

To the Members of Shrawley Parish Council.
You are required to attend the Annual Meeting of the Parish Council
To be held on Wednesday 15th July 2026 at Shrawley Parish Hall, following the Annual
Parish Meeting @ 7.15pm

AGENDA

1. Receive apologies and approve reasons for absence
2. Elect a Chairman
3. Accept a declaration of office from elected Chairman
4. Elect a Vice- Chairman.
5. Declarations of Interest
 - a) Register of interests; Councillors are reminded of the need to update their register of interests.
 - b) To declare any other Disclosable Pecuniary Interests in items on the agenda and their nature.
 - c) To declare any Other Disclosable Interests in items on the agenda and their nature.
 - d) Written requests for the council to grant a dispensation (S33 of the Localism Act 2011) are to be with the clerk at least four clear days prior to a meeting.Councillors who have declared an interest **must leave the room** as per the code of conduct and the Shrawley Parish Council standing orders.
Failure to register or declare a Disclosable Pecuniary Interest may be a criminal offence.
6. Consider the adoption of the minutes of 18th March 2026
7. Finance
 - 7.1 Approve and Complete Section 1 Annual Governance Statement of Annual Return.
 - 7.2. Approve the Accounting Statements Section 2 of Annual Return.
 - 7.3. To approve signing of Certificate of Exemption AGAR 2025/2026
 - 7.4. To Minute the Notice of Public Rights of the Annual Governance and Accountability Return
 - 7.5. To Receive Internal Auditor's Report for 2025/2026
 - 7.6. To consider Risk Assessment for 2026/2027
 - 7.7 To consider Asset Register for 2026/2027
 - 7.8 To approve insurance renewal for 2026-2027
 - 7.9 To approve monthly bank reconciliation statement
 - 7.10 To **approve** payments:

Clerk – Hours since February 2026 to May 2026	£621.00
Internal Audit Fees	£172.05
Worcestershire CALC – Annual Fees	£344.38
 - Payments Paid:**

AI Media & Design – Annual Support	£250.00
Shrawley Village Hall -	£120.00
 - Remittances Received:**

VAT Refund 2024-2025	£112.68
MHDC Precept 6 months	£5500.00
 - 7.11 Balances of Accounts as of 30th April 2026:

Barclay Current Account -	£14182.16
Business Savings Account -	£6865.73
Cambridge & Counties Bond -	£8719.94
 - 7.12 Discuss and agree Earmarked Reserves

Rachel Lambert, Parish Clerk

Annexe at Whiteleys, Frith Common, Tenbury Wells, Worcs, WR15 8JX

7.13 Agree Annual Insurance Renewal for 2026-2027

7.14 Discuss outsourcing HMRC Payroll Services

8. Receive reports from County and District Councillor

8.1 Progress reports from Councillors

8.2 Discuss and Agree Clerks Vacancy Role

9. Consider Adoption of IT Policy

9.1 Consider Adoption of Model Standing Orders

9.2 Consider Adoption of ICO Model Publication Scheme

10. Highways & Lengthsman Matters

10.1 Discuss purchase of VAS Unit

10.2 Parish Lengthsman – Annual renewal and insurance of services offered

11. Review planning matters, applications and decisions

M/25/01722/FUL – Erection of detached 3 bedroom dwelling (including demolition of existing garage and new access onto New Inn Lane) – additional amendments to the application.

Penrose, New Inn Lane, Shrawley, WR6 6TE

M/26/005369/LB – Replacement of uPVC windows with timber windows to match existing details.

Little Nicholls, Shrawley, WR6 6TT

M/26/00547/HP & LB – Installation of an air source heat pump.

Barn Owl Cottage, Sankyns Green, Little Witley, WR6 6LQ

M/26/00398/HP – Two-storey front/side extension, replacement pitched roof to rear bay, rear bedroom extension at first floor level, new front porch.

Wood House Lodge, Shrawley, WR6 6TT

12. Correspondence for information

- Email from West Mercia Police – Community Speed Watch – Shrawley
- Email from PCSO L Durrant – Change of contact details
- Email from Resident of Shrawley – Issue of Village Speed/Traffic Survey
- Email from SALC – Payroll Services
- Correspondence to Village Hall – Booking Charges
- Letter from Citizens Advice Bureau – Donation Request
- Internal Audit Review Report
- Annual Report received from Dame Harriett Baldwin MP

13. Reports from Parish Councillors and items for consideration for the next Parish Council Meeting.

14. Date of next meeting – 15th July 2026

The Proper Officer for the Council.....*Rachel Lambert*

Date.....17th May 2026.....

Rachel Lambert, Parish Clerk

Annexe at Whiteleys, Frith Common, Tenbury Wells, Worcs, WR15 8JX

Email: clerk@shrawleyparishcouncil.gov.uk

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