

St Martins Parish Council

Clerk to the Parish Council

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2nd May 2025

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To: All Members of St Martins Parish Council.
(Other circulation for information only)

Dear Sir/Madam

Councillors are hereby summoned to attend an **ANNUAL MEETING OF THE ST MARTINS PARISH COUNCIL** to be held in St Martins Village Hall commencing at **7.00 P.M.** on **THURSDAY 8th MAY 2025** for the purpose of transacting the following business.

Edward Davies
Clerk to the Parish Council

IMPORTANT please do not attend this meeting if you have any symptoms of Coronavirus, have been in contact with anyone displaying symptoms or have been told to self-isolate.

Before the start of the meeting the Vice-Chairman, Cllr Sue Schofield will present the Unsung Hero Award.

A G E N D A

- 089/05/25.C To elect a Chairman of the Council for the ensuring municipal year.**
(The Chairman will then make the Declaration of Acceptance of Office).
- 090/05/25.C To appoint a Vice-Chairman of the Council for the ensuring municipal year.**
(The Vice-Chairman will then make the Declaration of Acceptance of Office).
- 091/05/25.C To elect a Chairman of the Finance Committee for the ensuring municipal year.**
(The Chairman will then make the Declaration of Acceptance of Office).
- 092/05/25.C Apologies for absence.**
- To receive** from Members any apologies and approve reasons for absence.
- 093/05/25.C Declarations of interest and dispensations**
- a) To receive** any Declarations of any disclosable pecuniary interest in a matter to be discussed at the meeting and which is not included in the register of interests.
 - b) To consider** any applications for dispensation.
 - c) To receive** any Declaration of any other interests in the agenda items.

To receive a report from the Parish Clerk on Shropshire Council's changes to the way we report and record Disclosable Pecuniary Interests (DPI) and Other Registrable Interests (ORI).

094/05/25.C Parish Council Casual Vacancies

To note the process for filling the seven vacancies on the parish council.

095/05/25.C Appointment of Committees 2025/2026

095/05/01/25.C Executive Committee (6)
(Chairman, Vice Chairman, + 4)

095/05/02/25.C Finance Committee (6)

095/05/03/25.C Recreation Services Committee (6)
(Chairman, Vice Chairman, + 4)

095/05/04/25.C Planning Committee

All members of the Parish Council.

095/05/05/25.C Grievance Panel Committee (4)
(Vice Chairman + 3)

095/05/06/25.C Disciplinary Committee (4)
(Chairman + 3)

095/05/07/25.C Street Lighting Committee (4 + 1)
(Plus 1 being Chairman of Finance Committee).

095/05/08/25.C P3 Footpath Committee *(to include co-opted members of the parish as required).*

095/05/09/25.C Allotments Committee (New) 3
(Parish Clerk plus 1 Cllr and 1 co-opted allotment holder)

096/05/25.C Appointment of Representatives to Outside Bodies and Organisations 2025/2026

096/05/01/25.C Area Committee SALC (2)

096/05/02/25.C Local Joint Committee LJC (1 + reserve)

097/05/25.C Minutes

To confirm and adopt the minutes of the Council meeting held on the 10th of April 2025 (previously circulated).

098/05/25.C Urgent Items

At the discretion of the Chairman, **to consider** any urgent items that relate to financial, health and safety issues or issues that require immediate attention and not included in this agenda.

099/05/25.C Public Session

At the discretion of the Chairman, a period of 15 minutes will be set aside for residents of St Martins Parish, who have given prior notice to the Parish Clerk, may ask questions of the Council concerning matters on the agenda. Attendance will be limited so residents might wish to raise any issues with any of the parish Cllr's.

100/05/25.C Parish Clerk's Report

To receive a report from the parish clerk on matters raised at the last meeting and any issues raised by Cllr's since that meeting.

101/05/25.C Police Report (To be considered at approx. 7.30 pm)

To raise any questions on policing matters. Latest report (April) has been circulated.

102/05/25.C Highway Issues

To receive an update on highway issues raised at the last meeting and on ones raised by Cllr's since the last meeting, including the reinstatement of a seat at the bottom of Moors Bank.

103/05/25.C Street Lighting

To receive a report on any outstanding issues.

104/05/25.C Financial Matters

To consider any accounts for payment.

105/05/25.C Audit of Accounts

105/05/1/25.C Internal Audit

To note the comments from the Internal Auditor and any actions required. (Report previously circulated)

105/05/2/25.C Annual Governance Statement & Accounting Statements

To approve the Annual Governance Statement (Section 1 of the Annual Return) and the Accounting Statements (Section 2 of the Annual Return) for the financial year ending 31st March 2025. (Report previously circulated)

106/05/25.C Allotments

To receive a report following a decision by the parish council at its last meeting to request information on several outstanding issues from the Chairman, Treasurer and Secretary of the now defunct St Martins Allotments Association. (Report previously circulated). Appendix A.

107/05/25.C Planning

To consider any new planning applications received since the last meeting.

There are none.

Schedule of additional planning applications

To comment on planning applications not listed above that are received after the date of publication of this agenda due to response time frames set by Shropshire Council.

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To receive and comment as necessary on the planning decisions and recommendations of the planning authority.

There are none,

108/05/25.C Shropshire Council

To welcome & receive a report from our two new Shropshire Cllr's.

109/05/25.C North Shropshire MP Helen Morgan

To receive an update on recent correspondence with our MP Helen Morgan.

110/05/25.C Shropshire Association of Local Councils (SALC)

To note any correspondence received from the County Secretary.

111/05/25.C Correspondence

To note any correspondence not covered in any agenda item above.

112/05/25.C Members Reports

To receive reports from Members on any areas of concern.

113/05/25.C Next Meeting(s)

Council Meeting on Thursday 12th June 2025 @ 19.00 in St Martins Village Hall.