



Lilleshall & Donnington Parish Council

Minutes of a Full Council Meeting held at Lilleshall Memorial Hall on 18th July 2005 at 7.00pm

Present:

Councillors: J Thompson (Chair), A Baker, B Green, Mrs P A Green, Mrs R Gregory, C Mason, P Norton, M Skelton, Mrs V Verster, K Watkins.

Also Present: Members of the public.

The Chair led two minutes of silence at the start of the meeting in respect to the people killed in the bombings in London on 7th July.

1. **Apologies:** Councillors Mrs V Brown (Ill), Mrs E A Clare (Meeting), Ms C Mason (Work), R Pitt (Work), G Platt (Holiday).
Resolved - that the apologies be accepted.

2. **Declaration of Interest:** Councillor C Mason (Licensing Act 2003 – Turreff Hall).

3. **Public Session**

Mrs S Harris expressed concerns regarding the condition of the grass cutting and weeding at St Michael's Churchyard and provided photographs for the Council to view. She asked why it was not being kept tidy and mowed on a regular basis. Mrs Harris also requested that the Parish Council sprayed weed killer on the paths around the Church at least twice a year. She had not realised until recently that the Estate Manager was also a prominent Borough Councillor and asked if it would be possible to employ someone for a few hours a week to assist the Estate Manager in his duties and when he was on holiday or attending Borough Council meetings. The Chair explained that this matter was on the agenda to be discussed later in the meeting.

Mr Pool informed the Parish Council of the poor state of the hedgerows on the footpath from Wellington Road, Muxton to Honnington Park Grange. The hedges are overhanging the pavement which also requires weed killer to be sprayed on it. The last time that this took place was around two years ago. Councillor Mason stated that Councillor Andrew Eade should be informed as he is the representative for Lilleshall Ward on the Borough Council. The Clerk then explained that if the hedges were privately owned by the adjoining properties then the Borough Council would write to the relevant property owners requesting that they maintain their hedges and if this did not happen then it was normal practise for the Borough Council to then cut the hedges themselves and charge the cost to the owners. Councillor Andrew Baker



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requested that the Parish Council write the letters to the property owners along a similar theme thus hopefully, speeding up the process. The Clerk was asked to write to the relevant properties, the Borough of Telford and Wrekin and Councillor Andrew Eade informing them of the action to be taken.

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The Chair proposed that as the issue regarding St Michael's Church had arisen in the public session that item 11 on the agenda – St Michael's Church, Lilleshall, be discussed next. **Resolved** – that item 11 is brought forward and discussed.

11. **St Michael's Church, Lilleshall**

In response to Mrs Harris's comments and questions during the public session, the Clerk explained that he was still trying to ascertain the legal responsibility of the footpaths where a "live" Church existed in a Closed Churchyard. However, the Estate Manager had now sprayed the footpaths with weed killer around the church as he had recently passed a qualification which allows him to spray poisons in public places. The disposal of grass cuttings was currently in hand and it was hoped to purchase a new mower in the near future after a fire destroyed the old mower. As for the matter regarding the Estate Manager being a Borough Councillor, Councillor B Green explained that legislation exists allowing members of a council time from work to attend meetings.

Councillor A Baker stated that there was no consistency to the standard of grass cutting as it goes from being of a high standard to a poor standard. He also stated that as complaints were being received regarding the churchyard, then the Parish Council was failing in its duty to keep it in a good and decent condition. Councillor Baker suggested that the Estate Manager requires help during the grass cutting season.

As the disposal of the grass cuttings were in hand, the paths had been sprayed and with the proposed purchase of a new mower, Councillor C Mason suggested that the grass cutting situation be monitored and if further problems still occurred only then should the Parish Council look into employing someone to help.

Councillor P Norton proposed that the Parish Council employ someone on a casual basis of 5 hours per week to help during the grass cutting season from March to October. This was seconded by Councillor P Green.

Resolved – that the Parish Council employ someone on a casual basis starting at 5 hours per week during March to October to be reviewed as and when necessary.

4. **Minutes**

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

- a. Planning Committee of 13th May 2005.



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- Resolved** – that the minutes be confirmed and signed as a true record.
- b. Annual General Meeting of 16th May 2005.
Councillor A Baker stated that the wording in item 17 regarding inviting volunteers from Lilleshall to the council meeting were incorrect and should be deleted. **Resolved** – that the altered minutes be confirmed and signed as a true record and that an event for the volunteers of Lilleshall be discussed at the next Halls and Environment Meeting.
- c. Planning Committee of 6th June 2005.
Resolved – that the minutes be confirmed and signed as a true record.
- d. Halls and Environment Committee of 13th June 2005
Resolved – that the minutes be confirmed and signed as a true record.
- e. Finance Committee of 27th June 2005
Resolved – that the minutes be confirmed and signed as a true record.

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5. **Expenditure Transactions**

Resolved – that the expenditure transactions for April and May 2005 be confirmed and signed as a true record.

6. **Consolidated Balance Sheet**

Each Councillor had received a copy of the consolidated balance sheet from 1st April 2004 to 31st March 2005. Councillor A Baker asked why there was no income or expenditure showing for the Talbot Centre. The Clerk replied that he would investigate this but suspected that it was to do with the way in which the computer accounts programme printed off documents and allocated budgets.

7. **End of Year Accounts 2004 - 2005 and Supporting Documents**

The Clerk had provided each Councillor with copies of the following:

- a. Bank Reconciliation
- b. Explanation of Variances in Statement of Accounts
- c. Annual Return
- d. Financial Summary & Income and Expenditure Account
- e. Final Accounts – Supporting Notes
- f. Assets Schedules
- g. The Annual Return Additional Assurances Review



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Details of the Annual Return 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 the Annual Return, the Supporting Notes and the Explanation of Variances in the Statement of Accounts, for 2004/2005.

8. Internal Auditor Report

The Clerk had provided the Councillors with copies of the Internal Auditor's Reports for 2004/2005.

9. Conflicts of Interest

The Chair informed the Councillors that the Auditors, Winross Hacker Young, had requested that if Councillors are aware that they act for them in a personal capacity then they were to inform them immediately.

10. Licensing Act 2003 – Turreff Hall

The Clerk explained that he had met with the Licensing Officer from the Borough Council who had advised him to apply for a full license for Turreff Hall in compliance with the Licensing Act 2003 and that Mr Rob Podmore of Ercall Catering be the designated premises supervisor. **Resolved** – that the Clerk complete the necessary form to license Turreff Hall in compliance with the Licensing Act 2003 and that Mr Rob Podmore be the designated premises supervisor.

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12. Lights at The Fields, Donnington

The Council discussed the options with regard to installing an extra light column at The Fields, Donnington as provided by Mr Cadwallader and N Gibbons (Lighting Officer, Telford and Wrekin). Councillor A Baker suggested that this be deferred to the next Halls and Environment Committee meeting and in the meantime arrange a site meeting between some Councillors and the aforementioned. **Resolved** – that this be deferred to the next Halls and Environment Committee meeting and the Clerk to arrange a site meeting with Councillors, Mr Cadwallader and N Gibbons.

13. Garden Competition 2005

The Chair informed the Council that enough applications had been received from parishioners wishing to partake in the competition to justify the garden competition proceeding. **Resolved** – that the garden competition proceeds on



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Saturday 23rd July and that the judges will be the Clerk, Councillors Mrs R Gregory, J Thompson and K Watkins.

14. Parish Council Equipment

The Clerk informed the Council that a new printer had been purchased for the Office and that an insurance settlement had been received for the fire damage to the Stiga Park Pro 18 petrol mower. The Clerk stated that to purchase a new Stiga diesel mower the Parish Council contribution would be £1746. **Resolved** – that a new Stiga Diesel ride on mower is purchased to replace the mower damaged by fire with the Parish Council contribution of £1746 being taken from the Capital Fund set up for this purpose.

15. Highway Matters

The Chair informed the Council of works to be carried out to the highways in the Parish. The Chair informed the Council that work on The Parade was due to start in August; Muxton Road, Muxton would be deferred until next year; Work on Church Road, Lilleshall had been completed. The Clerk was asked to inform the Borough Council of work required on Turreff Avenue, Donnington and Church Lane, Lilleshall. The Clerk was also asked to write to the Borough Council stating its displeasure with the traffic lights constantly breaking down at the “four ways” Wrekin Drive, Donnington.

16. Lilleshall Tennis Courts

The Council discussed the revised invoice received from the company for the unsatisfactory work carried out at the Tennis Courts, Lilleshall. A number of proposals were put forward and it was eventually **resolved** – that the Parish Council pays for the installation of the handrails and the tarmaced flower beds (£1067.41 + VAT) but to renegotiate with the company regarding the section of the invoice containing the cost of work carried out on the footpath.

17. Grant Awards – Setting up of Working Group

The Council discussed the setting up of a small working group to investigate procedures in awarding grants to outside organisations. **Resolved** – to establish a small working group and that the members are Councillors Mrs R Gregory, Mrs P A Green, M Skelton and J Thompson.

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18. Correspondence

a. Shropshire Middle Severn Catchment Abstraction Management Strategy

Each Councillor had received a copy of the strategy and the Chair informed the Council that any comments were required to be sent by 31st August 2005.

b. Clean Neighbourhoods and Environment Act 2005



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Each Councillor had received a copy of the letter informing them of the timetable for implementing the provisions of the Act and its impact on Parish Councils.

c. Telford and Wrekin Local Development Scheme

The Chair informed the Council that the above document was held in the Parish Office should Councillors wish to read it.

The Chair asked the Clerk to write on behalf of the Parish Council to the Chair of the London 2012 Olympic Team congratulating them on winning the bid for the Olympic Games 2012 and to remind them that there is an extremely good sports facility to train athletes at Lilleshall National Sports Centre.

Councillor C Mason asked if it would be possible for the Clerk to write to the Borough of Telford and Wrekin stating that there were no adequate swimming facilities in Telford.

The meeting closed at 2100hrs.

Signed:

Date: