

# Acton Burnell, Frodesley, Pitchford, Ruckley & Langley Parish Council

## Annual Parish Council Meeting Tuesday 13 May 2025 at 7.30pm Pitchford Village Hall

### MINUTES – DRAFT

**25.5.1 Election of Chairman:** Cllr Long was elected as Chair, nominated by Cllr Faulkner, seconded by Cllr G Davies and agreed by all.

**25.5.2 Declaration of Acceptance of Office by Chairman:** Cllr Long accepted his election as Chair and signed the Acceptance of Office form.

**25.5.3 Election of Vice-Chair:** Cllr Culliss was re-elected as Vice-Chair, nominated by Cllr Morgan, seconded by Cllr Ball and agreed by all.

**25.5.4 Declaration of Acceptance of Office by Vice-Chair:** Cllr Culliss accepted her election as Vice-Chair and signed the Acceptance of Office form.

**25.5.5** The Chairman welcomed all to the meeting and explained the proceedings.

**25.5.6 Present:** Cllr J Long – Chair, Cllr C Culliss, Cllr A Hotchkiss, Cllr R Morgan, Cllr K Faulkner, Cllr G Davies, Cllr G Ball, Cllr R Davies, Unitary Cllr C Naylor, Mrs A Morris – Clerk.

**Apologies:** Cllr P Harrison

**25.5.7 Declarations of Pecuniary or Personal Interest**

25.5.7.1 There were no declarations of interest

25.5.7.2 Councillors were reminded of their legal obligation to complete new declaration of interest forms within 28 days of their election. There is a new process by which Councillors must submit this information online. The Clerk has emailed Councillors details of how to do this. **Action: all Councillors to submit new declaration of interest forms by 2 June 2025.**

**25.5.8 Minutes of Last Meeting** Members confirmed and accepted the minutes of the previous meeting on 11 March 2025 as a correct record.

**25.5.9 Pitchford Councillor Vacancy**

25.5.9.1 The Council agreed to co-opt to fill the vacancy left for Pitchford following the election on 1 May 2025. Only one candidate came forward for co-option, Russell Davies. He confirmed that he meets the qualifications to be Councillor for Pitchford.

25.5.9.2 The Council voted unanimously to co-opt Russell Davies to be the Councillor for Pitchford. He signed the Acceptance of Office form.

**25.5.10 Staff Appraisals Committee:**

25.5.10.1 The delegation arrangements and terms of reference were reviewed. The following members were appointed: Cllr Long - Chair, Cllr Harrison and Cllr Ball.

**25.5.11 Staff Grievance Committee**

25.5.11.1 The delegation arrangements and terms of reference were reviewed. The following members were appointed: Cllr Culliss - Chair, Cllr Morgan and Cllr Hotchkiss; Cllr Faulkner to act as reserve member if grievance involves any appointed member

**25.5.12 New Committees and Task and Finish Groups**

25.5.12.1 The Council agreed that no new committees or groups were required.

**25.5.13 Local Area Committee** – Cllrs Ball and Culliss were appointed as the Council's representatives

**25.5.14 Public Session:** None required

**25.5.15 Shropshire Councillor's Report** – Cllr Chris Naylor the newly elected Member for Burnell Ward gave the following report:

- The new Liberal Democrat Council is currently electing portfolio holders. Councillor Heather Kidd has been elected as leader. The new Council's top priority is to

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Chairman  
Date:

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understand the financial situation and the Leader has written to the Minister for Transport to establish the situation with the proposed North West Relief Road.

- Cllr Naylor pledged to be a full time Councillor, visit every village in the ward at least once per week, and hold a quarterly public meeting.
- Cllr Naylor asked that any key local priorities be flagged up to him ASAP. He plans to pursue 20mph limits outside Condover and Longnor Primary Schools. He plans to meet with Concord College and the NFU.

### 25.5.16 Internal Controls review

- 25.5.16.1 The Council reviewed its methods of Internal Control
- 25.5.16.2 The Council reviewed its bank mandates/signatories and agreed that no change was required
- 25.5.16.3 Councillor Morgan was appointed to review bank reconciliations, Cllr Hotchkiss to act as reserve if Cllr Morgan is not present.
- 25.5.16.4 The Council decided to appoint Rebecca Turner as Internal auditor for 2025/26

### Annual Governance and Accountability Return 2024/25

**25.5.17** The Year End Bank Reconciliation was accepted and agreed by all Members present.

**25.5.18** The Internal Audit Report was received by Council and noted. The Council noted the Internal Auditor's advice regarding paying the Chair's allowance (see item 25.5.25).

**25.5.19** The Annual Governance Statement was approved and agreed by all Members present

**25.5.20** The Accounting Statements were approved and agreed by all Members present.

**25.5.21** The analysis of variances was received by Council and noted.

**25.5.22** The dates for Public Rights and Publication of unaudited AGAR were agreed and will be 3 June – 14 July 2025. **Action: Clerk to publish dates on noticeboards and website**

### Finance

**25.5.23** The Council received the list of accounts for payment, as outlined below and approved payment of all items.

Account	Payee	Item	Amount £
ABFPR&L	Unity Trust Bank	Bank charges	6.00
	Clerk	March salary	385.71
	O2	Mobile phone	12.47
	Clerk	April salary	480.86
	HMRC	National Insurance Contributions	8.81
	Unity Trust Bank	Bank charges	6.00
	Zurich Municipal	Insurance	285.94
	DM Payroll	Payroll services	120.00
	O2	Mobile phone	12.91
	RLT Auditing	Internal Audit	175.00
	SALC	Membership fees	372.78
	Adrian Evans	Painting phone boxes	996.00
	Clerk	Reimbursement Microsoft 365, parking, file	89.98
	Unity Trust Bank	Bank charges	6.00
Lightsource	Unity Trust Bank	Bank Charges	6.00
	Unity Trust Bank	Bank charges	6.00

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	Unity Trust Bank	Bank charges	6.00
	<b>Total</b>		<b>2,976.46</b>

**25.5.24** The Bank Reconciliation was accepted by Council and agreed by all members present

**25.5.25** The Council reviewed its process for deciding and paying the Chair's allowance in line with advice from the Internal Auditor. Once Shropshire Council reforms its Parish Remuneration Panel, the Council will follow its guidance on allowances. The current rate of £100 per annum appears reasonable in line with historic advice. The Council agreed to pay Cllr Harrison expenses of £100 for 2024/25 on the basis that he will write a letter confirming he will declare it on his tax return. Cllr Long said he only intended to claim expenses rather than an allowance for his period as Chair. **Action: Clerk to pay Cllr Harrison £100 allowance.**

**25.5.26** The Council authorised the following regular payments until next APCM in May 2026

25.5.26.1 O2 - Clerk's mobile phone contract – monthly DD (£12.91 pm)

25.5.26.2 Clerk's basic wage and working from home working allowance as stipulated by payroll documents – monthly BACS

25.5.26.3 ICO – data protection registration fee – annual DD (£35 pa)

25.5.26.4 Bank charges – Unity Trust Bank – charge for 2 current accounts (£12 pm)

**25.5.27** The Council reviewed expenditure against budget year to date.

25.5.27.1 The Council approved forecast overspend on: Cloud storage due to price increase, travel expenses, staff costs due to changes to NI limit, and insurance due to new assets

**25.5.28** The 2024/25 CIL neighbourhood fund monitoring form was reviewed by the Council and signed by the Chair.

### General Power of Competence

**25.5.29** The Council confirmed it will continue to exercise general power of competence.

### Subscriptions to Other Bodies

**25.5.30** The Council reviewed and agreed to renew its subscription to SALC (£372.78)

**25.5.31** The Council reviewed and agreed to renew the Clerk's subscription to SLCC (£110)

### PC Working Documents

**25.5.32** The Council adopted new Standing Orders based on the revised NALC model regulations

**25.5.33** The Council adopted new Financial Regulations based on the revised NALC model regulations

**25.5.34** The Council reviewed the Members' Code of Conduct and adopted it unchanged

**25.5.35** The Council reviewed and agreed its Register of Assets

**25.5.36** The Council reviewed and agreed amended Financial Risk Assessment and revised General Risk Assessment

**25.5.37** The Council reviewed its Provisions of Insurance and approved £95.44 increase in insurance cost due to additions to itemised list

**25.5.38 Clerk's Report** on Actions from the meeting on 11 March 2025

MINUTE NUMBER	RESOLUTION/AGREED ACTION	TASK COMPLETE	COMMENTS
25.3.6	Cllr Morris to follow up with Andy Oliver on Ruckley site visit actions	Yes	Cllr Ball reported that investigations have started into where the drain system goes.

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			<b>Action: Cllr Naylor to follow up on whether it has been decided to clear the drains on a more regular basis.</b>
25.3.11	Clerk to ask E Jackson to invoice for earlier work and pay from Lightsource.	Yes	Cllr Hotchkiss reported that Mr Jackson does not require payment.
25.3.12	Councillors to return election nomination papers to Clerk by 26 March 2025.	Yes	
25.3.13	Clerk to write letter confirming T Jones's local connection	Yes	
25.3.15	Clerk to contact SC to request second mirror on same pole pointing in other direction	Yes	Dave Gradwell has confirmed he will arrange this.
	Clerk to contact SC to highlight poor standard of repair of Swan Bank layby and reopen issue on fixmystreet	Yes	
	Clerk to report deterioration of road near Swan bank on fixmystreet	Yes	Work complete
	Clerk to report severe deterioration of road between Ruckley and Causeway Wood	Yes	<b>Action: Cllr Naylor to chase fixing the road from Ruckley to Causeway Wood.</b>
25.3.17	Clerk and Councillors to put together specification/scope of work identifying which paths require regular clearing.	No	Clerk suggested deferring to next meeting and requesting public feedback at Annual Parish Meeting
25.3.18	Clerk to write to Shropshire Council and Secretary of State regarding delay in submitting Pitchford and Cound Bridleway Modification Order for determination.	Yes	<b>Action: Clerk to write to MP and send all info to brief Cllr Naylor</b>
25.3.19	Cllrs Long and Hotchkiss to contact E Jackson re possible Acton Burnell-Pitchford permissive path		Mr Jackson definitely does not want path to cross his land. <b>Action: Clerk to brief Cllr Harrison</b>
	Cllr Harrison and Clerk to research if there is precedent/procedure for paying landowners to allow access for permissive footpaths.	Yes	SC advised against this as permission for path may be withdrawn at any time. Other Clerks suggested paying for maintenance or new fences etc. as payment to individual farmer might breach LGA 1972 s137
25.3.21	Clerk to submit support for 25/00370/FUL on planning register	Yes	Permission granted

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### Highways Matters

**25.5.39** Cllr Hotchkiss has had complaints about the number of signs at entrance to Acton Burnell.

**Action:** Clerk to chase SC on removal of extraneous signs and copy Cllr Naylor in on this and outstanding 30mph work. **Action:** Clerk to report need to repaint white lines at Acton Burnell/Ruckley junction and at the former Royal Oak bend on fixmystreet. **Action:** Clerk to write to SC to ask what action they are planning to undertake to the culvert which has caused a new 7.5 tonnes weight limit on the Cross Houses road.

### Right of Way

**25.5.40** The Clerk had nothing to report

**25.5.41** Acton Burnell-Pitchford footpath – See item 25.5.38

### Planning

**25.5.42** The Council noted one new planning application for which consultation deadline had passed

Ref: 25/01135/FUL (validated 24/03/25)

Address: The Granary, Causeway Wood Farm, Acton Burnell, SY5 7HT

Proposal: Installation of free standing air source heat pump to north elevation

Status: Permission granted

**25.5.43** The Council to considered one new planning application and had no comment

Ref: 25/01549/FUL (validated 23/04/25)

Address: Concord College, Acton Burnell, SY5 7PF

Proposal: Erection of pre-fabricated security cabin

**25.5.44** The Council noted the following planning application received after the agenda was published

Ref: 25/01549/FUL (validated 23/04/25)

Address: Concord College, Acton Burnell, SY5 7PF

Proposal: Erection of pre-fabricated security cabin

The Clerk also updated the Council that she has written to SC Planning Enforcement to enquire if the recent roof work at Castle Barns contravened their planning permission.

**Action:** Clerk to send Cllr Naylor update on outstanding enforcement issues.

### Parish Matters

**25.5.45 John Leighton** – The Council noted the passing of local resident. His funeral is on 20 May 2025, 2pm at the Crematorium.

### Time, Date & Place of Next Meeting

**25.5.46** Tuesday 8 July 2025, 7.30pm at Pitchford Village Hall

**25.5.47** The Council agreed the following provisional dates and location of meetings to May 2026:

Tuesday 9 September 2025 at Pitchford Village Hall

Tuesday 11 November 2025 at Pitchford Village Hall

Tuesday 20 January 2026 at Pitchford Village Hall

Tuesday 10 March 2026 at Pitchford Village Hall

Tuesday 12 May 2026 at Pitchford Village Hall

**Action:** Clerk to add timing of meetings in winter months to next meeting's agenda

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