

# Donnington and Muxton Parish Council



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## **FULL COUNCIL MEETING**

**Minutes of the Full Council Meeting held remotely via Microsoft Teams on 13<sup>th</sup> July 2020 commencing at 4.00pm**

**Present:** Councillors: Mrs L Dugmore (Vice-Chairman), Miss F Doran, N Dugmore, J Lavery, R Overton, M Stokes and J Thompson.

**Also Present:** R Morgan (Parish Clerk), Mrs K Eshelby (Assistant Clerk), Mrs H Westwood (Community Events and Engagement Officer) and Alex Moore (Local Democracy Reporter).

**Absent:** Councillor J Gough.

**20/07/20 Apologies:** Councillors M Edwards, A Lawrence, P Loughlin and C Mason.  
**Resolved** – that the apologies are accepted.

**20/07/21 Declaration of Interest:** As per Register of Interests. Also Councillors N Dugmore and J Lavery – Item 20/07/38.

**20/07/22 Public Session:** There were no members of the public present.

**20/07/23 Grant Application:** Councillors discussed a request for a grant from this Parish Council by Connect Aid – Food Share Project.  
**Resolved** - to award Connect Aid – Food Share Project £500.

**20/07/24 Minutes:** To confirm the Minutes of the Council Meeting held on 8<sup>th</sup> June 2020.  
**Resolved** – that the minutes be approved and signed by the Chairman as a true and accurate record. The Chairman requested a copy of the minutes without the “Draft” watermark for her signature.

### **20/07/25 Matters Arising from Minutes**

Councillors received updates on actions contained in the Minutes thereof:

Protocol for Leaflets/Documents distribution – it was suggested that the Councillors to whom these are sent out for approval is reviewed annually.

Public Toilets – the Clerk informed those present that he had contacted the insurance company with regards to any liability claim against the Parish Council should anyone be infected with Coronavirus caught at the public toilets.

The insurance company has stated that there is not any cover available for Coronavirus but providing the Parish Council adhered to Government guidelines and took the necessary precautions, signage and cleaning etc a claim against the Parish Council would be hard to prove.

Children Playing signs, The Humbers – the Clerk informed Councillors that he would check with the Highways Officer dealing with this to see if they had been installed.

Bollards St Matthew's School – the Highways Officer from Telford & Wrekin Council has stated that it is not looking at installing bollards at St Matthew's School. She stated that should it be felt that bollards or guard-railing around the grass verges is still required then it will look to include this in the plans for the Zebra crossing.

Donnington Sign – the Clerk stated that he had noticed that the Welcome to Donnington sign by the Clocktower Roundabout had still not been moved to its correct location and would chase this up with the Highways Officer.

**20/07/26 Expenditure Transactions:** Each Councillor received a copy of the Expenditure Transactions for June 2020.

**Resolved** – that the expenditure transactions for June 2020 are ratified and accepted as a true record. The Chairman signed the documents and held them up for everyone to see. It was suggested that when the current contracts with the utility companies end that all facilities utility bills are consolidated under one company.

**20/07/27 Income Received:** Each Councillor received a copy of the Income Report for June 2020.

**Resolved** – that the Income Report for June 2020 is ratified and accepted as a true record. The Chairman signed the documents and held them up for everyone see.

**20/07/28 Bank Reconciliation:** Each Councillor received a copy of the Bank Reconciliation as of 30<sup>th</sup> June 2020.

**Resolved** – that the Bank Reconciliation as of 30<sup>th</sup> June 2020 is ratified and accepted as a true record. The Chairman signed the documents and held them up for everyone to see.

#### **20/07/29 Financial Budget Comparisons**

Each Councillor received a copy of the Financial Budget Comparison as at 30<sup>th</sup> June 2020.

**Resolved** – that the Financial Budget Comparisons as at 30<sup>th</sup> June 2020 are accepted as a true record. The Clerk was asked to monitor the electricity bills for the public toilets.

#### **20/07/30 Accounts and the Annual Return**

a. Annual Return

To complete the Annual Governance Statement. (Page 4 of AGAR)\* Each Councillor received a copy of 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 and sign the Accounts – Supporting Statement\*

To receive the Explanation of Variances\*.

b. Bank Reconciliation Details

To receive the Bank Reconciliation at 31<sup>st</sup> March 2020

To receive bank accounts opening/closing balances.

c. Internal Audit

To receive report from Internal Auditor, Atwal Harjinder 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.

To receive the Financial Statement

Details of the Annual Return 2019/2020 were explained, and that 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 (Councillors agreed “Yes” to sections 1 to 8 of the Annual Governance Statement. Section 9 is not applicable).

Sign to confirm the Annual Return Statement of Accounts;

Sign the Accounts – Supporting Notes;

Sign the Explanation of Variances;

Sign the Consolidated Balance Sheet.

### **20/07/31 Community Events and Engagement Officer**

Councillors suggested that this item should be deferred to the Staff and Personnel Committee for discussion.

**Resolved** – to defer item 20/07/31 Community Events and Engagement Officer to the Staff and Personnel Committee. The Clerk was asked to call a meeting of this Committee as soon as possible.

### **20/07/32 Re-opening of Parish Council Facilities**

Councillors discussed the re-opening and management of the Parish Council facilities to include the Public Toilets at The Parade, Donnington, the Liz Clare Library, the Parish Council Office and Turreff Hall.

Turreff Hall – **Resolved** that Turreff Hall could re-open to groups providing the necessary precautions and government guidelines are followed with regard to Covid – 19. It would mean changing the times of the groups so that the hall can be deep cleaned after each group. The group leaders are to ensure that Coronavirus restrictions are adhered to and that it is their responsibility to ensure that the contact details of each person attending the group are taken to allow for track and trace should it be required. The Clerk was also asked to contact Telford & Wrekin Council for copies of its regulations and guidelines for hall activities. Councillor N Dugmore stated that he would be happy to provide the necessary Personal Protection Equipment (PPE) for the Caretaker.

The Liz Clare Library – **Resolved** that the library could open at reduced hours of one day per week or two half days. The Clerk was instructed to order the shields and PPE for the staff and volunteers for the library. Once this has been installed and equipment delivered then the Clerk is to proceed with opening the library.

Parish Council Office – **Resolved** that staff can return to work in the office on a rota basis so that only one person at a time is present. The Parish Council’s lone working policy is to be adhered to.

At no time are staff to put themselves at risk from catching Coronavirus and they are to adhere to the risk assessment for Covid – 19. Anyone visiting the Office are to have their contact details taken for track and trace purposes should it be required.

Public Toilets, The Parade, Donnington – **Resolved** that the public toilets can open from 10am to 2pm Monday to Friday. The Clerk is to ensure that the appropriate signage is in place regarding Coronavirus guidelines, reduce capacity to one at a time (to be reflected in the amended Risk Assessment), ensure front doors are propped open, hand sanitizing equipment is available, and deep cleaned by the contractor twice a day.

Risk Assessment - Councillors were of the opinion that the Risk Assessment provided was too generic and the Clerk was asked to make it more specific for Parish Council facilities. It was agreed to discuss the amended Risk Assessment at the forthcoming Staff and Personnel Committee meeting.

#### **20/07/33 Post Covid-19 Support for Community**

Councillors discussed what the Parish Council could do to help support the community post Covid-19 restrictions. Councillors were pleased with what the Community Events and Engagement Officer had already been doing with local volunteers and providing useful information through leaflets. Councillors were of the opinion that people now had to adapt to a new way of life and take the necessary precautions against catching the Coronavirus. Councillors suggested that perhaps the Parish Council could post notices on its notice boards signposting people to useful organisations should they require specific help.

**Resolved** – to keep this item on the agenda for forthcoming Council meetings and Councillors were asked to provide ideas as to how the Parish Council can help people.

#### **20/07/34 Speeding Saltwell's Drive, Muxton**

Councillors discussed traffic speeding issues along Saltwell's Drive, Muxton. Councillors felt that it was the responsibility of each individual driver to adhere to the speed limit and that there is not a lot the Parish Council can do other than install a Speed Indicator Display Sign.

#### **20/07/35 Code of Conduct Consultation**

Councillors considered the proposed new Model Code of Conduct in order to respond to the Local Government Association's consultation.

**Resolved** – to have no objections or comments regarding the proposed new Model Code of Conduct.

#### **20/07/36 Employment and Housing Needs Survey**

Councillors discussed Telford & Wrekin Council's Employment and Housing Needs Survey.

**Resolved** – that the Clerk sends this Parish Council's Regulation 15 Neighbourhood Development Plan document to the Borough Council as it answers all the questions in the survey.

#### **20/07/37 Speed Indicator Display Signs (SIDS) Policy**

Councillors were asked to adopt the proposed SIDS Policy.

**Resolved** – to adopt the SIDS Policy

Prior to Councillors N Dugmore and J Lavery leaving the meeting for the Planning Applications agenda item, the Chairman asked if Councillors had anything they wished to be included on the agenda for the next Council meeting.

### **20/07/39 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:

Post Covid – 19 Support  
Cleaning of the Donnington War Memorial  
Remembrance Day  
Christmas Festival  
Pensioners Christmas Dinner

### **20/07/38 Planning Applications**

Councillors considered the following planning applications:

- a. TWC/2020/0455  
Dr & Mrs P Viswanathan, 5 Weybourne Walk, Muxton, Telford, Shropshire.  
Erection of a first floor side extension with associated works to driveway.  
Councillors were informed that the Local Planning Authority Telford & Wrekin Council had already granted permission for this application.
- b. TWC/2020/0462  
Kathryn Hawley, 4 Woodspring Grove, Muxton, Telford, Shropshire.  
Erection of a single storey side extension.  
Councillors were informed that the Local Planning Authority Telford & Wrekin Council had already granted permission for this application.
- c. TWC/2020/0504  
Mr & Mrs E Samuchova, 20 Turreff Avenue, Donnington, Telford, Shropshire.  
Erection of replacement fence and gate to front of property and alterations to existing windows.  
**Resolved** – to have no objection to this application.
- d. TWC/2020/0527  
Mr & Mrs Graham Deakin, 73 Muxton Lane, Muxton, Telford, Shropshire.  
Erection of a detached two storey dwelling and detached single storey double garage following demolition of the existing dwelling and garage.  
**Resolved** – to object to this application as the dwelling being demolished is a bungalow and this Council's draft Neighbourhood Plan highlights the requirements for bungalows in the parish. The Clerk was asked to "call in" this application so it goes before Telford & Wrekin Council's Planning Committee.

### **20/07/40 Date of next meeting**

The Chairman informed Councillors that the next Council meeting will be held on Monday 14<sup>th</sup> September 2020 at Turreff Hall, Donnington commencing at 7pm unless restrictions regarding the Coronavirus pandemic prevents the Council from holding it. If restrictions have not been removed allowing for face to face meetings, then the meeting on 14<sup>th</sup> September 2020 will be held remotely via Microsoft Teams at **6pm**.

The meeting closed at 1730hrs.

Signed:

Date:

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