



**MINUTES of the Ruyton XI Towns Parish Council meeting held at Victoria Rooms,  
Ruyton XI Towns on Tuesday 2<sup>nd</sup> December 2025 at 7.00 pm.**

**Present:** Trevor Allison, Kerry Coldwell (Chairman), Paul Dean, Mervyn Eyles, Nick Kynaston, Anne Mitchell, Rachel Paton, Luke Penton.

**In attendance:** Mrs M Baker, Parish Clerk; Shropshire Councillor Robert Jones; 2 members of the public.

**82/25 Welcome by the Chairman**

**83/25 Apologies**

Apologies were received and noted from Cllrs Tamarin Bibow & Rob Hamlett

**84/25 Declarations of Interest and Requests for Dispensation**

None

**85/25 Public Session**

Wendy Lowden, a local resident who monitors the River Perry near Ruyton XI Towns, has observed a noticeable decline in both river quality and wildlife populations, including reduced sightings of otters and insect-eating birds. Currently, approximately fifty residents are aware of these changes. The chemical status of the River Perry has failed throughout its length, and environmental testing by the Environment Agency (EA) has decreased from eight sites to just four due to budget cuts. Pollution levels have risen, with spikes attributed to sewage works and the use of bio-digesters. The EA currently lacks sufficient funding and personnel for increased monitoring. Wendy Lowden is seeking to determine if Ruyton XI Towns Parish Council might be able to offer help to assist in addressing this issue.

**86/25 Minutes of the meeting held:**

It was **RESOLVED** to accept the minutes as a true record of the meeting held on 4<sup>th</sup> November 2025 and these were approved and signed.

**87/25 Reports**

Council to consider and note any reports received:

- i. County Councillor Representative: Cllr Rob Jones presented a report this evening. **Appendix A.**
- ii. SNT Police – no report as no crime in the priorities identified. It was **RESOLVED** for the Clerk to request a representative from the Police to attend a future meeting of the Parish Council to discuss speeding issues around the village especially by the school.
- iii. Clerk's Report. **Appendix B.**



## 88/25 Parish Matters

### i. Budget 2026-27 –

- a. The earmarked fund allocations recommended by the Finance Committee were reviewed.  
**RESOLVED:** approval for the proposed earmarked funds with the following modifications: the QEII Purchase earmarked reserve will be withdrawn, and a new earmarked reserve titled "War Memorial Tree Works" in the amount of £2,000.00 will be established.
- b. The meeting evaluated the budget requirements for 2026/2027 and discussed whether to adjust the council precept from last year's figure of £33,744.00. Consideration was given to current inflation rates, with members expressing concern about imposing substantial increases on residents either now or in the future. Consequently, it was agreed that increasing the budget by the Consumer Price Index (CPI) of 3.8% this year would be a more sustainable approach than deferring an increase with the potential for a larger adjustment next year. It was **RESOLVED** to raise the precept requirement by 3.8%.

### ii. Land Registry entry for Cafe XI and the Village Hall - Councillors noted the meeting notes from the meeting held with Ruyton Village Hall Management Committee on 25<sup>th</sup> November and representatives from Ruyton XI Towns Parish Council. Appendix C. An update was given by the Chairman, Cllr Kerry Coldwell who advised the meeting that:

- a. Village Hall- once the solicitor has received the land registry fees the registration documents for the Village Hall will be sent.
- b. Memorial Hall- following the meeting with the Village Hall committee it was agreed to proceed as suggested by the solicitor. Councillor Coldwell advised the meeting that the solicitor has advised that due to the issues with the ownership and following the guidance from the Land registry the process could take over twelve months before being advised that the Land Registry will accept the changes they suggested.  
Cllr Coldwell stated that it was important that whilst changes may be required on the land registry, the original intent of both the Memorial Hall and Village Hall should remain, changes will be required in the governing document of the Village Hall to reflect this and clear documentation to show intent will be required as members of both the Village Hall Committee and Parish council may change before it is completely resolved.
- c. New Village Hall- Following the meeting with Shropshire Council, they are looking into the situation regarding planning permission for a new hall however it was made clear that Shropshire Council do not have the funds for this so the parish would be required to raise the funds. It was suggested that we should set up a Community Interest Company (CIC) to progress this project and to include members from the Village Hall Committee, Parish Council and others with relevant skills and expertise if we want to be able to provide the Parish with this well overdue amenity. **Matter of report.**

### iii. Shropshire Council – A New Way of Working Together – The meeting considered the Memorandum of Understanding that had been circulated prior to the session. Members raised concerns that signing the document could result in the Parish Council incurring additional responsibilities, for which it may lack the requisite expertise. Further, members noted the possible reduction in economies of scale and observed that no supplementary funding has been provided within the budget allocated for 2026/27. Shropshire Councillor Rob Jones informed those present that, at this stage, the scheme is being piloted primarily by Town Councils in Shropshire. It was therefore **RESOLVED** not to endorse the Memorandum of Understanding at this time, with a decision to revisit the matter after reviewing the outcomes of the ongoing pilot schemes.

### iv. Historic Parish Council Documents – a schedule list of documents to be archived in accordance with the councils Document Retention Policy was received and noted. It was **RESOLVED** approval for the past minutes to be bound and then archived.

### v. Policy Review – General Data Protection Regulation – Assertion 10 - the Clerks report was received and noted. Consideration was given to the following:

- a) Councillor/Staff Training Guide - Cllr Eyles advised the meeting that the training guide provides a pragmatic approach. The Clerk is attending training and the Councillor training guide can be reviewed and revised accordingly following feedback from Councillors. **Matter of report.**



- b) I.T Policy – request approval for the Finance & Governance Committee to review two draft I.T. policy templates, with a recommendation for Main Council for adoption in January 2026. It was **RESOLVED** approval.
- c) Notification of Cyber Security training on 11th December – any Councillor wishing to attend please notify the Clerk. **Matter of report.**
- d) Notification of joint consultation by SAPPP & CIPFA on proper practice re audits etc was **received and noted.**
- e) GDPR Compliance Action Plan Tracker was **received and noted.**
- vi. **War Memorial** – A review to the maintenance schedule and consideration was given to works required. It was **RESOLVED** that Cllr Luke Penton would ask Mr Bradbury to cut the trees on 26th March 2026, coinciding with the closure of Platt Bridge.
- vii. **Christmas** – Cllr Kerry Coldwell reported that the Christmas Tree is up and new lights were bought to replace broken ones. Carols will take place on 20th December 2025. The tree was partially donated, with the parish council contributing £55.00. The owner of Café Eleven is organising the refreshments. It was **RESOLVED** that an extra £10.00 donation by the Parish Council to be added as a contribution towards electricity usage.
- viii. **VAS** – the meeting was advised that battery replacements do not fit, however Andy Lycett has offered to purchase them. It was **RESOLVED** that replacement batteries will be purchased by the Clerk following Councillor Nick Kynaston emailing the Clerk the exact battery details including measurements and quantities the meeting also gave permission for the incorrect batteries to be sold.
- ix. **Shropshire Council – Disclosable Pecuniary Interest Register**- Councillors were reminded to ensure that their information is current and correct on Shropshire Councils website. **Matter of report.**
- x. **Parish Council Action List** was **received and noted.**

## 89/25 Financial Reports

- i. It was **RESOLVED** to approve the latest reconciliation of banking statements dated 30th November 2025. **Appendix C.**
- ii. It was **RESOLVED** to approve the following payments and note receipts:

### Payments:

Ent Date:	Payment Method	Inv No:	Description of Payment	Amount	VAT Amount
17/11/2025	DD	73	Tesco Mobile - Clerks Mobile Phone Contract	£10.00	1.66
30/11/2025	DD	74	Hugo Fox - Website Hosting	35.99	6.00
30/11/2025	DD	75	Unity Trust - Bank Charges	6.00	
02/12/2025	BP	76	R Paton Reimbursement - (RBL - Remembrance Wreath)	£24.49	
02/12/2025	BP	77	Maxine Baker	£796.09	
02/12/2025	DD	78	HMRC	£287.39	
02/12/2025	DD	79	Nest	£71.98	
			<b>Total Payments</b>	<b>£1,231.94</b>	<b>£7.66</b>

### Receipts:

Ent Date		Amount
14/11/2025	HMRC - VAT Refund	400.14
	<b>TOTAL RECEIPTS</b>	<b>£400.14</b>

## 90/25 Planning Decisions and Applications

- i. To note planning decisions:



- a) [25/03598/FUL - The Grange, Brownhill](#) – Pending consideration
- b) [24/03767/OUT - Land North of Olden Lane](#) -Pending consideration
- ii. To consider and agree responses to planning applications: - none.

**91/25                      Future agenda items - none**

**92/25                      Date of the next meeting**

To note that the next meeting shall be held on January 6<sup>th</sup>, 7pm at the Victoria Rooms.

Local Government Act 1972 - Exclusion of Press and Public It was **RESOLVED** that the Press and Public be excluded from the meeting during consideration of the following items of business on the grounds that they are likely to involve the disclosure of exempt information as defined in the appropriate paragraph(s) Section 1[2] Public Bodies/Admission to meetings Act 1960.

**93/25      Confidential Items**

- i.            **CIL – Road Improvement Scheme** –an update was received by the Council; however, Shropshire Council are still advising the Parish Council that this information cannot yet be disclosed. It was **RESOLVED** that the Parish Clerk firmly seeks the authorisation from Shropshire Council for the Parish Council to release the information.
- ii.          **Residents Correspondence** – consideration was given to a draft response letter to be sent. It was **RESOLVED** for the draft letter to be sent signed from the Parish Councillors present this evening.

**(9.20pm – meeting closed)**



**Cllr Robert Jones**

Shropshire Councillor for Ruyton and Baschurch

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[robert.jones@shropshire.gov.uk](mailto:robert.jones@shropshire.gov.uk)**Report to Ruyton XI Towns Parish Council: December 2025****Planning Issues**

With regards to the application on Land North of Olden Lane, 24/03767/OUT, it is my understanding that the officer is recommending approval. This is despite the concerns raised by the parish council, which I have supported, and the lack of answers to important questions. It is also of note that the Highways Authority have maintained their objection. At time of writing, I am unaware if the referral to the Northern Planning Committee has been accepted, but it was taken to the agenda setting meeting in November for the December meeting of the committee.

**Marton Road, Baschurch Update**

Roadworks being carried out on Marton Road, Baschurch are progressing well despite having to extend the extent of the works due to a greater amount of undermining of the existing road surface than had been expected. The planned completion date is 12<sup>th</sup> December 2025 with the road closure being removed on this date. The contractors will have to carry out some minor works such as topsoiling and hedge planting after the 12<sup>th</sup> December but this can be achieved using a set of temporary traffic lights to control traffic and keep the operatives safe.

**River Perry Management**

Following concerns raised by residents about the management of the River Perry and the impact of housing developments, I contacted Shropshire Council officers and Helen Morgan MP. Responses from the Council and the Environment Agency (EA) clarified that both act as regulatory bodies and do not have a general duty to maintain rivers; this responsibility lies with riparian landowners. While the Council and EA can intervene if landowners fail in their duties, there is currently no financial support available to assist with river maintenance. The Council indicated that such support would need to be part of a broader national strategy.

The EA highlighted its collaboration with partners, including Shropshire Council and Powys County Council, through the Severn Valley Water Management Scheme. This initiative includes small-scale projects in the Perry catchment using nature-based solutions to reduce flood risk, support agriculture, and enhance water resilience and recreation. A major public consultation is planned to ensure local input shapes the strategy. Both bodies also stressed the Council's role in regulating housing development to manage drainage impacts—an issue I will continue to pursue as work on the new Local Plan progresses.



### **Highways and Potholes**

The Council has been achieving considerable success with the reduction of the pothole backlog by 50%. The total number of potholes repaired since May is 13,766, with nearly 2000 having been completed by the Council's 'in-house' team.

### **Shropshire Council Financial Situation**

The most recent report on Shropshire Council's finances reveals that the Council's position continues to worsen. This is not unexpected, as we continue to face unplanned statutory spending, particularly as we enter the winter period. We are continuing to wait for a response from the government to our request for in-year Exceptional Financial Support.

It was disappointing that the recent budget delivered by the Chancellor did not contain any suggestion of fairer funding for rural local authorities. Whilst the government has declared its intention to take over the cost of SEND provision from Councils, this will not take effect until 2028 at the earliest, and may not address historic deficits.

## **Appendix B**

### **Clerks Report – 02/12/2025**

#### **Policy Briefing: Data Protection Compliance & AGAR Assertion 10**

##### **Purpose**

This briefing outlines the council's responsibilities under the updated **Annual Governance and Accountability Return (AGAR) Assertion 10** and the **Data (Use and Access) Act 2025 (DUAA)**. It provides councillors with a clear overview of compliance expectations and embeds a practical checklist to support governance and assurance.

##### **Background**

From 2025/26, councils must formally declare compliance with data protection legislation as part of the AGAR. This includes not only having policies in place, but demonstrating **active compliance** through training, audits, and secure IT practices.

The DUAA introduces further changes to UK data protection law, including:

- Streamlined handling of Subject Access Requests (SARs)
- Stronger safeguards for children's data
- Expanded rights around automated decision-making.
- A transition to the new **Information Commission** regulator



## Councillor Responsibilities

Councillors are expected to:

- Understand and uphold the council's data protection policies.
- Complete annual GDPR training
- Use council-issued email addresses for official business.
- Support secure handling of personal data in all council activities.

## Objectives

- Assess the council's compliance with UK GDPR, the Data Protection Act 2018, and DUAA 2025
- Ensure readiness for AGAR Assertion 10 declaration.
- Identify gaps and recommend remedial actions.
- Provide documented evidence of compliance for internal and external scrutiny (audit)

The audit will cover:

1. Governance and policy documentation
2. IT and data security practices
3. Subject rights handling (e.g. SARs)
4. Staff and councillor training
5. Data sharing and processor agreements
6. Website and communications compliance
7. Breach management procedures

## Embedded Compliance Checklist

Area	Action Required
<b>Governance &amp; Documentation</b>	Review and adopt Data Protection and IT Policies annually; maintain Records of Processing Activities
<b>Training &amp; Awareness</b>	Complete annual GDPR training; ensure induction includes data responsibilities
<b>Security &amp; IT Controls</b>	Use secure council email; enforce password policy; monitor personal device use
<b>Subject Rights &amp; Requests</b>	Update SAR procedure; maintain SAR log; establish internal complaints process
<b>Data Sharing &amp; Processors</b>	Review contracts and data sharing agreements; assess international transfers
<b>Children's Data (if applicable)</b>	Use age-appropriate privacy notices; review consent mechanisms
<b>Cookies &amp; Communications</b>	Ensure website cookie banner meets PECR standards; maintain consent logs



**Audit & Review** Conduct annual data audit; report findings to council; document AGAR compliance

#### **Next Steps**

- **Adopt an appropriate IT Policy**
  - **Councillors to complete GDPR refresher training** by 30 March 2026
  - **Council to approve compliance audit plan** at next full meeting (December) 2025
  - **AGAR documentation to include evidence of compliance actions.**
- Reporting & Follow-Up**
- **Update Privacy Notices**
  - **Audit Report** to be submitted to Full Council by 29 February 2026
  - **Action Plan** to address any gaps, with progress monitored monthly.

#### **Goal**

**AGAR Assertion 10** evidence to be included in 2025/26 External Audit submission.

#### **Other Matters**

##### **The Cross Repairs**

I have been in contact with our insurers and the works contractor to determine the subsequent steps and projected timelines. The repairs are expected to begin in the spring, pending official confirmation of revised prices and schedules. Once these details are received, a report will be presented to Main Council at the earliest convenience.

##### **Village Hall**

A meeting took place on 25<sup>th</sup> November and the meeting notes are attached.

##### **Dr's Meadow**

An email has been sent to Shropshire Councils Estates Team to clarify a few points on the meeting notes.

#### **Appendix C**

##### **Notes: Meeting held 25/11/2025**

Present: Ruyton Village Hall Management Committee, the Chairman of Ruyton XI Parish Council, Cllr Kerry Coldwell, the Vice Chairman of Ruyton XI Towns Parish Council, Cllr Mervyn Eyles and the Parish Councils Clerk Maxine Baker.

##### **1. Land Registry – Confirm Next Steps**

Kerry Coldwell, Chairman of Ruyton XI Towns, informed attendees that her recent discussion with the solicitor was productive. The solicitor clarified that the Memorial Hall has never been registered as a charity. The suggested course of action is to register the Memorial Hall with the Land Registry under the name of the Village Hall. Following this, and with the Village Hall's approval, the memorial deeds would be transferred back to Ruyton XI Towns Parish Council, while the Village Hall Management Committee would oversee daily management of the hall.

This process may take up to a year just to find out if it will be accepted; if Land Registry declines, the solicitor recommends tracing the original Trustees from 1938. Once the Memorial Hall is



registered, its status will change—making the Parish Council the official owner—with the Village Hall Management Committee handling operations. It will also be necessary to ensure the constitution permits the village hall to charge rent and similar fees.

2. Next Steps – accessibility

The Village Hall Management Committee indicated that, since the consultation process has not really taken place, it is difficult to confirm arrangements with the church regarding the ramp.

Mervyn mentioned he has been working with David Mumford from the Parochial Church Council concerning the deeds of their property.

The Village Hall Management Committee also stated that the general consensus is not to proceed with the ramp due to building issues such as the roof. They believe it would be preferable to build a new Village Hall.

Kerry reported that after a site meeting at Dr's Meadow, there seemed to be support for a new village hall, and some attendees even suggested they could handle planning matters. Kerry further advised that, should plans progress, a registered committee or company consisting of members from the Village Hall Committee, Parish Council, and Shropshire Council would be best to lead. Once Shropshire Council formally communicates with the Parish Council and the Parish Council gives official approval, the next step would be to approach the Village Hall Management Committee.

3. The Village Hall expects active participation from a Parish Council representative on the VHC. To clarify this role, the Village Hall's constitution should be reviewed. Meanwhile, Village Hall minutes will be sent to the Parish Council so they can be added to a future Parish Council agenda's.

**Appendix D**

**BANK RECONCILIATION as at 30th November 2025**

	<b>Balances</b>
Unity Trust Bank- Current a/c	68543.26
Nationwide	15754.65
	<b>84297.91</b>
<b>Less Unpresented Cheques / Deposits</b>	
	<b>0.00</b>
<b>Total</b>	<b>84297.91</b>
Brought forward start of year	74875.61
Receipts for year	37627.24
Less payments for year	28204.94
	<b>84297.91</b>