

Whixall Parish Council



Chairman: Ian Mercer

To all Members of the Council. You are hereby summoned to attend a Meeting of the Parish Council of Whixall to be held on Wednesday 13th November 2024 at Whixall Social Centre which will commence at 7.30pm in order to conduct the business enclosed on the agenda below.

Members of the public are welcome to attend.

Signed:

A Mercer

Date: 7 November 2024

1. Chairman's welcome, announcements and 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

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

Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting and which is not included in the register of interests. Members are reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest, whether or not the interest is entered in the register of members interests maintained by the Monitoring Officer.

Members are reminded that they must declare non-pecuniary interests relating to agenda items

4. To approve the Minutes of the Parish Council Meeting held on 9th October 2024.

5. Reports

Shropshire Councillors; Parish Councillors and Clerk

6. Parish Matters

- a. Marlot
- b. Hollinwood Green
- c. Flooding Issues raised by members of the public (circulated).

7. Policies – to approve

- a. Asset Inspection Policy (Circulated)
- b. GDPR Policies – to reapprove (circulated)

8. Enabling Remote Attendance and Proxy Voting at Local Authority Meetings

To consider a response to the MHCLG consultation (Circulated)

9. Planning

- a. To receive planning applications from Shropshire Council – none received

- b. To note planning decisions made by Shropshire Council

23/04304/FUL Address: Proposed Local Needs Dwellings SW Of, Waterloo, Whixall, Shropshire

Proposal: Erection of 2 no exception site affordable dwellings and garage/outbuildings including access, renewable energy and drainage installations

Decision: Grant Permission

24/02922/FUL Westminster House, Hollinwood, SY13 2NL

Erection of a 2m high entrance gate at front
Decision: Grant Permission

10. Finance

- a) To receive Monthly Balance Record and reconciliation (circulated)
- b) Reserves Report – to approve recommendations (circulated)
- c) Provisional Budget 2025-26 – to review (circulated)
- d) Local Government Pay Rise – to receive report (circulated).
- e) To resolve to approve outstanding invoices and payments.

Recipient	Reason for Payment	Amount	Reference
Payments Made Before the Meeting			
Unity Bank	Bank Charges (October)	5.40	39.24DD
Hugo Fox	Website October	23.99	40.24DD
NEST	Pension Contributions October	79.45	41.24DD
New Payments to be approved			
HMRC	PAYE (Nov)	100.80	42.24
Employee	Salary (Nov inc. backpay)	403.20	43.24
Employee	Reimbursement	35.45	44.24
RBL	Poppy Wreath plus donation	50.00	45.24
SJF	Newsletter printing	124.00	46.24
NEST	Pension Contributions Nov	100.23	47.24DD
Unity Bank	Bank Charges (November)	6.00	48.24DD

11. Items for Next Agenda

To enable Councillors to bring forward items for the 15th January 2025 meeting agenda.

Whixall Parish Council



Chairman: Ian Mercer

Minutes of the Full Council Meeting held on 9 October 2024 at Whixall Social Centre starting at 7:30pm

Present:

Councillors: I Mercer (meeting Chair), A Rawlinson, B Harris, C Weedall, M Evans

Shropshire Councillors: E Towers P Broomhall

Clerk: A Roberts

Other Organisations 1

Members of the Public 0

76/24 Public Session

No members of the public were in attendance.

77/24 Apologies for Absence

J Spenser (holiday), D Edgerton (work), M Howard (work)

78/24 Declarations of Pecuniary Interest

None declared.

79/24 Minutes of Previous Meetings

RESOLVED: The minutes of the Council meetings held on 11 September 2024 are accepted as an accurate record.

The Chair signed the minutes.

80/24 Whixall Moss Nature Hub Project

Peter Bowyer (Natural England) reported that:

- a. the culvert replacement project had been delayed twice and will go ahead when weather permits and key staff are available.
- b. Shropshire Council has issued a second, formal letter requiring the Lord Hill Drain to be cleared.
- c. Lottery funding is being sought for a Nature Hub project.

RESOLVED: A letter expressing support for the proposed nature hub will be sent to Natural England.

Reports

Reports from Shropshire Councillors and the Clerk were circulated in advance. Their contents were noted.

Cllr Harris reported that 50 pupils had missed school on one day because of local flooding. The Clerk will contact the school for more information.

81/24 Parish Matters

- a. Marlot - No activity report is available this month.
- b. Newsletter. The Clerk outlined options for 2024 and 2025.

RESOLVED: The 2024 newsletter will be hand delivered. A budget for producing and mailing a newsletter will be included in the 2025-26 budget but a survey will be carried out to assess demand for a physical newsletter and a final decision will be made next Municipal year.

- c. Senior Citizens' Christmas Meals

Following a discussion and a vote in which 1 member voted against, it was

RESOLVED: To provide funding towards Senior Citizens' Christmas meals for this year only.

- d. War Memorial – members noted that Mr & Mrs Grogan and Mr Roberts had carried out work clearing the area around the war memorial and asked the clerk to thank them.

82/24 Council Assets

Following a discussion, it was agreed that the Clerk will bring forward a proposed inspection regime for agreement at the next meeting.

83/24 Policies

RESOLVED: The following policies are approved: System of Internal Controls, Process for approving payments, Co-options Procedure, Training Policy, Planning Policy, Confirming Local Connections Policy.

84/24 Planning

- a. To consider applications

24/02922/FUL Westminster House, Hollinwood
Erection of a 2m high entrance gate at front

RESOLVED: The Council supports application 24/02922/FUL without comment.

24/03623/FUL Moss House, Whixall, SY13 2PG
Proposed dormer to side elevation

RESOLVED: The Council supports application 24/03623/FUL without comment.

- b. To note planning decisions made by Shropshire Council
None received
- c. Future Development in the Parish
Members discussed planning and development within the Parish.

85/24 Financial Matters

- a. To receive monthly bank balance record and reconciliation.

DATE	ACCOUNT NAME	AMOUNT (£)
30 Sept 2024	Current Account (Working Budget)	139.51
	Savings Account (Reserves)	25,161.83
TOTAL		25,301.34

The bank reconciliation and statements were checked and approved by Cllr Evans and the balances were noted.

- b. Quarter 2 Budget & Spending Report
The content of the report was noted
- c. To resolve to approve outstanding accounts

RESOLVED: The outstanding accounts should be paid and the payment transactions authorised by two nominated councillors.

Funds Transferred Before the Meeting			
From	To	Amount	Reason
Savings	Current	1,000	Balance top up

Recipient	Reason for Payment	Total	Reference
Payments Made Before the Meeting			
Hugo Fox	Website	23.99	32.24DD
Unity Bank	Bank Charges Q2	18.00	33.24DD
NEST	Pension Contributions Sept	79.45	34.24DD

New Payments approved			
HMRC	PAYE (October)	80.00	35.24
Employee	Salary (October)	319.49	36.24
Employee	Reimbursement	35.45	37.24
SLCC	Membership Renewal	112.00	38.24
Unity Trust Bank	Charges Sept 2024	5.40	39.24

Scheduled date of next meeting
13 November 2024 (7.30pm)

The meeting closed at 9.40pm.

Whixall Parish Council (PC)

Hollinwood Green

Voluntary hours spent 1st July - 30th September 2024

Date 2024	Number	Total hours	Description of work	General comments (e.g.equipment used)
3rd Quarter	of	worked	All work done by Martin Spenser (MS), except where stated	
1-Jul	1	50 mins.	Mow grass (mulch cut, then rain stopped work)	MS with PC machine
2-Jul	1	1h.5mins.	Finish above task	do
Jul	1	(say) 1hr.	Mow grass with ride-on mower	Matthew Davies with own machine
28-Jul	1	1h.30mins.	Mow grass on high setting (mulch cut)	Helen Eckhart with own machine
16-Aug	1	2h.20mins.	Mow grass on high setting	MS with PC machine
19-Aug	1	40 mins.	Transfer cuttings to 3 neighbours' wheelie bins	
5-Sep	1	1h.30mins.	Mow grass on high setting (mulch cut)	Helen Eckhart with own machine

Flooding Issues Raised with Whixall Parish Council

The following issues have been raised directly with the Council. In addition, Cllr Edward Towers (Shropshire Council) has been dealing directly with issues at Chapel Lane and Morris's Bridge.

1. The Marlot Culvert	<p>Despite raising this issue almost ten months ago, nothing has been done to reinstate the culvert to allow water to flow freely under the Marlot bridge. Once again we faced our house being nearly flooded in the recent rain. We have had to invest in a pump just to keep the water away from our property as it cannot drain away due to the Marlot blockage.</p> <p>Under the Flood and Water Management Act 2010 we believe the land owner (Parish Council) has a legal responsibility to clear the obstruction and we would welcome the Parish Council's comments on this.</p> <p>We would appreciate being told when the Council intend to get these works completed.</p>	Work now completed – email sent to advise.
2. General flooding issues across the Parish	<p>I would like to know the steps required to raise the issue of flooding within Whixall and have this discussed and looked into.</p> <p>My parents reside in the village and have done for over 30 years, each year it rains the floods are getting worse and block each entrance and exit to whixall... I am unable to get through them to tend to my parents and they are unable to leave until the floods have cleared. Surely there are ways and means to allow for better drainage of said floods?</p> <p>Please advise me of correct steps to take to make this a wider discussion as I'm sure many people in the village would agree with me on this matter.</p>	Invited to attend the public session.

Asset Inspection Proposals

The Council has responsibility for the following assets:

Location / Asset	Notes
War Memorial	<ul style="list-style-type: none"> • Cenotaph • Railings
Moss Cottages Field	<ul style="list-style-type: none"> • Grassed Area • Trees • Chain Fencing • Wooden Fencing and gate
Telephone Kiosk	Used as book exchange, managed by member of the public.
Noticeboards	<u>Lockable – Council Use Only</u> <ul style="list-style-type: none"> • Social Centre • Moss Cottages Field <u>Open – Public and Council Use</u> <ul style="list-style-type: none"> • Hollinwood Green • Dobsons Bridge
The Marlot	<ul style="list-style-type: none"> • Land (including ponds) • Boundary fencing and gates • Picnic Table (recycled plastic) • Bench (recycled plastic)
Lawnmower (Hollinwood Green)	Stored and used by M Spenser
Picnic Bench (Hollinwood Green)	Wooden (will need to be replaced in the next few years)
Assorted machinery (Marlot)	Stored by G Turnbull. Used by MCG. <ul style="list-style-type: none"> • Brushcutter (2no.) • Chainsaw • Polecutter • Polecutter harness
Office Equipment (Clerk's house)	<ul style="list-style-type: none"> • Laptop • Printer • Laminator
Old Burial Ground	<ul style="list-style-type: none"> • Boundaries
Land leased to the Bowling Club	Through the lease, the bowling club has responsibility for maintenance of the site.

Proposal

1. For all assets, condition should be ascertained before the initial budget discussions in November each year to enable funding to be budgeted for repairs, maintenance and replacement.
2. The format of the Marlot inspection should be agreed with the Marlot Conservation Group as soon as possible. Either by the Clerk and Graham Turnbull or by the full Marlot Working group along with the Clerk.
3. Individual items of equipment should not be inspected, unless there are concerns raised, but their custodians should be required to confirm their condition.
4. Councillors who carry out inspections with the Clerk should be appointed at the Annual Parish Council meeting.

Suggested Timetable and approach

Location / Asset	Month	Actions
Moss Cottages Field	May	Clerk and group of councillors. Site visit and visual inspections.
Hollinwood Picnic Table	May	Clerk and group of councillors – visual inspections.
Telephone Kiosk	June	Volunteer councillor. Site visit and visual inspection.
Old Burial Ground	July	Clerk and group of councillors. Site visit and visual inspections.
Noticeboards	July	Clerk. Visual inspection.
Marlot	August	Clerk and group of councillors. Site visit with MCG volunteers. Visual inspections.
Equipment	Sept.	<ul style="list-style-type: none"> Office equipment – clerk to confirm to Councillors that all items are in her possession and in working condition. Marlot equipment – Graham Turnbull to respond to email from Clerk, confirming that all items are in his possession and in working order. Also, to provide information on any items which require servicing in the following financial year. Hollinwood Lawnmower – Martin Spenser to respond to email confirming that it is in his possession and in working order.
War Memorial	October	Clerk and a group of councillors. Site visit. Possibly combine with a pre-Remembrance tidy up.

Recommendation

The above timetable and approach should be approved by members and implemented from May 2025 onwards.

About you

1. In what capacity are you responding to this consultation?

- ☐ An elected member of a council body
- ☐ A council body
- ☒ A member of the public
- ☐ A local government sector body

[Continue >](#)[< Back](#)[« First](#)[Save and come back later...](#)

Enabling remote attendance and proxy voting at local authority meetings

Closes 19 Dec 2024

This service needs [cookies enabled](#).

The proposal for remote attendance

The government intends to legislate to give local authorities the flexibility to allow elected members to attend formal council meetings remotely. We believe that this modernising measure of providing broad flexibility to enable remote attendance will have the dual positive impacts of diversifying the representation of those willing and able to stand for elected office and enhance the resilience of local authorities in the face of local or national emergencies.

The intent is that this legislative change would give local authorities the flexibility to allow members to attend remotely.

2. Do you agree with the broad principle of granting local authorities powers to allow remote attendance at formal meetings?

- ☐ Yes
- ☐ No

If you answered 'No' to question 2, select 'Continue' and go directly to question 4.

3. If you answered 'Yes' to question 2, do you think that there should be specific limitations on remote attendance?

Please tick all the options below that correspond with your view and use the free text box for any other comments.

- ☐ Any formal meeting allowing remote attendance should have at least two thirds of members in physical attendance
- ☐ Members should only be able to attend council meetings remotely in exceptional circumstances, such as those who are medically or physically unable to attend, or for reasons of local or national emergencies
- ☐ There should be no limitations placed upon councils with regard to setting arrangements for remote attendance of council meetings, up to and including full remote attendance

Add any further comments

[Continue >](#)

[< Back](#)

[<< First](#)

[Save and come back later...](#)



Enabling remote attendance and proxy voting at local authority meetings

Closes 19 Dec 2024

This service needs [cookies enabled](#).

The proposal for remote attendance

4. If you are an elected member, can you anticipate that you personally may seek to attend some of your council meetings remotely?

- ☐ Yes
- ☐ No
- ☐ I am not an elected member

4a. If you answered 'No' to question 4, please explain your answer below:

Explain your answer

4b. If you answered 'Yes' to question 4, please indicate below which of the following options best describes your likely pattern of attending meetings remotely:

- ☐ Very occasionally
- ☐ From time to time
- ☐ Regularly but not always
- ☐ All the time

Question 2

< Back

« First

Save and come back later...



Enabling remote attendance and proxy voting at local authority meetings

Closes 19 Dec 2024

This service needs [cookies enabled](#).

The proposal for remote attendance

5. If you are responding to this consultation on behalf of a council as a whole, what proportion of the council's current elected members are likely to seek to attend council meetings remotely over the course of a year?

- ☐ Less than 10%
- ☐ More than 10% but less than 50%
- ☐ More than 50% but less than 90%
- ☐ Most of them 90% to 100%

6. The government recognises that there may be cases in which it is necessary for councils to hold meetings fully remotely. Do you think there should be limitations placed on the number of fully remote meetings councils should be able to hold?

- ☐ Councils should be able to allow full remote attendance at up to half of council meetings within a 12-month calendar period

- Councils should only have the flexibility to change a meeting from in-person to online, or vice versa, due to unforeseen and exceptional circumstances
- Councils should not have the flexibility to conduct fully remote meetings to ensure there is always an in-person presence

Add any other comments that you have

7. Do you think there are there any necessary procedural measures that would help to ensure a remote or hybrid attendance policy is workable and efficient?

Tick all the options that correspond with your view and use the free text box for any other comments.

- ☐ Councils should be required to publish a list of attendees joining the meeting remotely and give notice if a meeting is being held with full remote attendance
- ☐ Councils should be required to ensure that standard constitutional arrangements are followed for hybrid and fully remote meetings
- ☐ Councils should be required to make arrangements to ensure restricted items (where a council decision is taken in private to protect confidentiality) are managed appropriately and to require remotely attending members to join from a private location

Add any other comments that you have



Enabling remote attendance and proxy voting at local authority meetings

Closes 19 Dec 2024

This service needs [cookies enabled](#).

The proposal for remote attendance

8. Do you think legislative change to allow councillors to attend local authority meetings remotely should or should not be considered for the following reasons?

Tick all the statements below that apply to your point of view.

Should be considered because:

- ☐ It is a positive modernising measure
- ☐ It would likely increase the diversity of people willing and able to stand for election in their local area, making councils more representative of the communities they serve
- ☐ Councils would be more resilient in the event of local or national emergencies which prevent in-person attendance

Add any other reasons that it should be considered

Should not be considered because:

- ☐ Councillors should be physically present at all formal meetings
- ☐ It could lead to a significant number of councillors habitually attending remotely and ultimately reduce the effectiveness of councils
- ☐ It would be more difficult for councillors to build personal working relationships with colleagues, and engage with members of the public in attendance at meetings

Add any other reasons that it should be considered

9. In your view, would allowing councillors to attend formal local authority meetings remotely according to their needs particularly benefit or disadvantage individuals with protected characteristics? For example, those with disabilities or caring responsibilities.

- ☐ It would benefit members
- ☐ It would disadvantage members
- ☐ Neither



Enabling remote attendance and proxy voting at local authority meetings

Closes 19 Dec 2024

This service needs [cookies enabled](#).

Proxy voting

Proxy voting is a form of voting whereby a member of a decision-making body may delegate their voting power to another representative to enable a vote in their absence.

It is possible some members may find that, due to their personal circumstances, they are temporarily unable to participate in meetings even if remote attendance provisions are in place. Provisions for proxy voting could provide additional flexibility to those who really need it on a time-limited basis, allowing affected members to indirectly exercise their democratic duty, participate in their local authority's governance, and ensure that their views are taken into consideration. In the context of local authorities, the representative would have to be another elected member of the local authority.

10. In addition to provisions allowing for remote attendance, do you consider that it would be helpful to introduce proxy voting?

☐ Yes

☐ No

☐ Unsure

11. If yes, for which of the following reasons which may prohibit a member's participation in council meetings do you consider it would be appropriate?

Please select all that apply:

- ☐ Physical or medical conditions
- ☐ Caring responsibilities
- ☐ Parental leave or other responsibilities

Add any other reasons

12. Are there circumstances in which you feel proxy voting would not be appropriate?

Add your comments

13. If you think proxy voting is appropriate, are there any limitations you think should be placed upon it?

Add your comments

[Continue >](#)

[< Back](#)

[<< First](#)

[Save and come back later...](#)

[Accessibility](#) [Cookies](#) [Privacy](#) [Help / feedback](#)

[Citizen Space from Udlib](#)

Your Account Statement



For Businesses. For Communities. For Good.

Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Mrs Amanda Roberts
Whixall Parish Council
2 Tilley Road
Wem
Shrewsbury
SY4 5HA

Date: 31/10/2024

Account Name: Whixall Parish Council

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

Sort Code: 608301

Account Number: 20423120

Go Paperless! Receive your statements online and we'll notify you by SMS or email when they're available to view. Simply log into Your Online Banking and update your statement preferences or give us a call on 0345 140 1000

The credit interest rate is 2.75% AER as of your statement date.

Contact Us

 Call us: 0345 140 1000

 Email us: us@unity.co.uk

 Visit us: unity.co.uk



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: [FSCS.org.uk](https://www.fscs.org.uk) or refer to our FSCS Information Sheet and Exclusions List at unity.co.uk/fscs

Your Instant Access account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
30/09/2024		Balance brought forward	£0.00	£0.00	£25,161.83
04/10/2024	Transfer	Transfer to 20423117	£1,000.00	£0.00	£24,161.83

Page number 1 of 2

Statement number 055

**For Businesses.
For Communities.
For Good.**

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Unity Trust Bank is entered in the Financial Services Register under number 204570.
Registered Office: Four Brindleyplace, Birmingham, B1 2JB.
Registered in England and Wales no: 1713124.
Calls may be monitored and recorded for training, quality and security purposes.
© Unity Trust Bank. All Rights Reserved.

INVESTORS IN PEOPLE
We invest in people. Gold



Your Account Statement



For Businesses. For Communities. For Good.

Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Mrs Amanda Roberts
Whixall Parish Council
2 Tilley Road
Wem
Shrewsbury
SY4 5HA

Date: 31/10/2024

Account Name: Whixall Parish Council

Swift Code (BIC): NWBKGB2L
IBAN Number: GB93NWBK60023571418024

Sort Code: 608301
Account Number: 20423117

Your arranged overdraft limit is £0.00

Go Paperless! Receive your statements online and we'll notify you by SMS or email when they're available to view. Simply log into Your Online Banking and update your statement preferences or give us a call on 0345 140 1000



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: [FSCS.org.uk](https://www.fscs.org.uk) or refer to our FSCS Information Sheet and Exclusions List at [unity.co.uk/fscs](https://www.unity.co.uk/fscs)

Contact Us

- Call us: 0345 140 1000
- Email us: us@unity.co.uk
- Visit us: [unity.co.uk](https://www.unity.co.uk)

Your Current T1 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
30/09/2024		Balance brought forward	£0.00	£0.00	£139.51
04/10/2024	Transfer	Transfer from 20423120	£0.00	£1,000.00	£1,139.51
08/10/2024	Credit	WHIXALL BOWLING	£0.00	£1.00	£1,140.51
10/10/2024	Transfer	B/P to: SLCC	£112.00	£0.00	£1,028.51

For Businesses.
For Communities.
For Good.

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Unity Trust Bank is entered in the Financial Services Register under number 204570. Registered Office: Four Brindleyplace, Birmingham, B1 2JB. Registered in England and Wales no. 1713124. Calls may be monitored and recorded for training, quality and security purposes. © Unity Trust Bank. All Rights Reserved.



Your Current T1 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
10/10/2024	Faster Payment Debit	B/P to: AJ Roberts	£35.45	£0.00	£993.06
10/10/2024	Faster Payment Debit	B/P to: AJ Roberts	£319.49	£0.00	£673.57
10/10/2024	Faster Payment Debit	B/P to: HMRC Cumbernauld	£80.00	£0.00	£593.57
21/10/2024	Direct Debit	Direct Debit (GOCARDLESS)	£23.99	£0.00	£569.58
31/10/2024	Direct Debit	Direct Debit (NEST)	£79.45	£0.00	£490.13
31/10/2024	Fee	Service Charge	£5.40	£0.00	£484.73

**For Businesses.
For Communities.
For Good.**

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.
 Unity Trust Bank is entered in the Financial Services Register under number 204570.
 Registered Office: Four Brindleyplace, Birmingham, B1 2JB.
 Registered in England and Wales no. 1713124.
 Calls may be monitored and recorded for training, quality and security purposes.
 © Unity Trust Bank. All Rights Reserved.

INVESTORS IN PEOPLE
We invest in people. Gold





Show reconciled transactions (Whixall Parish Council 2024-2025)

Whixall Parish Council

Details of bank reconciliation dated 31/10/2024 for Savings

Date	Type	Reference	Supplier / customer	Description	Amount
Opening statement balance					25161.83
Reconciled transactions					
03/10/2024	Transfer	Funds transfer		Balance Top Up	-1000.00
Reconciled Balance					24161.83



Show reconciled transactions (Whixall Parish Council 2024-2025)

Whixall Parish Council

Details of bank reconciliation dated 31/10/2024 for Working Account

Date	Type	Reference	Supplier / customer	Description	Amount
Opening statement balance					139.51
Reconciled transactions					
03/10/2024	Transfer	Funds transfer		Balance Top Up	1000.00
08/10/2024	Receipt	R5	Whixall Bowling Club	Annual Rent (Invoiced)	1.00
09/10/2024	Payment	35.24	HMRC	PAYE October	-80.00
09/10/2024	Payment	36.24	Amanda Jane Roberts	Salary October (Sept Hours)	-319.49
09/10/2024	Payment	37.24	Amanda Jane Roberts	Reimbursement inc WFH Allowance	-35.45
09/10/2024	Payment	38.24	SLCC	Annual Membership Fee	-112.00
26/10/2024	Payment	40.24	HugoFox	Website - October	-23.99
31/10/2024	Payment	39.24DD	Unity Trust Bank	Bank Charges October	-5.40
31/10/2024	Payment	41.24	NEST	Pension Contributions	-79.45
Reconciled Balance					484.73

Reserves and Ringfenced Funding Held by the Council

Each year the Council sets aside funding to build up reserves for replacing and maintaining assets. In addition, it holds funding which is ringfenced for specific purposes and cannot be used for the running costs of the Council.

When any of the reserves reach the set level without expenditure, any surplus can be reallocated or Members agree to reset the reserve level.

Reserve	Type	Notes	Current Reserve Level	Proposed Set Aside Value for 2025/26
Office equipment	EM	Full replacement cost = £800	368	200
Marlot planned equipment replacement	EM	Based on a 10- year cycle	757	250
Elections	EM	Cost estimate from Shropshire Council	1393	250
Lawnmower replacement	EM	Hollinwood Green – may not be needed.	419	50
Painting and maintenance	EM	Relating to assets 001 / 009/012/016	1069	225
Hollinwood Table/bench	EM	Sufficient funding to purchase. Build up EMR for replacement over 10 years.	473	
Marlot emergency fund	EM	level to reset to £200 each year	200	0
Marlot Action Plan	RF		108	-
CIL Neighbourhood Fund	RF	Funding received from Shropshire Council (relates to development)	2158	-
Reserves Total				

EMR in 2025/26 Budget

It is proposed that £975 is allowed for contributions to earmarked reserves

Budget Setting 2025-26 - draft proposals for discussion

Expenditure	Budget 24-25 £	Est. Outturn £	Proposed Budget 25-26 £	Change £	Notes
Administration					
General Admin	120.00	120.00	190	70	5% increase plus £60 for finance software
Bank charges	75.00	75.00	75	0	No increase announced
Website	370.00	240.00	370	0	Reduce web package but move to .gov.uk
Newsletter		124.00		0	Put £450 from this year into EMR for direct mail
Elections	0.00	0.00		0	See Earmarked Reserve levels
Audit	120.00	0.00	120	0	Look for a new auditor for 25/26 onwards
Room Hire	324.00	324.00	340	16	5% increase allowed
Training	220.00	0.00	220	0	May need new Councillor training
Insurance	450.00	657.42	690	240	5% increase allowed
Affiliations	645.00	528.82	695	50	SALC/NALC have increased fees. SLCC no change
Total Administration	2,324.00	2,069.24	2700	376	
Asset Management					
Grass cutting	1,650.00	1,500.00	1750	100	New contract to be let from April 2025.
Hollinwood Green	0.00	6.68	50	50	Depends on future arrangements
Marlot routine works	250.00	150.00	262	12	5% increase
Marlot emergency repairs (EMR)	200.00	0.00	0	-200	This is held in earmarked reserves - not main budget
Amount to precept for EMR	1,350.00	1,350.00	975	-375	See EMR report
Total Asset Management	3,450.00	3,006.68	3037	-413	
Community				0	
Chairman Fund	440.00	440.00	500	60	Do members want to increase grant funding?
Events	440.00	440.00	440	0	Do members want to drop this from the budget?
Total Community	880.00	880.00	940	60	
Staffing				0	
Staff - non-salary costs	437.00	437.00	460	23	5% increase
Salaries	6,160.00	6,160.00	6500	340	Scale point 16 and estimated 4% pay rise
Total Staffing	6,597.00	6,597.00	6960	363	
				0	
TOTAL	13,251.00	12,552.92	13637	386	

Receipts	Budget 24-25 £	Est Outturn £	Est. Income 25-26 £	Change £	Notes
Precept	12,880.00	12,880.00	13436	556	percentage increase depends on tax base level
Other receipts					
CIL / Neighbourhood Fund	0.00	0.00			
Bank Interest	200.00	332.73	200		Difficult to estimate as rates are coming down.
Miscellaneous Receipts	1.00	1.00	1		Bowling club rent.
Total Other receipts	201.00	463.06	201		
Total Receipts	13,081.00	13,343.06	£13,637		

Local Government Pay Award

Background

The National Pay award was agreed in October and is backdated to 1 April 2024. The impact of the award is outlined below. Figures are rounded to the nearest 1p.

Monthly Salary

Monthly salary, before deductions has increased by £19.79. An annual increase of £237.48.

Employer's Pension Contributions

EPCs have increased by £1.10 per month (£13.20 annually)

Financial Impact

The total impact is £250.68. This is covered by the budget set for this financial year. The Clerk has been paid 6 months at the old rate (April to September, paid in arrears). The amount of back pay due is £118.76

Recommendation

It is recommended that the Council implements the pay award, including back pay.