



SHALFORD PARISH COUNCIL

Members of the Council are hereby summoned to attend the annual meeting to be held at Shalford Village Hall on Wednesday, 15th July 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 member's declarations of interest and dispensations in items on the agenda.**
(Dispensations should be requested from the Clerk before the meeting).
3. **Minutes:** Acceptance of minutes: *'Meeting of the Parish Council held on 17th June 2026'*
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. **Shalford Village Hall Committee Report:** To receive report (Cllr Gould)
7. **Christmas Light Switch-On Update:** To received report (Cllr French)
8. **LYB Bus Grant/DigiGo Update:** To receive update (Cllr Gould/Cllr Staines/Clerk)

NHP Project: To agree to proceed to the Regulation 14 Consultation and sign off on the Shalford Neighbourhood Plan documents.

We are still waiting for some reports (relating to the Strategic Environmental Assessment (SEA) and Habitats Regulations Assessment (HRA) from Braintree. They have told us that they do believe that the SEA is required (which is fine) and the HRA is not required. But that opinion has to be ratified by Natural England, Historic England and the Environment Agency – the plan is with those agencies and we should hear back in the next few weeks.

Following that, we can take the plan to consultation (at Regulation 14). This is a minimum 6-week consultation led by the Parish Council.

We don't know exactly when the consultation will commence as we're waiting for the SEA and HRA screening report.

To agree to cover the costs of the following tasks when the Reg 14 consultation date is confirmed:

- Publish all the documents (Plan, supporting evidence) on the Parish Council website

- Publish a survey asking for people's views on the policies
- Write to the statutory consultees asking for views on the document
- Poster – create a poster promoting the consultation
- Print hard copies of the Plan – we probably need maybe 3-5 copies that can be viewed by the public (some parishes enable people to loan them to read at home).
- Hold an event at the village hall, likely a weekend or weekday evening.
- Write to the owners of the local green spaces in the plan with proof of postage.
- Social media – to promote the consultation and plug the website

9. **Clerks Report:** To receive update on action points from the last meeting (Clerk)

10. **Annual Parish Meeting:** To agree date for May 2027.

11. **Finance:**

- i. To receive report from Finance Working Group meeting held on 16th July 2026
- ii. To consider the following recommendations from Finance Working Group:
 - a) Approve and ratify payments any additional payments made since last meeting as per Finance Report (Appendix I)
 - b) To receive and note Budget Monitoring Report (Appendix II)

12. **Planning:**

- (1) To review and agree a response to all planning applications including those that have arisen since the agenda was prepared:

26/01526/HH - 39 Barryfields, Shalford, Essex CM7 5HJ
Single-storey rear extension

13. **Items for the next agenda:**

14. **Chair to Close Meeting:**

Time Closed:

15. **Next Parish Council Meeting:** 16th September 2026.

J Boot

Jill Boot

Clerk & RFO to Shalford Parish Council

Dated: 10th July 2026

Appendix I

Shalford Parish Council Finance			
10th July 2026			
		Cash Book Balance From 12/06/2026	£ 73,956.23
Payments Made			
Date	Payee	Description	Amount
18/06/2026	J.Boot (Lidl)	Sweets for Village Fete Stall	£13.45
18/06/2026	J.Boot (The George PH)	£25.00 Voucher for Village Fete Raffle	£25.00
18/06/2026	J.Boot (Tesco)	Chocolates for Village Fete Stall	£11.90
18/06/2026	J.Boot (Stationary Solutions)	Stationary	£12.48
18/06/2026	Village Magazine Grant	1st Payment	£1,000.00
18/06/2026	Shelley Boydell	Internal Audit	£270.00
18/06/2026	Alison Eardley	NHP Consultancy Fees	£4,620.00
27/06/2026	Unity Bank Plc	Service Charge	£7.00 *DD
27/06/2026	Salaries	Salaries, PAYE & Pension	£991.86
07/07/2026	BrightPay (Stripe)	Monthly Payroll	£9.90 *DD
Payments Received			
Date	Payee	Description	Amount
26/05/2026	Unity Trust Bank Plc	Credit Interest	£ 271.26
		Cash Book Balance on 10/07/2026	£ 67,265.90
Bank Balances on 10/07/2026			
	Unity Current Account	£ 11,199.11	
	Unity Reserves	£ 56,066.79	
	Equals Card (Account Closed)	£ -	£ 67,265.90
Less Payments/Receipts Pending		£ -	£ -
Reconciled Total:			£ 67,265.90
Payments for Approval			
Date	Payee	Description	Amount
16/07/2026	SLCC	Clerks Membership 2026/27	£158.00
16/07/2026	M. Gould	Wine for Annual Parish Meeting	£24.00
28/07/2026	Salaries	Salaries, PAYE & Pension	£775.92
31/07/2026	Unity Bank Plc	Service Charge	£7.00 *DD
31/07/2026	Unity Bank/Lloyds Bank	Corporate Purchasing Card set up fee	£50.00
31/07/2026	Unity Bank/Lloyds Bank	Corporate Purchasing Card Monthly Fee	£3.00 *DD
07/08/2026	BrightPay (Stripe)	Monthly Payroll	£9.90 *DD
Total:			£1,027.82

Appendix II

Shalford Parish Council										
Budget Monitoring Report @ 10th July 2026										
			Actual 31/03/2024	Actual 31/03/2025	Actual 31/03/2025		Budget 2026/27 Set 17th June 2026	Actual To Date 10th July 2026	Within/Over Budget	
INCOME										
Precept			22429	27000	27000		27250	13625	-13625	
VAT Repayment			2146.03	2478.69	2594.34		2545	0	-2545	
Investment Income			705	700	1038		350	271	-79	
Section 106 Monies			14893		5253	(1)	5665	0	-5665	
Street Cleansing			477	477	491	(1)	506	506	0	
ECC verges and paths					1525	(1)	1461	0	-1461	
EALC Training Bursary				353	392		0	0	0	
Grants - Love Your Bus					48880		0	0	0	
Neighbourhood Plan Grant			7340	3225			0	0	0	
TOTAL			47989	34232	87174		37776	14402	-23375	
EXPENDITURE										
Annual Parish Meeting			348	290	236		300	206	94	
Arnold Baker Book			149							
Audit Fees			372	402	522		800	270	530	
Bank Charges			96	71	61	(1)	160	96	64	
Bus Shelter			140	235	80		200	0	200	
Chairmans Allowance			50							
Christmas			479	522	339		550	0	550	
Christmas 2022/23			454							
Defibrillator				454	456		500	0	500	
Donations					136		200	0	200	
Election Costs			70							
Grants			308	1251			2000	172	1828	
Grass Cutting				538	500		1000	100	900	
Hall Hire			630	550	550		750	0	750	
Insurances			396	396	396		450	396	54	
Laptop & Security							1100	0	1100	
Love Your Bus Grant					20958	(1)	22000	166	21834	
Misc							200	0	200	
Neighbourhood Plan			7643	4532	7112	(1)	7000	4792	2208	
Parish Magazine			2000	2000	2000		2400	1000	1400	
Parish Ranger Expenses			213				200	15	185	
Parish Ranger Equipment			683		140		1000	0	1000	
Planters				521			500	0	500	
Public Rights of Way						(1)	1461	0	1461	
S106			9138		6288	(1)	5665	0	5665	
S137			200	176	127		500	100	400	
Salaries			11136	10702	11040		14000	2783	11217	
Clerk Expenses			877	773	577		700	117	583	
Stationery, Postage & Printing			90	199	436		400	129	271	
Stoneley Park							1000	0	1000	
Street Cleansing			866	823	924		900	195	705	
Street Lighting			462	404	294		500	97	403	
Subscriptions			260	567	639		600	295	305	
Training			3302	50	928		1000	0	1000	
Vehicle Activated Sign			2925	2968	3289		847	0	847	
WASC Contributions			1121	1121			500	0	500	
Website			352	269	340		500	0	500	
West of Braintree						(1)	2500	2500	0	
TOTAL			44761	29812	58365		72383	13428	58955	
Surplus /Deficit			3228	4421	28809		-34606	974		
Balance in Accounts			33061	37482	66291		31685	67265		
							** £6,000	- Earmarked for NHP completion		
* \$106 Funds Available:			£5,665.16	- (Expiring Sept 2027)			** £5,922	- Earmarked for Love Your Bus Project		
							Budget Amendments:			
						(1)	FC041-26/27 [iii]			