**CLERK: Michael Atherton**

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| **Minutes of Church Aston Parish Council**  Held at Church Aston Village Hall, Wallshead Way, Church Aston on Monday 7th October 2013  **Present:** Chairman Cllr Simon Stacey, Vice Chairman Cllr Mike Stansfield, Cllr John Pay, Cllr Paul Evans, Cllr Mike Stacey, Cllr Brian Richards, and Cllr Fiona McKeown  **Also in attendance:** Current outgoing Clerk Mrs Michelle Wilson, and the newly appointed Clerk Mike Atherton | | |
| **1** | **Apologies** | Cllr Billie Knight, Cllr Andrew Eade |
| **2** | **Declarations of Interest** | No declarations of interest |
| **3** | **Public Session** | No members of the public were in attendance |
| **4** | **Minutes of the last meeting** | Noted a minor amendment to the name spelling of Ms Sylvia Stening |
| **5** | **Matters Arising** | None |
| **6** | **Councillor Vacancies** | There was a brief discussion about potential candidates / interest in the two vacant Cllr positions. Cllr Evans suggested and it was agreed that an item be included in the forthcoming newsletter. |
| **7** | **House Next to the School** | The Clerk had received an email from Cllr Eade indicating that the formal notice period had expired and that the borough council are now able to proceed with enforcement action. Cllr Evans noted that there had been some movement of on-site materials. Agreed to monitor and review again at the next meeting. |
| **8** | **Village Hall – resurfacing of the car park** | The clerk reported that Cllr Eade had received assurances from Michael Barker that the successful housing developer for the Grove Farm site had indicated a willingness to carry out resurfacing of the village hall car park on a goodwill basis. Agreed: Clerk to contact Andrew Eade to ask him to pursue it further as he has more influence. |
| **9** | **Central Networks – substation tree work** | Cllr Richards reported on the current state of a tree affecting a Central Networks substation. It was noted that the trees are on land owned by the borough council and consequently their responsibility to maintain however Central Networks had agreed to carry out urgent works in view of an imminent risk to their substation from fallen branches. Cllr Richards reported that he had taped off an area to warn passers-by. The Clerk confirmed that following contact with Central Networks they had agreed to carry out tree surgery in the coming week. |
| **10** | **Environmental Audit – report back** | Cllr Stansfield observed that he was not aware of any progress. Cllr Richards indicated that he was aware that a visit by a T&WC officer had been made but that there was no evidence of any works being carried out. It was noted that the entrance to St Andrews Way was particularly bad with weed growth and a build-up of detritus requiring a brush, shovel and barrow approach. Members considered an option for direct action but noted public liability issues. Agreed: the clerk to write to Adrian Corney to seek a quotation for removal of weeds and debris in the worst affected areas – with an offer of funding on a one-off basis by CAPC. |
| **11** | **Projects for the Parish** | **(i) 30 mph Roundels** – consideration given to T&WC guidance about locations for placing roundels and SIDS. Options discussed and it was agreed to ask for provision of roundels at the 4 gateways to Church Aston. Similarly it was agreed to enquire about the costs for provision of SIDS and the criteria for siting. Members are particularly concerned about traffic approaching / passing the school. The chairman also expressed concern about the speed of traffic on Wallshead Way. Agreed: the clerk to pursue both matters with T&WC and report back to the next meeting.  **(ii) Village Hall Wall & Roof** – issues relate to a lack of maintenance by T&WC. CAPC offer to fund improvements by removing vegetation at the top of the retaining wall and concreting the surface to prevent growth. Agreed: Cllr Mike Stacey to pursue and to obtain agreement from Adrian Corney to weed treat annually after capping works are completed.  **(iii) Bus Shelter** – Cllr Richards to assess whether there is sufficient space to provide a new bus shelter and to approach the PCC for acquisition of a narrow strip of land. Cllr Richards to circulate details to members.  **(iv) Planters** – the clerk reported back on discussions with Sylvia Stening and the horticultural club about the upkeep of proposed planters around the village. They are willing to help out with planting out but there is an on-going issue regarding regular watering. Cllr McKeown enquired about how this is managed in Newport. Various watering options were identified and are to be pursued in principle to see which is best and most affordable for CAPC – MA to contact Gill Watkins of NHoEiB. Agreed that CAPC would purchase plants.  **(v) Closed Section of Churchyard** – members reviewed proposals to level an uneven area of the churchyard in order to make maintenance easier and hopefully cheaper in the future. Agreed: to seek 3 quotes for carrying out the work and report back. Cllr Richards to speak with the church warden.  **(vi) Ian Botham Project** – Cllr Richards had found it difficult to locate any relevant information about this soft-ball tennis initiative. Further investigation to be carried out including alternative potential sources of scheme funding. |
| **12** | **Great War – 100 year anniversary** | Members considered information in the form of quotations provided by T&WC for provision of poppy seeds and planting (i.e. £1.00 per sq m for poppies, and £1.30 per sq m for mixed seeds). Possible locations were discussed including the playing fields, adjacent boundary signs and a triangular piece of land in Newtown. Cllr Mike Stacey suggested that members needed to better understand flowering periods and varieties. Cllr Evans agreed to progress this initiative. |
| **13** | **Grants – Adventure Scouts** | The circumstances of this apparently late application for a grant were noted i.e. the application had been in time but had been held in the junk mail box of the CAPC email account. Members confirmed that the group operated in Church Aston for the benefit of local young people and agreed to grant £100 to the ‘Boughey Explorer Scout Unit’. |
| **14** | **Civic Sunday – worthy citizens awards** | It was confirmed that there will be a presentation of 3 worthy citizen’s awards at the tree of light ceremony on 7th December. |
| **15** | **Street Lights and Lamp Post** | The clerk reported on feedback about a rotten wooden lamp-post. The maintenance contractor does not provide replacement services and therefore it was Agreed: to approach Eon for a quote with a view to replacing the lamp-post as soon as possible. |
| **16** | **Recommendations for Clerk Replacement from Selection Committee** | The Chairman Cllr Simon Stacey reported on the outcome of the Selection Committee’s work to find a replacement Clerk.  In congratulating Mike Atherton on his appointment to the post of Clerk to CAPC members also expressed their appreciation for the exceptional service provided by the outgoing Clerk Mrs Michelle Wilson.  It was agreed that the current Clerk will continue to be employed by CAPC until 31/10/2013 whilst the new Clerk was appointed with effect from 07/10/2013 providing a period of overlap to enable a smooth hand-over. It was noted that a consequence of this decision is that some additional related costs will be incurred. |
| **17** | **Planning** | Cllr Pay provided a brief over-view of the major planning applications affecting Church Aston and Newport.  0632 – T&WC granted leave to appeal a high court decision not to over-turn a planning inspector’s decision  Cllr Pay noted that there had been no new approvals, and also that there had been no evidence of developments starting. He indicated that Newport Town Council are pursuing with T&WC a development timeframe / programme. Members noted the significance of this in context of the *Shaping Places* exercise.  0777 – the relative insignificance of this housing application was noted in relation to 0821 (Grove Farm). Members were pleased to see an affordable housing element included. It was resolved that CAPC would offer ‘No Comment’ on this application. |
| **18** | **Personnel Committee** | No matters for discussion |
| **19** | **Correspondence** | The clerk reported on correspondence received including:-  Copy email from Cllr Eade to T&WC seeking reassurances about the village hall car park resurfacing work.  Emails from Adrian Corney (T&WC) regarding weeds, the village hall wall, and the church yard unauthorised tipping of grass cuttings.  Email response from Nick Kitchen ref the 30 mph roundels (see earlier discussion).  Email concerning a recipient of the youth award with presentation now to take place at the tree of light ceremony on 7th December.  Thank you letters / emails from grant recipients: School, Scouts, Rainbows, Guides, Brownies, Horticultural Society, Thursday Club, and the Cottage Care Hospital.  Email correspondence concerning the bus users group – following discussion members agreed to endorse Cllr Richards work on their behalf including an objection to proposals to do away with the Telford Central Bus Station in favour of a disbursed model of town centre stops. Members were especially concerned regarding lone person safety and potential for confusion amongst younger and older bus service users from a dispersed system.  Letter advising about the AGM of T&W citizens Advice Bureau which is to be held on 23rd October.  Correspondence from Unity Trust Bank regarding a change-over of signatories. Agreed to delete former Cllr Charles Corfield and out-going clerk Michelle Wilson, and to add Cllr Mike Stacey and in-coming clerk Mike Atherton. |
| **20** | **Representatives Reports** | Parish Newsletter – chairman Cllr Simon Stacey explained that distribution of the newsletter had been delayed due to his recent ill-health but that now he was feeling better the newsletter would be completed shortly.  Village Hall – Cllr Mike Stansfield to attend the Village Hall committee meetings.  Newport Regeneration Partnership – Cllr Mike Stacey was unable to attend and so Cllr John Pay was nominated to attend in his place.  Rural Forum – Cllr Evans confirmed that there was nothing to report.  Shaping Places – agreed the clerk to chase-up with T&WC a response to CAPC’s consultation response letter.  T&WC – No report due to Cllr Eade’s absence. |
| **21** | **Accounts Payable of the Clerk’s salary and expenses** | The Clerk reported on a proposed increase in the hiring charge for the Church Hall. The Clerk also reported an over-payment to VW Electrics last month due to a transcribing error – this is to be corrected in the current month’s invoice. Members noted and agreed these matters. |
| **22** | **Roads, Hedges and Ditches** | Cllr Pay reported on discussions with Cllr Scammell (NTC) about proposals for NTC to create a hub linking to surrounding parishes and local organisations. Agreed: agenda for next meeting.  Cllr Evans reported that there was interest from neighbouring parish (Chetwynd Aston & Woodcote) in pursuing a joint newsletter. Members were receptive to the idea however it was noted there had been no formal approach via the chairman at this stage. Agreed: the clerk to approach Chetwynd Aston & Woodcote’s clerk to discuss.  Cllr Mike Stacey expressed his concerns about continuing issues concerning a broken highway mirror on Pave Lane and the reluctance of Nick Kitchen (T&WC) to provide a replacement. Agreed: to pursue directly with Nick Kitchen.  Cllr McKeown informed members about details for the proposed Christmas Dinner on Friday 6th December. Agreed: to invite former Cllr Charles Corfield and Michelle Wilson and their partners. £5.00 deposit per person to Cllr McKeown as soon as possible please.  Cllr Simon Stacey expressed on behalf of all members a huge thank you to outgoing Clerk Michelle Wilson thanking her for all of her support and advice, and describing her as a fantastic officer and clerk. There was unanimous support from all members with individual commendations of her work and best wishes offered to Michelle for her future career at Whitchurch Town Council. |

**Date and time of next meeting confirmed as 4th November 2013 at the Church Hall starting at 7.40pm**

Meeting closed at 9.25pm

Signed Chairman: Date: