

Chairman: Cllr Taylor
Councillors: Cllr A Thomson; Cllr D Faulkner; Cllr Millard, Cllr J Hodder; Cllr D Faulkner
Clerk: Mrs M Joyce
Unitary Cllr: Cllr R Gittins

**Minutes of the Annual Meeting of Cheswardine Parish Council held at the
Parish Hall on Tuesday 17th May 2022**

603

1 Election of the Chairman (Acceptance of Office form to be completed) (LGA 1972 s15(2)); (LGA 1972 s83) **7:30**

Cllr Millard proposed Cllr Taylor as the Chairman for the ensuing year, seconded Cllr Thomson, all agreed. Resolved. Acceptance of office form duly completed.

2 Election of the Vice Chairman (Acceptance of Office form to be completed) Cllr Stanton proposed Cllr Thomson, seconded by Cllr Faulkner, as Vice Chairman for the ensuing year. All agreed. Resolved. Acceptance of office form duly completed.

3 Election of other Officers & Representatives:

- a) Representative on Local Joint Committee – N/A
- b) NSAC/SALC Representative – Cllr Taylor was proposed by Cllr Hodder, seconded by Cllr Faulkner, all agreed.
- c) Helicopter Liaison Group – Cllr Faulkner was proposed by Cllr Taylor, seconded by Cllr Thomson, all agreed.
- d) Parish Hall BOM – Cllrs Taylor was proposed by Cllr Stanton, seconded by Cllr Hodder. Cllr Stanton was proposed by Cllr Taylor, seconded by Cllr Hodder. All agreed.
- e) Appointments of Data Compliance Officer – Data Controller to the Parish Council
The Clerk was proposed by Cllr Taylor, seconded by Cllr Stanton, all agreed.

4 Co-option of Councillors – to confirm election results & to confirm ability to co-opt for vacant seats
Cllr Taylor, seconded by Cllr Faulkner proposed that the Council endeavours to fill the vacant seats. All agreed.

5 Delegation of powers to the Clerk

- a To transfer monies between bank accounts - Cllr Taylor proposed the motion, seconded by Cllr Thomson, all agreed.
- b To issue dispensations in relation to Disclosable Pecuniary Interests – Cllr Taylor proposed the motion, seconded by Cllr Millard, all agreed.
- c To give permission to groups requesting to use the playing fields for organised activities – Cllr Taylor proposed the motion, seconded by Cllr Hodder, all agreed.

5 Chairman's welcome, announcements, apologies & public participation

The Chairman welcomed everyone present to the Meeting, confirming that it opened at 7:32pm.

6 To receive Declarations of Disclosable Pecuniary (or any other) Interests or Dispensation Requests in accordance with the Code of Conduct Members are reminded to declare any gifts and/or hospitality. (LGA 1972 s94)

No declarations were received.

Cllr Taylor requested to move Finance item 11 Bowling Club Funding Request forward, which was duly proposed by Cllr Faulkner, seconded by Cllr Hodder, all agreed.

The Parish Council has received a funding request from the Bowling Club received for finance to aid the installation of a disabled access ramp. They have some funds in reserve but insufficient to cover costs. The Chairman of the Bowling Club was invited to give an overview of the funding request. Three quotes were obtained for the work. He explained the scope of works and differences in all of the quotes/materials recommended by each contractor. Quotes ranged between £3100, £4500, £2422 (inc galvanised handrail). Councillors gave their views on the job and discussed potential usage of the ramp. The lowest quote includes all of the safety aspects required. Cllr Taylor proposed accepting minimum cost option, seconded by Cllr Millard, all agreed. Councillors agreed to support the Club and pay for the works.

7 Co-option of Councillor – no applicants.

No current applicants for consideration

8 Approval of the Minutes : To approve/sign the Minutes of the Meeting held on 15th March 2022 (Local Government Act 1972, s12 p41(1))
Councillors confirmed that they had received and read the Minutes of the last Meeting. Cllr Millard proposed them to be a true and accurate record of the Meeting, seconded by Cllr Thomson, all agreed.

9 Matters arising/action taken from the Minutes not otherwise included on the agenda
Cllr Taylor confirmed that they would be discussing the replacement lighting column, field status, Red Barns junction and Airband/tree TPOs.

10 Unitary Councillor's report

Cllr Gittins gave an overview of the last year. Copy attached.

Cllr Taylor queried recent resurfacing works carried out near the Red Barns junction – roads either side have been re-tarmacked but the area needing remarking hasn't been done. Cllr Gittins confirmed that he had had no idea they would be working close to the junction. Cllr Gittins to take up with Shropshire Council why the road markings hadn't been re-marked while they were working so close to the junction. Cllr Gittins confirmed that the area Engineer has been off and will be off until June. Another engineer is covering who will be asked to take up the works requested. Data collections for Soudley speeding will be happening within this financial year.

Boundary reviews – and email has been received from the Clerk in Stoke On Tern. Cllr Gittins reported that there has been a suggestion that Sutton upon Tern should merge with Stoke Upon Tern Parish Council. They are gauging other parish council's views on boundaries etc. The Councillors had a brief discussion about position of current boundaries. They concluded that they see no reason to review boundaries for the moment.

Cllr Taylor made a formal request for Airband to undertake TPO reviews before they do any work in local areas. Cllr Gittins reported that Shropshire Council was not happy that Airband had undertaken to do work on the oak tree in Chipnall (following damage caused to it). Cllr Taylor suggested that checking for TPOs should form part of their surveying work prior to commencement of works in any area. Cllr Faulkner thanked Cllr Gittins for his efforts on behalf of the Parish Council, seconded by Cllr Taylor, all agreed.

11 Housekeeping

a) Allotments – Tenancy agreement – Signing (Small holdings & Allotments Act 1908 ss 23,26,42)
Agreement received from the Allotment Society which was duly signed by the Chairman and the Clerk, as proposed by Cllr Taylor and seconded by Cllr Faulkner. PCC copy queried.

b) Social Media – update from Cllr Taylor re the Parish Council’s Facebook page 601
 Cllr Taylor confirmed that the Facebook page is now complete. The Parish Council has set aside £400 for publicity however this will probably not be needed. Business cards would be good/cheap/easy to produce and circulate to advertise the Facebook page. Cllr Taylor proposed 200 business cards are made/circulated – Cllr Stanton had 500 produced for bus £60. Cllr Taylor proposed this is done, seconded by Cllr Hodder, all agreed. Cllr Taylor to action. To be put into the News Hub.

c) Defibrillators - report from Cllr Stallard; Training sessions; Replacement pads
 New pads ordered were delivered to the wrong address. Cllr Hodder is following this up. The spare set are in date. There are no separate paediatric pads however Cllr Faulkner confirmed that you can use 1 for children 2 for adults
 Loggerheads First responders has agreed to do some training sessions. Clerk waiting for dates. To chase up.
 Cllr Stallard not present to give his report.

d) Strategic Objectives – update
 Electric car charging points: Cllr Thomson is investigating this project.

e) To enable Councillors to review and approve the following policies/protocols for adoption:

- Standing Orders: Cllr Taylor proposed adopting, seconded by Cllr Hodder all agreed.
- Financial Regulations: Cllr Taylor propose adopting, seconded by Cllr Stanton, all agreed.
- Risk assessment: Cllr Taylor proposed adopting, seconded by Cllr Thomson, all agreed.

f Confirmation of 2022-23 meeting dates/venues
 Dates and venues confirmed as the third Tuesday of each month, except August (no meeting, and the second Tuesday in December.

g To enable Councillors to review/confirm annual memberships/affiliations: SALC and the Clerk’s membership with the SLCC
 The Clerk’s membership was proposed by Cllr Taylor, seconded by Cllr Thomson, all agreed.
 SALC affiliation was proposed by Cllr Taylor, seconded by Cllr Thomson, all agreed.

h Brownie Hut – management agreement

Cllr Taylor gave an overview of the emails received from the Guides regarding the use/ownership of the Brownie hut. Cllr Taylor suggested to The Guides/Brownies that they have a management agreement in place with the Parish Council. They have in turn taken legal advice from the Guiding Association and have requested a lease agreement as it has been suggested that a management agreement would be insufficient, or they would like to be gifted the land and the hut. Cllr Taylor confirmed that due to the complexities of the arrangement with Fields in Trust and the charitable status of the land it cannot be gifted away. A licence was issued in 1992 to allow the Scouts access and to have a structure on site with responsibility to insure, repair and indemnify the Parish Council against charges – They were to remove structure after 7 years which didn’t happen. Fields in Trust recommended that the Bowlind Club be given a management agreement, which is now in place. Cllr Taylor confirmed that everything promised in the 1982 licence regarding access etc can be preserved with a management agreement. A lease agreement would be very expensive for all parties and will require specialist legal advice needed. At least three set of lawyers would be required for the Parish Council, Fields in Trust and the Guides, which would be costly. In addition to this it is possible that the charity commission could potentially have a say in it all. In the email it is suggested that the Parish Council owns building. Cllr Taylor confirmed that it is not, nor ever has been on the Parish Council’s asset register and could be removed from the site at any time. The Guides are keen to put the arrangement on a formal basis, hence seeking legal advice and they are ideally seeking either freehold ownership or a leasehold agreement. Cllr Taylor proposed he contacts them to outline the

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b) Chipnall Oak Tree – to enable Cllrs to discuss Tree Dept’s report; TPO confirmation – the report from the Tree department confirmed that the tree is healthy and that it is not owned by Shropshire Council as it is not on the Highway/verge belonging to them.

c) Salt bin – update

The old bin by the Parish Hall is broken. Councillors agreed to swap this one with the new one installed by the Church. A new one will be provided by Shropshire Council if the old one falls apart.

d) Line markings update

Red Barns junction covered previously.

10 Correspondence

To confirm receipt of correspondence circulated by email to inc SALC/NALC bulletins ;
Local policing charter meeting; Local plan update

No matters raised for discussion.

11 Finance

a

i) Receipts and Payments Account and Breakdown of Expenditure to year end

Councillors confirmed that they had received the end of year figures circulated via email. No comments or questions were received.

ii) To receive and approve Internal Auditor’s report if available (LGA 1972 s94)

The report was noted as received – Comments were noted. Cllr Taylor proposed accepting the report, seconded by Cllr Hodder, all agreed.

iii) Completion of the Annual Governance Statement (as above)

Councillors answered all questions positively. Cllr Stanton proposed that the form be signed, seconded by Thomson, all agreed. The form was duly signed by the Chairman and the Clerk.

iv) Completion of the AGAR (if internal audit has been completed) (LGA 1972 s168)

Councillors confirmed the year end figures and Cllr Hodder proposed signing the Accounting Statements 2021-22 form for submission to the External Auditor, seconded by Cllr Faulkner.

b

i) Payments: To receive invoices for payment inc those received post agenda publication

Cllr Taylor proposed approving all payments, seconded by Cllr Thomson, all agreed.

ii) Parish Council Insurance 2022/23 – Renewal

Councillors discussed the renewal quote. Cllr Thomson proposed accepting the quote from Gallaghers, seconded by Cllr Stanton, all agreed. The Beacon lighting insurance was further proposed and seconded for approval by Cllr Taylor, seconded by Cllr Hodder, all agreed.

iii) Cllr Stanton reported on the bus service, giving an update on finances, the renewal of which is due for consideration. New terms have been proposed by the Wheelers which lesson the exposure to the Parish Council. They have proposed a new charge to the Parish Council of £3 per passenger without a bus pass. No commitment if no passengers. The service can now be run as a pay as you use arrangement. Cllr Stanton proposed continuing with the service with the new agreement – this will significantly reduce the cost to the Parish Council – Cllr Stanton will continue to run the admin side. The Wheelers will collect the money. Councillors replied positively. Cllr Taylor seconded the motion, all in favour. Clerk to ask if Hinstock Parish Council wishes to join the service. Councillors congratulated Cllr Stanton.

iii) Position statement – current bank balance – Councillors checked the current bank statements.

Cllr Taylor gave an overview of expenditure.

iv) Adult gym equipment project

598

Cllr Thomson confirmed that the equipment has been installed but is currently fenced off – Cllr Thomson to follow up with the contractor and sort out commissioning of the equipment. To advertise on Facebook. Councillors discussed an official opening for the equipment – to include on asset register. Signage will be needed. Councillors agreed that it was a good project and thanked Cllr Thomson for co-ordinating it.

- v) North Salop Wheelers – Presentation of breakdown of monies due: covered
- vi) Bus service – final report and payment approval covered
- vii) Budget – to review – Councillors agreed that the finances are on budget.
- ix) Precept confirmation: noted
- x) Beacon lighting insurance: approved
- xi) Grant funding request from the Bowling Club – discussed previously in the meeting.

Date	Recipient	Purpose	Amount	Cheque No.	Power of expenditure
30/04/22	Employee	Salary	£	SO	LGA 1972 s112
05/05/22	HMRC	PAYE	£89.90	101354	LGA 1972 s112
25/04/21	Plusnet	Broadband	33.52	DD	LGA 1972 s111
30/04/22	Groundforce	Maintenance	£166.50	101355	PHA 1875 s164; OSA 1906 ss9&10
	VOID			101356	
15/03/22	N Salop Wheelers	Bus service	£248.50	101357	Transport Act 1985 106A)
10/04/22	SALC	Affiliation	£473.48	101358	LGA1972 S143
17/05/22	Employee	Salary adj payment	£123.55	101359	LGA 1972 s112
12/05/22	Gallaghers	Insurance Renewal	£776.06	101360	LGA 1972 s140
17/05/22		Beacon Insurance	£165.00	101361	LGA 1972 s140
30/04/22	PG Skips	Bin Hire/Emptying	£53.62	101362	Litter Act 1983 s5
Receipts	From	Purpose	Amount		
	Shropshire Council	Precept	£22,595		Local Government Act 1972, s.41 (4) LG Finance Act 1992 s39

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

a Applications

22/01872/FUL (validated: 20/04/2022)

Address: Marsh Farm, Marsh Lane, Cheswardine, Market Drayton, Shropshire, TF9 2SF

Proposal: Erection of single-storey infill and wraparound extension and internal reconfiguration

View online at: [http://pa.shropshire.gov.uk/online-](http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RALNLSTDN4W00)

[applications/applicationDetails.do?activeTab=summary&keyVal=RALNLSTDN4W00](http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RALNLSTDN4W00)

No objections as proposed by Cllr Taylor, seconded by Cllr Stanton, all agreed

22/02040/PMBPA (validated: 28/04/2022)

597

Address: Proposed Residential Conversion, Agricultural Building, Shawbroom Farm, Soudley, Market Drayton, Shropshire, TF9 2NS

Proposal: Application for prior approval under Part 3, Class Q of the Town & Country Planning (General Permitted Development) (England) Order 2015 for the change of use from agricultural to form two residential units

View online at: <http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RB1NV0TD07V00>

Councillors discussed the plans noting the very remote location and welcoming the proposals – Cllr Taylor proposed supporting, seconded by Cllr Hodder, all agreed.

b Decisions

22/01048/FUL (validated: 03/03/2022)

Address: The Chapel, Soudley, Market Drayton, Shropshire, TF9 2SE

Proposal: Replacement of existing garage with a garden office/studio with associated works

Decision: Grant Permission

View online at: <http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=R84T6MTDLZC00>

13 Items for June's Meeting Agenda

No items raised

14 Exclusion of press and public: That in accordance with s1(2) Public Bodies (Admission of Meetings) Act 1960, members of the public and press be excluded from the remainder of the meeting on the grounds that the following items to be considered involves the likely disclosure of sensitive/confidential information

- a) To enable Councillors to report/receive any updates in relation to Planning Enforcement matters - none raised
- b) Employment contract review

Councillor Taylor put forward three motions relating to financial years 22021-22., 2022-23 and going forward which were seconded by Cllr Thomson seconded, all agreed.
Cllrs Taylor and Thomson to undertake the reviews.



Addendum - CONFIDENTIAL

14 Exclusion of press and public: That in accordance with s1(2) Public Bodies (Admission of Meetings) Act 1960, members of the public and press be excluded from the remainder of the meeting on the grounds that the following items to be considered involves the likely disclosure of sensitive/confidential information

- a) To enable Councillors to report/receive any updates in relation to Planning Enforcement matters - none raised
- b) Employment contract review

Cllr Taylor put three motions forward to the Council.

For the last financial year the salary was paid at £12.98 – NALC negotiation settlement which came in late changed the rate to £13.21 so the Clerk was underpaid 23p per hour for last year.

Cllr Taylor proposed rectifying the underpayment, seconded by Cllr Thomson, all agreed.

A comparison of wage rates was considered – Cllr Taylor proposed a 2022-23 uplift to £14.67 set rate for this period –seconded by Cllr Thomson, all agreed.

Third motion – to establish rate of pay on national structure – recommended rates of pay – 2023-24 pay sp23 currently £14.67 as proposed by Cllr Taylor, seconded by Cllr Thomson, all agreed.

Councillors Taylor and Thomson to undertake the reviews.

9:04 closed

A handwritten signature in blue ink, appearing to be 'P. Taylor', is located in the bottom right corner of the page. The signature is written in a cursive style with a large loop at the end.