

Munslow Parish Council



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Draft Minutes of the Meeting of Munslow Parish Council, on 3rd June 2026

Present: Cllrs Stuart Rowbotham (Chair), Richard Arnold, Nigel Dobson, Val Fotheringham, Sara Kelby, Ed Povey, Chris Meeson, Graham Williams. **In Attendance:** Heather Coonick (Clerk/RFO).

- 26/065** **Receive and Accept Apologies for Absence:** Cllr Colin Stanford (Shropshire Council).
- 26/066** **Declarations of Interest:** There were no declarations of interest.
- 26/067** **Public Forum:** There was one member of the public in attendance.
- 26/068** **Approval of the Minutes of the Annual Parish and Annul Parish Council meetings held on 6th May 2026:**
RESOLVED: to accept the minutes as an accurate record and they were signed by the chair.
- 26/069** **Update on Council Vacancy and Consider Co-option Candidate:** Mr Liam Bell had attended the meeting to be considered for co-option. Councillors were able to ask him questions about his local involvement and interests.
RESOLVED: to co-opt Mr Bell who then immediately joined the council and signed an Acceptance of Office form
- 26/070** **Reports**
- a. Shropshire Council – Cllr Stanford had sent a report: a full report will be published in the Corvedale News. In addition he reports that Tanya Miles has been appointed as the new Chief Executive Officer of Shropshire Council. Highways are doing more repairs now that the weather has improved. He also reported on a meeting with Graham Donaldson, Rural and Business Crime Officer who was reminded about the hazardous and noisy motorcyclists using the B4368 at weekends. Mr Donaldson will escalate this matter but he did explain how difficult it was for the police to tackle this issue. Mr Donaldson also updated the meeting on the extent that residents and local police are tracking and recovering agricultural and rural business equipment despite the recent increase in rural criminal activity. One organised gang had been arrested and sentence but have recently been released early.
 - b. Munslow Village Hall – Cllr Dobson had nothing to report.
 - c. South Shropshire Area Committee – Cllr Meeson had not been able to attend the meeting as no venue was provided on the agenda.
 - d. Nature Recovery Project – Cllr Kelby reported that a Nature Walk is planned with a walk through the estate with a bug expert followed by afternoon tea at Munslow Village Hall. There is a Citizens Science event in August and Nature Box Building session on October 10th at the hall.
- 26/071** **Review Policies and Procedures**
- a. Bio-diversity Policy – deferred to the next meeting.
 - b. Complaints Policy and Procedure
 - c. Freedom of Information Publication Scheme
RESOLVED: to adopt the Complaints Policy and Procedure and Freedom of Information Publication Scheme.
- 26/072** **Highways**
- a. Consider Writing to Shropshire Council Regarding the Lack of and Inconsistency of Diversion Signs For the Closure of the B4368 at Aston Munslow
RESOLVED: to write to Shropshire Council Highways to inform them that the signage during the recent closure of the B4368 had been confusing and on some roads lacking altogether. To request that in the event of future closures the council indicates where the closure is on the signage and checks that signs are still in place frequently during the closure.
 - b. Review the Environmental Maintenance Contract: councillors considered the contract, the present contractor and hourly rate.
RESOLVED: to renew the present contact at the present hourly rate with the next review in June 2027

- c. Agree New Tasks for the Environmental Maintenance Contractor – to clear weed from the brook in Munslow to prevent flooding.

26/073

Aston Munslow Car Park

- a. Consider Requesting Recompense from National Grid for the Damage to Aston Munslow Car Park
RESOLVED: Cllr Fotheringham will discuss repairs with the contractors.
- b. Consider Usage by Residents and Patrons of The Swan: the Community Car Park in Aston Munslow is for use by anyone as the land is not owned by anyone. Munslow Parish Council have previously lodged a request with the Land Registry that they will be informed if anybody attempts to register the land.

26/074

Finance

- a. Review and Note the Internal Auditors Report – Noted
RESOLVED: to fulfil the following recommendations: i. compare projected to actual income as part of budget monitoring ii. to use a receipt book signed by the chair, clerk and verifying councillor for any cash received. iii. publish an accessibility statement and review annually and accessibility test the website at least annually and retain testing records. iv. complete annual data audits. v. arrange data protection training for councillors
- b. Review and Sign the Annual Governance Statement
RESOLVED: to sign the Annual Governance Statement
- c. Consider, Approve and Sign the Annual Accounting Statement
RESOLVED: to sign the Annual Accounting Statement
- d. Authorise and Sign the Certificate of Exemption
RESOLVED: to sign the Certificate of Exemption
- e. Set the dates for the Notice of Public Rights
RESOLVED: that the dates of Public Rights are 22nd June – 31st July 2026.
- f. Authorise Payments
 - i. D Lewis (Environmental Maintenance) Inv 1007 £85.00
 - ii. H Coonick and HMRC (Clerk) Salary for April-June £869.37
 - iii. H Coonick (Clerk) Travel Expenses 18th Feb – 25th May 26 £54.00
 - iv. Caring For Gods Acre £45
 - v. Rebecca Turner (Internal Auditor) £125.91
 - vi. Huws Grey (Nature Recovery Project materials) £271.31**RESOLVED:** to make the above payments

26/075

Consider the Review of the Local Plan: there will be a consultation available for consideration at the next meeting.

26/076

Consider Management of the Parish Council Facebook Page

RESOLVED: to state on the Facebook page that it is not monitored regularly

26/077

Decide on Clearing the Layby in Munslow

RESOLVED: to clear and make good the layby in Munslow.

26/078

Update on Repairs/Replacement of Notice Boards: Deferred to the next meeting.

26/079

Reduce the number of Meetings and Set the Dates for the Meetings for 2026-2027

RESOLVED: that meetings will be held at 7.30pm on Wednesdays 1st July 2026, 2nd September 2026, 4th November 2026, 2nd December 2026, 3rd February 2027, 3rd March 2027 and 5th May 2027 for the Annual Parish and Annual Parish Council meetings. There will be no meetings in August, October, January or April unless a matter of concern has been raised.

26/080

Items for the Next Meeting at 7.30pm, Wednesday 1st July 2026 at Munslow Village Hall

- a. Bio-diversity Policy Review
- b. Local plan consultation
- c. Update on Repairs/Replacement of Notice Boards

Signed:

(Chair)

Date: