

**Minutes of a Full Council Meeting held at
Turreff Hall
on 11th June 2007 at 7.00pm**

Present:

Councillors: Ms C Mason (Chair), Mrs V Brown, Mrs E A Clare, M Edwards, B Green, Mrs P A Green, Mrs R Gregory, J Lavery, B Mason, C Mason, P Norton.

Also Present: Mr G Handley, Local Residents.

Public Session

The Chair invited questions/comments from the member of the Public present. Mr G Handley spoke to the Council regarding the planning application for the land adjacent to "Haddington", Barrack Lane, Lilleshall. He stated that the previous design had been out of character with the area and had taken advice from Council Officers on modifications that were required to enable the erection of a dwelling at this site. He explained that the access to the property had been relocated and that the design was more in keeping with a Duke of Sutherland style dwelling. Mr Handley confirmed, when asked by a Councillor, that there was ample parking for two vehicles and even enough for three. Vehicles could access the main road from the property in a forward gear thus reducing any traffic safety issues. Mr Handley hoped that the Council would look favourably on his planning application. The Chair thanked Mr Handley for his contribution to the meeting.

AGENDA

1. **Apologies:** Councillors A Baker (Holiday), J Hockin (Work), G Platt, K Watkins (SALC Planning Seminar).
Resolved – that the apologies are accepted.
2. **Declaration of Interest:** As per Register. Also Councillors C Mason – Items 12, Mrs E A Clare – Item 14, P Norton – Item 14a.

Due to the fact that Mr Handley and other local residents had come to the meeting to hear the Council's decision on planning application W2007/0662 the Chair proposed that Item 14 on the agenda be moved to item 3. **Resolved** to move item 14 on the agenda to item 3.

3. Planning Applications:

The Council discussed the following planning applications:
Councillors Mrs E A Clare and P Norton left the room.

- a. W2007/0662
Mr G Handley, Land adjacent to Haddington, Barrack Lane, Lilleshall, Shropshire.
Erection of a two storey detached dwelling.
Resolved – that there is no objection to this application.

Councillor P Norton re-entered the room.

- b. W2007/0695
Mr & Mrs Ghaut, Two Ways Bungalow, Furnace Lane, Trench.
Erection of a single storey rear extension.
Resolved – that there is no objection to this application.
- c. W2007/0703
Mrs P Kelly, 12 Bishops Walk, Donnington, Telford.
Erection of a conservatory to rear and retrospective permission for garden shed.
Resolved – that there is no objection to this application.
- d. W2007/0705
Mr & Mrs Mothershaw, 112 Muxton Lane, Muxton, Telford.
Erection of a single storey rear extension.
Resolved – that there is no objection to this application.

Councillor Mrs E A Clare rejoined the meeting.

4. Minutes

To confirm the Minutes of the meetings of the Council held on:

- a. Annual General Meeting of Full Council of 14th May 2007.
Resolved – that the amended minutes be confirmed and signed as a true record.
- b. Planning Committee Meeting of 22nd May 2007.
Resolved – that the minutes be confirmed and signed as a true record.

5. Matters Arising for Information

The Clerk updated the Councillors on matters raised by them regarding the land to the rear of Thornton Park Avenue and the footpath in the same location.

6. Expenditure Transactions

Each Councillor received a copy of the expenditure transactions for April 2007.

Resolved - that the expenditure transactions for April 2007 are accepted as a true record.

7. Bank Reconciliations

Each Councillor received a copy of the Bank Reconciliation as at 30th April 2007.

Resolved - that the bank reconciliation as at 30th April 2007 is accepted as a true record.

8. 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 2006/2007.

- 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. Intermediate Audit
 - The Supplementary Assurances & Information Request Form.
 - The explanation of reserves letter.
 - The letter of explanation regarding Insurance Cover – Fidelity Guarantee.
- c. Bank Reconciliation Details
 - The Bank Reconciliation as at 31st March 2007.
 - Copy of Portman Building Society Account Closing Balance.
 - Copy March Co-op Statement.
 - The March accounts package reconciliation.
- d. Internal Audit
 - The report from the Internal Auditor, Colin Potts detailing internal audit visits.
- e. 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 2006/2007 were explained and that the onus was on the Members to satisfy themselves that all procedures were being complied with.

Resolved – that the Chair:

Sign to confirm the Annual Return Statement of Accounts;

Complete and sign the Annual Governance Statement;

Sign the Accounts - Supporting Notes;

Sign the Explanation of Variances;

Sign the Consolidated Balance Sheet.

Resolved – that the Clerk:

Asks the Internal Auditor to list his dates of attendance in future correspondence;

Changes the building society listed on the Income and Expenditure Account from the Stafford Building Society to the Portman Building Society.

9. Appointment of Internal Auditor for 2007/2008.

The Council considered the appointment of Mr Colin Potts as this Parish Council's Internal Auditor for 2007/2008 and received his certificate of independence. Concerns were raised that it is not good practise to keep the same auditor year after year. The Clerk explained that the External Auditors were in their final year of a five year contract to Audit Parish Councils and that the Internal Auditor had only been with the Parish Council for two years.

Resolved – that Mr Colin Potts is the Internal Auditor for this Parish Council for 2007/2008.

10. Councillor Allowances.

The Chair asked the Members present if the Parish Council should continue paying Councillor Allowances.

Resolved - that the Council continue to pay Councillor Allowances and that if the new Councillors wish to receive them then they are requested to give the required details to the Clerk for processing. Councillor Mrs R Gregory requested that her vote against be registered and stated that she did not wish to receive any payment of Councillor Allowances.

11. Speed Limit Station Road, Donnington

The Clerk informed the Council that he had been asked by a member of the public if the Parish Council would consider a reduction in the speed limit along Station Road, Donnington. Councillor Mrs E A Clare stated that there was a proposal for a lower speed limit at the Humbers village scheduled in the near future and that this stretch of road could be included.

Resolved – that the Clerk writes to Telford and Wrekin Council Highways Department and Scrutiny 2 Committee requesting that a lower speed limit is introduced along Station Road, Donnington.

12. Criminal Records Bureau (CRB) Check

The Members discussed whether or not Councillors and staff should undergo a CRB check.

Resolved – that the Clerk investigates the cost per person and reports back to Members at the next full Council meeting.

13. Local Government Pension Scheme 1997 Regulations

Councillor C Mason left the room whilst this item was discussed. The Chair informed the Council that consultation is being sought as part of the process of assessing the current provisions in the LGPS 2006 Regulations regarding the 2016 to 2020 tapered protections which apply in England and Wales. Councillors were informed that if they had any comments regarding this then to respond to the address listed by 13th June 07.

14. Local Works – Sustainable Communities Bill

Each Councillor received the latest update from Local Works and discussed the requests contained therein.

15. Correspondence.

The Chair informed the Council that the following correspondence has been received:

a. “Cracking the Code Conference” – The new ethical regime for Parish Councillors.

Each Councillor received a copy of an email regarding a conference organised by the National Association of Local Councils (NALC) to discuss the new Code of Conduct. If Councillors wished to attend then they were asked to inform the Clerk.

The meeting closed at 2000hrs.

Signed:

Date: