

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 11th February 2026 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: 5th February 2026

- 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 for Absence**
- 3. Declaration of Disclosable Pecuniary or any other interests / requests for dispensations**
 - a. 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.
 - b. Members are reminded that they must declare non-pecuniary interests relating to agenda items
- 4. To approve the Minutes of the Parish Council Meeting held on 14th January 2026**
- 5. Reports**
 - a. Shropshire Councillors
 - b. Parish Councillors
 - c. Clerk's Progress Report
- 6. The Marlot** – to receive report and agree actions to be taken
- 7. Feasibility of Playground Provision** - to agree actions to be taken
- 8. Meeting Venue** – to agree actions to be taken
- 9. Litterpicking 15th March** – to receive an update
- 10. Council Logo** – to approve changes
- 11. Buckingham Palace Garden Party** – to agree a local nomination
- 12. Policies** – to approve the following:
 - a. Planning Policy & Procedure
 - b. Local Connections Policy
 - c. Scheme of Delegations
 - d. Social Media Policy
- 13. Planning**
 - a. To receive planning applications from Shropshire Council – none received
 - b. To receive planning decisions from Shropshire Council – none received
- 14. Grants** – to discuss applications and agree funding
- 15. Finance**

- a. To receive monthly balance record and reconciliation
- b. To approve outstanding payments

Recipient	Reason for Payment	Amount	Reference
Shropshire Council	Election Costs (May 2025)	125.00	77.25
HMRC	Ni & Pension	99.60 (tbc)	78.25
A Roberts	Salary	349.77	79.25
A Roberts	Expenses		80.25
Whixall Social Centre	Litterpicking Hall Hire	28.00	81.25
Sastak	First Aid Course	84.00	82.25
Unity Bank	Monthly fee	6.00	83.25 DD
Nest	Pension Contributions	86.97	84.25 DD
Whixall Social Centre	Room Bookings 2026-27	252.00	85.25

16. Future Meetings – to agree to hold a finance meeting in June 2026.

17. Items for Next Agenda

To enable Councillors to bring forward items for the 11th March 2026 meeting agenda.

Whixall Parish Council



Chairman: Med Evans

Minutes of the Parish Council Meeting held on 14th January 2026
at Whixall Social Centre starting at 7.30pm

Present

Councillors	SJ Lamb, C Weedall, C Schup M Clorley, J Spenser, P Rodenhurst		
Unitary Councillors	G Groves		
Clerk	A Roberts		
Other Organisations	0	Members of the Public:	0

1/26 Election of Meeting Chair

Resolved: that Cllr Schup will chair the meeting in the absence of the Chair and Vice Chair.

2/26 Public Session

There were no members of the public in attendance.

3/26 Apologies

Cllr M Evans, Cllr I Mercer, J Hawkes

4/26 Declaration of Disclosable Pecuniary or any other interests or requests for dispensations

None Declared

5/26 To approve the Minutes of the Parish Council Meeting held on 12th November 2025

Resolved: to approve as a correct record the minutes of the ordinary meeting of the Parish Council held on 12th November 2025. They were duly signed by the meeting Chair.

6/26 Reports

- a. Shropshire Councillors - noted
- b. Parish Councillors

Cllr Weedall reported that a quote for play equipment at Moss Cottages Field would be provided by Ray Parry. There is an inspection regime required and RP can provide this service for a charge. Additionally, the roadside trees are in need of maintenance. The OBG had also been considered but may not be feasible.

The Clerk will contact the diocese about the OBG. Roadside trees will be added to a future agenda

- c. Clerk's Progress Report – noted

7/26 Parish Matters

- a. Marlot Monthly activity Report

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

b. Marlot and Hollinwood Green Volunteer Time Reports

Resolved: to receive the reports and to agree that time reports are not required in the future.

c. Marlot: Actions to be Taken

Resolved that:

1. **Volunteers are not to work on the Marlot without current first aid and power tool certificates.**
2. **The Council will assist in the search for more volunteers and will ask Natural England (NE) to assist with task days and involve the Marlot Conservation Group members.**
3. **The Council will investigate alternatives such as a play area and handing management of the Marlot to NE or Shropshire Wildlife Trust.**

The Clerk will carry out some checks regarding requirements for first aiders and certification for power tool use and report back to Council.

d. Moss Cottages Goal Netting

Resolved: to remove the existing netting

Cllr Clorley will remove and dispose of the netting.

e. Facebook Admin

Resolved: that Cllr Weedall and Cllr Spenser will be Facebook administrators for the Parish Council.

f. Litterpicking

Resolved: to invite neighbouring Councils to take part in a litterpicking day on 15th March 2026 and to provide refreshments in the Social Centre.

g. Defibrillator Management

Resolved: that the Council will not take any action in relation to defibrillators.

8/26 Planning

No planning decisions or applications were received from Shropshire Council

9/26 Finance

- a. To receive Monthly Balance Record and reconciliation -

Resolved: to note that the reconciliation agrees with the bank statements.

- b. To receive the Quarterly budget and spending record

Resolved: to note the report.

- c. Budget and Precept 2026-27

Resolved: to set the budget at £15779 and the Parish Precept at £14,208 which represents a monthly increase of 15p for band D properties.

- d. 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
Payments to be Approved			
A Roberts	Dec Salary	349.97	70.25
A Roberts	Expenses	136.01	71.25
HMRC	PAYE & NI	261.55	72.25
NEST	Pensions	86.97	73.25DD
Unity Bank	Service Charge	6.00	74.25DD
GS & PA Reeves	Fencing materials	966.00	75.25
M Spenser	Machine Parts & Fuel	78.18	76.25

Income (September)

Payee	Reason for Payment	Amount	Reference
Unity Bank	Interest	128.55	R9

10/26 Items for Next Agenda

The meeting scheduled for 11th February 2026 was noted.

Meeting closed at 20.32 pm

Expenditure	Budget 2025-26	Budget 2026-27
Administration		
General Admin	£205.00	£252.00
Bank charges	£75.00	£84.00
Website/gov.uk	£385.00	£400.00
Newsletter	£0.00	£140.00
Audit	£120.00	£190.00
Room Hire	£324.00	£364.00
Training	£220.00	£220.00
Insurance	£690.00	£716.00
Affiliations	£695.00	£648.00
Total Administration	£2,714.00	£3,014.00
Asset Management		
Grass cutting	£1,750.00	£1,280.00
Hollinwood Green	£50.00	£50.00
Marlot routine works	£262.00	£272.00
Contribution to EMR	£975.00	£1,500.00
Noticeboard Repairs*		£1,320.00
Total Asset Management	£3,037.00	£4,422.00
Community		
Grants & Donations	£500.00	£500.00
Events	£440.00	£440.00
Total Community	£940.00	£940.00
Staffing		
Staff - non-salary costs	£460.00	£478.00
Salaries	£6,652.00	£6,925.00
Total Staffing	£7,112.00	£7,403.00
TOTAL BUDGET	£13,803.00	£15,779.00
Receipts		
	Est. Income 25-26	Est Income 26-27
Precept	£13,637.00	£14,208.00
Other receipts		
CIL / Neighbourhood Fund	£0.00	£0.00
Bank Interest	£150.00	£250.00
Miscellaneous Receipts	£1.00	£1.00
*Use of Reserves		£1,320.00
Total Other receipts	£151.00	£1,571.00
Total Receipts	£13,788.00	£15,779.00

11.2.26

Clerk's Progress Report**February 2026****Progress on Actions arising from Council Resolutions**

Council Resolution	Progress	Notes
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.
Council will work with Whixall Primary School to facilitate a Christmas event.		Waiting for invoice for payment
Arrange training for JH		January 2026
Check power tool and first aid requirements		Completed
Contact NE re task days		Awaiting reply
Set up new Facebook admins		Once social media policy revision approved
Invite neighbouring authorities to join in litterpicking day		
Precept Request		

Other Actions (including those not covered in resolutions)

Action	Progress	Notes
Invite ex councillors to a meal		Date of meal to be agreed
Damaged Notice board replacement		Installation date 12.2.26
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.
Establish ownership of Social Centre Noticeboard		
Check social centre hire agreement in relation to maintenance of meeting room and consider alternative locations.		
Look at wording of summons to meetings		Wording is a legal requirement.
Look at permitted use of the OBG		Not completed
Arrange a speaker from community resource for a future meeting (February?)		Proposed speaker not suitable. Looking elsewhere

Report on the Marlot

Background

At its last meeting, in light of the fact that it believed the Marlot Conservation Group no longer had a volunteer with a valid first aid certificate or valid tickets for the use of power tools, the Council resolved the following

1. Volunteers are not to work on the Marlot without current first aid and power tool certificates.
2. The Council will assist in the search for more volunteers and will ask Natural England (NE) to assist with task days and involve the Marlot Conservation Group members.
3. The Council will investigate alternatives such as a play area and handing management of the Marlot to NE or Shropshire Wildlife Trust.

(Minute Ref 7/26c)

It was also agreed that the Clerk would check requirements for first aiders and certification for power tool use.

Purpose of Report

This report provides an update on the actions taken since the last meeting and provides information to help members consider the next steps.

Actions Taken to Date

Work has stopped at the Marlot.

The Clerk has obtained clarification that power tool certificates do not have an expiry date. Martin Spenser holds certificates and they should be considered current.

First aid at work certificates do have an expiry date. Although Martin Spenser has taken training, his certificate is no longer current. Advice is that a First Aid at Work plus Forestry (+F) is required. Martin has identified a suitable training course (see Appendix A). The cost is £70 plus VAT (which is reclaimable). Alan Lomas has volunteered to take this training. Once the training is completed, work can start again at the Marlot.

The MCG's poster, advertising for volunteers has been posted on the Council's page and on the Community Group.

Natural England have been asked about task days involving MCG members.

Future Actions

There was a general view that the long term future of the Marlot needs to be considered because the availability of volunteers is reducing.

It has been agreed that alternatives will be investigated by the Council and it is suggested that a task and finish group be set up for this purpose. This should include the Chair and Vice chair who will represent the Council in any discussions with

Agenda Item 6

external organisations. The group's purpose will be to make recommendations to Full Council and its terms of reference should be agreed by Full Council.

Initial thoughts are that the group would

- Identify others who may be interested in managing the Marlot
- Actively investigate potential additional uses for the Marlot
- Actively investigate options for use of volunteers from outside organisations to support MCG
- Propose timescales for completing this work
- Investigate the feasibility of setting up a Trust to manage the Marlot

Decisions Required

1. To fund first aid training for Alan Lomas
2. To set up a task and finish group to consider future options for the Marlot

Meeting Venue

Background

It has been practice to pay the full cost of meeting room hire for the following year, near the end of each financial year.

This year, without notice the cost has increased from £216 to £252 despite the quality of the facility not being maintained.

Facilities

The meeting room provides sufficient space and furniture for meetings to be held, there is good car parking and disabled access directly into the meeting room. However, it only has working power sockets behind the bar. In order to plug in a laptop an extension lead has to be trailed across the access into the room. The Social Centre Committee are unwilling to have the other socket fixed. In addition, the meeting room is dimly lit and at least one wall is damp.

Options to Consider

1. Formally notify the Social Centre Committee of concerns regarding the venue and the increase in costs.
2. Negotiate the cost with the Social Centre Committee, based on the costs borne by the Council for grass cutting the Old Burial Ground (including a strip of land now recognised as belonging to the Social Centre)
3. Pay the full invoice as in previous years
4. Request an invoice after each meeting
5. Explore alternative venues within the Parish.

The Council may wish to opt for a combination of the above options.

This and the text in the box below is the same colour as the Council's website background.

Current Logo



We do not have an original version of the current logo and the quality of the version we have is not very good.

Suggested Logo

This is the black and white version of the logo. The images have been updated to be more realistic and the Church is based on an image of St Mary's Church.

NB It needs a little more work so that it doesn't lose definition when enlarged, but it is already clearer than the current version.



Colour Versions of the Proposed Logo

1. Using the same colour as the website



2. Using a colour closer to the current logo



Decision Required

1. Do members agree to change the logo?
2. If so, which colour should be used?

Whixall Parish Council



Planning Policy and Process

Introduction

Whixall Parish Council has adopted the following policy in order to ensure a standard procedure for considering and commenting on all local planning applications.

Background

Although there are a number of exceptions, anyone wishing to build in Whixall must apply to Shropshire Council for planning permission. Parish Councils are statutory consultees in the planning process and must be informed of all planning applications, and any amendments to those applications, within the parish

The Role of Whixall Parish Council

The PC can only comment on planning applications in the same way as any other member of the public, however, any comments made by the Parish Council must be agreed during a properly called public council meeting. The role of the Council is to represent local views and to:

- Provide local knowledge
- Raise areas of concern
- Inform, debate and add value to the process
- Contact and involve Unitary Councillors, if required

Comments agreed in the council meeting are submitted in writing by the Parish Clerk to the Local Planning Authority (Shropshire Council) using the online Planning Portal.

Material Considerations

The Parish Council's comments in response to a planning application can only be based on planning matters. Where possible the Council can quote policies in the Local Plan as these are the starting point for considering the merits of any application.

Any comments or objections made must have a genuine material planning consideration (see Appendix A).

Parish Council Responses to Planning Applications

Objections should be clear, concise, relevant, and accurate if they are to be accepted. The local planning authority does not have to agree with the Parish Council's views. In reaching a decision, the local planning authority is required to weigh up all issues associated with an application and comments made by the Parish Council may have insufficient weight to affect the outcome.

The Parish Council must be satisfied that all material considerations have been considered carefully and applied to the application before responding with 'no objection'.

Planning Conditions

Whatever its stance, the Parish Council may wish to recommend planning conditions to be added to the application if approval is granted e.g. recommendations for physical measures to reduce potential light pollution.

The Planning Authority is not obliged to impose any conditions suggested by the Parish Council. Planning conditions will only be imposed by the local authority where they are: -

- Necessary
- Relevant to planning and to the development to be permitted
- Enforceable
- Precise
- Reasonable

Whixall Parish Council Policy for Planning Applications

1. The Parish Council will actively seek to preserve the rural character of Whixall and will promote the Parish's Countryside Status.
2. The Parish Council will represent the majority of local interest. Its comments will reflect local knowledge and interest in the local environment.
3. The Parish Council will seek to ensure that any development, whether new or amending an existing property, will be in keeping with the surrounding area.
4. The Parish Council will consider all planning applications based on their individual circumstances and merits.
5. All responses will be based on material planning reasons. Non-material considerations will not form any part of the Council's formal response.
6. Site visits may be undertaken and must comply with the Council's Code of Practice for Site Visits (Appendix B). They will be taken into consideration when formulating the Council's response.
7. Any proposal for future development will be judged against relevant planning policies and, in particular, be related to creating a sustainable residential and agricultural environment.
8. The Parish Council supports the installation of renewable energy sources and/or those which minimise carbon emissions or the use of fossil fuels, providing that such systems comply with Planning Policy.
9. The Parish Council will support appropriate development of affordable housing within the Parish.
10. The Parish Council will respond to all planning applications within the time frame stipulated by Shropshire Council unless prior agreement has been given.
11. In certain circumstances, when there is a situation of wider public concern, the Chair can call a Public Meeting prior to any decision being taken by the Parish Council.
12. Councillors are required to study planning applications on the Shropshire Council's website prior to discussing the application and will be encouraged to keep up to date with Shropshire Council's Planning Guidance and Policies

Whixall Parish Council's Planning Application Procedure

1. Notification of a planning application will, in the first instance be sent to the Parish Clerk who will then alert all Parish Councillors via email
2. Councillors will research each application prior to the Parish Council meeting at which it will be discussed.
3. On receiving an application, the Councillors should identify the location of the application to confirm it is within the parish boundary and also the date of the Parish Council meeting it is to be discussed in order to ensure that any site visit is carried out in advance of the meeting.
4. If a site visit is required a Councillor should notify the Parish Clerk so that arrangements can be made.
5. The Parish Clerk will contact the applicant / agent to arrange the site visit. Where entry to the actual site is preferred the Parish Clerk will seek permission and formally write to the applicant enclosing a copy of the Parish Council Planning Application Policy and Procedures.
6. A minimum of two Parish Councillors must be in attendance at any site visit. (No Councillor should be in attendance if they have a direct interest or conflict with the application).
7. After the site visit, a nominated Councillor should prepare a summary of the application in order to brief the Parish Council at the meeting when the application is discussed.
8. At the Parish Council meeting full discussion on the application will take place and an agreed decision will be made to support or not to support the application.
9. Following that meeting the Parish Clerk will make the formal submission to Shropshire Council.

Members of the Public

Attendance of the General Public at Parish Council Meetings.

Members of the public are allowed to address the Council in accordance with agreed procedures during the Public Session of the meeting. This is the only public participation during the meeting and members of the public are not allowed to participate in the Parish Council's discussions about an application.

If a member of the public is intending to make a public statement, they are advised to let the Parish Clerk know. If a number of statements are to be made an agreed time limit per person may be enforced by the Chair.

Members of the Public Contacting Parish Councillors

Members of the public are entitled to contact any local Parish Councillor about a matter which concerns them. When contact is made relating to a planning application, the following should be considered:

- The Code of Conduct advises Parish Councillors not to make up their mind about a planning matter until all the facts have been properly presented to them at the meeting.
- A Parish Councillor who becomes closely involved in a particular case may feel obliged to declare a personal and prejudicial interest in it and not take part in the decision- making process.
- Anything said to a Parish Councillor may be quoted to the Parish Council which, generally, conducts its business in public. It is normal practice for a Parish Councillor to report to the Parish Council anything said or written to them relating to a planning application, but they are not required to do so.
- If a member of the public makes representations on a planning matter to a Parish Councillor it is the responsibility of the Councillor to ensure they are factually correct before repeating them.
- Any letter/email should be forwarded to the Parish Clerk to ensure it is officially received by the Parish Council.

Appendix A – Material Planning Considerations

Material Planning Considerations include (but are not limited to):	
<ul style="list-style-type: none"> • Layout density • Risk of flooding or pollution • Overlooking and loss of privacy • Local economy • Overshadowing and loss of light • Appearance, effects on street, area or building • Past planning history or appeal decision relating to the site • Central Government policy and guidance 	<ul style="list-style-type: none"> • Design, appearance & materials • Adequacy of parking • Noise & Smell • Landscape, contamination, loss of trees • Access / traffic generation
The following are NOT considered to be material considerations:	
<ul style="list-style-type: none"> • History of the applicant • Loss of view • Commercial competition • Change from previous scheme • Impact on property value • Restrictive covenants • Ownership of land, right of access • Noise/disturbance during construction 	<ul style="list-style-type: none"> • Land & boundary disputes • Land ownership • Damage to property • Private rights of way • Deeds & covenants • Private issues between neighbours • Lots of objectors

Appendix B Code of Practice for Planning Application Site Visits

Introduction

Purpose of Site Visits

The main purposes of a site visit are to enable Parish Councillors:

- To view a site and its surroundings to better appreciate facts that are important in the consideration of an application
- To assist in the appraisal of any constraints and opportunities afforded by the proposed development and its impact upon surrounding land
- To have a better understanding of any issues raised by interested parties
- Site visits are not formally constituted meetings of the Parish Council. It is important, therefore, that no decisions on the application are taken or seen to be taken at the visit.

Procedure at Site Visit

- Site visits should be conducted with an open common sense approach and without prejudice to the applicant. If the applicant / agent are present then Parish Councillors will advise them that they cannot discuss the application with them.
- All the facts of the application should be in the applicants prepared design statement, a copy of which is forwarded to the Parish Council along with other supporting documents and site plans by Shropshire Council. Any questions resulting from the site visit should be directed to the Parish Clerk who will contact Shropshire Council's Development Control.
- Parish Councillors must not give the applicant their views concerning the application. Comments may be misconstrued and provide the applicant with reasons to believe Parish Councillors support the application when in reality they could be raising objections or vice versa.
- When conducting site visits Parish Councillors must have due regard to health and safety and follow any given safety instructions on site. Appropriate clothing and footwear should be worn.
- Parish Councillors need to comply with the Code of Conduct during site visits. The fact that a site visit had been held prior to the discussion of an application at a Parish Council Meeting will be recorded in the Meeting's Minutes.



Whixall Parish Council

CONFIRMING LOCAL CONNECTION PROCEDURE

Introduction

Shropshire Council's 'Build Your Own Affordable Home' Scheme is explained in its 'Type and Affordability of Housing' Supplementary Planning Document. Homes built under this Scheme are "exception sites" in locations that would not normally obtain planning permission for new housing development. The exception is made because it is development of affordable housing for local people.

Tests of Eligibility

Under the scheme applicants must satisfy the Housing Enabling Officer that they qualify by meeting four tests of eligibility:

- Housing need
- Local connection
- Affordability/Availability
- Site Suitability

Paris Council Confirmation of Local Connection

For the Local Connection test, Shropshire Council requires applicants to seek written confirmation from the relevant Town / Parish Council (for the area where the development is to take place) as to the validity of their claim to have a 'Local Connection' with that specific area.

Determining a Local Connection

The determination of local connection is a matter of fact - applicants either meet the required policy criteria or they do not. The criteria, as outlined in Shropshire Council's Type and Affordability of Housing Supplementary Planning Document is reproduced below:

At least two of the following criteria for at least one of the members of the household must be met:

- Their parents were permanently resident in the local area at the time of the applicant's birth;
- They were in permanent residence in the local area for any period of five years as a child attending a local school, (or who for special reasons attended a school outside the local area but would have been expected to attend a local school but for those special reasons);
- They are currently lawfully resident in the local area and have lived there for at least the previous 5 years;
- They don't currently live in the local area but have previously lived there for 15 continuous years as an adult;
- They are currently employed or routinely carry out self-employed work within either the local area or 5km of the site;
- They have a confirmed written offer of permanent work within either the local area or 5km of the site;
- They can demonstrate active community involvement in the local area sustained for at least the previous 2 years; or are determined by the Parish Council as having some other form of strong connection with the local community and/or its hinterland;
- Their parents currently live in the local area, or another close family member who provides or requires a substantial degree of support currently lives in the local area;
- If over 55, they have a close family member currently living in the local area.



Whixall Parish Council

CONFIRMING LOCAL CONNECTION PROCEDURE

Clarification

Shropshire Council has provided the following clarification:

Local Area:

Local Area is defined as being the 'Parish' area, i.e. geographic boundary of the Parish.

Community Involvement:

There is not a prescriptive list identifying what is deemed to a community activity, however, it is largely activities that socially enhance the life of a community. Any activities which are personal recreational activities and not necessarily for wider community benefit are not considered under this criteria.

Information Required by Whixall Parish Council

1. Provision of Information

To enable the Parish Council to consider whether applicants have a 'Local Connection' under the scheme, the applicant must send a letter, signed by themselves, explaining how they meet the criteria.

The letter should be supported by independent evidence (for example - Birth Certificate, School Records, Rental Agreements, Work Contracts, License Agreements, Utility Bills, Oral Evidence, Supporting statements from known members of the community).

Shropshire Council requires the Parish Council to confirm satisfaction of 2 elements of the criteria. However, in order to assist the Council in its assessment the applicant is asked to cover as many of the criteria as apply.

2. Consideration and Decision of the Council

The Parish Council will consider the request at the next available meeting. The Council will invite the applicant to attend the meeting and reserves the right to ask for:

- further clarification and/or
- further supporting evidence and/or
- an interview with at least 2 members of the Council.

If the council is satisfied that at least 2 of the criteria are met this will be agreed by formal resolution and minuted.

3. Formal Confirmation of Local Connection

The Clerk will write to Shropshire Council and confirm that the Council has resolved to confirm that the applicant has a valid local connection. No further information is required.

Decision by Shropshire Council

It should be noted that confirmation of the applicants Local Connection by the Parish Council does not in itself constitute support for the proposed development. Any planning application submitted to Shropshire Council under the 'Build Your Own Affordable Home' Scheme will be considered with reference to the Parish Council's Planning Application Procedures.

Adopted	
Review Frequency	Bi Annual
Reviewed	
Revised and reviewed	

Whixall Parish Council

CONFIRMING LOCAL CONNECTION PROCEDURE





Whixall Parish Council

SCHEME OF DELEGATION

Powers Delegated to the Parish Clerk

General Powers Delegated to the Clerk as Proper Officer

- Act as the **Proper Officer** as defined in legislation, including the Local Government Act 1972.
- Manage the day-to-day operations of the Council, including the management of staff, facilities, services, and contractors.
- To place orders for goods or services if they are budgeted for and conform to the Council's Financial Regulations and powers.
- Ensure legal compliance in all aspects of the Council's operations.
- To take decisions required under legislation, e.g. Freedom of Information Act, Data Protection Act, Health & Safety Acts etc., which must be made within a time scale that does not allow for the calling of a meeting.
- Respond to correspondence and communications on behalf of the Council, and liaise with residents, external agencies, and authorities.
- Implement decisions of the Council and its committees.

Powers Delegated to the Clerk as Responsible Finance Officer

The Clerk, acting as the Responsible Financial Officer (RFO), is authorised to:

- Manage all the Council's financial affairs in accordance with the latest version of the Governance and Accountability for Smaller Authorities in England (the Practitioners' Guide).
- Prepare annual estimates and draft budget for consideration by the Council.
- Submit the precept requirement to the billing authority.
- Maintain the Council's accounts, bookkeeping, and financial records.
- Process and monitor all income and expenditure.
- Prepare and submit VAT claims.
- Reconcile bank accounts monthly.
- Following discussion with the Chair and Vice Chair, to bid for external funding to support the work of the Council.
- In discussion with the Chair or Vice Chair, incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The Clerk shall report the action to full council as soon as practicable thereafter.

Specific Powers Delegated to the Clerk	Review
<p>Planning To delegate authority to the Parish Clerk following consultation with the Chair and Vice Chair to respond to planning applications whose deadline for consultation falls prior to a Parish Council meeting, provided that no Councillor requests a special meeting is to discuss the application.</p>	Annual
<p>Consultations To delegate authority to the Parish Clerk following discussion with the Chair and Vice Chair to respond to external consultations where the deadline falls prior to a Parish Council meeting, providing that no Councillor requests a special meeting to discuss the consultation.</p>	Annual

Emergency Powers Delegated to the Parish Clerk
<p>Upon the declaration of a national or local emergency situation which will affect the work of the Council, with the agreement of the Chair and Vice Chair:</p> <ul style="list-style-type: none"> • In consultation with the Chair and Vice Chair to approve expenditure against items in the Parish Council's budget any such payments to be reported to the Council at the next ordinary meeting. • To extend the financial emergency delegation powers approved laid out in the financial regulations to a limit of £1,000 • Following consultation with the Chair and Vice Chair to respond to all planning applications following consultation with the Chair and Vice Chair, provided that no Councillor has requested a special meeting to discuss the application • To act upon Government advice in relation to the following: <ul style="list-style-type: none"> ◦ Holding of the Annual Meeting of the Parish Council ◦ Arrangements for holding ordinary Council meetings ◦ Holding of the Annual Parish Meeting ◦ Arrangements for the Annual Governance and Accountability Return ◦ Implementation of any changes to the decision-making process for Parish Council • <p>Any emergency scheme of delegation should remain in place until emergency restrictions are lifted, at which time it will be reviewed.</p>

Adopted	
Review Frequency	Annually at the Annual PC Meeting
Next Review due	

Whixall Parish Council

SOCIAL MEDIA POLICY

1. Introduction

The Parish Council recognises that social media and networking websites are a regular part of everyday life. Many people engage with local/community groups and organisations through membership of digital networks such as Facebook and Twitter. This policy sets out the Parish Council's approach to its use of social media. It defines the roles & responsibilities within the Parish council for this area and provides councillors and staff with guidelines on responsibilities for the use of social media.

2. Why is the Parish Council using social media?

The Parish Council aims include informing members of the community and the wider local area about what is happening and sharing important news and information. The Parish Council's social media activity supplements the information published on its website and any newsletters it produces.

Through social media, the Council can:

- provide links to useful and interesting information about the Parish and local area published by other people
- better communicate with those using mobile devices and personal computers
- provide information in a timely manner

3. Official social media/networking accounts

The Parish Council operates a Facebook account for the promotion of activities and events and as a communication tool.

Examples of acceptable content are:

- Parish Council meetings information
- Consultation documents
- News and emergency information
- Key dates
- Short comments on hot topics and relevant news
- Polls and information gathering
- Useful links

4. Roles and Responsibilities:

An official Parish Council account on any social media/networking site may only be set up with approval of the full council. Access to, and use of any account, is restricted and managed by authorised roles in the following way:

Authorised Roles:

The Clerk to the Parish Council will be the official account holder and administrator.

Up to two Councillors will be nominated to manage content and support the administrator of any official account.

The Clerk will manage any interface between the Parish Council Social media account and its Website and will be responsible for liaising with the Parish Council's web site provider.

Only these authorised may use the social media account(s) to post information online and access to the account is strictly limited. The Parish Council's social media account(s) will be managed and monitored daily by the Clerk and supported by the nominated councillors.

All information published on the internet must comply with the Parish Council's confidentiality policy and data protection. The social media account will primarily be used to promote 'good news' and information, supplementing content already published on the Parish Council's website. Any employee, Councillor or member of the public who becomes aware of parish council social networking activity that would be deemed distasteful should make the Clerk and/or nominated Councillors aware as soon as possible.

5. Facebook

The account holder/administrator manages the Council's Facebook page. Facebook pages are used to highlight news, make announcements, engage with the community and share information. The account will not be set up to enable "comments" to be posted on the parish Council Facebook page. Requests for something to be posted on the Parish Council's Facebook page, should be directed to the authorised persons.

6. Use of Photos and Video

Only the Clerk and/or nominated Councillors have permission to upload photos and videos. The appropriate permissions must be obtained for all imagery.

7. Personal Accounts on Social Media

Councillors and staff are likely to have personal social media/network accounts. Personal accounts need to be used in a way that does not conflict with the Council's 'Code of Conduct' or terms of their contract of employment. Where no policy or guidelines exist, councillors or employees should use their professional judgment and take the most prudent action possible. If the Parish Council is referred to in a way that is deemed defamatory or confidential information is disclosed, it reserves the right to report the comment and request that it be removed.

Councillors are at liberty to set up personal accounts using any of the tools available but should ensure they are clearly identified as personal and do not in any way imply that they reflect the Council's view. Councillors should always present a professional image and not disclose anything of a confidential nature. Comments of a derogatory, proprietary, or libellous nature should not be made and care should be taken to avoid guesswork, exaggeration and colourful language.

9. Responding to direct messages posted on social networking sites?

If appropriate, the Clerk will endeavour to respond as quickly as possible to all questions received via social networking sites. All formal requests, comments, enquiries or complaints should be emailed to the Parish Council using the contact form on the website.

10. Rules

The Parish Council may monitor forums and blogs to gain indirect feedback. The Parish Council may post replies on forums or blogs to answer queries or address factual corrections, but must generally take a cautious approach before getting involved in contentious issues.

The Parish Council reserves the right to take any necessary steps to protect members of the Parish community and will delete any comments referencing the Parish Council, which are deemed abusive or offensive in anyway.

11. Policy Review

This policy will be reviewed as it is deemed appropriate, but no less frequently than every 3 years.

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: 31/01/2026

Account Name: Whixall Parish Council

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

Sort Code: 608301

Account Number: 20423117

Your arranged overdraft limit is £0.00

Go Paperless! Receive your statements online and we'll notify you by SMS or email when they're available to view. Simply log into Your Online Banking and update your statement preferences or give us a call on 0345 140 1000



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: [FSCS.org.uk](https://www.fscs.org.uk) or refer to our FSCS Information Sheet and Exclusions List at [unity.co.uk/fscs](https://www.unity.co.uk/fscs)

Contact Us

- Call us: 0345 140 1000
- Email us: us@unity.co.uk
- Visit us: [unity.co.uk](https://www.unity.co.uk)

Your Current T1 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
31/12/2025		Balance brought forward	£0.00	£0.00	£2,184.72
15/01/2026	Faster Payment Debit	B/P to: GS PA Reeves Ltd	£966.00	£0.00	£1,218.72
15/01/2026	Faster Payment Debit	B/P to: HMRC Cumbernauld	£261.55	£0.00	£957.17
15/01/2026	Faster Payment Debit	B/P to: AJ Roberts	£136.01	£0.00	£821.16

Page number 1 of 3

Statement number 088

For Businesses.
For Communities.
For Good.

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Your Current T1 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
15/01/2026	Faster Payment Debit	B/P to: AJ Roberts	£349.97	£0.00	£471.19
30/01/2026	Direct Debit	Direct Debit (NEST)	£86.97	£0.00	£384.22
31/01/2026	Fee	Service Charge	£6.00	£0.00	£378.22

Go to your account page to view your statements. You can also view your statements on the app. If you have any queries, please contact your account manager. You can also contact us on 0345 300 1100.



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Account Name: AJ Roberts
 Account Number: 123456789
 Sort Code: 123456
 IBAN: GB23 1234 5678 9010 1112 3456 7890 1011 1213 1415 1617 1819 20

For more information, please visit our website at www.unitytrustbank.com. You can also contact us on 0345 300 1100.

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

on 01/04/2025

Whixall Parish Council

Bank account: Working Account Reconciliation as at: 31/01/2026

Balance per bank statement at 31/01/2026 378.22

Uncleared payments

Date	Customer / supplier	Reference	Amount	
02/11/2025	Garden & Hire Spares Ltd	76.25	-27.85	
27/11/2025	L&S Engineers	76.25	-43.26	
30/11/2025	DB Roberts	76.25	-7.07	
				-78.18

TOTAL NET BANK BALANCES at 31/01/2026 **300.04**

The total net balances reconcile to the Cash Book (receipts and payments) as follows

Opening balance at 01/04/2025	112.35
Total receipts	15605.14
Total payments	-12617.45
Total transfers	-2800.00

Closing balance per cash book as at 31/01/2026 (must equal net bank balances above) **300.04**



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

Whixall Parish Council

Details of bank reconciliation dated 31/01/2026 for Working Account

Date	Type	Reference	Supplier / customer	Description	Amount
Opening statement balance					2184.72
Reconciled transactions					
14/01/2026	Payment	70.25	Amanda Jane Roberts	Salary for November hours	-349.97
14/01/2026	Payment	71.25a	Amanda Jane Roberts	WFH Allowance Nov & Dec	-52.00
14/01/2026	Payment	71.25a	Amanda Jane Roberts	mileage November	-27.00
14/01/2026	Payment	71.25b	Amazon UK	Printer Ink	-57.01
14/01/2026	Payment	72.25	HMRC	PAYE and NI	-261.55
14/01/2026	Payment	73.25DD	NEST	Pension Contributions	-86.97
14/01/2026	Payment	74.25DD	Unity Trust Bank	December bank charges	-6.00
14/01/2026	Payment	75.25	GS Reeves	Moss Cottages Fencing Materials	-966.00
Reconciled Balance					378.22
Unreconciled transactions					
02/11/2025	Payment	76.25	Garden & Hire Spares Ltd	Chain Sprocket	-27.85
27/11/2025	Payment	76.25	L&S Engineers	Quick Tensioner Parts	-43.26
30/11/2025	Payment	76.25	DB Roberts	Fuel for Marlot	-7.07

Cash book Balance

300.04

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: 31/01/2026

Account Name: Whixall Parish Council

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

Sort Code: 608301

Account Number: 20423120

The credit interest rate is 2.10% AER as of your statement date.

Contact Us

-  Call us: 0345 140 1000
-  Email us: us@unity.co.uk
-  Visit us: unity.co.uk

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 or refer to our FSCS Information Sheet and Exclusions List at unity.co.uk/fscs

Your Instant Access account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
31/12/2025		Balance brought forward	£0.00	£0.00	£21,263.83



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

on 01/04/2025

Whixall Parish Council

Bank account: Savings Reconciliation as at: 31/01/2026

Balance per bank statement at 31/01/2026	21263.83
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TOTAL NET BANK BALANCES at 31/01/2026	21263.83
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The total net balances reconcile to the Cash Book (receipts and payments) as follows

Opening balance at 01/04/2025	18043.22
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Total receipts	420.61
----------------	--------

Total payments	-
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Total transfers	2800.00
-----------------	---------

Closing balance per cash book as at 31/01/2026 (must equal net bank balances above)	21263.83
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