

Minutes of the meeting of Chetton Parish Council
held on Wednesday 21st May 2025

Present Councillors Berry, Jackson, Millington-Preece, and Verney

Shropshire Councillor Hollyhead

1. Election of Chair
 - a. It was resolved to elect Councillor Verney to the chair. Proposed by Councillor Jackson and seconded by Councillor Berry
2. Apologies

Councillors Fox (unwell) and Tofiluk (away from parish)
3. Acceptance of office forms were signed by Councillors present.
 - a. It was resolved that those Councillors not present could sign their declarations at a later date.
4. Co-option for Vacant Councillor Roles following the 2025 Election:
 - a. Two candidates gave a brief overview of why they wanted to join the council. The Clerk read out a statement from a third candidate who was unable to attend due to illness.
 - b. A vote was taken by the present councillors (having signed their Acceptance of Office forms)
 - c. The Clerk acted as counter and the majority of votes were for E. Crawford Clarke and S. Jordan
 - d. Acceptance of office
 - i. S. Jordan signed his Acceptance of Office form.
 - ii. It was resolved that E. Crawford Clarke could sign his declaration at a later date.
5. Election of Councillors to the following positions:

It was resolved to elect:

 - i. Vice Chair: Councillor Jackson
 - ii. SALC area committee: anyone with an interest in the topic will attend
 - iii. Village Hall Committee: Councillor Jackson
 - iv. Road Warden - provisional: Councillor Tofiluk

6. Approval of Council Documents:
- a. Standing Orders
 - b. Financial Regulations
 - c. Code of Conduct
 - d. Financial Risk Assessment
 - e. Grant Awarding Policy
 - f. Planning Policy
 - g. Co-option Policy
 - h. Training and Development Policy
 - i. Complaint's Procedure
 - j. Grievance Policy
 - k. Dignity at Work Policy
 - l. Vexatious Members of the Public Policy
 - m. Biodiversity Policy
 - n. Publication Scheme
 - o. Media Policy
 - p. Privacy Notice
 - q. Accessibility Statement
 - r. Asset Register

The council documents listed above were approved unanimously.
Proposed by Councillor Verney, seconded by Councillor Berry.

7. Accounting Statements and Competence
- a. Certificate of Exemption and b. Internal Audit
 - i. It was agreed to call an extraordinary meeting for 25th June in order to enable time to complete the internal audit in a timely manner.
 - c. General Power of Competence
 - i. It was noted that the two criteria for eligibility to use the freedom of GPC (LA 2011 s8) are:
 - 1. Elected Councillors must equal or exceed two thirds of the council's total number of councillors (more than 6) – achieved
 - 2. Clerk must hold at least one sector-specific qualifications – not achieved – the Clerk will aim to complete the CiLCA qualification before the Annual Meeting of 2026.

8. Any declarations of interest

There were none declared.

9. Confirmation of minutes of the previous meeting

The minutes of the previous meeting, having been circulated, were confirmed and signed as a correct record. Proposed by Councillor Jackson and seconded by Councillor Jordan.

10. Matters arising from those minutes not appearing under other headings

There were none.

11. Reports

a. Shropshire Councillor

Shropshire Councillor Hollyhead informed the meeting that he would be attending the first official Shropshire Council meeting the following day. He has a place on the Shropshire Council Planning Committee.

b. Chair

The Chair thanked the Clerk for the work she has done so far.

c. Clerk

The Clerk's report is attached to the end of these minutes.

12. Correspondence

The Clerk's report details correspondence.

The meeting asked the Clerk to investigate responsibility for the muddy area of next to Village Hall following request for resurfacing from the Village Hall Committee.

13. Highways

a. FixMyStreet Issues

The pothole by the bridge over the brook near Chetton Village Hall is on the work list and it has been visited but yet to be fixed.

Fly tipping (what3words: bordering.sweeping.recoup) has still not been fully cleared by the Highways team it. The Clerk updated the report three times. The final time, she was advised that it needed to be resolved by a different team.

Sign leaning into the road has been reported and work has been scheduled by Shropshire Highways.

b. Road Warden Scheme

Clerk has contacted Head of Highways at Shropshire Council but received no response yet. She will also send the information to Shropshire Councillor Hollyhead.

Cllr Jackson has been working on a detailed proposal for the scheme to cover pothole repairs and extending it to filling gateways and passing places that have become muddy and sunken. She gave the meeting an overview of her findings. She was asked to continue her investigations and developing the proposal.

It was agreed that further to the decisions to ring-fence money for this scheme at the March meeting, the figure be set at £2,000.

14. Planning

The following application was discussed, and it was unanimously decided that there were no objections.

Reference: **25/01769/CPL** (validated: 13/05/2025)

Address: Hillcrest Bungalow, Faintree, Bridgnorth, Shropshire, WV16 6RQ

Proposal: Application for a Lawful Development Certificate for a single storey rear extension

Applicant: Mr E Mottershead

View online at: <https://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SW5UBETDHUX00>

STATUS UPDATES SINCE LAST MEETING: LAWFUL

Reference: **25/00899/CPE** (validated: 07/03/2025) (lawful: 16/04/2025)

Address: Hillcrest Bungalow, Faintree, Bridgnorth, Shropshire, WV16 6RQ

Proposal: Application for a Lawful Development Certificate for the existing use of agricultural land which has been used as garden to agricultural dwelling for more than 10 years

Applicant: Mr E Mottershead

View online at: <https://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SSPUC6TDGCX00>

STATUS UPDATES SINCE LAST MEETING: GRANTED

Reference: **25/00599/FUL** (validated: 25/02/2025) (granted: 04/04/2025)
Address: Chetton Grange, Chetton, Bridgnorth, Shropshire, WV16 6UE
Proposal: Erection of entrance gates with piers to main and secondary vehicle entrances
Applicant: Mr David Ball

View online at: <http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SRTYNLTD06Z00>

Reference: **25/00600/LBC** (validated: 25/02/2025) (granted: 04/04/2025)
Address: Chetton Grange, Chetton, Bridgnorth, Shropshire, WV16 6UE
Proposal: Works to facilitate the erection of entrance gates with piers to main and secondary vehicle entrances
Applicant: Mr David Ball

View online at: <http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SRTYPYTD06Z00>

Reference: **25/01031/FUL** (validated: 26/03/2025) (granted: 29/04/2025)
Address: Hillcrest Bungalow, Faintree, Bridgnorth, Shropshire, WV16 6RQ
Proposal: Erection of a single storey side extension
Applicant: Mr E Mottershead

View online at: <https://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=STA7IRTDGKG00>

Reference: **25/01223/FUL** (validated: 11/04/2025) (granted: 16/05/2025) – *discussed via email as timing fell between Council Meetings.*
Address: The Firs, Oldfield, Bridgnorth, Shropshire, WV16 6AQ
Proposal: Application under Section 73A of the Town and Country Planning Act 1995 for the erection of single storey rear extension.
Applicant: Mr T Bayliss

View online at: <https://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=STQW78TDGVT00>

15. Finance

a. Cheques required:

- i. Clerk Expenses (cost of website domain and hosting for 3 years paid by Clerk on 28/04/25 - £212.96 + 2x 2nd class stamps - £1.70 (receipts and invoices filed with accounts) - £214.66 (no.811)
- ii. Lengthsman (April and May) - £550.00 (no.812)

- iii. Clerk salary (April) - £307.88 (no.813)
- iv. Clerk salary (May) - £307.88 (no.814)
- v. Shropshire Association of Local Councils (Affiliation Fees for 01/04/25-31/03/26) - £265.85 (no.815)

The above payments were unanimously approved.

- b. Bank reconciliation – it was agreed to postpone to the next meeting to allow the 24/25 end of year accounts to be completed.
- c. Subscriptions – reviewed.
- d. Precept received – precept forms and bank statement inspected and signed to confirm receipt of payment requested by Councillor Jordan.
- e. Approve bank signatories – the mandate has been altered to add Councillors Verney and Jackson as signatories. This needs to be signed by signatories with the bank.
- f. Expenditure incurred under s.137 of Local Government Act 1972 for 2024/25 was reviewed
 - i. Limit for expenditure for 2024/25 was 10.81 per elector
 - ii. Number of electors is 308
 - iii. Total limit for expenditure was £3,329.48
 - iv. s137 spend

i. Village Hall	£200.00
ii. Defibrillator	£318.00
iii. Total	£518.00
- g. Insurance Cover in respect of all insurable risks were confirmed as adequate – it was suggested that the Clerk check the wording of some of the policy with the provider to ensure the Council is only paying for necessary cover.
- h. It was agreed that the Environmental Maintenance Grant should be applied for during budget discussions in November 2024 and January 2025 – the council is satisfied that the Clerk needs to apply for this Grant – proposed by Councillor Verney and seconded by Councillor Jackson.
- i. Agree reserve amounts: Road Warden Scheme: £2,000
 - Training: £2,000
 - Elections/by-elections: £1,000

These amounts were approved unanimously.

16. Parish Council Information

a. Website

New website launched on 8th May 2025.

b. Email addresses

@chettonparish.gov.uk email addresses have been set up for each Councillor – discussion was held about how to manage these mailboxes. It was agreed that the Council would periodically review the best management of the mailboxes.

c. Provisional ordinary meeting dates up to and including the next Annual Meeting were agreed as follows and will be published on the website:

- i. Wednesday 16th July 2025
- ii. Wednesday 17th September 2025
- iii. Wednesday 19th November 2025
- iv. Wednesday 21st January 2026
- v. Wednesday 18th March 2026
- vi. Wednesday 20th May 2026 – Annual Meeting

17. Any Parish matters to be placed on the next agenda

There were none.

18. Date of next meetings:

extraordinary meeting: Wednesday 25th June 2025

ordinary meeting: Wednesday 16th July 2025

The meeting was declared closed at 20:56.

Clerk's Report - May 2025

Notable Actions and Updates

- Clerk has built and launched new website: chettonparish.gov.uk
- Clerk has set up new @chettonparish.gov.uk email addresses
- Clerk has updated Google searches for 'Chetton' to point to new website
- Clerk has requested Google index new website
- Old website (chetton-pc.org.uk) has been put into maintenance mode and will be mothballed in due course
- Insurance company has confirmed change of contact details
- Bank has changed primary contact name, but now requires a letter signed by 2 signatories to change the address
- Clerk has submitted an application for the Environmental Maintenance Grant for 2025/26 (£750 maximum grant)
- Clerk has contacted the Head of Highways at Shropshire Council to propose setting up pilot for the Road Warden Scheme
- Clerk has been preparing documents and cashbook for audit
- Clerk has been writing or adapting policies and documents for approval to be included in the Council's Policy Hub (18 documents listed in Minutes point 6)
- Clerk has conducted an initial risk assessment for the management, finance, and governance of the Parish Council. This is included in the Policy Hub documents. The Council will need to address some of the areas over the next year.
- 7 councillors were elected in an uncontested election on 1st May 2025. 2 vacant spaces have been advertised for co-option

Correspondence

- All SALC weekly briefings have been forwarded to Councillors
- All relevant election correspondence has been forwarded to Councillors
- Village Hall Committee have asked, following resignation of Cllr Downing, for the contact of the new representative from the Parish Council
- Village Hall Committee asked the Parish Council to look into resurfacing the area outside the Hall that is used for overflow parking as it gets very muddy when raining making access difficult.

Notable Events

- Bells were rung at St. Giles' Church, Chetton at 6:30pm on Thursday 8th May 2025 for VE Day in line with national celebrations as requested in SALC briefing. The event was attended by approximately 70 people.