

# 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 12<sup>th</sup> February 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 Roberts*

Date: 6<sup>th</sup> February 2025

## 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 15<sup>th</sup> January 2025

## 5. Reports

Shropshire Councillors; Parish Councillors and Clerk

## 6. Parish Matters

- a. Marlot - to receive activity reports from MCG (circulated)
- b. Assets – to receive a verbal update on proposed fencing work at Moss Cottages Field
- c. Flooding – to receive verbal reports from Councillors
- d. Old Burial Ground– to appoint a contractor to remove the damaged tree.
- e. Grass cutting – to resolve to advertise for a new contract from April 2025
- f. Website and Emails – to resolve to move to Gov.UK from April 2025

## 7. Planning

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

## 8. Finance

- a) To receive Monthly Balance Record and reconciliation (circulated)
- b) To resolve to distribute grant funding (applications circulated)
- c) To resolve to approve outstanding invoices and payments.

Recipient	Reason for Payment	Amount	Reference
<b>New Payments to be approved</b>			
HMRC	PAYE (February)	83.40	65.24
Employee	Salary (February)	333.51	66.24
Employee	Reimbursement	26.00	67.24
NEST	Pension Contribution (February)	82.91	68.24DD
Unity Trust Bank	Monthly Service Charge	6.00	69.24DD
Hugo Fox	Website (February)	23.99	70.24DD

## 9. Items for Next Agenda

To enable Councillors to bring forward items for the 12th March 2024 meeting agenda.

# Whixall Parish Council



Chairman: Ian Mercer

## Minutes of the Parish Council's Monthly Meeting held on 15 January 2025 at Whixall Social Centre starting at 7:30pm

### **Present:**

**Councillors:** A Rawlinson (Chair), B Harris, J Spenser, P Rodenhurst, D Edgerton, M Howard

**Shropshire Councillors:** P Broomhall,

**Clerk:** A Roberts

**Other Organisations** 1 (Social Centre)

**Members of the Public:** 11

### **1/25 Public Session**

The majority of members of the public attended to raise concerns about the impact of recurrent flooding across the parish. Particular concerns were raised about an area at Hollinwood Green. All were asked to let the clerk know specific details so that Shropshire Council and Severn Trent could be contacted as appropriate.

The Social Centre enquired about plans for the remainder of the fallen tree.

A request was made for confirmation of compliance with Local Needs criteria for a future planning application.

### **2/25 Apologies for Absence**

I Mercer, C Weedall, Med Evans, E Towers (Shropshire Council)

### **3/25 Declarations of Pecuniary Interest**

Cllr Spenser in relation to planning item c.

### **4/25 Parish Matters**

a. The Marlot activity report was circulated in advance. Its content was noted.

b. Assets. Following a verbal report it was agreed that the Clerk will obtain prices for replacing the front fencing at Moss Cottages Field.

c. Smart Meter mast and sundries. The Clerk reported that ancillary equipment is covered by the planning permission.

d. Newsletter. The clerk reported that only one survey response had been received.

e. Green Spaces and Active Travel Fund

**Resolved:** To submit an expression of interest for the provision of three benches at a cost of £100 each to be located at Hollinwood Green, Marlot and Natural England, subject to further feasibility work.

### **5/25 Minutes of Previous Meeting**

**Resolved:** The minutes of the Council meeting held on 13th November 2024 should be signed.

The meeting chair signed the minutes.

## 6/25 **Reports**

Reports from the Shropshire Councillors were circulated in advance. The clerk gave a verbal report concerning the cost of removing the fallen part of the Old Burial Ground tree and proposals for removing the remainder of the tree. Quotations are being sought.

## 7/25 **Planning**

- a. To consider applications: None received
- b. To note planning decisions made by Shropshire Council

23/05480/FUL Moss View, Moss Lane, SY13 2RX.  
Proposed single storey side extension.  
**Permission Granted**

- c. Local Needs Dwelling Hollinwood  
Cllr Spenser did not discuss or vote on this item.

**Resolved: The Council can confirm Mr and Mrs Spenser's strong local connection.**

## 8/25 **Financial Matters**

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

DATE	ACCOUNT NAME	AMOUNT
31 December	Current Account (Working Budget)	180.46
	Savings Account (Reserves)	23,319.89
<b>TOTAL</b>		<b>23,500.35</b>

The bank reconciliation and statements were noted.

- b. To receive the financial report for Q3  
The contents of the report were noted.
- c. To resolve budget setting and precept for financial year 2025-26

**Resolved: The budget for 2025-26 is approved and the precept is set at £13,637 which represents a monthly increase of 22p for band D properties within the Parish.**

Expenditure	2025/26 Budget
Staff Costs	£7112
General Administration	£770
Room Hire	£324
Training	£220
Insurance	£690
Affiliations	£695
Grass Cutting	£1750
Marlot (Routine)	£262
Hollinwood Green (Routine)	£50
Asset Management (EM Reserves)	£975
Chairmans Fund	£500
Events	440
<b>Total Expenditure Budget</b>	<b>£13,738</b>

<b>Income</b>	
Bank Interest (Estimated)	£150
Rents	£1
<b>Total Income</b>	<b>£151</b>

d. To resolve to approve outstanding accounts

**Resolved: All payments are authorised, including payment of the local government pay award and backdated salary payment. Outstanding accounts should be paid and the payment transactions authorised by two nominated councillors.**

<b>Recipient</b>	<b>Reason for Payment</b>	<b>Amount</b>	<b>Reference</b>
<b>Payments Made Before the Meeting</b>			
NEST	Pension Contribution Dec	82.91	49.24 DD
Hugo Fox	Website Costs (Dec)	23.99	50.24 DD
Unity Trust Bank	Service Charge (Dec)	6.00	51.24 DD
Employee	Salary (Dec)	333.71	52.24
Hugo Fox	Website Costs (Nov)	23.99	53.24 DD
<b>New Payments to be approved</b>			
HMRC	PAYE (Dec)	83.20	54.24
HMRC	PAYE (Jan)	83.40	55.24
Employee	Salary (Jan)	333.11	56.24 DD
NEST	Pension Contributions January	82.91	57.24
Employee	Reimbursement (Nov & Dec)	84.40	58.24
Julie Ankers	Over 66s Christmas Meals	440.00	59.24
J Higgins	Tree removal	1440.00	60.24
Whixall Social Centre	Room Hire	216.00	611.24
G Turnbull	Reimbursement (Marlot)	15.30	62.24 DD
Hugo Fox	Website Charge (January)	23.99	63.24 DD
Unity Trust Bank	Service Charge (January)	6.00	64.24DD

Scheduled date of next meeting  
**12th February 2024 (7.30pm)**

The meeting closed at 8.17 pm.

### **Agenda Item 3c**

#### Clerk's Report: February 2025

##### Flooding

- Following the last meeting, three residents made contact in relation to flooding. One resident has suggested that a meeting should be called with Severn Trent and Shropshire Highways in attendance.
- Severn Trent cannot be contacted by email, so a letter has been sent asking for the drainage line at Hollinwood to be inspected and cleared.

##### Local Needs Dwelling

The letter confirming the Council's recognition of a strong local connection has been sent to Mr and Mrs P Spenser.

##### Smart Meter Mast

A request for further information has been sent to the Planning Team. No response to date.

##### Benches

An expression of interest for 3 benches, as agreed at the last meeting, has been submitted.

##### Precept

The precept request has been sent to Shropshire Council.

##### Old Burial Ground

Orange netting has been installed along the Council's fence. The Social Centre Committee have been contacted to find out why it is there.

## Agenda Item 6a

### Marlot Activity Update – Received by Email from Graham Turnbull

Due to volunteer availability and illness, we have only had one session in January. I will not do a report this month and this email should suffice. We have completely cut the roadside bank of the heavy bracken and brush. This has opened the visibility into the Marlot from the canal and road. We also checked the Marlot after the bad weather to see if we had any damage or trees down - luckily this time there was nothing.

Intentions are to start cutting the pathways and the front and back meadows in preparation for the spring.

Background

The Practitioners Guide, which sets out the standards against which Councils are audited now recommends the use of Gov.uk domains (see the extract below). The Council has set aside funding for this in the 25-26 budget, but has yet to resolve to move over to a new domain.

1. Extract from the Practitioners GuideThe importance of using .gov.uk domains for websites and emails

- 5.210. All Parish, Town and Community Councils are eligible to use, and are advised to use, a .gov.uk domain for their websites and email communications. Your community, suppliers and partners will now reasonably expect a local council to have a .gov.uk domain name. Note that Parish meetings are exempt from the requirement to have a website.
- 5.211. To assist with compliance with the General Data Protection Regulations (GDPR), it is advised that clerks provide official .gov.uk email accounts to their councillors, which must only be used for official council business.
- 5.212. When choosing a domain name all councils must follow the rules set out by the Cabinet Office to choose a .gov.uk domain name, for example, 'ourparishcouncil.gov.uk' with email addresses linked to that domain.
- 5.213. Using a .gov.uk domain for your council website and email accounts gives Parish Councils the following advantages:
- 5.214. Increased professionalism and trust from members of your community, partners and suppliers because your email address and website domains are a trusted government brand.
- 5.215. Separation of your personal life from your professional life, ensuring members of your community, partners and suppliers understand what capacity you are emailing them in - whether a Councillor or Clerk.
- 5.216. Increased control for the Responsible Officer over email accounts and documentation when managing new joiners, leavers, sudden absences or Freedom of Information and Subject Access Requests.
- 5.217. Peace of mind that your .gov.uk Parish Council domain will never be sold to someone else if it is not renewed on time, which can happen with .co.uk, .org.uk and other commercial domains.
- 5.218. Additional security measures, as all .gov.uk domains are checked for any cyber vulnerabilities by the Cabinet Office and reported to the Responsible Owner, or your technical point of contact, so they can be fixed.
- 5.219. You can read more about the benefits of getting a .gov.uk domain on the GOV.UK website.

2. Website and Email Providers

Prices have been obtained from the current website provider (Hugo Fox) and the other main provider to the Parish Council Sector (Parish Online):



Hugo Fox:

10 email addresses plus website £329 pa (£509 for £20 email addresses)

Parish Online:

20 email addresses plus website £315 pa (£215 in year one)

The Council may need the option of more than 10 email addresses to allow for the resignation and co-option of councillors during any given year.

**3. Domain Name**

Domain name choices are:

- whixallparishcouncil.gov.uk
- whixallparish.gov.uk
- whixall-pc.gov.uk

**Recommendation**

1. Parish Online should become the Council's new provider.
2. The Council should move its website over to a .Gov.uk domain as soon as practically possible.
3. Following the elections in May, Councillors should all be provided with Gov.uk email addresses for Council business.



# Bank reconciliation (Whixall Parish Council 2024-2025)

Whixall Parish Council

Bank account: Savings    Reconciliation as at: 31/01/2025

<b>Balance per bank statement at 31/01/2025</b>	19319.89
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<b>TOTAL NET BANK BALANCES at 31/01/2025</b>	<b>19319.89</b>
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The total net balances reconcile to the Cash Book (receipts and payments) as follows

Opening balance at 01/04/2024	16359.10
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Total receipts	490.79
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Total payments	-
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Total transfers	2470.00
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<b>Closing balance per cash book as at 31/01/2025 (must equal net bank balances above)</b>	<b>19319.89</b>
--	-----------------

# 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:** 31/01/2025

**Account Name:** Whixall Parish Council

**Swift Code (BIC):** NWBKGB2L

**IBAN Number:** GB93NWBK60023571418024

**Sort Code:** 608301

**Account Number:** 20423120

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The credit interest rate is 2.60% 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** 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
31/12/2024		Balance brought forward	£0.00	£0.00	£23,319.89
14/01/2025	Transfer	Transfer to 20423117	£4,000.00	£0.00	£19,319.89

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Statement number 058

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## **Sending or Receiving Currency**

You may be asked for your SWIFTBIC (Bank Identification Code) and IBAN (International Bank Account Number). These can be found at the top of this statement and are required to ensure that international banks can find the correct account to credit or debit funds.

When receiving currency into your Unity account, you must inform us of the transaction. The SWIFTBIC number relates to a central Unity account. We use this account to receive international currency before allocating the payment to your account. Please call us on **0345 140 1000** for more information.

## **Fraud Concerns**

If you have any concerns regarding fraud on your account, then please call the freephone number **0808 196 8420**.

## **What happens when something goes wrong?**

If you have a problem with your Unity account or our service, please get in touch with us on **0345 140 1000**. We aim to resolve any issues as soon as possible.

## **Accessibility**

Unity offers a number of supporting services such as statements in braille or large print. Please contact us for more information.

### **Additional information**

A copy of our interest rates can be found on our website – **[unity.co.uk/interest-rates](https://www.unity.co.uk/interest-rates)**

A copy of our fees and charges can be found on our website – **<https://www.unity.co.uk/terms-and-conditions/>**

This information is also available by calling **0345 140 1000**.

**To help us improve our service and maintain security, we may monitor and/or record your telephone calls with us.**



## Bank reconciliation (Whixall Parish Council 2024-2025)

Whixall Parish Council

Bank account: Working Account Reconciliation as at: 31/01/2025

<b>Balance per bank statement at 31/01/2025</b>	1372.15
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<b>TOTAL NET BANK BALANCES at 31/01/2025</b>	<b>1372.15</b>
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The total net balances reconcile to the Cash Book (receipts and payments) as follows

Opening balance at 01/04/2024	40.56
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Total receipts	13010.33
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Total payments	-9208.74
----------------	----------

Total transfers	-2470.00
-----------------	----------

<b>Closing balance per cash book as at 31/01/2025 (must equal net bank balances above)</b>	<b>1372.15</b>
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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  
Wem  
Shrewsbury  
SY4 5HA

**Date:** 31/01/2025

**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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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](mailto: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
31/12/2024		Balance brought forward	£0.00	£0.00	£180.46
14/01/2025	Transfer	Transfer from 20423120	£0.00	£4,000.00	£4,180.46
16/01/2025	Faster Payment Debit	B/P to: Mr GD Turnbull	£15.30	£0.00	£4,165.16
16/01/2025	Faster Payment Debit	B/P to: WhixallVillageHall	£216.00	£0.00	£3,949.16

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Statement number 076

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Your Current T1 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
16/01/2025	Faster Payment Debit	B/P to: Josh Higgins	£1,440.00	£0.00	£2,509.16
16/01/2025	Faster Payment Debit	B/P to: Mrs JE Ankers	£440.00	£0.00	£2,069.16
16/01/2025	Faster Payment Debit	B/P to: AJ Roberts	£84.40	£0.00	£1,984.76
16/01/2025	Faster Payment Debit	B/P to: AJ Roberts	£333.11	£0.00	£1,651.65
16/01/2025	Faster Payment Debit	B/P to: HMRC Cumbernauld	£83.40	£0.00	£1,568.25
16/01/2025	Faster Payment Debit	B/P to: HMRC Cumbernauld	£83.20	£0.00	£1,485.05
21/01/2025	Direct Debit	Direct Debit (GOCARDLESS)	£23.99	£0.00	£1,461.06
31/01/2025	Direct Debit	Direct Debit (NEST)	£82.91	£0.00	£1,378.15
31/01/2025	Fee	Service Charge	£6.00	£0.00	£1,372.15

The Council has set a budget of £440 for grants and donations. To date, £50 has been donated to the Royal British Legion, leaving £390 for community Grants. Two requests, totalling £550, have been received.

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**1. Whixall URC Graveyard Trust (£50 requested)**

**Name of Organisation**

Whixall URC Graveyard Trust

**Your Name**

Mrs. Jennifer Spenser

**Your role within the organisation**

Chairman

**Address for Correspondence**

[REDACTED]

**Email address**

[REDACTED]

**Phone number**

[REDACTED]

**Briefly describe what your organisation does**

The Trust is responsible for the ongoing maintenance of the graveyard and its perimeters.

**Charity Number (If applicable)**

HMRC Charities reference number EW 37553

**Amount of grant funding applied for**

£50.00

**If you are applying for funding towards a one-off project, what is the total cost of that project?**

N/A

**If you are successful, how will this money be used?**

To assist with the costs of maintaining the graveyard and its perimeters e.g. grasscutting.

**Approximately how many people will benefit from the work of your organisation?**

Whixall residents either as relatives of those interred in the graveyard or passers by looking in.

**What proportion of these people live in Whixall parish?**

Most of the passers by and relatives live in Whixall. However this is difficult to quantify.

**How will these people benefit?**

By having a well maintained site to visit and to look into when passing by. A lot of dog walkers go past every day. The Trust continues to receive compliments on the way in which the graveyard is looked after.



**2. North Salop Wheelers (£500 requested)****Name of Organisation**

North Salop Wheelers Community Bus Project

**Your Name**

Mr. Robin Nelson

**Your role within the organisation**

Trustee

**Address for Correspondence**

[REDACTED]

**Email address**

[REDACTED]

**Phone number**

[REDACTED]

**Briefly describe what your organisation does**

A registered Charity, Wheelers aims to provide community bus services to residents of North Shropshire (market buses; community groups - day trips/regular travel; lifts to appointments in conjunction with community cars). We focus particularly on elderly, isolated, disadvantaged or disabled members of the population of North East Shropshire. Following attainment of Charity status in April 2024, Wheelers operates under a Charities Commission Foundation Constitution with five trustees who also serve as the Management team. The personnel remain those re-elected at the AGM of 25 March 2024 under the old constitution.

**Charity Number (If applicable)**

1208028

**Amount of grant funding applied for**

£500

**If you are successful, how will this money be used?**

The money will contribute to the rising running costs (vehicle maintenance, fuel, insurance, modest administration costs). Any excess of overall income over running costs will go to the replacement vehicles fund for which we have successfully instituted a rolling programme. Besides the two new minibuses secured in 2023 and 2024, Wheelers has in 2024 purchased a car in replacement for its old people-carrier.

Approximately how many people will benefit from the work of your organisation?

Up to 100 people use the service regularly

**What proportion of these people live in Whixall parish?**

20

**How will these people benefit?**

The service fills a gap in local transport provision where commercial provision is minimal. All eligible North East Shropshire residents may take advantage of facilities offered by Wheelers and many customers regard the bus service as a life-line (see website <https://northsalopwheelers.co.uk>). Residents are regularly transported to Market Drayton, Wem and Whitchurch markets, and a number of "individual Journeys" are undertaken as well as Group Hires.