

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 24 January 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: 17 January 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 8 November 2023

5. Reports

Shropshire Councillors; Parish Councillors and Clerk

6. Parish Matters

- a. Marlot
 - i. to receive activity reports from MCG (circulated)
 - ii. to agree a response to the report submitted by volunteers from the Marlot Conservation Group to the November meeting of the Council (previously circulated)
 - iii. to consider replacement / repair of the existing culvert at the Marlot.
- b. Hollinwood Green
 - i. to receive an activity report from M Spenser (circulated)

7. Planning

a. To receive planning applications from Shropshire Council

- | | |
|--------------|--|
| 23/05216 | Oak Cottage, Church Lane, SY13 2NA.
Erection of extension, alteration works, detached garage and replacement treatment plant. |
| 23/05323/FUL | Ladywell House, SY13 2RR.
Rear extension and replacement entrance porch |
| 23/05328/FUL | Orchard Cottage, Rack Lane, SY13 2RP.
Proposed two storey rear extension and single storey side extension. |
| 23/05480/FUL | Moss View, Moss Lane, SY13 2RX.
Proposed single storey side extension. |

For information only
Abbey Green Farm, Abbey Green, SY13 2PT.
23/05520/CPL Application for Lawful Development Certificate for a single storey extension.

b. To note planning decisions made by Shropshire Council

None received

8. Finance

- a) To receive Monthly Balance Record and reconciliation (circulated)
- b) To receive the Q3 budget and spending report (circulated)
- c) To resolve to approve outstanding invoices and payments.
- d) To resolve budget setting and precept for 2024-25 financial year (circulated)

Recipient	Reason for Payment	Amount	Reference	Power of Expenditure
Payments Made Before the Meeting				
NEST	Pension Contribution Dec	89.72		LGS(DP)R 1961 s1
Hugo Fox	Website Costs (Dec)	23.99		LGA 1972 s111
Hugo Fox	Website Costs (Jan)	23.99		LGA 1972 s111
Unity Trust Bank	Service Charge Q4	18.00		LGA 1972 s111
New Payments to be approved				
HMRC	PAYE (Dec & Jan)	196.00		LGA 1972 s112(2)
Employee	Salary (Dec, Jan inc backpay)	783.33		LGA 1972 s112(2)
NEST	Pension Contributions January	63.83		LGS(DP)R 1961 s1
Employee	Reimbursement (inc WFH allowance backdated)	268.20		LG(FP)A 1963 s5
Julie Ankers	Over 66s Christmas Meals	440.00		LGA 1972 s137
M Spenser	Marlot / Hollinwood Expenses	37.98		CA 1899 s5

9. Items for Next Agenda

To enable Councillors to bring forward items for the 14 February 2024 meeting agenda.

Whixall Parish Council



Chairman: Ian Mercer

DRAFT Minutes of the Parish Council's Monthly Meeting held on 8 November 2023 at Whixall Social Centre starting at 7:30pm

Present:

Councillors: I Mercer (chair); D Edgerton; J Spenser P Rodenhurst,

Shropshire Councillors: Cllr P Broomhall

Clerk: A Roberts

Other Organisations 1

Members of the Public 0

79/23 Public Session

No members of the public were in attendance.

80/23 Wem and surrounding area resident health and wellbeing survey

Amanda Cheeseman, Public Health Development Officer, Shropshire Council briefed the Council about the forthcoming survey which includes the residents of Whixall. It will be used for 'place based' joint strategic needs assessment and will also look at access to health services. Its purpose is to feed into the Wem Place Plan.

Shropshire Council prefers to communicate digitally and the survey will be an online one. However, hard copies will be available. The closing date is 16 December.

One concern for the team is that the Wem Place Plan actually covers a wide geographical area within North Shropshire and people in the parish who receive an invitation to complete the survey may think it doesn't apply to them. For this reason, they are asking the parish council to help raise awareness and hopefully increase participation.

Amanda will liaise with the clerk and supply posters, leaflets etc. to be distributed (including on the noticeboards).

81/23 Apologies for Absence

Cllr M Evans; Cllr B Harris; Cllr A Rawlinson; Cllr C Weedall: Cllr M Howard

82/23 Declarations of Pecuniary Interest

None declared

83/23 Minutes of Previous Meeting

Resolved: The minutes of the Council meeting held on 11 October 2023 should be signed.

The Chair signed the minutes.

84/23 Reports

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

85/23 Parish Matters

- a. The Marlot report was circulated in advance. Its content was noted and will be discussed in detail at the next meeting.
- b. Members received a verbal report regarding the work carried out by Merle Hatton at the War Memorial as part of his Dof E work.
- c. The clerk provided a verbal update regarding the arrangements for the Remembrance Day services at the Church and the War Memorial.

86/23 Planning

a. To consider applications

23/04304/FUL Land adjacent to Pool Bank Farm, Waterloo,
Erection of 2no. exception site affordable dwellings and garage/ outbuildings
including access, renewable energy and drainage installations

Resolved: The Council supports this application.

23/04311/FUL 2 Lower Houses, Stanley Green
Application under section 73a of Town and Country Planning Act 1990 for
change of use of garage to staff accommodation

Resolved: The Council supports this application subject to it being conditioned for the sole use of the business.

23/04144/FUL Proposed Stables and Premises to the West of, Whixall,
Amendment Erection of stables, tack room, hay store and manege and change of use of
land from agricultural to equestrian use together with associated parking
spaces.
(Amendments include a change to the description of the development to
include for the change of use of the land from agricultural to equestrian and
the amended plans respond to access issues).

Resolved: The Council supports the amended application.

b. To note planning decisions made by Shropshire Council

None received

c. Planning Enforcement

The Council noted the content of correspondence (circulated) from Shropshire Council
Planning & Development Services Manager in relation to:

23/09879/ENF Land adjacent to Ryefields
Alleged breach of planning decision 21/02820/TEL – work in progress without
permission.

87/23 Financial Matters

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

DATE	ACCOUNT NAME	AMOUNT
31 October	Current Account (Working Budget)	523.37
	Savings Account (Reserves)	21,196.40
TOTAL		21,719.77

The bank reconciliation and statements were checked and verified by Cllr Spenser.

b. To receive the financial report for Q2 The contents of the report were noted.

c. To resolve to approve outstanding accounts

Resolved: All payments are authorised. Outstanding accounts should be paid and the payment transactions authorised by two nominated councillors.

Recipient	Reason for Payment	Amount	Ref.	Power of Expenditure
M Spenser	Reimbursement (Hollinwood)	22.80	43.23	CA 1899 s5
HMRC	PAYE	74.20	44.23	LGA 1972 s112(2)
Employee	Salary	297.41	45.23	LGS(DP)R 1961 s1
Employee	Reimbursement	58.27	46.23	NP&ACA 1949 s21
NEST	Pension Contribution (Nov)	16.20	47.23	LGS(DP)R 1961 s1
SJF Design & Print	Annual Newsletter	115.00	48.23	LGA 1972 s111
SLCC Shropshire	Clerk's Annual Training	30.00	49.23	LGA 1972 s111
Wem Town Council	Councillors' Planning Training	75.00	50.23	LGA 1972 s111
G Turnbull	Reimbursement (MCG)	21.62	51.23	OSA 1906 s9-10

88/23 Exclusion of Public and Press

- a) **Resolved: That, due to the confidential nature of the business to be transacted, the public and press be excluded from this item of business, in accordance with Section 12a of the Local Government Act 1972.**
- b) **Resolved: That, in line with the existing employment contract, the Parish Clerk will receive the following:**
 - 1) **Working from home allowance backdated to 1 April 2023**
 - 2) **An additional 5 days (pro-rata) holiday allowance after 5-years' service, from 1 April 2024**
 - 3) **One salary increment, to be paid from the month following successful completion of the Certificate in Local Council Administration (CILCA).**

Scheduled date of next meeting
10 January 2024 (7.30pm)

The meeting closed at 20.58.

Whixall Parish Council (PC)

Marlot Conservation Task Group Recorded voluntary hours spent on behalf of the Council

|Date 2023 Q4 1 Oct - 31 Dec

	No of Workers	Total Hours Worked	Description of work	
10-Oct	3	11	Brush Cutting of Front Meadow	GT, AL, TL
16-Oct	2	6	Raking of cuttings; clearing birdbox paths in woodland	MS, AL
24-Oct	2	10	Brush cutting of Front Meadow and ditch sides	MS, AL
31-Oct	2	6	Brush Cutting of Front Meadow	GT, MS
7-Nov	4	16	Brush Cutting and raking Front Meadow, Brush Cutting Back Meadow	GT, MS, AL, TL
14-Nov	1	2.5	Raking of cuttings and dumping in treeline area	MS, AL
21-Nov	3	13.5	Brush Cutting back meadow, Raking and removal of grass cuttings	GT, MS, TL
28-Nov	2	10	Brush Cutting back meadow, raking and removal of cuttings	MS, AL
12-Dec	1	1.5	Removal of electric fence wiring at entrance, grate clearing at James' end ditch	GT, TL, AL
19-Dec	3	6	Raking and removal of grass cuttings from Front and Back Meadows	GT, AL, TL

Marlot Conservation Group (MCG)

Work report to Whixall Parish Council meeting 24 January 2024

Reporting Period 5 Nov 2023 – 10 January 2024

Volunteer work during this reporting period has been adversely affected by seasonal bad weather and in particular the constant rain experienced. Brush cutting and grass raking of the front and back meadows was completed over several work sessions, but it has been impossible to burn the grass cuttings, as we would normally do, as it is just too wet. It was decided to remove the cuttings and place them in the wooded area between the two meadows in the numerous hollows that exist. This ensures that the cuttings are out of sight and will mulch down in the next few months. There are still patches of grass cuttings in the front and back meadows that require removing and this will be completed as and when volunteer availability and weather permits. Martin Spenser has also removed the electric fence wiring from the main entrance of the Marlot.

The pond area is still an area for concern. During this reporting period the volume of rain has caused further extensive flooding of the pond area with all paths now completely underwater. The whole area resembles one big lake and has extended all the way across to the compost heaps. The water level in the ditch at the pond side of the entrance remains at the top of the bridge and in fact at one time did start to overflow across the entrance. Whilst it can be seen that there is a “flow” of water into the meadow side ditch this is considered mainly due to water forcing itself through the foundations and bank of the bridge and not through the blocked pipe. As has been previously mentioned the integrity of the bridge foundations are in doubt and action is desperately needed to resolve the drain problem which is the cause of the flooding. This is the period when the MCG would be clearing the ponds of overgrown reed mace and attempting to deepen and clear the ponds in readiness for the newt breeding season – however we are unable to do this due to the extensive flooding and blocked drain. This will inevitably result in a reduced count, if any, of newts later on in the year. We are acutely worried about the environmental impact this is having on the pond area as well as the amount of corrective and repair work that will now be needed to bring the paths and surrounds back to a standard where it can be used and enjoyed safely by visitors.

As has been previously requested by the MCG we would like to know the Parish Council’s way forward on the drain and bridge issue. It is now coming up to a year since this was highlighted by the MCG.

Graham Turnbull
Marlot Conservation Group
10 January 2024

Dear Parish Clerk

I am unsure about the protocol or how to go about this but please can I ask for an agenda point to be added to your next parish council meeting?

My husband and I live in Plantation House, Roundthorn and our land is next to the Marl Allotment/Marlot. For some time now the ditch that runs along the front of our property and then past the Marl has been blocked at the Marl bridge. All of the water coming down the ditch from the lane towards Moss Cottages, the fields, our land and surface water from the road flows down the same ditch to and then past the Marl. Due to the ditch being blocked all of this water is backing up and flooding.

We have a large seasonal pond in our field but again, due to the blockage the level of this water has risen considerably and at one point gave us concern that it would overspill and pose a risk to our house. As a result we had to purchase aggregate to 'shore up' the side of the pond to prevent flooding.

We understand that the parish council is responsible for the Marlot so please can urgent action be taken to unblock the culvert under the bridge to allow water to flow and drain the land and properties appropriately? If the culvert is damaged and cannot be repaired, as there are other accesses into the Marl, could the bridge be removed and the culvert/ditch be opened as a temporary measure?

Please can you update us on the council's course of action as we are very concerned about the flood risk.

Whixall Parish Council (PC)

Hollinwood Green

Voluntary hours spent 1st October - 31st December 2023

Date 2023 4th Quarter	Number of	Total hours worked	Description of work	General comments (e.g.equipment used)
			Work done by Martin Spenser (MS) and Alan Lomas (AL)	
17-Oct	1(MS)	2h.30mins.	Mow grass, fill 2 neighbours' wheelie bins and 3 builders' dumpy bags	Ground conditions too wet for PC mower; Jen Spenser's mower used instead MS' own strimmer, equipment and transport used MS' hand tools and equipment
18-Oct	1(MS)	3 hrs.	Strim round posts, tree trunks and lawn edges; take dumpy bags to tip; buy more fuel	
27-Nov	1(MS)	1h. 50mins.	Rake up/cart away fallen leaves; fill 2 neighbours' wheelie bins and 1 builders' dumpy bag	
28-Nov	2	2h. 40mins.	Finish above task; fill 2 more wheelie bins and 1 more dumpy bag	MS and AL, using MS' hand tools and equipment
23-Dec	1(MS)	1h. 40mins.	Commence servicing PC mower; research and order new part	

Whixall Parish Council

Balance per Bank statements as at 31 December 2023		
Current Account (Unity Trust)	£ 756.16	
Savings Account (Unity Trust)	£ 20,138.44	
		£ 20,894.60
Less: any un-presented cheques/unclaimed DDs etc.		
		£ -
Net Bank balances		£ 20,894.60
Balance per Cashbook 31 December 2023		
Opening Balance	£ 12,760.61	
Add: Receipts in the year to date	£ 13,989.84	
Less: Payments in the year to date	£ 5,855.85	
		£ 20,894.60

Variance	£ -
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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: 31/12/2023

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

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Contact Us

- Call us: **0345 140 1000**
- Email us: **us@unity.co.uk**
- Visit us: **unity.co.uk**

Your Current T1 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
04/12/2023		Balance brought forward	£0.00	£0.00	£887.87
21/12/2023	Direct Debit	Direct Debit (GOCARDLESS)	£23.99	£0.00	£863.88
29/12/2023	Direct Debit	Direct Debit (NEST)	£89.72	£0.00	£774.16
31/12/2023	Fee	Service Charge	£18.00	£0.00	£756.16

Page number 1 of 2

Statement number 060

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Your Account Statement



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

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

Date: 31/12/2023

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Sort Code: 608301

Account Number: 20423120

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Your Instant Access account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
30/11/2023		Balance brought forward	£0.00	£0.00	£19,996.40
31/12/2023	Credit Interest	Credit Interest	£0.00	£142.04	£20,138.44

Page number 1 of 2

Statement number 045

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WHIXALL PC RECEIPTS & PAYMENTS 2023/24**Report Date: January 2024****Quarters 3**

Receipts	£	£
Precept		11,801.00
Bank Interest		220.10
Grants & Donations		-
HM Customs & Excise VAT Refunds		-
Other		1,826.70
Total		13,847.80

CIL/Neighbourhood Fund

Payments from working budget

Staff costs	3600.18	
Council Administration	548.81	
Room Hire	0.00	
Training	180.00	
Grass Cutting	51.51	
Marlot	101.24	
Assets	456.97	
Insurance	358.94	
Chairman's Fund	50.00	
Affiliations	414.42	
VAT (to be reclaimed)	93.78	
Events	0.00	
Total	5855.85	
Surplus to date		7,991.95

Balance as at 31st March 2022 £12,760.61

Add Surplus for year £7,991.95

Current Balance **£20,752.56**

Detailed Information

1. Budgets and Spend

Budget Description	Current Budget Value	Spend to date	Working budget balance (WBB)
Staff costs	5562.00	3600.18	1961.82
Council Administration	690.00	548.81	141.19
Room Hire	334.00	0.00	334.00
Training	220.00	180.00	40.00
Grass Cutting	1650.00	51.51	1598.49
Marlot	438.00	101.24	336.76
Insurance	362.00	358.94	3.06
Chairman's Fund	440.00	50.00	390.00
Affiliations	587.00	414.42	172.58
Events	440.00	0.00	440.00
	10723.00	5305.10	5417.90

3. Spend from Reserves

E/M Office Equipment	56.65	Laminator
E/M Office Equipment	183.32	Printer
Connexus Grant Balance	122.00	Marlot Leaflets
Total from reserves	361.97	

2. Earmarked Reserves and Ringfenced Funding

Heading	Type	
Office equipment	EM	£172.51
Marlot planned equipment	EM	£519.33
Elections	EM	£1,132.00
Lawnmower replacement	EM	£340.00
Painting and maintenance	EM	£867.00
Hollinwood Table/bench	EM	£308.00
Marlot Action Plan	EM	£108.00
Connexus Grant (Marlot)	Ringfenced	£0.00
CIL Neighbourhood Fund	Ringfenced	£2,158.92
Earmarked Reserves Total		£5,805.76

4. General Reserve at 30/6/23

Balance at 30/6/23	£20,752.56
Working Budget Balance	£5,417.90
EM/RF Reserves	£5,805.76
General reserve level	£9,528.90

Draft Budget 2024-25

	Budget	Budget		Notes
Expenditure	2023-24	2024-25	difference	
Staff Costs				
Salary (including pensions)	£5,562	£6,160		incremental increase plus £1 per hour pay rise (based on 23/24 increase)
Total	£5,562	£6,160	11%	
Administration				
Travel costs	£125	£125		
Working from home allowance	£0	£312		New budget item
Bank charges	£75	£75		
General Admin	£120	£120		
Website	£0	£250		New budget item
Newsletter	£150	£150		
Elections	£100	£0		No election charges in 24/25
Audit	£120	£120		
Total	£690	£1,152	67%	
Other				
Room hire	£324	£324		
training	£220	£220		
grass cutting	£1,650	£1,650		Final year of contract
Marlot (routine)	£238	£250		5% increase
Marlot (emergency repairs)	£200	£0		Budget held in earmarked reserves
insurance	£362	£450		Current 3-year contract ends in June. Anticipating large increase.
chairmans fund	£440	£440		
Affiliations	£587	£645		10% increase
Events	£440	£440		
Contribution to EM Reserves	1078	1350		Marlot increased by 10% all others by 5%
Total	£5,539	£5,769	4%	
Total Expenditure Budget	£11,700	£13,081	12%	

INCOME			
Bank a/c Interest	£100	£200	
Rents	£1	£1	
Total	£101	£201	99%
Precept	£11,801	£12,880	
TOTAL NET INCOME	£11,801	£12,880	9%

Conservative estimate as some in-year costs may come from gen reserve

Precept required to set 0% increase	£11,835
Proposed Precept	£12,880
Precept increase	£1,045
Percentage increase	8.8%
increase on band d annually	£3.07
monthly increase	£0.26

percentage increase in 23/24 = 9.8%
annual band D increase in 23/24 = £34.77
monthly increase in 23/24 = £0.26