Shawbury Parish Council

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

Councillors	M Roberts (Chair), J Vernon, A Foster, J Manley, W Moss-Jones, T Davies-Moss (left at 7.13pm, rejoined at 7.55pm). D Cooper, K Pickering, Glyn Jones (joined at 7.07pm)
Locum Clerk	A Roberts
Other Organisations	1 **Members of the Public:** 3

15/26 Public Session.
No matters raised.

16/26 **Apologies**
C Vernon
A Williams (Shropshire Council)

17/26 Declaration of Disclosable Pecuniary or any other interests or requests for dispensations
None declared

18/26 Casual Vacancy

Resolved: to co-opt Trevor Glyn Jones to the Council.

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

19/26 Minutes of the Full Council Meeting held on 13th January 2026.

Resolved: to approve as a correct record the minutes of the ordinary meeting of the Parish Council held on 13th January 2026. They were duly signed by the Chair.

20/26 Chairman's Report
The Chairman reported the resignation of Cllr Jan Herbert and thanked her for her work on behalf of the council.
From the SALC executive meeting - Shropshire Council has permission to increase Council tax by up to 9%, and to deliver a minimum service. Also, there is a possible new parish council boundary review planned.

21/26 Policies and Procedures
a. To approve policies and procedures

Resolved: To approve the following policies: Equal Opportunities Policy, Complaints Procedure and Training Policy, IT Policy, Social Media Policy and GDPR Policies.

Signed Dated

b. To agree the process for reviewing remaining policies

RESOLVED:

1. The Finance Committee will meet to review the following finance-related policies:

- **Internal Controls**
- **Financial Reserves**
- **Grants and Donations**
- **Business and Financial Risk Assessment**
- **Business Continuity Plan**

2. The remaining policies will be reviewed by the following councillors:

- **Scheme of Delegation (Cllr Roberts)**
- **Communications (Cllr Davies-Moss)**
- **Website Management (Cllr Davies-Moss)**
- **Planning Policy and Process (Cllr Roberts)**
- **Confirming Local Connections (Cllr Roberts)**
- **Health and Safety Statement (Cllr J Vernon)**
- **CCTV (Cllr Foster)**
- **Burial Ground (Cllr Pickering)**

The reviews will take place before the March meeting where the final versions will be approved.

Electronic versions will be supplied to the reviewers.

22/26 Communicating with Parishioners

RESOLVED: to approve the setting up of a Shawbury Parish Council Facebook page.

23/26 Parish Council Logo

RESOLVED: to adopt the new logo and use it on publications and communications from this date.

24/26 Buckingham Palance Garden Party
No nomination put forward.

25/26 Burial Ground
Covered in item 21/26b

26/26 Defibrillator

RESOLVED: to make contact with the new owners when the sale goes through. Until then the move is on hold and no further action will be taken.

27/26 Internal Audit

Resolved: To appoint Per Pro services to carry out the internal audit for 2025-26 and, based on satisfactory service, retain them until financial year 2029-30 when new prices will be sought.

28/26 Playground Inspections

RESOLVED: Cllr Moss Davies will receive playground inspections and take the necessary actions

Signed Dated

29/26 Councillor Responsibilities

RESOLVED: that Cllr Cooper has responsibility for streetlights, Cllr Vernon has responsibility for seats and bus shelters and Cllr Manley has responsibility for the parish noticeboard.

30/26 Correspondence Received

The following was received in addition to routine/forwarded correspondence:
Elections Team – confirmation of vacancies (2 no.) and DOI reminders
SALC – Minutes of North Shropshire Area Committee
Residents:

- Letter of thanks for cutting Bridgway hedge
- Letter of concern re safety of Ebikes and E scooters in the village. This will be passed to the police.

31/26 Planning

No applications or decisions were received from Shropshire Council.

It was noted that a public meeting may be required when the Bloor Homes development application is submitted.

32/26 Financial Matters

a. Monthly Balance Record and reconciliation.
It was noted that the bank statements and financial records are reconciled to 31.1.26.

b. Banking Arrangements
The UTB account is now set up and users will receive information shortly.

c. Outstanding payments

Resolved: To approve the payments shown below.

Recipient	Reason for Payment	Amount £ (inc. VAT)	Ref
M Varndell	Litter removal	525.00	80.25
A Roberts	Salary – hours worked January	847.09	81.25
HMRC	PAYE and NI (January)	309.18	82.25
Highline	January Streetlight Repairs	572.40	83.25
Forester & Arborist Services	Moat Tree Inspection	525.00	84.25
Heywoods Accountants	Payroll (June – Dec 2025)	168.00	85.25
A Roberts	Expenses	7.14	86.25

33/26 Councillor Reports

a) Cllr Manley
Has received a further complaint about speeds on Whitelodge Park.
Reported trees in the river – clerk will report to EA.

b) Cllr Roberts
Has received a complaint about the speed cushions on the Wem Road.
The CIL review group report should be released soon.
The PCC grant has been received and the VAS has been ordered.

c) Cllr Vernon
The paths around the field are washing away and require work – clerk will obtain quotes for the work.
Queried why streetworks information is no longer received – clerk to enquire
Has requested a quote for works at the Moat.

Signed Dated

34/26 Other Reports

a) West Mercia Police
   Circulated in advance of the meeting.
b) RAF Shawbury
   Circulated with minutes.
c) Shropshire Councillor
   Circulated in advance of the meeting.
d) Locum Clerk
   Circulated in advance of the meeting
e) Committee reports
   No additional information to the Chairman's report.

35/26 S137 Grants and awards

RESOLVED: to make grant funding available to the following organisations:
Shawbury Scouts - £200
Shawbury Guides - £200
Shawbury Players - £200
Severn Hospice - £200
Crane Quality Counselling - £200

36/26 Items for Next Agenda (10th March 2026)

- Quotes for path repairs
- Policies
- Activities for RAF Shawbury assistance

Meeting Closed at 20.17

Signed Dated