

Upton Magna Parish Council

Draft Minutes of the Meeting of the Parish Council held on

Thursday 11th of December, 2025 at 7.30pm in the Memorial Hall

25/87 REGISTER OF ATTENDANCE and APOLOGIES FOR ABSENCE

Present: Councillors Gareth Thomas, David Carter, Michael Dawson, Ann Fowler, Bob Newton.

Apologies: Councillors Andy Pillow, Jeana Bennion.

Locum Parish Clerk: Karen Smith-Wells

Attending: 1 member of the public

Councillor Thomas welcomed the Locum Parish Clerk, Karen Smith-Wells, to the meeting.

25/88 DECLARATIONS OF INTEREST – None.

25/89 PUBLIC SESSION – The member of the public raised concerns regarding:

- a) The format of the website and when it will be standardised - advised this would be discussed under agenda item 7(ii) (see minute 25/93b).
- b) The location of the Asset Register for public viewing – advised it is located under “Finance” on the website and would be discussed under agenda item 7(v) (see minute 25/93e).
- c) The current status of the streetlight repair – advised that this would be discussed under agenda item 7(i) (see minute 25/93a).
- d) BESS – is the Parish Council planning to speak at Shropshire Council’s Planning Committee meeting when it is held in the New Year (January)? It was confirmed that the Parish Council will formulate a strong objection to the application that will be presented to the meeting. Councillor Carter advised that one member of the public may also speak at that meeting.

25/90 MINUTES – It was proposed (DC), seconded (MD) and resolved that the Chair should sign the amended minutes of the meeting held on the 13th of November, 2025, as a true and correct record of that meeting.

25/91 REPORT FROM COUNCILLOR MALLON (SHROPSHIRE COUNCIL) – none.

25/92 REPORTS

- a) **West Mercia Police** – No update.
- b) **SALC** – Councillor Dawson confirmed that consultation on the Local Plan Review is being carried out in 2026, with publication planned for the end of 2027. In addition, he advised that one council taking part in Shropshire Council’s devolution pilot, has doubled their precept bid for the next financial year.
- c) **Footpaths** – Councillor Newton reported that, following the recent long spell of wet weather, many footpaths are flooded and difficult to traverse.
- d) **Village Hall** – Councillor Fowler reported that approximately 50 people are expected to attend the Christmas party being held in the hall on the 12th of December. It is hoped that events such as this will improve community spirit.

25/93 PROGRESS REPORTS

- a) **Street Light Glare** – Councillor Carter advised that he has contacted the electrical company regarding this but they had not been told there is a problem. They have since installed a new timer and photo cell but this has not worked. **ACTION:** Councillor Carter to continue to liaise with the electrical company until the light is working correctly.
- b) **Website Review** – Councillors Bennion and Carter compiled a document detailing required changes and updates required on the website. The new Parish Clerk confirmed that she had already carried out many of the changes and that the remainder would be made over the forthcoming months.
- c) **Traffic and Parking Issues** – Councillor Thomas confirmed that the school Head was planning to meet with the School Governors and Shropshire Council, but had received no further update. He advised that the cost of two SIDS (speed indicator devices) is approximately £4,400 (excluding pole mounts), and, therefore, grants should be sought, including from the Police and Crime Commissioner for “improving road safety”. Councillor Thomas also read out information received from Shropshire Councillor Wagner, in reply to his request for assistance. **ACTION:** Councillors Thomas and Dawson to investigate further. Clerk to forward the link to the appropriate PCC web page to all Councillors.
- d) **Shropshire Council Energy Scheme** – Councillor Carter reported that Shropshire Council has refused to assume responsibility for the parish street lights. However, through the Energy Scheme, it has provided advice for Parish Councils on reducing costs etc., and also reiterated the benefits on joining the Scheme. It is not known if this has been investigated by the previous Parish Clerk. **ACTION:** current Parish Clerk to ascertain.
- e) **Village Assets and Grant Funding (“Beyond the Precept”)** – In her absence, Councillor Carter confirmed that Councillor Bennion is willing to carry out an Asset Register review and produce an improved version of it. This was proposed (DC), seconded (MD) and resolved. Regarding grant funding, the Parish Council would like a “catalogue” of parish requirements/desires, so that grant funding could be sought. **ACTION:** Parish Clerk to obtain information on the National Grant Register and Shropshire Council’s grant information.
- f) **War Memorial** – Councillor Carter confirmed Haughmond Quarry are willing to supply a large monolith stone as a war memorial, and to meet installation costs. It was noted that the only cost to the Parish Council will be an engraved plaque for the stone (and planning permission costs). Councillors Dawson and Newton agreed to accompany Councillor Carter to the quarry on the 13th of January, 2026, to select a stone of suitable size and appearance. It was agreed that, in the meantime, advice would be sought from other Parish Councils that have provided a war memorial in their parish. Councillors discussed the location for the memorial and it was proposed (AF), seconded (DC) and resolved that it should be located on the green by the church lychgate.

25/94 GENERAL PARISH & HIGHWAY MATTERS

Please note: Most highway and general repair matters are best reported using [fixmystreet.com](https://www.fixmystreet.com) as this will usually get the quickest results.

- a) **Potholes** - Councillor Thomas advised that he has reported all the potholes on Pelham Road, the moss on Frank Crosse Drive and the state of the gateway close to the Haughmond. **ACTION:** Councillor Thomas to continue to inspect roads in the parish and report via “fixmystreet”.

25/95 REVIEW OF POLICIES

- a) **Financial Regulations** – It was proposed (AF), seconded (BN) and resolved that a sub-committee of Councillors Carter and Dawson plus the Parish Clerk, review the Financial Regulations in time for the January meeting. **ACTION:** Councillors Carter and Dawson plus Parish Clerk to review.

25/96 PLANNING

No new applications.

25/97 FINANCE

- a) **Payments and receipts** – none.
- b) **Review of 026/27 budget and precept** – **ACTION:** Parish Clerk to compile a draft budget for the January meeting, and to confirm the date that precept bid is required by Shropshire Council.

25/98 CORRESPONDENCE

It was noted that the previous Parish Clerk, had resigned from her position. Councillors wished to record their thanks and appreciation for the work that she had carried out during her time with the Parish Council. It was noted that the position has been advertised with a closing date of the 31st of December, 2025.

25/99 ITEMS FOR NEXT AGENDA – BESS; Communications Policy; Parish Council-owned IT equipment; Financial Regulations; precept; 2026/27 budget.

The meeting closed at 20.50 to allow for confidential discussion of remuneration for the next Parish Clerk. The member of the public and the Locum Clerk left the meeting.

Date of next meeting: 8th January, 2026 at 7.30pm.

Signed: _____ Date: _____

K.M Smith-Wells – Acting Parish Clerk and Responsible Financial Officer to Upton Magna Parish Council
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