

MINUTES
CARDINGTON PARISH COUNCIL
HELD ON
Tuesday 3rd July following Annual Meeting

Present:-

C’lIr C Tonks (Chairman); C’lIr A Seabury (Vice Chairman); C’lIr R Davies; C’lIr S Pennington; C’lIr V Rogers; C’lIr J Norris; C’lIr Maydew, C’lIr McMillan

Shropshire Councillor Dan Morris arrived later following another PC meeting.

Two members of the public were present.

1. Public Session. Limited to 15 minutes

One of the members of the public present told the meeting that there was more traffic using the quiet country lanes and more horse riders in the parish. Cars travel at speed without any consideration for horse riders. She requested that the Parish Council ask for two road signs stating “slow down – horses”. It was agreed that the Clerk would put this request to Shropshire Council.

2. (a) Election of Chairman

C’lIr Tonks had agreed at the Annual General Meeting to act as Chairman until the July meeting. No further nominations were received. It was proposed by C’lIr Davies, seconded by C’lIr Seabury and unanimously agreed that C’lIr Tonks would serve as Chairman until the 2019 Annual General Meeting.

(b) Election of Vice Chairman

C’lIr Seabury had agreed at the Annual General Meeting to act as Vice Chairman until the July meeting. It was proposed by C’lIr Tonks. Seconded by C’lIr Davies and unanimously agreed that C’lIr Seabury serve as Vice Chairman until the 2019 Annual General Meeting.

3. Acceptance of Apologies

All Councillors were present at the meeting.

4. Declarations of Interest

No declarations of interest were offered at this time. However, when the agricultural planning application for application ref 18/02315/AGR (Wilstone Farm, Wilstone) was reported by the Clerk C’lIr Pennington declared an interest as this was his application which he informed the meeting had been refused.

5. Minutes of the meeting held on Tuesday 1st May 2018

It was proposed by C’lIr Rogers, seconded by C’lIr Seabury and unanimously agreed that the Minutes of the meeting held on 1st May provided a true and accurate record of the meeting.

6. Phone Kiosk update

C’lIr Rogers told the meeting that she had spoken to two members of the public who were willing to refurbish the kiosk. It was agreed that C’lIr Rogers would liaise with the members of the public to carry out the refurbishment. It was agreed that the word “Cardington” and “Information” would be etched on the glass. C’lIr McMillan agreed to obtain costs for plywood or similar to line the back wall of the kiosk and he would approach a member of the public to help with the graphic for the display on the back wall.

The Clerk told the meeting that she had advised the Insurers that the Parish Council had adopted the telephone kiosk. The insurers had confirmed that public liability is included automatically for any assets that the Parish Council are responsible for maintaining and this would apply to the kiosk. However, should the Parish Council wish to cover against loss or damage the insurers would need to know the value of the kiosk and a £250 excess would apply. It was unanimously agreed that the Parish Council did not wish to insure the kiosk against loss or damage.

7. Churchyard – Update

(a) Church Wall repairs

The contractor was now being held up with the very dry weather. It is hoped work will soon be completed.

(b) Plan of churchyard

C’lir Tonks told the meeting that it is hoped a copy of the churchyard plan will be forwarded to the Clerk before the end of the month.

8. Shropshire Council Local Joint Committee

C’lir Seabury told the meeting that a further meeting had not yet been arranged.

9. Planning:

a. Decisions on previously discussed applications:

- 18/01240/FUL 2 Cardington – erection of single storey rear extension and detached workshop/store. Forwarded to all Councillors. Comments made – did not object - commented on size of extension... Granted 10.5.18

b. considered between meetings using delegated powers:

- 18/02315/AGR Wilstone Farm, Wilstone - Excavation of earth to create bunded slurry lagoon. Agricultural Application – PC not consulted – forwarded to all Councillors 20.6.18. C’lir Pennington declared an interest (refer to Item 4) and told the meeting that this application had been refused.

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

- 18/02310/FUL Southmere, Cardington – erection of stable building and installation of menage and post and rail fencing. Forwarded to all Councillors 1.6.18. (Previous application 17/05575/FUL Refused). Parish Council did not object to previous application using delegated powers between meeting the Parish Council did not object to this latest application. The Clerk told the meeting that this application is shown as awaiting a decision.
- 18/02730/FUL Cruck Barn, Gretton - : Erection of three bay garage with study, bedroom and en suite above following removal of existing steel portal frame, roof and cladding (also LB application) Forwarded to all Councillors 20.6.18. It was proposed by C’lir Seabury, seconded by C’lir McMillan and unanimously agreed that the Parish Council had no objection to this application.

Following the May meeting the Parish Council reported two planning enforcement issues to Shropshire Council as follows:

Mr Stevens use of caravan on site which it is understood he applied for planning permission. No building work has commenced and it appears that numerous caravans and vehicles now on site. Shropshire Council Planning Enforcement were aware of this problem.

A caravan parked on the track from Enchmarsh to Hoare Edge. Report was made to Planning Enforcement following the May meeting. On 29th June Shropshire Council asked for a detailed map showing the position of the caravan. The Clerk replied on 1st July fully explaining the position. Shropshire Council had provided a map of the area and C’lir Davies added the exact siting of the caravan. The Clerk would return the plan to Shropshire Council Planning Enforcement.

The Clerk had forwarded the Planning Compliance Briefing Note – June 2018 to all Councillors on 28th June.

10. Finance:

a. Invoices to pay:

- D Hall Grass Cutting churchyard. This invoice had been paid on 24th May following an e-mail to all Councillors, who gave permission for payment. Cheque No. 262 amounting to £230
- ICT Vision – web hosting and support for the period 1st August – 31st July 2019. Cheque 263 amounting to £210
- Clerk salary – May/June totalling £412.66 less £82.40 Tax plus £12.73 postage. Cheque 264 amounting to £342.99
- HMRC Tax due on Clerk’s salary. Cheque 265 amounting to £82.40
- Computer – refund Clerk
- Came and Company Insurance premium for the period 1.6.18 – 31.5.18. Cheque 266 amounting to £218. The Clerk told the meeting that this was £50 more than paid in 2017 due to £50

renewal fee added to the 2018 premium. The Clerk had queried this with Came and Co and had been advised that it has proven necessary to add an administration fee.

It was proposed by C'llr Pennington, seconded by C'llr Tonks and agreed the above accounts be paid.

C'llr Norris told the meeting that Mr Hall would soon be carrying out a further cut of the churchyard grass. Mr Hall would not wish to wait until the September meeting before he was paid. It was proposed by C'llr Tonks, seconded by C'llr Norris and agreed that when the cut was complete and the invoice received this would be paid.

In the past the Parish Council have paid David E. the sum of £49 towards the domain name and web space for the Village web site. As the Parish Council still also ask him of post Parish Council Minutes and notices it was proposed by C'llr Seabury, seconded by C'llr Norris and unanimously agreed that the Parish Council would pay this again this year.

b. Balance held at Bank

The Clerk circulated the bank reconciliation showing a total of £17,681.96 held at bank after payment of the accounts approved above. The balance is made up as follows:-

	£
Balance of CIL Money held	1599.16
Amount set aside for church wall repairs	5676.00
Highways Maintenance Grant	2,262.96
Burial Fees	1,720.00
Balance in Transparency Fund	1088.00
PC c/f 1 st April 2018	2,168.73
Balance of 2018 precept	<u>3,167.11</u>
	17,681.96

The Chairman signed the bank statement and a copy of the bank reconciliation.

Barclays Bank are closing in Church Stretton. The Clerk agreed to collect some paying in envelopes from the Bank before they close. These envelopes can be used in the Post Office to pay money into a Barclays account.

The Clerk also agreed to obtain the bank mandate forms to allow C'llr Norris to be a signatory on the account.

c. External Audit

The Clerk told the meeting that the Annual Return had been sent to the External Auditor on 29th May and notices of Electors Rights had been placed on the Village Web Site, the PC website and village notice boards. To date the External Auditors have not responded.

11. Data Protection.

The Clerk had prepared a spreadsheet to record progress towards compliance. The Clerk highlighted the following:-

- Clerk to purchase lap top and back up drive. This was agreed at the May meeting. The Clerk had details of costs of an Acer Aspire 3 500GB Laptop £279.99 and a Toshiba Canvio Basics USB Portable Hard Drive £42.99. It was proposed by C'llr Seabury, seconded by C'llr Rogers and unanimously agreed that if these items could not be sources any cheaper that the Clerk would purchase this equipment, the cost of which would be taken from the Transparency Fund monies held.
- An email had been received from SALC on 22nd June that Parish Councils when registering on line with the ICO should select "other" and not "public body". This will then allow the application to be completed without adding a DPO. The Clerk had contacted the ICO to enquire how the Parish Council is registered.
- At the meeting on 1st May the Clerk asked all Councillors to set up a dedicated e-mail address solely for Parish Council use. On 2nd May the Clerk e-mailed all Councillors to advise that she had taken further advice from SALC and had been advised that it was acceptable for Councillors to have a separate dedicated e-mail address with their current provider. The Clerk asked all

Councillors in this e-mail to let her have the address as soon as they had set this up. To date only C'lr Seabury has notified the Clerk of a dedicated address.

12. Highways

(a,)Maintenance scheme: update.

It was agreed that the work to the laybys would be carried out. The cost of which would be taken from the £2,62.96 held in the Highways Maintenance Fund.

(b) Highway Matters reported: update

C'lr Tonks had attended a meeting with Shropshire Council concerning highway issues in the Parish... C'lr Tonks had received an e-mail from Steven Brown, Shropshire Council, reporting on the highway issues in the Parish. However, it was unclear which of the matters Steven Brown referred to related to matters which had been previously reported by the Clerk. It was agreed that the Clerk would ask Mr Brown to clarify.

(c) Any further highway matter to report

The Clerk was asked to report a deep pothole in Gilberries Lane where a resident had burst a tyre when traveling over the pothole...

13. Correspondence.

All correspondence had been reported during the meeting or forwarded to Councillors as received.

14. Vacancy for a Councillor

Appropriate notices were displayed on Shropshire Council web site, the village web site, the Parish Council web site and village notice boards. The Clerk told the meeting that 10 electors had called an Election to fill the vacancy for a Parish Councillor and again all notices calling for nominations was posted.

Only one person, Mr A Roberts, was nominated and would be automatically elected with effect from 12th July. The notice of the uncontested election was again posted on all web sites and notice boards. All notices must be removed on 12th July.

The Clerk wrote to Mr Roberts on 18th June advising him that with effect from 12th July he will become a Parish Councillor and advising him that the next Parish Council meeting will be held on 4th September and inviting him to attend the July meeting as a member of the public.

Mr Roberts will be required to complete the Declaration of Interest Form and sign the Acceptance of Office which the Clerk will forward to him before 12th July. .

15. Date of next scheduled meeting – Tuesday 4th September, 2018 commencing at 8pm