

CHELMARSH PARISH COUNCIL

Clerk: Gillian Bailey
Email: clerk@chelmarshparishcouncil.gov.uk

Minutes of a meeting of Chelmarsh Parish Council held on Tuesday 28th April 2026 at Chelmarsh Parish Hall commencing at 7.30pm

Present:

Cllrs R Bebb, T Cole, A Cadwallader, D Garrett, D Strong, and R Woods (Chair)

Also Present:

G Bailey, Clerk
Cllr George Hollyhead, Shropshire Council

Public Open Session

There were no members of the public present.

1. Apologies for absence

It was unanimously **agreed** to accept apologies from Cllr Thomas.

2. Declaration of Interests

There were no declarations of interest in matters on the agenda.

3. Minutes

It was **agreed** unanimously that the minutes of the previous meeting held on 24th March 2026 be **approved** with the following amendment to minute 10b) [add] *The following members shall be named signatories on the account, and any one signatory can instruct a transfer of funds from this account to the council's nominated bank account: Richard Woods, Theresa Cole, Gillian Bailey*
The Chair signed the minutes.

4. Risk Management

It was proposed by Cllr Strong, seconded by Cllr Cadwallader and **agreed** unanimously to approve the risk management schedule.

5. Fixed Assets

It was proposed by Cllr Cole, seconded by Cllr Strong and **agreed** unanimously to approve the fixed asset register.

6. Insurance Review

Members considered the report. It was proposed by Cllr Woods, seconded by Cllr Strong and **agreed** unanimously to accept the report and that Chelmarsh Parish Council continue with their current insurers.

7. Year End Financial Reports

It was **agreed** unanimously to approve the following financial reports for the year ending 31st March 2026;

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- a) Bank Reconciliation
- b) Balance Sheet
- c) Expenditure against budget

8. Annual Governance and Accountability Return 2025/26

- a) It was **agreed** unanimously that Chelmarsh Parish Council meets the requirements for exemption from a limited assurance review.
- b) Members **received** the report from the internal auditor, there were no matters to consider.
- c) Members reviewed and **approved** the Annual Governance Statements for the year ending 31st March 2026.
- d) It was **agreed** unanimously to approve the Annual Accounting Statements 2025/26.
- e) It was **agreed** that the dates for the exercise of public rights will be 3rd June – 14th July 2026.

9. Planning Applications

There were no planning applications to consider.

10. Payments

- a) It was **agreed** unanimously to approve the payment schedule for April 2026.
- b) Members **received** the schedule of payments made in March 2026.

11. Clerks Report

- a) Car Park fencing: It was agreed that work needed doing. Cllr Strong to advise clerk of contact details for potential contractors.
- b) Joint Energy Agreement: It was agreed that Chelmarsh Parish Council would remain in the joint energy agreement with Shropshire Council.
- c) Registration of Car Park: The solicitors have asked for further information.
- d) Website: It was agreed that the clerk research options for alternative providers for Councillors to consider at the next meeting.
- e) South Staffordshire Water: SSW have confirmed that they are looking into the issues raised by the Parish Council in their letter dated 9th March. There seem to have been some staff changes. It was noted that there was a movement of silt in March, however the Parish Council was not notified.
- f) Banking Debit card. This has been received.
- g) Laptop. Support for Windows 10 stopped in October 2025. The laptop is too old to upgrade to Windows 11 so it is getting increasingly 'buggy' and is impossible to use. It was agreed that the clerk would research options for consideration in May.

12. Parish Matters

- a) Cllr Cadwallader reported that now Bakehouse Lane had been resurfaced children were enjoying using their scooters on the new surface. As the road has no speed restriction it is potentially dangerous. Councillors discussed the possibility of applying for the speed to be reduced and the installation of 'children playing' signage. Cllr Hollyhead agreed to look into these options.
- b) Cllr Strong reported that the footpath from Bakehouse lane to the Church was in poor condition forcing pedestrians into the road. It was agreed to report this via fix my street and to report to the Streetscene team at Shropshire Council.

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13. Correspondence

There was not correspondence to consider.

There being no further business the meeting closed at 8.25 pm

Signed

Dated

DRAFT