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Minutes of the meeting of Church Aston Parish Council held on-line via Microsoft Teams at 7.00 pm on Monday 7th September 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)

(07/09/20)

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 6th July 2020

Minutes of the meeting held on 6th July 2020 were proposed as a true and accurate record of proceedings by Cllr Evans and seconded by Cllr Richards. All members present voted in favour.

<p>Resolved: minutes of the meeting held on 6th July 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:

(a) Wellington Road – Encroachment & Drainage Issues: the Cllr Richards confirmed that encroachment of hedging & soil banks had been cleared at two locations improving access for pedestrians. However, there remains two further sections of narrow footway adjacent the 'Last Thatched Cottage' and along a boundary to an adjacent field.

Cllr Richards also commented that the two cleared areas would need regular maintenance by owners or the longstanding issues now being resolved would recur.

Action: Cllr Eade agreed to chase up the above matters with officers at T&WC.

The Chairman requested removal of reference to drainage issues with this item now that the problem has been satisfactorily resolved.

(b) Play Area Seating: this item was deferred to the next meeting where Cllrs would be better able to view options.

(c) Garden Flooding: Cllr Richards confirmed that a meeting had been held some weeks ago with T&WC's drainage engineer (Lucinda Lycett). Issues relating to flooding of gardens along the line of the former railway were explored and Ms Lycett agreed to investigate further and report back to the Parish Council in September.

It was noted that this problem had not recurred on the evening of 12/08/2020 when ~75 mm of rain fell in 3 hours and St. Andrew's Church was struck by lightning.

Action: Clerk to chase-up a response from Ms Lycett.

Cllr Richards also reported back on further flooding issues at two dwellings in Pinewoods (near to Dog Bank Cottage). It is understood that T&WC drainage engineers are aware of the problems and have been carrying out an investigation.

Cllr Richards informed colleagues that he was attending a site meeting concerning the above at 6.00 pm on Tuesday 8th September and that he would provide an update by email.

(d) Road Safety Issues - Longford Road: the Clerk provided a brief summary of background to this matter. Residents of Longford Park are experiencing difficulties exiting Longford Park onto Longford Road due to traffic speeds and limited visibility.

Cllr Eade confirmed that arrangements are in-hand to extend the 30 mph zone beyond the Longford Park entrance to slow traffic and also to provide a highway mirror opposite to the entrance to assist drivers exiting Longford Park.

PARISH PROJECTS & COMMUNITY MATTERS

Item 6 – Coronavirus (COVID 19)

The general situation relating to coronavirus (COVID 19) was noted with no further local or specific matters of interest at this time

Item 7 – St. Andrew's Church

(a) Community Orchard & Dedicated Area of Reflection: Cllr Evans reported back on a meeting held with Zoe Heming, Lesley Green and the Clerk to discuss these two related projects.

Following discussions it was proposed by Cllr Evans, seconded by Cllr Richards and unanimously agreed to support both projects with borough Cllr Eade and the Parish Council agreeing to co-fund provision of 5 local species of apple tree at an approximate cost of £250 to £300.

Details of prospective suppliers and optimal planting times were also discussed. Cllr Evans also noted that the project was subject to approval of the arch-deacon given that it involved excavations in a churchyard.

(b) Community Service & Remembrance Sunday: Cllr Evans confirmed a proposed date for an outdoor Community Service as Sunday 27th September 2020. He also explained the proposed format which had envisaged having 4 of the above apple trees already planted and the fifth tree to be planted at the service

Action: Clerk to confirm the proposed date and format for Remembrance Sunday.

Item 8 – Representative Reports

All relevant information circulated by email during the Coronavirus situation.

Cllr Knight briefly commented on completion of the 'Going Green' project at the Village Hall and the quality of facilities now available.

Item 9 – Communications:

- (a) **Correspondence:** all relevant correspondence circulated by email.
- (b) **Face-book:** Cllr Evans informed colleagues of a recent posting on the face-book site concerning litter and damage at the Play Area – now reported to T&WC.
- (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 10 – Review of Community Grant Awards Policy

The Clerk had prepared a short briefing paper setting out the background and policy options available to the Parish Council. Members discussed the various options and revisited their core intentions for use of locally generated funds.

Cllr Richards suggested some wording as a preface to the existing policy document. Following further discussion the draft wording was generally agreed and so Cllr Richards proposed, Cllr McKeown seconded and it was unanimously agreed to amend the existing policy by adding new the wording.

Action: Clerk to incorporate the new wording into the existing policy document and circulate it to all Members for approval.

Item 11 – Planning Matters

Members noted the Planning Schedule for September 2020 including decisions made by T&WC since the last meeting of the Parish Council on 6th July and also several new planning applications.

Cllr Pay enquired as to whether a response had been received from T&WC following an update request. The Clerk confirmed that a response had been received informing him of a change of personnel at T&WC and requesting all prior correspondence be sent to planning@telford.gov.uk for further consideration.

FINANCE & GOVERNANCE

Item 12 – Accounts & Payments

(a) Cllr McKeown proposed, and Cllr Evans seconded, with all Members present at the meeting in favour of approving the following payment made since the last meeting on 6th July:

Payment	Cheque No.	Statute	Amount
HMRC (PAYE) – July 2020	On-line transfer	LGA 1972 s112	£82.20
Needes Landscaping (watering)	On-line transfer	LGA 1972 s135	£212.50
West Mercia Energy	On-line transfer	LGA 1972 sch 14	£87.66
St. Andrew’s Church Hall	On-line transfer	LGA 1972 s132	£48.00
PCC ChurchAston (em’cy grant)	On-line transfer	LGA 1972 s137	£500.00

Resolved: that the above payments made between the meeting held on 6th July and this meeting on 7th September 2020 be approved

(b) The Clerk informed Cllrs of the account balance as at the date of the meeting – this was noted.

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

Payment	Cheque No.	Statute	Amount
Needes Landscaping (watering)	On-line transfer	LGA 1972 s135	£212.50
HMRC (PAYE) – Aug 2020	On-line transfer	LGA 1972 s112	£82.20
West Mercia Energy	On-line transfer	LGA 1972 sch 14	£126.90

Resolved: that the above accounts be authorised for payment at this meeting held on 7th September 2020.

COMPLIANCE MATTERS

Item 13 – Completion of the Limited Assurance Review

The Clerk informed Members of the external auditor report following completion of a limited assurance review of the Parish Council’s “Annual Governance &

Accountability Return". The auditor concludes that Parish Council's systems, procedures and finances for the year 2019/20 meet all of the statutory requirements.

Members welcomed the report and thanked the Clerk for his efforts.

Item 14 – Future Meeting Dates

The following future meeting dates were noted: 5th October 2020, 2nd November 2020 and 7th December.

Subject to any further government restrictions on public meetings it was agreed that the next meeting on 5th October should take place at 7.30 pm in the Church Hall.

Action: Clerk to ensure the hall is available.

On reaching the above decision Cllr Evans proposed that the Clerk prepare a guidance note prior to the meeting to help ensure that it can be conducted safely and that meeting procedures minimise a risk of spread of coronavirus. This was unanimously agreed. **Action:** Clerk to draft and circulate a meeting procedures and guidance note.

Cllr Richards asked for his apologies to be recorded for the October meeting.

Roads, Hedges & Ditches

- (a) Cllr McKeown asked colleagues to consider arrangements and potential venues for the Christmas social event. In principle it was agreed, subject to COVID 19 restrictions, that the meal should take place on either 3rd or 10th January 2021.
- (b) The Clerk informed Members that a report has been made to the street lighting contractor about a faulty street light (CA11) which is o/s No. 6 The Close (at its junction with Wallshead Way).
- (c) The Clerk referred to an enquiry from former Cllr Stansfield about the identity of a resident from The Spinney who has been carrying out various good deeds around the village, and whether there is scope to recognise his contribution. The Chairman referred to the Worthy Citizen scheme and asked colleagues to try to identify the name of this person

Meeting closed at 8.25 pm

Signed Chairman:

Date