

Chetwynd Aston & Woodcote Parish Council

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To all Councillors, Chetwynd Aston & Woodcote Parish Council
Copied to others for information.

18th March 2026

Dear Councillors,

NOTICE IS HEREBY GIVEN that a Full Council meeting of Chetwynd Aston & Woodcote Parish Council for the municipal year 2025/26 will take place on the **25th March 2026 at 7.30pm** to be held at Church & Chetwynd Aston Village Hall. Councillors are summoned to attend for the transaction of business on this agenda.

Ola Zbroszczyk

Ola Zbroszczyk
Parish Clerk & RFO

AGENDA

62.2025/26 Apologies and declarations of Interest

To receive apologies and record any non-pecuniary declarations of interest in matters relating to the business to be contacted on this agenda.

63.2025/26 Ratification of Clerk appointment

To formally ratify the appointment of Ola Zbroszczyk as Parish Clerk and Responsible Finance Officer.

64.2025/26 Public session

Members of the public to ask questions to the council, 15 minutes is set aside for this item.

65.2025/26 Previous Minutes

To confirm the minutes of the meeting held on 29th January 2026 – **copy attached**

66.2025/26 Clerks report

To receive an update from the Clerk regarding matters to the Parish Council otherwise not included on this agenda and on actions taken arising from the last meeting.

67.2025/26 Reports from Telford & Wrekin Council

To receive any reports from the Ward Member for Church Aston & Lilleshall.

68.2025/26 Reports from West Mercia Police

To receive any reports from the Safer Neighbourhood Team.

69.2025/26 Reports from Parish Councillors

To receive any reports from Parish Councillors relating to matters affecting the Parish or any outside body reports.

70.2025/26 Parish Matters

Members to receive reports/updates on the following parish assets and consider any relevant actions:

- a. Parish planters
- b. Noticeboard
- c. Parish planters and bollards at The Nook, Pave Lane
- d. Road Safety Scheme
- e. SIDs

71.2025/26 Planning

- a. To consider comments on any planning applications. – **copy attached**
- b. To note planning applications refused/approved since last meeting.
- c. To note any enforcement cases relating to the parish.

72.2025/26 Finance

- a. To agree to update the Council's bank mandate by removing former members who are no longer authorised signatories and adding the Clerk as an authorised signatory.
- b. To note the month-end bank reconciliation for March 2026 – **copy attached**
- c. To confirm the payments and receipts report November 2025 to March 2026 – **copy attached.**
- d. To consider schedule of payments for approval at this meeting – **to be tabled.**
- e. To grant permission to clerk to procure an internal auditor to review the financial accounts for 2025/26

73.2025/26 Staffing Matters

To approve CiLCA qualification for the Clerk.

74.2025/26 Meetings Schedule

To agree schedule of meetings in Municipal year 2026/27

75.2025/26 Confidential Sesion

To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the meeting.

Next meeting: Wednesday 20th May 2026, 7.30pm at Church & Chetwynd Aston Village Hall.