

# Welshampton and Lyneal Parish Council

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## Draft Minutes of the Annual Meeting of the Parish Council held on Wednesday 13 May 2026, at Welshampton Parish Hall, starting at 6.40pm

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### Formal Meeting

#### Present:

Councillors: Karen Bland (Chair), Michael Dinsdale, Lawrence Houghton MBE, Sheila Stringer, Chris Symes and Guy Wellsbury

Shropshire Councillor: Sarah Marston

Clerk: Carole Warner.

Members of the Public: 4

#### 63/26 To elect the Chair of the Council.

Cllr Bland was unanimously elected as Chair.

#### 64/26 Declaration of Acceptance of Office

Cllr Bland signed the Declaration of Acceptance of Office.

#### 65/26 To elect the Vice Chair of the Council.

Cllr Houghton MBE was unanimously elected as Vice Chair.

#### 66/26 Public Participation Period:

A resident raised the on-going issue of road safety at the junction of A495 and Copes Lane. The Clerk assured the resident that she was continuing to liaise with Shropshire Council, and a solution was being discussed.

A resident raised concerns with development not following the conditions of Planning Consents. He raised one particular site as an example. It was agreed the Clerk would work with Shropshire Councillor Marston to bring concerns to the Planning Department.

A resident referred to the recent planning application by Veolia to develop the site at Fenns Bank for food waste. The resident had lodged a comment with Wrexham County Borough Council, the planning authority for the application, regarding the lack of information supplied regarding environmental impact on the nearby by National Nature Reserve. The Chair advised the application would be discussed later in the meeting and thanked the resident for bringing these points to the planning authority's attention.

A resident also referred to the application at Fenns Bank and that it was unlikely the application would be refused. Their concerns were relating to the vehicles travelling through Welshampton and the impact on both speeding and highway maintenance.

A resident requested that improved signage re public footpaths in the church/school area be improved.

#### 67/26 Apologies for absence:

None

#### 68/26 Minutes

The minutes of the Meeting held on 8 April 2026 were approved and signed

#### 69/26 Disclosable Pecuniary Interests:

- a. Members were reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest, whether or not the interest is entered in the register of members' interests maintained by the Monitoring Officer.

Cllr Wellsbury declared an interest in items 12b ii (Planning),

- b. **To consider any requests for Dispensation**

Clerk: Carole Warner,  
Orchard Cottage,  
Rowe Lane,  
Welshampton,  
Ellesmere, SY12 0QB  
Tel. 01948 710672  
email: [clerk@welshamptonandlyneal-pc.gov.uk](mailto:clerk@welshamptonandlyneal-pc.gov.uk)



None

- c. Members were reminded that they are required to declare any acceptance of gifts and hospitality.**

**70/26 Personnel Committee:**

- a. Review Terms of Reference**  
The Terms of Reference were reviewed and adopted.
- b. Receive nominations to the Committee**  
Cllrs Dinsdale, Bland, Houghton MBE and Stringer were appointed to the Committee.
- c. Appoint Chair of Committee**  
Cllr Houghton MBE was appointed Chair of the Committee.

**71/26 Communication Task and Finish Group:**

It was agreed all Councillors could be called upon for the Group.

**72/26 Policy Review**

It was resolved to re-adopt the following policies and procedures:

- a. Standing Orders**
- b. Financial Regulations**
- c. Reserves Policy**
- d. Complaints**
- e. Procedures for Dispensation in relation to Disclosable Pecuniary Interests**
- f. Health and Safety Policy**
- g. Information Request Policy**
- h. Scheme of Delegation**
- i. IT Policy**

**73/26 To appoint officers and representatives to the following outside bodies:**

- a. Shropshire Association of Local Councils**  
It was resolved to appoint Cllrs Bland and Holland.
- b. Welshampton Parish Hall Committee**  
It was resolved to appoint Cllr Bland and Mr Bob Richards.
- c. Wood Lane Quarry Liaison Group**  
It was resolved to appoint Cllr Holland
- d. Climate, Sustainability and Biodiversity Working Group**  
It was resolved to appoint Cllrs Holland, Bland, Symes and Dinsdale

**74/25 Planning**

- a. Decisions Received:** noted
- i. 25/04654/FUL and 25/04655/LBC Old Breaden Hall, Breaden Heath, SY13 2LF  
Conversion of existing storage outbuilding to ancillary accommodation and associated works  
Decision: Refuse
  - ii. 25/04281/FUL Balmer House, Balmer, Welshampton, SY12 0PP  
Proposed field access  
Decision: Permission Granted
  - iii. 24/04311/FUL Willenhall Way Caravan Park Corner Farm Welshampton SY12 0QA  
Extension to caravan site to include change of use of land to provide 25 caravan pitches and 13 tent camping pitches, together with siting of ground mounted solar panels (amended description)  
Decision: Refuse
  - iv. 25/00566/VAR Willenhall Way Caravan Park Corner Farm Welshampton SY12 0QA  
Decision: Not proceeded with
- b. Applications Received**
- i. 26/01491/FUL Keepers Cottage, Ellesmere, SY12 0NF  
Proposed single storey extension  
**It was resolved there were no objections to the application.**  
**Cllr Wellsbury left the meeting.**

- ii. 25/02655/EIA Zone 5, Wood Lane Quarry, Spunhill, Ellesmere  
South-easterly extension to Wood Lane Quarry (Zone 5)

It was agreed not to submit a response at this time.

***Cllr Wellsbury rejoined the meeting***

- iii. Wrexham County Borough Council application:  
P/2026/0075 BEFESA, Fenns Bank, Whitchurch, SY13 3PA  
Installation of In-Vessel Composting (Ivc) Facility and Associated Development

The comments made by residents earlier in the meeting were noted and supported.

**It was resolved to write to**

- **the planning authority to support the concerns raised regarding the lack of information supplied regarding the environmental impact on the nearby by National Nature Reserve,**
- **Shropshire Council regarding the impact on the highway surface due to the increase volume of vehicles.**
- **the West Mercia Police and Crime Commissioner regarding the potential speeding of vehicles through Welshampton.**

**75/26 Parish Clerk's Report:**

**a. Shropshire Councillor Report**

The Clerk asked Shropshire Councillor Marston to present her report

**b. Complaints – annual report**

The Clerk confirmed there had been no complaints.

**c. H&S – annual report**

The Clerk confirmed there had been no issues raised

**d. Council's Performance Review**

The Clerk reminded Councillors to complete their reviews.

**e. Council Statements on website**

The Clerk advised some statements were still outstanding.

**f. Newsletter – next edition**

The Clerk advised she would prepare the next edition.

**g. Newsletter – third party advertising**

**It was resolved to continue the policy not to include third party commercial information in the newsletter.**

**76/26 Financial Matters:**

**a. Balances for information**

**Noted**

**b. Outstanding accounts**

**The following payments were approved:**

C Warner	£1,076.32
Richard Harper	£200.00
Arthur J Gallagher Insurance Brokers Ltd	£1,351.23
SALC	£533.27
Right Sort Ltd	£505.16
A Russon	£325.00
Highline Electrical Ltd	£287.10
Notice Board Co (UK) Ltd	£455.64
Kate Chitham	£40.00
SNR ENG Ltd	£122.40

**c. Bank Mandates**

**It was agreed that the current bank signatories would continue.**

**d. Renewal of Insurance Policy**

**It was resolved to renew the policy.**

**e. Internal Audit**

**The Internal Audit report was received and the comments regarding VAT reclaims on 2 purchases were noted. It was agreed not to reclaim the small amounts of VAT.**

**The Report was noted.**

**f. Effectiveness of Internal Control**

The review was completed and approved.

**g. Statement of Internal Control**

The prepared Statement was approved.

**h. Annual Governance and Accountability Return 2025/26 Part 3**

**i. to consider the Annual Governance Statement (Section 1), complete and sign.**

The responses to the Annual Governance Statement were considered, agreed, completed, and signed.

**ii. to consider Accounting Statements 2025/26 (Section 2) and sign**

The Accounting Statements 2025/26 were approved and signed

Following completion of the Annual Governance and Accountability Return 2025/26 Section 1 and Section 2 it was resolved that the period of Public Rights was to commence on 3 June 2026 and end on 14 July 2026.

**77/26 Climate, Sustainability and Biodiversity.**

**a. Working Group**

Cllr Holland updated Councillors on the verge planting, the potential of having an 'Open Gardens' event in 2027 and working with Colemere Church with grounds maintenance. Cllr Holland explained the planned joint event with Welshampton Church of England Primary School on 15 June.

**78/26 Parish Strategy and Action Plans**

**a. Communication Implementation Plan**

Cllr Stringer advised progress with setting up the Council's Facebook page was on-going.

**b. Action Plan**

It was agreed to discuss a nominated action at each meeting. The first to be the interaction with and support of local businesses.

**79/26 Councillor Reports**

To be covered under the next agenda item.

**80/26 Parish Matters**

**a. Colemere Liaison Group**

Cllr Holland reported the recent meeting of the Group had been productive. Topics discussed included new signage, and footpath and car park maintenance. It had been noted that the Management Plan had expired in 2025 but there was no resource to update it. Cllr Holland explained the potential plan to help manage the algae which was a danger to the Least Water Lily. Funding of a 'raft' would be discussed at the next Liaison meeting.

**b. Wood Lane Quarry Liaison Group**

Shropshire Councillor Marston advised she had not received a response to her request for a meeting. It was agreed the Clerk would follow up with Tudor Griffiths.

**c. SALC email 1 April 2026: Neighbourhood Governance Pack**

General discussion took place regarding the role of town and parish councils in neighbourhood governance.

**It was resolved to write to Helen Morgsn MP to request support in raising concerns in Parliament.**

**d. Shropshire Council Corporate Plan**

The Plan was noted.

**81/26 Highways**

**a. Highways maintenance**

Residents' concerns were noted.

**82/26 Date of future meeting and agenda items – 10 June 2026**

**83/26 Resolved: That under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the public and press be excluded from the meeting for the item of business numbered 22 as publicity would be prejudicial to the public interest by reason of the inclusion of personal information to be transacted.**

**84/26 Clerk's Performance Review**

Cllr Houghton confirmed the review had been completed

The Chair, Cllr Bland, declared the meeting closed at 8.30pm

Signed.....

Date.....

DRAFT