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

Present: Councillors: P. Evans (Vice-Chairman), M. Stansfield, F. McKeown, B Knight, and P Sansom

In attendance: M. Atherton (Clerk)

(07/10/19)

Item 1 - Apologies:

Cllr S Stacey, Cllr J Pay, Cllr B Richards 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 2nd September 2019

Minutes of the meeting held on 2nd September 2019 were proposed as a true and accurate record of proceedings by Cllr M Stansfield and seconded by Cllr P Sansom. All members present voted in favour.

<p>Resolved: minutes of the meeting held on 2nd September 2019 to be signed by the Chairman of the meeting as a true record.</p>
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Item 5 – Matters Arising:

- (a) **Heart of the Village:** Members discussed in some detail issues relating to the Area under the bridge and specifically the matter of ownership claims. In summary, it was agreed not to proceed further until such time as the landownership issues had been resolved. **Action:** Clerk to notify Jack Rowsell (T&WC) and to inform Ms Stokes of this decision.

Cllr Stansfield referred to the poor condition of the hedge around the Church Hall car park suggesting that it needed removing completely and replacing with a more suitable boundary. Agreed: to explore this further via discussions on churchyard maintenance.

- (b) **Wellington Road:** the Chairman updated Members following email correspondence from T&WC concerning creation of a boundary gateway along Wellington Road and proposals to include a Newport sign as part of the scheme extended 30 mph gateway - actions of the Clerk were noted.

The Clerk informed Members about the content of an email received from Ms Astley, AD: T&WC about the encroachment of footways and proposed action to resolve these matters. Contents of the email were noted and actions from the T&WC contractor are awaited.

- (c) **Tree Issues in Greenvale:** no progress
- (d) **Wallshead Way Play Area:** both Cllr Stansfield and the Clerk had contacted a resident following various anti-social behaviour issues during the summer. Whilst actions of the T&WC Community Safety Officer appear to have resolved the main issues the resident maintains some concerns. Agreed to maintain a watching brief in the future.

It was noted that despite significant rain in recent days the MUGA quickly dries indicating that the surface drainage system is working well.

- (e) **Boundary Review:** this matter has now been formally signed off by T&WC.
- (f) **Liddle's Bank:** email correspondence with borough Cllr Eade indicates that new pedestrian signage is to be installed by T&WC by end October 2019.

PARISH PROJECTS & COMMUNITY MATTERS

Item 6 – St. Andrew's Churchyard Maintenance

Ms Lesley Green attended the meeting to inform the Parish Council about various aspects of churchyard maintenance and plans to improve community access to the churchyard and standards of maintenance.

Ms Green covered areas such as funding, volunteer contributions, sensory walk, wildlife / ecology, and community use of the churchyard. A draft Management Action Plan had been prepared reflecting priorities and aspirations. Resources in the form of funding and manpower continue to be an issue however it was felt that the management action plan could help focus what resources are available.

Following questions and further discussion it was agreed that Ms Green would forward the Management Action Plan and that the Parish Council would further consider the matter at its November meeting.

Action: Clerk to circulate the Management Action Plan, and to agenda for next the meeting.

Item 7 – Community Grant Awards 2019

A list of applications received under the community grant awards scheme was considered by Members.

Each application was assessed in relation to the Parish Council's published community grant awards policy, and in context of the budget available for grants. Following an iterative process Members agreed on allocations against each of the bids received. Cllr F McKeown proposed and Cllr Stansfield seconded the proposal to approve the list and related expenditure en-bloc.

<p>Resolved: the schedule of Community Grant Awards 2019 (attached to these minutes) be agreed and related expenditure approved.</p>

Action: the Clerk to prepare cheques for signature and then notify recipients

Item 8 – Newtown Residents Petition

Prior to the meeting the Clerk had received via Cllr Stacey (Chairman) a petition presented by residents highlighting their concerns about the state of the road surface along Newtown.

Upon receipt Cllr Stacey passed a copy of the petition to the Clerk who in turn had registered the petition with T&WC as highway authority. T&WC had acknowledged receipt of the petition and agreed to instruct their highway inspectors to view and assess the road.

Cllr Eade confirmed that he had visited the street and spoken with a number of residents following receipt of the petition.

Action: the Clerk to send a letter to respective householders confirming actions taken.

Item 9 – Parish Noticeboard

As this matter had initially been raised by Cllr Richards who unfortunately had to give apologies for this meeting it was agreed to carry the item over to the November meeting.

Item 10 – Communications

- a. **Correspondence:** a majority of relevant correspondence had been circulated to Members prior to the meeting. The Clerk referred to a number of specific communications received including (i) an email from Ms Astley AD:T&WC ref Wellington Road; (ii) the petition from Newtown residents; (iii) an email from SALC ref Severn Hospice; and (iv) an email via Cllr Eade ref Liddle's Bank signage.
- b. **Parish Newsletter:** agreed to provide a Xmas version draft for the November meeting.
- c. **Web-site and Social Media:**
 - o Cllr Evans provided a brief overview of Facebook activity.
 - o The Clerk confirmed that T&WC had completed their systems upgrades and the CAPC site was now up-to-date.

Item 11 – Representative Reports

- a. **Village Hall Committee (BK):** Cllr Knight provided her regular briefing from the Village Hall Committee with a focus on repairs and improvements including solar panels.
- b. **Bus Users Group (SS/PE):** no meetings / nothing to report.
- c. **Newport Regeneration Partnership (JP):** Cllr Pay had pre-circulated minutes from the recent NRP meeting.
- d. **Telford & Wrekin Council (AE):** nothing to report.

POLICY & PLANNING MATTERS

Item 12 – Planning Applications

Members noted the planning summary which contained two new but non-controversial applications.

FINANCE & GOVERNANCE:

Item 13 – Accounts & Payments

- (a) The Clerk informed Members that no payments (other than regular standing order and the PWLB loan payment) had been made from the account since the meeting held on 2nd September.
- (b) The Clerk informed Members of the accounts balance as at 30/09/2019.
- (c) The Clerk informed members of accounts to be paid at this meeting as follows:

Payment	Cheque No.	Statute	Amount
St. Andrew's Church Hall	300572	LGA 1972 s132	£67.50
West Mercia Energy	300573	LGA 1972 sch14	£127.44
HMRC (PAYE)	300574	LGA 1972 s112	£80.20
Oliver Needes - watering	300575	LGA 1972 s135	£200.00

All four cheques were then signed by two authorised signatories.

- (d) Members received and reviewed the 2nd Quarter Bank Reconciliation before approving it. The document was duly signed by two authorised signatories.

Roads, Hedges & Ditches

- (a) Cllr Evans referred to the 'Silent Soldier' and suggested positioning the figure on the bus shelter adjacent the Church Hall - unanimously agreed. **Action:** Cllr Evans and the Clerk to re-erect the silent soldier and insert poppies to create a field effect;
- (b) Cllr McKeown referred to several issues concerning damaged signage, dumped roadworks signs and other debris on a verge alongside Greenvale junction with The Close. **Action:** Clerk to arrange for repair via T&WC and removal of adjacent debris;
- (c) Cllr McKeown asked if the minutes could be distributed sooner after respective meetings so as to keep Members fully informed of events especially when they may be unable to attend a meeting;
- (d) Cllr Stansfield referred to the over-hanging cherry trees along Wallshead Way adjacent the play area indicating that they need pruning upwards. **Action:** Clerk to notify Gavin Onions (T&WC);
- (e) The Clerk asked Members if it was appropriate to order two wreaths as in previous years ready for Remembrance Sunday on 10th November 2019 – unanimously agreed;
- (f) The Clerk informed Members that, following a conversation with the Chairman and Vice-Chairman, instructions had been issued to Needes Landscaping to clean-up the Brockton Memorial prior to Remembrance Sunday – this was noted by all present.

Date and time of the next Parish Council Meeting was confirmed as 7.40 pm Monday 4th November 2019 at Church Aston Church Hall.

Meeting closed at 9.30 pm

Signed Chairman:

Date