

ASTLEY PARISH COUNCIL

Chair: Councillor Kate Lloyd

Clerk: Lisa Harris

Email: astleypc@hotmail.co.uk

MINUTES OF ANNUAL PARISH COUNCIL MEETING Held following the Annual Parish Meeting on 22 May 2024 at Astley Village Hall

Present: Parish Councillors K Lloyd (Chair), E Bedell, H Mardell (Vice-Chair), R Peate, S Robinson, K Sumner, D Williams and Flight Lieutenant S Mason

Clerk: Lisa Harris

1 member of the public was present

01.24 Election of Chairman

Nominations were sought for the position of Chairman.

It was proposed by Councillor Bedell and seconded by Councillor Mardell and

Resolved (without opposition)

that Councillor Lloyd be elected as Chairman for the ensuing municipal year.

02.24 Chairman to sign Declaration of Acceptance of Office

Councillor Lloyd signed the Declaration of Acceptance of Office, and this was acknowledged by the Clerk.

03.24 Election of Vice Chairman

It was proposed by Councillor Lloyd and seconded by Councillor Robinson and

Resolved (without opposition)

that Councillor Mardell be elected as Vice Chairman for the ensuing municipal year.

04.24 Vice Chairman to sign Declaration of Acceptance of Office

Councillor Mardell signed the Declaration of Acceptance of Office, and this was acknowledged by the Clerk.

05.24 Apologies for Absence

Apologies were received from Shropshire Councillor Lezley Picton.

06.24 Disclosable Pecuniary Interests

- a) No disclosable pecuniary interests were declared.
- b) There were no applications for a dispensation regarding disclosable pecuniary interests

07.24 Public Participation Session - *a period of 15 minutes will be set aside for the public to speak, with a strict 5-minute limit per speaker. Members of the public may speak on matters appearing on the agenda. However, if a matter does not appear on the agenda, a written request should*

be submitted to the Clerk no later than 2 working days before the meeting.

Regarding highway matters, it was reported that part of the road in Upper Astley, outside Rural Cottages, is prone to flooding as there is a dip in the road and water is not draining away properly.

ACTION: Clerk will ensure this has been recorded on FixMyStreet and will report the issue again.

08.24 To approve the Minutes of the Parish Council Meeting held on 20 March 2024

The minutes of the previous meetings had been circulated.

It was proposed by Councillor Lloyd and seconded by Councillor Mardell and

resolved (without opposition)

that the minutes of the Parish Council Meeting held on 20 March 2024 be accepted as a true record.

The minutes were signed accordingly.

[The next item was moved up the agenda at the discretion of the Chairman to facilitate a better flow of the meeting]

10.24 To receive reports from

a) Shropshire Councillor

As Councillor Picton's annual report had been presented (in her absence) at the Annual Parish Meeting immediately prior to the Annual Parish Council Meeting, there was nothing further to report.

b) RAF Shawbury

Flight Lieutenant Mason advised of the following:

Night Flying

The next night flying period is due to commence on Monday 3 June and continue until Thursday 18 July. Night flying periods are usually for seven weeks with three weeks in between periods. There will be posts on the RAF Shawbury Facebook/Twitter advising on the night flying periods and we are grateful for the tolerance of this essential training. There is also information on the RAF Shawbury webpage with contact details for complaints.

Airfield Works

The airfield works commenced in April, and as they are expected to last for around 18 months, the project is still at a very early stage.

Drones

If anyone flies a drone/model aircraft locally it is a good idea to view and understand the Drone Code, available on the CAA website. There are restrictions near all airfields civil and military, regarding the flying of drones and model aircraft.

Upcoming Events

- Landowner's Day on 23 May 2024 - to thank landowners who permit training to be conducted in their fields, clearings and woods in the local area. Without the

support of the landowner's, RAF Shawbury would be limited to the variety of landscapes provided across Low Flying Area 9. This enables essential training to take place and allows aircrew to practice landing in difficult and varying terrain, something that the helicopter aircrew will have to do safely and regularly when they reach their front-line units.

- Cosford Air Show on 9 June 2024 – there is no display activity coming from RAF Shawbury but they may be sending some fighter planes (Spitfire/Hurricane).
- Families Day on 22 August 2024 – a day of fun for all the family. Strictly for RAF personnel, contractors and their families.

[Flight Lieutenant Mason left the meeting after presenting his report]

09.24 Clerk's report on matters arising since the Parish Council Meeting on 20 March 2024

- Advised Shropshire Council's Monitoring Officer that Mr R Peate had filled the Casual Vacancy for a councillor on Astley Parish Council.
- Carried out extensive work preparing records for the internal auditor and completing the AGAR.
- Updated website including articles on What a parish council can do, Where the money goes, Project Gigabit.
- Responded to emails from parishioners regarding the installation of apparatus for Project Gigabit.
- Spoke with planning, conservation and Freedom Fibre regarding Project Gigabit.
- Prepared article for Hadnall and Astley News.

11.24 To review and re-adopt Standing Orders

The Standing Orders had been circulated to the Councillors for review prior to the meeting.

It was agreed (without opposition) that the Standing Orders dated May 2024 be re-adopted by the Council and signed accordingly.

12.24 To review and re-adopt Financial Regulations

The Financial Regulations had been circulated to the Councillors for review prior to the meeting.

It was agreed (without opposition) that the Financial Regulations dated May 2024 be re-adopted by the Council and signed accordingly.

13.24 To review and re-adopt Code of Conduct

The Code of Conduct had been circulated to the Councillors for review prior to the meeting.

It was agreed (without opposition) that the Code of Conduct dated May 2024 be re-adopted by the Council and signed accordingly.

14.24 To received and review the Risk Management Schedule

The Risk Management Schedule had been circulated to the Councillors for review prior to the meeting.

It was agreed (without opposition) that the Risk Management Schedule dated May 2024 be adopted by the Council and signed accordingly.

15.24 The Clerk presented the Asset Register as at 31 March 2024. No additional assets had been added during the year but the AED and associated housing had been replaced at Astley Village Hall and the Asset Register will now be updated to reflect this.

It was agreed (without opposition) to adopt the Asset Register as presented. The Chairman and Clerk signed the copy Asset Register.

16.24 To appoint insurers for the period 01/06/24 – 31/05/25

The Clerk had obtained a number of quotes and Zurich Insurance was the most competitively priced at £241, which surprisingly had not increased on the cost of cover for 2023/24.

It was **agreed (without opposition)** that Zurich be appointed as insurers for the period 01/06/24 – 31/05/25.

17.24 Annual Return for the year ended 31 March 2024

Council to receive, approve and sign (as appropriate) the following:

a) Final bank reconciliation and accounts 2023/24

Council approved the year end bank reconciliation as checked by the Internal Auditor and Councillor Mardell. The final year end detailed accounts were approved.

b) Internal Audit Report 2023/24 (AGAR part 2 page 4)

Council considered the Internal Audit Report and noted that the Council's system of Internal Controls was operating effectively.

c) Certificate of Exemption 2023/24 (AGAR part 2 page 3)

Council confirmed that it meets the criteria for certifying itself as exempt from the full requirements for external audit. The RFO and the Chairman signed the Certificate of Exemption for submission to the external auditor.

d) Annual Governance Statement 2023/24 (AGAR part 2 page 5)

Council considered each internal control statement per The Governance Statement (1-9) and confirmed their agreement that each was met. The Clerk/RFO completed the Annual Governance Statement to this effect and the Chairman and Clerk/RFO signed the statement as approved.

e) Summary accounting statements (AGAR part 2 page 6)

It was **agreed (without opposition)** to confirm the accuracy of the accounting statements. The Chairman signed the summary accounting statements in the Annual Governance and Accountability Return as approved.

18.24 Current financial matters

a) Payments

Payee	Description	Amount
Miss L Harris	Clerk's expenses April/May	£ 42.75
Miss L Harris	Clerk's salary April/May	£ 792.60
HMRC	PAYE on Clerk's salary April/May	£ 198.40
RLT Auditing	Internal Audit Fee	£ 112.50
Zurich	Annual Insurance Premium	£ 241.00
SALC	Affiliation fees 2024/25	£ 267.00
C Jones Electrical Services	Installation of AED cabinet	£ 72.00
MedUK Group Ltd	AED and cabinet	£1,956.00

TOTAL	£3,682.25
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It was proposed by Councillor Mardell and seconded by Councillor Bedell and
resolved (without opposition)

that the above accounts be approved for payment.

b) Bank reconciliation to 12 May 2024

The bank was reconciled at £15,072.96, being the online banking balance on the date the meeting agenda was prepared. The bank reconciliation was agreed and signed accordingly.

19.24 Planning

1. Decisions to note

a. Ref: 24/00379/CPE

Address: Site Of Former Green Lane Cottage (Land North Of Greenfields And Hydrotherapy Centre) Green Lane Bings Heath Astley SY4 4BY

Description: Lawful development certificate for existing use of land as C3 residential use

Validated: 31 Jan 2024

Status: Not Lawful

Application can be viewed on Shropshire Council's Planning Portal, or by clicking [here](#)

b. Ref: 24/00469/TCA

Address: Church House Astley Shrewsbury Shropshire ST4 4BP

Description: Fell 1no Ash, 2no Hornbeam & Sorbus & crown reduce by 30% 2no Cherry within Astley Conservation Area

Validated: 08 Feb 2024

Status: Consent By Right - Trees

Application can be viewed on Shropshire Council's Planning Portal, or by clicking [here](#)

c. Ref: 24/00667/DIS

Address: Firs Farm Astley Shrewsbury Shropshire

Description: Discharge of condition nos. 3 (Drainage) and 4 (Construction Environmental Management) attached to planning permission reference 23/05252/FUL – Erection of a General Purpose Agricultural Building

Validated: 23 Feb 2024

Status: Granted

Application can be viewed on Shropshire Council's Planning Portal, or by clicking [here](#)

2. Planning applications for consideration

a. Ref: 24/01062/OUT

Address: Wynnstay Group Plc Astley Park Battlefield Shrewsbury Shropshire SY4 4RT

Description: Erection of warehouse building and new storage area

Validated: 20 Mar 2024

Status: Pending Consideration

Application can be viewed on Shropshire Council’s Planning Portal, or by clicking [here](#)

b. Ref: 24/01517/TCA

Address: Applegarth Astley Shrewsbury Shropshire SY4 4BP

Description: Fell 2no. Norway Spruce (T1 and T2) and 1no. Lawson Cypress (T3) within Astley Conservation Area

Validated: 30 Apr 2024

Status: Pending Consideration

Application can be viewed on Shropshire Council’s Planning Portal, or by clicking [here](#)

c. Ref: 24/01741/TCA

Address: Church Farmhouse Astley Shrewsbury Shropshire SY4 4BP

Description: Crown reductions by 20 percent of 1no. Bramley Apple (T1) and 1 no. Whitebeam (T2) within Astley Conservation Area

Validated: 30 Apr 2024

Status: Pending Consideration

Application can be viewed on Shropshire Council’s Planning Portal, or by clicking [here](#)

No objections nor comments were recorded on the above planning applications.

20.24 To receive any relevant updates from parish councillors

Councillor Lloyd advised that she had been sent an invitation for a councillor to attend the Landowner’s Day at RAF Shawbury on Thursday 23 May. As Councillor Mardell had attended last year, the invitation was given to Councillor Bedell.

21.24 Highway matters

The Parish Councillors had studied the Consultation Plan from WSP relating to the proposed introduction of a 50mph speed limit along the A53, Albrightlee/Upper Astley. It was unanimously agreed that a request should be submitted for all speed signs to be mandatory and not simply recommended speed limits, and that the speed reduction to be introduced as soon as possible.

ACTION: Clerk to email Councillor Picton asking for an update on what safety measures will be enforced to mitigate for the new entrance at Greenfields.

22.24 Correspondence

Nothing beyond what already mentioned.

23.24 Future agenda items

None.

24.24 Date of next meeting

Wednesday 17 July 2024, 7.00pm at Astley Village Hall

The Chairman thanked everybody for attending and the meeting closed at 8.50pm.

Signed by Chairman: Date: 17 July 2024