

Whixall Parish Council



Chairman: Ian Mercer

To all Members of the Council. You are hereby summoned to attend the Annual Meeting of the Parish Council of Whixall to be held on Wednesday 8 May 2024 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:

Date: 1 May 2024

1. **To elect the Chair of the Council and receive their signed declaration of office**
2. **Apologies for absence**
3. **To elect the Vice Chair of the Council and receive their signed declaration of office**

4. **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.

5. **Declaration of Disclosable Pecuniary or any other interests or requests for dispensations**

Members are reminded that they must not participate in the discussion or voting on any matter in which they have a Disclosable Pecuniary Interest and should leave the room prior to the commencement of the debate.

Members are reminded that they must declare non-pecuniary interests relating to agenda items.

6. **To approve the minutes of the Parish Council Meeting held on 10 April 2024**

7. **To agree Councillor appointments**

- a. Personnel committee (3 members)
- b. Flood liaison representative
- c. Marlot Liaison Group (2 members)

8. **To agree representatives on outside bodies**

- a. North Shropshire Committee of SALC (1)
- b. Helicopter Noise Liaison Group (1)
- c. Whixall URC Graveyard Trust (1)

9. **Re-Issue of Documents** (circulated by email in advance of the meeting)

- a. Code of Conduct
- b. Procedures for Disclosure of Pecuniary Interest

10. **Policies (circulated)**

To reapprove the following policies, all of which are unchanged:

- a. Standing Orders
- b. Financial Regulations
- c. Scheme of delegation

11. **To agree dates of future meetings**

10 July	11 September	9 October	13 November	15 January
12 February	12 March	9 April	14 May (APCM)	

12. **Reports**

To note the content of reports from Shropshire Councillors; Parish Councillors and Clerk.

13. Parish Matters

- a. Marlot – to note the contents of the activity report and receive an update on the culvert project.
- b. Annual Parish Meeting – to receive a verbal report

14. Consultations (Circulated)

- a. To agree the Parish Council's response to the Shropshire Council Waste consultation.
- b. To agree the Council's response to the Severn Valley Water Management Scheme Sustainability Appraisal Scoping Report Consultation.

15. Insurance (report circulated)

To agree actions to be taken in relation to insurance renewal.

16. Planning

a. To receive planning applications from Shropshire Council

24/01318/FUL Proposed Dog Exercise Field to The East Of, Church Lane
Change of use of land to form dog exercise field including formation of new vehicular access, parking and fencing.

b. To note planning decisions made by Shropshire Council

24/01014/FUL Single storey extension to provide new sitting room, internal alterations and application of external wall insulation.
Hornspike Lane Farm, SY13 2QD
Grant Permission

17. Finance

- a) To receive Monthly Balance Record and reconciliation (circulated)
- b) To resolve to approve outstanding invoices and payments.
- c) To approve the Council's subscription to EasyPC Accounts (£6.50pm)

Recipient	Reason for Payment	Amount	Reference
Payments Made Before the Meeting			
Hugo Fox	Web Site	23.99	5.24DD
New Payments to be approved			
HMRC	PAYE	79.80	6.24
Employee	Salary	319.69	7.24
NEST	Pension Contributions	79.45	8.24DD
Employee	Reimbursement	45.75	9.24

Annual Governance and Accountability Return

- d) To resolve to certify as exempt from Limited Assurance Review
- e) To review and 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).
- f) To review, consider and approve Accounting Statements (Section 2 of Annual Governance and Accountability Return 2023/24).

18. Items for Next Agenda

To enable Councillors to bring forward items for the 10 July meeting agenda.

Whixall Parish Council



Chairman: Ian Mercer

Minutes of the Parish Council's Monthly Meeting held on 10 April March 2024 at Whixall Social Centre starting at 7:30pm

Present:

Councillors: I Mercer (chair), P Rodenhurst, A Rawlinson, M Evans.

Shropshire Councillors: E Towers, P Broomhall

Clerk: A Roberts

Other Organisations Natural England

Members of the Public: 3

26/24 Public Session

- a. A member of the public raised concerns regarding lack of maintenance on Browns Brook and the impact this is having on his and other properties. He was advised to speak directly to the landowner concerned.
- b. A member of the public highlighted opportunities for saving energy and lowering emissions both at a single property level and Parish-wide. Additional information is to be provided to the Council.
- c. Members of the public outlined information relating to a planning application on which the Council will shortly be consulted.

27/24 Update from Natural England

Pete Bowyer, Senior Reserve Manager, updated on the following:

- a. The Lord Hill Drain letter has yet to be distributed by Shropshire Council.
- b. Natural England has purchased the bungalow at Dobson's bridge along with 4.5 acres of land. They plan to consult local residents about it's proposed use which includes visitor toilets, a nature hub and displays of machinery from the history of the Moss.
- c. The meeting about the Marlot culvert is scheduled for 1 May.

28/24 Apologies for Absence

Cllr B Harris (family matters), Cllr J Spenser (Holiday), Cllr C Weedall (Illness)

The Chair asked that all Councillors be reminded that apologies are required for non-attendance.

29/24 Declarations of Pecuniary Interest

None declared

30/24 Minutes of Previous Meeting

Resolved: The minutes of the Council meeting held on 13 March 2024 should be signed.

The Chair signed the minutes.

31/24 Reports

A report from the Shropshire Councillors were circulated in advance. It's content was noted. Cllr Rawlinson raised the ongoing issue of cows on the road. As this matter has already been reported the the appropriate bodies, no further action will be taken.

32/24 Parish Matters

- a. The MCG report, circulated in advance was noted. An update on the culvert replacement will be provided at the next meeting.
- b. Request to put Shropshire Councillors details on the parish noticeboards
- c. Annual Parish Meeting

RESOLVED: Grant recipients will be invited to the Annual Parish Meeting to explain the role of their organisation and explain how the recent grant has/will be spent. Shropshire Council's Flood Risk Manager will be invited to speak at the meeting.

33/24 Planning

a. To consider applications

24/01014/FUL Hornspike Lane Farm, Dobsons Bridge, SY13 2QD
Single storey extension to provide new sitting room, internal alterations and application of external wall insulation (EWI).

RESOLVED: The Council supports this application.

b. To note planning decisions made by Shropshire Council

23/05262/FUL Proposed new build detached dwelling
Marhaba, Platt Lane, SY13 2NY
Refuse Permission

34/24 Financial Matters

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

DATE	ACCOUNT NAME	AMOUNT
31 March 2024	Current Account (Working Budget)	£40.56
	Savings Account (Reserves)	£16,359.10
TOTAL		£16,366.66

The bank reconciliation and statements were checked by Cllr Evans prior to the meeting.

b. To resolve to approve outstanding accounts

RESOLVED: All payments are authorised. Outstanding accounts should be paid and the payment transactions authorised by two nominated councillors.

Payments Made Before the Meeting			
Unity Bank	Bank Charges	18.00	81.23DD
New Payments to be approved			
HMRC	PAYE	78.60	1.24
Employee	Salary	314.46	2.24
NEST	Pension Contributions	78.12	3.24DD
Employee	Reimbursement	35.45	4.24

Scheduled date of the next meeting
8 May 2024 (7.30pm)
This will include the Annual Council Meeting.

The meeting closed at 9.10 pm.

Item 14**Consultations**

Consultation information can be found via the following links:

a. Shropshire Council Waste Management Consultation

[print-version-green-waste-2024-v2.pdf \(shropshire.gov.uk\)](#)

b. Severn Valley Water Management Scheme

[Severn Valley Water Management Scheme Sustainability Appraisal Scoping Report Consultation - Page 1 of 8 - Environment Agency - Citizen Space \(environment-agency.gov.uk\)](#)

Insurance Renewal 2024.Background

The Parish Council's insurance is due for renewal on 1 June 2024. For the previous three years the annual cost has been in the region of £350. A budget of £450 has been set for this year.

Changes this Year

This year all brokers specifically asked about ponds and open water managed by the Council. These have not been stated on previous insurance information, but are clearly considered to increase our insurance risk as both quotations received exceed our budget.

Quotations

1. Gallagher Insurance Brokers obtain a number of quotes on our behalf and put the best forward for consideration. Their best cost is £1333 (to be held for three years if we sign up to a new long term agreement). This would be provided by our current insurer, Hiscox.
2. Clear Councils Insurance are asking for £676.67 and do not offer any long term arrangements.

Both quotations meet the needs of the Council.

Recommendation

The Council should resolve to insure through Clear Councils using the budget of £450 plus £226.67 to be taken from the General Reserve.

A Roberts, Clerk.

1 May 2024.



Insurance | Risk Management | Consulting

Private & Confidential

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www.ajg.com/uk

27th April 2024

Dear Mrs Roberts,

Insurance Policy: AJG Community Schemes**Client Name: Whixall Parish Council****Client Reference Number: 24001001****Policy Number: 9435680****Effective Date: 01/06/2024**

Your insurance policy is due for renewal shortly and we have pleasure in enclosing your renewal quotation(s) and documentation. These have been based on your requirements which you disclosed to us previously or in our recent renewal discussions. Our understanding of your requirements are shown in the enclosed documentation.

There are a number of documents enclosed and it is important that you review each of them. Within this letter we have summarised what we consider to be the most important points to assist you. We have directed you to those documents, or parts of documents, which you must read carefully.

Your renewal premium(s) for the forthcoming year are detailed as follows:-

Policy	Insurer	Premium	Insurance Premium Tax	Administration Fee(s)	Total Due
AJG Community Schemes	Hiscox Insurance Company Limited	£1,146.23	£137.55	£50.00	£1,333.78
Total		£1,146.23	£137.55	£50.00	£1,333.78

Long Term Agreement Option

In order to ensure rate stability, Whixall Parish Council may choose to set up a 3 year binding Long Term Agreement (LTA) with Hiscox Insurance Company Limited, at an LTA premium of £1,333.78. This means Whixall Parish Council will commit to keep their policy with Hiscox Insurance Company Limited for the period of the LTA, which will expire 3 years from the original inception date.

In return Hiscox Insurance Company Limited agrees not to increase the annual insurance premium, except for the following reasons:

- When there are changes to the material facts concerning your policy.
- Policy changes where the sums insured for assets covered against loss or damage are increased or decreased.

The Insured: Whixall Parish Council
Quotation Reference: 100723637BDN/LC/LC/WHIX/12124-KHYD

Premium Details

Annual Premium (excluding Terrorism):	£563.99
Insurance Premium Tax:	£67.68
Total Amount Due (excluding Terrorism):	£631.67
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Overall Annual Premium:	£563.99
Overall Insurance Premium Tax:	£67.68
Policy Administration Fee:	£45.00
Overall Amount Due:	£676.67



Bank reconciliation (Whixall Parish Council 2024-2025)

Whixall Parish Council

Bank account: Savings Reconciliation as at: 30/04/2024

Balance per bank statement at 30/04/2024	15829.10
TOTAL NET BANK BALANCES at 30/04/2024	15829.10
The total net balances reconcile to the Cash Book (receipts and payments) as follows	
Opening balance at 01/04/2024	16359.10
Total receipts	-
Total payments	-
Total transfers	-530.00
Closing balance per cash book as at 30/04/2024 (must equal net bank balances above)	15829.10



Whixall Parish Council
Instant Access
60-83-01 • 20423120

Gross interest rate	Balance	Available
2.75 %	£ 25,829.10	£ 25,829.10

Balances are correct as of 15:19 on 01 May 2024.

↓ Date	Description	Paid in	Paid out	Balance
09/04/24	Transfer to 20423117		-530.00	



Bank reconciliation (Whixall Parish Council 2024-2025)

Whixall Parish Council

Bank account: Working Account Reconciliation as at: 30/04/2024

Balance per bank statement at 30/04/2024	13049.27
TOTAL NET BANK BALANCES at 30/04/2024	13049.27
The total net balances reconcile to the Cash Book (receipts and payments) as follows	
Opening balance at 01/04/2024	40.56
Total receipts	13009.33
Total payments	-530.62
Total transfers	530.00
Closing balance per cash book as at 30/04/2024 (must equal net bank balances above)	13049.27

Whixall Parish Council

Current T1

60-83-01 • 20423117

Balance

£ **3,049.27**

Available

£ **3,049.27**

Balances are correct as of 15:21 on 01 May 2024.

↓ Date	Description	Paid in	Paid out	Balance
30/04/24	Direct Debit (NEST) • IT000003974878		-78.12	
25/04/24	HMRC VTR • XNV126000101672	129.33		
24/04/24	SHROPSHIRE COUNCIL • SC011002488	12,880.00		
22/04/24	Direct Debit • HUGOFOX LTD- (GOCARDLESS) 94QACRX		-23.99	
11/04/24	B/P to: AJ Roberts • REIMBURSEMENT		-35.45	
11/04/24	B/P to: AJ Roberts • SALARY (MARCH)		-314.46	
11/04/24	B/P to: HMRC Cumbernauld • 475PX012892932012		-78.60	
09/04/24	Transfer from 20423120	530.00		