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28<sup>th</sup> June 2020

## **Church Aston Parish Council**

You are summoned to attend a Monthly Meeting of the Parish Council on Monday 6<sup>th</sup> July 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 1<sup>st</sup> June 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. Wellington Road – Encroachment & Drainage Issues
- b. Play Area seating project

## **PARISH PROJECTS & COMMUNITY MATTERS**

### **6. Coronavirus (COVID 19)**

- a. Information sharing & community monitoring updates

## **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 July 2020 attached for information.

## **FINANCE & GOVERNANCE**

### **10. Financial Matters**

- a. Payments made since the last meeting requiring authorisation;
- b. 1<sup>st</sup> Quarter Bank Reconciliation including a statement of account
- c. Payments for authorisation at this meeting;

### **11. Personnel Committee**

- a. To endorse decisions of the Personnel Committee relating to the NJC annual pay award 2019.

### **12. Future meeting dates**

- a. 7<sup>th</sup> September 2020
- b. 5<sup>th</sup> October 2020
- c. 2<sup>nd</sup> November 2020

## **ROADS, HEDGES & DITCHES**

# CHURCH ASTON PARISH COUNCIL

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## CAPC On-line Meeting 6<sup>th</sup> July 2020

### Key Decisions

#### FINANCE

**Item 10(a)** – to retrospectively approve payments made since the last meeting of the Parish Council on 1<sup>st</sup> June 2020:-

Payment	Cheque No.	Statute	Amount
EON Energy Solutions Ltd	On-line transfer	LGA 1972 s227	£438.00
West Mercia Energy	On-line transfer	LGA 1972 sch 14	£133.25
Norton Security	On-line transfer	LGA 1972 s227	£89.99

**Item 10(b)** – to approve the 1<sup>st</sup> Quarter Bank Reconciliation and to note the statement of account.

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

Payment	Cheque No.	Statute	Amount
HMRC (PAYE) – June 2020	On-line transfer	LGA 1972 s112	£80.20
Needes Landscaping	On-line transfer	LGA 1972 s135	£212.50
West Mercia Energy	On-line transfer	LGA 1972 sch 14	£131.18

#### PERSONNEL COMMITTEE

**Item 11** – To endorse a decision of the Personnel Committee to apply the 2019 annual pay award to the Clerk's monthly salary payment from 27<sup>th</sup> July 2020, and for back-pay calculated from the effective date of the award (1<sup>st</sup> April 2019) to be paid with July's salary payment.

Details of all related calculations are provided in a paper attached to the agenda.

# CHURCH ASTON PARISH COUNCIL

## SCHEDULE OF PLANNING APPLICATIONS

Date: July 2020

Agenda Item 9

Planning Application Number, Location & Proposed Development	Status
<b>TWC/2011/0827</b> – outline application for ~215 houses on land off Audley Avenue (to side and rear of Newport Cemetery)	Development now started.
<b>TWC/2011/0871</b> – 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
<b>PE/2018/0680</b> – Pre-application planning enquiry (4/10/18) for 477 dwellings (unclear if includes site H13 below)	Awaiting T&WC Highways Section response
<b>TWC/2015/0057</b> – 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
<b>TWC/2018/0568</b> – 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
<b>PE/2019/0639</b> – provisional enquiry for the erection of one number dwelling in the grounds of Tessant House	Decision awaited
<b>PE/2019/0658</b> – 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: July 2020

Agenda Item 9

<b>TWC/2019/1004</b> – application for a lawful certificate for development (Annex) at The Limes, Longford Road	Decision awaited
<b>TWC/2020/0031</b> – application for a lawful development certificate for proposed use of existing garage / car port at Church Aston Farm House	Decision awaited
<b>TWC/2020/0269</b> – application for re-thatching of a dwelling at 39 Wellington Road, Church Aston	Previously circulated – decision awaited
<b>TWC/2020/0352</b> – felling of 1 no. scots pine tree at 'Ladywood' 5 The Close, Church Aston	Previously circulated – decision awaited
<b>TWC/2020/0407</b> – crown reduction of various trees at 6 The Dale, Church Aston	New Application
<b>TWC/2020/0436</b> – erection of a single storey rear conservatory with flue at 16 Mulberry Close	Granted Full Planning Consent
<b>TWC/2020/0470</b> – reshaping of lower branches following removal of dead upper branches to one number sweet chestnut tree at 18 Highfield	Previously circulated – decision awaited
<b>TWC/2020/0491</b> – increase height of boundary wall, repairs to existing wall & gates, and widening of access at Church Aston Manor	New Application (Full Planning)

# CHURCH ASTON PARISH COUNCIL

## SCHEDULE OF PLANNING APPLICATIONS

Date: July 2020

Agenda Item 9

<b>TWC/2020/0492</b> – ditto above (Listed Building Application)	<b>New Application (Listed Building)</b>
<b>TWC/2020/0495</b> – (site of Tessant House) erection of one detached dwelling and a double garage	<b>New Application (Full Planning)</b>
<b>TWC/2020/0502</b> – crown reduction by 2.5m and thinning of a copper beech tree at 31 Pinewoods	<b>New Application (Full Planning)</b>
<b>TWC/2020/0509</b> – cutting back of upper and lower branches by up to 2m and fungicide treatment of one number oak tree at Oak Lodge, 58A Church Aston	<b>New Application (Full Planning)</b>
<b>TWC/2020/0520</b> – demolition of an existing orangery and erection of a single storey side and rear extension at Church Aston Manor	<b>New Application (Full Planning)</b>
<b>TWC/2020/0521</b> – ditto above (Listed Building Application)	<b>New Application (Listed Building)</b>

**Planning Enquiries:-**

No new enquiries

**CHURCH ASTON PARISH COUNCIL**

**PERSONNEL COMMITTEE – JULY 2020**

**SUBJECT: NJC ANNUAL PAY REVIEW 2019**

**REPORT OF THE CLERK & RESPONSIBLE FINANCIAL OFFICER**

**1.0 PURPOSE**

- 1.1 To provide Members of Church Aston PC with information relating to the NJC Annual Pay Review for 2019 including implications both for the Clerk & RFO's salary and for the Parish Council's budget.

**2.0 INFORMATION**

- 2.1 The National Joint Council are the responsible body for assessing and agreeing with government annual pay awards for a large majority of local government employees including employees of town and parish councils.
- 2.2 Whilst the annual pay review ordinarily takes effect on 1<sup>st</sup> April each year an announcement on the actual award is invariably made in the autumn, or later, in the relevant year.
- 2.3 The effect of late announcements for councils is (i) they must budget each year for as yet unannounced pay increases, and (ii) they are burdened with the administrative task of calculating salary changes and back pay.
- 2.4 To date the pay review for 2019 has not been implemented for Church Aston Parish Council's Clerk and RFO. The effect of the latest pay review in terms of back-pay and salary are shown in the attached calculations.
- 2.5 A copy of the NJC APT&C pay scales for 2019 are also attached for reference. The Clerk / RFO is currently paid at spinal column point 27 (scp 27) which in the new scale equates to scp 20

**3.0 DECISION**

- 3.1 The Personnel Committee met virtually (in light of Coronavirus restrictions) and agreed that the annual pay award should be applied with effect of the July salary payment including a one-off back pay (01/04/19 to 30/06/20) also to be paid in July 2020.
- 3.2 Personnel Committee have asked the Clerk to confirm the 2020 pay award as soon as this is known so that the relevant adjustments may be applied.

CHURCH ASTON PARISH COUNCIL

PERSONNEL COMMITTEE

NJC Annual Salary Review 2019

from 01/04/2018 (£)	from 01/04/2019 (£)	
£24,657.00	£25,295.00	
old scp 27	new scp 20	
		(£)
Difference in salary paid & pay award from April 2019 to March 2020 =		638.00
Difference in salary paid & pay award from April 2020 to June 2020 =		159.50
Total difference in salary paid to pay award =		<u>797.50</u>
Adjusted increase for p/time hours (x 0.1871) =		149.21
<b>Back Pay owed for period 01/04/19 to 30/06/20 =</b>		<b><u>£149.21</u></b>
Annual Salary wef 01/04/19		25,295.00
Adjustment factor for p/time hours		<u>0.1871</u>
		<u>4,732.69</u>
Monthly Salary (divide 12) = (current monthly salary = £384.44)		394.39
Plus Working from Home allowance		10.00
Plus Telephone allowance		7.50
<b>Monthly Payment wef 01/07/20 =</b> (current monthly payment = £401.94)		<b><u>£411.89</u></b>



7 DECEMBER 2018

## **EMPLOYMENT BRIEFING E02-18 | 2018-2019 NATIONAL SALARY AWARD**

The National Joint Council for Local Government Services (NJC) has agreed the new pay scales for 2019-2020 to be implemented from 1 April 2019.

The attached Annex lists the new pay scales for clerks and other employees employed under the terms of the model contract including SCPs 50 and above. These calculations have been checked by the ALCC and are based on the changes agreed by the NJC. These should be applied from 1 April 2019

Due to the introduction of the national living wage, the NJC agreement includes the introduction of a new pay spine on 1 April 2019 and the attachment translates the existing spinal column points and scale ranges used in the sector to the new scales.

© NALC 2018

## ANNEX 1

SCP	1 April 2018	1 April 2019			Old SCP[s]	Scale Ranges
	£ per annum	New SCP	£ per annum	* £ per hour		Based on New SCP
6	£16,394	1	£17,364	£9.02	6/7	Below LC Scale (for staff other than clerks)
7	£16,495					
8	£16,626	2	£17,711	£9.21	8/9	
9	£16,755					
10	£16,863	3	£18,065	£9.39	10/11	
11	£17,007					
12	£17,173	4	£18,426	£9.58	12/13	
13	£17,391					
14	£17,681	5	£18,795	£9.77	14	LC1 (5-6) (below substantive range)
15	£17,972	5	£18,795	£9.77	15	
16	£18,319	6	£19,171	£9.96	16/17	
17	£18,672					
18	£18,870	7	£19,554	£10.16	18	LC1 (7-12) (substantive benchmark range)
19	£19,446	8	£19,945	£10.37	19	
20	£19,819	9	£20,344	£10.57	20	
		10	£20,751	£10.79		
21	£20,541	11	£21,166	£11.00	21	
22	£21,074	12	£21,589	£11.22	22	
		13	£22,021	£11.45		LC1 (13-17) (above substantive range)
23	£21,693	14	£22,462	£11.67	23	
24	£22,401	15	£22,911	£11.91	24	
		16	£23,369	£12.15		
25	£23,111	17	£23,836	£12.39	25	
		18	£24,313	£12.64		LC2 (18-23) (below substantive range)
26	£23,866	19	£24,799	£12.89	26	
27	£24,657	20	£25,295	£13.15	27	
		21	£25,801	£13.41		
28	£25,463	22	£26,317	£13.68	28	
29	£26,470	23	£26,999	£14.03	29	
30	£27,358	24	£27,905	£14.50	30	LC2 (24-28) (substantive benchmark range)
31	£28,221	25	£28,785	£14.96	31	
32	£29,055	26	£29,636	£15.40	32	
33	£29,909	27	£30,507	£15.86	33	
34	£30,756	28	£31,371	£16.31	34	
35	£31,401	29	£32,029	£16.65	35	LC2 (29-32) (above substantive benchmark range)
36	£32,233	30	£32,878	£17.09	36	
37	£33,136	31	£33,799	£17.57	37	
38	£34,106	32	£34,788	£18.08	38	

**ANNEX 1**

SCP	1 April 2018	1 April 2019			Old SCP[s]	Scale Ranges
	£ per annum	New SCP	£ per annum	* £ per hour		Based on New SCP
<b>39</b>	£35,229	<b>33</b>	£35,934	£18.68	39	<b>LC3 (33-36) (below substantive range)</b>
<b>40</b>	£36,153	<b>34</b>	£36,876	£19.17	40	
<b>41</b>	£37,107	<b>35</b>	£37,849	£19.67	41	
<b>42</b>	£38,052	<b>36</b>	£38,813	£20.17	42	
<b>43</b>	£39,002	<b>37</b>	£39,782	£20.68	43	<b>LC3 (37-41) (substantive benchmark range)</b>
<b>44</b>	£39,961	<b>38</b>	£40,760	£21.19	44	
<b>45</b>	£40,858	<b>39</b>	£41,675	£21.66	45	
<b>46</b>	£41,846	<b>40</b>	£42,683	£22.18	46	
<b>47</b>	£42,806	<b>41</b>	£43,662	£22.69	47	
<b>48</b>	£43,757	<b>42</b>	£44,632	£23.20	48	<b>LC3 (42-45) (above substantive benchmark range)</b>
<b>49</b>	£44,697	<b>43</b>	£45,591	£23.70	49	
<b>50</b>	£45,816	<b>44</b>	£46,732	£24.29	50	
<b>51</b>	£46,957	<b>45</b>	£47,896	£24.89	51	
<b>52</b>	£48,138	<b>46</b>	£49,101	£25.52	52	<b>LC4 (46-49) (below substantive range)</b>
<b>53</b>	£49,331	<b>47</b>	£50,318	£26.15	53	
<b>54</b>	£50,421	<b>48</b>	£51,429	£26.73	54	
<b>55</b>	£51,832	<b>49</b>	£52,869	£27.48	55	
<b>56</b>	£53,131	<b>50</b>	£54,194	£28.17	56	<b>LC4 (50-54) (substantive benchmark range)</b>
<b>57</b>	£54,455	<b>51</b>	£55,544	£28.87	57	
<b>58</b>	£56,272	<b>52</b>	£57,397	£29.83	58	
<b>59</b>	£58,082	<b>53</b>	£59,244	£30.79	59	
<b>60</b>	£59,901	<b>54</b>	£61,099	£31.76	60	
<b>61</b>	£61,732	<b>55</b>	£62,967	£32.73	61	<b>LC4 (55-62) (above substantive benchmark range)</b>
<b>62</b>	£63,541	<b>56</b>	£64,812	£33.69	62	
<b>63</b>	£65,372	<b>57</b>	£66,679	£34.66	63	
<b>64</b>	£67,167	<b>58</b>	£68,510	£35.61	64	
<b>65</b>	£68,869	<b>59</b>	£70,246	£36.51	65	
<b>66</b>	£70,607	<b>60</b>	£72,019	£37.43	66	
<b>67</b>	£72,387	<b>61</b>	£73,835	£38.38	67	
<b>68</b>	£74,217	<b>62</b>	£75,701	£39.35	68	

**\* Hourly Rates**

**As per the national agreement, hourly rates are calculated by dividing annual salary by 52 weeks and then by 37 hours rounded to the third decimal place.**

Version 1 - 6 December 2018