

**The Minutes of Shrawley Parish Council Meeting
held 21st January 2026 at Shrawley Parish Hall**

Present: Cllrs R Mosedale, A Ashworth, C Delevigne, A Dorrell

In attendance: Clerk, Ms Rachel Lambert

Members of the Public Present: 1 Member Present

PC26. Receive Apologies - District Cllr Paul Cummings, County Councillor M Fordington

PC27. Declarations of Interest

None to be completed.

Public Question Time

- Member of the public wished to thank the Parish Council for the recognition given in respect of the litter picking carried out during the year in the Parish.
- Information regarding whether the Village Hall used to charge the Parish Council for meetings was clarified by the member of public present. The Chairman would discuss further with the Village Hall Committee.

PC28. Receive Reports from

District Councillor:

Report issued.

County Councillor:

Report issued. Cllr Fordington had mentioned via the Clerk that if the Parish Council had any concerns of Parish matters for her to be updated with the information, in order to be able to assist.

Cllr Fordington had also mentioned the proposed cluster meeting for Thursday evening where local Parish Councils were meeting to discuss the future when grouped as a Unitary council. Cllr Ashworth confirmed his attendance.

Cllr Mosedale would contact Cllr Fordington surrounding the issue of speeding in the Village.

PC29. Consider adoption of Minutes

Adoption of Minutes of 17th September 2025 and 9th December 2025

The minutes were agreed and signed by the Chairman.

The minutes of 5th March 2025 to be distributed and signed at next meeting. Cllr Ashworth to forward copy to the Clerk.

PC30. Finance

PC30.1 Approve Bank Reconciliation

The bank reconciliations for months ending September, October, November, December were signed by the Chairman.

PC30.2 Approve Internal Audit Services for 2025-2026

The Clerk presented contract for work from Gill Lungley to undertake the internal audit for 2025-2026.

This was agreed and signed by the Chairman.

PC30.3 Agree, check and minute accounts – Agreed and checked.

PC30.4 Accounts paid since last meeting

BWP Creative Limited – Domain Renewal	£ 36.00
C Delevigne – Reimbursement of Gifts to Parishioners	£ 87.90
M A Ishaq – Web Hosting Annual Renewal	£100.00
R Lambert – Clerk Services	£216.00
Coney Green Services – Parish Lengthsman Duties	£412.50
Harper Farming – Christmas Tree	£190.00
Nora Parsons Centre – Donation	£150.00
Vodafone – November & December 2025	£ 32.38
Worcestershire CALC – Training	£168.00
R Lambert – Clerk Services	£270.00

Remittances Received:

Worcestershire County Council – Parish Lengthsman Reimbursement - £402.00

PC30.5 Balances of Accounts as of 31st December 2025

Barclays Current Account -	£8003.14
Barclays Business Savings Account -	£6087.90
Cambridge & Counties Bond -	£8715.62

During the meeting the Chairman downloaded the Barclays Bank mandate to be completed to send to the bank with changes.

The Clerk mentioned Unity Trust Bank which is specifically set up for Parish Council use and to consider changing from a High Street Bank. (Before signing the Minutes, an amendment was made to this section highlighted in italics). It was agreed that the Parish Council would proceed with moving to the Unity Trust from Barclays as a High Street Bank. Action: Clerk

Discussions also concerned closing the savings account and opening a new one to provide a better rate of interest. Cllr Dorrell had suggested Oak North as having good rate of interest.

PC30.6 Discuss and Agree Responsibility of Responsible Financial Officer (RFO)

After the last meeting the Clerk attended, sought advice on the role of responsible financial officer. Both CALC and the Internal Auditor advised that the role could be undertaken by a Councillor, but that the role would have to be unpaid. Another option was to employ someone solely in that role. The Clerk explained that the Parish Councils Financial Orders are written to say that the role is of that of the Clerk who would also be the RFO. The Clerk suggested that when it is confirmed of the RFO responsibility the Financial Orders would need amending to reflect this. The Clerk suggested that as Councillor Delevigne currently carries out financial aspects for the Parish Council that the role would be assigned to herself. The Clerk had also been advised and reported this to the Council that the RFO has responsibility for all financial aspects of the Council. The Clerk and RFO would require to work in conjunction with each other in order for information to be forwarded to the RFO for recording of financial transactions.

PC31. Highways Matters

- Three gullies near to Fellowes House required clearing.

Parish Lengthsman

The Clerk had received a reminder from the Lengthsman Scheme that refresher training was due on 20th March 2026. The Chairman to speak with Lengthsman to confirm attendance.

PC32. Review Planning Matters, Applications and Decisions

Applications Received:

Planning Reference – M/25/01722/FUL – Erection of detached 3 bedroom dwelling (including demolition of existing garage and new access onto New Inn Lane)

Penrose, New Inn Lane, Shrawley, Worcester, WR6 6TE

PARISH COUNCIL MADE REPRESENTED VIEWS OF THE APPLICATION THAT SHOULD BE CONSIDERED BY PLANNING

Decisions Received:

Planning Reference – M/25/00949/LB – Planning Appeal - Replacement of rotting softwood windows/frames, Carhouse Cottage, Rectory Lane, Shrawley, Worcester, WR6 6TR **APPEAL DISMISSED**

Planning Reference – M/25/01730/HP - Two storey extension and new entrance porch. Fir Tree Cottage, Rectory Lane, Shrawley, Worcester, WR6 6TP.

MALVERN HILLS DISTRICT PLANNING **APPROVED** APPLICATION

Planning Reference – M/25/01795/HP – Single storey extension and dormer window.

Grooms Cottage, Rectory Lane, Shrawley, Worcester, WR6 6TN

MALVERN HILLS DISTRICT PLANNING **APPROVED** APPLICATION

PC33. Reports from Parish Councillors and Items for Consideration

Nothing to report.

PC34. Clerk

PC34.1 – GOV Emails – All Councillors were now set up with GOV emails.

PC34.2 – Defibrillators – The defibrillator at the Village Hall had now been serviced and fitted with new battery and pads. The Clerk to confirm with The Circuit that was now usable. The defibrillator at the phone box was to be taken to Avensys for its service. Action Cllr Ashworth

PC34.3 – Parish Councillor Vacancy – A application had been received. After discussion the Parish Council agreed to invite the applicant to the next meeting to discuss further.

PC35. Correspondence for Information –

- MHDC Council Tax Precept 2026-2027 request
- Information from Severnside Defibs
- Request from Trustees of Village Hall towards a donation of first aid course –
The Parish Council would reply to the request but unfortunately as not planned in this year's budget felt unable to contribute at this time. Action: Cllr Ashworth
- Community Recognition Scheme via MHDC
- Application received for role of Parish Councillor Vacancy

PC36. Items for Agenda

To be agreed.

PC37. Date of next meeting:

The next meeting will be on Wednesday 18th March 2026 at 7.15pm at the Village Hall.

The meeting closed at 9.25pm

Signed (Chairman) Date 18.3.2026

Subject to amendments on page 2.
Re to Acton.