



SHALFORD PARISH COUNCIL

Members of the Council are hereby summoned to attend a meeting to be held at Shalford Village Hall on Wednesday, 17th September 2025 commencing at 7:30pm for the purpose of transacting the following business:

The meeting will be open to the public unless the Council directs otherwise.

AGENDA

1. **Apologies for Absence.**
2. **To receive members' declarations of interest and dispensations in items on the agenda.**
(Dispensations should be requested from the Clerk before the meeting).
3. **Minutes:** Acceptance of the following minutes:
 - Meeting of the Parish Council held on 16th July 2025
4. **Public participation session with respect to items on the agenda and other matters that are of mutual interest or local concern:** *(A maximum of 15 minutes shall be allowed for public question time, and it is requested each member of the public speak for a maximum of 3 minutes).*
5. **District and/or County Councillor:** To receive District and County reports
6. **Clerk's Report:** To receive update on action points from last meeting
7. **Love Your Bus Grant Project:**
 - To receive notes from meeting held on 11th September 2025 and agree next steps.
8. **Finance Working Party:**
 - Receive report and recommendations.
 - Adopt Terms of Reference.
9. **Shalford Village Hall:**
 - Receive report from Cllr Gould.
 - Review Long Term Plan for housing annual 20 bags of rock salt.
10. **NHP Project:**
 - To discuss and agree to obtain quotes for a Shalford Landscape Report.
 - Receive report from Cllr Havelock.
11. **Free Community Fitness Classes:**
 - To agree for Cllr French to proceed with this project and allocate a small budget line for any expenses incurred.

12. S106 - £63.44 Expiring October 2025 :

- To discuss and agree to use S106 monies to include the remaining £63.44 expiring Oct 2025.
- To discuss and agree to obtain quotes for Stoneley Park Signs and/or Clifffields Bench.

13. Asset of Community Value - Shalford Village Shop/The George - Project Update:

(Expired from the Councils List of Assets of Community Value on 19th June 2025)

14. The George Inn – Asset of Community Value Expiry:

This property expired from the Councils List of Assets of Community Value on 11th September 2025.
To discuss and agree whether this should be renewed.

15. Finance:

- i. To receive the financial report and approve payments and to ratify additional payments made since last meeting (Appendix I)
- ii. To receive and review the Budget Monitoring Report and agree budget line amendments (Appendix II)
- Add budget line for 'Love Your Bus Project Expenditure' £48,880.00
- iii. To agree to move the £48,880 Love Your Bus Grant to our Instant Access Deposit account.
- iv. To agree to complete a DD Mandate form for the street lighting payments to NPower.
- v. To discuss and agree a memorial donation for Paul Pilgrim (The George Landlord) of £50 to the Air Ambulance to honor his service to the community.
- vi. To review external auditor report after Completion of Limited Assurance Review for year ended 31/03/25 has been received from PKF Littlejohn.
- vii. To agree to purchase two new poo bag dispensers for Village Green at total cost of £34.48 (£40 max) .

16. Planning:

To review and agree responses to any planning applications that have arisen since agenda preparation.

The Council will resolve to exclude the press and public from the remainder of the meeting due to confidential business (Public Bodies (Admissions to Meetings) Act 1960, S1(2))

17. NALC Pay Awards for 2025/26: To agree to back date latest pay award to 1st April 2025

18. HR Committee:

- To receive report from last meeting
- To receive recommendations and agree adjustment to Clerks payscale point.
- To receive and agree Clerk & Rangers' New Employment Contracts.

19. Items for the next agenda:

First Aid Course
Budget 2026/26 Preparation

20. Chair to Close Meeting:

Time Closed:

21. Next Parish Council Meeting:

15th October 2025.

J Boot

Jill Boot
Clerk & RFO to Shalford Parish Council

Dated: 11th September 2025

Appendix I

Shalford Parish Council Finance			
9th September 2025			
		Cash Book Balance From 09/07/2025	£ 42,327.16
Payments Made			
Date	Payee	Description	Amount
08/07/2025	BrightPay DD	Brightpay Connect	£9.90
18/07/2025	Tescos	Stationary	£12.50
24/07/2025	HMRC	SDDS DD	£709.36
24/07/2025	CJ Butcher	Grass Cutting	£100.00
28/07/2025	Salaries	Salaries, PAYE & Pension	£721.79
28/07/2025	B. Keen	Bins & Bus Shelters (April 2025)	£65.00
31/07/2025	Unity Trust Bank Plc	Service Charge	£6.00
04/08/2025	ICO	Data protection annual fee renewal	£47.00
08/08/2025	BrightPay DD	Brightpay Connect	£9.90
12/08/2025	Oak Service Station	Railway Sleepers (*S106)	£1,004.40
19/08/2025	Village Store	Oil for Defibrillator Cupboard	£2.59
19/08/2025	CloudNext	Annual Advasneced Website Hosting Charge	£179.98
28/08/2025	Salaries	Salaries, PAYE & Pension	£740.69
28/08/2025	B. Keen	Bins & Bus Shelters (April 2025)	£65.00
31/08/2025	Unity Trust Bank Plc	Service Charge	£6.00
08/09/2025	BrightPay DD	Brightpay Connect	£9.90
Payments Received			
Date	Payee	Description	Amount
20/08/2025	Essex County Council	Love Your Bus Grant	£ 48,880.00
		Cash Book Balance on 09/09/2025	£ 87,517.15
Bank Balances on 09/09/2025			
	Unity Current Account	£ 60,441.64	
	Unity Reserves	£ 26,722.56	
	Equals Card	£ 352.95	£ 87,517.15
Less Payments/Receipts Pending			
		£ -	£ -
Reconciled Total:			£ 87,517.15
Payments for Approval			
Date	Payee	Description	Amount
12/09/2025	Npower	Streetlights	£120.29
18/09/2025	Drainage Spares	Roll of Geotextile Woven (*S106)	£162.00
18/09/2025	EALC	Councillor Training M Gould	£327.60
18/09/2025	Cloud Next Ltd	.gov.uk Domain Annual Renewal	£60.00
18/09/2025	K Welsh	Microsoft Office 365 Mthly Chg to 30/06/25	£86.52
18/09/2025	K Welsh	Jubilee Hose Clips	£74.10
18/09/2025	PKF Littlejohn LLP	Limited Assurance Review AGAR 31/03/25	£252.00
26/09/2025	B. Keen	Bins & Bus Shelters (August 2025)	£65.00
26/09/2025	Salaries	Salaries, PAYE & Pension	£817.72
30/09/2025	Unity Trust Bank Plc	Service Charge	£6.00
09/10/2025	BrightPay DD	Brightpay Connect	£9.90
Total:			£1,981.13

Appendix II

Shalford Parish Council									
Budget Monitoring Report @ 9th September 2025									