

CHESWARDINE

PARISH COUNCIL

Attendance

Chairman: Cllr Thomson

Councillors: Cllr Bentley, Cllr Hislop, Cllr Millard, Cllr Partridge (until item 18), Cllr Pound, Cllr Stanton

Clerk: Mr Wayne Salisbury

Other: Cllr Gittins – Shropshire Council **Public:** None

Apologies: Cllr Stallard

Minutes of the Meeting of Cheswardine Parish Council held at the Parish Hall on Tuesday 15th April 2025

Meeting started at 7:02 p.m.

1. Welcome

The Chair opened the meeting and welcomed all to the April meeting of the Parish Council.

2. To receive apologies for absence

Apologies were received from Cllr Stallard.

3. Declarations of Interest

Cllr Bentley declared an interest in item 13 – Planning.

Cllr Stanton declared an interest in item 14 – Authorisation of Payments

4. Minutes of the previous meeting

RESOLVED: that the minutes of the meeting held on the 18th March 2025 be approved as a correct record and signed by the Chair.

5. Policing Matters

Representatives from the Police were not in attendance.

Cllr Hislop raised the smart water initiative and if it is something which the Parish Council should consider. The Chair commented that it is something which the Police have communicated to the Council many times before.

It was noted that this will be included in a future agenda.

6. Public Participation

No members of the public were in attendance.

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7. Shropshire Unitary Councillor's report

Cllr Gittins was in attendance and advised that there was nothing to report due to the purdah restrictions. Cllr Gittins advised members that he was not standing in the upcoming Shropshire Council elections and took the opportunity to thank residents and the Parish Council for their support over the last 8 years, and that they wish their successor the best of luck.

The Chair raised that he and other members appreciate Cllr Gittins' reports as well as answering challenging questions over the years.

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

a) Parish Hall

Cllr Stanton reported the following.

- A successful cream tea event was held last Sunday.
- The classic car gathering event will take place on the 27th April. It is expected to be well supported with 70 vehicles attending. The weather is hopefully going to be sunny.
- VE Day plans are all set, although some additional help to set up will be needed.
- Full license is now in place for the bar, and Challenge 25 training has recently been completed.
- Upcoming 90th year celebration of the cedar tree in front of the hall.

Cllr Pound asked if the artwork above the parish hall doors will be refreshed. Cllr Stanton responded that there were no plans at the moment with it being completed in 2020, but that it can be raised at the next BOM meeting.

b) Bus service

Cllr Stanton shared that 5 passengers are booked onto this week's service and that the cost to the Council for the service for the last month was £13.50.

9. Playing Field, Playground and Car Park

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

Cllr Millard raised that the grass has had its first cut and that there has been a good reception to the new play equipment.

Cllr Stanton asked about the next grass cut and if it can be before the classic car gathering. The clerk advised that they would request that the grass be cut on the 24th April.

Cllr Bentley raised that the climbing frame would benefit from being power-washed to improve its appearance. The Clerk advised that members are welcome to seek quotes, which could be considered at a future meeting.

The Chair shared with members correspondence that had been received from the Council's grounds maintenance contractor following them being asked for a professional opinion on the car park surface and the viability of it being returned to a grassed surface within the existing 'grasscrete' tiles.

The grounds maintenance contractor has advised the Council that for a neat and tidy solution that weed spraying the car park is the best option.

The Chair raised that it would take a long time to establish grass in the car park as it would need to be completed in sections.

Cllr Bentley asked if the parish hall had received any complaints regarding the car park. Cllr Stanton confirmed that they had not.

The Chair commented that previously the Council has received requests to spray the car park so that weeds are controlled.

RESOLVED: that the Council will continue with the spraying of the car park and will not establish a grassed surface.

10. Playing Field – Wildlife Garden

Cllr Hislop updated members that phase 1 to raise the canopy and phase 2 to install a path have now been completed.

Cllr Hislop shared that volunteers from the youth club will be assisting on Wednesday morning (16th April). Seed has been prepared and is now ready for sowing, further cowslips have been donated, and 6 holly trees have been purchased.

The fence on Westcott Lane needs attention, to which Cllr Pound advised that he could assist.

Cllr Hislop raised that 1 picnic table would be best suited to the space and that bird boxes are being donated by D Nagington.

RESOLVED: to purchase 1 x Glasdon Clifton Picnic table (brown) with ground anchors at a value of £719.49 excluding VAT.

Cllr Hislop added that funding via project gigabyte was not yet open, but that they will monitor as to when applications can be submitted.

The Chair raised that we would have to consider ongoing maintenance for the area and if we will need to engage the grounds maintenance contractor.

11. Highways/Environmental Health matters

Cllr Bentley advised members that they believe the A41 average speed cameras have been approved, but the money has not yet been released.

12. Clerk's Report

The clerk's report was received by members, which detailed updates on actions since the last meeting, work on finalising the end of year as well as preparations for the internal and external audits and the May annual meeting. Correspondence was received regarding the car park surface, which had already been discussed.

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

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

Reference	25/01297/FUL
Address	Dawn View High Street Cheswardine Market Drayton Shropshire TF9 2RS
Proposal	Proposed single storey rear extension and detached car port following demolition of existing garage
Deadline for Comments	2 nd May 2025
25/01297/FUL Proposed single storey rear extension and detached car port following demolition of existing garage Dawn View High Street Cheswardine Market Drayton Shropshire TF9 2RS	

RESOLVED: to submit the following to the planning authority: Cheswardine Parish Council supports this application.

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14. Authorisation of payments

RESOLVED: the schedule of payments for April 2025 correctly states the invoices presented and that **£567.56** is approved to be paid. **£81.87** has been paid under 6.6 and **£23,487.28** has been paid under 6.9 iii. (as detailed on page 793).

15. Bank Reconciliation

RESOLVED: that the bank reconciliation summary is an accurate reflection of payments and receipts against the bank balances as of 31st March 2025. (as detailed on page 794)

16. Budget Review

RESOLVED: that expenditure and income against the budget for the 4th quarter of the Council year is approved. (as detailed on page 795)

17. Accounting Audit

RESOLVED: To approve the presented accounting audit for the 4th quarter of the Council year as completed by Cllr Thomson. (as detailed on page 796)

Cllr Partridge left the meeting at 8:34pm.

18. Asset Register

Members reviewed the current asset register and determined items which should be removed as well as items which should be recorded as inventory only.

RESOLVED: that the asset value agreed for insurance purposes is £86,500.00.

The clerk will share with members an updated asset register, and members are requested to assist with the identification and inspection of Council assets around the Parish.

19. Annual Parish Meeting

The Chair shared that a poster had been drafted by Cllr Bentley which promotes that the Annual Parish Meeting (aka Annual Community Meeting) which will be held on the 29th April at 7pm. The agenda is ready and will be published by the chair.

Cllr Hislop advised that they have a sign in form to collate who attends the meeting and that they believe some aerial photos from the 1940's will be on display. Set up will be from 6pm so that tables and the refreshments can be prepared.

20. VE Day

Cllr Hislop reported that they met with the parish hall committee earlier to discuss the plans for their event on the 8th May, the hall will be decorated with bunting and a bangers and mash supper will be provided. Tickets will be available from the community shop from the 22nd April.

Cllr Stanton added that the doors and bar will be open from 6pm.

RESOLVED: that the charitable collection held at the parish hall event will be in support of 'Help for Heroes.'

Meeting concluded at 8:59pm.

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

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Schedule of Payments - As resolved under Item 14.

Cheswardine Parish Council Schedule of Payments

15th April 2025

	Date of Debit or Cheque Raised	Recipient	Purpose	£	£	Payment Method	Power of expenditure	Scribe
1	16/04/2025	HMRC	Tax & Contributions on Clerks salary - March	104.80		BT - Unity Trust	LGA 1972 S 112	Yes
2	16/04/2025	W Salisbury	Clerk Salary - March	419.66		BT - Unity Trust	LGA 1972 S 112	Yes
3	16/04/2025	W Salisbury	Giff Gaff - Phone Monthly Payment - March	6.00		BT - Unity Trust	LGA 1972 S 111	Yes
4	16/04/2025	W Salisbury	Clerk Homeworking Expenses (01/01/25 to 31/03/25)	20.00	43.10	BT - Unity Trust	LGA 1972 S 111	Yes
5	16/04/2025	W Salisbury	Mileage (18th February - 38 miles x 0.45)	17.10		BT - Unity Trust	LGA 1972 S 111	Yes
			Total	567.56				

Payments made as resolved under the approved payments list 5.5b								Scribe
6	07/04/2025	BT	Parish Hall Broadband - March 2025	32.53		BT - Unity Trust	LGA 1972 S 133	Yes
7	20/03/2025	North Salop Wheelers	Bus Service Payment (up to 12/03/25)	19.50		BT - Unity Trust	LG Rating Act 1997 s26-29	Yes
8	04/04/2025	PG SKIPS	Rubbish Removal - Skip Emptied 28/03/25	29.84		BT - Unity Trust	Litter Act 1983 ss.5	Yes
			Total	81.87				

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
9	02/04/2025	ICO	Data Registration Fee (April 25 to March 26)	47.00		DD - Unity Trust	LGA 1972 S 111	Yes
10	20/03/2025	Kompan	Playground Equipment Installation	22143.60		BT - Unity Trust	Open Spaces Act 1906 ss9 & 10	Yes
11	04/04/2025	Your Green	Wildlife Garden - Seed	79.00		BT - Unity Trust	Open Spaces Act 1906 ss9 & 10	Yes
12	04/04/2025	Cllr Jill Hislop (reimburse)	Wildlife Garden - Holly Plants	39.85		BT - Unity Trust	Open Spaces Act 1906 ss9 & 10	Yes
13	04/04/2025	D Nagington	Wildlife Garden - Construction	900.00		BT - Unity Trust	Open Spaces Act 1906 ss9 & 10	Yes
14	24/03/2025	HFE Signs	Playing Field Dog Control Signage (resolved March 25 meeting)	271.83		BT - Unity Trust	Open Spaces Act 1906 ss9 & 10	Yes
	31/03/2025	Unity Trust Bank	Bank Charges	6.00		Bank Charge	LGA 1972 S 111	Yes
			Total	23487.28				

Invoices checked and verified at the meeting held on 15th April 2025

Cllr Millard 15/04/25

Cllr - Proposer - Sign & Date

Cllr Hislop 15/04/25

Cllr - Seconder - Sign & Date

DEPOSITS RECEIVED		
March	2025	
Date	Total	From
31/03/2025	£346.16	Unity Trust - Interest
	£346.16	

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Bank Reconciliation Quarter 4 - As resolved under Item 15.

8 April 2025 (2024-2025)

Cheswardine Parish Council

Prepared by: W Salisbury - Clerk / RFO
Name and Role (Clerk/RFO etc)

Date: 8th April 2025

Approved by: W Salisbury - Clerk / RFO
Name and Role (RFO/Chair of Finance etc)

Date: 8th April 2025

A	Bank Reconciliation at 31/03/2025		
	Cash in Hand 01/04/2024		31,483.16
	ADD Receipts 01/04/2024 - 31/03/2025		48,087.42
	SUBTRACT Payments 01/04/2024 - 31/03/2025		79,570.58 44,330.60
	Cash in Hand 31/03/2025 (per Cash Book)		35,239.98
B	Cash in hand per Bank Statements		
	Petty Cash 31/03/2025	0.00	
	01 - HSBC Current 31/03/2025	0.00	
	02 - HSBC Reserve 31/03/2025	0.00	
	Unity Trust Instant Access 3687 31/03/2025	33,698.08	
	Unity Trust Current 3674 31/03/2025	1,588.90	
			35,286.98
	Less unrepresented payments		47.00
			35,239.98
	Plus unrepresented receipts		
	Adjusted Bank Balance		35,239.98
	A = B Checks out OK		

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Budget Review Quarter 4 - As resolved under Item 16.

	Budget 2024-25		Actual - Q4 1st January - 31st March 2025	
	Cost Centre	Payments	Receipts	
	Administration Fixed			
150	Audit Fees	£640.00		
160	Affiliation Fees - SALC	£620.00		
170	Insurance (General)	£644.00		
220	Hall Broadband	£400.00	£97.59	
230	ICO GDPR Fee	£40.00	£47.00	
260	Allotment Rent	£400.00		
	Total	£2,744.00	£144.59	
	Administration General			
100	Clerks Expenses	£500.00	£101.19	
110	Other (Non Fields) Labour	£200.00		
120	Room Hire			
130	Training	£500.00		
140	Councillors Expenses	£220.00		
180	Defibrillator Maintenance	£500.00		
190	Website Costs	£400.00		
200	Legal Fees			
210	Crime Prevention Schemes			
240	Planning Fees			
250	Admin Other	£1,100.00	£33.20	
270	Stationery/Advertising		£21.65	
280	IT Services & Equipment	£400.00		
290	Printer		£25.49	
470	Bus Costs	£600.00	£61.50	
471	Waste Bin Top Up Charge	£320.00		
472	CCTV Maintenance	£200.00		
	Total	£4,940.00	£243.03	
	Adminstration - Salary & Overtime			
90	Clerks Salary & Overtime	£7,000.00	£1,573.38	
	Total	£7,000.00	£1,573.38	
	Assets (Fixed Equip)			
370	Fixed Asset Purchase	£3,000.00	£22,143.60	
	Total	£3,000.00	£22,143.60	
	Earmarked Reserves			
420	Fixed Equipment			
430	Neighbourhood Fund			
440	Other			
	Total	£0.00	£0.00	
	Elections			
380	Election Costs	£2,000.00		
	Total	£2,000.00	£0.00	
	Grants			
390	Grants (Other)	£3,302.00		
400	Parish Hall			
	Total	£3,302.00	£0.00	
	Other Contingencies			
450	Various	£1,000.00		
	Total	£1,000.00	£0.00	
	Playing Fields			
320	Contract Labour	£2,600.00	£600.00	
330	Playing Field Expenses (Other)	£1,000.00	£486.12	
340	Playground Inspection (Annual)	£250.00		
350	Equipment Maintenance	£500.00	£204.00	
	Total	£4,350.00	£1,290.12	
	Community			
473	Annual Community Meeting	£200.00		
474	D Day Celebrations	£500.00		
	Total	£700.00	£0.00	
	Street Lights			
300	Street Light Maintenance	£400.00		
310	Energy Supply	£1,240.00	£269.09	
	Total	£1,640.00	£269.09	
	Receipts			
10	Precept		£23,388.00	
20	Bank Interest		£600.00	£346.16
30	Grants			
40	Neighbourhood Fund			
50	Allotment Rent		£400.00	
60	Recreation Field Hire		£150.00	
70	Sundry Income			
80	VAT Reclaim			£272.74
460	Bus fares			
		Payments	Receipts	
		Payments	Receipts	
	GRAND TOTAL	£30,676.00	£24,538.00	£25,663.81
				£618.90

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Accounting Audit Quarter 4 - As resolved under Item 17.

VOUCHER / PAYMENT NO	DATE OF ENTRY	SUPPLIER / RECIPIENT	£ AMOUNT	DATE CASHED / PAID	INVOICE UPLOADED AND CORRECT	ENTRY APPEARS ON THE SCHEDULE OF PAYMENTS <small>(Date shown on the tab of the month it shows on)</small>
121	06-01-2025	BT Business	32.53	06-01-2025	yes	21-01-2025
123	31-12-2025	Unity Trust Bank	6.00	31-12-2024	yes	21-01-2025
127	20-01-2025	Clerk's salary	419.66	24-01-2025	yes	21-01-2025
131	20-01-2025	North Shrops Wheelers	24.00	24-01-2025	yes	21-01-2025
134	18-02-2025	Amazon (stationery)	21.65	19-02-2025	yes	18-02-2025
138	18-02-2025	HMRC (PAYE)	105.00	19-02-2025	yes	18-02-2025
139	18-02-2025	B Glover (BMX track)	204.00	19-02-2025	yes	18-02-2025
141	28-02-2025	Shrops council	269.09	03-03-2023	yes	18-03-2-25
145	28-02-2023	PG skips	29.84	03-03-2025	yes	18-03-2025
146	03-03-2025	D Nagington (tree work)	600.00	03-03-2023	yes	18-03-2025
149	18-03-2025	Royal Mail (postage)	15.20	19-03-2025	yes	18-03-2025
154	18-03-2025	Clerk's expenses	17.10	19-03-2025	yes	18-03-2025