

**Attendance**

**Chairman:** Cllr Thomson  
**Councillors:** Cllr Stallard, Cllr Bentley, Cllr Hislop, Cllr Taylor  
**Clerk:** Mr Wayne Salisbury  
**Other:** None                                    **Public:** None  
**Apologies:** Cllr Millard, Cllr Partridge, Cllr Stanton

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**Minutes of the Monthly Meeting of Cheswardine Parish Council held at the  
Parish Hall on Tuesday 16<sup>th</sup> April 2024**

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Meeting started at 7:30 p.m.

**1. Welcome**

The chair welcomed everyone to the April meeting of Cheswardine Parish Council.

**2. To receive apologies for absence**

Apologies were received from Cllr Millard, Cllr Stanton, and Cllr Partridge.

**3. Declarations of Interest**

No interests were declared.

**4. Minutes of the previous meeting**

RESOLVED: that the minutes of the meeting held on 19<sup>th</sup> March 2024 be approved as a correct record and signed by the Chair.

**5. Public Participation.**

No members of the public were in attendance.

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

Cllr Gittins was not in attendance.

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

a) Cheswardine School

Cllr Bentley updated that the academisation was all on track to go ahead on the 1<sup>st</sup> May 2024. Cllr Bentley advised that they remain as a governor but no longer under the local authority remit so will not have to formally report at Council meetings, although members will be kept up to date on relevant matters.

b) Parish Hall

Cllr Stanton had shared a report with members before the meeting. Cllr Taylor updated that the hall has several revenue streams which are all helping to improve income and that the Parish Hall needs to be approximately £5K up every year to cover maintenance costs.

c) Bus service

Cllr Stanton shared a report with members before the meeting. The chair noted that weekly passengers continue at around 6 people.

The chair updated members that they recently attended the North Salop Wheelers AGM on behalf of Cllr Stanton and found it to be an interesting and professional meeting. They are aiming for charitable status this year and are pursuing Shropshire Council for support in funding transport in rural communities.

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

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

Cllr Bentley updated that he is due to submit the funding application for playground equipment to the National Lottery.

The chair updated that the Clerk had received communication that the grounds maintenance contractor was no longer trading. It was noted that a new tender will need to be prepared for a long-term solution and that in the short term, appropriate contractors will need to be found for ad-hoc work.

The clerk agreed to establish more information regarding the current contractor.

**b) To consider requests for the use of the playing field and to consider any fees.**

The clerk shared with members a request for camping on the playing field in September. Cllr Taylor shared the previous arrangements which had been agreed for playing field use which was always to support the Parish Hall. It was agreed that the clerk would find out more information from the enquirer and that Cllr Taylor will discuss with the Parish Hall committee on if they would take a booking of this nature.

It was confirmed that Hobgoblins are booked in for later this year and rates agreed. Parish Hall rates for future events will be discussed with that group if they wish to book for another event.

Cllr Bentley raised with members a request for the youth club to potentially hold a charity football match on the playing field on 20<sup>th</sup> June. Members were supportive in principle and Cllr Bentley agreed to find out further details.

**9. Dog Waste Bins**

RESOLVED: To accept the quote from the council's odd-jobs contractor to install 2 new dog waste bins in their agreed locations at a cost of up to £50 (2 x hours labour & materials)

**10. Defibrillator Battery Replacement**

Members discussed the requirement to have the batteries replaced and the options of disposable and rechargeable (preferred) batteries. It was agreed that a full inventory of current defibrillators will need to be completed so that proposals on future maintenance can be discussed.

It was noted that 3 council-owned defibrillators are currently being held by MedUK pending a decision on battery replacement. Loan defibrillators are currently in the defibrillator cases.

RESOLVED: That any SP1 defibrillators to have the battery replaced by MedUK at £190 + VAT each. Any SP2 defibrillators to be returned with the current battery for further investigation.

**11. Highways/Environmental Health matters**

The chair raised that a public consultation by Shropshire Council into green waste charges and recycling centres was currently open.

**12. Clerks Report**

The clerk's report was received by members which detailed updates on the member vacancy, waste bins, insurance renewal and the end-of-year process. It was reported that correspondence had been received regarding an issue with the website which has now been rectified.

The clerk also shared with members that work is being completed on the asset register and of the issues due to some assets being grouped into one line and total value. The chair agreed that they would assist to compile a new asset list.

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

a) Planning applications to be considered at this meeting

Reference	24/01135/FUL
Address	Goldstone Hall Farm Goldstone Cheswardine Market Drayton Shropshire TF9 2NA
Proposal	Erection of single (linked to a two storey extension) and a further two storey extension
Deadline for Comments	17 <sup>th</sup> April 2024
<a href="https://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=SANUBJTDGJPO0">https://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=SANUBJTDGJPO0</a>	

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

Reference	24/01394/TCA
Address	Vicarage High Street Cheswardine Market Drayton Shropshire TF9 2RS
Proposal	Reduce back by approx. 3m 2no Goat Willow & prune back to give 0.5m clearance of cable and reduce crown to previous pruning points of 1no Plum within Cheswardine Conservation Area
Deadline for Comments	Not available
<a href="https://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=SBFR8MTD0GI00">https://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=SBFR8MTD0GI00</a>	

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

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

Reference	24/01134/FUL
Address	Goldstone Hall Farm Goldstone Cheswardine Market Drayton Shropshire TF9 2NA
Proposal	Part conversion of an outbuilding to form an annex
Deadline for Comments	15th April 2024
<a href="https://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=dates&amp;keyVal=SANU8GTDGJN00">https://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=dates&amp;keyVal=SANU8GTDGJN00</a>	

Comment submitted to the planning authority. ‘Cheswardine Parish Council has no comment to make on this application.’

RESOLVED: To ratify the comment previously submitted.

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

Reference	24/00857/FUL
Address	1 Windsmoor Haywood Lane Cheswardine Market Drayton Shropshire TF9 2RR
Proposal	Erection of single storey rear extension
Deadline for Comments	Not known
<a href="https://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=S9M7TETD07V00">https://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=S9M7TETD07V00</a>	

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

**14. Authorisation of payments**

RESOLVED: The schedule of payments for April 2024 correctly states the invoices presented and that £570.11 is approved to be paid. £85.04 has been paid under 5.5B and £1029.42 has been paid under 5.5A (as detailed on page 718)

**15. Bank Reconciliation**

RESOLVED: That the bank reconciliation up to 31<sup>st</sup> March 2024 has been checked and verified. (as detailed on page 719)

**16. Budget Review**

RESOLVED: That the expenditure against budget for the 4<sup>th</sup> quarter of the Council year 2023-24 is approved. (as detailed on page 720)

**17. Accounting Audit**

RESOLVED: To accept the presented accounting audit report as completed by Cllr Taylor. (as detailed on page 721)

**18. Annual Governance Accountability Return 2023-2024**

DEFERED: It was agreed to defer to receive AGAR form 3 to a future meeting.

**19. Co-option Policy**

RESOLVED: To adopt the presented new co-option policy.

**20. Banking**

- a) To consider additional members to act as signatories on all Council bank accounts held with HSBC.
  - b) To consider additional members to act as online secondary users on all Council bank accounts held with HSBC.
- DEFERED: It was agreed to defer any changes to banking arrangements to a future meeting.

It was noted that at a future meeting the Council could consider changing to a different bank which would be more suitable for the Council's needs.

**21. CCTV**

The clerk updated members on communication received from the Information Commissioners Office as well as a suggestion on the route forward.

RESOLVED: That a CCTV Policy will be presented for adoption at a future meeting, that the Parish Council will function as data controller and that the councillors who are also members of the Parish Hall board of management will act as liaison.

Members also noted that signage will need to be sourced so that the council is meeting its obligations. Cllr Hislop requested that the upcoming policy needs to state that requests for access should only come from the Police as a result of a crime being committed and reported.

***Motion without notice***

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

**22. Exclusion of Press and Public**

The motion was not moved as no members of the public were in attendance.

**23. To consider the personnel committee's recommendations regarding any personnel matters.**

The chair updated members on the recent meeting with the clerk to conduct an appraisal.

It was stated that the personnel committee have discussed the requirement of potential training for members to ensure that roles and responsibilities are understood.

It was noted that the training budget may need to be reviewed in the future and that the clerk will maintain a log of member training.

Meeting concluded at 9:40 pm.

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

DRAFT

## Cheswardine Parish Council Schedule of Payments

16th April 2024

	Date of Debit or Cheque Raised	Recipient	Purpose	£	£	Cheque No	Power of expenditure	Scribe
1	17/04/2024	HMRC	Tax & Contributions on Clerks salary - April	101.00		Bank Transfer	LGA 1972 S 112	Yes
2	17/04/2024	W Salisbury	Clerk Salary - April	404.66			LGA 1972 S 112	Yes
3	17/04/2024	W Salisbury	Giff Gaff - Phone Monthly Payment - March	6.00	444.86	Bank Transfer	LGA 1972 S 111	Yes
4	17/04/2024	W Salisbury	Mileage (20th Feb 38 miles x 0.45 / 13th Mar 38 miles x 0.45)	34.20			LGA 1972 S 112	Yes
5	17/04/2024	N Salop Wheelers	Bus Service Payment (up to 14/03/24)	24.25		Bank Transfer	LG Rating Act 1997 s26-29	
<b>Total</b>				<b>570.11</b>				

Payments made as resolved under the approved payments list 5.5b								Scribe
6	25/03/2024	BT	Parish Hall Broadband - March 2024	28.74		Bank Transfer	LGA 1972 S 133	Yes
7	15/04/2024	PG SKIPS	Rubbish Removal - Skip Emptied 01/03/24 & 28/03/24	56.30		Bank Transfer	Litter Act 1983 ss.5	Yes
<b>Total</b>				<b>85.04</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
8	21/03/2024	J A Hoole	Playing Field Hedge Cutting - Field Roadsides	120.00		Bank Transfer	Open Spaces Act 1906 ss9 & 10	Yes
9	22/03/2024	Shropshire Council	Joint Energy Costs - Street Lighting - 4th Quarter	243.82		Direct Debit	Highways Act 1980 s301	Yes
10	04/04/2024	Earth Anchors Ltd	Dog Waste Bins x 2 (Resolved December 2023 Meeting)	621.60		Bank Transfer	Litter Act 1983 ss.5	Yes
11	02/04/2024	ICO	Data Registration Fee ( April 24 to March 25)	35.00		Direct Debit	LGA 1972 S 111	Yes
	22/03/2024	HSBC	Bank Charges - To 29/02/24	9.00		Bank Charge	LGA 1972 S 111	Yes
<b>Total</b>				<b>1029.42</b>				

Invoices checked and verified at the meeting held on 16th April 2024

Clr Hislop

\_\_\_\_\_  
Cllr - Proposer - Sign & Date

Clr Taylor

\_\_\_\_\_  
Cllr - Secunder - Sign & Date

DEPOSITS RECEIVED		
March	2024	
Date	Total	From
01.03.2024	£49.86	HSBC - Interest

# CHESWARDINE PARISH COUNCIL

8 April 2024 (2023-2024)

## Cheswardine Parish Council

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

Date: 8th April 2024

Approved by: Wayne Salisbury  
Name and Role (RFO/Chair of Finance etc)

Date: 8th April 2024

	<b>Bank Reconciliation at 31/03/2024</b>			
	Cash in Hand 01/04/2023			29,912.26
	<b>ADD</b>			
	Receipts 01/04/2023 - 31/03/2024			25,656.73
				55,568.99
	<b>SUBTRACT</b>			
	Payments 01/04/2023 - 31/03/2024			24,085.83
<b>A</b>	<b>Cash in Hand 31/03/2024</b> (per Cash Book)			<b>31,483.16</b>
	Cash in hand per Bank Statements			
	Petty Cash	31/03/2024	0.00	
	01 - HSBC Current	31/03/2024	672.95	
	02 - HSBC Reserve	31/03/2024	30,810.21	
				<b>31,483.16</b>
	Less unrepresented payments			
				31,483.16
	Plus unrepresented receipts			
<b>B</b>	<b>Adjusted Bank Balance</b>			<b>31,483.16</b>
	<b>A = B Checks out OK</b>			

Checked and Verified by Cllr Thomson & Cllr Stallard

## Item 16 – Budget Review

Budget 2023-24		Actual - Q1		Actual - Q2		Actual - Q3		Actual - Q4		Total		Variance	
Cost Centre	Payments	Receipts	Payments	Receipts	Payments	Receipts	Payments	Receipts	Payments	Receipts	Payments	Receipts	
<b>Administration Fixed</b>													
150 Audit Fees	£450.00				£582.00						£582.00		-£132.00
160 Affiliation Fees - SALC	£550.00		£503.79								£503.79		£46.21
170 Insurance (General)	£1,129.00		£585.00								£585.00		£544.00
220 Hall Broadband	£360.00		£68.40		£112.25		£57.48		£114.96		£353.09		£6.91
230 ICO GDPR Fee	£40.00										£40.00		£40.00
260 Allotment Rent	£350.00						£400.00				£400.00		-£50.00
<b>Total</b>	<b>£2,879.00</b>		<b>£1,157.19</b>		<b>£694.25</b>		<b>£457.48</b>		<b>£114.96</b>		<b>£2,423.88</b>		<b>£455.12</b>
<b>Administration General</b>													
100 Clerks Expenses	£500.00		£55.50		£52.20		£88.09		£166.70		£362.49		£137.51
110 Other (Non Fields) Labour	£200.00												£200.00
120 Room Hire													
130 Training	£200.00				£70.00	£50.00	£20.00				£90.00	£50.00	£110.00
140 Councillors Expenses	£150.00		£218.81								£218.81		-£68.81
180 Defibrillator Maintenance													
190 Website Costs					£122.28		£288.00				£410.28		-£410.28
200 Legal Fees			£459.00								£459.00		-£459.00
210 Crime Prevention Schemes							£168.00				£168.00		-£168.00
240 Planning Fees													
250 Admin Other	£1,100.00		£194.08		£441.45		£51.98		£33.00		£720.51		£379.49
270 Stationery/Advertising													
280 IT Services & Equipment			£1,195.51								£1,195.51		-£1,195.51
290 Printer									£11.99		£11.99		-£11.99
470 Bus Costs	£500.00		£60.25		£93.00		£274.50		£227.50		£655.25		-£155.25
<b>Total</b>	<b>£2,650.00</b>		<b>£2,183.15</b>		<b>£778.93</b>		<b>£890.57</b>		<b>£439.19</b>		<b>£4,291.84</b>		<b>-£1,641.84</b>
<b>Administration - Salary &amp; Overtime</b>													
90 Clerks Salary & Overtime	£7,000.00		£1,118.16		£1,366.83		£2,102.55		£1,457.62		£6,045.16		£954.84
<b>Total</b>	<b>£7,000.00</b>		<b>£1,118.16</b>		<b>£1,366.83</b>		<b>£2,102.55</b>		<b>£1,457.62</b>		<b>£6,045.16</b>		<b>£954.84</b>
<b>Assets (Fixed Equip)</b>													
370 Fixed Asset Purchase									£5,370.72		£5,370.72		-£5,370.72
<b>Total</b>	<b>£0.00</b>		<b>£0.00</b>		<b>£0.00</b>		<b>£0.00</b>		<b>£5,370.72</b>		<b>£5,370.72</b>		<b>-£5,370.72</b>
<b>Earmarked Reserves</b>													
420 Fixed Equipment	£6,000.00												£6,000.00
430 Neighbourhood Fund													
440 Other													
<b>Total</b>	<b>£6,000.00</b>		<b>£0.00</b>		<b>£0.00</b>		<b>£0.00</b>		<b>£0.00</b>		<b>£0.00</b>		<b>£6,000.00</b>
<b>Elections</b>													
380 Election Costs	£2,000.00												£2,000.00
<b>Total</b>	<b>£2,000.00</b>		<b>£0.00</b>		<b>£0.00</b>		<b>£0.00</b>		<b>£0.00</b>		<b>£0.00</b>		<b>£2,000.00</b>
<b>Grants</b>													
390 Grants (Other)	£3,302.00		£300.00				£300.00				£600.00		£2,702.00
400 Parish Hall			£148.50								£148.50		-£148.50
<b>Total</b>	<b>£3,302.00</b>		<b>£448.50</b>		<b>£0.00</b>		<b>£300.00</b>		<b>£0.00</b>		<b>£748.50</b>		<b>£2,553.50</b>
<b>Other Contingencies</b>													
450 Various	£1,000.00												£1,000.00
<b>Total</b>	<b>£1,000.00</b>		<b>£0.00</b>		<b>£0.00</b>		<b>£0.00</b>		<b>£0.00</b>		<b>£0.00</b>		<b>£1,000.00</b>
<b>Playing Fields</b>													
320 Contract Labour	£2,000.00		£680.08		£662.94		£1,207.94		£848.94		£3,399.90		-£1,399.90
330 Playing Field Expenses (Other)	£1,000.00		£278.32								£278.32		£721.68
340 Playground Inspection (Annual)					£230.40						£230.40		-£230.40
350 Equipment Maintenance							£52.93				£52.93		-£52.93
360 Insurance (Playing Fields)													
<b>Total</b>	<b>£3,000.00</b>		<b>£958.40</b>		<b>£893.34</b>		<b>£1,260.87</b>		<b>£848.94</b>		<b>£3,961.55</b>		<b>-£961.55</b>
<b>S137 Grants</b>													
410 S137 Grants	£500.00										£0.00		£500.00
<b>Total</b>	<b>£500.00</b>		<b>£0.00</b>		<b>£0.00</b>		<b>£0.00</b>		<b>£0.00</b>		<b>£0.00</b>		<b>£500.00</b>
<b>Street Lights</b>													
300 Street Light Maintenance	£250.00		£115.20								£115.20		£134.80
310 Energy Supply	£960.00		£397.52		£243.82		£243.82		£243.82		£1,128.98		-£168.98
<b>Total</b>	<b>£1,210.00</b>		<b>£512.72</b>		<b>£243.82</b>		<b>£243.82</b>		<b>£243.82</b>		<b>£1,244.18</b>		<b>-£34.18</b>
<b>Receipts</b>													
10 Precept		£23,191.00		£23,191.00								£23,191.00	£0.00
20 Bank Interest				£160.21		£174.67		£184.73		£166.05			£685.66
30 Grants													
40 Neighbourhood Fund													
50 Allotment Rent		£350.00						£400.00				£400.00	£50.00
60 Recreation Field Hire					£150.00							£150.00	£150.00
70 Sundry Income				£23.84		£69.86		£93.70				£93.70	£93.70
80 VAT Reclaim						£473.55		£328.62		£284.20		£1,086.37	£1,086.37
400 Bus fares													
<b>Total</b>	<b>£0.00</b>	<b>£23,541.00</b>		<b>£23,525.05</b>		<b>£768.08</b>		<b>£913.35</b>		<b>£450.25</b>		<b>£0.00</b>	<b>£25,656.73</b>
	<b>Payments</b>	<b>Receipts</b>	<b>Payments</b>	<b>Receipts</b>	<b>Payments</b>	<b>Receipts</b>	<b>Payments</b>	<b>Receipts</b>	<b>Payments</b>	<b>Receipts</b>	<b>Payments</b>	<b>Receipts</b>	
<b>GRAND TOTAL</b>	<b>£29,541.00</b>	<b>£23,541.00</b>	<b>£6,378.12</b>	<b>£23,525.05</b>	<b>£3,977.17</b>	<b>£768.08</b>	<b>£5,255.29</b>	<b>£913.35</b>	<b>£8,475.25</b>	<b>£450.25</b>	<b>£24,085.83</b>	<b>£25,656.73</b>	<b>£1,570.90</b>



# CHESWARDINE

PARISH COUNCIL

## Item 17 – Accounting Audit

VOUCHER / PAYMENT NO	DATE OF ENTRY	SUPPLIER / RECIPIENT	£ AMOUNT	DATE CASHED / PAID	INVOICE UPLOADED AND CORRECT	ENTRY APPEARS ON THE SCHEDULE OF PAYMENTS
114	2/1	PG	£28.15	2/1	Y	16/1
116	2/1	Broadband	£28.74	2/1	Y	16/1
118	2/1	Clerk	£6.00	17/1	Y	16/1
120	14/1	N.Salop.Whe	£26.00	17/1	Y	16/1
129	7/2	PG	£28.15	7/2	Y	20/2
131	19/2	HAGS	£5260.56	20/3	Y	20/2
133	19/2	N.Salop. Whe	£65.00	21/2	Y	20/2
135	19/2	Clerk	£17.10	21/2	Y	20/2
143	14/3	N.Salop.Whe	£46.50	20/3	Y	19/3
145	14/3	Clerk	£6.00	20/3	Y	19/3
147	14/3	HP	£11.99	20/3	Y	19/3
150	20/3	J.Hoole	£120.00	21/3	Y	due 16/4/24

Completed by Cllr Taylor

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