

CHESWARDINE

PARISH COUNCIL

Attendance

Chairman:	Cllr Thomson	
Councillors:	Cllr Stallard, Cllr Bentley, Cllr Hislop, Cllr Millard, Cllr Pound (from item 5), Cllr Stanton, Cllr Taylor	
Clerk:	Mr Wayne Salisbury	
Other:	None	Public: None
Apologies:	Cllr Partridge	

Minutes of the Meeting of Cheswardine Parish Council held at the Parish Hall on Tuesday 16th July 2024

Meeting started at 7:30 p.m.

1. Welcome

The chair welcomed members to the meeting.

2. To receive apologies for absence

Apologies were received from Cllr Partridge.

3. Declarations of Interest

Cllr Stanton – Item 8b Bus Service.

4. Minutes of the previous meeting

RESOLVED: that the minutes of the meeting held on 18th June 2024 be approved as a correct record and signed by the Chair.

Cllr Pound joined the meeting at 7:34pm.

5. Police

No representative of the neighbourhood policing team was in attendance to provide a report.

6. Public Participation

No members of the public were in attendance.

7. Shropshire Unitary Councillor's report

Cllr Gittins was not in attendance and sent apologies ahead of the meeting.

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

a) Parish Hall

Cllr Stanton reported that the last financial report shows the Parish Hall operating at a loss of £658 on an income of £20,034 in the 8 months year to date. It was also reported that the Parish Hall website and Facebook page are now back up and running and that recent major events were the D-Day 80th celebrations and the popular Hobgoblins weekend.

b) Bus service

Cllr Stanton reported that the bus service has now run 126 times from Cheswardine to Market Drayton on a Wednesday morning and carried 514 passengers. Currently, the cost of this service is £6.74 per week. Over the last 4 weeks, passenger numbers have averaged 5 per service.

Cllr Stanton thanked Cllr Thomson for supervising the service whilst he was on holiday.

It has been suggested that the signage for the bus service needs to be updated and the purchase of any new signage could be considered at the September meeting. Cllr Stanton agreed to send information to the clerk so that quotes could be sought.

9. Playing Field, Playground and Car Park

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

Cllr Millard reported that the signage in the car park required an update of information and the replacement of missing details. It was also reported that work had been completed in the playground area by the odd jobs contractor in response to the actions in the recent safety report.

Cllr Millard reported that the playing field grass was cut on the 15th July and that the odd jobs contractor has been instructed to cut the hedge within the playground.

Cllr Bentley confirmed that the national lottery funding application for new play equipment had been submitted and that we need to allow up to 16 weeks for a response. Cllr Thomson added that there are other funding options available (e.g. <https://www.shropshirecommunityfoundation.org.uk/>) if we are not successful in receiving funding from the national lottery.

Cllr Taylor raised that 2 cars have been parked in the car park for some time and that they are hindering work within the playing field. It was agreed that Cllr Taylor would speak to the owner of one of the vehicles and that Cllr Pound would put a post on social media regarding the other. It was noted that if required the clerk will contact the policing neighbourhood team to ask to trace the vehicle's owners.

10. Grounds Maintenance

The Chair informed members that quotes in response to the open grounds maintenance contract had been received and details shared before the meeting.

Cllr Taylor raised that there is an area of land which has not been included in the contract specification and needs to be maintained as part of the council's obligation regarding that piece of land.

The Chair confirmed that 2 contractors have completed grass cutting on an interim basis over the past couple of months.

Cllr Stallard queried the maintenance on 'Area E' on the contract specification and if it is the Council's responsibility to maintain and if not is the Council setting a precedent by completing the work. It was agreed that although work will be completed on 'Area E' as part of the new contract, Shropshire Council should be pursued to support the work in this area.

Cllr Millard enquired as to who will monitor the work completed under the new contract. The Chair advised that we can ask the chosen contractor to confirm once work has been completed and that they (or an appointed delegate) will be happy to monitor the results.

Cllr Millard stated that RAMS will be required from the chosen contractor. The clerk confirmed that any contractor awarded a contract is obligated to provide the necessary RAMS and that this is stated in section 2C of the contract specification.

RESOLVED: that the grounds maintenance contract will be awarded to Shropshire Plant Hire at the contract value as presented for the remainder of 2024-25 and for 2025-26.

It was agreed that the requirements of the additional piece of land would be discussed with the contractor after the Council has considered the use of this land and how it should be managed at a future meeting of the Council.

11. Benches

To consider the purchase of replacement seating benches and picnic benches in the playground area.

The Chair reported that they had contacted Hales requesting help in replacing the current picnic tables and benches but had not received a response.

Members reviewed the quote information provided by the clerk which detailed various options for replacement benches and picnic tables.

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Cllr Hislop raised the importance of budgeting and replacing aged benches in the next years.

The Chair stated that it would be a positive move to initially replace the two picnic tables and suggested that it would be well received by the community.

RESOLVED: to purchase 2 x Glasdon Clifton Picnic tables and 2 x bracket sets for £1438.98 (excluding VAT).

12. Highways/Environmental Health matters

Cllr Hislop raised that they had not seen any hedges being cut as mentioned at the June meeting.

Cllr Stallard commented that they had seen some verges being cut.

Cllr Stallard reported that the potholes have been marked again.

13. Clerks Report

The clerk's report was received by members which detailed updates on the external audit and the grounds maintenance contract.

Correspondence from a resident relating to a planning application in a neighbouring parish was reported.

The clerk reported that the money raised at recent D-Day events had now been distributed to the 5 nominated charities as follows.

Received From	Amount
St Swithun's PCC	£194.66
Cheswardine Parish Hall	£501.00
Individual Donation	£50.00
Total	£745.66

Charity	Donation
The Royal Naval Association	£139.66
ABF The Soldiers Charity	£139.00
RAF Benevolent Fund	£189.00
The Merchant Navy Association	£139.00
The Normandy Memorial Trust	£139.00
Total	£745.66

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

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

15. Authorisation of payments

RESOLVED: the schedule of payments for July 2024 correctly states the invoices presented and that £1343.91 is approved to be paid. £62.37 has been paid under 5.5B and £170.00 has been paid under 5.5A (as detailed on page 738)

16. Bank Reconciliation

RESOLVED: that the bank reconciliation summary is an accurate reflection of payments and receipts against the bank balances as of 30th June 2024. (as detailed on page 739)

17. Budget Review

RESOLVED: that expenditure and income against the budget for the 1st quarter of the Council year is approved. (as detailed on page 740)

Meeting concluded at 8:56 pm.

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

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As resolved under Item 13.

Cheswardine Parish Council Schedule of Payments

16th July 2024

	Date of Debit or Cheque Raised	Recipient	Purpose	£	£	Cheque No	Power of expenditure	Scribe
1	17/07/2024	HMRC	Tax & Contributions on Clerks salary - July	101.20		Bank Transfer	LGA 1972 S 112	Yes
2	17/07/2024	W Salisbury	Clerk Salary - July	404.46		Bank Transfer	LGA 1972 S 112	Yes
3	17/07/2024	W Salisbury	Giff Gaff - Phone Monthly Payment - June	6.00	68.59	Bank Transfer	LGA 1972 S 111	Yes
4	17/07/2024	W Salisbury	Mileage (18th June 38 miles x 0.45)	17.10			LGA 1972 S 112	Yes
5	17/07/2024	W Salisbury	HP INK - Printing (March to July)	25.49			LGA 1972 S 111	Yes
6	17/07/2024	W Salisbury	Clerk Homeworking Expenses (01/03/24 to 30/06/24)	20.00			LGA 1972 S 111	Yes
7	17/07/2024	N Salop Wheelers	Bus Service Payment (up to	24.00		Bank Transfer	LG Rating Act 1997 s26-29	Yes
8	13/07/2024	The Normandy Memorial Trust	D Day Fundraising Donation	139.00		Bank Transfer	Distribution of donations received from residents at D Day events	Yes
9	13/07/2024	The Royal Naval Association	D Day Fundraising Donation	139.66		Bank Transfer		Yes
10	16/07/2024	ABF The Soldiers Charity	D Day Fundraising Donation	139.00		101485		Yes
11	18/07/2024	RAF Benevolent Fund	D Day Fundraising Donation (reimbursed to W Salisbury)	189.00		Bank Transfer		Yes
12	16/07/2024	The Merchant Navy Association	D Day Fundraising Donation	139.00		101486		Yes
Total				1343.91				

Payments made as resolved under the approved payments list 5.5b								Scribe
13	03/07/2024	BT	Parish Hall Broadband - June 2024	32.53		Bank Transfer	LGA 1972 S 133	Yes
14	03/07/2024	PG SKIPS	Rubbish Removal - Skip Emptied 21/06/24	29.84		Bank Transfer	Litter Act 1983 ss.5	Yes
Total				62.37				

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
15	03/07/2024	Shropshire Plant Hire	Grass Cutting - 24th June	162.00		Bank Transfer	Open Spaces Act 1906 ss9 & 10	Yes
	22/06/2024	HSBC	Bank Charges - To 31/05/24	8.00		Bank Charge	LGA 1972 S 111	Yes
Total				170.00				

Invoices checked and verified at the meeting held on 16th July 2024

Cllr Millard 16/07/24

Cllr - Proposer - Sign & Date

Cllr Stanton 16/07/24

Cllr - Seconder - Sign & Date

DEPOSITS RECEIVED		
June	2024	
Date	Total	From
01/06/2024	£77.14	HSBC - Interest
12/06/2024	£175.00	Playing Field Hire
18/06/2024	£50.00	D Day Fundraising
18/06/2024	£501.00	D Day Fundraising
	£803.14	

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As resolved under Item 17.

Budget 2024-25			Actual - Q1 1st April - 30th June 2024			
Cost Centre	Payments	Receipts	Payments	Receipts	Variance	Notes
Administration Fixed						
150 Audit Fees	£640.00		£396.00		£244.00	
160 Affiliation Fees - SALC	£620.00		£511.05		£108.95	
170 Insurance (General)	£644.00		£645.78		-£1.78	10% increase on previous year budgeted, accepted quote higher
220 Hall Broadband	£400.00		£65.06		£334.94	
230 ICO GDPR Fee	£40.00		£35.00		£5.00	
260 Allotment Rent	£400.00				£400.00	
	Total	£2,744.00	£1,652.89		£1,091.11	
Administration General						
100 Clerks Expenses	£500.00		£86.40		£413.60	
110 Other (Non Fields) Labour	£200.00				£200.00	
120 Room Hire						
130 Training	£500.00				£500.00	
140 Councillors Expenses	£220.00				£220.00	
180 Defibrillator Maintenance	£500.00		£684.00		-£184.00	Replacement batteries for 3 units
190 Website Costs	£400.00				£400.00	
200 Legal Fees						
210 Crime Prevention Schemes						
240 Planning Fees						
250 Admin Other	£1,100.00		£25.00		£1,075.00	
270 Stationery/Advertising			£4.75		-£4.75	Stationery budget not set
280 IT Services & Equipment	£400.00		£474.71		-£74.71	Microsoft 365 £59.99 / Scribe £414.72
290 Printer						
470 Bus Costs	£600.00		£104.75		£495.25	
471 Waste Bin Top Up Charge	£320.00					
CCTV Maintenance	£200.00					
	Total	£4,940.00	£1,379.61		£3,560.39	
Administration - Salary & Overtime						
90 Clerks Salary & Overtime	£7,000.00		£1,516.98		£5,483.02	
	Total	£7,000.00	£1,516.98		£5,483.02	
Assets (Fixed Equip)						
370 Fixed Asset Purchase	£3,000.00		£621.60		£2,378.40	Dog Waste Bins (Earth Anchors) £621.60
	Total	£3,000.00	£621.60		£2,378.40	
Earmarked Reserves						
420 Fixed Equipment						
430 Neighbourhood Fund						
440 Other						
	Total	£0.00	£0.00		£0.00	
Elections						
380 Election Costs	£2,000.00				£2,000.00	
	Total	£2,000.00	£0.00		£2,000.00	
Grants						
390 Grants (Other)	£3,302.00				£3,302.00	
400 Parish Hall					£0.00	
	Total	£3,302.00	£0.00		£3,302.00	
Other Contingencies						
450 Various	£1,000.00				£1,000.00	
	Total	£1,000.00	£0.00		£1,000.00	
Playing Fields						
320 Contract Labour	£2,600.00		£919.98		£1,680.02	PG Skips £115.98 / B Glover £65.84 / Moults £768
330 Playing Field Expenses (Other)	£1,000.00		£34.93		£965.07	
340 Playground Inspection (Annual)	£250.00		£240.00		£10.00	
350 Equipment Maintenance	£500.00				£500.00	
	Total	£4,350.00	£1,194.91		£3,155.09	
Community						
473 Annual Community Meeting	£200.00		£172.25			
474 D Day Celebrations	£500.00					
	Total	£700.00	£172.25			
Street Lights						
300 Street Light Maintenance	£400.00		£541.10			
310 Energy Supply	£1,240.00		£269.09			
	Total	£1,640.00	£810.19			
Receipts						
10 Precept		£23,388.00		£23,388.00	£0.00	
20 Bank Interest		£600.00		£171.37	£428.63	
30 Grants						
40 Neighbourhood Fund						
50 Allotment Rent		£400.00			£400.00	
60 Recreation Field Hire		£150.00		£175.00	-£25.00	
70 Sundry Income				£551.00	-£551.00	D Day Fundraising
80 VAT Reclaim				£1,081.41	-£1,081.41	
460 Bus fares						
	Payments	Receipts	Payments	Receipts		
	£30,676.00	£24,538.00	£7,348.43	£25,366.78		