

Shawbury Parish Council



To all Members of the Council. You are hereby summoned to attend the Annual Meeting of the Parish Council of Shawbury to be held on Tuesday 8th September 2026 at Shawbury Village Hall commencing at 7pm in order to conduct the business enclosed on the agenda below.

Signed: *A Roberts*

Date: 1st September 2026

1. Public Session

Should a member of the public so require they will be permitted to speak. Public speaking time will be limited to 15 minutes, 3 minutes per speaker.

2. Apologies for absence

3. Declaration of Disclosable Pecuniary or other interests / requests for dispensations

4. To approve the minutes of the Parish Council Meeting held on 11th August 2026

5. Planning

a. To receive planning applications from Shropshire Council

26/02765/FUL Installation of an air source heat pump

14 Pinewood Road, Shawbury

b. To note planning decisions made by Shropshire Council – none received

26/02041/FUL Proposed Replacement Dwelling and New Access

Del Vista, Carradine Road, Shawbury

Decision: Withdrawn

6. Financial Matters

a. To receive monthly balance record and reconciliation

b. National Pay Award – to note

c. To resolve to approve outstanding invoices and payments

7. Recipient	Reason for Payment	Amount (inc.VAT)	Ref
HMRC	NI and PAYE	278.50	61.26
A Roberts	Salary September	760.16	62.26
A Roberts	Expenses	32.60	63.26
Parish Online	Mapping Software	216.00	64.26
R Bailey	Reimbursement	13.80	65.26
Shropshire Council	Waste Collection (Cemetery)	284.50	66.26
M Varndell	Litter Collection September	525.00	67.26 SO
Shropshire Pension Scheme	Contributions	320.81	68.26 SO
Unity Bank	Monthly Fee	7.00	69.26 DD

8. Moat & Glebe Project

a. To receive an update

b. To discuss any proposals put forward by the Committee

9. Burial Ground Fees – to consider

10. Staffing and Finance Committees

a. Revised terms of reference – to approve

b. To elect additional members onto the existing committees

c.

11. Shawbury Housing Needs Survey – to agree remit and membership of a working group.

- 12. Chair's Report**
- 13. Councillor Reports** - issues requiring urgent attention
- 14. Other Reports**
 - a. West Mercia Police
 - b. RAF Shawbury
 - c. Shropshire Councillor
 - d. Clerk
 - e. Committee reports
- 15. Items for Next Agenda (13th October 2026)**

Shawbury Parish Council



Minutes of the Ordinary Meeting of the Parish Council held on 11th August 2026 at Shawbury Village Hall Starting at 8pm

Present

Councillors M Roberts (Chair), J Vernon, , A Foster, , K Pickering, G Jones

Unitary Councillor A Williams

Clerk A Roberts

Other Organisations 0

4

Members of the Public:

131/26 Public Session
No matters raised

132/26 Apologies
J Manley
D Cooper who tendered his resignation as a member of the Council prior to the meeting.

133/26 Declaration of Disclosable Pecuniary or any other interests or requests for dispensations
None declared.

134/26 Minutes of the Full Council Meeting held on 14th July 2026.

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

135/26 Co-Option of a Parish Councillor

Following a vote it was:

Resolved to co-opt Brad Smith onto the Council.

136/26 Planning

a. Applications Received

26/023532 Proposed Residential Development Land East Of Wem Road Shawbury
Outline planning application (to include principal means of access) for development of up to 115 residential dwellings (Use Class C3) with associated open space, landscaping and other associated works including infrastructure, earthworks and drainage

Resolved to make the following representation:

Following a public meeting where a number of views were expressed, Shawbury Parish Council is not in a position to support or object to this development.

However, the following comments and observations should be taken into account by Shropshire Council:

Housing need and affordable housing

The proposal includes 18 affordable homes which is above the required proportion. The Council welcomes this and recognises that it will make a valuable contribution to meeting the need for housing in the area.

Sustainable location and community benefits

Shawbury is identified as a Community Hub, with existing local services. We recognise that the site location adjacent to existing housing and RAF land forms an extension to the existing village and that potentially the scheme would also provide public open space, recreation, walking and cycling infrastructure, biodiversity enhancement and infrastructure contributions.

Landscape and settlement character

The 2016 appeal (14/04558/OUT) found that developing this site would harm the countryside by removing an open gap and extending the built-up area. This remains an important consideration for Shawbury PC, particularly as the current proposal is much larger.

The current scheme includes retained hedgerows, new planting, green corridors, an orchard and open space. Shropshire Council should consider whether these measures, together with the current Landscape and Visual Impact Assessment, adequately address the concerns raised in 2016. If the application is approved, Shawbury PC asks that these measures are secured through appropriate planning conditions to ensure they are provided and maintained as proposed.

Highways and accessibility

At the time of responding, the comments of Highways Development Control are not available.

Shropshire Council is asked to ensure that:

- Visibility from the new junction is adequate and is not obscured by the existing hedgerow; and
- The road system of Shawbury, particularly the A53 / B5063 junction and the B5063 roundabout will cope with the predicted increase in traffic from this and the development off Aries Drive. Concerns re impact of additional traffic on the village during and after construction.

Flood risk and drainage

This was raised as a big concern by local residents. Shropshire Council is asked to ensure the development will not increase flood risk on or off the site. Any necessary drainage measures should be secured by planning conditions and the development should not put a burden on the existing drainage infrastructure.

Ecology and biodiversity

Shropshire Council should ensure that the necessary wildlife surveys are completed before permission is granted and that suitable measures are put in place to protect wildlife and biodiversity. This is particularly important given the potential habitats and protected species identified.

Infrastructure and cumulative effects

Shropshire Council should consider the combined impact of this and other planned development in Shawbury, particularly on drainage, education,

healthcare, highways, transport and recreation. Where necessary, suitable contributions or improvements should be secured. The availability of local school places is a concern for residents and Shawbury PC supports the use of CIL from this development towards primary and secondary education in the local area.

Residential amenity and noise

The effects on neighbouring properties, including privacy, noise, disturbance and outlook, should be satisfactorily addressed. Shawbury PC supports the proposed requirement for a detailed noise mitigation scheme, including appropriate acoustic glazing, ventilation and insulation.

Additional Detail

Shawbury PC asks Shropshire Council to ensure that the proposed pump track on the development will be constructed with all-weather surfacing to make it maintainable and useable in most conditions.

The proposal shows space for a playground but not the playground itself. Shropshire Council is asked to ensure that the developer provides the necessary play equipment for use by those living on the development along with a commuted sum for its maintenance.

Overall position

If this application is permitted, Shawbury PC expects the measures outlined above to be implemented, with formal planning conditions wherever applicable. This is essential to mitigate the impact of the development on the village as a whole while ensuring a high quality of life for residents of the development.

- b. To note planning decisions made by Shropshire Council – none received

26/02016/FUL The Haven, Wytheford Road, Shawbury, SY4 4JG
Single storey side extension: double garage with WC, internal alterations
Decision: Grant Permission

Resolved: To note

137/26 Financial Matters

- a. Monthly Balance Record and reconciliation.
It was noted that the bank statements and financial records are reconciled to 31.7.26.
- b. Increased Mileage Rate
It was noted that the updated mileage allowance is now 55p per mile to be backdated to 1 April.
- c. Outstanding payments

Resolved: To approve the payments shown below.

New Payments to be Authorised

To	For	Total	Ref
A Roberts	Salary August	760.16	58.26
HMRC	NI & PAYE	278.50	59.26
A Roberts	Expenses inc backdated mileage	37.40	60.26
Shropshire Pension Fund	Pension	320.81	61.26 SO

Agenda Item 4

Unity Trust Bank	Monthly Fee	7.00	62.26 DD
M Varndell	Litter Collection August	525.00	63.26 SO
DRE	Payroll Management May – July	150.00	64.26

138/26 Grounds Maintenance Contract

The Clerk tabled the procurement report which had been circulated to Members in advance of the meeting. The report summarised the quotations received and recommended that the Council appoint the contractor with the lowest quote (£530 per visit) with the caveat that the future contract should be well managed.

Resolved: to appoint Harris Wilderness Mowing as the Council's Grounds Maintenance Contractor until 31 March 2027, at a cost of £2,350 per visit. Harris Wilderness Mowing was selected for the following reasons:

- They can do the normal jobs as well as carrying out the specialist work on the moat and glebe
- They don't use weed killer chemicals and this is considered better for the environment
- They will provide advice on how to bring the bottom paddock back to the condition in which it should be as well as helping with the mowing.
- Their local knowledge is considered beneficial.

139/26 Other Reports

- a. West Mercia Police – circulated prior to the meeting
- b. RAF Shawbury – the verbal report was noted
- c. Shropshire Councillor – noted that Cllr Williams will attend the Northern Planning Committee to speak against the proposed Aries Drive development.
- d.

140/26 Items for Next Agenda (8th September 2026)

None raised

The meeting ended at 20.20

24 August 2026

2026-27 NATIONAL SALARY AWARD

The National Joint Council for Local Government Services (NJC) has agreed the new pay scales for 2026-27 to be implemented from 1 April 2026. Employers are encouraged to implement this pay award as swiftly as possible.

Backpay for employees who have left employment since 1 April 2026. If requested by an ex-employee to do so, we recommend that employers should pay any monies due to that employee from 1 April 2026 to the employee's last day of employment.

The attached Annex lists the new pay scales for clerks and other employees employed under the terms of the model contract including SCPs 50 and above. These should be retrospectively applied from 1 April 2026.

© NALC 2026.

ANNEX 1

	1 April 2025	1 April 2026			Scale Ranges
SCP	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
1	Deleted w e f 1st April 2023				Below LC Scale (for staff other than clerks)
2	£24,413	£12.65	Deleted w e f 1st April 2026		
3	£24,796	£12.85	£25,614	£13.28	
4	£25,185	£13.05	£26,016	£13.48	
5	£25,583	£13.26	£26,427	£13.70	
5	£25,583	£13.26	£26,427	£13.70	LC1 (5-6) (below substantive range)
6	£25,989	£13.47	£26,847	£13.92	
7	£26,403	£13.69	£27,274	£14.14	LC1 (7-12) (substantive benchmark range)
8	£26,824	£13.90	£27,709	£14.36	
9	£27,254	£14.13	£28,153	£14.59	
10	£27,694	£14.35	£28,608	£14.83	
11	£28,142	£14.59	£29,071	£15.07	
12	£28,598	£14.82	£29,542	£15.31	

	1 April 2025	1 April 2026			Scale Ranges
SCP	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
13	£29,064	£15.06	£30,023	£15.56	LC1 (13-17) (above substantive range)
14	£29,540	£15.31	£30,515	£15.82	
15	£30,024	£15.56	£31,015	£16.08	
16	£30,518	£15.82	£31,525	£16.34	
17	£31,022	£16.08	£32,046	£16.61	
18	£31,537	£16.35	£32,578	£16.89	LC2 (18-23) (below substantive range)
19	£32,061	£16.62	£33,119	£17.17	
20	£32,597	£16.90	£33,673	£17.45	
21	£33,143	£17.18	£34,237	£17.75	
22	£33,699	£17.47	£34,811	£18.04	
23	£34,434	£17.85	£35,570	£18.44	LC2 (24-28) (substantive benchmark range)
24	£35,412	£18.35	£36,581	£18.96	
25	£36,363	£18.85	£37,563	£19.47	
26	£37,280	£19.32	£38,510	£19.96	
27	£38,220	£19.81	£39,481	£20.46	
28	£39,152	£20.29	£40,444	£20.96	LC2 (29-32) (above substantive benchmark range)
29	£39,862	£20.66	£41,177	£21.34	
30	£40,777	£21.14	£42,123	£21.83	
31	£41,771	£21.65	£43,149	£22.37	
32	£42,839	£22.20	£44,253	£22.94	
33	£44,075	£22.85	£45,529	£23.60	LC3 (33-36) (below substantive range)
34	£45,091	£23.37	£46,579	£24.14	
35	£46,142	£23.92	£47,665	£24.71	
36	£47,181	£24.46	£48,738	£25.26	
37	£48,226	£25.00	£49,817	£25.82	
38	£49,282	£25.54	£50,908	£26.39	LC3 (37-41) (substantive benchmark range)
39	£50,269	£26.06	£51,928	£26.92	
40	£51,356	£26.62	£53,051	£27.50	
41	£52,413	£27.17	£54,143	£28.06	
42	£53,460	£27.71	£55,224	£28.62	
43	£54,495	£28.25	£56,293	£29.18	LC3 (42-45) (above substantive benchmark range)
44	£55,801	£28.92	£57,642	£29.88	

	1 April 2025	1 April 2026			Scale Ranges
SCP	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
45	£57,139	£29.62	£59,025	£30.59	
46	£58,523	£30.33	£60,454	£31.33	LC4 (46-49) (below substantive range)
47	£59,922	£31.06	£61,899	£32.08	
48	£61,198	£31.72	£63,218	£32.77	
49	£62,852	£32.58	£64,926	£33.65	
50	£64,373	£33.37	£66,497	£34.47	LC4 (50-54) (substantive benchmark range)
51	£65,925	£34.17	£68,101	£35.30	
52	£68,053	£35.27	£70,299	£36.44	
53	£70,176	£36.37	£72,492	£37.57	
54	£72,307	£37.48	£74,693	£38.72	LC4 (55-62) (above substantive benchmark range)
55	£74,454	£38.59	£76,911	£39.86	
56	£76,572	£39.69	£79,099	£41.00	
57	£78,718	£40.80	£81,316	£42.15	
58	£80,821	£41.89	£83,488	£43.27	
59	£82,815	£42.93	£85,548	£44.34	
60	£84,852	£43.98	£87,652	£45.43	
61	£86,939	£45.06	£89,808	£46.55	
62	£89,081	£46.17	£92,021	£47.70	

* Hourly Rates

As per the NJC agreement, hourly rates are calculated by dividing annual salary by 52.143 weeks and then by 37 hours. Please note that these hourly rates do not now differ from those published by NJC for Principal Authorities as the calculation bases are in agreement.

Please also note that NJC resolved to delete SCP 1 w.e.f. 1st April 2023

Please also note that NJC have resolved to delete SCP 2 w.e.f. 1st April 2026

Burial Ground Charges

Council Cemetery & Burial Ground Charges

A review of the latest published cemetery and burial-ground charges across North Shropshire identified the following information. Charges are not directly like-for-like, as councils structure fees differently and apply different residency rules.

Burial Authority	Plot purchase (including exclusive right of burial)	Each adult interment	Other / notes
Wem Town Council	£640	£320	2026 -27 fees. Non-resident fees doubled
Whitchurch Joint Cemetery Board	£650	£680	2026-27 fees; Resident fees are halved
Market Drayton Town Council	£681	£494	2024–25 fees.
Oswestry Town Council	£1,654	Included in £1,654	2024–25 fees.
Baschurch Parish Council	£390 + £80 admin	£390 + £80 admin	2023-24 fees

Market Drayton, Oswestry and Baschurch have been asked to provide their latest fee schedule prior to the Council meeting on 9th September.

Residency Information

For the purposes of burial fees, a **resident** is a person whose principal or usual place of residence was within the administrative area of the Parish Council immediately prior to death.

A non-resident is a person whose principal or usual place of residence was outside the administrative area of the Parish Council immediately prior to death and who does not qualify for resident fees under any applicable exception.

A person who was temporarily absent from the parish, including a person receiving residential or nursing care outside the parish, may continue to be treated as a resident where the parish council is satisfied that their principal residence remained within the parish or that the absence was involuntary or for care purposes.

Ownership of property within the parish, without actual residence there, does not of itself qualify a person for resident fees.

Exclusive Right of Burial (ERoB)

An Exclusive Right of Burial is the right to decide who can be buried in a particular grave. In simple terms: the council owns the land; the ERoB holder controls who is buried in the grave. There is a typical £35 charge registering the transfer of ERoB.

Churchyard Burial Charges

For **2026**, the national Church of England fee for an adult burial immediately before or after a funeral service in the church, is **£390**. A burial in the churchyard on a separate occasion is **£425**.

It is understood that the Parish Council has been adhering to the Church of England fee structure.

Recommendations

1. Shawbury Parish Council should set its own burial ground charges rather than adhering to those set by the Church of England.
2. Residents of the Parish, as defined above, should be charged preferential fees.
3. Funeral Directors should be invoiced prior to the funeral.

Updated Terms of Reference and Delegated Authority of Committees and working groups

Changes are shown in red

Part 1: Standard Governance Provisions

These Terms of Reference set out the purpose, responsibilities and powers of Shawbury Parish Council's committees. The committees are created by the Council under Section 101 of the Local Government Act 1972.

The following apply to all committees:

- They may only make decisions within the powers delegated to them by the Full Council.
- They must follow the Council's Standing Orders, Financial Regulations, Code of Conduct and any relevant laws.
- Members must declare any interests and leave the meeting where required.
- Committee meetings will normally be open to the public, except when confidential business is being discussed.
- The Proper Officer is responsible for preparing agendas and recording the minutes, which will be reported to the next meeting of the Full Council.

These Terms of Reference will be reviewed by the Council every year to make sure they remain up to date and continue to reflect good governance and legal requirements.

Finance Committee	
By what authority:	Council.
For what period:	Annual review by the Parish Council at Annual Parish Council Meeting.
Function or purpose:	The overall purpose of this committee is to ensure that the council's finances, audit, and its statutory obligations are conducted in accordance with good practice.
Membership	• Five councillors appointed annually by Full Council • Committee Chair and Vice Chair elected annually • Quorum: Three members
Delegated Authority	• May determine matters within approved budget and remit • The following must always be decided by the Full Council: setting or changing Council policy, approving spending above the committee's delegated budget, borrowing money, setting the annual precept, and approving significant projects or contracts. • Urgent decisions may only be made where the committee has been given the authority to do so by the Full Council. Any decisions made under these arrangements must be reported to the next meeting of the Full Council.

Delegations	Committee has the authority to delegate areas of responsibility to either a sub-committee, a working group or the RFO.
Core responsibilities	- Budget and precept preparation. - Quarterly budget monitoring. - Internal control checks to ensure appropriate financial controls are in place - Review and recommend the following to full council: - Asset Register and insurance - Earmarked reserves, - AGAR - Internal controls - Financial policies - Risk management processes - Recommend the Internal Auditor appointment. - Monitor grants, VAT, CIL, investments and procurement compliance. - Consider applications for grants and make recommendations to the full council. - Review significant contracts and financial commitments before recommendation to the full council.
Reporting	Draft minutes, clearly identifying any recommendations requiring Full Council approval, to next available Parish Council meeting.
Annual Work Programme (in addition to core responsibilities)	- Annual review of remit - Training needs review - Consider and approve recommendations on all reports arising from both internal and external auditors.
Delegation	Committee has the authority to delegate areas of responsibility to either a sub-committee, a working group or the RFO.
Other	Any other matters that may be delegated by Full Council.
Frequency of meetings	Minimum quarterly.
Prescribed members:	The Chair of the Parish Council may attend meetings as an ex-officio member.
Any disqualifications from membership?	N/A.
Contact person(s)	RFO.

Staffing Committee	
By what authority:	Council.
For what period:	Annual review by the Parish Council at Annual Parish Council Meeting.
Function or purpose:	The overall purpose of this committee is to effectively and efficiently discharge the Council's duties as an Employer. It will act as the Council's advisory and

	decision-making body for personnel issues within delegated authority.
Membership	• Five councillors appointed annually by Full Council • Committee Chair and Vice Chair elected annually • Quorum: Three members
Delegated Authority	• May determine matters within approved budget and remit • The following must always be decided by the Full Council: setting or changing Council policy, approving spending above the committee's delegated budget, borrowing money, setting the annual precept, and approving significant projects or contracts. • Urgent decisions may only be made where the committee has been given the authority to do so by the Full Council. Any decisions made under these arrangements must be reported to the next meeting of the Full Council.
Core Responsibilities	• Recruitment and appraisal of Clerk. • HR policies. • Training and succession planning. • Employment matters under adopted procedures. • Confidentiality and GDPR compliance. • Review and recommend contracts of employment, pay scales, pensions and other benefits. • To consider staff requests for attendance on training courses that fall outside of the statutory training required in order to carry out the role and either cost over £250 or will exceed the training budget. • To monitor the annual staffing budget and make recommendations to Full Council for future staffing budgets.
Reporting	Draft minutes, clearly identifying any recommendations requiring Full Council approval, to next available Parish Council meeting.
Annual Work Programme (in addition to core responsibilities)	• Annual review of remit • Training needs review
Other	• To consider any other matters delegated to the Committee by Council.
Procedures	• Meetings dealing with individual staff matters will be held in confidential session in accordance with Standing Orders • All discussions and records relating to individual employees shall remain confidential and comply with data protection requirements.
Frequency of meetings	• At least annually to review staffing matters, review salary budgt and conduct the Clerk's appraisal.

8.9.26

	Additional meetings may be convened as required by the Chair or two members.
Prescribed members:	The Chair and Vice Chair may serve as ex-officio members.
Any disqualifications from membership?	N/A.
Contact person(s)	Parish Clerk

Moat & Glebe Project Committee	
By what authority:	Council
For what period:	Until the final project report is approved by full council.
Function or purpose:	To guide and deliver the Moat and Glebe project
Membership	- A minimum of Four parish councillors elected annually. - The Committee may co-opt up to 3 community members with relevant experience (non-voting). Committee Chair and Vice Chair elected annually - Quorum: Three voting members
Delegated Authority	- May determine matters within approved budget and remit The following must always be decided by the Full Council: setting or changing Council policy, approving spending above the committee's delegated budget, borrowing money, setting the annual precept, and approving significant projects or contracts. Urgent decisions may only be made where the committee has been given the authority to do so by the Full Council. Any decisions made under these arrangements must be reported to the next meeting of the Full Council.
Core responsibilities	- Project planning and delivery ensuring legal requirements are met - Procurement and contract monitoring - Risk register - Stakeholder engagement - Applications for grant funding - Funding recommendations - Project closure report including plan for ongoing maintenance
Reporting	Draft minutes, clearly identifying any recommendations requiring Full Council approval, to next available Parish Council meeting.
Annual Work Programme	Annual review of remit
Reporting:	Committee update to be provided at each full council meeting.

8.9.26

	Final project report to be prepared for full council at end of project delivery.
Prescribed members:	n/a
Any disqualifications from membership?	n/a
Contact person(s)	Parish Clerk

The Council may occasionally agree to set up a working group for the duration of a specific project. These groups are informal and their meetings are not noticed or minuted by the Clerk.

Working Groups (Task & Finish Groups)	
By what authority:	Council
For what period:	Until the relevant task is complete
Function or purpose:	Agreed by Council
Membership	• A minimum of three parish councillors elected by Council • Working parties may co-opt as many community members as are necessary to complete their task • The Chair is elected by Council
Delegated Authority	• To make recommendations to full council unless otherwise stated when the group is formed
Core responsibilities	• Set by Council when the group is formed
Reporting	Working group updates to be reported at the next Full Council Meeting.
Annual Work Programme	n/a
Prescribed members:	n/a
Any disqualifications from membership?	n/a
Contact person(s)	Working Group Chair

Progress on Actions arising from Council Resolutions

Council Resolution	Progress	Notes
Set up new bank users		Not all users able to login at present
Photos for website		Haven't received all photos
Go out for quotes for Glebe and Moat maintenance		Awarded August 2026
Response to Bloor Homes Planning Application		Submitted

Other Actions (including those not covered in resolutions)

Action	Progress	Notes
Policy Revisions		See below.
Works order for Vehicle Activated Signs		Invoice not received
Earmarked reserves		Finance committee
Parish Map		Awaiting information
Gather burial ground information		
Mapping assets		Streetlights completed. Additional information needed
Update asset register		When assets are mapped
Training for new councillors		Information sent to all
Co-option to replace Cllr Cooper		Started
Policing Priorities		To be added to October Agenda

Policy Updates

Policy	Progress	Policy	Progress
Grants and Donations application form	October meeting item	CCTV	In progress
Burials Procedure	In progress	Investment and treasury strategy	Finance committee