

# Donnington and Muxton Parish Council



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## ANNUAL COUNCIL MEETING

**Minutes of the Annual Council Meeting held at The Liz Clare Library, Donnington on 15<sup>th</sup> May 2023 commencing at 7pm.**

**Present:** Councillors I Alexander, Miss F Doran, Mrs L Dugmore, N Dugmore, J Gough, Z Harrison, T Hoof, A Lawrence, R Overton, J Urey and O Vickers.

**Also Present:** K Eshelby (Assistant Clerk), T Walsh (Muxton PTFA) and D Thompson.

Councillor T Hoof proposed, seconded by Councillor L Dugmore, that the Clerk write to previous Councillors on behalf of the Council, letters of thanks for the work and time taken serving the community.

### **23/05/01 Election of the Chairman of the Council:**

Nominations to elect the Chairman of this Parish Council commencing 15<sup>th</sup> May 2023 to May 2024 were requested.

Councillor T Hoof was nominated by Councillor J Gough and seconded by Councillor L Dugmore.

Councillor I Alexander was nominated by Councillor R Overton and seconded by Councillor Miss F Doran.

**Resolved:** The Chairman for 2023/2024 is Councillor I Alexander.

The Chairman expressed his thanks on behalf of the Council to Councillor T Hoof for his hard work as Chairman.

### **23/05/02 Election of the Vice-Chairman of the Council:**

Nominations to elect the Vice-Chairman of this Parish Council commencing 15<sup>th</sup> May 2023 to May 2024 were requested.

Councillor Miss F Doran was nominated by Councillor R Overton and seconded by Councillor O Vickers.

**Resolved:** The Vice-Chairman for 2023/2024 is Councillor F Doran.

### **23/05/03 Members Declarations of Acceptance of Office**

All newly elected Councillors are required to read and sign a Declaration of Acceptance of Office unless the Council resolves for this to be done at a later date.

**Resolved:** All newly elected Councillors signed a Declaration of Acceptance.

### **23/05/04 Apologies:** Councillor R Coates.

**Resolved:** The apology is accepted.

### **23/05/05 Declaration of Interest:** As per Registers of Interests

**23/05/06 Minutes:** Councillors were requested to confirm the following Minutes of the Council and its Committees:

- a. Planning Committee 11<sup>th</sup> April 2023.

**Resolved:** The minutes be approved and signed by the Chairman as a true and accurate record.

- b. Council meeting 11<sup>th</sup> April 2023.

**Resolved:** The minutes be approved and signed by the Chairman as a true and accurate record.

#### **23/05/07 Matters Arising from Minutes**

Potters Planning Application – Councillors were informed by Councillor Mrs L Dugmore that Telford and Wrekin had refused to give advice on this application going through and that she is in the process of gaining legal advice from NALC.

The Assistance Clerk was asked to follow up on progress regarding Streetlights on Muxton Lane.

The Council wished to express its thanks to the Events Officer for a successful Coronation event.

#### **23/05/08 Appointment of Members to Standing Committees**

**Resolved:** Under Local Government Act (LGA) 1972, S101, the following Committees to be arranged for the discharge of functions on behalf of the Parish Council and that the Councillors listed, be elected to these Committees:

**Planning** – Councillors: I Alexander, Miss F Doran, L Dugmore, T Hoof and J Urey.

**Staff & Personnel** – Councillors: T Hoof, L Dugmore, N Dugmore, R Overton and J Urey

**Library Committee** – It was resolved to no longer have a Library Committee

The Chairman and Vice-Chairman are ex officio members of all committees except Staff & Personnel.

#### **23/05/09 Appointment of New Committees**

**Resolved:** Under Local Government Act (LGA) 1972, S101, the following Committees to be arranged for the discharge of functions on behalf of the Parish Council and that the Councillors listed, be elected to these Committees:

**Finance Committee** – Councillors: L Dugmore T Hoof and A Lawrence

The Chairman and Vice-Chairman are ex officio members of all committees except Staff & Personnel.

#### **23/05/10 Standing Orders and Financial Regulations**

Each Councillor received copies of the Standing Orders and Financial Regulations for this Council to review.

**Resolved:** The Standing Orders and Financial Regulations are adequate for this Parish Council

#### **23/05/11 Councillors Code of Conduct**

Each Councillor received a copy of the Councillors Code of Conduct to review.

**Resolved:** Councillors Code of Conduct is accepted.

#### **23/05/12 External Organisations**

To appoint Councillors as representatives of the Parish Council on the following external organisations:

- a. Wrekin Area Committee (WAC) – Councillors: Miss F Doran, J Urey
- b. Parish and Town Council Group – Councillor R Coates
- c. Parish Charter Monitoring Group – Councillor R Coates
- d. Shropshire Playing Fields Association Executive Committee – Councillor Z Harrison

- e. Telford Sports Forum – Councillor Z Harrison
- f. Bus Users Group – Councillor L Dugmore
- g. Donnington Partnership – Councillor Miss F Doran (Reserve Councillor O Vickers)
- h. Granville Country Park Steering Group – Councillor N Dugmore
- i. Snow Liaison Officers for:
  - Donnington East – Councillor R Overton
  - Donnington West – Councillor Miss F Doran
  - Muxton – Councillor J Urey
  - The Humbers - TBC
- j. Community Emergency Co-Ordinator – Councillor I Alexander
- k. Councillor Miss F Doran was appointed as the Parish Council representative on the Donnington Patient Group (DPG)

### **23/05/13 Affiliation/Membership to other organisations**

Councillors reviewed the Council's membership to the following organisations:

- a. **Resolved:** To renew membership to The Shropshire Association of Local Councils (SALC) and affiliation fees of £2,407.49.
- b. Shrewsbury and Newport Canal Trust at an annual affiliation fee of £30.

### **23/05/14 Meetings 2023/2024**

Each Councillor received a draft timetable for Council meetings during 2023/2024.

**Resolved:** The timetable for 2023/2024 Council meetings is accepted.

### **23/05/15 Signatories for Bank Accounts**

Councillors discussed the appointment of signatories for the Co-operative Bank, Nationwide Business Savings Account and Lloyds Bank Accounts.

**Resolved:** The signatories for the Co-operative Bank, Nationwide Business Savings Account and Lloyds Bank Accounts are:

Councillors: I Alexander, F Doran, N Dugmore and A Lawrence

### **23/05/16 Payments by Direct Debits**

Each Councillor received a list of service providers paid by Direct Debit.

**Resolved:** To continue paying the service providers listed by Direct Debit.

### **23/05/17 Advertising Turreff Hall**

Councillors discussed the continuation of the advertisement of Turreff Hall in the production programmes of The Little Theatre Donnington at a cost of £125 per annum.

**Resolved:** To continue advertising Turreff Hall in the programmes of The Little Theatre at a cost of £125 per annum.

Councillor T. Hoof asked the Clerk to send a letter of thanks to Simon Whitehouse from The Little Theatre for the work they do in the community.

### **23/05/18 General Power of Competence**

The three conditions for eligibility for the Parish Council to exercise the General Power of Competence are as follows:

**Resolution:** The Council must resolve at a meeting that it meets the criteria for eligibility relating to the electoral mandate and relevant training of the Clerk.

**Electoral Mandate:** at the time the resolution is passed, at least two-thirds of the council must hold office as a result of being declared elected (i.e. not co-opted).

**Qualified Clerk:** at the time that the resolution is passed, the Clerk must hold a recognised professional qualification (e.g. Certificate in Local Council Administration, Certificate of Higher Education in Local Policy) **AND** pass the 2012 CiLCA module relating to the general power of competence.

As a result of satisfying the above criteria Council is requested to pass the following resolution:

**Resolved:** The Parish Council resolved that from 15<sup>th</sup> May 2023, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the General Power of Competence.

**23/05/19 Grit Bins**

The Councillors discussed purchasing additional grit bins for locations within the parish.

**Resolved:** To purchase additional grit bins for allocated locations within the Parish.

**23/05/20 Defibrillator for Turreff Hall**

Councillors discussed purchasing an Automated External Defibrillator to be located at Turreff Hall.

**Resolved:** To purchase an Automated External (AED) to be located at Turreff Hall.

**23/05/21 Parking Issues Muxton Primary School**

Each Councillor received a report regarding the response from Muxton Primary School regarding suggestions to resolve or part resolve the traffic problems during drop off and collection of children.

**Resolved:** Councillors agreed to make a decision once T&Wr Highways send a report on funding. The Clerk was asked to contact them for an update. Deferred to next meeting.

**23/05/22 First Responder Emergency Care (FREC)**

Councillors discussed training the Assistant Clerk and Events Officer for the level 3 FREC (First Response Emergency Care) Qualification.

**Resolved:** That the Assistant Clerk and Events officer are trained for their level 3 FREC Qualification.

**23/05/23 Llandudno Trip**

Councillors discussed whether to ask for a deposit or not to reserve a place for the trip to Llandudno.

**Resolved:** To charge a £3 refundable deposit (non-refundable for no attendance) in order for reserve spaces along with a £7 subsidy for each person who is present on the Llandudno trip. (LGA 1972, s.145)

**23/05/24 Annual Report.**

Each Councillor received a copy of the Annual Report for 2022/2023.

**23/05/25 Date of next meeting**

The Chairman informed the Councillors that the next Council meeting will be held on Monday 12<sup>th</sup> June 2023 commencing at 7pm at the Liz Clare Library, Donnington. Items to be discussed will include the approval of Accounts for the Annual Return 2022/2023.

The meeting closed at 1945hrs.

Signed:

Date: