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Minutes of Church Aston Parish Council

Held at the Village Hall, Church Aston on Monday 12th June 2017. The meeting commenced following at 7.20pm

Present: Cllr Simon Stacey (Chairman), Cllr Paul Evans (Vice Chairman), Cllr Mike Stansfield, Cllr Pat Sansom, Cllr Billie Knight, Cllr Marjorie Revill, Cllr John Pay, and Cllr Brian Richards

Also in attendance: Mike Atherton: Clerk to CAPC

1.	Apologies	Cllr Fiona McKeown and borough Cllr Andrew Eade
2.	Declarations of Interest	None
3.	Public Session	No members of the public present
4.	Minutes of the last meeting	<p>Minutes of the AGM held on 2nd May 2017 were proposed by Cllr Stacey, seconded by Cllr Evans, unanimously agreed by all present, and signed by the Chairman as a correct record of the meeting.</p> <p>Minutes of the ordinary meeting held on 2nd May 2017 were proposed by Cllr Stacey, seconded by Cllr Evans, unanimously agreed by all present, and signed by the Chairman as a correct record of the meeting.</p>
5.	Matters Arising	<p>a) Area under the former railway line: no change, maintain a watching brief;</p> <p>b) Millennium Stones: Clerk to chase up supplier inspections & report back to the next meeting;</p> <p>c) Wellington Road: continuing issues noted relating to Wellington Road and signage. Agreed: to invite Matt Powell (T&WC liaison officer) to next meeting;</p> <p>d) Traffic through the Village: noted that re-opening of Station Road had returned traffic through Church Aston village to normal. Effectiveness of the temporary SIDs agreed by all present. Agreed: Clerk to write to T&WC with a request for Church Aston to become part of the SIDs plus programme;</p>

PARISH PROJECTS & COMMUNITY MATTERS

6.	Bus Stops & Shelters	<p>Following contact initiated by T&WC David Balme had been invited to attend the meeting to share with Members ideas for improving bus stops & shelters in the village.</p> <p>Unfortunately David had not been able to attend on the evening. Agreed: Clerk to make contact with David Balme and arrange for him to attend a future meeting at a mutually convenient date.</p>
7.	Street Lighting – Receipt of Tenders	<p>The Clerk reported that one tender had been received by the closing date (collected from Oakengates sorting office).</p> <p>A second tender had been delivered to the Clerk’s home (as required) prior to the closing date but returned to the sender because the Clerk was not present to sign for receipt. The Clerk had subsequently contacted the contractor and arranged for delivery of the documents.</p> <p>Members of the Parish Council agreed that the second tender should be accepted as a bone fide bid on the basis that the contractor had attempted to deliver the documents in line with the Council’s requirements, and that the contractor should not be unfairly penalised by the Clerk’s absence.</p> <p>Having concluded the above matter the Clerk provided:-</p> <ul style="list-style-type: none"> • a brief overview of the two tenders received; and • reasons why two other contractors had not bid; <p>A process and timeframe for evaluating the two tenders was confirmed with Cllr Richards and the Clerk leading this part of the project.</p> <p>Members discussed funding arrangements and asked the Clerk to contact the PWLB to clarify a number of options to vary the actual loan from the DCLG approval.</p> <p>Members noted that the tender sums are exclusive of VAT and briefly considered whether it is more advantageous to fund the VAT from reserves or to include in the PWLB loan. A consensus favoured funding from reserves with a prospect of reducing the loan period.</p> <p>Agreed: all of the above matters to be reviewed upon completion of a tender evaluation report and considered at the next CAPC meeting on 3rd July 2017.</p> <p>Cllr Evans suggested and all members agreed that media publicity should be arranged at an appropriate time.</p>

<p>8.</p>	<p>Projects for the Parish</p>	<p>a) Planters & Wild Flower Areas: it was noted that a planter adjacent The Close had now been relocated and all planters planted out with summer bedding plants. Petunias had been planted in the planter next to the Church Hall by the Priest in Charge, and it was agreed that these looked good and should not now be replanted. Members agreed that all seven planters looked well and provide welcome colour to the village.</p> <p>Cllr Evans informed colleagues of some seeding issues at a number of the wild flower planting sites and confirmed that all preparatory works had now been concluded.</p> <p>b) Wallshead Way Play Area: Cllr Stacey updated Members on discussions held at the last meeting and particularly on what are considered sensitive design issues that have emerged through development of ideas and outline proposals.</p> <p>Following a diverse discussion covering design options, play facility needs, potential impact for residents, drainage issues, and costs / funding options it was agreed that aspirations need to be realistic, affordable and acceptable to residents.</p> <p>Agreed: Clerk to contact Derek Owen (T&WC) to confirm dates for a workshop session and to re-assess conditions for S.106 funding.</p> <p>c) Brocton Memorial: Clerk to contact War Memorials Trust regards permissions and stone masons for design options with a report back to the July meeting;</p> <p>d) Social Media:</p> <p>Web-site: the Clerk reported that he and Cllr Stacey had now received Jadu training from T&WC;</p> <p>Face-book: Noted that face-book continues to provide a very useful forum for communications.</p>
<p>9.</p>	<p>Representatives Reports</p>	<p>Parish Newsletter: nothing to report at present;</p> <p>Village Hall: Cllr Knight provided her regular report including progress on the car park re-surfacing project, introduction of height barriers, a fund raising fashion show on 24th June, a barn dance on 21st October, upgrades to the Committee Room facilities, and other minor improvements. In concluding Cllr Knight indicated that the VH Committee are looking for new members and anyone interested should contact Malcolm Bennett (Chairman)</p>

		<p>Newport Regeneration Partnership: Cllr Pay confirmed that NRP are to meet on 20th June 2017 when the Vice-Chancellor of HAU would be attending and T&WC representatives would provide a presentation on the agri-tech development proposals for a site adjacent the A518 to the south of Newport;</p> <p>Bus User Group: it was understood that the April meeting had been re-scheduled. Agreed: Clerk to confirm dates for the next / future meetings;</p> <p>T&WC: nothing to report.</p>
10.	Correspondence	The clerk reported on various email and written correspondence received since the last meeting.
POLICY & PLANNING MATTERS		
11.	Local Plan 2016/31	Cllr Pay informed colleagues that the Planning Inspector had instructed T&WC to clarify ownership for a number of the housing site allocations, and to remove a number of sites without planning permission including the former Sainsbury site on Station Road.
12.	Neighbourhood Planning	<p>Cllr Pay had previously circulated for comments a proposed consultation response to the draft Newport Neighbourhood Plan. Following discussions on a number of related matters the draft response was proposed by Cllr Evans, seconded by Cllr Richards and unanimously agreed.</p> <p>Agreed: Cllr Pay to finalise the response for submission by the Clerk prior to the consultation deadline.</p>
13.	Planning Applications	There were no new applications in the parish this month.
FINANCE & GOVERNANCE		
14.	Accounts and Payments	<p>(i) The Clerk confirmed the balance of account at 30/05/17 as £20,124.50;</p> <p>(ii) Three cheques had been raised since the last meeting (Nedes Landscaping £130.00, HMRC (PAYE) £154.80, and M. Atherton (expenses incurred for planters) £119.00)</p> <p>(iii) A cheque to Came & Company in the sum of £327.67 was approved and signed at the meeting for the Parish Council's annual insurance cover;</p>

15.	Personnel Committee	No matters to report
13.	Compliance Matters	<p>(a) Internal Audit – Members noted and approved a letter from the Internal Auditor confirming that the Parish Council’s accounts and processes for 2016/17 were in order, and providing a number of best practice recommendations for consideration in 2017/18.</p> <p>(b) Annual Return 2016/17 - Members noted and approved the Annual Return</p> <p>(c) Risk Register - Members noted and approved draft proposals for a number of amendments to the Risk Register per discussions at the May meeting, and then formally adopted the revised version for 2017/18 (proposed Cllr Evans, seconded Cllr Sansom, unanimously agreed).</p>
ROADS, HEDGES & DITCHES		
14	Roads, Hedges and Ditches	<p>(a) Cllr Knight informed colleagues about the process and timetable for appointment of a new Priest in Charge at St. Andrew’s Church. Members noted that the new appointment would continue to be a part-time post. Closing date for applications is 2nd July 2017.</p> <p>(b) Cllr Knight confirmed the date for Civic Sunday and arrangements;</p> <p>(c) Cllr Evans advised that he had contacted Adrian Corney (T&WC) about clearing grass from around the millennium stone at The Mere, removing tree growth which is hiding the 30 mph sign at the top of Liddles Bank, and cutting back a hawthorn hedge that bounds the village hall because it is encroaching the footway route over the former railway bridge. Both Cllr Evans and the Clerk to monitor actions in coming weeks and to report back to the next meeting.</p>

Date and time of next meeting confirmed as Monday 3rd July at Church Aston Church Hall starting at 7.40pm

Meeting closed at 9.25 pm

Signed Chairman:

Date: