

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

Tel: 07403 284513  
Email: [churchaston@gmail.com](mailto:churchaston@gmail.com)



## **Minutes of the meeting of Church Aston Parish Council | (Church Aston) at 7.40pm on Wednesday 10<sup>th</sup> May 2023.**

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

**In attendance:** Wendy Tonge (Clerk), T&WC Borough Councillor Andrew Eade.

**(10/05/23)**

**Item 1 - Apologies:** B Richards (prior commitment).

**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 3<sup>rd</sup> April 2023**

Minutes of the meetings held on 3<sup>rd</sup> April 2023 were proposed as a true and accurate record of proceedings by Cllr Sansom and seconded by Cllr Pay with all members present voting in support of the proposal.

<p><b>Resolved:</b> minutes of the meetings held on 3<sup>rd</sup> April 2023 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. **Liddle’s Bank Traffic Management Scheme:** Cllr Stacey (Chairman) invited Borough Cllr Andrew Eade to provide members with an update. Cllr Eade confirmed members of the Parish Council’s Working Group have explored all options and concluded the scheme needs to include Speed Cushion’s, two in total, to be installed one at the top and one at the bottom of the Bank. Cllr Eade was hopeful the work will commence early Summer.
- b. **Grass Verges Project:** It was agreed that a phased approach to planting the daffodil bulbs along the grass verges in the parish gateway/exit areas would be the most sensible start to the initiative. The first area chosen is the grass verge on the left-hand side on entering the village from the Wellington Rd (behind the stone wall of Pine Woods), Cllr McKeown agreed to meet the Clerk to measure the area and identify number of bulbs required. The Clerk agreed to purchase the

bulbs from Bloomsbury Nursery and place a notice in the next Parish Newsletter asking for volunteers to help plant the bulbs in late September.

- c. **T&WC Drainage Engineers Dept – Flooding:** No progress made since the last update.
- d. **Dog Poo Bags:** 4,000 bags have been purchased. Cllr's Evans and Stokes have the supply and are distributing them at the Village Hall and community hot-spots. The Chairman thanked both members for their support, particularly Cllr Evans for his creativity in designing holders. The trial will be reviewed at a future meeting.

## PARISH PROJECTS & COMMUNITY MATTERS

**Item 6 - Summer 2023 watering quotes for parish planters:** one quote had been received for the watering of the village planters.

Resolved: that Needes Landscaping be appointed as Contractor for the Summer watering of the Village planters 2023 at the cost of £1,668.00 (VAT inc).

**Item 7 - Asset Management:** members considered the quote from Brian the Brush for the refurbishment of the Parish Gateway Boulders.

Resolved: that Brian the Brush be appointed as Contractor for the refurbishment of the Gateway Boulders at a cost of £2,300 (no VAT).

In his absence, members requested Cllr Richards to liaise with Brian the Brush on the practicalities of the repair work.

**Item 8 - Community Grants & Worthy Citizens Award 2023:** members were asked to consider an early grant request from St Andrew's Church, for a contribution of £500 towards the creation of The King's Coronation Eco-Garden in the Churchyard.

Resolved: that St Andrew's Church be awarded a Community Grant of £500 to develop the King's Coronation Eco-Garden.

Members agreed the promotion of the Parish Council's Grants Scheme 23/24 be carried out in early June, with a stipulation that all completed applications be returned by the end of July, ready for full Council's consideration at September's parish meeting.

**Worthy Citizens Award** nominations were proposed by Cllr Evan's for the Volunteers of the Church Hall Committee and The Village Hall Committee. The Chairman agreed to present the awards at the Civic Sunday Ceremony (date to be confirmed). All members present voted in favour of Cllr Evan's proposed recipients of this year's award.

**Item 9 – Representative Reports**

Reports for the Village Hall, Bus User Group, Newport Regeneration Partnership and Telford & Wrekin Council, Wrekin Area Committee, Wellington Rd Surgery Patients Participation Group, are as those provided to the Annual Parish Meeting of the Parish Council which had preceded this meeting.

## Item 10 – Communication Updates:

**Correspondence:** the following correspondence was shared with Members.

- Notification of VE Day 80<sup>th</sup> year Anniversary 2024. Members agreed to give this further consideration.
- T&WC Diana West, Green Space Project – the Clerk shared an email received from Diana with the suggestion to use the services of Consultant Adrian Spray. Members declined the offer.

**Newsletter:** Members agreed the next newsletter will be published and distributed early June.

**Facebook:** Cllr Evans continues to post information of the Council’s Facebook page.

**Website:** The Website requires some house-keeping, the Clerk is hoping to tackle it in the Summer.

**Noticeboard:** The noticeboard continues to be updated with new information on a monthly basis.

## POLICY & PLANNING MATTERS

### Item 11 – Planning Matters

- a. **Planning Schedule for April 2023:** Members noted the following planning schedule for April:

**TWC/2023/0231** – 18 Pinewoods, Church Aston, Newport TF10 9LN

Heigh reduction by up 2m. to 1no. Holly Tree. Pollarding by up 3.5 m to Lime tree ground clearance by up to 3m, and heigh reduction by up to 1m to Laurel tree. And removal to ground level of 5 Ash trees.

**Resolved:** that the Parish Council submit no objection to the application.

## FINANCE & GOVERNANCE

### Item 12 – Accounts & Payments

End of Year report for accounts 2022/2023

- (a) **The Statement of Account:** at close of business on 31/03/23 was £ 9,113.82p.  
Statement of account at close of business on 30/04/2023 was £18,597.13p.

- (b) **Statutory Balance Sheet, Summary of receipts and payments and Bank Reconciliation of account for year ending 31/03/2023:**

Members had been previously presented with a copy of the Account Balance sheet, summary of receipts and payments, Internal Auditors Report and a Bank Reconciliation for the account at year end 31<sup>st</sup> March 2023.

**Resolved:**

that the Parish Council approve and ratify the Internal Auditors report for accounts for end of year 2022/2023

that the Parish Council approve and ratify the Annual Governance Statement 2022/2023.

that the Parish Council approve and ratify the Annual Return for end of year accounts 2022/2023.

All appropriate documents were signed by The Chairman (S Stacey) and the Parish Clerk/RFO.

that the Clerk is authorised on behalf of the Parish Council to submit the AGAR 2022/23 and all relevant documents to the External Auditor.

Council agreed the proposed Exercise of Public Rights Notice dates, to commence on Monday 5<sup>th</sup> June and ending Friday 14<sup>th</sup> July 2023.

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

Payment	Cheque No.	Statute	Amount
Mrs W M Tonge (Poo bags)	On-line transfer	LGA 1972 s112	£78.85
ICO	DD	LGA 1972 s142	£35.00
Church Aston Church Hall	On-line transfer	LGA 1972 s133	£51.00

**Resolved:** the above payments at 12 (c) were retrospectively approved for payment at this meeting held on 10th May 2023.

- (d) **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
Staff Salary May 2023	STD ORD	LGA 1972 s112	£426.70
HMRC PAYE (May 2023)	300326	LGA 1972 s112	£49.80
West Mercia Energy	On-line transfer	Highways Act 1980 s301	£215.71
Zurich Insurance	On-line transfer	LGA1972 s140	£289.50
K Baker (Auditor)	On-line transfer	LGA 1972 s101	£65.00
SALC Fees for 23/24	On-line transfer	LGA1972 s143	£592.18

**Resolved:** the payment set out above at 12 (d) was formally approved for payment at this meeting held on 10<sup>th</sup> May 2023.

- e) Confirmation was shared to members of the completion to the re-declaration of compliance to the Pensions Regulator.
- f) Members approved the payment for the renewal fee for Zurich Insurance for 2023/24.
- g) A copy of the VAT return for year ending 2022/2023 had been previously shared with members, members approved the Clerk was authorised to submit the return on behalf of the Parish Council.

### Item 13 – Roads, Hedges and Ditches

- a) **Footway Lighting:** An issue with creeping Ivy around 3 columns has been recently dealt with. Further concern was raised that a more permanent removal of

the Ivy is required at low ground level. The Clerk agreed to contact e-on to seek further guidance on the best way to resolve the matter long term.

- b) CCTV Signage:** Inadequate signage has been reported to T&WC Community Safety Team, who responded very positively and reassured the Clerk the matter will be resolved with improved signage. It was agreed by council that, should the matter not be resolved to the standard required, an alternative purchase of signage will be considered by the parish council in the future.

**Item 14 – Future Meeting Dates:** The following future meeting date was noted:

- **Parish Council Meetings:** 7.40pm Monday 5<sup>th</sup> June at Church Aston Church Hall.

Meeting closed at 9.15pm

Signed Chairman:

Date