

Attendance

Chairman: Cllr Thomson

Councillors: Cllr Stallard, Cllr Bentley, Cllr Faulkner, Cllr Hislop, Cllr Millard, Cllr Partridge, Cllr Taylor

Clerk: Mr Wayne Salisbury

Other: None

Public: None

Apologies: Cllr Stanton

**Minutes of the Monthly Meeting of Cheswardine Parish Council held at the
Parish Hall on Tuesday 17th October 2023**

Meeting started at 7:30 p.m.

1. Welcome

The chair welcomed all in attendance to the meeting and apologised for the late running of the September meeting.

2. To receive apologies for absence

Apologies were received from Cllr Stanton.

3. Declarations of Interest

No interests were declared.

4. Minutes of the previous meeting

RESOLVED: that the minutes of the meeting held on 19th September 2023 have the following amendments made.
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Cllr Taylor suggested to Cllr Gittins that he should set up a meeting with residents to discuss the issues and potential resolutions.

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RESOLVED: The Parish Council would support the Parish Hall BOM hosting the evening event with their choice of catering and any excess funds in the allocated D-Day celebrations budget would be donated to the Parish Hall to cover costs with any surplus going to the 4 service charities.

RESOLVED: that the minutes of the meeting held on 19th September 2023 with the aforementioned amendments. 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 sent apologies ahead of the meeting that he could not attend.

Cllr Hislop raised a point of the £2.4M which was available from Shropshire Council for EV charging installation and if this was something which the Parish Council could apply for.

The Clerk will enquire further with Cllr Gittins so that we can understand how the grant works and what the associated rules and regulations are.

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

a) Cheswardine School

Cllr Bentley shared a written report with members. It was also raised that energy efficiency grants are available which the school are looking into.

b) Parish Hall report

Cllr Stanton shared a report with members ahead of the meeting. It was noted that at the Parish Halls annual meeting, Cllr Stanton had been elected chair of the BOM and Cllr Taylor was elected vice chair. Cllr Taylor spoke of the need to give the parish hall a push to put it on the right financial footing. It was also reported that how booking enquiries are engaged with is being investigated as well as identifying which events make money for the hall.

c) Bus service

Cllr Stanton provided the report with members ahead of the meeting, with this month's request for payment being £18 as well as the weekly cost averaging at £5.48.

8. Playing Field, Playground and Car Park

Cllr Millard reported that the BMX area had received some repairs and was now in much better condition. The goalposts are due to be reset and adjusted.

Cllr Partridge reported that they had been informed by a resident that a toddler had been injured on the roundabout. Cllr Taylor suggested that the resident inform the council what exactly happened.

Cllr Millard reported that they met with Sovereign Playgrounds on the 16th of October for them to complete an inspection to quote for the required repair. Cllr Millard advised that they were told by the inspector that they won't complete anything under warranty as weekly checks have not been completed.

The clerk clarified that this condition has been queried with Sovereign Playgrounds multiple times but that they have not yet provided an answer.

The inspector raised that the basket should not be available for use despite the signage and that the area should be fenced off. Cllr Millard arranged for the basket and chains to be removed straight away.

The clerk will contact Sovereign Playgrounds again and state that we were unhappy with the inspection visit and ask that our question be answered regarding any contractual term of checks being completed.

Cllr Bentley updated on the play equipment survey being conducted with the school, responses had already been received with more still to come.

Cllr Millard reported that the car park has been resprayed with weed killer and it looks like it has worked.

a) Additional dog waste bins

DEFERRED: The item will be dealt with once we have confirmation that any new bins can be added to the waste collection route.

9. Highways/Environmental Health matters

Cllr Faulkner reported that they recently attended the verges, hedges, and watercourses event. They have been advised of a charity, RSVP – Restoring Shropshire's Verges Project which assesses verges and plants wildflowers which only need cutting twice a year after 2 years which is nature-friendly and helps to reduce the carbon footprint. Cllr Faulkner will make further enquiries on how the parish could benefit from this.

Cllr Partridge reported that land had been for sale south of Goldstone Hall Hotel and that there were concerns about the future use of the land. It is understood that this land has now been sold.

10. Remembrance Service

RESOLVED: To purchase a wreath which will be laid from the Council on Remembrance Sunday. Clerk to order the wreath which will be delivered directly to the chair's address.

The chair noted that they along with Cllr Taylor will put up the lamp post poppies 2 weeks before Remembrance Sunday.

11. Clerks Report

The clerk's report was received by members.

An item noted was the request from the local policing team for a member to act as a Liaison. Cllr Thomson expressed interest in this, the clerk will advise the policing team accordingly.

12. External Audit

RESOLVED: To accept the external audit report and certificate.

Cllr Hislop enquired about the publication of the notice of conclusion and if a decision needed to be made on how long it is published. The clerk confirmed that the notice was posted on the website on the 26th of September, and it will remain in place. The notice was also posted on the Council's noticeboard where it is still available.

13. Podmore Road Signpost

RESOLVED: To obtain quotes for a new sign which can be installed on the existing post. The new sign to direct to the village shop and potentially Barleys Coffee Shop.

14. Climate Change Action Plan

RESOLVED: That the Council adopt the following statement:

Cheswardine Parish Council recognises the reality of Climate change. It will commit to reduce our carbon footprint when making Parish Council decisions.

15. Shropshire Council - Polling District, Polling Place and Polling Station Review 2023

Members reviewed the information and with Cheswardine not being affected it was deemed that no response was required.

16. Policy Reviews

RESOLVED: That the revised complaints policy document be accepted and adopted into use.

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

Reference	23/04314/FUL
Application Validated	Tue 03 Oct 2023
Address	Sycamore Cottage Litley Market Drayton Shropshire TF9 2SG
Proposal	The erection of an equestrian building for stabling and related storage for private use.

RESOLVED: To respond that Cheswardine Parish Council supports the application.

Reference	23/04259/FUL
Application Validated	Fri 29 Sep 2023
Address	The Old Barn Marsh Lane Cheswardine Market Drayton Shropshire TF9 2SF
Proposal	Proposed tractor shed/workshop for the upkeep of the clients' agricultural land. The proposed building will be positioned on existing hardcore hardstanding and will utilise existing rainwater drainage from a former static caravan.

RESOLVED: To respond that Cheswardine Parish Council supports the application.

18. Budget Review

RESOLVED: Budget review for quarter 2 is accepted.

19. Authorisation of payments

RESOLVED: The schedule of payments for October 2023 correctly states the invoices presented and that £611.90 is approved to be paid. £693.33 has been paid under 5.5B and £497.44 has been paid under 5.5A (as detailed on page 681)

20. Items for November Agenda

- Policy Review (Oldest policy / Planning Protocol)

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

No other attendees were present, so the motion was not moved.

Part 2

22. To consider the personnel committee's recommendation regarding the committee's amended terms of reference

RESOLVED: That the committee recommendations to amend the terms of reference are accepted.

i) In all sections, "Chairman" be replaced with "Chair"

ii) In the Membership section. "The committee to comprise of at least 3 members".

iii) The provision of a "reserve member" to be deleted from the Terms of Reference

23. To consider the personnel committee's recommendation regarding the completion of the Clerk's probationary period

RESOLVED: That the Clerks probationary period is now complete.

24. To consider the personnel committee's recommendation regarding the payment to the clerk for excess hours worked

RESOLVED: That the Clerks excess hours worked over contract of 30.5 hours are paid.

25. To consider the personnel committee's recommendation regarding any other personnel matters.

No other matters were raised.

Meeting concluded at 9:15 pm.

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

**Cheswardine Parish Council
Schedule of Payments
17th October 2023**

	Date of Debit or Cheque Raised	Recipient	Purpose	£	£	Cheque No	Power of expenditure	Scribe
1	18/10/2023	ADL Bespoke Security	CCTV Annual Service	168.00		Bank Transfer	Crime & Disorder Act 1998 S17	Yes
2	17/10/2023	N Salop Wheelers	Bus service payment	18.00		101480	LG Rating Act 1997 s26-29	Yes
3	18/10/2023	W Salisbury	Postage Stamps	8.80	25.90	Bank Transfer	LGA 1972 S 111	Yes
4	18/10/2023	W Salisbury	Mileage (19th Sep 38 miles x 0.45)	17.10		Bank Transfer	LGA 1972 S 112	Yes
4a	18/10/2023	St Swithun's PCC	Allotment Rent	400.00		Bank Transfer	Allotments Act 1908 S23	Yes
Total				611.90				

Payments made as resolved under the approved payments list 5.5b								
	Date of Debit or Cheque Raised	Recipient	Purpose	£	£	Cheque No / Payment Method	Power of expenditure	Scribe
5	25/09/2023	BT	Broadband	28.74		Bank Transfer	LGA 1972 S 111	Yes
6	06/10/2023	PG SKIPS	Rubbish Removal	28.15		Bank Transfer	Litter Act 1983 ss.5	Yes
7	06/10/2023	Groundforce	Grounds Maintenance	174.83		Bank Transfer	Open Spaces Act 1906 ss9 & 10	Yes
8	18/10/2023	W Salisbury	Giff Gaff Phone Monthly Payment	6.00	399.01	Bank Transfer	LGA 1972 S 111	Yes
9	18/10/2023	W Salisbury	Clerk Salary	393.01			LGA 1972 S 112	Yes
10	18/10/2023	HMRC	Tax & Contributions on Clerks salary	62.60		Bank Transfer	LGA 1972 S 112	Yes
Total				693.33				

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
11	21/09/2023	Save our Shropshire	Carbon workshop - Cllr Faulkner	55.00		Bank Transfer	LGA 1972 S 111	Yes
12	25/09/2023	SLCC	Clerks Membership	39.80	68.16	Bank Transfer	LGA 1972 S 143	Yes
13	25/09/2023	SLCC	Local Council Admin Yellow Book	28.36		Bank Transfer	LGA 1972 S 111	Yes
14	25/09/2023	Hugo Fox	Website Subscription 1 year	122.28		Bank Transfer	LGA 1972 S 142	Yes
15	26/09/2023	PKF Littlejohn	External Audit Fee	252.00		Bank Transfer	LGA 1972 S 111	Yes
Total				497.44				

Invoices checked and verified at the meeting held on 17th October 2023