

Chetwynd Aston & Woodcote Parish Council

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Chairman
Cllr B Page

Clerk of the Council
Mr C Furnival (CiLCA)

MINUTES of the Full Council meeting of Chetwynd Aston & Woodcote Parish Council held on 26th July 2023 at 7:30pm at Church & Chetwynd Aston Village Hall

Present: Cllrs; Page (Chair), Askin, Stevens, Mattison and Magosfalvi

In Attendance: W Tonge (Acting Clerk), Cllrs Eade and Janke (Telford & Wrekin Council).

23/24.22 Apologies and declarations of Interest

Apologies received from Cllrs Hardy and Tate who are both away on holiday.

23/24.23 Public Session

No members of the public present.

23/24.24 Civility and Respect Pledge

Members reviewed the civility and respect pledge which is being led by NALC, SLCC and OVW, it was felt that this Parish Council works very good to ensure this place is not subject to bullying, harassment or intimidation and has supported staff and Councillors in the past when these issues have been raised. It was proposed by Cllr Askin and seconded by Cllr Mattison, all were in favour, thus **RESOLVED** to agree that the Parish Council will treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles and that it:

- Has put in place a training programme for councillors and staff
- Has signed up to the Code of Conduct for councillors
- Has good governance arrangements in place including staff contracts and will adopt a dignity at work policy
- Will seek professional help at the early stages should civility and respect issues arise
- Will commit to calling out bullying and harassment if and when it happens
- Will continue to learn from best practices in the sector and aspire to be a role model/champion council through for example the Local Council Award Scheme
- Supports the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate

23/24.25 Police reports

No police report available.

23/24.26 Minutes of the Full Council Meeting held 24th May 2023

It was proposed subject to the following amendments 'T&WC Pride Fund of £5,000 not £4,000 by Cllr Paige and seconded by Cllr Stevens, all were in favour, thus **RESOLVED** to approve the minutes of the last meeting as a true record.

23/24.27 Matters arising, for information, from the 24th May 2023 minutes not otherwise on the agenda

The Clerk updated members on the access to Facebook and confirmed that despite reporting at the last meeting that a former Councillor had access to the page, this was not correct. Any access that the former Councillor had was blocked due to a loss of password access, therefore the Clerk and Cllr Mattison are the only ones with access to the Facebook page for the Parish Council.

The Clerk noted that they have requested clarification from Telford & Wrekin Council regarding the situation in regards to the weight limit and who enforces it on Pave Lane.

23/24.28 Correspondence

- a. **Keep our parish tidy** – The Clerk presented members with a letter and posters presented to the Parish Council by a young girl in the Parish. The poster asks local visitors to keep the Parish Tidy. Members agreed to display these posters in noticeboards once Cllr Askin had laminated them.
- b. **Police & Crime Commissioners Parish Council survey** – Members agreed to review and complete the survey individually then forward to the Clerk to pull together the key information and submit to the PCC's office.
- c. **Community Governance Review** – The Chair gave members an update on a briefing session she and the Clerk attended on the 17th July 2023.
- d. **Freedom of Information request** – Cllr Askin queried if the Parish Council had recently received an FOI request, it was agreed the Parish Clerk will clarify the matter on his return.

23/24.29 Reports from Telford & Wrekin Council

Cllr Eade informed members he is working to find a permanent solution to the drainage issues and the poor condition of the road surface raised by local resident Mr Bubb. Members discussed the ongoing concerns regarding Pitchcroft Lane and the Bridge. Cllr Eade confirmed a meeting is planned with the householder next to the bridge and a TWC Highways Engineer to find a long -term solution to the problems which are mainly due to large vehicles continuing to ignore signage and using the narrow lanes to access local venues. Cllr Mattison agreed to also be in attendance. Members were informed of the new traffic calming measures along Liddle's Bank due to commence in September 2023.

23/24.30 Reports from Parish Councillors

Cllr Mattison reported she attended the recent W.A.C meeting, which included notice of a planned Conference due to be held in Telford on 4th October for Town & Parish Councils. The new bench has been installed and the planters have been recently strimmed.

Cllr Paige reported that herself and the Parish Clerk had recently attended a Boundary Review meeting held by T&WC for all Town & Parish Councils. It was agreed the matter be an Agenda item in September to allow Council time to discuss the potential plan of action in more detail. Cllr Paige reported that the matter of the layby (opposite The Rubens Care Home) remains unresolved. Members discussed in detail how to move forward in improving the area. It was proposed that an initial project of bulb planting commence this year and bulbs be purchased in preparation for planting in September 2023.

Resolved: it was agreed that the Parish Council purchase 1,000 bulbs at a cost of £76.00

Cllr Askin kindly offered to contact NRS Quarries to request a financial contribution towards bulbs and planting across the parish.

Cllr Magofalvi reported the broken man-hole cover owned by BT has been reported and awaiting repair. Unfortunately, due to personal issues he did not attend the recent Rural Forum meeting.

Cllr Askin reported he was unable to attend the recent Newport Regeneration Partnership meeting and was continuing to pursue the matter of the Western Power Telegraph Pole. Cllr Askin raised concern that large vehicles traveling to and from Heath's Farm along Pave Lane remained a key issue for the parish and requested the Clerk pursue the matter on his return.

23/24.31 Road Safety Scheme

The Clerk noted he is still awaiting costings from Telford & Wrekin Council on this but assured members he is chasing this as a matter of urgency.

23/24.32 Condition of Woodcote Church

Members agreed the first stage in pursuing the matter of the Church, requires seeking approval from the landowner to access the building. It was agreed Cllr Askin will contact the owners to discuss the access request and report back to council at the next meeting.

23/24.33 Waste bin off Pave Lane

The Clerk presented a quote for a new bin to be installed on Pave Lane. It was proposed by Cllr Paige and seconded by Cllr Mattison, all were in favour, thus **RESOLVED** to purchase the bin and install along Pave Lane at the flower planters near Sheep Island. Cllr Mattison kindly agreed to draft an application for funding from the Veolia Grant for 2023 and share to council in September prior to submission.

23/24.34 Planning

Members considered the following applications and listed their comments as follows:

Applications/enquiries to be considered;	CAWPC Resp
TWC/2023/0400 - Site of Mere Park Garden Centre, Stafford Road Erection of childrens nursery school (Use Class E(f))	No objection

Members noted the following application as decided since the last meeting:

Applications decided/withdrawn since last meeting;	CAWPC Resp	Decision
TWC/2023/0150 - 41 Stockton, Newport, Shropshire, TF10 9BA Proposal: Erection of front porch and WC	No comment	Granted
TWC/2023/0171 - Land West of Station Road, Newport Variation of Condition 6, 24, 28 and 32 of planning permission TWC/2021/0795 (Erection of 301no dwellings with associated access, open space, landscaping and drainage and ancillary infrastructure and ground remodelling) to allow for minor material amendments	No objection	Granted
TWC/2022/0217 - Land adjacent Cote Cottage, 32 Woodcote, Newport, Shropshire Erection of 1no. self build two storey three bedroom dwelling with access and parking	No objection	Granted

Members reviewed any outstanding enforcement cases relevant to this parish which are available for public view via the Telford & Wrekin Council planning portal.

There were no updates from the Bloor Homes and Tilia Homes developments relevant at this time.

23/24.35 Financial Reports

- a. Members reviewed the latest banking statements and bank reconciliation prepared by the Clerk and confirmed that they were happy that the reconciliation had been accounted for correctly. These statements bring the councils adjusted balances to the 11th July 2023 at

£16,205.90. Two members were randomly nominated by the Clerk to sign of the master copies of these statements.

- b. The following payments made since the last meeting were noted:

Entry Date	Details	Ref	Statutes	Account
23/05/2023	Reimbursement	P13	LGA 1972 s111	£300.00
27/06/2023	Flower planter maintenance	P14	LGA 1972 s215	£252.00
27/06/2023	Bench fitting kit	P15	LGA 1972 s215	£142.15
27/06/2023	Salary	P16	LGA 1972 s112	£310.44
27/06/2023	PAYE	P17	LGA 1972 s112	£77.40
27/06/2023	Expenses	P18	LGA 1972 s112	£87.00
TOTAL				£1,168.99

The following payments to be made were approved as accurate and the Clerk nominated two members to sign off the master copies of invoices/receipts.

Entry Date	Details	Ref	Statutes	Account
18/07/2023	Salary	P8	LGA 1972 s112	£310.44
18/07/2023	PAYE	P9	LGA 1972 s112	£77.40
18/07/2023	Councillor training	P10	LGA 1972 s111	£230.00
TOTAL				£617.84

- c. Members agreed that the following three payments will be sample checked for accuracy and transparency and Cllr Paige and Cllr Magosfalvi will conduct the sample reviews with the RFO:

26th Apr – CPRE, 9th May – Zurch, 24th May – Eshelby.

- d. Members noted the budget report as of the date of this meeting for the financial year 23-24.

23/24.36 Policies

It was proposed by Cllr Paige and seconded by Cllr Stevens, all were in favour, thus **RESOLVED** to adopt the follow policies and procedures and publish on the Council's website;

- a. Safeguarding Policy
- b. Dignity at Work Policy
- c. Complaints Procedure

Meeting finished: 21:05

These minutes are to be considered as a draft form until signed at the next appropriate meeting, the signed copy will be retained by the Parish Council.

Signed: Dated:/...../.....

Date of the next meeting:

27th September 2023, 7:30pm at Church & Chetwynd Aston Village Hall