

CHELMARSH PARISH COUNCIL

Clerk: Gillian Bailey
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Minutes of a meeting of Chelmarsh Parish Council held on Tuesday 28th October 2025 at Chelmarsh Parish Hall commencing at 7.30pm

Present: Cllrs R Bebb, A Cadwallader, T Cole, D Garrett, R Wood (Chair)

Also Present: Cllr G Hollywood, Shropshire Council

G Bailey, Clerk

1 member of the public

Public Open Session

No matters raised

1. Apologies for absence

Apologies were received and accepted from Cllrs D Strong and P Thomas.

2. Declaration of Interests

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

3. Introductions and Welcome

The Chair introduced the new clerk to Councillors.

4. Minutes

It was proposed by Cllr Cadwallader and seconded by Cllr D Garrett that the minutes of the previous meeting were a true record. The Chair signed the minutes.

5. Clerks Report

a) Sutton Sign

I spoke with Alan today (22nd October). The steel work is complete, and he is just waiting for the lettering. He apologises for it taking so long, he has been fitting it around other work to keep the costs down. It should be completed by the end of the year.

I have emailed Andy Keyland to discuss planning for reinstatement: awaiting response.

b) Clothes Bank

We have received notification that the clothes bank is no longer financially viable and will be removed. I have asked for notification when this will happen so I can make residents aware.

c) Telephone Box – Hampton Loade

Unfortunately, the Severn Valley Railway Charitable Trust were unable to adopt the phone box at Hampton Loade. The Assistant Station Master has arranged for BT to remove it.

d) Elections May 2025

Shropshire Council has confirmed that the election costs for May 2025 will be £125. They will invoice in January 2026.

e) Internal Audit

The internal auditor has completed the second quarter audit; there were some minor queries which have been dealt with.

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f) Online Banking

All applications for change of signatories and access for the Clerk to online banking have been completed. Awaiting card and card reader.

6. Planning Applications

There were no planning applications to be considered.

7. Reports

a) To receive a report from the unitary Councillor.

- Cllr Hollyhead reported on Shropshire Council's financial situation.
- Consultation on Tasley garden village will end 21st November
- Fix my street reports: copy to GH for follow up. If not resolved within 1 month GH is happy to meet with the clerk and Shropshire Council's responsible officer.

b) To receive a report from the local policing team.

None

c) To receive a report from the Parish Hall committee.

No meeting since the last report.

8. Office Equipment

Members considered the clerks report on office equipment; since the report was circulated she has received the laptop and although it is old, it is in acceptable working order and just needs an MS Office package.

The following recommendations were **agreed**:

- a) Dispose of printer
- b) Purchase MS Office 365 subscription at a cost of £85.74 for the first year increasing to £95.99 per annum thereafter.
- c) Approve purchase of SIM only from Lebara at a cost of £1.48 per month for the first 3 months then £4.95 thereafter.
- d) Consider the annual allocation of budget to be held in reserve for future needs.

9. Accounts

a) Quarterly Accounts

Members received and noted the quarterly accounts.

b) Bank Signatories

It was agreed that the clerk would contact the bank to confirm current signatories and those with online access.

10. Payments

There were no payments to be authorised.

11. Parish Matters

The following reports were received from Councillors.

- a) Cllr Cadwallader: the speed limit sign on the junction of Astbury Lane and the B4555 had been knocked down.

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- b) Cllr Bebb: hedgerows from the Kings Arms to the boundary of Highley are overgrown and affecting the road. The need to cut annually.
- c) Cllr Cole: blocked drains under the Severn Valley Railway bridge are still blocked creating a slippery surface. This is exacerbated by water coming down from the railway above.

The Clerk will report these issues to Shropshire Council via Fix My Street.

12. Correspondence

There were no matters for Council to consider.

13. Date of Next Meeting

The next meeting of Chelmarsh Parish Council will take place on Tuesday 25th November 2025 at the Parish Hall commencing 7.30pm

14. Exclusion of Press and Members of the Public

It was unanimously **resolved** to exclude members for the public and pressed due to the confidential nature of the business to be transacted.”

15. Clerks Contract

Councillors revied the draft contract for the Clerk. The contract is based on the NALC template with standard employment terms.

It was unanimously **resolved** to **approve** the contract. The Chair and the clerk signed the contract.