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25th May 2020

Church Aston Parish Council

You are summoned to attend a Monthly Meeting of the Parish Council on Monday 1st June 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. Apologies

Apologies received from Councillors unable to participate in the meeting

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

3. Public Session

Provision has been made for public and / or press & media attendance by way of prior notice and a media link.

4. **Minutes of the Meeting Held on 4th May 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.

5. **Matters Arising:** Matters carried forward or arising from previous meetings

- a. Village Planters – update
- b. Wellington Road – Encroachment & Drainage Issues
- c. Play Area seating project – update (paper to follow)

PARISH PROJECTS & COMMUNITY MATTERS

6. **Coronavirus (COVID 19)**

- a. Information sharing & community monitoring updates
- b. Enquiries from charitable organisations seeking funding (see attachment)

7. Representative Reports

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

8. Communication Updates

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

POLICY & PLANNING MATTERS

9. Planning Matters

Unless critical all discussions relating to Planning Matters to be shared via email for the foreseeable future. Planning schedule for June 2020 attached for information.

FINANCE & GOVERNANCE

10. Financial Matters

- a. Payments made since the last meeting requiring authorisation;
- b. Receipts since last meeting and statement of account.
- c. Payments for authorisation at this meeting;

11. Insurance Renewal

- a. Retrospective approval of insurance renewal

12. Annual Governance and Accountability Return (AGAR)

- a. Internal Audit Report & Recommendations (to be circulated shortly)
- b. Approval for submission of the AGAR 2019/20;
- c. Approval of Dates for Public Rights Notice (draft notice attached)

13. Future meeting dates

- a. 6th July 2020
- b. 7th September 2020
- c. 5th October 2020

ROADS, HEDGES & DITCHES

CHURCH ASTON PARISH COUNCIL

CAPC On-line Meeting 1st June 2020

Key Decisions

MATTERS ARISING

Item 5(c) – to approve a budget for the play area bench project, to select a preferred design and colour options, and to authorise the Clerk to take all necessary steps to implement the project.

CORONAVIRUS

Item 6(b) – to decide whether there are any exceptional reasons for considering grant applications from local charitable organisations in light of the impact of Coronavirus and the continuing need for such services by the parish community

FINANCE

Item 10(a) – to retrospectively approve payments made since the last meeting of the Parish Council on 4th May 2020:-

Payment	Cheque No.	Statute	Amount
Clerk's salary	Standing order	LGA 1972 s227	£321.55

Item 10(b) – to note the statement of account.

Item 10(c) – to authorise the following payments:-

Payment	Cheque No.	Statute	Amount
HMRC (PAYE)	On-line transfer	LGA 1972 s112	£80.20
AYP Ltd	On-line transfer	LGA 1972 s142	£15.60
Zurich Municipal	On-line transfer	LGA 1972 s111&s140	£286.16
M. Atherton (ref: Mildene)	On-line transfer	LGA 1972 s137	£110.00
Ms Katrina Baker (Int. audit)	On-line transfer	LGA 1972 s101	£65.00

INSURANCE

Item 11(a) – to approve appointment of Zurich Municipal as the Parish Council's insurers and to authorise the Clerk to take all necessary steps to effect a new 3-year agreement.

Continued over page

CHURCH ASTON PARISH COUNCIL

GOVERNANCE

Item 12(a) – To note the report of Ms Katrina Baker (Internal Auditor) in respect of the Parish Council's Accounts for 2019/20 and to confirm actions on any recommendations made in her report;

Item 12(b) – To approve submission of the Annual Governance and Accountability Return for 2019/20 to PKF Littlejohn (Appointed External Auditors);

Item 12(c) – To approve proposed dates for the Public Rights Notice which enables public access to and scrutiny of the Parish Council's governance arrangements and accounts for 2019/20.

Charitable Organisations Seeking Funding

The economic impacts of coronavirus (COVID 19) are far-reaching including large-scale disruption of the normal fund-raising activities of local, regional and national charities.

We each attach differing significance to such charities depending on our personal and / or family circumstances and on our life experiences.

Since the May meeting of Church Aston Parish Council two charitable organisations have written seeking funding support to sustain vital services for their particular cause and clients.

These include:

Hope House Hospice: they anticipate at least £1m lost revenue as a consequence of Coronavirus. They are seeking funding to maintain vital nursing services for 40 children and families in the Telford area. A donation of £250 provides just one day of a specialist palliative care nurse support for a terminally ill child;

Telford & Wrekin CVS: seeking funding in order to maintain back-up support for their unpaid family carers service which has been overwhelmed during the past 8 to 10 weeks of lockdown.

In light of the current situation there are likely to be further enquiries in the coming weeks / months as charitable organisations seek to recover lost income.

Parish Councillors are asked to consider whether there are exceptional reasons for considering such requests outside of their normal community grant awards policy.

CHURCH ASTON PARISH COUNCIL

SCHEDULE OF PLANNING APPLICATIONS

Date: June 2020

Agenda Item 9

Planning Application Number, Location & Proposed Development	Status
TWC/2011/0827 – outline application for ~215 houses on land off Audley Avenue (to side and rear of Newport Cemetery)	Development now started.
TWC/2011/0871 – outline application for land east and west of Station Road for ~350 houses, a care village, and ~11 acres of employment use land	Outline planning approvals in place
PE/2018/0680 – Pre-application planning enquiry (4/10/18) for 477 dwellings (unclear if includes site H13 below)	Awaiting T&WC Highways Section response
TWC/2015/0057 – H13 (former Sainsbury site) application for 120 houses on land to the west of Station Road. Currently being marketed by T&WC.	Outline planning approval given on 16/03/2018
TWC/2018/0568 – Innovation & Enterprise Park along the A518 by-pass in Chetwynd Aston & Woodcote Parish	Outline planning permission granted for whole site and full planning consent for phase 1
PE/2019/0639 – provisional enquiry for the erection of one number dwelling in the grounds of Tessant House	Decision awaited
PE/2019/0658 – provisional enquiry for erection of a garden room in the grounds of 7 The Barns, Church Aston	Decision awaited

CHURCH ASTON PARISH COUNCIL

SCHEDULE OF PLANNING APPLICATIONS

Date: June 2020

Agenda Item 9

<p>TWC/2019/1004 – application for a lawful certificate for development (Annex) at The Limes, Longford Road</p>	<p>Decision awaited</p>
<p>TWC/2020/0031 – application for a lawful development certificate for proposed use of existing garage / car port at Church Aston Farm House</p>	<p>Decision awaited</p>
<p>TWC/2020/0269 – application for re-thatching of a dwelling at 39 Wellington Road, Church Aston</p>	<p>Previously circulated – decision awaited</p>
<p>TWC/2020/0352 – felling of 1 no. scots pine tree at 'Ladywood' 5 The Close, Church Aston</p>	<p>Previously circulated – decision awaited</p>
<p>TWC/2020/0407 – crown reduction of various trees at 6 The Dale, Church Aston</p>	<p>New Application</p>

Planning Enquiries:-

No new enquiries

Smaller authority name: **CHURCH ASTON PARISH COUNCIL**

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020

**Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement (a): 8th June 2020</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review. Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2020, these documents will be available on reasonable notice by application to:</p> <p>(b): Michael Atherton, Clerk & RFO to Church Aston Parish Council c/o 53 Beechfields Way, Newport, Shropshire TF10 8QA</p> <p>Email: churchaston@gmail.com Tel: 07581 454882</p> <p>commencing on (c): Monday 15 June 2020</p> <p>and ending on (d): Friday 24 July 2020</p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"> • The opportunity to question the appointed auditor about the accounting records; and • The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 1 Westferry Circus Canary Wharf London E14 4HD (sba@pkf-littlejohn.com)</p> <p>5. This announcement is made by (e): Michael Atherton, Clerk and RFO to Church Aston Parish Council</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>