

# 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 12 November 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:

*Med Evans*

Date: 6 November 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 8 October 2025**

**5. Reports**

- a. Shropshire Councillors
- b. Parish Councillors
- c. Clerk's Progress Report

**6. Parish Matters**

- a. Marlot Monthly Report – to note
- b. Hollinwood Green Request for Tree Removal – to agree a response
- c. Christmas event with Whixall Primary School – to receive a verbal report

**7. 2025 – 29 Action Plan** – to review and approve

**8. Planning**

- a. To receive planning applications from Shropshire Council  
None received
- b. To receive planning decisions from Shropshire Council  
25/02610/FUL Proposed Holiday Let Barn Conversion, Platt Lane,  
Conversion of outbuildings to 2no. holiday lets  
Decision: Refuse

**9. Policies** – to review and approve

- a. Social Media Policy
- b. Communications Policy
- c. Website Management Policy

**10. Audit**

- a. To appoint an internal auditor

**11. Asset Management**

- a. Moss Cottages Field Fencing – to appoint a contractor
- b. To receive the asset condition report for 2025-26
- c. To agree asset maintenance priorities for 2026-27

**12. 2026-27 Budget** – to review the first draft of the budget (circulated)

**13. Finance**

- a. To receive monthly balance record and reconciliation (circulated)
- b. To resolve to approve outstanding invoices and payments.

<b>Recipient</b>	<b>Reason for Payment</b>	<b>Amount</b>	<b>Reference</b>
<b>Payments Made Before the Meeting</b>			
HMRC	Balance of PAYE and NI Q2	114.53	54.25
<b>New Payments to be approved</b>			
Josh Higgins	Marlot Tree work	480.00	55.25
RBLI	Wreath Invoice and Donation	50.00	56.25
M Spenser	Reimbursement	15.13	57.25
A Roberts	Reimbursement	40.85	58.25
A Roberts	Salary	349.97	59.25
Unity Trust Bank	Charges	6.00	60.25 DD
Parish Online	Website	67.20	61.25 DD
NEST	Pension	86.97	62.25 DD
HMRC	NI and PAYE	tbc	63.25

**Income**

<b>Payee</b>	<b>Reason for Payment</b>	<b>Amount</b>	<b>Reference</b>
Ecclesiastical Insurance	Damage to Noticeboard	1320.00	R7

**14. Items for Next Agenda**

To enable Councillors to bring forward items for the 14 January 2026 meeting agenda.

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# Whixall Parish Council



Chairman: Med Evans

## Minutes of the Parish Council Meeting held on 8<sup>th</sup> October 2025 at Whixall Social Centre starting at 7.30pm

### Present

<b>Councillors</b>	M Evans (Chair) I Mercer SJ Lamb, C Weedall, J Spenser, J Hawkes M Clorley (joined at 19.47).	
<b>Unitary Councillors</b>	A Holford	
<b>Clerk</b>	A Roberts	
<b>Other Organisations</b>	MCG (2)	<b>Members of the Public:</b> 4

### **78/25 Chairman's welcome, announcements and public session**

One member of the public spoke about a proposed planning application in Welshend.

### **79/25 Apologies**

Cllr C Schup, Cllr Groves (Unitary Councillor)

### **80/25 Squirrel Management Presentation**

The Council received a presentation from Matthew Dutton (British Association for Shooting and Conservation).

### **81/25 Declaration of Disclosable Pecuniary or any other interests or requests for dispensations**

None Declared

### **82/25 Squirrel Traps** brought forward.

ii Squirrel Management – to receive a recommendation from the Marlot Liaison Group.  
Brought forward to follow Dpi. \resolved to bring forward.  
Following a lengthy discussion it was

**Resolved: To defer a decision until next April and monitor any further damage to trees.**

### **83/25 To approve the Minutes of the Parish Council Meeting held on 10<sup>th</sup> September 2025**

**Resolved: to approve as a correct record the minutes of the ordinary meeting of the Parish Council held on 10<sup>th</sup> September 2025. They were duly signed by the Chair.**

### **84/25 Reports**

- Shropshire Councillors - noted
- Parish Councillors – Cllrs Hawkes and Weedall reported on their recent attendance at the North Shropshire Area Committee and the Possible delegation of Street Scene Services to Town & Parish Councils. This was noted.
- Clerk's Progress Report – noted

## 85/25 Parish Matters

### a. Marlot

- i. Monthly and Quarterly reports

**Resolved: to note the contents of the Marlot monthly and quarterly reports and to write to Graham Turnbull thanking him for the work he has carried out at the Marlot.**

- iii Willow Tree – to agree a course of action

**Resolved: to suspend financial regulations and accept the quotation from J Higgins for the removing the damaged limbs and then re-open the small gate to the Marlot..**

- iv. Marlot Liaison Group – to review the purpose, roles and terms of reference. Cllr Spenser, who requested this item, explained that this was no longer required.

**Resolved to take no further action at present**

### b. Hollinwood Green

- i. Quarterly Report

**Resolved: to note the contents of the Hollinwood Green quarterly report**

- ii. To consider a request for tree removal

**Resolved: to defer this matter until the resident has provided clarification about the reason for wishing to remove the tree.**

- c. Asset Inspection Reports – to agree a course of action

Insufficient information was received from Councillors and it was

**Resolved: defer to the November meeting.**

- d. Newsletters – to agree content

**Resolved: The Clerk is to compile the final version and circulate to members.**

- e. Moss Cottages Field Fencing – to appoint a contractor  
The Clerk tabled three quotes for this work, however it was

**Resolved: to seek 2 additional quotes and make a decision at the next meeting.**

It was noted that a local resident has cut back the hedge at the junction.

## 86/25 Action Planning Meeting

**Resolved: to hold an action planning session for all councillors on 21 October at 7pm Bull & Dog.**

The Clerk will circulate information.

## 87/25 Policies

**Resolved: to approve the following policies:**

- **Business Risk Assessment**
- **Grants and Donations**
- **Reserves**
- **Statement of Internal Controls**

## 88/25 Correspondence

- a. SALC AGM

**Resolved: that Cllr Weedall will attend the SALC AGM.**

- b. SALC Data Protection Training

**Resolved: that Jason Hawkes will attend Data Protection Training for Councillors.**

The Clerk will arrange the training date with Cllr Hawkes.

- c. SALC Area Committee Review

**Resolved: to support the recommendations of the review.**

## 89/25 Consultations

**Resolved: Cllr Hawkes will pull together a response to the Local Nature Recovery Strategy Consultation if an extension is granted.**

## 90/25 Planning

No planning decisions or applications were received from Shropshire Council

## 91/25 Finance

- a. To receive Monthly Balance Record and reconciliation -

**Resolved: to note that Cllr Hawkes has confirmed that the reconciliation agrees with the bank statements.**

- b. To receive the Quarterly budget and spending record

**Resolved: to note the report.**

- c. To resolve to approve outstanding invoices and payments

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

Recipient	Reason for Payment	Amount	Reference
<b>Payments to be Approved</b>			
SJF Design & Print	Marlot Leaflets	107.00	45.25
A Roberts	Salary October	349.47	46.25
HMRC	PAYE and NI Jul – September	94.49	47.25
A Roberts	Expenses	76.14	48.25
NEST	October Pension Contributions	86.97	49.25DD
Unity Bank	Monthly Fee	6.00	50.25DD
SLCC	Membership Renewal	110.00	51.25
SALC	Training	82.00	52.25
<b>Income (September)</b>			
Payee	Reason for Payment	Amount	Reference
Unity Bank	Interest	150.26	R7

## 92/25 Items for Next Agenda

The meeting scheduled for 12<sup>th</sup> November was noted.

Meeting closed at 9.26 pm

**Progress on Actions arising from Council Resolutions**

<b>Council Resolution</b>	<b>Progress</b>	<b>Notes</b>
Councillors will attend training on planning, Code of Conduct and Fundamentals for Councillors during this term of office.		Fundamentals info sent to all councillors 4.8.25. One Councillor booked for training.
Arrange for damaged willow at the Marlot to be made safe before re-opening		Completed
Obtain guidance from NE in relation to removing squirrel damaged trees		
Establish total cost of installing brown signs for the Marlot		Shropshire Council is no longer installing brown signs on behalf of other organisations.
Council will work with Whixall Primary School to facilitate a Christmas event.		ongoing
Action Planning session		Completed
Make donation to RBL		Agenda Item
Additional quotes for Fencing		Agenda Item
Write to Graham Turnbull		
Prepare action plan document		Agenda Item
Request extension to local nature recovery strategy consultation		Not granted
Arrange training for JH		Date tbc

**Other Actions (including those not covered in resolutions)**

<b>Action</b>	<b>Progress</b>	<b>Notes</b>
Invite ex councillors to a meal		Date of meal to be agreed
Damaged Notice board replacement		Insurance claim submitted
Marlot Shropshire Way signage		No action to date
Marlot squirrel management		Agenda item for March
Marlot Ecological Management Plan update		Request for information sent to Shropshire Council 7.8.25
Chairmans' board to be updated		Searching for signwriter
Update Social Centre boundary agreement		Will be a future agenda item
Whixall Walks Booklet to be updated		Need to agree how this will be done.
Investigate bye-laws to prevent theft of branches from the Marlot		Information received from G Turnbull. Not followed up.
Obtain quotes for internal audit		Agenda Item
Start Budget Preparation		Agenda item

**Marlot Conservation Group (MCG)****Work report to Whixall Parish Council for its meeting to be held on 12 November 2025**

Since last month's report the MCG team has attended on site when weather conditions have allowed, albeit with reduced manpower.

Vegetation overgrowth has been cut back in the main meadow area, including underneath the large willow tree, where a tree surgeon has now dealt with the damaged branch. There is a substantial amount of brash to be raked up and burnt, failing which it will need to be carted over to the designated compost heaps or dead hedges.

A small area close to the main entrance has now been ring-fenced, to be used as a depository for mid-sized timber, which can then be raided as and when needed on site. It is hoped that any visitors who cannot resist helping themselves to wood will now be attracted to this source, rather than destroying laid hedging and habitat piles.

On one wet task day, the team got together to work through a shopping list of items and equipment needing replacement. We would expect to have taken delivery of most of these things by the time of the Parish Council meeting.

Alan Lomas has designed an A4 poster, seeking additional volunteers from within the community. Copies will be put up on various local notice boards. Whilst we are aware that there is a Marlot feature in the forthcoming parish newsletter, there will have to be other concerted efforts to bring in further help, so that our nature reserve can be managed effectively into the future.

I must also draw Council's attention to squirrel damage on site, which continues to be an issue. Contrary to popular belief, these animals do not hibernate during the winter months; they might slow down, but will readily pop up when conditions are favourable.

Martin Spenser

4 November 2025

## Removal of Conifer tree at Hollinwood Common

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[REDACTED] m50@gmail.com >

Tue, 21 Oct 2025 11:53:33 AM +0100

To "clerk"<clerk@whixallparish.gov.uk>

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Hi Amanda.

The reasons for wanting to remove the tree are:-

1. Half the tree is overhanging our property.
2. The trunk of the tree partially blocks vision for us and neighbours on the common getting onto the road.
3. The roots are a concern under our drive and the drains.
4. Limited access onto our drive for larger vehicles.
5. Removal may give the Damson tree better chance of survival.
6. If we trimmed the tree back to the boundary it would look unsightly to everyone as there would only be half a tree remaining.
7. We have personally spoken to all the neighbours that overlook the common and no-one has any objections to removing it.
8. We will carry out all the work at our cost and remove all the brash and leave the site in good order.

Regards

[REDACTED]

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# WHIXALL PARISH COUNCIL DRAFT BUSINESS PLAN 2025 – 2029



## Background and Introduction

The purpose of this Business Plan is to describe our business, providing a statement in relation to key objectives and resources.

## Business Summary

There are 9 Councillors within the Parish of Whixall. The Parish Council is the first and most local tier of government, with an important role to play in representing our communities and promoting our parish.

Our Councillors are enthusiastic local people and their aim is to improve day-to-day life and opportunities for people who live, work and travel in Whixall.

## Our Vision

### Option 1

Whixall is a unique and historic rural parish that treasures its peaceful landscapes, close-knit community, and deep-rooted agricultural heritage. As we look to the future, we envision a parish that remains true to its quiet and conservative character while becoming more connected, active, and welcoming. We aspire to be a proud and prepared community — one that sustains its farms and wildlife, supports its residents, and strengthens the bonds between neighbours.

### Option 2

Rooted in history and surrounded by peaceful countryside, Whixall is a parish that values its people, its rural heritage, and its way of life. As we grow and adapt, we hope to remain true to our traditional character while becoming more connected, lively, and inclusive. Together, we aspire to nurture a proud, caring community where people support one another, protect our rural heritage, and celebrate the uniqueness of Whixall.

## Parish Council Responsibilities

The Parish Council has responsibility for

- The Old Burial Ground (adjacent to the Social Centre)

- The field adjacent to the Old Burial Ground (leased to the Bowling Club)
- The War Memorial
- Noticeboards across the Parish
- Moss Cottages Playing Field
- The Marlot LNR (managed by the Marlot Conservation Group)
- The Redundant Telephone Box at Welshend (managed as a book exchange by a local resident)

#### The Parish Council provides:-

- Grant Funding for community groups
- An annual newsletter
- Support for elderly residents at Christmas time.

### Progress on previous priorities

This is the first business plan, so no formal priorities have been previously identified. However, over the last five years the Council has achieved the following:

- Improved asset management, including building up financial reserves for specific assets
- Support for litter picking events run by a local resident. This is now built into the Council's budget.
- Declaration of the Marlot as a Local Nature Reserve and continued financial and material support for the MCG
- Organising Remembrance Sunday events in partnership with local churches.

### Priorities identified for 2025 – 2029

Priority	Notes
1. Encourage wider representation on the Council	There are areas of the Parish with no representatives. Explore how to address this.
	Encourage younger people to become active on the Council.
2. Increase the use of PR	Use social media to encourage volunteers and to promote the work of the Council.
3. Resilience Planning	Flooding – see item 8
4. Address succession issues relating to the Marlot.	Explore possible future arrangements for management <u>before</u> issues arise. Involve MCG in this. A disproportionate amount of time is spent discussing the Marlot. Identify and promote the Marlot's Unique Selling Points

<b>Priority</b>	<b>Notes</b>
5. Parish Cohesion / Community	Look at combining litterpicking with other parishes and use the Social Centre as a hub.
6. Legacy projects	Addressing Flooding – funding will be needed for equipment, software etc. Could look at setting up as an unincorporated group to access funding. Children’s play area Carry out further work on the role of the OBG for the community
7. Governance	Consider limiting the duration of the Chair’s role to 2 – 3 years and encouraging all to step forward into the role.
8. Potential delegation of services by Shropshire Council	Is there anything that we could do better within the Parish?

### Projects for 2026-2027

<b>Priority</b>	<b>Projects</b>
Parish Cohesion/Community	Welcome to Whixall event at the Social Centre, to enable voluntary groups, businesses etc to promote themselves.
	Litterpicking with other parishes
Legacy Projects	Explore alternative arrangements for the maintenance and use of the OBG. Possibly enhance its use as a village green.
Any others??	

## Summary of Whixall Parish Council Budget

Budget Heading	24-25	25-26
<b>Expenditure</b>		
<b>Administration</b>		
General Admin	120	205
Bank charges	75	75
Website/gov.uk	250	370
Newsletter	150	
Audit	120	120
Room Hire	324	324
Training	220	220
Insurance	450	690
Affiliations	645	695
<b>Total Administration</b>	<b>2354</b>	<b>2699</b>
<b>Asset Management</b>		
Grass cutting	1650	1750
Hollinwood Green	0	50
Marlot routine works	250	262
Contribution to Reserves	1350	975
<b>Community</b>	<b>3250</b>	<b>3037</b>
<b>Community</b>		
Chairman's Fund	440	500
Events	440	440
<b>Total Community</b>	<b>880</b>	<b>940</b>
<b>Staffing</b>		
Staff - non-salary costs	437	460
Salaries	6160	6652
<b>Total Staffing</b>	<b>6597</b>	<b>7112</b>
<b>TOTAL EXPENDITURE</b>	<b>13081</b>	<b>13788</b>
<b>Receipts</b>	<b>Income</b>	<b>Income</b>
<b>Precept</b>	<b>12880</b>	<b>13637</b>
<b>Other receipts</b>		
CIL / Neighbourhood Fund		
Bank Interest	200	150
Miscellaneous Receipts	1	1
<b>Total Other receipts</b>	<b>2001</b>	<b>151</b>
<b>Total Receipts</b>	<b>£11,801</b>	<b>£13,788</b>

The budget is carefully monitored by the Parish Council with schedules of payments going to every Council meeting for approval and published on the Council website.

A summary of the accounts is posted on the main Parish Council notice board by the end of June each year. To date, income and expenditure have both been below £25k, allowing the Council to declare itself exempt from external audit.

### **Committees, Panels and Liaison Groups 2025/26**

There are no formal committees.

<b>Name</b>	<b>Overall Purpose</b>
<b>Staffing Committee</b>	<b>To effectively and efficiently discharge the Council's duties as an Employer.</b>
<b>Complaints Panel</b>	<b>To investigate complaints made against the council. Will be formed if complaints are raised.</b>
<b>Marlot Liaison Group</b>	<b>To liaise with the Marlot Conservation Group on behalf of the Council.</b>

Occasionally the Council may establish working parties specifically to review information and make recommendations to Council or the appropriate committee. The purpose of these groups is to focus on specific one-off topics, thereby freeing up time in Council meetings.

## Councillor Roles 2025 - 26

Councillor	Civic Role	Other Role	Full Council	Staffing Committee	Marlot Liaison Group
Med Evans	Chair		✓	✓	
Ian Mercer	Vice Chair		✓	✓	
Jason Hawke		Internal Controls	✓		
Sarah Jane Lamb			✓		✓
Jennifer Spenser			✓		✓
Chris Schup		Flood Liaison	✓		✓
Philip Rodenhurst			✓	✓	
Mark Clorley			✓		
Claire Weedall			✓		



## **Social Media Management Policy**

### **1. Introduction**

This policy outlines how Whixall Parish Council will use and manage social media to add quality to its communication with parishioners. In addition, it outlines basic guidance for personal social media use by Councillors and employees.

### **2. How Social Media Will be Used**

The Parish Council will only use forms of social media which do not require a lot of staff time and interaction with followers. It aims to keep members of the community and the wider local area informed and up to date using media which is easily accessible and can be effectively managed using limited staff resources (1 day per week).

Social Media will always be used to supplement the information published on the Parish Council website and in annual newsletters.

Through social media, the Parish Council will:

- remind people of important upcoming events;
- alert followers instantly to breaking news;
- signpost followers to services provided by Shropshire Council etc.
- provide links to relevant and interesting information published by others; and
- enhance its communication with those using mobile devices.

The Parish Council will not:

- monitor social media on a daily basis;
- respond directly to customer enquiries other than by providing an email address; or
- engage in ongoing debate

### **3. Use of Facebook**

The preferred medium is Facebook as this can be managed with less interaction than most other forms of social media.

Whixall Parish Council will operate its own Facebook page for the promotion of activities and events and as a communication tool. An official account on any other form of social media may only be set-up with consent from the Parish Council following a review of the implications on staff time.

The Parish Council's Facebook page will be used primarily to supplement content already published on the Parish Council's website by doing the following:

- highlighting news;
- making announcements;
- engaging with the community; and
- sharing information,

The page will be managed and monitored by the Parish Clerk who will use it to post information directly related to the parish council as well as links to other relevant local and national information.

Examples of acceptable Facebook content are:

- Agendas and Minutes;
- Consultation documents;
- News feed & emergency information;
- Event listings;
- Key dates;
- Polls and information gathering; and
- Useful links

As with all forms of online communication, information published on social media must comply with the Parish Council's confidentiality and data protection policies.

#### **4. Purdah**

During Purdah, the period during the six-week run up to an election, the Parish Council will continue to publish service announcements using Facebook and will use the medium to encourage local electors to vote, but will not provide information or links to anything that could be construed as party political.

#### **5. Comments and Questions**

The Parish Council is not responsible for comments and messages on its Facebook page as these are the views of individuals, not of the Council. Therefore, the Council's Facebook page will be set up so that comments and messages are permanently disabled. The page will clearly state that communication with the Parish Council should be made by email, which is monitored on a regular basis.

The Parish Clerk has the authority to consider requests for items from third parties to be posted or shared on the Parish Council's Facebook page.

#### **6. Use of Photos and Video**

Only the Parish Clerk will be permitted to upload photos and videos. The appropriate permissions must be obtained for all imagery and the originator must be acknowledged.

#### **7. Personal Use of Social Media**

##### **7.1 Councillors**

When engaging online, Councillors are personally responsible for what they publish. The Members Code of Conduct applies to Councillor's online activity in the same way it would for other written or verbal communication. Councillors should comply with the general principles of the Code in what they publish and what they allow others to publish in relation to the work of the Council.

##### **7.2 Councillors and Employees**

Councillors and employees must not

- Publish content using an affiliation with the Council for the promotion of personal financial interests, personal commercial ventures, or personal campaigns;
- Publish content in a way which appears as if the Council has endorsed it;
- Share sensitive or confidential information about the Council or its employees or councillors nor upload any photos or videos of colleagues without their express permission;

- Make any comment or post material so as to give a reasonable person the impression that the office of Councillor or the Council has been brought into disrepute;
- Present political or personal opinion as representative of the Council;
- Post or publish any material that contravenes the Council's Code of Conduct Policy; or
- Disclose confidential information relating to their role as a Councillor.

## 8. Policy Changes

The Parish Clerk is permitted to make occasional changes to the policy to allow for immediate action in unexpected situations. Changes to the policy will be highlighted immediately to the Chair and at the next Council meeting where they will be discussed and approved if applicable.

Adopted	12 October 2022
Review Frequency	Annually
Next Review due	May 2025

# Whixall Parish Council



## Communications Protocol

### Parish Council Correspondence

The point of contact for the parish council is the Clerk, and it is to the Clerk that all correspondence for the parish council should be addressed.

The Clerk should deal with all correspondence following a meeting.

No individual Councillor or Officer should be the sole custodian of any correspondence or information in the name of the parish council, a committee, sub-committee or working party. In particular, Councillors and Officers do not have a right to obtain confidential information unless they can demonstrate a 'need to know'.

Most official correspondence should be sent by the Clerk in the name of the council using council letter headed paper. For correspondence not sent by the Clerk, he/she must be provided with a copy.

Where correspondence from the Clerk to a Councillor is copied to another person, the addressee should be made aware that a copy is being forwarded to that other person.

### Agenda Items for Council, Committees, Sub-Committees and Working Parties

Agenda should be clear and concise. They should contain sufficient information to enable Councillors to make an informed decision, and for the public to understand what matters are being considered and what decisions are to be taken at a meeting.

Items for information should be kept to a minimum on an agenda.

Where the Clerk or a Councillor wishes fellow Councillors to receive matters for 'information only', this information will be circulated via the Clerk.

### Minutes of Council, Committees, Sub-Committees and Working Parties

Minutes should be clear and concise and should not be a record of discussions during the meeting. They are only required to contain:

- Date and time of the meeting
- Names of Councillors in attendance, arriving late, leaving early or absent
- Interests declared
- A note as to whether any councillor with a declared interest left the meeting whilst the matter was being considered
- The resolutions (decisions) made by the Council.

### Communications with the Press and Public

The Clerk will clear press reports, or comments to the media, with the Chairman of the council or the Chairman of the relevant committee.

Press reports from the council, its committees or working parties should be from the Clerk or via the reporter's own attendance at a meeting.

Unless a Councillor has been authorised by the council to speak to the media on a particular issue, Councillors who are asked for comment by the press should make it clear that it is a personal view and ask that it be clearly reported as their personal view.

Unless a Councillor is reporting the view of the council, they must make it clear to members of the public that they are expressing a personal view.

If Councillors receive a complaint from a member of the public, this should be dealt with under the Council's adopted complaints procedure.

### **Councillor Correspondence to external parties**

As the Clerk should be sending most of the council's correspondence from a Councillor to other bodies, it needs to be made clear that it is written in their official capacity and has been authorised by the parish council.

A copy of all outgoing correspondence relating to the council or a Councillor's role within it, should be sent to the Clerk, and this is to be noted on the correspondence so that the recipient is aware that the Clerk has been advised.

### **Communications with Parish Council Staff**

Councillors must not give instructions to any member of staff, unless authorised to do so (for example, three or more Councillors sitting as a committee or sub-committee with appropriate delegated powers from the council).

No individual Councillor, regardless of whether or not they are the Chairman of the council, the Chairman of a committee or other meeting, may give instructions to a member of staff which are inconsistent or conflict with council decisions or arrangements for delegated power.

#### **Emails:**

- Instant replies should not be expected from the Clerk
- reasons for urgency should be stated
- Information to Councillors should normally be directed via the Clerk
- Emails from Councillors to external parties should be copied to the Clerk
- Councillors should acknowledge their emails when requested to do so.

#### **Meetings with the Clerk:**

- Wherever possible an appointment should be made
- Councillors should be clear that the matter is legitimate council business and not matters driven by personal or political agendas

Adopted	November 2022
Review Frequency	Bi-Annually
Reviewed and amended	August 2024
Next Review due	May 2026

# Whixall Parish Council



## 07 Website Management Policy

This policy was adopted by the Council at its meeting on date.

### 1. Overview

This policy covers the management of the Whixall Parish Council Website, in particular its scope, management and the criteria and procedures for making amendments to the site.

### 2. Website Hosting Arrangements

The Council website is hosted by a third-party provider, having no other connection with the Whixall Parish Council. The current host, Parish Online, provides website hosting services to other local councils. The system is a 'Content Management System' (CMS) where the Parish Clerk has direct control of day-to-day editing and updating. Website accessibility requirements are managed through Parish Online who supply the web domain.

The Clerk is responsible for ensuring that the website is at all times compliant with best practice and national guidance and with ensuring best value from providers.

### 3. Who determines what should be on the Website

Subject only to the requirements of the law, the Council has the right to determine what should or should not be included on its website. These decisions are delegated to the Clerk who has delegated authority to manage the website without prior reference to the Council, but is responsible to the Council as a whole.

### 4. Content

- a. The Website will contain material that arises from Council business such as agendas and minutes, policies, factual information about the Council and Councillors. It should also include any material that has been commissioned by the Council, such as reports or surveys or material that is directly derived from these.
- b. The Website will also contain other material, such as history and geography of the Parish, news of local events, or any other material of a non-controversial nature that is appropriate for the Website on a 'custom and practice' basis.
- c. The Website will, in principle, not contain material of a deliberately contentious or offensive nature, or material that criticises or implies criticism of one or more members of the public, individual Councillors, groups of Councillors or the Council as a whole. However, Council minutes, which will be published on the website, may occasionally include contentious items. Additionally, the Council may approve material for inclusion on the Website with which some residents may not necessarily agree.
- d. Regardless of what has been voted on by Council, the Website shall not contain any material that is libellous or defamatory or in any way against the law or which could expose the Council to legal challenge.

## 5. Adding new material to the Website.

Any Councillor may submit material for inclusion on the website provided that it is consistent with the general content policies in Section 4, and also falls within any limits of technical feasibility to upload.

## 6. Role of the Clerk in managing the website

### a. Routine updates

The Clerk may make routine updates to the Website without prior reference to Council. Examples of routine updates could be:

Correcting errors of spelling, syntax or grammar and factual errors.

Repairing and restoring links that have ceased to work properly.

Routine structural changes where this improves the organisation of the Website.

Replacing out of date documents with current versions.

Uploading of agendas, minutes and other parish documents as required.

### b. Preservation of Archival Material

Archival material should be preserved without change to the content but can be reorganised or restructured as required.

### c. Deletion of Material

If other 'non-archival' material is considered to be out of date and irrelevant, they may consider it for deletion. If the deletions are substantial, the Clerk should consider the need for an update plan for Council to approve

### d. Uploading New Material

The Clerk may upload material to the Website, subject to the provisions of Section 4 above. Where it is anticipated that there might be disagreement, it is advisable for the Clerk to obtain the prior approval of the Council.

<b>7. Specific Web Management Tasks</b>	
<b>Task</b>	<b>Frequency</b>
Update calendar of meetings	Annually (May)
Upload meeting papers	Prior to meetings
Upload draft minutes	Within a week of meetings
Upload approved minutes	Within a week of approval
Update Councillor Details	As required
General updates	As required
Casual Vacancy information	As required
Upload policies	Within a month of approval
Upload Transparency Act information	Annually (June)
Upload Annual Return	Annually (June)
Clerk Vacancy information	As required
Details of Grants Paid	Annually (April)

Upload Shropshire Councillor reports	Within a month of receipt
Upload Marlot/Hollinswood reports	Within a month of receipt

Adopted	November 2024
Review Frequency	Annual
Reviewed	November 2025
Revised and reviewed	

Asset	Location	Inspected by	Comments	Work Identified
Telephone Kiosk	Welshend	Cllr Rodenhurst	<b>Could do with a coat of paint</b>	
Front fence/wall	Old Burial Ground	Cllr Schup	<b>Orange mesh installed - doesn't look pleasant</b> Chain is rusted but not corroded so as to be unstable Metal posts and block wall are solid <b>Front gates have dropped on hinges and closed with bailing twine. Could do with refurbishment as unsightly</b>	
Bowling Green Hedge/boundary	Old Burial Ground	Cllr Schup	No obvious issues with hedge <b>Gutter on bowling green shed needs repair</b> <b>No of fence panels are loose and coming away from posts</b>	Need to check maintenance responsibility
Rear Boundary	Old Burial Ground	Cllr Schup	Four standing headstones - well fixed and unlikely to fall <b>Boundary unclear - needs defining and fencing</b> Trees look okay - stable. <b>Ivy needs trimming (Cllr Schup will do this if approval given)</b> <b>Small trees and bushes need cutting back as are unsightly</b>	
Sheds	Old Burial Ground		<b>Roofing felt damaged on one shed - needs to be repaired</b> <b>Both sheds are old and unsightly and need to be painted</b>	Do these belong to the Social Centre?
Misc	Old Burial Ground		Grass recently mown no sign of dog mess	
Notice board	Social Centre	Clerk	Badly damaged by vehicle. Insurance claim submitted and paid	
Noticeboard	Hollinwood	Clerk	<b>Structure is sound but in need of paint. Board needs to be replaced,</b> ideally with external corkboard.	
Picnic Table	Hollinwood	M Spenser	In sound condition currently. Will need to be replaced in a few years.	
Noticeboard	Moss Cottages Field	Clerk	Perspex missing (removed because of moss). Structure is in sound condition. <b>Board to be replaced</b> - external corkboard so perspex not needed.	
Goal posts	Moss Cottages Field	Cllr Lamb	Good Condition	
Goal nets	Moss Cottages Field	Cllr Lamb	<b>Not fit for purpose</b>	
Fencing	Moss Cottages Field	Cllr Lamb	Scheduled for replacement 2025-26	
Trees	Moss Cottages Field	Cllr Lamb	<b>Lot of trees and tree branches are overhanging. They need some attention and some possible tree work / mangement.</b>	
Furniture	Marlot	M Spenser	In good condition.	

Equipment	Marlot	M Spenser	Further information to follow. <b>Will need to make arrangements for storage</b> (shed on OBG?)	
War Memorial	Adj to school	Clerk	Area around the memorial recently cleaned and tidied. <b>Concerned about cracks in base. Writing is starting to become unclear in places. Fencing needs to be cleaned and possibly painted</b>	
Notice board	Dobsons Bridge	Clerk	<b>Structure is sound but in need of paint. Board needs to be replaced,</b> ideally with external corkboard.	

work is in hand

not safety critical

safety critical

Expenditure	Current Budget	26-27 proposed	Change	% change
			£	
<b>Administration</b>				
General Admin	£ 205.00	255.00	50.00	24.4%
Bank charges	£ 75.00	72.00	-3.00	-4.00%
Website/gov.uk	£ 370.00	384.00	14.00	3.8%
Newsletter	£ -	140.00	140.00	
Audit	£ 120.00	200.00	80.00	66.7%
Room Hire	£ 324.00	336.00	12.00	3.7%
Training	£ 220.00	220.00	0.00	0.0%
Insurance	£ 690.00	716.00	26.00	3.8%
Affiliations	£ 695.00	673.00	-22.00	-3.2%
<b>Total Administration</b>	<b>£ 2,699.00</b>	<b>£ 2,996.00</b>	<b>£ 297.00</b>	<b>11.0%</b>
<b>Asset Management</b>				
Grass cutting	£ 1,750.00	1750.00	0.00	0.0%
Hollinwood Green	£ 50.00	50.00	0.00	0.0%
Marlot routine works	£ 262.00	272.00	10.00	3.8%
Contribution to EMR	£ 975.00	1210.00	435.00	24.1%
<b>Total Asset Management</b>	<b>£ 3,037.00</b>	<b>£ 3,282.00</b>	<b>£ 445.00</b>	<b>8.1%</b>
<b>Community</b>			0.00	
Chairman's Fund	£ 500.00	500.00	0.00	0.0%
Events	£ 440.00	440.00	0.00	0.0%
<b>Total Community</b>	<b>£ 940.00</b>	<b>£ 940.00</b>	<b>£ -</b>	<b>0.0%</b>
<b>Staffing</b>			0.00	
Staff - non-salary costs	£ 460.00	478.00	18.00	3.9%
Salaries	£ 6,652.00	6985.00	333.00	5.0%
<b>Total Staffing</b>	<b>£ 7,112.00</b>	<b>£ 7,463.00</b>	<b>£ 351.00</b>	<b>4.9%</b>
<b>TOTAL BUDGET</b>	<b>£ 13,788.00</b>	<b>£ 14,681.00</b>	<b>£ 1,093.00</b>	<b>6.5%</b>

Receipts	Est. Income	Est Income	Change	Percentage change
	25-26	26-27		26-27
<b>Precept</b>	<b>£ 13,637.00</b>	<b>14480.00</b>	843.00	6.2%
<b>Other receipts</b>				
CIL / Neighbourhood Fund				
Bank Interest	£ 150.00	200.00	50.00	33.3%
Miscellaneous Receipts	£ 1.00	1.00	0.00	0.0%
<b>Total Other receipts</b>	<b>£ 151.00</b>	<b>201.00</b>	<b>50.00</b>	<b>33.1%</b>
<b>Total Receipts</b>	<b>£ 13,788.00</b>	<b>14681.00</b>	<b>-£ 14,681.00</b>	<b>6.5%</b>

Based on the existing tax base, the annual increase for a band D property would be: £2.50  
The monthly increase would be: £ 0.21

Notes to Accompany the Draft Budget**Expenditure**Inflation

Inflation has been added to most items at 3.8%

Data Protection Fee (£47)

This has been moved from 'Affiliations' into 'General Admin'

Bank Charges

Reduced to reflect actual charges

Newsletter

It was unclear if the newsletter would be published in 25-26 so no budget was set. Consequently, the proposed budget shows this as a £140 increase.

Audit

We have been fortunate to have our accounts audited at no cost for a number of years. Competitive quotes have been received, showing a required increase in the budget.

Room Hire

This is based on 9 meetings plus 2 litter pickings and contingency for 2 extraordinary meetings

Contribution to Reserves

The proposed budget shows an increase of £435 in order to start to mitigate the unplanned expenditure occurred this year:

1. Tree removal at the OBG	£1200
2. Moss Cottages Fencing	£2275
3. Marlot Tree work	£480
	<b>£3955</b>

Salaries

An increase of 5% has been added to cover the cost of the incremental and annual pay increases.

Assets

Nothing has been budgeted for any works arising from the annual asset inspections. It is hoped that these can be funded from existing earmarked reserves.

**Income**Bank Interest

For the current year the estimated interest was £150, but interest to date is £292. As the interest rate is dropping, a conservative increase (£50) has been added to the estimated interest.

Precept

The proposed actual increase in precept is 6.2%. Shropshire Council haven't released the tax base figures, but based on the current figures, this represents the following:  
Annual increase for Band D: £2.50. Monthly increase for Band D: 21p

These figures will be revised when the tax base is received.

# Your Account Statement



For Businesses. For Communities. For Good.

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

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

**Date:** 31/10/2025

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

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

## Your Current T1 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
30/09/2025		Balance brought forward	£0.00	£0.00	£562.51
07/10/2025	Transfer	Transfer from 20423120	£0.00	£2,000.00	£2,562.51
20/10/2025	Faster Payment Debit	B/P to: AJ Roberts	£349.97	£0.00	£2,212.54
20/10/2025	Faster Payment Debit	B/P to: SALC	£82.00	£0.00	£2,130.54

Page number 1 of 3

Statement number 085

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Your Current T1 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
20/10/2025	Faster Payment Debit	B/P to: AJ Roberts	£76.14	£0.00	£2,054.40
20/10/2025	Transfer	B/P to: SLCC	£110.00	£0.00	£1,944.40
20/10/2025	Faster Payment Debit	B/P to: SJF Design Print	£107.00	£0.00	£1,837.40
20/10/2025	Faster Payment Debit	B/P to: HMRC Cumbernauld	£94.49	£0.00	£1,742.91
21/10/2025	Faster Payment Debit	B/P to: HMRC Cumbernauld	£114.53	£0.00	£1,628.38
31/10/2025	Direct Debit	Direct Debit (NEST)	£86.97	£0.00	£1,541.41
31/10/2025	Fee	Service Charge	£6.00	£0.00	£1,535.41



Faint, illegible text or a very light watermark, possibly containing contact information or a disclaimer, located in the middle-left section of the page.

IBAN Number: GB29 4004 0001 1234 5678 9010  
 Sort Code: 400400  
 Account Number: 123456789010

Call us on 0247 247247  
 Email us at [business@unitytrustbank.com](mailto:business@unitytrustbank.com)  
 Visit us at [www.unitytrustbank.com](http://www.unitytrustbank.com)

Your statement ends with £10.00

Date	Type	Details	Payments Out	Payments In	Balance
20/10/2025	Faster Payment Debit	B/P to: AJ Roberts	£76.14	£0.00	£2,054.40
20/10/2025	Transfer	B/P to: SLCC	£110.00	£0.00	£1,944.40
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31/10/2025	Fee	Service Charge	£6.00	£0.00	£1,535.41



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

## Whixall Parish Council

Details of bank reconciliation dated 31/10/2025 for Working Account

Date	Type	Reference	Supplier / customer	Description	Amount
<b>Opening statement balance</b>					<b>562.51</b>
<b>Reconciled transactions</b>					
07/10/2025	Transfer	T6		Transfer to top up working balan	2000.00
08/10/2025	Payment	45.25	SJF Design	Marlot leaflet reprint	-107.00
08/10/2025	Payment	46.25	Amanda Jane Roberts	Salary October (Sept Hours)	-349.97
08/10/2025	Payment	48.25	Amanda Jane Roberts	Mileage and WFH Allowance	-54.35
08/10/2025	Payment	48.25	Amanda Jane Roberts	Reimbursement September Expenses	-21.79
20/10/2025	Payment	53.25	HMRC	NI and PAYE	-94.49
21/10/2025	Payment	54.25	HMRC	NI and PAYE balance due	-114.53
31/10/2025	Payment	51.25	SLCC	SLCC Membership	-110.00
31/10/2025	Payment	52.25	SALC	Shropshire Together/Fundamentals	-82.00
31/10/2025	Payment	49.25DD	NEST	Pension Contributions	-86.97
31/10/2025	Payment	50.25DD	Unity Trust Bank	Bank Charges October	-6.00

**Reconciled Balance**

**1535.41**



# Bank reconciliation (Whixall Parish Council 2025-2026) - registered on 01/04/2025

Whixall Parish Council

Bank account: Working Account Reconciliation as at: 31/10/2025

<b>Balance per bank statement at 31/10/2025</b>	1535.41
<b>TOTAL NET BANK BALANCES at 31/10/2025</b>	<b>1535.41</b>
The total net balances reconcile to the Cash Book (receipts and payments) as follows	
Opening balance at 01/04/2025	112.35
Total receipts	14285.14
Total payments	-7562.08
Total transfers	-5300.00
<b>Closing balance per cash book as at 31/10/2025 (must equal net bank balances above)</b>	<b>1535.41</b>

# Your Account Statement



For Businesses. For Communities. For Good.

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

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

**Date:** 31/10/2025

**Account Name:** Whixall Parish Council

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**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](mailto: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
30/09/2025		Balance brought forward	£0.00	£0.00	£25,635.28
07/10/2025	Transfer	Transfer to 20423117	£2,000.00	£0.00	£23,635.28

Page number 1 of 2

Statement number 067

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# Show reconciled transactions (Whixall Parish Council 2025-2026) -

registered on 01/04/2025

## Whixall Parish Council

Details of bank reconciliation dated 31/10/2025 for Savings

<b>Date</b>	<b>Type</b>	<b>Reference</b>	<b>Supplier / customer</b>	<b>Description</b>	<b>Amount</b>
<b>Opening statement balance</b>					<b>25635.28</b>
<b>Reconciled transactions</b>					
07/10/2025	Transfer	T6		Transfer to top up working balan	-2000.00
<b>Reconciled Balance</b>					<b>23635.28</b>



# Bank reconciliation (Whixall Parish Council 2025-2026) - registered on 01/04/2025

Whixall Parish Council

Bank account: Savings Reconciliation as at: 31/10/2025

<b>Balance per bank statement at 31/10/2025</b>	23635.28
<b>TOTAL NET BANK BALANCES at 31/10/2025</b>	<b>23635.28</b>
The total net balances reconcile to the Cash Book (receipts and payments) as follows	
Opening balance at 01/04/2025	18043.22
Total receipts	292.06
Total payments	-
Total transfers	5300.00
<b>Closing balance per cash book as at 31/10/2025 (must equal net bank balances above)</b>	<b>23635.28</b>

# 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 12 November 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:

*Med Evans*

Date: 6 November 2024

**1. Chairman's welcome, announcements and public session**

Should a member of the public so require they will be permitted to speak. Public speaking time will be limited to 15 minutes, 3 minutes per speaker

**2. Apologies**

**3. Declaration of Disclosable Pecuniary or any other interests or requests for dispensations**

Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting and which is not included in the register of interests. Members are reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest, whether or not the interest is entered in the register of members interests maintained by the Monitoring Officer. Members are reminded that they must declare non-pecuniary interests relating to agenda items

**4. To approve the Minutes of the Parish Council Meeting held on 8 October 2025**

**5. Reports**

- a. Shropshire Councillors
- b. Parish Councillors
- c. Clerk's Progress Report

**6. Parish Matters**

- a. Marlot Monthly Report – to note
- b. Hollinwood Green Request for Tree Removal – to agree a response
- c. Christmas event with Whixall Primary School – to receive a verbal report

**7. 2025 – 29 Action Plan** – to review and approve

**8. Planning**

- a. To receive planning applications from Shropshire Council  
None received
- b. To receive planning decisions from Shropshire Council  
25/02610/FUL Proposed Holiday Let Barn Conversion, Platt Lane,  
Conversion of outbuildings to 2no. holiday lets  
Decision: Refuse

**9. Policies** – to review and approve

- a. Social Media Policy
- b. Communications Policy
- c. Website Management Policy

**10. Audit**

- a. To appoint an internal auditor

**11. Asset Management**

- a. Moss Cottages Field Fencing – to appoint a contractor
- b. To receive the asset condition report for 2025-26
- c. To agree asset maintenance priorities for 2026-27

**12. 2026-27 Budget** – to review the first draft of the budget (circulated)

**13. Finance**

- a. To receive monthly balance record and reconciliation (circulated)
- b. To resolve to approve outstanding invoices and payments.

<b>Recipient</b>	<b>Reason for Payment</b>	<b>Amount</b>	<b>Reference</b>
<b>Payments Made Before the Meeting</b>			
HMRC	Balance of PAYE and NI Q2	114.53	54.25
<b>New Payments to be approved</b>			
Josh Higgins	Marlot Tree work	480.00	55.25
RBLI	Wreath Invoice and Donation	50.00	56.25
M Spenser	Reimbursement	15.13	57.25
A Roberts	Reimbursement	40.85	58.25
A Roberts	Salary	349.97	59.25
Unity Trust Bank	Charges	6.00	60.25 DD
Parish Online	Website	67.20	61.25 DD
NEST	Pension	86.97	62.25 DD
HMRC	NI and PAYE	tbc	63.25

**Income**

<b>Payee</b>	<b>Reason for Payment</b>	<b>Amount</b>	<b>Reference</b>
Ecclesiastical Insurance	Damage to Noticeboard	1320.00	R7

**14. Items for Next Agenda**

To enable Councillors to bring forward items for the 14 January 2026 meeting agenda.

---

# Whixall Parish Council



Chairman: Med Evans

## Minutes of the Parish Council Meeting held on 8<sup>th</sup> October 2025 at Whixall Social Centre starting at 7.30pm

### Present

<b>Councillors</b>	M Evans (Chair) I Mercer SJ Lamb, C Weedall, J Spenser, J Hawkes M Clorley (joined at 19.47).	
<b>Unitary Councillors</b>	A Holford	
<b>Clerk</b>	A Roberts	
<b>Other Organisations</b>	MCG (2)	<b>Members of the Public:</b> 4

### **78/25 Chairman's welcome, announcements and public session**

One member of the public spoke about a proposed planning application in Welshend.

### **79/25 Apologies**

Cllr C Schup, Cllr Groves (Unitary Councillor)

### **80/25 Squirrel Management Presentation**

The Council received a presentation from Matthew Dutton (British Association for Shooting and Conservation).

### **81/25 Declaration of Disclosable Pecuniary or any other interests or requests for dispensations**

None Declared

### **82/25 Squirrel Traps** brought forward.

ii Squirrel Management – to receive a recommendation from the Marlot Liaison Group. Brought forward to follow Dpi. \resolved to bring forward. Following a lengthy discussion it was

**Resolved: To defer a decision until next April and monitor any further damage to trees.**

### **83/25 To approve the Minutes of the Parish Council Meeting held on 10<sup>th</sup> September 2025**

**Resolved: to approve as a correct record the minutes of the ordinary meeting of the Parish Council held on 10<sup>th</sup> September 2025. They were duly signed by the Chair.**

### **84/25 Reports**

- Shropshire Councillors - noted
- Parish Councillors – Cllrs Hawkes and Weedall reported on their recent attendance at the North Shropshire Area Committee and the Possible delegation of Street Scene Services to Town & Parish Councils. This was noted.
- Clerk's Progress Report – noted

## 85/25 Parish Matters

### a. Marlot

- i. Monthly and Quarterly reports

**Resolved: to note the contents of the Marlot monthly and quarterly reports and to write to Graham Turnbull thanking him for the work he has carried out at the Marlot.**

- iii Willow Tree – to agree a course of action

**Resolved: to suspend financial regulations and accept the quotation from J Higgins for the removing the damaged limbs and then re-open the small gate to the Marlot..**

- iv. Marlot Liaison Group – to review the purpose, roles and terms of reference. Cllr Spenser, who requested this item, explained that this was no longer required.

**Resolved to take no further action at present**

### b. Hollinwood Green

- i. Quarterly Report

**Resolved: to note the contents of the Hollinwood Green quarterly report**

- ii. To consider a request for tree removal

**Resolved: to defer this matter until the resident has provided clarification about the reason for wishing to remove the tree.**

- c. Asset Inspection Reports – to agree a course of action

Insufficient information was received from Councillors and it was

**Resolved: defer to the November meeting.**

- d. Newsletters – to agree content

**Resolved: The Clerk is to compile the final version and circulate to members.**

- e. Moss Cottages Field Fencing – to appoint a contractor  
The Clerk tabled three quotes for this work, however it was

**Resolved: to seek 2 additional quotes and make a decision at the next meeting.**

It was noted that a local resident has cut back the hedge at the junction.

## 86/25 Action Planning Meeting

**Resolved: to hold an action planning session for all councillors on 21 October at 7pm Bull & Dog.**

The Clerk will circulate information.

## 87/25 Policies

**Resolved: to approve the following policies:**

- **Business Risk Assessment**
- **Grants and Donations**
- **Reserves**
- **Statement of Internal Controls**

## 88/25 Correspondence

- a. SALC AGM

**Resolved: that Cllr Weedall will attend the SALC AGM.**

- b. SALC Data Protection Training

**Resolved: that Jason Hawkes will attend Data Protection Training for Councillors.**

The Clerk will arrange the training date with Cllr Hawkes.

- c. SALC Area Committee Review

**Resolved: to support the recommendations of the review.**

## 89/25 Consultations

**Resolved: Cllr Hawkes will pull together a response to the Local Nature Recovery Strategy Consultation if an extension is granted.**

## 90/25 Planning

No planning decisions or applications were received from Shropshire Council

## 91/25 Finance

- a. To receive Monthly Balance Record and reconciliation -

**Resolved: to note that Cllr Hawkes has confirmed that the reconciliation agrees with the bank statements.**

- b. To receive the Quarterly budget and spending record

**Resolved: to note the report.**

- c. To resolve to approve outstanding invoices and payments

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

Recipient	Reason for Payment	Amount	Reference
<b>Payments to be Approved</b>			
SJF Design & Print	Marlot Leaflets	107.00	45.25
A Roberts	Salary October	349.47	46.25
HMRC	PAYE and NI Jul – September	94.49	47.25
A Roberts	Expenses	76.14	48.25
NEST	October Pension Contributions	86.97	49.25DD
Unity Bank	Monthly Fee	6.00	50.25DD
SLCC	Membership Renewal	110.00	51.25
SALC	Training	82.00	52.25
<b>Income (September)</b>			
Payee	Reason for Payment	Amount	Reference
Unity Bank	Interest	150.26	R7

## 92/25 Items for Next Agenda

The meeting scheduled for 12<sup>th</sup> November was noted.

Meeting closed at 9.26 pm

**Progress on Actions arising from Council Resolutions**

<b>Council Resolution</b>	<b>Progress</b>	<b>Notes</b>
Councillors will attend training on planning, Code of Conduct and Fundamentals for Councillors during this term of office.		Fundamentals info sent to all councillors 4.8.25. One Councillor booked for training.
Arrange for damaged willow at the Marlot to be made safe before re-opening		Completed
Obtain guidance from NE in relation to removing squirrel damaged trees		
Establish total cost of installing brown signs for the Marlot		Shropshire Council is no longer installing brown signs on behalf of other organisations.
Council will work with Whixall Primary School to facilitate a Christmas event.		ongoing
Action Planning session		Completed
Make donation to RBL		Agenda Item
Additional quotes for Fencing		Agenda Item
Write to Graham Turnbull		
Prepare action plan document		Agenda Item
Request extension to local nature recovery strategy consultation		Not granted
Arrange training for JH		Date tbc

**Other Actions (including those not covered in resolutions)**

<b>Action</b>	<b>Progress</b>	<b>Notes</b>
Invite ex councillors to a meal		Date of meal to be agreed
Damaged Notice board replacement		Insurance claim submitted
Marlot Shropshire Way signage		No action to date
Marlot squirrel management		Agenda item for March
Marlot Ecological Management Plan update		Request for information sent to Shropshire Council 7.8.25
Chairmans' board to be updated		Searching for signwriter
Update Social Centre boundary agreement		Will be a future agenda item
Whixall Walks Booklet to be updated		Need to agree how this will be done.
Investigate bye-laws to prevent theft of branches from the Marlot		Information received from G Turnbull. Not followed up.
Obtain quotes for internal audit		Agenda Item
Start Budget Preparation		Agenda item

**Marlot Conservation Group (MCG)****Work report to Whixall Parish Council for its meeting to be held on 12 November 2025**

Since last month's report the MCG team has attended on site when weather conditions have allowed, albeit with reduced manpower.

Vegetation overgrowth has been cut back in the main meadow area, including underneath the large willow tree, where a tree surgeon has now dealt with the damaged branch. There is a substantial amount of brash to be raked up and burnt, failing which it will need to be carted over to the designated compost heaps or dead hedges.

A small area close to the main entrance has now been ring-fenced, to be used as a depository for mid-sized timber, which can then be raided as and when needed on site. It is hoped that any visitors who cannot resist helping themselves to wood will now be attracted to this source, rather than destroying laid hedging and habitat piles.

On one wet task day, the team got together to work through a shopping list of items and equipment needing replacement. We would expect to have taken delivery of most of these things by the time of the Parish Council meeting.

Alan Lomas has designed an A4 poster, seeking additional volunteers from within the community. Copies will be put up on various local notice boards. Whilst we are aware that there is a Marlot feature in the forthcoming parish newsletter, there will have to be other concerted efforts to bring in further help, so that our nature reserve can be managed effectively into the future.

I must also draw Council's attention to squirrel damage on site, which continues to be an issue. Contrary to popular belief, these animals do not hibernate during the winter months; they might slow down, but will readily pop up when conditions are favourable.

Martin Spenser

4 November 2025

## Removal of Conifer tree at Hollinwood Common

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[REDACTED] m50@gmail.com >

Tue, 21 Oct 2025 11:53:33 AM +0100

To "clerk"<clerk@whixallparish.gov.uk>

---

Hi Amanda.

The reasons for wanting to remove the tree are:-

1. Half the tree is overhanging our property.
2. The trunk of the tree partially blocks vision for us and neighbours on the common getting onto the road.
3. The roots are a concern under our drive and the drains.
4. Limited access onto our drive for larger vehicles.
5. Removal may give the Damson tree better chance of survival.
6. If we trimmed the tree back to the boundary it would look unsightly to everyone as there would only be half a tree remaining.
7. We have personally spoken to all the neighbours that overlook the common and no-one has any objections to removing it.
8. We will carry out all the work at our cost and remove all the brash and leave the site in good order.

Regards

[REDACTED]

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# WHIXALL PARISH COUNCIL DRAFT BUSINESS PLAN 2025 – 2029



## Background and Introduction

The purpose of this Business Plan is to describe our business, providing a statement in relation to key objectives and resources.

## Business Summary

There are 9 Councillors within the Parish of Whixall. The Parish Council is the first and most local tier of government, with an important role to play in representing our communities and promoting our parish.

Our Councillors are enthusiastic local people and their aim is to improve day-to-day life and opportunities for people who live, work and travel in Whixall.

## Our Vision

### Option 1

Whixall is a unique and historic rural parish that treasures its peaceful landscapes, close-knit community, and deep-rooted agricultural heritage. As we look to the future, we envision a parish that remains true to its quiet and conservative character while becoming more connected, active, and welcoming. We aspire to be a proud and prepared community — one that sustains its farms and wildlife, supports its residents, and strengthens the bonds between neighbours.

### Option 2

Rooted in history and surrounded by peaceful countryside, Whixall is a parish that values its people, its rural heritage, and its way of life. As we grow and adapt, we hope to remain true to our traditional character while becoming more connected, lively, and inclusive. Together, we aspire to nurture a proud, caring community where people support one another, protect our rural heritage, and celebrate the uniqueness of Whixall.

## Parish Council Responsibilities

The Parish Council has responsibility for

- The Old Burial Ground (adjacent to the Social Centre)

- The field adjacent to the Old Burial Ground (leased to the Bowling Club)
- The War Memorial
- Noticeboards across the Parish
- Moss Cottages Playing Field
- The Marlot LNR (managed by the Marlot Conservation Group)
- The Redundant Telephone Box at Welshend (managed as a book exchange by a local resident)

#### The Parish Council provides:-

- Grant Funding for community groups
- An annual newsletter
- Support for elderly residents at Christmas time.

### Progress on previous priorities

This is the first business plan, so no formal priorities have been previously identified. However, over the last five years the Council has achieved the following:

- Improved asset management, including building up financial reserves for specific assets
- Support for litter picking events run by a local resident. This is now built into the Council's budget.
- Declaration of the Marlot as a Local Nature Reserve and continued financial and material support for the MCG
- Organising Remembrance Sunday events in partnership with local churches.

### Priorities identified for 2025 – 2029

Priority	Notes
1. Encourage wider representation on the Council	There are areas of the Parish with no representatives. Explore how to address this. Encourage younger people to become active on the Council.
2. Increase the use of PR	Use social media to encourage volunteers and to promote the work of the Council.
3. Resilience Planning	Flooding – see item 8
4. Address succession issues relating to the Marlot.	Explore possible future arrangements for management <u>before</u> issues arise. Involve MCG in this. A disproportionate amount of time is spent discussing the Marlot. Identify and promote the Marlot's Unique Selling Points

<b>Priority</b>	<b>Notes</b>
5. Parish Cohesion / Community	Look at combining litterpicking with other parishes and use the Social Centre as a hub.
6. Legacy projects	Addressing Flooding – funding will be needed for equipment, software etc. Could look at setting up as an unincorporated group to access funding. Children’s play area Carry out further work on the role of the OBG for the community
7. Governance	Consider limiting the duration of the Chair’s role to 2 – 3 years and encouraging all to step forward into the role.
8. Potential delegation of services by Shropshire Council	Is there anything that we could do better within the Parish?

### Projects for 2026-2027

<b>Priority</b>	<b>Projects</b>
Parish Cohesion/Community	Welcome to Whixall event at the Social Centre, to enable voluntary groups, businesses etc to promote themselves.
	Litterpicking with other parishes
Legacy Projects	Explore alternative arrangements for the maintenance and use of the OBG. Possibly enhance its use as a village green.
Any others??	

## Summary of Whixall Parish Council Budget

Budget Heading	24-25	25-26
<b>Expenditure</b>		
<b>Administration</b>		
General Admin	120	205
Bank charges	75	75
Website/gov.uk	250	370
Newsletter	150	
Audit	120	120
Room Hire	324	324
Training	220	220
Insurance	450	690
Affiliations	645	695
<b>Total Administration</b>	<b>2354</b>	<b>2699</b>
<b>Asset Management</b>		
Grass cutting	1650	1750
Hollinwood Green	0	50
Marlot routine works	250	262
Contribution to Reserves	1350	975
<b>Community</b>	<b>3250</b>	<b>3037</b>
<b>Community</b>		
Chairman's Fund	440	500
Events	440	440
<b>Total Community</b>	<b>880</b>	<b>940</b>
<b>Staffing</b>		
Staff - non-salary costs	437	460
Salaries	6160	6652
<b>Total Staffing</b>	<b>6597</b>	<b>7112</b>
<b>TOTAL EXPENDITURE</b>	<b>13081</b>	<b>13788</b>
<b>Receipts</b>	<b>Income</b>	<b>Income</b>
<b>Precept</b>	<b>12880</b>	<b>13637</b>
<b>Other receipts</b>		
CIL / Neighbourhood Fund		
Bank Interest	200	150
Miscellaneous Receipts	1	1
<b>Total Other receipts</b>	<b>2001</b>	<b>151</b>
<b>Total Receipts</b>	<b>£11,801</b>	<b>£13,788</b>

The budget is carefully monitored by the Parish Council with schedules of payments going to every Council meeting for approval and published on the Council website.

A summary of the accounts is posted on the main Parish Council notice board by the end of June each year. To date, income and expenditure have both been below £25k, allowing the Council to declare itself exempt from external audit.

### **Committees, Panels and Liaison Groups 2025/26**

There are no formal committees.

<b>Name</b>	<b>Overall Purpose</b>
<b>Staffing Committee</b>	<b>To effectively and efficiently discharge the Council's duties as an Employer.</b>
<b>Complaints Panel</b>	<b>To investigate complaints made against the council. Will be formed if complaints are raised.</b>
<b>Marlot Liaison Group</b>	<b>To liaise with the Marlot Conservation Group on behalf of the Council.</b>

Occasionally the Council may establish working parties specifically to review information and make recommendations to Council or the appropriate committee. The purpose of these groups is to focus on specific one-off topics, thereby freeing up time in Council meetings.

## Councillor Roles 2025 - 26

Councillor	Civic Role	Other Role	Full Council	Staffing Committee	Marlot Liaison Group
Med Evans	Chair		✓	✓	
Ian Mercer	Vice Chair		✓	✓	
Jason Hawke		Internal Controls	✓		
Sarah Jane Lamb			✓		✓
Jennifer Spenser			✓		✓
Chris Schup		Flood Liaison	✓		✓
Philip Rodenhurst			✓	✓	
Mark Clorley			✓		
Claire Weedall			✓		



## Social Media Management Policy

### 1. Introduction

This policy outlines how Whixall Parish Council will use and manage social media to add quality to its communication with parishioners. In addition, it outlines basic guidance for personal social media use by Councillors and employees.

### 2. How Social Media Will be Used

The Parish Council will only use forms of social media which do not require a lot of staff time and interaction with followers. It aims to keep members of the community and the wider local area informed and up to date using media which is easily accessible and can be effectively managed using limited staff resources (1 day per week).

Social Media will always be used to supplement the information published on the Parish Council website and in annual newsletters.

Through social media, the Parish Council will:

- remind people of important upcoming events;
- alert followers instantly to breaking news;
- signpost followers to services provided by Shropshire Council etc.
- provide links to relevant and interesting information published by others; and
- enhance its communication with those using mobile devices.

The Parish Council will not:

- monitor social media on a daily basis;
- respond directly to customer enquiries other than by providing an email address; or
- engage in ongoing debate

### 3. Use of Facebook

The preferred medium is Facebook as this can be managed with less interaction than most other forms of social media.

Whixall Parish Council will operate its own Facebook page for the promotion of activities and events and as a communication tool. An official account on any other form of social media may only be set-up with consent from the Parish Council following a review of the implications on staff time.

The Parish Council's Facebook page will be used primarily to supplement content already published on the Parish Council's website by doing the following:

- highlighting news;
- making announcements;
- engaging with the community; and
- sharing information,

The page will be managed and monitored by the Parish Clerk who will use it to post information directly related to the parish council as well as links to other relevant local and national information.

Examples of acceptable Facebook content are:

- Agendas and Minutes;
- Consultation documents;
- News feed & emergency information;
- Event listings;
- Key dates;
- Polls and information gathering; and
- Useful links

As with all forms of online communication, information published on social media must comply with the Parish Council's confidentiality and data protection policies.

#### **4. Purdah**

During Purdah, the period during the six-week run up to an election, the Parish Council will continue to publish service announcements using Facebook and will use the medium to encourage local electors to vote, but will not provide information or links to anything that could be construed as party political.

#### **5. Comments and Questions**

The Parish Council is not responsible for comments and messages on its Facebook page as these are the views of individuals, not of the Council. Therefore, the Council's Facebook page will be set up so that comments and messages are permanently disabled. The page will clearly state that communication with the Parish Council should be made by email, which is monitored on a regular basis.

The Parish Clerk has the authority to consider requests for items from third parties to be posted or shared on the Parish Council's Facebook page.

#### **6. Use of Photos and Video**

Only the Parish Clerk will be permitted to upload photos and videos. The appropriate permissions must be obtained for all imagery and the originator must be acknowledged.

#### **7. Personal Use of Social Media**

##### **7.1 Councillors**

When engaging online, Councillors are personally responsible for what they publish. The Members Code of Conduct applies to Councillor's online activity in the same way it would for other written or verbal communication. Councillors should comply with the general principles of the Code in what they publish and what they allow others to publish in relation to the work of the Council.

##### **7.2 Councillors and Employees**

Councillors and employees must not

- Publish content using an affiliation with the Council for the promotion of personal financial interests, personal commercial ventures, or personal campaigns;
- Publish content in a way which appears as if the Council has endorsed it;
- Share sensitive or confidential information about the Council or its employees or councillors nor upload any photos or videos of colleagues without their express permission;

- Make any comment or post material so as to give a reasonable person the impression that the office of Councillor or the Council has been brought into disrepute;
- Present political or personal opinion as representative of the Council;
- Post or publish any material that contravenes the Council's Code of Conduct Policy;  
or
- Disclose confidential information relating to their role as a Councillor.

## 8. Policy Changes

The Parish Clerk is permitted to make occasional changes to the policy to allow for immediate action in unexpected situations. Changes to the policy will be highlighted immediately to the Chair and at the next Council meeting where they will be discussed and approved if applicable.

Adopted	12 October 2022
Review Frequency	Annually
Next Review due	May 2025

# Whixall Parish Council



## Communications Protocol

### Parish Council Correspondence

The point of contact for the parish council is the Clerk, and it is to the Clerk that all correspondence for the parish council should be addressed.

The Clerk should deal with all correspondence following a meeting.

No individual Councillor or Officer should be the sole custodian of any correspondence or information in the name of the parish council, a committee, sub-committee or working party. In particular, Councillors and Officers do not have a right to obtain confidential information unless they can demonstrate a 'need to know'.

Most official correspondence should be sent by the Clerk in the name of the council using council letter headed paper. For correspondence not sent by the Clerk, he/she must be provided with a copy.

Where correspondence from the Clerk to a Councillor is copied to another person, the addressee should be made aware that a copy is being forwarded to that other person.

### Agenda Items for Council, Committees, Sub-Committees and Working Parties

Agenda should be clear and concise. They should contain sufficient information to enable Councillors to make an informed decision, and for the public to understand what matters are being considered and what decisions are to be taken at a meeting.

Items for information should be kept to a minimum on an agenda.

Where the Clerk or a Councillor wishes fellow Councillors to receive matters for 'information only', this information will be circulated via the Clerk.

### Minutes of Council, Committees, Sub-Committees and Working Parties

Minutes should be clear and concise and should not be a record of discussions during the meeting. They are only required to contain:

- Date and time of the meeting
- Names of Councillors in attendance, arriving late, leaving early or absent
- Interests declared
- A note as to whether any councillor with a declared interest left the meeting whilst the matter was being considered
- The resolutions (decisions) made by the Council.

### Communications with the Press and Public

The Clerk will clear press reports, or comments to the media, with the Chairman of the council or the Chairman of the relevant committee.

Press reports from the council, its committees or working parties should be from the Clerk or via the reporter's own attendance at a meeting.

Unless a Councillor has been authorised by the council to speak to the media on a particular issue, Councillors who are asked for comment by the press should make it clear that it is a personal view and ask that it be clearly reported as their personal view.

Unless a Councillor is reporting the view of the council, they must make it clear to members of the public that they are expressing a personal view.

If Councillors receive a complaint from a member of the public, this should be dealt with under the Council's adopted complaints procedure.

### **Councillor Correspondence to external parties**

As the Clerk should be sending most of the council's correspondence from a Councillor to other bodies, it needs to be made clear that it is written in their official capacity and has been authorised by the parish council.

A copy of all outgoing correspondence relating to the council or a Councillor's role within it, should be sent to the Clerk, and this is to be noted on the correspondence so that the recipient is aware that the Clerk has been advised.

### **Communications with Parish Council Staff**

Councillors must not give instructions to any member of staff, unless authorised to do so (for example, three or more Councillors sitting as a committee or sub-committee with appropriate delegated powers from the council).

No individual Councillor, regardless of whether or not they are the Chairman of the council, the Chairman of a committee or other meeting, may give instructions to a member of staff which are inconsistent or conflict with council decisions or arrangements for delegated power.

#### **Emails:**

- Instant replies should not be expected from the Clerk
- reasons for urgency should be stated
- Information to Councillors should normally be directed via the Clerk
- Emails from Councillors to external parties should be copied to the Clerk
- Councillors should acknowledge their emails when requested to do so.

#### **Meetings with the Clerk:**

- Wherever possible an appointment should be made
- Councillors should be clear that the matter is legitimate council business and not matters driven by personal or political agendas

Adopted	November 2022
Review Frequency	Bi-Annually
Reviewed and amended	August 2024
Next Review due	May 2026

# Whixall Parish Council



## 07 Website Management Policy

This policy was adopted by the Council at its meeting on date.

### 1. Overview

This policy covers the management of the Whixall Parish Council Website, in particular its scope, management and the criteria and procedures for making amendments to the site.

### 2. Website Hosting Arrangements

The Council website is hosted by a third-party provider, having no other connection with the Whixall Parish Council. The current host, Parish Online, provides website hosting services to other local councils. The system is a 'Content Management System' (CMS) where the Parish Clerk has direct control of day-to-day editing and updating. Website accessibility requirements are managed through Parish Online who supply the web domain.

The Clerk is responsible for ensuring that the website is at all times compliant with best practice and national guidance and with ensuring best value from providers.

### 3. Who determines what should be on the Website

Subject only to the requirements of the law, the Council has the right to determine what should or should not be included on its website. These decisions are delegated to the Clerk who has delegated authority to manage the website without prior reference to the Council, but is responsible to the Council as a whole.

### 4. Content

- a. The Website will contain material that arises from Council business such as agendas and minutes, policies, factual information about the Council and Councillors. It should also include any material that has been commissioned by the Council, such as reports or surveys or material that is directly derived from these.
- b. The Website will also contain other material, such as history and geography of the Parish, news of local events, or any other material of a non-controversial nature that is appropriate for the Website on a 'custom and practice' basis.
- c. The Website will, in principle, not contain material of a deliberately contentious or offensive nature, or material that criticises or implies criticism of one or more members of the public, individual Councillors, groups of Councillors or the Council as a whole. However, Council minutes, which will be published on the website, may occasionally include contentious items. Additionally, the Council may approve material for inclusion on the Website with which some residents may not necessarily agree.
- d. Regardless of what has been voted on by Council, the Website shall not contain any material that is libellous or defamatory or in any way against the law or which could expose the Council to legal challenge.

## 5. Adding new material to the Website.

Any Councillor may submit material for inclusion on the website provided that it is consistent with the general content policies in Section 4, and also falls within any limits of technical feasibility to upload.

## 6. Role of the Clerk in managing the website

### a. Routine updates

The Clerk may make routine updates to the Website without prior reference to Council. Examples of routine updates could be:

Correcting errors of spelling, syntax or grammar and factual errors.

Repairing and restoring links that have ceased to work properly.

Routine structural changes where this improves the organisation of the Website.

Replacing out of date documents with current versions.

Uploading of agendas, minutes and other parish documents as required.

### b. Preservation of Archival Material

Archival material should be preserved without change to the content but can be reorganised or restructured as required.

### c. Deletion of Material

If other 'non-archival' material is considered to be out of date and irrelevant, they may consider it for deletion. If the deletions are substantial, the Clerk should consider the need for an update plan for Council to approve

### d. Uploading New Material

The Clerk may upload material to the Website, subject to the provisions of Section 4 above. Where it is anticipated that there might be disagreement, it is advisable for the Clerk to obtain the prior approval of the Council.

<b>7. Specific Web Management Tasks</b>	
<b>Task</b>	<b>Frequency</b>
Update calendar of meetings	Annually (May)
Upload meeting papers	Prior to meetings
Upload draft minutes	Within a week of meetings
Upload approved minutes	Within a week of approval
Update Councillor Details	As required
General updates	As required
Casual Vacancy information	As required
Upload policies	Within a month of approval
Upload Transparency Act information	Annually (June)
Upload Annual Return	Annually (June)
Clerk Vacancy information	As required
Details of Grants Paid	Annually (April)

Upload Shropshire Councillor reports	Within a month of receipt
Upload Marlot/Hollinswood reports	Within a month of receipt

Adopted	November 2024
Review Frequency	Annual
Reviewed	November 2025
Revised and reviewed	

Asset	Location	Inspected by	Comments	Work Identified
Telephone Kiosk	Welshend	Cllr Rodenhurst	<b>Could do with a coat of paint</b>	
Front fence/wall	Old Burial Ground	Cllr Schup	<b>Orange mesh installed - doesn't look pleasant</b> Chain is rusted but not corroded so as to be unstable Metal posts and block wall are solid <b>Front gates have dropped on hinges and closed with bailing twine. Could do with refurbishment as unsightly</b>	
Bowling Green Hedge/boundary	Old Burial Ground	Cllr Schup	No obvious issues with hedge <b>Gutter on bowling green shed needs repair</b> <b>No of fence panels are loose and coming away from posts</b>	Need to check maintenance responsibility
Rear Boundary	Old Burial Ground	Cllr Schup	Four standing headstones - well fixed and unlikely to fall <b>Boundary unclear - needs defining and fencing</b> Trees look okay - stable. <b>Ivy needs trimming (Cllr Schup will do this if approval given)</b> <b>Small trees and bushes need cutting back as are unsightly</b>	
Sheds	Old Burial Ground		<b>Roofing felt damaged on one shed - needs to be repaired</b> <b>Both sheds are old and unsightly and need to be painted</b>	Do these belong to the Social Centre?
Misc	Old Burial Ground		Grass recently mown no sign of dog mess	
Notice board	Social Centre	Clerk	Badly damaged by vehicle. Insurance claim submitted and paid	
Noticeboard	Hollinwood	Clerk	<b>Structure is sound but in need of paint. Board needs to be replaced, ideally with external corkboard.</b>	
Picnic Table	Hollinwood	M Spenser	In sound condition currently. Will need to be replaced in a few years.	
Noticeboard	Moss Cottages Field	Clerk	Perspex missing (removed because of moss). Structure is in sound condition. <b>Board to be replaced</b> - external corkboard so perspex not needed.	
Goal posts	Moss Cottages Field	Cllr Lamb	Good Condition	
Goal nets	Moss Cottages Field	Cllr Lamb	<b>Not fit for purpose</b>	
Fencing	Moss Cottages Field	Cllr Lamb	Scheduled for replacement 2025-26	
Trees	Moss Cottages Field	Cllr Lamb	<b>Lot of trees and tree branches are overhanging. They need some attention and some possible tree work / mangement.</b>	
Furniture	Marlot	M Spenser	In good condition.	

Equipment	Marlot	M Spenser	Further information to follow. <b>Will need to make arrangements for storage</b> (shed on OBG?)	
War Memorial	Adj to school	Clerk	Area around the memorial recently cleaned and tidied. <b>Concerned about cracks in base. Writing is starting to become unclear in places. Fencing needs to be cleaned and possibly painted</b>	
Notice board	Dobsons Bridge	Clerk	<b>Structure is sound but in need of paint. Board needs to be replaced,</b> ideally with external corkboard.	

work is in hand

not safety critical

safety critical

Expenditure	Current Budget	26-27 proposed	Change	% change
			£	
<b>Administration</b>				
General Admin	£ 205.00	255.00	50.00	24.4%
Bank charges	£ 75.00	72.00	-3.00	-4.00%
Website/gov.uk	£ 370.00	384.00	14.00	3.8%
Newsletter	£ -	140.00	140.00	
Audit	£ 120.00	200.00	80.00	66.7%
Room Hire	£ 324.00	336.00	12.00	3.7%
Training	£ 220.00	220.00	0.00	0.0%
Insurance	£ 690.00	716.00	26.00	3.8%
Affiliations	£ 695.00	673.00	-22.00	-3.2%
<b>Total Administration</b>	<b>£ 2,699.00</b>	<b>£ 2,996.00</b>	<b>£ 297.00</b>	<b>11.0%</b>
<b>Asset Management</b>				
Grass cutting	£ 1,750.00	1750.00	0.00	0.0%
Hollinwood Green	£ 50.00	50.00	0.00	0.0%
Marlot routine works	£ 262.00	272.00	10.00	3.8%
Contribution to EMR	£ 975.00	1210.00	435.00	24.1%
<b>Total Asset Management</b>	<b>£ 3,037.00</b>	<b>£ 3,282.00</b>	<b>£ 445.00</b>	<b>8.1%</b>
<b>Community</b>			0.00	
Chairman's Fund	£ 500.00	500.00	0.00	0.0%
Events	£ 440.00	440.00	0.00	0.0%
<b>Total Community</b>	<b>£ 940.00</b>	<b>£ 940.00</b>	<b>£ -</b>	<b>0.0%</b>
<b>Staffing</b>			0.00	
Staff - non-salary costs	£ 460.00	478.00	18.00	3.9%
Salaries	£ 6,652.00	6985.00	333.00	5.0%
<b>Total Staffing</b>	<b>£ 7,112.00</b>	<b>£ 7,463.00</b>	<b>£ 351.00</b>	<b>4.9%</b>
<b>TOTAL BUDGET</b>	<b>£ 13,788.00</b>	<b>£ 14,681.00</b>	<b>£ 1,093.00</b>	<b>6.5%</b>

Receipts	Est. Income	Est Income	Change	Percentage change
	25-26	26-27		26-27
<b>Precept</b>	<b>£ 13,637.00</b>	<b>14480.00</b>	843.00	6.2%
<b>Other receipts</b>				
CIL / Neighbourhood Fund				
Bank Interest	£ 150.00	200.00	50.00	33.3%
Miscellaneous Receipts	£ 1.00	1.00	0.00	0.0%
<b>Total Other receipts</b>	<b>£ 151.00</b>	<b>201.00</b>	<b>50.00</b>	<b>33.1%</b>
<b>Total Receipts</b>	<b>£ 13,788.00</b>	<b>14681.00</b>	<b>-£ 14,681.00</b>	<b>6.5%</b>

Based on the existing tax base, the annual increase for a band D property would be: £2.50  
The monthly increase would be: £ 0.21

Notes to Accompany the Draft Budget**Expenditure**Inflation

Inflation has been added to most items at 3.8%

Data Protection Fee (£47)

This has been moved from 'Affiliations' into 'General Admin'

Bank Charges

Reduced to reflect actual charges

Newsletter

It was unclear if the newsletter would be published in 25-26 so no budget was set. Consequently, the proposed budget shows this as a £140 increase.

Audit

We have been fortunate to have our accounts audited at no cost for a number of years. Competitive quotes have been received, showing a required increase in the budget.

Room Hire

This is based on 9 meetings plus 2 litter pickings and contingency for 2 extraordinary meetings

Contribution to Reserves

The proposed budget shows an increase of £435 in order to start to mitigate the unplanned expenditure occurred this year:

1. Tree removal at the OBG	£1200
2. Moss Cottages Fencing	£2275
3. Marlot Tree work	£480
	<b>£3955</b>

Salaries

An increase of 5% has been added to cover the cost of the incremental and annual pay increases.

Assets

Nothing has been budgeted for any works arising from the annual asset inspections. It is hoped that these can be funded from existing earmarked reserves.

**Income**Bank Interest

For the current year the estimated interest was £150, but interest to date is £292. As the interest rate is dropping, a conservative increase (£50) has been added to the estimated interest.

Precept

The proposed actual increase in precept is 6.2%. Shropshire Council haven't released the tax base figures, but based on the current figures, this represents the following:  
Annual increase for Band D: £2.50. Monthly increase for Band D: 21p

These figures will be revised when the tax base is received.

# Your Account Statement



For Businesses. For Communities. For Good.

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

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

**Date:** 31/10/2025

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

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

## Your Current T1 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
30/09/2025		Balance brought forward	£0.00	£0.00	£562.51
07/10/2025	Transfer	Transfer from 20423120	£0.00	£2,000.00	£2,562.51
20/10/2025	Faster Payment Debit	B/P to: AJ Roberts	£349.97	£0.00	£2,212.54
20/10/2025	Faster Payment Debit	B/P to: SALC	£82.00	£0.00	£2,130.54

Page number 1 of 3

Statement number 085

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We invest in people Gold



Your Current T1 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
20/10/2025	Faster Payment Debit	B/P to: AJ Roberts	£76.14	£0.00	£2,054.40
20/10/2025	Transfer	B/P to: SLCC	£110.00	£0.00	£1,944.40
20/10/2025	Faster Payment Debit	B/P to: SJF Design Print	£107.00	£0.00	£1,837.40
20/10/2025	Faster Payment Debit	B/P to: HMRC Cumbernauld	£94.49	£0.00	£1,742.91
21/10/2025	Faster Payment Debit	B/P to: HMRC Cumbernauld	£114.53	£0.00	£1,628.38
31/10/2025	Direct Debit	Direct Debit (NEST)	£86.97	£0.00	£1,541.41
31/10/2025	Fee	Service Charge	£6.00	£0.00	£1,535.41



Faint, illegible text or a very light watermark, possibly containing contact information or a disclaimer, located in the middle-left section of the page.

IBAN Number: GB29 4300 0000 0000 0000 0000  
 Sort Code: 400801  
 Account Number: 0123456789

Call us on 0244 577777  
 Email us at [business@unitytrustbank.com](mailto:business@unitytrustbank.com)  
 Visit us at [www.unitytrustbank.com](http://www.unitytrustbank.com)

Your statement ends with £10.00

Date	Type	Details	Payments Out	Payments In	Balance
20/10/2025	Faster Payment Debit	B/P to: AJ Roberts	£76.14	£0.00	£2,054.40
20/10/2025	Transfer	B/P to: SLCC	£110.00	£0.00	£1,944.40
20/10/2025	Faster Payment Debit	B/P to: SJF Design Print	£107.00	£0.00	£1,837.40
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31/10/2025	Fee	Service Charge	£6.00	£0.00	£1,535.41



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

## Whixall Parish Council

Details of bank reconciliation dated 31/10/2025 for Working Account

Date	Type	Reference	Supplier / customer	Description	Amount
<b>Opening statement balance</b>					<b>562.51</b>
<b>Reconciled transactions</b>					
07/10/2025	Transfer	T6		Transfer to top up working balan	2000.00
08/10/2025	Payment	45.25	SJF Design	Marlot leaflet reprint	-107.00
08/10/2025	Payment	46.25	Amanda Jane Roberts	Salary October (Sept Hours)	-349.97
08/10/2025	Payment	48.25	Amanda Jane Roberts	Mileage and WFH Allowance	-54.35
08/10/2025	Payment	48.25	Amanda Jane Roberts	Reimbursement September Expenses	-21.79
20/10/2025	Payment	53.25	HMRC	NI and PAYE	-94.49
21/10/2025	Payment	54.25	HMRC	NI and PAYE balance due	-114.53
31/10/2025	Payment	51.25	SLCC	SLCC Membership	-110.00
31/10/2025	Payment	52.25	SALC	Shropshire Together/Fundamentals	-82.00
31/10/2025	Payment	49.25DD	NEST	Pension Contributions	-86.97
31/10/2025	Payment	50.25DD	Unity Trust Bank	Bank Charges October	-6.00

**Reconciled Balance**

**1535.41**



# Bank reconciliation (Whixall Parish Council 2025-2026) - registered on 01/04/2025

Whixall Parish Council

Bank account: Working Account Reconciliation as at: 31/10/2025

<b>Balance per bank statement at 31/10/2025</b>	1535.41
<b>TOTAL NET BANK BALANCES at 31/10/2025</b>	<b>1535.41</b>
The total net balances reconcile to the Cash Book (receipts and payments) as follows	
Opening balance at 01/04/2025	112.35
Total receipts	14285.14
Total payments	-7562.08
Total transfers	-5300.00
<b>Closing balance per cash book as at 31/10/2025 (must equal net bank balances above)</b>	<b>1535.41</b>

# Your Account Statement



For Businesses. For Communities. For Good.

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

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

**Date:** 31/10/2025

**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](mailto: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
30/09/2025		Balance brought forward	£0.00	£0.00	£25,635.28
07/10/2025	Transfer	Transfer to 20423117	£2,000.00	£0.00	£23,635.28

Page number 1 of 2

Statement number 067

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

## Whixall Parish Council

Details of bank reconciliation dated 31/10/2025 for Savings

Date	Type	Reference	Supplier / customer	Description	Amount
<b>Opening statement balance</b>					<b>25635.28</b>
<b>Reconciled transactions</b>					
07/10/2025	Transfer	T6		Transfer to top up working balan	-2000.00
<b>Reconciled Balance</b>					<b>23635.28</b>



# Bank reconciliation (Whixall Parish Council 2025-2026) - registered on 01/04/2025

Whixall Parish Council

Bank account: Savings Reconciliation as at: 31/10/2025

<b>Balance per bank statement at 31/10/2025</b>	23635.28
<b>TOTAL NET BANK BALANCES at 31/10/2025</b>	<b>23635.28</b>
The total net balances reconcile to the Cash Book (receipts and payments) as follows	
Opening balance at 01/04/2025	18043.22
Total receipts	292.06
Total payments	-
Total transfers	5300.00
<b>Closing balance per cash book as at 31/10/2025 (must equal net bank balances above)</b>	<b>23635.28</b>