

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

Parish Council Meeting Tuesday 9 September 2025 at 7.30pm Pitchford Village Hall

DRAFT MINUTES

25.9.1 The Chair welcomed all to the meeting.

25.9.2 Present and Apologies

Present: Cllr J Long – Chair, Cllr C Culliss, Cllr P Harrison, Cllr K Faulkner, Cllr G Ball, Cllr A Hotchkiss, Cllr G Davies, Cllr R Davies, County Cllr C Naylor, Mrs A Morris – Clerk

Apologies: Cllr R Morgan

25.9.3 Declarations of Pecuniary or Personal Interest – None

25.9.4 Minutes of Last Meeting - Members confirmed and accepted the minutes of the previous meeting on 8 July 2025 as a correct record.

25.9.5 Public Session – None required

25.9.6 Shropshire Councillor's Report (see website for full detailed report)

- Shropshire Council (SC) is in a difficult financial position with a predicted overspend of £35 million by April. An internal board is being set up to find savings in order to avoid having to declare a section 114 notice.
- The draft Shropshire and Telford & Wrekin Local Nature Recovery Strategy (LNRS) has been published and entered public consultation on a strategy document and interactive map.
- The Transformation and Improvement Overview and Scrutiny Committee has drawn up priorities including proposals for partnerships with town and parish councils; reviewing scrutiny and committee structures, the process for delivering CIL and SC's budget and financial strategy.
- A planning application to transform Shrewsbury Sports Village in Sundorne has been submitted.
- Some patching work has been undertaken to the road from Ruckley to Causeway Wood. Cllr Naylor has requested full resurfacing.
- Highways have not committed to regular checking of drains in Ruckley.
- Cllr Naylor is waiting to hear back regarding the roof line at Castle Barns.

Finance

25.9.7 Payments - The Council approved the following payments:

Account	Payee	Item	Amount £
ABFPR&L	Unity Trust Bank	Bank charges	6.00
	HMRC	National Insurance Contributions	8.81
	Clerk	July salary	480.86
	SALC	Councillor training	40.00
	SALC	Councillor training	40.00
	PKF Littlejohn	Limited assurance review	252.00
	O2	Mobile phone	11.26
	Unity Trust Bank	Bank charges	6.00

Signed:
Date:

Chairman

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

	SALC	Councillor Training	20.00
	Clerk	August salary	480.86
	HMRC	National Insurance Contributions	8.81
	O2	Mobile phone	11.70
	Clerk	Stamps reimbursement	13.76
Lightsource	Unity Trust Bank	Bank charges	6.00
	Unity Trust Bank	Bank charges	6.00
Total			1,392.06

- 25.9.8** The Council accepted the Bank Reconciliation as presented by the Clerk.
- 25.9.9** The Council reviewed expenditure against budget year to date.
- 25.9.10** The Council approved a new 2 year mobile phone contract for the Clerk's mobile phone (£1.21 pm cheaper)
- 25.9.11** The Council approved Clerk's pay increase in line with the Local Government Services Pay Agreement 2025/26, backdated to 1 April 2025

Audit

- 25.9.12** The Council received and accepted completion of the limited assurance review
- 25.9.13** The Council agreed "Notice of Conclusion of Audit" including £5 fee and period of publication, 15-28 September 2025.

Clerk's Report

- 25.9.14** Report on actions from the meeting 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 Action: Cllr R Davies to resubmit with home address
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	Yes	See 25.9.22
	Cllr Long to inform J Glover of effort which has been put into trying to achieve Pitchford to Acton Burnell footpath.	Yes	
25.7.15	Clerk to submit support for 25/02242/FUL on SC planning Portal with note that plans should be updated to show splay at entrance to south and adjustment to wall to allow this.	Yes	Adjustments have been made to entrance splay.
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 – reviewed and approved unchanged
- 25.9.15.2** Information scheme and schedule of fees – reviewed and approved unchanged
- 25.9.15.3** Personal Data Management and Audit Policy – reviewed and approved unchanged
- 25.9.15.4** Subject Access Request Policy – reviewed and approved unchanged

Signed:
Date:

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- 25.9.15.5 General Privacy Notice – reviewed and approved unchanged
- 25.9.15.6 Information Technology Policy – reviewed and approved with minor amendments
- 25.9.15.7 Data Processing Log – reviewed and approved unchanged
- 25.9.16 Health and Safety Policy – reviewed and approved unchanged
- 25.9.17 Investment Strategy and Policy – reviewed and approved unchanged
- 25.9.18 Financial Reserves Policy – reviewed and approved with minor amendments

Highways Matters

- 25.9.19 The Clerk updated the Council that some repairs had been undertaken to the road from Ruckley to Causeway Wood.
- 25.9.20 The Clerk has not received any update from Shropshire Council on when the Frodesley 30mph Traffic Regulation Order will be advertised.

Rights of Way

- 25.9.21 **General issues** – None raised
- 25.9.22 **Maintenance** – Cllr Hotchkiss met with Mr E Jackson who agreed to move grass bank to improve flooding at gate on path. **Action: Clerk to chase SC on repairs to bridge on Mr Jackson's land following site visit 2 years ago and copy in Cllr Naylor to chase.** Mr M Price has submitted a list of issues in Pitchford. **Action: Clerk to submit report to Shropshire Council.**

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
Action: Clerk to submit Council's support for bungalow and garage application on SC planning portal, with note that plans show some elements from Phase 2 which have never received planning permission and which PC does not support.
- 25.9.25 **Other planning applications/notices/enforcement issues.**
Action: Clerk to send details of outstanding enforcement issues to Cllr Naylor to chase.

Working with Shropshire Council (SC)

- 25.9.26 **SC transformation** – Cllr Long updated the Council on meeting he attended. Councillors expressed concerns about how devolving powers to Parish Councils would work and whether it would actually save SC money.
- 25.9.27 **Memorandum of Understanding** – Council decided not to sign Shropshire Council's MOU. **Action: Clerk to respond accordingly**

Parish Matters

- 25.9.28 **Gov.uk domain** – The Clerk updated the Council that it has purchased the domain actionburnell-pc.gov.uk

Signed:
Date:

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25.9.29 Pitchford Village Hall Centenary Plaque – The Council agreed in principle with funding a plaque and will ask the Village Hall to submit a Lightsource grant application.

Action: *Clerk to update PVH*

25.9.30 Consultations:

25.9.30.1 Police PC survey. **Action:** *Clerk to respond on behalf of PC*

25.9.30.2 Local Nature Recovery Strategy (LNRS). **Action:** *Clerk to add to Facebook Page and website to encourage individuals to respond*

Time, Date & Place of Next Meetings

25.9.31 7.30pm on Tuesday 11 November 2025 at Pitchford Village Hall. Cllr Harrison sends his apologies.

DRAFT

Signed:
Date:

Chairman