

CLERK: Wendy Tonge
ADDRESS: 14 Deer Park Drive
Newport
Shropshire
TF10 7HB

Tel: 07403 284513
Email: churchaston@gmail.com



Draft Minutes of the meeting of Church Aston Parish Council held in the Church Hall (Church Aston) at 7.40 pm on Monday 3rd October 2022.

Present: Councillors: S. Stacey (Chairman), P. Evans (Vice-Chairman), P. Sansom, J. Pay, A. Stokes, B Knight, F McKeown

In attendance: Wendy Tonge (Clerk)

(03/10/22)

Item 1 - Apologies: Cllrs B Richards and M Bennett.

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

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

Item 4 – Minutes of the Meetings held on 5th September 2022

Minutes of the meetings held on 5th September were proposed as a true and accurate record of proceedings by Cllr Evans and seconded by Cllr Stokes with all members present voting in support of the proposal.

Resolved: minutes of the meetings held on 5th September to be signed by the Chairman of the meeting as a true and accurate record.

Item 5 – Matters Arising:

- a. **ASB at the QEII Park:** Cllr Evans reiterated to colleagues that T&WC were still not able install the CCTV system until after 10th October due to supply issues with the host column, he agreed to contact Council officer Paul Fenn to confirm this was still the case. Members were not aware of any recent reports of ASB incidents however concern for the amount of litter on the park was raised. It was agreed Cllr Evans would speak to see the Local Lead Volunteer of the community litter picking group, to ascertain if the Parish Council could support them in any way and to request additional litter picks in the park.
- b. **Electoral Review Update:** Members were informed the Ward Boundary was now completed, there were no further developments on the Parish Boundary to report.

- c. **Asset Management:** The Clerk confirmed she had contacted the preferred contractor to advise him of the Councils decision to delay the refurbishment of the Boundary Bolders until 2023. Concern was raised for a loose slab under planters near Wallshead Way, Cllr Evans agreed to deal with the matter.
- d. **Future of Local Health Services:** Cllr Stacey informed members about the ongoing difficulties patients were experiencing in trying to make an appointment at the local surgery, which was due to the high demand the practice was experiencing. Cllr Stacey agreed to attend the next Patient Participation Group and to update members on any outcomes at the next Parish meeting.
- e. **Review of Local Flood Planning:** Awaiting the outcome of T&WC agreement to explore the culvert further including use of CCTV surveys. No further news was reported.
- f. **Electric Charging Facilities for Motor Vehicles:** Nothing to add to last months update from Cllr Bennett.
- g. **Newport Regeneration Partnership:** Cllr Pay briefed Members on the current status of the Partnership. Cllr Pay agreed to attend the AGM to be held shortly and feedback the outcome at the next Parish Meeting. Cllr Stacey expressed an interest in attending a future meeting to observe and possible becoming the additional representative in the absence of Cllr Pay.
- h. **Restoring Shropshire Grass Verges:** The Clerk reported T&WC Officer Nigel Murray was aware of the Councils interest in developing a local scheme, he has agree to provide the details for Councils consideration in the near future.

PARISH PROJECTS & COMMUNITY MATTERS

Item 6 – Community Grant Awards

Members discussed 3 new grant applications received, and then assessed respective applications against the grants policy and related criteria. Following discussions Cllr Evans proposed a set of allocations (as shown in a schedule attached to these minutes). The proposal was seconded by Cllr Knight and carried unanimously by all Members present at the meeting.

RESOLVED: that Church Aston PC make 2 additional Community Grant Awards for the year 2022/23 to local groups (in line with the schedule attached to these minutes) with total value of £2,4372,

Note: During the above discussions the Clerk clarified the delay in payment to the Community Cuppa Group was now resolved.

Item 7 - Representative Reports

- a. **Village Hall:** Cllr Knight provided an overview of matters relating to the village hall. This included completion of the storeroom refurbishment. Flicks in the sticks film was a great success with the new licensed bar service proving popular. A programme for 2023 is emerging with a variety of live and recorded performances planned, including a Barn Dance on October 15th, Craft Fayre on 22nd October, a promotional flyer is currently being produced, it was agreed the information will be included in the next Parish Newsletter.
- b. **Bus Users Group:** Cllr Evans reported that since T&WC had withdrawn a majority of subsidies a lack of interest from some T&PC had occurred and had questioned the usefulness of the group. However, Cllr Evans felt that it was still a useful forum for information and consultation on bus services.
- c. **Newport Regeneration Partnership:** See Agenda Item 5 (g)
- d. **T&WC:** It was agreed the issues relating to Liddles Bank be raised under Agenda Item 11.
- e. **Community Leaders Group:** Cllr Stacey agreed to share representation at future meeting with the Clerk.

Item 8 – Communications Updates:

Correspondence: all relevant correspondence was shared with Members. The Clerk agreed to update the Local Policing Community Charter with the additional priorities of Liddles Bank and The Dale. Cllr Stacey (Chairman) referred to a T&WC Borough wide recruitment drive for School Governors and asked the Clerk to send an email expressing an interest in vacancies for Church Aston School. Following a discussion regarding The Church Field, Cllr Pay agreed to provide the Clerk with further information on the site.

Newsletter: Members agreed the next newsletter needs to coincide with the installation of the CCTV system at the QEII Park.

Facebook: it was suggested the Clerk become an additional administrator, she agreed to liaise with Cllr Evans.

Website: the Clerk informed members she has a training session with the Web Development team at T&WC on 5th October.

POLICY & PLANNING MATTERS

Item 9 – Planning Matters

- a. **Planning Schedule for September 2022:** Members noted the planning schedule for October.

FINANCE & GOVERNANCE

Item 10 – Accounts & Payments

- (a) **The Statement of Account:** at close of business on 31/09/22 was £ £22,370.65. this included receipt of the 2nd half of the Precept £9,880 from T&WC.

- (b) **Approval of Payments made since the last meeting:** was presented for retrospective approval. Cllr Stokes proposed, and Cllr Sansom seconded authorisation of the following payments, with all Members present voting in favour.

Payment	Cheque No.	Statute	Amount
Newport Town Council	On-line transfer	LGA 1972 s133	£500.00
C A Infant School	On-line transfer	LGA 1972 s137	£200.00
Newport Cottage Care Ctre	On-line transfer	LGA 1972 s137	£200.00
C A Indoor Bowling Club	On-line transfer	LGA 1972 s137	£100.00
St Andrew's Church Hall	On-line transfer	LGA 1972 s137	£200.00
2 nd CA Scouts	300307	LGA 1972 s137	£200.00
2 nd CA Cubs	On-line transfer	LGA 1972 s137	£200.00
CA Guides & Brownies	On-line transfer	LGA 1972 s137	£549.00
Laptop & Glue (Expenses MA)	On-line transfer	LGA 1972 s137	£413.99
Retiring Clerk's Salary	S/O	LG12A 1972 12	£343.87

Resolved: the above payments at 10(b) were retrospectively approved for payment at this meeting held on 3rd October 2022.

- (c) **Payments for authorisation at this meeting:** Cllr Sansom proposed, and Cllr Pay 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
New Clerks Salary	300310	LGA 1972 s112	£360.69
HMRC PAYE Sept 22 (retiring Clerk)	300309	LGA 1972 s112	£85.80
PKF Littlejohn – Ext Audit	300311	LGA 1972 s137	£240.00
West Mercia Energy	300312	LGA 1972 s114	£163.97
Unity Trust Bank Charges	Bank Charge	LGA1972	£18.00

Resolved: the payment set out above at 10(c) was formally approved for payment at this meeting held on 3rd October 2022.

(d) Agar report for accounts held 2020/2021

The external auditor has completed a limited assurance review of the Parish Council's "Annual Governance & Accountability Return" Their conclusion that the

Council's systems, procedures and finances for the year ending 2021/2022 meet all of the statutory requirements, the auditor commented on a minor error relating to the precept figure for 2022/2023 – section 2, box 2 for the current should read £19,627 not £19,688. It was agreed would issue the Public Notice of Conclusion as soon as possible.

The Council wished the Clerk to thank the retiring Clerk Mike Atherton, for all of his hard work in the previous financial year.

e) Business Payment Card: the Clerk shared information to Members on the benefits of a Parish Council direct debit card. Following discussions Cllr Evans proposed the Council go ahead and obtain a debit card, this was seconded by Cllr Pay, with all members voting in favour.

Resolved: the Clerk be given authority to order a CA Parish Council payment card from The Unity Trust Bank.

f) To consider the purchase of a Rialtas Business Solutions Financial Software System: the Clerk shared with Members details and a breakdown of the costs involved to purchase a software system to support the Council's accounts. It was agreed that any improvement in keeping the accounts accurate was of benefit to the reputation and efficient running of the Parish Council. Cllr Stokes proposed the council purchase the system, this was seconded by Cllr Pay, with all members voting in favour.

Resolved: the Clerk to organise the installation, training and 1st year payment for the purchase of the RBS financial software system at a cost of £427.75 including the ongoing annual cost of Support and Maintenance Licence £129.

Item 11 – Roads, Hedges and Ditches

a) Liddles Bank: Apologies had been received from T&WC Borough Councillor Andrew Eade, in his absence Cllr Evans provided members with details of the current problems relating to the encroachment of passing vehicles to pedestrians along the Bank, predominately parents walking young children to and from local Schools and Nurseries. Following a lengthy discussion, it was agreed the Clerk send confirmation to T&WC Officer Andrew Kurta-Carlidge, Senior Traffic Engineer to confirm the Council's endorsement for the following improvements to be made:

1. The 20MPH sign and enforcement be extended to include the top of the road at the end of Liddles Bank.
2. Additional signage be added to the current 'no footpath signage' on the single track section to include 'Pedestrians have priority'.
3. The Verges running along the lane be cleared back.

Cllr Stokes added the overhanging trees from neighbouring properties across the bank were also adding to a visibility problem particularly if pedestrians are wearing dark clothing.

- b) Other matters raised – Cllr Evans informed Members of his concern following a recent accident involving 2 vehicles near a property along Greenvale. The property has an overgrown bush which is possibly contributing to obstruction of the drivers view. It was agreed the Clerk would send a polite letter to the property owner requesting the bush be cut back to avoid future accidents.
- c) Cllr Stokes raised the matter of litter under the bridge, it was agreed the Clerk would contact Veolia to request a litter pick.
- d) Cllr Knight requested the hedge alongside the bridge required pruning, it is encroaching on the pedestrian pathway, the Clerk agreed to contact T&WC and request it be cutback.

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

- **Parish Council Meetings:** 7th November and 5th December 2022, it was agreed due to the January 2023 meeting falling on a Bank Holiday the meeting be rescheduled to Monday 9th January 2023.

Meeting closed at 9.15 pm

Signed Chairman:

Date