

**MINUTES**  
**CARDINGTON PARISH COUNCIL**  
**MEETING**  
**held in Cardington Village Hall on**  
**Tuesday 5<sup>th</sup> May**  
**Commencing at 8pm**

**Present:**

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

No Members of the public attended the meeting

**Acceptance of Apologies**

C'Ilr Lowe; Shropshire C'Ilr C Stanford

**1. Election of Chairman**

It was proposed by C'Ilr Norris, seconded by C'Ilr Davies, and unanimously agreed that C'Ilr Tonks would be elected as Chairman to serve until the Annual General Meeting in May 2027.

**2. Election of Vice-Chairman**

It was proposed by C'Ilr Pennington, seconded by C'Ilr Seabury, and unanimously agreed that C'Ilr Norris would be elected as Vice-Chairman to serve until the Annual General Meeting in May 2027.

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

It was proposed by C'Ilr Davies, seconded by C'Ilr Norris, and unanimously agreed that C'Ilr Pennington would be elected to serve as the Parish Council representative on the Charity until the Annual General Meeting in May 2027.

**4. Election of Footpath Warden**

It was proposed by C'Ilr Rogers, seconded by C'Ilr Seabury, and unanimously agreed that C'Ilr Watkins would be elected to serve as the Footpath Warden until the Annual General Meeting in May 2027.

**5. Election of Tree Warden**

It was proposed by C'Ilr Davies, seconded by C'Ilr Watkins, 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'Ilr Watkins, seconded by C'Ilr Pennington and unanimously agreed that C'Ilr Davies would be elected to serve as the Parish Council Representative on the Village Hall Committee until the Annual General Meeting in May 2027.

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

It was proposed by C'Ilr Tonks, seconded by C'Ilr Watkins and unanimously agreed that C'Ilr Lowe would be elected to serve as the Parish Council Representative liaising with Shropshire Council Highways Department until the Annual General Meeting in May 2027.

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

was proposed by C'Ilr Seabury, seconded by C'Ilr Davies and unanimously agreed that C'Ilr

Rogers, would liaise with C'Ilr Norris and C'Ilr Tonks and 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'Ilr Rogers, seconded by C'Ilr Seabury and unanimously agreed that C'Ilr Tonks and C'Ilr Lowe would act as the Parish Council representatives on the Area Committee until the Annual General Meeting in May 2027.

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

No Members of the Public attended the meeting.

### **11. Minutes Meeting held on Tuesday 3<sup>rd</sup> March 2026**

It was the proposed by C'Ilr Rogers, seconded by C'Ilr Norris and unanimously agreed that the Minutes of the meeting held on 3<sup>rd</sup> March provided a true and accurate record of the meeting. The Chairman then signed a copy of the Minutes,

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

It was reported that the grit bin which was requested for the bottom of Gillberries Lane is now in place.

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

### **13. Correspondence**

The Clerk circulated the following correspondence between meetings:-

- SALC Weekly Briefings
- RSN Weekly Newsletters
- Shropshire Foundations Forum details sent to the Clerk to forward to C'Ilrs Pennington on 25.4.25
- Local Nature Recovery Publication forwarded 25.4.25
- Emergency Planning Meeting to be held at the United Reform Church, Church Stretton at 7pm on 5<sup>th</sup> May. Forwarded 24.4.26. Clerk replied to say this is the same time as the PC Meeting.
- Chair's network meeting held on 28<sup>th</sup> March forwarded to the chairman on 17.3.26
- Public Consultation Police Force Mergers across England and Wales forwarded 18.3.26
- HMRC letter dated 15.4.26 to say that DRE Accountants had informed them that they would be acting for the payroll. DRE have taken over the Heywoods Accountants clients as Heywood are retiring. The code given in the letter from HMRC was given to DRE. The clerk has asked for confirmation of the charges to ascertain they are in line with the charges from Heywoods.
- Letter from the Pensions Regulator dated April 2026 requesting re-enrolment and re-declaration with regards to employees pension scheme. DRE were forwarded the letter and asked to confirm that the Clerk still wishes to opt-out of a pension scheme.
- In March the Parish Council received a request from a member of the public for the emptying of the dog waste bin by the entrance to the village hall car park. Shropshire Council were sent an e mail on 18<sup>th</sup> March and responded on 18<sup>th</sup> March stating that "the bins have recently been on their winter servicing frequency, which means they have been attended to less often than during busier periods. The team is scheduled to be in the area again this week and will make sure to address this issue" and the bin was emptied.

### **14. Flood Protection**

The Clerk had circulated an e mail from Severn Trent Community Flooding Team on 3<sup>rd</sup> February. It stated that Phil Mark was willing to meet with Parish Councils. This was circulated on 3.2.26.

Phil Mark is new in his role with Severn Trent and is the Community Liaison Officer for Severn Trent. He is checking all Severn Trent assets to ensure they are not damaged. The Chairman and C'Ilr Watkins had met with Phil Mark and were confident he was enthusiastic in his new role with Severn Trent.

A further meeting took place attended by The Chairman and C'Ilr Watkins on 22<sup>nd</sup> April. Following which Phil; Mark sent the following e mail:

1. Impact of rain events on the performance of the treatment works. Does it perform as expected?
2. The sewer system around Cardington which feeds the waster water treatment works (WWTW) on Gilberries Lane is foul water only. Surface water does not enter the foul sewer network. Therefore, the flow of foul water in the sewer and entering the WWTW isn't affected by rain events.
3. I have spoken with a member of the team who was previously responsible for the WWTW at Cardington. He confirmed that in this experience the works wasn't affected by periods of heavy rain or localised flooding. However, I will contact the current responsible person and get an update in time for your Parish Council meeting on the 5<sup>th</sup> May.
4. For background, the WWTW is relatively simple and comprises surface aerator and combined reed-beds. It has a flow meter on the inlet and ammonia/turbidity measurement on the outlet. These are remotely monitored and alarm if limits are exceeded. There are works planned during this current Asset Management Plan (AMP 8 runs from 2025 to 2030) which will involve modifications to improve phosphorus removal in line with the requirements of Water Industry National Environmental Programme (WINEP).
5. Who is the Severn Trent Agricultural Advisor for Cardington? Are there any suitable schemes or funding opportunities?
6. Cardington doesn't fall into a STEPS (Severn Trent Environmental Protection Scheme) catchment area and as such doesn't currently have a specific Agricultural Advisor. Also, the STEPS programme is currently closed. However, C'Ilr Norris told the meeting that Farmers were` still able to apply for funding.
7. Cardington does fall into the Teme Bathing River Catchment. I'm in the process of contacting the responsible team and will get back to you with their response, hopefully before your meeting on the 5<sup>th</sup>.
8. Treated water supply. Historic issue of "brown water" which prompted the installation of filters. Are these still in place?
9. I have spoken to one of the Water Network Techs for Shropshire and his understanding is that the filters remain in place.
10. However, I have contacted the Tech responsible for Cardington area and asked the following;
  - If he can confirm that the filters are still in place
  - If they are still in place, what is the planned maintenance schedule
  - If they are no longer in place, what action took place which allowed for their removal
11. Natural Flood Management. Overview of typical measures and evidence of their effectiveness. We did talk around this subject, but I'll provide a more detailed response ready for your meeting on the 5<sup>th</sup>.

## **15. Finance**

### **(a) Approve 2025/26 Accounts**

The clerk circulated copies of the year end accounts. Which included all income and expenditure throughout the year and a bank reconciliation at the year end. It was proposed by C'Ilr Rogers seconded by C'Ilr Davies and unanimously agreed that these provided a true and accurate record. The Chairman checked that the correct figures had been entered on the AGAR.

**(b) Agree application for exemption from a full audit**

The Clerk told the meeting that the Internal Audit had been carried out and the clerk read the Internal auditors report to the meeting. It was proposed by C'Ilr Watkins seconded by C'Ilr Rogers and unanimously agreed that the Parish Council would apply for exemption from a full audit.

**(c) Agree Annual Governance Statement**

The Clerk went through the Annual Governance Statement and all items were agreed. It was then proposed by C'Ilr Seabury seconded by C'Ilr Rogers and unanimously agreed that the Clerk and Chairman sign the AGAR. This will now be placed on the Parish Council web site together with all the supporting financial records.

**(d) Accounts due for payment**

The following accounts were due for payment

- HMRC Tax due on Clerk's salary £124.00 . Cheque No. 100056
- Clerk's salary amount due £620.98 less £124.00 Tax plus Postage £10.34 total payable £510.01. To be paid by BACS
- Zurich Insurance – policy from 1.6.25 – 31.5.27. £264.00. To be paid by BACS
- Mrs L Pardoe Internal Auditor £105. To be paid by BACS
- SALC Affiliation Fees £289.83. To be paid by BACS
- J Dale Environmental Maintenance Work 2025/26. £2,700 (including £450 VAT). Cheque No. 100057.
- Vision ICT Web site hosting and support August 2026 – July 2027. £283.61 including £47.27 VAT) To be paid by BACS

It was proposed by C'Ilr Seabury, seconded by C'Ilr Norris and unanimously agreed that the above accounts be paid.

The Clerk told the meeting that she should really have all Parish Council work on a dedicated computer supplied by the Parish Council. It was agreed that this request would be added to the Agenda for the July meeting.

**(b) Bank Reconciliation**

The Clerk circulated copies of the Bank reconciliation and bank statement showing a balance held at bank, after payment of the above accounts amounting to £20,792.64. It was proposed by C'Ilr Davies, seconded by C'Ilr Norris and unanimously agreed that this provided a true and accurate financial record. The Bank Statement and Bank Reconciliation were then signed by the Chairman..

It was proposed by C'Ilr Davies seconded by C'Ilr Norris that the Clerk would transfer £8,000 out of the current account into the savings account, this would result in a balance of £18,211.62 in the savings account and £2,581.02 working capital in the Community Account.

**7. Planning**

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

There were no outstanding decisions

**(b) Applications considered between meetings**

No applications were received between meetings.

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

26/01102/TCA St James Cottage, Cardington

Reduce crown by 2m of No. Walnut Tree within Cardington Conservation Area. This application was received and forwarded to all Councillors on 26.3.26. The clerk had not received any comments. A site visit was arranged and the Parish Council commented that they supported this application. This application was approved on 30<sup>th</sup> April

26/00496/FUL Lower Barn Cardington

Convert existing barn into ancillary accommodation. This application was received and circulated to all Councillors on 17<sup>th</sup> March. A site visit was arranged and the Parish Council commented that they had no objections and supported this application.

This application is shown as pending consideration.

26/10009/FUL Holt Preen Manor, Plaish

Erection of Storage Building, access and ancillary works. This application was circulated to all Councillors. The Parish Council did not comment on this application. The application was approved on 29<sup>th</sup> April.

## **8. Highway Matters**

An e mail was received from Shropshire Council on 17<sup>th</sup> February saying “the Grove Farm Culvert has been identified via a combination of local engineering judgment and asset management data as needing essential maintenance. The site forms part of a countywide programme of schemes, scheduled to deliver the work in the most efficient and cost-effective way. To ensure the safety of both road users and our workforce, a road closure will be in place during the works. We hope this investment will be welcomed as positive news for the local area, though we do appreciate that any work of this nature may cause some disruption. The works are currently scheduled for June 2026, and we will share exact dates and timings once they are confirmed”.

At the March meeting the Parish Council were unsure if this work is the remedial work Shropshire Council had identified and the contractors have to complete before the account for the works is fully paid. Shropshire C’Ilr Stanford had agreed to contact the Highways Department and report back to the Parish Council. To date no response has been received. C’Ilr Davies told the meeting that the unadopted Cwm Lane from Wilstone to Church Stretton had ben closed but was now being used by 4 wheel drive vehicles causing anxiety to Walkers and gorse riders. The Clerk agreed to enquire with Shropshire Council is this unadopted lane is still close to traffic.

The Clerk told the meeting that Shropshire Council have now announced that Environmental Maintenance Grants of up to £1,000 per Parish Council have now been agreed for the period 2026/27. The Clerk confirmed that she had submitted a grant application for £1,000.

## **12. Shropshire Council Report – C’Ilr Stanford**

C’Ilr Stanford was not present at the meeting. He had forwarded the following report ahead of the meeting:-

Our National flag, the Union Jack or Union Flag is causing controversy in our County. For patriots it represents all that is good about our Country, for others it is seen as a political weapon for extreme views. Shropshire Council has decided, or at least the Council leaders have decided, to uphold the law and remove flags that have been placed illegally on public

property. I might venture to suggest that when resources for The Council and The Police are so stretched we might focus on more pressing matters such as provision of good quality social care in our rural areas and fixing our roads which are not only dangerous but an embarrassment. Some might argue that this is censorship and suppressing freedom of expression. After all what we have called graffiti in the past, placed illegally but somehow tolerated, has bizarrely become collectable art!

Shropshire Council has officially recognised that along with over 50 other English counties it cannot meet the requirement for provision of Food Waste Collection which was required by statute from April this year. Unfortunately, the costs are too high at 3.6 million pounds and more time is needed to set up the necessary infrastructure.

Thanks to the generosity of the British Heart Foundation, a new defibrillator has been installed in Corfton ( to the left of the garage doors at Lower House, Lower Corfton). This cabinet is not locked so it can be accessed without a code or the need to make a phone call. The Corvedale won two prestigious West Midlands tourism awards recently out of only awards. They were Westhope Country Retreats and Acton Scott Camping and Glamping site. Well deserved and great to see our area being recognised.

On Council finances, as a condition of the Exceptional Financial Support that the Council has received it has to undergo a "Finance and Governance Review" which is undertaken by an independent body – CIPFA or Chartered Institute of Public Finance and Accounting and will be starting soon. The Council is also working on a new Corporate Plan. The devolution agenda, now renamed Street Scene by the Council has been started this month and 4 councils have adopted all or part of the new responsibilities on offer.

Shrewsbury and Broseley have gone for full adoption ie street cleaning, grounds maintenance, verge cutting, footpaths, public waste bins and upkeep of public spaces. Shropshire Council will retain overall governance to meet statutory duties. However, decision making and basic funding is devolved to town and parish councils taking on these added responsibilities.

Shifnal has taken on " minimal " additional responsibility essentially maintaining lines of communication to enable partnership working and align priorities!

Oswestry has taken on partial devolution which is green spaces, parks, footpaths and some environmental services.

To date no new arrangements have been agreed with Parish Councils although some are in discussions with the Council to understand past expenditure thought to be erroneously attributed to their parish. Certainly, a clear understanding of the likely costs of any future responsibilities that parish councils might want to undertake seems an essential starting point

## **12. Date of next meeting – 7<sup>th</sup> July 2026**

Before the March meeting closed C'llr Maydew told the meeting that the glass had fallen out of the Plaish Notice Board. The glass was not broken, and the Clerk was asked to contact Mr. Secrett to ask if he could put the glass back into the doors of the notice board. The Clerk apologised that she was wrongly under the impression that C'llr Maydew was contacting Mr. Secret and agreed to contact him as soon as possible.

Before the meeting closed C'llr Norris asked if he could keep the Burial Books which were handed to him by the Clerk. It was proposed by C'llr Seabury, seconded by C'llr Pennington and unanimously agreed that C'llr Norris would keep the Burial Books in perpetuity.

It was agreed that the wood lying in the church yard would be offered anyone interested in its removal.

There being no other business the meeting closed at 10.10pm