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Minutes of Church Aston Parish Council held at Church Aston Village Hall on Monday 3rd November 2025 at 7.30pm.

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

In attendance: Wendy Tonge (Clerk), Cllr Andrew Eade (Borough Councillor).

03/11/25)

Item 1 - Apologies: Cllr A Stokes (Indisposed), Cllr R Wynn (Holiday).

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

Item 3 – Public Session: No members of the public were in attendance. One member of the press was present.

Item 4 - Minutes of the Meetings held on the 6th of October 2025.

Minutes of the meetings held on the 6th of October 2025, were proposed as a true and accurate record of proceedings by Cllr Evans and seconded by Cllr Richards with all members present voting in support of the proposal.

Resolved: minutes of the meetings held on the 6th of October 2025 were signed by the Chairman of the meeting as a true and accurate record.

Item 5 - Matters arising:

- a) **Parish Vacancy:** Members received an update from the Clerk on the number of applications received to date. Closing date is the 30th November.
- b) **Litter Bin (The Last Inn):** Members agreed to defer the item until the next parish meeting in December.

Item 6 - Staffing Matters

Cllr Stacey welcomed Mrs K Goodwin to the parish council and introduced her to members of the council.

Members **resolved** the following matters as recommended by the Staffing Committee:

- To appoint Mrs Kathryn Goodwin to the post of Parish Clerk/ RFO to CAPC.
- To register CAPC as a member of the Shropshire County Pension Scheme.
- To sign the Employment of Contract (Cllr S Stacey signed the document with Mrs K Goodwin).
- To adopt the proposed Induction Plan.

The parish clerk requested storage space for old council records needs to be found, Cllr Knight agreed to explore if there is room at the Village Hall.

PARISH PROJECTS & COMMUNITY MATTERS

Item 7 – Asset Management.

- a) **Parish Planters:** Cllr Evans agreed to conduct a conditions audit on the parish planters.
Millenium Boulders: Members **resolved** to accept the quote provided from G Parkman Handyman Services for £100 to apply a sealant on the boulders.
- b) **T&WC Community Governance Review:** Cllr Evans provided members with an update. The final report is due for approval with T&WC on Tuesday 4th November. He reiterated this did not affect CAPC and the proposed merger with CA&WPC.
- c) **T&WC Local Development Plan:** No further updates received.
- d) **Community Safety:** No matters raised.
- e) **Pedestrian Safety Crossing the A518:** Cllr Eade confirmed he has begun initial discussions with T&WC Highways Department, to consult on the matter of installing a safe route across the A518 for pedestrians.

Item 8 - 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, live music and over 100 parents and children enjoyed the Halloween party. Craft Fair and a wine tasting evening will be held this Saturday.
- b) **Bus Users Group:** Minutes of the last meeting were previously circulated to members.
- c) **Newport Regeneration Partnership:** Cllr Stacey reported Bill Harper has been elected as the new Chairman.
- d) **Telford & Wrekin Council:** Cllr Eade briefed members on the following matters:

Flooding issue to the field at the rear of The Dale appears to have been resolved.

Cllr Eade reiterated he will continue to oppose the proposed development to the rear of The Dale. He recently attended a meeting with representatives from Bellway Homes to explore potential financial support for the ongoing issue of how to resolve the water-logged Queen Elizabeth II Park. He has already commissioned a project plan with T&WC using his members fund of £1,000 to draw up a scheme of improvements. Members supported the proposal for improvements to the park in principle and agreed to discuss the matter in more detail in December.

Cllr Eade also raised the proposal for Bellway Homes to support an improved pedestrian crossing point across the A518. He has requested a meeting with the Head of Planning and T&WC Director to discuss the proposed planning application for The Dale in more detail.

Longford Road speed calming measures are slowly progressing, now waiting for T&WC to put the Road Traffic Order in place.

Following a meeting with TWC Highways to assess the poor condition of the road in St Andrews Way, Cllr Eade requested it be put in their Capital Programme of planned works. He was hopeful as an interim measure some 'patching up' of particularly bad areas would be carried out.

- e) **Wellington Rd/Linden Hall Surgery Patients Participation Group:** No meetings held.
- f) **Community Leaders Meeting:** No meeting held.
- g) **Wrekin Area Committee:** Cllr Stacey attend the last meeting where the main topic of discussion was the Community Governance Review.

Item 9-Communications Updates:

- a) **Correspondence:**
 - **MP Mark Pritchard:** A copy of a letter regarding A41 Route Study Options Report from MP Mark Pritchard had been previously circulated to members.
- b) **Newsletter:** Members agreed the newsletter should be ready for distribution by the end of November.
- 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. T&WC continue to have problems with the website not allowing the Clerk to update it directly.
- e) **Noticeboard:** The noticeboard continues to be updated with new information on a monthly basis.

Item 10 - POLICY & PLANNING MATTERS

None received.

Item 11- FINANCE & GOVERNANCE

Accounts & Payments

- a) **The Statement of Account:** at close of business on 31/10/2025 was £29,641.41p. The Clerk noted a £6.00 bank charge on the 31st October needs to be reconciled in November.
- b) **Statutory Balance Sheet, Summary of receipts and payments and a Bank Reconciliation of accounts for month ending 31/10/2025** is £29,641.41p. A copy of the Account Balance sheet, summary of receipts and payments and Bank Reconciliation for the account at month end of 31st October 2025 was previously circulated and noted by members, signed by Cllr Evans, Cllr Richards. It was agreed the new Clerk would arrange additional signatories to the bank account.
- c) **Approval of Payments made since the last meeting:** was presented for retrospective approval. Cllr Pay, and Cllr Sansom seconded authorisation of the following payments, with all Members present voting in favour.

Payments in October	Payment type	Statute General power of Competence	Amount
HMRC – NI & Tax	Transfer		£171.59

Corp card charges	DD		£3.00
Staff Salary October	STD		£650.68
Needes Landscaping – watering & planting services	Transfer		£710.00
Lloyds Bank account charges	DD		£6.00
Royal British Legion	2 x Cheques		£50

Resolved: the above payments at 11(c) were retrospectively approved for payment at this meeting held on the 3rd of November 2025.

d) **Payments for authorisation at this meeting:** Cllr Pay 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 November 2025	Standing Order		TBC
HMRC contributions November 2025	On-line transfer		TBC

Resolved: the payment set out above at 11(d) was formally approved for payment at this meeting held on the 3rd of November 2025.

e) **Draft Budget 26/27:** A copy of the draft budget had been previously circulated which members discussed in detail. All comments raised were noted and the Clerk agreed to amend the budget accordingly in preparation for December's meeting.

f) **Authorisation for Mrs K Goodwin to be the administrator for the parish council's finances:** Members **resolved** that the Mrs K Goodwin arrange for the transfer of the bank account/software and financial matters be transferred in her name.

Item 12- Roads, Hedges & Ditches.

- Cllr Richards raised concerns on behalf of residents regarding no street lighting along The Folly.

Members were reminded to attend the Remembrance Sunday Service at St Andrews Church on Sunday 9th November at 10.30am.

Parish Council Meetings: The next meeting will be held on Monday 1st of December 2025 in Church Aston Village Hall starting at 7.30pm.

Meeting closed at 9.15 pm

Signed Chairman:

Date