



MINUTES of the Ruyton XI Towns Parish Council meeting held at Victoria Rooms, Ruyton XI Towns on Tuesday 3rd June 2025 at 7.00 pm.

Present: Cllrs Trevor Allison, Tamarin Bibow, Kerry Coldwell (Chair), Paul Dean, Mervyn Eyles (Vice Chair), Rob Hamlett, Nick Kynaston, Anne Mitchell, Rachel Paton.

In attendance: Mrs M Baker, Parish Clerk; Shropshire Councillor Robert Jones; Carols Aspinall, Representative of the Village Hall Management Committee and 6 members of the public.

25/25 Welcome by the Chairman – the chairman welcomed all members of the public and congratulated and welcomed the newly elected Shropshire Councillor, Councillor Rob Jones to the meeting and thanked him for his presence.

26/25 Apologies
Apologies were received and noted from Cllr Luke Penton.

27/25 Declarations of Interest and Requests for Dispensation
None

28/25 Public Session
A resident informed the meeting that revised documents for planning application 25/00134/FUL - The Grange have been added to the Planning portal this afternoon. The resident inquired if the Parish Council would consider submitting an objection, noting that there is still no significant difference from the previous submission, which had been objected to. The resident also questioned why the Parish Council did not submit objections during the last review and asked if this was due to technical issues. Additionally, the resident pointed out that a Land Stability Assessment report has still not been submitted.

A Councillor and resident of Bicton Heath Parish inquired about Ruyton XI Towns' stance on supporting the Northwest Relief Road proposal. They also mentioned that the roads surrounding the parishes are experiencing high traffic speeds. Councillor Eyles noted that the Parish Council has similar concerns regarding heavy goods vehicles and is uncertain about the future of the proposal of the Northwest Relief Road following the change in leadership at Shropshire Council, which may lead to its potential cancellation.

29/25 Minutes of the meeting held:

- It was **RESOLVED** to accept the minutes as a true record of the meeting held on **6th May 2025** and these were approved and signed.
- It was **RESOLVED** to accept the minutes as a true record of the meeting held on **15th May 2025** and these were approved and signed.

30/25 Appointment of Standing Committees

Consideration was given to council representation on the following committees:

- i) Finance Committee: It was **RESOLVED** that Councillors Kerry Coldwell, Meryn Eyles and Anne Mitchell would be on the committee.
- ii) Countryside Committee working group: It was **RESOLVED** that Councillors Rob Hamlett, Trevor Allison, Nick Kynaston & Paul Dean would be on the committee.
- iii) Roads Committee working group: It was **RESOLVED** that Councillors Rob Hamlett, Kerry Coldwell, Mervyn Eyles & Rachel Paton would be on the committee.
- iv) Any other proposed Committee: None.

31/25 Outside Bodies

To consider and confirm council representation on the following outside bodies:

- i) SALC Area Committee representatives: It was **RESOLVED** that Councillors Rachel Paton & Luken Penton be the Parish Council's representative subject to Cllr Luke Penton wishing to remain as a representative for the Parish Council
- ii) Village Hall: It was **RESOLVED** that Councillors Tamarin Bibow & Rachell Paton be the council's representatives.
- iii) Mathews, Minton Trust: It was **RESOLVED** that Councillors Tamarin Bibow be a trustee for the trust and for the Clerk to obtain the necessary forms from the Trust.

32/25 Reports

Council to consider and note any reports received:

- i. Shropshire Councillor Representative: Rob Jones presented a report this evening. **Appendix A**
Cllr Allison raised concerns regarding the temporary traffic lights near the station Shrewsbury and the effect they were having on the bus network. Cllr Jones said he would raise this issue and enquire if the sequency/timing of the lights could be altered to ease the situation.
Cllr Bibow raised the proposal to re-open the station at Baschurch and hoped that Baschurch Parish Council were supportive of the proposal. Cllr Jones confirmed that Baschurch Parish Council was very supportive of the proposal.
Cllr Eyles inquired about the status of the Local Plan from Cllr Jones, following its rejection by the Government, and sought clarification on whether new planning proposals would be assessed under the old Local Plan. Cllr Jones explained that Shropshire Council needs to restart the Local Plan process from the beginning, which could take up to two years to complete. He mentioned that the Planning Authority would refer to the existing Plan but may also refer to the National Planning Framework, which is less detailed than a Local Plan. Cllr Eyles then asked if Parish Councils and residents would be consulted on the new Local Plan, and Cllr Jones confirmed that they would be.
- ii. SNT Police: There was no Police Report received for this evening's meeting.
- iii. Clerk's Report: The Clerks report was circulated to Cllrs prior to the meeting. **Appendix B**

33/25 Parish Matters

- i. **The Stone Cross** – The meeting was advised that the Parish Councils Insurance company is liaising with the underwriter regarding the justification received from J White detailing the overseeing of the works. It was **RESOLVED** that the Clerk tries to arrange a conference call with all parties.
- ii. **Land at Pevere Close** – The meeting was advised that letters had been written and would be circulated shortly to the affected residents.
- iii. **VE Day Celebrations** - an update for VE Day celebrations on 5th & 8th May was received from the Chairman – **Appendix C**. Consideration was given for the Parish Council to commission a D-Day memorial piece with the £1752.00 raised by the event. Some suggestions put forward: new carved seats within the Cave war memorial, new swing seats in the park. It was **RESOLVED** that the agenda item would be brought back at the next meeting of the council.

- iv. **Doctors Meadow –**
 - a. an update on site meeting and to agree any actions – the meeting was advised that the Clerk had emailed Shropshire Council three times to try to arrange a site visit but had not received any acknowledgements; the Clerk also advised that further chase up emails would be sent.
 - b. Review of the use/maintenance of Doctors Meadow – further discussions would have to wait until a site meeting is held with Shropshire Council.
- v. **Future Development of our Village Questionnaire** - a preliminary update on questionnaire responses was received. It was **RESOLVED** that upon the passing of the closing date and the inclusion of all additions, the analysis shall be published on the Parish Council's website.
- vi. **Severn Trent** –consideration was given to the adequacies of the villages water & drainage infrastructure. Councillor Allison informed the meeting that Ruyton XI Towns water is supplied by a borehole into a reservoir on the Cliffe and piped to residents. Councillor Allison noted that the pipework at Knockin frequently fails, with repairs made by attaching new plastic pipes to the old ceramic pipework. Councillor Allison raised concerns about the potential impact on water quality if too much water is extracted from the aquifer. Councillor Eyles stated that it is necessary to determine how much of the existing pipework can support higher capacity. It was **RESOLVED** that the Clerk to write to Severn Trent to invite a representative from the organisation to attend a future Parish Council meeting to discuss the capacity of the water system and drainage in Ruyton XI Towns.
- vii. **Parish Council Action List** –the circulated working document as of 3rd June 2025 was received –refer to **Appendix D**. It was **RESOLVED** to remove the section titled "Place Plan" as its relevant items are already included within other sections of the Action Plan. Additionally, it was decided to include the Village Hall Deeds and the expenditure for the VE Day 80 commemorative piece.
- viii. **Queen Elizabeth II Field (Bridge Inn Fields) -**
 - a. The issue of dog fouling on the field was discussed. The discussion included the adequacy of the bins, the status of the dog warden, the possibility of replacing or adding new bins, whether Shropshire County Council would empty them, and if Shropshire Council could move the bin currently within the play area (where dogs are not allowed) to outside the play area. It was **RESOLVED**:
 - for the clerk to write to Shropshire Council to seek answers to these questions.
 - Shropshire Councillor Rob Jones was asked to enquire if there was still a Dog Warden employed by Shropshire Council and whether they could assist with the issue.
 - b. Grass cutting of the field was considered and in particular around the fruit trees. Cllr Coldwell advised that the Parish Council's contractor had been instructed to cut around the trees. The meeting was informed that a local volunteer was watering the fruit trees and baskets.
- ix. **Village Hall Accessibility** - Carol Aspinall, Chairman of the Village Hall Management Committee, provided an update on the initiatives to enhance the accessibility of the Village Hall. An architect, with the support of the Parish Council, conducted a survey presenting four options for improving accessibility. However, at the Annual Parish Council meeting, residents expressed a desire for a fifth option to be considered. They highlighted the inherent limitations of the current Village Hall, such as the lack of open space and parking facilities, suggesting that substantial investments might be futile when it cannot address these fundamental issues. The preferred long-term solution would be the construction of a new hall equipped with outdoor space and parking facilities, contingent upon the availability of suitable land. A potential site could be within the Doctors Meadow, which potentially could be developed through a collaborative effort between the Village Hall Management Committee and the Parish Council.

In the short term, installing a ramp is a feasible and cost-effective option. Carol Aspinall informed the meeting that the Village Hall Management Committee will explore this possibility and leverage available grants for funding. She also suggested determining the time frame for a new village hall and whether further investment in the current one is justified. Additionally asked about setting up a working party with the Village Hall Management Committee and the Parish Council to explore suitable land options.

The Parish Council Chairman Cllr Coldwell advised the meeting that there is still difficulty locating the deeds to cafe xi, however the Parish Councils solicitor, is already in possession of the deeds to the village hall.

It was **RESOLVED** to treat the two properties as separate cases, the Clerk will ask the solicitor to proceed with just the village hall at this stage; and to ask for an update to the Land registry for the Village Hall, the village hall to be included on the next meeting of the Parish Council; as representatives of the Parish Council Cllr Bibow & Rachel Paton would form the working party with the Village Hall Management Committee and liaise back to the Parish Council.

34/25 Financial Reports

- i. It was **RESOLVED** to approve the latest reconciliation of banking statements to the 31st May 2025 – **Appendix E.**
- 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 |
|------------|----------------|---------|-------------------------------------------------------------------|------------------|---------------|
| 08/05/2025 | BP | 20 | Steve Aspinall - reimbursement VE day | 59.00 | 9.83 |
| 08/05/2025 | BP | 21 | Reimbursement to K Coldwell - VE Day | 104.03 | 12.75 |
| 08/05/2025 | BP | 22 | Ruyton XI Towns Village Hall (room Hire VE day) | 91.00 | |
| 08/05/2025 | BP | 23 | SALC (Affiliation fees) | 645.65 | |
| 20/05/2025 | BP | 24 | Flowerscape -Village Flower Baskets Display | 286.00 | |
| 20/05/2025 | BP | 25 | R Guest - reimbursement - VE Day & Village Flower Baskets Display | 323.41 | 2.08 |
| 20/05/2025 | BP | 26 | Community Action Suffolk (Insurance) | 877.79 | |
| 27/05/2025 | BP | 27 | M Baker (Wages) | 849.42 | |
| 31/05/2025 | D/Debit | 28 | Unity Trust (Bank Charges) | 6.00 | |
| 15/05/2025 | D/Debit | 29 | Tesco (Mobile Phone Charges) | 10.00 | 1.67 |
| 20/05/2025 | BP | 30 | NEST (Superannuation) | 203.61 | |
| 28/05/2025 | D/Debit | 31 | Hugo Fox (Monthly website subscription) | 35.99 | 6.00 |
| | | | | | |
| | | | Total Payments | £3,491.90 | £32.33 |

Receipts:

| Ent Date | | Amount |
|------------|----------------------------------------------------------------------|------------------|
| 06/05/2025 | VAT Refund - Half year 2024-25 | 1572.09 |
| 12/05/2025 | VE Day - ice Cream Sales - Money for a Commemorative Item | 314.00 |
| 19/05/2025 | VE Day -Burger, Raffle & Cake Sales - money for a Commemorative Item | 1438.00 |
| | | £3,324.09 |

Income

| | |
|-----|--------------------------|
| b/f | £33,744.00 |
| | £3,324.09 |
| | <u>£37,068.09</u> |

Expenditure

| | |
|-----|--------------------------|
| b/f | £10,073.50 |
| | £3,491.90 |
| | <u>£13,565.40</u> |

- iii. The Internal Auditors Report was received and reviewed. The Clerk and Chairman informed the meeting that some issues relating to Locum contracts most likely due to changes in personnel and misplaced documentation. Due to time constraints for completing the AGAR within the set timeframe, further time could not be spent on tracing the paperwork. Councillor Rachell Paton noted that it is important for the Parish Council to maintain a personnel record for all employees. There was also an anomaly regarding review of Standing Orders, Standing Orders had

been reviewed and adopted in May 2025 as publicised on the Parish Council's website. It was **RESOLVED** that an action plan will be developed to identify and address the issues raised by the Internal Auditor. This includes the creation of a personnel file for all current and former employees. Additionally, a semi-annual audit will be conducted in October to ensure that the Parish Council is adhering to its Governance and Accountability responsibilities.

- iv. The Annual Return for 2024/25 was received and considered. Meeting was advised by the Clerk that in light of the Internal Auditors declaration of 'no' in box K, within the Annual Internal Audit Report 2024/25, the Parish Council should state a declaration of 'no' in box 2 of the Annual Governance Statement. It was **RESOLVED** to accept and approve the presented Annual Return for 2024/25 with a submitted explanation as to how the Parish Council will address the weakness identified in box 2 of the Annual Governance Statement 2024/25 as resolved in Agenda item 34/25 iii.
- v. It was **RESOLVED** to approve the Annual Governance Statement for 2024/2025 and authorisation was given for the Chairman of the meeting and the Responsible Finance officer to immediately sign the document.
- vi. It was **RESOLVED** to approve the Accounting Statements and authorisation was given for the Chairman of the meeting to immediately sign the document.

35/25 Planning Decisions and Applications

- i. To note planning decisions made since the last meeting:

Reference: 25/01004/AGR

Address: East Of School Road Ruyton Xi Towns Shropshire

Proposal: Proposed Agricultural Storage Shed

Decision: Prior Approval Required and Approved

36/25 Future agenda items

- Village Hall

37/25 Date of the next meeting

To note that the next meeting shall be held on July 1st, 7pm at the Victoria Rooms.

Meeting closed at 8.44pm

Cllr Robert Jones Shropshire Councillor for Ruyton and Baschurch Tel. 01939262875 / 07913377617
 robert.jones@shropshire.gov.uk Report to Ruyton XI Towns Parish Council: June 2025

I would like it to be noted my gratitude to this Council and to the people of the parish of Ruyton XI Towns for the warm reception I have received, for their support both during and since the election. Over the coming years I will endeavour to represent them to the best of my ability. Election Results and Change at Shropshire Council Shropshire Council elections were held on May 1st and have resulted in a change of administration at Shropshire Council. On May 22nd the new Council elected Cllr Heather Kidd and a Liberal Democrat cabinet to take over the running of the Council. Heather has considerable experience in local government, having been a councillor since 1996 and was the leader of South Shropshire District Council before the formation of the present unitary authority in 2009. This election brings the first full change of administration for Shropshire Council in its history as a unitary authority. Such a change presents a challenge for councillors, especially for those who are completely new, including myself, and for the officers and staff of the Council. But the process is so far going smoothly. We have endeavoured to start as we mean to go on: working openly and collaboratively with all officers, and with councillors from all opposition groups. This has included the appointment of Conservative, Labour, Green and Reform councillors into significant roles of scrutiny and accountability. Personally, I was offered and have accepted a role as a deputy cabinet member in the new administration, with the portfolio of Transport and Economic Growth. I hope to work closely with colleagues towards delivering on our priorities, including those which relate directly to Ruyton and Baschurch. Since being elected I have also held meetings with the other parishes within the division, and I am very pleased to finally get around to meeting with Ruyton XI Towns Parish Council. Highways Improving maintenance of our road network is a priority for the new council. There is currently a 2-year backlog for adopting new roads and for Traffic Regulation Orders. Channels of communication internally and externally are now very poor. The new administration is determined to improve this, transparency and partnership working. Shifting the prioritisation of pothole repairs and maintenance to the most important and heavily used roads under our responsibility is currently being considered by the Highways department. I have been making the case that this should include well-used unclassified roads and not just A and B roads. In the meantime, the Council will be adding a third in-house team dedicated to filling potholes. Town and Parish Council Consultation One of the key priorities for the new administration of Shropshire Council is to reset the relationship with Town and Parish Councils in order to empower communities, deliver services better and more locally, and rebuild trust in the Council amongst the public. The precise timescale and program for delivering this is to be determined, but we aim to have much greater clarity about this before the next budget periods, and to present proposals to cabinet and full council in December 2025. Some pilot areas could move ahead earlier than this. The Transformation and Improvement Overview and Scrutiny Committee will put out a 'Call for Information' (possibly as soon as June 9th) which will invite Town and Parish Councils, individually, through SALC or in clusters, as well as other organisations and partners, to offer their views and ideas. Policy will be formulated based on responses from councils. Agricultural Building off School Road On Wednesday 28th May I met with your Chair and a number of residents to discuss the situation relating to the application to build an agricultural building off School Road. The application has already been approved by planning officers, leaving no feasible opportunity influence or change the decision. The normal appeals process, to the Planning Inspectorate, is only available to applicants, and not third parties. I listened to residents' concerns and advised them to monitor carefully (and responsibly) any works carried out and report any issues which arise. Outreach Post Office The Post Office announced recently that, due to the resignation of the postmaster in Trefonen, who operated outreach post office services in a number of villages across North Shropshire, the weekly post office run at Ruyton Village Hall will also discontinue by June 17th. The Post Office are looking to hire a new postmaster for Trefonen, but they have also

expressed an interest in identifying new retail partners in outreach locations where they could offer Post Office services on a more established basis. In the meantime, they are inviting people to contact their National Consultation Team by email to comments@postoffice.co.uk or in writing to 'FREEPOST Your Comments'. In addition to this, Helen Morgan MP has written to local residents inviting them to offer their views to her office. Other Issues I look forward to working with the Parish Council, to supporting you however and wherever possible, and I hope we can have a constructive relationship. Please don't hesitate to bring any casework to my attention. There are other issues which I am aware of, and certainly some I am not.

Clerks Report

Year-end Accounts and Audit

The year end accounts have been completed and presently I am working through the Internal Auditors check list and compiling the documents.

A review of Standing Orders & Financial legislation - All legal updates have been included in the revised documents.

Asset Register has been updated by the previous Clerk to include purchases made in 2024/5.

Action Report has been compiled; this is a working document – Cllrs who wish to add anything then if you email be I will include for next month.

Analysis of the Survey of Future Development of our Village.

Analysis of the questionnaires has been compiled; not all of the questionnaires have yet been added to the analysis. This will be done once the internal audit has been completed by me.

Insurance

Quotations for the Insurance has been obtained. I have been in communication with the Councils insurance regarding the Parish's claim for the cross

3rd June 2025

Chairman's Report on VE 80 Day

The VE 80 Day celebrations on both 5th & 8th May went very well and congratulations are due to everyone who assisted in making the events a success.

Thank you to all those who attended any of the weekly planning meetings as this helped keep up the momentum.

This was a joint effort from the Parish Council, WI, Village Hall, St Johns The Baptists Primary School, The Dog pub and the church.

Early in the discussions it became clear that although we considered using Drs Meadow it was going to be easier to manage if we concentrated the events in sites along the main street. With Army vehicles parked on the garage forecourt and in the school staff car park and events in the Village hall and both in the school hall and on the playing field those attending the event naturally went from one area to another and ended up at the Dog Pub car park for the grand finale.

The Parish Council: arranged for the hanging baskets to be suitably decorative in red, white and blue and to be up before the event; purchased the commemorative flag and beacon; funded the singer Lady Scarlett Spitfire, who was an instant hit with all who attended, and gave a budget of £500 for other incidental expenses. Individual members of the Parish Council were also heavily involved in the arrangements and on both days.

The school: gave the use of the premises, inside for the children's artwork and articles related to VE Day, these were all well worth a read, congratulations to all the children who took part in this; and outside for the BarBQ, Escape Tent, RATS dress up tent and children's games and tug of war. Tim, and his family, who are new to the village and are reopening the village shop brought along their ice cream van and donated all the proceeds of the sales of ice creams to the event. Several old vehicles were also displayed in the school car park. Thank you to Pentons who donated the meat for the BBQ.

The Village Hall: displayed information, newspaper articles and memorabilia, this was well attended and at times the hall was packed with people. The WI provided refreshments for sale and donated the proceeds to the fund. The delicious cakes scones and other fancies were very well received, thank you to all who donated their time and efforts to making the cakes and manning the stall.

The Church: raised the commemorative flag on Saturday 3rd May and it remained flying, and uplit at night, for the week of the celebrations. There was also a special service on Thursday evening with those attending lighting candles and watching the lighting of the beacon from the churchyard.

Raffle tickets were available through out the day and thanks are due to all those donating prizes, they were of a very high standard, and to those selling tickets and preparing them for the draw which took place during the interval in music at The Dog in the early evening.

The Dog pub let us put on the music in the car park and put on BBQ food outside. The event was so well attended that the pub had to pause serving to catch up. This event gave a fantastic boost to the pub with one person commenting that it was busier than any New Years Eve.

On Thursday 8th we followed the national programme mostly involving the St Johns The Baptist Primary School

At 9.00am the school children, teachers and parents gathered on the school field to hear the Proclamation read by John Gittins before the children started their fun run. The children also enjoyed a picnic lunch of the national dish of fish & chips with parents invited to join them. Children were encouraged to dress in 40's costume or red, white and blue colours.

At approximately 2.30pm the church bells were rung. This was nationally due to be at 6.30 however our volunteer bellringers had taken on the task of attending at a number of churches so the time had to be varied to allow them to fit them all in!

Following the church service in the evening, at 9.30pm the beacon bonfire was lit and the lamp light of peace was also lit and put into the cross monument. This lamp was to commemorate all the animals who served during the wars. The lamp was still alight at 7.30am the next morning.

The finance bit:

| Budget £500 for singer & £500 for expenses | Cost: | Takings | |
|--------------------------------------------|---------|--------------------|----------|
| Singer : | £440.00 | Raffle: | £528.00 |
| Expenses to include hire of village hall: | £295.45 | BBQ: | £588.00 |
| Flag & Beacon | £110.15 | WI: | £322.00 |
| | | Ice cream donation | £314.00 |
| | | Grand total | £1752.00 |

This was a whole village event; thanks are due to everyone who was involved and who attended and made this commemorative week of events a success.

We will now seek views on permanent commemoration of the event.

Cllr Kerry Coldwell
Ruyton XI Towns Parish Council.

Appendix D

| 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"/> | |
| Stone Cross damage | Settlement offer has been made of; | 20/09/2022 | 30/06/2026 | Clerk | To action | <input type="checkbox"/> | 05/25 - email sent to insurers outlining the costs given by the contractor - awaiting response .05/25 - Our insurers Loss adjuster is liaising with the vehicle insurance co - we await a response |
| QEII Field | Plan | 30/04/2025 | 31/03/2026 | Clerk / Chairman | Complete | <input type="checkbox"/> | |
| Purvery Close | Plan: Purchase of Land; contact affected residents | 01/05/2025 | 01/07/2025 | Clerk | To action | <input type="checkbox"/> | 05/25 The Clerk will write the letters in June as confirmed with the Chairman |
| Doctors Meadow - Place Plan 981 (Neighbourhood) | Trackway reinstatement; to arrange site visit with SC | 01/04/2025 | 31/03/2026 | Chairman/Vice Chairman/Clerk | To action | <input type="checkbox"/> | 06/25 - awaiting confirmation of site meeting |
| 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 type="checkbox"/> | Policy Working Group have updated most policies - there are more to do. |
| Bank & Savings accounts | Update mandate | 25/05/2025 | 31/03/2026 | Clerk | To action | <input type="checkbox"/> | Due to workload and upcoming events the Clerk will arrange in May |
| Village Building Questionnaire | Analyse of Questionnaires received & present to Council | 29/04/2025 | 01/07/2025 | Clerk | In Progress | <input type="checkbox"/> | 06/25 - 45 responses received so far - all have been inputted, one taken out, closure date set to 25th June 2025 |
| Governance | | | | | | | |
| External Audit | To include at the nearest meeting following the conclusion of the AGAR | 01/06/2025 | 30/11/2025 | RFO | In Progress | <input type="checkbox"/> | AGAR Completed Given to Internal Auditor, council to approve at June 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 |
| 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 September's meeting | 25/08/2025 | 30/09/2025 | Clerk/RFO | To action | <input type="checkbox"/> | |
| Council to Receive Internal Auditors Report and Approve AGAR | To include report on the Agenda for June's Meeting | 01/04/2025 | 01/06/2025 | RFO | Complete | <input checked="" type="checkbox"/> | |
| To receive External Auditor's Report | To add on to Agenda first Council meeting from being received | 01/07/2025 | 30/09/2025 | RFO | In progress | <input type="checkbox"/> | |
| Maintenance of Assets | | | | | | | |
| Church street wall repairs | Awaiting reply from Shropshire Council | 07/05/2025 | 31/03/2026 | Clerk | In progress | <input type="checkbox"/> | |

| | | | | | | | |
|-----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|------------|------------|----------------|-------------|-------------------------------------|---------------------------------------------------------------------------------|
| 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 type="checkbox"/> | |
| Place Plan | No news from SC (this will be delayed due to budget etc) | 07/05/2025 | 30/11/2025 | Clerk | In progress | <input type="checkbox"/> | |
| Queen Elizabeth II (Bridge Inn Field) Village Hall - assistance to accessibility/Place Plan 983 (Neighbourhood) | Maintenance | 03/06/2025 | 31/03/2026 | | To action | <input type="checkbox"/> | |
| | | 07/05/2025 | 31/03/2026 | Council | In progress | <input type="checkbox"/> | Questionnaire done/03/06 - Council Agenda |
| VAS signs | Obtain quotes for maintenance kit | 07/05/2025 | 01/07/2025 | Clerk | In progress | <input type="checkbox"/> | Due to workload and up and coming events the Clerk will arrange purchase in May |
| Asset Inspection Schedule | To inspect Council owned/responsibility for assets | 01/07/2025 | 31/03/2026 | Council/Clerk | To action | <input type="checkbox"/> | To agree to a inspection schedule and responsibilities |
| Lighting | | | | | | | |
| Streetlight energy costs | Chase Highline re annual costs | 07/05/2025 | 01/07/2025 | Clerk | To action | <input type="checkbox"/> | |
| Streetlights electrical tests | Tests due in 2025- booked for May 2025 | 07/05/2025 | 01/07/2025 | Clerk/Highline | To action | <input type="checkbox"/> | |
| Planning | | | | | | | |
| | | | | | | <input type="checkbox"/> | |
| 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 | To action | <input type="checkbox"/> | |
| 3rd Quarter Priorities agreed | | 01/10/2025 | 31/10/2025 | Council/Clerk | To action | <input type="checkbox"/> | |
| 4th Quarter Priorities agreed | | 01/01/2026 | 31/01/2026 | Council/Clerk | To action | <input type="checkbox"/> | |
| Climate | | | | | | | |
| | | | | | | <input type="checkbox"/> | |

BANK RECONCILIATION as at 31st May 2025**Unity Trust**

| | | Balances |
|--------------------------------------------|----------------|-----------------|
| Unity Trust Bank- Current a/c | | 83939.61 |
| | | 83939.61 |
| Less Unpresented Cheques / Deposits | | |
| M Baker | 849.42 | |
| HMRC | 312.88 | |
| | 1162.30 | 1162.30 |
| | Total | 82777.31 |
| | | |
| Brought forward start of year | | 59274.62 |
| Receipts for year | | 37068.09 |
| Less payments for year | | 13565.40 |
| | | 82777.31 |