

# 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 9<sup>th</sup> June 2026 at Shawbury Village Hall commencing at 7pm in order to conduct the business enclosed on the agenda below.

Signed: *A Roberts*

Date: 1<sup>st</sup> June 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 Annual Parish Council Meeting held on 12<sup>th</sup> May 2026

## 5. Planning

- To receive planning applications from Shropshire Council – none received
- To note planning decisions made by Shropshire Council – none received

## 6. To Approve Annual Governance and Accountability Return 2025-26

- Internal Audit Report – to note and discuss follow up actions – to follow
- Annual Governance Statement (AGAR S1) to approve and sign
- Financial Statements (AGAR S2) – to approve and sign

## 7. Financial Matters

- To receive monthly balance record and reconciliation – to follow
- Banking arrangements – to receive an update
- To approve the payment of pension contributions by Standing Order
- To resolve to approve outstanding invoices and payments

8. Recipient	Reason for Payment	Amount (inc. VAT)	Ref
Oakgate Nursery*	Trees	305.17	24.26
M Varndell*	Waste Collection May	525.00	25.26 SO
A Roberts	Salary	tbc	26.26
HMRC	PAYE and NI (	tbc	27.26
Shropshire Council	Pension Contributions	309.76	28.26 SO
A Roberts	Expenses	36.80	29.26
M Thorpe	Strimming verges	200.00	30.26
M Thorpe	Strimming around signs etc	160.00	31.26
Mijan Ltd	Finance Software Subscription	99.00	32.26
Village Hall	Meetings Oct 25 – Sept 26	206.25	33.26
Village Hall	CCTV Energy	300.00	34.26
Unity Trust Bank	Monthly Fee	7.00	25.26 DD

\*paid between meetings

## 9. Moat & Glebe Project

- To discuss
- To agree to set up a committee with a delegated budget

## 10. Mapping Software for Asset Management – to discuss

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11. **Housing Needs Survey** – to discuss
12. **Facebook** – to agree the Council's approach to enabling comments
13. **CCTV signage** – to discuss options
14. **Additional Councillor Responsibilities** – to appoint Councillors to the following roles:
  - a. Streetlights
  - b. Benches
15. **Chair's Report**
16. **Councillor Reports** - issues requiring urgent attention
17. **Other Reports**
  - a. West Mercia Police – circulated in advance of the meeting
  - b. RAF Shawbury
  - c. Shropshire Councillor
  - d. Clerk (enclosed)
  - e. Committee reports
18. **Items for Next Agenda 14<sup>th</sup> July 2026)**



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## Minutes of the Annual Meeting of the Parish Council held on 12<sup>th</sup> 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:**

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

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:**

<b>Insurance</b>	<b>Ecclesiastical Insurance. 1.6.26 to 30.5.27</b>
<b>Subscriptions</b>	<b>SALC</b>

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

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

**Resolved:** to approve as a correct record the minutes of the ordinary meeting of the Parish Council held on 14<sup>th</sup> 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.**

<b>Recipient</b>	<b>Reason for Payment</b>	<b>Amount incVAT</b>	<b>Ref</b>
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 8<sup>th</sup> 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 (12<sup>th</sup> May 2026)**

Asset Register  
Floral Gateways  
Moat Project  
Training

**The meeting ended at 20.48**

# Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

Shawbury Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed			
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.		✓	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
			✓	
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓		<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>	

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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## Section 2 – Accounting Statements 2025/26 for

Shawbury Parish Council

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures <b>must</b> agree to underlying financial records.</i>
1. Balances brought forward	108,323 <i>re stated</i>	93,294 <i>re stated</i>	Total balances and reserves at the beginning of the year as recorded in the financial records. Value <b>must</b> agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	58,850	58,850	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	14,640	17,890	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	10,934	13,258	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	77,585	36,791	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	93,294 <i>re stated</i>	119,987	Total balances and reserves at the end of the year. <b>must</b> equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	93,294	119,987	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	153,542	282,851	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	✓		For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval.**

SIGNATURE REQUIRED

DD/MM/YYYY

Date

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

## **Glebe and Moat Committee – Draft Terms of Reference**

### **1. Purpose**

The Glebe and Moat Committee will guide and deliver the Glebe and Moat Project on behalf of the Parish Council. It will run only for the duration of the project and will close once the final report is approved by Full Council.

### **2. What the Committee Can Do**

- Make decisions about the Glebe and Moat Project, within limits set by the Council.
- Include at least one parish councillor (who can vote).
- Welcome community members with useful skills (non-voting).
- Set up small working groups for specific tasks, reporting back to the committee.

### **3. Membership**

A practical size is **5-7 members**, made up of:

- **3-4 councillors** (voting)
- **2-3 community members** with relevant experience (non-voting)

Members are appointed annually or until the project ends.

### **4. How the Committee Works**

- A **Chair** and **Vice-Chair** are chosen each year.
- The Parish Clerk supports the committee with agendas, minutes, and notices.
- Meetings are held when needed, but at least **four times a year**.

### **5. Budget**

- The committee manages a budget set by Full Council.
- All spending must follow the Council's financial rules.
- Any grant applications or fundraising must be approved by Full Council.

## **6. Main Responsibilities**

The committee will:

- Plan and oversee the project from start to finish.
- Commission surveys or expert advice when needed.
- Engage with residents and community groups.
- Ensure legal and safety requirements are met.
- Work with contractors and partners.
- Keep the project on time and on budget.
- Produce a final report for Full Council.

## **7. Reporting Back**

A short progress update and action plan will be presented at each Full Council meeting.

## **8. Quorum**

A meeting can only make decisions if **three voting members** are present.

## **9. Standards and Interests**

All members must follow the Council's Code of Conduct and declare any interests that relate to agenda items.

## **10. When the Committee Ends**

The committee will close once the project is completed and the final report is accepted by Full Council. Any remaining tasks or assets return to the Council.

**CCTV Signage**

There is no single legally required phrase for CCTV signage, but under the UK GDPR and Data Protection Act 2018, signs must clearly communicate the following:

- the reason for surveillance;
- who is operating the cameras; and
- who to contact for queries.

The most cost-effective way of doing this is to purchase pre-printed signs as shown in the examples below:

 <p>1.</p>	<p><b>Safety Signs 4 Less</b></p> <p>150mm x 200mm 1mm rigid plastic</p> <p>£5.80 plus postage</p>
	<p><b>Amazon</b></p> <p>150mm x 200mm 1mm rigid plastic</p> <p>£3.99 plus postage</p>

	<p><b>Safety Sign Warehouse</b></p> <p>150mm x 200 1mm rigid plastic</p> <p>£2.04 plus postage</p>
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