



# Whixall Parish Council

Chairman: Med Evans

Minutes of the Annual Parish Council Meeting held on 13<sup>th</sup> May 2026  
at Welshend Methodist Church Hall starting at 7.30pm

## Present

<b>Councillors</b>	I Mercer , C Weedall, SJ Lamb, J Spenser, J Hawkes, M Evans (joined at 20.11)	
<b>Unitary Councillors</b>	Cllr G Groves	
<b>Clerk</b>	A Roberts	
<b>Other Organisations</b>	0	<b>Members of the Public:</b> 2

### **57/26** Election of Chair

In the absence of Cllr Evans, Cllr Mercer took the Chair.

**Resolved: Cllr M Evans is elected as Chair of the Council for 2026-27.**

### **58/26** Apologies for Absence

P Rodenhurst, C Schup, Cllr Weedall, Cllr Clorley

### **59/26** Public Session

No issues raised

### **60/26** Election of Vice Chair

**Resolved: to defer the appointment of a Vice Chair to the next meeting.**

### **61/26** Declaration of Disclosable Pecuniary or any other interests or requests for dispensations

None declared

### **62/26** Councillor Appointments

**Resolved: The following appointments are made for the remainder of the current term of office:**

<b>Personnel Committee</b>	<b>Cllr Evans Cllr Rodenhurst Vice Chair(tbc)</b>
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<b>Flod Liaison Rep</b>	<b>Cllr Hawkes</b>
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<b>Marlot Liaison Group</b>	<b>Cllr Spenser Cllr Lamb Cllr Schup</b>
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<b>NS Area Committee</b>	<b>Cllr Hawkes Cllr Weedall</b>
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<b>Signatories</b>	<b>Cllr Evans Cllr Schup</b>
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**63/26 Council Policies**

**Resolved: The following policies are re-approved**

- Standing Orders**
- Financial Regulations**
- All GDPR Policies**
- Planning Policy and Process**
- Local Connections Policy**
- Grant Giving Policy**
- Reserves Strategy**
- Statement of Internal Controls**
- Business Continuity Plan**
- Business & Finance Risk Assessment**
- Health & Safety Policy Statement**
- Procedure for Co-options**
- Training Statement**
- It & Email Policy**
- Equality & Diversity Policy**
- Complaints Policy**
- Scheme of Delegation**
- Social Media Policy**
- Communications Policy**
- Website Management Policy**
- Information and Data Protection**
- Personal Data Management**
- Privacy Policy**
- Privacy Notice – basic**
- Privacy Notice Policy**
- Subject Access Policy**
- Website Privacy and Use Policy**
- Security Breach Protocol**
- Publication Scheme**
- Data Management Policy**

**64/26 Assets**

- a. The asset register was noted
- b. Asset Inspections

**Resolved: to continue with the existing asset inspection regime**

**65/26 Administrative Arrangements**

**Resolved to accept the following arrangements:**

- Insurance provided by Ecclesiastical through Clear Councils Insurance
- Subscriptions to SALC and SLCC
- Direct Debits to Unity Bank, NEST Pensions and ICO
- Meeting dates as shown below

<u>2026</u>		<u>2027</u>	
8 <sup>th</sup> July	Welshend Chapel	13 <sup>th</sup> January	Social Centre
9 <sup>th</sup> September	Whixall Marina	10 <sup>th</sup> February	Social Centre
14 <sup>th</sup> October	Whixall Marina	10 <sup>th</sup> March	Social Centre
11 <sup>th</sup> November	Whixall Marina	14 <sup>th</sup> April	tbc

**66/26** Accounts

- a. Limited Assurance Review

**Resolved: to certify as exempt from the Limited Assurance Review for 2025-26**

- b. Internal Audit Report

**Resolved: to accept the Internal Audit report for 2025-26**

- c. Annual Governance Statement

**Resolved: to approve the Annual Governance Statement for 2025-26**

- d. Accounting Statements

**Resolved: to approve the Accounting Statements for 2025-26**

**67/26** To approve the Minutes of the Parish Council Meeting held on 15<sup>th</sup> April 2026

**Resolved: to approve as a correct record the minutes of the ordinary meeting of the Parish Council held on 15<sup>th</sup> April 2026. They were duly signed by the Chair of the meeting.**

**68/26** Reports

- a. Shropshire Councillors.  
Cllr Groves gave a verbal report which covered pothole repairs and highway maintenance. The new Chief Executive will be carrying out ward walks -is there anything WPC wishes to be looked at?
- b. Parish Councillors - no reports
- c. Clerk's Progress Report – noted. In addition the Clerk will contact Whixall Marina to discuss the playground project.

Cllr Evans joined the meeting (8.11pm)

**69/26** The Marlot

- a. The monthly activity report was circulated in advance.

**Resolved: to note the contents of the Marlot monthly report.**

- b. Notes of meeting with Natural England – noted

**70/26** Annual Parish Meeting

**Resolved: Cllr Hawkes will chair the Annual Parish Meeting.**

It was noted that next year's meeting may take place in March 2027.

**71/26** Grants

**Resolved to earmark the £300 S137 grant given to Whixall Social centre in 2025-26 and returned in the current year.**

**72/26** Newsletter

**Resolved: to defer discussion about the newsletter to the next meeting.**

**73/26** Noticeboards

The work carried out by Dave Birch to Hollinwood noticeboard was noted. The clerk will contact Dave to thank him and discuss Dobsons Bridge noticeboard.

**74/26** Planning

- a. Planning Applications from Shropshire Council. – none received.
- b. Planning Decisions from Shropshire Council. – none received.
- c.

**75/26** Finance

- a. To receive Monthly Balance Record and reconciliation - noted that Cllr Hawkes has checked the reconciliation and calculation of Clerk's salary.
- b. 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>			
Whixall Social Centre	Room Hire	112.00	11.26
HMRC	PAYE & NI	102.03	12.26
A Roberts	Salary	355.76	13.26
A Roberts	Expenses	40.40	14.26
NEST	Pension Contributions	88.40	15.26 DD
Unity Trust Bank	Monthly Fee	7.00	16.26 DD
Clear Councils	Insurance	685.85	17.26
SALC	Affiliation Fees	495.39	18.26
Welsh End Methodist	Room Hire	22.50	19.26
Mijan Ltd	Finance Software	84.00	20.26
Per Pro Services	Internal Audit	180.00	21.26
Josh Higgins	Tree Works	1206.00	22.26

**76/26** Items for Next Agenda

The meeting scheduled for 8<sup>th</sup> July 2026 was noted.

**77/26** Declaration of Office

Cllr Evans signed his declaration of acceptance of office as Chair of the Council

Meeting closed at 8.45 pm