

# Chetwynd Aston & Woodcote Parish Council

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29<sup>th</sup> May 2025

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

Dear Colleagues

**NOTICE IS HEREBY GIVEN** that the Annual General Meeting of Chetwynd Aston & Woodcote Parish Council for the municipal year 2024/25 will take place on the **4<sup>th</sup> June 2025 at 7:30pm** to be held at Church & Chetwynd Aston Village Hall. Members are summoned to attend for the transaction of business on this agenda.

**Please note that this meeting was originally scheduled for 28<sup>th</sup> May 2025, however due to the meeting not being quorate it was postponed and rescheduled.**



Mr C Furnival, Clerk & RFO

## AGENDA

### **01.2025/26 Election of Chairman**

The outgoing Chairman to give a short oral report on the work of the Parish Council through 2024/25 and to elect a Chairman to serve the municipal year 2025/26

### **02.2025/26 Chairman's Declaration of Acceptance of Office**

The Chairman will be required to read out the declaration and sign.

### **03.2025/26 Election of Vice Chairman**

To elect a Vice Chairman to serve the municipal year 2025/26

### **04.2025/26 Vice Chairman's Declaration of Acceptance of Office**

The Vice Chairman will be required to read out the declaration and sign.

### **05.2025/26 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.

### **06.2025/26 Co-Option**

Members to consider any eligible nominations for the vacancy for co-option and if resolved the named individual shall make their declaration in presence of the Proper Officer.

### **07.2025/26 Public Session**

Members of the public to ask questions to the council, 15 minutes is set aside for this item, but may be extended by the Chairman.

**08.2025/26      Reports from Telford & Wrekin Council**

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

**09.2025/26      Reports from West Mercia Police**

To receive any reports from the Safer Neighbourhood Team.

**10.2025/26      Reports from Parish Councillors**

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

**11.2025/26      Confirmation of meeting dates and arrangements for 2025/26**

Members to consider a calendar of meetings for the municipal year 2025/26

**12.2025/26      Confirmation of Policies & Procedures**

Members to consider adoption and the re-adoption of the following policies and consider any amendments:

- i. Financial Regulations
- ii. Standing Orders
- iii. Members Code of Conduct
- iv. Publication Scheme
- v. Vexatious Communications Policy
- vi. Health & Safety Policy
- vii. Accessibility Statement
- viii. Privacy Policy

**13.2025/26      Annual Subscriptions**

Members to consider approval of the following subscriptions to continue past current membership:

- i. Shropshire Association of Local Councils
- ii. CPRE The countryside charity

**14.2025/26      Representatives on Outside Bodies**

Members to appoint representatives to the outside bodies as follows;

- i. Shropshire Association of Local Councils
- ii. Church & Chetwynd Aston Village Hall
- iii. Telford & Wrekin Rural Forum
- iv. Newport Regeneration Partnership

**15.2025/26      Appointment of Designated Responsibilities**

Members to appoint representatives to the designated responsibilities as listed:

- i. Safeguarding Officer
- ii. Emergency Plan Lead Officer
- iii. Snow Warden

**16.2025/26      Minutes of the meeting held 26<sup>th</sup> March 2025**

Copies have been distributed to members of the Council and will be displayed on the website.

**17.2025/26      Matters arising, for information, from the 26<sup>th</sup> March 2025 minutes not otherwise on the agenda**

**18.2025/26      Review of Parish Matters**

Members to review the log of outstanding actions relating to the parish.

**19.2025/26      Correspondence**

To consider any items for discussion or consider actions appropriate.

- i.            Community Governance Review 2025

**20.2025/26      Layby adjacent to The Nook, Pave Lane**

Members to consider quotes for this proposal.

**21.2025/26      Planning**

- i.            To consider comments on any planning applications.
- ii.          To note planning applications refused/approved since last meeting.
- iii.        To note any enforcement cases relating to the parish.
- iv.         To receive any updates in relation to the Local Plan Review.

**22.2025/26      Financial Reports**

- i.            To approve the schedule of payments for May 2025 and consider the month-end bank reconciliation for April.
- ii.          To receive the Internal Auditors Report for 2024/25 and approve the Annual Governance Statements and resolve to certify exempt from External Audit.
- iii.        To consider a declaration that this council meetings the eligibility for the General Power of Competence.

Next meeting: 23<sup>rd</sup> July 2025, 7:30pm at Church & Chetwynd Aston Village Hall