

CHESWARDINE

PARISH COUNCIL

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Telephone: [07395 316107](tel:07395316107)

9th September 2025

To: **Members of Cheswardine Parish Council**

Dear Councillor

You are summoned to attend the **Monthly Meeting** of **Cheswardine Parish Council** which will be held on **Tuesday 16th September 2025 at 7:00pm at the Parish Hall, Podmore Road, Cheswardine, TF9 2FA.**

Yours sincerely



Wayne Salisbury - Clerk and Responsible Financial Officer

Agenda

1. Welcome

2. To receive apologies for absence

To receive any apologies for absence. Apologies for absence should be notified to the Clerk as soon as possible prior to the meeting.

3. Declarations of Interest and Dispensation Considerations

- a) To receive declarations of any Disclosable Pecuniary Interests relating to items on the agenda and their nature.
- b) To receive declarations of any Other Interests relating to items on the agenda, and their nature.
- c) To note any dispensations granted prior to the meeting.

4. Minutes of the previous meeting

To approve as a correct record the minutes of the meeting of the Council held on Tuesday 15th July 2025 and discuss any matters arising which are not specific items on this agenda.

5. Policing Matters

To receive a report from the local PCSO and neighbourhood policing team.

6. Public Participation.

- A period not exceeding 15 minutes for members of the public to ask questions and submit comments.
- Please submit your questions or comments to the Clerk by emailing the address above before 9 am on the day of the meeting to ensure inclusion.

7. Shropshire Unitary Councillor's report

To receive a report on any matters of interest relating to the parish. Following the report, members will be allowed to direct any questions to the Councillor.

8. Playing Field, Playground and Car Park

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

9. Clerk's Report

To receive a report from the Clerk.

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

a) To consider the following planning applications.

Reference	25/03136/FUL
Address	Wenlock House Soudley Market Drayton Shropshire TF9 2SB
Proposal	Retrospective permission for the installation of painted light grey timber weatherboard cladding to exterior of dwelling, garage and carport, with alterations to previously approved carport design
Deadline for Comments	24 th September 2025
25/03136/FUL Retrospective permission for the installation of painted light grey timber weatherboard cladding to exterior of dwelling, garage and carport, with alterations to previously approved carport design 	

b) To ratify any comments submitted to the planning authority since the last meeting.

Reference	25/02066/FUL
Address	Haywood Farm Haywood Lane Cheswardine Shropshire TF9 2LW
Proposal	Installation of one additional biomass boiler and reconfiguration of the layout of three existing biomass boilers
Deadline for Comments	Not Available
25/02066/FUL Haywood Farm Haywood Lane Cheswardine Market Drayton Shropshire TF9 2LW	

- Comment submitted: Cheswardine Parish Council supports this application.

Reference	25/02634/FUL
Address	5 Copelea Cheswardine Market Drayton Shropshire TF9 2RX
Proposal	Erection of side and rear two storey extension
Deadline for Comments	Not Available
25/02634/FUL 5 Copelea Cheswardine Market Drayton Shropshire TF9 2RX	

- Comment submitted: Cheswardine Parish Council supports this application.

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

11. Authorisation of payments

To consider the approval of payments for September 2025 (payment schedule to follow from the Clerk).

12. External Audit

To receive an update on the Council's external audit for 2024-25 and to consider accepting the report and conclusion notice from the external auditor.

13. Noticeboard Purchase

To consider the purchase of a new noticeboard (wall-mounted at the community hub) to be used for the display of statutory Council notices and information.

14. Odd Jobs Contractor

To consider the expressions of interest received from contractors able to provide odd job services.

15. Police & Crime Commissioners Town & Parish Council Survey

To consider a response to the Police & Crime Commissioners' Town & Parish Council survey

16. Exclusion of Press and Public

It is recommended that the Council considers a resolution under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the discussion of the next items (part 2 of the meeting) on the grounds that matters contain sensitive information and by reason of the confidential nature of the business being transacted.

Part 2

17. Pay Scales - Local Government Services Pay Agreement 2025

To note the updated NALC pay scale for the Clerk's employment and to note the back payment of hours worked with the revised pay scale applied. (as per the clerk's contract).

18. Clerks' Appraisal

To receive a report from the personnel committee following the conclusion of the clerk's appraisal.

19. Overtime

To consider the payment of hours worked in excess of contracted hours by the Clerk.

20. Contracted Hours

To consider the increase of contracted hours for the Clerk from 7 hours to 8 hours per week. (as recommended by the Personnel Committee).

21. Homeworking Expenses

To consider the increase of homeworking expenses for the Clerk from £20.00 to £78.00 per quarter. (as recommended by the Personnel Committee).

22. Clerks SLCC Membership

To consider the continued membership of the clerk to the Society of Local Council Clerks.

23. SLCC National Conference

To consider the clerk attending the SLCC National Conference in October 2025 and the payment of associated costs. (as recommended by the Personnel Committee).