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Minutes of Church Aston Parish Council held at Church Aston Village Hall on Monday 5th October 2026 at 7.30pm.

Present: P Evans (Chair), Cllr J Pay, Cllr P Sansom, Cllr A Stokes, Cllr G Toland, Cllr G Williams, Cllr R Wynn

In attendance: Charlotte Dade (Clerk)

1 – Apologies

Cllr S Stacey, Cllr B Richards, Cllr B Knight

2 – Declarations of Interest

There were no declarations made.

3 – Public Session

There were no members of the public present.

4 - Minutes of Council Meeting held on 7th September 2026.

The minutes of the meeting held on Monday 7th September had previously been circulated and were resolved to be accepted as a true record.

Resolved. That the minutes of the meeting on 7th September be accepted as a true record.

5 – Clerks update

The Clerk gave an update on progress with environmental/highways issues and the follow up items from the last minutes. These have all be logged or contact made accordingly and either dealt with or awaiting further communication. The Clerk will continue to chase outstanding items as necessary.

Following the Facebook post asking for volunteers to help maintain the Brockton Memorial, there have been no offers of support as yet.

There was a tidy up of the MUGA on 21st September including a jet wash and tidying of the surrounding area. It was noted in the meeting that the tidy up wasn't as thorough as hoped and the Clerk will feed this back to the team about the scope and quality of the work undertaken.

The Clerk has also attended the National Scheme of Delegation planning meeting in September to understand the changes to parish councils commenting on planning applications and is currently undertaking Clerks: The Knowledge training through SALC.

6 – Parish projects and community matters

a. Asset management

i. **Brockton Memorial**

As per Clerk's update (5)

ii. **MUGA**

As per Clerk's update (5). Clerk will feedback on the quality and scope of the work.

iii. **Street lighting**

Cllr Toland still awaiting a walk around with E.on.

iv. **Planters**

Watering programme was completed at the end of September. Two of the planters will require replacing next year, one along Wallshead and one on Wellington Road junction by Dog Bank Cottage. **Clerk will note for Shadow Council to consider as part of budget setting for 2027/28.**

b. **Church Aston and Chetwynd Aston Merger**

Shadow Council had its inaugural meeting on Monday 28th September. Cllr Evans was elected as Chair and Cllr Wynn elected as Vice-Chair. Current Clerks for both Parish Councils appointed to Clerk for the Shadow Council under their current contracts. The next meeting will be a working group on Monday 26th October at 7.30pm.

7 – Representatives Report

a) **Village Hall**

No update given.

b) **Bus Users Group**

Latest meeting was cancelled, to be rearranged.

c) **Newport Regeneration Partnership**

Will consider a new representative at the next meeting.

d) **Telford & Wrekin Council**

Cllr Eade gave an update on the following

- Last Inn – Issue of sewage discharge – Environmental Health have visited and it has been agreed that the tank will be emptied every week.
- Newtown surfacing work has taken place and it seems to have solved the water issues.
- Additional drainage works have taken place at the side of the play area to stop the footpath flooding in future.
- Flooding at a property on Wallshead Way. A culvert that was covered with decking is flooding. Sandbags have been sent down there and the owner is being worked with regarding the issue.
- The Mere – has been close to overflowing – has been reported to Telford & Wrekin Council and cleared. Telford & Wrekin Council have a meeting with Severn Trent to attempt to resolve the issue.
- The application at The Dale went through, though there is disappointment at the lack of support for a crossing over the A518.
- Liddles Bank resurfacing starts on Wednesday which is positive news.
- Greenvale – closure coming up on Greenvale, some resurfacing work, which will help with the problems there.

e) **Wellington Rd/Linden Hall Surgery Patients Participation Group**

Cllr Sansom would like to be nominated on the PPG for Wellington Road Surgery. **Clerk to get in touch with the surgery.**

Linden Hall – Staffing is better than 18 months ago. Flu vaccinations have started. There is ongoing work with Emma the AI receptionist. The NHS app is being used a lot more.

Community Healthcare is being integrated into neighbourhood teams. The surgery would like some younger members to be part of the PPG.

f) Wrekin Area Committee

There was a recent meeting, which included a report from a Telford & Wrekin Council Cabinet member. The Local Plan is coming back to planning committee in November ready for sign off by Full Council in December. There was also a talk on resilience/environmental issues. The next meeting will take place in January/February 2027.

8 - Communications Updates:

a) Correspondence

Nothing to update

b) Facebook

Will keep updating road closures as there are quite a few coming up, some directly impacting, some around locally. Communications regarding the merger will be shared to let the local community know.

c) Website

Chair and Vice-Chair details have been updated. A tab has been added named "Shadow Council" in order to place the relevant agendas, minutes and information.

d) Newsletter

Due to the merger the Council will do a joint newsletter with Chetwynd Aston & Woodcote Parish Council to provide information. The shadow council should take on distribution of newsletter due to the content and timing and update on progress.

9- Policy and planning matters

a) Planning Update – To note

TWC/2026/0628

Resolved: No comment (prior circulation between meetings)

10 – Finance and governance

Accounts & Financial Statements

a) Statement of account & bank reconciliation at 30/09/2026

The statement of account at close of business on 30/09/2026 was **£33,145.79**.

Cllr Eade left the meeting.

b) Statutory balance sheet of account.

A copy of the summary of receipts and payments and bank reconciliation for the account at month end of 30th September 2026 with a balance of £33,145.79 was circulated and noted by members.

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

c) Cost centre report to the end of September

The cost centre report was shared prior to the meeting and noted.

d) Payments made since the last meeting for authorisation.

Payments were presented for retrospective approval.

Payments in July 2026	Payment type	Detail	Amount
Needes Landscaping	BACS	August Watering	£530
West Mercia Energy	BACS	Street Lighting Energy	£231.77
Paul Evans	BACS	Trophies from Newport Engravers	174.00
Charlotte Dade	BACS	Refreshments for Civic Sunday	14.23
Charlotte Dade	BACS	Printer ink reimbursement	30.58
Shropshire Pensions	BACS	Pension	£150.24
Charlotte Dade	BACS	Salary	£545.96
HMRC	BACS	TAX/Employers NI September	£182.39
HMRC	BACS	Employers NI August	£33.16
Charlotte Dade	BACS	Working from Home Allowance	£10
Charlotte Dade	BACS	Phone Allowance	£7.50
Needes Landscaping	BACS	Watering September	£530
E.ON	BACS	Replacement lighting column	£1595.46
Midland Computers	BACS	Exchange online plan renewal	£44.64
Newport Town Council	BACS	Library Contribution	£2000
Unity Trust	Fee	Bank service charge	£7

Resolved: the above payments at 10(d) were retrospectively approved for payment at this meeting held on 5th October 2026.

e) Payments for authorisation at this meeting:

- 1 - Invoice received from PKF Littlejohn for the payment of external audit fees, £252.00.
- 2 - Clerks mileage claim form. Four months at a cost of £94.60.

Resolved: It was resolved to authorise the above two payments.

f) Consider the final external auditor report

The Notice of Conclusion of Audit was published on the Parish noticeboard and website on 29/09/2026.

Comments from the External Auditors report were shared with members and noted. The Clerk will action those points necessary in preparation for the 2026/27 return.

Resolved: It was resolved to accept the External Auditors report.

g) Budget 2027/28

Councillors discussed that there would be no budget setting for this parish Council and that the budget setting for 2027/28 would be solely undertaken by the Shadow Council.

Resolved: It was resolved that the Council would not prepare a budget for 2027/28 due to the merger.

11 – Roads, Hedges & Ditches

The final stage of the Bloor Homes development is in progress. Plot 115 has suspected foul water coming out of the ground. A video has been sent to the site office and it is under investigation by the site manager.

Under the bridge from the school side, some timber stumps have been put there to stop people going under there.

On pavement parking is causing a bit of a problem. Councillors / members of the public should be reporting this to 101.

12 – 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.

Councillors considered the extension of the contract of the current Clerk.

Resolved: It was resolved to renew the employment contract of the Clerk until 31st March 2027 from 1st December. **The Clerk will place this on the agenda for the next meeting to sign the contract.**

13 – Next Meeting

To be held on Monday 7th December 2026 at 7.30pm.

Resolved: It was resolved to cancel the meeting in November as more work passes to the Shadow Council for undertaking.

Meeting closed at 8.55pm