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Minutes of the meeting of Church Aston Parish Council held at 7.40 pm on Monday 4th June 2018 in St. Andrew's Church Hall, Church Aston.

Present: Councillors: **S. Stacey (Chairman)**
P. Evans (Vice-Chairman)
F. McKeown
P. Sansom
M. Knight
M. Stansfield
B. Richards

In attendance: M. Atherton (Clerk)
Cllr A. Eade (T&WC) part

At commencement of the meeting Cllr Stacey (Chairman) invited members to join him in a minutes silence to reflect on the hard work and valuable legacy of Leonie Wheeler, former Priest in Charge at St. Andrew's Church, following news of her recent death.

(04/06/18)

Item 1 - Apologies:

Cllr John Pay (holidays) and Cllr Marjorie Revill (ill-health)

Item 2 – Declarations of Interest:

Members were reminded of a need to declare their interests in any matter appearing on the agenda. There were no declarations of interest.

Item 3 – Public Session:

No members of the public present at the meeting

Item 4 – Minutes of the Meeting held on 8th May 2018

It was proposed by Cllr P. Evans and seconded by Cllr F. McKeown that the minutes of the May 2018 meeting be accepted and agreed as a true record. All members present were in favour.

<p>Resolved: minutes of the meeting held on 8th May 2018 to be signed by the Chairman, as a true record.</p>
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Item 5 – Matters Arising:

(a) **Boundary Review:** Cllr P. Evans provided a brief overview of the current situation including reference to draft terms of reference issued by the Boundary Review Committee (T&WC) and a failure of T&WC to respond within the appropriate timescale to an FOI that he had sent regarding parish and electoral boundaries. **Action:** Clerk to circulate to all members the draft terms of reference for the review issued by T&WC.

(b) **Heart of the Village:** the Clerk reported back on a recent joint inspection with Stephen Scanlon (T&WC) of the conditions of roads and footways. An inventory of issues had now been assembled with actions as appropriate.

It was noted that despite formal reporting c/o the T&WC on-line reporting system channel lines in the vicinity of Greenvale, the entrance to Pinewoods, and along The Close had still not been swept. **Action:** Clerk to pursue with T&WC.

(c) **Wellington Road:** Members discussed continuing issues along Wellington Road including (i) encroaching verge / hedges resulting in very narrow and potentially hazardous stretches of footway between Church Aston Road and The Aston PH; and (ii) the proposed extension of the 30 mph speed limit. **Action:** Clerk to contact T&WC regarding both issues.

(d) **SIDS / Liddles Bank:** Recent road closures on Liddles Bank and resulting traffic issues were briefly discussed. **Action:** Clerk to investigate costs of battery operated SIDs signs.

(e) **Silent Soldier Initiative:** the Clerk reported that the silent soldier figure had now been ordered with delivery anticipated soon. It was generally agreed that a specific location for displaying the figure should not be finalised until it has arrived in order for potential visual impact to be fully assessed.

(f) **Community (formerly 'Civic') Sunday:** proposed new arrangements and timings for Community Sunday were noted. The Chairman and the Clerk are to meet again with Zoe Heming on 12th June to finalise arrangements.

(g) **Roads and Footways Maintenance:** joint inspection with Stephen Scanlon (T&WC) of the parish area had now been completed and a schedule of actions prepared (see minute (04/06/18) – 5(c) above).

(h) **Smartwater:** the Chairman apologised for not having progressed this matter and requested the Clerk to make contact with the company prior to the July meeting.

Item 6 – Bus Shelters:

David Balme (Senior Transport Planner, T&WC) attended the meeting and provided members with an update on the review of the T&WC bus stop / shelter design guide,

efforts to improve investment and repairs & maintenance, and upgrades to related infrastructure.

The review had found existing bus shelters across the borough were of many designs and in variable condition with many no longer fit for purpose. As revenue funding diminishes greater emphasis will in future be placed on standardising bus related infrastructure through capital schemes. An exercise is currently underway to secure a preferred supplier for bus stops / shelters.

Mr Balme referred to the proposed Innovation & Enterprise Park to the South of Newport which in parts is no more than a 10 minute walk from the route of the number 5 bus service.

Actions: Clerk to write to T&WC to formally request (i) funding for provision of a bus shelter along Wallshead Way near to the play area, and (ii) in support of the proposed relocation of a bus stop from Wellington Road into Church Aston Road in the interests of highway safety.

PARISH PROJECTS & COMMUNITY MATTERS

Item 7 – Parish Projects

(a) **Street Lighting Project:** a report on the Street Lighting LED Upgrade was deferred until the July meeting in light of the busy agenda for this evening's meeting and to allow further time for public comments

(b) **Village Planting Schemes:** the Clerk updated members on liaison with Church Aston Gardening Club and proposals / timeframe for planting of the village planters.

Cllr Evans confirmed that the wild planting areas had now been seeded by T&WC with early indications of good growth.

(c) **Wallshead Way Play Area:** Members discussed all aspects of this proposed project in terms of local need, design options and potential impact, scheme costs and funding, and potential future liabilities. At conclusion of the debate members agreed unanimously in favour of the scheme subject to clarification of a number of detailed points concerning scheme funding, future maintenance provisions, funding to alleviate flooding on the existing younger-age play area. Agreement also subject to a minor design changes relating to height of boundary fencing in each corner of the proposed MUGA.

Cllr B Richards proposed and Cllr P Evans seconded provision of a contribution of £4,400 towards total costs of the scheme with all members present in favour.

Resolved: Church Aston PC to provide £4,400 funding contribution to the proposed scheme as recommended by T&WC in line with their contractor's written quotation and design.

- (d) **Brocton WWI Memorial:** noted that the scheme is progressing.
- (e) **Social Media:** Cllr Evans informed colleagues of recent communications and postings, and the Clerk summarised further updates to the website now completed

Item 8 – Representative Reports

- a. **Parish Newsletter:** nothing to report.
- b. **Village Hall:** Cllr Knight provided a short report indicating that a recent Village Hall Committee had been postponed, the new external store was now in full use but did not meet full needs of the scouting groups, and that decorative works had recently been completed in the kitchen area.
- c. **Newport Regeneration Partnership:** noted that a meeting scheduled for Tuesday 5th June 2018 had been cancelled.
- d. **Bus User Group:** Cllr Evans referred to minutes of an extraordinary meeting held to discuss a review of the future viability of service number 519 (Newport to Shrewsbury via Crudgington) – there remains a high degree of uncertainty over this as a commercial service.

Cllr Evans also confirmed the date of the next BUG meeting as 19th September 2018.

- e. **Telford & Wrekin Council:** Cllr Eade confirmed there was nothing new or of particular significance to report

Item 9 – Correspondence:

The Clerk informed members of all correspondence received since the last meeting and actions taken where appropriate.

POLICY & PLANNING MATTERS

Item 10 – Planning Applications

Members considered the planning applications schedule provided for the June meeting and commented accordingly.

FINANCE & GOVERNANCE:

Item 11 – Accounts & Payments

- (a) The Clerk informed members of the account balance as at 31/05/18
- (b) The Clerk informed members of payments made since the last meeting on 8th May 2018 as follows:

Payment	Cheque No.	Statute	Amount
Cartwright's Waste Services	BACS	LGA 1972 s137	£182.70
Katrina Baker – Internal Audit	300482	LGA 1972 s101	£60.00
RBL (Surrey) – silent soldier	300483	LGA 1972 s137	£250.00
T&WC – website training	300484	LGA 1972 s144	£37.50

- (c) The Clerk informed members of accounts to be paid at this meeting as follows:

Payment	Cheque No.	Statute	Amount
HMRC (PAYE	300485	LGA 1972 s112	£77.40
West Mercia Energy	300486	LGA 1972 sch14	£129.01

Item 12 – Personnel Committee:

The Personnel Committee had not met and so there were no matters to report

Item 13 – Compliance Matters:

- (a) **Internal Auditors Report:** copies of the Internal Auditor's report were circulated in advance of the meeting to all members. Findings of the report were considered item by item with all 4 recommendations for action agreed. Cllr Evans proposed, and Cllr Richards seconded approval of the report & recommendations with all members present in favour

Resolved: the Internal Auditor's Report and Recommendations be approved.

- (b) **AGAR:** copies of the draft Annual Governance & Accountability Return for 2017/18 were circulated in advance of the meeting to all members. The draft return was considered item by item with approvals as follows:
- (i) Cllr M Stansfield proposed and Cllr Billie Knight seconded approval of the "Annual Internal Audit Report 2017/18" (AGAR) with all members present in favour.
- (ii) Cllr B Richards proposed and Cllr P Evans seconded approval of the "Annual Governance Statements 2017/18" (AGAR) with all members present in favour.

Resolved: the Chairman is authorised to sign at this meeting the Annual Governance Statement 2017/18 on behalf of the Parish Council.

(iii) Cllr B Richards proposed and Cllr Pat Sansom seconded approval of the “Accounting Statements 2017/18” (AGAR) with all members present in favour.

Resolved: the Chairman is authorised to sign at this meeting the Accounting Statements 2017/18 on behalf of the Parish Council

(c) **Notice of Public Rights 2017/18:** a draft notice relating to the Exercise of Public Rights 2017/18 was circulated in advance of the meeting to all members.

Cllr B Knight proposed and Cllr B Richards seconded a proposal for the period for exercise of public rights for the accounts and all related information for 2017/18 to be from Monday 11th June to 20th July 2018 (inclusive) with all members present in favour.

Resolved: the period for Exercise of Public Rights 2017/18 to run from 11th June until 20th July 2018 (inclusive).

Roads, Hedges & Ditches

(a) Cllr McKeown informed the meeting that Sue Cusack, headteacher at Church Aston Infant School, had recently announced her retirement and would be leaving the school at the end of the summer term.

Action: Clerk to write to Mrs Cusack on behalf of the Parish Council thanking her for exemplary service and wishing her well in retirement.

(b) Cllr Stacey (Chairman) asked the Clerk to extend thanks on behalf of the Parish Council for giving up his time to attend this evening’s meeting and for sharing information with members relating to bus service infrastructure and funding.

Action: Clerk to email thanks to David Balme (Senior Transport Planner, T&WC)

Date and time of next meeting confirmed as Monday 2nd July 2018 at Church Aston Church Hall starting at 7.40pm

Meeting closed at 9.50 pm
Signed Chairman:

Date