

Whixall Parish Council



Chairman: Med Evans

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 9th July 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: 2nd July 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 14th May 2025**
- 5. Reports**
Shropshire Councillors; Parish Councillors and Clerk
- 6. Parish Matters**
 - a. Marlot
 - i. To receive a verbal report from the Marlot Liaison Group.
 - ii. To receive activity report
 - iii. To agree amendment and reprint of promotional leaflet
 - b. Hollinwood Green – to receive activity report
 - c. St Mary's Churchyard - to agree the Council's response (report circulated)
- 7. Council Administration**
 - a. Terms of Reference – to agree
 - b. Training – to agree training needs (information circulated)
 - c. Previous Councillors
- 8. Shropshire Council**
 - a. To agree response to the call for information.
 - b. Correspondence received:
 - i. Shropshire Together Conference 25th July.
 - ii. Post-Election Survey
- 9. Planning**
 - a. To receive planning applications from Shropshire Council
 - [25/02033/FUL](#) Southern Ash Gilberts Lane, SY13 2PR
Proposed single storey side/rear extensions, rebuilding of first floor, installation of a new sewage treatment plant and associated soakaway.
 - [25/02059/FUL](#) Whistle Stop, Ossage Lane, SY13 2QB
Erection of a storage shed for two steam engines.

- b. To note planning decisions made by Shropshire Council – none received

10. Finance

- a. To receive Monthly Balance Record and reconciliation (circulated)
 b. To consider a request for a donation from D Daniel (report circulated).
 c. To resolve to approve outstanding invoices and payments

Recipient	Reason for Payment	Amount	Reference
Payments Taken Before the Meeting			
Hugo Fox	Website June	11.99	20.25DD
HMRC	PAYE June	84.80	21.25
A Roberts	June Salary	339.03	22.25
NEST	Pension Contributions	84.28	23.25DD
Unity Bank	Service Charge	6.00	24.25DD
Payments to be Approved			
M Spenser	Fuel Hollinwood Green	6.72	25.25DD
HMRC	PAYE July	84.80	26.25
A Roberts	July Salary (June hours)	339.03	27.25
A Roberts	Expenses (May and June)	75.40	28.25
NEST	Pension Contributions July	84.28	29.25DD
Unity Bank	Service Charge July	6.00	30.25DD
M Spenser	Fuel Marlot	tbc	31.25

11. Items for Next Agenda

To enable Councillors to bring forward items for the September 2025 meeting agenda.



Whixall Parish Council

Chairman: Med Evans

Minutes of the Annual Parish Council Meeting held on 14th May 2025
at Whixall Social Centre starting at 7.30pm

Present

Councillors M Evans (Chair), SJ Lamb, J Hawkes, I Mercer, C Weedall, J Spenser, C Schup, P Rodenhurst.

Unitary Councillors G Groves, A Holford

Clerk A Roberts

Other Organisations 1 **Members of the Public:** 2

36/25 To elect the Chair of the Council and receive their signed declaration of office.

Resolved: Cllr Evans is elected as Chair of the Council.

Cllr Evans duly signed his acceptance of office form and took the chair.

37/25 Apologies for absence

None

38/25 Public Session

Cllr Groves and Cllr Holford introduced themselves as the new Shropshire Councillors for Wem Ward.

WPC Sarah Parker attended to learn of any crime prevention issues.

The question of reinstating the senior citizen's Christmas parties was raised.

39/25 To Co-opt Members of the Council and receive their signed declarations of office.

Resolved: To co-opt the following onto the Council:

Mark Clorley, Ian Mercer, Chris Schup, Claire Weedall, Jennifer Spenser, Philip Rodenhurst.

Ian Mercer, Chris Schup, Claire Weedall, Jennifer Spenser and Philip Rodenhurst duly signed their declaration of interest forms and joined the meeting.

40/25 To elect the Vice Chair of the Council and receive their signed declaration of office

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

Cllr Mercer duly signed his acceptance of office form.

41/25 Declaration of Disclosable Pecuniary or any other interests or requests for dispensations

None declared

42/25 To agree Councillor appointments

Resolved: To make the following appointments:

Personnel Committee – Cllr Evans, Cllr Mercer, Cllr Rodenhurst

Flood Liaison Representative – Cllr Hawkes
 Marlot Liaison Group – Cllr Spenser, Cllr Lamb and Cllr Schup
 Area Committee Representatives – Cllr Weedall, Cllr Hawke
 Banking Signatories – Cllr Evans, Cllr Mercer, Cllr Schup
 Internal Control checks – Cllr Hawkes

Resolved: That existing signatories may be asked to authorise payments agreed by Full Council until the new signatories are in place.

43/25 Council Policies (circulated)

Resolved: The following policies are reapproved:
 Standing Orders, Financial Regulations, GDPR Policies, Health & Safety Policy, Complaints Policy, Scheme of Delegation.

44/25 Assets

- a. To Review the Asset Register
 The asset register was reviewed and its contents noted
- b. To agree asset inspections regime

Resolved: Inspections will be carried out as follows:

War Memorial (twice yearly) – Clerk
 Old Burial Ground (annually) – Cllr Schup
 Moss Cottages Field (annually) – Cllr Lamb
 Telephone Kiosk – Cllr Rodenhurst
 Hollinwood Common bench – Cllr Spenser
 Noticeboards (ongoing) – Clerk
 Marlot (annually) – Marlot Conservation Group to be asked to confirm condition and safekeeping of machinery and benches and tables on site. Other maintenance information will be gained from the monthly reports.

45/25 To Confirm Administrative Arrangements for 2025-26

Members noted the arrangements for insurance, subscriptions and regular / direct debit payments for 2025-26.

46/25 Accounts 2024-25 (circulated)

- a. **Resolved:** To approve the accounts for 2024-25.
- b. **Resolved:** To Certify as exempt from the Limited Assurance Review.
- c. The contents of the internal audit report were noted.
- d. **Resolved:** To approve the effectiveness of internal control (Financial Regulations Review) and sign the Annual Governance Statement (Section 1 of Annual Governance and Accountability Return 2023/24).
- e. **Resolved:** To approve Accounting Statements (Section 2 of Annual Governance and Accountability Return 2023/24).

Cllr Mercer gave his thanks to Graham Murphy for his work on the internal audit.

47/25 To approve the minutes of the Parish Council Meeting held on 9th April 2025

Resolved: to approve as a correct record the minutes of the ordinary meeting of the Parish Council held on 9th April 2025. They were duly signed by the Chair.

Cllr Mercer gave his thanks to former Shropshire Councillors, Edward Towers and Peter Broomhall, for their work over the previous four years.

48/25 Reports

The Clerk gave a verbal report which was noted.

49/25 Parish Matters

- a. The content of the Marlot activity report were noted.
- b. The clerk gave a verbal update on planning for the Annual Parish Meeting

50/25 Correspondence Received – to agree responses.

- a. St Mary's PCC re. Graveyard Capacity

Resolved: to defer this matter to the next ordinary meeting of the Council to allow the Clerk to establish further information.

- b. Whixall Social Centre Committee re Boundaries
After some discussion the Council

Resolved: to acknowledge that the land under the Social Centre bar and between the bar and the road were transferred to the Social Centre Trustees in 1980 and are not Parish Council land and to take the following actions:

1. To work with the Social Centre Committee to review the boundary maintenance agreement.
2. To update the Asset Register to reflect the change in land under Council ownership
3. To ask the Social Centre committee to gain confirmation that no further work is required in relation to the mistake in the July 1980 conveyance.

51/25 Planning

- a. To receive planning applications from Shropshire Council

25/01284/FUL Erection of a rear garden room, 6 Hollinwood, SY13 2NW

After a discussion regarding the level of detail in the application it was:

Resolved: to respond saying that the application contains insufficient information for the PC to comment.

- b. To receive planning decisions from Shropshire Council – none received

52/25 Finance

- a. Monthly Balance Record and reconciliation
The monthly balance record and reconciliation were noted.
- b. Outstanding invoices and payments.

Resolved: The outstanding accounts should be paid and the payment transactions authorised by two approved signatories.

53/25 Future Meetings

- a. Date of Next Meeting
The meeting scheduled for 9th July was noted.

- b. Dates of Future Council Meetings
Members noted that meetings will be held on the following dates:

9 th July	10 th September	8 th October	12 th November	14 th January
11 th February	11 th March	15 th April	13 th May	

The meeting ended at 20.52



add PC logo

WELCOME TO
 THE MARL ALLOTMENT
 (THE MARLOT)
 LOCAL NATURE RESERVE

QR link to Marlot
Web pages on PC
website



NEAR ROUNDTORN BRIDGE,
 CANALSIDE, WHIXALL, SY13 2PH
 WHAT3WORDS: PORT.FELL.CAPTIONS

THE MARLOT PAST & PRESENT

This six-acre MARL ALLOTMENT or THE MARLOT as it is historically known, is a very rare example of 'common land'. In the early 1800's the majority of land in England was enclosed by wealthy landowners, but THE MARLOT survived intact as common land.



The Common Registration Act of 1965 placed any remaining areas of common land under the protection of local authorities. Whixall Parish Council took legal ownership of THE MARLOT in 1975.



Up until WWII, THE MARLOT was used for rough grazing of stock and for digging up the agriculturally valuable mineral resource of marl, a crumbly limestone clay. Marl was spread as a fertiliser on poor ground on the edge of Whixall Moss. The clay may also have been used to line the adjacent canal, which may explain why there are so many depressions in the ground.

The use of marl as a fertiliser was no longer practised in the area; the common land became overgrown, neglected and sadly afflicted by the dumping of scrap metals, glass and general household rubbish.



In 2000, Whixall Parish Council secured Countryside Stewardship funding to undertake clearance work to remove dumped materials, managed the trees and undergrowth, clear pathways and maintain the ponds.

VOLUNTEERING

We are looking for volunteers to help out at THE MARLOT.

No experience is needed, just a love of nature and the willingness to get stuck into a variety of tasks.

Tasks vary from weeding, grass cutting, pond management, clearing undergrowth, tree and brush cutting.

No matter if you can only give an hour of your time or a full day, all and any help is welcomed. And its fun!

THE MARLOT CONSERVATION GROUP will provide all personal protective equipment and assorted tools for each task.

Health and Safety is paramount and associated training and safety briefs are given prior to each individual task to be undertaken.

For further details:
Please email the
Whixall Parish Clerk
on

clerk.whixallpc@hotmail.co.uk
change email address



THE WOODLAND AREA

Walk through the cool and dappled woodland of THE MARLOT. The understorey is mainly bramble scrub, but wild garlic and British bluebells carpet THE MARLOT in the spring.



Nest boxes and bat roost boxes have been installed around the site. Currently *Natural England* staff and volunteers, under supervision, monitor their occupation as part of a wider nest box scheme across the whole of the Mosses NNR.



Take a rest break at the pond terrace just at the edge of the woodland. Look out to the ponds and enjoy the view and peaceful surroundings.



In 2006, the Whixall Environmental Group, now formally known as THE MARLOT CONSERVATION GROUP

(MCG) was created to continue the work and manage the site for the enhancement of biodiversity and the enjoyment of the local community. The Group has been made up of local volunteers giving their own time on THE MARLOT.



On walking around the site, it soon becomes apparent that the special value of THE MARLOT as a conservation area lies in the very close proximity of a number of markedly different habitats, including broad-leaved woodland, dense scrub, grassland areas and ponds.

PLEASE SEE MAP ON BACK.



In 2020, it was decided by *Whixall Parish Council* to elevate the status of THE MARLOT in order to promote its existence and use by the local community, wildlife organisations and the wider general public. Work commenced on the application process to achieve Local Nature Reserve status. A comprehensive management plan was developed by the MCG and *Whixall Parish Council* and submitted to *Natural England* for approval. Local Nature Reserve status was awarded to THE MARLOT on 10th December 2021.

THE POND AREA

The historical digging of Marl for fertiliser and other uses has produced numerous man-made ponds of different sizes and depths at THE MARLOT. Considerable work was undertaken in 2012 to establish the main pond area.



Take a walk around the pond area and you will be surprised by the different flora and fauna that has populated this part of THE MARLOT. Numerous reed mace (bull rushes) and horse's tails cover the ponds - some so thick that you cannot see the pond, so regular maintenance is required.



The ponds are home to the protected great crested newts as well as smooth newts. Frogs and toads also frequent the ponds. Dragonflies and damselflies can be seen in abundance darting in and around the pond plant life. The rare white-legged damselfly is a regular summer visitor.

Newt surveys are conducted from early April to mid July. Licenced experts lay newt traps and all records are provided to *Natural England* and *Shropshire Wildlife Trust*. There are habitat piles everywhere on site to provide refuge for amphibians and other wildlife.



THE MEADOWS

THE MARLOT has two linked meadow areas - which we call the Front and Back Meadows. Take a leisurely walk around the front meadow and look out for the many varieties of butterflies. Stop off at the picnic table for a rest and take in the tranquil and quiet surroundings.



The meadows support a wide variety of wildflowers such as the Common Spotted Orchid, Devil's-bit Scabious, common knapweed and the abundant Rosebay Willow herb in all its purple glory.

Control of re-generated willow growth presents the biggest challenge to the MCG. Work is in place to remove as much as possible to enable more wildflower growth.



Look out for the patch of Creeping Willow (ring fenced for protection). A nationally rare plant species and found at only a handful of sites in North Shropshire.

9.7.25

Agenda Item 6b

Whixall Parish Council (PC)

Hollinwood Green

Voluntary hours spent 1st April - 30th June 2025

Date 2025	Number of	Total hours worked	Description of work	General comments (e.g.equipment used)
2nd Quarter			All work done by Martin Spenser (MS) except where stated	
9-Apr	1	1h. 45min.	Mow grass, fill builders' bag; receive complaint	MS with PC machine
10-Apr	1	1h.15mins.	Trim back overhanging apple tree branches, bag up; take 2 builders' bags to Council tip	MS with own hand tools and transport
23-Apr	1	45 mins.	Strim round posts, edges and tree trunks	MS with own machine
23-Apr	2	40 mins.	Collect and dispose of dead heads on daffodils	Jen Spenser and Nishka Spensei
23-Apr	1	2h. 25min.	Mow grass, fill builders' bags, take 2 bags to Council tip	MS with PC machine and own transport
3-May	1	2 hrs.	Mow grass on lower cut, fill builders' bags	PC machine
4-May	1	1h.30mins.	Decant cuttings into manageable quantities and take 4 bags to Council tip	MS with own transport
26-May	1	45 mins.	Strim lawn edges and daffodil strip	PC brushcutter
26-May	1	1 hr.	Mow grass, place cuttings into builders' bag	PC machine
28-May	1	2h.15mins.	Rake up strimmings, finish mowing, dispose of cuttings in 1 builders' bag and 2 neighbours' wheelie bins	MS with PC mower and own hand tools
1-Jun	1	30 mins.	Take bag of cuttings to Council tip	MS with own transport
9-Jun	1	1h.30mins.	Mow grass, fill 1 builders' bag	PC machine
10-Jun	1	40 mins.	Decant cuttings into 3 neighbours' wheelie bins	
27-Jun	1	40 mins.	Strim round posts, edges and tree trunks	PC brushcutter

St Mary's Churchyard Report

Introduction

In April 2025, the Parish Council received a message from the Parochial Church Council (PCC) of St Mary's, Whixall:

"This is a formal notification to the Parish Council. I am writing on behalf of the PCC of St Mary's Whixall. There are now fewer than 15 spaces left in the churchyard. The average burial rate at the church in recent years is approximately five per year. Further burials will soon be impossible."

— Secretary, St Mary's Church PCC

The Clerk has since received confirmation that was an informal advance notice and not a formal start to the closure process. So, the Parish Council does not need to take any immediate action.

Advice from NALC

If the Churchyard closes, this may have an impact on the Parish Council. The National Association of Local Councils (NALC) has provided legal advice relating to Closed Churchyards. This is attached for information and future reference.

Observations

Even though the message called itself 'formal', it has now been clarified as an informal notice. This kind of early communication is encouraged so councils have time to prepare. No action is required right now, but the Parish Council should stay in contact with the PCC.

Recommendations

1. The Parish Council should note the content of the correspondence.
2. A response to the PCC should:
 - a. Confirm that the Parish Council has received the message and would like to updated annually on the remaining number of graves in the Churchyard.
 - b. Ask if the PCC has considered moving the oldest gravestones to make more space for future burials.

A Roberts (Clerk)
30.6.2025

Closed churchyards and disused burial grounds

This advice note was written by our in-house solicitors and last updated on 29 November 2021.

The information and commentary in the note do not constitute legal advice for any individual case or matter. For specific advice on your circumstances, we strongly encourage you to seek tailored legal advice

Introduction

This advice note deals with the law relating to closed churchyards and disused burial grounds. A closed churchyard is a churchyard belonging (but not necessarily physically attached) to a parish or cathedral church of the Church of England which has been formally closed by an Order in Council made by the Privy Council. A disused burial ground is a place used, or intended to be used, for burial purposes by any other person or body and which is no longer used for such purposes (and may include a closed churchyard). "Consecrated" means consecrated in accordance with the rites of the Church of England.

The Church in Wales was disestablished in 1914. The law in Wales in relation to closed churchyards differs from that in England and is dealt with separately in the paragraphs below.

The closure of a churchyard (England only)

Under common law, a parishioner (a person resident in a parish or a person who dies there) has a legal right to be buried in the Church of England parish churchyard regardless of religious belief or lack of belief. When a churchyard becomes full, it is necessary for this right to be restricted or rescinded. Accordingly, under s. 1 of the Burial Act 1853, the Privy Council may make an Order in Council to close a churchyard for burial subject to any exceptions specified in the Order. An Order must be sought from the Ministry of Justice. The grounds for making an Order are:

- That further burials would constitute a public health risk.
- That further burials would be contrary to decency.
- That burials should be discontinued for the prevention or mitigation of nuisance.
- There is no proper room for new graves.

Closure by Order in Council does not remove the legal effects of consecration. A churchyard closed by Order in Council may still be used for the interment of ashes provided that no human remains are disturbed. If the Order permits, it may also be possible for further burials to take place in specified areas.

Responsibility for the maintenance of a closed churchyard

Once a churchyard is closed, responsibility for maintenance falls on the parochial church council ("PCC") for the parish in which the churchyard lies (s.215(1) of the

Local Government Act 1972 (“the 1972 Act”). The PCC is required to keep the churchyard in decent order and its walls and fences (including gates) in good repair.

By virtue of s.215(2) of the 1972 Act, a PCC may at any time serve a written request on the local council or, in a parish without a council, on the chair of the parish meeting, to take over the maintenance of the churchyard. Subject to s. 215 (3) of the 1972 Act, the council or meeting takes over the maintenance three months after the service of the request.

Within the three-month period referred to above, the council or the meeting can pass on the maintenance responsibility to the district council. The mechanism by which they can do that is by passing a resolution and then giving written notice of that resolution to the district council and to the PCC. At the expiry of the three months, the district council must take over the maintenance. If the three-month period expires without the parish council having made such a resolution, the district council can no longer be required to take over the maintenance of the churchyard, although it has the power to enter into an agreement to do so pursuant to s.101 of the LGA 1972. Additionally (or alternatively), the district council has the power to make a financial contribution to the parish council towards the cost of maintenance pursuant to s. 214 (6) of the 1972 Act.

Whilst the statutory minimum period of notice under s.215(2) of the 1972 Act is three months, longer notice is usually given in practice with at least twelve months’ informal notice of the intention to serve the three months’ statutory notice recommended in Church of England guidance. Such notice enables the relevant local authority to budget and precept for any necessary expenditure. The onus is on the PCC to ensure that the churchyard is in decent order and its walls and fences are in good repair before responsibility passes to the parish council or chair of the parish meeting.

If a parish council or chair of a parish meeting is asked whether formally or informally, to take over maintenance of a closed churchyard, a request should always be made to see the relevant Order in Council. It sometimes happens that the churchyard in question, although no longer used for burials, has not been formally closed. In such a case, the parish council/ chair of the parish meeting is not obliged to take over responsibility.

If a formal request is received from the PCC, there are advantages and disadvantages in resolving to hand on responsibility to the district council or county council. The advantages may include:

- The parish council/parish meeting has no management responsibility for the upkeep of the churchyard
- The parish council/parish meeting does not have to use its own financial resources for maintenance.
- The parish council/parish meeting does not have to employ staff or contractors to carry out maintenance work.

Some disadvantages may be:

- The district council/county council may (and probably will) treat the expense of maintenance of the churchyard as a “special expense” under section 35 of the

Local Government Finance Act 1992 chargeable only on the council taxpayers of the parish.

- The cost of maintenance by the district council may be higher than that which the parish council/parish meeting would incur.
- The standards and policies of the district council in relation to the upkeep of the churchyard may not be to the liking of the parish authority or to the local inhabitants.

The standard of maintenance for a closed churchyard

There is no statutory guidance on the appropriate standard to which a closed churchyard should be maintained. Advice on the appropriate standard given in a nineteenth-century guide for churchwardens provides as follows: "... to see that the churchyard is kept in a decent and fitting manner, that is cleared of all rubbish, muck, thorns, shrubs and anything else that may annoy parishioners when they come into it ..."

Responsibility for maintenance includes the maintenance of paths which cross a churchyard up to the standard of "decent order" as well as cultivated and uncultivated areas. It is unclear whether the duty to maintain a churchyard in decent order extends to a requirement to ensure that tombstones and memorials do not present a danger to the public. The obligation to maintain memorials is likely to extend to a duty to ensure that they do not topple over. Councils need to ensure that reasonable steps are taken to ensure the health and safety of employees working in churchyards pursuant to their duties under s.2 of the Health and Safety at Work Act 1974. Their duties may well extend to ensuring that tombstones and memorials do not present a hazard.

Under s.51 (1) of the Ecclesiastical Jurisdiction and Care of Churches Measure 2018, the powers, duties, and liabilities of a PCC in relation to the care and maintenance of a churchyard which it is liable to maintain apply to trees in the churchyard and any proposed to be planted there.

Responsibility extends to the repair of walls and fences. Often, walls, railings and gates are listed under the Planning (Listed Buildings and Conservation Areas) Act 1990 as being of historic or architectural interest. Consequently, the cost of repairs and maintenance is likely to be high.

The ordinary maintenance of monuments and tombstones is not the responsibility of the PCC or the local authority but of the owners, who are usually the heirs of the persons commemorated. Where the heirs or other owners cannot be traced, the PCC or local authority will have to take responsibility for dealing with dangerous monuments since safety is part of keeping a closed churchyard in decent order. The removal of monuments, whether dangerous or not, requires the consent of the Church of England authorities (usually in the form of a faculty).

Responsibility for the churchyard does not include responsibility for any church, chapel, or other building (such as a shed) in or adjacent to the churchyard. The responsibility does not include an obligation to undertake improvements to the churchyard.

Whilst responsible for maintenance, the parish council or chair of the parish meeting is not the owner or tenant of the churchyard. It cannot therefore prevent the incumbent and the PCC from exercising their powers over the churchyard (e.g. to allow the interment of cremated remains).

Closed churchyards in Wales

The position in Wales differs from that in England because the Church in Wales is not the established church. The procedure under s.215 (2) of the 1972 Act does not apply in Wales. Strictly speaking, that procedure applies to areas not subject to the Welsh Church Act 1914. NALC understands that a small number of parishes in England are subject to that Act, and a similarly small number of parishes in Wales are not. Parish and community councils in areas along or close to the border between England and Wales are advised to check the position if and when they consider the matter of closed churchyard.

In Wales, therefore, a community council cannot be put under an obligation to undertake the maintenance of a closed churchyard of the Church in Wales.

Disused burial grounds

A burial authority (for the purposes of this Note a parish or community council and a parish meeting) has a general power under s.214 of the LGA 1972 to contribute towards the expenses incurred by any other person in providing or maintaining a cemetery in which the inhabitants of the authority's area may be interred. S.214 gives a general power to help financially with the maintenance etc. of a cemetery where local people have been, or will be, interred; the word "cemetery" being defined in s.214 to include a burial ground or any other place for the interment of the dead.

Under s.6 of the Open Spaces Act 1906 ("the 1906 Act"), the owner of a disused burial ground may dispose of it (by conveyance of the freehold or by the grant of a lease) to a local authority (parish or community council, but not the parish trustees of a parish meeting) or may make an agreement with a local council for the purpose of providing public access to the ground. Whilst it is very rare (and perhaps unprecedented) for a Church of England closed churchyard to be transferred under s.6, it is not unknown for a burial ground of another denomination to be so transferred, particularly where the ground is vested in local trustees, and the burden of maintenance has become too much for them. There is a corresponding power in s.9 of the 1906 Act to acquire a disused burial ground for use as a public open space.

S.11 of the 1906 Act provides that a local council may not use a consecrated burial ground for open space purposes without the license or faculty of a bishop. No games or sports are permitted in a disused burial ground without a licence or faculty from a bishop or, in the case of an unconsecrated ground, without the permission of the relevant person or body from whom the council acquired the freehold, the leasehold or management. The section also lays down detailed rules about the removal of tombstones and monuments in cases where the local council wishes to clear the ground, wholly or partly, to provide an open area for public recreation. In essence, the rules provide for public notice to be given by advertisement so that interested

persons are made aware of what is proposed and can make representations to the council.

Under s.239 of the Town and Country Planning Act 1990, any land consisting of a burial ground (whether disused or not) acquired by a local authority (defined, so far as is relevant to this Note, as a precepting authority so also including the chair of a parish meeting) may be used in any manner in accordance with planning permission, notwithstanding any enactment relating to burial grounds or to any obligation or restriction imposed by ecclesiastical law or otherwise, but subject to compliance with prescribed rules relating to the removal and reinterment of human remains. The relevant rules are the Town and Country Planning (Churches, Places or Religious Worship and Burial Grounds) Regulations 1950. In essence, the Regulations are similar to the provisions in s.11 of the 1906 Act described above but are more elaborate because of the need to cover both the removal and reinterment of human remains.

Generally speaking, the erection of buildings in a disused burial ground is prohibited under the Disused Burial Grounds Act 1884. In relation to closed churchyards and disused burial grounds of the Church of England, authority is given by the Pastoral Measure 1983 to allow such land to be used for other purposes, including the erection of buildings, usually in connection with a church redundancy scheme. The Disused Burial Grounds (Amendment) Act 1981 gives authority to other churches and religious bodies to utilise their disused burial grounds for the erection of buildings, provided that either no interments have ever taken place there or, if there have been burials within the previous 50 years, the descendants of the deceased persons do not object. As with s.11 of the 1906 Act and the Planning Regulations 1950 (see above), public notice by way of advertisement is required, and disinterred remains must be decently reinterred.

Council Representatives on the Marlot Liaison Group Meeting Frequency to be agreed by members.	
1.	<p>Purpose of the Group The Marlot Liaison Group brings together key stakeholders involved in the care and management of the Marlot LNR. The main parties are the parish council (landowner) and Marlot Conservation Group, a non-incorporated volunteer group who manage the site. The group exists to ensure that the Marlot is well-managed on behalf of local residents.</p> <p>The purpose of appointing councillors to this group is to make sure the Parish Council is able to contribute to discussions about the overall management of the Marlot. Councillors will ensure the Council's views are represented and that there is a two-way flow of information and ideas between the MCG and the Council.</p>
2.	<p><u>Objectives of Councillor Representation</u></p> <ul style="list-style-type: none"> • Represent the Parish Council's views at Liaison Group meetings. • Report back to the Council, including any recommendations or actions the Council should consider taking. • Contribute to discussions and proposals that align with the Council's goals and policies. • Engage in positive communication between the Council and MCG
3.	<p><u>Responsibilities</u> Councillors appointed to the Marlot Liaison Group will:</p> <ul style="list-style-type: none"> • Attend meetings, or send apologies if they cannot attend. • Review relevant documents and prepare for meetings. • Provide regular updates to the Council about the Group's activities. • Ensure the Council's decisions or policies are communicated to the Group. • Work respectfully and collaboratively with others. <p>This group does not handle finances or make decisions, but may make recommendations. All decisions are made by the Council.</p>
4.	<p><u>Term of Appointment</u></p> <ul style="list-style-type: none"> • Councillors are appointed annually at the Council's Annual Meeting, or as decided by the Council.
5.	<p><u>Reporting and Accountability</u></p> <ul style="list-style-type: none"> • Councillors will provide an update to the Council after each Liaison Group meeting. • If Council is to be asked to make a formal decision, the Clerk must be asked to add it as an agenda item. • The liaison group is not a formal committee and as such does not follow the Council's meeting rules and procedures.
6.	<p><u>Support</u></p>

	<ul style="list-style-type: none"> • The Clerk will provide administrative support or advice as needed. • Councillors can request briefing materials or background information from the Clerk to assist in their role.
7.	<p>Review These Terms of Reference will be reviewed every four years or whenever changes are needed based on the Council's representation or the work of the Marlot Liaison Group.</p>

Council Representatives on the North Shropshire Area Committee

1.	<p><u>Purpose of the Committee</u> The North Shropshire Area Committee is a body which comprises representatives of all Town and Parish Councils in North Shropshire. It meets to share best practice and to receive presentations from key people whose work impacts local councils.</p> <p>The Committee meets 4 times each year.</p>
2.	<p><u>Objectives of Councillor Representation</u></p> <ul style="list-style-type: none"> • To represent the views and interests of the Council • To report back to the Council on matters discussed by the Group
3.	<p><u>Responsibilities</u></p> <ul style="list-style-type: none"> • Attend all scheduled meetings of the Group or send apologies • Read all relevant documents and prepare appropriately for meetings. • Provide regular feedback to the Council on the Group's activities. • Uphold principles of transparency, respect, and collaborative working in all interactions.
4.	<p><u>Term of Appointment</u></p> <ul style="list-style-type: none"> • Appointments are made annually at the Council's Annual General Meeting, or as otherwise determined by the Council.
5.	<p><u>Reporting and Accountability</u></p> <ul style="list-style-type: none"> • The representative will provide a written or verbal update to the Council following each committee meeting • Councillors must declare any conflicts of interest related to their role in the Group.
6.	<p><u>Support</u> None required</p>
7.	<p><u>Review</u> These Terms of Reference will be reviewed every four years or as required by changes in the Council's representation or the function of the Area Committee.</p>

Council Representatives on the Personnel Committee

1.	<p><u>Purpose of the Committee</u></p> <p>The Personnel Committee helps the Parish Council manage the employment and well-being of the Parish Clerk, the only staff member. The committee ensures that proper HR practices are followed, supports staffing matters, and advises the Council on staffing decisions.</p> <p>There is no fixed schedule for Personnel Committee meetings.</p>
2.	<p><u>Objectives of Councillor Representation</u></p> <ul style="list-style-type: none">• Provide guidance to the Council on matters related to the Parish Clerk's employment.• Assist with recruitment, training, performance reviews, and any disciplinary matters for the Parish Clerk.• Ensure the Parish Clerk's contract and working conditions meet legal standards and best practices.• Represent the Parish Council's views on staffing matters and make recommendations as needed.
3.	<p><u>Responsibilities</u></p> <ul style="list-style-type: none">• Oversee the recruitment and hiring process for the Parish Clerk• Conduct an annual performance review for the Parish Clerk• Ensure the Parish Clerk's employment follows relevant laws and Parish Council policies.• Recommend changes to the Parish Clerk's contract, salary, or conditions to the full Parish Council.• Advise on the Parish Clerk's well-being, training, and development needs.• Handle any disciplinary or grievance matters in line with Council policies, reporting findings to the full Council if needed.• Keep all personnel-related matters confidential
4.	<p><u>Term of Appointment</u></p> <ul style="list-style-type: none">• The Committee will have 3 members, including the Chair and Vice Chair of the Parish Council. Members are appointed annually at the Council's Annual General Meeting.
5.	<p><u>Reporting and Accountability</u></p> <ul style="list-style-type: none">• The Personnel Committee will report to the full Parish Council after each meeting, updating on staffing matters, performance reviews, recruitment, and any decisions made.• Minutes of the meetings will be presented at the next Parish Council meeting for approval.• The Committee is accountable to the full Parish Council and follows the Council's rules and procedures including declaration of interests.
6.	<p><u>Support</u></p> <ul style="list-style-type: none">• The Clerk will provide administrative support as required.• The Committee may seek external HR advice or help when needed, especially for complex employment matters.
7.	<p><u>Review</u></p> <p>These Terms of Reference will be reviewed every four years or as needed, depending on changes in staffing, employment law, or Council requirements.</p>

Flood Liaison Representative

1.	<p><u>Purpose</u> The Flood Liaison Representative acts as a liaison between the Parish Council, local residents, and relevant authorities on flooding issues, ensuring effective communication and coordination to address flood risks and concerns in the community.</p>
2.	<p><u>Objectives of Councillor Representation</u></p> <ul style="list-style-type: none">• Represent local residents' concerns about flooding to the Parish Council.• Facilitate communication between the Council, residents, and external agencies (e.g., Environment Agency, County Council).• Raise awareness of flood risks and prevention measures within the community.•
3.	<p><u>Responsibilities</u></p> <ul style="list-style-type: none">• Provide updates on flooding matters at Council meetings.• Gather feedback from residents and communicate it to the Council and relevant bodies.• Promote flood prevention measures and emergency preparedness.• Advocate for necessary actions to address local flooding risks.•
4.	<p><u>Term of Appointment</u></p> <ul style="list-style-type: none">• The Flooding Representative is appointed annually at the Parish Council's Annual General Meeting.•
5.	<p><u>Reporting and Accountability</u></p> <ul style="list-style-type: none">• Report regularly to the Parish Council on flooding issues and actions.• Accountable to the full Parish Council and will follow its reporting procedures.•
6.	<p><u>Support</u></p> <ul style="list-style-type: none">• Administrative support from the Parish Clerk as needed.• Access to external advice from bodies such as the Environment Agency as needed.
7.	<p><u>Review</u> These Terms of Reference will be reviewed every four years or as needed.</p>

Councillor - Internal Control Checks

1.	<p><u>Purpose</u> The Councillor responsible for internal control checks ensures that the Parish Council's financial records and management are correct. This includes checking that bank statements and reconciliations match, and making sure all transactions have been approved by Full Council.</p>
2.	<p><u>Objectives of Councillor Representation</u></p> <ul style="list-style-type: none">• Make sure the Council's financial records are accurate and up to date.• Check that all transactions have been approved by the Full Council.• Confirm that the bank statements and reconciliations balance every month.
3.	<p><u>Responsibilities</u></p> <ul style="list-style-type: none">• Review the monthly bank statements and reconciliations to ensure they match.• Confirm that every financial transaction has been properly approved by the Council.• Report any problems or discrepancies to the Parish Council.• Ensure internal controls are followed and suggest improvements if needed.
4.	<p><u>Term of Appointment</u></p> <ul style="list-style-type: none">• The Councillor is appointed annually at the Parish Council's Annual General Meeting.
5.	<p><u>Reporting and Accountability</u></p> <ul style="list-style-type: none">• The Councillor will report to the Parish Council after each check, pointing out any issues found.• The Councillor is responsible to the Parish Council and will follow its reporting procedures.
6.	<p><u>Support</u></p> <ul style="list-style-type: none">• The Parish Clerk will provide support, including access to financial documents.• The Council can get external advice if needed.
7.	<p><u>Review</u> These Terms of Reference will be reviewed every four years or as needed.</p>

Training for Councillors – Report

Whixall Parish Council (WPC) recognises the importance of training for all councillors as part of maintaining a well-informed and effective council. According to the Council's Training Policy (Adopted May 2022), training helps ensure councillors understand and enjoy their roles while serving the community. This report outlines three upcoming training opportunities, and recommends that all councillors attend, regardless of how long they have served on the Council.

1. Fundamentals for Councillors

This course is ideal for new councillors but also serves as a valuable refresher for those who have served for some time. The course covers the basic duties, powers, and responsibilities of parish councillors and will help strengthen understanding of governance and decision-making within the local council framework.

Date: 8th September 2025. Format: Online. Cost: £40pp

2. Planning for Councillors

Wem Town Council aims to organise training on planning later this year, and will open places to neighbouring councils, including Whixall. This course will help councillors understand the planning process, policies, and how to respond to planning applications. It is particularly valuable in helping Councillors contribute to planning consultations.

Date: tbc Format: In-person. Cost tbc

3. Code of Conduct Training

The Council adopted the Local Government Association's Model Code of Conduct in March 2022. This Code sets out the principles of good conduct expected of councillors, such as acting with integrity, treating others with respect, and avoiding conflicts of interest. Training on the Code is essential to ensure councillors understand their responsibilities and act in line with public expectations. The Code explicitly states the obligation to undertake training (see Section 8.1 of the [adopted Code](#)).

Date: tbc Format: Online. Cost tbc

Recommendation

It is recommended that all councillors attend these training sessions. This aligns with the Council's Training Policy and supports high standards of conduct and effective community representation.

A Roberts

4 July 2025

Shropshire Council
Guildhall
Frankwell Quay
Shrewsbury
Shropshire SY3 8HQ

Date: 17th June 2025

Dear Town or Parish Council,

Further to the message sent earlier this month about Shropshire Council's intention to reset our relationship with Town and Parish Councils, I am writing to share with you the next step in that process: a more formal **Call for Information** and accompanying survey.

This marks a serious commitment to doing things differently. For too long, partnership working between Shropshire Council and Town and Parish Councils has not been what it should be. That must change.

We want to work more closely with you to deliver services more effectively, support local decision-making, and rebuild trust that we know has been eroded over the years.

The purpose of this survey is to help shape a new and long-term policy for joint working – one that acknowledges that no two communities are the same. What works for a sparse rural parish may not work for a large market town, and our future approach to working with communities across Shropshire must reflect that.

Submissions can come from your council collectively or from individual councillors or clerks. All contributions will be reviewed by the **Transformation and Improvement Overview Scrutiny Committee**, which I chair. We will use your views to make formal recommendations to Cabinet and Full Council by the end of 2025.

You can complete the survey online here, and find details of other ways to respond below: <https://www.surveymonkey.com/r/TownParishCouncilsJune25>

We would be grateful for responses by **Monday 18th August**.

We also want to hear about *quick wins* – ideas that could be trialled or implemented sooner. For instance, street scene and environmental maintenance are areas where some Town and Parish Councils may already feel ready to pilot new approaches.

If there are ways we can move ahead swiftly and to mutual benefit, please don't hesitate to get in touch now. We are open to new ideas, pilot schemes, and collaborative models that reflect the diversity of our county.

As my colleague Councillor Alex Wagner has mentioned in an earlier letter, we would in particular welcome your reflections on:

- How a new style of partnership should work in practice;
- Your experience engaging with Shropshire Council (e.g. planning, highways, developer levies, communications);
- Where things could improve;
- And which services might be better delivered locally—whether by your council, local providers, or in partnership with us.

We understand that not every community will want or be able to move at the same pace. That's why this is not a one-size-fits-all proposal, but a flexible and collaborative approach shaped around your circumstances.

This is not a tick-box exercise. We are serious about building something better – together. If you'd prefer to respond in a different format, a printable version of the survey is attached and can be returned to TellUs@shropshire.gov.uk or posted to:

Tell Us, Feedback and Insight Team

Shropshire Council
PO Box 4826
Shrewsbury
SY1 9LJ

Thank you for your time, your partnership, and your commitment to improving outcomes for the residents we all serve.

Yours faithfully,

David Minnery

Chair, Transformation and Improvement Overview Committee
Councillor for Market Drayton South Division





Call for Information: Town and Parish Councils

June 2025

The survey will be open for 2 months from mid-June 2025. An online version is available, but you can also use this Word version if more convenient. Email and postal return options are provided at the end of this document. The aim of the survey is to gather your views on:

- How the partnership between Shropshire Council and town and parish councils should work, and how we have an equal say in making our communities and services the best they can be.
- Your experiences engaging with Shropshire Council (e.g. highways, planning, developer levies, communications).
- Your thoughts on how we can improve and which services you believe could be better delivered locally either by Town and Parish Councils, using local providers, or in partnership with Shropshire Council.

Which town or parish council is your response on behalf of?

What position do you hold regarding the town or parish council?

- Councillor
- Clerk
- Another paid officer (e.g. treasurer)
- Other (please specify)

If you would like us to contact you for further conversations please provide a lead contact below:

Name	
Email	
Telephone	

Would your town or parish council be interested in working with us as part of early discussions and a pilot? (If yes please ensure contact details are included above).

- Yes
- No
- Don't know

1. Experiences of Shropshire Council

Overall, how would you describe your experience of working with Shropshire Council in the last 12 months?

- Very good
- Good
- Neither good nor poor
- Poor
- Very poor

How would you rate your experience (over the last 12 months) in relation to the following?

	Very good	Good	Neither good nor poor	Poor	Very poor	Don't know or not applicable
Community Infrastructure Levy (CIL) and Section 106 funding for local projects						
Communication with officers and members of Shropshire Council						
Working to solve local highway issues						
Dealing with finance and legal issues						

Please add any comments to explain below, particularly if you have selected poor or very poor.

2. Working together in the future

In which priority areas, linked to the work of town and parish councils, can Shropshire Council do better? (please select your top 3 priorities)

- Communication and engagement with town and parish councils
- Responding to highways and traffic/road safety issues
- Street scene and environmental maintenance
- Planning
- Community safety
- Housing
- Community green spaces and recreation (allotments, cemeteries, play areas, playing fields)
- Community buildings
- Libraries
- Rights of way
- Climate change and environment
- Youth support
- Other (please specify)

Considering the perspective of your residents and your council, how can Shropshire Council work better for you?

3. Services and Partnerships

Which services, roles and responsibilities, if any, do you feel could be better delivered by Town and Parish Councils rather than Shropshire Council?

Which current services, roles and responsibilities at either Parish or County level do you feel could be better delivered in partnership between both Councils?

Which current services, roles and responsibilities at Parish level could Shropshire Council assist in the delivery of?

Some town and parish councils have previously expressed some interest in discussing options for taking on services. What would make it easier for parishes to consider this?

We recognise the concerns you have raised about working together previously. Which of the following currently apply?

- Lack of capacity/ resources within your town or parish council
- The need for clarity concerning specific opportunities to work in partnership
- The need for specialist support and guidance from Shropshire Council
- Importance of forward planning to consider precepts and raising funds
- Other (please specify)

Thank you for completing this survey

How we will use the information you have provided

We will not share your data with any external third parties. Your information will be held securely, only shared internally where necessary. We comply with data protection laws concerning the protection of personal information, including the General Data Protection Regulation (GDPR). For more information on how information is held by Shropshire Council and your rights to gain access to the information we hold on you please see our corporate privacy policy at www.shropshire.gov.uk/privacy

Please return by email to: TellUs@shropshire.gov.uk

Post to:

Tell Us, Feedback and Insight Team
Shropshire Council
PO Box 4826
Shrewsbury
Shropshire
SY1 9LJ





Shropshire Together Conference

Friday 25th July 2025 – 9.00am – 3.30pm

Shrewsbury Town Football Club, Oteley Road, Shrewsbury

To help shape this new landscape together, SALC is hosting the **Shropshire Together Conference – Powering Local Service Through Partnership**. This event will be open to Councillors and Clerks to attend and will provide a platform to come together, get informed, and start building the future collaboratively.

Conference Outcomes:

- Clearer understanding of the opportunities and expectations
- Stronger links and collaboration between local councils
- A roadmap towards a **formal Partnership Agreement**
- Foundation for pilot initiatives and devolved models of service delivery

Programme

9.00am	Coffee & Registration
9.30am	<p>Why Bring the County Together</p> <p><i>Chris Mellings – Chief Officer</i> gives his thoughts on the valuable role that Parish & Town Councils make in Shropshire and how they and the Shropshire Association of Local Councils working together can play in shaping the future of local government in Shropshire</p>
10.15am	<p>The National Picture</p> <p><i>Justin Griggs -NALC's Head of Policy</i> gives a flavour of the devolution picture nationally and how it impacts on Parish Councils and why Shropshire Parish & Town Councils coming together now is critical</p>
11.00am	Tea Break
11.15am	<p>The Financial Reality</p> <p><i>Councillor Alex Wagner – Deputy Leader of Shropshire Council</i> details the financial challenges that the new administration faces and why it was important for him to reach out to all Parish & Town Councils to engage in more meaningful partnerships going forward</p>
12.00pm	<p>Learning From Others</p> <p><i>David Mears – Town Clerk of Bridgwater</i> tells the Somerset experience of service devolution to Parish & Town Councils and looks at how it has inspired the first tier of local government to become active leaders in their communities</p>
12.30pm	Lunch
1.00pm	<p>What does it mean for Clerks</p> <p><i>Helen Ball – Town Clerk of Shrewsbury and Vice-Chairman of the Society of Local Council Clerks</i> looks at the Clerks perspective. Having been a clerk to a small, medium and large parish council over her 28 year career in the local council sector she looks at how working together we can meet the challenges and create long term beneficial opportunities to shape local government</p>
1.30pm	<p>What does it mean for Councillors</p> <p><i>Councillor Dan Thomas (Mayor of Much Wenlock)</i> – looks at the councillors' perspective. How can the elected members, the closest to local people help to shape a new future and engage with residents</p>
2.00pm	<p>Developing the Shropshire Together Partnership Agreement</p> <p><i>Helen Ball & Clare Turner – Town Clerk & Deputy Town Clerk of Shrewsbury Town Council</i> - will facilitate an interactive workshop looking at developing a bottom up partnership agreement between Parish & Town Councils, Shropshire Council, Shropshire Association of Local Councils and the Shropshire Branch of the Society of Local Council Clerks to create a blueprint for a stronger and more resilient local government for Shropshire</p>
3.00pm	<p>Reflection of the Day with the Chairman of the Shropshire Association of Local Councils</p> <p>Councillor Rax Wickson – Chairman of the Shropshire Association of Local Councils & Councillor Heather Kidd – Leader of Shropshire Council give their reflections on Shropshire Together – Powering Services Through Partnership</p>



SERVING LOCAL COUNCILS IN SHROPSHIRE AND TELFORD & WREKIN
Affiliated to the National Association of Local Councils

Survey Post Elections for Town and Parish Councils, Shropshire 2025

Dear Town/Parish Councils,

Firstly, may we extend our thanks to the Clerks for your assistance during the recent elections. Thank you also to those who have given us feedback on the process.

We know the Elections Team are committed to enhancing the election process and already several areas have been identified for investigation to improve future elections.

SALC would therefore be grateful if you could spare some time to complete this short survey. We do of course recognise that legislation restricts what can be done in some areas. However, your feedback could provide an invaluable insight into areas that may not have previously been considered and will help us work collaboratively with the Elections Team to identify areas for improvement and ensure future election processes are as smooth and effective as possible.

Once responses are collated, we will arrange a face-to-face meeting with the Elections Team to discuss the findings and hear directly from them about lessons learned. We will then share a summary briefing with Clerks across the county.

We would much appreciate your response to alc@shropshire.gov.uk by Monday 14 July 2025.

Thank you again for your time and valuable input.

Best Wishes

Chris

Chris Mellings

Chief Officer – Shropshire Association of Local Councils (SALC)

Email: chris.mellings@shropshire.gov.uk

Telephone: 01743 252744

SALC Office, Riggs Hall, The Library, Castle Gates, Shrewsbury, Shropshire, SY1 6AS

www.alcshropshire.co.uk

Survey Questions

Please complete by deleting as required in bold below with any explanations. Questions are all optional as is the name of your Council.

Q1: Nomination Process

- How clear and accessible did you find the guidance provided for completing nomination forms? **Clear / Not Clear**
- Were there any issues with the receipt or submission of nomination papers in your area? **Yes / No / Not sure (If yes, please explain below)**

Q2: Election Expenses

- Was the process for submitting election expense returns clearly explained? **Yes / No**
- Were there any difficulties or confusion regarding expense reporting? **Yes / No / Not sure (If yes, please explain below)**

Q3: Declarations of Pecuniary Interests (DPIs)

- Was sufficient guidance provided on completing and submitting DPIs? **Yes / No**
Were there any challenges or delays in this part of the process? **Yes / No / Not sure (If yes, please explain below)**

Q4: Co-option Advice

- Did you receive adequate support or guidance on co-option procedures? **Yes / No**
Are there any improvements you would suggest in this area? **Yes / No / Not sure (If yes, please explain below)**

Q5: Communication and Support

- How would you rate the overall communication from the Elections Team?
Very good / Good / Neither good nor poor / Poor / Very poor
- Were your queries and concerns addressed in a timely and helpful manner?
Yes / No
- If you wish to comment or make suggestions, please state below.

Q6: General Feedback

- What aspects of the election process worked well?
- What areas do you feel need improvement?

- Do you have any additional comments or suggestions?

Q7: Name of your Council

Many thanks for completing our survey.



Bank reconciliation (Whixall Parish Council 2025-2026) - registered

on 01/04/2025

Whixall Parish Council

Bank account: Savings Reconciliation as at: 30/06/2025

Balance per bank statement at 30/06/2025	27343.22
TOTAL NET BANK BALANCES at 30/06/2025	27343.22
The total net balances reconcile to the Cash Book (receipts and payments) as follows	
Opening balance at 01/04/2025	18043.22
Total receipts	-
Total payments	-
Total transfers	9300.00
Closing balance per cash book as at 30/06/2025 (must equal net bank balances above)	27343.22



Show reconciled transactions (Whixall Parish Council 2025-2026) -
registered on 01/04/2025

Whixall Parish Council

Details of bank reconciliation dated 30/06/2025 for Savings

Date	Type	Reference	Supplier / customer	Description	Amount
				Opening statement balance	27343.22
				Reconciled transactions	
				Reconciled Balance	27343.22

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: 30/06/2025

Account Name: Whixall Parish Council

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

Sort Code: 608301

Account Number: 20423120

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Contact Us

Call us: 0345 140 1000

Email us: us@unity.co.uk

Visit us: [unity.co.uk](https://www.unity.co.uk)

Your Instant Access account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
31/05/2025		Balance brought forward	£0.00	£0.00	£27,343.22
30/06/2025	Credit Interest	Credit Interest	£0.00	£141.80	£27,485.02

Page number 1 of 2

Statement number 063

For Businesses.
For Communities.
For Good.

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INVESTORS IN PEOPLE
We invest in people Gold





Bank reconciliation (Whixall Parish Council 2025-2026) - registered

on 01/04/2025

Whixall Parish Council

Bank account: Working Account Reconciliation as at: 30/06/2025

Balance per bank statement at 30/06/2025	98.70
TOTAL NET BANK BALANCES at 30/06/2025	98.70
The total net balances reconcile to the Cash Book (receipts and payments) as follows	
Opening balance at 01/04/2025	112.35
Total receipts	13979.60
Total payments	-4693.25
Total transfers	-9300.00
Closing balance per cash book as at 30/06/2025 (must equal net bank balances above)	98.70



Show reconciled transactions (Whixall Parish Council 2025-2026) -
registered on 01/04/2025

Whixall Parish Council

Details of bank reconciliation dated 30/06/2025 for Working Account

Date	Type	Reference	Supplier / customer	Description	Amount
Opening statement balance					623.80
Reconciled transactions					
02/06/2025	Receipt	R3	Whixall Bowling Club	Bowling Club rent 2025-26	1.00
09/06/2025	Payment	20.25DD	HugoFox	Website June	-11.99
25/06/2025	Payment	21.25	HMRC	PAYE June	-84.80
25/06/2025	Payment	22.25	Amanda Jane Roberts	Salary June (May Hours)	-339.03
30/06/2025	Payment	23.25DD	NEST	Pension Contributions June	-84.28
30/06/2025	Payment	24.25DD	Unity Trust Bank	Service Charge June	-6.00
Reconciled Balance					98.70

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: 30/06/2025

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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Your Current T1 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
31/05/2025		Balance brought forward	£0.00	£0.00	£623.80
02/06/2025	Credit	WHIXALL BOWLING	£0.00	£1.00	£624.80
09/06/2025	Direct Debit	Direct Debit (GOCARDLESS)	£11.99	£0.00	£612.81
25/06/2025	Faster Payment Debit	B/P to: HMRC Cumbernauld	£84.80	£0.00	£528.01

Page number 1 of 3

Statement number 081

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For Communities.
For Good.

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We invest in people Gold



Your Current T1 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
25/06/2025	Faster Payment Debit	B/P to: AJ Roberts	£339.03	£0.00	£188.98
30/06/2025	Direct Debit	Direct Debit (NEST)	£84.28	£0.00	£104.70
30/06/2025	Fee	Service Charge	£6.00	£0.00	£98.70

Whixall Parish Council Funding Request Report

Applicant: Deborah Daniel

Request: Financial donation in support of participation in the Para World Championships (Carriage Driving), Germany, September 2025 (Details at end of report).

Date Received: May 2025

1. Background

Section 137 of the Local Government Act 1972 gives Town, Parish & Community Councils in England & Wales the ability to spend a limited amount of money for purposes for which they have no other specific statutory power. It allows Councils to spend on projects they believe will benefit some or all of their residents.

The amount of money that can be spent under Section 137 is capped which means Councils cannot endlessly spend under this provision. The 2025-26 limit for Whixall PC is £7,670.10 (based on £11.10 per elector).

The Council must also ensure that the direct benefit to its area or residents is commensurate with the expenditure incurred. Councils must therefore exercise care when considering amounts of proposed expenditure under Section 137.

2. Summary of Request

Deborah Daniel, a long-standing resident of Whixall (22 years), has requested a financial donation from the Parish Council to support her participation in the Para World Championships as part of Team GBR. This event, taking place in Germany in September, will be her final international competition. Ms Daniel is seeking contributions toward her travel and competition expenses and has offered to acknowledge the Council's support via her social media platforms.

2. Relevant Information – Spending S137 Funding

S137 Funding CAN be used for:

- Donations to charitable organisations.
- Grants to community clubs or groups offering collective benefit.
- Awards encouraging local engagement or development.

S137 Funding CANNOT be used for:

- Funding that benefits a sole individual directly.

- Donations where a specific statutory power applies or is restricted.

3. Assessment

Residency	Ms Daniel is a long-term resident of the parish, and her achievements as a para-sportsperson represent the community on an international stage
Nature of the Request	The funding would directly support her participation in a sporting event, not a group or registered charity.
Compliance with S137	Does not meet criteria: The request is for individual benefit, which falls outside the scope of S137 powers.
Potential alternative	If Ms Daniel is affiliated with a registered charity or club (e.g., a disability sports organisation or equestrian charity), and funding could be channelled through that body, support may be reconsidered under S137 on the basis of wider community benefit.

4. Recommendations

That the Council:

1. Regretfully decline the request under S137 grounds, as the expenditure would be for the exclusive benefit of a single individual, which is not permitted under the legislation.
2. If considered appropriate, advise the applicant to consider applying through an affiliated club or charity that serves a broader group, which may make a future application eligible for S137 consideration.
3. Acknowledge and commend Ms Daniel's achievements and her role in positively representing Whixall internationally.

Prepared by A Roberts (Clerk)

1st July 2025

Funding Request

As a resident of Whixall for 22 years, I wondered if the Parish Council were able to offer a financial donation. I am an International Para Carriagedriver and have represented Team GBR 6 times at World Championships. This year I aim to represent Great Britain for the final time, at the Para World Championships, in Germany, in September this year. It will be my Swan Song. I have put a link below which will "hopefully" take you to my Facebook Page, and my Go Fund Me story and official link. Any amount of support would be gratefully appreciated. I would also give the Parish Council social media coverage if they wish. I do hope that you are able to assist.

Whixall Parish Council



Chairman: Med Evans

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 9th July 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: 2nd July 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 14th May 2025**
- 5. Reports**
Shropshire Councillors; Parish Councillors and Clerk
- 6. Parish Matters**
 - a. Marlot
 - i. To receive a verbal report from the Marlot Liaison Group.
 - ii. To receive activity report
 - iii. To agree amendment and reprint of promotional leaflet
 - b. Hollinwood Green – to receive activity report
 - c. St Mary's Churchyard - to agree the Council's response (report circulated)
- 7. Council Administration**
 - a. Terms of Reference – to agree
 - b. Training – to agree training needs (information circulated)
- 8. Shropshire Council**
 - a. To agree response to the call for information.
 - b. Correspondence received:
 - i. Shropshire Together Conference 25th July.
 - ii. Post-Election Survey
- 9. Planning**
 - a. To receive planning applications from Shropshire Council
 - [25/02033/FUL](#) Southern Ash Gilberts Lane, SY13 2PR
Proposed single storey side/rear extensions, rebuilding of first floor, installation of a new sewage treatment plant and associated soakaway.
 - [25/02059/FUL](#) Whistle Stop, Ossage Lane, SY13 2QB
Erection of a storage shed for two steam engines.
 - b. To note planning decisions made by Shropshire Council – none received

Clerk: Mrs A Roberts
Telephone: 01939 234830

www.whixallparish.org.uk
Email: clerk.whixallpc@hotmail.co.uk

10. Finance

- a. To receive Monthly Balance Record and reconciliation (circulated)
- b. To consider a request for a donation from D Daniel (report circulated).
- c. To resolve to approve outstanding invoices and payments

Recipient	Reason for Payment	Amount	Reference
Payments Taken Before the Meeting			
Hugo Fox	Website June	11.99	20.25DD
HMRC	PAYE June	84.80	21.25
A Roberts	June Salary	339.03	22.25
NEST	Pension Contributions	84.28	23.25DD
Unity Bank	Service Charge	6.00	24.25DD
Payments to be Approved			
M Spenser	Fuel Hollinwood Green	6.72	25.25DD
HMRC	PAYE July	84.80	26.25
A Roberts	July Salary (June hours)	339.03	27.25
A Roberts	Expenses (May and June)	75.40	28.25
NEST	Pension Contributions July	84.28	29.25DD
Unity Bank	Service Charge July	6.00	30.25DD
M Spenser	Fuel Marlot	tbc	31.25

11. Items for Next Agenda

To enable Councillors to bring forward items for the September 2025 meeting agenda.



Whixall Parish Council

Chairman: Med Evans

Minutes of the Annual Parish Council Meeting held on 14th May 2025
at Whixall Social Centre starting at 7.30pm

Present

Councillors M Evans (Chair), SJ Lamb, J Hawkes, I Mercer, C Weedall, J Spenser, C Schup, P Rodenhurst.

Unitary Councillors G Groves, A Holford

Clerk A Roberts

Other Organisations 1 **Members of the Public:** 2

36/25 To elect the Chair of the Council and receive their signed declaration of office.

Resolved: Cllr Evans is elected as Chair of the Council.

Cllr Evans duly signed his acceptance of office form and took the chair.

37/25 Apologies for absence

None

38/25 Public Session

Cllr Groves and Cllr Holford introduced themselves as the new Shropshire Councillors for Wem Ward.

WPC Sarah Parker attended to learn of any crime prevention issues.

The question of reinstating the senior citizen's Christmas parties was raised.

39/25 To Co-opt Members of the Council and receive their signed declarations of office.

Resolved: To co-opt the following onto the Council:

Mark Clorley, Ian Mercer, Chris Schup, Claire Weedall, Jennifer Spenser, Philip Rodenhurst.

Ian Mercer, Chris Schup, Claire Weedall, Jennifer Spenser and Philip Rodenhurst duly signed their declaration of interest forms and joined the meeting.

40/25 To elect the Vice Chair of the Council and receive their signed declaration of office

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

Cllr Mercer duly signed his acceptance of office form.

41/25 Declaration of Disclosable Pecuniary or any other interests or requests for dispensations

None declared

42/25 To agree Councillor appointments

Resolved: To make the following appointments:

Personnel Committee – Cllr Evans, Cllr Mercer, Cllr Rodenhurst

Flood Liaison Representative – Cllr Hawkes
 Marlot Liaison Group – Cllr Spenser, Cllr Lamb and Cllr Schup
 Area Committee Representatives – Cllr Weedall, Cllr Hawke
 Banking Signatories – Cllr Evans, Cllr Mercer, Cllr Schup
 Internal Control checks – Cllr Hawkes

Resolved: That existing signatories may be asked to authorise payments agreed by Full Council until the new signatories are in place.

43/25 Council Policies (circulated)

Resolved: The following policies are reapproved:
 Standing Orders, Financial Regulations, GDPR Policies, Health & Safety Policy, Complaints Policy, Scheme of Delegation.

44/25 Assets

- a. To Review the Asset Register
 The asset register was reviewed and its contents noted
- b. To agree asset inspections regime

Resolved: Inspections will be carried out as follows:

War Memorial (twice yearly) – Clerk
 Old Burial Ground (annually) – Cllr Schup
 Moss Cottages Field (annually) – Cllr Lamb
 Telephone Kiosk – Cllr Rodenhurst
 Hollinwood Common bench – Cllr Spenser
 Noticeboards (ongoing) – Clerk
 Marlot (annually) – Marlot Conservation Group to be asked to confirm condition and safekeeping of machinery and benches and tables on site. Other maintenance information will be gained from the monthly reports.

45/25 To Confirm Administrative Arrangements for 2025-26

Members noted the arrangements for insurance, subscriptions and regular / direct debit payments for 2025-26.

46/25 Accounts 2024-25 (circulated)

- a. **Resolved:** To approve the accounts for 2024-25.
- b. **Resolved:** To Certify as exempt from the Limited Assurance Review.
- c. The contents of the internal audit report were noted.
- d. **Resolved:** To approve the effectiveness of internal control (Financial Regulations Review) and sign the Annual Governance Statement (Section 1 of Annual Governance and Accountability Return 2023/24).
- e. **Resolved:** To approve Accounting Statements (Section 2 of Annual Governance and Accountability Return 2023/24).

Cllr Mercer gave his thanks to Graham Murphy for his work on the internal audit.

47/25 To approve the minutes of the Parish Council Meeting held on 9th April 2025

Resolved: to approve as a correct record the minutes of the ordinary meeting of the Parish Council held on 9th April 2025. They were duly signed by the Chair.

Cllr Mercer gave his thanks to former Shropshire Councillors, Edward Towers and Peter Broomhall, for their work over the previous four years.

48/25 Reports

The Clerk gave a verbal report which was noted.

49/25 Parish Matters

- a. The content of the Marlot activity report were noted.
- b. The clerk gave a verbal update on planning for the Annual Parish Meeting

50/25 Correspondence Received – to agree responses.

- a. St Mary's PCC re. Graveyard Capacity

Resolved: to defer this matter to the next ordinary meeting of the Council to allow the Clerk to establish further information.

- b. Whixall Social Centre Committee re Boundaries
After some discussion the Council

Resolved: to acknowledge that the land under the Social Centre bar and between the bar and the road were transferred to the Social Centre Trustees in 1980 and are not Parish Council land and to take the following actions:

1. To work with the Social Centre Committee to review the boundary maintenance agreement.
2. To update the Asset Register to reflect the change in land under Council ownership
3. To ask the Social Centre committee to gain confirmation that no further work is required in relation to the mistake in the July 1980 conveyance.

51/25 Planning

- a. To receive planning applications from Shropshire Council

25/01284/FUL Erection of a rear garden room, 6 Hollinwood, SY13 2NW

After a discussion regarding the level of detail in the application it was:

Resolved: to respond saying that the application contains insufficient information for the PC to comment.

- b. To receive planning decisions from Shropshire Council – none received

52/25 Finance

- a. Monthly Balance Record and reconciliation
The monthly balance record and reconciliation were noted.
- b. Outstanding invoices and payments.

Resolved: The outstanding accounts should be paid and the payment transactions authorised by two approved signatories.

53/25 Future Meetings

- a. Date of Next Meeting
The meeting scheduled for 9th July was noted.

- b. Dates of Future Council Meetings
Members noted that meetings will be held on the following dates:

9 th July	10 th September	8 th October	12 th November	14 th January
11 th February	11 th March	15 th April	13 th May	

The meeting ended at 20.52



add PC logo

WELCOME TO
 THE MARL ALLOTMENT
 (THE MARLOT)
 LOCAL NATURE RESERVE

QR link to Marlot
Web pages on PC
website



NEAR ROUNDTORN BRIDGE,
 CANALSIDE, WHIXALL, SY13 2PH
 WHAT3WORDS: PORT.FELL.CAPTIONS

THE MARLOT PAST & PRESENT

This six-acre MARL ALLOTMENT or THE MARLOT as it is historically known, is a very rare example of 'common land'. In the early 1800's the majority of land in England was enclosed by wealthy landowners, but THE MARLOT survived intact as common land.



The Common Registration Act of 1965 placed any remaining areas of common land under the protection of local authorities. Whixall Parish Council took legal ownership of THE MARLOT in 1975.



Up until WWII, THE MARLOT was used for rough grazing of stock and for digging up the agriculturally valuable mineral resource of marl, a crumbly limestone clay. Marl was spread as a fertiliser on poor ground on the edge of Whixall Moss. The clay may also have been used to line the adjacent canal, which may explain why there are so many depressions in the ground.

The use of marl as a fertiliser was no longer practised in the area; the common land became overgrown, neglected and sadly afflicted by the dumping of scrap metals, glass and general household rubbish.

In 2000, Whixall Parish Council secured Countryside Stewardship funding to undertake clearance work to remove dumped materials, managed the trees and undergrowth, clear pathways and maintain the ponds.



VOLUNTEERING

We are looking for volunteers to help out at THE MARLOT.

No experience is needed, just a love of nature and the willingness to get stuck into a variety of tasks.

Tasks vary from weeding, grass cutting, pond management, clearing undergrowth, tree and brush cutting.

No matter if you can only give an hour of your time or a full day, all and any help is welcomed. And its fun!

THE MARLOT CONSERVATION GROUP will provide all personal protective equipment and assorted tools for each task.

Health and Safety is paramount and associated training and safety briefs are given prior to each individual task to be undertaken.

For further details:
Please email the
Whixall Parish Clerk
on

clerk.whixallpc@hotmail.co.uk
change email address



THE WOODLAND AREA

Walk through the cool and dappled woodland of THE MARLOT. The understorey is mainly bramble scrub, but wild garlic and British bluebells carpet THE MARLOT in the spring.



Nest boxes and bat roost boxes have been installed around the site. Currently *Natural England* staff and volunteers, under supervision, monitor their occupation as part of a wider nest box scheme across the whole of the Mosses NNR.



Take a rest break at the pond terrace just at the edge of the woodland. Look out to the ponds and enjoy the view and peaceful surroundings.



In 2006, the Whixall Environmental Group, now formally known as THE MARLOT CONSERVATION GROUP

(MCG) was created to continue the work and manage the site for the enhancement of biodiversity and the enjoyment of the local community. The Group has been made up of local volunteers giving their own time on THE MARLOT.



On walking around the site, it soon becomes apparent that the special value of THE MARLOT as a conservation area lies in the very close proximity of a number of markedly different habitats, including broad-leaved woodland, dense scrub, grassland areas and ponds.

PLEASE SEE MAP ON BACK.



In 2020, it was decided by *Whixall Parish Council* to elevate the status of THE MARLOT in order to promote its existence and use by the local community, wildlife organisations and the wider general public. Work commenced on the application process to achieve Local Nature Reserve status. A comprehensive management plan was developed by the MCG and *Whixall Parish Council* and submitted to *Natural England* for approval. Local Nature Reserve status was awarded to THE MARLOT on 10th December 2021.

THE POND AREA

The historical digging of Marl for fertiliser and other uses has produced numerous man-made ponds of different sizes and depths at THE MARLOT. Considerable work was undertaken in 2012 to establish the main pond area.



Take a walk around the pond area and you will be surprised by the different flora and fauna that has populated this part of THE MARLOT. Numerous reed mace (bull rushes) and horse's tails cover the ponds - some so thick that you cannot see the pond, so regular maintenance is required.



The ponds are home to the protected great crested newts as well as smooth newts. Frogs and toads also frequent the ponds. Dragonflies and damselflies can be seen in abundance darting in and around the pond plant life. The rare white-legged damselfly is a regular summer visitor.

Newt surveys are conducted from early April to mid July. Licenced experts lay newt traps and all records are provided to *Natural England* and *Shropshire Wildlife Trust*. There are habitat piles everywhere on site to provide refuge for amphibians and other wildlife.



THE MEADOWS

THE MARLOT has two linked meadow areas - which we call the Front and Back Meadows. Take a leisurely walk around the front meadow and look out for the many varieties of butterflies. Stop off at the picnic table for a rest and take in the tranquil and quiet surroundings.



The meadows support a wide variety of wildflowers such as the Common Spotted Orchid, Devil's-bit Scabious, common knapweed and the abundant Rosebay Willow herb in all its purple glory.

Control of re-generated willow growth presents the biggest challenge to the MCG. Work is in place to remove as much as possible to enable more wildflower growth.



Look out for the patch of Creeping Willow (ring fenced for protection). A nationally rare plant species and found at only a handful of sites in North Shropshire.

9.7.25

Agenda Item 6b

Whixall Parish Council (PC)

Hollinwood Green

Voluntary hours spent 1st April - 30th June 2025

Date 2025	Number of	Total hours worked	Description of work	General comments (e.g. equipment used)
2nd Quarter			All work done by Martin Spenser (MS) except where stated	
9-Apr	1	1h. 45min.	Mow grass, fill builders' bag; receive complaint	MS with PC machine
10-Apr	1	1h.15mins.	Trim back overhanging apple tree branches, bag up; take 2 builders' bags to Council tip	MS with own hand tools and transport
23-Apr	1	45 mins.	Strim round posts, edges and tree trunks	MS with own machine
23-Apr	2	40 mins.	Collect and dispose of dead heads on daffodils	Jen Spenser and Nishka Spensei
23-Apr	1	2h. 25min.	Mow grass, fill builders' bags, take 2 bags to Council tip	MS with PC machine and own transport
3-May	1	2 hrs.	Mow grass on lower cut, fill builders' bags	PC machine
4-May	1	1h.30mins.	Decant cuttings into manageable quantities and take 4 bags to Council tip	MS with own transport
26-May	1	45 mins.	Strim lawn edges and daffodil strip	PC brushcutter
26-May	1	1 hr.	Mow grass, place cuttings into builders' bag	PC machine
28-May	1	2h.15mins.	Rake up strimmings, finish mowing, dispose of cuttings in 1 builders' bag and 2 neighbours' wheelie bins	MS with PC mower and own hand tools
1-Jun	1	30 mins.	Take bag of cuttings to Council tip	MS with own transport
9-Jun	1	1h.30mins.	Mow grass, fill 1 builders' bag	PC machine
10-Jun	1	40 mins.	Decant cuttings into 3 neighbours' wheelie bins	
27-Jun	1	40 mins.	Strim round posts, edges and tree trunks	PC brushcutter

St Mary's Churchyard Report

Introduction

In April 2025, the Parish Council received a message from the Parochial Church Council (PCC) of St Mary's, Whixall:

"This is a formal notification to the Parish Council. I am writing on behalf of the PCC of St Mary's Whixall. There are now fewer than 15 spaces left in the churchyard. The average burial rate at the church in recent years is approximately five per year. Further burials will soon be impossible."

— Secretary, St Mary's Church PCC

The Clerk has since received confirmation that was an informal advance notice and not a formal start to the closure process. So, the Parish Council does not need to take any immediate action.

Advice from NALC

If the Churchyard closes, this may have an impact on the Parish Council. The National Association of Local Councils (NALC) has provided legal advice relating to Closed Churchyards. This is attached for information and future reference.

Observations

Even though the message called itself 'formal', it has now been clarified as an informal notice. This kind of early communication is encouraged so councils have time to prepare. No action is required right now, but the Parish Council should stay in contact with the PCC.

Recommendations

1. The Parish Council should note the content of the correspondence.
2. A response to the PCC should:
 - a. Confirm that the Parish Council has received the message and would like to be updated annually on the remaining number of graves in the Churchyard.
 - b. Ask if the PCC has considered moving the oldest gravestones to make more space for future burials.

A Roberts (Clerk)
30.6.2025

Closed churchyards and disused burial grounds

This advice note was written by our in-house solicitors and last updated on 29 November 2021.

The information and commentary in the note do not constitute legal advice for any individual case or matter. For specific advice on your circumstances, we strongly encourage you to seek tailored legal advice

Introduction

This advice note deals with the law relating to closed churchyards and disused burial grounds. A closed churchyard is a churchyard belonging (but not necessarily physically attached) to a parish or cathedral church of the Church of England which has been formally closed by an Order in Council made by the Privy Council. A disused burial ground is a place used, or intended to be used, for burial purposes by any other person or body and which is no longer used for such purposes (and may include a closed churchyard). "Consecrated" means consecrated in accordance with the rites of the Church of England.

The Church in Wales was disestablished in 1914. The law in Wales in relation to closed churchyards differs from that in England and is dealt with separately in the paragraphs below.

The closure of a churchyard (England only)

Under common law, a parishioner (a person resident in a parish or a person who dies there) has a legal right to be buried in the Church of England parish churchyard regardless of religious belief or lack of belief. When a churchyard becomes full, it is necessary for this right to be restricted or rescinded. Accordingly, under s. 1 of the Burial Act 1853, the Privy Council may make an Order in Council to close a churchyard for burial subject to any exceptions specified in the Order. An Order must be sought from the Ministry of Justice. The grounds for making an Order are:

- That further burials would constitute a public health risk.
- That further burials would be contrary to decency.
- That burials should be discontinued for the prevention or mitigation of nuisance.
- There is no proper room for new graves.

Closure by Order in Council does not remove the legal effects of consecration. A churchyard closed by Order in Council may still be used for the interment of ashes provided that no human remains are disturbed. If the Order permits, it may also be possible for further burials to take place in specified areas.

Responsibility for the maintenance of a closed churchyard

Once a churchyard is closed, responsibility for maintenance falls on the parochial church council ("PCC") for the parish in which the churchyard lies (s.215(1) of the

Local Government Act 1972 (“the 1972 Act”). The PCC is required to keep the churchyard in decent order and its walls and fences (including gates) in good repair.

By virtue of s.215(2) of the 1972 Act, a PCC may at any time serve a written request on the local council or, in a parish without a council, on the chair of the parish meeting, to take over the maintenance of the churchyard. Subject to s. 215 (3) of the 1972 Act, the council or meeting takes over the maintenance three months after the service of the request.

Within the three-month period referred to above, the council or the meeting can pass on the maintenance responsibility to the district council. The mechanism by which they can do that is by passing a resolution and then giving written notice of that resolution to the district council and to the PCC. At the expiry of the three months, the district council must take over the maintenance. If the three-month period expires without the parish council having made such a resolution, the district council can no longer be required to take over the maintenance of the churchyard, although it has the power to enter into an agreement to do so pursuant to s.101 of the LGA 1972. Additionally (or alternatively), the district council has the power to make a financial contribution to the parish council towards the cost of maintenance pursuant to s. 214 (6) of the 1972 Act.

Whilst the statutory minimum period of notice under s.215(2) of the 1972 Act is three months, longer notice is usually given in practice with at least twelve months’ informal notice of the intention to serve the three months’ statutory notice recommended in Church of England guidance. Such notice enables the relevant local authority to budget and precept for any necessary expenditure. The onus is on the PCC to ensure that the churchyard is in decent order and its walls and fences are in good repair before responsibility passes to the parish council or chair of the parish meeting.

If a parish council or chair of a parish meeting is asked whether formally or informally, to take over maintenance of a closed churchyard, a request should always be made to see the relevant Order in Council. It sometimes happens that the churchyard in question, although no longer used for burials, has not been formally closed. In such a case, the parish council/ chair of the parish meeting is not obliged to take over responsibility.

If a formal request is received from the PCC, there are advantages and disadvantages in resolving to hand on responsibility to the district council or county council. The advantages may include:

- The parish council/parish meeting has no management responsibility for the upkeep of the churchyard
- The parish council/parish meeting does not have to use its own financial resources for maintenance.
- The parish council/parish meeting does not have to employ staff or contractors to carry out maintenance work.

Some disadvantages may be:

- The district council/county council may (and probably will) treat the expense of maintenance of the churchyard as a “special expense” under section 35 of the

Local Government Finance Act 1992 chargeable only on the council taxpayers of the parish.

- The cost of maintenance by the district council may be higher than that which the parish council/parish meeting would incur.
- The standards and policies of the district council in relation to the upkeep of the churchyard may not be to the liking of the parish authority or to the local inhabitants.

The standard of maintenance for a closed churchyard

There is no statutory guidance on the appropriate standard to which a closed churchyard should be maintained. Advice on the appropriate standard given in a nineteenth-century guide for churchwardens provides as follows: "... to see that the churchyard is kept in a decent and fitting manner, that is cleared of all rubbish, muck, thorns, shrubs and anything else that may annoy parishioners when they come into it ..."

Responsibility for maintenance includes the maintenance of paths which cross a churchyard up to the standard of "decent order" as well as cultivated and uncultivated areas. It is unclear whether the duty to maintain a churchyard in decent order extends to a requirement to ensure that tombstones and memorials do not present a danger to the public. The obligation to maintain memorials is likely to extend to a duty to ensure that they do not topple over. Councils need to ensure that reasonable steps are taken to ensure the health and safety of employees working in churchyards pursuant to their duties under s.2 of the Health and Safety at Work Act 1974. Their duties may well extend to ensuring that tombstones and memorials do not present a hazard.

Under s.51 (1) of the Ecclesiastical Jurisdiction and Care of Churches Measure 2018, the powers, duties, and liabilities of a PCC in relation to the care and maintenance of a churchyard which it is liable to maintain apply to trees in the churchyard and any proposed to be planted there.

Responsibility extends to the repair of walls and fences. Often, walls, railings and gates are listed under the Planning (Listed Buildings and Conservation Areas) Act 1990 as being of historic or architectural interest. Consequently, the cost of repairs and maintenance is likely to be high.

The ordinary maintenance of monuments and tombstones is not the responsibility of the PCC or the local authority but of the owners, who are usually the heirs of the persons commemorated. Where the heirs or other owners cannot be traced, the PCC or local authority will have to take responsibility for dealing with dangerous monuments since safety is part of keeping a closed churchyard in decent order. The removal of monuments, whether dangerous or not, requires the consent of the Church of England authorities (usually in the form of a faculty).

Responsibility for the churchyard does not include responsibility for any church, chapel, or other building (such as a shed) in or adjacent to the churchyard. The responsibility does not include an obligation to undertake improvements to the churchyard.

Whilst responsible for maintenance, the parish council or chair of the parish meeting is not the owner or tenant of the churchyard. It cannot therefore prevent the incumbent and the PCC from exercising their powers over the churchyard (e.g. to allow the interment of cremated remains).

Closed churchyards in Wales

The position in Wales differs from that in England because the Church in Wales is not the established church. The procedure under s.215 (2) of the 1972 Act does not apply in Wales. Strictly speaking, that procedure applies to areas not subject to the Welsh Church Act 1914. NALC understands that a small number of parishes in England are subject to that Act, and a similarly small number of parishes in Wales are not. Parish and community councils in areas along or close to the border between England and Wales are advised to check the position if and when they consider the matter of closed churchyard.

In Wales, therefore, a community council cannot be put under an obligation to undertake the maintenance of a closed churchyard of the Church in Wales.

Disused burial grounds

A burial authority (for the purposes of this Note a parish or community council and a parish meeting) has a general power under s.214 of the LGA 1972 to contribute towards the expenses incurred by any other person in providing or maintaining a cemetery in which the inhabitants of the authority's area may be interred. S.214 gives a general power to help financially with the maintenance etc. of a cemetery where local people have been, or will be, interred; the word "cemetery" being defined in s.214 to include a burial ground or any other place for the interment of the dead.

Under s.6 of the Open Spaces Act 1906 ("the 1906 Act"), the owner of a disused burial ground may dispose of it (by conveyance of the freehold or by the grant of a lease) to a local authority (parish or community council, but not the parish trustees of a parish meeting) or may make an agreement with a local council for the purpose of providing public access to the ground. Whilst it is very rare (and perhaps unprecedented) for a Church of England closed churchyard to be transferred under s.6, it is not unknown for a burial ground of another denomination to be so transferred, particularly where the ground is vested in local trustees, and the burden of maintenance has become too much for them. There is a corresponding power in s.9 of the 1906 Act to acquire a disused burial ground for use as a public open space.

S.11 of the 1906 Act provides that a local council may not use a consecrated burial ground for open space purposes without the license or faculty of a bishop. No games or sports are permitted in a disused burial ground without a licence or faculty from a bishop or, in the case of an unconsecrated ground, without the permission of the relevant person or body from whom the council acquired the freehold, the leasehold or management. The section also lays down detailed rules about the removal of tombstones and monuments in cases where the local council wishes to clear the ground, wholly or partly, to provide an open area for public recreation. In essence, the rules provide for public notice to be given by advertisement so that interested

persons are made aware of what is proposed and can make representations to the council.

Under s.239 of the Town and Country Planning Act 1990, any land consisting of a burial ground (whether disused or not) acquired by a local authority (defined, so far as is relevant to this Note, as a precepting authority so also including the chair of a parish meeting) may be used in any manner in accordance with planning permission, notwithstanding any enactment relating to burial grounds or to any obligation or restriction imposed by ecclesiastical law or otherwise, but subject to compliance with prescribed rules relating to the removal and reinterment of human remains. The relevant rules are the Town and Country Planning (Churches, Places or Religious Worship and Burial Grounds) Regulations 1950. In essence, the Regulations are similar to the provisions in s.11 of the 1906 Act described above but are more elaborate because of the need to cover both the removal and reinterment of human remains.

Generally speaking, the erection of buildings in a disused burial ground is prohibited under the Disused Burial Grounds Act 1884. In relation to closed churchyards and disused burial grounds of the Church of England, authority is given by the Pastoral Measure 1983 to allow such land to be used for other purposes, including the erection of buildings, usually in connection with a church redundancy scheme. The Disused Burial Grounds (Amendment) Act 1981 gives authority to other churches and religious bodies to utilise their disused burial grounds for the erection of buildings, provided that either no interments have ever taken place there or, if there have been burials within the previous 50 years, the descendants of the deceased persons do not object. As with s.11 of the 1906 Act and the Planning Regulations 1950 (see above), public notice by way of advertisement is required, and disinterred remains must be decently reinterred.

Council Representatives on the Marlot Liaison Group Meeting Frequency to be agreed by members.	
1.	<p>Purpose of the Group The Marlot Liaison Group brings together key stakeholders involved in the care and management of the Marlot LNR. The main parties are the parish council (landowner) and Marlot Conservation Group, a non-incorporated volunteer group who manage the site. The group exists to ensure that the Marlot is well-managed on behalf of local residents.</p> <p>The purpose of appointing councillors to this group is to make sure the Parish Council is able to contribute to discussions about the overall management of the Marlot. Councillors will ensure the Council's views are represented and that there is a two-way flow of information and ideas between the MCG and the Council.</p>
2.	<p><u>Objectives of Councillor Representation</u></p> <ul style="list-style-type: none"> • Represent the Parish Council's views at Liaison Group meetings. • Report back to the Council, including any recommendations or actions the Council should consider taking. • Contribute to discussions and proposals that align with the Council's goals and policies. • Engage in positive communication between the Council and MCG
3.	<p><u>Responsibilities</u> Councillors appointed to the Marlot Liaison Group will:</p> <ul style="list-style-type: none"> • Attend meetings, or send apologies if they cannot attend. • Review relevant documents and prepare for meetings. • Provide regular updates to the Council about the Group's activities. • Ensure the Council's decisions or policies are communicated to the Group. • Work respectfully and collaboratively with others. <p>This group does not handle finances or make decisions, but may make recommendations. All decisions are made by the Council.</p>
4.	<p><u>Term of Appointment</u></p> <ul style="list-style-type: none"> • Councillors are appointed annually at the Council's Annual Meeting, or as decided by the Council.
5.	<p><u>Reporting and Accountability</u></p> <ul style="list-style-type: none"> • Councillors will provide an update to the Council after each Liaison Group meeting. • If Council is to be asked to make a formal decision, the Clerk must be asked to add it as an agenda item. • The liaison group is not a formal committee and as such does not follow the Council's meeting rules and procedures.
6.	<p><u>Support</u></p>

	<ul style="list-style-type: none"> • The Clerk will provide administrative support or advice as needed. • Councillors can request briefing materials or background information from the Clerk to assist in their role.
7.	<p>Review</p> <p>These Terms of Reference will be reviewed every four years or whenever changes are needed based on the Council's representation or the work of the Marlot Liaison Group.</p>

Council Representatives on the North Shropshire Area Committee

1.	<p><u>Purpose of the Committee</u></p> <p>The North Shropshire Area Committee is a body which comprises representatives of all Town and Parish Councils in North Shropshire. It meets to share best practice and to receive presentations from key people whose work impacts local councils.</p> <p>The Committee meets 4 times each year.</p>
2.	<p><u>Objectives of Councillor Representation</u></p> <ul style="list-style-type: none"> • To represent the views and interests of the Council • To report back to the Council on matters discussed by the Group
3.	<p><u>Responsibilities</u></p> <ul style="list-style-type: none"> • Attend all scheduled meetings of the Group or send apologies • Read all relevant documents and prepare appropriately for meetings. • Provide regular feedback to the Council on the Group's activities. • Uphold principles of transparency, respect, and collaborative working in all interactions.
4.	<p><u>Term of Appointment</u></p> <ul style="list-style-type: none"> • Appointments are made annually at the Council's Annual General Meeting, or as otherwise determined by the Council.
5.	<p><u>Reporting and Accountability</u></p> <ul style="list-style-type: none"> • The representative will provide a written or verbal update to the Council following each committee meeting • Councillors must declare any conflicts of interest related to their role in the Group.
6.	<p><u>Support</u></p> <p>None required</p>
7.	<p><u>Review</u></p> <p>These Terms of Reference will be reviewed every four years or as required by changes in the Council's representation or the function of the Area Committee.</p>

Council Representatives on the Personnel Committee

1.	<p><u>Purpose of the Committee</u></p> <p>The Personnel Committee helps the Parish Council manage the employment and well-being of the Parish Clerk, the only staff member. The committee ensures that proper HR practices are followed, supports staffing matters, and advises the Council on staffing decisions.</p> <p>There is no fixed schedule for Personnel Committee meetings.</p>
2.	<p><u>Objectives of Councillor Representation</u></p> <ul style="list-style-type: none">• Provide guidance to the Council on matters related to the Parish Clerk's employment.• Assist with recruitment, training, performance reviews, and any disciplinary matters for the Parish Clerk.• Ensure the Parish Clerk's contract and working conditions meet legal standards and best practices.• Represent the Parish Council's views on staffing matters and make recommendations as needed.
3.	<p><u>Responsibilities</u></p> <ul style="list-style-type: none">• Oversee the recruitment and hiring process for the Parish Clerk• Conduct an annual performance review for the Parish Clerk• Ensure the Parish Clerk's employment follows relevant laws and Parish Council policies.• Recommend changes to the Parish Clerk's contract, salary, or conditions to the full Parish Council.• Advise on the Parish Clerk's well-being, training, and development needs.• Handle any disciplinary or grievance matters in line with Council policies, reporting findings to the full Council if needed.• Keep all personnel-related matters confidential
4.	<p><u>Term of Appointment</u></p> <ul style="list-style-type: none">• The Committee will have 3 members, including the Chair and Vice Chair of the Parish Council. Members are appointed annually at the Council's Annual General Meeting.
5.	<p><u>Reporting and Accountability</u></p> <ul style="list-style-type: none">• The Personnel Committee will report to the full Parish Council after each meeting, updating on staffing matters, performance reviews, recruitment, and any decisions made.• Minutes of the meetings will be presented at the next Parish Council meeting for approval.• The Committee is accountable to the full Parish Council and follows the Council's rules and procedures including declaration of interests.
6.	<p><u>Support</u></p> <ul style="list-style-type: none">• The Clerk will provide administrative support as required.• The Committee may seek external HR advice or help when needed, especially for complex employment matters.
7.	<p><u>Review</u></p> <p>These Terms of Reference will be reviewed every four years or as needed, depending on changes in staffing, employment law, or Council requirements.</p>

Flood Liaison Representative

1.	<p><u>Purpose</u> The Flood Liaison Representative acts as a liaison between the Parish Council, local residents, and relevant authorities on flooding issues, ensuring effective communication and coordination to address flood risks and concerns in the community.</p>
2.	<p><u>Objectives of Councillor Representation</u></p> <ul style="list-style-type: none">• Represent local residents' concerns about flooding to the Parish Council.• Facilitate communication between the Council, residents, and external agencies (e.g., Environment Agency, County Council).• Raise awareness of flood risks and prevention measures within the community.•
3.	<p><u>Responsibilities</u></p> <ul style="list-style-type: none">• Provide updates on flooding matters at Council meetings.• Gather feedback from residents and communicate it to the Council and relevant bodies.• Promote flood prevention measures and emergency preparedness.• Advocate for necessary actions to address local flooding risks.•
4.	<p><u>Term of Appointment</u></p> <ul style="list-style-type: none">• The Flooding Representative is appointed annually at the Parish Council's Annual General Meeting.•
5.	<p><u>Reporting and Accountability</u></p> <ul style="list-style-type: none">• Report regularly to the Parish Council on flooding issues and actions.• Accountable to the full Parish Council and will follow its reporting procedures.•
6.	<p><u>Support</u></p> <ul style="list-style-type: none">• Administrative support from the Parish Clerk as needed.• Access to external advice from bodies such as the Environment Agency as needed.
7.	<p><u>Review</u> These Terms of Reference will be reviewed every four years or as needed.</p>

Councillor - Internal Control Checks

1.	<p><u>Purpose</u> The Councillor responsible for internal control checks ensures that the Parish Council's financial records and management are correct. This includes checking that bank statements and reconciliations match, and making sure all transactions have been approved by Full Council.</p>
2.	<p><u>Objectives of Councillor Representation</u></p> <ul style="list-style-type: none">• Make sure the Council's financial records are accurate and up to date.• Check that all transactions have been approved by the Full Council.• Confirm that the bank statements and reconciliations balance every month.
3.	<p><u>Responsibilities</u></p> <ul style="list-style-type: none">• Review the monthly bank statements and reconciliations to ensure they match.• Confirm that every financial transaction has been properly approved by the Council.• Report any problems or discrepancies to the Parish Council.• Ensure internal controls are followed and suggest improvements if needed.
4.	<p><u>Term of Appointment</u></p> <ul style="list-style-type: none">• The Councillor is appointed annually at the Parish Council's Annual General Meeting.
5.	<p><u>Reporting and Accountability</u></p> <ul style="list-style-type: none">• The Councillor will report to the Parish Council after each check, pointing out any issues found.• The Councillor is responsible to the Parish Council and will follow its reporting procedures.
6.	<p><u>Support</u></p> <ul style="list-style-type: none">• The Parish Clerk will provide support, including access to financial documents.• The Council can get external advice if needed.
7.	<p><u>Review</u> These Terms of Reference will be reviewed every four years or as needed.</p>

Training for Councillors – Report

Whixall Parish Council (WPC) recognises the importance of training for all councillors as part of maintaining a well-informed and effective council. According to the Council's Training Policy (Adopted May 2022), training helps ensure councillors understand and enjoy their roles while serving the community. This report outlines three upcoming training opportunities, and recommends that all councillors attend, regardless of how long they have served on the Council.

1. Fundamentals for Councillors

This course is ideal for new councillors but also serves as a valuable refresher for those who have served for some time. The course covers the basic duties, powers, and responsibilities of parish councillors and will help strengthen understanding of governance and decision-making within the local council framework.

Date: 8th September 2025. Format: Online. Cost: £40pp

2. Planning for Councillors

Wem Town Council aims to organise training on planning later this year, and will open places to neighbouring councils, including Whixall. This course will help councillors understand the planning process, policies, and how to respond to planning applications. It is particularly valuable in helping Councillors contribute to planning consultations.

Date: tbc Format: In-person. Cost tbc

3. Code of Conduct Training

The Council adopted the Local Government Association's Model Code of Conduct in March 2022. This Code sets out the principles of good conduct expected of councillors, such as acting with integrity, treating others with respect, and avoiding conflicts of interest. Training on the Code is essential to ensure councillors understand their responsibilities and act in line with public expectations. The Code explicitly states the obligation to undertake training (see Section 8.1 of the [adopted Code](#)).

Date: tbc Format: Online. Cost tbc

Recommendation

It is recommended that all councillors attend these training sessions. This aligns with the Council's Training Policy and supports high standards of conduct and effective community representation.

A Roberts

4 July 2025

Shropshire Council
Guildhall
Frankwell Quay
Shrewsbury
Shropshire SY3 8HQ

Date: 17th June 2025

Dear Town or Parish Council,

Further to the message sent earlier this month about Shropshire Council's intention to reset our relationship with Town and Parish Councils, I am writing to share with you the next step in that process: a more formal **Call for Information** and accompanying survey.

This marks a serious commitment to doing things differently. For too long, partnership working between Shropshire Council and Town and Parish Councils has not been what it should be. That must change.

We want to work more closely with you to deliver services more effectively, support local decision-making, and rebuild trust that we know has been eroded over the years.

The purpose of this survey is to help shape a new and long-term policy for joint working – one that acknowledges that no two communities are the same. What works for a sparse rural parish may not work for a large market town, and our future approach to working with communities across Shropshire must reflect that.

Submissions can come from your council collectively or from individual councillors or clerks. All contributions will be reviewed by the **Transformation and Improvement Overview Scrutiny Committee**, which I chair. We will use your views to make formal recommendations to Cabinet and Full Council by the end of 2025.

You can complete the survey online here, and find details of other ways to respond below: <https://www.surveymonkey.com/r/TownParishCouncilsJune25>

We would be grateful for responses by **Monday 18th August**.

We also want to hear about *quick wins* – ideas that could be trialled or implemented sooner. For instance, street scene and environmental maintenance are areas where some Town and Parish Councils may already feel ready to pilot new approaches.

If there are ways we can move ahead swiftly and to mutual benefit, please don't hesitate to get in touch now. We are open to new ideas, pilot schemes, and collaborative models that reflect the diversity of our county.



As my colleague Councillor Alex Wagner has mentioned in an earlier letter, we would in particular welcome your reflections on:

- How a new style of partnership should work in practice;
- Your experience engaging with Shropshire Council (e.g. planning, highways, developer levies, communications);
- Where things could improve;
- And which services might be better delivered locally—whether by your council, local providers, or in partnership with us.

We understand that not every community will want or be able to move at the same pace. That's why this is not a one-size-fits-all proposal, but a flexible and collaborative approach shaped around your circumstances.

This is not a tick-box exercise. We are serious about building something better – together. If you'd prefer to respond in a different format, a printable version of the survey is attached and can be returned to TellUs@shropshire.gov.uk or posted to:

Tell Us, Feedback and Insight Team

Shropshire Council
PO Box 4826
Shrewsbury
SY1 9LJ

Thank you for your time, your partnership, and your commitment to improving outcomes for the residents we all serve.

Yours faithfully,

David Minnery

Chair, Transformation and Improvement Overview Committee
Councillor for Market Drayton South Division



Call for Information: Town and Parish Councils

June 2025

The survey will be open for 2 months from mid-June 2025. An online version is available, but you can also use this Word version if more convenient. Email and postal return options are provided at the end of this document. The aim of the survey is to gather your views on:

- How the partnership between Shropshire Council and town and parish councils should work, and how we have an equal say in making our communities and services the best they can be.
- Your experiences engaging with Shropshire Council (e.g. highways, planning, developer levies, communications).
- Your thoughts on how we can improve and which services you believe could be better delivered locally either by Town and Parish Councils, using local providers, or in partnership with Shropshire Council.

Which town or parish council is your response on behalf of?

What position do you hold regarding the town or parish council?

- Councillor
- Clerk
- Another paid officer (e.g. treasurer)
- Other (please specify)

If you would like us to contact you for further conversations please provide a lead contact below:

Name	
Email	
Telephone	

Would your town or parish council be interested in working with us as part of early discussions and a pilot? (If yes please ensure contact details are included above).

- Yes
- No
- Don't know

1. Experiences of Shropshire Council

Overall, how would you describe your experience of working with Shropshire Council in the last 12 months?

- Very good
- Good
- Neither good nor poor
- Poor
- Very poor

How would you rate your experience (over the last 12 months) in relation to the following?

	Very good	Good	Neither good nor poor	Poor	Very poor	Don't know or not applicable
Community Infrastructure Levy (CIL) and Section 106 funding for local projects						
Communication with officers and members of Shropshire Council						
Working to solve local highway issues						
Dealing with finance and legal issues						

Please add any comments to explain below, particularly if you have selected poor or very poor.

2. Working together in the future

In which priority areas, linked to the work of town and parish councils, can Shropshire Council do better? (please select your top 3 priorities)

- Communication and engagement with town and parish councils
- Responding to highways and traffic/road safety issues
- Street scene and environmental maintenance
- Planning
- Community safety
- Housing
- Community green spaces and recreation (allotments, cemeteries, play areas, playing fields)
- Community buildings
- Libraries
- Rights of way
- Climate change and environment
- Youth support
- Other (please specify)

Considering the perspective of your residents and your council, how can Shropshire Council work better for you?

3. Services and Partnerships

Which services, roles and responsibilities, if any, do you feel could be better delivered by Town and Parish Councils rather than Shropshire Council?

Which current services, roles and responsibilities at either Parish or County level do you feel could be better delivered in partnership between both Councils?

Which current services, roles and responsibilities at Parish level could Shropshire Council assist in the delivery of?

Some town and parish councils have previously expressed some interest in discussing options for taking on services. What would make it easier for parishes to consider this?

We recognise the concerns you have raised about working together previously. Which of the following currently apply?

- Lack of capacity/ resources within your town or parish council
- The need for clarity concerning specific opportunities to work in partnership
- The need for specialist support and guidance from Shropshire Council
- Importance of forward planning to consider precepts and raising funds
- Other (please specify)

Thank you for completing this survey

How we will use the information you have provided

We will not share your data with any external third parties. Your information will be held securely, only shared internally where necessary. We comply with data protection laws concerning the protection of personal information, including the General Data Protection Regulation (GDPR). For more information on how information is held by Shropshire Council and your rights to gain access to the information we hold on you please see our corporate privacy policy at www.shropshire.gov.uk/privacy

Please return by email to: TellUs@shropshire.gov.uk

Post to:

Tell Us, Feedback and Insight Team
Shropshire Council
PO Box 4826
Shrewsbury
Shropshire
SY1 9LJ





Shropshire Together Conference

Friday 25th July 2025 – 9.00am – 3.30pm

Shrewsbury Town Football Club, Oteley Road, Shrewsbury

To help shape this new landscape together, SALC is hosting the **Shropshire Together Conference – Powering Local Service Through Partnership**. This event will be open to Councillors and Clerks to attend and will provide a platform to come together, get informed, and start building the future collaboratively.

Conference Outcomes:

- Clearer understanding of the opportunities and expectations
- Stronger links and collaboration between local councils
- A roadmap towards a **formal Partnership Agreement**
- Foundation for pilot initiatives and devolved models of service delivery

Programme

9.00am	Coffee & Registration
9.30am	<p>Why Bring the County Together</p> <p><i>Chris Mellings – Chief Officer</i> gives his thoughts on the valuable role that Parish & Town Councils make in Shropshire and how they and the Shropshire Association of Local Councils working together can play in shaping the future of local government in Shropshire</p>
10.15am	<p>The National Picture</p> <p><i>Justin Griggs -NALC's Head of Policy</i> gives a flavour of the devolution picture nationally and how it impacts on Parish Councils and why Shropshire Parish & Town Councils coming together now is critical</p>
11.00am	Tea Break
11.15am	<p>The Financial Reality</p> <p><i>Councillor Alex Wagner – Deputy Leader of Shropshire Council</i> details the financial challenges that the new administration faces and why it was important for him to reach out to all Parish & Town Councils to engage in more meaningful partnerships going forward</p>
12.00pm	<p>Learning From Others</p> <p><i>David Mears – Town Clerk of Bridgwater</i> tells the Somerset experience of service devolution to Parish & Town Councils and looks at how it has inspired the first tier of local government to become active leaders in their communities</p>
12.30pm	Lunch
1.00pm	<p>What does it mean for Clerks</p> <p><i>Helen Ball – Town Clerk of Shrewsbury and Vice-Chairman of the Society of Local Council Clerks</i> looks at the Clerks perspective. Having been a clerk to a small, medium and large parish council over her 28 year career in the local council sector she looks at how working together we can meet the challenges and create long term beneficial opportunities to shape local government</p>
1.30pm	<p>What does it mean for Councillors</p> <p><i>Councillor Dan Thomas (Mayor of Much Wenlock)</i> – looks at the councillors' perspective. How can the elected members, the closest to local people help to shape a new future and engage with residents</p>
2.00pm	<p>Developing the Shropshire Together Partnership Agreement</p> <p><i>Helen Ball & Clare Turner – Town Clerk & Deputy Town Clerk of Shrewsbury Town Council</i> - will facilitate an interactive workshop looking at developing a bottom up partnership agreement between Parish & Town Councils, Shropshire Council, Shropshire Association of Local Councils and the Shropshire Branch of the Society of Local Council Clerks to create a blueprint for a stronger and more resilient local government for Shropshire</p>
3.00pm	<p>Reflection of the Day with the Chairman of the Shropshire Association of Local Councils</p> <p>Councillor Rax Wickson – Chairman of the Shropshire Association of Local Councils & Councillor Heather Kidd – Leader of Shropshire Council give their reflections on Shropshire Together – Powering Services Through Partnership</p>



SERVING LOCAL COUNCILS IN SHROPSHIRE AND TELFORD & WREKIN
Affiliated to the National Association of Local Councils

Survey Post Elections for Town and Parish Councils, Shropshire 2025

Dear Town/Parish Councils,

Firstly, may we extend our thanks to the Clerks for your assistance during the recent elections. Thank you also to those who have given us feedback on the process.

We know the Elections Team are committed to enhancing the election process and already several areas have been identified for investigation to improve future elections.

SALC would therefore be grateful if you could spare some time to complete this short survey. We do of course recognise that legislation restricts what can be done in some areas. However, your feedback could provide an invaluable insight into areas that may not have previously been considered and will help us work collaboratively with the Elections Team to identify areas for improvement and ensure future election processes are as smooth and effective as possible.

Once responses are collated, we will arrange a face-to-face meeting with the Elections Team to discuss the findings and hear directly from them about lessons learned. We will then share a summary briefing with Clerks across the county.

We would much appreciate your response to alc@shropshire.gov.uk by Monday 14 July 2025.

Thank you again for your time and valuable input.

Best Wishes

Chris

Chris Mellings

Chief Officer – Shropshire Association of Local Councils (SALC)

Email: chris.mellings@shropshire.gov.uk

Telephone: 01743 252744

SALC Office, Riggs Hall, The Library, Castle Gates, Shrewsbury, Shropshire, SY1 6AS

www.alcshropshire.co.uk

Survey Questions

Please complete by deleting as required in bold below with any explanations. Questions are all optional as is the name of your Council.

Q1: Nomination Process

- How clear and accessible did you find the guidance provided for completing nomination forms? **Clear / Not Clear**
- Were there any issues with the receipt or submission of nomination papers in your area? **Yes / No / Not sure (If yes, please explain below)**

Q2: Election Expenses

- Was the process for submitting election expense returns clearly explained? **Yes / No**
- Were there any difficulties or confusion regarding expense reporting? **Yes / No / Not sure (If yes, please explain below)**

Q3: Declarations of Pecuniary Interests (DPIs)

- Was sufficient guidance provided on completing and submitting DPIs? **Yes / No**
Were there any challenges or delays in this part of the process? **Yes / No / Not sure (If yes, please explain below)**

Q4: Co-option Advice

- Did you receive adequate support or guidance on co-option procedures? **Yes / No**
Are there any improvements you would suggest in this area? **Yes / No / Not sure (If yes, please explain below)**

Q5: Communication and Support

- How would you rate the overall communication from the Elections Team?
Very good / Good / Neither good nor poor / Poor / Very poor
- Were your queries and concerns addressed in a timely and helpful manner?
Yes / No
- If you wish to comment or make suggestions, please state below.

Q6: General Feedback

- What aspects of the election process worked well?
- What areas do you feel need improvement?

- Do you have any additional comments or suggestions?

Q7: Name of your Council

Many thanks for completing our survey.



Bank reconciliation (Whixall Parish Council 2025-2026) - registered

on 01/04/2025

Whixall Parish Council

Bank account: Savings Reconciliation as at: 30/06/2025

Balance per bank statement at 30/06/2025	27343.22
TOTAL NET BANK BALANCES at 30/06/2025	27343.22
The total net balances reconcile to the Cash Book (receipts and payments) as follows	
Opening balance at 01/04/2025	18043.22
Total receipts	-
Total payments	-
Total transfers	9300.00
Closing balance per cash book as at 30/06/2025 (must equal net bank balances above)	27343.22



Show reconciled transactions (Whixall Parish Council 2025-2026) -
registered on 01/04/2025

Whixall Parish Council

Details of bank reconciliation dated 30/06/2025 for Savings

Date	Type	Reference	Supplier / customer	Description	Amount
				Opening statement balance	27343.22
				Reconciled transactions	
				Reconciled Balance	27343.22

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: 30/06/2025

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 2.25% AER as of your statement date.



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 Instant Access account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
31/05/2025		Balance brought forward	£0.00	£0.00	£27,343.22
30/06/2025	Credit Interest	Credit Interest	£0.00	£141.80	£27,485.02

Page number 1 of 2

Statement number 063

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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.
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Bank reconciliation (Whixall Parish Council 2025-2026) - registered

on 01/04/2025

Whixall Parish Council

Bank account: Working Account Reconciliation as at: 30/06/2025

Balance per bank statement at 30/06/2025	98.70
TOTAL NET BANK BALANCES at 30/06/2025	98.70
The total net balances reconcile to the Cash Book (receipts and payments) as follows	
Opening balance at 01/04/2025	112.35
Total receipts	13979.60
Total payments	-4693.25
Total transfers	-9300.00
Closing balance per cash book as at 30/06/2025 (must equal net bank balances above)	98.70



Show reconciled transactions (Whixall Parish Council 2025-2026) -
registered on 01/04/2025

Whixall Parish Council

Details of bank reconciliation dated 30/06/2025 for Working Account

Date	Type	Reference	Supplier / customer	Description	Amount
Opening statement balance					623.80
Reconciled transactions					
02/06/2025	Receipt	R3	Whixall Bowling Club	Bowling Club rent 2025-26	1.00
09/06/2025	Payment	20.25DD	HugoFox	Website June	-11.99
25/06/2025	Payment	21.25	HMRC	PAYE June	-84.80
25/06/2025	Payment	22.25	Amanda Jane Roberts	Salary June (May Hours)	-339.03
30/06/2025	Payment	23.25DD	NEST	Pension Contributions June	-84.28
30/06/2025	Payment	24.25DD	Unity Trust Bank	Service Charge June	-6.00
Reconciled Balance					98.70

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: 30/06/2025

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

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
31/05/2025		Balance brought forward	£0.00	£0.00	£623.80
02/06/2025	Credit	WHIXALL BOWLING	£0.00	£1.00	£624.80
09/06/2025	Direct Debit	Direct Debit (GOCARDLESS)	£11.99	£0.00	£612.81
25/06/2025	Faster Payment Debit	B/P to: HMRC Cumbernauld	£84.80	£0.00	£528.01

Page number 1 of 3

Statement number 081

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Your Current T1 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
25/06/2025	Faster Payment Debit	B/P to: AJ Roberts	£339.03	£0.00	£188.98
30/06/2025	Direct Debit	Direct Debit (NEST)	£84.28	£0.00	£104.70
30/06/2025	Fee	Service Charge	£6.00	£0.00	£98.70

Whixall Parish Council Funding Request Report

Applicant: Deborah Daniel

Request: Financial donation in support of participation in the Para World Championships (Carriage Driving), Germany, September 2025 (Details at end of report).

Date Received: May 2025

1. Background

Section 137 of the Local Government Act 1972 gives Town, Parish & Community Councils in England & Wales the ability to spend a limited amount of money for purposes for which they have no other specific statutory power. It allows Councils to spend on projects they believe will benefit some or all of their residents.

The amount of money that can be spent under Section 137 is capped which means Councils cannot endlessly spend under this provision. The 2025-26 limit for Whixall PC is £7,670.10 (based on £11.10 per elector).

The Council must also ensure that the direct benefit to its area or residents is commensurate with the expenditure incurred. Councils must therefore exercise care when considering amounts of proposed expenditure under Section 137.

2. Summary of Request

Deborah Daniel, a long-standing resident of Whixall (22 years), has requested a financial donation from the Parish Council to support her participation in the Para World Championships as part of Team GBR. This event, taking place in Germany in September, will be her final international competition. Ms Daniel is seeking contributions toward her travel and competition expenses and has offered to acknowledge the Council's support via her social media platforms.

2. Relevant Information – Spending S137 Funding

S137 Funding CAN be used for:

- Donations to charitable organisations.
- Grants to community clubs or groups offering collective benefit.
- Awards encouraging local engagement or development.

S137 Funding CANNOT be used for:

- Funding that benefits a sole individual directly.

- Donations where a specific statutory power applies or is restricted.

3. Assessment

Residency	Ms Daniel is a long-term resident of the parish, and her achievements as a para-sportsperson represent the community on an international stage
Nature of the Request	The funding would directly support her participation in a sporting event, not a group or registered charity.
Compliance with S137	Does not meet criteria: The request is for individual benefit, which falls outside the scope of S137 powers.
Potential alternative	If Ms Daniel is affiliated with a registered charity or club (e.g., a disability sports organisation or equestrian charity), and funding could be channelled through that body, support may be reconsidered under S137 on the basis of wider community benefit.

4. Recommendations

That the Council:

1. Regretfully decline the request under S137 grounds, as the expenditure would be for the exclusive benefit of a single individual, which is not permitted under the legislation.
2. If considered appropriate, advise the applicant to consider applying through an affiliated club or charity that serves a broader group, which may make a future application eligible for S137 consideration.
3. Acknowledge and commend Ms Daniel's achievements and her role in positively representing Whixall internationally.

Prepared by A Roberts (Clerk)

1st July 2025

Funding Request

As a resident of Whixall for 22 years, I wondered if the Parish Council were able to offer a financial donation. I am an International Para Carriagedriver and have represented Team GBR 6 times at World Championships. This year I aim to represent Great Britain for the final time, at the Para World Championships, in Germany, in September this year. It will be my Swan Song. I have put a link below which will "hopefully" take you to my Facebook Page, and my Go Fund Me story and official link. Any amount of support would be gratefully appreciated. I would also give the Parish Council social media coverage if they wish. I do hope that you are able to assist.