

# Upton Magna Parish Council

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## Minutes of the Meeting of the Parish Council held on

Thursday 12<sup>th</sup> of March, 2026 at 7.30pm in the Memorial Hall

### 26/032 REGISTER OF ATTENDANCE and APOLOGIES FOR ABSENCE

**Present:** Councillors Gareth Thomas (chair), Michael Dawson, Jeana Bennion, David Carter, Andy Pillow.

**Apologies:** Councillors Ann Fowler, Bob Newton. Shropshire Councillor Mallon. Sundorne Castle Estate Manager Huw Williams.

**Parish Clerk:** Karen Smith-Wells.

**Attending:** PCSO Stuart Roberts.

### 26/033 DECLARATIONS OF INTEREST – None.

**26/034 PUBLIC SESSION** – PCSO Roberts gave the following information to Councillors: representatives hope to visit a meeting at least once a year, but are contactable in between visits; the main priority in the parish is speeding and there have been two speed related accidents recently. An officer will be monitoring speeds with the Truecam next week; they are aware of the homeless person sleeping in a car near Berwick Wharf. In PCSO's opinion, he poses no threat; there will be a 30 minute police surgery in the village hall car park on Tuesday, 14<sup>th</sup> of April, commencing at 12.30 and parishioners are encouraged to speak to the officers attending, about any concerns, **ACTION:** Clerk to add details to website; while they are trying to help with the school parking situation, in their opinion, very little will change until the new school car park is in place, and, even then, the problem may not be resolved completely; PCSO Lyn Birch has retired. PCSO Roberts was thanked for attending the meeting.

**26/035 MINUTES** – It was proposed (MD), seconded (AP) and resolved that the Chair should sign the minutes of the meeting held on the 12<sup>th</sup> of February, 2026, as a true and correct record of that meeting.

**26/036 REPORT FROM COUNCILLOR MALLON (SHROPSHIRE COUNCIL)** – report received (in his absence) and viewed by Councillors. **ACTION:** Clerk to place on the website.

### 26/037 REPORTS:

- a) **West Mercia Police** – Covered under minute 26/034 above.
- b) **SALC** – A meeting is scheduled for w/b 16<sup>th</sup> March.
- c) **Footpaths** – Although not in attendance, Councillor Newton sent word that the footpaths were beginning to dry out.
- d) **Village Hall** – Nothing to report.

### 26/038 PROGRESS REPORTS:

- a) **Street Lights** – Councillor Carter advised that strong winds had delayed the remedial work being carried out, as scheduled, but should be completed very soon. Councillor Carter also gave details of the misinformation that had led to the delay in fixing the streetlight. It was proposed (MD), seconded (AP) and resolved that, following the repair and subject to the light working satisfactorily, the invoice

currently on hold, be paid. **ACTION:** DC to negotiate a reduction in the invoice, due to an external timer not being needed.

- b) **Traffic and Parking Issues** - Prior to the meeting, Councillor Carter had circulated photographs of HGVs attempting to negotiate the village centre. It was agreed that this is an age-old problem with Sat Navs directing the HGV drivers to the village and the drivers then ignoring the road signs. It was agreed to monitor the situation. Councillor Bennion reported that the parking at school drop-off and collection times is getting worse, and some residents have received abuse when challenging inconsiderate parents. **ACTION:** Clerk to write to the school to say that this is now an unacceptable situation and that the Parish Council continues to support the provision of a car park as soon as possible. It was also agreed that the Clerk should write to Shropshire Council to express concern over the increase in pupil numbers that is exacerbating the parking problem, and suggest that the numbers do not increase until the car park is in place. **ACTION:** Clerk to write to Shropshire Council.
- c) **Shropshire Council Energy Scheme** – The Clerk advised Councillors that she is working at full capacity at the present time and, therefore, has been unable to address this. **ACTION:** Councillor Carter to pursue.
- d) **Village Assets and Grant Funding (“Beyond the Precept”)** – Councillor Carter had compiled a list of grant possibilities. It was agreed to continue to identify suitable grants.
- e) **War Memorial** – Councillor Carter had liaised with the owner of Porch House and they have no objections to the proposed location of the stone. He had also advised the PCC of this and they were unaware of the Parish Council’s ownership of the land. Councillor Carter had obtained quotations from a) a haulage company who will transport the stone from the quarry to the location; and b) Mr. Brooker for the installation of it. These have been forwarded to the quarry as they will meet these costs. It was agreed to submit the planning application to Shropshire Council, in accordance with the resolution at the last meeting, and recorded in minute 26/022(e). **ACTION:** Councillor Carter and Clerk to submit application.
- f) **GB Spring Clean** – Councillor Bennion reported that she had already signed up the Parish Council for this venture. It was agreed that she should submit “ball-park” figures for the number of volunteers expected, and the number of rubbish bags and litter pickers required. There was some concern over the number of purchased Parish Council litter pickers that had not been returned to the Council. It was further agreed that the event be posted on the parish Whatsapp group, asking for help.
- g) **Haughmond Hill Parking** – Shropshire Councillor Mallon’s report included information about a TRO being formalised, which will see the provision of double yellow lines on the road near the car park.
- h) **School Car Park** – Sundorne Castle Estate Manager, Huw Williams, had sent word that there is no update on the specification and engineering drawings at the present time, but he is continuing to pursue them.
- i) **Asset Inspection** – Councillor Carter reported that he had carried out the inspection.
- j) **Councillor Email Addresses** – Councillors discussed the suggestion that all Councillors and the Clerk adopt .gov email addresses for Parish Council use, including legal requirement and ease of use. It was agreed that, while Councillors appreciate dedicated email addresses may be useful, there is no funding available at the present time. However, it was agreed to monitor the situation.

## **26/039 FINANCE:**

- a) **Authorisation of payments and bank reconciliation** - It was proposed (GT), seconded (JB) and resolved that the following March payments be approved:

AMOUNT	PAYMENT DETAILS
£11.99	Hugofox – website
£319.48	Clerk’s February salary and expenses
£72.02	HMRC – PAYE
£6.00	Unity Bank charges
£57.55	Streetlight electricity
£149.00	Shropshire Council planning application

- b) **Unity Bank Access** – In place.
- c) **Unity Reserve Account** – The Clerk presented the completed application form for signing. **ACTION:** Clerk to submit to Unity Bank.
- d) **Internal Auditor** – It was proposed (AP), seconded (MD) and resolved that Mrs. L. Pardoe be appointed as the internal auditor for the 2025/26 accounts. **ACTION:** Clerk to arrange internal audit.

**26/040 PLANNING:**

- a) **25/01638/FUL Proposed Battery Energy Storage System (BESS)** – It was noted that an updated noise assessment was added to Shropshire Council’s planning register on 25<sup>th</sup> of February. Shropshire Councillor Mallon’s report stated “As well as the extension of the consultation period for this application, this month’s Northern Planning Committee meeting has been cancelled due to lack of applications that require the committee’s scrutiny”.
- b) **Other planning applications** – no new applications had been received since the last meeting.

**26/041 REVIEW OF POLICIES:**

- a) **Risk Assessment** – It was proposed (MD), seconded (DC) and resolved (with one abstention JB) that the Risk Assessment review carried out by Councillor Carter and the Clerk, be accepted and the updated policy be adopted. **ACTION:** Clerk to upload it to the website.
- b) **Next Policies to Review** – The Clerk had compiled a list of policies requiring reviewing, and it was noted that some had not been reviewed for some time. The Clerk advised that a number of them require comparison with the Nalc and Salc templates, and any updates made, prior to adoption. **ACTION:** Clerk to review those policies ready for adoption at future meetings. The Clerk also suggested that the next policy to be reviewed should be the Statement of Internal Control. **ACTION:** Clerk to review and present to the April meeting. In addition, Councillors were reminded to read the IT Policy in time for the April meeting. **ACTION:** all Councillors to read the draft IT Policy.

**26/042 GENERAL PARISH & HIGHWAY MATTERS:**

*Please note: Most highway and general repair matters are best reported using [fixmystreet.com](http://fixmystreet.com) as this will usually get the quickest results.*

- a) Shropshire Council has advised of road closures that will take place in the parish in March and May. The Clerk confirmed that she has uploaded the information to the website.
- b) Councillor Thomas advised that he has reported a number of sunken manholes to Shropshire Council, via FixmyStreet.
- c) Councillor Bennion reported that tractors have damaged the verge on the road to Withington.

- d) Councillors discussed a protruding concrete cap that has been put over a drain in a ditch near to the “leg of mutton” road, past the entrance to dQF. **ACTION:** Clerk to ask for advice from Huw Williams, the Sundorne Estate Manager.

**26/043 CORRESPONDENCE:** None.

**26/044 ITEMS FOR NEXT AGENDA** – Policies.

The meeting closed at 20.59.

Date of next meeting: 9<sup>th</sup> April, 2026 at 7.30pm.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**K.M Smith-Wells – Parish Clerk and Responsible Financial Officer to Upton Magna Parish Council**  
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