

Minutes of the meeting of Chetton Parish Council
held on Wednesday 16th July 2025

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

 Shropshire Councillor Hollyhead

1. Apologies
 Councillors Fox and Jordan
2. Any declarations of interest
 There were none declared.
3. 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 Millington-Preece and seconded by Councillor Clarke.
4. Matters arising from those minutes not appearing under other headings
 There were none.
5. Reports
 - a. Shropshire Councillor
 First main meeting for Shropshire Councillors will be held on 17th July.

 Shropshire Council are very keen to hear back on the Call for Information Survey.

 The Local Plan has been scrapped but a new plan will be consulted on soon.

 Call for Sites – this runs until 2nd October and asks land owners to promote suitable sites for development.

 There is potentially going to be a group set up with experts in local area to argue against planning for large proposals, such as Taseley Garden Village. The Parish Council agreed that they would be interested in sending a member to be a part of such a group in opposition to such proposals.
 - b. Chair
 Attended Chairs' Network meeting.
 1. Chair of Bitterly raised an issue about solar farms north of Ludlow. Solar farms are encouraged to give donations to community, but do not always give the amount expected. There was a discussion about these donations being part of the conditions of planning.

2. PCSOs are now stopping work at 6pm. Some concern was expressed at the CN meeting that this means that many parts of Shropshire are effectively unpoliced after 6pm.
3. Chair of Pontesbury spoke about Shropshire Local Plan being withdrawn.

Plan for 1500 houses at Taseley Garden Village has received many objections – it would be beneficial for the Parish Council to consider providing feedback to other similar proposals in the area.

c. Clerk

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

6. Correspondence

The Clerk's report details correspondence.

7. Highways

a. FixMyStreet Issues

The many potholes around the parish are still waiting to be fixed. Several were marked with paint in April, so it is now approaching, if not passed, 3 months.

Fly tipping (what3words: bordering.sweeping.recoup) has finally been cleared although the job remains open on FixMyStreet.

Sign leaning into the road has been reported is still awaiting work.

b. Road Warden Scheme

Response received from Shropshire Highways was read out by Clerk. The Parish Council noted that there are already several schemes around the country, running with appropriate liability insurance and training, which appeared to be the objections from Shropshire Highways to engaging in our proposed pilot scheme. Councillors Jackson, Tofiluk and Shropshire Councillor Hollyhead will liaise to try to move the project forward. Councillor Clarke expressed the following concerns:

- where the responsibility for funding the scheme would fall,
- the insurance required.

c. Village Hall Muddy Area

As noted in Clerk's report, the Council has received permission to lay gravel (or similar) on the muddy area outside the Village Hall. The Council agreed to propose a community event to complete the work. The Clerk will liaise with Village Hall Committee about the cost of the work and nature of the event.

8. Planning

Reference: **25/02474/DIS** (validated: 03/07/2025)

Address: Chetton Grange, Chetton, Bridgnorth, Shropshire, WV16 6UE

Proposal: Discharge of condition 3 (materials) pursuant of 25/00600/LBC

Applicant: Mr David Ball

View online at: <http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SYTWHXTD07C00>

STATUS UPDATES SINCE LAST MEETING: LAWFUL

Reference: **25/01769/CPL** (validated: 13/05/2025) (lawful:22/05/2025)

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>

9. Finance

- a. Bank reconciliation – statements and bank reconciliation were checked, approved, and signed.
- b. Bank account
The bank account comparison document prepared by the Clerk was reviewed. After discussion it was decided that the Council should move to a Lloyds bank account with online access. Proposed by Councillor Tofiluk and seconded by Councillor Berry.
- c. HMRC
There are several outstanding charges for late payment of PAYE bills going back to June 2021. These were discovered when accessing the Council's own Business Tax Account for the first time on 14th July 2025. When these charges were incurred, our PAYE was outsourced to RTS Ltd in Kidderminster. The Council agreed for Clerk to pay the charges. As HMRC will not accept cheques, the cheque was made out to the Clerk for her to pay on 18th July. The Clerk will bring the receipt of payment to the September meeting.
- d. Cheques required:
 - i. Lengthsman (June and July) - £550.00 (no.817)
 - ii. Clerk salary (June) - £307.88 (no.818)
 - iii. Clerk salary (July) - £307.88 (no.819)
 - iv. Insurance (2025-26) - £350.57 (no.821)
 - v. Clerk expenses – 2 books of 8x2nd class stamps – £13.92 (no.822)
 - vi. HMRC – paid to Clerk as point 9.c. - £177.54 (no.823)The above payments were unanimously approved.

10. Parish Council Information
 - a. Documents for approval
 - i. Certificate of Civility and Respect Pledge was signed by Chair
 - ii. New Grant Application Form was adopted. Proposed by Councillor Berry and seconded by Councillor Clarke
 - b. Survey: Call for Information from Shropshire Council was discussed, and the comments will be submitted by the Clerk.
11. Any Parish matters to be placed on the next agenda
Community Engagement
12. Clerk Training
It was brought to the attention of the meeting that the last registration date for the current format of CiLCA certification was 1st August 2025. Certification is recommended by SLCC and NALC, as it will ensure the Council is acting with propriety and makes the Council eligible for General Power of Competence. It was agreed that the Council would pay for the training and certification for CiLCA. Proposed by Councillor Tofiluk and seconded by Councillor Berry.
13. Date of next meetings
Wednesday 17th September 2025

The meeting was declared closed at 21:27.

Chetton Parish Council

Clerk's Report

July 2025

Notable Actions and Updates

- Clerk sent the letter requested by bank to change contact address (as reported at May 2025 meeting) and then received a letter to say the change cannot be done by letter and needs to be done by phone or online banking, which had both already been attempted. Clerk has submitted a written complaint about the repeated contradictory information provided by NatWest over the last 6 months. – Complaint has been upheld, address has been changed, and account credited with £200 for the inconvenience.
- Clerk has investigated alternative banking options.

- Clerk contacted HMRC to obtain the reference numbers for setting up PAYE Online.
- Clerk downloaded HMRC PAYE tools software to be able to run payroll, produce payslips, and submit data to HMRC.
- Clerk contacted Pensions Regulator to update contact details and completed the Council's declaration of compliance.
- Clerk has submitted VAT 126 claim for 2024/25.
- Clerk prepared documents and cashbook for audit and assisted the internal auditors undertaking the audit.
- Clerk has submitted Certificate of Exemption to PKF Littlejohn (on 26th June)
- Clerk has uploaded AGAR forms to parish website
- Clerk has written and uploaded Exercise of Public Rights – it runs from 30th June to 8th August.
- Clerk has actioned all outstanding agreed recommendations from Internal Audit Report for 24/25, including writing a detailed budget summary and proposal for 25/26.
- Clerk has attempted to obtain alternative quotes for insurance, but those companies that responded were unable to compete with the quote from our existing supplier. Having spoken to Clerk's from other Parish Councils, the premium increase seems to be in line with the general trend.
- Clerk has written Grant Application Form for approval.
- Clerk has updated Asset Register.
- Clerk has obtained certificate of Civility and Respect Pledge for signing.

Correspondence

- All SALC weekly briefings have been forwarded to Councillors.
- Clerk completed questionnaire from Shropshire Council about Youth Offering, and questionnaire from SALC about Elections.
- Environmental Maintenance Grant application has been approved and funding received on 2nd July.
- Head of Highways at Shropshire Council responded to our initial proposal for a Road Warden scheme. They have already run a pilot and it highlighted some issues that need resolving before they would be willing to consider any further proposals.
- Clerk asked Highways about muddy area outside Village Hall. Local highways responded: "We have had a response from our technician who has confirmed that there are no objections if the Parish Council wish to put gravel down here at your own expense, as it's not a priority safety defect for Highways. If the current surface layer was to be removed, we would recommend not more than 100mm depth. The responsibility to keep the gravel topped up would remain with the parish council."