

CHESWARDINE

PARISH COUNCIL

www.cheswardineparishcouncil.org.uk - clerk@cheswardineparishcouncil.org.uk

Attendance

Chairman:	Cllr J Hislop (from item 2)
Councillors:	Cllr N Stallard, Cllr I Jacobson, Cllr S Lewis, Cllr N Partridge, Cllr M Pound,
Also Present:	Cllr Bentley, attending in his capacity as both a member of the Parish Council and as the Unitary Authority Ward Councillor.
Apologies:	Cllr A Thomson, Cllr B Maskell
Not in attendance:	None
Clerk:	Mr Wayne Salisbury
Other:	None
Public:	None

Minutes of the Annual Meeting of Cheswardine Parish Council held at the Parish Hall on Tuesday 19th May 2026

Meeting started at 7:00 p.m.

Item 1 presided by Cllr Stallard.

1. Election of Chair

RESOLVED: that Cllr J Hislop will serve as Chair of the Parish Council for the ensuing year of 2026-27.

Cllr Hislop signed the declaration of acceptance of office in the presence of the proper officer.

2. Election of Vice-Chair

RESOLVED: that Cllr Stallard will serve as Vice-Chair of the Parish Council for the ensuing year of 2026-27.

Cllr Stallard signed the declaration of acceptance of office in the presence of the proper officer.

3. To receive apologies for absence

Apologies were received from Cllr Maskell and Cllr Thomson.

4. Declarations of Interest and Dispensation Considerations

- Cllr Hislop declared an interest in item 17, authorisation of payments.
- Cllr Bentley declared an interest relating to his role as a Unitary Councillor for Shropshire Council.
- No dispensations were requested or granted.

5. Minutes of the previous meeting

RESOLVED: that the minutes of the meeting held on the 21st April 2026 be approved as a correct record and signed by the Chair.

The Chair thanked councillors who had attended the Annual Community Meeting on the 28th April. Whilst attendance was disappointing, two additional volunteers had come forward, which was considered a positive outcome.

Members discussed the format of the Annual Community Meeting. It was agreed that a review would be helpful in advance of budget setting. The Clerk confirmed that the Annual Parish Meeting is wholly within the Chair's remit and can be discussed informally at any time, but that an agenda item could be brought forward. It was agreed that the matter be placed on the November 2026 agenda so that any budgetary implications can be reflected in the first pass of the budget in December.

6. Policing Matters

Representatives from the Police were not in attendance.

7. Personnel Committee

Members considered the membership of the Personnel Committee (3 seats). Cllr Stallard, Cllr Thomson (via prior indication) and Cllr Hislop confirmed their willingness to continue.

RESOLVED: that membership of the Parish Council Personnel Committee is Cllr Hislop, Cllr Stallard, and Cllr Thomson.

8. Support Services

The Clerk reported that the internal audit was currently in progress with JDH Business Services and recommended their ongoing appointment. JDH have been used by the Council for the past three years with a strong working relationship and a beneficial synergy across the Clerk's other councils.

RESOLVED: that internal audit services from JDH Business Services are approved for ongoing appointment.

9. Appointment of Representatives

To consider the appointment of the following representatives.

a) Local Joint Committee Representative

RESOLVED: that Cllr Hislop is appointed the Local Joint Committee Representative.

b) NSAC / SALC Representative

RESOLVED: that Cllr Hislop is appointed the NSAC / SALC Representative.

c) Parish Hall Board of Management

RESOLVED: that Cllr Pound and Cllr Partridge act as the Parish Council representatives on the Parish Hall board of management.

The resolution provides for Cllr Partridge to take Cllr Hislop's place with immediate effect. The Clerk will liaise with the Parish Hall to confirm whether a new member may formally join the Board ahead of the October AGM, or if Cllr Partridge attends in a representative capacity until that point.

d) Bus Liaison(s)

Cllr Bentley reported that the current arrangement (Cllr Thomson and Cllr Bentley sharing the rota each Tuesday) had on occasion been challenging when both were away. Cllr Bentley added that a 3rd liaison would be beneficial.

RESOLVED: that Cllr Bentley, Cllr Lewis and Cllr Thomson will act as Bus liaisons.

10. Public Participation

One member of the public attended on behalf of the Fox & Hounds Cheswardine Fun Run. They reported that the 2025 event had raised in excess of £3,000, with £1,500 donated to the local children's charity supporting families travelling to Shrewsbury for treatment, and £1,500 to Macmillan.

A pledge has been made to match funds raised. As the Fun Run takes place on the last Sunday in June, the organisers are seeking to release the Council's contribution earlier than usual to take advantage of the matched funding offer.

The requested grant of £240 was explained as covering the cost of trophies and, in particular, a new shield to display the winners' names. The previous trophy had been lost during Covid, and the shield is intended as a permanent replacement on which winners' plaques can be added each year.

The Chair thanked the member of the public for attending and providing the additional information and confirmed that members would consider the grant application later in the meeting.

11. Shropshire Unitary Councillor's report

Cllr Bentley shared a report with members ahead of the meeting, which is included in the appendix to these minutes on pages 933 - 934.

Cllr Bentley shared the following Cheswardine specific updates.

- Tag Lane hedge - pressure continues to be applied to officers to add the un-cut section to the regular maintenance schedule.
- Missing parcel of land behind 9 and 10 Glebe Close - confirmed via Land Registry as Shropshire Council land transferred to Cheswardine School during academisation but omitted from the plans at the time. Responsibility now sits with the school.
- Milestone repainting – discussed with the Clerk in advance of the meeting.
- Dog bins and public bins - ongoing issues with Shropshire Council's contractor are being addressed and normal collections should resume shortly.
- Potholes continuing to be chased.
- A41 speed camera - an officer is providing an update following a meeting with Telford and Wrekin Highways.
- Shropshire Council CEO - Tanya Miles has been formally appointed at full council on Thursday. She intends to visit each ward; Cllr Bentley will arrange a visit to Cheswardine and invite the Chairs of his four parishes to meet her.
- Speed signs - there is no fixed figure for cost as it depends on the funding body (National Highways or the County). Highways will not permit the relocation of existing signs, but ask to be notified of any signs that are missing or obscured by hedges.

Cllr Partridge reported that the slip road near his property has been closed due to potholes, and that one of his horses had sustained a serious injury for which a claim is being submitted.

Cllr Partridge raised the cost of replacing the junction mirror previously funded personally. Cllr Bentley advised the matter should be re-logged on Fix My Street for him to chase.

The Chair thanked Cllr Bentley for the comprehensive report which is prepared each month.

12. Playing Field, Playground and Car Park

No specific updates were brought forward.

Cllr Pound added that they will progress playground grant applications when time allows.

13. Clerk's Report

The Clerk's report was received by members, which detailed updates on actions since the last meeting, including:

- Internal audit - approximately 80% complete; submission anticipated by the end of the week with queries expected the following week. The internal audit report, AGAR Statements 1 and 2, and the Notice of Public Rights will be brought to the June meeting.
- Joint Energy Agreement - the Clerk confirmed under delegated authority that the Council would continue with the Joint Energy Agreement via Shropshire Council. The current rate (under £1,000 per annum) represents a significant saving over alternative UMS suppliers.
- Planning - one planning decision had been received since the previous meeting. Reference 26/00512/FUL (Barn Conversion North Of Westcott Mill, Westcott Lane) for the conversion of a single storey barn to a dwelling was granted on 27th April 2026.
- Resident correspondence regarding an oak tree plaque - the Clerk has been in correspondence with a resident keen to see a commemorative plaque installed. The Clerk to bring background and proposal to the July meeting for members to consider.
- Milestone repainting - a letter received via Cllr Pound was noted. The Clerk will make initial enquiries with the Council's existing odd jobs contractor and, if not suitable, to discuss further with Cllr Bentley.

The Chair shared with members information on Martyn's Law and an upcoming briefing session which was detailed on the SALC information circulated. The Chair noted the relevance to community events and proposed that the matter be drawn to the attention of the Parish Hall Board of Management.

The Clerk reported having attended several sessions on Martyn's Law over the preceding two years, both before and after Royal Assent, and confirmed that the legislation has been four years in the making.

The Clerk explained that the new regulation introduces a set of obligations on those responsible for managing public spaces and events, with particular implications for unsupervised hire arrangements where attendee numbers exceed a defined number.

The Chair added that the SALC session scheduled for 2nd June is an all-day online event at a cost of £75 per delegate.

The Clerk noted that other resources, including slides from previous sessions he had attended, are readily available and that a full day conference attendance was not essential to understanding the requirements.

The Clerk agreed that they will share Martyn's Law information and resources with the Parish Hall Board of Management and with members.

14. 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.

No further applications were received.

15. Insurance

Members reviewed the quote information shared and it was noted that the quote was lower than anticipated.

RESOLVED: to accept the renewal quote from the incumbent provider Gallagher Insurance at a cost of £839.10 for a 1 year term from 1st June 2026.

16. CCTV System Servicing and Maintenance

At the Clerk's request, this item was deferred to the June meeting pending receipt of further information.

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17. Authorisation of payments

RESOLVED: the schedule of payments for May 2026 correctly states the invoices presented and that **£2385.90** is approved to be paid. **£477.94** has been paid under 6.6 and **£7.00** has been paid under 6.9 iii. (as detailed on page 932)

18. Grant Application

Members considered the grant application from the Fox & Hounds Cheswardine Fun Run for £240, covering the cost of trophies and a new shield for the winners.

The Chair raised that they appreciated the applicant coming to the meeting and providing information.

Cllr Bentley added that if the fun run receives this money to fund the trophies it would allow for more funds to be donated to the respective charities.

RESOLVED: that a grant of £240 be awarded to the Fox & Hounds Cheswardine Fun Run.

Members held a wider discussion on the principle of making an ongoing annual contribution or sponsorship arrangement to the Fun Run, given the substantial sums raised for local charities each year.

The Clerk advised that ongoing grant arrangements are possible but would require an amendment to the Council's grants policy and a dedicated budget line.

Members noted the importance of retaining flexibility in the overall grants budget to respond to one-off applications, and agreed that any move to a multi-year commitment should be considered as part of budget planning later in the year.

Meeting concluded at 8:02 p.m.

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

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Schedule of Payments - As resolved under Item 17.

Cheswardine Parish Council Schedule of Payments

19th May 2026

	Date of Debit or Cheque Raised	Recipient	Purpose	£	£	Payment Method	Power of expenditure	Scribe
1	20/05/2026	AJT Carpentry	Odd Jobs - Litter Bins April/May	50.00		BT - Unity Trust	Litter Act 1983 ss.5	Yes
2	20/05/2026	Clear Council	Insurance Renewal 2026-27	839.10		BT - Unity Trust	LGA 1972 S 111	Yes
3	20/05/2026	PG SKIPS	Rubbish Removal - Skip Emptied 24/04/26	36.11		BT - Unity Trust	Litter Act 1983 ss.5	Yes
4	20/05/2026	SALC	County Association Affiliation Fees 26-27	604.06		BT - Unity Trust	LGA 1972 S 111	Yes
5	20/05/2026	Cheswardine Parish Hall	Annual Meeting Refreshments	60.00		BT - Unity Trust	LGA 1972 S 145	Yes
6	20/05/2026	North Salop Wheelers	Journey Subsidies - March	15.00		BT - Unity Trust	LG Rating Act 1997 s26-29	Yes
7	20/05/2026	Cllr Jill Hislop	Annual Meeting Refreshments	14.51		BT - Unity Trust	LGA 1972 S 145	Yes
8	20/05/2026	W Salisbury (Clerk)	Giff Gaff - Phone Monthly Payment - May	6.00		BT - Unity Trust	LGA 1972 S 111	Yes
9	20/05/2026	W Salisbury (Clerk)	Mileage (17th March - 38 miles x 0.45)	17.10		BT - Unity Trust	LGA 1972 S 111	Yes
10	20/05/2026	W Salisbury (Clerk)	Amazon - Stapler	9.96	118.05	BT - Unity Trust	LGA 1972 S 111	Yes
11	20/05/2026	W Salisbury (Clerk)	Microsoft - 365 Subscription 26-27	84.99		BT - Unity Trust	LGA 1972 S 111	Yes
12	20/05/2026	W Salisbury (Clerk)	Clerk Salary - May	495.00		BT - Unity Trust	LGA 1972 S 112	Yes
13	20/05/2026	HMRC	Tax & Contributions on Clerks salary - May	123.80		BT - Unity Trust	LGA 1972 S 112	Yes
14	20/05/2026	HMRC	Employer NIC - Month 2	30.27	154.07	BT - Unity Trust	LGA 1972 S 112	Yes
			Total	2385.90				

Payments made as resolved under the approved payments list 5.5b								Scribe
15	08/05/2026	BT	Parish Hall Broadband - 1st to 30th April	53.94		DD - Unity Trust	LGA 1972 S 133	Yes
16	13/05/2026	Shropshire Grounds Maintenance	Grounds Maintenance Contract - April	424.00		BT - Unity Trust	Open Spaces Act 1906 ss9 & 10	Yes
			Total	477.94				

Payments made under Financial Regulations 5.5a to avoid late payment								Scribe
	Date of							
	30/04/2026	Unity Trust Bank	Bank Charges	7.00		Bank Charge	LGA 1972 S 111	Yes
			Total	7.00				

Invoices checked and verified at the meeting held on 19th May 2026

Cllr N Bentley 19/05/26
Cllr - Proposer - Sign & Date

Cllr N Partridge 19/05/26
Cllr - Seconder - Sign & Date

DEPOSITS RECEIVED		
April	2026	
Date	Total	From
23/04/2026	£25,250.00	Shropshire Council - Precept
30/04/2026	£2,098.08	Shropshire Council - CIL
Total	£27,348.08	

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PARISH COUNCIL

Report from Shropshire Council Unitary Councillor (May)- As received under Item 11.

Cllr Neil Bentley Unitary Councillor Report | Cheswardine Division

May 2026

OVERVIEW

April has been a month of two halves with the first two weeks fairly quiet due to the Easter Break and then the latter half has been very busy. This month I have been dealing with a significant amount of individual casework across the division.

As the new council tax increase of 8.99% came into force along with precept and police & fire increases, it is important to remind residents that Shropshire Council (and the Government) have a Crisis Reliance Fund and cost of living help. I have included key contact information at the end of this report.

As we mark the end of our first year as the council administration, the Liberal Democrat team have been reflecting on the considerable changes we have made at council. We appreciate that not all decisions are visible and that we have had to make some tough choices, however, with support and encouragement from the LGA and the MHCLG, we are pleased that our Improvement Board are implementing the changes required and that we are already seeing the grass routes of those changes. Our focus for 2026/27 will be on stability and improvement and as part of this, the administration have taken advice from our peers and are making the changes to better scrutinise the council. We have conducted a cabinet reshuffle, not only of people but also the portfolio/scrutiny focus and have created a brand new scrutiny board. On a personal level, I am moving from Children and Education and into Vice Chair of People and Place to work alongside some new officers who are joining the council in the next few months.

As I have outlined previously, a large percentage of the EFS money will be used for staffing capacity at the council, not only to recruit officers but also to strengthen the teams in place.

One of my final responsibilities in portfolio is to support our amazing education team during our current SEND Ofsted Thematic Review. The team received 'the call' on Monday 20th which will last for 3 weeks.

As Shropshire Council's political representative at the Rural Services Network, at a meeting this week we were encouraged to hear the RSN is actively lobbying Government about the financial settlement for rural communities. Across the country, rural residents will be receiving 17% less funding than currently with urban residents seeing a 20% increase. This is a gap of 37% in funding. Shropshire Council have been raising this with the MHCLG as part of our EFS discussions and I will continue to support the RSN as part of this lobbying.

Finally I would like to say a massive thank you to all the volunteers across the division who work tirelessly to keep our parishes the wonderful places we love to live in. In April, I once again put on my Hi-Viz jacket at Cheswardine's 2nd Classic Car show. This event raised over £2,000 for the parish hall. Thank you to everybody who attended. I am always happy to support our local events so please do ask!

The latest cabinet meeting was held on the 15th April: <https://shropshire.gov.uk/committee-services/ieListDocuments.aspx?CId=130&MId=5250&Ver=4>

Summary of my meetings during March:

(12/04/26) Lib Dem Internal Meeting

(15/04/26) Joint Portfolio Meeting | Children & Education and Adult & Children Social Care

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Report from Shropshire Council Unitary Councillor (May) - As received under Item 11. (Cont.)

(24/04/26) SEND Portfolio O

(27/04/26) SPARSE Meeting

(29/04/26) Lib Dem | AGM

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CASEWORK

Casework	Issue Raised / Portfolio	Actions
Ollerton Business Park, Childs Ercall	PLANNING: Various planning applications have been passed yet conditions not met (esp highways)	•
Speed Testing / Signage Childs Ercall	PCC John Campion	<ul style="list-style-type: none"> NB to liaise with highways engineer Harry Guest regarding SatNav issue and discuss Newport rd/Eaton rd junction. 28/04/26 CEPC have completed the grant application, NB to forward to the PCC.
23/03138/FUL Mixed 28 Residential Dwellings Childs Ercall	PLANNING: This has gone to 'recommendations/committee'	<ul style="list-style-type: none"> (23/03/26) I have emailed Andrew Huntley (new case officer) to ask for an update - awaiting response.
25/03608/FUL Chicken Egg Production Caynton	PLANNING: This is still at 'recommendations/committee'	<ul style="list-style-type: none"> Meeting with the local action group and residents in early May to discuss strategy for potential committee hearing.
Land Ownership Glebe Close, Cheswardine	Overgrown piece of land between Glebe Close and the School.	<ul style="list-style-type: none"> Met with resident onsite to discuss the concerns. Raised with the Headteacher of the school who confirmed with the deeds that the land doesn't belong to the school. Liaised with land registry who confirmed that the land of part of the school 125yr lease and are investigating why this wasn't transferred as part of the academisation process. NB updated residents and school and will pursue.
26/01212/FUL 25 dwellings Childs Ercall	Proposal of 25 dwellings just off Eaton Road	<ul style="list-style-type: none"> Listened to the views of many residents at the CEPC. NB: written a formal letter of objection to the case officer and completed a 'call-in' form.
Dodecote Drive Childs Ercall	HIGHWAYS: ongoing	<ul style="list-style-type: none"> Highways have instructed a technician to visit the road and to address current potholes.
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PARISH COUNCILLOR QUESTIONS

Here are questions posed by parish councillors across the division and updates/answers at present.

Question	Answer / Outcomes
Grit Bins not filled as requested.	(28/02/26) Still no response received, will escalate.
How much do road signs cost and can a parish move hidden road signs (overgrown hedges etc) to better locations?	(29/04/26) NB to email Harry Guest.

Why was an enforcement restriction put in place in Childs Ercall if the council had no option to enforce?	Internal enquiry started, waiting response.
Is there still an environmental maintenance grant? How much?	Yes - up to £1,000 per parish.
A41 Speed Camera Update	Deputy PCC Tracey Onslow to chase with PCC John Campion.

CRISIS RESILIENCE FUND

For more information please visit the council's cost of living webpages - [Cost of living help | Shropshire Council](#)

For those who are in urgent need of financial support (*whether that be heating oil, other energy costs or wider support*), our existing welfare support routes remain available and open, and can be accessed through the following phone number and email:

- 0345 678 9078 (and select option 2) between the following times:
- 8.45am and 5pm on a Monday, Tuesday, Thursday and Friday
 - Or between 10am and 5pm on a Wednesday, to make an application

or via localsupport@shropshire.gov.uk

Also ask Shropshire Local Teams or visit our Community and Family Hubs. The finance resilience fund for 2026-29 currently stands at £4.4m and is broken distributed across various departments and services.