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Minutes of the meeting of Church Aston Parish Council held at 7.40 pm on Monday 2nd September 2019 in St. Andrew's Church Hall, Church Aston.

Present: Councillors: S Stacey (Chairman), P. Evans (Vice-Chairman), J. Pay, M. Stansfield, B. Richards, B Knight, and P Sansom

In attendance: M. Atherton (Clerk)

(02/09/19)

Item 1 - Apologies:

Cllr F McKeown and Borough Cllr Eade

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 July 2019

Minutes of the meeting held on 3rd June 2019 were proposed as a true and accurate record of proceedings by Cllr P Evans and seconded by Cllr J Pay. All members present voted in favour.

<p>Resolved: minutes of the meeting held on 1st July 2019 to be signed by the Chairman of the meeting as a true record.</p>

Item 5 – Matters Arising:

- (a) **Heart of the Village:** Members briefly discussed an email from Lesley Green relating to churchyard maintenance (see agenda item). This included reference to hedging around the Church Hall car park – **Action:** Clerk to obtain a price from Needs Landscaping.

A draft license / lease for the area under the bridge had not been received from T&WC but had been promised by “the end of the week”. Clerk to circulate the draft once received.

- (b) **Wellington Road:** following a brief discussion it was agreed that the issues of encroachment of footways along Wellington Road need escalating. **Action:** Clerk to write to the Chief Operating Officer at T&WC to seek an explanation for delays in providing a response.
- (c) **Tree Issues in Greenvale:** Issues in Greenvale (tree / timber, and overgrown bushes) remain unresolved. Agreed that the Clerk should maintain contact with the residents of number 22 to track progress over time.
- (d) **Wallshead Way Play Area:** Cllr Stansfield provided an overview of anti-social behaviour issues reported by a resident to the police and borough council. Members noted a follow-up email from the Community Safety Officer at T&WC setting out proposed actions. **Action:** Clerk to provide a supporting response to the Community Safety Officer and to make contact with the resident.
- (e) **Boundary Review:** although now complete the BRC report had not yet been formally signed off by T&WC full Council. Agreed to maintain a watching brief.
- (f) **Liddle’s Bank:** following a meeting late August with Borough Cllr Eade and Adam Brookes (T&WC) it had been agreed that pedestrian warning signs would be installed at the top and bottom of Liddle’s Bank – action awaited.

PARISH PROJECTS & COMMUNITY MATTERS

Item 6 – St. Andrew’s Church

- (a) Community Service (15 Sept): attendance at the annual Community Service was discussed briefly. Cllr Paul Evans to do a reading. Clerk to check attendance by uniformed services and to arrange refreshments.
- (b) Churchyard Maintenance: a copy email concerning churchyard maintenance had been circulated to Members. Members noted the formal position and confirmed a continuing commitment through discretionary grants. It was also agreed that an invitation be extended for Lesley Green to attend the next meeting to discuss issues and aspirations **Action:** Clerk to invite Lesley Green to the October meeting.

Item 7 – Parish Projects

- (a) **“We Don’t Buy Crime”- Smartwater:** the Clerk confirmed that the signage scheme was now in place and reported back on recent public sessions to distribute Smartwater kits. Given very low attendance at the meetings it was agreed that this approach had now exhausted community interest.

It was also agreed to continue to promote the initiative via newsletters and community events in order to ensure the remaining unused kits are used appropriately.

Item 8 – Communications

- a. **Correspondence:** a majority of relevant correspondence had been circulated to Members prior to the meeting. It was noted that the Citizens Advice Bureau AGM would take place in the Hub on the Hill, Southgate at 5.30 pm on Wednesday 25th September.
- b. **Parish Newsletter:** agreed to provide a draft at the October meeting.
- c. **Web-site and Social Media:** Cllr Evans provided a brief overview of Facebook activity. The Clerk briefed Members on web-site updates being implemented by host T&WC which would affect CAPC content during July, August and early September.

Item 9 – Representative Reports

- a. **Village Hall Committee (BK):** Cllr Knight provided her regular comprehensive report from the Village Hall Committee including building improvements, events and activities, and future plans.
- b. **Bus Users Group (SS/PE):** Cllr Evans updated colleagues on published changes to bus services including the number 5 and 5A services.
- c. **Newport Regeneration Partnership (JP):** Cllr Pay informed colleagues that NRP are scheduled to meet on 10th September.
- d. **Telford & Wrekin Council (AE):** nothing to report.

POLICY & PLANNING MATTERS

Item 10 – Planning Applications

There had been no new planning applications and no notifications of decisions since the July meeting.

Members briefly discussed site H13 (former Sainsbury site) noting with interest progress in disposing of this T&WC owned site.

FINANCE & GOVERNANCE:

Item 11 – Accounts & Payments

- (a) The Clerk informed Members of payments made between the meeting held on 1st July 3rd and tonight's meeting (2nd September) as follows:

Payment	Cheque No.	Statute	Amount
M Atherton (out of pocket exps)	300561	LGA 1972 s267	£43.98
AYP Ltd (newsletter)	300562	LGA 1972 s142	£80.20
T&WC (elections)	300563	LGA 1972 s136	£208.00
West Mercia Energy	300564	LGA 1972 sch14	£125.12
Oliver Needes - watering	300565	LGA 1972 s135	£200.00
HMRC (PAYE)	300566	LGA 1972 s112	£80.20

- (b) The Clerk informed Members of the accounts balance as at 31/08/2019.

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

Payment	Cheque No.	Statute	Amount
Oliver Needes - watering	300567	LGA 1972 s135	£200.00
HMRC (PAYE)	300568	LGA 1972 s112	£80.20
West Mercia Energy	300569	LGA 1972 sch14	£128.50
PKF Littlejohn - Ext Auditor	300570	LGA 1972 s101	£240.00
EoN Energy Solutions	300571	LGA 1972 s135	£438.00

All five cheques were then signed by two authorised signatories.

- (d) Members noted that a PWLB repayment of £1,301.95 is due for payment by direct debit on 11th September 2019

Item 12 – Parish Remuneration Panel 2019:

Copy correspondence from T&WC had been shared with Members prior to the meeting. This related to notification of an intention to form a Parish Remuneration Panel to review borough and parish Member Allowances.

CAPC Members confirmed that they have no intentions of adopting a Members Allowance scheme for the parish.

Members noted an obligation to contribute to costs incurred by T&WC in establishing a Parish Remuneration Panel even though CAPC do not have, nor intend to adopt, a scheme.

Item 13 – Compliance Matters:

- (a) Members received the External Auditor's Report for the accounting period 2018/19.

The report gives the Parish Council a clean bill of health with no actions identified, and no comments or notes made regarding the Annual Governance and Accountability Return (AGAR).

- (b) A draft copy of the Notice of Conclusion of Audit was presented to and approved by Members. **Action:** Clerk to post on-line and in the noticeboard

Roads, Hedges & Ditches

- (a) Cllr Evans suggested the Clerk explore with *idverde* (T&WC contractors) costs for watering services.
- (b) Cllr Richards asked for the parish noticeboard to be included as an item on the agenda for the October meeting.
- (c) Cllr Stacey asked for a project concerning park benches be included as an item on the agenda for the October meeting

Date and time of the next Parish Council Meeting was confirmed as 7.40 pm Monday 7th October 2019 at Church Aston Church Hall.

Meeting closed at 9.40 pm

Signed Chairman:

Date