

Lilleshall and Donnington Parish Council

Minutes of a Full Council Meeting held at Turreff Hall on 7th June 2010 at 7.00pm

Present:

Councillors: C Mason (Chairman), A Baker, M Edwards, Mrs P A Green, Mrs R Gregory, J Hockin, J Lavery, Mrs B Mason, G Platt, J Thompson, K Watkins.

Also Present: R Morgan (Parish Clerk).

1. **Apologies:** Councillors Mrs V Brown, Mrs E A Clare, B Green, P Norton.
Resolved – that the apologies are accepted.
2. **Declaration of Interest:** As per Register.
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. Annual Parish Council Meeting of 10th May 2010.
Resolved – that they be confirmed and signed as a true record.
 - b. Annual General Meeting of Full Council of 10th May 2010.
Resolved – that they be confirmed and signed as a true record.
 - c. Planning Committee Meeting of 17th May 2010.
Resolved – that they be confirmed and signed as a true record.
5. **Matters Arising for Information**
The Clerk was asked if the Tree Officer Telford & Wrekin Council had visited Yew Tree Lodge, Lilleshall to discuss the pruning of the tree with the applicant. The Clerk stated that he would investigate and report back to Council.
The Council was informed that an amended plan had been submitted for the proposed extension at 38 Limekiln Lane, Lilleshall but that it was still deemed unsatisfactory.
6. **Expenditure Transactions**
Each Councillor received a copy of the expenditure transactions for April 2010.
Resolved – that the expenditure transactions for April 2010 are accepted as a true record.
7. **Bank Reconciliation**
Each Councillor received a copy of the Bank reconciliation as at 30th April 2010.
Resolved - that the bank reconciliation as at 30th April 2010 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 2009/2010.

- 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 2010
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 2009/2010 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;

Sign the Accounts – Supporting Notes;

Sign the Explanation of Variances;

Sign the Consolidated Balance Sheet.

9. **Appointment of Internal Auditor for 2010/2011.**

The Council considered the appointment of Mr Colin Potts as this Parish Council's Internal Auditor for 2010/2011 and received his certificate of independence.

Resolved – that Mr Colin Potts is the Internal Auditor for this Parish Council for 2010/2011.

10. **Allotments**

The Clerk informed Councillors that he had hoped the proposed lease for the Donnington Site would have arrived before the meeting and he had included it on the agenda to speed up the process of obtaining the allotments. As it had not arrived, the Clerk updated Councillors on the progress of the proposed Lilleshall site and Donnington site. Members were frustrated at the amount of time the planning process was taking with regard to the Lilleshall site and asked the Clerk to write to the Head of Planning with copies to Councillor A Eade and CEO Mr V Brownlees expressing this Council's dissatisfaction. The Chairman stated that he would visit the relevant Planning Officer to see if matters could be enhanced.

11. Minor Local Authority Community Governor

The Council considered nominations of Councillors as Parish Council representatives on to the following school governing bodies:

Donnington Wood Infant School – Councillor P Norton has indicated that he would like to continue as representative.

Resolved – that Councillor P Norton remains as this Parish Council’s representative for Donnington Wood Infant School.

Donnington Wood Junior School – Councillor B Green has indicated that he would like to continue as representative.

Resolved – that Councillor B Green remains as this Parish Council’s representative for Donnington Wood Junior School.

Lilleshall Primary School – Councillor G Platt volunteered to be this Parish Council’s representative due to a vacancy.

Resolved – that Councillor G Platt is this Parish Council’s representative for Lilleshall Primary School.

12. Councillor Allowances.

The Chairman asked the Members present to consider if the Parish Council should continue paying Councillors allowances.

Resolved – that the Council continue to pay Councillors an allowance at the present rate.

13. Central Hall, Donnington

Councillors considered a request to cost share with Telford & Wrekin Council in providing a better footpath/entrance by stoning up the entrance to Central Hall, Donnington.

Resolved – that the Parish Council shares the cost of this project and agreed to contribute £1,000 whilst Telford & Wrekin Council would pay the balance of £1,332.

14. Arriva

Councillors discussed the letter received from Arriva in response to this Parish Council’s concerns regarding the proposed new bus routes for Telford. Councillors stated that they were still not satisfied that the route 55 to the Princess Royal Hospital would take longer and had repeatedly raised this issue at the Bus Users meetings at Telford & Wrekin Council. The Councillors requested that a representative from Arriva attends a Parish Council meeting to discuss this issue and asked Councillor J Thompson to organise this as he is currently the Chairman of the Bus User Group.

15. Date of Next Meeting

The Chairman informed Councillors that the date of the next meeting is 28th June 2010 to discuss grant applications.

The meeting closed at 2000hrs.

Signed:

Date: