

# Acton Burnell, Frodesley, Pitchford, Ruckley & Langley

## Parish Council Meeting

**Pitchford Village Hall. Tuesday 9 September 2025 at 7.30pm**

All Councillors are hereby summoned to attend the Parish Council Meeting which will be held at Pitchford Village Hall on Tuesday 9 September 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](mailto:clerk@actonburnellparishcouncil.org.uk)

## AGENDA

### **25.9.1 Chairman's Welcome**

### **25.9.2 Present & Apologies**

### **25.9.3 Declarations of Pecuniary or Personal Interest**

### **25.9.4 Confirmation and Acceptance of the Minutes of Previous Meeting**

### **25.9.5 Public Session**

### **25.9.6 Shropshire Councillor's Report**

#### **Finance**

**25.9.7** Payments - Consider and approve payments of accounts (see list of payments)

**25.9.8** Accept the Bank Reconciliation as presented by the Clerk

**25.9.9** Review expenditure against budget year to date

**25.9.10** Council to approve new 2 year mobile phone contract (£1.21 pm cheaper)

**25.9.11** Local Government Services Pay Agreement 2025/26 – Council to approve increase to pay for Clerk backdated to April 2025

#### **Audit**

**25.9.12** Receive and accept completion of limited assurance review

**25.9.13** Agree "Notice of Conclusion of Audit" including reasonable fee and date/period of publication

#### **Clerk's Report**

**25.9.14** Report on Actions from the meetings on 8 July 2025:

MINUTE NUMBER	RESOLUTION/AGREED ACTION	TASK COMPLETE	COMMENTS
25.7.10	Clerk to monitor publication of DPI forms	Yes	All now published except Cllr R Davies
25.7.14	Clerk to write article for Village Views and Facebook page requesting information on paths which require additional maintenance.	Yes	See 25.9.22
	Cllrs Hotchkiss and R Davies to review suggestions in J Glover's email of 8 July		
	Cllr Long to inform J Glover of effort which has been put into trying to achieve Pitchford to Acton Burnell footpath.		
25.7.15	Clerk to submit support for 25/02242/FUL on SC planning Portal with note that plans should be updated to show	Yes	Revised plans published 30/07/25

	splay at entrance to south and adjustment to wall to allow this.		
25.7.17	Clerk to submit response to SC call for information	Yes	
25.7.18	Clerk to submit response to post election survey	Yes	

### PC Working Documents

#### 25.9.15 GDPR

- 25.9.15.1 Publication Scheme
- 25.9.15.2 Information scheme and schedule of fees
- 25.9.15.3 Personal Data Management and Audit Policy
- 25.9.15.4 Subject Access Request Policy
- 25.9.15.5 General Privacy Notice
- 25.9.15.6 Information Technology Policy
- 25.9.15.7 Data Processing Log

#### 25.9.16 Health and Safety Policy

#### 25.9.17 Investment Strategy and Policy

#### 25.9.18 Financial Reserves Policy

### Highways Matters

#### 25.9.19 Clerk to update Council on any Highways Matters

#### 25.9.20 Frodesley 30mph Traffic Regulation Order update

### Rights of Way

#### 25.9.21 General issues

#### 25.9.22 Maintenance – Council to discuss specifications for clearing rights of way and the feedback Clerk has received from local residents

### Planning

#### 25.9.23 New planning applications for which consultation date has already passed

Ref: 25/02529/FUL (validated: 08/07/2025)

Address: Spring Lodge, 4 Frodesley House Farm Barns, Frodesley, SY5 7HD

Proposal: Installation of solar panels to workshop roof

Status: Permission granted

Ref: 25/02530/LBC (validated: 08/07/2025)

Address: Spring Lodge, 4 Frodesley House Farm Barns, Frodesley, SY5 7HD

Proposal: Installation of solar panels to workshop roof within curtilage of a listed building

Status: Not proceeded with

#### 25.9.24 Council to consider new planning applications

Ref: 25/03005/FUL (validated: 20/08/2025)

Address: Proposed Dwelling East Of 11 Castle Barns, Acton Burnell, SY5 7EN

Proposal: Erection of dwelling and garage

#### 25.9.25 Clerk to update on other planning applications/notices/enforcement issues

### Working with Shropshire Council (SC)

#### 25.9.26 SC transformation – Cllr Long to update Council on meeting he attended

#### 25.9.27 Memorandum of Understanding– Council to consider its response to request to sign MOU with SC

### Parish Matters

#### 25.9.28 Gov.uk domain – Clerk to update Council

#### 25.9.29 Pitchford Village Hall Centenary Plaque

#### 25.9.30 Consultations – Council to consider response

25.9.30.1 Police PC survey

25.9.30.2 Local Nature Recovery Strategy (LNRS)

### Time, Date & Place of Next Meeting

#### 25.9.31 7.30pm on Tuesday 11 November 2025 at Pitchford Village Hall

Signed:   
Clerk and RFO

Date: 3 September 2025