

CHESWARDINE PARISH COUNCIL

Minutes of meeting held on 21 March 2023

Chairman:	Cllr P Taylor
Councillors:	Cllr N Stallard; Cllr J Hislop; Cllr N Bentley; Cllr N Partridge; Cllr A Thomson
Clerk:	M Joyce (absent)
Unitary Cllr:	Cllr R Gittins

1 Chairman's welcome, announcements, apologies & public participation 645

The Chairman welcomed everyone to the Meeting, declaring it open at 7:30pm. There were no members of the public present. Cllr R Gittins attended the Meeting. Apologies were received from Cllrs P Stanton, D Faulkner and T Millard. In the absence of a Clerk, Cllr Thomson took the minutes and was therefore ineligible to vote on any motion.

2 To receive Declarations of Disclosable Pecuniary (or any other) Interests or Dispensation Requests in accordance with the Code of Conduct

Members are reminded to declare any gifts and/or hospitality. (LGA 1972 s94)

No declarations or requests for dispensations were received.

3 Approval of the Minutes: To approve/sign the Minutes of the Meeting held on 21st February 2023 (Local Government Act 1972, s12 p41(1)).

Councillors confirmed that they had received and read the Minutes from the last Meeting. Cllr Hislop requested one amendment be made to change 'Annual Parish Meeting' to 'Annual Community Meeting' into **12 'Items for March's Meeting Agenda'**. The Minutes, with the inclusion of this amendment, were proposed by Cllr Bentley to be a true and accurate record of the Meeting, seconded by Cllr Partridge, all agreed. Resolved. The Chairman duly signed the Minutes.

4 Matters arising/action taken from the Minutes not otherwise included on the agenda.

No matters were raised.

5 Unitary Councillor's report

Cllr Gittins reported that he receives a number of enquiries regarding help with the current cost of living crisis. He noted that there are a number of ongoing initiatives and that funds are available to help individuals and families through contact with the Welfare Support Team. Any enquires for help that the PC receives should be directed to Cllr Gittins in the first instance.

6 Housekeeping

a) Clerks resignation.

Cllr Taylor confirmed that the Clerk's contract ends on 30th March 2023 and no wages will be paid after this date. Currently the Clerk is on gardening leave. Applications for the vacancy have been received and the Personnel Committee is in the process of arranging interviews with applicants for w/c 27th March 2023.

b) Allotments – (Small holdings & Allotments Act 1908 ss 23,26,42).

No matters were raised for discussion.

c) Social Media – PC's Facebook page.

Cllr Taylor proposed to include a link to the Welfare Support Team (as noted in item 5, above) on the page, seconded by Cllr Bentley, all agreed.

Social media policy is awaiting completion for presentation to the PC in due course.

d) Defibrillators.

i) Cllr Bentley reported that a training day with first responders was held on 7th March 2023. During this event it was suggested that codes for all the defibrillators in the Parish could be standardised and to one code and then this could be kept in a number of key locations in the village. Cllr Taylor proposed that Cllr Bentley should speak to heartbeat/BHF about the process of changing and standardising the code followed by keeping this code in key locations (i.e. in sealed envelopes at the

village shop, Barleys coffee shop and the public houses), seconded by Cllr Stallard, all agreed.

ii) 'Circuit' standardisation.

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The 'Circuit' (The National Defibrillator Network) can be used to keep a central log of routine checking the village's defibrillators and also sends out reminders on these tasks.

e) Strategic Objectives Plan – update/review.

i) SC Electric car point initiative.

Recent correspondence from Shropshire Council to Parish Councils regarding new areas where EV charging equipment could be located was discussed. Cllr Taylor reminded the PC that it does not have a power of expenditure to sell electricity.

ii) Solar panels on Parish Hall.

Cllr Partridge noted that he was still awaiting responses to his enquiries with a number of contacts.

f) CCTV.

No matters were raised for discussion.

g) To consider a proposal for a 'meet your Councillors' event.

Cllr Hislop presented a draft agenda for this informal networking event ('Annual Community Meeting') with local village groups planned for 25th April 2023. Cllr Taylor proposed that an advertising flyer for this event be prepared by Cllr Hislop this week for approval by Cllrs plus setting a limit of £500 on expense for hosting this event in the Parish Hall, seconded by Cllr Stallard, all agreed.

h) Policies in development.

i) Social media policy is being prepared by Cllr Taylor.

ii) Defibrillator policy. Cllr Bentley proposed that the policy adopted last month will be updated with information agreed in item 6d, seconded by Cllr Taylor, all agreed.

iii) Staff policy. Being reviewed and updated by Personnel Committee.

iv) Co-option policy. Cllr Hislop is investigating inclusion of checklist links into the policy before presenting to PC for approval.

v) Playground Inspection Schedule. Ongoing

7 Parish Matters

a) To acknowledge & receive written reports from Reps to cover:

i) Cheswardine School: The following report was provided by Cllr Bentley:

1. Unfortunately the planned English audits for both Cheswardine and Hinstock English leads had to be cancelled due to a variety of weather/industrial action and matters beyond control. These are being rearranged and I will report back to Cllrs with the outcomes when completed.

2. Full Governors meeting took place on Thursday 16th March. Although both Cheswardine and Hinstock are in financial surplus at present challenges are on the horizon and budgets will be tight.

ii) Parish Hall (PH) report. Ahead of the meeting Cllr Stanton provided the following report:

Planning continues for the Free Coronation Lunch for the Village on May 7th where it is planned to give out medals to all present. The new roller shutter for the bar is due for installation during early April. The kitchen refit is still in a planning and costing phase, but progress seems to be being made. A report on the large tree in front of the hall has now been commissioned.

The PH is currently operating at a loss due to the volume of annual expenses that occur over the winter months. It was agreed that the summer months events will stabilise the finances.

iii) Bus service. An update on the bus service was provided via email by Cllr Stanton:

58 services have been run carrying 181 passengers. Currently (over the last 39 weeks) the average cost to CPC is £5.31 per week. We (CPC) owe North Salop Wheelers £13.50 this month (March).

Warmer weather should see passenger numbers increase back to spring/summer levels.

b) Street lighting: (LGA 1957 s3; HA 1980 s301).

No issues were raised.

- c) Playground and other equipment.
- i) Inspections. It is understood that Cllr Millyard is looking into a warranty claim to repair some equipment. Ongoing.
- ii) Needs survey at school. Cllr Bentley reported that this proposal was met with interest and encouragement from the school.
- d) Grounds and car park maintenance.
- i) Correspondence re full bins. It was confirmed that the bins had been emptied. In addition, following correspondence from a parishioner it is confirmed that the car park will be cleaned on a regular basis.
- e) Additional land registration update
Cllr Taylor confirmed that the PC has now received 'Possessory Ownership' (Title Number SL274901) from the Land Registry. Resolved.

8 Highways/Environmental Health matters

- a) Highways including road closures. No issues were raised.
- b) Red Barns letter to A Begley (CEO SC). Cllr Taylor confirmed that the letter had been sent and that the PC will receive a response (from SC) in due course.
- c) A41 Safety campaign – update.
Cllr Gittins reported that there will be an announcement likely w/c 27th March 2023.

9 Correspondence

To confirm receipt of correspondence circulated by email:
SALC/NALC bulletins.
Policing Community Charter.
Joint Strategic Needs Assessment.
Civility and Respect.
Big Health and Well Being.
Car park cleaning. This was discussed in item 7d)i) (above). Otherwise no comments were made on the above points.

10 Finance

- a) Walking leaflet proposal. Support for the request for a donation of £288 from the PC for printing was proposed by Cllr Taylor, seconded by Cllr Bentley, all agreed.
- b) Price increases. PG Skips +5% and Plusnet +14.4%.
- c) Cash book, bank reconciliation and budget analysis for information
Cllr Taylor noted that the cash book has not been updated since the January 2023 meeting (due to the Clerk's departure).
Cllr Taylor reported that he believes that at year end the Council will be c£7k under budget. The VAT reclaim submitted for the period 01/01/22-31/01/23 for £2857.40 will be added to year end balances to take forward.
- b) Invoices/payments for approval to include those received post agenda publication
Cllr Taylor proposed that all payments be approved, seconded by Cllr Stallard all agreed. Resolved.

Date	Recipient	Purpose	Amount	Cheque No.	Power of expenditure
30/2/23	Employee	Salary	£359.97	SO	LGA 1972 s112
21/3/23	HMRC	PAYE	£101.80	101428	LGA 1972 s112
14/3/23	Plusnet	Broadband	£22.80	DD	LGA 1972 s111
28/2/23	PG Skips	Rubbish Removal	£26.81	101429	Litter Act 1983 s5
	Groundforce	Grounds Maintenance	£166.50	101430	PHA 1875 s164; OSA 1906 ss9&10
21/3/23	N Salop Wheelers	Bus service	£13.50	101431	Transport Act 1985 106A)
10/3/23	SALC	Training	£30.00	101432	
05/3/23	A Thomson	Expenses (printer ink and postage)	£40.83	101433	LGA 1972 s111

11 Planning (Town and Country Planning Act 1990. Sched 1, para 8)

a) Applications

23/00961/FUL (validated: 14/03/2023)

Address: The Nook Farm, Soudley, Market Drayton, Shropshire, TF9 2SE.

Proposal: Two storey extension to side of dwelling.

View online at: [http://pa.shropshire.gov.uk/online-](http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RQYKVVTDMMWK00)

[applications/applicationDetails.do?activeTab=summary&keyVal=RQYKVVTDMMWK00](http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RQYKVVTDMMWK00)

No objections.

b) For information

23/00932/AGR (validated: 03/03/2023)

Steel portal frame building - storage building for farm machinery and hay, Land North of Soudley Shropshire TF9 2SE

View online at: [http://pa.shropshire.gov.uk/online-](http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RQWQ92TDMV800)

[applications/applicationDetails.do?activeTab=summary&keyVal=RQWQ92TDMV800](http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RQWQ92TDMV800)

No comments.

c) Decisions

None.

12 Items for April's Meeting Agenda (18th April 2023)

Annual Community Meeting.

Defibrillator, Social Media and Co-option Policies.

Personnel Committee feedback on Clerk recruitment.

13 Exclusion of all persons other than Cheswardine Parish Council members and staff:

That in accordance with s1(2) Public Bodies (Admission of Meetings) Act 1960, members of the public and press be excluded from the remainder of the meeting on the grounds that the following items to be considered involves the likely disclosure of sensitive/confidential information

a) To enable Councillors to report/receive any updates in relation to Planning Enforcement matters.

b) Personnel committee matters. Interviews for Clerk vacancy to be held w/c 27 March 2023.

There being no further business to consider the Chairman thanked everyone for attending and declared the meeting closed at 8:46pm.