

# BITTERLEY PARISH COUNCIL

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## Draft Minutes of the Ordinary Meeting of Bitterley Parish Council held on 16<sup>th</sup> June 2025

**Present:** Cllrs A Holman (Chair), J Gatehouse, T Millard, J Reardon-Smith and D Rogers. **In Attendance:** H Coonick (Clerk/RFO).

**2025/389 Apologies Received :** Cllrs R Osborne and K Parry

**2025/390 Declarations of Interest**

- i. To declare any Disclosable Pecuniary Interests: None
- ii. To declare any Non-Pecuniary Interests: None

**2025/391 Public Participation (maximum 15 minutes):** One member of the public was present but did not wish to make a comment.

**2025/392 To Approve the Minutes of the Extraordinary Meeting and Annual Parish Meeting on the 12<sup>th</sup> May 2025 and the Annual Parish Council Meeting on the 19<sup>th</sup> May 2025:**  
**RESOLVED:** to accept the minutes as an accurate record and they were signed by the chair.

**2025/393 Consider Candidates for Co-option to the Vacant Seats:** Mr C Worth introduced himself and described his working history and what he felt he could offer to the council.  
**RESOLVED:** to co-opt Mr Worth who signed the Acceptance of Office form and joined the meeting.

**2025/394 Shropshire Councillor Report – Cllr Shackerley-Bennett** was not in attendance and had not sent a report. If the council does not receive any contact from Cllr Shackerley-Bennett to write to the leader of Reform at Shropshire Council to remind the councillor of his responsibilities regarding Parish Council meetings.

**2025/395 Clerks Report:** The Clerk reported that as of the end of May she had worked 40 hours over contract, it is hoped the work level will reduce now the Annual work and elections are over. In future the pay will be based on 52.143 weeks per year as advised by the auditor in line with NJC guidelines. In future invoices will be available via a link with One Drive for the signatories to view prior to authorising payments via online banking.

**2025/396 Ledwyche Liaison Group**

- i. Update and Actions on the Community Benefit Fund (CBF): Cllr Reardon-Smith reported that the Community Benefit Fund now being offered is much less than in 2022. Cllr Reardon-Smith will inform the construction company that the road signs are not adequate. There are concerns that they are not cultivating the land as agreed in the planning conditions.  
**RESOLVED:** to seek advise regarding the reduced CBF offer and keep Shropshire Councillor Shackerley-Bennett and Stuart Anderson MP informed. To send a letter to Aukera Energy regarding the planning breach regarding the lack of cultivation of the land.

**2025/397 Audit and Annual Governance and Accountability Return**

- i. Review the Annual Report: Adopted.
- ii. Review the Internal Auditors Report and Recommendations: Noted.
- iii. Review and Sign the Annual Governance Statement: Signed by the chair.
- iv. Review and Sign the Annual Accounting Statement: Signed by the chair.

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# BITTERLEY PARISH COUNCIL

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- v. Authorise and Sign the Certificate of Exemption: Signed by the chair.
- vi. Agree the Dates for the Notice of Public Rights: 30<sup>th</sup> June to the 8<sup>th</sup> August

**2025/398**

## **Financial Matters:**

- i. Review the Finance Report: As of the 9<sup>th</sup> May 2025 the Instant Access Account held £10,909.39 and on the 30<sup>th</sup> May 2025 the Community Account held £9,883.57. Expenditure was within budget.
- ii. Approve Payments:

Payee	Inv No	Amount
Shropshire Council (Electricity for Streetlights)	7325386	133.96
H Coonick (Clerk reimbursement for stationery & stamps)		44.52
H Coonick & HMRC (Clerks salary)		1013.12
H Coonick (Clerk travel)		34.65
RLT Auditing (Internal audit for 24-25)	11-2425	150.00

**RESOLVED:** to make the payments.

- iii. Agree the Internal Auditor for 2025-2026:

**RESOLVED:** to appoint Mrs Rebecca Turner.

**2025/399**

## **Volunteer Groups:**

- i. Highways Group Update: to put a link to the council drainage google earth map on the website.
- ii. Footpath Group Update: The coordinator of the new group has sent the volunteers some potential dates to meet.

**2025/400**

**Finalise Membership of the Personnel and Highways Committees:** Cllr Osborne is willing to sit on both committees.

**RESOLVED:** to confirm Cllr Osbornes membership of both committees.

**2025/401**

**Consider a Response to Letter from Shropshire Council re: A New Approach to Partnership with Town and Parish Councils:** a proposed response was discussed, and the chair will provide a final copy for the Clerk to send to Shropshire Council.

**2025/402**

**Discuss Benefits of Affiliation to Shropshire Association of Local Councils:** to include this item on future agendas to enable the council to consider the benefit of affiliation.

**2025/403**

**Consider New Tasks for the Environmental Maintenance Contractor:** the Clerk will check the day rate for the contractor with the digger. Deferred to the next meeting.

**2025/404**

**Consider a Motion to Put to SALC to Request that John Campion (Police and Crime Commissioner) Attends a Future SALC South Shropshire Area Committee to Discuss the Crime Solution Rate in South Shropshire:** Defer to the September meeting.

**2025/405**

**Consider a Photography Competition for Photographs for the new website:** Cllr Holman is drawing up the rules of the competition. Deferred to the next meeting.

**2025/406**

**Consider Expenditure of the CIL Neighbourhood Fund and Reserved Funds:**  
**RESOLVED:** to use the remaining Neighbourhood Fund to install the new notice boards. The reserves could be used for Environmental Maintenance and the new Footpath Group.

**2025/407**

**Councillors Reports:** None

# BITTERLEY PARISH COUNCIL

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**2025/408**      **Action List:** Deferred to the next meeting.

**2025/409**      **Items for the next Agenda:** a. Discuss Benefits of Affiliation to Shropshire Association of Local Councils b. Consider New Tasks for the Environmental Maintenance Contractor c. Consider a Photography Competition for Photographs for the new website d. Action List.

**Signed:**

**Date:**

**Next Ordinary Parish Council Meeting: 7.00pm Monday 21<sup>st</sup> July 2025 at Bitterley Village Hall**