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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 July 2020.

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

In attendance: Borough Cllr Eade and M. Atherton (Clerk)

(06/07/20)

Item 1 - Apologies: received from Cllr A Stokes

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 1st June 2020

Minutes of the meeting held on 1st June 2020 were proposed as a true and accurate record of proceedings by Cllr McKeown and seconded by Cllr Evans. All members present voted in favour.

<p>Resolved: minutes of the meeting held on 1st June 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>
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Item 5 – Matters Arising:

(b) Wellington Road – Encroachment & Drainage Issues: the Chairman invited Cllr Richards to update colleagues on progress to date. Two of the three offending properties have now cut-back hedging and dug out encroaching soil to widen the footway along Wellington Road.

No work has been carried out at the 'Last Thatched Cottage' or along the footway boundary to an adjacent field. It was suggested that borough Cllr Eade may be able to assist both in terms of prompting T&WC to continue their enforcement role and to seek clarification of a longer-term solution to retain the embankments and prevent this issue recurring. **Action:** Clerk to send copy emails to Cllr Eade to enable him to follow-up with Ms Angie Astley at T&WC.

It was noted that the longstanding drainage issues appear to have been resolved.

(c) Play Area Seating: Members briefly discussed this project including various options for benches, picnic tables and other forms of seating. It was agreed to defer further discussion to the September meeting when the Clerk is to provide a full package of related information including design options, materials, and pricing.

PARISH PROJECTS & COMMUNITY MATTERS

Item 6 – Coronavirus (COVID 19)

It was noted that the lockdown restrictions are gradually being lifted by central government. Members also noted information relating to the re-opening of borough council services including libraries with outdoor play areas scheduled to re-open this coming weekend.

Item 7 – Representative Reports

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

Cllr Knight briefly commented on the extra-ordinary contribution of the Chairman of the Village Hall Committee and enquired of colleagues whether it was appropriate to formally recognise his work. Members were generally supportive of the proposal and agreed to consider appropriate ways.

Item 8 – Communications:

- (a) **Correspondence:** the Clerk referred to a questionnaire circulated by consultants DTP seeking feedback for an Economic & Housing Development Needs Assessment. **Agreed:** Members to send comments to the Clerk as soon as possible for collation of a composite response. Clerk to re-circulate the draft response prior to submission by 15th July 2020.
- (b) **Face-book:** Cllr Evans informed colleagues that the T&WC Coronavirus Updates continue to be circulated via face-book.
- (c) **Web-site:** the Clerk confirmed that the web-site is up-to-date, and will be further updated following this meeting.

POLICY & PLANNING MATTERS

Item 9 – Planning Matters

Members noted several new planning applications. **Action:** comments are to be sent to the Clerk as soon as possible to enable a formal response to be sent.

Cllr Sansom informed colleagues that work had already started at Church Aston Manor despite the application apparently not yet determined. **Action:** Clerk to enquire status with T&WC.

FINANCE & GOVERNANCE

Item 10 – Accounts & Payments

(a) Cllr Evans proposed, and Cllr Sansom seconded, with all Members present at the meeting in favour of approving the following payment made since the last meeting on 1st June:

Payment	Cheque No.	Statute	Amount
EON Energy Solutions Ltd	On-line transfer	LGA 1972 s227	£438.00
West Mercia Energy	On-line transfer	LGA 1972 sch 14	£133.25
Norton Security	On-line transfer	LGA 1972 s227	£89.99

Resolved: that the above payments made between the meeting held on 1st June and this meeting on 6th July 2020 be approved

(b) The 1st Quarter Bank Reconciliation had been circulated to Members prior to the meeting. This document provides information relating to the monitoring of income and expenditure and reconciles the accounts with the Parish Council's bank account.

After careful consideration approval of the 1st Quarter Bank Reconciliation was proposed by Cllr McKeown, seconded by Cllr Richards and agreed by all Members present at the meeting.

Resolved: that the 1st Quarter Bank Reconciliation 2020/21 be approved and signed by two authorised signatories as soon as government restrictions on movement and meetings allow.

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

Payment	Cheque No.	Statute	Amount
HMRC (PAYE) – June 2020	On-line transfer	LGA 1972 s112	£80.20
Needes Landscaping (watering)	On-line transfer	LGA 1972 s135	£212.50
West Mercia Energy	On-line transfer	LGA 1972 sch 14	£131.18
Needes Landscaping (memorial)	On-line transfer	LGA 1972 s135	£120.00
Clerk's Salary (back-pay)	On-line transfer	LGA 1972 s227	£119.37

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

PERSONNEL COMMITTEE

Item 11 – Annual Pay Award 2019

Members considered recommendations of the Personnel Committee relating to the annual pay-award all as set out in papers circulated with the agenda.

Cllr Knight proposed, Cllr McKeown seconded and all Members present voted unanimously to approve the annual pay award for April 2019 including payment of back-pay

Resolved: to implement the annual pay award for 2019 including the payment of back-pay.

Chairman Cllr Stacey asked the Clerk to ensure that Members are notified as soon as the 2020 pay award is announced in order that it may be implemented promptly.

Item 12 – Future Meeting Dates

The following dates are scheduled for Parish Council meetings: 7th September 2020, 5th October 2020 and 2nd November 2020.

Roads, Hedges & Ditches

- (a) Cllr Richards apologised in advance for absence at the 5th October meeting.
- (b) Cllr Richards enquired as to whether a meeting about flooding of gardens at properties along Wallshead Way earlier in the year had been confirmed. **Action:** Clerk to chase up with the contact at T&WC.
- (c) Cllr Richards asked colleagues whether any thought had been given to the Parish Council contributing to the Food Bank to ensure young people in need are appropriately fed during the summer holidays. After a brief discussion referring to similar enquiries from charitable organisations discussed at the June meeting it was agreed not to contribute this year. However, it was agreed to review the grants policy in September during consideration of other grant applications.
- (d) Cllr Evans provided a brief update on the situation regarding Liddle's Bank. After extensive representations T&WC have finally agreed to resurface this narrow section of road.

- (e) Cllr Evans commented that the village planters are now beginning to show colour and provide a feature to enhance the village. Colleagues agreed and asked the Clerk to thank all involved.
- (f) The Clerk confirmed that the Community Grant Award applications are to be distributed soon and Members may wish to review the awards policy in light of the differing circumstances caused by Coronavirus. This was noted and the Clerk requested to draft some options for Members to consider in September.
- (g) It was noted that the Civic (Community) Service had not taken place this year with the Clerk enquiring whether Members wished the event to be rescheduled later in the year. Members agreed the event should be re-scheduled if possible, and also requested the Clerk to make arrangements with the Priest in Charge for Remembrance Sunday.

Meeting closed at 8.20 pm

Signed Chairman:

Date