
MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD 20 MAY 2025

EATON CONSTANTINE VILLAGE HALL

Present: Councillors A Bain, S Dawes, S Jones, M Thorn, W Vernon and Shropshire
Councillor S Coleman

Clerk: Lisa Harris

In attendance: 2 members of the public were present

07.25 Election of Chairman

Councillor Thorn asked for nominations for Chairman.

It was proposed by Councillor Bain and seconded by Councillor Dawes and

Resolved (without opposition)

that Councillor Thorn be elected as Chairman for the ensuing municipal year.

08.25 Chairman to sign Declaration of Acceptance of Office

Councillor Thorn signed the Declaration of Acceptance of Office, witnessed by the Clerk.

09.25 Election of Vice-Chairman

Councillor Thorn asked for nominations for Vice-Chairman.

It was proposed by Councillor Thorn and seconded by Councillor Vernon and

Resolved (without opposition)

that Councillor Jones be elected as Vice-Chairman for the ensuing municipal year.

10.25 Vice-Chairman to sign Declaration of Acceptance of Office

Councillor Jones signed the Declaration of Acceptance of Office, witnessed by the Clerk.

11.25 Declaration of Acceptance of Office for all Councillors

Following the uncontested election, each of the five councillors signed a Declaration of Acceptance of Office, witnessed by the Clerk.

12.25 Appointment of representatives to external bodies:

- **SALC Shrewsbury Area Committee**

Councillor Thorn volunteered to be the Parish Council's representative on this committee.

- **Ironbridge Power Station Redevelopment Liaison Group**

Councillor Jones agreed to continue attending this group on behalf of the Parish Council.

13.25 Co-option into councillor vacancies following recent election

Applications had been received from Mr Malcolm Corrie and Mr Mark Budgen to fill the vacancies on the Parish Council following the election earlier in the month.

It was proposed by Councillor Bain and seconded by Councillor Thorn and

Resolved (without opposition)

to co-opt Mr Corrie and Mr Budgen on to Leighton & Eaton Constantine Parish Council.

Councillors Corrie and Budgen each signed a Declaration of Acceptance of Office and joined the other councillors at the table.

14.25 Apologies for Absence

None.

15.25 Disclosable Pecuniary Interests

- a) No disclosable pecuniary interests were declared.
- b) There were no applications for a dispensation regarding disclosable pecuniary interests

16.25 Public Participation Session - a period of 20 minutes will be set aside for the public to speak, with a strict 3-minute limit per speaker. Members of the public may speak on matters appearing on the agenda. However, if a matter does not appear on the agenda, a written request should be submitted to the Clerk no later than 2 working days before the meeting.

By this time there were no members of the public present.

17.25 To approve the Minutes of the Extraordinary Parish Council Meeting held on 29 April 2025

The minutes of the previous meetings had been circulated.

It was proposed by Councillor Jones and seconded by Councillor Budgen and

resolved (without opposition)

that the minutes of the Extraordinary Parish Council Meeting held on 29 April 2025 be accepted as a true record.

The minutes were signed accordingly.

18.25 Clerk's report on matters arising since the Parish Council Meeting on 18 March 2025

- Carried out extensive work preparing records and end of year accounts for the internal auditor and completing the AGAR.
- Updated website as necessary.
- Submitted objection to planning application 24/04831/FUL which can be viewed [here](#).
- Submitted objection to planning application 25/01270/FUL which can be viewed [here](#).
- Notified by Shropshire Council that although it had been previously announced that there would be no Environmental Maintenance Grant in 2025/26, this

decision had now been overturned, and the Parish Council was now eligible to apply for a match-funded grant. Grant application has been submitted well in advance of the submission deadline.

19.25 To receive report from Shropshire Councillor

Having already introduced herself during the Annual Parish Meeting, Councillor Coleman had nothing further to add other than to encourage parishioners to continue using FixMyStreet to report issues such as potholes. This is the most direct means of getting problems fixed but if the Clerk has any difficulty getting issues resolved, then Councillor Coleman is happy to be notified of the issues and will then attempt to escalate them with the relevant team at Shropshire Council.

20.25 To receive any relevant updates from parish councillors

- Councillor Jones advised that Ironbridge Power Station Redevelopment Liaison Group will be meeting again in June. Hoping to talk about the finer details of the Buildwas roundabout with a view to that starting to be built as soon as July. Once the roundabout works have been completed, the developers will be moving on to carrying out the traffic calming measures in Leighton.

21.25 To review and re-adopt Standing Orders

The Standing Orders had been circulated to the Councillors for review prior to the meeting.

It was agreed (without opposition) that the Standing Orders dated May 2025 be re-adopted by the Council and signed accordingly

23.25 To review and adopt Financial Regulations

The Financial Regulations had been circulated to the Councillors for review prior to the meeting.

It was agreed (without opposition) that the Financial Regulations dated May 2025 be adopted by the Council and signed accordingly.

24.25 To review and re-adopt Code of Conduct

The Code of Conduct had been circulated to the Councillors for review prior to the meeting.

It was agreed (without opposition) that the Code of Conduct dated May 2025 be re-adopted by the Council and signed accordingly.

25.25 To receive and review the Risk Management Schedule

The Risk Management Schedule had been circulated to the Councillors for review prior to the meeting.

It was agreed (without opposition) that the Risk Management Schedule dated May 2025 be re-adopted by the Council and signed accordingly.

To receive and review the Asset Register as at 31 March 2025

The Clerk presented the Asset Register as at 31 March 2025. No additional assets had been added during the year and the old laptop and printer used by the previous clerk were no longer fit for purpose so had been securely disposed of.

It was agreed (without opposition) to adopt the Asset Register as presented. The Asset Register was signed accordingly.

26.25 To appoint insurers for the period 01/06/25 – 31/05/26

As the amount being quoted by Gallagher was within budget and the cover offered by the policy had previously been assessed as meeting the requirements of the Parish Council

It was agreed (without opposition) to appoint Hiscox Insurance Company Ltd (through Gallagher) as insurers for the 12 months commencing 1 June 2025.

27.25 Annual Return for the year ended 31 March 2025

Council to receive, approve and sign (as appropriate) the following:

a) Final bank reconciliation and accounts 2024/25

Council approved the year end bank reconciliation as checked by the Internal Auditor. The final year end detailed accounts were approved.

b) Internal Audit Report 2024/25 (AGAR part 2 page 4)

Council considered the Internal Audit Report and noted that the Council's system of Internal Controls was operating effectively.

c) Certificate of Exemption 2024/25 (AGAR part 2 page 3)

Council confirmed that it meets the criteria for certifying itself as exempt from the full requirements for external audit. The RFO and the Chairman signed the Certificate of Exemption for submission to the external auditor.

d) Annual Governance Statement 2024/25 (AGAR part 2 page 5)

Council considered each internal control statement per The Governance Statement (1-9) and confirmed their agreement that each was met. The Clerk/RFO completed the Annual Governance Statement to this effect and the Chairman and Clerk/RFO signed the statement as approved.

e) Summary accounting statements (AGAR part 2 page 6)

It was **agreed (without opposition)** to confirm the accuracy of the accounting statements. The Chairman signed the summary accounting statements in the Annual Governance and Accountability Return as approved.

28.25 Current financial matters

a) Payments

Payee	Description	Amount
HMRC	PAYE on Clerk's salary April/May	£ 173.56
Miss L Harris	Clerk's net salary April & May	£ 682.70
DM Payroll Services	Payroll administration for 2025/26	£ 120.00
Under the Wrekin	Annual donation towards running costs	£ 200.00
Mrs K Symonds	Internal audit fee	£ 180.00
Miss L Harris	Clerk's expenses April & May	£ 61.50
Arthur J Gallagher	Annual Insurance Premium	£ 433.27
SALC	Affiliation fees 2025/26	£ 291.11
TOTAL		£ 2142.14

It was proposed by Councillor Thorn and seconded by Councillor Jones and **resolved (without opposition)**

that the above accounts be approved for payment.

b) Bank reconciliation to 13 May 2025

The bank was reconciled at £22,886.24, being the online banking balance. The bank reconciliation was agreed and signed accordingly.

29.25

Planning

1. Decisions to note

a. Ref: 25/00686/FUL

Address: 1 Upper Longwood Eaton Constantine Shrewsbury Shropshire SY5 6SB

Description: Erection of rear two storey extension and front single storey extension

Validated: 21 Feb 2025

Status: Withdrawn

Application can be viewed on Shropshire Council's Planning Portal, or by clicking [here](#)

b. Ref: 25/00801/FUL

Address: Wrekin View Eaton Constantine Shrewsbury Shropshire SY5 6RH

Description: Erection of a two storey side extension

Validated: 28 Feb 2025

Status: Refused

Application can be view on Shropshire Council's Planning Portal, or by clicking [here](#)

c. Ref: 25/00833/FUL

Address: 10 Rural Cottages Eaton Constantine Shrewsbury Shropshire SY5 6RH

Description: Proposed double storey side and rear extension

Validated: 12 Mar 2025

Status: Granted

Application can be view on Shropshire Council's Planning Portal, or by clicking [here](#)

2. Planning applications for consideration

None

30.25

Correspondence

- An additional planning application had been validated by Shropshire Council after the meeting agenda had been published and could therefore not be considered at this meeting. An extraordinary meeting will be called if it is felt that public opinion warrants the Parish Council to submit a comment of support/objection to Planning at Shropshire Council.
- Shropshire Council have received a formal application to record a footpath on the Definitive Map of Public Rights of Way within the Parish. The application concerns a track in Eaton Constantine near to the village hall and The School House. The Parish Councillors agreed that this matter should be put on the next meeting's agenda to give parishioners the opportunity to express their views and provide any local knowledge to support or oppose the claim.

ACTION: Clerk to put on July's agenda

31.25 Future agenda items

- To consider additional environmental maintenance work in Eaton Constantine in the vicinity of the church.

ACTION: Clerk to put on July's agenda

32.25 Date of next meeting

Tuesday 15 July 2025 at 7.00pm at Eaton Constantine Village Hall.

The Chairman thanked everybody for attending and the meeting closed at 8.19pm.

Signed by Chairman:

Date: 15 July 2025