

Chetwynd Aston & Woodcote Parish Council

MINUTES OF THE FULL COUNCIL MEETING HELD 29th OCTOBER 2025 CHURCH & CHETWYND ASTON VILLAGE HALL – 7:30PM

MEMBERS PRESENT: Cllrs L. Hardy (Chair), I. Stevens (Vice-Chair), W. Askin and B. Page.

IN ATTENDANCE: K. Goodwin (Clerk/RFO) and Cllr A. Eade (Ward Member) from item 39.2025/26 to item 49.2025/26.

36.2025/26 Apologies and declarations of interest

Apologies noted from Cllr S. Magosflavi due to work commitments.

37.2025/26 Public Session

No members of the public were present.

38.2025/26 Co-Option

- i. **RESOLVED** to adopt a co-option policy. Initialled by the Chair.
- ii. One application has been received for the two vacancies, but applicant was unable to attend today's meeting. This item will be deferred to the next meeting.

39.2025/26 Reports from Telford & Wrekin Council

Cllr A. Eade noted that the Community Governance Review Committee has completed their third phase of consultation focused on seven areas in TWC. The plans to merge Chetwynd Aston & Woodcote with Church Aston were agreed after the second phase of consultation in May 2025. The plans involve a removal of the Station Road area from Chetwynd Aston & Woodcote Parish to Newport Town Council and three Parish Councillors representing Chetwynd Aston & Woodcote from May 2027.

40.2025/26 Reports from West Mercia Police

None received. Clerk confirmed with Councillors that the Parish Council's current Police Contract Priorities are speeding, theft from outbuildings and anti-social driving.

41.2025/26 Reports from Parish Councillors

Cllr B. Page noted that she had distributed leaflets regarding local upcoming events at Church & Chetwynd Aston Village Hall and that the recent Halloween and Folk Events had been well received.

Standing Orders were suspended for item 43.2025/6 to be discussed at this point.

43.2025/26 Parish assets

- i. Parish planters

The Clerk reminded Council that as the Council no longer has the General Power of Competence as referenced in minute 22.2025/26 (iii) at the Annual Council Meeting in June 2025 they must monitor

s.137 spending which has a 2025/6 limit of £11.10 per elector. The planters are included as s.137 expenditure and noted that the Council is close to the annual expenditure limit.

The Clerk noted to Council that on retrospective inspection of the work completed on the planters at The Nook, Pave Lane which was agreed in July 2025 (32.2025/26) there were issues regarding placement and permissions.

The Clerk informed Council that she would seek advice from Telford & Wrekin Environmental Locality Officers and Highways.

Council **RESOLVED** to pay PD Landscapes the remaining balance on work completed to build the planters.

Plans to purchase plants for the new wooden planters on the Pave Lane layby were deferred to the next meeting.

The Clerk will seek advice from SALC on s.137 expenditure report back in the next meeting.

RESOLVED that the keyholders for the bollards on Pave Lane are the Parish Clerk and Cllr. B. Page.

Recent anti-social behaviour has been witnessed at the Pave Lane lay-by and the Clerk will report this to the Safer Neighbourhood Team.

ii. Speed indication devices
No updates

iii. Noticeboard

RESOLVED that the Clerk has been given delegated authority to arrange the installation of the new parish noticeboard (resolution to purchase minute ref. 24/25.99).

Standing Orders resumed.

42.2025/26 Minutes of the meeting held 23rd July 2025

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

44.2025/26 Correspondence

- i. Community Governance Review 2025: Councillors noted the updates given by the Ward Member in item 39.2025/26.
- ii. Letter to Parish Councillors from Mark Prichard MP: Councillors agreed to send individual responses to Telford & Wrekin Council regarding the A41 route study options report.
- iii. Remembrance: Agreed that Cllr W. Askin would erect the fallen soldier and poppies in the parish.

45.2025/26 Planning

- i. **Planning Applications:** No applications to discuss during the meeting.
- ii. **Applications Decided:** No applications have been decided since the date of the last Parish council meeting.

- i. **Planning Enforcement:** There were no updates on open cases received.
- ii. **Local Plan Review:** The Local Plan was submitted to the Secretary of State for examination on 12th September 2025. An independent Programme Officer has been appointed to liaise with the Parish Councils regarding the Local Plan. Public hearings are likely to take place in early 2026 with six-weeks' notice.

46.2025/26 Purchase of laptop, Microsoft 365 subscription and anti-virus software.

RESOLVED: Council ratified the action taken by the Clerk under delegated authority, in consultation with the Chair in accordance with Financial Regulation 5.15, to purchase ICT equipment consisting of a laptop, office software and anti-virus, which is essential for the Clerk to carry out the role.

47.2025/26 Financial reports

- i. 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 2025 at £. Two members were nominated to sign of the master copies of these statements:

Payments approved.

Entry Date	Details	Ref	Statutes	Account
07/09/2025	SLCC subscription	P24	LGA 1972 s112(2)	£53.20
07/09/2025	Expenses claim Q2	P25	LGA 1972 s112(2) LG(FP)A 1963 s5	£65.50
07/09/2025	Income Tax (PAYE)	P26	LGA 1972 s112(2)	£101.40
07/09/2025	Salary	P27	LGA 1972 s112 (2)	£406.20
07/09/2025	Watering of planters for August	P28	LGA 1972 s137	£360.00
07/09/2025	Watering of planters for July	P29	LGA 1972 s137	£360.00
07/09/2025	Grass cutting at Wreathsheaf junction for July	P30	LGA 1972 s137	£40.00
07/09/2025	Grass cutting at Wreathsheaf junction for August	P31	LGA 1972 s137	£40.00
07/09/2025	Deposit for raised beds and bollards in layby	P32	LGA 1972 s137	£1,885.00
26/09/2025	ICO data protection fee	P33	LGA 1972 s143	£47.00
29/09/2025	HP laptop	P34	LGA 1972 s111	£499.00
29/09/2025	Microsoft Office 365	P35	LGA 1972 s111	£138.00
30/09/2025	Anti-virus	P36	LGA 1972 s111	£9.99
10/10/2025	Watering of planters for September and emptying of planters in October	P37	LGA 1972 s137	£517.00

Receipts noted.

Date	Details	Ref	Account
30/09/2025	Telford & Wrekin Council – Precept	R6	£6,300.00
09/10/2025	Telford & Wrekin Council – Councillor Pride Fund	R7	£500.00

48. 2025/6 Next meeting

Wednesday 26th November 2025, 7.30pm at the Aston Room, Church & Chetwynd Aston Village Hall

49.2025/6 Private session

Public Bodies (Admissions to Meetings) Act 1960 – Council **RESOLVED** that in view of the confidential nature of the business about to be transacted which will involve likely disclosure of exempt information as defined in the Public Bodies (Admission to Meetings) Act 1960, the public and press will be temporarily excluded from the meeting and asked to withdraw.

50.2025/6 Personnel

Councillors were provided with costings for the Local Government Pension Scheme / Shropshire Pensions.

RESOLVED that Chetwynd Aston & Woodcote Parish Council agree to providing a pension for the Clerk with the Local Government Pension Scheme / Shropshire Pensions.

The Chair signed the Parish Clerk’s employment contract on behalf of the Council.

This meeting finished at: 21.11

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:/...../.....

Next meeting: 26th November 2025, 7pm at Church & Chetwynd Aston Village Hall