

CHESWARDINE

PARISH COUNCIL

Attendance

Chairman: Cllr Thomson
Councillors: Cllr Stallard, Cllr Hislop, Cllr Millard, Cllr Partridge, Cllr Pound
Clerk: Mr Wayne Salisbury
Other: Cllr Gittins – Shropshire Council **Public:** None
Apologies: Cllr Bentley, Cllr Stanton

Minutes of the Meeting of Cheswardine Parish Council held at the Parish Hall on Tuesday 18th February 2025

Meeting started at 7:00 p.m.

1. Welcome

The Chair welcomed all to the February meeting of Cheswardine Parish Council.

2. To receive apologies for absence

Apologies were received from Cllr Bentley and Cllr Stanton.

3. Declarations of Interest

No interests were declared by members.

4. Minutes of the previous meeting

RESOLVED: that the minutes of the meeting held on the 21st January 2025 be approved as a correct record and signed by the Chair.

5. Co-Option

This item was not moved as no candidates have yet come forward and expressed an interest in joining the Council.

6. Policing Matters

Representatives from the Police were not in attendance.

The Clerk shared that they have recently sent members the latest Police beat report and the PCC newsletter.

Cllr Pound updated that there has been no reoccurrence of the drug-taking issue as previously reported.

7. Public Participation

No members of the public were in attendance.

8. Shropshire Unitary Councillor's report

Cllr Gittins was in attendance and shared with members that there was not much to update this monthly following the report that they sent last month.

Cllr Gittins shared the following.

- The recycling centre appointment system has now been cancelled, although ID (i.e. proof of residence) will need to be shown when using the facility.
- Meeting with the Police and Crime Commissioner this week, where speeding in Soudley will be raised. Cllr Gittins will provide feedback to the Parish Council following this meeting.
- Pothole season – reports to be made via Fix My Street. Any escalations can be sent directly to Cllr Gittins.

Cllr Pound raised an issue with the recycling centre still needing pick-up trucks to book in to visit and how in a rural area, a pick-up truck is a very standard vehicle to use. It was also raised that these vehicles are limited to a fixed number of visits per year.

Cllr Stallard raised that they pursued required highway repairs which they have reported and found Shropshire Council to be responsive.

Cllr Stallard queried if the cost associated with fly-tipping had been established. Cllr Gittins responded that there have not been any additional costs which they are aware of and that if an increase of fly-tipping is seen within the parish then to report it via Fix My Street.

Cllr Stallard also reported issues of thick mud on roads. Cllr Gittins advised that this is reported via Fix My Street.

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

a) Parish Hall

No report was received, and the Parish Hall representative was not in attendance.

b) Bus service

Cllr Stanton sent a report which updated that 21 passengers have been carried over the last 4 weeks despite the wet weather.

10. Playing Field, Playground and Car Park

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

The Chair raised that the installation of new playground equipment has been delayed due to poor ground conditions.

Cllr Millard raised that a sign has been removed from one of the waste bins which is located on the play area fence. The Chair noted that they have a spare sign which can be attached.

b) To consider the removal of the BMX equipment and the received quote.

The Chair stated that a quote had been received but that the work had already been completed before the Council could consider the work required and the quote which had been received.

Cllr Millard stated that there had been a misunderstanding following the last meeting where he thought that the quote had been accepted and that they would take responsibility for the omission.

The Chair confirmed that the minutes for item 9 in the January meeting state *'The BMX track has recently been inspected, and it is deemed that it should permanently be removed. It was agreed that a quote would be sought for a decision at a future meeting.'*

Motion not moved as work completed and expenditure incurred through ultra vires engagement with the contractor.

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c) To consider any required actions regarding issues with dogs on the playing field.

The Chair stated that this item is on the meeting agenda following correspondence received from a resident regarding issues with dogs running loose on the playing field as well as with dog waste not being taken away by dog owners.

Cllr Pound raised that they understood there was some discrepancy between what had been conveyed to the Council and what had been shared with the administrator of the 'Cheswardine Chat' Facebook page.

The Chair stated that two separate issues need to be considered. Dogs being on leads and dog fouling.

Cllr Pound commented that the majority of dog owners let their dogs off the lead.

Cllr Millard suggested that a larger sign on the access gate from Westfields is needed.

Cllr Pound responded that signs do not make a difference.

Cllr Hislop suggested that a flyer could be produced and delivered throughout the parish.

Cllr Partridge explained how dog owners are protective of their dogs and that they will let their dogs off their leads if they want to.

Cllr Stallard queried what can be done to enforce issues with dogs and if the Police or dog wardens can support.

The Clerk shared with members information on Public Space Protection Orders and how enforcements can be made as part of that, although it generally would be done in response to serious problems with specific dogs.

The Chair raised that our signage stating dogs on leads is for guidance and that there is no signage on the play area to advise that dogs are not permitted in that area.

It was agreed that the Clerk will prepare signage options which will be considered at the March meeting of the Council.

RESOLVED: that posts will be made to the Council website and Facebook page to state a message of 'All dogs on leads in the playing field'

11. Highways/Environmental Health matters

The Chair raised issues relating to road closures.

12. Clerk's Report

The clerk's report was received by members which detailed updates on the VAT reclaim and the playground equipment installation. Correspondence relating to dog issues on the playing field was noted.

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

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

Reference	25/00243/OHL
Address	Wharf Caravan Park Caravan Site Goldstone Cheswardine Shropshire TF9 2LP
Proposal	Installation of a third wire to the existing two wire overhead line network
Deadline for Comments	14 th February 2025
25/00243/OHL Installation of a third wire to the existing two wire overhead line network Wharf Caravan Park Caravan Site Goldstone Cheswardine Shropshire TF9 2LP	

RESOLVED: that the following comment submitted to Shropshire Council Planning is ratified:
'Cheswardine Parish Council has no objections to this application.'

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- b) To consider any planning applications which have been received since the publication of this agenda.
No further applications have been received.

14. Authorisation of payments

RESOLVED: the schedule of payments for February 2025 correctly states the invoices presented and that **£850.89** is approved to be paid. **£32.53** has been paid under 6.6 and **£6.00** has been paid under 6.9 iii. (as detailed on page 780).

It was noted that the payment as shown on the payment schedule, row 8 relates to the work completed under item 10B and is duly approved.

15. Risk Assessment

Members reviewed the risk assessment document which had been prepared. It was noted that edits to remove any erroneous bullet points and that any acronyms used would be defined.

RESOLVED: to approve the Council risk assessment.

16. Accounting Audit

RESOLVED: To approve the presented accounting audit for quarter 3 as completed by Cllr Stallard. (as detailed on page 781)

17. Bank Reconciliation

RESOLVED: that the bank reconciliation summary is an accurate reflection of payments and receipts against the bank balances as of 31st December 2024. (as detailed on page 782)

18. Budget Review

RESOLVED: that expenditure and income against the budget for the 3rd quarter of the Council year is approved. (as detailed on page 783)

19. Charity Commission Annual Returns

The Clerk updated members that the annual return for Playing Field and Recreation Ground charity had been submitted for the years ending March 2023 and March 2024.

The Clerk shared that although this charity has been in existence since 1963 and that the Parish Council is the sole trustee there is no clear understanding of the need of this charity.

It was also noted that there is no definition of how this charity is administered and what decisions should be made by the charity and not the parish council. The clerk will continue to investigate further and will update members when more information is available.

Meeting concluded at 8:29 pm.

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

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Schedule of Payments - As resolved under Item 14.

Cheswardine Parish Council Schedule of Payments

18th February 2025

	Date of Debit or Cheque Raised	Recipient	Purpose	£	£	Payment Method	Power of expenditure	Scribe
1	19/02/2025	PG SKIPS	Rubbish Removal - Skip Emptied 03/01/25 and 31/01/25	59.68		BT - Unity Trust	Litter Act 1983 ss.5	Yes
2	19/02/2025	North Salop Wheelers	Bus Service Payment (up to 12/02/25)	18.00		BT - Unity Trust	LG Rating Act 1997 s26-29	Yes
3	19/02/2025	HMRC	Tax & Contributions on Clerks salary - February	105.00		BT - Unity Trust	LGA 1972 S 112	Yes
4	19/02/2025	W Salisbury	Clerk Salary - February	419.46		BT - Unity Trust	LGA 1972 S 112	Yes
5	19/02/2025	W Salisbury	Giff Gaff - Phone Monthly Payment - Feb	6.00		BT - Unity Trust	LGA 1972 S 111	Yes
6	19/02/2025	W Salisbury	Amazon - Stationery	21.65	44.75	BT - Unity Trust	LGA 1972 S 111	Yes
7	19/02/2025	W Salisbury	Mileage (21st January - 38 miles x 0.45)	17.10		BT - Unity Trust	LGA 1972 S 111	Yes
8	19/02/2025	B Glover	Works on BMX Ramp	204.00		BT - Unity Trust	Open Spaces Act 1906 ss9 & 10	Yes
			Total	850.89				

Payments made as resolved under the approved payments list 5.5b								Scribe
9	07/02/2025	BT	Parish Hall Broadband - January 2025	32.53		BT - Unity Trust	LGA 1972 S 133	Yes
			Total	32.53				

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
	31/01/2025	Unity Trust Bank	Bank Charges	6.00		Bank Charge	LGA 1972 S 111	Yes
			Total	6.00				

Invoices checked and verified at the meeting held on 18th February 2025

Cllr J Hislop 18/02/25

Cllr - Proposer - Sign & Date

Cllr M Pound 18/02/25

Cllr - Seconder - Sign & Date

DEPOSITS RECEIVED		
Jan	2025	
Date	Total	From
31/01/2025	£272.74	HMRC - VAT Reclaim
	£272.74	

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Accounting Audit Quarter 3 - As resolved under Item 15.

Audit completed by Cllr Stallard.

Voucher/Payment No	Date of Entry	Supplier/Recipient	£ Amount	Date Cashed/Paid	Invoice Uploaded & Correct	Entry Appears On The Schedule of Payments
099	22/10/2024	HSBC	£9.00	22/10/2024	Yes	Yes 19 th Nov 2024
088	15/10/2024	Clerk	£17.10	17/10/2024	Yes	Yes 19 th Nov 2024
090	16/10/2024	North Salop Wheelers	£21.00	17/10/2024	Yes	Yes 19 th Nov 2024
097	31/10/2024	Unity Trust Bank	£5.40	31/10/2024	Yes	Yes 19 th Nov 2024
098	04/11/2024	PG Skips Ltd	£29.84	04/11/2024	Yes	Yes 19 th Nov 2024
101	18/11/2024	Clerk	£404.46	21/11/2024	Yes	
104	27/11/2024	GL Jones Playgrounds	£142.06	28/11/2024	Yes	Yes 10 th Dec 2024
107	29/11/2024	Giff Gaff	£6.00	12/12/2024	Yes	Yes 10 th Dec 2024
113	09/12/2024	Clerk	£539.00	19/12/2024	Yes	Yes 10 th Dec 2024
114	09/12/2024	HMRC	£135.00	19/12/2024	Yes	
116	10/12/2024	North Salop Wheelers	£210.00	12/12/2024	Yes	Yes 10 th Dec 2024
117	11/12/2024	J Hoole	£240.00	12/12/2024	Yes	Yes 21 st Jan 2025

Annotations from the Clerk

- Payment 101 appears on the schedule of payments for 19th November 2024
- Payment 114 appears on the schedule of payments for 10th December 2024

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Bank Reconciliation Quarter 3 - As resolved under Item 17.

Cheswardine Parish Council

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

Date: 11th Feb 2025

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

Date: 11th Feb 2025

A	Bank Reconciliation at 31/12/2024		
	Cash in Hand 01/04/2024		31,483.16
	ADD Receipts 01/04/2024 - 31/12/2024		47,468.52
	SUBTRACT Payments 01/04/2024 - 31/12/2024		78,951.68
			18,666.79
	Cash in Hand 31/12/2024 (per Cash Book)		60,284.89
B	Cash in hand per Bank Statements		
	Petty Cash 31/12/2024	0.00	
	01 - HSBC Current 31/12/2024	0.00	
	02 - HSBC Reserve 31/12/2024	0.00	
	Unity Trust Instant Access 3687 31/12/2024	59,579.18	
	Unity Trust Current 3674 31/12/2024	769.85	
			60,349.03
	Less unrepresented payments		64.14
			60,284.89
	Plus unrepresented receipts		
	Adjusted Bank Balance		60,284.89
	A = B Checks out OK		

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Budget Review Quarter 3 - As resolved under Item 18.

Budget 2024-25			Actual - Q1 1st April - 30th June 2024		Actual - Q2 1st July - 30th September 2024		Actual - Q3 1st October - 31st December 2024		Total		Variance	
Cost Centre	Payments	Receipts	Payments	Receipts	Payments	Receipts	Payments	Receipts	Payments	Receipts		
Administration Fixed												
150 Audit Fees	£640.00		£396.00				£252.00		£648.00		£8.00	JDH / F
160 Affiliation Fees - SALC	£620.00		£511.05						£511.05		£108.95	
170 Insurance (General)	£644.00		£645.78						£645.78		£-1.78	10% in
220 Hall Broadband	£400.00		£65.06		£97.59		£97.59		£260.24		£139.76	
230 ICO GDPR Fee	£40.00		£35.00						£35.00		£5.00	
260 Allotment Rent	£400.00						£400.00		£400.00		£0.00	
Total	£2,744.00		£1,652.89		£97.59		£749.59		£2,500.07		£243.93	
Administration General												
100 Clerks Expenses	£500.00		£86.40		£97.69		£141.14		£325.23		£174.77	
110 Other (Non Fields) Labour	£200.00								£0.00		£200.00	
120 Room Hire												
130 Training	£500.00								£0.00		£500.00	
140 Councillors Expenses	£220.00								£0.00		£220.00	
180 Defibrillator Maintenance	£500.00		£684.00				£64.14		£748.14		£-248.14	Replac
190 Website Costs	£400.00						£431.86		£431.86		£-31.86	Hugo f
200 Legal Fees												
210 Crime Prevention Schemes												
240 Planning Fees												
250 Admin Other	£1,100.00		£25.00		£30.94		£66.60		£122.54		£977.46	
270 Stationery/Advertising			£4.75						£4.75		£-4.75	Stator
280 IT Services & Equipment	£400.00		£474.71						£474.71		£-74.71	Micros
290 Printer												
470 Bus Costs	£600.00		£104.75		£48.00		£270.00		£422.75		£177.25	
471 Waste Bin Top Up Charge	£320.00								£0.00		£320.00	Not ye
472 CCTV Maintenance	£200.00								£0.00		£200.00	
Total	£4,940.00		£1,379.61		£176.63		£973.74		£2,529.98		£2,410.02	
Adminstration - Salary & Overtime												
90 Clerks Salary & Overtime	£7,000.00		£1,516.98		£1,516.98		£1,686.22		£4,720.18		£2,279.82	
Total	£7,000.00		£1,516.98		£1,516.98		£1,686.22		£4,720.18		£2,279.82	
Assets (Fixed Equip)												
370 Fixed Asset Purchase	£3,000.00		£621.60		£1,726.77				£2,348.37		£651.63	Dog W
Total	£3,000.00		£621.60		£1,726.77		£0.00		£2,348.37		£651.63	
Earmarked Reserves												
420 Fixed Equipment												
430 Neighbourhood Fund												
440 Other												
Total	£0.00		£0.00		£0.00		£0.00		£0.00		£0.00	
Elections												
380 Election Costs	£2,000.00								£0.00		£2,000.00	
Total	£2,000.00		£0.00		£0.00		£0.00		£0.00		£2,000.00	
Grants												
390 Grants (Other)	£3,302.00								£0.00		£3,302.00	
400 Parish Hall												
Total	£3,302.00		£0.00		£0.00		£0.00		£0.00		£3,302.00	
Other Contingencies												
450 Various	£1,000.00								£0.00		£1,000.00	
Total	£1,000.00		£0.00		£0.00		£0.00		£0.00		£1,000.00	
Playing Fields												
320 Contract Labour	£2,600.00		£768.00		£748.00		£1,143.00		£2,659.00		£-59.00	Moults
330 Playing Field Expenses (Other)	£1,000.00		£186.91		£89.52		£593.52		£869.95		£130.05	PG Ski
340 Playground Inspection (Annual)	£250.00		£240.00						£240.00		£10.00	
350 Equipment Maintenance	£500.00						£142.06		£142.06		£357.94	
Total	£4,350.00		£1,194.91		£837.52		£1,878.58		£3,911.01		£438.99	
Community												
473 Annual Community Meeting	£200.00		£172.25						£172.25		£27.75	
474 D Day Celebrations	£500.00			£551.00	£1,136.56	£194.66			£1,136.56	£745.66	£109.10	£745.66
Total	£700.00		£172.25		£1,136.56		£0.00		£1,308.81		£136.85	
Street Lights												
300 Street Light Maintenance	£400.00		£541.10						£541.10		£-141.10	Repair
310 Energy Supply	£1,240.00		£269.09		£269.09		£269.09		£807.27		£432.73	
Total	£1,640.00		£810.19		£269.09		£269.09		£1,348.37		£291.63	
Receipts												
10 Precept		£23,388.00		£23,388.00						£23,388.00		£0.00
20 Bank Interest		£600.00		£171.37		£244.38		£379.41		£795.16		£195.16
30 Grants								£19,792.00		£19,792.00		
40 Neighbourhood Fund												
50 Allotment Rent		£400.00						£400.00		£400.00		£0.00
60 Recreation Field Hire		£150.00		£175.00						£175.00		£25.00
70 Sundry Income												
80 VAT Reclaim				£1,081.41				£1,091.29		£2,172.70		£2,172.70
460 Bus fares										£0.00		£0.00
	Payments	Receipts	Payments	Receipts	Payments	Receipts	Payments	Receipts	Payments	Receipts		
GRAND TOTAL	£30,676.00	£24,538.00	£7,348.43	£24,815.78	£5,761.14	£439.04	£5,557.22	£21,662.70	£18,666.79	£47,468.52		
£6,138.00												