

**MINUTES**  
**CARDINGTON PARISH COUNCIL**  
**MEETING**  
**held in Cardington Village Hall**  
**following the Annual Meeting**  
**on**  
**13<sup>th</sup> May 2025**

**Present:**

C'llr Tonks (Chairman), C'llr Norris (Vice Chairman); C'llr Davies; C'llr Seabury; C'llr Maydew, C'llr Pennington; C'llr Watkins; C'llr Rogers, C'llr Lowe  
Shropshire C'llr C Stanford  
Clerk : Mrs J Griffiths

No members of the public attended the meeting.

Shropshire C'llr Stanford attended the meeting from Item 10

**Acceptance of Apologies**

All Councillors were present at the meeting.

Before the Chairman opened the Meeting the Clerk circulated the forms for the Declaration of Acceptance of Office, which were duly signed and witnessed by the Clerk.

The Clerk had previously sent all Councillors an e mail giving them details of the new system for completing the Declaration of Interest forms. These now have to be completed on line. The Clerk also circulated hard copies of the instructions to all Councillors and reminded them that they have to complete this before 2<sup>nd</sup> June.

As C'llr Maydew does not have internet access the Clerk had spoken to the Elections Team and it had been agreed that the Clerk could complete this on line on his behalf. The Clerk bought the form he had completed on 11<sup>th</sup> May 2021. Any amendments to the information on the 2021 form was updated and C'llr Maydew initialled the alterations to be updated when the 2025 form is completed on line by the Clerk.

The Chairman then opened the meeting and welcomed C'llr C. Stanford, the newly elected Shropshire Councillor for Corvedale.

**1. Election of Chairman**

It was proposed by C'llr Seabury, seconded by C'llr Pennington, and unanimously agreed that C'llr Tonks would be elected as Chairman to serve until the Annual General Meeting in May 2026.

**2. Election of Vice-Chairman**

It was proposed by C'llr Davies, seconded by C'llr Rogers, and unanimously agreed that C'llr Norris would be elected as Vice-Chairman to serve until the Annual General Meeting in May 2026.

**3. Election of Parish Council Representative to the Charity**

It was proposed by C'llr Pennington, seconded by C'llr Seabury, and unanimously agreed that C'llr Pennington would be elected to serve as the Parish Council representative on the Charity until the Annual General Meeting in May 2026.

**4. Election of Footpath Warden**

It was proposed by C'llr Pennington, seconded by C'llr Seabury, and unanimously agreed that C'llr Watkins would be elected to serve as the Footpath Warden until the Annual General Meeting in May 2026.

#### **5. Election of Tree Warden**

It was proposed by C'llr Tonks, seconded by C'llr Rogers, and unanimously agreed that any concerns about any trees in the parish would be discussed and agreed at parish council meetings.

#### **6. Election of representative on Village Hall Committee**

It was proposed by C'llr Rogers, seconded by C'llr Watkins and unanimously agreed that C'llr Davies would be elected to serve as the Parish Council Representative on the Village Hall Committee until the Annual General Meeting in May 2026.

#### **7. Election of Parish Councillor to liaise with Shropshire Council Highways Department**

It was proposed by C'llr Rogers, seconded by C'llr Davies and unanimously agreed that C'llr Lowe would be elected to serve as the Parish Council Representative liaising with Shropshire Council Highways Department until the Annual General Meeting in May 2026.

#### **8. Election of Councillors with delegated powers for Planning Applications**

It was proposed by C'llr Seabury, seconded by C'llr Lowe and unanimously agreed that C'llr Rogers, C'llr Norris and C'llr Tonks would liaise with other Councillors and arrange site visits where necessary if planning applications required Parish Council comments between meetings.

#### **9. Election of 2 representatives to serve on the Area Committee**

It was proposed by C'llr Rogers, seconded by C'llr Seabury and unanimously agreed that C'llr Tonks and C'llr Lowe would act as the Parish Council representatives on the Area Committee until the Annual General Meeting in May 2026.

#### **10. Public Comments Limited to 15 minutes**

No members of the public were present at the meeting.

#### **11. Minutes Meeting held on Tuesday 25<sup>th</sup> March 2025**

It was proposed by C'llr Rogers, seconded by C'llr Watkins and unanimously agreed that the Minutes of the meeting held on 25<sup>th</sup> March provided a true and accurate record of the meeting.

#### **12. Matters arising from the Minutes – Clerk to report for information only**

There were no matters arising that were not covered on the Agenda.

#### **13. Correspondence**

The Clerk circulates all correspondence as it is received.:

The Clerk told the meeting that she had also received an e mail from a member of the public who was concerned about a fallen branch which had resulted in a road closure in the parish. The tree was on land belonging to C'llr Maydew and he told the meeting that he thought a member of the public has sawn the branch and removed it from the highway but he agreed to investigate and carry out more clearance if necessary.

#### **14. Flood Protection**

The Chairman had circulated a report from the meeting held on 25<sup>th</sup> April, with John Bellis, Shropshire Council Drainage Officer, to discuss flooding issues in the Parish. C'llr Watkins and a member of the public had also attended this meeting.

John Bellis had produced some very useful information concerning rainfall and water flows in the catchment area. John Bellis recommended that Sarah McNess of the Wildlife Trust could carry out a survey and provide a detailed report which would help the Parish Council to attract funding for any remedial work if funds were available in the future. It was thought that this would probably cost around £1,500. It was agreed that Sarah McNess would be invited to attend the September Parish Council Meeting.

## **15. Finance**

### **(a) Approve the 2024/25 Accounts**

The Clerk circulated copies of the 2024/25 accounts showing a balance held at the end of March 2025 amounting to £10,000.19. It was proposed by Cllr Watkins, seconded by Cllr Rogers and unanimously agreed that this was a true and accurate record of the transactions for the financial year 2024/25.

### **(b) Agree Exemption from full audit**

It was proposed by Cllr Watkins, seconded by Cllr Norris and unanimously agreed that the Parish Council would apply for exemption from the full audit.

### **(c) Agree Annual Governance Statement**

The Clerk went through the Annual Governance statement, which coincided with the 2024/25 accounts and had been checked by the Internal Auditor. It was proposed by Cllr Rogers, seconded by Cllr Watkins and unanimously agreed that the Chairman and Clerk would sign the Annual Governance statement.

### **(d) Accounts due for payment**

The following cheques were due for payment

- SALC Annual Affiliation Fee £282.94 Cheque No.100035
- Zurich Municipal Insurance £264.00 Cheque No 1000036
- L. Pardoe Internal Audit £105.00 Cheque No 1000037
- HMRC Tax due on Clerk's salary £120.20 cheque No 100038
- Clerk's salary, plus expenses £505.76 cheque No 1000039

It was proposed by Cllr Norris seconded by Cllr Seabury and unanimously agreed that the above accounts be paid.

### **(e) Bank Reconciliation**

The Clerk circulated the Bank reconciliation showing a balance held at bank, after payment of the above accounts amounting to £17,492.29

It was proposed by Cllr Davies, seconded by Cllr Seabury and unanimously agreed that this provided a true and accurate financial record. The Bank reconciliation was then signed by Cllr Seabury.

### **(f) Village Hall request for Parish Council to Fund defibrillator battery.**

The Clerk told the meeting that a member of the Village Hall Committee had asked if the Parish Council could meet the cost of a new battery for the defibrillator. However, Cllr Davies who is also a member of the Village Hall Committee told the meeting that it had been serviced and a new battery was not required.

The Clerk also told the meeting that a further letter had been received from Barclays Bank dated 1<sup>st</sup> April. This was asking for the latest details of the organisation in the next 30 days. However, the letter was not received until 30<sup>th</sup> April. The Clerk had completed the form giving details of the organisation as requested and returned by recorded delivery on 30<sup>th</sup> April. She had also spoken to a member of the banking team on 30<sup>th</sup> April who agreed to make a note that the form had not been received until 30<sup>th</sup> April. The Clerk had since spoken to the bank and they agreed that the form had been received and they would now be asking for more information concerning the entity, although the Clerk had put the entity as Parish Council on the form which was returned.

The Clerk also told the meeting that the Environmental Maintenance Grant, in the sum of £750, was available again this year and the Clerk had submitted the application for this funding.

## **16. Planning**

### **(a) Decisions on previously discussed applications:**

#### 24/04813/FUL Court Farm, Gretton

Proposed Local Needs dwelling. The Parish Council had previously confirmed the local connection of the applicant. This application was discussed at the January meeting and Cllr Norris declared a personal and prejudicial interest and left the room when this application was discussed. The members of the public attending the January meeting explained that this was their application and outlined the plans. A site visit by Councillors had taken place earlier in the day. At the January meeting it was proposed by Cllr Seabury, seconded by Cllr Watkins and unanimously agreed that the Parish Council had no objections and would support this application. The Clerk told the May meeting that this application is shown as pending consideration.

#### 25/00610/FUL Sheaves Farm, Plaish

Increase roof height to form first floor accommodation with rooflights. This application was received and forwarded to all Councillors on 25<sup>th</sup> February. This was discussed at the March meeting. A site visit had taken place. The application did not impact on any neighbouring properties and was hardly visible from the highway. It was proposed by Cllr Seabury, seconded by Cllr Tonks and unanimously agreed that the Parish Council would support this application. The Clerk told the May meeting that this application was approved on 2<sup>nd</sup> April.

#### 25/00837/FUL Plaish Park Cottages, Gretton

Erection of a single storey extension and conversion of garage into hobby room and spare bedroom. This application was received and forwarded to all Councillors on 13<sup>th</sup> March. It was agreed that a site visit would be arranged and comments forwarded to the Clerk. The Clerk told the May meeting that this application was approved on 15<sup>th</sup> April.

#### 25/01042/FUL Waterloo, Cardington

Erection of side, rear and front extensions and detached garage. This application was received on the day of the meeting. It was agreed that a site visit would be arranged and comments forwarded to the Clerk. It was agreed that the Parish Council had no objections to this application. The Clerk told the May meeting that this application was shown as pending consideration.

### **(b) Applications considered between meetings using delegated powers**

No applications were considered between meetings.

### **(c) Clerk to report any other planning before matters including any new planning applications received just the meeting.**

#### 25/01751/DIS Discharge of Condition 4(a) WSI

This agricultural application to Discharge a Condition relating the planning application 24/04401/AGR (Erection of general purpose agricultural building) had been forwarded to the Parish Council on 12.5.25 for information only.

#### 25/01278/FUL Unit 4, Holt Preen Manor Barns, Plaish

Installation of air source heat pump. This application had been received on 6.5.25. It was proposed by Cllr Norris, seconded by Cllr Watkins that the Parish Council would not comment on this application.

## **17 Highways**

### **a. Collapsed Culverts**

Shropshire Council have now advised that the North culvert will be repaired at some time between May and September. A similar notice has not been received concerning the collapsed culvert in Cardington. Cllr Tonks outlined the visits by various contractors but to date no progress has been made. Cllr Tonks agreed to provide Shropshire Cllr Stanford with the diary of frustrating events.

**b. Other Highways Matters**

Problems on Gilberries Lane, now being the major route out of the area are only getting worse with the volume of traffic now forced to use this lane. Some potholes have now been filled at the bottom and top of Gilberries Lane. However the potholes in the middle section have not been filled. C'llr Lowe agreed to follow this up.

A large pot hole by the sub station on the road leading to Leebotwood had been previously reported but was still awaiting repair.

**c. Any further Highway Matters**

No other highway issues were reported

**18 Police Matters**

No police matters were reported.

**19. Shropshire Council Report**

C'llr Stanford told the meeting that the newly elected Councillors have resulted in a new administration and it is still very early days with new Councillors settling into their positions. He told the meeting that the Parish Council had his full support and he asked the Clerk to report any issues which he would follow up.

**14. Date of next meeting**

1<sup>st</sup> July commencing at 8pm

The dates of the remaining 2025 meetings, as follows:-

2<sup>nd</sup> September

4<sup>th</sup> November

There being no other business the meeting closed at 9.50pm