

CHESWARDINE

PARISH COUNCIL

Attendance

Chairman: Cllr Thomson

Councillors: Cllr Hislop, Cllr Pound, Cllr Stallard

Also Present: Cllr Bentley - attending in his capacity as both a member of the Parish Council and as the Unitary Authority Ward Councillor.

Apologies: Cllr Partridge

Clerk: Mr Wayne Salisbury

Other: None **Public:** 1

Minutes of the Annual Meeting of Cheswardine Parish Council held at the Parish Hall on Tuesday 13th May 2025

Prior to the commencement of the meeting, all Councillors present signed their Declarations of Acceptance of Office in the presence of the Proper Officer.

Meeting started at 7:00 p.m.

1. Election of Chair

RESOLVED: that Cllr Andrew Thomson will serve as Chair of the Parish Council for the ensuing year of 2025-26.

Cllr Thomson signed the declaration of acceptance of office in the presence of the proper officer.

Motion without notice

RESOLVED: that Cllr Partridge be permitted to sign his declaration of acceptance of office in the presence of the proper officer at his earliest opportunity before the next meeting.

2. Election of Vice-Chair

RESOLVED: that Cllr Nigel Stallard will serve as Vice-Chair of the Parish Council for the ensuing year of 2025-26.

3. To receive apologies for absence

Apologies were received from Cllr Partridge.

4. Declarations of Interest

Cllr Bentley declared an interest relating to their role as a unitary councillor for Shropshire Council.

5. Minutes of the previous meeting

RESOLVED: that following an amendment the minutes of the meeting held on the 18th April 2025 be approved as a correct record and signed by the Chair.

Amendment:

Item 10 - Playing Field – Wildlife Garden

Cllr Hislop raised that 1 picnic table would be best suited to the space and that bird boxes are being donated by D Nagington.

Matters Arising: Cllr Hislop reported that £364.80 was raised for Help for Heroes during the recent VE Day celebrations.

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6. Policing Matters

Representatives from the Police were not in attendance.

The Clerk advised members that a newsletter from the policing team had recently been shared.

Cllr Stallard noted that the Council do not see the police representatives frequently at meetings. Cllr Bentley responded that they are a small team with limited availability to attend.

7. Personnel Committee

RESOLVED: that membership of the Parish Council Personnel Committee is Cllr Thomson, Cllr Stallard, Cllr Hislop.

8. Support Services

RESOLVED: that internal audit services from JDH Business Services are approved for ongoing appointment.

9. Financial Regulations

RESOLVED: to adopt the updated Financial Regulations (following the revision made by NALC).

10. Standing Orders

RESOLVED: to adopt the updated Council's Standing Orders (following the revision made by NALC).

11. Appointment of Representatives

To consider the appointment of the following representatives.

a) Local Joint Committee Representative

RESOLVED: that Cllr Thomson is appointed the Local Joint Committee Representative.

b) NSAC / SALC Representative

RESOLVED: that Cllr Thomson is appointed the NSAC / SALC Representative.

c) Parish Hall Board of Management

RESOLVED: that Cllr Pound and Cllr Hislop act as the Parish Council representatives on the Parish Hall board of management.

It was noted that the Clerk will contact the Parish Hall Board of Management to clarify when new appointments take effect and the status of current appointees from October 2024 who are no longer council members.

d) Bus Liaison(s)

RESOLVED: that Cllr Thomson and Cllr Bentley will act as Bus liaison when required.

The Clerk advised that they will contact Mr Stanton to enquire as to his continued involvement in the running of the bus service and the further support that will be required.

12. Public Participation

1 member of the public was in attendance who expressed interest in joining the Parish Council. The Clerk advised the member of the public to make contact and that further information would be provided.

The same member raised concerns about vehicles driving at speed near pedestrians/cyclists in the parish.

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13. Shropshire Unitary Councillor's report

The Chair welcomed Cllr Bentley as the new unitary councillor representing the Cheswardine ward at Shropshire Council.

Cllr Bentley provided an update which included the following;

- He aims to attend every Parish Council meeting and will circulate a written report in advance.
- The Liberal Democrats now hold control of Shropshire Council (42 members). Cllr Heather Kidd is the Leader-elect. Cabinet roles are being finalised.
- A £57M budget deficit remains from the budget approved in February.
- Highways and consultancy contracts are the source of overspend; although these contracts cannot be terminated mid-term, they will be reviewed on renewal.
- Reform UK is now the official opposition within Shropshire Council with 15 members. Reform will be offered vice chair positions on scrutiny committees in line with political balance.
- The Council will promote transparency and accountability.
- Staff have responded positively to the new administration.
- Devolution remains a key agenda item.
- Local casework has commenced, including highway safety concerns at the Red Barns junction.

Cllr Stallard asked about green bin costs and how the revenue sits alongside the increased costs in dealing with fly-tipping.

Cllr Bentley advised that the £56.00 charge was based on a 70% uptake in subscriptions, where the actual uptake is around 50%. It was noted that subscriptions are now closed until September. Cllr Bentley added that reducing the subscription cost to encourage more users could be looked at.

Cllr Stallard asked about who funds services that are devolved to parish councils. Cllr Bentley advised that the Parish Council funds, but that there could also be funding available.

Cllr Stallard advised of highways work completed in Soudley that was repeatedly not completed to an appropriate standard. Cllr Bentley responded that highways and contract control are a big thing to get sorted.

Cllr Stallard queried which MP they fall under. Cllr Bentley advised that the MP boundaries are different to the unitary authority boundary.

Cllr Pound asked if restrictions would continue on pick-up trucks visiting waste recycling centres. Cllr Bentley noted that they will come back with an answer.

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

- a) Parish Hall
No report was received.
- b) Bus service
No report was received.

15. Playing Field, Playground and Car Park

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

Cllr Hislop updated members on the wildlife garden.

- Seedlings are now starting to come up.
- The youth club will construct the bird boxes which have been donated.
- The picnic table is due to be delivered within the next 5 days.
- D Nagington has donated further tree chippings.
- BBC Radio Shropshire interviewed Cllr Hislop, to be aired on 14th May. They will come back again later in the season.

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Cllr Bentley raised a suggestion of a plaque being placed on the bench to commemorate the 80th anniversary of VE Day.

Cllr Pound enquired about any actions following Mr Millard's departure. The Clerk advised that they were currently working on a visual inspection checklist of play equipment, which members will be able to undertake and that the formal inspections are now going to be on a quarterly schedule.

Cllr Thomson and Cllr Bentley agreed that they will empty the litter bins following information that our contractor will no longer be able to do this.

Cllr Stallard asked about the car park and if there had been any further queries. The Clerk advised that they had not been following the resolution made at the April meeting.

Cllr Hislop reported that a van has been parking in the car park for extended periods, including overnight.

Cllr Bentley shared that they recently installed a number of the new dog control signs and that they still have some spares.

Cllr Bentley raised that a recent graffiti incident on the green wall involving a local child was reported. It was agreed that Cllr Pound will share with the School that the Parish Council is aware, and that Cllr Bentley will inform the youth club to further spread the message.

It was noted that the Clerk will post a message to the Council's Facebook page and that if graffiti is ever of an elevated or offensive nature, it would be reported to the Police.

16. Highways/Environmental Health matters

Nothing further was raised.

17. Clerk's Report

The Clerk's report was received by members, which detailed updates on actions since the last meeting, work on the internal audits, and preparation for the May Annual meeting had been completed. Actions coming up relate to the external audit, VAT reclaim and costings for a new litter bin in the wildlife area.

It was also shared that the Council will need to seek to engage a new general maintenance contractor, and members were asked to pass on any recommendations.

No resident correspondence was received since the last meeting.

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

To consider any planning applications which have been received since the publication of this agenda.

No planning applications were received.

19. Authorisation of payments

RESOLVED: the schedule of payments for May 2025 correctly states the invoices presented and that **£1129.92** is approved to be paid. **£1057.90** has been paid under 6.6 and **£305.94** has been paid under 6.9 iii. (as detailed on page 802).

20. Insurance

RESOLVED: to accept the quote from Clear Council at £824.93 for insurance for a 1-year term from 1st June 2025.

21. Budget Position 2024-25 – Reserves 2025-26

RESOLVED: to approve the budget position of the Council for 2024-25 (as detailed on page 803).

RESOLVED: to form an earmarked reserve of £13,000 for Playground Equipment.

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The Clerk advised members that a 3-year strategic budget will be produced this year, which will show necessary precept increases in the coming years. The Clerk shared that not increasing the precept in line with rising costs results in a larger increase at a later date.

Cllr Pound agreed that CPI should be factored into annual precept considerations.

22. Defibrillators

RESOLVED: that the following members are assigned to specific defibrillators and will complete the required regular checks:

- Wharf Tavern Cllr Pound
- Red Lion Cllr Bentley
- Parish Hall Cllr Thomson
- Soudley Cllr Stallard
- Chipnall Cllr Hislop

The Clerk will order any required pads and will also include a section in the Clerk's report to convey any necessary updates.

Cllr Bentley raised that we need to start the renewal programme as previously agreed. The Clerk confirmed that an item can be added to the June agenda to consider the purchase of a new defibrillator.

Motion without notice

RESOLVED: to suspend Standing Order 3X so that the meeting can continue beyond 2 hours.

23. Community Hub

Cllr Hislop reported that the volunteers who look after the hub are constantly having to empty it of discarded items and that they have observed people arriving in cars to leave large quantities of items, including knives and inappropriate DVD's.

Cllr Pound suggested that the community hub be closed for a period of time. The Chair advised that, due to it containing the Council's statutory noticeboard, it cannot be closed, but it does raise that a more appropriate noticeboard for the Parish Council is required.

RESOLVED: that a sign will be produced stating that 'Due to misuse, the Community Hub is now closed to further donations. Please do not leave any items'. The sign will be attached to an A board and placed outside the hub. A Facebook message with the same information will also be posted.

Cllr Hislop advised that they will liaise with the volunteers who look after the hub so that they are aware.

Meeting concluded at 9:11pm.

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

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Schedule of Payments - As resolved under Item 19.

Cheswardine Parish Council Schedule of Payments

13th May 2025

	Date of Debit or Cheque Raised	Recipient	Purpose	£	£	Payment Method	Power of expenditure	Scribe
1	14/05/2025	HMRC	Tax & Contributions on Clerks salary - May	104.80		BT - Unity Trust	LGA 1972 S 112	Yes
2	14/05/2025	W Salisbury	Clerk Salary - May	419.66		BT - Unity Trust	LGA 1972 S 112	Yes
3	14/05/2025	HMRC	Employer NIC - Month 1 & 2	32.24		BT - Unity Trust	LGA 1972 S 112	Yes
4	14/05/2025	W Salisbury	Giff Gaff - Phone Monthly Payment - May	6.00		BT - Unity Trust	LGA 1972 S 111	Yes
5A	14/05/2025	W Salisbury	Mileage (15th April - 38 miles x 0.45)	17.10	108.09	BT - Unity Trust	LGA 1972 S 111	Yes
5B	14/05/2025	W Salisbury	Microsoft - 365 Annual Subscription	84.99		BT - Unity Trust	LGA 1972 S 111	Yes
6	14/05/2025	JDH Business Services Ltd	Internal Audit 2024-25	432.00		BT - Unity Trust	LGA 1972 S 111	Yes
7	14/05/2025	PG SKIPS	Rubbish Removal - Skip Emptied 28/03/25	33.13		BT - Unity Trust	Litter Act 1983 ss.5	Yes
Total				1129.92				

Payments made as resolved under the approved payments list 5.5b								Scribe
8	29/04/2025	BT	Parish Hall Broadband - April 2025	35.84		BT - Unity Trust	LGA 1972 S 133	Yes
9	29/04/2025	North Salop Wheelers	Bus Service Payment (up to 09/04/25)	13.50		BT - Unity Trust	LG Rating Act 1997 s26-29	Yes
10	29/04/2025	Shropshire Plant Hire	Grounds Maintenance - April 2024	424.00		BT - Unity Trust	Open Spaces Act 1906 ss9 & 10	Yes
11	29/04/2025	SALC	County Association Affiliation Fees (01/04/25 to 31/03/26)	584.56		BT - Unity Trust	LGA 1972 S 143	Yes
Total				1057.90				

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
12	16/04/2025	Med UK	Defibrillator Battery	246.00		BT - Unity Trust	Public Health Act 1936 S234	Yes
13	29/04/2025	Earth Anchors	Ground anchor kit for picnic table (resolved March 2025)	53.94		BT - Unity Trust	Open Spaces Act 1906 ss9 & 10	Yes
	30/04/2025	Unity Trust Bank	Bank Charges	6.00		Bank Charge	LGA 1972 S 111	Yes
Total				305.94				

Invoices checked and verified at the meeting held on 13th May 2025

Cllr A Thomson 13/05/25

Cllr - Proposer - Sign & Date

Cllr N Bentley 13/05/25

Cllr - Secunder - Sign & Date

DEPOSITS RECEIVED		
April	2025	
Date	Total	From
25/04/2025	£24,446.00	Shropshire Council - Precept
	£24,446.00	

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Budget Position 2024-25 - As resolved under Item 21.

Cash on Hand - 1st April 2024

Grand Total	£31,483.16	Balance brought forward
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Earmarked Reserves for 2024-25	
Total Earmarked	£0.00
General Fund	£31,483.16

Budget set for 2024 - 25 (1st April 2024 – 31st March 2025)

Payments	£30,676.00
Receipts	£24,538.00
Budgeted appropriation from reserves	£6,138.00

Actual – 8 Months (1st April 2024 – 30th November 2024)

Payments	£17,233.42
Receipts	£47,493.42

Full Year Forecast (8 Months actual / 4 Months projection)

Payments	£43,707.89
Receipts	£51,243.42
Anticipated appropriation from reserves	£7,535.53 (Surplus – No Appropriation)

Forecast Cash on Hand – 31st March 2025	£39,018.69
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Actual Full Year (1st April 2024 to 31st March 2025)

Payments	£44,330.60
Receipts	£48,087.42
Actual appropriation from reserves	£3,756.82 (Surplus – No Appropriation)

Actual Cash on Hand – 31st March 2025	£35,239.98
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Budget set for 2025 – 26 (1st April 2025 to 31st March 2026)

Payments	£45,444.00
Receipts	£30,346.00
Budgeted appropriation from reserves	£15,098.00

Budgeted Cash on Hand – 31st March 2026	£20,141.98
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