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 November 2026 at Shawbury Village Hall commencing at 7pm in order to conduct the business enclosed on the agenda below.

Signed: A Roberts Date: 2nd November 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. Co-Option of a Parish Councillor

5. To approve the minutes of the Parish Council Meeting held on 13th October 2026

6. Planning

a. To receive planning applications from Shropshire Council

26/03846/VAR Removal of Condition No.9 (restricted use) attached to planning permission NS/07/00494/FUL
Wytheford Fisheries, Shawbury

26/03865/FUL Siting of a kitchen unit and link to existing farm shop
Homedene Farm Shop, The Farm Shop, Shrewsbury Road, Shawbury

b. To note planning decisions made by Shropshire Council

26/03269/FUL Broom Farm, Wytheford Road, Shawbury
Siting of mobile home for use as a temporary agricultural workers dwelling
Decision: Grant Permission

25/03499/FUL Proposed Development Land To The SE Of, Aries Drive, Shawbury
Erection of 128 Dwellings with Associated Access, Open Space, Gardens and Parking areas (to include 8 Phases) (amended description)
Decision: Grant Permission

c. Changes to the Planning Decision Making Process– for information

7. Financial Matters

a. To receive monthly budget report, balance record and reconciliation.
b. Internal Control Checks – to appoint a councillor to carry out checks
c. To resolve to approve outstanding invoices and payments

8.

Recipient	Reason for Payment	Amount	Ref
Broxap (paid 2.11.26)	Replacement Bin	451.14	85.26
J Vernon (paid 2.11.26)	Reimbursement (plants)	81.40	86.26
Shropshire Pension Fund	Pension Contributions	274.27	87.26 SO
HMRC	NI & PAYE	289.69	88.26
A Roberts	Salary to 31 October	785.36	89.26
DRE & Co	Payroll Jul – Sept	150.00	90.26
Access2Trees	Moat Willow	120.00	91.26
SWARCO	VAS signs	11,515.20	92.26
Unity Bank	Monthly Fee	7.00	93.26 DD
M Varndell	Litter collection	525	94.26
A Roberts	Expenses	55.60	95.26

9. **Budget 2027 – 28** – to discuss initial proposals

10. **Moat & Glebe Project**
    a. To receive an update

11. **Grounds Maintenance Contract** – to approve for signing

12. **Burial Ground Policy** - to discuss

13. **Street Lighting**
    a. To confirm inventory locations
    b. To agree maintenance priorities

14. **Correspondence**
    a. Burial Ground
    b. Local Nature Recovery Conference
    c. Shropshire Council – Dog Fouling Briefing Note

15. **Chair's Report**

16. **Councillor Reports** - issues requiring urgent attention

17. **Other Reports**
    a. West Mercia Police
    b. RAF Shawbury
    c. Shropshire Councillor
    d. Clerk
    e. Committee reports

18. **Items for Next Agenda 8th December 2026)**

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Saturday, October 17, 2026

Shawbury Parish Council
Co-options Application

Applicant Details

Full Name Janette Denise Herbert

Home Address [redacted]

Mobile [redacted]

Email Address [redacted]

LEGAL QUALIFICATIONS FOR BEING A COUNCILLOR

To qualify you must be able to answer 'Yes' to both of the questions below

Are you a British citizen, Commonwealth citizen, or EU citizen? Yes

Are you 18 years of age or over? Yes

In addition you mut be able to answer 'yes' to at least one of the questions below.

Are you on the electoral register for Shawbury? Yes

Have you lived in Shawbury or within 3 miles of its boundary for at least 1 year? Yes

Have you been the owner or tenant of land in Shawbury for at least 1 year? No

Is your main place of work in Shawbury and has it been for at least 1 year? No

DISQUALIFICATIONS

You must be able to answer 'no' to the three questions below to be eligible to serve as a councillor

Are you subject of a bankruptcy restrictions order or interim order? No

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Have you been convicted within the last 5 years in the UK, the Channel Islands or the Isle of Man of an offence resulting in imprisonment, suspended or not, for 3 months or more without the option of a fine?

No

Are you disqualified by order of a court from being a member of a local authority?

No

Supporting Statement

Why are you interested in being a parish councillor?

I was a parish Council for many years but then I felt a need to take a sabbatical.
I now feel that the time is right to offer my services and return to the council.

What life experience will you bring to the Council?

Having lived in the village for well over 30 years and bringing up my family here.
Ive also worked locally within the community.
I work at the Royal Shrewsbury Hospital and have done for over 25 years.

What skills will you bring to the Council?

I'm good listener, I'm not afraid to stand my ground but I believe the council should be run democratically.
Ultimately my goal is to work for the good of the parish.

Questions you would like to ask the Council

As an ex parish Council I feel that I have a reasonable working knowledge of how the parish Council works.
I realise that we have a new parish clerk and some things will have changed.

Declaration

It is a condition of being a Parish Councillor that your phone number and email address (official email address will be supplied) be made public via notice boards and website.

I consent to the above details being made public if I become a Parish Councillor

Signature



Date

Saturday, October 17, 2026

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Shawbury Parish Council

Minutes of the Ordinary Meeting of the Parish Council held on 13 October 2026 at Shawbury Village Hall Starting at 7pm

Present

Councillors	M Roberts (Chair), J Vernon, , A Foster, K Pickering, G Jones, J Manley, B Smith, D Jenkins,
Unitary Councillor	0
Clerk	A Roberts
Other Organisations	0
	0
Members of the Public:	

155/26 Public Session
A resident of Beechgrove raised concerns relating to garden flooding. Cllr Vernon will look into this.

156/26 Apologies
Councillors J Ward, A Williams (Shropshire Council)

W Moss-Jones tendered his resignation as a member of the Council prior to the meeting.

157/26 Declaration of Disclosable Pecuniary or any other interests or requests for dispensations
None declared.

158/26 Minutes of the Full Council Meeting held on 8 September 2026.

Resolved: to approve as a correct record the minutes of the ordinary meeting of the Parish Council held on 8 September 2026. They were duly signed by the Chair.

159/26 Planning

a. Applications Received - none
b. To note planning decisions made by Shropshire Council

26/02303/CPE	Oakwood Grange, Bings Heath Application for a Lawful Development Certificate of existing development to constitute lawful commencement of planning permission 23/00898/FUL Decision: Certificate - Lawful

RESOLVED: To note

160/26 Financial Matters

a. Monthly Balance Record and reconciliation.
It was noted that the bank statements and financial records are reconciled to 30.9.26.

b. Q2 Budget Report - noted

c. Outstanding payments

Signed Dated

Resolved: To approve the payments shown below.

To	For	Total	Ref
Matt Thorpe*	War Memorial Works	836.73	70.26
Harris Wilderness Mowing*	Glebe Clearance (Project)	1500.00	71.26
Harris Wilderness Mowing*	Grounds Maintenance Contract 1	2350.00	72.26
PKF Littlejohn	External Audit	378.00	73.26
Unity Trust Bank	Monthly Fee	7.00	74.26 DD
HMRC	NI & PAYE Sept Hours & backpay	358.59	75.26
Whixall Parish Council	SLCC membership (50%)	58.00	76.26
A Roberts	Salary Sept Hours & backpay	898.45	77.26
Highline	Repairs, inspection and testing	1691.03	78.26
A Roberts	Expenses September	32.60	79.26
Shropshire Pension Fund	Pension Contributions	318.16	80.26 SO
Mike Varndell	Monthly Litter Collection	525.00	81.26 SO

*paid between meetings

161/26 Moat and Glebe Project

a. To receive a project update
   It was noted that materials for the paths may be donated and will need to be stored.
b. To resolve to earmark additional funds for the project
   No new project costs are available at this time.

162/26 External Audit 2025-26

The report was noted and the clerk will implement the actions for future annual returns.

163/26 Policies

Resolved: to approve the following policies

CCTV
Investment and Treasury Strategy
Biodiversity Policy
Application form to support Grants and Donations Policy
Pensions Discretions Policy

164/26 Housing Needs Survey

It was noted that the survey will now take place later in the year.

RESOLVED: to set up a working group to support Craig Bethel. Cllrs Evans and Smith were nominated as members of the group.

165/26 Policing Priorities

Resolved: that the Council's top three policing priorities are anti-social behaviour, speeding and other traffic offences.

166/26 Local Transport Plan Consultation

Resolved: that individual councillors will complete and submit the consultation.

167/26 Councillor Responsibilities

Signed Dated

Resolved: to make the following appointments:
Moat & Glebe – Cllr Vernon
Streetlights – Cllr Jones
Facebook Administration and Youth Councillor – Cllr Smith
Internal Controls – Cllr Manley
Playgrounds – deferred to the November meeting

168/26 Streetlights – to agree repairs and maintenance following inspections

Resolved: to defer a decision to the November meeting to allow repairs to be prioritised and ownership of lights to be confirmed.

169/26 Parish War Memorial

a. The work on the construction of the memorial is now complete. Sponsorship has been received from Darwin Biological.
b. Further actions include planting and purchase of a plaque (clerk).

Resolved: that additional plaques may be installed on the parish war memorial and they must comply with the following:

1. **Commemorate a death resulting from participating in a war**
2. **Be circular metal, no larger than 3 inches diameter**
3. **Have a simple inscription**
4. **Be approved by a representative of the Council**

Temporary commemorative items such as wreaths and crosses are permitted.

170/26 Correspondence

a. St Mary's Church

Resolved: the Chair will attend the remembrance service at St Mary's and lay a wreath. An additional wreath will be laid at the Parish War Memorial.

b. Shropshire Lieutenancy Newsletter - noted
c. Cycle Route 45 - the clerk will contact local cycling groups

171/26 Chair's Report

Severn Trent and Craig Bethel gave a presentation at the area committee meeting in October. Information was also shared about the Market Drayton Covenant.
The review of area committees is to be finalised at the next SALC committee meeting.

172/26 Councillor Reports

a. Cllr Vernon reported that damage to the Moat has been passed to English Heritage.

173/26 Other Reports

a. West Mercia Police –circulated
b. RAF Shawbury – to be circulated
c. Shropshire Councillor – circulated
d. Clerk's report – circulated
e. Committee Reports – none

174/26 Items for Next Agenda (13th October 2026)

Burial Ground Policy, Street light repairs, Playgrounds

The meeting ended at 20.00

Signed Dated

Agenda Item 6c

National Scheme of Delegation – What Parish Councillors Need to Know

Summary of a briefing note produced by Shropshire Council

1. What is changing?

New national planning rules came into force on 31 October 2026.
The biggest change is that planning applications will normally be decided by planning officers rather than Planning Committee.
Previously, a Parish or Town Council objection could help trigger a request for a planning application to go before Planning Committee.
This will no longer happen automatically.
The change is required by national government rules, not a decision made by Shropshire Council.

2. What does this mean for Parish Councils?

- You will still be consulted on planning applications.
- You can still support, object to or comment on applications.
- Your comments will still be considered by planning officers.
- However, objecting to an application will NOT automatically mean it goes to Planning Committee.
- The number of public objections will not, on its own, trigger a committee hearing.

The important point: Parish Councils still have a voice, but have less ability to influence whether an application goes before Planning Committee.

3. Which applications can go to Planning Committee?

There are two main categories:

Application type	What happens?
Schedule 1 – e.g. house extensions, small housing developments and minor commercial developments	Must be decided by planning officers. Cannot go to Planning Committee.
Schedule 2 – Categories 1 and 3 – e.g. major developments and certain large housing schemes	May be considered for Planning Committee, but must pass specific tests.
Schedule 2 – Categories 2, 4, 5 and 6 – e.g. retrospective applications, listed buildings, advertisements and protected trees	Normally decided by planning officers.

Even where an application is eligible for committee consideration, it does not automatically go to committee.

4. What makes an application eligible for Planning Committee?

An application must raise at least one of the following:
1. A significant local issue affecting the economy, society or environment.

2. A significant planning issue when considered against planning policies and other relevant planning matters.

Examples of issues that may justify committee consideration include:

- Serious highway safety concerns.
- Significant flood risk.
- Harm to listed buildings or heritage.
- Significant damage to wildlife or the environment.
- Serious landscape impact.
- Significant harm to neighbouring residents.
- Major conflict with planning policies.

Simply having lots of objections, or disagreeing with the planning officer, is not enough.

5. What should Parish Councillors do differently?

Submit planning comments EARLY, clearly and with evidence.

When considering a planning application:

- Respond as early as possible within the consultation period.
- Identify specific planning concerns.
- Explain exactly what harm the development could cause.
- Refer to relevant planning policies where possible.
- Provide evidence to support objections.
- Explain why the issue is significant to the local community.

For example, rather than simply saying:

"The Parish Council objects because of increased traffic."

Explain:

"The proposed development would create additional traffic at a junction with poor visibility, creating a significant highway safety concern for residents and pedestrians."

The more specific and evidence-based the comments, the more useful they will be to planning officers.

6. Who decides whether an application goes to Committee?

The decision will involve:

- The Head of Planning and Building Control (or an authorised senior officer).
- The Chair of the relevant Planning Committee (or Vice Chair).

They will consider whether the application meets the national criteria.

If they disagree, the planning officer's decision takes precedence.

7. What happens to applications already in the system?

The new rules apply to applications that remain undecided on or after 31 October 2026.

This means applications already:

- Objected to by a Parish Council.
- Requested for committee consideration.
- Called in by a Ward Member.

- Expected to go before Planning Committee.

May now need to be reconsidered under the new rules.
If an application is not legally eligible for committee consideration, it cannot go to committee.

8. Will there be fewer Planning Committee meetings or applications?

Not necessarily.
Shropshire Council expects the overall number of applications going to Planning Committee to remain relatively consistent.
However, fewer applications are expected to reach the committee agenda-setting stage because automatic referral routes are being removed.

The 5 key messages to remember

1. You can still comment on every planning application you are consulted on.
2. An objection will no longer automatically send an application to Planning Committee
3. Many applications, including house extensions and small developments, cannot go to committee.
4. Only certain applications can be considered for committee, and there must be significant planning or local issues.
5. Parish Councils must make clear, early and evidence-based planning comments.

Final message for Parish Councillors

The most important thing to understand is that Parish Councils have not lost their right to comment on planning applications or have their views considered.
However, the new national rules mean that objections alone will no longer be enough to get an application before Planning Committee.
Our approach must therefore be to make sure that planning objections are submitted promptly, clearly explain the planning issues, and provide evidence of any significant harm to our local community.

(Source: Shropshire Council – Town and Parish Council Briefing Note: National Scheme of Delegation and Committee Referral Gateway).

Shawbury Parish Council

Budget report from 1-Apr-2026 to 31-Oct-2026 (figures exclude VAT)

All reserves

Payments

	Full year Budget	Period Actual
Other Payments		
Miscellaneous Payments	0.00	772.27
Total Other Payments	**0.00**	**772.27**
Administration		
General Administration	400.00	305.25
Bank Charges	84.00	49.00
Website / IT	468.00	609.49
Councillor Expenses	100.00	0.00
Audit	750.00	495.00
Rents	2,000.00	1,550.00
Training	400.00	80.00
Insurance	3,200.00	3,129.29
Affiliations	1,400.00	1,434.45
Total Administration	**8,802.00**	**7,652.48**
Asset Management		
Streetlight Maintenance	3,500.00	1,409.19
Streetlights Energy	5,100.00	5,014.44
Play Area Insp / Maint	5,000.00	0.00
Moat / Glebe Areas	4,000.00	1,804.29
Hedge / Grass Cutting	9,000.00	4,258.00
CCTV	1,500.00	330.65
Tree Maintenance	2,000.00	750.00
Moat/Glebe/Field path mtce	3,400.00	0.00
Playing Field	500.00	0.00
Fitness Area	500.00	0.00
Car Park	200.00	0.00
Defibrillator	300.00	0.00
Seats/Bus shelters	500.00	0.00
Vehicle Activated Sign	9,596.00	0.00
Total Asset Management	**45,096.00**	**13,566.57**
Burial Ground		
Burial Ground Costs	500.00	332.83
Total Burial Ground	**500.00**	**332.83**

Environment		
Litter collection	6,500.00	4,200.00
Env Mtce Project	0.00	741.23
Floral Gateways	650.00	574.97
Parish Paths	1,000.00	0.00
Total Environment	**8,150.00**	**5,516.20**
Community		
Community Awards	100.00	166.24
Grants/Donations S137	1,000.00	250.00
Total Community	**1,100.00**	**416.24**
Staffing		
Staff - non salary costs inc. pa	500.00	398.00
Salary, NI, Pension costs	13,200.00	10,801.82
Total Staffing	**13,700.00**	**11,199.82**
Total Payments	**77,348.00**	**39,456.41**

Receipts	Full year Budget	Period Actual
Other Receipts		
Bank Interest	1,400.00	1,507.09
Miscellaneous Receipts	500.00	1,000.00
Burial Income	500.00	500.00
Floral Gateways Donation	0.00	947.00
Grants Received	0.00	100.00
Total Other Receipts	**2,400.00**	**4,054.09**
Precept		
Precept	62,252.00	62,252.00
Total Precept	**62,252.00**	**62,252.00**
Total Receipts	**64,652.00**	**66,306.09**

Initial Budget Proposal 2027-28

Payments	26-27 Budget	27-28 estimates	*Notes*
Administration			
General Administration	400.00	500.00	*EasyPC / Room Hire / MS 365 / Stationery*
Bank Charges	84.00	84.00	
Website / IT	468.00	600.00	
Councillor Expenses	100.00	50.00	
Audit	750.00	500.00	
Rents	2,000.00	1550.00	
Training	400.00	300.00	
Insurance	3,200.00	3300.00	*inflationary increase*
Affiliations	1,400.00	1445.00	*inflationary increase*
Total Administration	**8,802.00**	**8329.00**	
Asset Management			
Streetlight Maintenance	3,500.00	5000.00	*increase to pay for some repairs*
Streetlights Energy	5,100.00	5273.00	*inflationary increase*
Play Area Insp / Maint	5,000.00	5000.00	
Moat / Glebe Areas	4,000.00	4000.00	
Hedge / Grass Cutting	9,000.00	9500.00	*contract to be re-let or extended*
CCTV	1,500.00	1500.00	
Tree Maintenance	2,000.00	2000.00	
Moat/Glebe/Field path mtce	3,400.00	3400.00	*earmark end of year balance*
Playing Field	500.00	0.00	*earmark end of year balance*
Fitness Area	500.00	0.00	*earmark end of year balance*
Car Park	200.00	0.00	*earmark end of year balance*
Defibrillator	300.00	0.00	*earmark end of year balance*
Seats/Bus shelters	500.00	0.00	*earmark end of year balance*
Vehicle Activated Sign	9,596.00	0.00	
Total Asset Management	**45,096.00**	**35673.00**	
Burial Ground			
Burial Ground Costs	500.00	500.00	fund other works from income
Total Burial Ground	**500.00**	**500.00**	
Environment			
Litter collection	6,500.00	6300.00	
Env Mtce Project	0.00	0.00	*all spend is from EMR*
Floral Gateways	650.00	0.00	*funded through income*
Parish Paths	1,000.00	0.00	
Total Environment	**8,150.00**	**6300.00**	
Community			
Community Awards	100.00	200.00	
Grants/Donations S137	1,000.00	500.00	
Total Community	**1,100.00**	**700.00**	

Staffing			
Staff - non salary costs inc. pa	500.00	470.00	*payroll reduced by £348*
Salary, NI, Pension costs	13,200.00	16775.00	
Total Staffing	**13,700.00**	**17245.00**	
TOTAL PAYMENTS	**77,348.00**	**68747.00**	

Receipts	Budget		
Precept	**62252.00**	**65097.00**	*4.6%*
Bank Interest	1,400.00	2000.00	
Miscellaneous Receipts	500.00	500.00	
Burial Income	500.00	500.00	
Planter Sponsorship	0.00	650.00	
Total Other Receipts	**2,400.00**	**3650.00**	

Reserve	**Balance**	*Notes*
General	121444.54	*includes working balance*
Neighbourhood CIL	3547.86	*spend deadline 27-28 (£3142.86) and 28-29 (£405,*
Moat/Glebe Path Repairs	0	*target £1500*
Elections	845	
Moat/Glebe Paths & Project	2000	
Burial Ground	1000	
CCTV	3000	*2025-26 underspend*
Parish Paths	1115	
Environmental Maintenanc	3280	*spent on mapping software*
Floral Gateways	1447	

Reserves to Consider Setting Up

Playground Equipment
Office Equipment
Playing Field
Benches and bus shelters
Cycle track maintenance
Fitness Equipment
Car Park

Streetlighting

Moat & Glebe General Fund

GROUNDS MAINTENANCE CONTRACT

Shawbury Parish Council and Harris Wilderness Mowing

This agreement is made between Shawbury Parish Council (the "Council") and Harris Wilderness Mowing (the "Contractor"). The parties agree as follows:

1. Services and locations

The Contractor shall provide grounds maintenance services at the locations identified on the plan attached at Appendix 1, in accordance with any maintenance specification and work schedule agreed in writing by the parties. The plan identifies the following areas/work categories:

			Frequency
A	Village Green	Mowing village green, playing field etc. within the bollard area, mowing and strimming outside the bollard area	4 times per year
B	Burial Ground:	Mowing of the burial ground around the graves. To be cut with pedestrian mower, arising collected and disposed of off-site	4 times per year
C	Bike Track	See E	4 times per year
D	Bridge Way:	Mowing of Bridge Way	4 times per year
E	Play Area:	Mowing of play area (to be carried out in conjunction with mowing of the graveyard and bike track).	4 times per year
F	Picnic and fitness Area:	Mowing of the picnic and fitness area	4 times per year
G	Millbrook Drive Play Area:	Mowing play area at Millbrook Drive	4 times per year
H	Paths & Meadow Path:	Cutting either side of the paths to agreed width including cutting of 1no. meadow path	4 times per year
K	Burial Ground and Bridgeway	Hedge cutting to burial ground and Bridge Way All hedge cutting shall be carried out between 1 September and the last day of February (inclusive).	4 times per year
	Grass cutting day rate (non-highway)		As requested
	Grass cutting day rate (highway verges)		As requested
	Hedge Cutting day rate (non-highway)		As requested
	Hedge Cutting day rate (highway verges)		As requested

The tasks, frequencies, seasonal timing and any site-specific requirements are as set out in the agreed work schedule above.

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The Council may from time to time request the Contractor to carry out works or services that fall outside the scope of the Services (the “Additional Works”). Before the Council commissions any Additional Works, the Contractor shall provide the Council with a written quotation setting out:

(a) the day rate (or rates, where different grades of operative or items of plant are required) that will apply;

(b) the estimated number of days or part-days required to complete the Additional Works; and

(c) any materials, disposal or other costs to be charged separately.

2. Contract period
The contract starts on the date agreed by the parties and continues until 31 March 2027, unless ended earlier under clause 8. Any extension must be agreed by both parties in writing.

3. Contract price and payment
The agreed price for the scheduled grounds maintenance services for the initial contract period is £9,400 (nine thousand four hundred pounds) excluding VAT. The Contractor shall invoice the Council in accordance with the payment arrangements agreed in writing by the parties. The Council’s payment terms are within 30 days of the invoice date. Invoices must identify the work period and any additional authorized work.

4. Additional and ad hoc work
Work outside the scheduled services may only be undertaken when authorised in advance by the Council’s Clerk or another person authorised by the Council. The applicable day rates or other charges must be agreed in writing before the work is carried out. Such work is not included in the £9,400 price unless expressly agreed in writing.

5. Standard of service and conduct
The Contractor shall perform the services with due care and skill, reliably and to a reasonable professional standard. The Contractor shall act courteously and professionally when dealing with residents and visitors, take reasonable care to minimise disruption, and leave work areas safe and tidy.

6. Health, safety and legal compliance
The Contractor is responsible for carrying out the work safely and in compliance with applicable law, including relevant health and safety, environmental and waste-disposal requirements. The Contractor shall provide and use suitable equipment and personal protective equipment, assess risks associated with the work, and promptly report any accident, damage, hazard or issue affecting public safety to the Council.

7. Access, damage and reporting
The Council shall provide reasonable information about the sites and access arrangements. The Contractor shall take reasonable care of Council and third-party property and promptly notify the Council of any damage, obstruction, defect or issue discovered while carrying out

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the services. The Contractor shall not subcontract the services without the Council's prior written consent.

8. Performance and termination
The Council may raise concerns about the quality or timeliness of the services and allow a reasonable period for the Contractor to put matters right. Either party may terminate this agreement by giving 30 days' written notice. The Council may terminate immediately by written notice in the event of a serious breach, serious safety concern, or where a breach is not remedied within a reasonable period after written notice. The Council shall pay for services properly performed up to the termination date, subject to any rights or remedies it may have.

9. Changes and disputes
Any change to the scope, price, timetable or other terms must be agreed in writing by both parties. The parties shall first try to resolve any dispute through discussion between the Contractor and the Council's Clerk; if unresolved, it may be referred to the Council for consideration.

10. Entire agreement and governing law
This agreement, together with Appendix 1 and any specification, work schedule or pricing schedule signed or otherwise expressly agreed by both parties, records the agreement for these services. The agreement is governed by the law of England and Wales.

Signatures
For Shawbury Parish Council

Name: Merv Roberts. Position: Chairman

Signature: …… Date: ……

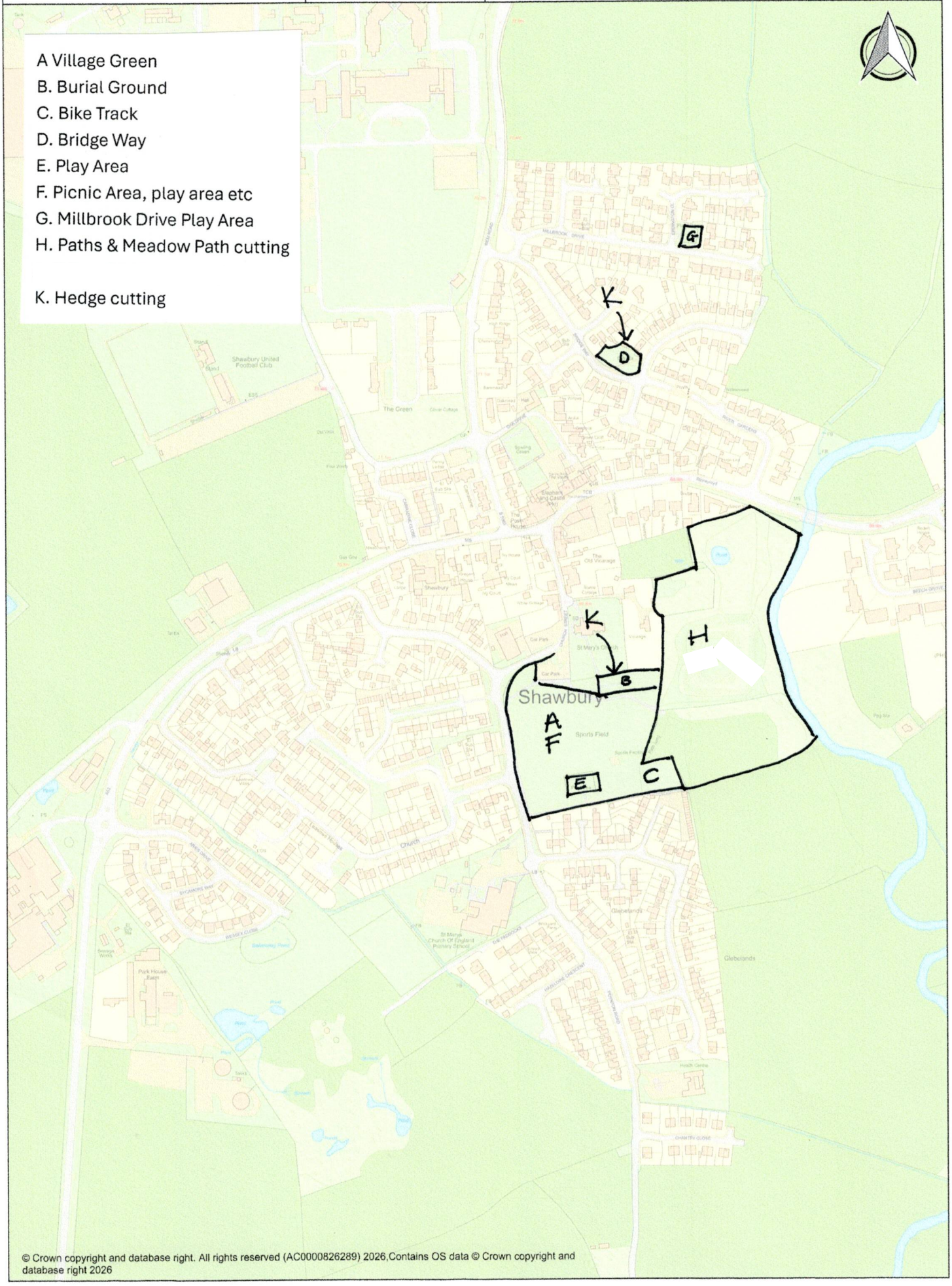
For Harris Wilderness Mowing

Name: ……

Signature: …… Date: ……

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	Shawbury	PARISH ONLINE
0 20 40 60 80m **Scale:** 1:5000 @ A4	**Author:** A. Roberts	
	Date: 21/07/2026	



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Agenda Item 12

SHAWBURY PARISH COUNCIL

BURIAL GROUND REGULATIONS AND PROCEDURES

FIRST DRAFT

Introduction.

1. **Preface**. This document provides the details of the Development (Inauguration), Regulations and Procedures regarding the Burial Ground of St Mary's Church, Shawbury, Shrewsbury, Shropshire hereinafter referred to as the Burial Ground. The Burial Ground is controlled by the Shawbury Parish Council hereinafter referred to as the Shawbury PC.

2. **Independent Status of Shawbury PC**. The Shawbury PC does not have to follow the Diocese of Lichfield Regulations implicitly for Burials of Coffins or Cremated Remains and attendant memorabilia. Notwithstanding the 'independent' status of the Shawbury PC, it remains cognisant of Regulations of the Diocese of Lichfield and therefore ensures that the Burial Ground is managed accordingly.

3. **Development of the Burial Ground.** Owing to the land available for Burials in the main Church Graveyard becoming very limited, it was decided in early **1974** to create another area of land adjacent to the Church Graveyard to be used for Burials. This would be known as the Burial Ground and be under the control of the Shawbury PC.

4. **Initial Purchase**. The plot measured 820 square yards was, after receiving approval from the Church Commissioners in London on **9 Dec 1974**, purchased by the Shawbury PC for £300. However, the first Coffin grave was not used until **1979**. The individual grave plots were all used by **2015**. However, additional interments into existing graves and cremation plots continue to the present time.

5. **Second Plot Purchase**. In May 2001 the Shawbury PC decided to apply to the Diocese of Lichfield for an extension to the Burial Ground. This was duly granted in late 2001.The Plot would be slightly larger than the original Plot to facilitate additional access to the new area. The cost was £1000 with Legal and Agents fees and other costs paid by the Shawbury PC. The extension to the Burial Ground should provide approximately the same number of graves as in the first plot. The Estate Agents who dealt with the second purchase were Balfour Burd and Benson - 01743 353511.

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6. **Cremated Remains**. A single area for Cremated remains was laid out at the time of the first purchase at para 3 above and was first used in **Feb 2013.** It is anticipated the area will provide for 33 Cremation Plots. Fifteen Cremation Plots are already occupied. Following agreement to extend the Burial Ground in 2001, an additional area for Cremated Remains was established and should again, have a capacity of 33 Cremated Plots.

7. **Ownership of the Burial Ground**. The Shawbury PC owns the Burial Ground in its entirety. Therefore, ownership of all Plots remains that of Shawbury PC in perpetuity.

8. **Lease Holder**. On purchase of a Burial or Cremation Plot the purchaser owns the Lease of the Plot for **100** years after which the plot can be reused.

9. **Right to Burial**. Listed below are the Conditional Rights for burial in the Burial Ground:

a. Resident of Shawbury at time of Death.
b. Those on the Electoral Roll of St Mary's Church Shawbury.
c. Died in Care Home but was previously a Resident of Shawbury.
d. Died in Parish (including Accidental death of a non-resident).
e. Special Appeal Examples:

(i) Parents died who were residents at the time of death and are buried in the Burial Ground; who had young children that were then taken into care outside the Parish. When they die, wish to be buried in the Burial Ground along with their parents.
(ii) Adult who although no longer resident in Shawbury, has a close relative buried in the Burial Ground with space to have another coffin interment.

(iii) Adult Resident who lived in Shawbury for a period of at least 10 years, then moved out of the Parish but prior to death, made a written request to the Shawbury PC to be buried in the Shawbury Burial Ground.

10. **Burial Fees**. The Fees to be paid to the Shawbury PC for Burial Plots are as follows:

Commented [AR1]: Probably better not to include the detail so that the document doesn't have to be constantly updated. Possibly say they are reviewed annually and published on the Parish Council Website.

a. **Burial Plots**

1. First Single Burial £500.
2. Combined Burial i.e. same time: £500.
3. Additional later Interment Burial in the same grave. £250.
4. Should a Memorial Stone be requested a further charge of £179 is payable.

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b. **Cremation Plots**

1. First Single Burial: £200.
2. Additional later Interment Burial in same plot: £100.
3. Combined Burial i.e. same time: £200.
4. The fee for installing a Plaque is £99. **TBC**

c. **Annual Increase of Charges**. The annual increase in charges will be in accordance with the National Consumer Price Index (CPI) on 1 Jan.

Commented [AR2]: Do we want to tie ourselves to the CPI?

11. **Size of Burial Plots**.

a. **Length**. The standard size of a Single Burial Plot is usually 7 to 8 feet (roughly 0.76 to 0.91 meters wide by 2.13 to 2.44 meters long) to accommodate an adult coffin plus additional space for lowering and alignment.

b. **Width**. Usually, 2.5 to 3 feet for a single plot, though as the Burial Ground plots are relatively close together, is it necessary to maintain current spacing for grass cutting machinery. Therefore, additional edging around the whole plot is not permissible.

c. **Depth**. A standard **single**-depth grave is dug to approximately 6 feet deep (1,83 meters) to ensure sufficient soil coverage over the coffin. If it is planned to have in time, **another** coffin placed in the grave, the depth will be dug to 7 to 8 feet to allow for the second coffin to be stacked on top of first coffin.

d. **Memorial Ground Preparation**. A period of at least **6 months** must elapse prior to the erection of a Memorial for a Coffin Burial. This will allow the ground to settle.

12. **Cremation Plaques**. These may be placed above the ashes within **3 months** of the interment. **TBC**

13. **Size of Cremation Plaque**. Colour Black Granite with Gold coloured lettering and measuring as follows:

(1) Width: 1 foot 4 inches (41cms)
(2) Depth: 1 foot (30cms)

14. **Plaque Colour and Lettering**. Plaque to be Green, Blue Slate or Black Granite with Gold lettering. **TBC**

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15. **Size of Memorial Stones**. **BS 8415:2018** is the British Standard specification for the design, construction, and installation of memorials within burial grounds and memorial sites.

a. Key Requirements

- **Scope:** Applies to new memorials up to **4 tonnes** in mass made of natural stone or concrete.
- **Foundations:** Requires concrete foundations to include steel reinforcement to prevent cracking, especially around anchor and vase holes.
- **Stability and Fixings:** Mandates secure jointing methods (such as approved dowels, bolts, or jointing resins) and accredited **ground anchor systems** so memorials resist tipping or detachment.
- **Testing:** Uses standardized test methods—including specific sand-and-gravel test pits - to verify that anchor and fixing systems withstand required force thresholds.
- **Certificates:** Requires manufacturers and installers to supply testing and compliance documentation to burial authorities.

16. **Removal of Soil**. Undertakers are to ensure that any ground soil following the digging of a Coffin Grave is removed by the Grave digger.

17. **Opening Grave for additional burials**. Relatives contact Funeral Director who then employ a Grave Digger.

18. **Consecration of Burial Ground.** It is understood that the Bishop of Lichfield conducted a Consecration Blessing on the first area of the Burial Ground. A second act of Consecration for the extended area was conducted in xxx

19. **Area of Non-Consecrated Land.** An area is available for those who do not express a religious faith but wish to be buried in the Burial Ground in Non-Consecrated Ground. The area is situated 2 meters from the metal perimeter fence at the bottom of the Burial Ground, is 3 metres wide and runs across the whole width of the Burial Ground.

20. **Maintenance of Burial Ground**. Shawbury PC employs a local Grounds Maintenance Company which cuts the Hedges and Grass at pre-arranged intervals.

21. **Burial Ground Representative**. The Shawbury PC is responsible for the routine oversight of the Burial Ground and one of its members acts as their Representative.

22. **Insurance Cover.** The Burial Ground has a Public Liability Cover through Ecclesiastical Insurance. **Details of cover TBC**

Commented [AR3]: Better to say through the Parish Council's insurance.

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23. **Application Procedure.** The Application procedure for a Burial plot in the Burial Ground controlled by the Shawbury PC is as follows:

a. The Undertaker will provide the Application Form at Annex A to the parties who wish to apply for a Burial or Cremation Plot.

b. The Application Form confirms the fees payable and timeframe.

c. The Application Form will confirm the maximum size of Memorial Stone permitted.

d. A diagram of the preferred Memorial Stone with measurements, type of material Used, colour will be required for approval by the Shawbury PC.

e. The final approval will be made by the Shawbury PC.

24. **Types of Memorials**. Memorials do not have to comply strictly with the Graveyard Memorials stipulated by the Diocese of Lichfield. The use of Plastic Flowers and other items associated with Burial/Cremation graves are permitted subject to the agreement of the Shawbury PC. Further detailed information is given in the Burial Ground Regulations.

25. **Record of Burials.** A Record of all Burials is maintained on an Excel Spreadsheet and held by the Shawbury PC Burial Ground Representative.

26. **Unsafe Memorials in Cemetries**. Briefing Paper Number 03634 dated 5 Feb 2019 House of Commons Library is held in the Burial Ground Folder.

27. **Memorial Testing by Experts.** If a Memorial appears unsafe a check must be carried out to ascertain if the Memorial has a Ground Anchor. If not, the relatives should be contacted to arrange for a Stonemason to rectify. If in any doubt an Expert should be engaged to confirm what action should/must be taken.

28. **Additional Inscriptions.** If a Memorial require additional Inscriptions, then a check to ascertain if the Memorial has a Ground Anchor must routinely be conducted at the same time.

29. **Non-World War Graves (NWWG).** A total of 6 RAF personnel are buried in the Burial Ground. Their graves are marked with a Memorial Stone used to denote Service personnel who died whilst in the Forces. However, none of them died whilst on active service and therefore their graves are designated as Non-World War Graves (NWWG).

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30. **Maintenance of NWWG**. An email from the DBS-JCCC Graves Caseworker dated 1 Apr 2011 *quotes*: that if any NWWG grave is broken or leaning over 50mm from vertical or require a professional clean, we will replace, straighten or clean using our Contracted Stonemason for replacement or we will employ a local stonemason to carry out this work, all of whom will belong to the National Association of Memorial Stonemasons (NAAM) *unquote*. The email went on to state *quote*: we will continue to maintain our NWWG grave at the very minimum once a year in perpetuity *unquote*.

31. **Green Waste Bin Permit Payment**. An annual permit is required to be paid to the Shropshire Council for emptying the Green Waste Recycling Bin. This is undertaken by the Burial Ground Representative who pays the fee and is reimbursed by the Shawbury PC.

32. **General and Plastic Waste Bins**. There is no charge levied for the general and Plastic Waste Bins. All three Bins are placed outside the main gate of St Mary's Church by **XXX** who, after the bins have been emptied, returns them to the Burial Ground.

33. **Undertakers**. A list of Undertakers is at Annex B.

NOTE: A **Sample** Memorial Application Form is below. This will be expanded further to indicate the types of Memorials permitted in the Burial Ground.

Yet more info to add and correction of type setting and para numbering etc to be done by my secretary (the wife).

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SHAWBURY PARISH COUNCIL

MEMORIAL APPLICATION FORM

Applicant Details	(Please write your answers in this column)
Name of Applicant:	
Address:	
Telephone Number:	
Email address:	
Name of Deceased:	
Relationship of Applicant to the deceased:	
Date of burial of the deceased:	

I would respectfully apply for consent to introduce the Memorial described in this application into the Burial Ground at Shawbury and declare that:

- I have read the Burial Ground Regulations and will abide by them in all respects.
- I understand that I may not introduce any item which does not conform with the Regulations.
- All the statements to be inscribed on the Memorial are accurate.
- If consent is given, the design will not be altered before it is erected.
- I accept that if the design of the Memorial and/or inscriptions on the Memorial are altered after consent has been given, action may be taken to implement the removal of the Memorial.
- I acknowledge that I will be responsible for the upkeep of the Memorial.
-

Applicant's Signature:	
Date:	

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Memorial Details

What are you applying to install or carry out in the Burial Ground? (Please tick the relevant box):

1. Headstone ☐
2. Additional Inscription ☐
3. Vase ☐
4. Flat Memorial stone ☐
5. Cremation Plaque ☐
6. Repair ☐
7. Clean ☐

Material of Memorial: The following stones will normally be suitable material for Memorial Stones and Cremation Plaques;	
Dimensions: *(note that Memorials for infants may be smaller; please refer to the Regulations)*	
Height of Memorial (mm):	
Width of Memorial (mm) *(The width of a Memorial can be no more that 915mm and no less than 510mm)*	

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Thickness of Memorial (mm): *(The thickness of a Memorial can be no more than 152mm and no less than 76mm, except where slate is to be used, a thickness should be no less than 40mm).*	

Lettering font/typeface

Sans ☐

Times New Roman ☐

Arial ☐

Old English ☐

Script ☐

Other ☐

Please state……

Colour of lettering *(lettering should be painted (not affixed) in black or white (or another colour provided that is harmonious with the stone being used). Plastic lettering and the gilding or silvering of letters is not permitted).*	
Will the inscription be **incised** into the stone or **carved** in relief? (please delete as applicable.	Incised / Relief
Symbol design: *(If you propose to have a symbol inscribed on the Memorial, please describe and draw it here. You should also include its dimensions in millimetres).* *(A Plain Cross not exceeding 152mm in height or a single floral symbol that does not extend beyond the length of any on side of a Memorial or covering no more than 20% of the width of a Memorial.* *With the agreement of the Parish Council the inclusion of a single symbol which has a particular relevance to the life of the deceased (such as the symbol of a patron saint, the tool or*	

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symbol of a particular trade, occupation, hobby, or pursuit, a regimental badge, professional insignia, or the like). Symbols may express an element of humour and the tradition of symbols in the form of a rebus or visual pun is to be encouraged. Such symbols should be small in size and incised or carved in relief). *(if you require more space, please draw the symbol on a separate sheet which must be submitted with your application).*	
Design of Material: *Please use this space to draw the shape and design of the Memorial: include in it and symbols and/or lettering. If you require more space, please draw the symbol on a separate sheet which must be submitted with your application.* *Irregular or unusual shaped stones, nor such items as hearts, animals, teddy bears or open books are not permitted.*	

Inscription Details

Inscriptions should be simple, reverent and appropriate to a Burial Ground. They should commemorate accurately the life of the person who has died. They must also be consistent with the Orthodox Christian belief (unless burial is in the non-Consecrated area) and, should not be confined solely to expressions of personal loss or sorrow. Inscriptions need not to be confined to the name and dates of the person who has died. Inscriptions reflecting the particular character of the person being commemorated are encouraged.

Proposed Inscription: If necessary, please continue on a separate sheet but do remember to submit it with the application.	

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Details of Stonemasons

Name:	
Address:	
Telephone	
E-mail address	

(To be completed by the Memorial Stonemason)

1. I confirm that I have read the Regulations of the Shawbury Parish Council regarding the types of Memorials permitted in the in the Shawbury Burial Ground and believe that the proposed Memorial Stone or Cremation Plaque meet the requirements set out in the aforementioned Regulations.
2. We are registered/accredited with following registration/accreditation scheme:
3. Registration/Accreditation number:
4. I confirm that the Memorial will not be erected until written permission has been obtained from the Shawbury Parish Council Burial Ground Representative.
5. I confirm that if approval is given, the design of the Memorial will not be altered before it is erected.
6. I confirm that we will ensure that the grave or cremation site and their immediate surroundings are left neat and tidy and level following completion of the work.
7. The spoil from inside the grave will be removed by our Company from the Burial Ground.
8. The proposed method of fixing the Memorial is set in the attached document.

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9. I confirm that due account has been taken of the nature of the ground and any potential settlement problems and that proposed method of fixing accords with BS8415. 10. I confirm that if the Memorial is found within a reasonable time frame, to have been inadequately fixed, we will be liable to meet the cost of its removal and/or re-fixing.
Memorial Mason's Signature:
Name:
Status/position:
Date:

Parish Council Approval
Name
Appointment
Signature
Date

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clerk < clerk@shawbury-pc.gov.uk >

Subsidence and leaning headstones – Shawbury Parish Burial Ground

[redacted]

Wed, 28 Oct 2026 8:06:24 AM +0000

To "clerk"<clerk@shawbury-pc.gov.uk>

Cc '[redacted]

Tags Next meeting

Dear Parish Clerk,

I am writing regarding my late wife's headstone in Shawbury Parish Burial Ground, next to St Mary's Church.

The headstone is no longer sitting level and straight. Having observed the surrounding area, it appears that other headstones are similarly affected, suggesting that this may be a wider problem with ground settlement or subsidence rather than an isolated issue with an individual memorial.

I understand that Shawbury Parish Council manages the burial ground. I have also noted that the Council's December 2024 meeting minutes referred to work being needed to level graves where sinkage had occurred.

In view of this, I would be grateful if the Council could:

1. Arrange an inspection of the affected area to establish the extent and likely cause of the ground movement.
2. Confirm whether the Council considers this to be a general ground-settlement issue and whether any previous investigations or remedial works are relevant.
3. Explain who is responsible for the cost of investigating and rectifying the problem, including realigning affected headstones where necessary.
4. Confirm what action the Council proposes to take and whether any work can be arranged to prevent further movement.

As this concerns my late wife's memorial, I am naturally keen to see the matter addressed sensitively and appropriately. Given that several headstones appear to be affected, I hope the Council will consider the wider issue rather than treating this solely as an individual headstone maintenance matter.

I would appreciate a written response before I arrange or agree to pay for any

remedial work.

Thank you for your attention to this matter.

Kind regards,

Bax Pulling

3 Attachment(s)

image0.jpeg
474.8 KB

image1.jpeg
403.2 KB

image2.jpeg
311.7 KB






IN LOVING MEMORY
OF
TRACY KIM PULLING

clerk < clerk@shawbury-pc.gov.uk >

Come to the Local Nature Recovery Conferences 2026!

ALC < ALC@shropshire.gov.uk >

Thu, 15 Oct 2026 4:59:13 PM +0100

Tags Next meeting

To: All Member Councils & Parish Meetings
cc: SALC Executive

Hello everyone,

SALC, with the support of Middle Marches Community Land Trust, is delighted to be organising two conferences in November 2027 to promote the Shropshire Local Nature Recovery Strategy (LNRS).

These engaging conferences are designed to inspire individuals, community groups, and town and parish councils to get involved with the LNRS. Each programme has been tailored to its local area, with speakers sharing practical examples of work already under way—and opportunities ahead—to enhance a wide range of habitats near each venue.

The conferences will take place at:

Norbury Village Hall, near Bishop's Castle, SY9 5DX — 20th November, 9:15am–4pm.

High Ercall Village Hall, Park Lane, Telford, TF6 6BA — 27th November, 9:15am–4pm.

Programmes for both events are attached, and we hope you will find plenty to interest and inspire you. The two programmes are different to reflect the work across the two local authority areas – Shropshire and Telford & Wrekin.

Booking is essential. Please reserve your place by emailing:

conference@middlemarchescommunitylandtrust.org.uk

Both events are free and include lunch. If you are able to contribute, a suggested donation of £10 will help us continue offering events like these in the future.

We would be delighted to welcome you. By attending and sharing these events, you can help communities, councils, and local landowners take positive action for biodiversity across Shropshire.

Can you please circulate to local groups and all your councillors for them to push the conferences out across their networks too.

Thanks for your support and we look forward to seeing you in November!

Kind Regards
Allan Wilson

Vice Chair to SALC
(Biodiversity & Climate matters)

If you would like more information about Shropshire Council services, please visit our website or sign up for email updates

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If you are not the intended recipient of this email please do not send it on to others, open any attachments or file the email locally.
Please inform the sender of the error and then delete the original email.
****

2 Attachment(s)

SALC conference Nov 20th.pdf
5.9 MB

SALC programme Nov 27th.pdf
7.3 MB

Dog Fouling Awareness Campaign 2026

Briefing Note for Town and Parish Councils

Working Together to Keep Our Communities Clean

As autumn approaches and daylight hours reduce, we traditionally see an increase in concerns relating to dog fouling in parks, open spaces, footpaths and residential areas. While the vast majority of dog owners act responsibly, dog fouling remains one of the most common environmental complaints received by local authorities and communities.

Shropshire Council is asking Town and Parish Councils to work with us to identify local hotspot areas where dog fouling is causing concern, enabling us to target resources where they will have the greatest impact.

Responsible Dog Ownership

Dog owners have a legal responsibility to clean up after their dogs. Bagged dog waste can be:

- Deposited in any public litter bin;
- Placed in designated dog waste bins; or
- Taken home and disposed of in a household refuse bin.

Bagged dog waste should not be left beside bins, hung from trees, fences or hedgerows, or discarded in the countryside. While the waste may be bagged, leaving it behind still constitutes littering and creates an unpleasant environment for residents and visitors.

Dog Warden Patrols

Shropshire Council's Dog Warden Service carries out patrols across the county to:

- Monitor areas where dog fouling has been reported;
- Engage with dog owners and provide advice;
- Gather intelligence regarding offenders; and
- Undertake enforcement action where appropriate.

To ensure patrols are focused where they are most needed, we rely on local intelligence and reports from communities.

We Need Your Help

Town and Parish Councils are uniquely placed to understand local issues and identify problem locations.

We are asking councils to:

- Identify areas where dog fouling is a persistent problem;
- Provide details of locations, times and days when issues are most prevalent;
- Report any emerging hotspots or repeat problem areas; and
- Share local concerns raised by residents.

This information will directly influence where our Dog Warden Service carries out patrols and targeted enforcement activity.

Town and Parish Councils can email us with details of locations where they would like targeted patrols or campaign activity to be considered. Requests will be prioritised using a data-led approach, taking account of the number and pattern of reports received through FixMyStreet, together with the local intelligence provided. Residents should therefore continue to report dog fouling through FixMyStreet, as this information helps us understand where issues are occurring, what matters most to local communities and where our available resources can have the greatest impact.

"We're Watching You" Campaign

To support local action, Shropshire Council can provide **"We're Watching You"** signs for Town and Parish Councils to install as part of the nationally recognised Keep Britain Tidy campaign.

The campaign uses behavioural science and evidence-based messaging to encourage responsible dog ownership and deter offending behaviour.







Getting the Best Results

Experience has shown that the signs are most effective when used as part of a targeted, short-term intervention rather than as permanent signage.

We recommend:

Week 1

- Identify a specific hotspot location.
- Gather information from residents, councillors and local observations.

Weeks 2-4

- Install "We're Watching You" signs at the hotspot.
- Arrange targeted Dog Warden patrols where appropriate.
- Promote the campaign through local newsletters, websites and social media.

Week 5

- Remove the signs and review the impact.
- If successful, relocate the signs to another priority location.

This rotational approach helps maintain the effectiveness of the campaign and ensures resources are focused on current problem areas.

Report Local Hotspots

By sharing information about dog fouling issues in your area, you can help us target patrols, education and enforcement activity where they are needed most.

Working together, we can encourage responsible dog ownership, reduce environmental crime and help keep Shropshire's communities clean, safe and welcoming for everyone.

To report local hotspots or request campaign signage, please contact the Shropshire Together with details of the location and any relevant information regarding the nature of the problem.

Key Message for Residents

Bag it. Bin it. Take it home. Any public litter bin can be used for bagged dog waste. Leaving bagged waste beside bins, on footpaths or hanging in trees is still littering and is unacceptable.

Together, we can help keep Shropshire clean.