

Llanyblodwel Parish Council

Minutes of a Meeting of Llanyblodwel Parish Council held on Thursday 15th January 2026 at 7.30pm in the Llanyblodwel and Porthywaen Memorial Institute.

Present: Cllr P Shellard (Chair), Cllr B Cross (Vice-Chair), Cllr D Counsell, Cllr K Bell, Cllr T Lewis, Cllr H Dixon.

In attendance: The Clerk (Amy Jones). Cllr D Borrowman.

MINUTES

01.26 Apologies for absence

To receive apologies for absence.

Absent – Cllr A R Beckett (apologies received while meeting was in progress), Cllr N Williams, Cllr B Edwards (apologies received while meeting was in progress).

02.26 Disclosable Pecuniary Interests

- a) Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting and which is not included in the register of interests. **None declared.**
- b) To consider applications for dispensation. **None received.**

03.26 Public Participation Session

A period of 15 minutes will be set aside for the public to speak on any items on the agenda.

No members of the public present.

04.26 Minutes

To confirm the minutes of the Meeting of the Parish Council held on 20th November 2025.

It was **RESOLVED** to confirm the minutes of the Meeting of the Parish Council held on 20th November 2025 and a copy was signed by the Chair as a true and accurate record of the meeting.

05.26 Planning Matters

a) Planning Decisions, Updates and Appeals – To note

- I. **Reference:** 25/04141/FUL (validated: 13/11/2025)

Address: Bryn Uchaf, Pen-y-bont Llanerch Emrys, Oswestry, Shropshire, SY10 9JQ

Proposal: Proposed replacement porch

Decision: Grant Permission

NOTED.

- b) **Planning Applications for consideration** (Please view Shropshire Council Planning Register online prior to the meeting.

- II. **Reference:** None received.

- c) **Consider Planning applications not listed above that are received after the issue of this agenda and are included on Shropshire Council's website.** None received.

06.26 Reports – To consider

- a. **Clerk's Report – NOTED.**

Matter reported to Clerk / matters ongoing / update	Action Taken
A - Bryn Melyn Speed concerns Bryn Melyn to Llyncllys crossroads Possibility of improved signage to warn motorists of children at play area, narrow bridge and elderly residents crossing road, possibly reduce speed to 30mph.	A - Awaiting response from SC regarding project cost before being able to pursue alternative avenues for funding the signs. Followed up but no response. Passed to Shropshire Councillor to follow up. This is likely to now fall under the jurisdiction of
B - Llyncllys Crossroads	

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<p>National Highways – Public Meeting with Helen Morgan MP, Shropshire Council and National Highways took place on 27th November to update on plans to improve safety along the A483.</p> <p>C - ASB on Llyncllys Crossroads. Reported to Police to reiterate residents concerns (minute 76.25 refers)</p>	<p>'Partnership Working'. Further details on this process to be shared by Shropshire Council in due course.</p>
<p>Access off Coopers Lane onto Sam's Lane / Stoney Lane (unadopted)</p> <p>Minute 61.d refers to the matter being passed to Shropshire Councillor Borrowman to follow up.</p> <p>Report back from Officers state that they have found:</p> <p>The concrete bollards, chains and cones are temporary measures to protect the construction site. They are not development, in planning terms, and are located outside of the red line plan for the site so cannot be considered alongside the approved plans.</p> <p>Regrettably the above dictates that this matter falls outside of the jurisdiction of planning enforcement and they are unable to take action to resolve the issue.</p>	<p>Nov 2025 - Passed to Cllr Borrowman to seek advice on what else can be done. Being followed up. No further avenues to explore. Monitor.</p>
<p>Defibrillators – no issues to report.</p>	<p>To note.</p>
<p>Nantmawr – Speed Limit</p> <p>Both Llanyblodwel and ORPC have indicated to Shropshire Council that the implementation of a speed limit through Nantmawr would have a high impact. Shropshire Council Traffic Engineer to now carry out their own impact assessment and report back to parish council on the next steps (e.g. if an ATC is required).</p> <p>Update 05.01.26 - It will be including the speed order request in the proposed programme for the 26/27 ITP works. Any inclusion will be subject to scheme estimates and priority allocation, but it will be raised for inclusion in the new financial year schemes.</p>	<p>On-going. Email sent to DB on 05.01.26 to request an update. Responded with update from Traffic Engineer.</p>
<p>Llanyblodwel Bridge</p> <p>No update regarding whether the width restriction is to be made permanent.</p>	<p>Passed to Shropshire Councillor to follow up – Sept 25. Email sent to DB on 05.01.26 to request an update.</p>
<p>Llyncllys Quarry Woodland Harvesting Update</p> <p>Has been taking place over the winter months and regular updates received and shared with residents on social media.</p>	<p>To note.</p>
<p>Nantmawr Phonebox</p> <p>No updated provided yet on the removal.</p>	<p>On-going.</p>
<p>Blocked Culvert – Bottom of Blodwel Bank</p> <p>Issue has been getting progressively worse over the last 18 months-2 years with the edge of the highway</p>	<p>Reported on Fix My Street. Email sent to Cllr Borrowman 21.11.25 to request that this be dealt with.</p>

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collapsing, verge pushed back and culvert blocked meaning water is running down a large section of the road, pooling in places and creating bad pot holes.	Cllr Borrowman following up with Highways.
Parish Paths Partnership Clerk supplied with information to help publicise the new initiative in the Parish (Minute 76.25 refers) and publicised on website, social media, local press and noticeboards.	To note. Group to periodically update the PC with progress.
Dolgoch Noticeboard Was due to be installed Monday 5 th January but due to snow this has been delayed.	Ongoing.
Play Equipment – Bryn Melyn All equipment ordered. Installation scheduled before the end March. Clerk to order Plaque from the National Lottery and arrange PR when installation complete.	Ongoing.
Website Parish Online are still trying to gain access to the old site to point the domain at the new website. New transfer code now requested.	Ongoing.
Pension Re-declaration of compliance. Completed. No staff put into the pension scheme.	To note.
Streetlights As per asset inspection schedule – electrical checks and condition survey required. Quote requested from Highline Electrical.	On agenda.

b. **Councillor Reports** (Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas)

- Gritboxes needing filling – logged on Fix My Street.

c. **Police Report. NOTED.**

d. **Shropshire Councillor Report.**

All covered under Clerk's report/mattered arising. Cllr Borrowman to report back with updates.

07.26

Finance

a) To approve the following payments. **RESOLVED** to approve:

Cheque No/BACS ref	Payee	Details	Amount (inc VAT)
24	A Jones	Clerks Salary (8 weeks), mileage, HOA. £84.99 – Reimbursement for Office 365 Annual Subscription	£740.95
25	HMRC	PAYE Payments and NI	£216.71
DD	Shropshire Council	Streetlight Energy – 3 rd Quarter	£182.38

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26	A.G Royce	Annual Grounds Maintenance Fee	£2835.00
27	Llanyblodwel & Porthywaen Memorial Institute	Hall Hire 2025	£140.00
DD	Shropshire Council	May 2025 Election Charges	£125.00
DD	Ocean Telecom	Phone services – E-SIM (08.12.25 – 31.01.26)	£27.67
Direct	Unity Trust	Bank Charges – 1.11.25-30.11.25 paid 31.12.25	£6.00
		Bank Charges – 1.12.25 – 31.12.25 to be paid 31.01.26	£6.00

- b) **To note income received.** Bank Interest paid 31.12.25 - £207.14. **NOTED.**
- c) **To approve the bank reconciliation up to and including 31.12.25. APPROVED.**
- d) **3rd Quarter Budget Report** – Consider as part of the 2025/26 budget. **NOTED.**
- e) **Internal Controls** – Review the Council’s system of Internal Controls and note that the accounts will now be given to Cllr Counsell to carry out a mid-year review and report back at the March meeting.
The Council’s System of Internal Control was Reviewed. Cllr Counsell to report back at the March meeting following the internal checks.

08.26

2026/27 Budget

- a) **General and Earmarked Reserves** - Consider the Clerk’s report in relation to earmarked reserves and the council’s general reserves policy.

The Clerk reported that the Parish Council’s General Reserve is estimated to be around £11,000 at the 2026 Year End, based on the anticipated year end financial position and following the VAT Refund for 25/26 which will be paid in April. This is around 8 months NRE and has increased since last Financial Year. The Parish Council’s Policy is to retain a General Reserve of around 12 months NRE (around £16,000). It was **RESOLVED** to accept the risk of holding a lower general reserve at this stage and that the Parish Council continue to include a contingency for increasing the General Reserve with an aim of getting it to 12 months NRE in 5 years. The proposed budget allocates £1000.00 to General Reserves (an increase of £200 on 25/26).

- b) **To consider the budget proposal presented under the following headings:**

- I. Income (Receipts)
- II. Staff Costs (Payments) and received proposal from the Chair and Vice Chair following a review of the Clerk’s Job Description and Appraisal
- III. Admin (Payments)
- IV. Parish Maintenance and Projects (Payments)

Item II Staffing Costs – The Chair and Vice Chair reported to Cllrs that an staffing appraisal has now been completed, along with a review of the job description to accurately reflect the duties and responsibilities. It was **AGREED** that there should be capacity within the budget to move the position to grade 22 (up from 19) from 1st April 2026.

Considered and **APPROVED** and **AGREED** under item c.
It was noted that the Tax Base in 2026/7 has reduced by 0.1%.

- c) **To agree the budget for 2026/27 and agree the parish precept**

The budget proposes a precept of £16,497.00 (17.4% increase on the precept which equates to a 17.53% increase on the Band D Council Tax Charge (£8.86 increase).

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It was **RESOLVED** to APPROVE the 2026/27 budget as follows:

(All figures are net (excluding vat))

It was **RESOLVED** to set an expenditure budget of: £17,178.00

It was **RESOLVED** to estimate income (excluding the precept) at: £681.00

Net Revenue Expenditure: £17178.00

Expenditure from Earmarked Reserves: £0.00

Expenditure from General reserves: £0.00

Addition to General Reserves: £1000.00

It was **RESOLVED** to set a parish precept of £16,497.00

Which equates to a 17.53% increase on a Band D property in the Parish (an increase of £8.86).

09.26

Annual review of council regulations and procedures

- a) Standing Orders
- b) Financial Regulations
- c) Code of Conduct
- d) Policies, procedures and practices in place in respect of the Parish Council's obligations under freedom of information and data protection legislation:
 - I. Publication Scheme
 - II. Privacy Policy
 - III. Document Retention Policy
 - IV. Personal Data Management Policy
 - V. Security Incident Response Policy
 - VI. Subject Access Policy
- e) Accounting Procedures Risk Assessment
- f) Parish Council Policies:
 - I. Complaints Policy
 - II. Health and Safety Policy
 - III. Risk Management Scheme, Risk Register and Asset Inspection Schedule
 - IV. Defibrillator Maintenance Policy
 - V. Dignity at Work Policy
 - VI. IT Policy

RESOLVED to approve all on bloc.

10.26

Asset Management / Parish Maintenance / Parish Matters

- a) Closed Churchyards
 - a. Receive a Headstone Report (Morton)
It was **NOTED** that the Memorial at Morton in question is that of Captain Charles Carnett Botfield but it is his parents grave where the cross has been laid flat. It was noted that this was done several years ago and not recently. **RESOLVED** to defer further discussions to the next meeting.

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- b. To note the Grounds Maintenance Contract for the Closed Churchyards ends 31st March 2026. Consider the Contract Specification for 2026 – 2031 before inviting companies to quote.

It was agreed that the new contract should be for a 3 year period (rather than 5) and that the contractor will need to report on the number of cuts completed and the dates completed when the invoice is issued.

RESOLVED to approve with these amends and the Clerk was asked to seek at least 3 quotes for consideration at the March Meeting.

It was **FURTHER RESOLVED** that the Clerk liaise with the current contractor regarding and early cut in March before the new contract is issued and the Clerk was delegated authority to approve the work as required (within the approved budget).

- b) **Llanyblodwel Red Phonebox** – Receive an update on the possible installation of a Defibrillator cabinet and Defibrillator, funded by Llanyblodwel Community Group. It was **NOTED** that having sought information from NALC, it has been confirmed that the Parish Council could not purchase the equipment on behalf of the Community Group. They would have to purchase it and pay for the VAT if ownership was to remain with them. There is the option to transfer ownership to the Parish Council if agreed or the Group could donate the money to the Parish Council and the Parish Council purchase the equipment and retain ownership, with the Community Group supporting with checks and replacement parts etc. It was **AGREED** that the Community explore options and present to the Council at a future meeting. It was **RESOLVED** that the PC would accept the donation to purchase a defibrillator to be housed in the phonebox and include it as a PC asset.
- c) **Shropshire's Nature Recovery Strategy** – Discuss (Cllr Cross). Bulb Planting options were discussed but no locations identified.
- d) **Parish Council Phone** – To note that they E-SIM is now active but that a new handset is required. Discuss options. The Clerk reported that the new E-SIM is working and the new number for the Council has been published. However, a handset is now required. It was **RESOLVED** that a handset be donated by Cllr Cross.
- e) **Streetlights** – Consider quote for electrical checks and condition survey. It was **RESOLVED that** The Parish Council approved the commissioning of electrical inspection and testing of its street lighting **columns, lanterns and brackets** in accordance with **BS 7671, Institute of Lighting Professionals (ILP) guidance**, and **local authority best practice**, in order to meet its duties under the **Electricity at Work Regulations 1989** and the **Health and Safety at Work etc. Act 1974**. The quotation submitted for the above testing was **approved**, and the Clerk was authorised to instruct the contractor and arrange the works.

11.26

Shropshire Council Devolution Pilot

Discuss information received from Shropshire Council.

The information was considered and **NOTED**. At present this is a pilot and more will transpire as the programme is rolled out further.

12.26

Community Consultation / Parish Plan Refresh

RESOLVED to defer to the March agenda and in the meantime Cllr Bell will create a proposal document to be considered at the next meeting.

13.26

Correspondence - To note and consider (where stated):

- a. SALC and NALC Newsletters and Bulletins.
- b. PPC Newsletters
- c. SALC – Training Schedule 2026

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- d. School Library Service (SLS) Expression of Interest
- e. Introducing Severn Trent's Community Flood Team
- f. Consultation details for Shropshire's Destination Management Plan
NOTED.

For consideration:

- a) Severn Valley Water Management Scheme – Consultation. **RESOLVED** to respond as individuals.

14.26

Next Meeting

To note that the date and time of the next meetings.

Thursday 19th March - 7.30pm

Thursday 21st May - 7.00pm – Annual Parish Meeting followed by the Annual Meeting of the Council.

Thursday 16th July - 7.30pm

Thursday 17th September - 7.30pm

Thursday 19th November - 7.30pm

NOTED.

The Chairman closed the meeting at 21.15