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### Minutes of Church Aston Parish Council

Held at the Church Hall, Church Aston on Monday 2<sup>nd</sup> October 2017. The meeting commenced following at 7.40pm

**Present:** Cllr Simon Stacey (Chairman), Cllr Paul Evans (Vice Chairman), Cllr Pat Sansom, Cllr Marjorie Revill, Cllr Mike Stansfield, Cllr Brian Richards, and Cllr Fiona McKeown

**Also in attendance:** Borough Cllr Andrew Eade and Mike Atherton: Clerk to CAPC

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| 1. | <b>Apologies</b>                   | Cllr Billie Knight and Cllr John Pay  |
| 2. | <b>Declarations of Interest</b>    | None  |
| 3. | <b>Public Session</b>              | No members of the public present  |
| 4. | <b>Minutes of the last meeting</b> | Minutes of the ordinary meeting held on 4 <sup>th</sup> September 2017 were proposed by Cllr Evans, seconded by Cllr McKeown, unanimously agreed by all present, and signed by the Chairman as a correct record of the meeting.   |
| 5. | <b>Matters Arising</b>             | <p>a) <b>Heart of the Village:</b> Cllr Stansfield briefly explained his intentions in respect of this item. The principle of a 'heart of the village' approach was proposed by Cllr Stansfield, seconded by Cllr Evans, and unanimously agreed. Thereafter, various issues were discussed including: an untidy verge area at the entrance to Pinewoods, Church Hall &amp; Village Hall car parks, area under the bridge, and consistency of approach. A budget of £200.00 was suggested for the Church Hall car park &amp; hedges plus a further £100.00 for the village Hall hedges (excluding T&amp;WC owned hedge). Separately, Agreed Clerk to contact Adrian Corney with a view to carrying out an environmental audit with Cllrs Evans &amp; Stansfield present;</p> <p>b) <b>Millennium Stones:</b> the Clerk reported that a stonemason would be inspecting the fractured boundary stone on 4/10/17 and would be carrying out repairs if weather conditions permit;</p> <p>c) <b>Wellington Road:</b> Cllrs reviewed the current situation</p> |

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|  |  | <p>following Matt Powell's visit to the last meeting and subsequent works carried out. Agreed to cover issues of encroachment in the proposed 'environmental audit';</p> <p>d) <b>SIDS Plus Initiative:</b> Awaiting a costed response from MP for 4 permanent SIDs locations and provision of a SIDs indicator;</p> <p>e) <b>Barnfields Development:</b> Clerk to chase up a response from Galliers;</p> <p>f) <b>Remembrance Sunday:</b> Clerk to purchase 2 number wreaths as last year. Noted that Cllr Richards is not available on 12/11/17. <b>Agreed:</b> Clerk to contact Ann Whitfield to determine roles and reading leads.</p>   |
| <b>PARISH PROJECTS &amp; COMMUNITY MATTERS</b> |  |  |
| 6.   | <b>Annual Community Grant Awards 2017</b>          | <p>A schedule of bids made prior to the meeting was circulated with the meeting papers.</p> <p>Immediately prior to the meeting Church Aston Brownies had confirmed their intention to apply for a grant.</p> <p>Cllr Stansfield proposed, and Cllr Brian Richards seconded, proposals set out in the schedule attached to these minutes. Members unanimously voted in favour of the proposal.</p> <p>Cllrs qualified the above proposals with grant provision for Church Aston Brownies subject to receipt of an application.</p>   |
| 7.   | <b>Telford Pride @ 50 Celebration Grant Awards</b> | <p>Members noted email communication from Cllr Shaun Davies, Leader of T&amp;WC regards the 'Telford Pride @ 50 Celebration Grant Awards' which has a deadline of 23<sup>rd</sup> October 2017.</p> <p>Following a full discussion of potential options Cllrs decided that there was no obvious initiative worthy of support and therefore agreed not to pursue an application.</p>  |
| 8.   | <b>Parish Projects</b>                             | <p>a) <b>Street Lighting – LED Upgrade:</b> the Clerk provided a verbal update on progress with LED upgrade works almost complete. The Clerk is in contact with EON regards outstanding works (CA1 &amp; CA73), price adjustment, and media opportunities. Possible photo-call for Thursday 5/10/17 to be confirmed.</p> <p>b) <b>Planters &amp; Wild Flower Areas:</b> following a brief discussion it was agreed to discuss with representatives of the Gardening Club options for improving the floral displays for 2018. Clerk to clear existing flowers this week and Cllr McKeown has agreed to plant out miniature daffodils in 5 planters with the Clerk planting out the other two.</p> |

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|                                      |                                | <p>c) <b>Wallshead Way Play Area:</b> Cllr Stacey summarised discussions from a recent workshop session. After a brief review Cllr Evans proposed, and Cllr Stansfield seconded, recommendations from the workshop which were unanimously agreed. Members also agreed an outline project plan for discussion and further development with Derek Owen (T&amp;WC);</p> <p>d) <b>Brocton Memorial:</b> the Clerk has now distributed an outline scheme to a number of stone masons inviting project proposals and budget quotations;</p> <p>e) <b>Social Media:</b><br/> <b>Web-site &amp; Facebook:</b> Members discussed a range of projects and opportunities that might benefit from exposure via the website &amp; social media including the LED upgrade project and play area improvement proposals.</p>   |
| 8.                                   | <b>Representatives Reports</b> | <p><b>Parish Newsletter:</b> LED upgrades to street lighting and proposals for play area improvements agreed to form the core of the next newsletter;</p> <p><b>Village Hall:</b> In her absence Cllr Knight provided a written report of village hall matters including confirmation that planning approval for the car parking improvements is now in place. Other matters include planned drainage works, weeding around the car park, and boiler maintenance issues;</p> <p><b>Newport Regeneration Partnership:</b> minutes of the September meeting had been circulated by Cllr Pay with the next meeting scheduled for 5<sup>th</sup> December;</p> <p><b>Bus User Group:</b> Cllr Evans had not been able to attend the last meeting due to un-planned family commitments. However, he had spoken with Katrina Baker and therefore provided a summary briefing for colleagues;</p> <p><b>T&amp;WC:</b> Cllr Eade indicated that the two key issues confronting T&amp;WC are a shortage of school places and the ongoing 'Fit for the Future' hospitals debate.</p> |
| 9.                                   | <b>Correspondence</b>          | The clerk reported that all significant correspondence not covered elsewhere in the agenda had previously been circulated to members.  |
| <b>POLICY &amp; PLANNING MATTERS</b> |                                |  |
| 10.                                  | <b>Local Plan 2016/31</b>      | In light of the absence of Cllr Pay and limited time Cllr Stacey's suggestion that this matter be carried over to the next meeting was unanimously agreed.   |
| 11.                                  | <b>Planning Applications</b>   | The planning schedule for October 2017 was noted.  |
| <b>FINANCE &amp; GOVERNANCE</b>      |                                |  |

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| 12.                                | <b>Accounts and Payments</b>     | <p>(i) The Clerk presented the second quarter bank reconciliation for approval which was duly signed by two authorised signatories. (Note: Clerk to amend two transposed errors in spending distribution spreadsheet which spend per vote but not the bank reconciliation);</p> <p>(ii) The balance of account at 30/09/201 was £39,200.45;</p> <p>(iii) Three (3) cheques had been raised since the last meeting and one (1) standing order paid with details provided to members. Also, the account had benefitted from draw-down of the PWLB fund and the second half precept payment from T&amp;WC;</p> <p>(iv) Four accounts had been received for payment with cheques signed at the meeting;</p>  |
| 13.                                | <b>Personnel Committee</b>       | No matters to report   |
| 14.                                | <b>Compliance Matters</b>        | <p>The Clerk provided a full verbal account of the external auditor's comments following completion of the audit of the Annual Return 2016/17.</p> <p>In summary, the external auditor had provided the Parish Council with a clean bill of health on all substantive matters.</p> <p>The auditor had made one minor specific comment on the presentation of an uncashed cheque at year-end which is noted and agreed.</p>   |
|                                    | <b>Standing Orders</b>           | Cllr Stacey (Chairman, moved standing orders with an extension of meeting time of 10 minutes to allow business to be completed. The motion was seconded by Cllr Evans and unanimously agreed.  |
| <b>ROADS, HEDGES &amp; DITCHES</b> |                                  |  |
| 15                                 | <b>Roads, Hedges and Ditches</b> | <p>a) Cllr Evans reiterated his thanks for attendance of Matt Powell (T&amp;WC) at the last meeting and noted that several areas of Liddle's Bank had been marked up ready for repair works to be carried out;</p> <p>b) Cllr Stansfield commented that a footpath running from Brookside Avenue to Wallshead Way was very muddy caused by the hedge-cutting tractors. Clerk to request T&amp;WC to clear mud from the path and to review working methods for next year;</p> <p>c) Cllr Richards noted that the Parish Council had not made any awards for Worthy Citizens in 2017. Cllr Evans indicated that this was because no nominations had come forward. It was agreed that the matter be included on the agenda for future meetings;</p> |

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|  |  | <p>d) Cllr Richards enquired who would be representing the Parish Council at the licensing ceremony for Zoe Hemmings, the new Priest in Charge at St. Andrew's Church, on 11<sup>th</sup> October. Cllr Stacey indicated that he would do his best to attend as did several colleagues.</p> <p>e) Cllr McKeon noted the proximity of the festive period and invited colleagues to consider options.</p> |
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**Date and time of next meeting confirmed as Monday 6<sup>th</sup> November 2017 at Church Aston Church Hall starting at 7.40pm**

Meeting closed at 9.45 pm

Signed Chairman:

Date: