



SHALFORD PARISH COUNCIL

Members of the Council are hereby summoned to attend a meeting to be held at Shalford Village Hall on Wednesday, 15th October 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 17th September 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 update from Clerk/Cllr Gould/Cllr Staines
8. **Shalford Village Hall:** To receive report from Cllr Gould.
9. **Asset of Community Value – The George Inn - Project Update:**
(Expired from the Councils List of Assets of Community Value on 11th September 2025)
10. **NHP Project:** To receive report from Cllr Havelock.
11. **WASC Update:** To receive report from Cllr Hull
12. **VAS Update:** To receive a report from Cllr Birks
13. **Wethersfield 'Vote of No Confidence':** Cllr Hull
14. **Christmas Event 29th November:** To receive update from Cllr French and discuss the following:
 - Locate & Display Banner
 - Agree Tree Erection Date

- Purchase of New Baubles
- Event Licence & Risk Assessments
- Advertising
- Clerk attendance
- Special Invites

15. Remembrance Sunday 9th November:

- Installation of Tommy Statue at beginning of week
- Laying Wreath on behalf of SPC.

16. Finance:

- i. To receive report from Finance Working Group meeting held on 8th October 2025
- ii. To consider the following recommendations from Finance Working Group:
 - a) Approve and ratify payments as per Finance Report (Appendix I)
 - b) To receive and note Budget Monitoring Report (Appendix II)
 - c) To receive and review Draft Budget 2026/27 proposal
- iii. To agree to purchase £50 George Meal Voucher to be donated to 'Friends of Shalford Primary School' for Christmas Raffle.
- iv. To agree to accept a Christmas Tree from Phipps with an agreement to donate £200 to Creamer Fund.

17. Planning:

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

18. Items for the next agenda:

- POSI Report Amendments
- Precept Preparation
- Appoint Internal Auditor
- The George Footpath Defect

19. Chair to Close Meeting:

Time Closed:

20. Next Parish Council Meeting:

19th November 2025.

J Boot

Jill Boot
Clerk & RFO to Shalford Parish Council

Dated: 9th October 2025

Appendix I

Shalford Parish Council Finance			
7th October 2025			
		Cash Book Balance From 09/09/2025	£ 87,517.15
Payments Made			
Date	Payee	Description	Amount
12/09/2025	Npower	Streetlights	£120.29
15/09/2025	Post Office	Stamps for SE Envelopes re Village Magazine	£20.15
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
18/09/2025	Essex & Herts Air Ambulance	Donation in Memory of Paul Pilgrim	£50.00
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
02/10/2025	SM Services	S106 Fencing around Play Equipment	£5,040.00
Payments Received			
Date	Payee	Description	Amount
25/09/2025	Braintree District Council	2nd Installment Precept	£ 13,500.00
30/09/2025	Unity Trust Bank Plc	Credit Interest	£190.72
		Cash Book Balance on 07/10/2025	£ 94,126.49
Bank Balances on 07/10/2025			
	Unity Current Account	£ 18,050.41	
	Unity Reserves	£ 75,793.28	
	Equals Card	£ 282.80	£ 94,126.49
Less Payments/Receipts Pending			
		£ -	£ -
		Reconciled Total:	£ 94,126.49
Payments for Approval			
Date	Payee	Description	Amount
09/10/2025	BrightPay DD	Brightpay Connect	£9.90
16/10/2025	Shalford Village Hall	Yearly Hall Hire Charge 2025/26	£550.00
16/10/2025	EALC	Inv.18834 Training P Havelock & N Birks	£600.00
16/10/2025	Shalford Village Hall	Inv No. 60/2025 NHP Hall Hire 16.03.25	£80.00
16/10/2025	Shalford Village Hall	Inv No. 71/2025 BUG Hall Hire 11.09.25	£80.00
16/10/2025	Shalford Village Hall	Inv No. 74/2025 S106 Hardcore 10.18 tonnes	£81.44
16/10/2025	B. Keen	Bins & Bus Shelters (September 2025)	£65.00
28/10/2025	Salaries	Salaries, PAYE & Pension	£769.06
30/10/2025	Unity Trust Bank Plc	Service Charge	£6.00
09/11/2025	BrightPay DD	Brightpay Connect	£9.90
		Total:	£2,251.30

Appendix II

Shalford Parish Council									
Budget Monitoring Report @ 7th October 2025									
			Actual as at 31/03/2023	Actual as at 31/03/2024	Actual as at 31/03/2025		Budget 2025-26 Agreed 18/12/24	Actual as at 7th Oct 2025	Under/Over Spend
INCOME									
Precept			22727	22429	27000		27000	27000	0
VAT Repayment			2312	2146	2479		1500		-1500
Investment Income			165	705	700		350	346	-4
S106 Monies				14893					
Street Cleansing			477	477	477		477	491	14
ECC verges and paths									
Clerks Bursary					353				
Distribution of Surplus Funds									
Grants - Love Your Bus						(3)	48880	48880	0
Neighbourhood Plan Grant				7340	3225				
		TOTAL	25681	47989	34232		78207	76717	-1490
EXPENDITURE									
Annual Parish Meeting			334	348	290		500	236	264
Arnold Baker Book				149					
Audit Fees			340	372	402		500	522	-22
Bank Charges			36	96	71		110	24	86
Bus Shelter				140	235		550	80	470
Chairmans Allowance				50					
Christmas			90	479	522		700		700
Defibrillator			454	454	454		500	3	497
Donations							200	136	64
Election Costs				70			-		
Grants			371	308	1251		1000		1000
Grass Cutting			265		538		1200	250	950
Hall Hire			630	630	550		600		600
Insurances			396	396	396		700	396	304
Jubilee			1598				-		
Love Your Bus Project						(3)	48880		48880
Misc			26				-		
Neighbourhood Plan				7643	4532		4000	192	3808
Parish Magazine			1000	2000	2000		2000	1000	1000
Parish Ranger			86	213			200		200
Parish Ranger Equipment				683			1000	140	
Planters			218		521		1500		1500
Public Rights of Way			640						
S106				9138				6206	
S137				200	176		50		50
Salaries			7679	11136	10702		12500	5588	6912
Staff Expenses			171	877	773		660	355	305
Stationery, Postage & Printing			114	90	199		200	188	12
Stoneley Park							1000		1000
Street Cleansing			780	866	823		900	421	479
Street Lighting			150	462	404		500	120	380
Subscriptions			331	260	567		600	575	25
Training			406	3302	50		1000	328	672
Vehicle Activated Sign				2925	2968	(1)	3000	3074	-74
Village Improvements			848				1000		1000
WASC Contributions			2150	1121	1121		2600		2600
Website			250	352	269		500	240	260
West Of Braintree							500		500
		TOTAL	19363	44761	29811		89150	20073	74423
Surplus /Deficit			6318	3228	4421		-10943	56644	
Balance in Accounts			29833	33061	37482		26539	94126	
							(2)	** £6,000	- Earmarked for NH
							(2)	** £48,880	- Earmarked for Lov
			Budget Amendments:						
* S106 Funds Available:			£10,918.16 - (£5,253.44 Expiring Oct 2025)			(1)	FC037-25/26 [xi]		
						(2)	FC059-25/26 [iii]		
						(3)	FC096-25/26 [ii]		