



Donnington & Muxton Parish Council
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FULL COUNCIL MEETING

Minutes of the **Council Meeting** held at Turreff Hall, Donnington on **9th June 2025** commencing at 7pm.

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

Also Present: R Morgan (Clerk to the Council), C Furnival (Events Officer) and P Loughlin.

25/06/23 Apologies: Councillor L Vickers.

Resolved – that the apology is noted.

25/06/24 Declaration of Interest: As per Registers of Interest.

25/06/25 Public Session

P Loughlin raised an issue regarding the hedge at the top of Muxton Lane at the rear of Lytham Green. The hedge is overgrowing the pavement meaning that pedestrians are having to walk onto the road. Despite reporting it and submitting photos of the hedge on the MyTelford App. before 1st March nothing has been done. Mr Loughlin wanted to know why the hedge had been regularly cut by the farmer but, for some reason or another, had not been cut this year. He requested that the Parish council requests that Telford & Wrekin Council (TWC) sends out an enforcement notice to the farmer so that the hedge is cut back to prevent danger to pedestrians and drivers.

Councillors stated that they are frustrated that the reporting of the hedge is a regular occurrence but were aware that TWC has asked its contractors to cut the hedge back as a gesture of goodwill in the past. They also noted that safety of pedestrians must be a priority.

Mr Loughlin was thanked for raising the issue.

25/06/26 Minutes: To confirm the Minutes of the following meetings of the Council:

- a. Annual Parish meeting held on 17th April 2025.

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

- b. Annual Council meeting held on 12th May 2025.

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

25/06/27 Matters Arising from Minutes

Livestreaming of Council meetings – The Clerk informed Councillors that he was still waiting for a response from TWC to ascertain how many members of the public viewed its live meetings and would chase this matter up.

25/06/28 Expenditure Transactions: Each Councillor received a copy of the Expenditure Transactions for May 2025.

Resolved – that the Expenditure Transactions for May 2025 are ratified and accepted as a true record. Councillors stated that the Service Level Agreement for cleaning bus shelters etc and Ad Hoc work should be reviewed for the next financial year. When Ad Hoc work is required, the Clerk is to get additional quotes for this work.

25/06/29 Income Received: Each Councillor received a copy of the Income Report for May 2025.

Resolved - that the Income Report for May 2025 is ratified and accepted as a true record.

25/06/30 Bank Reconciliation: Each Councillor received a copy of the Bank Reconciliation as of 31st May 2025.

Resolved – that the Bank Reconciliation as of 31st May 2025 is ratified and accepted as a true record.

25/06/31 Financial Budget Comparisons: Each Councillor received a copy of the financial budget comparisons as at 31st May 2025.

Resolved – that the Financial Budget Comparisons as of 31st May 2025 is ratified and accepted as a true record.

25/06/32 Internal Control Report

Each Councillor received the Internal Control Report for the End of Financial Year Quarter 4 and nominated a Councillor to carry out the check in July 2025 (not the Chair).

Resolved – to note the comments in the report and that Councillor J Urey is nominated to carry out the check in July 2025.

25/06/33 Annual Governance and Accountability Return (AGAR) 2024/2025

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 as at 31st March 2025*

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.

* Chairman to complete and sign at the meeting.

Details of the Annual Return 2024/2025 were explained, and 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 2025.

Sign the Consolidated Balance Sheet

25/06/34 Community Action Team (CAT) Report for May 2025

Each Councillor received the CAT Action Report for May 2025.

Resolved – that the actions contained within are noted. Councillor T Hoof thanked the Chair and Councillor J Urey for managing to get the Safer Neighbourhood Team to address the issues on Wellington Road, Donnington on a Tuesday evening when football training was taking place on Broadoaks Field and vehicles parking on the pavements.

25/06/35 New Blinds for Turreff Hall

Councillors considered quotes received for new vertical blinds for Turreff Hall.

Resolved – that Telford Blinds is awarded the contract to supply blinds at Turreff Hall.

25/06/36 Community Governance Review (CGR) 2025

Councillors discussed Phase 2 of the CGR 2025 consultation.

Resolved – that due to the differences of opinion amongst Councillors, it was agreed that each Councillor submit their own response to Phase 2 of the CGR 2025.

25/06/37 Planning and Development Training Information Sessions

Councillors were informed of the forthcoming series of Planning & Development Training and Information Sessions being run by Telford & Wrekin Council in 2025.

25/06/38 Issues in Muxton

Councillors considered the following motions submitted by Councillor I Alexander:

- a. Muxton Quiet Lane hedges: Motion to write to TWC to regularly maintain any hedges along Muxton Lane, that are either the responsibility of Homes England or the farmer. This is a perennial issue, and we should not have to ask or flag up on My Telford. This is a matter of safety and pedestrians should not be put in danger. As this is a public footpath, Councillors wanted to know what TWC is doing to enforce the hedge being cut.

Resolved – that the Clerk writes to TWC highlighting the issues above and request a site meeting with the Chair, Clerk and TWC's Environmental Officer. The Clerk was also asked to keep this as an agenda item for July's meeting.

- b. Muxton Quiet Lane: Muxton Lane Quiet Lane starts from Halcyon Court up to the Shropshire Golf Course. Drivers regular speed along this road (particularly at weekends), which is used by horses, dog walkers, push chairs, wheelchairs and pedestrians and children. The objective is to highlight that this lane is special and to educate drivers. The current signs mean nothing.

Resolved – that as the Traffic and Road Safety Annual Update recently sent out to Councillors is on the agenda for July's Council meeting, and it contains an item for traffic calming on Muxton Lane, then this Council can provide an official response and request traffic calming measures in July.

- c. Waste bin emptying: Motion to write to TWC asking them why they continually fail to empty the waste bins in Muxton. What service level criteria they impose on the contractor, the contractor's performance against them and what actions they take to enforce the contractual obligations, as this service is totally unacceptable? Sometimes bin liners are not used. Councillor I Alexander stated that he is fed up of reporting them on the MyTelford App and nothing being done.

Resolved – that the Clerk writes to TWC to ascertain how many times a week they are supposed to be emptied and on what days, and why bins are sometimes missed? The Clerk also asks when an additional bin or bigger bin is going to be installed at Fieldhouse Drive shops as previously requested

- d. Footway maintenance: Motion to write to TWC asking them why they continually fail to maintain footways in Muxton. What service level criteria they impose on the contractor, the contractor's performance against them and what actions they take to enforce the contractual obligations, as this service is totally unacceptable.

Resolved – that the Clerk writes to TWC to find out what checks are made on the work carried out by contractors as they are not fulfilling their duties.

- e. Pigeon deterrent: Motion to write to TWC asking them install spikes on top of 4 lamp posts opposite Saltwells Drive play area.

Resolved – that the Clerk writes to TWC requesting that pigeon deterrent spikes are installed on the top of the four lamp posts opposite Saltwells Drive play area and ask how much this would cost.

25/06/39 Agenda Items for the Next Council Meeting

Councillors had no items to be placed on the agenda for the next Council meeting. The Chair stated that should Councillors want to request an item on the agenda then to contact the Clerk prior to one week before the next Council meeting.

25/06/40 Date of next meeting

The Chair informed Councillors that the next Council meeting will be held on Monday 14th July 2025 at Turreff Hall, Donnington commencing at 7pm.

The meeting closed at 2020hrs.

Signed:

Date:



EMPLOYER RECOGNITION SCHEME

SILVER AWARD 2024
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IN COLLABORATION WITH SLCC, NALC, QVW, COUNTY ASSOCIATIONS