

Hopton Wafers Parish Council

Minutes of the Parish Council Meeting held on Monday 8th June 2026 at Hopton Wafers Village Hall commencing at 7.02pm.

Present: Cllr Mark Humpage (Chair), Cllr Sue Turner, Cllr Maria Cook, Cllr Barry Buffery, Cllr Tracey Wood, Cllr Steve Chapman, Lengthsman, Anthony Harman and the Clerk, Sarah Brown

Chairman, Cllr Mark Humpage welcomed everyone to the June meeting.

194/01 To receive and accept apologies and reasons for Absence from Members

Cllr James Hilton and Unitary Cllr Dave Davies

194/02 Declarations of Interest

None.

194/03 Public Participation session

None.

194/04 Unitary Councilors' Reports

Attached.

194/05 Approval of Minutes

The Minutes of the Parish Council Meeting held on Monday 13th April 2026 were taken as read and signed.

194/06 Matters' Arising

None.

194/07 Clerk, Lengthsman and Chairperson Reports

i) Clerk's Report

EMG Grant Application submitted on 18th May 2026 and has been approved. £1,000 grant received on 02.06.26.

Correspondence received from Mr N Poyner regarding grant application for Hopton Church, asking for response to his email from August 2025. Council discussed and agreed response to be forwarded by Clerk. Clerk has written to Andy Keyland to request an update for the works at Bridge Cottage on the A4117 to understand when the commencement of works is planned and the estimated timescale for repairs. Awaiting response.

Planned works for Baveney Culvert on the A4117 at Far Forest is due to start on 29th June with an estimated timescale of 9 weeks.

Email received from Seb Elwood, Senior Reserves Officer at Shropshire Wildlife Trust covering southern reserves, including Catherton Common and Cramer Gutter. He will be attending the July meeting.

Correspondence from SALC on 5th June 2026 advising that changes to the English Devolution and Community Engagement Act 2026, mean that residential addresses for Councilors will no longer be published.

New bank account with Unity Trust was set up in May and transfer of funds from Lloyds Bank is complete. Council agreed to open a 32 day access, higher interest account and transfer £15,000 to be held in this account, with a view to moving monies to the main account when needed.

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ii) Lengthsman's Report

Some signs and verges need strimming back within the parish. This will be completed in the coming days.

194/08 Annual Review of Council procedures and Committees

i) Council approved councilors' roles, appointments to committees and representatives to outside bodies as follows:-

Chairman – Cllr Mark Humpage

Vice-Chair – Cllr Sue Turner

Planning Co-ordinator – Cllr Mark Humpage and Cllr James Hilton

Emergency Officer – Cllr Maria Cook

Parish Plan Review reps – Cllr Tracey Wood and Cllr Sue Turner

Highway Maintenance Reps – Cllr James Hilton, Cllr Steve Chapman and Cllr Maria Cook (Co-ordinator)

Staffing Group – Cllr James Hinton, Cllr Tracey Wood and Cllr Mark Humpage

Disciplinary and Grievance Group – Cllr Paul Blakeway and Cllr Barry Buffery

Appeals – Chairman, Cllr Mark Humpage in first instance

Website management: Cllr Mark Humpage, Clerk Mrs Sarah Brown

Facebook management: Cllr Mark Humpage and Cllr Maria Cook

Appointments to outside Committees

SALC Reps – Cllr Barry Buffery (reserve Cllr Steve Chapman)

LJC/Place Plan Reps – Cllr Sue Turner and Cllr Barry Buffery

Clee Hill Commoners Association Rep – Cllr Tracey Wood (reserve Cllr Maria Cook)

ii) Council RESOLVED to set the dates and venues for Parish Council meetings for the forthcoming year as follows:

<u>Date of Meeting</u>	<u>Venue</u>
Monday 8 th June 2026	Hopton Wafers Village Hall
Monday 13 th July 2026	Doddington Village Hall
Monday 10 th August 2026	Hopton Wafers Village Hall
Monday 14 th September 2026	Doddington Village Hall
Monday 12 th October 2026	Hopton Wafers Village Hall
Monday 9 th November 2026	Doddington Village Hall
Monday 14 th December 2026	Hopton Wafers Village Hall
Monday 11 th January 2027	Doddington Village Hall
Monday 8 th February 2027	Hopton Wafers Village Hall
Monday 8 th March 2027	Doddington Village Hall
Monday 12 th April 2027	Hopton Wafers Village Hall
Monday 10 th May 2027	Doddington Village Hall

iii) Council RESOLVED to approve the Standing Orders and Financial Regulations. All other Council policies are on a four-year cycle (subject to any legislative changes which will override this frequency).

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- iv) Council reviewed the Asset Register and RESOLVED to confirm it was up-to-date. Risk Assessments were reviewed and Council RESOLVED to confirm that they were correct. The Insurance schedule was reviewed and the Council RESOLVED to confirm it was up-to-date. *Clerk to review Risk Assessments to ensure they are current.*

194/09 Financial Matters

- i) Council noted receipt of Precept - £11,070
- ii) Council confirmed no conflicts of interest with PKF Littlejohn LLP
- iii) Council considered and approved Certificate of Exemption AGAR 2025/26
- iv) Council considered Internal Auditor's Reports
- v) Council considered and approved AGAR Section 1 - Annual Governance Statements 2025/26
- vi) Council considered and approved accounts and bank reconciliation for year ending 31st March 2026
- vii) Council considered and approved AGAR Section 2 - Accounting Statements 2025/26

194/10 Payments

Council RESOLVED to approve the following payments:

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|------|-------------------------------------|---------|
| i) | Mrs S. Brown - Clerk's Wages (May) | £339.78 |
| ii) | HMRC – PAYE – (May) | £84.80 |
| iii) | Mrs S. Brown - Clerk's Wages (June) | £339.78 |
| iv) | HMRC – PAYE – (June) | £84.80 |
| v) | SALC subscription | £474.27 |
| vi) | Auditor's fees – Mrs Marilyn Wood | £100.00 |
| vii) | Clerk's expenses (IONIS) | £57.88 |

194/11 Planning Matters

(a) New Planning Applications

Reference: 26/01476/FUL (validated: 30/04/2026)

Address: Hunters Rest, 6 Silvington Hill, Hopton Wafers, Kidderminster DY14 0ER

Proposal: Erection of general purpose agricultural storage building

Applicant: Mr & Mrs M Ewing (6 Hunters Rest, Silvington Hill, Hopton Wafers DY14 0ER)

No action

Reference: 26/01718/FUL (validated: 14/05/2026)

Address: Proposed Dwelling At, Crumps Brook, Hopton Wafers, Cleobury Mortimer, DY14 0EP

Proposal: Erection of one self-build dwelling.

Applicant: Mr Luke Howells (6 Crumpsbrook, Hopton Wafers, Cleobury Mortimer, Shropshire, DY14 0EP)

Neutral

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(b) Planning Decisions – FOR INFORMATION ONLY

Erection of three self-build dwellings with garages and formation of vehicular accesses – Land opposite The Warren, Stockhall Lane, Hopton Wafers

Ref. No: 25/01505/FUL | Status: REFUSE | Case Type: Planning Application

Reference: 26/00587/CPE (validated: 16/02/2026)

Address: Glebe Farm, Hopton Bank, Hopton Wafers, Shropshire, DY14 0ND

Proposal: Lawful development certificate for the continual breach of an agricultural occupancy condition for over 10 years. The property has therefore established a lawful unfettered residential use.

Decision: Certificate – Lawful

Reference: 25/03048/FUL

Address: Proposed dwelling of No. 2 Doddington, Shropshire

Proposal: Construction of a local needs dwelling

Decision: Granted

Reference: 26/01041/AG1 (validated: 18/03/2026)

Address: Little Shote, Hopton Bank, Hopton Wafers, Kidderminster, Shropshire, DY14 0QE

Proposal: Erection of a barn / storage building ancillary to the farmhouse. Barn / Store to be a steel framed clear span portal building with concrete floor. To limit visual impact the proposed building is to be positioned in front of a group of large agricultural storage buildings approx 5m from South East boundary with neighboring farm.

Applicant: Mr Martin Kerrigan

Does not need planning application, no further action

194/12 Parish Plan

Clerk provided update on Focus Group's progress. The questionnaire has been finalized and will be forwarded to Cllrs for final review. The questionnaires will be delivered by volunteers in the first week of September and collected seven days later. Clerk to consider three locations as collection points for those questionnaires that are not collected in person.

194/13 Parish Matters/Highways

- i) New Parish matters
- ii) New Highways matters – layby at Doddington on A4117 by wooden bus stop, where flooding occurs – a member of the public has approached Shropshire Council to provide update on repair of collapsed drain, but no response to date. Council to log this on FixMyStreet.

194/14 Future Agenda Items

None.

194/15 Date and Time of the Next Meeting

The next Parish Council meeting will be held on Monday 13th July at 7pm at Doddington Village Hall.

The Chair thanked everyone for attending and closed the meeting at 8.38pm.

Signed:

Date:

Print name: