

DONNINGTON AND MUXTON PARISH COUNCIL

Minutes of the Council Meeting held at St John's Church, Muxton on 8th February 2017

Present: Councillors: Mrs L Dugmore (Chairman), Mrs E A Clare, N Dugmore, Mrs L Edwards, M Edwards, Mrs R Gregory, D Hayward, V Rainsford, J Lavery, A Lawrence and J Thompson.

Also Present: R Morgan (Clerk), D Thompson and K Buttress.

Election of Chairman: As both the current Chairman and Vice-Chairman had informed the Clerk that they would be slightly late for the meeting, Councillor A Lawrence was proposed by Councillor N Dugmore, seconded by Councillor Mrs R Gregory to act as Chairman until Councillor Mrs L Dugmore arrived.

Resolved – that Councillor A Lawrence stand in as Chairman.

17/02/176 Apologies: Councillor C Mason.

Resolved – that the apology is accepted.

17/02/177 Declaration of Interest: As per Register.

17/02/178 Public Session: There were no questions comments from those present.

17/02/179 Minutes

To confirm the following Minutes of the Council:

- a. Planning Committee meeting held on 9th January 2017.
Resolved - that they are confirmed and signed as a true record.
- b. Parish Council meeting held on 9th January 2017.
Resolved - that they are confirmed and signed as a true record.
- c. Library Committee Meeting 12th January 2017.
Resolved - that they are confirmed and signed as a true record.

17/02/180 Matters Arising from Minutes

Councillors received an update on the progress with the Lifelong Learning Centre. They were informed that Donnington Partnership was still in consultation with Telford & Wrekin Council and talking with residents to try and generate interest in being volunteers to help run the building. More financial figures were required from the Borough Council for a Business Plan. There was some concern that the figures were based on one year of accounts when it should be two or three to give a more accurate reflection of income and expenditure. There was also the issue of VAT in that it has been excluded from the offer from the Borough Council.

The Chairman arrived at the meeting taking over her role from Councillor A Lawrence.

17/02/181 Expenditure Transactions

Each Councillor received a copy of the Expenditure Transactions for December 2016.

Resolved – that the expenditure transactions for December 2016 are ratified and accepted as a true record.

17/02/182 Income Received

Each Councillor received a copy of the income report for December 2016.

Resolved – that the income received report for December 2016 is accepted as a true record.

17/02/183 Financial Budget Comparisons

Each Councillor received a copy of the financial budget comparisons as at 31st December 2016.

Resolved – that they be confirmed and signed as a true record. The Clerk was asked to investigate the current status of the Co-operative Bank due to recent newspaper reports about its financial position.

17/02/184 Bank Reconciliation

Each Councillor received a copy of the bank reconciliation as at 31st December 2016.

Resolved – that the bank reconciliation as at 31st December 2016 is accepted as a true record.

17/02/185 Parish Council Neighbourhood Plan

Councillors discussed creating a Neighbourhood Plan and the reasons why it wishes to have one.

Resolved:

- That this Council formally agrees to create a Neighbourhood Plan.
- That the Parish Council wishes to do this to enable development, decide where and what type of development should happen in the neighbourhood, and promote other development than is set out in the Borough Council's Core Strategy.
- The Plan should include:
 - The development of housing, including affordable housing and bringing vacant or derelict housing back into use.
 - Provision for businesses to set up or expand their premises.
 - Issues around roads, cycling, walking and access for disabled people.
 - The development of schools, places of worship, health, leisure and entertainment facilities, community and youth centres and village halls.
 - The restriction of certain types of development and change of use.
 - The design of buildings.
 - Protection and creation of open space, nature reserves, allotments, sports pitches, play areas, parks and gardens, and the planting of trees.
 - Protection of important buildings and historic assets
 - Promotion of renewable energy projects, such as solar energy and wind turbines.
 - Decide where and what type of development should happen in the neighbourhood area
 - Promote other development than is set out in the Core Strategy
 - Include policies, for example regarding design standards that take precedence over existing policies in the Local Plan for the neighbourhood – provided the NP policies do not conflict with the strategic policies in the Core Strategy.
- The area it is to cover will be the parish boundary as a whole.
- The Parish Council's Planning Committee will be the steering group for the Neighbourhood Plan and the Terms of Reference are to be amended to reflect this.
- The Parish Council will identify and consult with key partners such as Donnington Partnership, Muxton Action Group, Donnington Residents Group, hall users etc.
- That the Parish Council will start early engagement with residents through questionnaires.

- That the Parish Council will endeavour to gain support from its community and understand what the people expect from a Plan.
- That the Parish Council will endeavour to; obtain up-to-date data for information (demographics etc), create a vision, objectives, policy options and policies themselves.
- To appoint Mr Michael Barker MSc, BA, Dip TP, DMS, Dip M, MRTPI as the consultant to prepare the Plan.
- Neighbourhood Plan is to be placed as an agenda item on all future Council agendas to enable Councillors to monitor its progress and costs to date.

17/02/186 Five Year Business Plan

Councillors discussed this Parish Council's five year business plan prior to it going out for consultation with local residents. The Chairman thanked the Clerk for creating this document.

Resolved – that the five year business plan is adopted by this Council in order to progress to consultation with local residents.

17/02/187 Parish Council May Day Festival

The Chairman indicated to Councillors that she would like to involve more schools, local organisations and residents in the Parish Council's May Day and Christmas festivals to make it more of a community event. She thanked Casey's Venues for the exceptional help that its owner and staff have provided. Due to the time restrictions, however, this year's May Day festival will remain at Cordingley Hall. It was suggested that the event could be called a Spring/Summer event so that dates on which to hold it were more flexible.

17/02/188 Social Media

Councillors considered how to improve this Parish Council profile through the use of other forms of social media such as Twitter, Instagram etc. and the requirement to purchase a "tablet" to do this. The "tablet" could then be used for such things as "live" meetings, post/film events if desired and promote the Youth Council.

Resolved – to purchase a "tablet" for no more than £300.

17/02/189 Report from Wrekin Area Committee (WAC)

Having attended the last WAC meeting the Chairman informed Councillors of the discussions that had taken place. These included:

- The external auditor's (Mazars LLP) contract has not been renewed. This means that the Parish Council's accounts for 2017/2018 will be audited by another company.
- SALC are running a course for managing volunteers.
- WAC has nominated Councillor John Smart as its representative on the Telford & Wrekin Patients Group.

17/02/190 Bus Users Group

Councillor J Thompson informed Councillors that, when asked, J Crowsley (Arriva) informed the Bus Users Group that he didn't have time to visit every Parish/Town Council to discuss issues with buses. As he is attending this Council's meeting on 13th March with delegations from Wrockwardine Wood and Trench Parish Council and Oakengates Town Council, the Clerk was concerned that to date he had only been given one question to pass on to Mr Crowsley. The Chairman requested that each Councillor send the Clerk at least one question for Mr Crowsley.

17/02/191 Parish Council Policies

Councillors considered adopting the following Policies for this Parish Council:

- a. Action Plan 2016/2017
Resolved – to adopt the Action Plan 2016/2017 for this Parish Council.
- b. Policy regarding the Handling of DBS Certificate Information
Resolved – to adopt this policy.
- c. Equal Opportunities Policy (to reflect changes to DBS Checks)
Resolved – to adopt this Policy.

17/02/192 Pride in Your High Street

The Clerk was asked to contact Good2Great again to request a walkabout on The Parade, Donnington to discuss how shop owners had benefitted from its scheme. If it stated that it would not meet with the Parish Council representatives then the Clerk is to inform L Carter (T&Wr) and raise concerns that this organisation is not co-operating with this Council.

The Clerk informed Councillors that the agreement for the Pride in Your High Street funding had now been agreed and signed. Items purchased through this scheme will first have to be paid for by the Parish Council and then the money claimed back from Telford & Wrekin Council.

17/02/193 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:

Neighbourhood Plan (with an update on the grant application for it)

Donnington Library – to provide an update on the progress of building works and to include details of possible opening hours under the Parish Council with its volunteers.

Lifelong Learning Centre – to enable Councillors to receive an update on the progress of being run by volunteers and Donnington Partnership.

17/02/194 Date of next meeting

The Chairman informed Councillors that the next Council meeting will be held on Monday 13th March 2017 at Turreff Hall, Donnington commencing at 7pm.

Correspondence – the Chairman informed Councillors that the following correspondence had been received:

- S & N News – the latest quarterly newsletter from Shrewsbury and Newport Canal Trust.
- An invitation to Wellington Town Council's Mayor's Annual Civic Dinner which will take place on 25th March 2017 at the Buckatree Hall Hotel.
- Invitation to Newport Cottage Care Centre's Arts and Craft Room Official Opening Afternoon which will take place on 15th March 2017.

The meeting closed at 2020hrs.

Signed:

Date: