

**Attendance**

**Chairman:** Cllr Thomson

**Councillors:** Cllr Stallard, Cllr Bentley, Cllr Faulkner, Cllr Hislop, Cllr Millard, Cllr Partridge, Cllr Stanton, Cllr Taylor

**Clerk:** Mr Wayne Salisbury

**Other:** None

**Public:** 3

**Apologies:** None

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**Minutes of the Monthly Meeting of Cheswardine Parish Council held at the  
Parish Hall on Tuesday 21<sup>st</sup> November 2023**

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Meeting started at 7:30 p.m.

**1. Welcome**

The chair welcomed members, the unitary councillor and members of the public to the meeting.

**2. To receive apologies for absence**

No apologies were received.

**3. Declarations of Interest**

Cllr Taylor declared an interest in Item 16 Planning.

Cllr Bentley declared an interest in Item 18 Grant Application.

Cllr Stanton declared an interest in item 22 Authorisation of payments.

**4. Minutes of the previous meeting**

RESOLVED: that the minutes of the meeting held on 17th October 2023 be approved as a correct record and signed by the Chair.

**5. Public Participation.**

A member of the public spoke on the planning application at Cheswardine Hall and how the plans affect neighbouring properties' privacy as well as concerns over site access.

Cllr Faulkner asked the member of the public if they had left comments on the Shropshire Council planning website and advised them to do so if they haven't already.

The Chair advised the members of the public of the Parish Council's role in planning.

Cllr Taylor advised the member of the public that the more comments that are noted on the Shropshire Council website can add weight to any representation.

A member of the public speaking on the same planning application advised that they have deeds which detail the ownership of a lane and queried if access to the site could be sought via this lane.

The Chair advised the member of the public to share comments via the Shropshire Council planning website and to provide information in their comment regarding the deeds and the concerns that they have.

**6. Shropshire Unitary Councillor's report**

Cllr Gittins advised of additional funding available via shared partnership and that there would be an initial £3.5M digital connectivity boost.

An update was given on Shropshire Council finances for quarter 2 and that the Council was £4M short of its £51M target. Shropshire Council is not looking at stopping services to make any further savings but at doing things differently.

**7. Reports from Parish Council Representatives** – To receive reports from.

a) Cheswardine School

Cllr Bentley shared a written report with members. It was also noted that the recent OFSTED inspection resulted in a 'Good' rating and that this is the first time that the school has achieved this level since 2004. Cllr Bentley reported that everything is set for the academisation to be completed by 1<sup>st</sup> February 2024 and that he is now the vice-chair of governors but that the governing body will change once the academy is in place.

It was agreed that the Clerk will send a letter of congratulations to the school.

b) Parish Hall report

Cllr Stanton reported a net loss of the Parish Hall of £4261. The refurbishment of the kitchen impacted this. It was reported that the BOM has reviewed hire chargers and increased them where hire periods are not covering costs.

Cllr Stanton noted that the Parish Council does not pay for monthly meetings and believes that there will be an approach from the BOM to discuss paying for the use of the hall to hold meetings.

Members were informed that the first function using the fully licensed bar will take place in December and that the BOM is looking to generate income from a variety of sources.

Cllr Faulkner remarked on the historical and current financial relationship between the Parish Hall BOM and the Parish Council and that he hopes that the BOM consider this when looking into potential hire charges.

Cllr Faulkner mentioned car park provision, CCTV and grants given to the Parish Hall by the Parish Council.

c) Bus service

Cllr Stanton provided the report with members ahead of the meeting, with this month's request for payment being £33 with an average of 6-8 passengers per week. 7 passengers are booked for the 22<sup>nd</sup> of November.

Cllr Stanton reported that they have an open dialogue with the NS Wheelers regarding regular passengers being subscribed and that the current group members expire at the end of the year. 7 regular passengers will need to be registered and subscribed to the service. It is expected that NS Wheelers will accept the Parish Council's offer to pay the £15 per person fee.

**8. Playing Field, Playground and Car Park**

Cllr Millard reported that the goalposts still needed work but that it was now in hand. The poly crawl tunnel crossbar has been replaced due to it being rotten. The roundabout has continued issues which need to be addressed.

It was reported that trees in the car park have been trimmed and that it will be swept soon weather permitting.

Cllr Millard queried whose responsibility it was to clear Hell Lane. Cllr Taylor confirmed that the Parish Council contract for a determined area to be attended to several times per year.

The Chair suggested that some photos be taken of any issues in this area, and to determine the exact location, so that members can consider what needs to be done.

Cllr Faulkner asked to confirm that the Parish Council had paid this month £180 for the car park to be sprayed.

a) To consider the quotes received for the replacement or repair of the basket swing.

Cllr Bentley queried the range of prices from the different providers and suggested that repairing the existing swing would lead to further repair costs in the future.

Cllr Taylor asked about the children's survey and if a basket swing is required. Cllr Bentley confirmed that from the surveys received it is an item that the children want to have available in the playground.

RESOLVED: To accept the quote from HAGS of £4383.80 (ex VAT) for the replacement of the swing but retaining the existing basket and chains.

**9. Highways/Environmental Health matters**

Cllr Partridge reported that the mirror at Red Barns Junction has moved again.

Cllr Taylor raised the previous resolution for the Parish Council to not be involved in issues at Red Barns Junction.

Cllr Partridge asked why it is not important for the Council to talk about safety issues on the roads. The Chair advised of the previous conversations held on the Red Barns Junction for many years.

Cllr Taylor remarked that the Parish Council brought information to Shropshire Council's attention for 3 years, and promises were made which were then rescinded. This resulted in the Parish Council being criticised for the issues.

A motion was passed previously (Cheswardine PC ordinary meeting 17<sup>th</sup> Jan 2023) for any issues to be directed to the elected representative whose responsibility it is. (Shropshire Council)

It was confirmed that this motion remains the position of the Parish Council.

**10. Clerks Report**

The clerk's report was received by members.

The clerk highlighted the continued lack of correspondence from the playground equipment provider.

Cllr Bentley asked about the possibility of pursuing any losses via the small claims court. Cllr Taylor added that the quote we have received from this provider confirms the loss value.

The Clerk will explore options to be presented at a future meeting.

**11. Podmore Road Signpost**

RESOLVED: To accept the quote from DHF Products Ltd of £110.16 (inc VAT) for a sign directing towards the Shop and Coffee Shop.

**12. Email Provider**

RESOLVED: To accept the quote from Netwise for £240 (ex VAT) to provide email addresses using the Council's domain for members and staff.

Cllr Stanton queried how they would access their Council email and it was confirmed that it can be used on whichever mail client they prefer.

**13. Email Communications Policy**

RESOLVED: To adopt the policy once all members have gone live with their respective council domain email addresses.

**14. CCTV Policy**

DEFERRED: It was agreed to defer the adoption of this policy so that further aspects could be considered regarding the management and responsibility of the Council-owned CCTV system at the Parish Hall and Playing Fields.

**15. CCTV Remote Access**

DEFERRED: It was agreed to defer this item to a future meeting.

***A proposal was made to change the order of business from that detailed on the published agenda.***

***RESOLVED: That agenda item 20 will become item 16 and agenda items 16, 17, 18, and 19 will become items 17, 18, 19, and 20 respectively.***

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

***Cllr Taylor excused himself from the meeting and left the room.***

Reference	23/04641/FUL
Alternative Reference	PP-12495559
Application Validated	Tue 07 Nov 2023
Address	Chipnall House Moss Lane Chipnall Cheswardine Market Drayton Shropshire TF9 2RB
Proposal	Erection of a two-bay oak framed garage and extension of driveway to provide turning area.

RESOLVED: To respond that Cheswardine Parish Council has no comments to make on this application.

***Cllr Taylor entered the room and rejoined the meeting.***

Reference	23/04774/FUL
Alternative Reference	PP-12522912
Application Validated	Mon 13 Nov 2023
Address	Cheswardine Hall Residential Home Chipnall Cheswardine Market Drayton Shropshire
Proposal	Installation of ground mount solar panels

DEFERRED: It was agreed to defer this item to a future meeting so that a site visit could be arranged.

**17. Policy Review**

RESOLVED: To rescind the Planning Enforcement Policy which was adopted by the Council in 2021.

**18. Grant Application**

RESOLVED: To approve the grant application submitted by Cheswardine Primary and Nursery School and award £300 to assist in funding an enrichment activity trip for key stage 2 children to the Harry Potter Warner Bros studio.

**19. Meeting Dates**

RESOLVED: That full council will meet in 2024 on the following dates.  
Tues 16th Jan / Tues 20th Feb / Tues 19th Mar / Tues 16th April / Tues 21st May / Tues 18th June  
Tues 16th July / Tues 17th Sep / Tues 15th Oct / Tues 19th Nov / Tues 10th Dec

**20. Budget 2024-25**

The clerk shared documents with members ahead of the meeting detailing the full-year forecast for 2023-24, the baseline budget for 2024-25 and tax base and precept information.  
The Chair advised members that they will be considering and resolving the 2024-25 budget at the December meeting and to send any proposals for expenditure to the clerk before that meeting.

**21. Pay Scales – Local Government Services Pay Agreement 2023**

RESOLVED: To approve the updated 2023 SCP21 scale for the clerks' salary as paid from November 2023 and agree on the back payment to cover the adjustment of the scale on the 217 hours worked from April to October 2023.  
(As detailed on page 687)

**22. Authorisation of payments**

RESOLVED: The schedule of payments for November 2023 correctly states the invoices presented and that £812.96 is approved to be paid. £695.00 has been paid under 5.5B and £228.83 has been paid under 5.5A (as detailed on page 686)

**23. Items for December Agenda**

- 2024-25 Budget

Meeting concluded at 10:05 pm.

Chairman..... Date.....

# CHESWARDINE PARISH COUNCIL

## Cheswardine Parish Council Schedule of Payments 21st November 2023

	Date of Debit or Cheque Raised	Recipient	Purpose	£	£	Cheque No	Power of expenditure	Scribe
1		N Salop Wheelers	Bus service payment	33.00			LG Rating Act 1997 s26-29	Yes
2		HMRC	Tax & Contributions on Clerks salary - Nov	112.20		Bank Transfer	LGA 1972 S 112	Yes
3		W Salisbury	Clerk Salary - November and adjustment for April to October	590.69	667.76	Bank Transfer	LGA 1972 S 112	Yes
4		W Salisbury	Giff Gaff Phone Monthly Payment	6.00			LGA 1972 S 111	Yes
5		W Salisbury	Mileage (19th Sep 38 miles x 0.45)	17.10			LGA 1972 S 112	Yes
6		W Salisbury	Remembrance Wreath - RBL Poppy Shop	23.98			LGA 1972 S 137	Yes
7		W Salisbury	HP Ink - Printing Subscription	9.99			LGA 1972 S 111	Yes
8		W Salisbury	Middles Marches Trust - Donation for Training for D Faulkner	20.00			LGA 1972 S 111	Yes
			<b>Total</b>	<b>812.96</b>				

Payments made as resolved under the approved payments list 5.5b								
	Date of Debit or Cheque Raised	Recipient	Purpose	£	£	Cheque No / Payment Method	Power of expenditure	Scribe
9	27/10/2023	BT	Broadband	28.74		Bank Transfer	LGA 1972 S 133	Yes
10	03/11/2023	PG SKIPS	Rubbish Removal	28.15		Bank Transfer	Litter Act 1983 ss.5	Yes
11	23/10/2023	Groundforce	Grounds Maintenance - Car Park Spraying	180.00		Bank Transfer	Open Spaces Act 1906 ss9 & 10	Yes
12	20/10/2023	W Salisbury	Clerk Salary - 30.5 Excess Hours Payment	366.51		Bank Transfer	LGA 1972 S 112	Yes
13	20/10/2023	HMRC	Tax & Contributions on Clerks excess payment	91.60		Bank Transfer	LGA 1972 S 112	Yes
			<b>Total</b>	<b>695.00</b>				

Payments made under Financial Regulations 5.5a to avoid late payment								
	Date of Debit or Cheque Raised	Recipient	Purpose	£	£	Cheque No / Payment Method	Power of expenditure	Scribe
14	03/11/2023	Groundforce	Grounds Maintenance - Car Park Spraying	228.83		Bank Transfer	Open Spaces Act 1906 ss9 & 10	Yes
			<b>Total</b>	<b>228.83</b>				

Invoices checked and verified at the meeting held on 21st November 2023

# CHESWARDINE

PARISH COUNCIL

## Item 21 - Clerk Salary Adjustment

	2022	2023		
<b>Hours Worked April to October</b>	<b>SCP21</b>	<b>SCP21</b>	<b>Difference</b>	
217	£15.02	£16.02	£1.00	£217.00
<b>November Hours - at adjusted rate</b>				
30.33		£485.89		
<b>Total November Pay &amp; Back Pay</b>				£702.89

<b>Net Pay</b>	<b>£590.69</b>
<b>Income Tax</b>	<b>£112.20</b>