Shawbury Parish Council

To all Members of the Council. You are hereby summoned to attend a Meeting of the Parish Council of Shawbury to be held on Tuesday 10th February at Shawbury Village Hall commencing at 7pm in order to conduct the business enclosed on the agenda below.

Signed: A Hibbert Date: 3rd February 2026

1. **Chairman's welcome, announcements and public session**
   Members will consider any issues raised by members of the public
2. **Apologies**
3. **Declaration of Disclosable Pecuniary or any other interests or requests for dispensations**
   a) Members are reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest, whether or not the interest is entered in the register of members interests maintained by the Monitoring Officer.
   b) Members are reminded that they must declare non-pecuniary interests relating to agenda items
4. **Casual Vacancy** – to approve co-option of a new council member
5. **Minutes of the Full Council Meeting held on 13th January 2026** – to approve
6. **Chairman's Report** – to receive
7. **Policies and Procedures**
   a. To approve the following policies (copies enclosed):
   - Equal Opportunities Policy
   - Complaints Procedure
   - GDPR Policies
   - Training Policy
   - IT Policy
   - Social Media Policy

   b. To agree the process for reviewing remaining policies
8. **Grants and awards** – to agree recipients
9. **Communicating with Parishioners** – to agree an approach
10. **Parish Council logo** – to approve
11. **Buckingham Palace Garden Party** – to nominate a local resident
12. **Burial Ground** – to agree actions
13. **Defibrillator** – to receive an update and agree actions
14. **Internal Audit** – to appoint an internal auditor (report enclosed)
15. **Playground Inspections** – to agree follow up actions
16. **Councillor Responsibilities** – to confirm
17. **Correspondence** – to consider
18. **Planning**
    a. To receive planning applications from Shropshire Council - none recieved
    b. To note planning decisions made by Shropshire Council - none recieved
19. **Financial Matters**
    a. To receive Monthly Balance Record and reconciliation
    b. Banking Arrangements – to receive an update
    c. To resolve to approve outstanding invoices and payments

Recipient	**Reason for Payment**	**Amount** (inc. VAT)	**Ref**
M Varndell	Litter removal	525.00	80.25
A Roberts	Salary - Hours worked Jan	847.09	81.25
HMRC	PAYE and NI (Jan Hours)	309.18	82.25
Highline	January Streetlight Repairs	572.40	83.25
Forester & Arborist Services Ltd	Moat Trees Inspection	525.00	84.25
Heywoods Accountants	Payroll June – Dec	168.00	85.25
A Roberts	Expenses	7.14	86.25

20. Councillor Reports

To enable Councillors to raise issues requiring urgent attention.

21. Other Reports

a) West Mercia Police – circulated in advance of the meeting
b) RAF Shawbury
c) Shropshire Councillor
d) Locum Clerk (enclosed)
e) Committee reports

22. Items for Next Agenda (10th March 2026)

To enable Councillors to bring forward items for the meeting agenda.

Shawbury Parish Council

Minutes of the Ordinary Meeting of the Parish Council held on 13th 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 9th December 2025.

Resolved: to approve as a correct record the minutes of the ordinary meeting of the Parish Council held on 9th 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 Awarad.
- 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.

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.

Recipient	**Reason for Payment**	**Amount £** (inc. VAT)
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 (10th 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

Expenditure Budget	**25-26**	**26-27**
Administration		
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
Total Administration	**£9,200.00**	**£8,802.00**
Asset Management		
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
Total Asset Management	**£37,800.00**	**£45,096.00**
Burial Ground		
Annual Costs	£500.00	£500.00
Burial Ground Total	**£500.00**	**£500.00**
Environment		
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
Total Environment	**£11,150.00**	**£8,150.00**
Community		
Community Awards	£100.00	£100.00
Grants & Donations (S137)	£1,000.00	£1,000.00
Total Community	**£1,100.00**	**£1,100.00**

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
Total Staffing	**£13,400.00**	**£15,500.00**
Other		
Contingency	£8,000.00	£0.00
Office Rent	£500.00	£0.00
Total Other	**£8,500.00**	**£0.00**
TOTAL EXPENDITURE BUDGET	**£81,650.00**	**£79,148.00**

Receipts	**Est. 25-26**	**Est. 26-27**
Precept	**£58,850.00**	**£62,252.00**
Other receipts		
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
Total Other receipts	**£22,800**	**£16,896.00**
Total Receipts	**£81,650.00**	**£79,148.00**

Agenda 10 Proposed Parish Council Logo (Drafted by Cllr Moss-Davies)

Full Colour For use on: • Website • Social Media • Full Colour printed information	
Mono For use on: • Letterheads • Invoices • Official Orders • Internal Council Documents • B&W printed information	

Internal Audit for 2025-26

Background
For many years the Council has used a local accountant to carry out the internal audit. However, the revised JPAG states that selection should be based on independence, competence and relevant knowledge of the public sector. This is specialist knowledge and therefore quotes were sought from auditors with relevant experience of the local governemtn sector.

Quotes and Financial Regulation Requirements

As the cost of an internal audit will be less than £500 this comes under **Financial Regulation 5.9** which states 'for smaller purchases, the clerk shall seek to achieve value for money'

Three quotes were sought. Two auditors provided quotes and one declined to do so due to workload. Both are experienced local council auditors and have a reputation for being thorough in their their approach to audit. Quotes are shown below.

Quote	Auditor	Audit Cost
1	RLT Auditing	£300
2	Per Pro Services	£180 - £270*

* Dependent upon time required to complete the audit.

Recommendation

It is recommended that the Council appoints Per Pro Services and, if satisfied with the service, retains their services until the financial year £2029-30 when new prices will be sought.

A Roberts Clerk & RFO
3rd February 2026

Shawbury Parish Council

Councillor Responsibilities 2025 - 26

Councillor	**Responsibilites**
M Roberts	Chairman NSAC Representative Cheque Signatory
J Vernon	Vice Chairman Chair of Staffing Committee Contact for Trees Cheque Signatory
K Pickering	Member of Finance Committee Burial Representative
A Foster	Security Camera
W Moss Jones	Member of Finance Committee Children's Play Area
J Herbert	Contact for Notice Board Contact for Seats and bus shelters
D Cooper	Contact for Moat and Glebe
J Manley	Member of Staffing Committee
C Vernon	Member of Staffing Committee
T Davies Moss	Chair of Finance Committee
tbc	Defibrillator
tbc	Streetlights

Royal Bank of Scotland

MR JOHN VERNON
SHAWBURY PARISH COUNCIL
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SY2 6AL

Business Reserve Account

Summary	
Statement Date	30 JAN 2026
Period Covered	01 JAN 2026 to 30 JAN 2026
Previous Balance	£120,516.56
Paid In	£93.66
Withdrawn	£2,200.00
New Balance	£118,410.22
BIC	RBOSGB2L
IBAN	GB82RBOS16312311903448

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If you have changed your address or telephone number please let us know.
Interest rate: 0.95% Gross / 0.95% AER

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
01 JAN 2026	BROUGHT FORWARD			120,516.56
20 JAN	Debit TO 11903421		1,200.00	119,316.56
22 JAN	Debit TO 11903421		300.00	119,016.56
23 JAN	Debit TO 11903421		100.00	118,916.56
27 JAN	Debit TO 11903421		600.00	118,316.56
30 JAN	Interest 30JAN GRS 11903448	93.66		118,410.22

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Statement Abbreviations
N-S TRN FEE = Non Sterling Transaction Fee
VRATE = Variable Payment Scheme Exchange Rate
OD = Overdrawn

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Branch Address: **Drummond House (BX) Branch, Gogarburn, 175 Glasgow Road, Edinburgh, EH12 1HQ.**

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Bank reconciliation (Shawbury Parish Council 2025-2026) - registered on 06/01/2026

Shawbury Parish Council

Bank account: Savings Account Reconciliation as at: 31/01/2026

Balance per bank statement at 31/01/2026	118410.22
TOTAL NET BANK BALANCES at 31/01/2026	**118410.22**
The total net balances reconcile to the Cash Book (receipts and payments) as follows	
Opening balance at 01/04/2025	90622.39
Total receipts	70419.88
Total payments	-2532.05
Total transfers	-40100.00
Closing balance per cash book as at 31/01/2026 (must equal net bank balances above)	**118410.22**

Show reconciled transactions (Shawbury Parish Council 2025-2026) - registered on 06/01/2026

Shawbury Parish Council

Details of bank reconciliation dated 31/01/2026 for Savings Account

Date	Type	Reference	Supplier / customer	Description	Amount
Opening statement balance					**120516.56**
Reconciled transactions					
20/01/2026	Transfer	T41a		Automatic Transfer	-1200.00
22/01/2026	Transfer	T42		Automatic Transfer	-300.00
23/01/2026	Transfer	T43		Automatic Transfer	-100.00
27/01/2026	Transfer	T44		Automatic Transfer	-600.00
30/01/2026	Receipt	R22	RBS	Bank Interest Feb	93.66
Reconciled Balance					**118410.22**

Royal Bank of Scotland

MR JOHN VERNON
SHAWBURY PARISH COUNCIL
168
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SHREWSBURY
SY2 6AL

Treasurers Account

Summary	
Statement Date	30 JAN 2026
Period Covered	01 JAN 2026 to 30 JAN 2026
Previous Balance	£3,048.58
Paid In	£2,200.00
Withdrawn	£2,155.01
New Balance	£3,093.57
BIC	RBOSGB2L
IBAN	GB35RBOS16312311903421

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Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
01 JAN 2026	BROUGHT FORWARD			3,048.58
20 JAN	Credit FROM 11903448	1,200.00		4,248.58
	Cheque 004396		1,073.73	3,174.85
	Cheque 004398		86.67	3,088.18
22 JAN	Credit FROM 11903448	300.00		3,388.18
	Cheque 004397		344.61	3,043.57
23 JAN	Credit FROM 11903448	100.00		3,143.57
	Cheque 004395		125.00	3,018.57
27 JAN	Credit FROM 11903448	600.00		3,618.57
	Cheque 004394		525.00	3,093.57

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Bank reconciliation (Shawbury Parish Council 2025-2026) - registered on 06/01/2026

Shawbury Parish Council

Bank account: Working Account Reconciliation as at: 31/01/2026

Balance per bank statement at 31/01/2026				3093.57
Uncleared payments				
Date	**Customer / supplier**	**Reference**	**Amount**	
31/12/2025	Highline	64.25	-180.00	
31/12/2025	K Pickering	72.25	-56.00	
13/01/2026	Highline	60.25a	-149.40	
				-385.40
TOTAL NET BANK BALANCES at 31/01/2026				**2708.17**
The total net balances reconcile to the Cash Book (receipts and payments) as follows				
Opening balance at 01/04/2025				3049.39
Total receipts				599.65
Total payments				-41040.87
Total transfers				40100.00
Closing balance per cash book as at 31/01/2026 (must equal net bank balances above)				**2708.17**

Show reconciled transactions (Shawbury Parish Council 2025-2026) - registered on 06/01/2026

Shawbury Parish Council

Details of bank reconciliation dated 31/01/2026 for Working Account

Date	Type	Reference	Supplier / customer	Description	Amount
Opening statement balance					**3048.58**
Reconciled transactions					
13/01/2026	Payment	79.25a	Amanda Roberts	mileage and postage reimbursemen	-23.98
13/01/2026	Payment	73.25	Mike Varndell	Litter removal December	-525.00
13/01/2026	Payment	78.25	HMRC	PAYE & NI December	-223.62
13/01/2026	Payment	77.25	Amanda Roberts	Salary - December Hours	-653.56
13/01/2026	Payment	76.25	HMRC	November PAYE & NI	-120.99
13/01/2026	Payment	75.25	Amanda Roberts	Salary - November hours	-420.17
13/01/2026	Payment	74.25	Shropshire Council	PC Election May 2025	-125.00
13/01/2026	Payment	79.25b	Amazon	Ink, paper, stationery	-62.69
20/01/2026	Transfer	T41a		Automatic Transfer	1200.00
22/01/2026	Transfer	T42		Automatic Transfer	300.00
23/01/2026	Transfer	T43		Automatic Transfer	100.00
27/01/2026	Transfer	T44		Automatic Transfer	600.00

Reconciled Balance					**3093.57**
Unreconciled transactions					
31/12/2025	Payment	64.25	Highline	Christmas Lights Labour	-180.00
31/12/2025	Payment	72.25	K Pickering	Green Bin Permit Reimbursement	-56.00
13/01/2026	Payment	60.25a	Highline	VAT element of invoice 7527	-149.40
Cash book Balance					**2708.17**

Progress on Actions arising from Council Resolutions

Council Resolution	Progress	Notes
Develop induction packs, including information on assets and contractors		Ongoing.
Submit Precept Request		
Publicising Council Grants		Assisted by Councillors
Arrange switch to Unity Trust Bank		Started

Other Actions (including those not covered in resolutions)

Action	Progress	Notes
Take action to fill the casual vacancy 1		Co-option on January agenda.
Take action to fill casual vacancy 2		Vacancy notice posted
Contact Access2Trees about tree adjacent to the Green.		Quote received. TPO enquiry sent to Shropshire Council
Policy Revisions		See below
Tidy up finances		One outstanding payment (£25)
Works order for Vehicle Activated Signs		completed
Works order for Tree inspections		completed

Policy Updates

Policy	Progress	Policy	Progress
Standing Orders	Adopted	Scheme of Delegation	Drafted
Financial Regulations	Adopted	Reserves	Drafted
Code of Conduct	Adopted	Communications	Drafted
Co-options Procedure	Adopted	Website Management	Drafted
GDPR Policies	Feb Agenda	Planning Policy & Procedure	Drafted
Training	Feb Agenda	Place Plan	Drafted
IT & Email	Feb Agenda	Business Continuity Plan	Drafted
Social Media	Feb Agenda	Business Risk Assessment	Drafted
Equality & Diversity	Feb Agenda	Health & Safety Statement	Drafted
Complaints Procedure	Feb Agenda	Statement of Internal Controls	Drafted
Grants and Donations	Drafted	Asset Register	Started
Grants and Donations	Drafted	Burials Procedure	Feb Agenda