

Whixall Parish Council



Chairman: Med Evans

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

Present

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

Unitary Councillors G Groves, A Holford

Clerk A Roberts

Other Organisations 1

Members of the Public: 2

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

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

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

37/25 Apologies for absence
None

38/25 Public Session
Cllr Groves and Cllr Holford introduced themselves as the new Shropshire Councillors for Wem Ward.
WPC Sarah Parker attended to learn of any crime prevention issues.
The question of reinstating the senior citizen's Christmas parties was raised.

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

**Resolved: To co-opt the following onto the Council:
Mark Clorley, Ian Mercer, Chris Schup, Claire Weedall, Jennifer Spenser, Philip Rodenhurst.**

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

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

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

Cllr Mercer duly signed his acceptance of office form.

41/25 Declaration of Disclosable Pecuniary or any other interests or requests for dispensations
None declared

42/25 To agree Councillor appointments

Resolved: To make the following appointments:

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

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

43/25 Council Policies (circulated)

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

44/25 Assets

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

Resolved: Inspections will be carried out as follows:

War Memorial (twice yearly) – Clerk

Old Burial Ground (annually) – Cllr Schup

Moss Cottages Field (annually) – Cllr Lamb

Telephone Kiosk – Cllr Rodenhurst

Hollinwood Common bench – Cllr Spenser

Noticeboards (ongoing) – Clerk

Marlot (annually) – Marlot Conservation Group to be asked to confirm condition and safekeeping of machinery and benches and tables on site. Other maintenance information will be gained from the monthly reports.

45/25 To Confirm Administrative Arrangements for 2025-26

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

46/25 Accounts 2024-25 (circulated)

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

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

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

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

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

48/25 Reports

The Clerk gave a verbal report which was noted.

49/25 Parish Matters

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

50/25 Correspondence Received – to agree responses.

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

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

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

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

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

51/25 Planning

- a. To receive planning applications from Shropshire Council

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

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

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

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

52/25 Finance

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

Resolved: The outstanding accounts should be paid, including incremental payment to the Clerk, and the payment transactions authorised by two approved signatories.

Recipient	Reason for Payment	Amount	Reference
Whixall Social Centre	Litterpicking Hall Hire	28.00	9.25
SALC	Affiliation Fees	473.13	10.25
A Roberts	Salary	339.09	11.25
HMRC	PAYE	84.80	12.25
Clear Councils	Insurance 25-26	980.85	13.25
Mijan Ltd	Accounts Package	84.00	14.25

MK Jones	Old Burial Ground Tree	1200.00	16.25
A Roberts	Expenses	94.60	17.25
NEST	Pension	84.28	15.25DD
Unity Trust Bank	Service Charge	6.00	18.25DD
Hugo Fox	Website	11.99	19.25DD

53/25 Next Meeting

a. Date of Next Meeting

The meeting scheduled for 9th July was noted.

b. Dates of Future Council Meetings

Members noted that meetings will be held on the following dates:

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

The meeting ended at 20.52