

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

Tel: 07581 454882
E. Mail: churchaston@gmail.com



30th March 2020

Church Aston Parish Council

You are summoned to attend a **Monthly Meeting of the Parish Council on Monday 6th April 2020 commencing at 7.00 pm**

In light of the coronavirus (COVID 19) restrictions on social gatherings the meeting is to be held on-line via skype at 7.00 pm

AGENDA

1. **Meeting & Decision Procedures** (Paper attached)

In light of the extraordinary situation brought about by Coronavirus (COVID 19):-

- to retrospectively approve pre-meeting arrangements;
- to agree an on-line approach for this meeting; and
- to confirm post-meeting actions.

Insofar as is possible in the circumstances the above actions are intended to ensure that decisions of Church Aston PC remain open and transparent.

2. **Apologies**

Apologies received from Councillors unable to participate in the meeting

3. **Declarations of Interest:** Members to disclose any pecuniary and / or non-pecuniary interest in any matters contained in this agenda.

4. **Public Session**

This item is suspended however Councillors and / or the Clerk may share details of any representations made to them by members of the public prior to the meeting.

5. **Minutes of the Meeting Held on 2nd March 2020**

Minutes of last meeting to be agreed, amended as required. The agreed minutes are to be held over for signing by the Chairman of the meeting when restrictions on social gatherings are lifted.

6. Matters Arising: Matters carried forward or arising from previous meetings

Unless critical all discussions relating to Matters Arising to be shared via email for the foreseeable future.

PARISH PROJECTS & COMMUNITY MATTERS

7. Coronavirus (COVID 19)

- a. Information sharing & community monitoring updates

8. Representative Reports

Unless critical all discussions relating to Representative Reports to be shared via email for the foreseeable future.

9. Communication Updates

- a. Correspondence
- b. Face-book
- c. Website

POLICY & PLANNING MATTERS

10. Planning Matters

Unless critical all discussions relating to Planning Matters to be shared via email for the foreseeable future.

FINANCE & GOVERNANCE

11. Key Decisions:

- o Please see the schedule of key decisions attached to the agenda along with the fourth quarter bank reconciliation

12. Date of next meeting

- a. To be confirmed – please note the next meeting falls on Monday 4th May 2020 (this is not a bank holiday as it has been moved to Friday 1st May 2020 for VE/VJ Celebrations)

ROADS, HEDGES & DITCHES

CHURCH ASTON PARISH COUNCIL

Coronavirus (COVID 19)

Decision Procedures for On-line Meetings

In light of the extraordinary situation brought about by Coronavirus (COVID 19) and specifically in relation to government restrictions on movement and social gatherings the Parish Council meeting scheduled for 6th April 2020 is to be held on-line via skype.

Whilst this approach will enable the Parish Council to continue to conduct its business it is acknowledged that:-

- not all Councillors have access to relevant technology and therefore they will not be able to participate in an on-line meeting; and
- the public will be denied an opportunity to attend and witness on-line meetings.

Accordingly, it is proposed that on-line meetings should be:-

- limited to the period during which government restrictions on movement and social gatherings are in place;
- limited to urgent business, to those functions necessary to protect and support the local community, and to key financial / governance matters;

In addition, it is recommended that the Parish Council takes all reasonable steps to ensure openness and accountability by effecting a series of actions aimed at informing the public of proposed decisions:-

- by publishing on the Parish Council's web-site at least 5 days prior to the date of an on-line meeting a list of proposed decisions to be made;
- by sharing at least 5 days prior to the date of an on-line meeting the list of proposed decisions with partners, community representatives and local group leaders;
- by publishing on the Parish Council's web-site within 3 days of an on-line meeting a list of decisions / resolutions agreed at that meeting;
- by allowing a period of 7 days after posting details of decision(s) on the Parish Council's web-site before implementing any related actions

In agreeing this approach the Parish Council acknowledges that it may be open to criticism and challenge in relation to any decisions taken during the current restrictions consequent on using on-line meetings. Where any decision is challenged the Parish Council will do all that it can to resolve the issue openly and transparently. Should this approach fail the Parish Council will defer to an independent third party to seek a resolution to the complaint.

END

CHURCH ASTON PARISH COUNCIL

CAPC On-line Meeting 6th April 2020

Key Decisions

Item 1 – To formally confirm on-line arrangements for this meeting and to confirm related processes to ensure public accountability;

Item 5 – To approve minutes of the meeting held on 2nd March 2020;

Item 11(a) – To retrospectively approve the bringing forward of a grant award in the sum of £1,000.00 to Church Aston & Chetwynd Aston Village Hall from 2020/21 to 2019/20

Item 11(b) – To approve payments made since the last meeting held on 2nd March 2020 and those requiring authorisation at this meeting;

(i) Payments made requiring authorisation:-

Payment	Cheque No.	Statute	Amount
AYP Ltd	300614	LGA 1972 s142	£123.00
PWLB Repayment 5 (of 10)	Direct debit	LGA 1972 sch13	£1,301.95
West Mercia Energy	On-line transfer	LGA 1972 sch14	£150.99
M. Atherton (salary)	Standing order	LGA 1972 s227	£321.55
CA&CA Village Hall	On-line transfer	LGA 1972 s137	£1,000.00

(ii) Payments to be made requiring authorisation:-

Payment	Cheque No.	Statute	Amount
HMRC (PAYE)	300616	LGA 1972 s112	£80.20

Item 11(c) – To note and approve the fourth quarter bank reconciliation and outturn position for 2019/20;

Item 11(d) – To note that the process for the Annual Governance and Accountability Return has been temporarily suspended due to the impact of coronavirus (COVID 19);

Item 11(e) – To authorise the Clerk to make all necessary arrangements for an independent (internal) audit of accounts for 2019/20;

Item 11(f) – To authorise the Clerk to make all necessary arrangements to recover VAT payments made to HMRC during 2019/20;

Item 11(g) – To note revisions to a draft budget (v.3) for 2020/21 – now shown as (v.4);

Item 11(h) – To authorise a previously approved {*minute ref: 02/12/19 – 9(a)*} payment of £1,000.00 to the Newport X-Ray Appeal;

CHURCH ASTON PARISH COUNCIL

Item 11(i) – To approve a budget of £250.00 for re-planting the village planters and to authorise the Clerk to make all necessary arrangements for re-planting & watering of the planters as soon as possible in light of current restrictions.

Where a Parish Councillor is unable to participate in the on-line meeting they are not permitted a proxy vote. However, they may contribute to debate by submitting a written statement and / or by disclosing their views to another Cllr and / or the Clerk in advance of the on-line meeting.

Each of the above resolutions requires a 'Proposer', a 'Seconder' and a vote of all on-line attendees.