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**CLERK: Wendy Tonge**

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**Minutes of Church Aston Parish Council held at Church Aston Village Hall on Monday 3rd February 7.30pm 2025.**

**Present:** S Stacey (Chairman), P Sansom, R Wynn, J Pay, B Richards, A Stokes, F Mc Keown, B Knight and Paul Evans.

**In attendance:** Wendy Tonge (Clerk). Cllr A Eade (Borough Councillor). David Tooley (Local Democracy Reporter).

**03/02/25)**

**Item 1 - Apologies:** No apologies received.

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

**Item 3 – Public Session:** One member of the public was in attendance. The Chairman welcomed the residents and invited them to speak on any matters of concern. No matters raised.

**Item 4 – Minutes of the Meetings held on the 6th January 2025.**

Minutes of the meetings held on the 6th January 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.

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| Resolved**:** minutes of the meetings held on the 6th January 2025 were signed by the Chairman of the meeting as a true and accurate record |

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**Item 5 – Matters arising:**

1. **Council Vacancy**: The Clerk confirmed there has been no request for a by-election. Therefore, the parish council can proceed with the co-option process. The Clerk was granted permission to advertise the vacancy for council to consider any applications at the next parish meeting to be held on Monday 3rd March.
2. **Flooding**: Cllr Eade and Cllr Stokes briefed members on a meeting recently held attended by themselves, local residents and officers from T&WC. The purpose of the meeting was to discuss the issue of flooding in the village created from the farmers field to the rear of The Dale. Members were invited to attend a future meeting to be held on Monday 18th February 11am at The Village Hall. The planned meeting will allow for further discussions with senior officers, including enforcement action taken on the owners of the land for non-compliance of improvements to the drainage system. Cllr Eade agreed to arrange for T&WC Drainage Engineer to be present, to include an additional discussion regarding the ongoing concerns for flooding issues from the Bloor Homes Site.

**PARISH PROJECTS & COMMUNITY MATTERS**

**Item 6 - Asset Management:**

1. **Play area**: Members received a request from the Clerk at Newport Town Council for a contribution towards the upkeep of the park benches. The Clerk agreed to discuss the matter further with NTC and clarify exactly which benches required work. Cllr Eade agreed to explore if any unspent Section 106 funding was available for improvements to the park.

1. **Local Development Plan:** Housing Development to the rear of The Dale. Subject to cabinet approval on **Thursday 13 February**, the Regulation 19 (Publication) version of the Local Plan review will be presented to Full Council on **Thursday 27 February**. If approved by Full Council, the Local Plan will then be published to allow the public and stakeholders to make final comments
2. **Neighbourhood Safety:** Nothing to report. Current priorities to remain in place.

**Item 7- Representatives Report:**

1. **Village Hall:** Cllr Knight provided members with an overview of activities recently held at the village hall including Live Music and a Film showing. Matilda the Film will be shown on 22nd February where snacks will also be on sale.
2. **Bus Users Group:** No update available.
3. **Newport Regeneration Partnership:** No update available.
4. **Telford & Wrekin Council:** Cllr Eade briefed members on the proposed Longford Road Safety Scheme. Through his allocation of Pride Funding T&WC Highways Engineers have agreed to draft a proposed plan of improvements. Members supported the initiative and spoke of the danger speeding traffic is to school children and residents.
5. **Wellington Road/Linden Hall PPG**: No meetings held.
6. **Community Leaders Meeting**: No update available.
7. **Wrekin Area Committee**: Cllr Stacey informed council of the recent meeting, which was attended by Cllr Lee Carter (Leader of T&WC), it provided him with the opportunity to raise concerns and ask questions on a number of local issues, including the proposed housing development to the rear of The Dale and flooding.

**Item 8 - Communications Updates:**

1. **Correspondence**

* Newport Town Council’s Clerk email was shared, with proposed arrangements for the signing of the Newport Community Library Partnership Agreement.
* The Clerk had previously circulated to members a Road Closure Notice for Greenvale in February.
* Details of the T&WC Bus Shelter Replacement Scheme was previously circulated to members. Council agreed the three main bus shelters in the village were in good order and did not require replacement. The Clerk agreed to explore an additional bus shelter near the park. Members reiterated this was only in the exploratory stages and would require substantial engagement with residents before or if any decision was made in the future.

1. **Newsletter:** Next addition to go out in April.
2. **Facebook:** Cllr Evans and the Clerk continue to post information on the Council’s Facebook page.
3. **Website:** The Website continues to be updated.
4. **Noticeboard:** The noticeboard continues to be updated with new information on amonthly basis.

**Item 9- POLICY & PLANNING MATTERS**

**Planning:** To consider the following T&WC Planning Applications received during January & February.

**TWC/2025/0072** 10 Longford Park, Longford, Newport, Shropshire, TF10 8LW

Erection of single storey rear extension, installation of a flue and creation of an internal opening between existing and dining room (Listed Building Application)

**Decision: No Comment**

**Item 10 - FINANCE & GOVERNANCE**

**Accounts & Payments**

1. **The Statement of Account:** at close of business on 31/01/25 was £18,923.36
2. **Statutory Balance Sheet, Summary of receipts and payments and a Bank Reconciliation of accounts for month ending 31/01/2025 is** £18,923.36p. A copy of the Account Balance sheet, summary of receipts and payments and Bank Reconciliation for the account at month end of 31st January 2025 was previously circulated and noted by members, signed by Cllr Richards and Cllr Evans.
3. **Approval of Payments made since the last meeting:** was presented for

retrospective approval. Cllr Stokes, and Cllr Evans seconded authorisation of the following payments, with all Members present voting in favour.

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| **Payment** | **Payment type** | **Statute**  **General Power of Competence** | **Amount** |
| HMRC | Transfer |  | £105.00 |
| Village hall – room hire | On-line Transfer |  | £71.00 |
| Unity Trust Bank (bank charge) | Direct Debit |  | £6.00 |
| Lloyds Bank (card charge) | Direct Debit |  | £3.00 |

Resolved: the above payments at 10(c) were retrospectively approved for payment at this meeting held on the 3rd February 2025.

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

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| --- | --- | --- | --- |
| **Payment** | **Cheque No.** | **Statute General Power of Competence** | **Amount** |
| Staff Salary & Expenses February 2025 | Standing Order |  | £647.95 |
| HMRC contributions February 2024 | On-line Transfer |  | £105.00 |
| West Mercia Energy (street lighting) | On-line Transfer |  | £374.41 |
| Zoom Renewal payment | Card payment |  | £155.88 |

Resolved**:** the payment set out above at 10(d) was formally approved for payment at this meeting held on the 3rd February 2025.

(e) **Internal Audit for accounts year ending 25/25:** The Clerk was granted permission to appoint the Internal Auditor in preparation for the end of year finances.

(f) **Returned Grant**: Due to the sudden closure of Church Aston Brownies, the allocation of £200 has been returned to the parish council. Members agreed the funding should be rolled forward into the next financial year.

**Item 11 -Roads, Hedges & Ditches**

Cllr Stokes raised concern on behalf of residents the poor condition of pathways around the village. The Clerk agreed to contact T&WC regarding the matter.

Cllr Knight spoke of the sad passing of Nick Collier, whom she described as a dedicated member of the parish council and served the community with commitment and care. In light of his passing, Cllr Knight proposed members of the council consider ways to honour his memory through a memorial. She kindly asked that members take a moment to reflect on possible ideas for such a tribute that acknowledged his contribution to the community, and believed it would be fitting to find a way to celebrate Nick’s legacy. Members agreed to discuss ideas further at the next meeting, but in the meantime, please share any thoughts with the Clerk.

**Item 12 - Future Meeting Dates:** The following future meeting date was noted:

**Parish Council Meetings:** Monday 3rd March 2025 in The Village Hall starting at 7.30pm.

Meeting closed at 8.45pm

Signed Chairman: Date