

**MINUTES FOR PARISH COUNCIL MEETING OF  
CARDINGTON PARISH COUNCIL  
HELD ON  
Tuesday 9<sup>th</sup> January 2018 at 8pm**

Present : C’lrr C Tonks (Chairman); C’lrr T Barker (Vice Chairman); C’lrr A Seabury; C’lrr R Davies;  
C’lrr S Pennington; C’lrr V Rogers; C’lrr C Maydew; C’lrr J Norris; C’lrr J McMillan

Clerk Mrs J Griffiths

The Chairman welcomed everyone to the meeting. It was agreed that C’lrr Tonks would act as Chairman until the Annual General Meeting in May.

**1. Public Session. Limited to 15 minutes.**

No members of the public were present at the meeting.

**2. Acceptance of Apologies:**

C’lrr Dan Morris, who had provided a report for Item 13.

**3. Declarations of Interest**

No declarations of interest were received.

**4. Minutes of the meeting held on Tuesday 31<sup>st</sup> October 2017**

It was proposed by C’lrr Davies, seconded by C’lrr Barker and unanimously agreed that the Minutes of the meeting held on 31<sup>st</sup> October 2017 provided a true and accurate record of the meeting. The Chairman then signed a copy of the Minutes.

**5. Website update**

The Chairman had arranged a further meeting with Eileen Burgess, C’lrr Rogers, the Clerk and David Elliot to discuss the web site.

Following the meeting the Clerk had carried out the online training and had updated the web site. The link to the updated site had been forwarded to all Councillors. The training cost was £75 plus VAT and the Clerk told the meeting that the balance held from the Transparency Funding for the web site is now £710.10... However, £300 is earmarked for the provision of a lap top and £100 for a scanner, leaving a balance of £310.10 for web site costs.

The Clerk has an instruction manual which she could pass on to whoever updates the village hall or the main village part of the site. They will be given passwords by Vision ICT which will give them access to that part of the site only. The Clerk would be the only person with access to the whole site. The Clerk handed a copy of the instruction manual to the Chairman.

The Clerk told the meeting that the e-mail addresses for Councillors shown on the site appeared to be their own personal e-mail addresses. Under the Freedom of Information Act anyone could ask for access to Councillors e-mails and the request cannot be ignored. It is therefore important that Councillors set up a separate e-mail address for all Parish Council business and advise the Clerk of this address for future use and display on the web site. Alternatively, separate e-mail addresses can be set up through the web site by ICT Vision the cost of which would be £18 per address per annum. It was unanimously agreed that all private e-mail addresses would be removed from the site leaving only telephone numbers for individual councillors.

The web site can now go live with the information it now contains and the village hall part of the site can be added at a later date. It was proposed by C’lrr Rogers, seconded by C’lrr Barker and unanimously agreed that the web site would go live. The address of the web site would be placed in the Church Magazine and David Elliott would be asked to put a link off the village web site. It was agreed that the Parish Council web site would run in tandem with the village web site for at least a few months.

## **6. Phone Kiosk update**

The Clerk had written to the Insurers, Came and Co, on 9<sup>th</sup> September to inform them that the Parish Council had now taken ownership of the telephone box. To date no reply has been received from the Insurers.

C’lIr McMillan suggested that the kiosk should be used to display the history of Cardington, Geology and footpath maps. Some type of backboard to attach laminated information would be necessary. This was discussed and it was proposed by C’lIr Rogers, seconded by C’lIr Davies and unanimously agreed that ideas for this would be brought to the March meeting.

A local resident had offered to repaint the box and another resident, together with C’lIr Rogers, had agreed to clean the box.

## **7. Plaish Notice Board Update**

Mr Secrett has now erected the new notice board and the invoice amounting to £740 has been received. The Clerk told the meeting that this would be paid from CIL money. It was unanimously agreed that Mr Secrett had made an excellent job of the notice board and the Clerk would write a letter of thanks.

## **8. Repairs to Church Wall Update**

The repairs to the Church Wall were approximately one third completed and it is envisaged the work will be completed in the spring.

C’lIr McMillan told the meeting that the posts for the church gate are now repaired and washers had yet to be fitted to raise the gates to the correct position.

Burial fees not paid since 2011 had not yet been agreed. It was understood that a PCC Meeting would be held next week and the sum agreed.

The Clerk confirmed that she had ordered 2 Wild Cherry trees for the churchyard from Shropshire Council. These are provided free of charge. The trees will be in 10 litre containers and around 2m tall. They can be collected from the Discovery Centre, Craven Arms on Saturday 10<sup>th</sup> February 2018. C’lIr Norris agreed to collect and plant the trees.

## **9. Shropshire Council Local Joint Committee.**

No further meeting has been arranged.

## **10. Updates from Councillors: as per areas of interest.**

No updates were received

## **11. Planning:**

### **a. decisions on previously discussed applications:**

**17/02843/FUL Middle Hill Farm, Cardington Moor** – erection of kennel block and application under Section 73A of the Town and Country Planning Act for the retrospective erection of office/kennel block and change of use of land to exercise area – Parish Council had no objection - shown as awaiting a decision

**17/04088/FUL Proposed Barn Conversion NE of Chatwall Lawn** – conversion of two barns into single dwelling to include infill, installation of septic tank and erection of triple bay garage/workshop – Parish Council had no objection – Refused – decision date 21.11.17.

**17/04366/FUL Holly Cottage, Gully Green, Comley** – erection of front and rear extension and removal of existing roof replaced with mono pitched sedum roof – Parish Council had no objection. Granted 2.11.17

**17/04284/FUL Malsters Tap, Cardington** – erection of single storey extension replacing existing lean-to sun room and internal alterations – the Parish Council had no objections. Granted 14.12.17

### **b. Considered between meetings using delegated powers:**

**17/05461/TCA Rose Cottage Cardington.** Reduce 1 no Yew tree by 30% within the Cardington conservation area. Forwarded to Councillors 10<sup>th</sup> November. No comments made. Agreed decision date 5.12.17

### **c. Any other planning matters including any new planning applications received just before the Meeting.**

**17/05575/FUL Southmere, Cardington** Erection of stable building and installation of ménage – forwarded to Councillors 13.12.17. The Parish Council had no objection.

**17/05847/DIS Discharge of Condition 3 (Archaeology) on Planning Permission**

**17/02569/LBC** for the erection of two storey rear extension - Southmere Cardington, forwarded to Councillors 13.12.17

**17/05771/FUL Holly Cottage, Comley** – erection of mono pitched sedum roof extension, cladding to existing walls, removal of front and rear gable and chimney, replace existing tile roof with slate (re-submission of earlier application approved on 2.11.17). Forwarded to all Councillors 14.12.17. The Parish Council had no objection.

**17/06029/LBC Manor Farm, Cardington** - remove existing windows and replace with new painted timber double glazed windows. All new windows to be manufactured identical in detail to the approved timber windows as the infill extension Approval ref 16/05671/LBC and 17/05348/DIS. Forwarded to all Councillors 8.1.18. It was agreed the Parish Council would not comment on this application.

The Clerk had printed hard copies of the Shropshire Council Planning Services – Application Types and Commenting document. These were circulated at the meeting.

## 12. Finance:

### a. Invoices to pay:

**ICT Vision** – Clerk’s web site training £75 plus £15 VAT making a total of £90. Cheque No. 100249

**Cardington Village Hall**- hire of hall 3.1.17 – 31.10.17 £35 total. Cheque No. 100250

**Clerk Salary** – for the period 1<sup>st</sup> November – 31<sup>st</sup> December gross pay £333.33 less tax £66.60. Net £266.73. Cheque No. 100251.

**HMRC**. Tax due on Clerk’s salary for the period 1<sup>st</sup> November – 31<sup>st</sup> December. £66.60. Cheque No 100252

**Mr Secrett (Plaish Notice Board)** - £740. Cheque No. 100253. This will be paid from CIL money leaving a balance of £1,599.16 CIL money. The Clerk included the need for the notice board in Plaish in the Place Plan Review.

It was proposed by C’llr Barker, seconded by C’llr Davies and unanimously agreed that the above accounts be paid.

### b. Bank Reconciliation

The Clerk had prepared a bank reconciliation which she circulated to all councillors. After payment of the cheques agreed above this left a balance of £12,962.91. The Clerk told the meeting that of the £12,962.91 balance held at the bank £10,248.22 was ring fenced (CIL money of £1,599.16, £5,676 was earmarked for repairs to the Church Wall; £2,262.96 Highways Maintenance Grant 2017/18 and £710.10 Transparency Code funding as shown in item 6 above) this leaves an actual balance of 2,714.69 after payment of the cheques paid at the October meeting. Future commitments to the year-end were likely to be £520 which would leave a balance of £2,194.69 on 31<sup>st</sup> March 2018 (this sum includes £600 included for election expenses to be paid May 2018). This would be plus VAT paid in 2017/18 which would be reclaimed in April 2018 likely to be in the region of £150.

The Clerk told the meeting that the previous Clerk had not submitted the VAT claim in the sum of £832.20 for expenditure in 2016/17. The Clerk had submitted the claim and this had now been repaid and is included in the balance above.

The Burial fees which have not been paid since 2011 have yet to be agreed as shown in Item 8.

### c. Agree Asset Register

The Clerk had circulated the asset register with the Agenda. She had added the phone box which the Parish Council have now adopted. This has been added with a value of £1, the fee paid to British Telecom when adopting the box. The new Notice Board at Plaish costing £740 had also been added to the Asset Register. It was proposed by C’llr Barker, seconded by C’llr Pennington and unanimously agreed that the asset register in the sum of £743 be agreed. The Chairman then signed a copy of the asset register.

### d. Agree 2018/2019 Precept

The Clerk supplied details of the 2017/18 Precept and expected out turn on 31<sup>st</sup> March 2018. This showed a likely surplus of £2,194.69 and this included £600 built into the 2017/18 precept for election expenses.

After much discussion it was proposed by C’llr Tonks, seconded by C’llr McMillan and unanimously agreed that the precept for 2018/19 be set at £4,500

### **13. Shropshire Council report.**

C’llr D Morris had sent his apologies as he was attending another Parish Council meeting. He had sent the following report which the Clerk read out to the meeting:-

“My apologies for missing tonight, I have 3 Parish Council meetings tonight, logistically it makes sense for me to do the two other ones tonight, but I will ensure I am at the March meeting, unless there is a very good reason otherwise!

The result of the consultation on the car parking strategy will be out imminently

Council has approved decision to buy the shopping centres in Shrewsbury (Riverside, Darwin and Pride Centres)

The business case for the NWRR has now been submitted, we await feedback from the department of Transport.

The Shirehall in Shrewsbury is being considered for alterations, as it is old and inefficient. Under 60% of the floor space is being used, single glazed windows, non LED lights etc. We are looking at bringing in partner public bodies to share the space, plus retail outlets. The aim to make Shirehall an income generating asset.

Still awaiting the start date for the future fit hospital consultation, as I’m sure I’ve said before if you are keen for the full A&E services to be kept in Shropshire then please do write into the consultation and add your opinion

If all of the shopping centre, shire hall, and NWRR and hospital investment comes off that will be an unprecedented sum of money invested in Shropshire during this council period 2017-2021.

I would welcome some feedback on the roads during the week or so of bad weather we had. Overall my impression was that the council did ok, with some exceptions. The roads that the council grits during inclement weather account for 28% of the network. Some of the other important routes, such as bus routes and school runs, that aren’t covered by this are delegated to local farmers. I attach a link that explains this, plus a link that gives a place to request salt bins to be replenished”.

It was agreed that the Clerk would report all grit bins need replenishing and the road from Comley to the A49 passed Botvyle did not appear to be on the list for ploughing or treating.

### **14. Agree Financial Regulations and Standing Orders (circulated with Agenda)**

It was proposed by C’llr Barker, seconded by C’llr Norris and unanimously agreed that the Financial Regulations and Standing Orders as circulated with the Agenda be agreed. The Chairman then signed a copy of the Financial Regulations and Standing Orders.

### **15. Agree Risk Assessment (circulated with Agenda)**

It was proposed by C’llr Barker, seconded by C’llr Seabury and unanimously agreed that the Risk Assessment as circulated with the Agenda be agreed. The Chairman then signed a copy of the Risk Assessment.

### **16. Agree Draft Protocol – Councillor/Clerk Relations (circulated with Agenda)**

It was proposed by C’llr Barker, seconded by C’llr Maydew and unanimously agreed that the Councillor/Clerk Relations Protocol as circulated with the Agenda be agreed. The chairman then signed a copy of the Draft Protocol.

### **17. Highways**

**a, Maintenance scheme: update**

The Highways Maintenance grant applied for 2017/18 amounted to £2,262.96 has been paid into the bank. C’lfr Norris told the meeting that Mr Parry would be asked to carry out clearance of ditches and improvements to lay byes. .

**b. Highway Matters reported: update**

The road at Comley (by the bend over the stream) – had been reported and the Clerk had received a reply from Tim Sneddon which she reported to the September meeting in which Mr Sneddon said that it appears a bollard/verge marker is missing and will be replaced. However, in the longer term consideration will be given to a more substantial fence/restraint system as there is a significant drop off the side of the road. C’lfr Seabury told the September meeting that if this had been inspected from underneath the edge of the roadway has no support underneath and is likely to collapse. Following the September meeting the Clerk had contacted Tim Sneddon and his technician, Jonathon Ingolby, had attended a site meeting with C’lfr Seabury and had agreed that this was dangerous and would be added to future work programmes when budgets allowed. However, as the Parish Council considered this work to be urgent the Clerk had contacted Mr Sneddon again following the October meeting and had copied C’lfr Morris into the correspondence. C’lfr Seabury told the January meeting that this had collapsed recently. The Clerk would contact Tim Sneddon again.

Prior to the October meeting C’lfr Barker had attended a site visit with a representative of Shropshire Council to discuss the repairs to the footbridge over the Ford. It was agreed that the Parish Council could fund the repairs to a standard agreed by Shropshire Council. The Parish Council consider that the footbridge is dangerous and for disabled access a wider footbridge with handrails is required. However, this may not be a scheme which can be funded from CIL money. The Clerk confirmed that she had included this in the Place Plan Review as being in a dangerous state of repair and a requirement for disabled access. The Chairman,

C’lfr

Tonks has arranged a site visit with C’lfr Dan Morris to discuss this.

The following highway matters were reported at the October meeting

The drain at the top of Botvyle Bank overflows summer and winter and is a hazard in icy conditions. The Clerk has asked Tim Sneddon to comment on this report but to date no comments have been received

The side of the highway opposite Gretton Lodge is eroded. The Clerk has asked Tim Sneddon to comment on this report but to date no comments have been received.

The following Highways Matters were reported at the January meeting|:-

The road from Enchmarsh to Chatwall has deep ditches on the sides of the roadway.

The hedge between Shoot Rough and Comley is overgrown. This is in the ownership of Mr Davies.

The edge of the road in Comley has also collapsed near to the collapse previously reported. This is due to a recent road traffic accident and has been coned off.

On 22<sup>nd</sup> December the Clerk had circulated the notice of the road closure at Cardington 29<sup>th</sup> January – 2<sup>nd</sup> February for Western Power to install a new supply.

**18. Correspondence.**

The Clerk had circulated all correspondence by e-mail as it was received.

The Clerk reported the additional correspondence as follows:-

- Notification from HM Revenue and Customs changes to VAT submissions for Parish Councils.
- SALC training courses January – December 2018.
- 2018 Outdoor Partnership Annual Survey identifying priorities for Rights of Way. The Clerk agreed to e-mail a link to this survey to all Councillors.
- Eligibility extended for new heating and installation funding available to eligible householders.

**16. Date of next scheduled meeting 6<sup>th</sup> March 2018.**

The following dates are agreed for future 2018 meetings:-

1<sup>st</sup> May

3<sup>rd</sup> July  
4<sup>th</sup> September  
6<sup>th</sup> November

There being no other business the meeting closed at 9.45pm