



HODNET PARISH COUNCIL

MINUTES

Of the FULL PARISH COUNCIL meeting of Hodnet Parish Council held at the Lyon Hall, Hodnet on 23rd July 2026.

Present: Cllrs Sally Gallivan, Mark Gilbert, John Matthews, Richard Miller, John Parker, Lin Sherwin (Chair), Emma Spenser, Ross Underwood, Jayne Charman (clerk)

Members of the public: 1

- 26/97 Welcome, Apologies and reasons for Absence** – Apologies were received from Cllr Powell & Cllr Watts – Reasons accepted.
- 26/98 Appointments** – There is currently one councillor vacancy to be filled.
- 26/99 Declaration of Interests to be declared** – None declared.
- 26/100 Public Session** – No members of the public wished to speak in public session.
- 26/101 Minutes to be Approved** – The minutes from the full council meeting on 18th June 2026 were considered for approval. It was proposed by Cllr Gilbert, seconded by Cllr Matthews and RESOLVED to APPROVE the minutes which were then signed by the Chairman.
- 26/102 Reports**
- Clerks report – to note
 - Unitary Councillor Report - none
 - Reports from Councillors – none
- 26/108ii. Hodnet Recreation Ground – to consider acceptance of gift** - Councillors agreed to move item 26/108ii to this point in the meeting due to a representative of the Hodnet Preschool Playgroup being present. A letter was given to the parish council offering a gift of new play equipment for the fenced toddler play area. The LGA 1972 s139 gives the parish council the power to accept gifts. Councillors considered the offer and Cllr Gilbert proposed, Cllr Spenser seconded and all councillors agreed to ACCEPT the gift. It was agreed that the parish council would own the equipment and be responsible for its ongoing maintenance and insurance. The parish council then thanked the Hodnet Preschool Playgroup for their generous gift.
- 26/103 Finance**

a.) Payments to note against June bank statements

PAYEE	AMOUNT	METHOD	AUTHORITY
Pnet	£28.99	DD	LGA1972 s112
Scribe	£42.00	DD	LGA 1972 s111
O2	£15.28	DD	LG(FP)A 1963 S5

Staff salary (12/6)	£1014.18	BACS	LGA 1972 s112(2)
Play Safety ROSPA	£123.60	BACS	PHAAA 1907 s76(1)
Simba IT	£15.00	BACS	LGA 1972 s142
B Townson (int audit)	£150.00	BACS	LGA 1972 s111
Staff expenses to 17/6/26	£85.50	BACS	LGA 1972 s112
SSE Energy	£415.33	DD	PCA 1957 s112 (1)
Pnet	£28.99	DD	LGA 1972 s112
TOTAL	£1918.87		

b.) Receipts to note against June bank statements

RECEIPTS	AMOUNT
Interest to 30 th June – 2250	£0.00
Interest to 30 th June - 9243	£53.28
Hodnet Social Club	£62.50
TOTAL	£115.78

c.) Bank reconciliation – June – To Approve

Balance brought forward from year end 31 st March 2026	£73473.60
Add: Receipts to date	£48145.67
Less: Payments to date	£10634.10
Closing balance at 30 th June 2026	£110985.17
Bank balances as at 30th June 2026	
Current Account (6712)	£39434.28
Business Reserve Account (2250)	£0.00
CIL Deposit Account (9243)	£71550.89
Less unpresented cheques	£0.00
TOTAL	£110985.17

Councillors considered for approval the bank reconciliation up to 31st May 2026. It was proposed by Cllr Matthews, seconded by Cllr Gilbert and RESOLVED that the bank reconciliation up to 30th June 2026 be APPROVED.

d.) Payments for authorisation and Payment in July 2026

PAYEE	DESCRIPTION	AMOUNT
Staff Salary	Due 12/7/26	£1014.38
Staff Expenses	Travel/homeworking	£111.00
O2	Sim only contract (DD)	£15.28
SSE	Electric (streetlights) (DD)	£358.41
Scribe	Accounts Subscription (DD)	£42.00
Pnet	Broadband (DD)	£28.99
K&S Landscapes	Ground maintenance Rec Q2	£660.00
Highline Electrical Ltd	Annual inspection	£655.20
TOTAL		£2885.26

Councillors considered payments to be authorised in July 2026. It was proposed by Cllr Underwood, seconded by Cllr Spenser and RESOLVED to APPROVE payments to be made in July.

- e.) **Quarterly Budget Reports & Internal Checks** – The internal checks were carried out and the quarterly budget reports had been distributed prior to the meeting. Cllr Matthews proposed, and Cllr Gallivan seconded the reports be RECEIVED and APPROVED.

26/104 Planning Matters

a.) Planning – To discuss

i.) Application Reference: 26/02297/FUL

Address: The Garner House, Peplow, TF9 3JN

Proposed: Detached carport and workshop

Decision: Support with no comment

ii.) Application Reference: 26/02742/OHL

Address: Buildings, Websters Lane, Hodnet

Proposed: Upgrade existing single transformer pole to a H transformer pole & 2 stay wires

Decision: No comment

b.) Planning Decisions – For information

i.) Application Reference: 26/01709/FUL

Address: Crosslands, Drayton Rd, Wollerton, TF9 3LX

Proposed: Replacement of an existing garage with a single-storey annexe extension to support multi-generational living

Decision: Grant Permission

- 26/105 Consultation proposals** – The clerk explained that a developer wished to consult with Parish council prior to any application being made and that an informal meeting would be set up to facilitate this.

- 26/106 Policies for Discussion and Approval** – Policies were discussed and after some minor amendments to the Financial Regulations and Scheme of Delegation, the following policies were updated and reviewed.

- Code of Conduct, Standing orders, Financial Regulations, Protocol Clerk Councillor Relations, Lone Working Policy, Disciplinary Policy, Grievance Policy, Complaints Procedure, Vexatious Complaints Procedure, Model Publication Scheme, Information Available under the Model Publication Scheme, Communications Protocol, Media Policy, Scheme of delegation, Risk Management Scheme, Equality & Diversity Policy, Health & Safety Policy, Grant Awarding Policy & Application form, Hodnet Recreation Ground Usage Policy, Application for Recreation Ground event, Staffing committee Terms of Reference.

- 26/107 Staffing Committee** – The Chair of the staffing committee updated councillors that the Clerks appraisal had been completed successfully and that the clerk had been asked to complete a time sheet, update her job description and that pension schemes were being researched.

- 26/108 Hodnet Recreation Ground**

- i. Driveway – The clerk confirmed that the tarmacing of the Recreation Ground driveway would commence on 17th August and take approximately 6 days.
- ii. Play area – to consider acceptance of gift (discussed earlier in meeting)
- iii. Play area – fencing – Quotes for the new fencing of the play area were discussed and it was agreed the fence was to be 1.2m with two soft close gates. It was agreed the contractor, Ray Parry Playgrounds who are providing the new play equipment would also supply and install the new fence.
- iv. Play area – ROSPA report – Further to councillors visiting the recreation ground to go through the report in detail the clerk was given details of the repairs required which should be arranged at the same time as the installation of the play equipment. Councillors will arrange a working party to fix the minor issues.
- v. Meet your councillors – It was agreed that councillors would enquire about having a table at the Hodnet Extravaganza to allow parishioners to find out more about the parish council, meet with councillors and ask any questions/raise queries. The clerk will create some information for councillors to either hand out or refer to.

26/109 Hodnet Hub proposal - Agreed to defer discussion of proposal until the September meeting as the parishioner was not present.

26/110 Highways and Environmental

- VAS – The Clerk & Cllr Gilbert met with a representative from SWARCO to agree the locations of the poles for the VAS earlier in the day. The quote was presented to councillors and it was agreed to accept the quote for 2 solar VAS signs and installation of 5 poles with SWARCO project managing, including permits, permissions and drawings.
Cllr Spenser raised the idea of village gateways which will be investigated once VAS is in situ and we have further data on speeding at the various locations.
- Lostford signage complaint – Councillors discussed the flip sign complaint and agreed that the parish council is not responsible for the sign and agreed that any complaint should be directed to Shropshire Council. The parish council would be happy to support the idea of a similar sign being installed in Wood Lane if the parishioner requests this in his correspondence to Shropshire Council.
- The clerk notified councillors that the surface cleaning/maintenance issue at Old Auction Yard had still not been carried out by Shropshire Council despite many requests. The clerk has again escalated the issue.

26/111 Street Lighting

- The annual survey of lighting was emailed to councillors. The clerk noted that there were less issues with the LED lights and that she had requested further information from Highline regarding the condition report and replacement of lanterns and brackets.
- M9 was reported as being broken, however the clerk had already notified the contractor prior to the meeting.

26/112 Correspondence

- a. Hodnet hub proposal (via email) – deferred discussion
- b. Email re social club carpark & play equipment
- c. Emails re Lostford flip sign
- d. Email re parking around Hodnet Church – clerk to respond

- e. Highline Electrical Survey
- f. Notes from Shropshire Together Devolved Services meeting
- g. RAF Shawbury Drone Awareness Event
- h. Fraud & Scam bulletin
- i. Local Bus Retendering
- j. SALC Briefings

26/113

Parish Matters

- Cllr Miller notified the council that the WI had been successful in raising the money to purchase a defibrillator which would be installed at the Lyon Hall.
- Cllr Underwood passed on the thanks of the fire station after the parish council donated an AED to them for training.
- Cllr Underwood raised the issue of the footpath between Marchamley and Hodnet being overgrown requiring scraping back and overhanging trees being cut back. Clerk said the issue had been raised with Shropshire Council already, but she would try other contacts to get a response.

26/114

Items for future agendas

- Hodnet Hub proposal

There being no other business the meeting was closed at 9.35pm