

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

Tel: 07403 284513
Email: churchaston@gmail.com



Minutes of the meeting of Church Aston Parish Council held in the Church Hall (Church Aston) at 7.40pm on Monday 4th September 2023.

Present: Councillors: S Stacey (Chairman), P Evans (Vice-Chairman), P. Sansom, B Knight, J Pay and B Richards.

In attendance: Wendy Tonge (Clerk).

(04/09/23)

Item 1 - Apologies: A Stokes (Holiday), F McKeown (Holiday), R Wynn (Indisposed). Other apologies received- Cllr A Eade.

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

Item 3 – Public Session: One member of the public was present, which The Chairman invited to speak directly to council members regarding his interest in becoming a candidate for the current Council Vacancy. He provided a verbal over-view of his interests and skills, expressing his reasons of why he wished to become a Councillor, he was advised to submit a written application to the Clerk in readiness for members to consider and vote at the next parish meeting to be held on the 2nd October 2023.

Item 4 – Minutes of the Meetings held on 3rd July 2023

Minutes of the meetings held on 3rd July 2023 were proposed as a true and accurate record of proceedings by Cllr Evans and seconded by Cllr Sansom with all members present voting in support of the proposal.

<p>Resolved: minutes of the meetings held on 3rd July 2023 to be signed by the Chairman of the meeting as a true and accurate record.</p>

Item 5 - Matters Arising:

- a. **Liddle’s Bank Traffic Management Scheme:** Cllr Evans reported work has yet to start on the scheme. Members expressed disappointment that the safety measures had not been completed before the start of the new School term.
- b. **Grass Verges Project:** It was agreed the daffodil bulb be planted by Needes Landscaping in September, in addition to this the Clerk will pursue the additional

work for Wildflower seeds and ground preparation with Oliver and report back to council at a future meeting.

- c. **T&WC Drainage Engineers Dept – Flooding:** No update available.
- d. **Dog Poo Bags:** Members were unanimous in their decision not to continue with the distribution of free Dog Poo Bags. Whilst concerns were raised for the affect dog fouling has on local residents, serious concern was also raised for the increase in reports of the implications the dog foul has on small mammals and the eco-system.
- e. **CCTV Signage:** T&WC have reported the new signs were now in place.

PARISH PROJECTS & COMMUNITY MATTERS

- Item 6 - Asset Management:** Millenium Boulders – Still awaiting news from the appointed Contractor on a start date for work to commence. Cllr Richards queried the matter of weekly/monthly inspections being carried out to the MUGA on the Queen Elizabeth II Park area, the Clerk agreed to pursue the matter with T&WC.
- Item 7 - Worthy Citizens Award 2023:** On behalf of the Parish Council, Cllr Stacey (Chairman) agreed he would present the recipients with their awards and include a Climate Pledge to the Environment. Cllr Knight offered to organise the refreshments, the Clerk was granted permission to purchase the refreshments funded by the Parish Council.
- Item 8 - Community Grants Scheme 2023/24:** Members discussed a schedule of grant applications received, having been previously assessed by the Clerk 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 Richards and carried unanimously by all members present at the meeting.

RESOLVED: that Church Aston PC make Community Grant Awards for the year 2023/24 to local groups (in line with the schedule attached to these minutes) with total value of £2,550.00.
--

- Item 9 - West Mercia Police Survey 2023:** Cllr Evans provided members with the response he submitted on behalf of the Parish Council during the Summer Recess, including an overview of the categories and matters raised. A report will be produced on completion of the findings of the survey and distributed.
- Item 10 - T&WC Boundary Review 2023:** Cllr Evans provided members with the background to the current review T&WC are commencing, this included
 - No wholesale Parish/Town review since the late 1980's
 - Significant development since then
 - Community identities not reflected in every locality

- A number of TPC boundaries are not co-terminous with the Borough boundaries
- Some arrangements do not make for effective electoral arrangements

He confirmed the recommendations will go out to public consultation, and voiced his personal view that the results may possibly result in a multiple number of significant issues for local Town & Parish Councils.

Actions agreed

To reignite the Parish Council Boundary Review Steering Group, consisting of the following members: Cllr Evans (Chair), Cllr Stacey, Cllr Pay and the Parish Clerk. The Clerk will draft and distribute a Terms of Reference for Council approval. It was agreed that close liaison with T&WC Borough Cllr Andrew Eade will be crucial in moving forward, as will working closely and communicating with our neighbouring Parish Council, Chetwynd Aston and Woodcote.

Item 11 – Representative Reports

- a. **Village Hall:** Cllr B Knight provided an overview of matters relating to the village hall. This included an Alzheimer’s Research Charity night, raising £1,400. With a long-term plan to hold 3 charity events a year to chosen charities, new stage lighting, completion of CCTV units, PIR lights and an electrical box fitted ready for the external Christmas decorations. The new season starts with the film, Phantom of the Opera, Craft and Food Fair and a Folk Group evening. The structure of the committee is currently being reviewed and an invitation was shared for any new members to join. Finally, Cllr Knight personally thanked Council for the Worthy Citizens Award 2023 and shared that Chairman of the Committee has been nominated for the Shropshire Radio ‘Make a difference’ Award along with 4 other group leaders.
- b. **Bus Users Group:** Next meeting to be held on the 14th September.
- c. **Newport Regeneration Partnership:** Cllr Stacey provided a brief overview from the last meeting, minutes to be distributed.
- d. **T&WC:** No update available.
- e. **Community Leaders Group:** No update available
- f. **Patients Participation Group:** Cllr Stacey provided a brief update from matters arising at the meeting, minutes to be distributed.
- g. **Wrekin Area Committee:** No update available.

Item 12 – Communications Updates:

Correspondence: the following correspondence was shared with Members.

- Representation at the T&WC Town & Parish Council Conference on 4th October – cost £15 per delegate. **Agreed:** Cllr Sansom & the Parish Clerk to attend at a total cost of £30.00
- Memorial Bench/Tree request for local resident – for information only

- SALC 74th Annual General Meeting. **Agreed:** Cllr S Stacey to attend
- Veolia Environmental Grant 2023 – consideration of submitting a Grant for the Parishes Planting Scheme. **Agreed:** the Parish Clerk will draft and submit an application for the Wildflower Planting Scheme.
- Email from Mr M Bennett – request for fitting of defibrillator (email forwarded to all members). **Agreed:** the Clerk will contact Mr Bennett regarding clarification of liability.
- T&WC Diary invites for Planning Training – Pre -application advice session, Heritage Sites, Permitted development, 106 agreement, Tree protection, Development control.
- T&WC Climate Change Conference – Delegate? October 11th, 2023 (10-2pm) at the Park Lane Centre (TF7 5QZ). Lunch provided. If available Cllr Evans may attend.

Newsletter: The next newsletter will be distributed in early December 2023.

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

Website: The Website is up to date.

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

POLICY & PLANNING MATTERS

Item 13 – Planning Matters

a. Planning decisions made during July & August 2023

TWC/2023/0498

Site of 18 Highfield, Church Aston, Newport, Shropshire

Erection of 1no. self- build dwelling following removal and replacement of TPO trees

Resolved: No Objection

TWC/2023/0551

Site of Flat 1 & Flat 2, Silverdale, Wellington Road, Church Aston, Newport, Shropshire, TF10 7HR

Erection of a single storey rear extension and alterations to front elevation following the conversion of 2no. dwellings into 1no. dwelling

Resolved: No Objection

TWC/2023/0513

Site of 58 Church Aston, Newport, Shropshire, TF10 9JU Mr Goulson

Application under section 192 for a certificate of lawfulness for proposed development for the erection of single storey side extension

Section 192 Proposed Use

No comment required

b. Planning Schedule for September – no applications received.

Bloor's Development: Cllr Pay provided members with an overview of a number of issues raised by residents during the summer months, including subsidence on a property situated in Highfields, all matters have received a direct response from Bloor's Home, Development, Managing Director. Cllr Pay updated members that in his capacity as a local resident, he has submitted an application to T&WC Planning Department, to add a Footpath (public right of way) from The Folly to join Hutchinson Way, the application was supported by members.

FINANCE & GOVERNANCE

Item 14 – Accounts & Payments

(a) **The Statement of Account:** at close of business on 30/08/23 was £13,189.95

(b) **Statutory Balance Sheet, Summary of receipts and payments and Bank Reconciliation of account for month ending 30/08/2023:**

A copy of the Account Balance sheet, summary of receipts and payments and a Bank Reconciliation for the account at month end 30th August 2023 previously circulated was noted by members and signed by Cllr S Stacey (Chairman).

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

Payment	Cheque No.	Statute General Power of Competence	Amount
Staff Salary August 2023	Standing Order	“ “	£462.70
Needes Landscaping	On-line Transfer		£417.00
WME (June 2023 Supply)	On-line Transfer		£245.94
St Andrew's Church Hall	On-line Transfer		£34.00
SALC Training	On-line Transfer		£60.00
WME (July Supply 2023)	On-line Transfer		£254.89
Mark King Handyman	On-line Transfer		£480.00

Resolved: the above payments at 14(c) were retrospectively approved for payment at this meeting held on 2023.

(d) **Payments for authorisation at this meeting:** Cllr Sansom proposed, and Cllr Richards 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 August 2023	300329		£58.80
Staff Salary September 2023	Standing Order		£546.70
HMRC September 2023	300330		£79.80
Curry's- Repair & Care cover for Laptop			£96.00
PKF Little John			£252.00

Resolved: the payment set out above at 14(d) was formally approved for payment at this meeting held on 4th September 2023.

- (e) **Notice of conclusion of Audit Annual Governance & Accountability Return for the financial year 2022/ 2023.** A copy of the conclusion from the External Auditors Report for financial year 2022/2023 had been previously circulated to all members. 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 2022/2023 was approved by Council. it was agreed that the Clerk would issue the Public Notice of Conclusion as soon as possible.
- (f) A revised copy of the Parish Council's Risk Assessment Policy had been previously Circulated to members for their consideration.

Resolved: that the Risk Assessment Policy be adopted.

Item 15 – Roads, Hedges and Ditches – no matters arising.

Item 13 – Future Meeting Dates: The following future meeting date was noted:

Parish Council Meetings: the following meeting was noted, Monday the 2nd October 2023
7.40pm at Church Aston Church Hall

Meeting closed at 9.35pm

Signed Chairman:

Date