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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 4<sup>th</sup> May 2021.**

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

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

**(04/05/21)**

**Item 1 - Apologies:** received from Cllr Richards (holiday), Cllr A Stokes (ill-health) and borough Cllr Eade (conflicting commitments)

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

**Item 3 – Public Session:** two members of the public attended the meeting via zoom link.

**Item 4 – Minutes of the Meeting held on 6<sup>th</sup> April 2021**

Minutes of the meeting held on 6<sup>th</sup> April 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.

**Resolved:** minutes of the meeting held on 6<sup>th</sup> April 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).

**Item 5 – Matters Arising:**

Environmental Audit:

- a. **Encroachment along Wellington Road (Pinewoods):** since the environmental audit this section of Wellington Road had been swept but the level of encroachment was too great to have made any significant impact. **Agreed:** to maintain a watching brief.

- b. **Encroachment and Litter Issues along Liddle's Bank:** Cllr Evans confirmed that the narrow section of Liddle's Bank had been swept with an overall improvement. However, there remain sections of road where the build-up of detritus would need to be removed by spade. Members agreed that regular sweeping would help.
- c. **Signage in the Children's Play Area:** the Clerk confirmed that one sign had now been passed to Adrian Corney for fixing but that a second sign was required for the side entrance. **Action:** Clerk to order a second sign and to arrange fixing. Also, the Chairman reported on Facebook postings concerning littering of the play area. Inspection of the area during the environmental audit showed there to be plenty of bins (x5) and no current evidence of litter.
- d. **Dog Waste (Folly Lane):** during the environmental audit it had been agreed to leave the new bin in its current location and to assess over coming weeks whether it was being used. **Action:** to review extent of use jointly with Adrian Corney in June / July.
- e. **Aston Hill Footpaths:** the Clerk reported on a series of Facebook and email postings concerning dog fouling along public rights of way over Aston Hill. After extensive investigations and further correspondence with the main complainant it was confirmed that this matter could not be resolved by CAPC or T&WC but that it was a matter for the landowners.

Other Matters Arising:

- f. **Lighting of the Church Hall Car Park:** nothing further to report – awaiting feedback from the next Church Hall Committee meeting.
- g. **Flooding along the former railway line:** nothing further to report at present. **Action:** Clerk to contact Cllr Eade with a request for him to prompt T&WC drainage engineers.
- h. **Community Grant Awards:** the Clerk advised that a further application had been received and that this would be added to a list of applications for consideration at the June meeting.
- i. **Village Planters (budget & scheme):** following brief discussion a budget of £275 was agreed for plants and the Clerk was authorised to purchase suitable plants from a local nursery. Members also suggested involving the former Chairperson of the Gardening Club in planting out of the planters. Actions: (i) the Clerk to contact Sylvis Stening regards planting; and (ii) Needes Landscaping regards watering.

## PARISH PROJECTS & COMMUNITY MATTERS

### Item 6 – Representative Reports

Cllr Knight provided feedback from the Village Hall Committee AGM which had taken place on 28/04/2021 – this included updates on committee membership, fee charges, resumption in usage of the village hall, centenary celebrations and the plaque, a positive reception for returning computer courses, and a few other related matters.

#### **Item 7 – Communications Updates:**

**Correspondence:** all relevant correspondence circulated prior to the meeting. The Clerk referred briefly to the Community Leaders meeting hosted by Rev Zoe Heming.

**Facebook:** Cllr Evans reported that Facebook traffic in the past month related mostly to the Bloor homes development site and various related matters.

**Website:** the website remains largely up-to-date. There are some outstanding 'backroom' adjustments required once access to T&WC web technicians resumes.

#### **Item 8 – Electoral Review**

Cllr Evans provided a brief overview of the situation including recent cancellation of a Steering Group meeting in light of an absence of essential business.

He also confirmed that, following contact with the LGBRE team, a response had been made to Stage 1 of the review but that this had been neutral in terms of preferences at this stage – but retaining a more focused interest in stage 2.

All indications are that T&WC are pressing LGBCE for an increase of two elected Members bringing the total to 56. However, this could not be confirmed as T&WC had met in private to consider the matter. A decision of the LGBCE team is now awaited prior to moving on to stage 2 of the review process (warding).

Current actions of the Steering Group centre on developing our own preferred consultees list and Cllr Bennett was active in this task. Separately, the Clerk had agreed to carry out a similar assessment with a view to creating a full but focused list of appropriate consultees.

### **POLICY & PLANNING MATTERS**

#### **Item 9 – Planning Matters**

Members noted the Planning Schedule for April 2021

Cllr Pay provided feedback from a recent 'stakeholders' meeting with Bloor Homes where discussion had been about a wider development area than that of the current application. Discussions covered site area, design quality, protection / routing of public rights of way, highway access, future management of the pond / green areas.

Cllr Pay confirmed that T&WC planners have requested a full pre-application which Bloors have agreed to provide. Bloors Homes Ltd is working to a July / August planning approval, although there remain a number of significant matters to resolve.

## FINANCE & GOVERNANCE

### Item 10 – Accounts & Payments

(a) Statement of Account: £23,514.61 at close of business on 30/04/2021.

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

Payment	Cheque No.	Statute	Amount
WG Barrass (N'port Engravers)	On-line transfer	LGA 1972 s137	£189.60

**Resolved:** the above previously settled account is authorised retrospectively at this meeting held on 4<sup>th</sup> May 2021.

(c) Cllr Stacey proposed, and Cllr Sansom 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
HMRC PAYE – April 2021	On-line transfer	LGA 1972 s112	£114.09
Zurich Municipal Insurance	On-line transfer	LGA 1972 s111&s140	£286.16
West Mercia Energy	On-line transfer	LGA 1972 sch 14	£139.11

**Resolved:** the above accounts are authorised for payment at this meeting held on 4<sup>th</sup> May 2021.

### Item 11 – Annual Governance & Accountability Return 2020/21

The Clerk provided a brief overview of the AGAR process for 2020/21, and specifically clarifying that the 'normal' timeframe and procedures have now resumed. The AGAR must be approved by the town / parish council and published by 30<sup>th</sup> June 2021.

(a) In line with requirements of the AGAR the Clerk presented the **Annual Governance Statements 2020/21** for approval. This was proposed by Cllr Pay, seconded by Cllr Evans, with all Members present in favour.

**Resolved:** the Annual Governance Statements 2020/21 are approved by the Parish Council ready for submission to the External Auditor in line with regulatory requirements.

(b) Similarly, in line with requirements the Clerk presented the **Accounting Statements 2020/21** for approval. These were proposed by Cllr Stacey, seconded by Cllr Sansom, with all Members present in favour.

**Resolved:** the Accounting Statements 2020/21 are approved by the Parish Council ready for submission to the External Auditor in line with regulatory requirements.

(c) Whilst Members noted that public access to the Parish Council's accounts is always available (with reasonable notice) the period for public rights should be set as: **Monday 14<sup>th</sup> June to Friday 23<sup>rd</sup> July 2021** – giving 30 working days when the public have a right to view the accounts. This was proposed by Cllr Evans, seconded by Cllr Pay, with all Members present voting in favour.

**Resolved:** the Period for Public Rights is to be Monday 14<sup>th</sup> June to Friday 23<sup>rd</sup> June 2021.

## Item 12 – Review of the Risk Register

Following a brief discussion about various aspects of the Risk Register the Clerk confirmed that it conformed to statutory requirements, Standing Orders & Financial Regulations and the Parish Council's insurance cover.

With the above assurances Cllr Bennet proposed and Cllr Pay seconded a motion to approve the Risk Register for the next two years. This was unanimously agreed by all Members present.

**Resolved:** the Parish Council's Risk Register is approved for the period to May 2023 when it is to be reviewed again.

## Item 13 – Future Meeting Dates

The following future meeting dates were noted:

- **Business Meetings:** Monday 7<sup>th</sup> June, 5<sup>th</sup> July and 6<sup>th</sup> September 2021
- **Annual General Meeting:** (provisionally) Monday 24<sup>th</sup> May 2021

## Roads, Hedges & Ditches

- a. Cllr Stacey reported back on a recent presentation of Worthy Citizen Awards which had been very well-received;
- b. Cllr Sansom referred to an enquiry from a resident about litter on the MUGA (play area). Earlier discussions confirmed that any short-term issues had now been resolved. Cllr Sansom agreed to discuss with the originator;

Meeting closed at 8.50 pm

Signed Chairman:

Date