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Minutes of Church Aston Parish Council held at Church Aston Village Hall on Monday 13th April 2026 at 7.30pm.

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

In attendance: Kathryn Goodwin (Clerk). Telford & Wrekin Councillor Borough Cllr A Eade.

(13/04/2026)

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

Item 1 – Apologies.

Cllr S Stacey (Chairman) and Cllr B Knight.

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 March 2026.

Minutes of the meetings held on the 2nd March 2026, were proposed as a true and accurate record of proceedings by Cllr Wynn 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 March 2026 were signed by the Chairman of the meeting as a true and accurate record.</p>

Item 5 – Parish projects and community matters

a. Asset management

- i. Brockton Memorial
Repairs to the plaques on the Brockton Memorial will take place in May 2026.
- ii. MUGA

Moss and mud removal is needed. The Clerk has been advised by Telford & Wrekin Council to wait until the weather is consistently drier as the field is waterlogged. The Clerk will get further advice from Telford & Wrekin Council (TWC) about how to remove the moss and mud in a safely and timely manner.

iii. Street lighting

The column at Richmond Close has been replaced.

iv. Planters

Seven contractors were approached with only two providing quotes.

Quote A: Watering three times a week for four months from mid-May to mid-September 2026, at a cost of £2,120 a year.

Quote B: Watering three times a week for four months from mid-May to mid-September 2026, at a cost of £5,760 a year.

Cllr Stokes proposed that Quote A was accepted with Cllr Wynn seconding the proposal. All councillors present voted in favour.

RESOLVED: That Quote A (Oliver Needs Landscaping) has been chosen to water the seven parish planters, three times a week for four months from mid-May to mid-September 2026, at a cost of £2,120 a year.

Cllr A. Eade entered the room.

v. Asset maintenance schedule

The asset maintenance schedule was reviewed. Cllr Pay proposed that it was accepted, with Cllr Williams seconding the proposal. All councillors present voted in favour.

RESOLVED: That the asset maintenance schedule was accepted.

b. T&WC Community Governance Review

Church Aston Parish Council has received information from Telford & Wrekin Council regarding budget 2027-8 implications for election costs in May 2027.

The estimated cost for a contested election is £4,531. Church Aston Parish Council were also asked for feedback on their polling station. As the deadline for feedback was before this meeting, the Clerk asked councillors to feedback on this point. Those councillors who replied wished that Church & Chetwynd Aston Village Hall remain as the polling station. The Clerk passed this information on to TWC as feedback only.

Cllr Evans proposed that this item is renamed Church & Chetwynd Aston Parish Council Merger, which would cover issues relating to assets, staffing and budget in the lead up to the May 2027 merger.

c. Community Safety

The Clerk reported the fire in the barrel under the bridge at Church Aston. Photos of the remains of the incident were passed to PC Rich Edwards for investigation.

The Safer Neighbourhood Team are increasing their patrols in the area.

The Parish Charter Contract was reviewed and priorities remain speeding, other traffic offences and anti-social behaviour.

d. Grit bin request for Mulberry Drive

Telford & Wrekin Council were asked to carry out a review on this site and the severity of need for a grit bin at this location. The visit concluded that there wasn't a sufficient need due to it being a straight and flat, small cul-de-sac. Church Aston Parish Council unanimously voted to follow the advice of the review on this occasion, therefore the grit bin request for Mulberry Drive is refused.

e. Litter bin outside the Last Inn

The litter bin has been installed and added to Telford & Wrekin Council's emptying program. Cllr Evans noted that councillors could view the status of the bins in Church Aston Parish and when they were due to be emptied on the MyTelford app and website.

Item 6 - Representatives Report

a) Village Hall

The minutes of the AGM were produced and noted.

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 Liddles Bank and plans for it to be resurfaced. The potholes on Longford Road are due to be repaired and a traffic calming scheme on the road is being explored by the TWC Highways Team.

e) Wellington Rd/Linden Hall Surgery Patients Participation Group

The next meeting will be on 14th 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.

d) Website

Telford & Wrekin Council have recently conducted an accessibility audit on the Church Aston Parish Council website which they provide. The Clerk updated

council on the compliance outcome of that audit. Telford & Wrekin Council have also reviewed the website's accessibility statement.

e) **Noticeboard**

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

Item 8 – Planning and policy matters

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

TWC/2026/0162

Cats Cottage, Church Aston, Newport, Shropshire TF10 9JJ

Replacement of all existing timber windows, 1no. door on front elevation and 1no. garage door with uPVC.

As the deadline for a response was prior to the next council meeting, councillors emailed their responses for submission. All responses received stated no objection. All parish councillors present voted to ratify that decision.

RESOLVED: TWC/2026/0162,
Cats Cottage, Church Aston, Newport, Shropshire TF10 9JJ
Replacement of all existing timber windows, 1no. door on front elevation and 1no. garage door with uPVC.
Church Aston Parish Council had no objection.

b. **Telford & Wrekin Local Development Plan**

No updates to report.

c. **Pensions Discretions Policy**

Council reviewed the Pensions Discretions Policy circulated prior to the meeting. Cllr Sansom proposed that council adopt the policy, which was seconded by Cllr Stokes. The majority of parish councillors present voted in favour, with Cllr Williams abstaining from the vote.

RESOLVED: that Church Aston Parish Council adopt a Pensions Discretions Policy, to be reviewed in three years or before if anything changes.

d. **General Reserves Policy**

Council reviewed the General Reserves Policy circulated prior to the meeting. Church Aston Parish Council has total reserves of £16,000. The Clerk advised council on possible amendments to earmarked reserves and having an earmarked reserve for streetlighting. After discussion, Council decided to keep the general reserves and the earmarked reserves the same as detailed in the precept report circulated in January 2026. Cllr Sansom proposed that council adopt the policy, which was seconded by Cllr Stokes. All parish councillors voted in favour.

RESOLVED: that Church Aston Parish Council adopt a General Reserves Policy, to be reviewed annually.

Item 9 – Finance and governance

Annual Parish Council Meeting- Monday 11th May 2026

- a. Council discussed arrangements for a guest speaker.

Accounts & Payments

- a. **The statement of account at close of business on 31st March 2026 was £16,782.28p.** A copy of the statement of account at month end on 31st March 2026 was previously circulated and noted by members.

- b. **A summary of receipts and payments and a bank reconciliation of accounts for month ending 31st March 2026 with a balance of £16,782.28p.**

A copy of the summary of receipts and payments and bank reconciliation for the account at month end of 31st March 2026 was previously circulated and noted by members, signed by Cllr B Richards and Cllr R Wynn. Also noted that a cost-centre report (budget monitoring report) at 31st March 2026 had been circulated to members prior to this meeting.

- c. **Approval of payments made since the last meeting.**

Payments¹ were presented for retrospective approval. Cllr Sansom proposed and Cllr Williams seconded authorisation of the following payments, with all councillors present voting in favour.

Payments in March 2026	Payment type	Amount
Viking Office – stationery supplies	Transfer	£53.02
HMRC	Transfer	£150.17
SALC – councillor training	Transfer	£45.00
Shropshire pensions – March 2026	Transfer	£175.47
West Mercia Energy – street lighting electricity charges for March 2026	Transfer	£325.68
Clerk expenses – phone allowance	Transfer	£37.50
Clerk expenses – home working allowance	Transfer	£50.00

¹ General power of competence (Localism Act 2011)

Clerk expenses - mileage	Transfer	£35.64
Salary	Transfer	£591.18
Eon replacement column on Richmond Close	Transfer	£1,740.66
Unity Trust Bank charge	DD	£7.00

Resolved: the above payments at 9(c) were retrospectively approved for payment at this meeting held on the 13th April 2026.

d. Clerk's expenses

Council ratified the prior approval of clerk expenses as detailed in item 9c and in accordance with the Clerk's Employment Contract. All councillors present voted in favour.

Resolved: the payment of 'Clerk expenses' specifically home working allowance, phone allowance and mileage was ratified by Council.

e. Asset register

Council reviewed and accepted the asset register at 31st March 2026. All councillors voted in favour of accepting the asset register. The asset register detailed assets of a total value of £9,609.00.

Resolved: that Church Aston Parish Council accept the asset register at 31st March 2026, at a value of £9,609.00 which will be reviewed annually. An inventory of office equipment is also included as requested by Council.

f. Year-end budget review 2025-26.

A copy of the year-end budget report (cost-centre report up to 31st March 2026) was circulated prior to the meeting.

Item 10 - Roads, hedges and ditches

An approach has been made by a local resident regarding changing the name of a street. This is not the remit of the parish council.

Item 11 – Future meeting

The next meeting will be held on Monday 11th May 2026 (due to the Bank Holiday on Monday 4th May) in Church Aston Village Hall starting at 7.30pm.

Meeting closed at 9.30pm.