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**Minutes of the meeting of Church Aston Parish Council held at 7.40 pm on Monday 1<sup>st</sup> April 2019 in St. Andrew's Church Hall, Church Aston.**

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

**In attendance:** M. Atherton (Clerk)

**(01/04/19)**

**Item 1 - Apologies:**

Cllr M. Revill, Cllr J. Pay and Borough Cllr A. Eade

**Item 2 – Declarations of Interest:**

There were no declarations of interest.

**Item 3 – Public Session:**

Dr Malcolm Bennett attended the public session to seek views of Parish Councillors on a proposal to design and adopt a Church Aston flag. He explained that if the idea gains broad approval it is intended to involve community groups including the village school in a design process. A village flag would help to provide identity for the Church Aston community.

Members briefly discussed the proposal and agreed to carry this item forward for further consideration at the May meeting

**Item 4 – Minutes of the Meeting held on 4<sup>th</sup> March 2019**

Minutes of the meeting held on 4<sup>th</sup> March 2019 were proposed as a true and accurate record of proceedings by Cllr Paul Evans and seconded by Cllr Pat Sansom. All members present voted in favour.

**Resolved:** minutes of the meeting held on 4<sup>th</sup> March 2019 to be signed by the Chairman, as a true record.

**Item 5 – Matters Arising:**

- (a) **Conservation Area Status / Heritage:** following on from a discussion at the March meeting Cllr Richards referred to the number and location of listed buildings within the Parish, with particular emphasis on Church Aston village. The discussion explored potential opportunities arising from conservation area status and reviewed examples in other areas. In conclusion it was agreed that more information is required and the Clerk was tasked with contacting T&WC planning and English Heritage.
- (b) **Boundary Review:** Cllr Evans provided a brief update on process noting that the current review recommendations had not yet been approved by T&W Council. There is also potential for boundary issues to be raised again in 2023 when the next formal review of T&W electoral wards is due. **Agreed:** to maintain a watching brief.
- (c) **Heart of the Village:** Cllr Mike Stansfield noted that there had recently been issues of youngsters on bicycles messing around under the former railway bridge. It was also reported that there is a growing accumulation of rubbish. **Action:** Clerk to chase up again with T&WC Estates requesting a timeframe for transfer of control or an assurance that T&WC will regularly maintain the area.
- (d) **Wellington Road:** Members asked the Clerk to chase up again with T&WC seeking a timeframe for the speed restriction and an update on the encroachment issues along Wellington Road.
- (e) **'Silent Soldier':** Cllr Evans updated on the Silent Soldier issues. It was agreed that the Clerk should approach RBL to determine what other local councils had done with their 'Silent Soldier'. Another option considered was that of storing it until October and then erecting it on the bus shelter as part of the annual Remembrance Service.
- (f) **Tree Issues in Greenvale:** the Clerk reported on telephone contact with the owners / occupiers of 22 Greenvale and reasons for a delay in clearing timber from a felled birch tree. **Action:** Clerk to chase-up and report back at the next meeting.
- (g) **Wallshead Way Play Area:** works to complete the scheme had been delayed due to excessive rain and will now be finalised during April. Ongoing concerns about ponding on the play area surface were discussed Action: Clerk to report this to Derek Owen (T&WC) as a potential latent defect.
- (h) **Matters Raised by Cllr Nelson (NTC):** Cllr Tim Nelson of Newport Town Council had some weeks ago approached Cllr Richards asking whether CAPC could assist NTC in allocating newly built social housing in Newport, and to request provision of an additional street light along a footway at the southern boundary of the play area.

Following discussion members agreed that Cllr Richards should refer their views back to Cllr Nelson.

- (i) **Watering of Village Planters:** the Clerk reported on a conversation with Needes Landscaping regarding watering of the village planters. Members commented on their general satisfaction with the services of Needes Landscaping. However, there is an obligation on the Parish Council to adhere to standing orders and to show that value for money has been achieved. It was agreed that the Clerk should place an advert in local media seeking interest, and also to informally approach neighbouring parish / town councils to see whether their contractors are interested in the work.

## **PARISH PROJECTS & COMMUNITY MATTERS**

### **Item 6 – Parish Projects**

- (a) **“We Don’t Buy Crime”- Smartwater:** the Clerk informed Members of proposals for 3 further public sessions to distribute Smartwater kits to residents of Church Aston & Longford.

During discussions Members noted that they should not take part in these additional public sessions prior to the forthcoming elections (purdah). However, this restriction would change if insufficient candidates come forward and the election is uncontested.

Irrespective of the above matters the Clerk was authorised to proceed with distribution of the Smartwater kits as planned.

### **Item 7 – Communications**

- a. **Correspondence:** the Clerk referred to a list of recent communications (letters and/or emails) of particular note. Members endorsed a range of actions taken, or to be taken, by the Clerk to respond to these communications where appropriate.
- b. **Parish Newsletter:** preparation of the forthcoming Newsletter has been temporarily suspended during purdah.
- c. **Web-site and Social Media:** brief reports were provided by Cllr Evans and the Clerk concerning face-book activity and the web-site.

### **Item 8 – Representative Reports**

- a. **Village Hall:** Cllr Knight provided her regular update on matters relating to the Village Hall. These were noted and efforts of the committee fully endorsed.
- b. **Newport Regeneration Partnership:** Cllr Pay reported that a meeting of NRP scheduled for 2<sup>nd</sup> April 2019 has been postponed pending the forthcoming Parish and Borough elections.
- c. **Bus User Group:** nothing to report.

- d. **Telford & Wrekin Council:** nothing to report.

## **POLICY & PLANNING MATTERS**

### **Item 9 – Planning Applications**

Members discussed various aspects of the Planning Schedule (April 2019) with no actions arising.

**Temporary Suspension of Standing Orders:** In light of limited time available to deal with remaining items Cllr Evans proposed a temporary suspension of standing orders to enable all business on the agenda to be concluded. This was seconded by Cllr Pay with all Members present voting in favour.

## **FINANCE & GOVERNANCE:**

### **Item 10 – Accounts & Payments**

- (a) There were two payments made between the meeting held on 4<sup>th</sup> March 2019 and tonight's (1<sup>st</sup> April 2019) Parish Council meeting;

<b>Payment</b>	<b>Cheque No.</b>	<b>Statute</b>	<b>Amount</b>
HMRC (PAYE)	300544	LGA 1972 s112	£77.40
West Mercia Energy	300545	LGA 1972 sch14	£137.97

- (b) The Clerk presented to Members details of the 4<sup>th</sup> Quarter Bank Reconciliation which includes the year-end account(s) balance for 2018/19. Following scrutiny the bank reconciliation was approved and then signed by two authorised signatories.

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

<b>Payment</b>	<b>Cheque No.</b>	<b>Statute</b>	<b>Amount</b>
M Atherton (Reimb't Exps)	300546	LGA 1972 s267	£26.95
HMRC (PAYE)	300547	LGA 1972 s112	£131.00
St. Andrew's Church Hall	300548	LGA 1972 s132	£116.25

Three cheques were then signed by two authorised signatories.

### **Item 11 – Appointment of the Internal Auditor:**

Members authorised the Clerk to re-appoint Ms Katrina Baker MBE as the Parish Council's 'Internal Auditor'.

### **Item 12 – Parish Elections 2019 (Information)**

The Clerk informed Members about formal processes relating to the forthcoming Parish and Borough Elections including the deadline for Nominations.

The Clerk also explained to Members implications should there be sufficient *Nominations* to require an election, and the situation should there be insufficient *Nominations* leading to an 'uncontested' election.

Specifically, it was noted that the CAPC Annual Parish and the Ordinary Parish meetings scheduled for Tuesday 7<sup>th</sup> May 2019 would not take place if an election is to be held on 2<sup>nd</sup> May 2019 because the prescribed notice period for meetings could not be provided. If the election is 'uncontested' then the meetings may proceed as scheduled.

### **Roads, Hedges & Ditches**

- (a) Cllr Evans commented on the poor condition of the road surface along Liddle's Bank including potholes and rutting along poorly reinstated utility trenches with conditions made worse by an increase in traffic. **Action:** Clerk to report to T&WC seeking urgent action.

**Date and times of the Annual Parish Meeting (7.15 pm) and the next Ordinary Parish Council Meeting (~7.45 pm) were provisionally notified as Tuesday 7<sup>th</sup> May 2019 at Church Aston Church Hall.**

Meeting closed at 9.50 pm

Signed Chairman:

Date