

## Attendance

**Chairman:** Cllr Thomson

**Councillors:** Cllr Stallard, Cllr Bentley, Cllr Faulkner, Cllr Hislop, Cllr Millard, Cllr Partridge, Cllr Stanton

**Clerk:** Mr Wayne Salisbury

**Other:** None

**Public:** None

**Apologies:** Cllr Peter Taylor

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## Minutes of the Annual Meeting of Cheswardine Parish Council held at the Parish Hall on Tuesday 16<sup>th</sup> May 2023

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Meeting started at 7:30 pm.

### 1. Election of the Chairperson

RESOLVED: that Cllr Andrew Thomson be appointed as Chair for the ensuing year.

### 2. Election of Vice Chairperson

RESOLVED: that Cllr Nigel Stallard be appointed as Vice Chair for the ensuing year.

### 3. Election of other Officers & Representatives:

#### a) Representative on Local Joint Committee

RESOLVED: Cllr Andrew Thomson to be the Local Joint Committee representative for the ensuing year.

#### b) NSAC/SALC Representative

RESOLVED: Cllr Andrew Thomson to be NSAC/SALC representative for the ensuing year.

#### c) Helicopter Liaison Group

RESOLVED: Cllr Dave Faulkner to be Helicopter Liaison Group representative for the ensuing year.

#### d) Parish Hall BOM

RESOLVED: Cllr Phill Stanton to be Parish Hall BOM representative for the ensuing year.

#### e) Appointments of Data Compliance Officer – Data Controller to the Parish Council

RESOLVED: Clerk Wayne Salisbury to be Data Controller to the Parish Council for the ensuing year.

### 4. Co-option of Councillors – confirm the ability to co-opt for vacant seats

The chair confirmed that there are currently no vacant seats on the Parish Council. If a vacancy arises the Co-option process will be followed as per statutory regulations.

### 5. Delegation of powers to the Clerk

#### a) Confirm Clerk in the position of RFO

#### b) To transfer monies between bank accounts

#### c) To issue dispensations in relation to Disclosable Pecuniary Interests

#### d) To give permission to groups requesting to use the playing fields for organised activities

RESOLVED: Clerk Wayne Salisbury (Christopher Wayne Salisbury) is to have delegated powers as shown in points a) to d) for the ensuing year.

**6. Chairman's welcome, announcements, apologies & public participation**

The chair welcomed all to the meeting. The chair extended a warm welcome to the new clerk. The chair raised a note of thanks to Cllr Peter Taylor for chairing the Parish Council for the last 4 years and for the fine job that he has done. The Chair noted that Cllr Taylor will continue as councillor.

The chair confirmed apologies from Cllr Taylor.

No public was present to contribute to the public participation item.

**7. To receive Declarations of Disclosable Pecuniary (or any other) Interests or Dispensation Requests in accordance with the Code of Conduct (LGA 1972 s94)**

Cllr Faulkner and Cllr Hislop declared an interest in item 15D as they are a payee on the schedule of payments.

**8. Approvals**

**a) Minutes of the Parish Council Meeting held on 18th April 2023**

RESOLVED: that the minutes of the meeting held on 18<sup>th</sup> April 2023 be approved as a correct record and signed by the Chair.

**b) Minutes of the Annual Community Meeting 25th April 2023**

The minutes of the annual community meeting were received and noted. (Approval not required)

**c) Chairmans Annual Review and Volunteer Groups review from the Annual Community Meeting**

The chairman's annual review and volunteer group review was received and noted. (Approval not required)

**9. Matters arising/action taken from the Minutes not otherwise included on the agenda.**

None reported.

**10. Shropshire Unitary Councillor's report – To receive a report on any matters of interest relating to the parish**

No report was received, and no Unitary Councillor was in attendance.

**11. Housekeeping**

**a) Administration/Hand over review following Clerks Appointment**

The clerk reported on the work completed as part of the handover over the past 2 weeks. It was noted that the main priority for the Clerk was the completion of the internal and external audit. The Clerk confirmed that they had sourced a new internal auditor who could provide a realistic time frame for allowing this work to be completed. The Clerk noted that further hours will be required to complete the statutory requirement of the audit.

The Clerk shared a clerk's report which summarised key updates as well as communications shared since the last meeting.

**b) Allotments**

Cllr Bentley raised the issue of an overgrown tree. It was noted that contact details for the Church have been passed to the individual who raised the issue.

**c) PC's Facebook page.**

The Clerk advised that they have been given credentials to log into the Council's Facebook page.

**d) Defibrillators**

**i. Access codes/key locations**

Cllr Bentley requested that ongoing checks are maintained and logged. Access codes will be standardised across all defibrillators.

ii. **“Circuit” standardisation**

Nothing reported.

e) **Strategic Objectives Plan – any updates**

i. **Solar Panels on Hall**

Cllr Partridge reported that 3 companies are coming to complete a quote. It was also reported that KW usage of the hall is high which means that up to 20 panels could potentially be required which would lead to high costs.

f) **CCTV**

Cllr Stanton noted that the CCTV does not appear on the insurance schedule although it is listed on the asset register to a value of £3500. It was noted that the Parish Hall is responsible for the CCTV and that enquiries would be made if they have insured it.

g) **Policies in development**

i. **Social media**

Cllr Partridge raised the possibility of the Council using Instagram as this could be a platform which could engage with more people. It was noted that the Council needs to understand further how the Council’s Facebook page is accessed, and who could access it to allow it to be utilised differently.

RESOLVED: Cllr Partridge will work with the Clerk to form an Instagram account and to link it to the council’s Facebook page so that posts are mirrored on both.

ii. **Defibrillators**

Nothing reported.

iii. **Staff Policy**

It was confirmed that the previous personnel committee will continue to look into this policy.

iv. **Co-option policy**

It was reported that this has been completed and that it will be presented to review and accept at the June meeting.

v. **Playground Inspection Schedule**

Cllr Millard reported that the ROSPA inspection is booked for June. Cllr Millard reported that they will complete a pre-check on 19<sup>th</sup> May.

**12. Parish Matters**

a) **Written Reports from PC representatives**

i. **Cheswardine School**

Cllr Bentley shared a report with members.

ii. **Parish Hall report**

Cllr Stanton shared a report with members. Cllr Stanton raised points on the positive use of the Parish Hall including the recent Coronation lunch.

iii. **Bus service**

Cllr Stanton shared information on bus service use and costs to the Parish Council.

b) **Street lighting**

It was reported that 2 lights are currently not working, these have been reported to Eon. Cllr Faulkner also reported that there was an issue with a light which is owned by Shropshire Council and that this has been raised directly with them.

c) **Playground and other equipment**

i. **Inspections**

Cllr Millard reported that they met with Sovereign Playgrounds on 25<sup>th</sup> April to discuss the issue with the basket swing. The issue was identified, and Cllr Millard is continuing to liaise with the manufacturer on effecting the warranty for this piece of equipment. Cllr Millard also reported that the ROSPA inspection is booked for June and that a report will be produced shortly after for the Council to review.

#### **Playground needs Survey at school**

Cllr Bentley confirmed that they will be attending a school assembly to speak to the children to understand further what they want in the playground.

#### **d) Grounds and car park maintenance**

Cllr Millard confirmed that they have been in contact with Groundforce to arrange ongoing spraying of the car park.

##### **i. Bins on Playing Fields**

Cllr Millard reports that he empties the bins weekly. The need for further dog waste bins was raised. It was reported that the guides had mentioned that the bin near the hut has been found overflowing.

#### **e) High Street phone box as Cheswardine cultural museum space**

RESOLVED: the High Street phone box is donated to Cheswardine Cultural Museum to avoid duplication with information available at the info hub bus shelter.

### **13. Highways/Environmental Health matters**

#### **a) Highways including road closures A53 from Gingerbread Man Roundabout to Betton Road 3rd July 2023 - overnight only - 5th July 2023**

Nothing further was reported.

#### **b) A41 Safety campaign – update**

Nothing further was reported.

### **14. Correspondence To confirm receipt of correspondence circulated by email, and to consider any required responses.**

The clerk confirmed that information on coronation benches was received from a resident and had been shared with members.

The Clerk reported that a resident had contacted the Council regarding signage on the bridge near the Wharf Tavern. It was agreed that the resident will be advised to direct their query to highways.

### **15. Finance**

#### **a) To consider received grant applications DECISION REQUIRED**

##### **i. NS Wheelers £300**

Cllr Faulkner made a point of order that due to Cllr Stanton association with the North Salop Wheelers that they should not be presenting this grant application. It was agreed that Cllr Stanton would not vote on this item.

RESOLVED: that a £300 donation would be made to North Salop Wheelers for general running costs.

##### **ii. 150 Coronation Pin badges – grant to Hall as invoice paid**

RESOLVED: that a £148.50 donation would be made for coronation pin badges as a gift to the community.

#### **b) To consider quotes for Insurance Renewal - (Gallaghers/BHIB review Cllr Stanton) DECISION REQUIRED**

RESOLVED: the insurance quote from BHIB for £553.89 for 1 year would be accepted.

#### **c) To consider the renewal of the council's membership to SALC DECISION REQUIRED**

RESOLVED: that membership of SALC would be renewed for the forthcoming Council year.

#### **d) Cash book, bank reconciliation and budget analysis for information**

The cashbook and bank reconciliation position on 31<sup>st</sup> March was noted by the chairman and copies were signed.

**e) Authorisation of payments – To consider approval of payments (payment schedule to follow from the clerk) DECISION REQUIRED**

RESOLVED: that the schedule of payments as detailed on page 658 be authorised to the value of £3962.59

**f) £200 training support payments Ellesmere/Hinstock/Whitchurch/Norton in Hales PCs**

DEFERRED: this item was deferred to the next meeting.

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

a) Applications Reference: 23/01658/FUL (validated: 17/04/2023) Address: 20 Copelea, Cheswardine, Market Drayton, Shropshire, TF9 2RX Proposal: Proposed conversion of existing single-storey side annexe to additional living space. Applicant: Mr Andrew Cain  
It was agreed that no comments would be submitted to the planning authority.

b) Applications Reference: 23/01569/FUL (validated: 28/04/2023) Address: Cheswardine Hall Residential Home Chipnall Cheswardine Market Drayton Shropshire TF9 2RJ Proposal: Installation of ground-mounted solar panels Applicant: Cheswardine Hall Residential Home  
It was agreed that no comments would be submitted to the planning authority.

c) Decisions Reference: 23/01156/DIS (Validated 17/03/23) Address: The Villas Chipnall Cheswardine Shropshire Proposal: Discharge of Condition 5 (Access drive surfacing) relating to Planning Permission 22/05236/FUL Status: Granted Decision Issued Date: 18/04/23.  
The listed decision was noted.

**17. Items for June's Agenda**

a) D. Day event 6/6/24

The chair noted that an email had been circulated and this will be on the June agenda.

b) Consider feedback from the annual community meeting.

**18. Exclusion of all persons other than Cheswardine Parish Council members and staff 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.**

No public was in attendance, so no resolution was required.

**a) Planning Enforcement matters**

Nothing to report.

**b) Personnel committee matter**

No personnel committee is currently established.

Meeting concluded at 9:26pm.

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

Approved as a true record at the meeting held on 20<sup>th</sup> June 2023.

**Cheswardine Parish Council**  
**Schedule of Payments**  
**16th May 2023**

<b>Date of Debit or Cheque Raised</b>	<b>Recipient</b>	<b>Purpose</b>	<b>£</b>	<b>£</b>	<b>Cheque No</b>	<b>Power of expenditure</b>	<b>Scribe</b>
31/03/2023	ICO	Annual Fee	35.00			LGA 1972 S 111	Yes
22/05/2023	Plusnet	Broadband	22.80			LGA 1972 S 111	Yes
16/05/2023	PG Skips	Rubbish Removal	28.15		101441	Litter Act 1983 ss.5	Yes
16/05/2023	Groundforce	Grounds Maintenance	174.83		101442	Open Spaces Act 1906 ss9 & 10	Yes
16/05/2023	RDS	Sign for outdoor gym equipment	243.88		101443	Open Spaces Act 1906 ss9 & 10	Yes
16/05/2023	N Salop Wheelers	Bus service payment	18.00		101444	LG Rating Act 1997 s26-29	Yes
16/05/2023	N Salop Wheelers	Grant Application.	300		101445	LG Rating Act 1997 s26-29	Yes
16/05/2023	BHIB	Annual Insurance	553.89		101456	LGA 1972 S 112-119	Yes
16/05/2023	CLlr Faulkner	Expenses - Key Cutting	13.99		101447	LGA 1972 S 111	Yes
16/05/2023	CLlr Hislop	Expenses - Refreshments for community meeting	218.81		101448	LGA 1972 S 111	Yes
16/05/2023	Community Shop	Refreshments for community meeting	109.59		101449	LGA 1972 S 111	Yes
16/05/2023	Parish Hall	Coronation Event badges	148.50		101450	LGA 1972 S137	Yes
16/05/2023	SALC	Council Membership	503.79		101451	LGA 1972 S 143	Yes
16/05/2023	Shropshire Council	Joint Energy Costs	243.82		101452	Highways Act 1980 s301	Yes
16/05/2023	HMRC	Tax & Contributions on Clerks salary	112.00		101453	LGA 1972 S 112	Yes
16/05/2023	W Salisbury	Clerk Salary	448.75		101454	LGA 1972 S 112	Yes
16/05/2023	W Salisbury	Clerks Laptop purchase	598.80	786.79	101455	LGA 1972 S 111	Yes
	W Salisbury	Clerks Phone purchase	122.00			LGA 1972 S 111	Yes
	W Salisbury	Clerks Phone monthly Charge	6.00			LGA 1972 S 111	Yes
	W Salisbury	Microsoft 365 Yearly charge	59.99			LGA 1972 S 111	Yes
<b>Total</b>			<b>3962.59</b>				