

Donnington and Muxton Parish Council
Minutes of the Annual Council Meeting held at Turreff Hall
on 14th May 2018

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

Also Present: R Morgan (Parish Clerk), Kay Grice (Telford & Wrekin Council Environmental Locality Officer), K Buttress, Mrs J Ellis, M Palmer and D Thompson.

18/05/01 Chair of the Council:

Nominations were requested for Chairman of this Parish Council for the forthcoming year 14th May 2018 to May 2019. Councillor M Edwards was nominated by A Lawrence and seconded by Councillor N Dugmore. Councillor J Lavery was nominated by Councillor J Thompson and seconded by Councillor C Mason.

Resolved - that the Chairman for the forthcoming year 14th May 2018 to May 2019 is Councillor M Edwards and that the Declaration of Acceptance of Office of Chairman is signed.

18/05/02 Vice-Chair of the Council:

Nominations were requested for Vice-Chairman of this Parish Council for the forthcoming year 14th May 2018 to May 2019. Councillor P Loughlin was nominated by Councillor Mrs L Dugmore and seconded by Councillor N Dugmore.

Resolved - that the Vice-Chairman for the forthcoming year 14th May 2018 to May 2019 is Councillor P Loughlin.

18/05/03 Apologies: Councillors Mrs E A Clare and Mrs L Edwards.

Resolved – that the apologies are accepted.

18/05/04 Declaration of Interest: As per Register. Also, Councillor J Thompson – Item 18/05/20 and Councillor C Mason – Item 18/05/11c

18/05/05 Environmental Officer Telford & Wrekin Council

The Chairman welcomed Kay Grice, the recently appointed Environmental Locality Office for this area of Telford. Mrs Grice informed Councillors that her role was to oversee the environment for this parish and her area covered the eastern area from Newport to Randlay. Councillors can contact her via the Clerk or directly and she is willing to undertake a walk around the various Wards should this be required. When asked, Mrs Grice replied that: dog fouling and dog control would be the responsibility of Telford & Wrekin Council's Environmental Crime Team; fencing for a specific dog area on Broadoaks Field would cost approximately £60 per metre depending on what type of fencing is required; the Borough Council is currently carrying out a survey of all bins in Telford to identify ones which are not used and these will be re-located to areas requiring them and; grass cutting is behind schedule at the moment due to the recent inclement weather.

Councillors suggested that Telford & Wrekin Council does more to publicise successful prosecutions regarding dog fouling and fly tipping as well as highlighting issues via social media and make call centre numbers more visible. Councillor A Lawrence asked if it would be possible to get the fencing around the play area at Chiswick Court/Bloomsbury Court re-painted. The Chairman thanked Mrs Grice for attending the meeting.

18/05/06 Minutes

To confirm the following Minutes of the Council's meetings:

- a. Council Meeting of 9th April 2018.
Resolved – that the minutes be approved and signed by the Chairman as a true and accurate record.
- b. Planning Committee Meeting of 23rd April 2018.
Resolved – that the minutes be approved and signed by the Chairman as a true and accurate record.

18/05/07 Matters Arising from Minutes

Councillors were informed that the Speed Indicator Display Signs (SIDS) recently purchased had now been delivered. Councillors then requested that the brackets for the SIDS are installed on the following roads:

Baldwin Webb Avenue – near to the infant school
Marshbrook Way, Muxton
Wellington Road, Muxton near Entry Bank
Donnington Wood Way by junction with Marshbrook Way, Muxton

The Clerk also informed Councillors that he had not received a reply from the Borough Council regarding the concerns about the bridge over the stream at Entry Bank, Wellington Road, Muxton but would chase this up.

18/05/08 Appointment of Members to Standing Committees

Resolved - that under Local Government Act (LGA) 1972 s101 the following Committees be arranged for the discharge of functions on behalf of the Parish Council and that the Councillors listed be elected onto these Committees.

Planning

Councillors: Mrs L Dugmore, Mrs L A Edwards, Mrs R Gregory, J Lavery, V Rainsford and J Thompson.

Staff and Personnel

Councillors: Mrs L Dugmore, N Dugmore, Mrs R Gregory, J Lavery and J Thompson.

Library Committee

Councillors: Mrs E A Clare, Mrs L Dugmore, N Dugmore, J Lavery, V Rainsford and J Thompson.

The Chairman and Vice Chairman are ex-officio members of all Committees except Staff and Personnel. The Chairman is not an ex-officio member of the Staff and Personnel Committee.

18/05/09 Appointment of New Committees

Councillors considered the requirement for the appointment of new committees.

Resolved – not to have any additional committees.

18/05/10 External Organisations

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

- a. Wrekin Area Committee – Councillor Mrs L M Dugmore
- b. Shropshire Playing Fields Association Executive Committee – Councillor J Lavery.
- c. Telford Sports Forum – Councillor J Lavery.
- d. Bus User Group – Councillors C Mason and V Rainsford.
- e. Donnington Partnership – Councillor J Thompson (Reserve Councillor N Dugmore).
- f. Granville Country Park Management Committee – Councillor N Dugmore.
- g. Snow Liaison Officers:
 - Donnington East – Councillor Mrs R Gregory
 - Donnington West – Councillor J Lavery
 - Muxton – Councillor V Rainsford
 - The Humbers – Councillor Mrs L Edwards
- h. Community Emergency Co-ordinator – Councillor M Edwards.

Resolved - that the above Councillors represent the Parish Council on these external organisations and that the Clerk contacts the organisations to ensure that they still exist and that the details of the organisations are current.

18/05/11 Affiliation/Membership to other organisations

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

- a. The Shropshire Association of Local Councils (SALC).
Resolved - to renew the Parish Council's membership to the Shropshire Association of Local Councils at a cost of £1,977.41.
- b. Telford Sports Forum.
Resolved - to renew the Parish Council's membership to the Telford & Wrekin Sports Forum at a cost of £10 per annum.
- c. Shrewsbury and Newport Canals Trust.
Resolved - to renew the Parish Council's membership to the Shrewsbury and Newport Canals Trust at £20 per annum.

18/05/12 Meetings 2018/2019

Each Councillor received a draft copy of dates proposed for forthcoming meetings for 2018/2019.

Resolved – that the timetable for the forthcoming meetings for 2018/2019 is accepted.

18/05/13 Expenditure Transactions

Each Councillor received a copy of the Expenditure Transactions for March 2018.
Resolved – that the expenditure transactions for March 2018 are ratified and accepted as a true record.

18/05/14 Income Report

Each Councillor received a copy of the Income report for March 2018.
Resolved – that the Income Report for March 2018 is ratified and accepted as a true record.

18/05/15 Bank Reconciliation

Each Councillor received a copy of the bank reconciliation as at 31st March 2018.
Resolved – that the bank reconciliation as at 31st March 2018 is accepted as a true record.

18/05/16 Financial Budget Comparisons

Each Councillor received a copy of the financial budget comparisons as at 31st March 2018.
Resolved – that they be confirmed and signed as a true record.

18/05/17 Signatories for Bank Accounts

Councillors discussed the appointment of signatories for the Co-operative Bank, Nationwide Business Savings Account and Lloyds Bank Accounts.
Resolved – that the Signatories for the Parish Council's Co-operative Bank, Nationwide Business Savings Account and Lloyds Bank Accounts remain as unchanged.

18/05/18 Payments by Direct Debits

Each Councillor received a copy of a list of service/utility providers paid by way of Direct Debit by this Parish Council.
Resolved - to ratify the continuation of paying the service providers listed by Direct Debit.

18/05/19 Councillor Allowances

Councillors discussed the continued payment of allowances to Councillors.
Resolved – that under the Local Authorities (Members' Allowances) (England) Regulations 2003 s25 this Parish Council continues paying allowances to its Councillors.

18/05/20 Advertising Turreff Hall

Councillors discussed the continued advertising of Turreff Hall in the production programmes of The Little Theatre Donnington at a cost of £125 per annum.
Resolved – to continue advertising in the programmes of The Little Theatre Donnington at a cost of £125 per annum (LGA 1972 s144).

18/05/21 Council Policies

Councillors are requested to adopt and review the following policies for this Council:

- a. Parish Council's Standing Orders
Resolved – to adopt the new Standing Orders for this Parish Council.
- b. Parish Council's Financial Regulations
Resolved – that the current Financial Regulations are adequate for this Parish Council.
- c. Privacy Notice
Resolved – to adopt the new Privacy Notice for this Parish Council.
- d. Record of Processing Activity
Resolved – to adopt the new Record of Processing Activity for this Parish Council.
- e. Visitors Policy
Resolved – to adopt the new Visitors Policy for this Parish Council.
- f. Data Protection Impact Assessment (DPIA)
Resolved – to adopt the new DPIA for this Parish Council.

17/05/22 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.

Resolved – as a result of satisfying the above criteria the Parish Council, from 14th May 2018 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, adopts the General Power of Competence.

18/05/23 Gateway Signs

Councillors discussed which locations would be best to install the Gateway Signs.

Resolved – that a Gateway sign is installed at the following locations:

- a. Station Road, The Humbers near to the junction with Clocktower Roundabout.
- b. St George's Road, Donnington near to the junction with Wrockwardine Wood Way and Asda Donnington.
- c. Wellington Road, Trench near to the junction with Furnace Lane and Territorial Army (TA) Centre.
- d. Wellington Road, Muxton in the proximity of Entry Bank coming from Honnington Grange/Lilleshall.
- e. School Road, Donnington opposite McDonalds before the junction with Kingsley Drive.

18/05/24 Bollards and traffic calming measures

Councillors considered the installation of bollards outside, or adjacent too, local schools to prevent vehicles parking on grassed areas and to consider what other traffic calming measures could be installed.

Resolved – to contact Kay Grice, who had earlier left the meeting, to quote for the installation of the bollards at Thornton Park Avenue, Muxton and request that Telford & Wrekin Council repairs the speed humps outside Muxton Primary School. The Clerk was also asked to investigate the cost implications of additional signage outside local schools and if the Borough Council would finance these.

18/05/25 Telford@50

The Clerk informed Councillors of the responsibilities of the Parish Council requested by Music for the People for the proposed music festival. The Clerk also informed Councillors that he had provided dates on which to meet with representatives from Music for the People but, as yet, had received no response. Councillors were concerned of the lack of information regarding the event and lack of funding. The Parish Council would not be responsible for financing the whole event.

Resolved – that due to the unknown liabilities and proposed responsibilities this Council no longer supports the proposed music festival to celebrate Telford@50.

18/05/26 End of World War 1 Commemoration

Councillors discussed commemorating the end of World War 1.

Resolved – that this Council re-dedicates the Memorial Gates at Donnington Recreation Ground with refreshments to be provided at either Cordingley Hall or Turreff Hall after the event. A date for this event is yet to be finalized.

18/05/27 Christmas Festival 2018

Councillors discussed the Christmas Festival 2018.

Resolved – that the Clerk re-schedules the working group meeting to discuss and organise the Christmas Festival and investigate who now owns The Parade, Donnington.

18/05/28 Grant Application

Councillors discussed a grant application received by this Parish Council from Laura Deighton Dance Company.

Resolved – that under the General Power of Competence a grant of £300 is awarded to Laura Deighton Dance Company.

18/05/29 Shropshire Playing Fields Association

Councillors considered an appeal for funding from the Shropshire Playing Fields Association.

Resolved – to give a donation of £50 to the Shropshire Playing Fields Association.

18/05/30 Crucial Crew

Councillors considered a request for the Parish Council to make a financial contribution to Crucial Crew to assist in providing a safety education event for young people.

Resolved – to make a financial contribution of £200 to Crucial Crew.

18/05/31 Annual Report

Each Councillor received a copy of the Annual Report for 2017/2018.

Resolved – to accept the Annual Report for 2017/2018.

18/05/32 Date of next meeting

The Chairman informed Councillors that the next Council meeting will be held on Monday 11th June 2018 commencing at 7pm at Turreff Hall, Donnington. Items to be discussed will include the approval of Accounts for the Annual Return 2017/2018.

The meeting closed at 2030hrs.

Signed:

Date: