



Minutes of the Annual Parish Council Meeting held on Thursday 28th May 2026 at Moreton Say Village Hall, starting at 7:30PM.

Present: Councillors

Cllr J. Burslem, Cllr C. Dutton, Cllr J. James, Cllr P. Smith,
Cllr G. Turner, Cllr C. Wellon, Cllr M. Myles-Hook (Unitary
Councillor)

Clerk: Sarah Ralphs

Members of the Public: 1

1/26 To elect the Chairman of the Council and receive their signed Declaration of Office

RESOLVED: To elect Cllr G. Turner as Chair of the Council.

Cllr G. Turner signed his declaration of office.

2/26 To elect the Vice Chair of the Council and receive their signed Declaration of Office

RESOLVED: To elect Cllr C. Dutton as Vice Chair of the Council.

Cllr C. Dutton signed his declaration of office.

3/26 Public Session

A member of the public raised a query regarding the land along the A53 that has been earmarked for development. They asked whether this land would be transferred to Market Drayton Town Council and removed from the Moreton Say Parish boundary. The Chair advised that any such change would require a formal boundary review application, and no application has been submitted. The land therefore remains within the boundary of Moreton Say Parish.

4/26 Apologies

None.

5/26 Declaration of Disclosable Pecuniary or any other Interests or requests for Dispensations

The Clerk reminded the Council of the need to update any Disclosable Pecuniary interests via the Shropshire Council intranet.

None declared.

- 6/26 To approve and sign the Minutes of the Ordinary Parish Council Meeting held on Thursday 26th March 2026 and the Annual Parish Council Meeting held on Thursday 8th May 2025

RESOLVED: To accept and sign the Minutes of the Ordinary Parish Council Meeting held on Thursday 26th March 2026 and the Annual Parish Council Meeting held on Thursday 8th May 2025.

Chair signed the minutes.

- 7/26 To Agree Councillor appointments

I. Asset Owners:

ASSET	Inspector #1	Inspector #2	Inspector #3
Infrastructure	CD	CW	PS
Medical Equipment	SR	GT	JJ
Office Equipment	SR	GT	CD
Play Equipment	CW	PS	JB
Street Furniture	CD	JB	PS

RESOLVED: To accept ownership of assets as per the above table and report back on the condition of these assets at the next Parish Council Meeting on Thursday 23rd July 2026.

II. Banking Signatories:

RESOLVED: That Cllr C. Dutton, Cllr P. Smith, Cllr G. Turner, Cllr C. Wellon remain banking signatories.

III. Outside Bodies / Trustee Appointments

- a. **RESOLVED:** That Cllr J. James and Cllr P. Smith represent Moreton Say Parish Council as North Shropshire Area Committee representatives.
- b. Noted that the Market Drayton Community & Family Hub had been listed on the agenda in error instead of the Market Drayton and Rural Parishes Community Covenant. Previous resolution from 28th May 2026 to appoint Cllr J. James still stands.
- c. **RESOLVED:** That Cllr G. Turner be appointed as Moreton Say Millenium Green Trustee.
- d. **RESOLVED:** That Cllr C. Dutton be appointed as Moreton Say Village Hall Trustee.

The Clerk noted that previously the Millenium Green and Village Hall appointments had been logged as committees. As both of these are independent registered charities with their own committees, and as such are separate from the Parish Councils formal committee structure. Moving forwards they will be referred to as trustee appointments.

The Council considered whether there was a requirement to have a trustee on the board of governors for the local Moreton Say C of E Primary School, but declined to nominate anyone at this stage.

IV. Committees

- a. **RESOLVED:** To appoint Cllr J. Burslem, Cllr J. James and Cllr C. Wellon to the HR Committee.

The Clerk noted the need to arrange a formal probationary review and offer of formal contract confirming their appointment.

8/26 To Confirm Arrangements for FY2026/27

- I. The Clerk informed the Council of the requirement to undertake professional annual servicing of all defibrillator units in accordance with manufacturer guidance and best-practice expectations issued by the Medicines and Healthcare products Regulatory Agency (MHRA). The Council reviewed quotations for annual servicing and maintenance, as well as an alternative rental option.

RESOLVED: To accept the quote from Defib Machines Limited for the AED Service and Maintenance Package at a cost of £365 ex. VAT for 2 x AED's.

Clerks note: After the meeting, the Clerk reached out to the company to accept the quote and during this process queried what was meant by "Pad/battery management for you AED" listed as what was included in the quote. The supplier confirmed that this was simply notification of when they were due for renewal and that the price quoted above did not include the cost of any replacement parts.

As the Council made the decision based on the understanding that maintenance would include replacement parts, this will be brought back to consideration at the next Council meeting on Thursday 23rd July 2026.

- II. Electricity Supplier
The Council confirmed the continuance of their current energy supply via the Shared Energy Scheme at Shropshire Council at a cost of £573.08 plus VAT.
- III. Grounds Maintenance
The Council confirmed the continuance of their current Grounds Maintenance Contractor, Chris Jordan's Outdoor Maintenance and Gardening Services, at a cost of £45.00 per cut (no VAT) for the Millenium Green space and £25.00 per cut (no VAT) for the Old Bowling Green.
The Council confirmed receipt of a drafted SLA for the contractor and approved the chair to send this to them.
- IV. Insurance
The Council reviewed the quote from Zurich for Insurance at a total of £300.00, and approve this.

RESOLVED: To accept the quote from Zurich for £300.00 (inc. IPT £32.14).

- V. M365 Cloud Storage
The Council confirmed the continuance of the current M365 plan via Brosys at a cost of £18.26 pcm. Clerk also noted the one-time implementation fee of £196 (ex.VAT) will be due when the first payment for the subscription is taken.
- VI. Regular Direct Debit Payments
The Clerk noted the current regular Direct Debits: Unity Trust Bank, £7.00 per month and noted that as per the resolution at the last meeting regarding moving to a direct debit payment method for electricity, the direct debit mandate needed to be signed by 2 banking authorities before being sent off.

Cllr G. Turner and Cllr C. Wellon signed.

- VII. Section 137 Payments
The Clerk made the Council aware of current S137 allowance. Currently set at £11.60, and there are a total of 423 electors within Moreton Say. This equates to a maximum annual expenditure under this authority of £4,906.80.
- VIII. Streetlight Maintenance and Electrical Testing

The Council reviewed the quotes for Streetlight Maintenance and Electrical Testing from Eon. The Clerk advised that they were waiting on confirmation from E.On as to whether they conducted electrical testing when LED lamps were installed in 2021.

RESOLVED: To accept the quote from E.On at a cost of £231.35 (ex.VAT).

RESOLVED: To defer a vote on Electrical Testing until previous Electrical Testing Certificates can be located.

IX. Subscriptions & Affiliations

The Council noted the following subscriptions and affiliations: NALC £35.86 paid in April 2026, SALC £293.10 paid in April 2026, SLCC £85.00 paid in March 2026.

9/26 Re-Issue of Documents (circulated prior to meeting)

The Clerk told Councillors that should their Declaration of Interests have changed over the last financial year then they will need to submit a new form to Shropshire Council. The 'How To Guide' for how to complete this has already been circulated to Councillors outside of the meeting.

RESOLVED: To approve, adopt and sign the Civility & Respect Pledge.

RESOLVED: To approve adopt the Councillor Code of Conduct.

RESOLVED: All Councillors present to approve, adopt and sign the Statement of Assurance.

10/26 Policies (circulated prior to meeting)

The Council reviewed the Policy Schedule for FY26/27. All policies were circulated prior to meeting and reviewed by Councillors outside of the meeting.

RESOLVED: To approve and adopt Business & Finance Risk Assessment, Business & Finance Risk Register, Environmental Policy, Financial Regulations, IT Policy, Scheme of Delegation, Standing Orders, Use of Herbicides.

11/26 AGAR Document Sign-Off

- I. The Council reviewed the internal audit report and noted comments made about low General Reserves. The Council will aim to build-up reserves wherever possible over the next financial year to ensure 3 month's operating costs are always in reserve.
- II. The Council reviewed and signed the Annual Governance Statement (Section 1 of the Annual Governance and Accountability Return 2025/26)

RESOLVED: To accept and sign Section 1 of the Annual Governance and Accountability Return 2025/26.

- III. The Council reviewed and signed the Accounting Statements (Section 2 of the Annual Governance and Accountability Return 2025/26)

The Council noted that as total receipts for the year was under the £25,000.00 threshold, they are exempt from External Audit and signed the Certificate of Exemption.

RESOLVED: To accept and sign Section 2 of the Annual Governance and Accountability Return 2025/26

RESOLVED: To declare Moreton Say Parish Council as exempt from External Audit for 2025/26.

12/26 Reports

- I. Councillors
- II. Unitary Councillor
- III. Clerk

The Clerk notified the Council that the old .org.uk domain is no longer live. The Clerk also advised the Council that due to non-attendance, Cllr A. Wickett ceases to be a member of the authority under Section 85 of the Local Government Act 1972 due to failure to attend meetings for six consecutive months. A casual vacancy will be advertised from 29th May 2026.

13/26 Parish Matters

- I. Grass Triangle
The Council reviewed the proposal to be submitted outside of the meeting and confirmed that the Clerk should send this.

14/26 Tennis Court Survey Results

The Clerk reported that five responses had been received, with all respondents expressing a preference for the area to remain available for community recreation.

The Clerk further advised that Shropshire Council had confirmed there are no Tree Preservation Orders (TPOs) recorded for the trees in question. However, the churchwardens at St Margaret's Church believe that TPOs may exist, although no documentation has been located to support this.

The Clerk will re-engage with the Planning Services – Tree Team at Shropshire Council to request a further check of their records. Once the TPO position is confirmed, the Council will consider next steps regarding the future use of the Tennis Courts.

15/26 Finance

- I. The Council noted and accepted the Year-End financial position for FY2025/26.
- II. The Council confirmed that CIL is a restricted reserve and should not be used for any purpose other than CIL projects.
- III. The Council noted the £155.10 CIL shortfall identified in the financial report and agreed to move £155.10 from the excess Precept funds for FY2026/27. The Clerk notes that after the meeting an additional £353.33 had also been spent from CIL funds, making a total of £508.43 necessary for transfer to balance CIL back to £28,660.26. The Clerk will complete this using delegated authority and report this to the Council at the next full Council meeting.
RESOLVED: To repay £155.10 to CIL fund from the excess Precept funds for FY2026/27.
- IV. The Council noted the correction of Working from Home Allowance for the Locum Clerk totalling £104.00 which should have been paid in FY2025/26.
- V. **RESOLVED: That the remaining £1,383.90 in excess Precept for FY2026/27 be allocated to the General Reserve.**
- VI. **RESOLVED: To open an additional savings account to ensure CIL funds can be split from the General Reserve.**

- VII. The Clerk notified the Council that for FY2025/26, grants to the community made up a total of 40% of the precept and were overbudget by £3,738.47. The Council noted the disproportionate level of grant expenditure relative to the precept.
RESOLVED: That grant expenditure must remain within the approved budget unless an alternative funding source is formally identified and approved.
- VIII. The Council noted and confirmed that all expenditure should be considered against available budget and reserves, and any overspend must include a defined funding source.
- IX. The Council noted that all future precept calculations will be based on the approved budget, taking into account anticipated income and required reserve levels, including planned contributions to general reserves.
- X. **RESOLVED: That any difference between the precept received and the approved budget will be allocated to general reserves unless otherwise formally resolved, and that this allocation will be clearly identified within financial reports.**
- XI. Balances and Reconciliations – noted:

Mar-26	
Bank Account:	Current T1
Reconciliation as at:	31/03/2026
TOTAL NET BANK BALANCE at 31/03/2026	£353.33
The total net balances reconcile to the Cash Book (receipts and payments) as follows:	
Opening balance 01/04/2026:	1,352.76
Total receipts:	0.00
Total payments:	-1,841.05
Transfers IN:	0.00
Transfers OUT:	0.00
Closing balance per cash book as at 31/03/2026 (must equal net bank balances above)	£353.33

Mar-26	
Bank Account:	Instant Access
Reconciliation as at:	31/03/2026
TOTAL NET BANK BALANCE at 31/03/2026	£28,151.83
The total net balances reconcile to the Cash Book (receipts and payments) as follows:	
Opening balance 01/04/2026:	21,000.00
Total receipts:	151.83
Total payments:	0.00
Transfers IN:	0.00
Transfers OUT:	0.00
Closing balance per cash book as at 31/03/2026 (must equal net bank balances above)	£28,151.83

Apr-26	
Bank Account:	Current T1
Reconciliation as at:	30/04/2026
TOTAL NET BANK BALANCE at 30/04/2026	£13,858.07
The total net balances reconcile to the Cash Book (receipts and payments) as follows:	
Opening balance 01/04/2026:	353.33
Total receipts:	14,676.33
Total payments:	-818.26
Transfers IN:	0.00
Transfers OUT:	0.00
Closing balance per cash book as at 30/04/2026 (must equal net bank balances above)	£13,858.07

Apr-26	
Bank Account:	Instant Access
Reconciliation as at:	30/04/2026
TOTAL NET BANK BALANCE at 30/04/2026	£28,151.83
The total net balances reconcile to the Cash Book (receipts and payments) as follows:	
Opening balance 01/04/2026:	28,151.83
Total receipts:	0.00
Total payments:	0.00
Transfers IN:	0.00
Transfers OUT:	0.00
Closing balance per cash book as at 30/04/2026 (must equal net bank balances above)	£28,151.83

RESOLVED: To accept and sign the bank reconciliations.

Cllr J. Burslem and Cllr C. Wellon signed the bank reconciliations.

XII. Payments received Outside of Meeting – noted:

Paid Date	Payee	Details	Amount	Authority
23/04/2026	Shropshire Council	Precept FY26/27	£14,323.00	Local Government Finance Act 1992 s.41
01/05/2026	HMRC VTR	VAT Return for 15/05/25-31/03/26	£358.11	VAT Act 1994 s.33

XIII. Outstanding Payments – noted:

Paid Date	Recipient	Details	Amount	Authority
-----------	-----------	---------	--------	-----------

28/05/2026	Clerk	Wages + WFH Allowance (May 26)	-£352.30	Local Government Act 1972 s.112
28/05/2026	Clerk	Expenses (Ink)	-£15.49	Local Government Act 1972 s.111

X. Payments Approved Outside of Meeting – Noted:

Paid Date	Recipient	Details	Amount	Authority
29/04/2026	SALC	Affiliation fees FY26/27	-£328.96	Local Government Act 1972 s.143
30/04/2026	Locum Clerk	Re-calculated WFH Allowance FY25/26	-£104.00	Local Government Act 1972 s.112
30/04/2026	Clerk	Wages	-£326.30	Local Government Act 1972 s.112
30/04/2026	Clerk	WFH Allowance (Mar + Apr 26)	-£52.00	Local Government Act 1972 s.112
30/04/2026	Unity Trust Bank	Service Charge (Apr 26)	-£7.00	Local Government Act 1972 ss.111, 151

RESOLVED: That the Council accepts and notes all payments received, outstanding payments, and payments made outside the meeting, and agrees to pay the outstanding amounts.

16/26 Planning

The Council noted the below applications:

Reference	Address	Proposal	Status
26/00843/OUT	Land North A53 Shrewsbury Road Market Drayton Shropshire	Outline planning application for up to 270 dwellings (including affordable housing), structural planting and landscaping, informal public open space and children's play area, surface water flood mitigation, vehicular access point and associated highways improvement works (all matters reserved except for main vehicular access)	Pending Consideration
26/01171/OHL	Moreton Hall Farm Moreton Say Market Drayton Shropshire TF9 3RS	Installing 2 x stay wires on existing pole, upgrade existing pole mounted transformer, upgrade existing pole and installing 2 x stay wires, upgrading existing pole and reconnecting existing over sail to pole 85MYT56	No Objection OHL/Circular Notification

The Council was made aware of an alleged breach of planning control in relation to the disposal of commercial waste materials on to agricultural land on land adjacent To Moorside Farm, 1 Smythemoor, Market Drayton, Shropshire, TF9 3PP.

Cllr M. Myles-Hook will log this issue with Planning at Shropshire Council.

17/26 Highways

- I. The Council noted that works had been completed on the larger pot-holes along The Drumble, but that smaller pot-holes were still there. The Council will continue to report this via Fix My Street.
- II. The Council noted that works had been completed on patching cracks along Smythemoor but that a long-term fix needed to be considered. Cllr M. Myles-Hook will continue to pursue this with Shropshire Highways.

The Council also noted a public right of way breach on land adjacent to Moorside Farm, 1 Smythmoor, Market Drayton, Shropshire, TF9 3PP.

Cllr M. Myles-Hook will log this issue with the Rights of Way Team at Shropshire Council.

18/26 Next Meeting

The Council agreed to the FY26/27 meeting schedule, set as follows:

1. Thursday 23rd July 2026, 7:30pm
2. Thursday 24th September 2026, 7:30pm
3. Thursday 26th November 2026, 7:30pm
4. Thursday 28th January 2027, 7:30pm
5. Thursday 25th March 2027, 7:30pm.

9:27pm Meeting Closed.