

Munslow Parish Council



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Draft Minutes of the Ordinary Meeting of Munslow Parish Council on Wednesday 1st October 2025

Members Present: Cllrs Richard Arnold, Nigel Dobson, Val Fotheringham, Ed Povey, Stuart Rowbotham and Graham Williams. **In Attendance:** H Coonick (Clerk/RFO).

1. **Elect a Chairperson:** Cllrs Richard Arnold and Nigel Dobson proposed and seconded.
RESOLVED: to elect Cllr Rowbotham as chair.
2. **Receive and Accept Apologies for Absence:** Cllrs David Marston, Chris Meeson, Barbara Archer. Cllr Colin Stanford (Shropshire Council)
3. **Declarations of Interest:** None
4. **Public Forum:** No members of the public were in attendance. A resident of Munslow Parish had contacted the council to state that they are not in support of public money being spent on village gateways.
5. **Approval of the Minutes of the Parish Council meeting held on 3rd September, 2025:**
RESOLVED: to accept the minutes and they were signed by the chair.
6. **Reports**
 - 6.1. Shropshire Council – Cllr Stanford had sent a report – Shropshire Council has declared a financial emergency and the interim Chief Executive, Tanya Miles, insists that all non-essential spending must stop and all areas of council spending will be scrutinised to find savings. She made it clear that if savings were not found the council would be in an illegal position and it would be taken over by central government. Cllr Stanford is pleased to see many potholes repaired and some larger projects being completed. Shropshire Council's Children's Services were recently acknowledged as 'outstanding' at their OFSTED inspection. This is recognition of the dedication and care by all the staff who often work in very challenging circumstances.
 - 6.2. Munslow Village Hall – Cllr Dobson reported that they had just held the McMillan Coffee Morning which had raised £180. The coffee mornings are starting again soon. The Council has had a request for further documents to support the registering of the lease of the hall.
7. **PLANNING - [25/03342/TCA](#)** Raise crown to 3m and remove overhang of 1no Yew (T1), crown reduce by 20% 1no Yew (T2), 1no Silver Birch (T3) and 1no Field Maple (T5), remove limb of Holly (H1) & fell 3no Ash outside boundary of address (T7,T8,T9) within Aston Munslow Conservation Area, 6 Aston Munslow, Craven Arms, SY7 9ER.
RESOLVED: to support the application.
8. **Consider the Letter from James Walton, Executive Director, Shropshire Council and the Memorandum of Understanding**
RESOLVED: to sign the Memorandum of Understanding.
9. **Update on Action Re Beambridge/B4368 Junction:** a letter to the Police and Crime Commissioner (PCC) had only received an acceptance of the correspondence. The Council understands that work will start on the building damaged in the incident in mid-October
RESOLVED: to write to Stuart Anderson, MP with a copy to the PCC to ask that they push Shropshire Council to publish and enact the recommendations in the Shropshire Council report on the B4368 noting that the feedback on the draft report, from Munslow Parish Council had highlighted the omission of any recommendations regarding the junction at Beambridge.
10. **Consider the Installation of Village Gateways:** The council has researched the effectiveness of village gateways and the cost for even small gateways would be in the region of £400 each plus installation. There would be ongoing issues of maintenance which the council would not be able to undertake as it is not authorised to work on the B4368.

RESOLVED: that it did not consider that installation of small gateways on very narrow verges would be good use of public money.

- 11. Agree New Tasks for the Environmental Maintenance Contractor:** Cllr Williams reported that the regular clearing of the drain in Hungerford appears to be preventing water running down the B4368. Cllr Fotheringham reported an issue with the ditch near the public car park in Aston Munslow which needs reporting on Fix My Street. The contractor will be asked to clear the bus shelter but this will be funded from the Repairs/replacement budget rather than the Environmental Maintenance Grant.

12. Compliance with the Annual Governance Statement Assertion 10 – Digital and data compliance

- 12.1. Adopt the Information Technology Policy

RESOLVED: to adopt the policy.

- 12.2. Adopt a Generic Email Account Hosted on an Authority Owned Domain

RESOLVED: to purchase an email account – clerk@munslow-pc.gov.uk at a cost of £2.49 plus VAT per month.

13. Management of Assets

- 13.1. Decide on Repairs/Replacement of Notice Boards in Aston Munslow and Broadstone: Defer to the next meeting.

- 13.2. Update on the Tree Works in the Munslow Burial Ground and Consider Management of the Ash Tree: the council is waiting for planning permission to complete the works on two trees. The ash tree which has some minor evidence of Ash Die Back Disease will be reviewed quarterly.

- 13.3. War Grave Maintenance in Munslow Burial Ground: Mr Lewis (contractor) has completed the annual cleaning of the War Graves.

- 13.4. Review the Emptying of the Waste Bin at Aston Munslow:

RESOLVED: Cllr Fotheringham will ask the owner of the Swan Inn if Mr Lewis (contractor) can place the waste from the community car park bin in the Swan Inn bin.

14. Finance

- 14.1. Review the Reserves Policy

RESOLVED: to adopt the policy.

- 14.2. Review the Finance Report and Bank Reconciliation: as of the 18th August 2025 the bank account held £14,995.16 which reconciled with the cash book. The council is within budget with slight overspend on insurance. Since the reconciliation, a savings account has been opened with Lloyds Bank and £9,305 transferred into it from the current account.

RESOLVED: to accept the report and Cllr Williams signed the bank reconciliation.

- 14.3. Agree Re-enrolment and Re-declaration with The Pensions Regulator:

RESOLVED: to make the re-enrolment and re-declaration.

- 14.4. Authorise Payments

14.4.1. D Lewis Environmental Maintenance and Commonwealth War Grave Maintenance

14.4.2. British Legion Wreath for Remembrance Day £30

RESOLVED: to make payments 14.4.1 and 14.4.2

15. Review and Adopt the Health and Safety Policy:

RESOLVED: to adopt the policy

- 16. Items for the Next Meeting at 7.30pm Wednesday 5th November 2025 at Munslow Village Hall**
- a. agree the purchase of salt spreaders
 - b. agree repairs/replacement of notice boards.
 - c. review the draft budget
 - d. appoint the internal auditor

Signed:

Date: