

# Shawbury Parish Council

Minutes of the Ordinary Meeting of the Parish Council held on 13<sup>th</sup> January 2026  
at Shawbury Village Hall Starting at 7pm

## Present

**Councillors** M Roberts (Chair), J Vernon, A Foster, C Vernon, J Manley,  
T Davies-Moss (joined at 7.54pm).  
**Unitary Councillor** A Williams  
**Locum Clerk** A Roberts

**Other Organisations** 0 **Members of the Public:** 1

**1/26 Public Session.**  
No matters raised.

**2/26 Apologies**  
Cllr D Cooper, Cllr Moss-Jones, Cllr Pickering.

**3/26 Declaration of Disclosable Pecuniary or any other interests or requests for dispensations**  
None declared

**4/26 Minutes of the Full Council Meeting held on 9<sup>th</sup> December 2025.**

**Resolved: to approve as a correct record the minutes of the ordinary meeting of the Parish Council held on 9<sup>th</sup> December 2025. They were duly signed by the Chair.**

**5/26 Chairman's Report** – circulated with the minutes.  
The Chairman tabled his report and drew members attention to the following:

- Cllr Walker of Shropshire Council attended a meeting in Baschurch to talk about planning.
- Members need to think about nominations for the Group Award.
- Nominations for the Community Service Awards should be received before the next meeting.

Cllr Walker will be invited to a future meeting of the Council.

**6/26 Staffing and Finance Committees**

**Resolved: The members of the Staffing Committee are Cllr J Vernon, Cllr Manley and Cllr C Vernon. The members of the Finance Committee are Cllr Davies-Moss, Cllr Pickering and Cllr Moss Jones.**

**7/26 Policies and Procedures**

**Resolved: To defer the Grants Procedure, Equal Opportunities Policy, Complaints Procedure and Training Policy to the February Meeting.**

**8/26 Parish Matters**

a. Sixth Month Rule – actions taken in relation to C Forshaw's seat

**Resolved: To note the actions taken.**

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Signed ..... Dated .....

b. Casual Vacancy

**Resolved: To fill the Casual Vacancy.**

c. Grants and Awards

**Resolved: To make organisations aware that nominations must be received before the next meeting by advertising in the village and contacting previous recipients.**

d. Code of Conduct Training

**Resolved: That code of conduct training is not currently required.**

e. Police and Crime Commissioner Grant

**Resolved: To match fund the PCC grant using £4798 of General Reserves and to purchase two new Vehicle Activated Signs from SWARCO UK for £9,596 including installation.**

**9/26 Correspondence Received**

Elections Team	Declarations of Interest Reminder
Sales Ledger	Duplicate payments information
Shropshire Council	Play area inspections
Tree Officer	TPO information
Shropshire Council	Information about devolution pilots
SALC	Weekly Briefing
SALC	Training Information
Eon	Response re. Lighting design request
Terry Merchant	Tree Survey
Member of the Public	Concern about the bottom pond in the Moat drying out.
Member of the Public	Report of Streetlight out, Carradine Road
Member of the Public	Report of tree blocking streetlight, Millbrook Drive
P Sharp	P3 Grants

- The Clerk will raise a works order for the Tree inspection.
- Cllr Vernon will investigate the feasibility of dredging the Moat pond
- Highline will be asked for a Streetlighting Plan.
- Cllrs J Vernon, A Foster and C Vernon will attend the Fundamentals for Councillors Training Course on 13.3.26.

**10/26 Planning**

a. Planning Applications from Shropshire Council

25/04787/LBC Replacement of 6no. Windows to front elevation.  
Castle View, 13 Edgbolton, Shawbury.

**Resolved: that the Council has no objections to this application.**

b. Planning decisions made by Shropshire Council

25/04259/FUL Proposed single storey extension and porch to front elevation  
38 Poynton Road, SY4 4JR  
Decision: Grant Permission

**11/26 Financial Matters**

a. Monthly Balance Record and reconciliation.

It was noted that the bank statements and financial records are reconciled to 31.12.25.

b. Quarter 3 Budget Report

**Resolved: to note the content of the Q3 budget report.**

c. Banking Arrangements

**Resolved: to switch the current and savings accounts to Unity Trust Bank**

d. Annual Budget 2026-27

**Resolved: to approve a budget of £79,148 for 2026-27**

e. Precept 2026-27

**Resolved to set a precept of £62,252, which is equivalent to a monthly increase of 30p on a Band D property.**

f. Outstanding payments

**Resolved: To approve the payments shown below.**

<b>Recipient</b>	<b>Reason for Payment</b>	<b>Amount £ (inc. VAT)</b>
M Varndell	Litter removal	525.00
Shropshire Council	Election Costs, May 2025	125.00
A Roberts	Salary – hours worked November	420.17
HMRC	PAYE and NI (November)	120.99
A Roberts	Salary – hours worked December	653.56
HMRC	PAYE and NI (December)	223.62
A Roberts	Reimbursement of expenses	86.67
Highline	VAT on streetlight survey	149.40
K Pickering	Replacement Cheque	56.00

### **12/26 Councillor Reports**

- a. Cllr J Vernon raised the issue of maintaining the allotment hedge which is a Unitary authority asset. He will provide details of the costs involved for reimbursement.
- b. Cllr Manley enquired if the bus shelter cleaning is in hand. Cllr J Vernon confirmed that it is.
- c. Cllr Roberts reported that the defibrillator has been installed, but permission is still awaited.
- d. Cllr Roberts reported that the head of the primary school did not want the sign on White Lodge Park to be moved. He suggested that an Automatic Traffic Count (ATC) may be required.

### **13/26 Other Reports**

- a) West Mercia Police  
No report supplied.
- b) RAF Shawbury  
No report supplied
- c) Shropshire Councillor  
Cllr Williams outlined meetings relating to forthcoming developments. She is due to attend a masterclass in planning matters.  
Will feed back on Carradine Road adoption and Aries Drive.
- d) Locum Clerk  
The report was circulated with the meeting papers.

e) Committee reports

No additional information to the Chairman's report.

**25/267 Items for Next Agenda (10<sup>th</sup> February 2026)**

The following were raised:

- Burial Ground
- Communicating with the village
- Policies including GDPR
- Defibrillator

Meeting Closed at 20.41

## Agreed Budget 2026-27

<b>Expenditure Budget</b>	<b>25-26</b>	<b>26-27</b>
<b>Administration</b>		
General Admin	£0.00	£400.00
Bank charges	£0.00	£84.00
Website/IT	£450.00	£468.00
Councillors Expenses	£100.00	£100.00
Audit	£850.00	£750.00
Rents	£2,500.00	£2,000.00
Training	£300.00	£400.00
Insurance	£2,750.00	£3,200.00
Affiliations	£1,250.00	£1,400.00
Election Expenses	£1,000.00	£0.00
<b>Total Administration</b>	<b>£9,200.00</b>	<b>£8,802.00</b>
 <b>Asset Management</b>		
Streetlights	£6,000.00	£3,500.00
Streetlights Energy	£0.00	£5,100.00
Streetlights Upgrade	£3,000.00	£0.00
Play Area Inspections/Maint	£5,000.00	£5,000.00
Moat/Glebe Areas	£4,000.00	£4,000.00
Hedge/Grass Cutting	£9,000.00	£9,000.00
CCTV*	£3,000.00	£1,500.00
Tree Maintenance	£2,000.00	£2,000.00
Moat, Glebe, Field Path Mtce*	£3,400.00	£3,400.00
Playing Field	£500.00	£500.00
Cycle Track	£500.00	£0.00
Fitness Area	£500.00	£500.00
Defibrillator	£200.00	£300.00
Car Park	£200.00	£200.00
Seats and Bus shelters	£500.00	£500.00
Purchase of VAS*		£9,596.00
<b>Total Asset Management</b>	<b>£37,800.00</b>	<b>£45,096.00</b>
 <b>Burial Ground</b>		
Annual Costs	£500.00	£500.00
<b>Burial Ground Total</b>	<b>£500.00</b>	<b>£500.00</b>
 <b>Environment</b>		
Litter Collection	£6,500.00	£6,500.00
Env Maintenance Project	£3,000.00	£0.00
Floral Gateways	£650.00	£650.00
Parish Paths	£1,000.00	£1,000.00
<b>Total Environment</b>	<b>£11,150.00</b>	<b>£8,150.00</b>
 <b>Community</b>		
Community Awards	£100.00	£100.00
Grants & Donations (S137)	£1,000.00	£1,000.00
<b>Total Community</b>	<b>£1,100.00</b>	<b>£1,100.00</b>

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Signed ..... Dated .....

**Staffing**

Staff - non-salary costs	£900.00	£500.00
Salary, NI and payroll	£12,500.00	£13,200.00
Pension		£1,800.00
<b>Total Staffing</b>	<b>£13,400.00</b>	<b>£15,500.00</b>

**Other**

Contingency	£8,000.00	£0.00
Office Rent	£500.00	£0.00
<b>Total Other</b>	<b>£8,500.00</b>	<b>£0.00</b>

**TOTAL EXPENDITURE BUDGET**      **£81,650.00**   **£79,148.00**

<b>Receipts</b>	<b>Est.</b>	<b>Est.</b>
	<b>25-26</b>	<b>26-27</b>
<b>Precept</b>	<b>£58,850.00</b>	<b>£62,252.00</b>
<b>Other receipts</b>		
CIL / Neighbourhood Fund	£1,320.00	
Bank Interest	£1,400.00	£1,400.00
Miscellaneous Receipts	£500.00	£500.00
Burial Income	£500.00	£500.00
*Use of Reserves	£19,080	£14,496.00
<b>Total Other receipts</b>	<b>£22,800</b>	<b>£16,896.00</b>
<b>Total Receipts</b>	<b>£81,650.00</b>	<b>£79,148.00</b>