

CHESWARDINE

PARISH COUNCIL

Attendance

Chairman: Cllr A Thomson

Councillors: Cllr J Hislop, Cllr S Lewis, Cllr B Maskell, Cllr N Partridge, Cllr M Pound, Cllr N 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: None

Clerk: Mr Wayne Salisbury

Other: None

Public: 1

Minutes of the Meeting of Cheswardine Parish Council held at the Parish Hall on Tuesday 18th November 2025

Meeting started at 7:00 p.m.

1. Welcome

The Chair welcomed everyone to the November meeting of Cheswardine Parish Council.

The Chair noted that following the October meeting Warwick Gandy had resigned from the Council due to personal reasons. The Chair expressed thanks to Warwick for his interest and time with the Parish Council.

The Chair shared with members that they had attended the SALC AGM on the 29th October and that minutes will be shared once available.

The next Chairs meeting will take place via zoom on the 20th November.

The Chair advised members that the December meeting of the Council is earlier and in 3 weeks time. The priority across the December and January meetings will be budget setting with discussion at the December meeting and decisions at the January meeting. The Clerk will prepare and share documents ahead of the meetings.

2. To receive apologies for absence

No apologies were received.

3. Declarations of Interest and Dispensation Considerations

- a) Cllr Pound declared an interest in item 10 – Planning application 25/04098/REM
- b) Cllr Bentley declared an interest relating to his role as a Unitary Councillor for Shropshire Council.
- c) No dispensations were requested or granted.

4. Minutes of the previous meeting

RESOLVED: that the minutes of the meeting held on the 21st October 2025 be approved as a correct record and signed by the Chair.

5. Policing Matters

Representatives from the Police were not in attendance.

Cllr Partridge informed members that he had spoken further to the Police regarding the suspicious car near the Wharf, potentially dealing drugs and that the Police were aware of this activity.

6. Public Participation

A member of the public was in attendance and asked a question regarding the planning process and how it works, especially if the application is more complex and significant.

The Chair advised that several years ago, there were discussions regarding planning, and a decision to allow infill in the village was made.

Cllr Pound advised on the 10-year Shropshire Council land supply plan and associated quotas.

Cllr Bentley raised that Shropshire Council is finalising their plan in the coming months and that the planning portal is available, which shows all information on planning applications.

Cllr Pound commented that Shropshire Council have shared communications in the last few weeks attempting to influence with the previous plan.

7. Shropshire Unitary Councillor's report

Cllr Bentley shared a report with members ahead of the meeting, which is included in the appendix to these minutes on pages 862 - 863.

Additional updates included:

- An emergency Liberal Democrat meeting had been held to discuss the position.
- A financial emergency was declared two months ago, placing the authority close to bankruptcy territory.
- A stop has been placed on non essential spending.
- An independent review board has been set up.
- The administration is seeking to avoid issuing a Section 114 notice and that the S151 officer James Walton is the only person who has the power to declare the council bankrupt.
- Interim Chief Executive Tanya Miles is pressing government for clarity and support.
- A deep dive review has identified a predicted overspend of £12M which could rise to £18M after a bad winter.
- The council will be requesting emergency government funding to stabilise its finances and place the council onto a firm footing.
- A request has been made to central government for permission to raise council tax above 4.99%.
- The current budget was approved by the previous administration.
- The new administration is required to make difficult financial decisions in its first year.

Cllr Pound asked how the deep dive found such significant further spending.

Cllr Hislop raised from her own experience how, without a deep dive, it can take a long time to establish accurate figures.

Cllr Stallard queried how much Shropshire Council pays to use the Fix My Street platform. Cllr Stallard added that they emailed Cllr Alex Wagner a month ago and has not received any acknowledgement or response from them.

Cllr Maskell asked if bankruptcy is declared and central government takes over, what are the consequences. Cllr Bentley responded that everything would be shut down that is not statutory such as libraries and leisure centres.

8. Playing Field, Playground and Car Park

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

Cllr Bentley raised that they will send the National Lottery grant information to Cllr Pound.

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9. Clerk's Report

The Clerk's report was received by members, which detailed updates on actions since the last meeting, including:

- Preparation work completed for the November meeting, including IT and social media policies, and initial budget planning for 2026 to 27 continues.
- Casual vacancy following a resignation on 21st October has been advertised, with the statutory notice period ending on 26th November. If no election is called, co-option will be considered at either the January or February meetings.
- Contact has been made with the appointed odd jobs contractor, although no response has yet been received. A further expression of interest has been received.
- Planning decisions were noted for Haywood Farm, Wenlock House and Cheswardine Hall Lodge.
- Correspondence received included a resident enquiry regarding the Parish Hall cedar tree which has been acknowledged and shared with members.

Cllr Hislop questioned how a retrospective planning application can be withdrawn and what will now happen.

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

- a) To consider the following planning applications.

Reference	25/03880/LBC
Address	1 The Old Hall High Street Cheswardine Market Drayton Shropshire TF9 2UN
Proposal	Repair to roof structure, installation of insulation above and between rafters, replacement of existing roof-lights with conservation roof-lights, renewal of plain roof tiles to match existing, renewal of lead work (chimney flashings and valley flashings), improvement of hip and valley arrangement, repair bulging brick structure, installation of new rainwater goods
Deadline for Comments	19 th November 2025
25/03880/LBC 1 The Old Hall High Street Cheswardine Market Drayton TF9 2UN	

RESOLVED: that the following comment is submitted to the local planning authority.

- *Cheswardine Parish Council supports this planning application.*

Reference	25/04006/FUL
Address	Sunset Bungalow Soudley Market Drayton Shropshire TF9 2SB
Proposal	Dormer window and porch extension to the front elevation
Deadline for Comments	19 th November 2025
25/04006/FUL Sunset Bungalow Soudley Market Drayton Shropshire TF9 2SB	

RESOLVED: that the following comment is submitted to the local planning authority.

- *Cheswardine Parish Council supports this planning application.*

Cllr Pound left the meeting at 7:40pm

Reference	25/04098/REM
Address	New House Farm Westcott Lane Cheswardine Market Drayton Shropshire TF9 2RZ
Proposal	Approval of reserved matters (appearance, landscaping, layout and scale) pursuant of 25/01711/OUT for the erection of two dwellings and a detached garage for New House Farm
Deadline for Comments	27 th November 2025
25/04098/REM New House Farm Westcott Lane Cheswardine Market Drayton TF9 2RZ	

RESOLVED: that the following comment is submitted to the local planning authority.

- *Cheswardine Parish Council supports this planning application.*

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Cllr Pound rejoined the meeting at 7:45pm

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

No further applications were received.

11. Authorisation of payments

RESOLVED: the schedule of payments for November 2025 correctly states the invoices presented and that **£1288.30** is approved to be paid. **£39.54** has been paid under 6.6 and **£6.00** has been paid under 6.9 iii. (as detailed on page 856)

12. IT Policy

Members reviewed the draft IT Policy, which had been shared.

Cllr Pound recommended that an audit be conducted going forward to ensure that the policy was adhered to once it was in place. The Clerk advised that this could be added as a control measure to the Risk Assessment when that document is next reviewed.

RESOLVED: to adopt the presented Information Technology (IT) Policy. (as detailed on page 857 - 858)

13. Social Media Policy

Members reviewed the draft social media policy, which was an update to the current policy which was adopted in July 2023.

Members discussed the inferred meanings of the terms and language detailed in the draft policy.

RESOLVED: to adopt the presented social media Policy with the following amendment to section 8. *'When using personal or councillor-specific social media accounts it is advised that'* (as detailed on page 859 - 861)

14. Parish Hall Grant

To consider the request for a grant to the Parish Hall for works on a cedar tree.

Cllr Partridge queried the quote received and the cost. Cllr Pound explained that this quote has taken 8 months to obtain after numerous contractors have been approached.

It was confirmed to members that £350 has been requested.

Cllr Hislop raised that the Parish Hall Board of Management have not yet discussed the request of a grant.

RESOLVED: to defer any decision to a future meeting of the council.

Meeting concluded at 8:21 pm.

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

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Schedule of Payments - As resolved under Item 11.

Cheswardine Parish Council Schedule of Payments

18th November 2025

	Date of Debit or Cheque Raised	Recipient	Purpose	£	£	Payment Method	Power of expenditure	Scribe
1	19/11/2025	Netwise	Email Hosting 25-26	288.00		BT - Unity Trust	LGA 1972 S 111	Yes
2	19/11/2025	PG SKIPS	Rubbish Removal - Skip Emptied 10/10/25	33.13		BT - Unity Trust	Litter Act 1983 ss.5	Yes
3	19/11/2025	Shropshire Plant Hire	Grounds Maintanance - Novemember 2025	295.00		BT - Unity Trust	Open Spaces Act 1906 ss9 & 10	Yes
4	19/11/2025	W Salisbury (Clerk)	Clerk Salary - November	495.00		BT - Unity Trust	LGA 1972 S 112	Yes
5	19/11/2025	HMRC	Tax & Contributions on Clerks salary - November	123.80	154.07	BT - Unity Trust	LGA 1972 S 112	Yes
6	19/11/2025	HMRC	Employer NIC - Month 8	30.27		BT - Unity Trust	LGA 1972 S 112	Yes
7	19/11/2025	W Salisbury (Clerk)	Giff Gaff - Phone Monthly Payment - November	6.00	23.10	BT - Unity Trust	LGA 1972 S 111	Yes
8	19/11/2025	W Salisbury (Clerk)	Mileage (21st October - 38 miles x 0.45)	17.10		BT - Unity Trust	LGA 1972 S 111	Yes
Total				1288.30				

Payments made as resolved under the approved payments list 5.5b								Scribe
9	07/11/2025	BT	Parish Hall Broadband - 1st to 30th October	39.54		DD - Unity Trust	LGA 1972 S 133	Yes
Total				39.54				

Payments made under Financial Regulations 5.5a to avoid late payment								Scribe
	Date of	Recipient	Purpose	£	£	Cheque	Power of expenditure	
	31/10/2025	Unity Trust Bank	Bank Charges	6.00		Bank Charge	LGA 1972 S 111	Yes
Total				6.00				

Invoices checked and verified at the meeting held on 18th November 2025

Cllr N Partridge - 19/11/25

Cllr - Proposer - Sign & Date

Cllr N Stallard 19/11/25

Cllr - Seconder - Sign & Date

DEPOSITS RECEIVED		
Oct	2025	
Date	Total	From
Total	£0.00	

Information Technology (IT) Policy

1. Introduction

Cheswardine Parish Council recognises the importance of secure and effective use of information technology (IT) in supporting its work, operations, and communications. This policy sets out how IT resources are to be used, managed, and safeguarded to ensure compliance with statutory responsibilities, including Assertion 10 of the Annual Governance and Accountability Return (AGAR) as referenced in the 2025–26 SAAP guidance. This policy complements the Council's adopted Email Communications Policy and adopted Social Media Policy, which must be complied with at all times.

2. Scope

This policy applies to:

- The Clerk (the Council's only employee provided with IT equipment),
- All councillors, who operate on a Bring Your Own Device (BYOD) basis,
- Any contractors, volunteers, or third parties who are given access to council information.

It covers the use of laptops, mobile phones, networks, cloud storage, and personal devices where these are used for council business.

3. Equipment and Software

- The Clerk is issued with a Council-owned laptop and mobile phone, both backed up using secure cloud-based services (OneDrive).
- Councillors are not issued with IT equipment and are responsible for ensuring their own devices meet the requirements of this policy.
- Installation of unauthorised software on Council-owned devices is prohibited.
- All software must be kept updated with security patches applied promptly.

4. Passwords and Access Control

- Passwords must be at least 10 characters long and contain a mix of upper and lower case letters, numbers, and symbols or be formed of 3 words plus numbers and symbols.
- Passwords must never be shared.
- Devices used for council business must be protected with a login password, PIN, or biometric security.
- Where councillors share a personal device with family members, they must ensure that council information is stored in a way that is inaccessible to others.

5. Data Storage and Handling

- Official Council documents should normally be stored in the Council's cloud-based systems or on the Clerk's council-issued laptop.
 - Councillors may download shared documents for reference, but should delete them once they are no longer required.
 - Highly sensitive information will only be shared as view-only through secure cloud storage or provided in paper format at meetings.
 - Documents containing personal data must not be stored on personal devices indefinitely.
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6. Use of Devices and Internet

- IT resources are to be used for official Council purposes. Limited personal use by the Clerk on Council-owned devices is permitted, provided it does not interfere with duties.
- BYOD councillors must use their devices responsibly and ensure anti-virus software and operating systems are up to date.
- Council business must not be conducted through insecure platforms or messaging services.
- WhatsApp groups may be used for informal sharing of information only and must not be used for decision-making.
- The Council's adopted Email Communications Policy and Social Media Policy apply at all times when councillors or staff are acting in a council capacity.

7. Security and Backups

- The Clerk's devices are automatically backed up to Dropbox and OneDrive.
- Councillors must take reasonable steps to safeguard any temporary copies of documents saved on personal devices, including using secure deletion when no longer required.
- Lost or stolen devices used for Council business must be reported immediately to the Clerk and steps taken to revoke access to council accounts where applicable.

8. Confidentiality and Data Protection

- Users must comply with data protection legislation, including GDPR, in handling personal information.
- Personal data should only be collected, used, and stored where necessary and must be protected from unauthorised access.
- Data must not be disclosed to third parties without proper authority.

9. Misuse and Breach of Policy

Examples of misuse include, but are not limited to:

- Using Council devices or information for personal gain,
- Attempting to bypass or disable security measures,
- Sharing confidential data inappropriately,
- Allowing non-council members to access restricted information.

Breaches of this policy may result in disciplinary action for staff and referral to the Monitoring Officer for councillors.

10. Training and Awareness

- The Clerk will keep informed of best practice in IT security.
- Where appropriate, councillors will be provided with guidance on secure handling of documents and safe online practices.

11. Policy Review

This policy will be reviewed annually to ensure it remains relevant and compliant with legislation.

Social Media Policy

1. Policy Statement

This policy is intended to help councillors and council staff make appropriate decisions about the use of social media. Social media is a collective term used to describe methods of publishing on the internet through channels such as Facebook, Instagram, Threads, X (formerly Twitter), and TikTok.

This policy outlines the standards the Council requires councillors and staff to observe when using social media, the circumstances in which the Council will monitor the use of social media, and the action to be taken in respect of breaches of this policy.

This policy supplements, and should be read in conjunction with, all other policies and procedures adopted by the Council such as the Member's Code of Conduct.

The use of social media does not replace existing forms of communication; it should be seen as a complementary form of communication that can engage more effectively with certain sectors of the community.

This policy and the use of social media may be amended or withdrawn at any time.

2. Who is Covered by this Policy

This policy covers all individuals working at all levels within the Council, including all elected and co-opted councillors and the Clerk.

The Clerk is the nominated person to moderate and administrate the Council's official social media output. The Clerk will be responsible for posting and monitoring content and ensuring that it complies with this policy.

3. Scope of the Policy

All members and staff are expected to always comply with this policy to protect the reputation, privacy, confidentiality, and interests of the Council, its services, employees, partners, and community.

Serious breaches of this policy by councillors or staff may be dealt with under the Code of Conduct or relevant procedures. Breaches may include unlawful, libellous, harassing, defamatory, abusive, threatening, obscene, discriminatory, or offensive content.

The standards of behaviour required by the Code of Conduct apply to online activity in the same way as to other written or verbal communication.

Members should bear in mind that inappropriate conduct online can still attract adverse publicity. Remarks easily withdrawn in person may be permanently published online. Communications on the internet are public and permanent.

4. Responsibility for Implementation

The Council has overall responsibility for the effective operation of this policy.

The Clerk is responsible for monitoring and reviewing the policy and making recommendations for changes to minimise risks.

All councillors and employees should read and understand this policy. Breaches should be reported to the Clerk or Chair.

5. Social Media Uses

The Council encourages the use of social media for:

- Posting notices, dates, and details of meetings
- Advertising events and activities organised by the Parish Council
- Sharing Council news and decisions
- Promoting good news stories relevant to the community
- Linking to appropriate websites and resources

- Advertising vacancies
- Sharing information from partners (e.g. Police, Shropshire Council, Parish Hall)
- Sharing information from community groups for public benefit
- Responding to enquiries and providing factual information

Where possible, content should mirror information on the Council's website for consistency.

6. Social Media Standards – Official Council Platforms

When participating in official Council social media platforms, the Clerk must:

- Ensure posts are published only via official Council accounts, not personal accounts
- Use professional, factual, and consistent tone
- Spell-check and grammar-check all posts
- Use photographs or graphics where appropriate to aid engagement
- Seek permission before publishing photographs or videos that identify individuals in private or sensitive settings. Where photographs are taken at public events, these may be freely published by the Council. For any images of children, parental consent must always be obtained before use.
- Never post information that breaches legislation, copyright, or confidentiality
- Ensure official responses are concise, factual, and respectful
- Avoid escalating disputes, instead correct misrepresentations calmly and factually
- Remove any defamatory or inappropriate comments promptly

Comments on posts may be enabled or disabled depending on the nature of the post and the likelihood of inappropriate or unhelpful responses. The Council will always encourage members of the public to direct communications to the Council via formal channels (such as email or written correspondence) rather than relying on responses to social media posts.

The Council does not permit residents to post directly on its social media feeds, to ensure content remains relevant and manageable.

7. Councillor Interaction with Council Social Media

- On occasions where councillors or staff choose to post in the comments section of Council posts from their personal accounts, they must clearly identify themselves by name and role.
 - Councillors may share Council posts to their own pages.
 - If approached via other forums, councillors should redirect enquiries to the official Parish Council page.
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8. Councillor Social Media Standards – Personal Use

When using personal or councillor-specific social media accounts it is advised that:

- Personal opinions must not be presented as those of the Council.
 - Council information should be shared from the official page to ensure accuracy.
 - Councillors should not act on behalf of the Council through personal accounts.
 - Avoid statements that may embarrass the Council or damage its reputation.
 - Respect confidentiality and privacy at all times.
 - Avoid inflammatory remarks, personal attacks, or discriminatory language.
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9. Councillor Run Social Media Profiles

If Councillors create and manage their own social media pages to promote their work as a councillor.

The following requirements apply:

1. **Profile Format** – Councillor pages on Facebook must be set up as “Pages” that allow the public to like and follow, not as personal profiles requiring friend requests.

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2. **Disclaimer Requirement** – The “About” or “Impressum” section of any councillor run profile must include the following disclaimer text:

“This page is managed by [Name], Councillor for Cheswardine Parish Council. Views are personal and not those of the Council. Official statements appear only on Council channels or website.”

3. **Consistency** – Where councillors wish to share Council-related information, they should share or repost from the official Cheswardine Parish Council page to ensure accuracy.
4. **Standards** – Councillors remain bound by the Code of Conduct in all online activity. Content must not be defamatory, discriminatory, or misleading.
5. **Representation of Work** – Councillors must not promote work completed in an individual capacity as being the work of the Council. Any personal initiatives, activities, or achievements should be clearly distinguished from the official work of Cheswardine Parish Council.

10. Monitoring and Enforcement

- Misuse of social media may constitute a breach of the Code of Conduct and be referred to the Monitoring Officer.
- In serious cases, misuse could amount to a criminal offence.
- Breaches may also be investigated under the Council’s complaints or grievance procedures.

11. Review of Policy

This policy will be reviewed as required, and at least every 2 years, or sooner if issues arise.

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Report from Shropshire Council Unitary Councillor (Nov)- As received under Item 7.

Cllr Neil Bentley Unitary Councillor Report | Cheswardine Division

November 2025

OVERVIEW

The long awaited engineering report for the A41 was finally produced by Amey. This report concluded that using the data collected by Amey and following National Guidance, they believe that speed cameras would not produce the desired outcome and instead have suggested making considerable changes to 4 locations along the A41. Telford & Wrekin (lead) and Shropshire Council highways teams have met and are hopeful to meet up with PCC John Campion to discuss the next stages. No decisions have yet been made.

In October I have spent a considerable amount of time working with residents regarding several planning issues. I would like to take this opportunity to remind all Parish Councillors of their duty of care towards all members of the public especially when discussing planning applications that effect our communities.

Interim CEO of Shropshire Council Tanya Miles has accepted the administration's offer of maintaining that position whilst the council navigates through the current Financial Emergency. You may have been made aware of an increase to the predicted overspend since my last report. This is a developing picture and various factors could tip the balance either way. The council staff are working hard to make emergency savings where possible. The administration is working with an Independent Improvement Board from November 2025.

(24/10/25) An emergency Lib Dem Cllr meeting held to keep all councillors informed on progress with the Improvement Board and I will pass on information as appropriate.

(01/10/25) I attended an extraordinary parish council meeting at Stoke Upon Tern (not my division) but with all local parishes invited to meet Cllr Alex Wagner, dept Leader of Shropshire Council to discuss the Shropshire Partnership. Several questions were raised and Alex has promised to circulate a more detailed plan to all parish/town councils ASAP. I am happy to discuss the overall direction of the Shropshire Partnership with cllrs at any stage.

(08/10/25) Cheswardine Charity trustee meeting.

(09/10/25) Portfolio Meeting, Guildhall.

(20/10/25) Full Governors meeting for Cheswardine and Hinstock school.

(20/10/25) SYA Board of Trustees meeting, Shrewsbury.

(26/10/25) I attended a special service at St Swithun's Church to mark the end of Rev. Becky Richards time as Team Rector across the Cheswardine & Hodnet divisions. I wish Rev.Becky and Dr.Rob all the best as they embark on their new journey in Cumbria, closer to their growing family.

(15/10/25) Full cabinet meeting, agenda and decisions can be found here: [Agenda for Cabinet on Wednesday, 15th October, 2025, 10.30 am — Shropshire Council](#)

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Report from Shropshire Council Unitary Councillor (Nov) - As received under Item 7. (Cont.)

CASEWORK

Casework	Issue Raised / Portfolio	Actions
Ollerton Business Park, Childs Ercall	PLANNING: Various planning applications have been passed yet conditions not met (esp highways)	<ul style="list-style-type: none"> Resident communication shared with planning portfolio holder. (03/06/25) Emma Green (<i>Planning Enforcement Leader</i>) has replied directly to a resident concern outlining the stages for legal involvement. I will continue to chase. planningenforcement@shropshire.gov.uk can be used to report any breaches of planning. I am still chasing updates on this one.
A41 Safety	HIGHWAYS/POLICE: Update on the installation of average speed cameras along the A41.	<ul style="list-style-type: none"> See above report.
23/03138/FUL Mixed 28 Residential Dwellings Childs Ercall	PLANNING: This has gone to 'recommendations/committee'	<ul style="list-style-type: none"> (09/06/25) I have contacted the case officer regarding the general position of this application having been made aware of community concerns. (17/07/25) No communication received, concerns raised by the Lib Dem administration over the lack of response from officers. (01/09/25) Email received from case officer to confirm the current position of this application (updates available on the planning portal). (21/09/25) Request for this to be called-in to the Northern Planning Committee.

PARISH COUNCILLOR QUESTIONS

Here are questions posed by parish councillors across the division and updates/answers at present.

Question	Answer / Outcomes
What services are specifically provided by SC across our Parishes?	I have asked a question but I am awaiting a solid response. This should help our parish councils decide which services they may want to take on under the Shropshire Partnership.
Eaton On Tern Solar Farm - Will residents benefit financially?	Officers still investigating. I have had no updates.