

Attendance

Chairman:	Cllr Thomson	
Councillors:	Cllr Stallard, Cllr Hislop, Cllr Millard, Cllr Partridge, Cllr Pound, Cllr Taylor	
Clerk:	Mr Wayne Salisbury	
Other:	Cllr Rob Gittins, Shropshire Council	Public: None
Apologies:	Cllr Bentley, Cllr Stanton	

**Minutes of the Meeting of Cheswardine Parish Council held at the
Parish Hall on Tuesday 18th June 2024**

Meeting started at 7:30 p.m.

1. Welcome

The chair welcomed all to the meeting and updated members that they had attended the North Shropshire Area Committee (NSAC) meeting on Monday evening. Details were shared of the Shropshire Community Foundation which has a £1M endowment which could go towards future community projects. The chair of SALC also attended the NSAC meeting and updated that the SALC AGM will take place in October (30th) and will include information on a nature recovery plan and grants for Parish Councils which will be available for suitable projects.

2. To receive apologies for absence

Apologies were received from Cllr Bentley & Cllr Stanton.

3. Declarations of Interest

No declarations of interest were given.

4. Minutes of the previous meeting

RESOLVED: that the minutes of the meeting held on 22nd May 2024 be approved as a correct record and signed by the Chair.

5. Public Participation

No members of public were in attendance.

6. Shropshire Unitary Councillor's report

Cllr Gittins reported that Shropshire Council were battling with their financial situation of delivering a balanced budget. A voluntary redundancy scheme has been introduced, which will include a reduction in the senior management structure and will see a 20% reduction in senior management from April 2025.

Cllr Gittins informed members that the work due to be conducted on the A41 by Telford & Wrekin Council has been delayed until the Autumn. Work to mitigate any issues is being completed.

Cllr Stallard asked about green waste bins and the results of the consultation. Cllr Gittins confirmed that more information should be available in the next month.

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

a) Parish Hall

Cllr Stanton provided a report ahead of the meeting which the chair read to members.

“The recent D-Day event was a great success with a full turnout. 150 suppers were produced, and the event ran from 6:15 until 10:30.

Barley’s continues to be popular venue for villagers to meet & regular community events are well attended. Financially the hall continues to lose money. After 8 months the hall has lost £658 (normal income over expenditure).”

The chair reported that the D Day event has raised a considerable amount of money for the nominated charities. The amount will be confirmed, and details shared with the community via the Council website and Facebook page.

b) Bus service

Cllr Stanton provided a report ahead of the meeting which the chair read to members.

The Cheswardine bus service to Market Drayton travels every Wednesday morning and returns at lunchtime. In the last 4 weeks it has carried 20 passengers in total and since the beginning of May 39 passengers in total.

The chair confirmed that 5 passengers were booked onto this week’s service.

8. Playing Field, Playground and Car Park

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

The clerk updated members on recent grass cutting that has taken place on an interim basis from 1 contractor and that another contractor will be completing a grass cut on the 24th June. It was also confirmed that the car park has been sprayed once. The tender specification will be available this week and will be sent to the previously engaged and any other appropriate contractors.

Cllr Taylor raised that the youth club are planning to cut the grass of the football pitch on Wednesday ahead of the charity football match taking place on Thursday.

The chair advised members that the ROSPA inspection report had recently been shared.

Cllr Millard advised that they have gone through the report and determined what needs to be done and who can complete it. It was noted that the odd job contractor could do some of the work.

Cllr Hislop requested that we prioritise the work that needs to be done and obtain a quote so that it can be approved and completed and that we need a programme to repair and replace so that we are using held funds.

Cllr Stallard raised that something can be added to the posts of the equipment to prevent strimmer damage.

Cllr Taylor reiterated that there are many aspects of identified issues which can be done under the odd job contract.

It was agreed to consider the playground further including progress on the national lottery funding application at the July meeting.

Cllr Millard reported that the hedge on Westfield is overgrown and enquired about whose responsibility it was to maintain.

Cllr Taylor confirmed that it is the responsibly of the developer and that maintenance should be completed on a regular basis.

It was agreed that the Clerk will write to the developer to request that this maintenance is completed.

9. Highways/Environmental Health matters

The chair advised members that information regarding the Fix My Street platform has recently been shared and that residents should be encouraged to use this method to report any issues. The clerk noted that they will promote it on the Council Facebook page on a regular basis.

Cllr Stallard reported that verges and hedges were now encroaching on roads and that they are in need of being cut. Cllr Partridge stated that they believe they are going to be done within the next 2 weeks.

10. Clerks Report

The clerk's report was received by members which detailed updates on the internal audit and the bank account transfer. Details on recent planning application decisions were shared as well as correspondence from residents.

11. 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.

12. Authorisation of payments

RESOLVED: the schedule of payments for June 2024 correctly states the invoices presented and that £3483.88 is approved to be paid. £331.46 has been paid under 5.5B and £688.71 has been paid under 5.5A (as detailed on page 732)

13. Internal Audit Report 2023-24

RESOLVED: to receive and approve the report from the the internal auditor and the internal audit certificate.

14. Annual Governance Accountability Return

RESOLVED: to approve sections 1 and 2 of the Annual Governance Accountability Return 2023-24. Following the resolution the forms were signed by the chair and the clerk. (as detailed on page 733 & 734)

15. Notice of Public Rights

It was noted that the dates set for the notice of public rights were 20th June to 31st July 2024.

16. Standing Orders

RESOLVED: that the council's current standing orders would stand without any amendment.

17. Personnel Policies

- a) To consider the adoption of a disciplinary policy.
- b) To consider the adoption of a grievance policy.

RESOLVED: that the presented policies be adopted by the Council.

Meeting concluded at 8:47 pm.

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

Cheswardine Parish Council Schedule of Payments

18th June 2024

	Date of Debit or Cheque Raised	Recipient	Purpose	£	£	Cheque No	Power of expenditure	Scribe
1	19/06/2024	HMRC	Tax & Contributions on Clerks salary - June	101.00		Bank Transfer	LGA 1972 S 112	Yes
2	19/06/2024	W Salisbury	Clerk Salary - June	404.66		Bank Transfer	LGA 1972 S 112	Yes
3	19/06/2024	W Salisbury	Giff Gaff - Phone Monthly Payment - May	6.00	23.10	Bank Transfer	LGA 1972 S 111	Yes
4	19/06/2024	W Salisbury	Mileage (22nd May 38 miles x 0.45)	17.10			LGA 1972 S 112	Yes
5	20/06/2024	JDH Business Services	Internal Audit 2023-24	396.00		Bank Transfer	LGA 1972 S 111	Yes
6	20/06/2024	Moults of Shropshire	Playing Field Grass Cutting (1 cut May)	318.00		Bank Transfer	Open Spaces Act 1906 ss9 & 10	Yes
7	21/06/2024	Moults of Shropshire	Playing Field Grass Cutting (1 cut June) Car Park Spraying	450.00		Bank Transfer	Open Spaces Act 1906 ss9 & 10	Yes
8	21/06/2024	Play Safety Ltd	ROSPA Annual Playground Inspection - June 2024	240.00		Bank Transfer	LGA 1972 S 111	Yes
9	22/06/2024	MedUK	3 x Defibrillator Replacement Battery (as resolved at April meeting)	684.00		Bank Transfer	Public Health Act 1936, s.234	Yes
10	23/06/2024	Scribe (Starboard)	Accounting Software (01/08/24 to 31/07/25)	414.72		Bank Transfer	LGA 1972 S 111	Yes
11	24/06/2024	Eon	Maintenance Completed to Streetlight C26 (as resolved at July 23 meeting)	425.90		Bank Transfer	Highways Act 1980 s301	Yes
12	19/06/2024	N Salop Wheelers	Bus Service Payment (up to 12/06/24)	26.50		Bank Transfer	LG Rating Act 1997 s26-29	Yes
Total				3483.88				

Payments made as resolved under the approved payments list 5.5b								Scribe
13	28/05/2024	BT	Parish Hall Broadband - May 2024	32.53		Bank Transfer	LGA 1972 S 133	Yes
14	03/06/2024	Shropshire Council	Streetlighting - Q1 April to June 2024	269.09		Bank Transfer	Highways Act 1980 s301	Yes
15	03/06/2024	PG SKIPS	Rubbish Removal - Skip Emptied 26/04/24	29.84		Bank Transfer	Litter Act 1983 ss.5	Yes
Total				331.46				

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
16	29/05/2024	Clear Councils	Insurance Policy - from 01/06/24 (as resolved at May meeting)	645.78		Bank Transfer	LGA 1972 S 112-119	Yes
17	29/05/2024	Shropshire Council	Playing Field Non-Domestic Rates	34.93		Bank Transfer	LGA 1972 S 111	Yes
	22/05/2024	HSBC	Bank Charges - To 30/04/24	8.00		Bank Charge	LGA 1972 S 111	Yes
Total				688.71				

Invoices checked and verified at the meeting held on 18th June 2024

Cllr T Millard 18/06/24

Cllr - Proposer - Sign & Date

Cllr J Hislop 18/06/24

Cllr - Secunder - Sign & Date

DEPOSITS RECEIVED		
May	2024	
Date	Total	From
01/05/2024	£42.28	HSBC - Interest
07/05/2024	£1,081.41	HMRC - VAT Reclaim - Q4 2023-24
	£1,123.69	

As resolved under Item 14.

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

CHESWARDINE PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

18/06/2024

and recorded as minute reference:

18-06-24 / PAGE 731 / ITEM 14

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

www.cheswardineparishcouncil.org.uk TABLE WEBSITE/WEBPAGE ADDRESS

CHESWARDINE PARISH COUNCIL

As resolved under Item 14.

Section 2 – Accounting Statements 2023/24 for

CHESWARDINE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	31,942	29,912	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	22,595	23,191	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	3,686	2,466	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	6,077 <small>RESTATED</small>	6,045	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	22,235 <small>RESTATED</small>	18,041	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	29,912	31,483	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	29,912	31,483	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	55,941	61,038	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

11/06/2024

I confirm that these Accounting Statements were approved by this authority on this date:

18/06/2024

as recorded in minute reference:

18-06-24 | PAGE 731 | ITEM 14

Signed by Chair of the meeting where the Accounting Statements were approved