



SHALFORD PARISH COUNCIL

Members of the Council are hereby summoned to attend a meeting to be held at Shalford Village Hall on Wednesday, 19th November 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.** Cllr Butland & Cllr Birks
2. **To receive members' declarations of interest and dispensations on items in 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 15th October 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. **NHP Project:**
 - To receive report from Cllr Havelock.
 - To review 3 fee proposals for provision of a "Landscape Character Assessment and Area of Landscape Value Assessment" and to decide on which proposal to proceed with.
10. **VAS:** To receive report from Cllr Birks
11. **Wethersfield 'Vote of No Confidence':** To agree to send document prepared by Cllr Hull.
12. **Christmas Event 29th November:** To receive update from Cllr French

13. 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 amended Budget Monitoring Report due to previously incorrectly including VAT in year-to-date figures.
 - c) To receive and review Draft Budget 2026/27
- iii. To agree second grant payment of £1,000 to Shalford Village Magazine.
- iv. To agree to accept 3 year extended warranty with ElanCity at cost of £199 (ex-vat) per year/radar.
- v. To agree to spending on seasonal planting in the planters.
- vi. To agree to appoint Shelley Boydell BSc (hons) CiLCA as our auditor for 2026/27

14. The George Footpath Defect: To discuss whether the Council should look into obtaining pricing for remedial works.

15. Stoneley Park: To discuss whether the Council would like to take responsibility for this area.

16. Planning:

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

25/02451/TPO 5 White Court, Shalford, Essex

Notice of intent to carry out works to tree protected by Tree Preservation Order 4/2017

G4 -3 x Poplar-Reduce crowns by 50% ,approximately 15 m reduction in height and spread on each tree.

Date: 13/11/2025

25/02549/TPO 5 White Court, Shalford, Essex

Notice of intent to carry out works to tree protected by Tree Preservation Order 4/2017

G4 - Fell 3 No. Poplar trees and replace with flowering Cherry tree.

Date: 13/11/2025

25/02485/LBC Willowtree Cottage Braintree Road Shalford Essex CM7 4QY

Replacement of existing timber stable door and glazed side panel on the southwest elevation with timber stable door and glazed side panel to match existing. Proposed replacement side panel will have true bars with hand puttied 14mm ultra slim individual sealed units

Date: 06/11/2025

17. Items for the next agenda:

- Precept Request Submission
- POSI Report Amendments

18. Chair to Close Meeting:

Time Closed:

19. Next Parish Council Meeting:

17th December 2025.

J Boot

Jill Boot

Clerk & RFO to Shalford Parish Council

Dated: 13th November 2025

Appendix I

Shalford Parish Council Finance			
13th November 2025			
		Cash Book Balance From 07/10/2025	£ 94,126.49
Payments Made			
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
24/10/2025	Npower DD	INV14160501 Street Lighting1/7/25-30/9/25	£68.66
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
21/10/2025	Royal British Legion	New Poppy Wreath	£29.49
22/10/2025	BDC	Temporary Event Licence 1694652	£21.00
23/10/2025	HMRC DD	Aug/Sept/Oct 2025 PAYE	£611.61
Payments Received			
Date	Payee	Description	Amount
16/10/2025	Braintree District Council	PROW Service Level Agreement	£ 1,525.01
	Unity Trust Bank Plc	Credit Interest	
		Cash Book Balance on 13/11/2025	£ 92,669.44
Bank Balances on 13/11/2025			
	Unity Current Account	£ 16,643.85	
	Unity Reserves	£ 75,793.28	
	Equals Card	£ 232.31	£ 92,669.44
Less Payments/Receipts Pending		£ -	£ -
Reconciled Total:			£ 92,669.44
Payments for Approval			
Date	Payee	Description	Amount
20/11/2025	CJ Butcher	Inv 46.25 Grass Cutting 1/7/25 to 31/10/25	£250.00
20/11/2025	Applied Image	INV6479 Xmas Banner Over Sticker	£30.00
20/11/2025	Eyelid Productions Ltd	INV-4097 Annual Website Support	£100.00
20/11/2025	Community Heartbeat Trust	Annual Defib Support x 3	£453.60
28/11/2025	Creamer Fund	Donation for Christmas Tree	£200.00
28/11/2025	B. Keen	Bins & Bus Shelters (October 2025)	£65.00
28/11/2025	Salaries	Salaries, PAYE & Pension	£812.68
30/11/2025	Unity Trust Bank Plc	Service Charge	£6.00
Total:			£1,917.28

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