

ST MARTINS PARISH COUNCIL

Email: clerk@stmartinsparishcouncil.gov.uk **Website:** www.stmartinsparishcouncil.gov.uk

23/26

C.MAY.26

Minutes of a Annual Meeting of the St Martins Parish Council held on Thursday 14th of May 2026 at 7.00 pm in St Martins Village Hall.

Before the meeting started Cllr Helen Williams, in the absence of the Vice-Chairman, presented Heather Lloyd with the Unsung Hero Award. In addition, a presentation was made to Andrew Faulks for the long service he and his family had given to the village.

Attendance:

Parish Councillors: Cllr Nigel Court (Chairman), Cllr Andrew Cast, Cllr David Davies, Cllr Tracy Evans, Cllr Duncan Laing, Cllr Elaine Philips and Cllr Helen Williams.

Members of the Public: Three members of the public were in attendance.

Others: Parish Clerk – Edward Davies.

095/05/26.C Election of Chairperson

It was proposed, seconded, that Cllr Nigel Court be elected as Chairperson of St Martins Parish Council. All agreed; motion carried.

096/05/26.C Appointment of Vice-Chairperson

It was proposed, seconded, that Cllr Elaine Phillips be appointed as Vice-Chairperson of St Martins Parish Council. All agreed; motion carried.

097/05/26.C Election of Chairperson of Finance Committee

It was proposed, seconded, that Cllr Helen Williams be elected as Chairperson of St Martins Parish Council Finance Committee. All agreed; motion carried.

098/05/26.C Apologies for Absence

Apologies for absence had been received from Cllr Sue Schofield, Cllr Campbell Cunningham, Craig Jones, Alan Langley and Carl Rowley. Apologies for absence had also been received from SC Ward Members Cllr Brian Evans and Cllr Carl Rowley. West Mercia Police were not in attendance.

099/05/26.C Declarations of Interest and Dispensations

- a) 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) Applications for dispensation.
 - c) Declaration of any other interests in the agenda items.
- No declarations made at this point of the meeting.**

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24/26

C.MAY.26

100/05/26.C Appointment of Committees 2026/2027

100/05/01/26.C Executive Committee (6)

Chairperson, Vice-Chairperson, Cllr Andrew Cast,
Cllr Helen Williams.

Two vacancies.

100/05/02/26.C Finance Committee (6)

Chairperson of Finance, Andrew Cast, Cllr Elaine Phillips.

Three vacancies.

100/05/03/26.C Recreation Services Committee (6)

Chairperson, Vice-Chairperson, Cllr Andrew Cast,
Cllr Tracy Evans, Cllr Carl Rowley.

One vacancy.

100/05/04/26.C Planning Committee

All members of the Parish Council.

100/05/05/26.C Grievance Panel Committee (4)

Vice-Chairperson, Cllr Mark Herbert, Cllr Helen Williams.

One vacancy.

100/05/06/26.C Disciplinary Committee (4)

Chairperson, Cllr Andrew Cast, Cllr Duncan Laing.

One vacancy.

100/05/07/26.C Street Lighting Committee (4)

Chairperson of Finance Committee, Cllr Nigel Court,
Cllr Tracy Evans, Cllr Duncan Liang.

One vacancy.

100/05/08/26.C P3 Footpath Committee

Chairperson plus co-opted members of the parish as required.

100/05/09/26.C Allotments Committee

Cllr David Davies plus 1 co-opted allotment holders.

100/05/10/26.C IT Committee (New)

Parish Clerk, Cllr Mark Herbert, Cllr Elaine Phillips,
Cllr Helen Williams.

All agreed; motions carried.

101/05/26.C Appointment of Representatives to Outside Bodies and Organisations 2026/2027

101/05/01/26.C Area Committee SALC (2)

Cllr Nigel Court, Cllr Elaine Phillips.

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25/26

C.MAY.26

101/05/02/26.C Local Joint Committee LJC (1 + reserve)

Cllr Nigel Court.

Reserve vacancy.

All agreed; motions carried.

102/05/26.C Council Minutes

Resolved: with one abstention that the minutes of the meeting of the parish council held on the 10th of April 2026 having been previously circulated be approved and adopted as a true record.

Chairperson

Resolved: that the minutes of the extra ordinary meeting of the parish council held on the 23rd of April 2026 having been previously circulated be approved and adopted as a true record.

Chairperson

103/05/26.C Urgent Items

There were no urgent items that related to financial, health and safety issues or issues that require immediate attention.

104/05/26.C Public Open Forum

None of the members of the public present wished to raise any questions of the Council concerning matters on the agenda, therefore the council then moved on to the next item of business.

105/05/26.C Parish Clerk's Progress Report

The parish clerk reported that following the extra ordinary meeting, instructions had gone out to Aubergine 262 to start work on our new website and email services.

Parish Clerk

Our solicitors had now completed a comprehensive report on the Section 106 agreement for the Morlas Meadows and land behind the school. This report would now be forwarded to members of the executive committee.

Chairperson

As regards outstanding issues on highways, including vehicles parking on the grass verge on the corner of Mount Bradford Lane, permission to put planters on this grass verge plus the corner by Stans Superstore, and seats in both these area, SC Carl Rowley said at the April meeting he would get a highways officer to contact the parish clerk. Highways permission would also be required to replace some of these with larger ones. The Parish Clerk said he would try and get a meeting with the leader of Shropshire Council.

Parish Clerk

106/05/26.C Police Report

The latest police report had been circulated to all members.

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26/26

C.MAY.26

107/05/26.C Highway Issues

Cllr Helen Williams said that Steve Morris had been informed that Shropshire Council were about to complete the lining in the layby by the school, although no date had been agreed.

Parish Clerk

The Chair reported that he had had a site meeting with Andy from Highline Electrical with reference to some Christmas lighting in the village. Now awaiting costings on this.

Parish Clerk

108/05/26.C Planning

There were no planning applications to be considered.

Members noted the following planning decisions and recommendations of the planning authority received since the last meeting.

Reference: 26/00679/TPO (validated: 19/02/2026)

Address: 1 Firs Close, St Martins, Oswestry, Shropshire, SY11 3LT

Proposal: Fell 1no. Sycamore protected by The Council of the Borough of Oswestry (The Land at the Firs, Ellesmere Road, St Martins, Oswestry) TPO 2003 (OS/00057/03)

Decision: Grant Permission

Reference: 26/00242/FUL (validated: 06/03/2026)

Address: Lower House Farm, Pen-y-bryn, St Martins, Oswestry, Shropshire, SY11 3DX

Proposal: Erection of 3No. additional agricultural buildings together with concrete pads.

Decision: Grant Permission

109/05/26.C Financial Matters

Accounts approved Retrospectively since April Meeting

BACS	Cllr Sue Schofield	Presentation Plaques Etc	£70.28
BACS	A G Royce	Grass Cutting	£1875.00

Accounts for Payment

BACS	Staff	Salary & Expenses	£1281.15
BACS	HMRC	PAYE & NI	£462.11
BACS	St Martins Village H	Room Hire	£30.00
BACS	Nigel Thomas	Play Area Inspections	£26.00
BACS	Huw Manford	Litter Picking, etc.	£386.63
BACS	SALC	Affiliation Fees	£1682.93
BACS	NAS	Allotment Holders Insurance	£87.50
BACS	Auditing Solutions	Internal Audit	£462.00
BACS	Surrey Hills	Professional Charges	£863.00
BACS	Aubergine 262	New Website	£598.80

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27/26

C.MAY.26

BACS	Aubergine 262	New Email Service	£72.00
DD	Veolia	Euro 240 LTR Lift	£38.83

Resolved that the above payments be agreed in accordance with the Parish Council's Standing Orders and Financial Regulations.

Parish Clerk

Income

CCLA	April Reinvestment	£1,450.05
Shropshire Council	Precept	£61535.00
Shropshire Council	Neighbourhood Fund	£3305.26

110/05/26.C Annual Governance and Accountability Return (AGAR)

The Parish Clerk had distributed to all Members prior to the meeting the Annual Governance Statement (Section 1) and the Accounting Statements (Section 2) for the year ending 31st of March 2026.

Proposed, seconded, all agreed – motion passed. The Chair signed on behalf of the Parish Council.

111/05/26.C Annual Internal Audit

The Parish Clerk had distributed to all Members prior to the meeting the Annual Internal Audit report 2025/26 (AGAR).

Members were satisfied that the internal audit met all statutory requirements and was noted – motion passed.

112/05/26.C Shropshire Council

Both members had sent in their apologies to the meeting.

113/05/26.C Shropshire Association of Local Councils (SALC)

All correspondence received from SALC had been circulated to all Cllr's.

114/05/26.C Correspondence

There were no additional items of correspondence to report on.

115/05/26.C Members Reports

Cllr David Davies said that the grass cutting contractors had still not contacted him over cutting the grass at the allotments.

Parish Clerk

The Chair said he was still awaiting a quotation for cutting the public open-spaces on Morlas Meadows.

Parish Clerk

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28/26

C.MAY.26

116/05/26.C Next Meetings

The next meeting of the St Martins Parish Council to be held on Thursday 11th of June 2026 @ 19.00 in St Martins Village Hall.

There being no further business the Chairman declared the meeting closed at 19.55 pm.

Signed
Chairman

Date

Chairperson