

Whixall Parish Council



Chairman: Ian Mercer

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 14 February at Whixall Social Centre which will commence at 7.30pm in order to conduct the business enclosed on the agenda below. Members of the public are welcome to attend.

Signed:

A Mercer

Date: 8 February

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 24 January 2024

5. Reports

Shropshire Councillors; Parish Councillors and Clerk

6. Parish Matters

- a. Marlot
 - i to receive the monthly report from the Marlot Conservation Group.
 - ii to receive a verbal update and discuss options relating to the culvert replacement project.

7. Planning

a. To receive planning applications from Shropshire Council

None received

b. To note planning decisions made by Shropshire Council

- | | |
|--------------|--|
| | Oak Cottage, Church Lane, SY13 2NA |
| 23/05216/FUL | Erection of extension, alteration works, detached garage and replacement treatment plant.
<u>Grant Permission</u> |
| | Orchard Cottage, Rack Lane, SY13 2RP |
| 23/05328/FUL | Proposed two storey rear extension and single storey side extension.
<u>Refuse</u> |
| | Ladywell House, SY13 2RR |
| 23/05323/FUL | Rear extension and replacement entrance porch.
<u>Grant Permission</u> |

8. Finance

- a) To receive Monthly Balance Record and reconciliation (circulated)
- b) To resolve to approve outstanding invoices and payments. (below)
- c) To resolve to distribute grant funding (Applications and report circulated)

New Payments to be approved				
HMRC	PAYE	81.40	65.23	LGA 1972 s112(2)
Employee	Salary	325.75	66.23	LGA 1972 s112(2)
NEST	Pension Contributions	63.83	67.23DD	LGS(DP)R 1961 s1
Whixall Village Hall	Room Bookings 2024-25	216.00	68.23	LGA 1972 s111
Employee	Reimbursement	34.40	69.23	LG(FP)A 1963 s5

9. Items for Next Agenda

To enable Councillors to bring forward items for the 13 March meeting agenda.

Whixall Parish Council



Chairman: Ian Mercer

Minutes of the Parish Council's Monthly Meeting held on 24 January 2023 at Whixall Social Centre starting at 7:30pm

Present:

Councillors: I Mercer (chair), J Spenser, P Rodenhurst, A Rawlinson.

Shropshire Councillors: P Broomhall, E Towers.

Clerk: A Roberts

Other Organisations 1 (MCG)

Members of the Public: 6

5 representing MCG

1 local resident

1/24 Public Session

No member of the public wished to address the Council.

2/24 Apologies for Absence

Cllr M Evans; Cllr B Harris; Cllr C Weedall.

3/24 Parish Matters

a. The Marlot

i. To consider repair of existing culvert.

Resolved: to replace the culvert next financial year.

The following were noted:

- Natural England have offered to supply plant and labour for this work
- The culvert cannot be replaced until the water levels have dropped sufficiently
- In addition to the culvert replacement, the ditch must be cleared.

ii. Reports were circulated in advance. Their content was noted.

b. Hollinwood Green

i. The report was circulated in advance. Its content was noted.

4/24 Declarations of Pecuniary Interest

None declared

5/24 Minutes of Previous Meeting

Resolved: The minutes of the Council meeting held on 8 November 2024 should be signed.

The Chair signed the minutes.

6/24 Reports

Reports from the Shropshire Councillors were circulated in advance. The clerk gave a verbal report. Their contents were noted.

7/24 **Planning**

a. To consider applications

23/05216/FUL Oak Cottage, Church Lane, SY13 2NA.
Erection of extension, alteration works, detached garage and replacement treatment plant.

Resolved: The Council supports this application.

23/05323/FUL Ladywell House, SY13 2RR.
Rear extension and replacement entrance porch

Resolved: The Council supports this application.

23/05328/FUL Orchard Cottage, Rack Lane, SY13 2RP.
Proposed two storey rear extension and single storey side extension.

Resolved: The Council supports this application.

23/05480/FUL Moss View, Moss Lane, SY13 2RX.
Proposed single storey side extension.

Resolved: The Council supports this application.

For information only

23/05520/CPL Abbey Green Farm, Abbey Green, SY13 2PT.
Application for Lawful Development Certificate for a single storey extension.

b. To note planning decisions made by Shropshire Council

None received

8/24 **Financial Matters**

a. To receive monthly bank balance record and bank reconciliation.

DATE	ACCOUNT NAME	AMOUNT
31 December	Current Account (Working Budget)	756.16
	Savings Account (Reserves)	20,138.44
TOTAL		20,894.60

The bank reconciliation and statements were noted.

b. To receive the financial report for Q2 The contents of the report were noted.

c. To resolve to approve outstanding accounts

Resolved: All payments are authorised, including payment of the local government pay award and backdated salary payment. Outstanding accounts should be paid and the payment transactions authorised by two nominated councillors.

Recipient	Reason for Payment	Amount	Reference	Power of Expenditure
Payments Made Before the Meeting				
NEST	Pension Contribution Dec	89.72	55.23DD	LGS(DP)R 1961 s1
Hugo Fox	Website Costs (Dec)	23.99	54.23DD	LGA 1972 s111
Hugo Fox	Website Costs (Jan)	23.99	57.23DD	LGA 1972 s111
Unity Trust Bank	Service Charge Q4	18.00	56.23DD	LGA 1972 s111
New Payments to be approved				
HMRC	PAYE (Dec & Jan)	196.00	58.23	LGA 1972 s112(2)
Employee	Salary (Dec, Jan inc backpay)	783.33	59.23	LGA 1972 s112(2)
NEST	Pension Contributions January	63.83	60.23DD	LGS(DP)R 1961 s1
Employee	Reimbursement (inc WFH allowance backdated)	268.20	61.23	LG(FP)A 1963 s5
Julie Ankers	Over 66s Christmas Meals	440.00	62.23	LGA 1972 s137
M Spenser	Marlot / Hollinwood Expenses	37.98	63.23	CA 1899 s5

d. To resolve budget setting and precept for 2024-25 financial year

Resolved: The budget for 2024-25 is approved and the precept is set at £12,880 which represents a monthly increase of 26p for band D properties within the Parish.

Expenditure	24/25 Budget
Staff Costs	£6,160
Administration	£1,152
Room Hire	£324
Training	£220
Grass Cutting	£1,650
Marlot (Routine)	£250
Marlot (Emergency Repairs)	£0
Insurance	£450
Chairmans Fund	£440
Affiliations	£645
Events	£440
Contribution to EM Reserves	£1,350
Total Expenditure Budget	£13,081
Income	
Bank A/C Interest (Estimated)	£200
Rents	£1
Total Income	£201

Scheduled date of next meeting
14 February 2024 (7.30pm)

The meeting closed at 9.05 pm.

Whixall Parish Council

Balance per Bank statements as at 31 January 2024		
Current Account (Unity Trust)	£ 942.83	
Savings Account (Unity Trust)	£ 18,138.44	
		£ 19,081.27
Less: any un-presented cheques/unclaimed DDs etc.		
		£ -
Net Bank balances		£ 19,081.27
Balance per Cashbook 31 January 2024		
Opening Balance	£ 12,760.61	
Add: Receipts in the year to date	£ 13,989.84	
Less: Payments in the year to date	£ 7,669.18	
		£ 19,081.27

Variance	£ -
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Your Account Statement



For Businesses. For Communities. For Good.

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

1247555310 | 00176

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

Date: 31/01/2024

Account Name: Whixall Parish Council

Swift Code (BIC): NWBKGB2L
IBAN Number: GB93NWBK60023571418024

Sort Code: 608301
Account Number: 20423120

Our new Online Banking is now available for everyone to use, giving you benefits like a refreshed new look, with simpler navigation. Finding your way around on a desktop or mobile phone is easier than ever.

The credit interest rate is 2.75% AER as of your statement date.

Contact Us

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



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
31/12/2023		Balance brought forward	£0.00	£0.00	£20,138.44
20/01/2024	Transfer	Transfer to 20423117	£2,000.00	£0.00	£18,138.44

Your Account Statement



For Businesses. For Communities. For Good.

1247555308 | 01384

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

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

Date: 31/01/2024

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

Our new Online Banking is now available for everyone to use, giving you benefits like a refreshed new look, with simpler navigation. Finding your way around on a desktop or mobile phone is easier than ever.



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
31/12/2023		Balance brought forward	£0.00	£0.00	£756.16
20/01/2024	Transfer	Transfer from 20423120	£0.00	£2,000.00	£2,756.16
22/01/2024	Direct Debit	Direct Debit (GOCARDLESS)	£23.99	£0.00	£2,732.17
25/01/2024	Faster Payment Debit	B/P to: MR Spenser	£37.98	£0.00	£2,694.19

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Statement number 061

For Businesses.
For Communities.
For Good.

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Requests for Grant Funding

February 2024

Background

Each year the Council sets aside a budget for the provision of grants and donations. The process for providing grants is governed by Council Policy (Appendix A).

Available Funding

The current budget is £440 of which £50 has been donated to the Royal British Legion. This leaves £390 for grants.

Requests for Funding

A total of £750 has been requested by 3 organisations.

Members have been provided with a copy of the application forms and are advised to read the detail within these applications. A summary of the information is shown below.

Organisation	Purpose	New or ongoing project?	Request	Accounts provided?
Whixall Village Hall Committee	Contribution towards painting the new railings outside the Social Centre.	Ongoing*	£400	No
Whixall URC Graveyard Trust	Contribution to ongoing maintenance of the graveyard.	Ongoing	£50	No
North Salop Wheelers Community Bus	Contribution to towards running costs and replacement bus fund.	Ongoing	£300**	No

*second phase of a one-off project.

** recurring over three years.

Options

Members who wish to consider the following options:

1. If Members believe that the organisation's financial information, or attendance at a council meeting will affect their decision, request this and defer the decision to March 2024. Otherwise make a decision in February.
2. Choose to give smaller grants than requested.
3. Choose not give grants to all organisations.
4. Use reserves to meet the levels of grant requested (not recommended as reserves will be required for the Marlot Culvert Project in 2024-25).

In line with the Council's policy, once a decision has been made, the Clerk is required to give feedback to the organisations and, therefore, reasons for any decision must be clear and will be documented.

Whixall parish council



Grants & donations policy

Reviewed and revised January 2023

Background

Each year Whixall Parish Council gives small grants to organisations whose work benefits people who live within the Parish. The sum allocated for grants and donations is part of the annual precept of the Council.

Eligibility to receive grant funding and donations

Eligible	Ineligible
<ul style="list-style-type: none">Organisations or community groups within the parishOrganisations outside the parish who can show that their work benefits people from Whixall	<ul style="list-style-type: none">Private individualsPolitical partiesOrganisations whose work does not provide any benefit to Whixall residentsOrganisations whose sole purpose is make profitReligious organisations (unless for a purpose that does not discriminate on grounds of belief)Organisations who request funding to support their statutory responsibilities

Application Process

Applicants are required to complete and return a short application form which is available in hard copy and on the website.

Decision Process

Grants are usually decided in February each year, although the Council may occasionally decide to announce additional grant funding on its website. The Parish Council may ask applicants to provide financial records to support their application and may also ask them to attend a meeting to discuss their application.

Parish Councillors will consider the following when assessing grant applications:

- Is the grant from an eligible organisation or group?
- Will the activity benefit residents of Whixall?
- Do the costs appear realistic?
- Could the organisation reasonably be expected to proceed without financial support from the Parish Council?
- Are there more appropriate streams of funding for this activity?

Successful Applications

Grants will be paid by bank transfer, usually before the end of March. The parish council will publish an annual list of grants it has awarded on its website.

Recipients may be asked to provide an update of how the grant has been spent. This information will be made publicly available.

Unsuccessful Applications

The Parish Clerk will contact the applicant shortly after the meeting with an explanation and, if appropriate will provide guidance for a future application.

1.	<u>Grass cutting contract</u> This is due to be re-let in April 2025. Have noted that Hollinwood Green may be included (subject to Members' approval). This will be on the agenda for July this year.
2.	<u>Marlot Culvert</u> Have contacted Natural England re. setting up a meeting to discuss details. Will do some work re. available funding after the end of the financial year.
3.	<u>Ownership of Welshend Phone Box</u> Have written to the residents who queried ownership and have received no further response.
4.	<u>Website</u> Following comments by a member of the public at the last meeting have checked and updated the website where possible.
5.	<u>Police newsletter</u> Received and distributed.
6.	<u>Helen Morgan MP newsletter</u> Received and distributed.
7.	<u>Sheep on the Road</u> Regular occurrences of sheep on the road between Rack Lane and the school have been reported by a member of the public. Has been passed to Shropshire Council Highways and Cllrs Broomhall and Towers. The resident has been informed.

A Roberts

12 February 2024