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Minutes of the meeting of Church Aston Parish Council held on-line via Microsoft Teams at 7.30 pm on Monday 2nd November 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 Andrew Eade (part) and M. Atherton (Clerk)

(02/11/20)

Item 1 - Apologies: received from Cllr A Stokes (ill-health)

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 5th October 2020

Cllr Richards asked for an amendment to the minutes of the meeting held on 5th October 2020 relating to drainage issues in Pinewoods which was agreed by all present. The amended minutes were then proposed as a true and accurate record of proceedings by Cllr Paul Evans and seconded by Cllr Fiona McKeown. All members present voted in favour.

Resolved: minutes of the meeting held on 5th October 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 5 – Matters Arising:

(a) Wellington Road – Encroachment: the Clerk updated Members following a recent site meeting with officers from T&WC and borough Cllr Eade. In summary, T&WC has agreed to serve further notices on residents whose properties front Wellington Road in the vicinity of The Last Thatched Cottage.

The notices will give residents 2 weeks to take or confirm proposed actions. Should residents' fail to respond to the notices T&WC will take 'in default' action to cut-back over-grown hedges. Cllr Eade confirmed that the initial notices had not yet been served. **Action:** The Clerk was asked to chase this up with Richard Walmesley of T&WC's enforcement team.

(b) Flooding Issues: no further action other than an amendment to the minutes of the 5th October meeting.

(c) St. Andrew's Church Community Orchard: borough Cllr Eade had provided details of apple tree varieties from a renowned local supplier for CAPC Members to choose their preferred species. A selection of species with a Shropshire connection was agreed and the Clerk agreed to liaise with Cllr Eade to place an order with the supplier.

The Clerk also agreed to liaise with representatives of St. Andrew's Church to ensure the trees can be planted during December 2020.

(d) Remembrance Sunday: the Clerk briefed Members on the current situation relating to Remembrance Sunday where both government and church guidance is awaited. Members noted that the Sunday Remembrance Service on 8th November is likely to be carried out virtually via 'zoom' with a Cllr reading from home. **Action:** Clerk to confirm arrangements with Members as soon as possible.

Separately, Zoe Heming (Priest-in-Charge of St. Andrew's Church) has agreed to carry out an Act of Remembrance at the Brockton Memorial from 10.45 am on Wednesday 11th November. Cllr Stacey, Cllr Richards, borough Cllr Eade and the Clerk confirmed their availability to attend. Other Members of the PC may attend subject to their availability. **Please note:** full COVID 19 precautions are to be observed.

The Clerk confirmed that two poppy wreaths had been ordered from a local supplier and they are to be collected on Friday 6th November.

PARISH PROJECTS & COMMUNITY MATTERS

Item 6 – Representative Reports

All relevant information circulated by email during the Coronavirus situation.

Cllr Knight briefly commented on the very positive response received from Village Hall users since completion of the 'Going Green' Project.

Item 7 – Communications:

(a) **Correspondence:** all relevant correspondence circulated by email;

(b) **Face-book:** Cllr Evans provided his regular update of recent face-book postings and action taken to respond to incoming enquiries / messages. In particular very

- positive messages had been received in respect of the Silent Soldier and poppy field back-drop at the bus shelter adjacent the Church Hall;
- (c) **Web-site:** the Clerk confirmed that the web-site is generally up-to-date and is regularly updated in respect of meeting dates, agenda and minutes.

POLICY & PLANNING MATTERS

Item 8 – Planning Matters

Members noted the Planning Schedule for November 2020.

Cllr Pay provided a brief update relating to PE/2020/0543 where further information has been requested in relation to an ecological report. The Clerk confirmed that he had been in touch with T&WC Planners to establish a designated point of contact and that he would liaise with Cllr Pay as new information arises.

Cllr Pay agreed to lead on preparation of a response to the Local Plan Review, and the consultation deadline of 4th December was noted by Members

FINANCE & GOVERNANCE

Item 9(a) – Accounts & Payments

(i) Cllr Richards proposed, and Cllr McKeown seconded, with all Members present at the meeting in favour of approving the following payment made since the last meeting on 5th October:

Payment	Cheque No.	Statute	Amount
Needes Landscaping (spraying)	On-line transfer	LGA 1972 s135	£40.00
T&WC – play area mat repair	On-line transfer	LGA 1972 s137	£600.00

Resolved: that the above payment made between the meeting held on 7th September and this meeting on 5th October 2020 be approved

(ii) The Clerk confirmed the statement of account as at close of business on 31st October 2020 as £20,113.98.

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

Payment	Cheque No.	Statute	Amount
HMRC (PAYE) – Oct 2020	On-line transfer	LGA 1972 s112	£82.20
West Mercia Energy	On-line transfer	LGA 1972 sch 14	£128.69
Out of Pocket Expenses	On-line transfer	LGA 1972 s136	£227.79

Resolved: that the above accounts be authorised for payment at this meeting held on 2nd November 2020.

Item 9(b) – Half-Year Financial Review & Forward Planning

A paper setting out a half-year review of finances along with details of potential underspends and forward planning options was circulated to Members prior to the meeting. The paper also identified projected resources for 2021/22, priority choices, and a range of potential ‘parish projects’.

Members welcomed the report and discussed various aspects of its content. Specifically, an option to pay-off the PWLB loan earlier than scheduled was explored and agreement reached on carrying forward the play area seating project as a priority. Members also welcomed an opportunity to revisit requirements for new bus shelters in the village.

The paper did not seek definitive views from Members, instead inviting further thought and discussion prior to commencement of the budget & precept setting process for 2021/22 at the December meeting.

Item 10 – Protocol For Resumption of In-Person Meetings

Following a request from Cllr Evans at the September meeting the Clerk circulated in advance of the meeting a paper setting out a protocol for the resumption of in-person meetings.

Members discussed various aspects of the paper including arrangements to comply with the government requirements for ‘track and trace’. It was agreed the Clerk would investigate arrangements for use of QR a code and for track & trace paperwork.

Members agreed that the protocol provided a good basis for ensuring a resumption of in-person meetings in a safe environment. Cllr Evans proposed and Cllr Sansom seconded adoption of the protocol. This was agreed by all Members present.

<p>Resolved: that the Protocol for a resumption of in-person meetings of the Parish Council is agreed, and that the Clerk is authorised to develop fit for purpose ‘track and trace’ arrangements.</p>

Cllr Sansom suggested that the Protocol might be useful to other Parish Councils and that it should be circulated widely for their consideration. This was unanimously agreed by all present. **Action:** Clerk to circulate the Protocol to Parish & Town Councils in T&W.

Item 11 – Future Meeting Dates

The following future meeting dates were noted: 7th December 2020, 4th January and 1st February 2021.

Roads, Hedges & Ditches

- (a) Cllr Stacey asked the Clerk to move items relating to (i) signage at the play area and (ii) lighting issues at the Church car park to Matters Arising for the next meeting.
- (b) Cllr McKeown enquired about progress in clearing the village planters ready for winter. The Clerk confirmed that six of the seven planters had been cleared but that the one adjacent Barnfields / Wellington Road had been left for now as it remained in bloom. This remaining planter will be cleared once the first frost had occurred.
- (c) Cllr Richards enquired about street lighting repairs at CA11 and CA 57. The Clerk confirmed that these had both been repaired by Eon. Action: Clerk to inspect and re-affirm these lights are working correctly.
- (d) The Clerk confirmed that CA13 (on The Dale side of the former railway bridge) had been reported to Eon at the request of Cllr Pay.

Meeting closed at 8.40 pm

Signed Chairman:

Date