

Acton Burnell, Frodesley, Pitchford, Ruckley & Langley

Annual Parish Council Meeting

Pitchford Village Hall. Tuesday 13 May 2025 at 7.30pm

All Councillors are hereby summoned to attend the Annual Parish Council Meeting which will be held at Pitchford Village Hall on Tuesday 13 May 2025 at 7.30pm.

Members of the Public are welcome and those who wish to speak on a specific matter are advised to contact their local Councillor or the Clerk, in writing, prior to the meeting. This will enable adequate provision to be made in the meeting agenda.

Clerk: Anna Morris

Tel: 07842 324809

Email: clerk@actonburnellparishcouncil.org.uk

AGENDA

- 25.5.1 Election of Chairman**
- 25.5.2 Declaration of Acceptance of Office by Chairman**
- 25.5.3 Election of Vice-Chairman**
- 25.5.4 Declaration of Acceptance of Office by Vice-Chairman**
- 25.5.5 Chairman's Welcome**
- 25.5.6 Present & Apologies**
- 25.5.7 Declarations of Pecuniary or Personal Interest**
 - 25.5.7.1 Declarations
 - 25.5.7.2 Clerk to outline new digital process for Cllrs to make declarations
- 25.5.8 Minutes of Last Meeting:** Confirm and accept minutes of last PC meeting (11 March 2025)
- 25.5.9 Pitchford Councillor Vacancy**
 - 25.5.9.1 Council to agree process for co-opting Councillor to fill vacancy
 - 25.5.9.2 Council to vote on co-option of any candidates whose application is received prior to meeting.
- 25.5.10 Staff Appraisals Committee:** Review delegation arrangements, terms of reference, appointment of members (3). Current members: Cllr Harrison - Chair, Cllr Culliss and Cllr Ball.
- 25.5.11 Staff Grievance Committee:** Review delegation arrangements, terms of reference, appointment of members (3). Current members: Cllr Long - Chair, Cllr Morgan and Cllr Johnson; Reserve: Cllr Hotchkiss.
- 25.5.12 New Committees and Task and Finish Groups:** Consider requirement for any other new committees or task and finish groups and decide delegation arrangements, terms of reference and members
- 25.5.13 Local Area Committee – Appoint 2 Councillors**
- 25.5.14 Public Session**
- 25.5.15 Shropshire Councillor's Report**
- 25.5.16 Internal Controls review**
 - 25.5.16.1 Review Council's methods of Internal Control
 - 25.5.16.2 Review bank mandates/signatories following elections
 - 25.5.16.3 Appoint Councillor to review bank reconciliations

25.5.16.4 Consider appointing Rebecca Turner as Internal auditor for 2025/26

Annual Governance and Accountability Return

- 25.5.17** Receive and accept the year end bank reconciliation
- 25.5.18** Receive and note the Internal Audit Report
- 25.5.19** Approve the Annual Governance Statement
- 25.5.20** Approve the Accounting Statements
- 25.5.21** Receive and note the analysis of variances
- 25.5.22** Agree dates for Public Rights and Publication of unaudited AGAR (3 June – 14 July 2025)

Finance

- 25.5.23** Consider and approve payments of accounts (list to be circulated)
- 25.5.24** Accept the Bank Reconciliation as presented by the Clerk
- 25.5.25** Review method for deciding and agree the Chairman's Expense Allowance
- 25.5.26** Authorise 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** Review expenditure against budget year to date
 - 25.5.27.1 Approve overspends 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** Review and sign CIL neighbourhood fund monitoring form

General Power of Competence

- 25.5.29** Confirm that the Council will continue to exercise general power of competence.

Subscriptions to Other Bodies

- 25.5.30** Review and agree the Council's subscription to SALC (£372.78)
- 25.5.31** Review and agree the Council's subscription to SLCC (£110)

PC Working Documents

- 25.5.32** Review and adopt Standing Orders
- 25.5.33** Review and adopt Financial Regulations
- 25.5.34** Review and adopt Members' Code of Conduct
- 25.5.35** Review and agree Register of Assets
- 25.5.36** Review and agree Financial Risk Assessment and General Risk Assessment
- 25.5.37** Review and agree Provisions of Insurance and approve £95.44 increase in insurance cost due to additions to itemised list

Clerk's Report

- 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		
25.3.11	Clerk to ask E Jackson to invoice for earlier work and pay from Lightsource.	No	Invoice not yet received
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	
	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	
25.3.17	Clerk and Councillors to put together specification/scope of work identifying which paths require regular clearing.	No	Clerk suggests 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	
25.3.19	Cllrs Long and Hotchkiss to contact E Jackson re possible Acton Burnell-Pitchford permissive path		
	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

Highways Matters

25.5.39 Clerk to update Council on any Highways Matters

Right of Way

25.5.40 Clerk to update Council on any Right of Way Matters

25.5.41 Acton Burnell-Pitchford footpath

Planning

25.5.42 Council to note new planning applications for which consultation deadline has 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 Council to consider new planning applications

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 Clerk to update on other planning notices or applications

Parish Matters

25.5.45 John Leighton

Time, Date & Place of Next Meeting

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

25.5.47 Agree 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

Signed:



Date:

7 May 2025

Clerk and RFO