24/10/103 Date of next meeting

Members were informed that the next Council meeting will be held on Monday 11th November 2024 at Turreff Hall, Donnington commencing at 7pm.

The meeting closed at **2010hrs.**

Signed:

Date: