



Lilleshall & Donnington Parish Council

Minutes of Halls and Environment Committee Held at Turreff Hall on Monday 11th September 2006

Present: Councillors P Norton (Chair), Mrs V Brown, Mrs P A Green, Mrs R Gregory, Ms C Mason, G Platt, K Watkins.

1. **Apologies:** Councillors A Baker (Holiday), B Green (Church duties), J Thompson (Ill).
Resolved – that the apologies are accepted.
2. **Declaration of Interest:** As per Register.
3. **Vandalism at Talbot Tennis Club, Lilleshall**
The majority of Councillors were appalled by the decision made by the Crown Prosecution Service not to prosecute the teenagers involved in the vandalism at the Talbot Centre. The Councillors are concerned that this is sending out the wrong message to these teenagers. The possibility of taking out a Civil Action against the two individuals that were reprimanded was discussed. The Clerk had investigated the cost involved and was advised it would be in the region of £10,000. Due to the high costs involved for the low financial return it was decided that this would not be good financial management.
Resolved that:
 - a. The Clerk writes a strong letter to the parents of the teenagers requesting that they bring the children to the next full Council meeting to apologise in person for the damage caused and
 - b. Included in the letter is to be a request for some form of compensation toward the cost of the repair to the damage. Councillors Ms C Mason and K Watkins requested that their vote against this inclusion for compensation be registered.
4. **Procedure for Receiving Quotes**
Councillors discussed the way in which quotes are obtained and received for work required by the Parish Council. It was felt that the Financial Regulations be updated to provide additional safeguards to the Council.
Resolved – that recommendations are made to the Finance Committee that the Financial Regulations regarding the procedure for obtaining quotes is amended or altered to include:
 - a. Quotes expected over £5,000 are to be received in sealed envelopes marked with a specific reference number and opened by the Clerk and the Chair or Vice Chair of Council/Committees.
 - b. Any quotes received from companies belonging to relatives of Councillors or Officers are to be in sealed envelopes marked with a specific reference



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number, the date when these quotes are received is to be recorded by the Clerk, and opened by the Clerk and Chair or Vice Chair of Council/Committees.

HE44

5. **War Memorial, Donnington**

Councillors discussed the offer of taking on responsibility for the maintenance of the War Memorial, Donnington from the Borough Council. The Committee thought this would be a good opportunity to get the War Memorial up to a high standard.

Resolved – that:

- a. Councillor Mrs P A Green, the Estate Manager and Matthew Brookfield (Borough of Telford and Wrekin) meet at the War Memorial to discuss and highlight areas of work required prior to the Parish Council taking on responsibility for the maintenance.
- b. The Parish Council will take on responsibility of the War Memorial, once the highlighted work has been completed, for a period of five years but the agreement is to include an exit strategy once the five years has been completed.

6. **Tree Management**

The Committee discussed the Estate Manager's report regarding the condition of trees that the Parish Council is responsible for and considered setting up a budget for a rolling programme for the maintenance and care for these trees in the future. It was agreed that the work would be long term and due to the costs involved a budget should be created for next year's precept.

Resolved – that:

- a. A sub-committee is set up to undertake the task of tree management within the parish. Also required to attend the meetings will be the Estate Manager and if available the Arbocultural Officer from the Borough of Telford and Wrekin.
- b. The sub-committee will consist of Councillors Mrs P A Green, Mrs R Gregory, P Norton, G Platt and K Watkins.
- c. A budget for this work to be presented at the Halls and Environment precept meeting.

7. **Removal of Horse Chestnut Tree**

The Committee considered quotes received for the removal of a Horse Chestnut Tree from the closed churchyard at St Michael's Church, Lilleshall due to its unsafe condition.

Resolved – that Company A is awarded the task of removing the Horse Chestnut Tree at a cost of £600. The Clerk is to write informing the company.

8. **Trees to the Rear of Thornton Park Avenue, Muxton**

The Committee discussed the request to reduce the crown by 30% on all trees to the rear of Thornton Park Avenue. A report carried out by the Parish



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Council shows that it would be very expensive, it would have a maximum benefit of 3 to 5 years and it could cause permanent damage to some trees.

Resolved – that due to the expense involved and the fact that it would only provide a short term benefit the Committee does not approve the removal of 30% from the crown of the trees at the rear of Thornton Park Avenue.

HE45

9. Siting of a textile and/or shoe bank on Parish Council land.

The Committee considered a request for the siting of a textile and/or shoe bank on land owned by the Parish Council. Concerns were raised as follows:

- a. The containers become rusty and unsightly
- b. The container would attract graffiti.
- c. It would be a fire safety hazard.
- d. It could attract fly tipping.
- e. There could be an increase in rubbish and litter in the immediate vicinity of the container.
- f. It would mean the loss of car parking spaces.
- g. The Borough of Telford and Wrekin already has a very good recycling system in place.

Resolved – that permission would not be given for the siting of a textile and/or shoe bank on land owned by the Parish Council and the Clerk is to inform the company of its decision.

10. Walkers Clock Tower, Donnington

The Committee discussed taking on the responsibility of maintaining the clock tower located on the roundabout at the junction of A518, School Road and Station Road, Donnington. Concerns were raised with regard to the safety of the structure due to an accident at this location a few years ago and the fact that it would probably require painting every five years. Health and Safety Regulations would mean the employment of a specialist contractor to carry out maintenance work which would only add to the expenditure of the Parish Council.

Resolved – that the Clerk investigates the costs and the safety of the structure and report back to Council when the information required has been obtained.

11. Motorbike Training Cordingley Hall

The Committee discussed a request to use the car park at Cordingley Hall for Motorbike Training.

Resolved – that Mr Edwards is allowed to use Cordingley Hall Car Park for motorcycling training between the hours of 10am and 4pm.

12. Rent Review for Turreff Hall

The Committee reviewed the fee for the hire of Turreff Hall.

Resolved – that:



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a. As from 1st April 2007 the cost of hiring Turreff Hall will be as follows:

Groups

Concessionary Rate Mon/Sat £6 per hour and Sunday £8 per hour.

Normal Rate Mon/Sat £12 per hour and Sunday £16 per hour.

Parties/Functions

Preparation (max 2hrs) Saturday £6 per hour and Sunday £8 per hour

Hourly rate up to 7pm Saturday £12 per hour and Sunday £16 per hour.

b. The remaining costs of hiring Turreff Hall are to remain the same.

c. From 1st April 2008 costs will rise in line with inflation.

HE46

13. Increase of General Improvements Budget Heading

Resolved – that the General Improvements budget is increased with the transfer of £2,000 from reserves to cover the cost of purchasing the new tables for Turreff Hall. The purchase of the tables was agreed by the Finance Committee on 20th February 2006.

14. Grass Cutting near Scout Hut, Donnington

The Committee considered allowing the Estate Manager to undertake a “one-off” cut of the grass next to the Scout Hut, Donnington.

Resolved – that the Estate Manager undertakes a “one-off” grass cut at the side of the Scout Hut, Donnington but future maintenance is to be undertaken by the Scouts.

15. Path at St Michael’s Church, Lilleshall

Councillors discussed the condition of the path through St Michael’s Church. Certain areas of the paths were considered to require repairing but due to the large costs involved in relaying the whole of the path in the areas considered the worst the best option would be to patch up the holes.

Resolved – that the Clerk obtain quotes for patching up the footpaths at St Michael’s Church, Lilleshall.

16. Church Wall, St Michael’s Lilleshall

The Clerk explained that work had not been started on the Church wall adjacent to 22 Rock Acres, Lilleshall and messages left with the contractor had not been replied to. As a result, the Clerk has started procedures to obtain quotes from other companies. Councillors suggested that the Clerk also advertise in the local media, contact property management companies and contact the Diocese of Lichfield as it may have a list of stone wall builders.

17. Bar at Turreff Hall

The Committee discussed the future provision of the bar at Turreff Hall by Ercall Catering. The Clerk explained that a fee of £50 had now been placed on



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the provision of a bar by Ercall Catering which was contrary to the Terms of the Agreement set up with the Parish Council.

Resolved – that the Clerk obtain costs for the provision of a mobile bar and place this as a future agenda item for further discussion when quotes had been received.

18. Caretaker's Cupboard, Turreff Hall

The Clerk informed the Committee that the builder awarded the contract to extend the Caretaker's Cupboard at Turreff Hall had not turned up to do the job and messages left by the Clerk had been ignored. The Clerk informed the Committee that further quotes were being obtained and would be presented to the Committee in the future. Councillors suggested placing a penalty clause when contracting out the work, a date for completion and a time penalty should the job not be finished by the completion date.

HE47

19. Bench at Wellington Road, Donnington

Councillor C Mason had informed the Clerk that the bench next to the bus shelter opposite Cordingley Hall, Wellington Road, Donnington was in a poor condition and as such requested that the Committee refurbish or replace it.

Resolved – to replace the bench at this location on Wellington Road, Donnington.

20. Electrics at Cordingley Hall

The Clerk informed the Committee that he had requested a report regarding the condition of the electrics at Cordingley Hall from Ercall Catering. Despite numerous requests the report had not been received.

Resolved – that as the report had not been received then this item could not be discussed further.

21. Borough Wide Local Play Strategy

The Committee discussed correspondence received regarding the provision and availability of play facilities within the parish in order to help the Borough Council in developing its Borough Wide Local Play Strategy.

Resolved – that if Councillors had any comments regarding this then they were to pass them on to the Clerk or send them to the relevant Borough Council Officers.

22. Electricity Supply at 9, The Humbers

A request had been received asking the Parish Council to remove two wooden poles and overhead cable from the grounds of the above address which feeds a pole light further along Humber Lane at the extremity of the Parish Boundary.

Resolved – that due to the high cost involved, around £7,000, the Clerk;
a. Investigate if the Parish Council is legally obliged to remove the poles,



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- b. Investigate to discover if the previous owner paid to have them put in.
- c. Discover if there is a Health and Safety risk regarding the poles or
- d. Ascertain if the owner at the aforementioned address wants them removing just because they are unsightly.

23. Correspondence

a. **Report on Informal Consultation on Local development Framework – Minerals Issues and Options.**

The Chair informed the Councillors that this document was available to them from the Parish Council Office.

b. **Local Development Scheme and Statement of Community Involvement.**

The Chair informed the Councillors that this document was available

to them from the Parish Council Office.

c. **Scrutiny Commission for Environment & Regeneration review of council policy on the siting of mobile telecommunication masts on council and privately owned land.**

The Chair informed the Councillors that this document was available

to them from the Parish Council Office.

HE48

d. **Correspondence received from the Home Office and West Mercia**

Police Authority regarding the Police Service Restructuring.

The Chair informed the Councillors that a letter had been received from the West Mercia Police Authority thanking it for its support against the proposed police restructuring.

e. **WHT Estate “Walkabouts”**

The Chair informed the Councillors that the Wrekin Housing Trust is planning an “Estate Walkabout” for customers living in the area. Councillors were invited to attend.

f. **Standards Board of England – Declaring Interests**

The Clerk had sent each Councillor a copy of the Town and Parish Standard:07 regarding Declaring Interests.

g. **Invitation to the 60th birthday on National Mencap being held on**

Sunday 17th September between 7pm and 10pm in Sherwood Square at Telford Shopping Centre.

The Chair informed the Councillors that an invitation to the 60th



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Birthday of National Mencap had been received should a Councillor wish to attend.

h. Local Works – Sustainable Communities Bill

The Chair informed Councillors that a letter had been received from

Local Works thanking the Parish Council for its support in the campaign for Sustainable Communities.

i. Invitation to the Royal Air Force Civic Reception 9th October 06.

The Chair informed the Councillors that an invitation had been received from the Royal Air Force inviting a Councillor to attend its

Civic Reception on 9th October.

The meeting closed at 2035hrs.

Signed:

Date:

HE49