

# Shawbury Parish Council

Minutes of the Ordinary Meeting of the Parish Council held on 9<sup>th</sup> December 2025  
at Shawbury Village Hall Starting at 7pm

## Present

**Councillors** M Roberts (Chair), J Vernon, A Foster, D Cooper, J Manley, K Pickering,  
T Davies-Moss (joined at 7.55pm)

**Unitary Councillor**

**Locum Clerk** A Roberts

**Other Organisations** 1

**Members of the Public:** 2

## **25/257 Public Session.**

One member of the public raised the issue of flooding on her property on Chantry Close. The Clerk will follow this up.

One member of the public who has expressed an interest in the Clerk's role introduced himself to the Council.

## **25/258 Apologies**

Cllr D Cooper, Cllr J Herbert, Cllr A Williams (Unitary Councillor).

It was noted that C Forshaw was not in attendance as he is no longer a Parish Councillor under the 6-month rule. The Clerk will write to him regarding this matter.

## **25/259 Declaration of Disclosable Pecuniary or any other interests or requests for dispensations**

None declared

## **25/260 Minutes of the Full Council Meeting held on 14<sup>th</sup> October and Extraordinary Parish Council Meeting held on 11<sup>th</sup> November 2025.**

**Resolved:** to approve as a correct record the minutes of the ordinary meeting of the Parish Council held on 14<sup>th</sup> October 2025 and Extraordinary Parish Council Meeting held on 11<sup>th</sup> November 2025. They were duly signed by the Chair.

## **25/256 Locum Clerk Employment**

**Resolved:** to employ Amanda Roberts using the NALC contract and to add her to the Council's payroll.

## **25/257 Chairman's Report** – circulated prior to the meeting.

The following were highlighted:

- Bloor Housing public exhibition, 16<sup>th</sup> December (3pm – 6pm) at the Village Hall.
- An application for a grant for a VAS has been submitted to the PCC. If successful the Council will match fund by purchasing a second VAS.
- Highline will shortly install the lights on the Christmas tree.

## **25/258 Induction Packs for Councillors**

**Resolved:** That induction packs will be developed for Councillors. They will include information on assets and contractors.

## 25/259 Staffing and Finance Committees

**Resolved:** That Staffing and Finance Committees will be set up. The terms of reference are agreed. Cllr J Vernon will chair Staffing, Cllr Davies-Moss will chair Staffing.

The Clerk will write to all Councillors asking for volunteers to sit on the committees. Cllr Manley has expressed an interest in Finance and Cllr Pickering in Staffing.

## 25/260 Policies and Procedures

Following a discussion it was:

**Resolved:** That the following policies and procedures are approved:

- Standing Orders (as amended)
- Financial Regulations (as amended)
- Members' Code of Conduct
- Co-options Procedure

## 25/261 Shropshire Council Memorandum of Understanding

**Resolved:** The Council will sign up to the Memorandum of Understanding.

## 25/262 Correspondence (circulated prior to the meeting)

Additional correspondence received: Shropshire Council Elections Team have given authorisation for the Casual Vacancy to be filled.

**Resolved:** to note the correspondence received.

The Clerk will contact Access2Trees about the tree adjacent to the Green.

## 25/263 Planning

a. Planning Applications from Shropshire Council – none received.

b. Planning decisions made by Shropshire Council

25/01429/FUL

Barn East Of Painsbrook Farm, Painsbrook Lane, Hadnall, SY4 4BA

Conversion of agricultural building to provide agricultural workers dwelling

**Grant Permission**

## 25/264 Financial Matters

a. To receive update on Monthly Balance Record and reconciliation

The Clerk gave a verbal report about the available financial information and is aiming to provide a full picture in January.

b. To resolve to approve outstanding invoices and payments

<b>Recipient</b>	<b>Reason for Payment</b>	<b>Amount (inc. VAT)</b>
Shropshire Council	Outstanding Payment	274.00
SALC	Training	90.00
Mike Varndell	Litterbins	525.00
Highline	Streetlight Condition Survey	747.00
R Pinches	Grasscutting	450.00
PKF Littlejohn	External Audit Fee	378.00

Highline	November Streetlight repairs	1382.40
Highline	Church Christmas Tree	210.00
A Roberts	Locum Clerk Services (before tax)	533.10
Matt Thorpe	Works completed	277.04
J Vernon	Signage	27.00
Kelvin Pickering	Reimbursement	56.00
J Manley	Reimbursement	42.50

#### **25/265 Councillor Reports**

- a) Cllr Roberts will talk to Cllr Williams before taking any action in relation to the direction sign to St Mary's School
- b) Cllr Pickering – raised concerns about visibility when turning right off the A53 because of the hedgeline.

#### **25/266 Other Reports**

- a) West Mercia Police  
No report supplied.
- b) RAF Shawbury  
Flight Lieutenant Jim Hobkirk introduced himself as the new representative. He confirmed that work on the base is due to be completed shortly.
- c) Shropshire Councillor  
Report submitted before the meeting. To be circulated with the minutes.
- d) Locum Clerk  
The LC outlined work that will be required over the coming weeks/months to ensure that the Council is prepared for it's end of year Audit.
- e) Committee reports  
The Chair  
Cllr Foster reported on behalf of the Village Hall Committee and reported repairs and upgrades under consideration. He will ascertain if the CCTV will cover the Unknown Tommy and if a charity box is to be located next to the hall.

#### **25/267 Items for Next Agenda (13<sup>th</sup> January 2026)**

The following were raised:

- Budget and precept
- Software and systems for the Clerk
- Code of conduct training
- Continued policy revisions

Meeting Closed at 20.22