

Chetwynd Aston & Woodcote Parish Council

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15th May 2026

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

Dear Sir/Madam

NOTICE IS HEREBY GIVEN that the Annual Parish Meeting of Chetwynd Aston & Woodcote Parish Council for the municipal year 2026/27 will take place on the **20th May 2026 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.

Yours faithfully

Ola Zbroszczyk

Ola Zbroszczyk - Parish Clerk

AGENDA

01.2026/27 Welcome

To receive welcome and verbal report for 2025-26 from the Chairman.

02.2026/27 Election of Chairman

To elect a Chairman to serve for the municipal year 2026/27

03.2026/27 Chairman's Declaration of Acceptance of Office

The Chairman will read out and sign the Declaration of Acceptance of Office.

04.2026/27 Election of Vice Chairman

To elect a Vice Chairman to serve for the municipal year 2026/27

05.2026/27 Vice Chairman's Declaration of Acceptance of Office

The Vice Chairman will read out and sign the Declaration of Acceptance of Office.

06.2026/27 Apologies.

To receive any apologies.

07.2026/27 Declaration of interest.

To receive non-pecuniary declarations of interest in matters relating to the business on this agenda.

08.2026/27 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.

09.2026/27 Previous minutes.

To confirm the minutes of the meeting held on 26th March 2026

10.2026/27 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. IT Policy
- v. Safeguarding Policy
- vi. Data Protection Policy
- vii. Complaints Procedure
- viii. Dignity at Work Policy
- ix. Data Subject Rights – Policy & Procedure

11.2026/27 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

12.2026/27 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

13.2026/27 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

14.2026/27 Reports from Telford & Wrekin Council

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

15.2026/27 Reports from West Mercia Police

To receive any reports from the Safer Neighbourhood Team.

16.2026/27 Reports from Parish Councillors

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

17.2026/27 Review of Parish Matters

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

- i. Parish planters
- ii. Noticeboard
- iii. Parish planters and bollards at The Nook, Pave Lane
- iv. SIDs
- v. Litter bins

18.2026/27 Correspondence

To consider any items for discussion or consider actions as appropriate.

- i. Community Governance Review.

19.2026/27 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.

20.2026/27 Financial Reports

- i. To note the schedule of receipts and payments for the end of year 2025-26 and to approve the schedule of receipts and payments for the May 2026
- ii. To verify the year-end bank reconciliation for 2025-26 and the month-end bank reconciliation for April 2026.
- iii. To receive the Internal Auditors Report for 2025/26 and approve the Annual Governance Statements and resolve to certify exempt from External Audit.
- iv. To review and sign an updated Banking Mandate as agreed at the previous meeting.
- v. To approve insurance quote renewal at £210.94

Next meeting: 22nd July 2026, 7:30pm at Church & Chetwynd Aston Village Hall