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Minutes of the meeting of Church Aston Parish Council held on-line via skype at 7.00 pm on Monday 6th April 2020.

Present: Councillors: S Stacey (Chairman), P Evans (Vice Chairman), B Richards, F McKeown, P Sansom, and J Pay

In attendance: M. Atherton (Clerk)

(06/04/20)

Item 1 – Meeting & Decision Procedures

The Chairman introduced everyone to the on-line session and briefly described a proposed approach including reference to papers circulated with the agenda concerning meeting and decision procedures.

The basis of this approach is to enable the Parish Council to conduct urgent business during government restrictions due to the Coronavirus whilst simultaneously ensuring insofar as is possible its decision making processes are open and transparent.

Cllr Stacey proposed, and Cllr Evans seconded, the proposed approach with all Members present voting in favour.

Resolved: that meeting and decision procedures set out in papers circulated with the agenda be adopted for this, and any future, on-line meeting(s).

Item 2 - Apologies:

Apologies received from Cllr B Knight, Cllr A Stokes and Borough Cllr Eade

Item 3 – Declarations of Interest:

There were no declarations of interest.

Item 4 – Public Session:

No members of the public in attendance.

Item 5 – Minutes of the Meeting held on 2nd March 2020

Minutes of the meeting held on 2nd March 2020 were proposed as a true and accurate record of proceedings by Cllr Richards and seconded by Cllr Pay. All members present voted in favour.

Resolved: minutes of the meeting held on 2nd March 2020 to be signed by the Chairman of the meeting as a true record as soon as possible on cessation of government restrictions relating to the Coronavirus (COVID 19).

Item 6 – Matters Arising:

It was agreed in principle to defer all business related to Matters Arising except by email correspondence until such time as the government restrictions for meetings and travel are lifted.

(a) Play Area Seating: Cllr Richards enquired whether the Clerk could continue to pursue design and cost options for new seating / benches for the play area. This was agreed by all present on a basis that it would allow the Parish Council to act more quickly when things return to normal.

(b) Village Planters - Planting: Cllr Richards also referred to the village planters. After discussion there was a consensus of view that end-June was effectively a cut-off date for summer planting. The Clerk was asked to contact Bloomsbury and Milldene Nurseries to enquire about designs and plant costs. In addition, the Clerk was asked to enquire as to whether Bloomsbury Nursery could supply and plant up the planters. All related information to be circulated to Members by email.

(c) Village Planters – Watering: It was agreed that the Clerk should seek prices for watering the planters from Needes Landscaping, idverde, and if possible from a third provider.

PARISH PROJECTS & COMMUNITY MATTERS

Item 7 – Coronavirus (COVID 19)

The Clerk provided a brief summary of actions taken to promote information concerning Coronavirus for the local community. Meeting and travel restrictions mean that actions are focused on the web-site where general advice and helpline information has been posted.

Cllr Evans reported that he has regularly re-posted information from verified sources including T&WC and health authorities via the face-book page and that audience levels are consistently high.

Cllr Stacey outlined details of a direct referral support scheme provided by T&WC for anyone that is ill with coronavirus symptoms’.

Several Cllrs and the Clerk had received individual enquiries and had directed enquirers to relevant support services.

Item 8 – Representative Reports

It was agreed to circulate by email / paper information ordinarily raised under Representative Reports until such time as the government restrictions for meetings and travel are lifted.

Item 9 – Communications: focus primarily on Coronavirus

POLICY & PLANNING MATTERS

Item 10 – Planning Matters

It was agreed to circulate by email / paper information ordinarily raised under Planning Matters until such time as the government restrictions for meetings and travel are lifted.

FINANCE & GOVERNANCE

Item 11 – Accounts & Payments

(a) Progress on the village hall solar panel scheme has now concluded and a request made for the £1,000 pledged contribution from the Parish Council to be brought forward from 2020/21 for earlier payment in 2019/20. The Clerk had confirmed that required funding was available. Accordingly, after consultation with several other Cllrs the Chairman authorised an on-line bank transfer of £1,000 to the accounts of Church Aston & Chetwynd Aston Village Hall.

Cllr Evans proposed, and Cllr Richards seconded, with all Members present at the meeting in favour of approving actions of the Chairman

Resolved: That actions of the Chairman in authorising payment of the £1,000.00 grant award to Church Aston & Chetwynd Aston Village Hall in 2019/20 instead of 2020/21 be retrospectively approved

(b)(i) Cllr Evans proposed, and Cllr Richards seconded, with all Members present at the meeting in favour of approving the following payments made since the last meeting on 2nd March:

Payment	Cheque No.	Statute	Amount
AYP Ltd	300614	LGA 1972 s142	£123.00
PWLB Repayment 5 (of 10)	Direct debit	LGA 1972 sch13	£1,301.95

West Mercia Energy	On-line transfer	LGA 1972 sch14	£150.99
M. Atherton (salary)	Standing order	LGA 1972 s227	£321.55
CA&CA Village Hall	On-line transfer	LGA 1972 s137	£1,000.00

Resolved: that the above payments made between the meeting held on 2nd March and this meeting on 6th April 2020 be approved

(b)(ii) Cllr McKeown proposed, and Cllr Sansom seconded, with all Members present at the meeting in favour of approving the following payment at the meeting:

Payment	Cheque No.	Statute	Amount
HMRC (PAYE)	300616	LGA 1972 s112	£80.20

Resolved: that the above payment be authorised for payment at the meeting held on 6th April 2020.

(c) The Clerk presented to Members the 4th Quarter Bank Reconciliation. This showed the account balance at year-end, details of one uncashed cheque (cheque number 300616), and the outturn figure for the Annual Governance and Accountability Return.

The following resolution was proposed by Cllr Evans, seconded by Cllr Sansom, with all Members present voting in favour.

Resolved: that the 4th Quarter Bank Reconciliation be noted and the outturn position for the 2019/20 accounts be approved

(d) Members noted that the process for the Annual Governance and Accountability Return had been temporarily suspended due to the impact of coronavirus.

(e) The Clerk requested authorisation to make all necessary arrangements for an independent (internal) audit of accounts for 2019/20. This request was proposed by Cllr Evans, seconded by Cllr McKeown, with all Members present in favour.

Resolved: the Clerk is authorised to make all necessary arrangements for an independent (internal) audit of accounts for 2019/20

(f) The Clerk requested authorisation to make all necessary arrangements to recover VAT payments made to HMRC during 2019/20. This request was proposed by Cllr Pay, seconded by Cllr Richards, with all Members present in favour.

Resolved: the Clerk is authorised to make all necessary arrangements to recover VAT payments made to HMRC during 2019/20

(g) The Clerk reported that in light of the above decisions and related transactions the draft Budget 2020/21 (v.3) had been revised. A new draft Budget 2020/21 (v.4) had been circulated in advance of the meeting.

Members noted the revised draft Budget 2020/21 (v.4)

(h) Members had previously pledged to make a contribution of £1,000 to the Newport X-Ray Appeal {*minute ref: 02/12/19 – 9(a)*}. The Clerk was now seeking approval to make the payment on behalf of the Parish Council.

The request was proposed by Cllr McKeown, seconded by Cllr Sansom, with all Members present in favour.

Resolved: the Clerk is authorised to make all necessary arrangements for an on-line bank transfer payment of £1,000.00 to the Newport X-Ray Appeal.

(i) The Clerk requested a budget provision of £250.00 for purchase of plants for the village planters. The request was made to help expedite planting out once current travel and meeting restrictions are lifted. Members briefly discussed broader aspects of this local service {see minutes 6(b) and 6(c)} and then agreed the budget in principle subject to some additional actions.

A budget of £250.00 for plants was proposed by Cllr McKeown, seconded by Cllr Sansom, with all Members present in favour.

Resolved: a budget of £250.00 is to be set-aside for the purchase of plants for the village planters.

Item 12 – Date of Next Meeting

The date of the next (AGM and business) meeting(s) was confirmed Monday 4th May 2020 – details to be confirmed nearer the meeting date

Roads, Hedges & Ditches

Cllr McKeown reported that a contractor had left a welfare facility on the verge opposite to the entrance to The Barns, and also that a utility cover on the footway along Wellington Road is leaking foul smelling water (previously reported). **Action:** Clerk to pursue both issues.

Meeting closed at 7.55 pm
Signed Chairman:

Date