

CLERK: Michael Atherton  
ADDRESS: 53 Beechfields Way  
Newport  
Shropshire  
TF10 8QA

Tel: 01952 820241  
Email: [churchaston@gmail.com](mailto:churchaston@gmail.com)



## Minutes of the meeting of Church Aston Parish Council held on-line via Zoom at 7.00 pm on Monday 4<sup>th</sup> April 2022.

It was noted that this meeting was held on-line as a health precaution measure consequent upon the Clerk testing positive for Covid-19.

**Present:** Councillors: S. Stacey (Chairman), P. Evans (Vice-Chairman) B. Richards, B. Knight, J. Pay, M. Bennett, and A. Stokes

**In attendance:** Borough Cllr Andrew Eade and Mike Atherton (Clerk)

**(04/04/22)**

**Item 1 - Apologies:** Cllr McKeown and Cllr Sansom

**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 7<sup>th</sup> March 2022**

Minutes of the meeting held on 7<sup>th</sup> March were proposed as a true and accurate record of proceedings by Cllr Richards and seconded by Cllr Bennett with all members present voting in favour.

<p><b>Resolved:</b> minutes of the meeting held on 7<sup>th</sup> March 2022 were signed by the Chairman of the meeting as a true and accurate record.</p>
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**Item 5 – Matters Arising:**

- a. **Encroachment - Wellington Road & Liddle's Bank:** Borough Cllr Eade provided a further update on funding for the extended footway / cycleway route. It was then agreed to 'Resolve' this issue until the scheme comes forward.
- b. **Asset Management:** Cllr Richards referred to ongoing discussions with prospective contractors about the nature & specification of proposed works prior to seeking quotations. Further information to be provided to the next meeting.

Cllr Richards asked about lightly power hosing the planters and the boundary stones to help improve their appearance and to assist future maintenance.

**Action:** Clerk to pursue with Needes Landscaping.

- c. **Environmental Challenge:** Cllr Evans opened the discussion by recognising the positive track record of T&WC on environmental matters and emphasised a need for CAPC's approach to be supportive. Members then discussed the importance of the policy / strategy leading to actions both directly from, and influenced by, the PC. It was agreed to adopt the Strategy / policy document presented to the meeting subject to an amendment to include the words "actively support beneficial outcomes".

The Environmental Policy / Strategy (as amended) was proposed by Cllr Evans, seconded by Cllr Richards and unanimously agreed for adoption by all those present at the meeting.

<p><b>Resolved:</b> that the Environmental Strategy / Policy (as amended) was approved at this meeting, and shall guide the Parish Council's approach to environmental matters in the future.</p>
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- d. **Electoral Review Update:** the outcome of the extended public consultation period is awaited following the 5<sup>th</sup> May 2022 deadline.
- e. **Future of Local Health Services:** nothing further to report – awaiting information via the Wrekin Area Committee.
- f. **Review of Local Flood Planning:** all relevant video information now forwarded to T&WC and a response regarding local flooding issues along with a review of the local flood plan are awaited. Areas of interest for CAPC continue to focus on the former railway line, Dark Lane and Pinewoods.
- g. **Worthy Citizens Awards 2022:** Members discussed three potential nominees. The three nominees were proposed by Cllr Richards, seconded by Cllr Stacey and unanimously agreed by all Members present.

**Action:** Clerk to arrange for the trophies to be purchased and to notify the respective recipients with a view to a presentation event during the QEII Platinum Jubilee weekend.

## PARISH PROJECTS & COMMUNITY MATTERS

### Item 6 – Parish Projects

- a. **QEII Platinum Jubilee Celebrations:** the Clerk summarised details of the programme for the QEII Jubilee celebrations. Members noted issues concerning a funding bid to T&WC and a need to revise the budget for this event in light of

circumstances. Cllr Eade confirmed a willingness to assist from his Ward Member fund and identified both the new signage and trees as potential items.

**Actions:** Clerk to chase-up sign design and costings with Val Hulme (T&WC).

Members agreed to dedicate the additional jubilee tree adjacent the small children's play area to local children in honour of the QEII Jubilee.

Cllr Richards asked about additional stakes to be provided to protect the new trees. **Action:** Clerk to chase-up with Needes Landscaping.

Members also considered a bid from St. Andrew's Church for funding of £250 to support provision of an arts & crafts display in the church over Jubilee weekend. Members agreed to fund this bid as a Community Grant Award which is to be funded from the allocated budget for 2022/23. This was proposed by Cllr Stacey, seconded by Cllr Richards, and unanimously agreed by all present at the meeting.

- b. **Provision of Seating / Picnic Table on the Play Area:** Members noted that this project had recently been completed and it was well-received by all present. **Action:** Clerk to pass on thanks to Nigel Murray (T&WC).

Members also discussed potential for another seat to be located adjacent the access path from Brookside – this was generally agreed as a project for either later in the year or next year.

## Item 7 – Representative Reports

**Village Hall:** Cllr Knight summarised the programme of events taking place / planned for the Village Hall including a craft & food fair on 8<sup>th</sup> October, a Barn Dance on 15<sup>th</sup> October and various other events

A recent film night had raised £625 towards the humanitarian aid appeal for victims of the Ukraine war.

**Bus User Group:** no meetings held. Information circulated to BUG Members on various service changes.

**NRP:** nothing to report.

**T&WC:** Cllr Eade informed Members of proposed changes to the 5 / 5A bus services including changes to routes, times and frequencies.

## Item 8 – Communications Updates:

**Correspondence:** all relevant correspondence had been circulated to Members.

**Newsletter:** the draft Newsletter was agreed and signed-off. **Action:** Clerk to organise printing of 650 copies for distribution prior to Easter weekend.

**Facebook:** nothing to report.

**Website:** nothing to report.

## POLICY & PLANNING MATTERS

### Item 9 – Planning Matters

- a) **Planning Schedule for April 2022:** comments provided relating to the schedule.
- b) **Bloor Homes:** nothing further to report, hence it was agreed to 'Resolve' this matter.

## FINANCE & GOVERNANCE

### Item 10 – Accounts & Payments

(a) the following payments made since the last meeting was held were presented for retrospective approval. Cllr Evans proposed, and Cllr Stacey seconded retrospective authorisation of the following payments, with all Members present voting in favour.

Payment	Cheque No.	Statute	Amount
EoN Energy Sollutions Ltd	On-line transfer	LGA 1972 sch 14	£118.98
West Mercia Energy	On-line transfer	LGA 1972 sch 14	£218.74
HMRC (PAYE) – Feb 2022	On-line transfer	LGA 1972 s112	£101.40

**Resolved:** the above payments at 10(a) were retrospectively approved for payment at this meeting held on 4<sup>th</sup> April 2022.

### (b) 4<sup>th</sup> Qtr Bank Reconciliation & Year-End Account Statement

Members received the 4<sup>th</sup> Quarter Bank Reconciliation 2021/22 and following scrutiny Cllr Richards proposed and Cllr Pay seconded their approval with all Members present voting in favour.

Members noted the Year-End Statement of Account at £14,934.22

### (c) AGAR 2021/22

(i) In line with requirements of the AGAR the Clerk presented the **Annual Governance Statements 2021/22** for approval. This was proposed by Cllr Evans, seconded by Cllr Stacey, with all Members present in favour.

**Resolved:** the Annual Governance Statements 2021/22 are approved by the Parish Council ready for submission to the External Auditor in line with regulatory requirements.

(ii) Similarly, in line with requirements the Clerk presented the **Accounting Statements 2021/22** for approval. These were proposed by Cllr Evans, seconded by Cllr Pay, with all Members present in favour.

**Resolved:** the Accounting Statements 2021/22 are approved by the Parish Council ready for submission to the External Auditor in line with regulatory requirements.

(iii) 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 13<sup>th</sup> June to Friday 22<sup>nd</sup> July 2022** – 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 13<sup>th</sup> June to Friday 22<sup>nd</sup> July 2022.

#### **(d) Payments for authorisation at this meeting.**

Cllr Pay proposed, and Cllr Evans seconded, with unanimous vote in favour from all Members present at the meeting for the following payments to be authorised:

<b>Payment</b>	<b>Cheque No.</b>	<b>Statute</b>	<b>Amount</b>
Clerk's out-of-pocket Expenses	On-line transfer	LGA 1972 s137	£124.70

**Resolved:** the payment set out above at 10(d) was formally approved for payment at this meeting held on 4<sup>th</sup> April 2022.

#### **Item 10(e) Revised Draft Budget 2022/23**

In light of the outcome of the funding bid to T&WC under the QEII Platinum Jubilee grant scheme, the budget for 2022/23 needs minor revisions to reflect the change in circumstances.

A revised draft budget was shared with Members, discussed in detail and agreed in principle. The revised budget was proposed by Cllr Stacey, seconded by Cllr Evans and unanimously supported by all Members present.

**Resolved:** that the revised draft budget 2022/23 (v.3) is approved at this meeting held on 4<sup>th</sup> April 2022.

#### **Item 10(f) Appointment of Internal Auditor**

The Clerk requested approval to re-appoint Mrs Katrina Baker as the Parish Council's 'Internal Auditor'

Reappointment of Mrs Baker was proposed by Cllr Richards, seconded by Cllr Pay, and unanimously agreed by all Members present

**Resolved:** that Mrs Katrina Baker is appointed the Parish Council's Internal Auditor for the accounting process for 2021/22.

#### **Item 10(g) Renewal of the Street Lighting Contract**

The Clerk presented to Members a proposal from Eon Energy Solutions Ltd for renewal of the street lighting repair and maintenance contract. The proposal includes for 5% uplift in price for year one then a fixed price contract for years two and three.

After discussion and further consideration Cllr Bennett proposed and Cllr Knight seconded the recommendation to renew the contract with EoN Energy Solutions Ltd with all Members present voting in favour.

**Resolved:** that the Clerk is authorised to renew the street lighting repair & maintenance contract with EoN Energy Solutions Ltd on terms quoted by the company and approved by the Parish Council.

#### **Item 10(f) Revised Financial Regulations**

The Clerk presented to Members the revised and updated Financial Regulations – based upon and modified from the NALC model form of Regulations.

Having previously seen and agreed modifications to the document Members agreed to adopt these new Financial Regulations. Adoption was proposed by Cllr Richards, seconded by Cllr Stacey, and unanimously supported by all Members present.

**Resolved:** the revised Financial Regulations as presented to the Parish Council be adopted with effect from this meeting date i.e. 4<sup>th</sup> April 2022.

#### **Item 11 – Personnel Committee**

The Chairman updated colleagues on progress made in preparing documentation for appointment of a new Clerk and RFO.

Various media channels were discussed with a view to maximising exposure of the advert. **Action:** Clerk to post the job advert as soon as possible.

**Item 12 – Future Meeting Dates:** The following future meeting dates were noted:

- **Business Meetings:** Monday 9<sup>th</sup> May, 6<sup>th</sup> June and 4<sup>th</sup> July 2022
- **AGM:** Monday 9<sup>th</sup> May

#### **Roads, Hedges & Ditches - none**

Meeting closed at 9.00 pm

Signed Chairman:

Date