

**Attendance**

**Chairman:** Cllr Thomson  
**Councillors:** Cllr Stallard, Cllr Bentley, Cllr Hislop, Cllr Pound, Cllr Stanton, Cllr Taylor  
**Clerk:** Mr Wayne Salisbury  
**Other:** None                    **Public:** 2  
**Apologies:** Cllr Millard, Cllr Partridge

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**Minutes of the Meeting of Cheswardine Parish Council held at the  
Parish Hall on Tuesday 15<sup>th</sup> October 2024**

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Meeting started at 7:30 p.m.

**1. Welcome**

The Chair welcomed all to the meeting and welcomed the members of the public who were in attendance.

The Chair shared with members that the SALC AGM takes place on the 30<sup>th</sup> October and that 2 members can represent the Council. The Chair will attend the AGM on behalf of the Council.

It was also reported that a nature recovery conference is taking place on the 6<sup>th</sup> December and that members can book a place if they are interested.

**2. To receive apologies for absence**

Apologies for absence were received from Cllr Millard and Cllr Partridge.

**3. Declarations of Interest**

Cllr Stanton – Item 15 Schedule of Payments.

**4. Minutes of the previous meeting**

RESOLVED: that the minutes of the meeting held on 17<sup>th</sup> September 2024 be approved as a correct record and signed by the Chair.

**5. Police**

Representatives from the Police were not in attendance.

Cllr Pound reported recently seeing an increased rural presence from the Police.

The Chair raised that he was unaware of any further issues with fires on the playing field since the last meeting.

**6. Public Participation**

A member of the public was in attendance and introduced himself as a new resident of Soudley.

A member of the public provided some information on their observations on the streetlights on Haywood Lane and their hours of operation, noting that some of the streetlights were operating on a different schedule from the others.

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

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

# CHESWARDINE

## PARISH COUNCIL

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

#### a) Parish Hall

Cllr Stanton stated that there was nothing significant to report. The Parish Hall AGM takes place on the 22nd October 2024, which anyone can attend. New trustees will be elected at that meeting.

The Parish Hall is expected to break even this current year in comparison to the £4200 loss last year.

Cllr Pound raised that the Parish Council does not pay for using the hall for meetings.

Cllr Stanton clarified that the Parish Council contributes significantly to the Parish Hall throughout the year and is the custodian trustee.

Cllr Taylor raised that the Parish Council pays for the internet connection which allows the bars to operate, maintenance of the CCTV system as well as the maintenance of the car park which the parish hall relies on.

#### b) Bus service

Cllr Stanton reported that that the bus service is coming up to its 3<sup>rd</sup> anniversary on the 27<sup>th</sup> October. A total of 565 passengers have been carried on 139 return journeys.

The weekly cost to the Parish Council over the past year is £6.38.

### 9. Playing Field, Playground and Car Park

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

Cllr Bentley updated members that the funding application with the National Lottery has been submitted and has gone through initial checks. A decision is anticipated by the 24<sup>th</sup> October.

Cllr Taylor reported that they had spoken to the owner of a vehicle which had been parked for extended periods in the car park and that the car had been moved following a positive conversation.

The clerk updated members of a phone call from a resident who lives in a property bordering the playing field. The resident was querying when the hedge would be cut and to ensure that it would be cut appropriately. The clerk will liaise with Cllr Millard who can then arrange further with the contractor.

### 10. Playing Field – Additional Area

The Chair introduced that the area being considered is the piece of land at the bottom of the playing field which was recently acquired. This piece of land had not been included in the new ground maintenance tender and members needed to consider the use of this space.

Cllr Stanton informed that it was the site of an old village pool and that it does now have wildflowers blooming from April to June so any maintenance should be held off until July.

Cllr Hislop shared that we should not consider mowing the area but that the tree canopy should be raised as it is too dark currently. Wood chippings could form a path, and a bench and bird feeders could be a welcome addition and would be a low-maintenance option. It was reported that the walking group had planted wildflowers, but they had potentially not grown due to poor light levels.

Cllr Bentley commented that it would be a lovely area to have.

Cllr Taylor reported that for years the area was mowed along with the playing field and that he is open to ideas on what we do, but we do have to show that we are managing the space and can demonstrate how we are maintaining it so that we comply with the requirements of the title transfer. We will need a schedule of maintenance on appropriate aspects of the area.

Cllr Stanton agreed that we need to do something with this area but not too much and that other groups could participate and be involved.

Cllr Bentley raised that the fantastic space of Wellington Community Garden could provide some ideas.

Cllr Hislop stated that they are happy to work on the development of the area and believe that completing the initial work and the raising of the canopy would then encourage others to get involved.

Cllr Taylor highlighted that this is the only piece of land which does not have restrictions, and we could do anything with it.

The Chair summarised that we are now further along in forming some ideas on what we could do with this space and that it can appear on the November meeting agenda for a formal proposal to be considered.

## **11. Street Lighting**

An inventory of Parish Council owned street lighting was shared with members before the meeting.

Cllr Stanton raised that the heritage streetlights were expensive to convert. Cllr Stanton also confirmed that two specific lights were changed to different times following a conversation with a homeowner. It was also reported that the time clocks in the streetlights can drift as they are not all synchronised with the atomic clock.

Cllr Taylor raised that he is not comfortable with the proposal of turning lights off to deter speeding and is committed to Parish Council streetlights being operated in the same way as county-owned lights and that we should stick to their timings.

Cllr Taylor also reported that the Parish Council have previously tried to influence speeding concerns with Shropshire Council and did not receive the expected support. Speeding issues remain the responsibility of Shropshire Council and concerns should be directed to them.

Cllr Stanton stated that there are 3 streetlights in Soudley and that the speed limit is 60mph. Turning off lights could make the Parish Council culpable in the event of an accident.

RESOLVED: that speeding concerns are passed to Shropshire Council via the Unitary Councillor.

It was noted that the contact details for Cllr Gittins will be shared with the resident who initially raised speeding concerns and changes to street lighting.

## **12. Highways/Environmental Health matters**

Cllr Stallard reported that verges are being churned up and that mud is being left on roads. It was noted that offending vehicles can be reported if the contractor can be identified as well as the fields which they are servicing.

## **13. Clerk's Report**

The clerk's report was received by members which detailed updates on the external audit completion as well as the budget setting process for 2025-26.

Correspondence from a visitor relating to a walking route was reported.

The Chair conveyed thanks to the clerk for their work on the external audit

## **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 further applications were received.

**15. Authorisation of payments**

RESOLVED: the schedule of payments for October 2024 correctly states the invoices presented and that **£948.76** is approved to be paid. **£86.37** has been paid under 5.5B and **£740.78** has been paid under 5.5A. (as detailed on page 751).

**16. Accounting Audit**

RESOLVED: To approve the presented accounting audit for quarter 2 as completed by Cllr Hislop. (as detailed on page 752)

**17. Bank Reconciliation**

RESOLVED: that the bank reconciliation summary is an accurate reflection of payments and receipts against the bank balances as of 30th September 2024. (as detailed on page 753)

**18. Budget Review**

RESOLVED: that expenditure and income against the budget for the 2nd quarter of the Council year is approved. (as detailed on page 754)

**19. Street Furniture Signage**

Members considered options for replacing the current bollard covers as well as new signage to be attached to litter bins.

It was agreed to remove the current bollard cover type signage which is located on trees and posts for a period and to monitor the situation with a view to ordering new signs in the future.

RESOLVED: to order 10 x A4 correx signs at a value of £32.20 to attach to litter bins to inform that they are for general litter only.

Meeting concluded at 8:48 pm.

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

# CHESWARDINE

## PARISH COUNCIL

As resolved under Item 15.

### Cheswardine Parish Council Schedule of Payments

15th October 2024

	Date of Debit or Cheque Raised	Recipient	Purpose	£	£	Payment Method	Power of expenditure	Scribe
1	16/10/2024	HMRC	Tax & Contributions on Clerks salary - October	101.20		BT - Unity Trust	LGA 1972 S 112	Yes
2	16/10/2024	W Salisbury	Clerk Salary - October	404.46		BT - Unity Trust	LGA 1972 S 112	Yes
3	16/10/2024	W Salisbury	Giff Gaff - Phone Monthly Payment - September	6.00		BT - Unity Trust	LGA 1972 S 111	Yes
4	16/10/2024	W Salisbury	Mileage (17th September 38 miles x 0.45)	17.10	43.10		LGA 1972 S 112	Yes
5	16/10/2024	W Salisbury	Clerk Homeworking Expenses (01/07/24 to 30/09/24)	20.00			LGA 1972 S 111	Yes
6	16/10/2024	PCC Cheswardine Parish	Rent of allotment field 2024-25	400.00		BT - Unity Trust	Allotments Act 1903 S26	Yes
<b>Total</b>				<b>948.76</b>				

Payments made as resolved under the approved payments list 5.5b								Scribe
7	08/10/2024	BT	Parish Hall Broadband - September 2024	32.53		DD - HSBC	LGA 1972 S 133	Yes
8	20/09/2024	North Salop Wheelers	Bus Service Payment (up to 04/09/24)	24.00		BT - Unity Trust	LG Rating Act 1997 s26-29	Yes
9	08/10/2024	PG SKIPS	Rubbish Removal - Skip Emptied 13/09/24	29.84		BT - Unity Trust	Litter Act 1983 ss.5	Yes
<b>Total</b>				<b>86.37</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	08/10/2024	Shropshire Plant Hire	Grounds Maintenance Contract - Sep (Contract resolved at July meeting)	424.00		BT - HSBC	Open Spaces Act 1906 ss9 & 10	Yes
11	08/10/2024	PKF Littlejohn	External Audit Fees	252.00		BT - Unity Trust	LGA 1972 S 111	Yes
12	10/10/2024	SLCC	Clerks Membership 2024-25 (resolved at Sep meeting)	51.84		BT - Unity Trust	LGA 1972 S 111	Yes
	30/09/2024	Unity Trust Bank	Bank Charges	2.94		Bank Charge	LGA 1972 S 111	Yes
	22/09/2024	HSBC	Bank Charges - To 31/08/24	10.00		Bank Charge	LGA 1972 S 111	Yes
<b>Total</b>				<b>740.78</b>				

Invoices checked and verified at the meeting held on 15th October 2024

Cllr N Bentley 15/10/24

\_\_\_\_\_  
Cllr - Proposer - Sign & Date

Cllr J Hislop 15/10/24

\_\_\_\_\_  
Cllr - Seconder - Sign & Date

DEPOSITS RECEIVED		
Sep	2024	
Date	Total	From
01/09/2024	£69.56	HSBC - Interest
	£27.01	Unity Trust Interest
	<b>£96.57</b>	

# CHESWARDINE

## PARISH COUNCIL

As resolved under Item 16.

Accounting Audit - Q2  
Completed by Cllr Hislop

VOUCHER / PAYMENT NO	DATE OF ENTRY	SUPPLIER / RECIPIENT	£ AMOUNT	DATE CASHED / PAID	INVOICE UPLOADED AND CORRECT	ENTRY APPEARS ON THE SCHEDULE OF PAYMENTS
42	03.07.24	PG Skips Ltd	£29.84	03.07.24	Yes	Yes. 16.07.24
45	03.07.24	Shropshire Plant Hire	£162	03.07.24	Yes	Yes. 16.07.24
49	15.07.24	Normandy Memorial Trust	£139	15.07.24	Yes	Yes. 16.07.24
53	15.07.14	RAF Benevolent Fund	£189	18.07.24	Yes	Yes. 16.07.24
56	16.07.24	North Salop Wheelers	£24	17.07.24	Yes	Yes. 16.07.24
59	25.07.24	BT Business	£32.53	27.07.24	Yes	Yes. 17.09.24
61	01.08.24	PG Skip Ltd	£29.84	01.08.24	Yes	Yes. 17.09.24
64	20.08.24	Clerk	£404.46	20.08.24	Yes	Yes. 17.09.24
66	28.08.24	Shropshire Plant Hire	£424	29.08.24	Yes	Yes. 17.09.24
71	11.08.24	D Day event	£390.90	20.08.24	Yes	Yes. 17.09.24
75	17.08.24	Clerk	£17.10	20.09.24	Yes	Yes. 17.09.24
82	30.09.24	Unity Trust	£2.94	30.09.24	*	**

\* Bank service charge – not invoiced

\*\* Will appear on the October schedule of payments

# CHESWARDINE

## PARISH COUNCIL

As resolved under Item 17.

9 October 2024 (2024-2025)

### Cheswardine Parish Council

Prepared by: Wayne Salisbury (Clerk/RFO) Date: 9th Oct 2024  
Name and Role (Clerk/RFO etc)

Approved by: Wayne Salisbury (Clerk/RFO) Date: 9th Oct 2024  
Name and Role (RFO/Chair of Finance etc)

	<b>Bank Reconciliation at 30/09/2024</b>		
	Cash in Hand 01/04/2024		31,483.16
	<b>ADD</b> Receipts 01/04/2024 - 30/09/2024		25,805.82
			57,288.98
	<b>SUBTRACT</b> Payments 01/04/2024 - 30/09/2024		13,109.57
<b>A</b>	<b>Cash in Hand 30/09/2024</b> (per Cash Book)		<b>44,179.41</b>
	Cash in hand per Bank Statements		
	Petty Cash 30/09/2024	0.00	
	01 - HSBC Current 30/09/2024	3,990.00	
	02 - HSBC Reserve 30/09/2024	1,394.84	
	Unity Trust Instant Access 3687 30/09/2024	36,027.01	
	Unity Trust Current 3674 30/09/2024	2,767.56	
			<b>44,179.41</b>
	Less unrepresented payments		44,179.41
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>44,179.41</b>
	<b>A = B Checks out OK</b>		

Checked and verified by Cllr Bentley and Cllr Pound.

# CHESWARDINE PARISH COUNCIL

As resolved under Item 18.

	Budget 2024-25		Actual - Q1 1st April - 30th June 2024		Actual - Q2 1st July - 30th September 2024		Total		Variance	Notes
	Payments	Receipts	Payments	Receipts	Payments	Receipts	Payments	Receipts		
<b>Administration Fixed</b>										
150 Audit Fees	£640.00		£396.00				£396.00		£244.00	
160 Affiliation Fees - SALC	£620.00		£511.05				£511.05		£108.95	
170 Insurance (General)	£644.00		£645.78				£645.78		-£1.78	10% increase on previous year budgeted, accepted quote higher
220 Hall Broadband	£400.00		£65.06		£97.59		£162.65		£237.35	
230 ICO GDPR Fee	£40.00		£35.00				£35.00		£5.00	
260 Allotment Rent	£400.00								£400.00	
<b>Total</b>	<b>£2,744.00</b>		<b>£1,652.89</b>		<b>£97.59</b>		<b>£1,750.48</b>		<b>£993.52</b>	
<b>Administration General</b>										
100 Clerks Expenses	£500.00		£86.40		£97.69		£184.09		£315.91	
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				£684.00		-£184.00	Replacement batteries for 3 units
190 Website Costs	£400.00						£0.00		£400.00	
200 Legal Fees										
210 Crime Prevention Schemes										
240 Planning Fees										
250 Admin Other	£1,100.00		£25.00		£30.94		£55.94		£1,044.06	
270 Stationery/Advertising			£4.75				£4.75		-£4.75	Stationery budget not set
280 IT Services & Equipment	£400.00		£474.71				£474.71		-£74.71	Microsoft 365 £59.99 / Scribe £414.72
290 Printer										
470 Bus Costs	£600.00		£104.75		£48.00		£152.75		£447.25	
471 Waste Bin Top Up Charge	£320.00						£0.00		£320.00	Not yet billed by Shropshire Council
472 CCTV Maintenance	£200.00						£0.00		£200.00	
<b>Total</b>	<b>£4,940.00</b>		<b>£1,379.61</b>		<b>£176.63</b>		<b>£1,556.24</b>		<b>£3,383.76</b>	
<b>Administration - Salary &amp; Overtime</b>										
90 Clerks Salary & Overtime	£7,000.00		£1,516.98		£1,516.98		£3,033.96		£3,966.04	
<b>Total</b>	<b>£7,000.00</b>		<b>£1,516.98</b>		<b>£1,516.98</b>		<b>£3,033.96</b>		<b>£3,966.04</b>	
<b>Assets (Fixed Equip)</b>										
370 Fixed Asset Purchase	£3,000.00		£621.60		£1,726.77		£2,348.37		£651.63	Dog Waste Bins (Earth Anchors) £621.60 Picnic Benches £1726.77
<b>Total</b>	<b>£3,000.00</b>		<b>£621.60</b>		<b>£1,726.77</b>		<b>£2,348.37</b>		<b>£651.63</b>	
<b>Earmarked Reserves</b>										
420 Fixed Equipment										
430 Neighbourhood Fund										
440 Other										
<b>Total</b>	<b>£0.00</b>		<b>£0.00</b>		<b>£0.00</b>		<b>£0.00</b>		<b>£0.00</b>	
<b>Elections</b>										
380 Election Costs	£2,000.00						£0.00		£2,000.00	
<b>Total</b>	<b>£2,000.00</b>		<b>£0.00</b>		<b>£0.00</b>		<b>£0.00</b>		<b>£2,000.00</b>	
<b>Grants</b>										
390 Grants (Other)	£3,302.00						£0.00		£3,302.00	
400 Parish Hall										
<b>Total</b>	<b>£3,302.00</b>		<b>£0.00</b>		<b>£0.00</b>		<b>£0.00</b>		<b>£3,302.00</b>	
<b>Other Contingencies</b>										
450 Various	£1,000.00						£0.00		£1,000.00	
<b>Total</b>	<b>£1,000.00</b>		<b>£0.00</b>		<b>£0.00</b>		<b>£0.00</b>		<b>£1,000.00</b>	
<b>Playing Fields</b>										
320 Contract Labour	£2,600.00		£768.00		£748.00		£1,516.00		£1,084.00	Moultis / Shropshire Plant Hire
330 Playing Field Expenses (Other)	£1,000.00		£186.91		£89.52		£276.43		£723.57	PG Skips / B Glover / Shropshire Council Rates
340 Playground Inspection (Annual)	£250.00		£240.00				£240.00		£10.00	
350 Equipment Maintenance	£500.00						£0.00		£500.00	
<b>Total</b>	<b>£4,350.00</b>		<b>£1,194.91</b>		<b>£837.52</b>		<b>£2,032.43</b>		<b>£2,317.57</b>	
<b>Community</b>										
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 fundraising received and paid to charities / £390.90 to PH
<b>Total</b>	<b>£700.00</b>		<b>£172.25</b>		<b>£1,136.56</b>		<b>£1,308.81</b>		<b>£136.85</b>	
<b>Street Lights</b>										
300 Street Light Maintenance	£400.00		£541.10				£541.10		-£141.10	Repair completed in 2023 was billed in the current year.
310 Energy Supply	£1,240.00		£269.09		£269.09		£538.18		£701.82	
<b>Total</b>	<b>£1,640.00</b>		<b>£810.19</b>		<b>£269.09</b>		<b>£1,079.28</b>		<b>£560.72</b>	
<b>Receipts</b>										
10 Precept		£23,388.00		£23,388.00				£23,388.00	£0.00	
20 Bank Interest		£600.00		£171.37			£244.38		£415.75	-£184.25
30 Grants										
40 Neighbourhood Fund										
50 Allotment Rent		£400.00						£0.00	-£400.00	
60 Recreation Field Hire		£150.00		£175.00				£175.00	£25.00	
70 Sundry Income										
80 VAT Reclaim				£1,081.41				£1,081.41	£1,081.41	
460 Bus fares								£0.00	£0.00	
<b>Total</b>		<b>£24,538.00</b>		<b>£24,815.78</b>		<b>£5,761.14</b>	<b>£439.04</b>	<b>£13,109.57</b>	<b>£25,805.82</b>	
<b>GRAND TOTAL</b>	<b>£30,676.00</b>	<b>£24,538.00</b>	<b>£7,348.43</b>	<b>£24,815.78</b>	<b>£5,761.14</b>	<b>£439.04</b>	<b>£13,109.57</b>	<b>£25,805.82</b>		