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Minutes of the meeting of Church Aston Parish Council held on-line via Zoom professional at 7.30 pm on Tuesday 6th April 2021.

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

In attendance: Borough Cllr Andrew Eade, and M. Atherton (Clerk)

(06/04/21)

Item 1 - Apologies: received from Cllr A Stokes (ill-health)

Members received a brief update on Cllr Stokes health condition, and unanimously continue to offer support during his treatment and recovery.

Item 2 – Declarations of Interest: there were no declarations of interest.

Item 3 – Public Session: No Members of the public present.

Item 4 – Minutes of the Meeting held on 1st March 2021

Minutes of the meeting held on 1st March were proposed as a true and accurate record of proceedings by Cllr Evans and seconded by Cllr Sansom with all members present voting in favour.

<p>Resolved: minutes of the meeting held on 1st March 2021 to be signed by the Chairman of the meeting as a true record as soon as possible on cessation of government restrictions relating to the Coronavirus (COVID 19).</p>

Item 5 – Matters Arising:

- a. **Encroachment along Wellington Road (Pinewoods):** the Clerk reported that this had been reported to T&WC but that a response had not yet been received. Action: Clerk to pursue with T&WC.

- b. **Encroachment and Litter Issues along Liddle's Bank:** Cllr Evans and Cllr Pay provided a brief update on this item. The litter issue occurs relatively infrequently with Cllr Evans and Cllr Richards occasionally picking it up for safe disposal. All three Cllrs commented on the extent of encroachment that is evident following cutting back of the hedging – approximately 1 metre width. **Action:** Clerk to contact T&WC with a view to raising this and 5(a) above via an Environmental Audit (walkabout) with relevant officers
- c. **Signage in the Children's Play Area:** no action to date but noted that Newport Engravers are currently closed. **Action:** Clerk to prompt Adrian Corney (T&WC) when retail shops re-open on 12th April 2021.
- d. **Lighting of the Church Hall Car Park:** nothing further to report – awaiting feedback from the next Church Hall Committee meeting.
- e. **Dog Waste (Folly Lane):** the recently installed new waste bin had been located in a difficult to access place for dog walkers using The Folly. **Agreed:** to review during the environmental audit with a possibility of relocation.
- f. **Active Travel Fund 2021:** Cllr Stacey provided a brief update on proposals following an on-line meeting with T&WC Members & Officers. It is understood that a footway is to be provided alongside the carriageway from the Aldi roundabout through to the Sheep Island. At present there are no plans for a direct cycle route linking the former railway to cycle route 55 at the Red House (other than via the current tortuous route through Newport).
- g. **Flooding along the former railway line:** a drainage chamber has been found by T&WC officers on the former railway line. They are to investigate further but it looks likely that the building of new homes lower down the former line may have interfered with the drainage system. **Action:** maintain a watching brief.
- h. **Community Grant Awards:** the Clerk provided a brief update on applications received to date. Members discussed the budget provision made for the year and a number of factors relating to priority and timing of grant approvals. Cllr Richards reminded colleagues that the budget also includes £750 for community related events during 2021/22. **Agreed:** to carry this item forward to the June 2021 meeting.
- i. **Longford Road (Speeding Traffic):** the Chairman informed Members of recent communications relating to speeding traffic along Longford Road potentially endangering pedestrians walking between Haberdasher Adams School and their playing fields at Longford Hall. The matter had already been reported to T&WC with a request for an investigation, additional safety measures and enforcement.

PARISH PROJECTS & COMMUNITY MATTERS

Item 6 – Good Citizens Award

Members unanimously agreed a nomination put forward by Mrs Jen Griffiths of Newport Infant School. Cllr Knight suggested another school related nomination which was also unanimously agreed.

Following further discussion it was agreed to present recipients with a glass appearance trophy (instead of a framed certificate. Cllr McKeown provided an example of the style of trophy and this was unanimously agreed by all present.

Action: Clerk to contact Newport Engravers to arrange production.

Item 7 – Representative Reports

Cllr Knight provided a comprehensive report on matters relating to the Village Hall including planned events, activity updates and the AGM scheduled for 38/04/2021.

Item 8 – Communications Updates:

Correspondence: all relevant correspondence circulated prior to the meeting. Notification of the annual audit & return recently received from PKF Littlejohn.

Facebook: Cllr Evans reported that Facebook postings had primarily been about COVID 19 information / updates.

Website: the website content continues to evolve month by month. Most CAPC web pages are currently up-to-date, but some 'backroom' adjustments are required to the website when T&WC web technicians are available.

Item 9 – Electoral Review

Cllr Evans provided a comprehensive update on work of the Steering Group including contact / communications with CA&WPC who would now be represented at future steering group meetings. He also commented on contact with T&WC and directly with the LGBCE concerning stages 1 & 2 of the review process. LGBCE had confirmed that CAPC may submit a response to Stage 1 by mid-April and the form of this response had been agreed at a steering group meeting. **Action:** Clerk to finalise the Stage 1 consultation response, confirm approval of the steering group Chairman, and then submit to the LGBCE.

POLICY & PLANNING MATTERS

Item 10 – Planning Matters

Members noted the Planning Schedule for March 2021

Cllr Pay provided an update on TWC/2021/0109 (Bloor Homes 'reserved matters' site) and confirmed that the application had been called-in following representations from CAPC and borough Cllr Eade.

Cllr Pay also provided an overview of potential developments on the larger TWC/2011/0871 site including a piece of land adjacent the above site which Bloor Homes had expressed interest in.

Cllr Bennett suggested inviting a senior policy planner to a CAPC meeting to discuss the local plan review process and its influence over current developments. This was unanimously agreed by Members. **Action:** Clerk to contact T&WC planning to extend an invitation.

FINANCE & GOVERNANCE

Item 11 – Accounts & Payments

(a)(i) Statement of Account: £13,889.22 at close of business on 31/03/2021 (year-end). The balance stands at £23,702.72 as at close of business today (06/04/21).

(a)(ii) Cllr Richards proposed, and Cllr Evans seconded, with a unanimous vote in favour from all Members present at the meeting for the following payments made since the date of the last meeting to be authorised:

Payment	Cheque No.	Statute	Amount
HMRC (PAYE) – March 2021	On-line transfer	LGA 1972 s112	£131.60
West Mercia Energy	On-line transfer	LGA 1972 sch 14	£181.36

Resolved: the above accounts are authorised for payment at this meeting held on 6th April 2021.

(a)(iii) Cllr Sansom proposed, and Cllr Knight seconded, with unanimous vote in favour from all Members present at the meeting for the following payment to be authorised:

Payment	Cheque No.	Statute	Amount
EoN Energy Solutions Ltd	On-line transfer	LGA 1972 s112	£114.09

Resolved: the above account is authorised for payment at this meeting held on 6th April 2021.

Item 11(b) 4th Quarter Bank Reconciliation

Following a brief discussion and clarification on various points the 4th Quarter Bank Reconciliation was agreed. Cllr Stacey proposed approval, Cllr McKeown seconded the motion and all Members present voted in favour

Resolved: the 4th Quarter Bank Reconciliation be authorised by two signatories in-line with Financial Standing Orders.

The Clerk confirmed that a VAT claim had been submitted for recovery of VAT paid in 2020/21.

Item 12 – Appointment of an Internal Auditor

The Clerk informed Members of a need to appoint an internal auditor, and suggested that the auditor appointed in 2020 be appointed again for the 2020/21 audit.

Resolved: the Clerk is authorised to appoint Mrs Katrina Baker MBE as the internal auditor for the 2020/21 Accounts and Statements.

Item 13 – Review of the Risk Register

The Chairman suggested, and it was unanimously agreed, to defer this item until the 4th May 2021 business meeting.

Item 14 – Future Meeting Dates

The following future meeting dates were noted:

- **Business Meetings:** Tuesday 4th May, Monday 7th June and 5th July 2021
- **Annual General Meeting:** Monday 10th May 2021

Roads, Hedges & Ditches

- a. Cllr Knight commented on recent reports confirming that the Rectory is not for sale;
- b. Cllr Mckeown enquired about preparations for spring / summer planting of the village planters. The Clerk confirmed that planting is ordinarily carried out towards the end of May to avoid frosts and suggested returning to Bloomsbury Nurseries this year where there is a wider variety of plants to select from. This proposal was agreed.
- c. Cllr McKeown also asked about the timeframe for returning to in-person meetings. The Chairman confirmed that it is still not clear when in-person meetings could resume but that everyone was looking forward to the more traditional settings for meetings;
- d. Cllr Eade referred to the Garden of Reflection project at St. Andrew's Churchyard and confirmed that he would be contributing £400 from his Ward Fund. However, the project requires a further £200 and Cllr Eade asked Parish Councillors to consider meeting those costs. Again, this was agreed in principle;
- e. The Clerk referred to Brockton Memorial and asked for approval to arrange for the area to be weeded and generally tidied up. This was agreed. **Action:** Clerk to make appropriate arrangements for weeding etc.

Meeting closed at 9.15 pm

Signed Chairman:

Date