

BONINGALE PARISH COUNCIL

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ANNUAL COUNCIL MEETING – 4th June 2025

Minutes of the Annual Council Meeting held at The Old School Room, Boningale commencing at 7:00PM

Present: Councillors A. Gilson, C. Keeton (Vice-Chairman), V. Haines and D. Slatcher (Chairman)

Also Present: Mrs K. Eshelby (Clerk/RFO), Councillor E. Barker (County Councillor Representative), Mr M. Ward (Outgoing Clerk)

25/06.01 **Election of Chairman**

Nominations to elect the Chairman of the Parish Council for 2025/2026 were requested. Councillor D Slatcher was proposed by Councillor C Keeton and seconded by Councillor V Haines. No other nominations were made. It was Resolved that Councillor D Slatcher is the Chairman for the forthcoming year 4th June 2025 to May 2026.

25/06.02 **Chairman's Declaration of Acceptance of Office**

The Chairman signed the Declaration of Office.

25/06.03 **Declaration of Acceptance of Office for Councillors**

Councillors confirmed all their declarations were made in the presence of the Proper Officer on 14th May 2025 at its Annual Parish Meeting.

25/06.04 **Election of Vice-Chairman**

Nominations to elect the Vice - Chairman of the Parish Council for 2025/2026 were requested. Councillor C Keeton was proposed by Councillor A Gilson and seconded by Councillor V Haines. No other nominations were made. It was Resolved that Councillor C Keeton is the Vice-Chairman for the forthcoming year 4th June 2025 to May 2026.

25/06.05 **Vice - Chairman Declaration of Acceptance of Office**

The Vice-Chairman signed the Declaration of Office.

25/06.06 **Co-Option**

There were no applications for the vacancy, therefore the councillors Resolved to re-advertise the position with a closing date of 31st July 2025. The advertisement will be posted on the noticeboard and the Parish Council website.

25/06.07 **Apologies**

There were no apologies.

25/06.08 **Declaration of Interest**

As per the register of interests.

- 25/06.09 **Public Session**
There were no members of the public present.
- 25/06.10 **Minutes**
To confirm the following minutes of the Council:
i. Full Council Meeting held on 13th March 2025
 It was Resolved that the minutes be approved and signed by the Chairman as a true and accurate record.
ii. Annual Parish Meeting held on 14th May 2025
iii. It was Resolved that the minutes be approved and signed by the Chairman as a true and accurate record.
- 25/06.11 **Matters Arising from Minutes**
There were no matters arising regarding the minutes above.
- 25/06.12 **Policies and Procedures**
Each councillor received a copy of the below policies for this council to review. It was Resolved to adopt each of these policies and have them put on the Councils website.
i. Financial Regulations
ii. Standing Orders
iii. Code of Conduct
iv. Publication Scheme
- 25/06.13 **Meetings 2025/2026**
Councillors agreed to the following dates for Council meetings for 2025/2026:
18th September 2025, 17th December 2025, 25th March 2026, 20th May 2026. They shall take place at The Old School Room, Boningale, commencing at 7:00PM.
- 25/06.14 **Annual Subscriptions**
It was Resolved to continue the following subscription.
i. Shropshire Association of Local Councils
- 25/06.15 **Representatives on Outside Bodies**
It was Resolved to appoint the following members as representatives to the outside bodies as follows:
i. Shropshire Association of Local Councils – Councillors D. Slatcher and V. Haines.
- 25/06.16 **Financial Reports**
i. There were no payments to be approved. The Clerk stated she still has no access to the bank, nor has she seen the accounts as they are still with the Outgoing Clerk ready to go to the internal auditor.
ii. Each Councillor received the Month End Statement of Accounts as of May 2025 to review. It was accepted as a true and accurate record. It was signed by the Outgoing Clerk and Chairman.

25/06.17

Annual Governance and Accountability 2024/25

The Chairman requested that the Outgoing Clerk handle this agenda item as he prepared the accounts and Annual Return for the year 2024/2025. It was agreed that he would proceed with the item.

The Council would not be subject to an external audit as it qualifies for exemption with the income and expenditure not exceeding £25,000. Therefore, the council declared itself as exempt, with the Chairman signing the certificate of exemption. This will be posted to the external auditors, and a copy will be put on the council's website.

The Outgoing Clerk informed the council there was no internal audit report due to issues with receiving the audit forms and not having the latest Bank statement. He informed councillors that he would be taking the documents to the auditor week beginning 9th June and will hand over all the documents to the new Clerk on its completion.

It was agreed that the Notice of Electors' Rights will be published on the website with the dates for review from 1st July – 11th August 2025.

The Council considered and completed the Annual Governance Statement, section 1 of the AGAR, and was signed by the Chairman.

The Statement of Accounts, section 2 of the AGAR, was confirmed by council and signed by the Chairman.

The Outgoing Clerk, Michael, informed Councillors and the new Clerk that he would take the accounts to the Internal Auditor as his last duty and then hand everything over to the new Clerk on completion. Councillors thanked him for all his hard work and agreed to pay him £100 for his last month's work as outgoing Clerk. He then left the meeting.

25/06.18

Bank Signatories

Prior to the meeting, councillors filled out Bank Mandates to remove previous signatories (ex-councillors and the Outgoing Clerk) from the mandate and add Councillor V Haines, and the new Clerk, K Eshelby, as authorised signatories. K Eshelby will be the Responsible Administrator.

Councillors agreed to move away from cheque payments and go to online banking in line with its Financial Regulations.

25/06.19

Grant Application

Councillors considered a grant application from St Chads Church for £600.

It was Resolved to refuse the grant on the basis that grant funding would be prioritised for smaller organisations with little funding, and towards the support of AVAG (Albrighton Village Action Group) regarding Boningale Homes Application.

25/06.20

Community Engagement

Councillors want residents to be more involved in the area and to be kept up to date with parish activities but raised concerns that the Parish Council isn't present enough in the community.

Councillors discussed ways to promote the Parish Council and its website.

It was Resolved that a mail drop would be completed by councillors to every residence in Boningale with a "Boningale Poster" produced by the Clerk prior to the meeting highlighting the website and co-option vacancy amongst other Parish related information.

Councillors agreed to the Clerk setting up a Boningale Social Media page in the hopes that it will promote the council and have a wider reach to residents.

25/06.21

Pepperhill Solar Farm (PSF)

Councillor Gilson gave the following update to members:

1. Regards to the blockage of public right of way due to the hedge, PSF have agreed to move the hedge in October/November to a more convenient place to provide screening but block the view of the solar panels.
2. Bridleway – Suggestions were made that PSF upgrade the permissive footpath to a bridleway. This has been agreed to on a provisional basis and a response will be received back from PSF once insurance and other issues have been discussed and considered.
3. Funding – Councillors discussed the Community Benefit Agreement (CBM) provided from PSF showing the various options available to the Parish Council.
It was Resolved that the Parish Council accept the lump sum of £58,800 as a one-off fixed payment to be received on completion.
The Parish will manage the benefit on behalf of the community. Councillors discussed what this money can be used for to benefit the community and agreed to further discuss the financial package and options of the payment at the next council meeting.

25/06.22

Highways

Councillors were informed that the paths were due to be completed at the end of June on Woodhouse Lane to Albrighton. It was agreed that Brian Hickson is to be chased for an update. The area outside the phone box is in progress.

25/06.23

Planning Applications

No planning applications were received.

25/06.24

Agenda Items for the next Council Meeting

Councillors were asked if they had any items for discussion which they would like to be included on the agenda for the next council meeting:

- Pepperhill Solar Farm – Community Benefit Agreement
- Co-option Advertisement
- Community Engagement

25/06.25

Date of Next Meeting

Councillors were informed that the date of the next meeting is Thursday 18th September 2026, to be held at The Old School Room, Boningale, commencing at 7:00PM.

25/06.26

Appointment of New Clerk

The Chairman officially informed Councillors of the appointment of the new Clerk, Mrs Katie Eshelby, to Boningale Parish Council.

As per Section 26.a of the Standing Orders, it was Resolved to suspend Stand Order 3.x in order to extend the meeting beyond 2.5 hours to discuss agenda item 25/06.27.

25/06.27

Exclusion of Press and Public

In accordance with section 1(2) of the Public Bodies (admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the business to be transacted:

- i. Councillors discussed and approved the new Clerks Contract of Employment and Resolved to set her salary at SCP7 as per the National Agreement on Pay and Conditions of Service of the National Joint Council (“the NJC”) for Local Government Services (“the Green Book”).
The Clerks hours will be 12 hours per month and will be reviewed in 6 months’ time.
- ii. Councillors approved access to HMRC RTI Basic Tools

The meeting closed at **9:00PM**

These minutes are considered as a draft from until they are signed at the next council meeting.

Signed:

Date:

DRAFT