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### Minutes of Church Aston Parish Council

Held at Church Aston School, Church Aston on Monday 11<sup>th</sup> May 2015. The meeting commenced at 8.05 pm

**Present:** Cllr Simon Stacey (Chairman), Cllr Paul Evans (Vice Chairman), Cllr Brian Richards, Cllr Fiona McKeown, Cllr Pat Sansom, Cllr Billie Knight, Cllr John Pay, Cllr Mike Stansfield, & Cllr Mike Stacey

**Also in attendance:** Mike Atherton: Clerk to CAPC

<b>1.</b>	<b>Apologies</b>	Cllr Marjorie Revill and Borough Cllr Andrew Eade
<b>2.</b>	<b>Declarations of Interest</b>	None
<b>3.</b>	<b>Public Session</b>	<p>Mr Phil Gillum, Treasurer and acting Chairman of the Village Hall Committee attended the meeting.</p> <p>Mr Gillum provided a briefing on the situation regarding recent commissioning of contractors to repair the village hall roof and a comprehensive overview of the village hall condition, repairs and improvements carried out, and general usage of the building.</p> <p>The cost roof repairs are quoted at ~£21,000 which will use all of the VHC resources leaving nil reserves in the event of further issues.</p> <p>Parish Councillors asked a number of questions concerning process for engaging the contractor, general condition of the village hall, usage and future bookings, grant and other funding options, insurance cover, options to improve thermal insulation, and measures to prevent further vandalism. Mr Gillum provided responses to all questions.</p> <p>In concluding the discussion Cllrs commented upon the importance of the village hall to promoting a healthy, inclusive community and noted that the contractor appears to be doing a good job.</p> <p>The Chairman thanked Mr Gillum for taking time to provide the Parish Council with a comprehensive update on the village hall.</p>

4.	<b>Minutes of the last meeting</b>	Minutes of the meeting held on 13 <sup>th</sup> April 2015 – proposed Cllr Paul Evans, seconded by Cllr M. Stacey, and unanimously agreed.
5.	<b>Matters Arising</b>	<ul style="list-style-type: none"> <li>a) Repairs to footway over the former railway bridge – nothing further to report;</li> <li>b) S.106 funding for improvements to play area – nothing to report at present;</li> <li>c) Parish Notice Boards: photographs of all Parish Councillors now provided but awaiting from AE. Ongoing discussion regards content management;</li> <li>d) Dog fouling issues on playing fields &amp; alleyway: issue now resolved.</li> <li>e) Public consultation response: Cllrs discussed details of consultation responses provided by residents relating to the proposed 20 mph speed limit project. It was agreed to request T&amp;WC to carry out speed checks on Wellington Road and Wallshead Way. Also, agreed to provide a composite response for residents that had responded to the consultation exercise.</li> </ul>
<b>PARISH PROJECTS &amp; COMMUNITY MATTERS</b>		
6.	<b>House Next to the School</b>	Cllr Richards updated the meeting on progress. It is understood that the resident withdrew their appeal to an enforcement notice and that T&WC had given them 3 weeks (expiring on 12 <sup>th</sup> March) to clear the garden. If the resident fails to comply with the notice then T&WC may enter the land, carry out all necessary work & recharge the owners.
7.	<b>Projects for the Parish</b>	<p><b>(i) 20 mph Speed Limit:</b> an update was provided c/o a recent email from Nick Kitchen – essentially the scheme is progressing through legal processes.</p> <p><b>(ii) Planters:</b> the Clerk reported on progress including watering, purchasing of plants, engaging the gardening club to help with planting. Cllr Evans noted that the planters would need topping up with compost. A budget of £250.00 was agreed for plants &amp; compost. Clerk to organise planting out towards end of May 2015.</p> <p><b>(iii) Wild Flower Planting Scheme:</b> Cllr Evans provided an overview of arrangements via T&amp;WC which appear to be progressing well.</p> <p><b>(iv) Closed Section of Churchyard:</b> two contractors had now visited the site with one quotation received and one awaited. Initial indications of likely cost appear to be</p>

		<p>acceptable. Clerk to liaise with Ann Whitfield and Lee Wheeler to keep them informed. Clerk also to confirm offer of funding for a mini-skip to take grounds waste.</p> <p><b>(v) Street Lighting Contract:</b> NTC have now confirmed formal agreement to proposed principles. Clerk to liaise with the town clerk and Eon rep regards detailed negotiations. Cost implications of cyclical replacements to be assessed and a report provided to the next meeting.</p> <p><b>(vi) Emerging Community Projects:</b> Councillors continued their discussions regarding village hall roof repairs, issues arising from commissioning of this work, and a grant request from the village hall committee.</p> <p>Cllr Knight proposed and Cllr Evans seconded a proposal to provide a grant to the VHC, under provision of S.137 of the Local government Act 1972, in the sum of £5,000 which was unanimously agreed.</p> <p>The grant cheque to be sent to the acting Chairman with a letter acknowledging the importance of the village hall to community life and the excellent work of volunteers managing the facility. However, the letter is to set out the Parish Council's concerns about the absence of appropriate processes for commissioning this sort of work and seeking an assurance that the VHC will address these issues.</p> <p>It was also suggested that media coverage is appropriate in the circumstances so that local residents are aware of the contribution made by their Parish Council.</p>
8.	<b>Representatives Reports</b>	<ul style="list-style-type: none"> <li>• <b>Parish Newsletter (SS):</b></li> <li>• <b>Village Hall (BK):</b></li> <li>• <b>Rural Forum (PE):</b></li> <li>• <b>Bus Users Group (BR):</b></li> <li>• <b>Newport Regeneration Partnership (JP):</b></li> <li>• <b>Shaping Places (JP):</b></li> <li>• <b>T&amp;WC (AE):</b></li> </ul> <p>Please see reports provided at the Annual Meeting of Church Aston Parish Council held immediately prior to this meeting.</p>
9.	<b>Correspondence</b>	<p>The clerk has received correspondence as follows:-</p> <ul style="list-style-type: none"> <li>• Invitation from the Chairman of the Royal British Legion to the Laying up of the Standard at St. Nicholas' Church on 29<sup>th</sup> July 2015;</li> <li>• Notification of change of address from West Mercia Energy (WME)</li> </ul>

		<ul style="list-style-type: none"> <li>• Email response from T&amp;WC to an enquiry regards NCR 55 – a map of the route now provided to Cllr M. Stacey</li> <li>• Letter confirming that the CVS meeting scheduled for 20<sup>th</sup> May had now been moved to 3<sup>rd</sup> June (10.00 am at the Glebe Centre, Wellington)</li> <li>• Email from NTC town clerk confirming member delegation to negotiate street lighting contract arrangements;</li> <li>• Email from Newport Cottage Care Centre enclosing photographs of recently completed kitchen improvement that CAPC had contributed to through the community grants 2014.</li> </ul>
<b>POLICY &amp; PLANNING MATTERS</b>		
10	<b>Shaping Places / Newport Indicative Master-Plan</b>	Nothing new to report on Shaping Places
11.	<b>Planning Applications</b>	<p>Please see the monthly planning schedule.</p> <p>Cllr Evans raised a query about how CAPC can improve the process for consulting and responding to planning application. Colleagues considered options and agreed that each Cllr should provide a response to each planning application circulated by the Clerk.</p> <p>Where a Cllr has not responded within 7 days then it is assumed that the Cllr has 'no objections'.</p> <p>Clerk to ensure full consultation on all major applications or any applications where there may be particular issues or sensitivities.</p>
<b>FINANCE &amp; GOVERNANCE</b>		
12	<b>Accounts and Payments</b>	<p>The Clerk reported verbally on the account balance at year-end, and as at the date of the meeting (11/05/2015).</p> <p>A number of cheques were presented for signing, and Cllrs noted payments made since the last meeting including payment of the Clerks salary.</p> <p>The Clerk presented the '<i>Accounting Statements 2014/15</i>' and the '<i>Annual Governance Statements 2014/15</i>' for approval. These were proposed by Cllr S. Stacey and seconded by Cllr P Evans and unanimously agreed. Cllr S. Stacey (Chairman) then signed the '<i>Annual Return for the financial year ended 31 March 2015</i>'</p>

13.	<b>Personnel Committee</b>	Clerk to review options for social media training in light of member interest in this form of community interaction.
14.	<b>Compliance Matters</b>	The Clerk provided to Cllr S Stacey a USB containing all archived and current CAPC digital records. This to be updated monthly and stored at the Chairman's home to comply with the recently updated and approved Risk Assessment.

## **ROADS, HEDGES & DITCHES**

16	<b>Roads, Hedges and Ditches</b>	<ul style="list-style-type: none"> <li>a. Cllr B. Richards enquired as to progress in assessing an option for a Parish Council facebook page. Cllr S Stacey responded that he was still exploring this option;</li> <li>b. Cllr Evans enquired as to whether a response had been received from T&amp;WC to a walkabout and recording of highway and footway repair and maintenance issues. Clerk to progress chase;</li> <li>c. Cllr Evans enquired as to how many nominations had been received for the worthy citizen's award. The Chairman informed colleagues that to date just one nomination had been made. Award to be made at the Civic Sunday scheduled for the third Sunday in September.</li> </ul>
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**Date and time of next meeting confirmed as 1<sup>st</sup> June 2015 at the Village School starting at 7.40pm**

Meeting closed at 9.30 pm

Signed Chairman:

Date: