

Attendance

Chairman: Cllr Thomson

Councillors: Cllr Stallard (departed 7:55), Cllr Bentley (arrived 8:03), Cllr Hislop, Cllr Millard, Cllr Partridge, Cllr Stanton, Cllr Taylor

Clerk: Mr Wayne Salisbury

Other: Cllr Gittins – Shropshire Council

Public: None

Apologies: Cllr Faulkner

**Minutes of the Monthly Meeting of Cheswardine Parish Council held at the
Parish Hall on Tuesday 20th June 2023**

Meeting started at 7:30 pm.

1. Welcome

The chair welcomed all in attendance to the meeting.

2. To receive apologies for absence

Apologies received from Cllr Faulkner.

The chair advised that Cllr Bentley and Cllr Gittins had advised before the meeting that they would be arriving later due to other commitments.

RESOLVED: To change the order of business from that published on the agenda so that items 6, 8 and 9 will now take place after item 23. All item numbers will change respectively. This was to allow Councillors arriving later to the meeting to participate in those particular items.

3. Declarations of Interest

Cllr Stanton declared an interest in item 24 due to their association with North Salop Wheelers who is a payee on the schedule of payments.

4. Minutes of the previous meeting

RESOLVED: that the minutes of the meeting held on 16th May 2023 be approved as a correct record and signed by the Chair.

5. Public Participation.

No public was in attendance at the meeting.

6. Housekeeping – To receive updates on;

a) Allotments
Nothing to update.

b) PC's Facebook page.

Members discussed the Council's use of Facebook and how it could be utilised further. The following points were made by members.

Cllr Taylor stated that the Facebook page was set up as an outward-going channel and that he was concerned about public dialogue outside of meetings. Cllr Taylor stated that the Council needed a policy on how we control and respond to comments. Cllr Taylor stated that he likes the idea of reaching as many people as possible, but we need to be aware of how we react to comments, and do we deal as a councillor or as an individual. Cllr Taylor mentioned that he is worried about individual councillors getting involved in issues. Cllr Partridge stated how social media can be powerful and can bring the community together. Cllr Partridge also mentioned that the ability to share posts can be turned off if needed and that we could allow the Council's Facebook page to reach residents without sharing posts to other pages.

Cllr Stanton advised that the photo of residents waiting for the bus had been posted on Facebook and had

received several positive comments and that sharing of posts can generate further engagement and comments. Cllr Stanton did convey that he was worried that the Council was looking for reasons not to do something.

Cllr Hislop suggested that the Council's Facebook page could state that the Council will respond and not individual members.

Cllr Stallard left the meeting at 7:55 pm.

RESOLVED: The clerk will devise an initial draft of a social media policy which will guide on managing social media posts as well as responding to comments.

c) Defibrillators

The Clerk advised that they had spoken to MedUK today and had been advised that some of the units will require a software update which will involve them being taken away for approximately a week. A loan unit will be in place for the duration that the Council's units are being upgraded.

d) Strategic Objectives Plan

Cllr Partridge updated on the study of solar panels being fitted to the Parish Hall. 2 quotes have been received which were presented to members. Cllr Partridge stated that the roof material could pose an issue due to the nature of the number of panels needed and how they would need to be secured to the roof.

Cllr Bentley joined the meeting at 8:03 pm.

Cllr Stanton asked if the Council could charge for EV charging if this was available in the car park.

Cllr Partridge stated that they have a contact who could advise on funding and grants. Cllr Stanton will pass the quotes and information received to the Parish Hall committee.

e) CCTV

Nothing to update.

f) Street Lighting

The 2 lights which were recently reported as broken have now been fixed. No other new issues have been reported.

g) Policies in development

RESOLVED: The appraisal policy as completed by the personnel committee was presented to members and accepted.

Social Media Policy as stated in item 6b will be devised by the Clerk and a draft will be presented at a future meeting.

7. Election of representatives of the Personnel Committee

RESOLVED: The membership of the Personnel Committee is; Cllr Thomson, Cllr Stallard, Cllr Taylor, Cllr Hislop
It was noted that the committee's terms of reference will need to be amended at the next meeting to reflect the number of members elected to the committee.

8. Shelter Plaque

RESOLVED: To adopt the Shelter Plaque (offered by the Moore family) and mount it in the current shelter.

9. Parish Hall Wi-Fi

Members had been advised that the current broadband provider would be no longer providing service from September 2023 and that the Council would need to migrate to a new provider. Cllr Taylor stated that we need an improvement to the connection in the bar area so that the card readers work effectively.

Cllr Bentley advised that a new access point could be installed in the bar area.

RESOLVED: The Council will migrate to a broadband service provided by BT and the Clerk will start the process with the current and new providers.

10. D-Day Celebrations

Members have received a guidance booklet regarding ways to commemorate D-Day in June 2024.

Cllr Thomson suggested a working group could decide on activities. Cllr Bentley suggested that the key players in the village should work together.

Cllr Hislop stated that they could liaise with different community groups and how they could be involved.

Details on D-Day celebrations and the planning stage could be advertised on the Council website and Facebook page.

11. Annual Community Meeting Feedback

Feedback received at the annual community meeting which took place on 25th April 2023 was reviewed and any relevant updates were shared with members.

Several key points were discussed;

- New picture of the King in the Parish Hall. – waiting for the new picture to be available and for the Parish Hall Committee to pursue.
- Telephone Box Clutter has already been addressed.
- Car Park lump of soil has been addressed.
- Meeting twice a year – the meeting is defined as an annual meeting.
- More information on ‘what’s on’ in the village - Extending interaction with social media
- Wildlife area on the new area of the village green. - Potential future agenda item

12. Playing Field, Playground and Car Park

Cllr Millard asked about the grass-cutting contract, and to check which areas were specified in the contract and how often were they cut. Cllr Taylor advised that they will check the quote and forward the detail.

Cllr Millard also advised that the Council was waiting for the play area inspection report which is taking place this month.

Cllr Millard advised that they had continued discussions with Sovereign Playgrounds regarding the piece of play equipment which needs repair. This being covered by warranty is in question due to the ambiguity of the schedule of checks needing to be completed. It was agreed that the Clerk will continue talks with Sovereign Playgrounds to progress to a suitable conclusion.

Cllr Bentley advised that the adult gym equipment sign has slipped and that he is happy to fix this by replacing the bolts.

Cllr Millard stated that the car park has recently been sprayed.

13. Highways/Environmental Health matters

Cllr Millard asked if we need permission to install the sign for the community shop. Cllr Gittins will check with the highways manager and establish if a technician can visit the site to check if the sign can be mounted on the existing post.

Cllr Partridge confirmed that the road at Little Soudley has now been redressed.

Cllr Bentley noted the potholes on Queens Croft.

14. Correspondence

Correspondence received was noted in the clerk’s report which was shared with members.

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

a) Applications

Reference: 23/01808/FUL (validated: 07/06/2023)

Address: Four Lane End Nurseries, Marsh Lane, Cheswardine, Market Drayton, Shropshire, TF9 2SA

Proposal: Loft Conversion

- It was agreed that no comments would be submitted to the planning authority.

Reference: 23/02176/CPL (validated: 22/05/2023)

Address: Wenlock House Soudley Market Drayton Shropshire TF9 2SB

Proposal: Lawful development Certificate for the proposed erection of detached, hipped roof oak car port canopy, removal of boundary wall and replaced with red robin hedgerow, erection of PVC gable conservatory abutting existing garage, installation of first floor Velux window in room above garage, conversion of existing main roof to form two new ensuite bedrooms and small yoga studio in existing ground floor gable roof

- It was agreed that no comments would be submitted to the planning authority.

b) Decisions

Reference	23/01569/FUL		
Address	Cheswardine Hall Residential Home Chipnall Cheswardine Market Drayton TF9 2RJ		
Proposal	Installation of ground-mounted solar panels		
Decision	Refuse	Decision Issued Date	Mon 12 Jun 2023

16. Risk Assessment

RESOLVED: To approve the Council risk assessment document.

It was noted that the loss of clerk process should be amended to include a secondary authorised user on the bank account.

17. To consider £200 training support payments Ellesmere/Hinstock/Whitchurch/Norton in Hales Parish Councils (Deferred from May 2023 meeting)

The Clerk advised members that the clerk from one of the Councils in question has due to an admin issue with the bank had to reissue cheques for the outstanding £100.

18. To consider a financial contribution to the Market Drayton Messenger magazine

No proposals were made to provide any contribution to the Market Drayton Messenger magazine.

19. To receive and note bank reconciliation and budget review

RESOLVED: The bank reconciliation and budget review had been received and approved.

20. Annual Governance Accountability Return 2022/23

The forms and supporting documents were presented to members.

RESOLVED: To receive and approve section 1 of AGAR form 3.

RESOLVED: To receive and approve section 2 of AGAR form 3.

21. Shropshire Unitary Councillor's report

Cllr Gittins reported that emails had been sent regarding the cost of living update and Shropshire Holiday activities and food programme.

Cllr Gittins also reported that a resident had contacted him with regards to weight restrictions at the bridge near the wharf and that officers felt that extra signage would not be of benefit.

22. Reports from Parish Council Representatives – To receive reports from;

a) Cheswardine School

Cllr Bentley shared a written report with members.

b) Parish Hall report

Cllr Stanton advised that a BOM meeting had taken place. The kitchen refurb is due to start on 10th July and lasts for 2 weeks.

c) Bus service

Cllr Stanton provided the report with members.

23. To receive an update on the Community consultation on the conversion of Cheswardine and Hinstock Primary schools (Goldstone Federation) into academies as part of a Multi Academy Trust.

Cllr Bentley reported on the open letter sent and that there had been some feedback from parents with general concerns.

Cllr Bentley updated members on the following points;

- The Department for Education has chosen Collection Vision Trust.
- That Cheswardine School will not close, and that they are determined to drive enrolment numbers up.
- The school is on track to achieve GOOD at the next Ofsted inspection with a drive towards achieving good or outstanding grades at future inspections. This will make the school a more attractive proposition for families outside of the Cheswardine catchment.
- From September there will be a 9-month transition period to the day of conversion.
- Cheswardine School will retain current governors.
- There will be no change to logos, names and uniforms.
- The schools will be run as they are run now.
- The same headteacher will be across 2 sites.

24. Authorisation of payments

RESOLVED: The schedule of payments for June 2023 correctly states the invoices presented and that £1381.81 is approved to be paid. (as detailed on page 664)

RESOLVED: The amendment to the schedule of payments for May 2023 is correct and the revised payment amount is £3993.70 is approved to be paid. (as detailed on page 664)

25. Items for July Agenda

- D-Day Celebrations
- Social Media policy review

Meeting concluded at 9:30 pm.

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

Signed by the chairman as a true record at the meeting held on 18th July 2023.

CHESWARDINE PARISH COUNCIL

Cheswardine Parish Council Schedule of Payments 20th June 2023

Date of Debit or Cheque Raised	Recipient	Purpose	£	£	Cheque No	Power of expenditure	Scribe
21/06/2023	Plusnet	Broadband	22.80		Direct Debit	LGA 1972 S 111	Yes
20/06/2023	PG Skips	Rubbish Removal	28.15		101462	Litter Act 1983 ss.5	Yes
20/06/2023	Groundforce	Grounds Maintenance	228.83		101463	Open Spaces Act 1906 ss9 & 10	Yes
20/06/2023	Starboard Systems Ltd (Scribe)	Accounting Software Annual Cost	414.72		101464	LGA 1972 S 111	Yes
20/06/2023	EON	Highway Lighting	153.70		101465	Highways Act 1980 s301	Yes
20/06/2023	N Salop Wheelers	Bus service payment	22.50		101466	LG Rating Act 1997 s26-29	Yes
20/06/2023	W Salisbury	Mileage (16th May 62 miles x 0.45)	27.90			LGA 1972 S 111	Yes
20/06/2023	W Salisbury	Stationary / Stamps	21.60	55.50	101467	LGA 1972 S 111	Yes
20/06/2023	W Salisbury	Giff Gaff Phone Monthly Payment	6.00			LGA 1972 S 112	Yes
20/06/2023	W Salisbury	Clerk Salary	449.81		101468	LGA 1972 S 112	Yes
20/06/2023	HMRC	Tax & Contributions on Clerks salary	5.80		101469	LGA 1972 S 112	Yes
Total			1381.81				

Cheswardine Parish Council Schedule of Payments 16th May 2023

Date of Debit or Cheque Raised	Recipient	Purpose	£	£	Cheque No	Power of expenditure	Scribe
31/03/2023	ICO	Annual Fee	35.00			LGA 1972 S 111	Yes
22/05/2023	Plusnet	Broadband	22.80			LGA 1972 S 111	Yes
16/05/2023	PG Skips	Rubbish Removal	28.15		101441	Litter Act 1983 ss.5	Yes
16/05/2023	Groundforce	Grounds Maintenance	174.83		101442	Open Spaces Act 1906 ss9 & 10	Yes
16/05/2023	RDS	Sign for outdoor gym equipment	243.88		101443	Open Spaces Act 1906 ss9 & 10	Yes
16/05/2023	N Salop Wheelers	Bus service payment	18.00		101444	LG Rating Act 1997 s26-29	Yes
16/05/2023	N Salop Wheelers	Grant Application.	300		101445	LG Rating Act 1997 s26-29	Yes
16/05/2023	BHIB	Annual Insurance	585		101547	LGA 1972 S 112-119	Yes
16/05/2023	Cllr Faulkner	Expenses - Key Cutting	13.99		101447	LGA 1972 S 111	Yes
16/05/2023	Cllr Hislop	Expenses - Refreshments for community	218.81		101458	LGA 1972 S 111	Yes
16/05/2023	Community Shop	Refreshments for community meeting	109.59		101449	LGA 1972 S 111	Yes
16/05/2023	Parish Hall	Coronation Event badges	148.50		101450	LGA 1972 S137	Yes
16/05/2023	SALC	Council Membership	503.79		101451	LGA 1972 S 143	Yes
16/05/2023	Shropshire	Joint Energy Costs	243.82		101452	Highways Act 1980 s301	Yes
16/05/2023	HMRC	Tax & Contributions on Clerks salary	112.00		101453	LGA 1972 S 112	Yes
16/05/2023	W Salisbury	Clerk Salary	448.75		101461	LGA 1972 S 112	Yes
16/05/2023	W Salisbury	Clerks Laptop purchase	598.80		101460	LGA 1972 S 111	Yes
	W Salisbury	Clerks Phone purchase	122.00	#####		LGA 1972 S 111	Yes
	W Salisbury	Clerks Phone monthly Charge	6.00			LGA 1972 S 111	Yes
	W Salisbury	Microsoft 365 Yearly charge	59.99			LGA 1972 S 111	Yes
Total			3993.70				

Cheques returned unpaid due to HSBC issues							
101448	Cllr Jill Hislop		£218.81		Reissue	101458	PAID
101454	CW Salisbury		£448.75		Reissue	101459	
101455	CW Salisbury		£786.79		Reissue	101460	PAID
101459	CW Salisbury		£448.75		Reissue	101461	PAID

Cheque 101446 & 101456 voided due to an incorrect amounts written on. £528.89 & £553.89 for BHIB LTD whereas the correct figure was £585 as above.