

Chetwynd Aston & Woodcote Parish Council

MINUTES OF THE FULL COUNCIL MEETING HELD 25th March 2026 CHURCH & CHETWYND ASTON VILLAGE HALL – 7:30PM

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

IN ATTENDANCE: O. Zbroszczyk, (Parish Clerk & RFO), Cllr A. Eade

62.2025/26 Apologies and declarations of Interest

No apologies received.

63.2025/26 Ratification of Clerk appointment

It was **resolved** to ratify the appointment of Ola Zbroszczyk as Parish Clerk and Responsible Financial Officer. The Contract of Employment was signed by the Chair and the Clerk.

64.2025/26 Public session

As there was no public in attendance, the meeting continued.

65.2025/26 Previous Minutes

It was **resolved** to confirm the minutes of the meeting held on 29th January 2026 as a true record which were signed by the Chair.

66.2025/26 Clerks report

Members noted an update from Clerk on:

- Community Governance Review
- Review of the polling station– response to be logged as no change required to the current polling arrangements.
- A518 diversion update – the Clerk appraised the Council on the response from Streetworks advising Tillia Homes will install additional signage and monitoring to discourage traffic from using Pave Lane as a through route.
- Litter pickers – Street Champions scheme will be used to obtain the equipment. Cllr Stevens agreed to store the equipment. The snow warden application will also be progressed.
- Section 137 - The Clerk reported that, following SALC’s confirmation, certain expenditure will be reclassified from s.137, eliminating the overspend risk.

67.2025/26 Reports from Telford & Wrekin Council

Cllr A. Eade appraised the Council that he will be inspecting the state of the roads in the Parish, particularly in Stockton and Liddles Bank with a T&WC Highways engineer. Conversation is ongoing about missing sign at the Lynn ‘T junction’. It is proposed to install a new shorter sign, just saying Lynn.

68.2025/26 Reports from West Mercia Police

The SNT were unable to attend the meeting. They have requested an update on Parish priorities which were confirmed as Speeding, Theft from farms and Theft from outbuildings.

69.2025/26 Reports from Parish Councillors

Cllr Magosfalvi asked whether a footpath will be installed to connect Lidl and the Sheep Roundabout, as the current works appear to suggest this. Controlled crossing on the A518 by the sheep roundabout was discussed and Cllr Eade confirmed it has been agreed on the back of existing approved planning applications.

Cllr Pollard raised concerns about the lack of a footpath outside the Lilleshall gates; Cllr A. Eade agreed to meet with Cllr Pollard to explore possible solutions. Speeding on Pave Lane was also raised, and the Clerk will contact the SNT to request patrols during rush hour and Saturday afternoons, and to enquire about the process for setting up a Community Speed Watch. The poor condition of Pitchcroft Lane was noted, with Cllr Eade agreeing to inspect it with a Highways Officer. Concerns were also raised regarding a blue Fiesta in Norwood parking against the flow of traffic; the matter will be referred to the SNT and Highways.

Cllr Askin arrived 8.07pm

Cllr Hardy reported that trailers have been moved from the road by the sheep island following enforcement notice, however the car continues to be parked facing the oncoming traffic. Another car is also frequently parked facing oncoming traffic by Norwood House. Clerk to report to SNT.

70.2025/26 Parish Matters

- a. Parish planters – spring flowers have been planted. Outstanding invoice to be chased from Bloomsbury.
- b. Noticeboard – contractor has been appointed – awaiting installation date.
- c. Parish planters and bollards at The Nook, Pave Lane – Cllr agreed, following guidance from T&WC that the planters must be repositioned away from the BT pole. Clerk to action.
- d. Road Safety Scheme – Bloor Homes agreed to pay the outstanding invoice for the Pave Lane improvements. Councillors recalled that additional funding may be available for further road improvements. Clerk to investigate.
- e. SIDs – Clerk appraised Members that Morelock have gone into administration. Cllr Askin will work with Clerk to download the data from the devices.
- f. VAS units by Field Aston junction are working intermittently. Clerk to obtain quotes for servicing.

71.2025/26 Planning

Applications to be considered	CAWPC response
TWC/2026/0130: Unit 8, Ni Park, Newport, Shropshire, TF10 9LH Installation of a Nitrogen Storage Tank onto a concrete base slab with associate filling/ pipework and 2.1m security fencing	Defer to be dealt with via email
TWC/2026/0136: Thistlegate, 28 Field Aston Lane, Field Aston, Newport, Shropshire, TF10 9LE Erection of a detached garage (Listed Building Application)	No comment
TWC/2026/0135: Thistlegate, 28 Field Aston Lane, Field Aston, Newport, Shropshire, TF10 9LE Erection of a detached garage (Full Planning Application)	No comment
TWC/2026/0149: Site of Herongate, 4 Woodcote, Newport, Shropshire Conversion of existing redundant outbuilding into a 1no. bedroom dwelling with access, parking and turning and amenity space.	No Comment

- a. Members considered planning applications:
- b. Members noted refused/approved planning applications since last meeting.
TWC/2025/0407 – Full granted
TWC/2026/0007 - Withdrawn
- c. There were no updates on enforcement cases relating to the parish.

Cllr Eade left at 8.40pm

72.2025/26 Finance

- a. Members **resolved** 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. 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 at 17th March 2025 to £10,106.14. Two members were nominated to sign of the master copies of these statements.
- c. Members reviewed and confirmed the payments and receipts report November 2025 to March 2026 against the invoices and bank statement.

Payments approved

Entry Date	Details	Ref	Statutes	Account
17/11/2025	Income Tax and National Insurance Contributions (PAYE)	P42	LGA 1972 s112(2)	£309.18
21/11/2025	Salary for Nov 25 – month 8	P43	LGA 1972 s112 (2)	£425.18
21/11/2025	Income Tax and National Insurance Contributions (PAYE)	P44	LGA 1972 s112 (2)	£106.20

No receipts to note.

- d. Members agreed schedule of payments presented at this meeting.
- e. Members **resolved** to appoint Katie Eshley as an internal auditor at a cost of £100.

73.2025/26 Staffing Matters

Members **resolved** to approve CiLCA qualification for the Clerk at the cost of £945

74.2025/26 Meetings Schedule

To agreed schedule of meetings in Municipal year 2026/27

- Thursday 20th May 2026 - AGM
- Thursday 22nd July 2026
- Thursday 30th September 2026
- Thursday 25th November 2026
- Thursday 27th January 2027
- Thursday 24th March 2027

75.2025/26 Confidential Session

Members resolved that, pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, and due to the confidential nature of the remaining business, the press and public be excluded from the meeting.

76.2025/26 76.2025/26 Litter Bins

Members consider quotes for emptying 2. No of litter bins on Pave Lane for period of 1st April 2026 – 31st March 2027 and **resolved** to defer while the Clerks engages with T&WC.

Chair closed the meeting at 8.57pm

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