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Minutes of the meeting of Church Aston Parish Council held on-line via skype at 7.00 pm on Monday 1st June 2020.

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

In attendance: M. Atherton (Clerk)

(01/06/20)

Item 1 - Apologies: received from Cllr B Knight and Borough Cllr Eade

Item 2 – Declarations of Interest:

There were no declarations of interest.

Item 3 – Public Session:

No members of the public in attendance.

Item 4 – Minutes of the Meeting held on 4th May 2020

Minutes of the meeting held on 4th May 2020 were proposed as a true and accurate record of proceedings by Cllr Stokes and seconded by Cllr McKeown. All members present voted in favour.

<p>Resolved: minutes of the meeting held on 4th May 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).</p>

Item 5 – Matters Arising:

(a) Village Planters – Update: the Clerk confirmed that plants had now been supplied by Mildene Nursery and delivered to the Gardening Club lead (Mrs Sylvia Stening) ready for planting. All of the planters had been cleared of foliage etc. and topped up with fresh compost. Needes Landscaping had been notified to start the watering contract prior to planting given the exceptional period of dry weather.

It was noted that some of the planters had now been planted out by the gardening club with initial views that they look very good. Members asked the Clerk to thank Mrs Stening and her Gardening Club colleagues.

(b) Wellington Road – Encroachment & Drainage Issues: Cllr Richards provided an update summarising information provided by Cllr Eade about cutting back of hedges along Wellington Road. Progress had now been made by two of the three offending properties including digging back to the footway edge. Members expressed appreciation for Cllr Eade's intervention and for the enforcement / liaison action taken by T&WC.

Cllr Richards also described progress made in resolving the long-standing foul water drainage issue emerging from a BT chamber. A new chamber cover and frame had recently been installed by BT. It is understood that they have also isolated a side inlet pipe to prevent further inflow. Their investigation to identify the source of the foul water continues.

(c) Play Area Seating: the Clerk provided details of various options for seating including pricing for seats, fixing and a concrete base. Unfortunately, not all Members had access to this information at the meeting and so, after a detailed discussion, it was agreed to hold a site meeting at 2.30 pm on Wednesday 3rd June to consider location options, seating or picnic benches, and installation arrangements.

(d) Book Depository in a Bus Shelter: an enquiry had been received by Members and the Clerk concerning use of the bus shelter adjacent the Village Hall as a book depository and exchange facility. Overall Members agreed that the intentions of the initiator(s) was good but questioned whether the facility was appropriate and potential health from Coronavirus. **Actions:** (i) clerk to draft an appropriately worded notice to discourage further deposits and (ii) Clerk to contact T&WC to enquire about their view as travel infrastructure providers.

PARISH PROJECTS & COMMUNITY MATTERS

Item 6 – Coronavirus (COVID 19)

Members briefly discussed various aspects of the current strategy for containing Coronavirus and its impacts both for the local community and for local services including access to the play area and MUGA. **Action:** In the absence of a clear understanding about access to and use of the MUGA Members asked the Clerk to clarify with T&WC arrangements for use of play areas and MUGAs.

A short briefing note was circulated with the agenda setting out details of two recent enquiries from charitable organisations seeking funding. The Clerk explained that these are the first of potentially an increased number of similar enquiries in light of the adverse impact that Coronavirus has had on their usual fundraising activity.

After careful consideration of all relevant matters Members agreed to defer consideration of all such enquiries until September / October when reviewing

requests from all groups under the Community Grant Award Scheme for 2020.
Action: Clerk to notify the two organisations and to carry forward their requests

Item 7 – Representative Reports

All relevant information is to be circulated by email during the Coronavirus situation.

Item 8 – Communications:

- (a) **Correspondence:** the Clerk confirmed that all relevant correspondence had been circulated to Members by email.
- (b) **Face-book:** Cllr Evans provided a brief overview of face-book communications and on its value in supporting the local community during the Coronavirus outbreak.
- (c) **Web-site:** the Clerk confirmed that the web-site is currently up-to-date.

POLICY & PLANNING MATTERS

Item 9 – Planning Matters

There were no exceptional matters arising for this item and therefore the practice of circulating by email new / amended applications to Members for comments is to continue.

FINANCE & GOVERNANCE

Item 10 – Accounts & Payments

(a) Cllr Richards proposed, and Cllr Stokes seconded, with all Members present at the meeting in favour of approving the following payment made since the last meeting on 4th May:

Payment	Cheque No.	Statute	Amount
Clerk's Salary	Standing order	LGA 1972 s227	£321.55

Resolved: that the above payment made between the meeting held on 4th May and this meeting on 1st June 2020 be approved

(b) The Clerk informed Members of the balance of account which stands at £18,001.49

(c) Cllr Richards proposed en-bloc, and Cllr Sansom seconded, with all Members present at the meeting in favour of approving the following payments:

Payment	Cheque No.	Statute	Amount
HMRC (PAYE)	On-line transfer	LGA 1972 s112	£80.20
AYP Ltd	On-line transfer	LGA 1972 s142	£15.60
Zurich Municipal	On-line transfer	LGA 1972 s111&s140	£286.16

M. Atherton (ref: Mildene)	On-line transfer	LGA 1972 s137	£110.00
Ms Katrina Baker (Int. audit)	On-line transfer	LGA 1972 s101	£65.00

Resolved: that the above payment be authorised for payment at this meeting held on 1st June 2020.

Item 11 – Insurance Renewal

Since the last meeting the Clerk had received a renewal notice for the Parish Council's insurance. This is the first renewal received since a three-year agreement lapsed. The renewal premium appeared significantly higher than in recent years and so the Clerk contacted another insurance company to obtain quotes.

The quotation provided by Zurich Municipal was significantly lower than any of the three options quoted by the current broker. Members were notified by email and unanimously agreed to change insurers to Zurich Municipal adopting the three-year long-term agreement.

In light of limited time until the renewal date the Clerk asked permission to notify Zurich Municipal in advance of the meeting, and this was agreed by Members.

Cllr McKeown proposed, and Cllr Evans seconded, with all Members present in favour of retrospectively approving the decision to change the Parish Council's insurers to Zurich Municipal and to adopt the three-year agreement option.

Resolved: to retrospectively approve appointment of Zurich Municipal as the Parish Council's insurers and to authorise the Clerk to take all necessary steps to effect a new three-year agreement.

Item 12 – Annual Governance and Accountability Return (AGAR)

(a) Internal Audit Report 2019/20 and Recommendations: a copy of the Internal Auditors Report was circulated prior to the meeting. The Report was well-received and provides a clean-bill of health with the three recommendations provided by the Internal Auditor approved by Members for implementation.

Formal adoption of the Internal Audit Report 2019/20 was proposed by Cllr Stokes, seconded by Cllr Sansom, and agreed by all Members present at the meeting.

Resolved: to approve the Internal Audit Report 2019/20 and to adopt it along with the three recommendations for immediate implementation.

(b) Submission of the AGAR 2019/20: following receipt of the Internal Audit Report and prior approval of the Annual Governance Statement and the Accounting Statements the Clerk requested permission to submit the AGAR 2019/20.

This was agreed by all Members present at the meeting.

(c) Public Rights Notice: a draft Public Rights Notice relating to the AGAR 2019/20 was circulated to Members prior to the meeting. The notice sets out dates between which the accounts and related documents must be available for public inspection upon request.

Cllr Evans proposed, Cllr Pay seconded, and all Members present agreed the draft Public Rights Notice identifying dates during which the public may inspect the Parish Council's accounts and all related documents.

Resolved: to approve proposed dates for the Public Rights Notice as Monday 15th June to Friday 24th July 2020 {inclusive} during which the public may inspect the Parish Council's accounts and all related documents

Item 13 – Future Meeting Dates

The following dates are scheduled for Parish Council meetings: 6th July 2020, 7th September 2020 and 5th October 2020

Roads, Hedges & Ditches

- (a) Cllr Evans raised the item concerning use of the bus shelter as a book depository. Related discussions / actions are set out in the minutes as item 5(d) Matters Arising
- (b) Cllr Evans asked for clarification in light of Coronavirus guidelines on attendance at the meeting on Wednesday 3rd June to discuss play area seating / benches. After a brief discussion attendance was agreed as SS/PE/AS/BR/FMcK/MA
- (c) The Clerk enquired as to whether a sign recently located in Cllr Richards garden had been removed. Action: Clerk to raise again with T&WC.

Meeting closed at 8.50 pm

Signed Chairman:

Date