

**Attendance**

<b>Chairman:</b>	Cllr Thomson	
<b>Councillors:</b>	Cllr Stallard, Cllr Bentley, Cllr Faulkner, Cllr Hislop, Cllr Millard, Cllr Stanton, Cllr Taylor	
<b>Clerk:</b>	Mr Wayne Salisbury	
<b>Other:</b>	Cllr Rob Gittins – Shropshire Council	<b>Public:</b> None
<b>Apologies:</b>	Cllr Partridge	

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**Minutes of the Monthly Meeting of Cheswardine Parish Council held at the  
Parish Hall on Tuesday 16<sup>th</sup> January 2024**

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Meeting started at 7:30 p.m.

**1. Welcome**

The chair welcomed everyone to the meeting and wished all a Happy New Year.

**2. To receive apologies for absence**

Apologies were received from Cllr Partridge.

**3. Declarations of Interest**

Cllr Stanton declared an interest in item 12, authorisation of payments.

**4. Minutes of the previous meeting**

RESOLVED: that the minutes of the meeting held on 12<sup>th</sup> December 2023 be approved as a correct record and signed by the Chair.

**5. Public Participation.**

No members of the public were in attendance. Questions sent via email from a resident regarding litter picking, weed control, street lighting and the quiet lanes initiative were put to members and responses agreed to allow the clerk to reply.

**6. Shropshire Unitary Councillor's report**

Cllr Gittins wished all members a Happy New Year and informed members of the UK shared prosperity fund of £15M as well as his work on the transformation committee on which he sits.

- a) Cllr Gittins stated that they are aware of the Quiet Lanes initiative and that the concept is brilliant. He would need to have a conversation on how it is funded. Cllr Hislop asked if it could assist with the speeding issues in Soudley. Cllr Gittins responded that he has brought up speeding issues with the highways department to see what can be done and applied for and will look into this further.
- b) Cllr Gittins stated that roads are swept as per a schedule and that if members felt that any road requires further sweeping then to let him know and he can request that it be done.
- c) Cllr Gittins reported that they have previously raised damage to verges following hedge cutting after being reported in other Parishes and enquired which areas are affected.

Cllr Stanton enquired with Cllr Gittins about an email sent before Christmas informing of a road traffic accident between Soudley and Marsh Lane which required a resident to be hospitalised following a 2-hour wait for an ambulance. Cllr Gittins confirmed that they will review the information sent and enquired if the police attended.

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

- a) Cheswardine School  
Cllr Bentley stated that there was no report due to no recent meeting but that everything was in place for the conversion on the 1<sup>st</sup> of February.

b) Parish Hall

Cllr Stanton stated that there was nothing to report until after the next Parish Hall trustees meeting which takes place on the 30<sup>th</sup> of January.

c) Bus service

Cllr Stanton reported that the service is running well and that it had recently met a milestone of the 100<sup>th</sup> service and has carried over 400 passengers. 6 passengers travelled last week, 10 on the week before Christmas and 7 are booked for this week. Cllr Stanton advised that a bus has recently broken down and that a solution had been found to ensure that this week's service can operate. It was also reported that a new bus is being added to the fleet by the end of the month to replace an older vehicle.

Cllr Taylor asked if the 100<sup>th</sup> service could be promoted on the Parish Council's Facebook page. Cllr Stanton confirmed that he would prepare some information and send it to the clerk to post.

**8. Playing Field, Playground and Car Park**

Cllr Hislop enquired about the progress of the lottery funding application for playground equipment. Cllr Faulkner stated that it has not been started yet as we are waiting for the survey results from the school.

Cllr Millard informed that attempts had been made to remove the goal posts so that they can be reset, but that it hasn't been possible due to the base sleeves being concreted in place.

Cllr Millard reported that the hedge on the exterior of the playing field had been cut by the usual contractor and that the Council's usual odd job contractor had cut the hedge which is within the play area. Cllr Faulkner clarified that the work of the odd job contractor was resolved at the April 2023 meeting which covers any work completed for the coming year.

a) To confirm the proposed locations of the additional dog waste bins.

RESOLVED: That the dog waste bins due to be purchased by the parish council will be located in the following areas and will be in addition to any general waste bins.

1. Cheswardine Playing Field, next to the boundary of the bowling green, situated next to the general waste bin. Coordinates: 52.86221369184824, -2.417506380768432
2. Coplea, on the grassed area next to the general waste bin. Coordinates: 52.86322777223179, -2.4196501578094156

The clerk will now liaise with Shropshire Council to inform them of these locations and to determine further information on the emptying contract.

b) To consider issues relating to the track known as Hell's Lane and to review the title deed of adjoining land. Members reviewed the provided title deed of the adjoining field and historical maps to determine the owner of the track which is currently maintained by the Parish Council. The general feeling from members is that due to the track originally being part of what is now Podmore Road ownership of the track would be with Shropshire Council. It was clarified that originally a road ran from the High Street called Hell's Lane and that when part of this was renamed Podmore Road it left a residual spur which now forms part of the track in question. This track leads to a right-of-way public footpath.

It was agreed that the Clerk will liaise further with the head of rights of way at Shropshire Council with this information to progress towards a final position on this matter.

**9. Highways/Environmental Health matters**

Cllr Bentley reported that they have logged several potholes on Fix My Street.

Cllr Thomson reported that the shop/coffee shop road sign had been delivered. Cllr Millard will obtain a quote for installation costs.

**10. Clerks Report**

The clerk's report was received by members which detailed updates on the replacement basket swing and acceptance of the precept request. It was highlighted that correspondence from an individual has been received regarding establishing a clothes bank.

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

Reference	23/05411/FUL
Address	Doley Mill Farm Doley Adbaston Stafford Shropshire ST20 0RQ
Proposal	Conversion of traditional buildings into three dwellings including provision of parking and amenity space and alteration to access arrangements for the farmstead (cross boundary application)
Deadline for Comments	24 <sup>th</sup> January 2024
<a href="https://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=S5NKIITD07V00">https://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=S5NKIITD07V00</a>	

RESOLVED: To respond to the planning authority that Cheswardine Parish Council has no comments to make on this application.

**12. Authorisation of payments**

RESOLVED: The schedule of payments for January 2024 correctly states the invoices presented and that £541.04 is approved to be paid. £231.72 has been paid under 5.5B and £233.50 has been paid under 5.5A (as detailed on page 698)

**13. Budget Review**

RESOLVED: The budget review for quarter 3 is accepted. (as detailed on page 699)

**14. Bank Reconciliation**

RESOLVED: To accept the Bank Reconciliation as of 9<sup>th</sup> January. (As detailed on page 700)  
Cllr Bentley and Cllr Hislop confirmed that they had checked and verified the bank statements and the payments and receipts list

Meeting concluded at 8:49 pm.

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

### Cheswardine Parish Council Schedule of Payments 16th January 2024

	Date of Debit or Cheque Raised	Recipient	Purpose	£	£	Cheque No	Power of expenditure	Scribe
1	17/01/2024	HMRC	Tax & Contributions on Clerks salary - January	68.80		Bank Transfer	LGA 1972 S 112	Yes
2	17/01/2024	W Salisbury	Clerk Salary - January	417.14			LGA 1972 S 112	Yes
3	17/01/2024	W Salisbury	Giff Gaff Phone Monthly Payment - December	6.00	446.24	Bank Transfer	LGA 1972 S 111	Yes
4	17/01/2024	W Salisbury	Mileage (12th Dec 38 miles x 0.45)	17.10			LGA 1972 S 112	Yes
5	17/01/2024	W Salisbury	Land Registry Title Search	6.00			LGA 1972 S 111	Yes
6	17/01/2024	N Salop Wheelers	Bus Service Payment (up to 10/01/24)	26.00			Bank Transfer	LG Rating Act 1997 s26-29
<b>Total</b>				<b>541.04</b>				

Payments made as resolved under the approved payments list 5.5b								Scribe
7	02/01/2023	BT	Parish Hall Broadband - December	28.74		Bank Transfer	LGA 1972 S 133	Yes
8	02/01/2024	PG SKIPS	Rubbish Removal - Skip Emptied 8/12/23	28.15		Bank Transfer	Litter Act 1983 ss.5	Yes
9	02/01/2024	Groundforce	Grounds Maintenance - December	174.83		Bank Transfer	Open Spaces Act 1906 ss9 & 10	Yes
<b>Total</b>				<b>231.72</b>				

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
10	18/12/2023	N Salop Wheelers	Bus service payment (up to 13/12/23)	43.50		Bank Transfer	LG Rating Act 1997 s26-29	Yes
11	18/12/2023	N Salop Wheelers	Bus service Subscription - 6 x regular passengers (Resolved at meeting on 12th December 2023)	180.00		Bank Transfer	LG Rating Act 1997 s26-29	Yes
12	22/12/2023	HSBC	Bank Charges - To 30/11/23	11.00		Bank Charge	LGA 1972 S 111	Yes
<b>Total</b>				<b>223.50</b>				

Invoices checked and verified at the meeting held on 16 January 2024

# CHESWARDINE PARISH COUNCIL

## Budget Review – Quarter 3

Budget 2023-24				Actual - Q1		Actual - Q2		Actual - Q3		Total - Q1 - Q3		Variance
Cost Centre	Payments	Receipts		Payments	Receipts	Payments	Receipts	Payments	Receipts	Payments	Receipts	
<b>Administration Fixed</b>												
150 Audit Fees	£450.00					£582.00				£582.00		£-132.00
160 Affiliation Fees - SALC	£550.00			£503.79						£503.79		£46.21
170 Insurance (General)	£1,129.00			£585.00						£585.00		£544.00
220 Hall Broadband	£360.00			£68.40		£112.25		£57.48		£238.13		£121.87
230 ICO GDPR Fee	£40.00											£40.00
260 Allotment Rent	£350.00							£400.00		£400.00		£-50.00
<b>Total</b>	<b>£2,879.00</b>			<b>£1,157.19</b>		<b>£694.25</b>		<b>£457.48</b>		<b>£2,308.92</b>		<b>£570.08</b>
<b>Administration General</b>												
100 Clerks Expenses	£500.00			£55.50		£52.20		£88.09		£195.79		£304.21
110 Other (Non Fields) Labour	£200.00									£0.00		£200.00
120 Room Hire										£0.00		£0.00
130 Training	£200.00					£70.00	£50.00	£20.00		£90.00	£50.00	£110.00
140 Councillors Expenses	£150.00			£218.81						£218.81		£-68.81
180 Defibrillator Maintenance												£0.00
190 Website Costs						£122.28		£288.00		£410.28		£-410.28
200 Legal Fees				£459.00						£459.00		£-459.00
210 Crime Prevention Schemes								£168.00		£168.00		£-168.00
240 Planning Fees												£0.00
250 Admin Other	£1,100.00			£194.08		£441.45		£42.98		£678.51		£421.49
270 Stationery/Advertising												£0.00
280 IT Services & Equipment				£1,195.51						£1,195.51		£-1,195.51
290 Printer												£0.00
470 Bus Costs	£500.00			£60.25		£93.00		£274.50		£427.75		£72.25
<b>Total</b>	<b>£2,650.00</b>			<b>£2,183.15</b>		<b>£778.93</b>		<b>£881.57</b>		<b>£3,843.65</b>		<b>£-1,193.65</b>
<b>Administration - Salary &amp; Overtime</b>												
90 Clerks Salary & Overtime	£7,000.00			£1,118.16		£1,366.83		£2,102.55		£4,587.54		£2,412.46
<b>Total</b>	<b>£7,000.00</b>			<b>£1,118.16</b>		<b>£1,366.83</b>		<b>£2,102.55</b>		<b>£4,587.54</b>		<b>£2,412.46</b>
<b>Assets (Fixed Equip)</b>												
370 Fixed Asset Purchase												£0.00
<b>Total</b>	<b>£0.00</b>			<b>£0.00</b>		<b>£0.00</b>		<b>£0.00</b>		<b>£0.00</b>		<b>£0.00</b>
<b>Earmarked Reserves</b>												
420 Fixed Equipment	£6,000.00											£6,000.00
430 Neighbourhood Fund												£0.00
440 Other												£0.00
<b>Total</b>	<b>£6,000.00</b>			<b>£0.00</b>		<b>£0.00</b>		<b>£0.00</b>		<b>£0.00</b>		<b>£6,000.00</b>
<b>Elections</b>												
380 Election Costs	£2,000.00											£2,000.00
<b>Total</b>	<b>£2,000.00</b>			<b>£0.00</b>		<b>£0.00</b>		<b>£0.00</b>		<b>£0.00</b>		<b>£2,000.00</b>
<b>Grants</b>												
390 Grants (Other)	£3,302.00			£300.00				£300.00		£600.00		£2,702.00
400 Parish Hall				£148.50				£148.50		£148.50		£-148.50
<b>Total</b>	<b>£3,302.00</b>			<b>£448.50</b>		<b>£0.00</b>		<b>£300.00</b>		<b>£748.50</b>		<b>£2,553.50</b>
<b>Other Contingencies</b>												
450 Various	£1,000.00											£1,000.00
<b>Total</b>	<b>£1,000.00</b>			<b>£0.00</b>		<b>£0.00</b>		<b>£0.00</b>		<b>£0.00</b>		<b>£1,000.00</b>
<b>Playing Fields</b>												
320 Contract Labour	£2,000.00			£680.08		£662.94		£1,207.94		£2,550.96		£-550.96
330 Playing Field Expenses (Other)	£1,000.00			£278.32						£278.32		£721.68
340 Playground Inspection (Annual)						£230.40				£230.40		£-230.40
350 Equipment Maintenance								£52.93		£52.93		£-52.93
360 Insurance (Playing Fields)												£0.00
<b>Total</b>	<b>£3,000.00</b>			<b>£958.40</b>		<b>£893.34</b>		<b>£1,260.87</b>		<b>£3,112.61</b>		<b>£-112.61</b>
<b>S137 Grants</b>												
410 S137 Grants	£500.00									£0.00		£500.00
<b>Total</b>	<b>£500.00</b>			<b>£0.00</b>		<b>£0.00</b>		<b>£0.00</b>		<b>£0.00</b>		<b>£500.00</b>
<b>Street Lights</b>												
300 Street Light Maintenance	£250.00			£115.20						£115.20		£134.80
310 Energy Supply	£960.00			£397.52		£243.82		£243.82		£885.16		£74.84
<b>Total</b>	<b>£1,210.00</b>			<b>£512.72</b>		<b>£243.82</b>		<b>£243.82</b>		<b>£1,000.36</b>		<b>£209.64</b>
<b>Receipts</b>												
10 Precept		£23,191.00			£23,191.00						£23,191.00	£0.00
20 Bank Interest				£160.21			£174.67		£125.86		£460.74	£460.74
30 Grants												
40 Neighbourhood Fund												
50 Allotment Rent		£350.00							£400.00		£400.00	£50.00
60 Recreation Field Hire					£150.00					£150.00		£150.00
70 Sundry Income				£23.84				£69.86		£93.70		£93.70
80 VAT Reclaim							£473.55		£328.62		£802.17	£802.17
460 Bus fares												
<b>Total</b>	<b>£0.00</b>	<b>£23,541.00</b>		<b>£0.00</b>	<b>£23,525.05</b>	<b>£0.00</b>	<b>£768.08</b>	<b>£0.00</b>	<b>£854.48</b>			
	<b>Payments</b>	<b>Receipts</b>		<b>Payments</b>	<b>Receipts</b>	<b>Payments</b>	<b>Receipts</b>	<b>Payments</b>	<b>Receipts</b>			
<b>GRAND TOTAL</b>	<b>£29,541.00</b>	<b>£23,541.00</b>		<b>£6,378.12</b>	<b>£23,525.05</b>	<b>£3,977.17</b>	<b>£768.08</b>	<b>£5,246.29</b>	<b>£854.48</b>	<b>£15,601.58</b>	<b>£25,147.61</b>	

# CHESWARDINE PARISH COUNCIL

9 January 2024 (2023-2024)

## Cheswardine Parish Council

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

Date: 9th Jan 2024

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

Date: 9th Jan 2024

	<b>Bank Reconciliation at 09/01/2024</b>			
	Cash in Hand 01/04/2023			29,912.26
	<b>ADD</b>			
	Receipts 01/04/2023 - 09/01/2024			25,265.64
				55,177.90
	<b>SUBTRACT</b>			
	Payments 01/04/2023 - 09/01/2024			15,848.30
<b>A</b>	<b>Cash in Hand 09/01/2024</b> (per Cash Book)			<b>39,329.60</b>
	Cash in hand per Bank Statements			
	Petty Cash	09/01/2024	0.00	
	02 - HSBC Reserve	09/01/2024	34,879.42	
	01 - HSBC Current	09/01/2024	4,756.18	
				<b>39,635.60</b>
	Less unrepresented payments			306.00
				39,329.60
	Plus unrepresented receipts			
<b>B</b>	<b>Adjusted Bank Balance</b>			<b>39,329.60</b>
	<b>A = B Checks out OK</b>			