

Chairman: Cllr P Taylor
Councillors: Cllr D Faulkner; Cllr T Millard; Cllr N Stallard; Cllr J Hislop
Cllr N Bentley
Clerk: Mrs M Joyce
Unitary Cllr: Cllr R Gittins

Minutes of the Ordinary Meeting of Cheswardine Parish Council held at the Parish Hall on Tuesday 21st February 2023

1 Chairman's welcome, announcements, apologies & public participation 639

The Chairman welcomed everyone to the Meeting, declaring it open at 7:30pm. There were no members of the public present. Cllr R Gittins attended the Meeting. Apologies were received from Cllrs Stanton and Partridge.

2 To receive Declarations of Disclosable Pecuniary (or any other) Interests or Dispensation Requests in accordance with the Code of Conduct

Members are reminded to declare any gifts and/or hospitality. (LGA 1972 s94)

No declarations or requests for dispensations were received.

3 Approval of the Minutes : To approve/sign the Minutes of the Meeting held on 17th January 2023 (Local Government Act 1972, s12 p41(1))

Councillors confirmed that they had received and read the Minutes from the last Meeting. Cllr Faulkner proposed them to be a true and accurate record of the Meeting, seconded by Cllr Hislop, all agreed. Resolved. The Chairman duly signed the Minutes.

4 Matters arising/action taken from the Minutes not otherwise included on the agenda

Cllr Taylor confirmed that he would raise the Red Lion defibrillator, letter to Shropshire Council relating to the Red Barns junction and WARP It registration under relevant sections of the agenda.

5 Unitary Councillor's report

Cllr Gittins reported that Shropshire Council has successfully applied for a grant from central Government for a regeneration scheme for Shrewsbury. Two other applications were unsuccessful. He further reported that over the last 2 years around 50,000 potholes have been repaired. The roads are generally better for this time of year as a result.

6 Housekeeping

a) Allotments – (Small holdings & Allotments Act 1908 ss 23,26,42)

No matters were raised for discussion.

b) Social Media – update from Cllr Taylor re PC's Facebook page;

Social media policy – to discuss format

Cllr Taylor informed the Councillors that the Council needs to determine what should be included in the policy. His view is that it should be used as an output channel to residents with a direct link to the main source of the Council's information, the website. He recommended that the Council maintains its one way communication channel, avoiding online conversations. He concluded that more work should be done to engage with residents. Councillors responded with comments confirming that Facebook was originally used to promote and support the central information hub, the website. The Council needs to get Facebook right before expanding its online presence. It was agreed that a policy is needed to support social media use and to future proof it. It was agreed that the one way communication style is fit for purpose with all correspondence going through the Clerk.



Cllr Taylor proposed that he would write a policy to be presented in March, seconded by Cllr Stallard, all agreed. Resolved.

- c) Defibrillators – to discuss concerns/locations/requirements;
Reminder of training date: 7th March 2023

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Cllr Bentley confirmed arrangements for the next training session to be held at the Parish Hall. Cllr Taylor confirmed that the new defibrillator had been located at the Red Lion to replace the old one which will be used as a spare until it is no longer fit for purpose (stored by Cllr Taylor). Councillors discussed an email received from a resident querying the choice of locations of the defibrillators in the Parish. Councillors agreed that they are sited in the areas of highest footfall. The first point of call in an emergency should be 999. Councillors discussed budget availability for an additional unit in the village, if required. Cllr Taylor confirmed that there is no allocation in next year's budget. The Clerk informed Members that she has submitted a VAT reclaim of £2857.40 which should be received prior to year end. This amount was not included in the budget forecast for 2023-24.

- d) Strategic Objectives Plan – update/review

Cllr Taylor ran through the plan. Cllr Thomson informed the Council that Shropshire Council has received £900,00 from the Zero Emissions Office for the installation of on street charging units. He is waiting to hear if any of this funding will be rolled out to Parishes. Cllr Taylor reminded the Council that it does not have a power of expenditure to sell electricity.

It was reported that the In Bloom group has sourced sufficient funding for the next 2 years. No report was provided regarding the feasibility of solar panels for the Hall.

- e) Defibrillator policy; Co-option Policy; Consent form; Model publication scheme; Planning protocol; Privacy policies; Press Relations; Grievance & disciplinary policy – for review and adoption
The Defibrillator Policy was proposed for adoption by Cllr Bentley, seconded by Cllr Hislop. Cllr Stallard informed the Council that he had made a number of changes to the Co-option policy and Defibrillator policy which he will send to the Clerk to put into place. The Clerk queried why Councillors were being tasked with administrative jobs such as writing policies.

The Consent Policy was proposed by Cllr Taylor, seconded by Cllr Thomson, all agreed.

The Model Publication Scheme was adopted in January.

The Planning Protocol (updated by the Clerk in January) was proposed by Cllr Taylor, seconded by Cllr Thomson, all agreed.

The Privacy policies were proposed by Cllr Taylor, seconded by Cllr Bentley.

Press & Media policy – covered in January.

Governance & Disciplinary policy – proposed by Cllr Taylor, seconded by Cllr Millard, all agreed.

- f) CCTV – to enable Cllrs to raise any matters/concerns

Cllr Faulkner reported that administration issue had been resolved.

- g) Coronation celebrations/Beacon insurance

A quote for insurance for lighting the beacon had been sourced by the Clerk. Cllr Taylor confirmed that the Hall was planning a Ploughmans lunch between 1 and 4pm. The beacon will not be lit.

7 Parish Matters

- a) To acknowledge & receive written reports from Reps to cover:

- i) Cheswardine School: The following report was provided by Cllr Bentley:

1. I have completed a two session "Governors Introduction" training course.

2. The English lead teachers from both Cheswardine and Hinstock have completed a literacy audit/CPD with the English hub at Woodlands School (Telford) and I am meeting both individually wc:27/02/23 to discuss the outcomes of this audit.
3. I will also be conducting a pre-arranged drop-in session at both schools with a focus on literacy during the week commencing 27th Feb.

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3. The next full Governors meeting is scheduled for 16th March so I will have more details to update Councillors following this meeting.

ii) Parish Hall report

The latest report stated:

Barleys continues to operate twice weekly serving coffees, tea and light food for donations only. Kitchen refurbishment is currently being planned in detail and grants to help with the cost have been investigated. Ongoing.

The new bar (a long term project) is built substantially (a donation by Venables Oak) and planning is underway on its future use.

iii) Bus service

An update on the bus service was provided via email by Cllr Stanton:

The Cheswardine Bus Service ran this week with 5 passengers and a guide dog.

We have now run 54 return services to Market Drayton since the 27th October 2021.

The last 35 services (since we negotiated no minimum passengers) have on average cost CPC £5.53 per week.

The current amount owed to NSW is £22.50 (covering 18th January to 15th February, a total of 5 services).

b) Street lighting: (LGA 1957 s3; HA 1980 s301);

One street light previously reported for repair is a Shropshire Council light.

A request for a shield for a heritage style light in Cheswardine has been looked at. Councillors discussed the matter and agreed that a new shield should be arranged. Action: Clerk to liaise with the contractor. An additional issue with a light on Westfields will be reported to Shropshire Council. The light opposite the Church which has been reported as not working properly has been checked and was found to flash intermittently before coming on. It then works properly. No further action required.

i) To enable Cllrs to report any issues - no issues were raised.

ii) Feedback from inspections relating to matters previously reported;

The grit bins have been refilled.

c) Playing fields /Playground – to enable Councillors to discuss concerns/works ongoing:

Cllr Millard presented three quotes from contractors. This matter will be taken forward.

d) Inspections

Cllr Millard is undertaking weekly equipment inspections. Action: Clerk to forward inspection checklist.

e) Additional land registration update from Solicitor

The Clerk reported that the Solicitor has confirmed that the application is still 'pending' with the Land Registry. The Chairman was provided with sight of the Land Registry application for an update showing the registration as pending as of 24/01/23.

f) Grounds maintenance – to report any concerns/issues;

Car park trees – further inspection feedback

No further action was reported as being necessary.

Some black patches are appearing on the body of the field. Cllr Millard to check.

Cllr Taylor to check playing field contractor arrangements in terms of schedules.

8 Highways/Environmental Health matters

a) Highways: to enable Councillors to raise any local concerns/road closures;

To discuss/agree reporting methods

Matters requiring attention should be reported to the Clerk to report or reported directly by Councillors via FixMyStreet and the reference number reported to the Clerk.

b) A41 Safety campaign – update

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Cllr Gittins reported that the outcome of funding for the average speed check cameras is pending.

c) Litter – to enable Cllrs to discuss any concerns/to raise awareness of issues

Cllr Faulkner submitted a request for litter picking equipment. The Clerk recommended approaching Shropshire Council in the first instance as they can provide equipment free of charge. Action: Clerk to submit a request. Cllr Taylor suggested some equipment is already held in the village. This could also be used.

9 Correspondence

To confirm receipt of correspondence circulated by email to inc SALC/NALC bulletins
A thank you letter was received and noted from Loggerheads First Responders for the grant given towards their new vehicle which has now been purchased.

Thriving Families Grant: Councillors discussed whether this would be appropriate for the Parish Council to apply for. Action: Clerk to look into.

Clerk to return comments to Shropshire Council's Chief Executive relating to the resolution passed at January's meeting relating to the Red Barns junction.

WARP It – The Clerk confirmed that she has registered on the Council's behalf.

Charity Commission Return – The Clerk confirmed that the Annual Return has been completed.

10 Finance

a) Cash book, bank reconciliation and budget analysis for information

Councillors confirmed that they had received the accounting reports and copies of statements. Cllr Taylor proposed that the reconciliation be signed off as accurate, seconded by Cllr Bentley all agreed. Resolved.

Cllr Taylor reported that he believes that at year end the Council will be c£7k under budget. The VAT reclaim submitted for the period 01/01/22-31/01/23 for £2857.40 should be added to year end balances to take forward.

b) Invoices/payments for approval to inc those received post agenda publication

Cllr Taylor proposed that all payments be approved, seconded by Cllr Thomson all agreed. Resolved.

c) North Salop Wheelers – Presentation of breakdown of monies due

Councillors approved a payment of £22.50 (in line with the report/spreadsheet provided by Cllr Stanton).

d) Playground equipment quote for consideration

Cllr Millard reported that a faulty item will be repaired under warranty, he is due to meet the contractor to inspect the equipment. Three quotes have been obtained for new equipment. There is £6k in the budget. Councillors agreed that local children should be canvassed for opinion. Cllr Bentley to approach the School.

e) Beacon lighting insurance – quotation

Not required.

f) Parish Council insurance renewal (due 1st June 2023) – to consider quotes (if available)

The Clerk reported that as the renewal date is 1st June 2023 it is too early to be able to obtain quotes from some companies. One company has provided a quote of £585.00. To take forward.

g) Request for finance for the reprinting of walking leaflets – to take forward.

h) Laptop purchase – to take forward.

| Date | Recipient | Purpose | Amount | Cheque No. | Power of expenditure |
|----------|------------------|---------------------|---------|------------|--------------------------------|
| 30/01/22 | Employee | Salary | £359.97 | SO | LGA 1972 s112 |
| 05/02/22 | HMRC | PAYE | £101.80 | 101420 | LGA 1972 s112 |
| 14/02/22 | Plusnet | Broadband | £22.80 | dd | LGA 1972 s111 |
| 09/02/23 | MedUK | Defib pads | £101.82 | 101421 | PHA1936 s234 |
| 01/02/23 | Groundforce | Grounds Maintenance | £166.50 | 101422 | PHA 1875 s164; OSA 1906 ss9&10 |
| 31/01/23 | PG Skips | Skip hire/removal | £26.81 | 101423 | Litter Act 1983 s5 |
| 03/02/23 | SALC | Training | £30.00 | 101424 | LGA 1972 s111 |
| 21/02/22 | N Salop Wheelers | Bus service | £22.50 | 101425 | Transport Act 1985 106A) |
| 17/02/23 | Employee | Expenses | £140.35 | 101426 | LGA 1972 s111 |
| 20/01/27 | SLCC | Book %share | £10.46 | 101427 | LGA 1972 s111 |

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

a Applications –

23/00373/PMBPA (validated: 30/01/2023)

Address: Proposed Barn Conversion At Doorway Farm, Soudley, Shropshire

Proposal: Application for prior approval under Part 3, Class Q of the Town &

Country Planning (General Permitted Development) (England) Order 2015 for the conversion of agricultural building to residential

View online at: [http://pa.shropshire.gov.uk/online-](http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RP5RJUTDM0200)

[applications/applicationDetails.do?activeTab=summary&keyVal=RP5RJUTDM0200](http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RP5RJUTDM0200)

No comment.

23/00304/FUL (validated: 09/02/2023)

Address: Westcott Mill , Westcott Lane, Goldstone, Market Drayton, Shropshire, TF9 2ED

Proposal: Siting of six glamping domes for guests with permeable parking/turning area, recycling/waste area, and bicycle storage

View online at: [http://pa.shropshire.gov.uk/online-](http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=ROYCZ9TDLWA00)

[applications/applicationDetails.do?activeTab=summary&keyVal=ROYCZ9TDLWA00](http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=ROYCZ9TDLWA00)

No objections/comment.

Reference: 23/00506/FUL (validated: 07/02/2023)

Address: Proposed Conversion Of Agricultural Building At Shawbroom Farm, Soudley, Shropshire

Proposal: Conversion of agricultural building to home office and gym

View online at: [http://pa.shropshire.gov.uk/online-](http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RPOAD6TDM7P00)

[applications/applicationDetails.do?activeTab=summary&keyVal=RPOAD6TDM7P00](http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RPOAD6TDM7P00)

No objections.

b Decisions

22/05126/REM (validated: 29/11/2022)

Address: Land South West Of Lipleby Farm, Moss Lane, Chipnall, Cheswardine, Shropshire

Proposal: Approval of reserved matters (appearance, layout, scale and landscaping) pursuant of outline application 18/01866/OUT for the erection of agricultural workers dwelling and garage to include means of access

Decision: Grant Permission

12 Items for March's Meeting Agenda (21st March)

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Annual Community Meeting. The date for this Meeting will be 25th April 2023. All village groups will be invited to attend. Cllr Hislop to liaise.

Social Media Policy

Personnel Committee feedback

13 Exclusion of press and public: That in accordance with s1(2) Public Bodies (Admission of Meetings) Act 1960, members of the public and press be excluded from the remainder of the meeting on the grounds that the following items to be considered involves the likely disclosure of sensitive/confidential information

a) To enable Councillors to report/receive any updates in relation to Planning Enforcement matters

b) Staffing matters

There being no further business to consider the Chairman thanked everyone for attending and declared the meeting closed at 8:49pm.



Handwritten signature and date: 21/3/23