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Minutes of Church Aston Parish Council held at Church Aston Village Hall on Monday 1st of September 2025 at 7.30pm.

Present: Cllr S Stacey (Chairman), Cllr P Evans (Vice Chairman), Cllr R Wynn, Cllr P Sansom, Cllr B Knight, B Richards, Cllr Pay, A Stokes and Cllr G Williams.

In attendance: Wendy Tonge (Clerk).

01/09/25)

Item 1 - Apologies: Cllr A Eade (Holiday).

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

Item 3 – Public Session: One member of the public was in attendance, who raised the following matters:

- A Highways sign recently installed on the A518, opposite the Bloor Homes Development is misleading drivers in to believing they are turning into Church Aston not the housing estate.
- Concern for local 'School signs' being covered by trees and bushes was raised.
- Vehicles travelling through the village continue to ignore the 20 MPH speed limit.

The Clerk agreed to report all matters to Telford & Wrekin Council Highways Department, The Neighbourhood Enforcement Team and West Mercia Police Safer Neighbourhoods Team.

Item 4 - Minutes of the Meetings held on the 7th of July 2025.

Minutes of the meetings held on the 7th of July 2025, were proposed as a true and accurate record of proceedings by Cllr Wynn and seconded by Cllr Evans with all members present voting in support of the proposal.

Resolved: minutes of the meetings held on the 7th of July 2025 were signed by the Chairman of the meeting as a true and accurate record.
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Item 5 - Matters arising:

- a) Parish Vacancy: the clerk was granted permission to formally notify Telford & Wrekin Council Electoral Services of the parish councillor vacancy.

PARISH PROJECTS & COMMUNITY MATTERS

Item 6 – Asset Management.

- a) **Footway Lighting:** Members ratified the decision taken during recess, to accept a 3 - year contract for the footway lighting maintenance with e.on, for a 3 - year period starting in May 2025 expiring on the 30th April 2028. The Clerk informed members she had queried when the next electrical testing/structural testing is due, she is awaiting a reply.
Brockton Memorial: Members ratified the clerk's decision during recess to authorise Parkman Handyman Services to carryout general cleaning and maintenance to the memorial.
- b) **T&WC Community Governance Review:** Members discussed the proposed merger with Chetwyn Aston & Woodcote Parish Council. Cllr P Evans informed members the latest report and recommendations from T&WC confirmed 10 Councillors will be elected when the merger happens, with a breakdown of 7 for CAPC and 3 to represent CA&WPC. The CGR Committee are due to meet on Thursday 4th September which will provide further details of the proposals.
- c) **T&WC Local Development Plan:** No updates provided.
- d) **Community Safety:**
Reports of ASB around The Mere during the Summer Holiday period was discussed. T&WC have reinstated the No Fishing sign which members felt hopeful will help to prevent further issues. The Clerk agreed to request an additional sign be installed at the bottom end of The Mere.
- e) **Flooding:** Cllr Richards informed members that he will be attending a meeting with T&WC Engineers on Tuesday 9th September.
- f) **Worthy Citizens Award 2025/Community Sunday Service:** Members were reminded the event will be held on Sunday 14th September, at St Andrews Church. Cllr Stacey will conduct a reading and present Jenny Cann with her Worthy Citizens Award. The Clerk gave her apologies and agreed to leave the refreshments in the Church Hall for the volunteers.
- g) **Pedestrian Safety Crossing the A518 Junction of Liddle's Bank.** Members backed Cllr Evan's proposal to contact T&WC Highways Department, to begin a discussion regarding how measures could be taken to improve the safety of pedestrians trying to cross the A518 from the Liddle's Bank Junction. Cllr Evans agreed to contact Highways Officers to explore options.

Item 7 - Representatives Report:

- a) **Village Hall:** Cllr Knight provided members with a brief overview of the activities held at the village hall, which included a film night. A charity night to raise funds towards Alzheimer's is planned for the 6th of September.
- b) **Bus Users Group:** No meetings held.
- c) **Newport Regeneration Partnership:** No meeting held.
- d) **Telford & Wrekin Council:** No update provided.
- e) **Wellington Rd/Linden Hall Surgery Patients Participation Group:** Cllr Stokes provided members with information from the last meeting held at Linden Hall.

- f) **Community Leaders Meeting:** No meeting held.
- g) **Wrekin Area Committee:** No meeting held.

Item 8-Communications Updates:

- a) **Correspondence:**
 - **Vacancy for Reverend at St Andrews Church:** An email received from the Archbishop of Lichfield had been previously circulated to members for information. Awaiting a formal reply.
 - **T&WC/ Town & Parish Council Planning Training** also SALC AGM on 29th October had been previously circulated to members. The Clerk and Cllr Stacey agreed to attend the AGM.
- b) **Newsletter:** No further matters discussed.
- c) **Facebook:** Cllr Evans and the Clerk continue to post information on the Council's Facebook page.
- d) **Website:** No further actions have been taken.
- e) **Noticeboard:** The noticeboard continues to be updated with new information on a monthly basis.

Item 9 - POLICY & PLANNING MATTERS

- TWC/2025/0538 Richmond House Longford Park Newport Shropshire. Erection of a single storey side extension. **No objection.**
- TWC/2025/0584 23 Pinewoods, Church Aston, Newport, Shropshire, TF10 9LN Crown lift up to 4m on 1no. Yew tree (T1) and felling of 1no. Sycamore tree (T2) and 1no. Ash tree (T3). **No Objection**
- TWC/2025/0578 30 Pinewoods, Church Aston, Newport, Shropshire, TF10 9LN Felling of 1no. Plum tree. **No Objection**
- TWC/2025/0538 Richmond House, Longford Park, Longford, Newport, Shropshire, TF10 8LW Erection of a single storey side extension. **No Objection**

Item 10 FINANCE & GOVERNANCE

Accounts & Payments

- a) **The Statement of Account:** at close of business on 31/07/2025 was £23,252.57p and 31/08/2025 was £21,612.53p.
- b) **Statutory Balance Sheet, Summary of receipts and payments and a Bank Reconciliation of accounts for month ending 31/08/2025 is £21,612.53p.** A copy of the Account Balance sheet, summary of receipts and payments and Bank Reconciliation for the account at month end 31st of July 2025 and 31st of August 2025 was previously circulated and noted by members, signed by Cllr Evans, Cllr Wynn, Cllr Knight and Cllr Stacey.
- c) **Approval of Payments made since the last meeting:** was presented for retrospective approval. Cllr Stokes, and Cllr Sansom seconded authorisation of the following payments, with all Members present voting in favour.

Payments in July	Payment type	Statute General power of Competence	Amount
HMRC July NI & Tax	Transfer		£171.59
Bloomsbury Nursery	Transfer		£434.00
C A Village Hall	Transfer		£120.00
Corp Card	Transfer		£3.00
Staff Salary	Transfer		£631.75
West Mercia Energy (June supply)	Transfer		£318.63
Lloyds Bank Charge	DD		£6.00
Needes Landscaping (Watering)	Transfer		£490.00
Lloyds Bank Charges	DD		£6.00
W M Tonge reimbursed for Ink, Flowers and card	Transfer		£34.47
G Parkman Handyman Services (Millenium boulders)	Transfer		£1,594.55

Payments in August	Payment type	Statute General Power of Competence	Amount
Corp card charges			£3.00
Staff Salary August			£631.75
Midlands Computers .gov email			£154.80
Needes Landscaping Watering of planters			£490.00
G Parkman Handyman Services (memorial)			£182.99
HMRC August NI & Tax			£171.50
Lloyds Bank account charges			£6.00

Resolved: the above payments at 10(c) were retrospectively approved for payment at this meeting held on the 1st of September 2025.

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

Payment	Cheque No.	Statute General Power of Competence	Amount
Staff Salary & Expenses for September 2025	Standing Order		£737.08
HMRC contributions September 2025	On-line transfer		£217.52

Resolved: the payment set out above at 10(d) was formally approved for payment at this meeting held on the 1st of September 2025.

- e) **Adoption of NJC pay agreement 2025/2026:** A copy of the latest NJC pay agreement had been previously circulated to members for approval.
Resolved: the NJC pay agreement and back-pay be awarded to parish staff.
- f) Allocation of Community Grant Scheme 2025/26.
 Members **resolved** the following payments be awarded:

1.	1 st Church Aston Rainbows	£200
2.	2 nd Church Aston Beavers	£200
3.	2 nd Church Aston Cubs	£200
4.	2 nd Church Aston Scouts	£200
5.	St. Andrews Church Hall	£300
6.	CA Short Mat Bowls Club	£150
7.	CA Infant School	£500
8.	Newport Cottage Care Centre	£250
9.	Neville's Field Trust	£285

Total amount allocated = £2,285.00.

Item 11- Roads, Hedges & Ditches

- a) **Condition of road along St Andrews Way:** Cllr Stacey was supported by members on his proposal to contact T&WC to report the poor condition of the road and gulleys along St Andrews Way. The Clerk agreed to report the matter.

Item 12 -To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting due to the confidential nature of the business to be transacted. **Resolved.**

Item 13 – Staffing Matters

Resolved: that Cllr Stacey (Chairman), Cllr Richards and Cllr Sansom be appointed as members of the parish council Staffing/Personnel Committee.

Cllr Stacey informed members he had received a letter of resignation from the current Parish Clerk. The Clerk agreed to support members with the recruitment of her replacement and reassured members she will ensure a smooth hand over to her replacement. Cllr Stacey agreed to forward Cllr Richards and Cllr Sansom the necessary draft documents, to begin the recruitment process.

Parish Council Meetings: The next meeting will be held on Monday 6th of October 2025 in Church Aston Village Hall starting at 7.30pm.

Meeting closed at 9.30 pm

Signed Chairman:

Date