

# 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 10 July 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: 5 July 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 May 2024**

**5. Reports**

To note the receipt of reports from Shropshire Councillors; Parish Councillors and Clerk

**6. Parish Matters**

- a. Marlot – to note receipt of reports for June and July
- b. Hollinwood Green – to note receipt of quarterly report
- c. Council Assets, Moss Cottages Field – to receive verbal report

**7. Policing Charter**

To review Parish priorities

**8. Planning**

a. To receive planning applications from Shropshire Council

24/02093/FUL     Plantation House, Canalside, SY13 2PH  
Creation of an all-weather equestrian arena 20m wide x 40m long (sand and fibre surface) for private use by the householder, bordered with post and rail timber fencing.

24/02564/HHE     Moss House, SY13 2PG  
Erection of a single storey rear extension to a detached dwelling, dimensions 8 metres beyond rear wall, 3.9 metres maximum height, 2.4 metres high to eaves

b. To note planning decisions made by Shropshire Council

24/01318/FUL     Land North Meadow View Farm, Church Lane, SY13 2NA  
Change of use of land to form dog exercise field including formation of new vehicular access, parking and fencing  
Decision: Grant Permission

23/04082/FUL Land to The South Of, Welsh End  
Proposed local needs dwelling with garage outbuilding, and formation of driveway and on-site parking area  
Decision: Grant Permission

## 9. Finance

- a) To receive Monthly Balance Record and reconciliation (circulated)
- b) To receive the Q1 budget and spending report (circulated)
- c) To resolve to pay salaries on a monthly basis subject to the production of HMRC payslips by the Clerk.
- d) To resolve to approve outstanding invoices and payments.

Recipient	Reason for Payment	Amount	Reference
<b>Payments Made Before the Meeting</b>			
Hugo Fox	Website costs (May)	23.99	10.24DD
Clear Councils	Insurance	657.42	11.24DD
Hugo Fox	Website costs (June)	23.99	12.24DD
NEST	Pension Contributions May	79.45	13.24DD
Unity Trust Bank	Quarterly Charge	18.00	14.24DD
NEST	Pension Contributions June	79.45	18.24DD
<b>New Payments to be Approved</b>			
Employee	Salary (May and June)	639.18	15.24
Employee	Reimbursement (May & June)	80.35	16.24
HMRC	PAYE (May and June)	159.80	17.24
T Lamb	Reimbursement (fuel)	£8.17	19.24
M Spenser	Reimbursement (fuel)	£8.02	20.24

## 10. Items for Next Agenda

To enable Councillors to bring forward items for the September 11 meeting agenda.

# Whixall Parish Council



Chairman: Ian Mercer

**Minutes of the Parish Council's Annual Parish Council Meeting held on 8 May 2024  
at Whixall Social Centre starting at 7:30pm**

**Present:**

**Councillors:** A Rawlinson (meeting Chair); B Harris; J Spenser, M Howard (joined at 7.44pm)

**Shropshire Councillors:** Cllr P Broomhall

**Clerk:** A Roberts

**Other Organisations** 1

**Members of the Public** 5

**35/24 Election of Chairman of the Council**

**Resolved: Cllr Mercer is elected as Chairman of the Council.**

Cllr Mercer to sign the acceptance of office at the earliest opportunity..

**36/24 Election of the Vice Chair of the Council**

**Resolved: Cllr Rawlinson is elected as Vice Chair of the Council.**

Cllr Rawlinson signed the acceptance of office and took the Chair.

**37/24 Apologies for Absence**

Cllr I Mercer, Cllr P Rodenhurst; Cllr M Evans, Cllr E Towers;

**38/24 Public Session**

Pete Bowyer (English Nature) gave a further update on the following

- The joint letter to residents about maintenance of the Lord Hill ditch will go out on 9 May.
- At a meeting with representatives from the Parish Council it was agreed that Natural England would carry out the replacement of the Marlot Culvert and the Parish Council would pay for materials. This work will take place later in the year.
- Water level management consultation (minute ref 48/24b)
- Natural England are proposing to re-route a ditch adjacent to the Marlot. This will come to the Council through planning.

**39/24 Declarations of Pecuniary Interest**

None declared.

**40/24 Minutes of Previous Meeting**

Acceptance of the minutes of the Council meeting held on 10 April 2024 was deferred to the next meeting as no attendees were present at the April meeting.

**41/24 To agree Councillor Appointments**

a. Personnel Committee

**Resolved: Cllr Rawlinson, Cllr Harris and Cllr Mercer will form the Personnel Committee.**

b. Flood Liaison Representative

**Resolved: Cllr Rawlinson is the Flood Liaison Representative.**

- c. Marlot Liaison Group

**Resolved: Cllr Mercer, and Cllr Rawlinson will represent the Council on the Marlot Liaison Group.**

**42/24 To Agree Representatives on Outside Bodies**

- a. North Shropshire Area Committee

**Resolved: Cllr Harris is the NSAC representative.**

- b. Helicopter Noise Liaison Group

**Resolved: Cllr Mercer is the HNLG representative.**

- c. Whixall URC Graveyard Trust

**Resolved: Cllr Spenser is the WURCGT representative.**

**43/24 Reissue of Documents**

All councillors received the Code of Conduct and Procedures for Disclosure of Pecuniary Interest by email before the meeting. Their contents were noted.

**44/24 To Reapprove Policies**

**Resolved: The Council's Standing Orders and Scheme of Delegation are reapproved.**

New model financial regulations were published on the day of the meeting and will be considered at the next meeting of the Council.

**45/24 To Agree Dates of Future Meetings**

**Resolved: In the current Municipal Year, the Council will meet on the second Wednesday of every month except January when the meeting will be held on the third Wednesday and August and December when no Council meetings are scheduled.**

**46/24 Reports**

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

**47/24 Parish Matters**

- a. The Marlot report was circulated in advance. Its content was noted.
- b. Annual Parish Meeting. The Clerk reported that Shropshire Council's flooding officer had not responded to the invitation to speak. The Graveyard Trust are unable to send a representative. North Salop Wheelers have arranged a volunteer evening which clashes with the APM are unable to send a representative. The Social Centre will send a representative.

**48/24 Consultations**

The information was circulated in advance of the meeting.

- a. Shropshire Council Waste Consultations.

Following a discussion it was

**Resolved that members will submit individual responses to the consultation.**

- b. Severn Valley Water Management Scheme

**Resolved: The Clerk will submit a draft response to members for comment, prior to responding on behalf of the Council.**

#### 49/24 **Insurance**

Following a discussion it was

**Resolved that the Council will insure through Clear Council from 1 June 2024 – 31 May 2025 and £226.67 will be taken from General Reserves to cover the additional cost.**

#### 50/24 **Planning**

a. To consider applications

Proposed Dog Exercise Field to the East of Church Lane  
24/01318/FUL Change of use of land to form dog exercise field including formation of new vehicular access, parking and fencing.

**Resolved: The Council supports application 24/01318/FUL without comment.**

b. The following planning decision was noted

Single storey extension to provide new sitting room, internal alterations and application of external wall insulation.  
24/01014/FUL Hornspike Lane Farm, SY13 2QD  
Grant Permission

#### 51/24 **Financial Matters**

a. To receive monthly bank balance record.

DATE	ACCOUNT NAME	AMOUNT
30 April 2024	Current Account (Working Budget)	£13,049.27
	Savings Account (Reserves)	£15,829.10
<b>TOTAL</b>		<b>£28,878.37</b>

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

b. To resolve to approve outstanding accounts

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

Recipient	Reason for Payment	Amount £	Ref.
<b>Payments Made Before the Meeting</b>			
Hugo Fox	Web Site	23.99	5.24DD
<b>New Payments to be approved</b>			
HMRC	PAYE	79.80	6.24
Employee	Salary	319.69	7.24
NEST	Pension Contributions	79.45	8.24DD
Employee	Reimbursement	45.75	9.24

c. To approve the Council's Subscription to EasyPC Accounts

**Resolved: The Council will subscribe to EasyPC Accounts for an initial period of 12 months, including the 3-month free trial period.**

d. Annual Governance and Accountability Return

i. Exemption from Limited Assurance Review

**Resolved: The Council will declare itself exempt from the Limited Assurance Review in line with the AGAR requirements.**

ii. Internal Controls

**Resolved: The Council has reviewed and approved the effectiveness of internal control (Financial Regulations Review) and approves the Annual Governance Statement.**

iii. Accounting Statements

**Resolved: The Council has reviewed, considered and approved the accounting statements (Section 2 of the Annual Governance and Accountability Return).**

The Chairman and Clerk signed the Certificate of Exemption and Parts 1 and 2 of the Annual Governance and Accountability Return as required.

Scheduled date of next meeting

**10 July 2024 (7.30pm)**

The meeting closed at 8.00pm.

## **Marlot Conservation Group (MCG)**

### **Work report to Whixall Parish Council meeting 12 June 24**

#### **Reporting Period 3 May – 11 June 24**

Once again, the reduction in available volunteers, currently only Martin Spenser and Tim Lamb, has meant a limited amount of work has been carried out during this reporting period. Work has been restricted to strimming the pathways in the meadows and along the main pathway. Brush-cutting of the back meadow has also been conducted to reduce the growth of bracken.

At the end of May, Nicki and Tim Hunter took the opportunity to conduct a small newt survey. The pond area was still very wet and the horsetails and mace reeds have encroached in all the ponds making it difficult to survey and place the traps in position. Twenty traps were placed around the ponds and disappointingly only 4 male Great Crested Newts were found. There were no signs of developing efts at all and this is most likely due to their sensitivity to any pollution on site. It was noted by Nicki that the standing water has not drained away and smells very foul. Further surveys will hopefully be conducted in June.

Graham Turnbull

Marlot Conservation Group

11 June 2024

Whixall Parish Council (PC)

Hollinwood Green

Voluntary hours spent 1st April - 30th June 2024

Date 2024 2nd Quarter	Number of	Total hours worked	Description of work	General comments (e.g.equipment used)
			All work done by Martin Spenser (MS) except where stated	
6-Apr	1	2 hrs	Mow grass (high cut, mulch cut)	MS with PC machine
29-Apr	1	1h.45mins.	Mow grass on high cut; leave cuttings in heaps	do
30-Apr	1	50 mins.	Strim round posts and edges	MS with own machine
	1	1h.30mins.	Finish mowing on high cut; dispose of cuttings in 4 neighbours' wheelie bins	MS with PC machine
10-May	1	1h.30mins.	Mow grass (high, mulch cut in main area); lower cut achieved on eastern strip and heaped up	MS with PC machine
20-May	1	2h.30mins.	Mow grass; dispose of cuttings in builders' bags and neighbours' wheelie bins	Helen Eckhart with own machine
30-May	1	35 mins.	Strim round posts, edges and tree trunks	MS with own machine
1-Jun	1	2h.30mins.	Mow grass on high setting, fill 2 builders' bags	MS with PC machine
3-Jun	1	45 mins.	Decant cuttings into manageable bag quantities and take to council tip	MS in own transport
21-Jun	1	1h.15mins.	Mow grass (high cut, mulch cut)	MS with PC machine





# 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:** 30/06/2024

**Account Name:** Whixall Parish Council

**Swift Code (BIC):** NWBKGB2L

**IBAN Number:** GB93NWBK60023571418024

**Sort Code:** 608301

**Account Number:** 20423120

Our unauthorised overdraft charges are changing from tracked rate of 25% above base rate to a fixed Nominal rate 25% EAR (Equivalent Annual Rate 28.39%). To find out more read our Overdrafts Key Features document and our Standard Service Tariff available at [www.unity.co.uk](http://www.unity.co.uk)

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](mailto:us@unity.co.uk)**



Visit us: **[unity.co.uk](http://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](http://FSCS.org.uk)** or refer to our FSCS Information Sheet and Exclusions List at **[unity.co.uk/fscs](http://unity.co.uk/fscs)**

## Your Instant Access account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
31/05/2024		Balance brought forward	£0.00	£0.00	£25,829.10
30/06/2024	Credit Interest	Credit Interest	£0.00	£154.81	£25,983.91



# Show reconciled transactions (Whixall Parish Council 2024-2025)

## Whixall Parish Council

Details of bank reconciliation dated 30/06/2024 for Savings

Date	Type	Reference	Supplier / customer	Description	Amount
<b>Opening statement balance</b>					<b>25829.10</b>
<b>Reconciled transactions</b>					
30/06/2024	Receipt	R3	Unity Trust Bank	Quarterly Interest	154.81
<b>Reconciled Balance</b>					<b>25983.91</b>

# 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:** 30/06/2024

**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

Our unauthorised overdraft charges are changing from tracked rate of 25% above base rate to a fixed Nominal rate 25% EAR (Equivalent Annual Rate 28.39%). To find out more read our Overdrafts Key Features document and our Standard Service Tariff available at [www.unity.co.uk](http://www.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](http://FSCS.org.uk) or refer to our FSCS Information Sheet and Exclusions List at [unity.co.uk/fscs](http://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](http://unity.co.uk)

## Your Current T1 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
03/06/2024		Balance brought forward	£0.00	£0.00	£1,843.17
21/06/2024	Direct Debit	Direct Debit (GOCARDLESS)	£23.99	£0.00	£1,819.18
28/06/2024	Direct Debit	Direct Debit (NEST)	£79.45	£0.00	£1,739.73
30/06/2024	Fee	Service Charge	£18.00	£0.00	£1,721.73

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Statement number 068

**For Businesses.  
For Communities.**

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.

INVESTORS IN PEOPLE





# Show reconciled transactions (Whixall Parish Council 2024-2025)

## Whixall Parish Council

Details of bank reconciliation dated 30/06/2024 for Working Account

Date	Type	Reference	Supplier / customer	Description	Amount
<b>Opening statement balance</b>					<b>1843.17</b>
<b>Reconciled transactions</b>					
21/06/2024	Payment	12.24DD	HugoFox	Website - June	-23.99
28/06/2024	Payment	13.24DD	NEST	Pension Contributions	-79.45
30/06/2024	Payment	14.24DD	Unity Trust Bank	Bank Charges Q1	-18.00
<b>Reconciled Balance</b>					<b>1721.73</b>

## Whixall Parish Council

Quarterly figures - 2024-2025

Figures exclude VAT

### Payments

	Quarter 1 (April-June)	TOTAL
	This year	This year

#### Other Payments

Miscellaneous Payment:	0	0
TOTAL Other Payments	0	0

#### Administration

General Admin	0	0
Bank charges	18	18
Website and Newsletter	60	60
Elections	0	0
Audit	0	0
Room Hire	0	0
Training	0	0
Insurance	657	657
Affiliations	0	0
TOTAL Administration	735	735

#### Asset Management

Grass cutting	0	0
Hollinwood Green	0	0
Marlot routine works	0	0
Marlot emergency repair	0	0
TOTAL Asset Management	0	0

#### Community

Chairman's Fund	0	0
Events	0	0
TOTAL Community	0	0

#### Staffing

Staff - non-salary costs	81	81
Salaries	1,030	1,030
TOTAL Staffing	1,111	1,111
TOTAL Payments	1,846	1,846

### Receipts

	Quarter 1 (April-June)	TOTAL
	This year	This year

#### Precept

Precept Payment	12,880	12,880
TOTAL Precept	12,880	12,880

#### Other receipts

VAT Repayments	129	129
CIL / Neighbourhood Fund	0	0
Bank Interest	155	155
Miscellaneous Receipts	0	0
TOTAL Other receipts	284	284
TOTAL Receipts	13,164	13,164