

# 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 8 November 2023** at Whixall Social Centre which will commence at 7.30pm to conduct the business enclosed on the agenda below.

Members of the public are welcome to attend.

Signed: *A Mercer*

Date: 3 November 2023

## 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

Members are reminded that they must not participate in the discussion or voting on any matter in which they have a Disclosable Pecuniary Interest and should leave the room prior to the commencement of the debate.

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 11 October 2023

## 5. Reports

Shropshire Councillors (circulated); Parish Councillors and Clerk(circulated)

## 6. Parish Matters

- a. To receive an activity report in relation to the Marlot LNR (circulated).
- b. To receive a verbal update on DofE volunteering
- c. To agree arrangements for Remembrance Sunday

## 7. Planning

### a) To receive planning applications from Shropshire Council

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

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

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).

### b) To note planning decisions made by Shropshire Council

None received

### c) Planning Enforcement

To consider the contents 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.

#### 8. Finance and Accounts for payment

- a) Bank reconciliation and balance and bank reconciliation for information
- b) To receive the Q2 financial report (circulated)
- c) To resolve to approve outstanding accounts.

Recipient	Reason for Payment	Amount	Reference	Power of Expenditure
<b>Payments Made Before the Meeting</b>				
Hugo Fox	Website Cost	23.99	42.23DD	LGA 1972 s112(2)
<b>New Payments to be approved</b>				
HMRC	PAYE	74.20	44.23	LGA 1972 s112(2)
Employee	Salary	297.41	45.23	LGA 1972 s112(2)
NEST	Pension Contributions October	58.27	46.23DD	LGS(DP)R 1961 s1
Employee	Reimbursement	16.20	47.23	LG(FP)A 1963 s5
SJF Design & Print	Newsletters	115.00	48.23	LGA 1972 s111
SLCC	Clerk's Annual Training	30.00	49.23	LGA 1972 s112(2)
Wem Town Council	Planning Training	75.00	50.23	LGA 1972 s112(2)

#### 9. Exclusion of Public and Press

- a) To resolve 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) To consider a report on the Clerk's working arrangements

#### 10. Agenda items for next meeting

To enable Councillors to bring forward items for the January 2023 meeting

# Whixall Parish Council



Chairman: Ian Mercer

## Minutes of the Parish Council's Monthly Meeting held on 11 October 2023 at Whixall Social Centre starting at 7:30pm

### Present:

**Councillors:** A Rawlinson (chair); C Weedall; -M Howard, P Rodenhurst,

**Shropshire Councillors:** Cllr P Broomhall

**Clerk:** A Roberts

**Other Organisations** 1

**Members of the Public** 0

### 70/23 Public Session

No members of the public were in attendance.

### 71/23 Speaker: Daniel McGowan, Group Managing Director, Grocott Developments

Daniel's presentation focused on the development at the Marina, which is 50 years old next year. Since March 2017 it has been owned by David and Linda Grocott, who have invested in the site since its purchase. The site includes:

- Moorings for 150 boats (for which the business has to pay a charge per m<sup>2</sup> to the Canal & River Trust, regardless of occupancy level);
- A lease agreement with Anglo Welsh boat hire
- 20 permanently resident boats
- 4 charter boats owned by the company (Pea Green)
- 2 chalets
- 4 shepherds huts
- Caravan storage (unused at present)
- Dry dock
- Café (recently refurbished)
- Car parking
- Pedestrian access to the Moss via the canal path

The Marina is the most complex part of the Grocott business and they aim to build the quality of the site. Additionally, they aim to keep business in the local area and use local suppliers. Daniel stressed that the people who work there are the key to its success.

Following the presentation there was an informal discussion with members about possible initiatives to build/improve the business in the future.

### 72/23 Apologies for Absence

Cllr J Spenser, Cllr M Evans; Cllr I Mercer; Cllr E Towers (Shropshire Council).

### 73/23 Declarations of Pecuniary Interest

Cllr Harris declared a non-pecuniary interest in planning application 23/04144/FUL which was submitted by his neighbour.

### 74/23 Minutes of Previous Meeting

**Resolved: The minutes of the Council meeting held on 13 September 2023 are an accurate record and should be signed.**

Cllr Rawlinson signed the minutes.

### 75/23 Reports

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

## 76/23 Parish Matters

- a. The Marlot report and activity record was circulated in advance. Its content was noted.
- b. D-Day 80 Celebrations.  
The clerk will contact the school to establish what plans they have for D-Day 80 and will report back to the next meeting.
- c. Christmas 2023  
The local supplier who delivered Christmas lunches last year is willing to do so again on either 10<sup>th</sup> or 17<sup>th</sup> December.

**Resolved: The Parish Council will commission the provision and delivery of Christmas lunches to the value of £440 with the strict proviso that they will only be provided to residents of the parish who are 66 years of age, or older. The supplier will be expected to keep a record of who receives the meals, but will not be asked to share any personal information with the Parish Council.**

- d. Annual Newsletter  
A copy of the final draft was tabled for approval.

**Resolved: The newsletter will be printed for distribution by councillors before 12 November 2023 (Remembrance Sunday).**

- e. Request from DofE Silver Award Volunteer  
There was a short discussion about the kind of tasks that could be carried out and the fact that this work would be carried out under parental supervision.

**Resolved: The Council is pleased to accept the offer of voluntary work by Merle Hatton. The Clerk will liaise with him to agree specific tasks to be carried out.**

## 77/23 Planning

### a. To consider applications

23/04082/FUL Land adjacent to Pear Tree Farm, Welsh End  
Proposed local needs dwelling with garage outbuilding and formation of driveway and on-site parking area.

**Resolved: The Council supports this application provided there is a S106 condition added to ensure that the property continues as a Local Needs Dwelling.**

23/04144/FUL To the West of Whixall  
Erection of stables, tack room, hay store & manege with associated parking spaces.

**Resolved: The Council supports this application as it fits with existing development in the immediate area.**

### b. The following planning decisions were noted

23/02753/FUL Roden House, Dobsons Bridge, SY13 2QL  
Erection of single storey side extension and an amendment to existing render colour on the sides to match the existing render colour on the frontage of Roden House part garage conversion to an office & internal reconfiguration of the annex (The Byre) and installation of free-standing solar panels on associated agricultural land.  
Grant Permission

23/03152/FUL Holly House, Ossage Lane, SY13 2QB  
Application under Section 73A of the Town and Country Planning Act 1990 for the change of use of land to equestrian use and construction of a manege.  
Grant Permission

## 78/23 Financial Matters

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

DATE	ACCOUNT NAME	AMOUNT
30 September	Current Account (Working Budget)	1,202.08
	Savings Account (Reserves)	21,196.40
<b>TOTAL</b>		<b>22,398.48</b>

The bank reconciliation and statements were checked and verified by Cllr Rodenhurst who signed the reconciliation.

- b. 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	Reference	Power of Expenditure
HMRC	PAYE	145.60	36.23	LGA 1972 s112(2)
Employee	Salary	297.21	37.23	LGA 1972 s112(2)
NEST	Pension Contributions Oct	58.27	38.23DD	LGS(DP)R 1961 s1
Employee	Reimbursement	7.65	39.23	LG(FP)A 1963 s5
SJF Design & Print	Marlot Leaflet	122.00	40.23	NP&ACA 1949 s21
SALC	Chairmanship Training	75.00	41.23	LGA 1972 s111

Scheduled date of next meeting  
**8 November 2023 (7.30pm)**

The meeting closed at 20.52.

1. At the October meeting, questions were raised about the signing of the minutes of the previous meeting. I have investigated this.

It is a legal requirement that the minutes of the previous meeting should be signed by the Chair. If the Chair isn't convinced of the accuracy of part(s) of the minutes, he should note this on them when signing.

When there are sufficient councillors present to confirm that the minutes are an accurate record members should resolve the following:

'The minutes of the meeting held on (date) are an accurate record and should be signed by the Chair'

When there are insufficient councillors present to confirm accuracy (for example when only one Councillor was at the previous meeting), members should resolve the following:

'The minutes of the meeting held on (date) should be signed by the Chair'

2. Julie Ankers has confirmed that the Christmas meals will be delivered on 10 December.
3. Issues /Actions before the January meeting:
  - Residents' query about ownership of the phone box at Welshend  
The residents whose frontage includes the phone box are convinced that it belongs to them but have no documentation. I will write to BT to confirm that they haven't sold the box to two owners, and it is indeed a Parish Council asset.
  - Potential volunteers from RAF Shawbury  
Initial email sent following the September meeting, but no response to date. I will make contact again.
  - D-Day 80 Beacon event  
I have yet to contact the school to find out if they are planning to do anything to mark D-Day next year. This will be done after half term.
  - Place Plans  
Shropshire Council have moved their place plan system online. Information from the WPC place plan will be added prior to a review in 2024.
  - 2024-25 Budget and Precept  
These need to be discussed and agreed at the January meeting.
4. Time Off  
I intend to take a week (7.25 hours) off in late November/early December. I will confirm the date as soon as possible.

Whixall Parish Council Clerk  
Westmead  
2 Tilley Road  
Wem  
Shrewsbury  
Shropshire  
SY4 5HA

Date: 26th October 2023

Our Ref: 23/09879/ENF

Your Ref:

Dear Sir/ Madam,

## **TOWN AND COUNTRY PLANNING ACT 1990**

**CASE REFERENCE** 23/09879/ENF

**PLANNING ENQUIRY:** Alleged breach of planning decision 21/02820/TEL -  
work in progress without permission.

**LOCATION:** Land Adj Ryefields, Whixall, Whitchurch, Shropshire,  
SY13 2RZ.

We are writing with regards to your recent communications in relation to the alleged unauthorised works to install a telecommunications mast in Whixall.

As you are aware there was a submission to planning by the company under application 21/02820/TEL with regards to the proposed works. Telecommunications companies have extensive permitted development rights for development, but need to inform Local Planning Authorities of the intention, which is the application, and we have a strict 56 day determination period to inform them of our opinion.

Whilst the decision issued by the LPA on the 30<sup>th</sup> July 2021 was that prior approval was required and this was refused, as this decision was made outside of the 56 days, the telecommunications company gain consent by default.

As such, the works to install the mast are not as they first appear a breach of planning control, but are works under permitted development and as such we cannot intervene to prevent the installation from occurring.



We note that this outcome will be disappointing and we apologise for any confusion. We have sought since this time to implement changes to how these matters are now handled to address the issue and prevent other such occurrences.

Yours faithfully

A handwritten signature in black ink that reads "Tabitha Lythe". The signature is written in a cursive style with a large initial 'T' and a distinct 'L'.

Tabitha Lythe  
Planning and Development Services Manager  
Development Management, Planning Enforcement, Planning Services, Shropshire  
Council, PO Box 4826, Shrewsbury, SY1 9LJ  
Email: [PlanningEnforcement@Shropshire.gov.uk](mailto:PlanningEnforcement@Shropshire.gov.uk)  
Tel: 01743 258704

## Whixall Parish Council

<b>Balance per Bank statements as at 31 October 2023</b>		
Current Account (Unity Trust)	£ 523.37	
Savings Account (Unity Trust)	£ 21,196.40	
		£ 21,719.77
<u>Less: any un-presented cheques/unclaimed DDs etc.</u>		
		£ -
<b>Net Bank balances</b>		<b>£ 21,719.77</b>
<b>Balance per Cashbook 31 October 2023</b>		
Opening Balance	£ 12,760.61	
Add: Receipts in the year to date	£ 13,823.81	
Less: Payments in the year to date	£ 4,864.65	
		<b>£ 21,719.77</b>

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:** 31/10/2023

**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

Our new Online Banking is now available for everyone to use, giving you benefits like a refreshed new look, with simpler navigation. Finding your way around on a desktop or mobile phone is easier than ever.



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**

## 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
30/09/2023		Balance brought forward	£0.00	£0.00	£1,202.08
16/10/2023	Faster Payment Debit	B/P to: AJ Roberts	£297.21	£0.00	£904.87
16/10/2023	Faster Payment Debit	B/P to: SJF Design Print	£122.00	£0.00	£782.87
16/10/2023	Faster Payment Debit	B/P to: AJ Roberts	£7.65	£0.00	£775.22

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Statement number 057

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

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Your Current T1 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
16/10/2023	Faster Payment Debit	B/P to: HMRC Cumbernauld	£145.60	£0.00	£629.62
19/10/2023	Direct Debit	Direct Debit (GOCARDLESS)	£23.99	£0.00	£605.63
23/10/2023	Direct Debit	Direct Debit (GOCARDLESS)	£23.99	£0.00	£581.64
27/10/2023	Direct Debit	Direct Debit (NEST)	£58.27	£0.00	£523.37

## **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.**

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

**Date:** 31/10/2023

**Account Name:** Whixall Parish Council

**Swift Code (BIC):** NWBKGB2L

**IBAN Number:** GB93NWBK60023571418024

**Sort Code:** 608301

**Account Number:** 20423120

Our new Online Banking is now available for everyone to use, giving you benefits like a refreshed new look, with simpler navigation. Finding your way around on a desktop or mobile phone is easier than ever.

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** 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
30/09/2023		Balance brought forward	£0.00	£0.00	£21,196.40

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Statement number 043

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

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**WHIXALL PC RECEIPTS & PAYMENTS 2023/24**  
**Quarters 1&2 (April - Sept 2023)**

**Report Date: October 2023**

<b>Receipts</b>	<b>£</b>	<b>£</b>
Precept		11,801.00
Bank Interest		220.10
Grants & Donations		-
HM Customs & Excise VAT Refunds		-
Other		1,802.71
<b>Total</b>		<b>13,823.81</b>

CIL/Neighbourhood Fund

<b>Payments</b>	
Staff costs	2579.50
Council Administration	308.00
Room Hire	0.00
Training	0.00
Grass Cutting	32.51
Marlot	174.62
Assets	239.97
Insurance	358.94
Chairman's Fund	0.00
Affiliations	414.42
VAT (to be reclaimed)	77.98
Events	0.00
<b>Total</b>	<b>4185.94</b>

Surplus to date	<b>9,637.87</b>
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<b>Balance as at 31st March 2022</b>	£12,760.61
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Add Surplus for year	£9,637.87
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<b>Current Balance</b>	<b>£22,398.48</b>
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## Detailed Information

### 1. Budgets and Spend

Budget Description	Current Budget Value	Spend to date	Working budget balance (WBB)
Staff costs	5562.00	2579.50	2982.50
Council Administration	690.00	308.00	382.00
Room Hire	334.00	0.00	334.00
Training	220.00	0.00	220.00
Grass Cutting	1650.00	32.51	1617.49
Marlot	438.00	174.62	263.38
Insurance	362.00	358.94	3.06
Chairman's Fund	440.00	0.00	440.00
Affiliations	587.00	414.42	172.58
Events	440.00	0.00	440.00
	<u>10723.00</u>	<u>3867.99</u>	<u>6855.01</u>

### 3. Spend from Reserves

E/M Office Equipment	56.65	Laminator
E/M Office Equipment	183.32	Printer
Total from reserves	<u>239.97</u>	

### 2. Earmarked Reserves and Ringfenced Fu

Heading	Type
Office equipment	EM
Marlot management Plan	EM
Elections	EM
Lawnmower replacement	EM
Painting and maintenance	EM
Hollinwood Table/bench	EM
Marlot Action Plan	EM
Connexus Grant (Marlot)	Ringfenced
CIL Neighbourhood Fund	Ringfenced
<b>Earmarked Reserves Total</b>	

### 4. General Reserve at 30/6/23

Balance at 30/6/23	£22,398.48
Working Budget Balance	
EM/RF Reserves	
General reserve level	<u>£7,943.00</u>



inding

£172.51  
£519.33  
£1,132.00  
£340.00  
£867.00  
£308.00  
£200.00  
£125.00  
£3,936.63  
£7,600.47

<u>Sense check (for clerk's use only)</u>	
current balance	£ 22,398.48
WBB	£ 6,855.01
EM/RF	£7,600.47
Gen	£7,943.00
Total	£ 22,398.48 should be green should match bank

£6,855.01  
£7,600.47