

Chetwynd Aston & Woodcote Parish Council

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Chairman
Cllr B Page

Clerk of the Council
Mr C Furnival (CiLCA)

MINUTES of the Annual General Council meeting of Chetwynd Aston & Woodcote Parish Council held on 24th May 2023 at 7:30pm at Church & Chetwynd Aston Village Hall

Present: Cllrs; Page (Chair), Askin, Hardy, Tate, Mattison and Magosfalvi at item 22/24.06.

In Attendance: Mr C Furnival (Clerk), Cllr Eade (Telford & Wrekin Council) and two members of the public.

23/24.01 Election of Chairman

It was proposed by Cllr Askin and seconded by Cllr Tate, all were in favour, this RESOLVED to appoint Cllr Bridget Page to serve as Chairman of the Parish Council for the municipal year 2023/24.

23/24.02 Chairman's Declaration of Acceptance of Office

Cllr Bridget Page signed the declaration in presence of the Proper Officer.

23/24.03 Election of Vice Chairman

It was proposed by Cllr Page and seconded by Cllr Tate, all were in favour, this RESOLVED to appoint Cllr Amanda Matthison to serve as Vice Chair of the Parish Council for the municipal year 2023/24.

23/24.04 Vice Chairman's Declaration of Acceptance of Office

Cllr Amanda Matthison signed the declaration in presence of the Proper Officer.

23/24.05 Apologies and declarations of Interest

Mr I, Stevens gave his apologies to the meeting.

23/24.06 Co-option

Members reviewed three applications all meeting the criteria for election as a Parish Councillor.

Following review of the applications and a closed ballot, it was RESOLVED to co-opt Ian Stevens and Steven Magosfalvi.

Cllr Magosfalvi signed the declaration of acceptance of office in presence of the Proper Officer and Cllr Stevens will be instructed to sign this at the nearest opportunity.

23/24.07 Public Session

None.

23/24.08 Minutes of the meeting held 22nd March 2023

It was proposed by Cllr Page and seconded by Cllr Hardy, all were in favour, thus RESOLVED to approve the minutes of the last meeting as a true record.

23/24.09 Matters arising, for information, from the 22nd March 2023 minutes not otherwise on the agenda

Cllr Mattison asked if the Clerk could chase up the possibility of installing another public waste bin along Pave Lane.

23/24.10 Confirmation of meeting dates and arrangements for 2023/24

Members agreed to adopt a calendar of meetings for the municipal year 2023/24, with meetings being held on the 4th Wednesday every other month. It was agreed that we should look to move venue.

23/24.11 Confirmation of policies & procedures

Members agreed to confirm the adoption of the following policies;

- Financial Regulations
- Standing Orders

A safeguarding policy shall be deferred until the next meeting.

23/24.12 Confirmation of bankers, auditors and cheque signatories

Members agreed to the following recommendations by the RFO;

- Continue using Barclays in F/Y 2023/24
- Appoint K. Eshelby as internal auditor for 2023/24
- Continue the banking mandate and signatories with; Cllrs: Page, Hardy, Matheson and Mr Furnival.

23/24.13 Annual subscriptions

Members agreed to approve the following subscriptions to continue past current membership;

- Shropshire Association of Local Councils
- CPRE The countryside charity

23/24.14 Representatives on Outside Bodies

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

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

23/24.15 Reports from West Mercia Police

PCSO A Hudson provided the following written report;

In respect of the 3 priorities set by the council for the period from 1st January to 30th June 2023, namely:

- Anti-Social behaviour
- Thefts from farm buildings
- Speeding

I can give the following update.

- As of 7pm on Saturday 20th May we have had no reported issues of anti-social behaviour and have not happened upon any during our patrols.
- Again, no reports received in respect of this issue.
- Speed checks have been conducted by all of us on the SNT at different times of the day / week in the parish council area. Although some vehicles have been recorded as exceeding

the speed limit, it has been a small minority, and the average speed has consistently been below that in force in the respective areas.

We regularly patrol the parish council areas and ensure we bear these priorities in mind during those patrols.

We are looking to increase the opportunities for residents of the whole area we cover to come and speak to us about issues or concerns that they might not otherwise report via 101 / 999 / online, and to that end by the time the meeting takes place it is intended that we will have held a drop-in meeting in the car park of The Fox to facilitate this.

As mentioned above the priorities currently in place are for the period up to 30th June, and with this being the last meeting before that it may be beneficial to start the process of considering what priorities the council members may wish to put in place for the 6 months from 1st July to 31st December 2023.

23/24.16 Reports from Telford & Wrekin Council

Cllr Eade reported that he met with local SNT recently to review speeding on Pave Lane. They informed him they are treating this as a priority and he is pleased to see that they are.

Last year there was a pre-app regarding a piece of land to the rear of Highfields. This may come forward as a planning application in the near future and he has concerns, as with residents, for pedestrian and driver safety and asks that the Parish Council take a closer look at this possible development as most of the land that would be effected is in this Parish rather than the neighbouring Church Aston Parish.

Members agreed that they would support Church Aston Parish Council in their endeavours on this planning matter.

Councillor Eade has made enquiries with English Heritage regarding St Peter's Church. It may be possible that grants would cover maintenance and to open this building to the public. Will share details of how to enquire further with Clerk.

Broadband has been out at Lynn and road signs down also, Cllr Eade is dealing with these matters.

Councillors Pride Fund has been reduced to £5,000 from £10,000.

Cllr Eade noted thanks to Cllr Askin for managing the Chetwynd Aston & Woodcote 5K.

23/24.17 Reports from Parish Councillors

Cllr Page reported that a camera had been installed at village hall. Reminded members that prizes are requested for an upcoming raffle. There was very good attendance for coronation events on 7th May and the next Flix in the Sticks films will be on the 27th May and 17th June.

Cllr Mattison continues to regularly litter pick in the Parish. Will chase Mr B Harper with regards to the communal bench installation. Will share information on community broadband on social media. 6th June 2024 anniversary of D-Day and asked if we could be mindful of future events.

Cllr Askin reported that farm traffic on Pave Lane is increasing in speed, size and frequency. Agreed to write to landowner to inform them that they must observe the weight limits on Pave Lane. It was also agreed to confirm who enforces the weight limit on this route and inform them of this matter.

Members agreed to go back to Bloomsbury to organise the summer planting in the flower planters. Grass cutting around planter by Wheatsheaf is being done and very appreciated.

Members noted that access to the Parish Councils Facebook page was limited though accessible by Cllr Matheson and there are concerns that an individual who is no longer a Councillor may have access to the Parish Councils accounts. The Clerk is addressing this and has made contact with this individual to ensure that full access is relieved from this person and remains with the Parish Council.

23/24.18 Correspondence

None.

23/24.19 Parish Projects

Chetwynd Aston & Woodcote Coronation 5K – Members noted the great success of this event which is hoped to become an annual event.

Management of Land off Lilleshall Hall – Cllr Page emailed Andrew Kurta-Cartledge to ask if this is an official layby which would determine what projects could be done with this land.

Road Safety Scheme for Pave Lane – The Clerk informed members that he had sent all plans and amendments to Highways, and we await a quote for these works.

23/24.20 Planning

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

Applications/enquiries to be considered;	CAWPC Response
TWC/2023/0259 - Long Barn, Field Aston Lane, Field Aston, Newport, TF10 9LE Change of use from existing partially converted barn storage area to 1no. dwelling, erection of 1no. detached garage, erection of a single storey rear boiler room and associated works	Lighting needs to be subtle to ensure not dazzling to neighbouring properties. Support conversion of derelict.

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

Applications decided/withdrawn since last meeting;	CAWPC Response	Decision
TWC/2023/0150 - 41 Stockton, Newport, Shropshire, TF10 9BA Proposal: Erection of front porch and WC	No comment	Granted

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

23/24.21 Financial Reports

Payments made since the last meeting were noted;

Date	Details	Ref	Statutes	Account
09.05.23	Room hire for 22-23	P1	LGA 1972 s111	£70.00
09.05.23	PAYE	P2	LGA 1972 s112	£77.40
09.05.23	Salary	P3	LGA 1972 s112	£310.44
09.05.23	PAYE	P4	LGA 1972 s112	£77.40
09.05.23	Salary	P5	LGA 1972 s112	£310.44
09.05.23	Affiliation fee	P6	LGA 1972 s111	£284.44
09.05.23	Insurance renewal	P7	LGA 1972 s111	£197.47
26.04.23	Affiliation fee	P12	LGA 1972 s111	£60.00
TOTAL				£1,387.59

The following payments scheduled were approved:

Date	Details	Ref	Statutes	Account
06.06.23	Salary	P8	LGA 1972 s112	£310.44
06.06.23	PAYE	P9	LGA 1972 s112	£77.40
24.05.23	5K Run Contributions	P10	LGA 1972 s137	£734.00
24.05.23	Internal Audit	P11	LGA 1972 s111	£75.00
TOTAL				£1,196.84

The council will not be subject to external audit as the income and expenditure for 2022-23 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 2022-23 with the Parish Council being fully compliant with the Annual Governance and Accountability Return.

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.

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 25th April 2023 for review from 5th June 22 to 14th July 22 and upload it and the AGAR pages to the Council's website.

Meeting finished: 21:10

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 future meetings;

26th July 2023, 7:30pm

27th September 2023, 7:30pm

22nd November 2023, 7:30pm