



SHALFORD PARISH COUNCIL

Members of the Council are hereby summoned to attend a meeting to be held at Shalford Village Hall on Wednesday, 18th February 2026 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 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 17th December 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. **Co-option of New Parish Councillor:** To consider all applicants for the vacant parish Councillor position and complete the co-option process to fill this vacancy. The successful applicant will be requested to complete the following forms:
 - Declaration of Acceptance of Office: (must be signed in presence of Parish Clerk)
 - Register of Interests: (must be completed and returned to Parish Clerk for submission to BDC Monitoring Officer within 28 days)
7. **Clerk's Report:** To receive update on action points from last meeting.
8. **Love Your Bus Grant Project:** To receive update from Cllr Gould/Cllr Staines and to decide next steps.
9. **Shalford Village Hall Committee:** To receive report from Cllr Gould.
10. **WASC:** To receive update from Cllr Hull
11. **St Andrews Church:** Cllr Birks to update the council on a meeting with the Church Warden Hilary Penny and discuss using our Parish Update in the village magazine to highlight the Church as a focal point for the community and how it needs help - volunteers.
12. **Community Energy Scheme:** To receive report from Cllr Hull

13. **VAS Update/Speeding Issues:** To receive update from the Cllr Birks and to discuss speeding issues through Church End - Letter from Resident - agree to respond with letter.
14. **NHP Project:** To review and agree proposed progress and timeline on the NHP and review and approve any additional assistance required by the council.
15. **HGV Weight Limit Flouting:** Cllr Hull would like to propose that Shalford Parish Council agree to send a letter to Silverton about their HGV's flouting the weight limit restrictions.
16. **Parish Paths Partnership 2026:** To agree to proceed with the Service Level Agreement application for 2026 that needs to be submitted before 10th March 2026.

17. **Finance:**

- Approve and ratify payments as per Finance Report (Appendix I)
- Agree to increase S137 budget from £50 to £150 for 2025/26.
- Agree for the Clerk to purchase flowers to celebrate Joan reaching 100 years, which should be hand delivered and a photo taken for village magazine.
- Agree to transfer £500 into the Equals Account

18. **Planning:** To review and agree responses to planning applications:

LOCATION : Hubbards Farm Shalford Green Shalford CM7 5AZ

APPLICATION NO : 25/02777/FUL

DESCRIPTION : Replacement Poultry Building and New Surface Water Attenuation Basin

EXPIRED: 20th January 2026

LOCATION : 1 White Court Shalford Essex CM7 5FY

APPLICATION NO : 25/02882/TPO

DESCRIPTION : Notice of intent to carry out works to trees protected by Tree Preservation Order TPO 4/2017 - G1 T1 - Robinia - to crown reduce by approximately 1-1.5 metres all round, reducing overall height and spread. T2 - Oak - crown reduction by approximately 2-2.5 metres to the overhanging crown extending into the neighbouring garden and driveway. T3 - Lime - Crown lift the Lime tree at the driveway entrance to 4 metres to provide vehicular clearance, and crown reduce by 2-2.5 metres,

EXPIRED: 3rd February 2026

DECISION: 16.02.26 Part Granted, Part Refused

T1 – No Issues **T2 –** no more than 1.5-2m **T3 –** crown reduce by 1m only

LOCATION : Parking Area Rear Of 5 Church End Shalford Essex

APPLICATION NO : 26/00194/TPO

DESCRIPTION : Notice of intent to carry out works to tree protected by Tree Preservation Order 3/94 T1- White Willow - Reduce to approximately 5m habitat monolith

EXPIRY: 25th February 2026

LOCATION : The Mount - to revisit and discuss the serious planning breach.

19. **Items for the next agenda:** Exercise Classes / First Aid Course

20. **Chair to Close Meeting:** Time Closed:

21. **Next Parish Council Meeting:** 18th March 2026.

J Boot

Jill Boot

Clerk & RFO to Shalford Parish Council

Dated: 17th February 2026

Appendix I

Shalford Parish Council Finance			
15th February 2026			
		Cash Book Balance From 10/12/2025	£ 97,873.16
Payments Made			
Date	Payee	Description	Amount
17/12/2025	Shalford Village Hall	Christmas Light Switch-On 29/11 Hall Hire	£80.00
17/12/2025	ElanCity UK	Extended Warranty V-00-507-500#24/03-0022	£214.60
17/12/2025	Molton Brown/Hallmark	Chair Leaving	£47.74
19/12/2025	Amazon		£19.94
28/12/2025	B. Keen	Bins & Bus Shelters (November 2025)	£65.00
28/12/2025	Salaries	Salaries, PAYE & Pension	£806.50
30/12/2025	ECC (DigiGo)	DigiGo Project 50% payment	£20,689.83
31/12/2025	Unity Trust Bank Plc	Service Charge	£6.00
09/01/2026	Stripe Brightpay	Monthly Payroll	£9.90
20/01/2026	Npower DD	Streetlights	£104.60
23/01/2026	HMRC DD	PAYE/NI	£439.07
28/01/2026	B. Keen	Bins & Bus Shelters (December 2025)	£65.00
28/01/2026	Salaries	Salaries, PAYE & Pension	£698.09
31/01/2026	Unity Trust Bank Plc	Service Charge	£6.00
31/01/2026	Alison Farmer Associates Ltd	NHP Valued Land Assessment Preparation	£6,840.00
09/02/2026	Stripe Brightpay	Monthly Payroll	£9.90
Payments Received			
Date	Payee	Description	Amount
08/12/2025	EALC	Training Bursary Additional Payment	£ 17.25
31/12/2025	Unity Trust Bank Plc	Credit Interest	£ 405.79
		Cash Book Balance on 10/12/2025	£ 68,194.03
Bank Balances on 15/02/2026			
	Unity Current Account	£ 12,612.44	
	Unity Reserves	£ 55,509.24	
	Equals Card	£ 72.35	£ 68,194.03
Less Payments/Receipts Pending			
		£ -	£ -
Reconciled Total:			
			£ 68,194.03
Payments for Approval			
Date	Payee	Description	Amount
20/02/2026	HMRC DD	PAYE/NI	£224.68
28/02/2026	B. Keen	Bins & Bus Shelters (January 2026)	£65.00
28/02/2026	Salaries	Salaries, PAYE & Pension	£844.41
28/02/2026	Unity Trust Bank Plc	Service Charge	£6.00
Total:			£1,140.09