
Minutes of the Ordinary Meeting of the Parish Council held on 10th March 2026 at Shawbury Village Hall Starting at 7pm

Present

Councillors M Roberts (Chair), J Vernon, J Manley, W Moss-Jones, G Jones , T Davies-Moss D Cooper, K Pickering, D Jenkins (joined at 7.17)

Locum Clerk A Roberts

Other Organisations Flight Lieutenant Jim Hobkirk, RAF Shawbury

Members of the Public: None

37/26 Public Session.
No matters raised.

38/26 **Housing Needs Survey**
Craig Bethel, Shropshire and Telford & Wrekin Housing Needs Enabler spoke to the Council about the opportunity to carry out a housing needs survey, the results of which would be beneficial when reviewing planning proposals.

39/26 **Apologies**
Cllr A Foster, Cllr C Vernon, Cllr A Williams (Shropshire Council)

40/26 Declaration of Disclosable Pecuniary or any other interests or requests for dispensations
None declared

41/26 Casual Vacancy

Resolved: to co-opt David Jenkins to the Council.

Cllr Jenkins signed his declaration of acceptance of office and joined the meeting.

42/26 Minutes of the Full Council Meeting held on 10th February 2026.

Resolved: to approve as a correct record the minutes of the ordinary meeting of the Parish Council held on 10th March 2026. They were duly signed by the Chair.

43/26 Chairman's Report
No information to report at this time.

44/26 Policies and Procedures
a. To approve policies and procedures

Resolved: To approve the following policies:

- **Internal Controls**
- **Financial Reserves**
- **S137 Grants**

- **Business Continuity Planning**
- **Business & Financial Risk Assessment**
- **Planning Policy & Process**
- **Communications**
- **Confirming Local Connections**
- **Website Management**
- **Health & Safety Policy Statement**
- **Scheme of Delegation**

The CCTV and Burial Ground policies will be brought to a later meeting.

45/26 Neighbourhood CIL Funding

The clerk reported that the current level of CIL funding is £3,547, held in an earmarked reserve.

46/26 Asset Register to March 2026

RESOLVED: to accept the updated asset register.

47/26 Correspondence

a. Request for funding from Shawbury Football Club

RESOLVED: to give £250 of S137 monies to Shawbury Football Club for their Funday subject to receiving an update on how the previous year's donations were used and how they intend to use this year's.

b. Recent activity at the Moat

RESOLVED: to note comments from the public in relation to the status of the Moat area.

c. Civilian Committee at 28 Shawbury Squadron

RESOLVED: to advertise the work of the Civilian Committee on the Council's Facebook page.

48/26 Planning

a. Application Received

26/00452/FUL New pitched roof to existing single storey garage and utility area to replace existing flat roof.
30 Bridgeway, SY4 4PG

RESOLVED: to support the application with no comment

b. Decisions Received from Shropshire Council - none

49/26 Staffing Matters

a. Appointment of a permanent clerk

RESOLVED: to note that Amanda Roberts has provided proof of eligibility to work in the UK and to appoint her on scale point 23 from 1st April 2026.

b. Local Government Pension Scheme

RESOLVED: to join the Local Government Pension Scheme from 1st April 2026.

50/26 Internal Audit

RESOLVED: to note the contents of the interim governance report and support the clerk in addressing those issues therein.

51/26 Financial Matters

a. Monthly Balance Record and reconciliation.

It was noted that the bank statements and financial records are reconciled to 28.2.26.

b. Banking Arrangements

i. The Clerk and Cllrs J Vernon and M Roberts are now set up with Unity Trust Bank and the RBS account is in the process of transferring across to UTB.

ii. Banking Signatories:

RESOLVED: to confirm that Cllr J Vernon and Cllr M Roberts as signatories on Unity Trust bank and to add Cllr A Foster and Cllr J Manley as signatories.

c. Financial Management Report

RESOLVED: to receive the report and note the Q4 budget information, details of S137 payments and internal controls and to note that internal control checks will be carried out by the Finance Committee before the end of March 2026 .

d. Outstanding payments

Resolved: To approve the payments shown below.

Recipient	Reason for Payment	Amount £ (inc. VAT)	Ref
M Varndell	Litter removal	525.00	88.25
A Roberts	Salary (Feb Hours)	911.10	89.25
HMRC	PAYE & NI	347.68	90.25
A Roberts	Expenses	115.24	91.25
Shawbury Scouts	S137 Grant	200.00	92.25
Shawbury Guides	S137 Grant	200.00	93.25
Shawbury Players	S137 Grant	200.00	94.25
Crane Quality Counselling	S137 Grant	200.00	95.25
Severn Hospice	S137 Grant	200.00	96.25
J Vernon	Reimbursement	38.60	97.25
Per Pro Services	Interim Internal Audit	135.00	98.25
Access2Trees	Burial Ground Hedge	492.00	99.25
Unity Trust Bank	Bank Charges	5.00	100.25
R Bailey	Floral Planters	129.00	101.25
M Thorpe	Bus Shelters	150.00	102.25

52/26 **Councillor Reports**

a) Cllr Roberts: The Annual Parish Meeting will be held on 21st April. Reminded members to make awards nominations

53/26 **Other Reports**

a. West Mercia Police

Received after the meeting – to be circulated.

b. RAF Shawbury

Request for support in reminding the public not to fly drones around the base.

c. Shropshire Councillor

Circulated in advance of the meeting.

- d. Locum Clerk
Circulated in advance of the meeting
- e. Committee reports
Cllr Roberts: SALC Working Group notes will follow.

54/26 Items for Next Agenda (10th March 2026)
Memorial Costs, Annual Parish Meeting.

Meeting Closed at 20.38