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Minutes of Church Aston Parish Council held at Church Aston Village Hall on Monday 7th September 2026 at 7.30pm.

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

In attendance: Charlotte Dade (Clerk), Local reporter

1 – Resignation of current Chair / extension of leave of absence

Cllr Stacey has tendered his resignation as Chair, but wishes to extend his leave of absence for a further six months.

Resolved. The Council resolved to accept the resignation of Cllr Stacey from the position of Chair, and extend his leave of absence for a further six months.

2 – Election of new Chair/Vice-Chair

a – Election of new Chair

Cllr Evans wished to stand for the position of Chair. No other candidates put themselves forward.

Resolved. Cllr Evans was appointed to the role of Chair of Church Aston Parish Council with all in attendance voting in favour of his election.

b – Chair's Declaration of Acceptance of Office

Cllr Evans read out the declaration and it was signed accordingly by the Chair and the Clerk as witness.

c – Election of new Vice-Chair

Cllr Wynn put himself forward for the position of Vice-Chair. No other candidates put themselves forward.

Resolved. Cllr Wynn was appointed to the position of Vice-Chair of Church Aston Parish Council with all in attendance voting in favour of his election.

d – Vice-Chair's Declaration of Acceptance of Office

Cllr Wynn read out the declaration and it was signed accordingly by the Vice-Chair and the Clerk as witness.

3 – Apologies.

Cllr B Knight, Cllr S Stacey, Cllr G Toland, Cllr Andrew Eade (Borough Cllr)

4 – Declarations of Interest.

There were no declarations made.

5 – Public Session.

There were no members of the public present.

6 - Minutes of the extra Council Meeting held on 30th June and Council Meeting held on 6th July 2026.

The minutes of the extra council meeting held on 30th June and the last meeting held on the 6th July 2026 had previously been circulated and were both resolved to be accepted as a true record, following an amendment to the attendance of 6th July minutes in which Cllr Richards was present, but not recorded as such.

Resolved. That the minutes of the meetings on 30th June and 6th July be accepted as a true record.

7 – Clerks update

The Clerk gave an update / information on the following items;

- Shropshire Association of Local Councils AGM is on Tuesday 3rd November. The Clerk will be attending.
- The Clerk presented salary payments for June & July.
- The MUGA was planned to be tidied around the edge following correspondence with Telford & Wrekin Council.

Resolved: It was resolved that the Clerk will contact TWC regarding this work as Councillors believe it has not yet been actioned.

- Following the decision not to offer community grants this year, the Clerk has responded to those who were interested to them know.
- The lighting column has now been replaced, though it was not possible to use the door from the old column on that that needs replacing. E.On have suggested that this column will eventually need replacing. They state that while the current door remains in place, the column will remain safe until its replacement can be funded.
- A local resident has thanked the Council for the recent replacement lighting column, but is concerned about the surrounding overgrown vegetation.

Resolved: It was resolved that the Clerk will contact Telford & Wrekin Council to ask for it to be cut back.

- West Mercia Energy. Due to some missed payments, an outstanding balance on energy payments has now been cleared along with July's bill.

8 – Parish projects and community matters

a. Asset management

i. Brockton Memorial

Is all complete, just maintenance is an issue.

Resolved: It was resolved for the Clerk to put a post out on Facebook to ask if any local residents would be interested in tidying it up.

ii. MUGA

As per clerks update (7)

iii. Street lighting

As per Clerks update (7). The Council will also follow up on Cllr Toland's report at the next meeting.

b. Church Aston and Chetwynd Aston Merger

The Shadow Council held an informal meeting in June, with the first formal meeting to take place on Monday 28th September.

The Parish Council also met with Telford & Wrekin Council representatives on 7th September to discuss the upcoming work in relation to the merger and ask questions.

9 - Representatives Report

- a) Village Hall
New programme started end of August. A number of upcoming events on the latest flyer.
- b) Bus Users Group
No recent meeting.
- c) Newport Regeneration Partnership
Will look to appoint a new representative for future mtgs in Cllr Stacey's absence
- d) Telford & Wrekin Council:
Cllr Eade not in attendance to provide update
- e) Wellington Rd/Linden Hall Surgery Patients Participation Group
No update to report.
- f) Wrekin Area Committee
No recent mtg. AGM scheduled for 24th September Cllr Evans will attend.

10 - Communications Updates:

- a) Correspondence
As per Clerks Update (7)
- b) Facebook
A comment was received on Facebook about police surgeries not been suitable for those who may be working when they take place in the afternoon.

Resolved: It was resolved that the Clerk will contact Safer Neighbourhood team to request a wider range of times for surgeries or a suitable contact for residents to contact should they not be able to attend.

- c) Website

Resolved; It was resolved that the Clerk will update the website with the new appointment of the Chair and Vice-Chair.

- d) Newsletter
Members discussed a newsletter being circulated prior to Christmas which includes Chetwynd Aston & Woodcote residents to share information about the merger.

Resolved: It was resolved that a newsletter would be published prior to Christmas.

11 – Policy and planning matters

- a) Planning Update – To note
TWC/2026/0470, TWC/2026/0567, TWC/2026/0568

Resolved: No comment (prior circulation between meetings)

- b) Planning applications received from Telford & Wrekin Council for consideration since the last meeting
TWC/2026/0579
20 Newtown, Church Aston, Newport, Shropshire, TF10 7HT
Change of use of an existing approved ancillary annexe to a small-scale managed holiday let within the curtilage of the host dwelling, including the removal of condition 3 of planning

permission TWC/2026/0022, which restricts the annexe from being occupied, let, or sold as a separate unit of residential accommodation

A member of the public has been in touch with the Parish Council to raise concerns over the increase in cars/parking/traffic, though no formal objections had been put to the Local Planning Authority.

Resolved: It was resolved that the Parish Council will object to the change of use of the application following the original condition that was applied through the previous application. The Chair and Clerk will formulate a response and put in before deadline of 9th September 2026.

c) TWC Local Development Plan

S106 allocation has been agreed. There is a list of the breakdown if anyone would like to view it. Discussions about the pedestrian crossing is still ongoing. No further update. Get update at next meeting.

12 – Finance and governance

Accounts & Financial Statements

- a) The statement of account at close of business on 31/07/2026 was **£24,098.13** and at the close of business on 31/08/2026 was **£22,397.72**.
- b) A summary of receipts and payments and a bank reconciliation of accounts for month ending 31/07/2026 with a balance of £24,098.13, and for the month ending 31/08/2026 with a balance of £22,397.72.
A copy of the summary of receipts and payments and bank reconciliation for the account at month end of 31st July 2026 and month end of 31st August 2026 was circulated and noted by members.

Resolved: It was resolved that the bank reconciliation up to the end of July be agreed and signed.

Resolved: It was resolved that the bank reconciliation up to the end of August be agreed and signed.

- c) Approval of payments made since the last meeting.**
Payments were presented for retrospective approval.

Payments in July 2026	Payment type	Detail	Amount
E.ON	BACS		£2,190.00
Owens Memorials	BACS		£528.00
SALC	BACS	Training	£45.00
Oliver Needes Landscaping	BACS		£890.00
West Mercia Energy	BACS	Streetlighting energy	£210.18
HMRC	BACS	Tax & NI June/July	£433.86

Shropshire Pensions	BACS	Pension	£280.76
Village Hall	BACS	Room hire	£120.00
TWC	BACS	Domain renewal	£90.00
Salary	BACS	June/July	£1055.86
Charlotte Dade	BACS	Poppy Wreath reimbursement	£46.00
Midland Computers	BACS	Website domain renewal	£154.80
Unity Trust	Fee	Bank service charge	£7

Payments in August 2026	Payment type	Detail	Amount
Oliver Needes Landscaping	BACS	Watering planters (July)	£530
West Mercia Energy	BACS	Streetlighting energy & Account rebalance	£290.44
Shropshire Pensions	BACS		£132.71
HMRC	BACS	Tax & NI August	£120.60
Shropshire Pensions	BACS	Pension	£132.71
Salary	BACS	June/July	£425.62
West Mercia Energy	BACS	Streetlighting Energy	£194.04
Unity Trust	Fee	Bank service charge	£7

Resolved: the above payments at 10(c) were retrospectively approved for payment at this meeting held on 7th September 2026.

d) Payments for authorisation at this meeting:

Poppy wreaths needed ordering and paying for between meetings, therefore retrospective authorisation was sought to reimburse the payment of £46 which was made from the Clerks own account.

Resolved: The Council resolved that the reimbursement of the payment of £46 for two poppy wreaths to the Clerk be retrospectively authorised and agreed.

e) Completion of mandates to change authorisations on bank account

Councillors discussed current signatories and whether there would be a need to change them in light of the election of a new Chair and Vice-Chair.

Resolved: It was resolved to maintain the current signatories on the bank account.

f) NJC – Local Government Services Pay Agreement 2026

The pay award for 2026/2027 has now been agreed at 3.3% and can be implemented as of 1st April 2026.

Resolved: It was resolved that the Clerk should be paid at the newly agreed rate moving forwards and can back date pay to the start date of 2nd June.

13 - Civic Sunday/Worth Citizen Award

Following discussion around worthy candidates for the award two people were put forward to be presented with their awards at the Civic Sunday event on Sunday 20th September.

Resolved: It was resolved to give two worth citizen awards to be presented by Cllr Evans, who will visit the engravers to get the awards prepared. The Clerk will circulate information about Civic Sunday to members.

14 – Traffic Regulation Orders Consultation

The Parish Council had received information about two Traffic Regulation Orders to be put in place. Two within the Church Aston area, the first at the junction with Silverdale and other by Wallshead Way. There was concern from Councillors about cars parking on the pavement who wonder if signs could be put in place about not parking on pavement.

Resolved: The Council resolved to support both TROs, but asked the Clerk to respond asking for signage to be put up as concerns about parking on pavement.

15 – Roads, Hedges & Ditches

The hedgerow adjacent to car park going over the footbridge next to the Village Hall is overgrowing, impacting the pathway and covering the sign.

Resolved: The Clerk will contact Telford & Wrekin Council to request cutting back. If TWC wish to contact Cllr Stokes, he can arrange for cars to be moved out of the way to make maintenance easier.

Councillors wish to find out when the next stage of work is planned for Liddles Bank.

Resolved: The Clerk will contact Telford & Wrekin Council's Highways team to request an update

There appear to be some blocked drains (pine needles) along Greenvale coming out of Newtown.

Resolved: The Clerk will contact Telford & Wrekin Council's Highways team to clear the blockages.

Following previous discussion about the overgrowth of a tree around a power pole at the junction of Dark Lane / The Close, Councillors would like Telford & Wrekin Enforcement team to contact the power company to discuss cutting back the growth and enforce maintenance.

Resolved: The Clerk will contact enforcement and seek advice / further action.

16 – Staffing Matters

Resolved: EXCLUSION OF PRESS AND PUBLIC It was resolved, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public be excluded from the meeting during the following item of business.

The Clerk is able to commit to more hours in line with those worked by previous Clerks from October.

Resolved: The Council resolved to increase Clerk's contracted hours to 10hrs per week from 1st October 2026.

17 – Next Meeting

To be held on Monday 5th October 2026 at 7.30pm.

Meeting closed at 8.55pm

DRAFT