

Attendance

Chairman:	Cllr Thomson	
Councillors:	Cllr Stallard, Cllr Faulkner, Cllr Hislop, Cllr Millard, Cllr Partridge, Cllr Stanton	
Clerk:	Mr Wayne Salisbury	
Other:	Cllr Rob Gittins – Shropshire Council	Public: None
Apologies:	Cllr Bentley, Cllr Taylor	

**Minutes of the Monthly Meeting of Cheswardine Parish Council held at the
Parish Hall on Tuesday 20th February 2024**

Meeting started at 7:30 p.m.

1. Welcome

The chair welcomed everyone to the meeting. The chair informed members that they had submitted a nomination (open to Parish Council chairs) to SALC to attend the Buckingham Palace Garden Party in May.

2. To receive apologies for absence

Apologies were received from Cllr Bentley and Cllr Taylor.

3. Declarations of Interest

Cllr Stanton declared an interest in item 13, authorisation of payments.

4. Minutes of the previous meeting

RESOLVED: that the minutes of the meeting held on 16th January 2024 be approved as a correct record and signed by the Chair.

The Chair raised that the minutes of the January meeting show a statement in item 8 that a resolution on odd job work was resolved in April 2023, however, there is no record of this happening within that meeting and it was corrected that the resolution was made at the meeting held in July 2021.

5. Public Participation.

No members of the public were in attendance.

6. Shropshire Unitary Councillor's report

Cllr Gittins shared with members information on the Shropshire Council 2024-25 budget. He noted that all Councils were under financial pressure and that there are some unique issues in Shropshire due to a higher ageing population and increased number of children in care. Cllr Gittins added that £41.3M had been saved and that they had confidence in the required gap being closed so that a legally balanced budget was in place. It was added that some potential knock-on effects could impact residents with a reduction in services including possible charges for green waste collection.

Cllr Stallard questioned the statement of how having a sustainable budget works with the possible reduction of recycling centres and the charging of green waste collections. Cllr Stallard also queried that they believe children who attend a special education needs school are transported individually in taxis and how that will not be cost-effective.

Cllr Stanton asked if it was just the green waste bin which would be chargeable and not the recycling bin. Cllr Gittins confirmed that it was only the green waste bin which was being considered to be subject to an additional charge.

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

a) Cheswardine School

Cllr Bentley shared a report with members ahead of the meeting which stated;

- “The academy conversion date of Cheswardine and Hinstock has been pushed back until 1st March (at the earliest). The schools will remain under local authority control until the conversion is completed and therefore I will continue my duties as Local Authority Governor and produce reports for the Parish Council.
- The delay has been caused by some legal issues in relation to the land ownership at Hinstock. The legal representatives for Collective Vision Trust and the Diocese of Lichfield are working as fast as possible to resolve these issues.
- Every other aspect of conversion is now completed and the Collective Vision Trust have everything in place to ensure a smooth transition of staff and students into the academy trust. Site Maintenance and ICT teams have been to both schools and are ready to address any issues and invest in the infrastructure of the schools.
- Chair of Governors, Mike Pound held a virtual meeting with Lynn Jackson, CVT CEO earlier this month to outline the role of the governors when the schools finally convert. As agreed earlier in the process, there will be one local governing body representing our schools. The structure of the governing board will be slightly different as there isn't a requirement for certain ratios (parents/teachers/LA etc) and therefore the board will be made up of 'Governors', with a chair and vice-chair.
- I met with the lead teacher for English at Cheswardine last week to discuss the current progress of the students and to set targets moving forward. I will be meeting the English lead at Hinstock after half term.
- The governing board is currently without a clerk but as this post won't be required under the Collective Vision Trust, the decision has been made to self-clerk for the remaining meetings.
- Both schools have had their status as Policing 'Safer Schools' renewed for a further two years having met all the requirements for this West Mercia Police initiative.”

b) Parish Hall

Cllr Stanton reported the parish hall BOM met on 30th January and that year to date (November to January inclusive) the hall has shown a surplus of £40. Last financial year (ended October 2023) the hall lost £4,200. Currently, utilities cost £4,000 pa. with winter months costing around £700 for heat, light and water.

The Trustees have started a working group to handle the arrangements for the D-Day celebrations in the hall, this will involve a free Tea for 150 parishioners and a cash bar.

The Hall & its tenant (the community shop) continue to be at the centre of village activity. A new notice board has been erected on Podmore Road to advise of hall-based activities.

c) Bus service

Cllr Stanton reported that the bus service runs for the 106th time tomorrow with 5 passengers.

3 new regular users have passed the threshold of 4 trips so are now being subscribed to the service which now brings our total subscriptions to 10.

Passenger numbers continue to grow with 106 passengers having been carried since 25th October 2023.

Currently, the average cost of the service (excluding subscriptions) is £6.35 per return service. Holders of bus passes continue to travel at no cost.

8. Playing Field, Playground and Car Park

a) To receive any updates, discuss any matters relating to and make any required decisions.

Members discussed a potential issue relating to the car park surface following weed control being applied. It was noted that no slips have been reported and that no further action is required at this time.

Cllr Millard reported that the shop sign has now been erected and that the hedge between Westfield and Hell Lane has been levelled off.

- b) **To consider issues relating to the track known as Hell Lane and to review the title deed of adjoining land.**
Members reviewed the reply from the Shropshire Council head of rights of way which set out their position regarding this track.
RESOLVED: To continue with maintenance on Hell Lane as per the current schedule.

9. Playground Project

Cllr Faulkner reported that they had shared with members the results of the survey completed with the school children and that they had spoken to the National Lottery community fund who are keen for the Council to apply for funding. It has been confirmed that the Council can apply for funding up to £20K per application and that we can apply up to 3 times per year. It was confirmed that this fund does not require a match from the Council and that the Council has £3K allocated to the purchase of playground equipment in the 2024-25 budget.

It was agreed that the roundabout and see-saw were the items which needed to be replaced and would be detailed in the funding application.

Cllr Millard will seek quotes from Wicksteed and Playdale and the Clerk will seek quotes from other providers.

10. Highways/Environmental Health matters

Cllr Stallard raised issues with verge/hedge cutting and the impact made on the roads due to how it is left by contractors. Cllr Faulkner raised the importance of reporting issues to the relevant land owner.

11. Clerks Report

The clerk's report was received by members which detailed updates on the replacement basket swing, VAT return, The King's portrait and dog waste bins. It was highlighted that correspondence had been received including a report of a faulty street light.

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

- a) Planning applications to be considered at this meeting

Reference	23/04774/FUL
Address	Cheswardine Hall Residential Home, Chipnall, Cheswardine, Market Drayton, Shropshire, TF9 2RJ
Proposal	Installation of ground mount solar panels
Deadline for Comments	24 th Feb 2024
https://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S3IFIKTDL7300	

RESOLVED: To submit a representation to the planning authority stating that 'Cheswardine Parish Council is pleased to see that our previously raised concern regarding access has been addressed. The Council requests that the proposed hedging which will provide shielding for the solar panels be planted beforehand and that the scheme and timing of this are conditioned accordingly'.

- b) To consider any planning applications which have been received since the publication of this agenda.

Reference	24/00174/FUL
Address	Haywood Farm, Haywood Lane, Cheswardine, Market Drayton, Shropshire TF9 2LW
Proposal	Conversion of traditional barn to office space
Deadline for Comments	Not available
https://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S7DBLBTDMR500	

RESOLVED: To submit a representation to the planning authority stating that 'Cheswardine Parish Council has no comments to make on this application'.

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c) To ratify any comments submitted of applications received since the last meeting

Reference	24/00247/HHE
Address	1 Windsmoor Haywood Lane Cheswardine Market Drayton Shropshire TF9 2RR
Proposal	Erection of a single storey rear extension to a terraced dwelling, dimensions 3.220 metres beyond the rear, 3.170 metres maximum height and 3.174 metres high to eaves
Deadline for Comments	Not available
https://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S7O40STD01M00	

- Comment submitted on 1st February 2024 - Cheswardine Parish Council has no objections to this application. RESOLVED: That the submitted comment is ratified as the position of the Council.

13. Authorisation of payments

RESOLVED: The schedule of payments for February 2024 correctly states the invoices presented and that £6044.60 is approved to be paid. £231.72 has been paid under 5.5B and £119.16 has been paid under 5.5A (as detailed on page 705)

14. Annual Parish Meeting

Cllr Hislop confirmed that the meeting will take place on 30th April. It was raised that the meeting will continue this year but without any added formality. Cllr Hislop will work on the agenda further. It was agreed to provide cheese and wine for attendees.

The chair raised that the meeting needs to be sufficiently publicised and Cllr Partridge agreed to produce the poster.

15. Odd Jobs Maintenance

DEFERRED: It was agreed to defer this item to the March meeting.

16. CCTV

DEFERRED: It was agreed to defer this item to the March meeting.

Motion without notice

RESOLVED: To suspend standing order 3X so that the meeting can continue beyond 2 hours.

17. Policy Review - Grants

RESOLVED: To adopt the presented grant policy and associated application and acceptance forms.

18. Accounting Audit

RESOLVED: To accept the presented accounting audit report as completed by Cllr Thomson. (as detailed on page 706)

Meeting concluded at 9:31 pm.

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

Cheswardine Parish Council Schedule of Payments

20th February 2024

Date of Debit or Cheque Raised	Recipient	Purpose	£	£	Cheque No	Power of expenditure	Scribe
21/02/2024	HMRC	Tax & Contributions on Clerks salary - January	68.80		Bank Transfer	LGA 1972 S 112	Yes
21/02/2024	W Salisbury	Clerk Salary - January	417.14			LGA 1972 S 112	Yes
21/02/2024	W Salisbury	Giff Gaff - Phone Monthly Payment - December	6.00	440.24	Bank Transfer	LGA 1972 S 111	Yes
21/02/2024	W Salisbury	Mileage (16th Jan 38 miles x 0.45)	17.10			LGA 1972 S 112	Yes
20/02/2024	B Glover	Odd Jobs Maintence (Hedge/Trees) 10 hours	120.00		101483	Open Spaces Act 1906 ss9 & 10	Yes
21/02/2024	N Salop Wheelers	Bus Service Payment - Regular passenger subscription x 3	90.00	155.00	Bank Transfer	LG Rating Act 1997 s26-29	Yes
21/02/2024	N Salop Wheelers	Bus Service Payment (up to 14/02/24)	65.00		Bank Transfer	LG Rating Act 1997 s26-29	Yes
20/02/2024	HAGS	Replacement Basket Swing (resolved at Nov 2023 meeting)	5260.56		101484	Open Spaces Act 1906 ss9 & 10	Yes
Total			6044.60				

Payments made as resolved under the approved payments list 5.5b							Scribe
26/01/2024	BT	Parish Hall Broadband - January 2024	28.74		Bank Transfer	LGA 1972 S 133	Yes
07/02/2024	PG SKIPS	Rubbish Removal - Skip Emptied 5/1/24	28.15		Bank Transfer	Litter Act 1983 ss.5	Yes
30/01/2024	Groundforce	Grounds Maintenance Playing Field - January	174.83		Bank Transfer	Open Spaces Act 1906 ss9 & 10	Yes
Total			231.72				

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
18/01/2024	DHF Products	Shop/Coffee Shop Road Sign (as resolved November 2023)	110.16		Bank Transfer	Highways Act 1980 S130	Yes
22/01/2024	HSBC	Bank Charges - To 30/11/23	9.00		Bank Charge	LGA 1972 S 111	
Total			119.16				

Invoices checked and verified at the meeting held on 20 February 2024

Cllr - Proposer - Sign & Date

Cllr - Seconder - Sign & Date

DEPOSITS RECEIVED		
Date	Total	From
Janaury 2024		
01.01.2024	£59.16	HSBC

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Accounting audit as stated in item 18.

VOUCHER / PAYMENT NO	DATE OF ENTRY	SUPPLIER / RECIPIENT	£ AMOUNT	DATE CASHED / PAID	INVOICE UPLOADED AND CORRECT	ENTRY APPEARS ON THE SCHEDULE OF PAYMENTS
17	16/05/2023	SALC	503.79	17/05/2023	yes	yes
31	15/06/2023	Eon	153.70	22/06/2023	yes	yes
37	10/07/2023	Groundforce Landscape Ltd	174.83	22/07/2023	yes	yes
66	21/09/2023	HMRC	62.60	21/09/2023	yes	yes
72	25/09/2023	Hugo Fox (website)	122.28	25/09/2023	yes	yes
83	17/10/2023	St Swithun's PCC	400.00	19/10/2023	yes	yes
90	03/11/2023	PG Skips Ltd	28.15	03/11/2023	yes	yes
96	21/11/2023	HP Instant Ink	9.99	22/11/2023	yes	yes
100	23/11/2023	Netwise Training Ltd	288.00	23/11/2023	yes	yes
107	12/12/2023	Clerk (expenses)	17.10	13/12/2023	yes	yes
113	18/01/2024	N Salop Wheelers	180.00	18/01/2024	yes	yes
125	18/01/2024	DHF Products (sign	110.16	18/01/2024	yes	yes