

ASTLEY PARISH COUNCIL

Chair: Councillor Kate Lloyd

Clerk: Lisa Harris

Email: clerk@astleyshropshireparishcouncil.gov.uk

MINUTES OF ANNUAL PARISH COUNCIL MEETING Held following the Annual Parish Meeting on 14 May 2025 at Astley Village Hall

Present: Parish Councillors E Bedell, R Peate, S Robinson, K Sumner, D Williams

Clerk: Lisa Harris

3 members of the public were present

01.25 Election of Chairman

[Councillor Bedell was chosen by the Councillors present to act as Chairman for this meeting]

Nominations were sought for the position of Chairman.

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

Resolved (without opposition)

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

02.25 Chairman to sign Declaration of Acceptance of Office

Due to the Annual Parish Council Meeting having to be brought forward by a week to comply with the timing requirements following an election, Councillor Lloyd was unable to attend as she had booked time away to be available for the originally scheduled date of 21 May. Councillor Lloyd will therefore sign the Declaration of Acceptance of Office, witnessed by the Clerk, before 1 July 2025.

03.25 Election of Vice Chairman

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

Resolved (without opposition)

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

04.25 Vice Chairman to sign Declaration of Acceptance of Office

Due to the Annual Parish Council Meeting having to be brought forward by a week to comply with the timing requirements following an election, Councillor Mardell was unable to attend as she had booked time away to be available for the originally scheduled date of 21 May. Councillor Mardell will therefore sign the Declaration of Acceptance of Office, witnessed by the Clerk, before 1 July 2025.

05.25 Declaration of Acceptance of Office for all Councillors

Following the uncontested election, all seven councillors (including Councillors Lloyd and Mardell) had signed the Declaration of Acceptance of Office, witnessed by the Clerk, prior to the meeting.

06.25 Apologies for Absence

Apologies were received from Councillors K Lloyd and H Mardell for the reason already stated.

07.25 Disclosable Pecuniary Interests

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

08.25 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.

Concerns were expressed by all 3 members of the public present about planning application 25/01518/OUT and the potential detrimental effect it could have on Astley in terms of both flooding and increased traffic through the village should approval be granted for the development to go ahead.

[The next item was moved up the agenda at the discretion of the Acting Chairman to facilitate a better flow of the meeting. Two members of the public departed.]

20.25 Planning

1. Decisions to note

a. Ref: 25/00391/DIS

Address: Proposed Development Land North of Greenfields Bings Heath Astley Shropshire

Description: Discharge of Conditions 9 (Close Existing Access), 10 (Bat and Bird Boxes), 11 (Lighting), 12 (External Materials) and 13 (Landscaping) relating to Planning Permission 23/04120/FUL

Validated: 04 Feb 2025

Status: Granted

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

b. Ref: 25/00488/DIS

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

Description: Discharge of condition 5 (drainage) relating to planning permission 24/01062/OUT

Validated: 10 Feb 2025

Status: Granted

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

c. Ref: 25/00503/DIS

Address: The Firs Farm Astley Shrewsbury Shropshire

Description: Discharge of Conditions 4 (Bat and Bird Boxes) and 5 (Lighting Plan) relating to Planning Permission 24/03985/FUL

Validated: 10 Feb 2025

Status: Granted

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

d. Ref: 25/00591/FUL

Address: The Old School Astley Shrewsbury Shropshire SY4 4BP

Description: Erection of a wooden gazebo with a pitched tiled roof over existing octagonal paving slabs

Validated: 17 Feb 2025

Status: Granted

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

e. Ref: 25/00473/FUL

Address: The Hatch Hatch Lane Astley Shrewsbury Shropshire SY4 4BN

Description: Alterations to existing annex to create swimming pool and games room with render and cladding added externally, extensions to existing dwelling including raising of roofline, external alterations

Validated: 10 Mar 2025

Status: Granted

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

f. Ref: 25/00962/FUL

Address: 2 Albrightlee Cottages Albrightlee Shrewsbury Shropshire SY4 4EE

Description: Erection of two storey side extension following demolition of existing lean to

Validated: 20 Mar 2025

Status: Granted

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

2. Planning applications for consideration

a. Ref: 25/01538/TCA

Address: Poplars Astley Shrewsbury Shropshire SY4 4BP

Description: Fell 3no. Leyland Cypress (T1-T3) within Astley Conservation Area

Validated: 23 Apr 2025

Status: Pending Consideration

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

b. Ref: 25/01518/OUT

Address: Land Off Astley Lane Hadnall Shropshire SY4 4BE

Description: Outline application for 53 dwellings and associated works

Validated: 22 Apr 2025

Status: Pending Consideration

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

[Note: Planning application 25/01518/OUT is in Hadnall Parish and not Astley Parish but is included due to the potential impact on the area]

c. Ref: 25/01661/FUL

Address: 5 Albrightlee Barns Albrightlee Shropshire SY4 4FA

Description: Single storey extension and internal remodel

Validated: 2 May 2025

Status: Pending Consideration

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

No comment was made on either application 25/01661/FUL or 25/01538/TCA. However, after detailed consideration

It was proposed by Councillor Williams and seconded by Councillor Sumner and

Resolved (without opposition)

that Astley Parish Council would object to application 25/01518/OUT on the grounds of it posing a flood risk and impacting on highway safety within the Parish.

ACTION: Clerk to submit an objection to the Planning Officer at Shropshire Council detailing the relevant material considerations.

[The remaining member of the public left the meeting]

09.25 To approve the Minutes of the Parish Council Meeting held on 19 March 2025

The minutes of the previous meetings had been circulated.

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

resolved (without opposition)

that the minutes of the Parish Council Meeting held on 19 March 2025 be accepted as a true record.

The minutes were signed accordingly.

10.25 Clerk's report on matters arising since the Parish Council Meeting on 19 March 2025

- Carried out extensive work preparing records and end of year accounts for the internal auditor and completing the AGAR.
- Updated website including information on the mobile library service.
- Prepared article for Hadnall and Astley News.

11.25 To receive reports from

a) Shropshire Councillor

Nothing available.

b) RAF Shawbury

Nothing available.

12.25 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 2025 be re-adopted by the Council and signed accordingly.

13.25 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 2025 be re-adopted by the Council and signed accordingly.

14.25 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 2025 be re-adopted by the Council and signed accordingly.

15.25 To review and re-adopt 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 2025 be adopted by the Council and signed accordingly.

16.25 The Clerk presented the Asset Register as at 31 March 2025. The AED and associated housing had been replaced at Astley Village Hall and the Asset Register had been updated to reflect this.

It was agreed (without opposition) to adopt the Asset Register as presented and it was signed accordingly.

17.25 To appoint insurers for the period 01/06/25 – 31/05/26

The Clerk had obtained a number of quotes and Zurich Insurance was the most competitively priced at £264, which was only a £23 increase on the cost of cover for 2024/25.

It was agreed (without opposition) that Zurich be appointed as insurers for the period 01/06/25 – 31/05/26.

18.25 Annual Return for the year ended 31 March 2025

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

a) Final bank reconciliation and accounts 2024/25

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

b) Internal Audit Report 2024/25 (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 2024/25 (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 Acting Chairman signed the Certificate of Exemption for submission to the external auditor.

d) Annual Governance Statement 2024/25 (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 Acting 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 Acting Chairman signed the summary accounting statements in the Annual Governance and Accountability Return as approved.

19.25 Current financial matters

a) Payments

Payee	Description	Amount
Miss L Harris	Clerk's expenses April/May	£ 57.00
Miss L Harris	Clerk's salary April/May	£ 832.84
HMRC	PAYE on Clerk's salary April/May	£ 208.20
Mrs K Symonds	Internal Audit Fee	£ 140.00
Zurich	Annual Insurance Premium	£ 264.00
SALC	Affiliation fees 2025/26	£ 308.61
TOTAL		£ 1810.65

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

resolved (without opposition)

that the above accounts be approved for payment.

b) Bank reconciliation to 8 May 2025

The bank was reconciled at £17,945.84, being the online banking balance on the date the meeting agenda was prepared. The bank reconciliation was agreed and signed accordingly.

21.25 To receive any relevant updates from parish councillors

- Councillor Bedell reported that checks had been performed on the defibrillators and confirmed that both appliances were ready to use as and when required.
- Councillor Williams had attended the recent meeting of Hadnall Parish Council where planning application 25/01518/OUT had been on the agenda. In his opinion, the Vice-Chairman there had been rude and dismissive of his valid concerns.
- Councillor Sumner had contacted Hadnall Parish Council as soon as planning application 25/01518/OUT had been announced on Shropshire Council's Planning Portal offering Astley Parish Council's assistance and was advised that they would be grateful of any support offered.

22.25 Highway matters

- Heading west along Hatch Lane into the village, there is a 30mph sign attached to a post. However, the other side of the post bears a national speed limit sign. This has resulted in speeding vehicles racing down the lane, which has no footpaths and is popular with dog walkers and pedestrians, thus causing a very unsafe situation.

ACTION: Clerk to request that Highways at Shropshire Council remove the national speed limit sign from the one side of the post.

- A53 speed reduction scheme – Shropshire Council's design consultants (WSP) are in the process of finalising the detailed design construction drawings. The drawings will then be issued to the contractor (Kier) for construction. Kier will look at programming in the works in

liaison with Shropshire Council's Highways Street Works team who deal with all permitting for roadworks carried out on the Shropshire Council Highways network.

23.25 Correspondence

Nothing beyond what already mentioned.

24.25 Future agenda items

None.

25.25 Date of next meeting

Wednesday 16 July 2025, 7.00pm at Astley Village Hall

The Chairman thanked everybody for attending and the meeting closed at 8.32pm.

Signed by Chairman:

Date: 16 July 2025