

**MINUTES FOR THE MEETING OF DITTON PRIORS PARISH COUNCIL HELD ON
Thursday 14TH May 2026 at 7.30pm in small hall of the village hall Ditton Priors.**

1. Election of Chair and Vice Chair and sign acceptance of office forms

It was RESOLVED to elect Councillor Gregory to the post of Chair and Councillor Cains to the post of Vice Chair. Acceptance forms were signed and witnessed.

2. Public Session.

1 member of the public was present. He raised the question of the pilot road scheme in Preen. He requested 2 Councillors to be road wardens. The parishioner agreed to send in a formal request to the Clerk.

3. Acceptance of apologies.

Councillor Lowe and Councillor Barton-Smith. Present Councillors Gregory, Cains, Howells, Davis, Barker, Fox, Owen, Shropshire Councillor Hollyhead.

4. Resignation of Councillor

Peter Owen resigned as a Councillor. A vote of thanks was received from the Councillors. Clerk to organise advertising of the vacancy.

5. Election of Councillors to the following positions:

- | | |
|---|-------------------------|
| a) Chair: | Councillor Gregory |
| b) Vice Chair: | Councillor Cains |
| c) SALC area committee: | Councillor Fox |
| d) Village Hall Committee and Playing Fields Association: | Councillor Fox |
| e) Footpaths: | Councillor Barton-Smith |
| f) Snow Warden: | Councillor Lowe |
| g) Any other representative. | |

6. Approve all policies listed on website - these need updating

It was RESOLVED to action policies once the new Clerk has been appointed.

7. Declarations of interest

Councillor Gregory declared an interest in items 12a and 13. It was RESOLVED that he be given a dispensation to remain in the room during discussion but would pass the Chair to Cllr Cains.

8. Shropshire Council Report.

SCC are now more approachable. No further information on Derrington Road. He mentioned the road maintenance pilot in Preen. Potholes are a major issue in DP.

9. Approve the minutes of the meeting held on Thursday 9th April 2025.

APPROVED

10. Roads:

Road Closure: Derrington Road **NOTED**

Start Date: 18th June 2026

End Date: 18th June 2026

Purpose: Road closure (BT) new pole

Works Promoter: OPENREACH LIMITED
Works Promoter Ref: BC518MAPBWWGPL5W5V-03
Enforcement pattern for Derrington Road:
All the time

Road Closure: Unnamed road Ditton Priors **NOTED**
Start Date: 1st July 2026
End Date: 3rd July 2026
Purpose: Road Closure to enable highways works
Works Promoter: Shropshire Council
Works Promoter Ref: UJ214HW-1991918
Enforcement pattern for Unnamed road Ditton Priors:
08.00-16.00

Road Closure: B4364 from Cleobury North to Clee Bridge **NOTED**
Start Date: 28th July 2026
End Date: 28th July 2026
Purpose: Road closure (BT) for pole testing
Works Promoter: Openreach
Works Promoter Ref: BC008WH1KWP2DPTSB-01
Enforcement pattern for B4364 from Cleobury North to Clee Bridge:
All the time

C4223 - Harpswood Bridge Junction With B4364 To North Farm Junction, Bridgnorth is programmed for Surface Dressing between Tuesday 19th May to Thursday 4th June during the hours of 7am to 5pm. Froggy Lane junction to Harpswood Bridge, Middleton Priors
NOTED

11. Planning

None

12. Finance

a) Invoices to pay. It was RESOLVED to pay the following invoices.

Mrs Jayne Madeley	Wages	FPO	£601.22
Shropshire Council	Pension	FPO	£156.64
Ditton Priors Village Hall	Hall rent	FPO	£7.50
RLT Auditing	Internal audit	FPO	£195.91
SALC	ALC Affiliation fees	FPO	£512.25
Waterplus	Allotments	DD	£11.15
Focus	Phone	DD	£17.99
ICO	Data protection cert	DD	£47.00
Sharon Janes	Temp Clerk	FPO	£643.80 (review
under item 13)			

b) Bank Reconciliation

	Dr £	Cr £
Balance b/f - 1 April 2026	9,358.64	
Receipts	46,504.52	
Payments		1,635.58
Balance c/f		54,227.58

		<u>55,863.16</u>	<u>55,863.16</u>
Bank reconciliation			
		£	£
Balance per statements:			
	Current account		45,685.91
	savings account		8,541.67
	long term deposit		-
			54,227.58
c) CIL money received £20540.85 30.04.26	NOTED		
d) Precept received £25700.00 23.04.26	NOTED		
e) Grant application Ditton Priors Halls update			
The grant was APPROVED. Clerk to investigate the best way to arrange the grant.			
f) Request from the Church for Churchyard maintenance			
The Council RESOLVED to offer £500, payable in June and a further £500 later in the year. Clerk to advise the church administrator.			

13. Temporary contract for Sharon Janes

It was RESOLVED to sign the contract.

14. Environmental Maintenance Grant – application and tender

The grant has increased to £1000 but DPPC have budgeted £750. Clerk to find out if volunteer hours count towards the cost. Clerk to liaise with Cllr Lowe about a statement of work.

15. Update from Recruitment Working Group

- a) Report from Chair** NOTED
- b) The council resolves to adopt the draft recruitment policy (or as amended)** RESOLVED
- c) The council resolves to approve the draft contract of employment (or as amended)** RESOLVED

16. Update from Finance Committee

As per minutes dated 6th May 2026 NOTED

17. Shropshire Verges update

Clerk to ask Cllr Barton-Smith to liaise with the organiser

18. Councillors using new emails and confirmation of transfer NOTED

19. Correspondence

- a) What wording does the Council want on the Village Hall plaque?**
Clerk to request 'Supported by Ditton Priors Parish Council'
- b) RLT auditing expression of interest** APPROVED
- c) Parishioner raising points about footpaths, water course and speed limit**
Clerk to respond
- d) Joint energy agreement** APPROVED

20. Item at Chair's discretion NONE

21. Date of next scheduled meeting Thursday 11th June 2026

22. Close 9.06pm

Asset register

Code of Conduct 2012

Financial Regulations.

Financial Risk Assessment.

Standing Orders.

Publication Scheme

Media Policy

Disciplinary and Grievance Policy.

Complaints procedure.

Vexatious policy

Affordable housing policy

Pre planning application

Biodiversity and community Safety Policy

Biodiversity Policy

Training Policy.

Grant Application Form

CIL Guidance

Privacy Policy

Data Security Incident

Staff Privacy Notice

Subject Access Policy

Interim IT Policy

All available on website www.dittonpriorsparishcouncil.co.uk