

**MINUTES FOR PARISH COUNCIL MEETING OF
CARDINGTON PARISH COUNCIL
HELD ON
Tuesday 5th September 2017 at 8pm**

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

Clerk Mrs J Griffiths

Lisa Bedford, Enablement Officer, Shropshire Council attended for Item 5.

1. Public Session. Limited to 15 minutes.

Mrs C Ball, a member of the public was present at the meeting.

Mrs Ball asked if the Parish Council knew what was happening in the field at Manor Farm as a base appeared to be in the process of being constructed. The Parish Council confirmed that although they were aware of some excavation they did not know what was planned.

Mrs Ball also told the meeting that the telephone had now been removed from the phone box and she would be willing to keep the box tidy. This was further discussed in Item 7

2. Acceptance of Apologies: C'lr J McMillan; Shropshire C'lr D Morris (C'lr Morris had provided a report for Item 12)

3. Declarations of Interest

No declarations of interest were received.

4. Minutes of the meeting held on Tuesday 4th July 2017

It was proposed by C'lr Barker, seconded by C'lr Tonks and unanimously agreed that the Minutes of the meeting held on 4th July provided a true and accurate record of the meeting. The Chairman then signed a copy of the Minutes.

5. CIL Money - Lisa Bedford, Shropshire Council to attend

Lisa Bedford explained that the,£2339.16 CIL money allocated to the Parish Council had to be spent on community improvements that are necessary as a result of the development for which CIL money was obtained. Lisa explained that the repairs to the church wall did not fall into this category and CIL money could not be used for this purpose. The Clerk told the meeting that she had looked for possible funding for the repairs to the church wall but to date had been unsuccessful. Lisa Bedford would speak to her contact in Shropshire Council to ask if they could suggest any possible funding opportunities.

Lisa did confirm that CIL money could be used for the new notice board as this was an enhancement project and improvement work to the footbridge over the ford and the provision of a handrail could also be classed as an enhancement if funding could not be obtained from elsewhere.

Lisa explained that there is also £11,227.99 held in the CIL Local Fund which this and neighbouring parish councils can apply to spend. It may be possible to apply for funding to repair and widen the footbridge over the brook especially if the Parish Council could provide matched funding from the CIL money held. It was agreed that the Outdoor Partnership Team and the Central Highways Manager would be contacted to enquire if they could carry out this work and provide some funding. The Clerk agreed to copy Lisa Bedford and C'lr D Morris into any correspondence. Quotes would be sought and the possibility of attracting matched funding from the CIL Local Fund would be explored.

6. Website update

The Clerk told the meeting that she had contacted David Elliott and he had updated the parish council page on the village web site.

The Clerk had also contacted Eileen Burgess to request a meeting to discuss the way forward on the Parish Council web site which is in the process of being constructed. Eileen is away on holiday and a meeting will be arranged for week beginning 11th September. The Chairman will attend this meeting with the Clerk and report back to the Parish Council.

The Clerk circulated details of the income and expenditure to date. The Parish Council have received a total of £2,065.04 from the Transparency Fund for a Parish Council web site, computer and scanner (£980 in 2016 and £1085.04 in 2017). To date £1,279.94 had been spent leaving a balance of £785.10. However, £300 had been paid for the provision of a lap top and £100 for a scanner. As the present Clerk used her own laptop and scanner this money should be ring fenced for the purchase of these items in the future leaving a real balance of £385.10 for web site costs. The Clerk told the meeting that this was the last year of Transparency Funding being available and any future work or expenditure above the £385.10 would have to be built into future precepts.

7. Phone Kiosk update

The Clerk told the meeting that she had signed the contract with BT, after forwarding a copy of the contract to the Chairman and Vice Chairman, and forwarded to BT together with the £1 cheque which the former clerk had left in the cheque book. BT will now complete the contract and remove the telephony from the phone box following which they will forward a notice to complete the ownership and within 5 days of this notice the ownership of the phone box will automatically be transferred to the Parish Council. The Parish Council will then be responsible of all support and maintenance of the phone box and any liability resulting from the phone box or its use following completion of the transfer. .

The Chairman asked all Councillors to consider the future use of the phone box and send suggestion to him for discussion at the next meeting.

The Clerk gave the Chairman the notice to display in the box when the contract is complete.

It was agreed that the Clerk would contact the Insurers to inform that the Parish Council had now taken ownership of the telephone box.

8. Shropshire Council Local Joint Committee.

The next meeting will be held on 19th October at Acton Scott. C'llr Nutting the County Council Leader will speak to the meeting. C'llr T Barker, the Parish Council representative will attend, and members of the public are also welcome to attend.

9. Updates from Councillors: as per areas of interest.

No updates were received

10. Planning:

a. decisions:

- 17/02568/FUL and 17/02569/LBC Erection of two storey rear extension. Southmere Cardington Church Stretton. – the Parish Council had no objection to this application. The Clerk told the meeting that this application for approved on 7th August.
- 17/02984/AGR Erection of a general purpose agricultural building for machinery and fodder. Upper Farm Gretton Church Stretton. (For Information). Prior approval not required. Decision 12.7.17

b. Considered between meetings using delegated powers:

No applications were considered between the meetings.

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

- 17/03779/LBC Chatwall Home Farm, Enchmarsh – removal of section of garden wall within the curtilage of a listed property with the erection of new stone wall using stone removed affecting a Grade II Listed Building.
- 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.

- 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.

The three applications were handed to C’lr Seabury who will arrange site visits and inform the Clerk when Councillors have agreed any comments.

11. Finance:

a. Invoices to pay:

Clerk Salary – for the period 17th July – 31st August gross pay £274.20 less tax £54.80. Net £219.40 plus postage and stationery making a total of £231.29. Cheque No. 100238 (note chq 100237 spoilt) **HMRC**. Tax due on Clerk’s salary for the period 17th July – 31st August. £54.80. Cheque No 100239 The Clerk confirmed that she had completed the Enrolment Declaration for the Pensions Regulator to state that she did not wish to join a pension scheme and had received acknowledgement of declaration of compliance dated 21st August.

Village Hall Hire £30 cheque No. 100240. The Clerk had contacted the Village Hall Treasurer who had agreed to write off any previous payments for 2015 and start afresh. Therefore this invoice was for 6 meeting held in 2016.

D Elliot – Web site hosting £49.97. Cheque No. 100241. The Clerk told the meeting that David Elliott had paid Easy Hosting on 18th August and had forwarded the invoice to the Parish Council for reimbursement.

Mazars – External Audit £30 cheque No 100242. Fee for late submission of audit.

D Hall – cutting churchyard grass cheque No. 100243. The grass was cut week ending 2nd September and will not be cut again until May 2018.

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

b. Consider joining SALC.

The former Clerk had circulated the reasons for joining SALC. The Clerk had obtained a quotation in the sum of £133 which represented the affiliation fees for the period 1st August – 31st March 2018. It was agreed that the Parish Council would not join SALC at this time but would review again when setting the 2018/19 precept.

c. 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 £11,762.65. The Clerk told the meeting that of the £11,762.65 balance held at the bank £2,339.16 was CIL money; £5,676 was earmarked for repairs to the Church wall and £785.10 was Transparency Code funding as shown in item 6 above. There was also a commitment of £780.00 for the new notice board if this was to be funded by the Parish Council. £2,296.96 had been claimed for a highway maintenance grant in 2017 and £832.20 VAT had been reclaimed. The Clerk had not yet received the latest bank statements so could not see that these sums had been paid although she had been assured that the Highways Maintenance Grant was being paid in August. If this income is taken into account this leaves a balance less commitments and ring fenced items of £5,277.71 which includes £2,262.96 highways maintenance grant.

The Clerk told the meeting that she had completed the necessary bank mandate forms to change the address for the bank statements and correspondence from the former Clerk to her address and also remove the former Clerk as a signatory and add the new Clerk. The mandate forms had been signed by the Chairman and Vice Chairman who were both signatories on the account. The bank had replied on 18th August to the previous clerk’s address and the letter had been forwarded to the Clerk on 31st August. The Bank had been unable to complete the request to make the changes as Mr Michael Sagar was also shown on the account as a signatory. The Clerk had now returned the mandate to the bank asking for Mr Sagar to be removed. It is hoped that the changes will now be made and all statements and correspondence sent to the Clerk’s address.

d. Annual Return March 2017

The Clerk told the meeting that the former Clerk had submitted the Annual Return to the External Auditors, Mazars. The Annual Return was incomplete and submitted late the Clerk had to supply further information and Mazars had confirmed in a letter dated 9th August that a charge will be made for late submission.

The external audit is now complete and no matter has come to the external auditor's attention giving cause for concern and relevant and regulatory requirements have been met. The clerk has completed the Notice of the Conclusion of the Audit. A copy has been forwarded to Mr Elliott for the web site and copies were supplied by the Clerk for the notice boards.

The Clerk told the meeting that the external auditors for a five year period from 2017/18 will be PKF Littlejohn LL, unless the Parish Council opted out of the process.

12. Shropshire Council report.

C'lr D Morris was unable to attend the meeting and had provided the Clerk with the following report:-

There has been little Unitary Council activity in the recent summer break the full council meeting in July was mainly involved in voting on sale or investment decisions for Shropshire Council. The next full council meeting is on Thursday 21st September.

As you will know there has been some further night closures of the A49. These are as a result of Leebotwood and Longnor residents pointing out the road condition (primarily potholes causing noise disturbance) in Leebotwood, and my, the PC and MP Daniel Kawczynski's lobbying of Highways England to improve it. However I feel as though the notice given for the works however was not sufficient, and so I am awaiting an answer from Esosa Ikolo of Highways England in Birmingham to feed back to me on this.

I understand that Lisa Bedford from the community enablement team is coming to speak to you on Tuesday about CIL. It may also interest the PC to know that a council 'task and finish' group is also looking CILs with broad objectives to try and understand the processes, legal factors, and policy parameters related to how and where monies delivered through S106, CIL and NHB can be used. I have detected some frustrations from PCs about using CIL money, so hopefully this Task and Finish group will look into this.

I have set up a 'NextDoor' social media account for Pulverbatch recently and have had a good response, to date 30% of households in the parish have joined. Next Door is a social networking service that allows users to connect with people who live in their own and nearby neighbourhoods. It provides registered users with a list of neighbours who have also registered, and allows users to see which nearby residents are registered on the site, and to send postcards advertising the site to non-registered neighbours. It displays members' names and information. It is useful for spreading information about things like babysitting services, community events, lost property etc. It needs a lead to set it up, it is free and needs a minimum of 10 members within a 2 or 3 week window. It might be something that Cardington wish to look at. It is already being used successfully in Conover and Dorrington.

Once again my apologies for not being at the meeting.

13. Cemetery:

On 31st August the previous clerk had posted paper records and a book listing the burials in the cemetery. It was agreed that C'lr Barker would arrange with other Councillors to meet with the Church Warden and The Parish Council would then hopefully be able to bring the records for burials in the Parish Council part of the churchyard up to date.

14. Highways

The Clerk told the meeting that the highway maintenance grant for 2016/17 had amounted to £3,000 and £3,176 had been paid to the contractor. .

The Highways Maintenance grant applied for 2017/18 amounted to £2,262.96 and **Shropshire** Council had assured the Clerk that this would be paid into the bank in August. It was agreed that the decision how to spend this grant would be deferred until the November meeting.

Highway Matters reported : update

The Clerk had reported the following highway matters:-

- The road at Comley (by the bend over the stream) - The Clerk had received a reply from Tim Sneddon 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'lr Seabury told the meeting that if this had been inspected from underneath the edge of the roadway has no support underneath and is likely to collapse. The Clerk agreed to contact Tim Sneddon to ask him to visit the site again and contact C'lr Seabury who would be happy to accompany him on the site visit.
- The road from Chatwall to Ruckley in a bad state of repair – The clerk had received a reply from Tim Sneddon stating that this is a local one classification rural road and is on a quarterly inspection frequency. He had driven the road and did not consider that there were any defects requiring attention at this time. He did agree that the ride was not comfortable if you tried to go over a speed of 30mph. However for safety reasons it was not advisable to exceed this speed. He did agree that at some point a major surfacing scheme would be required.

Further highway matter reported:-

- The hedge was growing over and it was difficult to see the village sign as you approach Cardington from both sides. C'lr Barker agreed to look at this.

15. Correspondence.

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

The Clerk reported the additional correspondence as follows:-

- PC David Walton had enquired if there is a defibrillator in Cardington. The Clerk had replied confirming that there is a defibrillator on the outside wall of the village hall. PC Walton had asked for the serial number of the box.
- Shropshire Local Plan Review 2016-2036 – The responses and timetable can be viewed on the Shropshire Council website. Cardington Parish Council had responded to the consultation and the Clerk had asked for a copy of the response given by the Parish Council as she could not locate a copy on the files.
- NALC Legal Topic Note July 2017 – Protection of Ownerless Common Land and Village Greens
- NALC Legal Briefing July 2017 – Reform of data legislation – General Protection Regulation and Data Protection Bill
- The Clerk told the meeting that she had contacted Andrea Millard who organises publication of the Church Magazine. It was too late to include the details for the new Clerk in the August magazine but they would appear in the September magazine. It was agreed that the Clerk would do a brief note of the meeting for publication in the Church Magazine.
- Publicity Notice for the annual canvass of householders – poster for notice boards. The Clerk had only received one copy and had requested further copies which had not been supplied.
- Church Stretton Library consultation – details had been e-mailed to all councillors on 24th August.
- Broadband Universal Service Obligation – consultation closing date for response 2nd October 2017 – e-mailed to all councillors 1st September
- Shropshire council's Community Tree Scheme - up to five trees available to each parish council on a first come first served basis – e mailed to all Councillors 1st September. The Parish Council had agreed to replace some trees in the Churchyard. The Clerk agreed to enquire what type of trees were available under the scheme.
- At the July meeting C'lr Morris had asked if a beacon would be lit on the Caradoc to mark the end of the Second World War. C'lr Morris had agreed to liaise with Leebotwood and Longnor to ascertain if a beacon would be lit on the Lawley. It was agreed that the Clerk and/or C'lr Barker would contact C'lr Morris.

16. Date of next scheduled meeting 7th November 2017.

The Clerk is away on holiday at this time. It was agreed to bring the next meeting forward one week and hold the Parish Council meeting on 31st October at 8pm.

There being no other business the meeting closed at 10pm