

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

Tel: 01952 820241
Email: churchaston@gmail.com



Minutes of the meeting of Church Aston Parish Council held in St. Andrew's Church Hall at 7.40 pm on Monday 4th July 2022.

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

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

(04/07/22)

Item 1 - Apologies: Cllrs B. Richards, P. Sansom & A. Stokes

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

Item 3 – Public Session:

Ms Reynolds and Ms Joseph attended the meeting to bring to Members attention a series of recent Anti-Social Behaviour issues at the QEII Park. These matters had been reported to the police on the evening of the incidents but unfortunately there had been no initial police response.

In addition to the threatening behaviour of one youth, graffiti had been scrawled on some of the play equipment. Video's taken on mobile telephones had been provided to the police who had subsequently taken action. The Police are now providing regular visits to the Park to quell any further issues.

Actions: (i) Clerk to invite a member of the police SNT to the next PC meeting in September; (ii) Chairman & Clerk to meet Paul Fenn (T&WC) to discuss CCTV and other response options; (iii) confirm a postcode for the QEII Park to assist future incident reporting.

Item 4 – Minutes of the Meeting held on 6th June 2022

Minutes of the meeting held on 6th June were proposed as a true and accurate record of proceedings by Cllr Pay and seconded by Cllr Bennett. All members present voted in support of the proposal.

<p>Resolved: minutes of the meeting held on 6th June 2022 to be signed by the Chairman of the meeting as a true and accurate record.</p>
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Item 5 – Matters Arising:

- a. **Asset Management:** agreed to carry this tem over to the September meeting when Cllr Richards will be in attendance.
- b. **Electoral Review Update:** Cllr Evans provided a full update on the current position with the LGBCE second report expected in August 2022. Members discussed various actions including: (i) re-forming the Boundary Review Steering Group; (ii) broadening the scope of this item to Electoral Review & Boundary Review to ensure continuity for Members and (iii) various parallel actions to be undertaken with neighbouring rural parishes.
- c. **Future of Local Health Services:** Cllr Stacey reported back on the second meeting of the Patient Participation Group for Wellington Road Surgery. Some improvements were noted with some 'customer service' issues ongoing and in need of further attention.
- d. **Review of Local Flood Planning:** Borough Cllr Eade indicated that a site meeting would be taking place on 15th July with officers of T&WC and Cllr Richards.
- e. **Electric Charging Facilities for Motor Vehicles:** the Clerk reported back on various actions followed through from the last meeting including circulation of relevant documents to Members prior to this meeting.

Members discussed how best to take this forward including discussions on the roles of power distributors, power suppliers and others engaged in this area. To help take things forward Borough Cllr Eade agreed to advocate on behalf of the PC with T&WC officers to help get things started and in particular to make the case for earlier action in the parish.

PARISH PROJECTS & COMMUNITY MATTERS

Item 6 – Document Retention & Storage

The Clerk presented to Members a short report on options for document retention and storage arrangements. This issue had been raised a few months ago when Cllr Richards enquired about the extent of documents that would be passed on to a new Clerk & RFO on appointment later in the year.

The report summarised obligations to retain certain information for periods of time, obligations to publish certain information and options open to Members to reduce the burden of hard-copy document storage.

After careful consideration Members approved a combination options to create a transition from hard-copy storage to entirely electronic storage. This approach was proposed by Cllr Evans, seconded by Cllr Pay, and agreed by all Members present.

Resolved: Church Aston PC agreed to move over a period of time from retention and storage of hard-copy documents, to predominantly electronic storage of documents.

In making the above resolution Members acknowledge that all statutory obligations to retain hard-copy documents are to be observed.

Actions: (i) Clerk to scan, record electronically and then publish on the PC website all AGAR reports from previous years; (ii) Clerk to seek quotations from companies suitably qualified / experienced to dispose of confidential documents; and (iii) CAPC instruct the Clerk to ensure that all records required by HMRC (PAYE, VAT, etc.) to be retained in an appropriate format.

Item 7 – Representative Reports

- a. **Village Hall:** Cllr Knight gave her usual comprehensive report highlighting the success of recent film shows and forthcoming film proposals / suggestions. An application for a premises license has been made, and a first request also made for the village hall to host a wedding reception.
- b. **Bus Users Group:** Nothing to report
- c. **Newport Regeneration Partnership:** it is understood that the regeneration partnership met on 28th July – Cllr Pay to circulate the minutes.
- d. **T&WC:** Borough Cllr Eade updated on changes to local bus services which includes agreement for bus-pass users to use earlier (peak hour) services.

Cllr Eade reported that a further £10k has been secured to help fund the cycleway and footpath extensions from Lilleshall through to the old railway line (A41). T&WC are now initiating a scheme design which should be relatively quick to produce.

Item 8 – Communications Updates:

Correspondence: all relevant correspondence had been circulated to Members including a prompt from T&WC to sign the T&WC and Parishes Agreement – agenda for September meeting.

Newsletter: a draft Newsletter was shared with Members. A few minor amendments were discussed and a final draft signed off for printing. Action: Clerk to arrange printing as soon as possible ready for early circulation.

Facebook: nothing specific to report.

Website: generally up-to-date with nothing further to report. Cllr Bennett suggested creating a link on the web-site to the electronic advertising board of the village hall. This was agreed with the Clerk and Cllr Bennett to action.

POLICY & PLANNING MATTERS

Item 9 – Planning Matters

- a. **Planning Schedule for July 2022:** Members noted the planning schedule for July and also recent correspondence the Local Development Scheme which means restarting of the Local Plan Review process.

FINANCE & GOVERNANCE

Item 10 – Accounts & Payments

- (a) **The Statement of Account:** at close of business on 30/06/22 was **£19,790.26**

- (b) **1st Quarter Bank Reconciliation:** Members received, scrutinised and approved the 1st Quarter Bank Reconciliation. This was proposed by Cllr Evans, seconded by Cllr Pay with all Members present voting in favour. The document was then authorised with signatures from Cllr Richards & Cllr McKeown.

Resolved: that the 1st Quarter Bank Reconciliation is approved by the Parish Council as an accurate reflection of income & expenditure during the 1st quarter of 2022/23

- (c) **Approval of Payment made since the last meeting:** was held was presented for retrospective approval. Cllr Evans proposed, and Cllr Pay seconded retrospective authorisation of the following payment, with all Members present voting in favour.

Payment	Cheque No.	Statute	Amount
Clerk's out-of-pocket Exp's	On-line transfer	LGA 1972 s137	£49.49

Resolved: the above payments at 10(c) were retrospectively approved for payment at this meeting held on 4th July 2022.

- (d) **Payments for authorisation at this meeting:** Cllr Bennett proposed, and Cllr Evans seconded, with unanimous vote in favour from all Members present at the meeting for the following payments to be authorised:

Payment	Cheque No.	Statute	Amount
HMRC (PAYE) – June 2022	300305	LGA 1972 s112	£85.80
West Mercia Energy	On-line transfer	LGA 1972 sch 14	£181.07
E.ON Energy Solutions Ltd	On-line transfer	LGA 1972 sch 14	£459.90
Needes Landscaping (wat'ing 1)	On-line transfer	LGA 1972 s137	£392.00
Mark Edwards: planter cleaning	300306	LGA 1972 s137	£140.00

Resolved: the payment set out above at 10(d) was formally approved for payment at this meeting held on 4th July 2022.

Item 11 – Personnel Committee (Recruitment Update)

The Chairman briefed Members on recent matters that the Personnel Committee had resolved not to appoint a new Clerk & RFO from candidates interviewed. Members briefly discussed implications for re-advertising the post, a timeframe for recruitment and future composition of the Personnel Committee.

Members noted that the post had now been re-advertised with a closing date of 30th July 2022.

In light of potential availability issues for Members to sit on an interview panel during the August recess it was agreed to appoint Cllr Evans to the Personnel Committee. Future interview panels would then comprise the Chairman or Vice-Chairman plus Cllr Richards and Cllr McKeown.

Appointment of Cllr Evans to the Personnel Committee was proposed by Cllr Bennett, seconded by Cllr Knight and supported by all Members present at the meeting.

<p>Resolved: That Cllr Paul Evans (Vice-Chairman) is appointed to the Personnel Committee with immediate effect.</p>

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

- **Business Meetings:** Monday 5th September, 3rd October and 7th November 2022

Roads, Hedges & Ditches

- a. Cllr Stacey reported that a hedge alongside the narrow footway on Wellington Road (near the Last Inn PH) is encroaching the footway and in urgent need of cutting back
Action: Clerk to report to T&WC as soon as possible;
- b. Cllr Evans provided a brief update on proposals for a bench by the bus stop adjacent to the Last Inn PH. Action: the Clerk is to order the bench via Marmax Ltd and arrange for delivery to T&WC stores prior to installation by T&WC;
- c. Cllr Bennett enquired about provision of a bench and plaque commemorating former Cllr Atkins. **Action:** Clerk to liaise with the family;
- d. Cllr McKeown reported a rough sleeper in a tent erected in bushes at the junction of Greenvale and The Close. Action: Clerk to report to the T&WC homelessness team;
- e. Cllr Stacey briefly updated colleagues on issues concerning a large oak tree following an enquiry from a resident of Orchard Close. This matter had been referred to Gavin Onions (T&WC tree officer) who had been in direct contact with the complainant.

Meeting closed at 9.40 pm

Signed Chairman:

Date