

# Leebotwood & Longnor Parish Council Meeting

Monday 14<sup>th</sup> July 2025

Starting at 7.30pm

## MINUTES

1. Chairmans Welcome. The Chairman welcomed all to the meeting.
2. Present: Councillor R Lawrence -Chair for the meeting, Councillor P Pardoe, Councillor S Willocks, Councillor E Williams, Councillor O Williams  
Also, Present L Pardoe Clerk to the Council. Apologies were received from Councillor R Reynolds who was away and Councillor A Holt who had a prior engagement. Apologies had been received from Shropshire Councillor C Naylor who was looking after an ailing parent. There were no members of the public present.  
As there were no members of the public at the meeting, on this occasion no volunteers' names have been added to the 'Community speed watch volunteer list', The clerk has received communication from a members of the public who was unable to attend the meeting but wished to be added to the list and also one of the councillors asked to be considered for the group. Councillors discussed promoting the idea again locally via Parish Magazine, letter box drop and perhaps on PC website, and will include on the Agenda once again at our September Meeting.
3. Council to Agree the minutes from the May 2025 meeting. It was agreed that these were a true and accurate record of the meeting, proposed by Councillor E Williams, seconded by Councillor P Pardoe and agreed by all members present.
4. Shropshire Councillor to report. Councillor C Naylor was unable to attend but had sent a written report (which can be found on the Parish Councils website on the appropriate page) Councillor R Lawrence read out parts from the report. Councillor Naylor brought to the councils' attention the proposal to make improvements to the Dobies' Island, instead of the North West Relief Road. Members felt very strongly however that improving Dobbie's Island would just have a knock-on effect to the next island along the road round the Shrewsbury bypass.
5. Public Session. There were no members of the public present.

## 6. Council to review and adopt policy documents

- Financial Risk Assessment Policy
- General Risk Assessment Policy
- Clerk/Councillors Protocol
- Code of Conduct
- Equality Policy
- Documents Retention Policy
- Privacy Policy
- Standing Orders
- Financial Regulations
- Media Policy
- Public Participation at meetings
- Assets Register

The clerk explained to members that the documents being considered were the working documents of any Parish Council and needed to be reviewed every year. The council documents on the website were dated 2014 and clearly outdated.

The assets register was updated by members and the new document will be placed on the website.

It was agreed to accept and adopt the policies “en-bloc” and have the updated ones on the website. There is a webpage solely for procedural documents. Proposed by Councillor P Pardoe, seconded by Councillor O Williams and agreed by all members present.

The Council also signed up to the Civility and Respect Pledge. For more details on this please see the procedural documents page on the website.

## 7. Planning Applications;

- Ref:25/01160/FUL  
Address: Lawley Farm, Longnor, SY5 7QG  
Proposal: Garage/Outbuilding/Workshop for vintage tractor storage and other vehicle storage and restoration
  - Ref: 25/01323/FUL  
Address: Greenfields, Leebotwood, SY6 6LU  
Proposal: Erection of garage and hobby room with office above
- After discussion the council agreed to leave the decision to the planning officers

- Reference:25/02342/FUL

Address: 29 Walkmills, Church Stretton, Shropshire. SY6 6NJ

Proposal: New single storey extension, alterations to windows and doors(including replacement of existing windows) , removal of existing outbuildings and existing conservatory and various minor alterations.

After discussion the council agreed to leave the decision to the planning officers

8. Highways -Members to report any Highways Matters

Councillor R :Lawrence reported that she had reported the pavement on the corner of the A49 at Longnor on fix my street.

The clerk had received a report that the finger post at Hollyhurst turn had fallen off.

It was requested that we ask Highways what they can do tot get the hedge at the Longnor bend on the A49 cut back to improve visibility.

It was asked if the lines at the junctions through Longnor could be repainted as they are almost completely gone and it makes the junctions dangerous and difficult to exit from.

9. Council to discuss Traffic calming measures including

a. Community Speed watch. The clerk has emailed West Mercia Police regarding this and is awaiting a response.

b. Vehicle Activated Signs for Leebotwood and Longnor. Clerk to get more details of the VAS which we are allowed to have on the A49 from the highways Manager Joe Walmsley.

10. Clerks Report- Verbal to cover items not covered on the agenda

11. Report on status of the Defibrillator at Leebotwood Village Hall. This was checked by Councillor Reynolds and Lawrence and was good to go.

12. Council to discuss using the Teams portal as a method of communication with each other. It was agreed to go for .gov.uk email addresses for members and the council. Clerk to set this in motion. It was also agreed to use teams communications for a few months for documents and emails to see if that was beneficial.

13. Financial Report

a. Council to agree to pay the invoices as presented by the clerk. It was agreed to pay the invoices as presented by the clerk proposed by Councillor O Williams seconded by Councillor R Lawrence and agreed by all members present.

ref

	type	payee	amount
14	FP	Gallagher Council Insurance	438.82
15	FP	HMRC NI mths 1,2,3	82.56
16	FP	HMRC PAYE Mts 1,2,3	360.20

17	FP	L Pardoe wages Mth1	362.83
18	FP	L Pardoe wages Mth2	713.87
19	FP	L Pardoe wages Mth 3	364.52
20	FP	Leebotwood Village Hall	20.00
21	FP	Longnor Village Hall	108.00
22	FP	Leebotwood Village Hall	2706.00
		Total	5156.80

- b. Clerk to ask Councillor C Baker to make these payments as agreed by the council as the clerk still does not have access to the Bank Accounts.
  - c. Council to accept Bank Reconciliation as presented by the clerk. It was agreed to accept the Bank reconciliation as presented by the clerk. Proposed by Councillor O Williams , seconded by Councillor R Lawrence and agreed by all members present.
  - d. The clerk reported that the opening of the new account with Lloyds has not yet happened as the signed papers have been mislaid by Lloyds , Clerk to follow up.
  - e. Council to Consider granting £3000 to Leebotwood Village Hall for Sundry Repairs. It was agreed to grant £2706 to Leebotwood Village Hall for various repairs.
  - f. It was also agreed that the clerk would look into the possibility and cost of getting WiFi in both village halls.
14. Parish Matters -Members to report any Parish matters. The clerk was asked to find out if Shropshire Council was responsible for getting the drains cleared out regularly.
15. Date and time of next meeting It was agreed that this would be on Monday 8<sup>th</sup> September 2025 at LEEBOTWOOD Village Hall starting at 7.30pm
16. The Chairman thanked all for attending and closed the meeting at 9.15pm