

CLERK: Michael Atherton
ADDRESS: 53 Beechfields Way
Newport
Shropshire
TF10 8QA

Tel: 01952 820241
Email: churchaston@gmail.com



Minutes of the meeting of Church Aston Parish Council held at 7.40 pm on Monday 7th May 2019 in St. Andrew's Church Hall, Church Aston.

Present: Councillors: P. Evans (Vice-Chairman)
M. Stansfield
B. Richards
F. McKeown

In attendance: M. Atherton (Clerk)

(07/05/19)

Item 1 - Apologies:

Cllr S Stacey, Cllr B Knight, Cllr P Sansom, Cllr M. Revill, and Cllr J. Pay

Item 2 – Declarations of Interest:

There were no declarations of interest.

Item 3 – Public Session:

There were no members of the public present.

Item 4 – Minutes of the Meeting held on 1st April 2019

Minutes of the meeting held on 1st April 2019 were proposed as a true and accurate record of proceedings by Cllr Mike Stansfield and seconded by Cllr Brian Richards. All members present voted in favour.

<p>Resolved: minutes of the meeting held on 1st April 2019 to be signed by the Chairman of the meeting as a true record.</p>
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Item 5 – Matters Arising:

- (a) **Conservation Area Status / Heritage:** the Clerk reported on contact / discussions with Penny McKnight, T&WC Conservation Officer regarding a recent enquiry. Ms McKnight has agreed to attend a future meeting of the Parish Council to explain the purpose and benefits of a conservation area and to answer related questions. **Action:** Clerk to arrange a convenient date for attendance of Ms McKnight.

- (b) **Boundary Review:** agreed to maintain a watching brief until the BRC recommendations have been signed off by T&WC full Council meeting.
- (c) **Heart of the Village:** it was noted that the area continues to be un-kept with accumulating debris and occasional unauthorised visitors. Clerk to chase up both with Church Aston Scout Group and with T&WC Estates.
- (d) **Wellington Road:** nothing further to report regards the legal process for the TRO or enforcement notices issued by T&WC. During discussions CAPC Members suggested that a physical barrier be provided to retain the embankments when T&WC or their contractors carry out the works.
- (e) **'Silent Soldier':** following careful consideration over several meetings of a range of options it was agreed to retain the silent soldier, and to erect on the bus shelter as per last year. It was also suggested and agreed to make a feature of the poppies posted around the figure. **Action:** Clerk and Cllr Evans to liaise regarding over-printing of the current legend.
- (f) **Tree Issues in Greenvale:** nothing further to report at present. **Action:** Clerk to contact again owners / occupiers of 22 Greenvale.
- (g) **Wallshead Way Play Area:** Members discussed the delay in completing works at the Play Area. Cllr Richards confirmed that the works are now to be carried out during May however a firm date had not yet been set. Works include lining of the surface, plus drainage and landscape works around the periphery to alleviate ponding. **Action:** Cllr Richards and the Clerk to liaise with Derek Owen (T&WC) about a completion date and also to register concern about potential of a latent defect.
- (h) **Watering of Village Planters:** the Clerk reported back on quoted costs to place an advertisement in local media. Members agreed with actions authorised by the Chairman and Vice-Chairman to not proceed with the process as this would incur costs well in excess of any likely competitive benefits. Accordingly, it was agreed to accept the quotation provided by Needs Landscaping. **Action:** the Clerk to notify Needs Landscaping.

Members discussed budgetary provision for planters for the coming year and formalised approvals as follows:-

- £800.00 watering budget was proposed by Cllr Richards, seconded by Cllr McKeown and unanimously agreed by all present;
 - £230.00 plants budget was proposed by Cllr Stansfield, seconded by Cllr McKeown and unanimously agreed by all present;
- (i) **Church Aston Flag:** following a request at last month's meeting Members discussed a proposal for a Church Aston flag. Consideration was given to its intended purpose and impact and whether it would have general support from residents.

Members agreed that they would not consider formally adopting a parish flag at this time but that they had no objection to the proposal should the resident wish to proceed with the proposal.

- (j) **Street Lighting maintenance Contract 2019 to 2022:** the Clerk informed Members of a renewal proposal presented by EON Energy Solutions Ltd for a 3 year continuing repair & maintenance contract for the Parish street lights.

The proposal effectively halves the current annual inspection and clean element of the R&M contract as a direct consequence of the LED lighting upgrade. Other repairs have proved to be significantly lower due to the renewal programme.

After careful consideration Members agreed that the proposal represented good value for money with little or no prospect of achieving a lower cost contract when taking into account contract renewal processes and related costs.

Acceptance of the EON offer was proposed by Cllr Richards, seconded by Cllr Evans and unanimously agreed by all Members present.

Resolved: the Clerk is authorised to accept on behalf of Church Aston Parish Council a 3 year contract renewal proposal as set out in a letter dated 18th April 2019 from EON Energy Solutions Ltd.

PARISH PROJECTS & COMMUNITY MATTERS

Item 6 – Parish Projects

- (a) **“We Don’t Buy Crime”- Smartwater:** the Clerk provided a brief update for Members confirming that the threshold for provision of signage had now been reached.

Approximately 250 smartwater kits had now been distributed against a provisional target of 370 (70% of residencies in the parish). This represents ~47% of residencies with numbers rising each time a public session is held.

Members authorised the Clerk to complete and submit a signage scheme at the earliest opportunity for Church Aston village and Longford.

Item 7 – Communications

- a. **Correspondence:** the Clerk briefly referred to key pieces of communications most of which had been circulated to Members by Email.
- b. **Parish Newsletter:** now that the elections had passed work to resume on drafting a Newsletter.

- c. **Web-site and Social Media:** brief reports were provided by Cllr Evans and the Clerk concerning face-book activity and the web-site. Members asked both Cllr Evans and the Clerk to publicise opportunities for two cooptees.

Item 8 – Representative Reports

Reports from all representatives were confirmed as those for the Annual Parish Council Meeting held earlier that evening.

POLICY & PLANNING MATTERS

Item 9 – Planning Applications

Members reviewed the Planning Schedule for May 2019 and commented accordingly.

FINANCE & GOVERNANCE:

Item 10 – Accounts & Payments

- (a) The Clerk confirmed that the VAT reclaim for relevant expenditure incurred in 2018/19 had been submitted to HMRC and the full claim in the sum of £1,420.81 had now been paid into the CAPC bank account
- (b) There were no payments made between the meeting held on 1st April 2019 and tonight's (7th May 2019) Parish Council meeting;
- (c) The Clerk informed Members of the accounts balance as at 30/04/2019.
- (d) The Clerk informed members of accounts to be paid at this meeting as follows:

Payment	Cheque No.	Statute	Amount
HMRC (PAYE)	300551	LGA 1972 s112	£80.20
Bloomsbury Nursery Ltd	300552	LGA 1972 s137	£230.00

Both cheques were then signed by two authorised signatories.

Item 11 – Compliance Matters:

Annual Governance and Accountability Return 2018/19

- (a) **AGAR:** copies of the draft Annual Governance & Accountability Return for 2018/19 were circulated in at the meeting to all members. The draft return was considered item by item with approvals as follows:

(ii) Cllr B Richards proposed and Cllr M Stansfield seconded approval of the “Annual Governance Statements 2018/19” (AGAR) with all members present in favour.

Resolved: the Chairman is authorised to sign at this meeting the Annual Governance Statement 2018/19 on behalf of the Parish Council.

(iii) Cllr F McKeown proposed and Cllr M Stansfield seconded approval of the “Accounting Statements 2018/19” (AGAR) with all members present in favour.

Resolved: the Chairman is authorised to sign at this meeting the Accounting Statements 2018/19 on behalf of the Parish Council

- (b) **Notice of Public Rights 2018/19:** a draft notice relating to the Exercise of Public Rights 2018/19 was circulated in advance of the meeting to all members.

Cllr M Stansfield proposed and Cllr B Richards seconded a proposal for the period for exercise of public rights for the accounts and all related information for 2018/19 to be from Monday 17th June to Friday 26th July 2019 (inclusive) with all members present in favour.

Resolved: the period for Exercise of Public Rights 2018/19 to run from 17th June until 26th July 2019 (inclusive).

Roads, Hedges & Ditches

- (a) Cllr F McKeown reported a foul smelling drain outside a property (The Brambles or Westwinds) along Wellington Road. There is visual evidence of foul water running over the footway into the highway drain. **Action:** Clerk to report to T&WC;
- (b) Cllr Stansfield referred to a mound of soil outside numbers 72 to 103 St. Andrew’s Way plus a hole in the footway outside number 79 St. Andrew’s Way. **Action:** Clerk to investigate contractors’ intentions for the mound of spoil. It was noted that the hole outside No. 79 had already been reported to T&WC

Date and time of the next Parish Council Meeting was confirmed as 7.40 pm Monday 3rd June 2019 at Church Aston Church Hall.

Meeting closed at 9.05 pm

Signed Chairman:

Date