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## Minutes of the meeting of Church Aston Parish Council I (Church Aston) at 7.40pm on Monday 13<sup>th</sup> May 2024.

**Present:** Councillors: S Stacey (Chairman), P Evans (Vice-Chairman), J Pay, P Sansom, R Wynn, B Knight, A Stokes and B Richards

**In attendance:** Wendy Tonge (Clerk).

**(013/05/24)**

**Item 1 - Apologies:** F McKeown (approved absence), N Collier (approved absence) and Cllr Andrew Eade (prior commitment).

**Item 2 – Declarations of Interest:** there were no declarations of interest.

**Item 3 – Public Session:** One member of the public was in attendance. No matters raised.

### **Item 4 – Minutes of the Meetings held on 8<sup>th</sup> April 2024**

Minutes of the meetings held on 8<sup>th</sup> April were proposed as a true and accurate record of proceedings by Cllr Pay and seconded by Cllr Stokes with all members present voting in support of the proposal.

Resolved: minutes of the meetings held on 8 <sup>th</sup> April 2024 were signed by the Chairman of the meeting as a true and accurate record.
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### **Item 5 – Matters arising:**

- a. **Liddle’s Bank Traffic Management Scheme:** T&WC Highways have admitted the new speed pads are not the correct size and have agreed to replace them with larger one’s within the next few weeks. The Chairman thanked Cllr Eade for his involvement in getting the alterations made.
- b. **T&WC Drainage Engineers Dept – Flooding/ Drainage:** Cllr Richards, Cllr Stacey and Cllr Eade have a meeting planned with Bloor Homes Manager Paul Degg on Wednesday 15<sup>th</sup> May, they agreed to feedback to council the outcome of the meeting at the next parish council meeting in June.

## **PARISH PROJECTS & COMMUNITY MATTERS**

**Item 6 - Asset Management: Bus Shelters** -The Clerk has not received a reply to the request for 3 bus shelters to be cleaned. She agreed to contact T&WC again, with an offer from the parish council to organise and fund a cleaning contractor to carry out the work.

**Millenium Boulders:** Cllr Richards agreed to contact Brian the Brush to confirm a start date for the work to commence.

**Item 7 - Wildflower/ Planting Project:** Cllr Evans had kindly tidied and cleaned 3 of the planters and informed members it is likely 3 will require replacing in the financial year 2025/2026. The Clerk confirmed an additional bag of wildflower seeds has been purchased to complete this year's seeding programme and the damaged tree on The Queen Elizabeth II Park has been replaced by Needes Landscaping with the invoice to follow. Cllr Evans added he will organise for the planters to be topped up with compost and manure. The Clerk agreed to pursue quotes for this year's watering.

**Item 8 - T&WC Local Development Plan:** No update available.

**Item 9 – D-Day Stories:** Parish residents were being encouraged to share stories to hopefully produce a booklet of stories.

**Item 10 - T&WC Community Governance Boundary Review:** The first Draft Report will be available on the 24<sup>th</sup> May.

**Item 11 - Local Walk's Video:** A local Newport resident Ms A Rigby has very kindly created a walking video of a local Church Aston Walk for the parish council to promote on social media.

Resolved: that a donation of £20 be made to Ms A Rigby for the production of the local walks video.
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**Item 12 - Community Grants Scheme 2024-25:** members agreed the promotion and notification of the Grants Scheme be carried out in early June with a stipulation all completed application be returned by the end of July, ready for full Councils consideration at the Parish Meeting held in September.

**Item 13 - Worth Citizen's Award 2024/2025:** Cllr Knight proposed local volunteers Hilary Griffin and Margaret Jopson be awarded this year's award. All members present voted and unanimously agreed in favour of Cllr Knight's proposal. The Chairman agreed to present the award at the Civic Sunday Ceremony held in September.

**Item 14- Representative Report**

Reports for the Village Hall, Bus User Group, NPR, Telford & Wrekin Council, Wrekin Area Committee, Wellington Road/Linden Hall PPG are as those provided the Parish Annual Parish Meeting of the Parish Council which had preceded this meeting.

**Item 15 - Communications Updates:**

**Newsletter:** Copy to be published in early June, draft should be available in the next week for members approval.

**Facebook:** Cllr Evans continues to post information on the Council's Facebook

page.

**Website:** The Website continues to be updated.

**Noticeboard:** The noticeboard continues to be updated with new information on a monthly basis.

## **POLICY & PLANNING MATTERS**

### **Item 16 – Planning Matters – T&WC Planning Applications for April/May 2024**

**T&WC Local Development Plan, The Dale:** An urgent private session was held to allow Members to discuss a response to recent correspondence received from T&WC.

**Action:** that Cllr Pay we given permission to draft and submit a formal response On behalf of the Parish Council.

## **FINANCE & GOVERNANCE**

### **Item 17 – Accounts & Payments**

(a) **The Statement of Account:** at close of business on 30/04/24 was £22,296.06

(b) **Statutory Balance Sheet, Summary of receipts and payments and Bank Reconciliation of account for month ending 30/04/2024:**

A copy of the Account Balance sheet, summary of receipts and payments and a Bank Reconciliation for the account at month end 30<sup>th</sup> April 2024 was previously circulated and noted by members, signed by Cllr S Stacey (Chairman).

(c) **Approval of Payments made since the last meeting:** was presented for retrospective approval. Cllr Richards, and Cllr Evans seconded authorisation of the following payments, with all Members present voting in favour.

<b>Payment</b>	<b>Cheque No.</b>	<b>Statute General Power of Competence</b>	<b>Amount</b>
Green tech (wildflower seeds)	On-line Transfer		£68.26
Lloyds Bank	DD		£3.00
Church Hall Room hire	On-line Transfer		£51.00
Needes Landscaping	On-line Transfer		£600.00

Resolved: the above payments at 17(c) were retrospectively approved for payment at this meeting held on the 13<sup>th</sup> May 2024.

(d) **Payments for authorisation at this meeting:** Cllr Pay proposed, and Cllr Stokes seconded, with unanimous vote in favour from all Members present at the meeting for the following payments to be authorised:

Payment	Cheque No.	Statute General Power of Competence	Amount
Staff Salary & Expenses May 2024	Standing Order		£624.69
HMRC contributions April 2024	On-line Transfer		£99.20
Zurich (renewal of policy)	On-line Transfer		£297.11

Resolved: the payment set out above at 17(d) was formally approved for payment at this meeting held on the 13<sup>th</sup> May 2024.

**(e) Approval of AGAR 2023/24 return:**

**Resolved:** that the Parish Council approve the Annual Governance Statement 2023/2024  
That the Parish Council approve the Internal Auditors Report for 2023/24 and the Clerk be authorised on behalf of the council to submit the AGAR 2023/24 and all relevant document to the External Auditor  
Council agreed the proposed Exercise of Public Rights Notice dates to commence on Monday 3<sup>rd</sup> June and End Friday 12<sup>th</sup> July 2024

**(f) Renewal of Insurance Policy 2024/25**

Members approved the renewal of the new financial years Insurance Policy with Zurich Insurance.

**(g) VAT Return 2023/24**

The Clerk confirmed the VAT return has been sent to HMRC for a total claim of £967.33.

**Item 18 – Roads, Hedges and Ditches:**

**No matters arising.**

**Item 19 – Future Meeting Dates:** The following future meeting date was noted:

**Parish Council Meetings:** Monday 3<sup>rd</sup> June 7.40pm at the Church Hall.

Meeting closed at 9.35pm

Signed Chairman:

Date