

Chetwynd Aston & Woodcote Parish Council

MINUTES OF THE ANNUAL GENERAL MEETING HELD 22ND MAY 2024 CHURCH & CHETWYND ASTON VILLAGE HALL – 7:30PM

Members present: Cllrs Askin, Hardy, Mattison, Page and Tate.

In Attendance: Cllr A Eade (TWC), Mr C Furnival (Clerk/RFO) and one member of the public.

24/25.01 Election of Chairman

Cllr Page gave a short thanks to members and the Clerk for their support, hard work and guidance over the last year. She wishes to stand down as Chair at this AGM but continue to support the parish council. Cllr Eade also noted his thanks to the Chair for her work over the last year as Chairman.

It was proposed by Cllr Page and seconded by Cllr Hardy, all were in favour, thus **RESOLVED that Cllr Amanda Mattison be elected as Chairman to serve the municipal year 2024/25.**

24/25.02 Chairman's Declaration of Acceptance of Office

Cllr Mattison read and made her declaration in the presence of Members and the Proper Officer.

24/25.03 Election of Vice Chairman

It was proposed by Cllr Mattison and seconded by Cllr Hardy, all were in favour, thus **RESOLVED that Cllr Bridget Page be elected as Vice Chairman to serve the municipal year 2024/25.**

24/25.04 Vice Chairman's Declaration of Acceptance of Office

Cllr Page read and made her declaration in the presence of Members and the Proper Officer.

24/25.05 Apologies and declarations of Interest

Members noted apologies from Cllrs Stevens and Magosfalvi due to work commitments.

24/25.06 Public Session

A lady attended the meeting to raise her concerns with regards to the pavements on Pave Lane, particularly the stretch between The Fox and Norwood House. The Chairman noted that a meeting with officers from Telford & Wrekin Council (TWC) had been arranged for tomorrow and this will be raised. She also asked if any communication could be had with Highways or Lilleshall Hall to have a dropped kerb arranged for the turn into Lilleshall Hall via Pave Lane, the Clerk will make this enquiry with Highways.

24/25.07 Minutes of the meeting held 27th March 2024

It was **RESOLVED** to approve the minutes of the last meeting as a true record.

24/25.08 Matters arising, for information, from the 27th March 2024 minutes not otherwise on the agenda

Clerk noted that the D-Day stories advert has been advertised and we await submissions.

Clerk and Cllr Page noted that there has been drainage works arranged to address the Brook near The Fox, this is being arranged with TWC and communications regarding this are available via the Clerk.

24/25.09 Confirmation of meeting dates and arrangements for 2024/25

Members accepted the schedule of meetings for 2024/25, maintaining a schedule of meetings every 4th Wednesday, every other month from July. starting at 7:30pm at Church & Chetwynd Aston Village Hall.

24/25.10 Confirmation of policies & procedures

Members **RESOLVED** to adopt the new Financial Regulations 2024 and re-adopt the Standing Orders in their present form.

24/25.11 Confirmation of bankers, auditors and cheque signatories

Members **RESOLVED** to accept the following recommendations as listed by the Clerk/RFO;

- a. Continue using Barclays in F/Y 2024/25
- b. Appoint K. Eshelby as Internal Auditor for 2024/25
- c. Continue the banking mandate and signatories with; Cllrs: Page, Hardy, Matheson and Mr Furnival.

24/25.12 Annual subscriptions

Members **RESOLVED** to accept the following subscriptions to continue past current membership;

- a. Shropshire Association of Local Councils
- b. CPRE The countryside charity

24/25.13 Representatives on Outside Bodies

Members appointed the following representatives to the outside bodies as follows;

CPRE The countryside charity	Cllr Askin
Church & Chetwynd Aston Village Hall Management Committee	Cllr Page
Rural Forum	Cllr Hardy
Shropshire Association of Local Councils (plus WAC)	Cllr Mattison and Cllr Page
Newport Regeneration Partnership	Cllr Askin

24/25.14 Reports from West Mercia Police

No reports available.

24/25.15 Reports from Telford & Wrekin Council

Cllr Andrew Eade reported that the main thrust of the issues he has been dealing with in the last year have related to planning and highways issues. There are a number of matters to address with regard to the recently approved dog site. The conditions applied to this application need adhering to and ongoing conversations with Planning Officers to address concerns by residents that were raised through consultation. He has met with a number of residents on this and keeping on eye it. Cllr Eade is asking for the highway's officers' comments on this application and wants to meet highways on the site to again address residents' concerns.

Cllr Eade passed over some helpful information with regard to the previously discussed safe footpath access across the A518. The Clerk will look into this and arrange a meeting with Planners.

Funds have been raised to address the need for speed humps along Lidls Bank. Works are scheduled for the 14th June 2024.

Cllr Eade noted an important issue that effects Parish Councils whereby there has been changes to the call-in system criteria for planning applications, meaning it's very hard for applications to be considered by planning committee.

24/25.16 Reports from Parish Councillors

Cllr Tate noted that there has been some fly tipping by the Sheep Island, she will report on MyTelford.

Cllr Askin reported that a suspected abandoned car which was located in the layby near Lilleshall Hall has been collected. And that the 5K Fun Run was another fantastic success for all.

Cllr Hardy asked if we could contact the owner of the Honda being parked on Pave Lane near the Sheep Island as this is becoming an obstruction to the highway.

Cllr Page reported that the village hall diary is very full, they are still in need of more volunteers to help with events, the occasional books etc. The Village Hall Committee accepted the Kings Award for Voluntary Service at an event in April.

Cllr Page has spoken with Needs Landscaping and made arrangements for the June planting.

Cllr Mattison noted that the daffodils looked very nice this year, short flowering period due to weather, however we can plan to plant more this year to help boost the colour and population of daffodils. The planter by Sheep Island has been damaged by grass cutters and has left marks on the planter, she has raised this with Idverde.

Cllr Mattison asked if we could receive updates from TWC with regards the faulty VAS sign near The Wheatsheaf.

24/25.17 Correspondence

None to raise, all communications are shared with Members via email.

24/25.18 Road Safety Scheme

Members noted their displeasure with the current progress of works along Pave Lane and asked if the Clerk could arrange a site meeting with TWC to review the state of the current work.

24/25.19 Community Governance Review

No updates at present.

24/25.20 Condition of Woodcote Church

No updates at present, Cllr Askin will continue to try make positive contact with the owners of the church.

24/25.21 Newport Library

The Clerk noted that conversations are ongoing with Newport Town Council regarding this parish council's involvement with the library. All clerks of the councils interested have expressed the support of the parish councils and they have regular meetings with NTC to discuss plans. A full financial plan will come to the parish council once confirmed.

24/25.22 Planning

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

Applications/enquiries to be considered;	CAWPC Resp
TWC/2024/0328 - The Old Smithy, 20 Chetwynd Aston, Newport, Shropshire, TF10 9LJ Erection of a single storey link from dwelling to existing outbuilding following conversion to a gym/playroom	No objection
TWC/2024/0208 - Yard, Pave Lane Farm, Pitchcroft Lane, Woodcote, Newport, Shropshire Erection of a 1no. storage and distribution building following demolition of existing building	Concerns raised with relation to road safety.
TWC/2024/0359 -Land West of Station Road, Newport, Shropshire Variation of condition 27 (materials) and 32 (deposited plans) of TWC/2023/0171 (Variation of Condition 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) to allow substitution of house type and reallocation of plots	No comments

Members noted applications decided/withdrawn since the last meeting.

There were no other planning reports relevant to this meeting.

24/25.23 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 10th May 2024 at £21,748.70. Two members were randomly nominated by the Clerk to sign of the master copies of these statements.
- b. Payments made since the last meeting:

Date Paid	Details	Ref	Statutes	Account
09/04/2024	PAYE	P1	LGA 1972 s112	£82.20
09/04/2024	Salary	P2	LGA 1972 s112	£329.64
07/05/2024	Flowering	P3	LGA 1972 s137	£242.00
07/05/2024	Insurance	P4	LGA 1972 s111	£201.75
07/05/2024	Membership Fee	P5	LGA 1972 s111	£300.35
07/05/2024	PAYE	P6	LGA 1972 s112	£82.20
07/05/2024	Salary	P7	LGA 1972 s112	£329.64
07/05/2024	Event Insurance	P8	LGA 1972 s111	£243.00
22/04/2024	Membership Fee	P9	LGA 1972 s111	£60.00
07/05/2024	Printing	P10	LGA 1972 s111	£45.00
07/05/2024	Womens Trophy	P11	LGA 1972 s137	£56.00
07/05/2024	John Lewis Vouchers	P12	LGA 1972 s137	£100.00
07/05/2024	Raffle Prize	P13	LGA 1972 s137	£200.50
07/05/2024	Beer Tokens	P14	LGA 1972 s137	£32.30
07/05/2024	numbers	P15	LGA 1972 s111	£37.99
07/05/2024	Route tape	P16	LGA 1972 s111	£8.81
07/05/2024	Tattinger x 9	P17	LGA 1972 s111	£255.00
07/05/2024	Signage stakes and cable ties	P18	LGA 1972 s111	£15.51
			TOTAL	£2,621.89

Payments scheduled:

Schedule Date	Details	Ref	Statutes	Account
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06/06/2024	PAYE	P19	LGA 1972 s112	£82.20
06/06/2024	Salary	P20	LGA 1972 s112	£329.64
06/06/2024	Internal Audit fees	P21	LGA 1972 s111	£75.00
			TOTAL	£486.84

c. The Clerk/RFO presented the Annual Accounts to council has follows;

The council will not be subject to a mandatory external audit as the income and expenditure for 2023-24 does not exceed £25,000. Therefore, the council declared itself as exempt from external audit and the Chairman was instructed to sign the AGAR section one off to that effect.

The Internal Auditor has completed her audit for 2023-24 with the Parish Council being fully compliant with the Annual Governance and Accountability Return, having met all of its internal control objectives.

Council considered the Internal Auditor's report and the AGAR and noted that the Council's system of internal controls was operating effectively with no recommendations noted except to update Standing Orders on the website.

Council considered each internal control statement per The AGAR's Governance Statement (1-9) as read out by the Clerk and confirmed their agreement that each was met. Clerk completed the Annual Governance Statement to this effect and the Chairman signed the statement as approved by Council.

Council approved the Year end Bank Reconciliation as checked by the Internal Auditor & Chairman and agreed to confirm the accuracy of the AGAR's Accounting Statement. The Chairman was instructed to sign it as such.

Council considered the Variance Report; which was presented by the Clerk and having found it accurate adopted it.

The Clerk informed the Council that he had published the Notice of Electors' Rights on the 2nd May 2024 for review from 3rd June 2024 to 12th July 2024 and upload it and the AGAR pages to the Council's website.

This meeting finished at: 20:40

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:

24th July 2024, 7:30pm at Church & Chetwynd Aston Village Hall

Agreed actions from this meeting;

Minute item:	Action:	Owner:
24/25.06	Raise concerns regarding footpaths with TWC	Clerk/Chairman
24/25.06	Raise enquiry for dropped kerb	Clerk
24/25.15	Arrange meeting with Planners, ref A518 footpath access	Clerk
24/25.16	Report fly-tipping by Sheep Island	Cllr Tate
24/25.16	Write to owner of car near Sheep Island	Clerk
24/25.16	Chase status of VAS off Pave Lane	Clerk
24/25.20	Arrange meeting with church owners to discuss future of building	Cllr Askin
24/25.22	Submit planning comments	Clerk
24/25.23	Update Standing Orders on website.	Clerk
24/25.23	Upload accounts to website and issue to external auditors	Clerk