

MINUTES
CARDINGTON PARISH COUNCIL
MEETING
held in Cardington Village Hall on
18th November 2025

Present:

C'llr Tonks (Chairman), C'llr Norris (Vice-Chairman); C'llr Davies; C'llr Seabury; C'llr Maydew, C'llr Rogers, C'llr Lowe, C'llr Watkins
Shropshire C'llr C Stanford

Clerk : Mrs J Griffiths joined via Zoom

Acceptance of Apologies

C'llr Davies; C'llr Pennington

1. Public Comments Limited to 15 minutes

No members of the public attended the meeting

2. Minutes Meeting held on Tuesday 2nd September 2025

It was proposed by C'llr Seabury, seconded by C'llr Watkins and unanimously agreed that the Minutes of the meeting held on 2nd September provided a true and accurate record of the meeting.

3. Matters arising from the Minutes – Clerk to report for information only

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

4. Correspondence

The Clerk reported the following correspondence:-

- West Mercia Police Town and Parish Council Survey 2025 Questionnaire. Response required by 14th October 2025. The Questionnaire was read out by the Clerk and the responses agreed at the September meeting. The Clerk responded on 4th September.
- West Mercia Police requesting Parish Council 4th quarter priorities. This was discussed at the September meeting. Again it was agreed that theft from outbuildings and theft from properties were the priorities. The Clerk completed the response on 17th September.

The Clerk circulated the following correspondence between meetings:-

- SALC Weekly Briefings
- RSN Weekly Newsletters
- Details of SALC AGM to be held on 29.10.25
- SALC Nature Recovery in Town and Parish Councils circulated 18.9.25
- South Shropshire Area Committee details. As we are now in Corvedale the Clerk has asked the question do we attend South Shropshire or Shrewsbury Area Committee meeting. She had been advised that Shrewsbury Meetings were more appropriate.
- CIL Neighbourhood Fund Annual Monitoring form completed and signed at the September meeting and submitted on 17th September
- Shrewsbury Area Committee Meeting 25th September. Circulated on 17th September
- 13th October Internal Audit Training attended by the Clerk.

- Shropshire Food Resilience – Food Partnership. Circulated 22nd October
- SALC – Grant Finder. Circulated 24th October.
- Shropshire Council – Planning Guidance Notes. Circulated 31st October.
- NALC Legal Bulletin. Circulated 4th November.
- SALC Disclosable Pecuniary Interests update. Circulated 4th November
- ALC Consultation on New Design Guidance. Circulated 6th November
- Chairs Network Meeting via Zoom on 20th November. Forwarded to the chair on 12th November

5. Finance

(a) Accounts due for payment

The following accounts were due for payment

HMRC Tax due on Clerk's salary £124.20. Cheque No 100049

Clerk's salary amount due £620.98. less £124.20 Tax plus Postage and Stationery total payable £518.74. To be paid BACS

SALC Shropshire Together Conference 25th July attended by the Chairman.

£21.00. To be paid BACS

Shropshire Council Tree Survey report £360.00 (including £60 VAT). To be paid BACS

Royal British Legion. To be paid BACS.

It was proposed by C'llr Rogers, seconded by C'llr Maydew and unanimously agreed that the above accounts be paid.

The Clerk told the meeting that ICT Vision reported that they had not received cheque No 100045 issued following the July meeting amounting to £249.76. This has not been presented. As ICT Vision have a history of saying they have not received cheques this will be paid by BACS..

The Clerk told the meeting that she had received notification from Shropshire Council that the Election Expenses for the uncontested election in May amounting to £125 would be invoiced and payable in January.

(b) Bank Reconciliation

The Clerk circulated copies of the Bank reconciliation and bank statement prior to the meeting showing a balance held at bank, after payment of the above accounts amounting to £15,481.29. It was proposed by C'llr Rogers, seconded by C'llr Lowe and unanimously agreed that this provided a true and accurate financial record. The Bank Statement and Bank Reconciliation were then signed.

(c) Banking – on line access

The Clerk told the meeting that she had applied for online access. This has been done and the Clerk can now see the bank statements etc online. The Clerk has been supplied with the card and the PINentry machine to make payments approved at a meeting. However, as the cheques require two signatories the other two signatories (C'llr Norris and C'llr Watkins) both have to contact the bank and they will be provided with membership numbers to enable them to go on line and approve pending payments that the Clerk has processed. Only one of the Councillors will be required to do this. However, as signatories on the account, both are required to have online access. Clerk had e mailed both signatories giving them details to ring business banking to request online access to authorise payments. C'llr Watkins had contacted the bank and now has access to approve

payments. C'lr Norris was reluctant to do this and would remain as a signatory on cheques only. It was proposed by C'lr Seabury, seconded by C'lr Lowe and agreed that the Clerk would contact Barclays and add C'lr Rogers as a signatory to enable her to have online access to also approve payments.

The Clerk confirmed that she has also opened a savings account, which will attract 1.15% interest. She will be able to transfer funds between the two accounts. The Clerk had prepared a cash flow to the end of the financial year and suggested transferring £10,810 to the savings account. It was proposed by C'lr Lowe seconded by C'lr Seabury and unanimously agreed that the Clerk would transfer £10,810 to the savings account and also agreed that the Clerk could move money between the two accounts at her discretion to ensure a working balance was held in the current account. .

6. Planning

(a) Decisions on previously discussed applications:

25/02257/FUL The Lilacs, Plaish

Erection of single storey rear extension and side extension with balcony above and detached garage. This application had been received and forwarded to all Councillors on 26.6.25. This was discussed at the July meeting and it was agreed that a site visit would be arranged. Following the site visit the following comments were uploaded to the planning portal

"Councillors have visited the site and have spoken to the applicant. What is proposed looks good and the adjoining neighbour is happy, her balcony is not over looked and the application if granted will enhance the appearance of the property. The Parish Council support this application"

The Clerk told the November meeting that this application was approved on 25th September..

25/02797/FUL Holly Cottage, Gulley Green, Comley

Erection of a single storey rear extension, replacement roof, insertion of roof lantern and sun tunnel, fenestration changes, addition of timber cladding. This application had been forwarded to all Councillors. A site visit had taken place and the following comment posted on the planning portal:-

"Parish Councillors made a site visit and concluded that what is proposed will be beneficial and enhance the visual aspect of this property. It was agreed that the Parish Council would support this application".

The Clerk told the November meeting that this application was approved on 17th October

25/03078/FUL 3 Manor Meadow, Cardington

Conversion of part of garage to a utility room. This application was received and forwarded to Councillors on 2nd September. It was discussed at the September meeting when it was proposed by C'lr Rogers, seconded by C'lr Lowe and unanimously agreed that the Parish Council would not comment on this application. The Clerk told the November meeting that this application was granted on 31st October.

25/03590/TCA St James Church, Cardington

Crown reduce 1 No Sycamore and reduce height and width of 1 No Horse Chestnut, This application was validated on 26th September. The Parish Council did not receive notification. The Clerk told the meeting that permission was granted on 13th November.

(b) Applications considered between meetings using delegated powers

On 31st October the Clerk had circulated a confidential email concerning a planning enforcement case relating to the Parish.

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

25/04192/TCA Rose Cottage, Cardington

Reduce crown 1 No. Yew tree by 1.5m and fell 1 No. Cherry tree. It was proposed by C'llr Watkins, seconded by C'llr Rogers and unanimously agreed that the Parish Council would support this application.

25/04205/TCA Southmere, Cardington

Fell 5 No. Conifer trees. It was proposed by C'llr Rogers, seconded by C'llr Watkins and unanimously agreed that the Parish Council would support this application.
Church, Cardington

25/04261/OHL Plaish Park Farm, Plaish

Upgrade 5 spans of existing high voltage 11KV overhead line and 3 spans of overhead low voltage 3 phase. The meeting noted that local residents were concerned and had posted objections on the planning portal. It was proposed by C'llr Rogers, seconded by C'llr Seabury that the Parish Council would comment on the planning portal stating that the planning application approved was for an agricultural storage building and they cannot understand the need for a 3 phase supply to this building..

7. Highway Matters

a. Collapsed Culverts

Following the September meeting the Parish Council requested costs associated with the repairs to Grove Farm Culvert. The figures supplied totalled £33,038.63 (which includes £15,425.80 estimated construction costs) made up as follows:-

- Emergency closure: £180
- Road closure, traffic management, signage, etc: £7,210
- Emergency works to remove blockage and install TVCBs: £1,987.33
- Design, flood modelling, survey reports, ecology, consultation & monitoring: £8,235.50
- Construction costs (estimated cost): £15,425.80

Following the completion of works at Grove Farm Culvert, Kier has identified that certain elements of the repair undertaken by their supply chain partner do not meet the required standards. Kier has formally notified the partner of the substandard workmanship and has only claimed costs for works that are compliant and non-defective.

Kier has further advised the supply chain partner that the completed works fall short of the standards expected by Shropshire Council. Consequently, Kier has proposed to replace the defective sections at no additional cost to the Council.

Please note that Shropshire Council will not be making any payments for the substandard works until they have been satisfactorily rectified.

These works were carried out under the 2018 Highways & Environment Term Service Contract and the Built Environment Consultancy Contract (BECC) 2023.

The Chairman had circulated the following report concerning work to the two collapsed culverts:-

Shropshire Council had previously advised that the North culvert will be repaired at some time between May and September. The works to the Cardington north bridge were due to commence on 18th August and estimated to take two weeks to complete,

The Chairman had reported via e mail that work on the North Culvert is proceeding and unsurprisingly the contractors found the damage far worse than believed and the whole structure has been removed and a new base dug out, lined with concrete and a large pipe inserted. Work is still progressing at this site.

b. Other Highways Matters

C'llr Norris will continue to liaise with Jeremy Dale to ensure the Environmental Maintenance work is completed before the end of the financial year.

The Clerk was asked to contact Shropshire Council to request an additional grit bin at the bottom end of Gilberries lane and also ask that the existing grit bins in the Parish are replenished.

The Clerk had circulated an e mail from the Event Secretary for the Hills Ford Stages Motor Rally, which is a closed road motorsport rally organised by Cheltenham Motor Club. This rally is going to be taking place over the weekend of 19th and 20th September 2026, within many areas over Shropshire County. As some of the roads that will be closed are within Cardington Parish, they wanted to make sure we are informed as soon as possible. Shropshire Council will close roads, within our Parish, on the 20th September, 2026 between 06.00 and 20.00 (6am and 8pm).

A map of the proposed route was included with the e mail. As some of the Councillors had not seen this e mail the Clerk agreed to recirculate to all Councillors and would await comments before making any response.

C'llr Rogers then left the meeting.

8. Churchyard

C'llr Norris led a team of local residents and cleared the brash from the churchyard. Several large lengths of Yew tree remained on the ground. C'llr Davies told the July meeting that a local resident would remove them. C'llr Davies told the September meeting that they would be removed shortly.

The Tree Surveyor from Shropshire Council had met with C'llr Norris on site and surveyed all the trees on the Parish Council part of the churchyard. The Report was received and circulated to all Councillors on 13th October. The Arboriculture Report stated the following:-

- 1 No Cyprus, Lawson next to grave of Emma Edward Routine maintenance required
- 4 No Yew (group of 4 rees either side of the footpath as you enter from the gate opposite no. 4) routine maintenance required.
- 1 No Yew 3m from main gate, NW side of the church yard, behind the grave of Edward Goff Either fell or prop the tree within one month. The Clerk had contacted the Planning Department and Shropshire Council Tree Department, and permission has been given to fell and replace the tree.
- 1 No Yew north side of the churchyard, behind he grave of Mary ? Routine Maintenance
- 1 No Lime SW side of churchyard, directly behind stone wall, between Yew and small Lilac. Removal of dead wood to retain balanced and even crown to reduce stress on old pollard points. Carry out within one month.
- 1 No Yew SW edge of churchyard, opposite village hall between large Beech and Lime. Routine maintenance
- 1 No. Beech located directly behind boundary wall. Left hand side of main entrance gate. Routine maintenance.

- 1 No. Holly right hand side of main path, next to grave of Marie Preece. Routine Maintenance
- 1 No. Monkey Puzzle next to main path directly next to grave to Harriett Maud. Routine maintenance.

C'llr Norris told the meeting that he had spoken to the contractor who is carrying out the work to the tress on the Church part of the churchyard and some work for local residents. He would supply a quotation for the work. He would also contact the person who had purchased the timber from an early tree to see if he was willing to pay for any of this timber.

It was agreed that regular inspection and maintenance would be undertaken and a rolling plan for any work to be included in future precepts.

The annual clear up of he churchyard and village had taken place on Saturday 8th November ahead of Remembrance Sunday.

9. Shropshire Council Report – C'llr Stanford

This item was brought forward on the agenda to allow C'llr Stanford to leave the meeting.

C'llr Stanford reported the following:-

- Shropshire Council are facing extreme financial pressures and have asked central government for £60m to tide them over until the end of the financial year. A decision is not likely to be made until early in 2026. If it is not forthcoming Shropshire Council may be forced to issue a Section 114 notice which is a formal declaration by the Council's chief financial officer indicating that the Council cannot meet its financial obligations and effectively halting new spending commitments,
- Rushbury School has been assessed as Excellent in the recent Ofstead Inspection.
- Highways. The Council continue to work on potholes and things seem to be improving. There is frustration further along the B4368 with three-way lights at Beambridge which are causing frustration, This has been taken up by Munslow Parish Council and Highways are talking to Keir about an alternative traffic light supplier.
- Memorandum of Agreement – All Parishes in Corvedale have deliberated and considered the MOU sent out by the Council leaders and the follow up e mail from C'llr Minnery. The response has been ranging from vocal opposition to muted acknowledgement that anything that opens up lines of communication with the council is better than nothing. The most likely scenario in my view is that some parish councils will continue to employ local people in the role of "linesmen" to undertake some work on roadside verges, drains, signs and so on. There has been no appetite for anything more significant, particularly because of the uncertainties about resources especially funding.

10. Review Parish Council Policies

The following policies had been circulated by e mail between 17th and 19th October.

- Freedom of Information
- Complaints Procedure
- General Risk Management Assessment
- SALC Protocol – Councillor/Clerk Relations
- Financial Risk Assessment
- NALC Model Financial Regulations 2019 for England
- NALC Model Standing Orders 2018 (England)

It was proposed by C'llr Watkins, seconded by C'llr Norris and unanimously agreed that the above policies had been review and would be adopted.

11. Flood Protection

Ahead of the May meeting the Chairman had circulated a report from the meeting held on 25th 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.

C'llr Watkins told the September meeting that Sarah McNess was unable to attend but was willing to prepare a report, at an estimated cost of £1,500 which would enable the Parish Council to apply for funding if funding became available. At the November meeting it was agreed that an agenda item, Flood Protection, would be added to the Agenda for the January meeting.

12. Shropshire Council Transformation Proposals (Call for information)

The Chairman attended the meeting held on 25th July and formulated a response on behalf of the Parish Council. As the Memorandum of Understanding which sets out a clear framework in which to move forward successfully, is not a legal document but is a more formal agreement of how we can work together the Chairman told the meeting that he had signed the draft MoU. The Chairman told the meeting that given Shopshire Council's latest position we need to keep a watching brief on developments before we seriously consider whether to take over in full or in part any services or collaborate with other Parish Councils in Corvedale. At the November meeting it was proposed by C'llr Lowe, seconded by C'llr Norris and agreed that the Clerk would invite Alex Wagner, Shropshire Council Deputy Leader, to attend the January meeting.

13. Date of next meeting – 6TH January 2026

There being no other business the meeting closed at 9.55pm.