

**Lilleshall, Donnington and Muxton Parish Council**

**Minutes of a Full Council Meeting held at  
Turreff Hall on 27<sup>th</sup> June 2011 at 7.00pm**

**Present:**

Councillors: Mrs P A Green (Chairman), A Baker, Mrs C A Baker, M Bolam, Mrs V Brown, Mrs E A Clare, Mrs L M Dugmore, N Dugmore, B Green, J Lavery, C Mason, Mrs E P Millard, P Norton.

**Also Present:** R Morgan (Parish Clerk), Mrs B Richards, C Richards, WPC N Scott, Fiona Stewart and M Wedderburn (Telford & Wrekin Council Strategic Housing Unit).

1. **Apologies:** Councillors A Lawrence, J Haigh.  
**Resolved** – that the apologies are accepted.

2. **Declaration of Interest:** As per Register.

3. **Public Session**  
There were no questions from those present.

4. **Report on Parish Rural Housing Needs Survey**  
Councillors received a report from M Wedderburn and Fiona Stewart regarding the results obtained from the Rural Housing Needs Survey recently undertaken within this Parish. They thanked the Parish Council for its help in this matter and stated that there had been a good response to the survey. The Parish Council was asked to discuss the report and accept its recommendations. After the presentation Councillors were allowed to ask questions on the subject.  
Councillors asked if The Humbers and The Hincks had been included in the survey and this will now be checked. Also, the report highlighted the chronic shortage of bungalows.  
After further discussions regarding the findings in the report the Chair thanked Fiona Stewart and M Wedderburn for their presentation and time attending the meeting.

5. **Minutes**  
To confirm the Minutes of the meetings of the Council held on:
- a. Annual Parish Council Meeting of 23<sup>rd</sup> May 2011.  
**Resolved** – that they be confirmed and signed as a true record.
  - b. Annual General Meeting of Full Council of 23<sup>rd</sup> May 2011.  
**Resolved** – that they be confirmed and signed as a true record.
  - c. Planning Committee Meeting of 6<sup>th</sup> June 2011.  
**Resolved** – that they be confirmed and signed as a true record.

6. **Matters Arising for Information**  
As a result of the Housing Survey it was suggested that if any future planning application for developments (e.g. Coddon Club) were received within the Parish, the Council should recommend the development consist of bungalows to help ease the shortage.

**7. Accounts and the Annual Return**

The Councillors each received copies of the following documents relating to the Parish Council Accounts and the Annual Return for the Year 2010/2011.

- a. Annual Return
  - The Statement of Accounts.
  - The Annual Governance Statement.
  - The Annual Internal Audit Report.
  - The Accounts – Supporting Notes
  - The Explanation of Variances.
- b. Bank Reconciliation Details
  - The Bank Reconciliation at 31<sup>st</sup> March 2011
  - Copy of Halifax Bank of Scotland Account Closing Balance.
  - Copy March Co-op Bank Statement.
  - The March accounts package reconciliation.
- c. Internal Audit
  - The report from Internal Auditor, Colin Potts detailing internal audit visits.
- d. End of Year Accounts
  - The Consolidated Balance Sheet.
  - The Income and Expenditure Account.
  - The Financial Statement
  - The Opening Receipts in advance, Closing Receipts in advance, Opening Debtors, Closing Debtors.

Details of the Annual Return 2010/2011 were explained and that the onus was on the Members to satisfy themselves that all procedures were being complied with.

**Resolved** – that the Chairman:

Sign to confirm the Annual Return Statement of Accounts;

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 the Accounts – Supporting Notes;

Sign the Explanation of Variances;

Sign the Consolidated Balance Sheet.

**8. Appointment of Internal Auditor for 2011/2012.**

The Council considered the appointment of Mr Colin Potts as this Parish Council’s Internal Auditor for 2011/2012 and received his certificate of independence.

**Resolved** – that Mr Colin Potts is the Internal Auditor for this Parish Council for 2011/2012.

**9. £££’s for Projects**

Councillors received a brief background to the Scheme and discussed the allocation of money disseminated throughout the Parish by Telford & Wrekin Council’s £££’s for Projects. The Clerk was asked to investigate if the £1,460 allocated to the Parish Council which was not used could be spent elsewhere within Donnington.

**10. Grants**

Councillors discussed the way in which this Parish Council awards grants to organisations applying to this Council. Concerns were raised that there was no way in which the Council could verify claims that organisations outside the Parish had clients/members from within it and that large amounts of grant money was given to certain regular applicants. After further discussions two proposals were received:

- a. That **all** grants would be discussed at the Grant Allocation Meetings and any decisions would be made at these meetings providing the applications have the necessary supporting financial documents requested by the Council.
- b. That grants should be awarded only to organisations within the Parish.

**Resolved** – that **all** grants would be discussed at the Grant Allocation Meetings and any decisions would be made at these meetings providing the applications have the necessary supporting financial documents requested by the Council.

**11. Bench, Wrekin Drive**

Councillors received a report from WPC Scott with regard to a series of repeat crimes and the perception that groups gathering on this bench in the evenings were responsible. Ambulance crews from the Ambulance Station had also raised concerns that they were being watched coming/going from the Station by these groups and were consequently concerned about their personal vehicles and belongings. Councillors were reluctant to remove the bench completely as its benefits during the day outweighed the issues in the evenings.

**Resolved** – to re-site the bench lower down the road so that it is opposite Donnington Methodist Church and that the Clerk contacts Telford & Wrekin Council regarding this matter and write to the resident concerned regarding the Council's decision.

**12. Single Point of Contact Telford & Wrekin Council**

Councillors were informed that there is now a single point of contact when registering complaints such as pot holes, street lighting etc with Telford & Wrekin Council. However, there was some confusion as to what the correct email and telephone number are. The Clerk was asked to make enquiries regarding this and report back to Councillors.

**13. Councillor Allowances.**

Councillors were asked to confirm the continued payment of Allowances to Councillors which were explained to those present.

**Resolved** – that the Parish Council continues paying Councillors Allowances.

**14. Planning Applications**

Councillors considered the following planning applications:

- a. TWC/2011/0454  
BS Sahota, Hincks Farm Barns, Kynnersley Drive, Lilleshall, Newport, Shropshire.  
Removal of condition no.8 on Planning Permission W2005/0786 to allow the building to be used as a residential property.

**Resolved** – to object to this application as it is against Telford & Wrekin Council's Policy and that the original condition was placed on it for a reason.

- b. TWC/2011/0455  
R & J Hardy Brook House, Wellington Road, Donnington, Telford, Shropshire.  
Conversion of existing garage to dwelling and erection of extension to side and rear.  
**Resolved** – to have no objection to this application.

Councillors were asked to suspend Standing Order 80 as the meeting would exceed two hours in length.

**Resolved** – to suspend Standing Order 80 and continue the meeting.

- c. TWC/2011/0459  
Mr P Tranter, 84 Wellington Road, Muxton, Telford, Shropshire  
Erection of single storey rear extension with balcony and glazed balustrade over.  
**Resolved** – to object to this application as the proposed plans are out of character with the surrounding houses and that there would be a considerable loss of privacy to neighbours.

**15. Date of Next Meeting**

The Chair informed Councillors that the date of the next Council meeting is 11<sup>th</sup> July 2011 to discuss grant applications and that there would be a Planning Committee meeting before this.

The meeting closed at 2110hrs.

Signed:

Date: