

Lilleshall and Donnington Parish Council

Minutes of a Full Council Meeting held at Turreff Hall on 8th June 2009 at 7.00pm

Present:

Councillors: P Norton (Chairman), A Baker, Mrs V Brown, Mrs E A Clare, B Green, Mrs P A Green, Mrs R Gregory, J Hockin, J Lavery, Mrs B Mason, C Mason, G Platt, J Thompson, K Watkins.

Also Present: R Morgan (Parish Clerk), Councillor N Dugmore (Telford & Wrekin).

1. **Apologies:** Councillor M Edwards.
Resolved – that the apology is accepted.
2. **Declaration of Interest:** None declared.
3. **Public Session**
There were no members of the public present.
4. **Minutes**
Councillors confirmed the Minutes of the following meetings of the Council:
 - a. Planning Committee of 8th May 2009.
Resolved – that they be confirmed and signed as a true record.
 - b. Annual General Meeting of Full Council of 11th May 2009.
Resolved – that they be confirmed and signed as a true record.
5. **Matters Arising for Information**
There were no matters arising.
6. **Expenditure Transactions**
Each Councillor received a copy of the expenditure transactions for April 2009.
Resolved – that the expenditure transactions for April 2009 are accepted as a true record.
7. **Bank Reconciliation**
Each Councillor received a copy of the Bank reconciliation as at 30th April 2009.
Resolved - that the bank reconciliation as at 30th April 2009 is accepted as a true record. The Clerk was asked to cancel the un-presented cheques dated 2008.
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 2008/2009.
 - 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 31st March 2008
Copy of Nationwide Building Society 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 2008/2009 were explained and that the onus was on the Members to satisfy themselves that all procedures were being complied with. The Clerk informed the Councillors of the point raised by the Internal Auditor with regard to arrangements made to manage risk during the year and the fact that Council minutes show that this was done towards the end of the previous financial year and again at the beginning of 2009/2010.

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.

To review its arrangements to manage risk within each financial year.

9. **Appointment of Internal Auditor for 2009/2010.**

The Council considered the appointment of Mr Colin Potts as this Parish Council's Internal Auditor for 2009/2010 and received his certificate of independence.

Resolved – that Mr Colin Potts is the Internal Auditor for this Parish Council for 2009/2010.

10. **Community Governance Review**

The Council discussed the consultation document regarding the Community Governance Review. As each Councillor had their own individual opinion the Council considered the proposal that officers from Telford & Wrekin Council hold public meetings in Donnington, Lilleshall and Muxton to answer questions put to them by the electorate. Some Councillors were of the opinion that it would be in the best interest of these meetings if they did not attend, thus eliminating any potential accusations that they were influential to people's decisions. However, the Clerk would attend to provide any factual information that should be required which the officers from Telford & Wrekin Council may not have.

Resolved – that the Clerk writes to Telford & Wrekin Council requesting that meetings be held in Donnington, Lilleshall and Muxton allowing for members of the electorate to put questions to its Officers with regard to the Community Governance Review.

- 11. Letter Published in the Newport Advertiser**
The Council were informed of a letter published in the Newport Advertiser and discussed its contents. Each Councillor received a copy of the letter and the response provided by Councillor Andrew Baker.
Resolved – that the Parish Council considers Councillor Baker’s response to be adequate and therefore feels that it does not need to respond and duplicate information.
- 12. Councillor Allowances.**
The Chairman asked the Members present to consider if the Parish Council should continue paying Councillor Allowances. The Clerk requested that should any Councillor not wish to receive an allowance then they are to write or email informing him.
Resolved – that the Council continue to pay Councillors an allowance at the present rate.
- 13. Cordingley Hall**
Resolved – that due to the confidential nature of this item it is discussed in Private Session at the end of the meeting.
- 14. Revaluation of Parish Council Buildings**
The Council considered employing external consultants/agents to revalue the Parish Council buildings to present day values. The Clerk was asked to investigate the added cost to the insurance policy should the Council decide to increase the value of the Talbot Centre to £100,000.
Resolved – that the Clerk investigate options and costs of revaluating the Parish Council Buildings and report back to Council.
- 15. One-way system, The Parade, Donnington**
The Council discussed the problem of vehicles ignoring the no-entry signs when accessing the Co-op car park from the car park by the post office. Councillors highlighted their own personal experiences of traffic safety issues as a result of vehicles ignoring the “No Entry” sign. Suggestions made to improve the safety of pedestrians in this area included the installation of a barrier and to paint “No Entry” on the road.
Resolved – to request that Telford & Wrekin Council paint “No Entry” on the road and the Clerk to meet officers from the highways department to see what other options are available.
- 16. Purchase of New Bins**
The Council considered purchasing six new bins in partnership with Telford & Wrekin Council to be situated two in Donnington, two in Muxton and two in Lilleshall.
Resolved – that the six bins are purchased in partnership with Telford & Wrekin Council at a cost to the Parish Council of £1,000.
- 17. Grant Applications**
The Council discussed the procedures for considering applications for grants awarded by Lilleshall and Donnington Parish Council.

Resolved – that the Parish Council considers grant applications from various bodies on a businesslike, professional and logical way adhering to the following conditions:

- People are able to understand why the parish council give grants and to whom, enabling us, the council, to make decisions that are correct, in our electorate’s interest and stand up to scrutiny.
- Invite and encourage people to attend the meeting when their application is being considered, enabling them to explain their reasons for the application and be questioned by Councillors. Applicants are to be informed that the Parish Council has amended its Standing Orders to allow for this.
- Once an application is received it is acknowledged. The applicant is advised when the application will be considered and invited to attend and at the same time advised that their participation will be informal. If no representative from the organisation attends then its application could be deferred until the next meeting.
- Minor alterations are to be made to the “Grant Application Form” to incorporate the above changes and to include a space for a signature.
- The “Grant Application Form” is available on the Council’s web site so that people can type their application and print it off. It is then easier for the Clerk to read.
- Councillors are sent copies of all applications prior to meetings.
- A full set of accounts is to be provided together with the latest bank statement otherwise the application will not be considered unless the organisation is new.

18. Correspondence

The Chairman informed the Council that the following correspondence had been received:

a. Central Telford Area Action Plan.

Along with the consultation document was an invitation to attend a publication seminar to be held at Civic Offices, Telford on 23rd June 2009.

b. Charity Golf Day – 19th June 2009.

A charity golf day will be held at the Shropshire Golf Club to support local charities including Telford Severn Hospice, S.V.P. Darfur and BRJ young people projects.

19. Date of Next Meeting

The Chairman informed Councillors that the date of the next meeting is 22nd June 2009 to be held at Turreff Hall.

The meeting closed at 2030hrs.

Signed:

Date:

Lilleshall and Donnington Parish Council

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Private Session

Resolved – that under Local Government Act 1972 Section 100A, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that these matters be discussed in Private Session and the Public have been asked to withdraw.

Cordingley Hall

The Clerk informed the Council that he had met with Mrs P Mundy and Mr Ashley Clayton with regard to the proposed transfer of the lease to Mr Clayton. However, only this morning did the Clerk receive information which may have a bearing on any decision made by the Council and asked that this item be deferred until further investigations could be made.

Resolved – that this matter is deferred until the Clerk has the information required to allow for an informed decision to be made by the Parish Council.

Signed:

Date: