

Matter	Update	Priority	Finish Date	Who	Status	Completed	Comments
Administration							
CIL / Emma Walker	Arrange meeting (Clerk is chasing but no replies	19/09/2022	30/06/2025	Chairman/Clerk	In progress	<input type="checkbox"/>	Emma has advised new plans drawn will notify once they are able to be included in the public domain; a request for an update email has been sent 30/09 to Emma. Confirmation that works will not commence until February 2026 half term. Cllr Rob Jones is pursuing to ensure works will be done. 19/11 Email sent to Emma to confirm if the works can now be fully disclosed & publicised. A strongly worded email sent to Emma requesting that the Parish Council wishes to inform residentst of the plan. An email received from Emma notyfing that the Parish Council cannot disclose the details, they will advise when we can.
Stone Cross damage	Settlement offer has been made of £30,000.00	20/09/2022	30/06/2026	Clerk	In progress	<input type="checkbox"/>	05/25 - email sent to insurerers outlining the costings given by the contractor - awaiting response .05/25 - Our insurers Loss adjuster is laising with the vehicle insurance co - we awaite a response; chased 17/06 - Gareth Sampson said he would chase; 18/06 also requested if we could arrange a zoom meeting to expediate - awaite response; chase up emails sent 21/07;13/08;12/09;15/09;18/09;19/09,15/10; 23/10. an offer has now been made by our Insurers; Meeting held 4th November council agreed acceptance of the offer. Signed acceptance sent and confirmation of receipt received. An email sent to CBS Conservation Ltd regarding costings. Monies received from our Insurers. CBS Conservation has outlinned costings and that the repairs will be undertaken off site. New Quotations have been receivedand will be reviewed by Council on 3rd February
QEII Field	Plan	30/04/2025	31/03/2026	Clerk / Chairman	Complete	<input checked="" type="checkbox"/>	

Purvery Close	Plan:Purchase of Land; contact affected residents	01/05/2025	01/07/2025	Chairman/Vice Chairman/Clerk	In Progress	<input type="checkbox"/>	05/25 Chairman has written letters; Vice Chairman distributed letters; Chairman & Vice Chairman has attended appointments with some residents; a few residents have yet to indicate how they wish to proceed;
Doctors Meadow - Place Plan 981 (Neighbourhood)	Trackway Rinstatement; to arrange site visit with SC	01/04/2025	31/03/2026	Chairman/Vice Chairman/Clerk	In progress	<input type="checkbox"/>	06/25 - awaiting confirmation of site meeting; dates given in August but could not line them up; Shropshire officer away until end of September another officer could deal; the other officer wants me to call to talk through it; phoned in meeting; Jane Ayres is on Annual leave, someone else is taking over the project at the moment. Site meeting has taken place. Draft notes from the meeting have been received and circulated to Cllrs. Confirmation email sent to Rebecca regarding points on the meeting notes. We are awaiting confirmation and a possible date for a further meeting. Spoke to Rebecca, the trackway was not included on the original lease agreement, I have asked Rebecca to confirm in writing to confirm if all parties would be happy for the track to be reinstated if the Parish Council wished to pay for it. Rebecca will also include by writing if it can be reinstated by the Parish Council the mechanisms that the Parish Council will need to adhere to and the ongoing maintenance responsibilities and by whom.
Cliffe Local Nature Reserve	Meet Rebecca Turner to discuss signage	01/05/2025	31/03/2026	Clerk	In progress	<input type="checkbox"/>	Meeting took place, awaiting feedback from Shropshire Council
Policies	Check list. Add any recommendations; review policies	01/05/2025	31/03/2026	Clerk	In progress	<input checked="" type="checkbox"/>	Policy Working Group have met - revisions to be put to council November Meeting, as well as a revised schedule list. Resolved acceptance in November Meeting. Policy working Group to confirm meeting date to look into a suitable I.T. Policy for adoption by Council in February 2026

Bank & Savings accounts	Update mandate	25/05/2025	31/03/2026	Clerk	In progress	<input type="checkbox"/>	Due to work load and up and coming events the Clerk will arrange in May; Nationwide Forms have been completed; Unity Trust accounts have been altered and submitted. No confirmation from Unity Trust has been received to confirm that they are amending the account. The Clerk is now ablt to access the bank account
Village Building Questionnaire	Analyse of Questionnaires received & present to Council	29/04/2025	01/07/2025	Clerk	Complete	<input checked="" type="checkbox"/>	06/25 - 45 responces received so far - all have been inputed, one taken out, closure date set to 25th June 2025; all forms received so far have been added;
Governance							
External Audit (AGAR)	To include at the nearest meeting following the conclusion of the AGAR	01/06/2025	30/11/2025	RFO	Complete	<input checked="" type="checkbox"/>	AGAR Completed; Internal Auditor has inspected - refer to audit report; council approved at June Meeting; publication of Notice to Inspect 13/06/25, Inspection period ends 25/07/25; AGAR submitted 19/06/2025, completion of Audit has been publicised; External Auditors report on October meeting
Internal Audit	To get paperwork by 19/05/2025 to Internal Auditor	29/04/2025	30/05/2025	RFO	Complete	<input checked="" type="checkbox"/>	06/25 Internal Auditor was handed the files in May
	Internal Auditors Recommendations - Draw up Action Plan	29/04/2025	30/05/2025	RFO/Finance	In Progress	<input type="checkbox"/>	Action Plan written 8 Actions to do; Budget reporting alterations have been made; November meeting a report will be given to council. A request has been made for a half term audit. Half year audit will be carried out in November and reported in December to Main Council. Audit will take place in December. IT Policy to be approved 3rd February. Half Term Audit information sent.
Annual Review of Standing Orders	On the Agenda for the AGM	29/04/2025	01/05/2026	RFO	Complete	<input checked="" type="checkbox"/>	
Annual Review of Financial Regulations	On the Agenda for the AGM	29/04/2025	01/05/2026	RFO	Complete	<input checked="" type="checkbox"/>	
Annual Review of Asset Register	On the Agenda for the AGM	29/04/2025	01/05/2026	RFO	Complete	<input checked="" type="checkbox"/>	
Annual Review of Risk Assessment	On the Agenda for the AGM	29/04/2025	01/05/2026	RFO	Complete	<input checked="" type="checkbox"/>	
Appointment of Internal Auditor	To add on Septembers meeting	25/08/2025	30/09/2025	Clerk/RFO	Complete	<input checked="" type="checkbox"/>	
Council to Receive Internal Auditors Report and Approve AGAR	To include report on the Agenda for June Meeting	01/04/2025	01/06/2025	RFO	Complete	<input checked="" type="checkbox"/>	

To receive External Auditors Report	To add on to Agenda first Council meeting from being received	01/07/2025	30/09/2025	RFO	Complete	<input checked="" type="checkbox"/>	Included on Octobers Meeting - Conclusion notices displayed
Budget/Precept Requirement 2026/27	Finance Committee to review Draft Budget/ Full Council to approve budget/precept Requirement	30/09/2025	06/01/2026	RFO/Finance Committee/full Council	In progress	<input checked="" type="checkbox"/>	Budget drawn up by the Clerk for Finance Committee to discuss; Finance Committee recommendations have been received, main council for discussion in November meeting; deferred until December meeting. December meeting Council agreed an increase in accordance to CPI (3.8%). Formal approval in January meeting for Clerks submission to Shropshire Council. Requirement submitted to Shropshire Council and acknowledged by email.
Document Retention & Archive	To review documents to be retained, Archived or destroyed	07/10/2025	31/03/2025	Clerk/Full Council	In Progress	<input type="checkbox"/>	A list of documents destroyed provided to Council, A list of documents to be archived given to Council in December. January Clerk obtaining contacts for binding minutes.
Maintennace of Assets							
Church street wall repairs	Awaiting reply from Shropshire Council	07/05/2025	31/03/2026	Clerk	In progress	<input type="checkbox"/>	Clerk will contact Highways in January 2026 for an update. Highways have stated that it is not a priority. To ask Highways if the Parish Council can pay for repairs
War memorial maintenance/improvements/ Place Plan 977 (Neighbourhood)	Decide at PC Meeting on maintenance programme - receive quotes. Pushed to later meetings	07/05/2025	31/03/2026	Clerk	To action	<input checked="" type="checkbox"/>	
Queen Elizabeth II (Bridge Inn Field)	Maintenance	03/06/2025	31/03/2026		To action	<input type="checkbox"/>	
Village Hall - assistance with accessibility/Place Plan 983 (Neighbourhood)		07/05/2025	31/03/2026	Council	In progress	<input checked="" type="checkbox"/>	Questionnaire done/03/06 - Council Agenda, add new village hall on the Place Plan; discussions with the church on land, received conveyance; meeting with the Village hall to discuss how they would wish to proceed 25/11. The Village Hall Management Committee said that a new village hall would be preferable to investing in expensive modifications to the existing building which would still have substantial shortcomings for their needs. February 26 agenda for new Village Hall discussion

Village Hall - New Village Hall/Place Plan 983 (Neighbourhood)		30/12/2025	31/03/2026	Council	In progress	<input type="checkbox"/>	Questionnaire done/03/06 - Council Agenda, add new village hall on the Place Plan; discussions with the church on land, received conveyance; meeting with the Village hall to discuss how they would wish to proceed 25/11. The Village Hall Management Committee said that a new village hall would be preferable to investing in expensive modifications to the existing building which would still have substantial shortcomings for their needs.
VAS signs	Obtain quotes for maintenance kit	07/05/2025	01/07/2025	Clerk	In progress	<input type="checkbox"/>	Eight batteries have been purchased and registration completed to Sierzega to download data. When downloading requires a PIN Number, Kerry has emailed someone who may know the Pin number, Pin Numbers have been obtained. Downloads are possible but as dates are incorrect, the memory could be full. The Clerk to wipe the memory DATA from all the VAS. The eight batteries purchased are incorrect. These can be sold. Cllr Nick Kynaaston to advise the Clerk of the exact measurements and the number of batteries required, then the Clerk will re order accordingly.
Asset Inspection Schedule	To inspect Council owned/responsibility for assets	01/07/2025	31/03/2026	Council/Clerk	Complete	<input checked="" type="checkbox"/>	Inspections have been done, updated schedule on the Agenda in September
Lighting							
Streetlight energy costs	Chase Highline re annual costs	07/05/2025	01/07/2025	Clerk	Complete	<input checked="" type="checkbox"/>	October meeting Agenda
Streetlights electrical tests	Tests due in 2025- booked for May 2025	07/05/2025	01/07/2025	Clerk/Highline	Complete	<input checked="" type="checkbox"/>	Electrical testinf complete - In clerks Report September
Planning							
Open Planning Applications							
25/01004/AGR	Prior Approval required and approved	14/03/2025	30/06/2025	Shropshire Council	In progress	<input checked="" type="checkbox"/>	No update on portal 25/11/2025 Approved
25/03598/FUL	The Grange Brownhill Ruyton Xi Towns Shrewsbury Shropshire SY4 1LR	25/09/2025	31/12/2025	Shropshire Council	In progress	<input type="checkbox"/>	25/11 2025 - Pending Consideration
Crime & Policing							
1st Quarter Priorities agreed		01/04/2025	07/05/2025	Council/Clerk	Complete	<input checked="" type="checkbox"/>	Submitted
2nd Quarter Priorities agreed		01/07/2025	31/07/2025	Council/Clerk	Complete	<input checked="" type="checkbox"/>	Submitted

3rd Quarter Priorities agreed		01/10/2025	31/10/2025	Council/Clerk	Complete	<input checked="" type="checkbox"/>	Submitted
4th Quarter Priorities agreed		01/01/2026	31/01/2026	Council/Clerk	To action	<input type="checkbox"/>	
Climate						<input type="checkbox"/>	