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Minutes of the meeting of Chetton Parish Council held on Wednesday 20th May 2026

Present Councillors Berry, Clarke, Fox, Jackson, Jordan, Tofiluk, and Verney

Also Present Clerk

1. Election of Chair
   It was resolved to elect Councillor Verney to the chair. Proposed by Councillor Jackson and seconded by Councillor Fox.

2. Apologies
   Councillors Crawford Clarke and Millington-Preece
   Shropshire Councillor Hollyhead

3. Elections 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

4. Approval of Council Documents
   a. Standing Orders
   b. Financial Regulations
   c. Code of Conduct
   d. Publication Scheme
   e. Accessibility Statement
   f. Asset Register
   g. Financial Risk Assessment
   h. Privacy Notice
   i. Health and Safety Policy*
   j. Information Technology Policy*
   k. Reserves Policy*
   l. Subject Access Request Procedure*

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

5. Approve Accounting Statements
   a. Approve Annual Accounts
      The parish accounts for year 2025-26 were reviewed, confirmed as correct, and signed by Councillor Jackson.

b. Certificate of Exemption

The Certificate was approved. Proposed by Councillor Clarke and seconded by Councillor Jackson. The Certificate was signed by the Chair.

c. Internal Audit Report

Clerk read through the Internal Audit Report, auditor's comments and recommendations.

d. AGAR

The Accounting Statements and Annual Governance Statement were reviewed by the meeting. The Accounting Statements were approved. Proposed by Councillor Jackson, seconded by Councillor Fox. The Clerk read through the points of the Annual Governance Statement. It was agreed to answer 'Yes' to each of the statements. The documents were signed by the Chair.

6. Any declarations of interest

None were declared

7. 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 Fox and seconded by Councillor Tofiluk.

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

There were none.

9. Reports

a. Clerk

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

10. Finance

a. Bank reconciliation – statements, cashbook, and bank reconciliation were checked, approved, and signed by Councillor Jackson

b. It was resolved to provide the following cheques:

i. Lengthsman (April and May) - £571.95 (no.843)
ii. Clerk salary (April) - £316.98 (no.844)
iii. Clerk salary (May) - £316.98 (no.845)
iv. Auditor - £150.91 (no.846)
v. SALC Affiliation Fees (01/04/26-31/03/27) - £275.03 (no.847)
vi. Expenses for Annual meeting (paid to Cllr Jackson) - £62.30 (no.848)
vii. Expenses for Annual meeting (paid to Clerk) - £45.85 (no.849)

c. Subscriptions – reviewed

d. Confirm precept received

Precept forms and bank statement were inspected and signed to confirm receipt of payment by Councillor Berry

e. New bank account update

The Clerk informed the meeting that she had called to chase the setup of the new account with Lloyds Bank to be told that they had withdrawn the application. It was decided to reapply.

f. Environmental Maintenance Grant

It was agreed that the Environmental Maintenance Grant should be applied for during budget discussions in November 2025 and January 2026 – the council is satisfied that the Clerk will apply for this Grant. Proposed by Councillor Jackson, seconded by Councillor Jordan.

11. Parish Council Information

The Data Audit completed 31st March 2026 was discussed and accepted.

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

Plane nuisance – flying too low

13. Date of next meeting

Wednesday 15th July 2026

The meeting was declared closed at 21:12.

Chetton Parish Council

Clerk's Report – May 2026

Correspondence

- SALC weekly briefings have been forwarded to Councillors.
- There are 21 subscribers to the newsletter and the first bi-monthly edition was sent out in April.
- There has been a good response to the speed limit consultation. 29 responses (20%), with 28 in favour and 1 other. No responses are against the proposed reduction.
- The Notice of Exercise of Public Rights was displayed on Friday 10th April 2026. It will commence on Wednesday 3rd June, and end on Tuesday 14th July.

Highways

- Clerk has received very helpful response from Bridgnorth Highways regarding the mirror on B4364 – they have advised the correct mirror to purchase, now awaiting information from the supplier.

- Still no response from Head of Highways and Highways Portfolio holder at Shropshire Council regarding the Road Warden Scheme proposal
- In response to the news that Stuart Anderson MP was part of setting up the pilot Road Warden Scheme with Church Preen Parish Council, the Clerk has written to him to ask for support with Chetton's proposal.

- Multiple pothole issues awaiting action on FixMyStreet

Planning

- Permission for the following planning application has been granted since the last meeting:

  Reference: **26/00206/FUL** (validated: 06/02/2026) (granted: 25/03/2026)
  Address: The Old Barn, Eudon Mill, Eudon George, Bridgnorth, Shropshire, WV16 6AJ
  Proposal: Demolition & replacement of single storey side extension