



Minutes of the Annual Meeting of the Parish Council held on 12th May 2026 at Shawbury Village Hall Starting at 7pm

Present

Councillors M Roberts (Chair), J Vernon, J Manley, G Jones ,
D Cooper, A Foster, J Ward, D Jenkins, T Moss Davies

Unitary Councillor

Locum Clerk A Roberts

Other Organisations Flight Lieutenant Jim Hobkirk, RAF Shawbury

Members of the Public: 2

70/26 To elect the Chair of the Council

Resolved: Cllr M Roberts is elected as Chairman.

Cllr Roberts signed his declaration of acceptance of office

71/26 Apologies

C. Vernon, K Pickering, A Williams (Unitary Councillor)

72/26 Public Session

There were no members of the public present.

73/26 To elect the Vice Chair of the Council

Resolved: Cllr J Vickers is elected as Vice Chairman.

Cllr Vickers signed his declaration of acceptance of office

74/26 Declaration of Disclosable Pecuniary or any other interests or requests for dispensations

None declared

75/26 Report from RAF Shawbury

The verbal report was noted

76/26 Councillor Appointments

Resolved: to make the following appointments:

Finance Committee:	T Davies-Moss, K Pickering, W Moss-Jones
NS Area Committee	M Roberts
Signatories	M Roberts, J Vernon, J Manley, A Foster
Moat and Glebe Trees	J Vernon
Burial Ground	K Pickering
Play Area	W Moss Jones

CCTV	A Foster
Defibrillator	D Jenkins
Moat & Glebe areas	D Cooper
Noticeboards	J Manley
Youth Councillor	T Davies-Moss

77/26 Council Policies

Resolved: to reapprove the following policies

Standing Orders
Financial Regulations
All GDPR Policies
Planning Policy and Process
Local Connections Policy
Grant Giving Policy
Reserves Strategy
Statement of Internal Controls
Business Continuity Plan
Business & Finance Risk Assessment
Health & Safety Policy Statement
Procedure for Co-options
Training Statement
It & Email Policy
Equality & Diversity Policy
Complaints Policy
Scheme of Delegation
Social Media Policy
Communications Policy
Website Management Policy
Information and Data Protection Policy
Personal Data Management and Audit Policy
Privacy Policy
Privacy Notice Policy and Basic Privacy Notice
Subject Access Policy
Website Privacy and Use Policy
Security Breach Protocol
Publication Scheme
Data Management Policy
Data Retention Policy

78/26 General Power of Competence

Resolved: The Council meets the criteria for the General Power of Competence.

Resolved: To adopt the General Power of Competence.

79/26 Asset Register

Resolved to approve the asset register for 2026-27

The Clerk will find out more about the detailed locations of assets for a future meeting.

80/26 Administrative Arrangements

Resolved to accept the following arrangements for 2026-27:

Insurance	Ecclesiastical Insurance. 1.6.26 to 30.5.27
Subscriptions	SALC

	SLCC
Direct Debits	Unity Bank (Monthly fee) ICO (Data protection fee annually)
Standing Orders	Waste Collection Clerk's Salary
Meeting Dates	Second Tuesday of every month Full Council Annual Parish Meeting third Tuesday in April

81/26 Minutes of the Full Council Meeting held on 14th April 2026.

Resolved: to approve as a correct record the minutes of the ordinary meeting of the Parish Council held on 14th April 2026. They were duly signed by the Chair.

82/26 Planning

a. Applications Received

26/01684/FUL Land Off A53, South Of Park House Farm Shawbury
Formation of an agricultural access, to be used as a temporary construction access for residential development under planning application 25/03499/FUL

Resolved: to support the application with the following conditions:

- The existing public right of way should not be negatively affected by the new access.
- Suitable signage should be provided for those using the public right of way
- Existing trees should not be removed to facilitate the work
- Consideration should be given to lowering the existing A53 speed limit during the construction phase of the residential development should it proceed.

b. Decisions Received from Shropshire Council - noted

SC/00554/25 35/36 Church Close, Shawbury
TPO 2025 Tree Preservation Order

83/26 Financial Matters

a. Monthly Balance Record and reconciliation.

It was noted that the bank statements and financial records are reconciled to 30.4.26 and this has been checked by the Finance Committee, but a bank statement has yet to be received for RBS Savings Account at the date of closure.

b. Banking Arrangements

It was noted that the RBS savings account balance has now been transferred. The form for additional signatories was signed following the meeting.

c. Items to refer to the Finance Committee.

RESOLVED: to defer the following to the finance committee

1. The investment and treasury strategy
2. A schedule of fees and charges
3. A plan for earmarking reserves

It was noted that the following items should be considered for earmarking:

- Items submitted to the April meeting by the Clerk
- Replacement cost for noticeboard
- £650 for Annual Awards
- Moat and Glebe Upgrade project
- Budget for young people's project

d. Local Government Pension Scheme

Resolved to approve and sign the admission statement to the LGPS.

e. Outstanding payments

Resolved: To approve the payments shown below.

Recipient	Reason for Payment	Amount incVAT	Ref
M Varndell	Waste Collection	525.00	10.26
A Roberts	Salary	760.41	11.26
HMRC	PAYE & NI	289.30	12.26
Shropshire Council	Pension Contributions	320.81	13.26
Heywoods Accountants	Payroll Charges	72.00	14.26
A Roberts	Expenses	36.80	15.26
Clear Council Insurance	Insurance	3129.29	16.26
Princes TV & Video	Trophies	150.38	17.26
Princes TV & Video	Salver for ATC	49.10	18.26
HMRC	Balance due 2025-26	728.63	19.26
SALC	Affiliation Fees	1329.45	20.26
Unity Bank	Monthly Charges	7.00	21.26 DD
Access2Trees	Bridge Way Works	900.00	22.26
Nobridge Nurseries	Grounds Maintenance	2289.60	23.26

84/26 Housing Needs Survey

Resolved :to support a housing needs survey for the Parish during 2026

85/26 Shawbury United Charities

Resolved: to appoint Frances Medley as a Parish Council Trustee for Shawbury United Charities.

86/26 ATC Sponsor's Day

It was noted that the Clerk has supplied the Salver to the ATC.

87/26 Glebe and Moat Project

Resolved: to go ahead with a project to improve the Glebe and Moat. The project will be delivered in phases the first of which will be to replace the Park Trees at a cost of £400. Other works will be prioritised and estimates produced for the Finance Committee to include in future recommendations for Earmarked Reserves.

88/26 Environmental Maintenance Grant

Resolved: the Council will apply for the full £1,000 Environmental Maintenance Grant for 2026-7

89/26 Parish Map

It was noted that the map needs to be refreshed. The Chair will find who supplied the original so that costs can be obtained.

90/26 **Chairman's Report**

- a) The next Area Committee meeting is on 8th May
- b) The VAS poles are in and the signs should be erected shortly

91/26 Councillor Reports

- a. Cllr Foster – CCTV signage is required (the Clerk will look into this)
- b. Cllr Manley – there are complaints that the verges are not being cut, including opposite the school which is Connexus land (the clerk will report this)
- c. Cllr Vernon – the humps outside the camp are still missing (the clerk will find out if they are still required and will report on Fix my Street)

92/26 Other Reports

- a. West Mercia Police
No report received
- b. Shropshire Councillor
Circulated in advance of the meeting.
- c. Clerk (Circulated in advance of the meeting)

Resolved: to submit an Environmental Maintenance Grant application for £1000.

Cllr Davies Moss left the room

Resolved: to approve 001 Airport Taxis as a Floral Gateway sponsor

Cllr Davies Moss returned to the room.

- d. Committee reports
None.

93/26 Items for Next Agenda (12th May 2026)

Asset Register
Floral Gateways
Moat Project
Training

The meeting ended at 20.48