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Minutes of Church Aston Parish Council held at Church Aston Village Hall on Monday 2nd March 2026 at 7.30pm.

Present: Cllr P Evans (Vice Chairman), Cllr J Pay, Cllr B Richards, Cllr P Sansom, Cllr G Toland, and Cllr R Wynn.

In attendance: Kathryn Goodwin (Clerk). TWC Borough Cllr A Eade.

(02/03/2026)

Cllr P Evans chaired the meeting in the absence of Cllr S Stacey.

Item 1 – Apologies.

Cllr S Stacey (Chairman), Cllr B Knight, and Cllr G Williams.

Item 2 – Declarations of Interest.

There were no declarations of interest.

Item 3 – Public Session.

There were no members of the public present.

Item 4 - Minutes of the Meetings held on the 2nd February 2026.

Minutes of the meetings held on the 2nd February 2026, were proposed as a true and accurate record of proceedings by Cllr Richards and seconded by Cllr Pay with all members present voting in support of the proposal.

<p>RESOLVED: minutes of the meetings held on the 2nd February 2026 were signed by the Chairman of the meeting as a true and accurate record.</p>
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Item 5 – Parish projects and community matters

a. Asset management

i. Brockton Memorial

Council considered the inspection report from Owens Memorials which recommended repairs to the built-up walling behind and below the plaques at a cost of £440.00 plus VAT. In accordance with Financial Regulations 5.9 and 5.10 Council agreed to the repairs as recommended. Cllr Sansom proposed and Cllr Toland seconded, with all councillors in

favour. Borough Councillor Eade volunteered to pay the £440.00 repair cost out of his Councillor Pride Fund. Parish Councillors thanked Borough Cllr Eade for his financial contribution.

RESOLVED: Owens Memorials will be commissioned to repair the Brockton Memorial, specifically on the built-up walling behind and below the plaques. The £440 cost will be paid by Cllr Eade's TWC Councillor Pride Fund.

- ii. Millenium Boulders
No matters to discuss
- iii. MUGA
The memorial plaque for Nick Collier will be moved slightly higher to improve its visibility.
- iv. Street lighting
Council ratified the emergency decision made outside the meeting with written agreement from the majority of councillors to repair the column on Richmond Close at a cost of £1,450.55 excluding VAT (£1740.66 inc. VAT), with payment due by 27.3.26. Council authorise the use of general reserves to make this payment. Cllr Stokes proposed, Cllr Richards seconded with all present voting in favour.

RESOLVED that Church Aston accepts the quote of £1,450.55 (excluding VAT) to repair column on Richmond Close and council authorised the use of general reserves to make the payment due by 27.3.26.

Church Aston Parish Council would like an annual report from Eon as per maintenance contract and notification from Eon about when the annual maintenance inspection is due to take place each year. A walkaround with an Eon representative is due to take place in Spring /Summer 2026. Cllr Evans directed fellow councillors to a useful resource on TWC My Telford which contains maps with layers of information regarding streetlighting, adopted roads and council land.
- v. Planters
Council will defer a decision on a watering of the planters until the next meeting.

b. T&WC Community Governance Review

No updates to report.

c. Community Safety

No updates to report.

d. Grit bin request for Mulberry Drive

Council will consider this request based on the health and safety need. Council asked the Clerk to contact Telford & Wrekin Council to carry out a review on this site and the severity of need for a grit bin at this location. A decision on this item

is therefore deferred pending the outcome of a health and safety report from TWC.

Item 6 - Representatives Report

a) Village Hall

No updates to report.

b) Bus Users Group

No updates to report.

c) Newport Regeneration Partnership

No updates to report.

d) Telford & Wrekin Council:

Borough Cllr Eade gave an update on the flooding of The Mere. TWC have cleared it again as a build-up of silt was thought to have been a contributory factor. The second pipe (failsafe) is due to be fitted by Severn Trent Water. Flooding on The Dale has eased and Council thanked Cllr Eade for his hard work trying to resolve the local flooding issues.

Borough Cllr Eade is working with TWC Highways Team to explore options which would combat speeding on Longford Road.

It was noted by Cllr Wynn that there had been a significant amount of litter around The Mere and asked Cllr Eade if he would raise the issue with TWC.

e) Wellington Rd/Linden Hall Surgery Patients Participation Group

The March meeting is cancelled and the next one will be in April 2026.

f) Wrekin Area Committee

No updates to report.

Item 7 -Communications Updates:

a) Correspondence

No updates

b) Newsletter

No updates

c) Facebook

Cllr Evans and the Clerk will continue to post information on the Council's Facebook page. Cllr Evan has recently posted that councillors from CAPC presented at the TWC Local Plan hearing sessions held the previous week.

d) Website

The Clerk is continuing to update the website. The priority is to ensure that the website meets legal requirements.

e) **Noticeboard**

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

Item 8 – Policy and planning matters

Council voted to suspend standing orders to address item 8f.

f. Telford & Wrekin Local Development Plan

Examination of the Telford and Wrekin Local Plan Review

The hearing sessions for the examination were held at Meeting Point House, Southwater Square, Telford on Thursday 26th February 2025. Cllr Evans presented on behalf of CAPC with the support of Borough Cllr Eade. Council thanked Cllrs Paye, Cllr Evans and Cllr Eade for their hard work. In the hearing summary CAPC argued that the Local Development Plan’s housing allocation process was unsound and request that sites HO3 and HO18 (around 200 houses) be removed from the list of allocated housing sites.

The hearing is available to view on the Telford & Wrekin Council YouTube page.

Borough Cllr Eade left the meeting.

Standing orders resumed.

a. IT Policy

Council reviewed the IT Policy circulated prior to the meeting. Cllr Stokes proposed that council adopt the policy, which was seconded by Cllr Toland. All councillors present voted in favour.

RESOLVED: that Church Aston Parish Council adopt an IT policy, to be reviewed in three years or before if anything changes.

b. Health & Safety Policy

Council reviewed the Health & Safety Policy circulated prior to the meeting. Cllr Wynn proposed that council adopt the policy, which was seconded by Cllr Richards. All councillors present voted in favour.

RESOLVED: that Church Aston Parish Council adopt a Health & Safety Policy, to be reviewed annually.

c. Privacy Notice

Council reviewed the Privacy Notice circulated prior to the meeting. Cllr Stokes proposed that council adopt the policy, which was seconded by Cllr Pay. All councillors present voted in favour.

RESOLVED: that Church Aston Parish Council adopt a Privacy Notice, to be reviewed in three years, or before if there is a significant change.

d. Publication Scheme

Council reviewed the Publication Scheme circulated prior to the meeting. Cllr Wynn proposed that council adopt the policy, which was seconded by Cllr Richards. All councillors present voted in favour.

RESOLVED: that Church Aston Parish Council adopt the Publication Scheme, to be reviewed annually.

e. Planning considerations received from Telford & Wrekin since the last meeting.

Councillors were reminded of previous planning updates circulated for information only.

- HMO Article 4 Direction has been confirmed and will come into force dated 27 February 2027.
- TWC/2026/0110. Tree Preservation Order. Crown reduction by up to 5m to 1no. Sycamore tree (T1). 15 The Close, Church Aston. TF10 9JL.

Item 9 – Finance and governance

Accounts & Payments

- a. The statement of account at close of business on 28th February 2026 was £19,993.60p.** A copy of the statement of account at month end of 28th February 2026 was previously circulated and noted by members.
- b. A summary of receipts and payments and a bank reconciliation of accounts for month ending 28th February 2026 with a balance of £19,993.60p.**
A copy of the summary of receipts and payments and bank reconciliation for the account at month end of 28th February 2026 was previously circulated and noted by members, signed by Cllr P Sansom and Cllr R Wynn. Also noted that a cost-centre report (budget monitoring report) had been circulated to members prior to this meeting. Monthly cost-centre reports were also circulated to councillors prior to the meetings in December 2025 and January 2026.
- c. Approval of payments made since the last meeting.**
Payments¹ were presented for retrospective approval. Cllr Pay proposed and Cllr Toland seconded authorisation of the following payments, with all councillors present voting in favour.

¹ General power of competence (Localism Act 2011)

Payments in February 2026	Payment type	Amount
Shropshire pensions – February 2026	Transfer	£175.47
West Mercia Energy – street lighting electricity charges for Jan 26	Transfer	£397.20
Salary	Transfer	£952.78
Unity Trust Bank charge	DD	£6.00

Resolved: the above payments at 9(c) were retrospectively approved for payment at this meeting held on the 2nd March 2026.

d. Payments for authorisation at this meeting:

No payments to authorise at this meeting.

e. Internal Auditor’s Interim Report for financial year 2025/26.

Council received and noted the findings and recommendations of the Interim Internal Audit report for financial year 2025/26 from RLT Auditing.

f. Asset register

Council noted the existing asset register and clarified that the MUGA, Brockton Memorial and CCTV were maintained by Church Aston Parish Council, but CAPC does not own these assets so these would be listed in an appendix to the asset register under maintenance. Cllr B. Richards suggested that a maintenance log should be implemented in 2006-7. Council chose to include all the fixed assets in the asset register which would be included in an insurance claim and cost of acquisition would be referenced. The minimum level will be reviewed annually in accordance with SAPP 5.59. Additionally, the Clerk will keep an inventory of office equipment.

g. Financial risk assessment

Council noted the existing financial risk assessment agreed in May 2025. This document is reviewed annually and will next be reviewed in May 2026.

Council voted to suspend standing orders to deal with items 11 & 12

Item 11 – Private session

There were no public or press present at this meeting. So council could proceed to item 12.

Item 12 – Staffing matters

a. Pension.

All councillors voted in favour to accept the recommendations of the Shropshire County Pension Fund in the admission summary.

RESOLVED Council accepted the recommendations of the Shropshire County Pension Fund in their admission summary. The Vice Chair Cllr P. Evans signed the Employer Declaration.

Item 10 - Roads, hedges and ditches.

Potholes on Liddles Bank continue to be an issue with Cllr P Evans continuing to report them on MyTelford.

Cllr A Stokes informed Council that there was a barrel under the bridge which had been set on fire. The fire was extinguished by local residents. The Clerk was asked to report the incident to the Safer Neighbourhood Team.

Item 13 – Future meeting

The next meeting will be held on Monday 13th April 2026 (due to the Bank Holiday on Monday 6th April) in Church Aston Village Hall starting at 7.30pm.

Meeting closed at 9.30pm.