

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

## Parish Council Meeting

**Tuesday 20 January 2026 at 7.30pm**  
**Pitchford Village Hall**

### DRAFT MINUTES

**26.1.1** The Chair welcomed all to the meeting.

**26.1.2 Present and Apologies**

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

**Public:** Mr M Price – Pitchford Village Hall

**26.1.3 Declarations of Pecuniary or Personal Interest** – None

**26.1.4 Minutes of Last Meeting** - Members confirmed and accepted the minutes of the previous meeting on 9 September 2025 as a correct record, with the following corrections:

- “September” to “November” in meeting heading
- Item 25.11.11 “Draft budget 2025/26” to “Draft budget 2026/27”
- Item 25.11.17 “Bentley Hall” to “Bentley Ford”

**26.1.5 Public Session** – Mr M Price Chair of the Pitchford Village Hall Committee outlined plans to hold community events to mark the centenary of the Village Hall rather than erecting a plaque, as originally intended, and asked whether the Parish Council would be open to funding this through Lightsource. The Council asked him to present a Lightsource funding application at the next meeting.

**26.1.6 Planning** – Cllr David Walker, Shropshire Council Cabinet Member for Planning, provided the Council with an update and answered questions about developments in planning. Shropshire Council has started developing a new Local Plan, it is scheduled for completion in March 2029, but will be developed in three stages and parts of the plan will be adopted after each stage. Currently planning applications are being assessed using the Council’s older SamDev plan. The Parish Council is still designated as “Open Countryside” so any new development is considered an “exception site”.

Shropshire Council is also reviewing how CIL developer funding is gathered and distributed. Cllr Walker acknowledged there are issues with communication regarding enforcement issues and is working to make the Council more transparent with regard to enforcement cases.

**26.1.7 Shropshire Councillor’s Report** (see website for full detailed report)

- Cllr Naylor has pushed for the large pothole on the road into Longnor to be fixed ASAP. It is hoped that this work will be undertaken during February half-term.
- Cllr Naylor explained that a task and finish group is currently analysing options for disposing of Shirehall and a final decision should be made in February/March.

#### Finance

**26.1.8 Payments** - The Council approved the following payments:

Account	Payee	Item	Amount £
ABFPR&L	Unity Trust Bank	Bank charges	6.00

Signed:  
Date:

Chairman

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

	Clerk	Nov Salary	496.08
	HMRC	National Insurance Contributions	11.09
	O2	Mobile phone	11.70
	Unity Trust Bank	Bank charges	6.00
	Clerk	Dec Salary	496.08
	HMRC	National Insurance Contributions	11.09
	O2	Mobile phone	11.70
	Shropshire Council	Elections	500.00
	Frankwell Computers	Cloudcare Interenet Security	43.99
	Unity Trust Bank	Bank charges	6.00
	Clerk	Jan Salary	496.08
	Unity Trust Bank	Bank charges	6.00
	Unity Trust Bank	Bank charges	6.00
	AMP Electrical	Electrical works at Ruckley defibrillator	384.00
	Unity Trust Bank	Bank charges	6.00
<b>Total</b>			<b>2,508.90</b>

**26.1.8.1** The Council approved using the Lightsource fund to pay for electrical work at the defibrillator in Ruckley (£384 to AMP Electrical listed above).

**26.1.8.2** The Council pre-authorised a payment of £111.60 from the Lightsource to fund defibrillator pads in Acton Burnell.

**26.1.9** The Council accepted the Bank Reconciliation as presented by the Clerk.

**26.1.10** The Council reviewed expenditure against budget year to date.

**26.1.11** The Council authorised reinvesting £30,000 plus interest into Cambridge and Counties Bond when it matures in March 2026 and gave retrospective authorisation for reinvesting interest in bond which matured in January 2026 following change to FSCS limit

## Budget and Precept 2026/27

**26.1.12** The Council agreed to levy a 1% management fee on the Lightsource Community Benefit Fund to cover the costs of the Clerk's work on it. This will be applied to the fund's previous financial year-end total.

**26.1.13** The Council reviewed and approved the budget for 2026/27 as presented by the Clerk.

**26.1.14** The Council decided to request a precept amount of £7,758 for 2026/27. This is an increase of approximately 9.9% on the previous year which equates to an estimated increase of £2.61 per household per annum.

## Clerk's Report

**26.1.15** Report on actions from the meeting 11 November 2025:

MINUTE NUMBER	RESOLUTION/AGREED ACTION	TASK COMPLETE	COMMENTS
25.11.5	Cllr Naylor to invite Tom Dainty, SC cabinet member for flooding for a site visit, Cllr G Davies to attend on behalf of Council	Yes	Meeting took place. The drain at Frodesley Lane culvert was cleared and Cllr Naylor will continue to push Cllr Dainty on other work.

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

	Clerk to write to SC, with a copy to Cllr Naylor, requesting that, as a matter of urgency, the pipework between the grids is rodded and jetted to allow rainwater to once again flow through them thereby avoiding flooding in domestic properties.	Yes	Received standard customer service response to report specific drains via fixmystreet.
25.11.6	Cllr Naylor to escalate to Highways Cabinet Member outstanding work on 30mph speed limit in Frodesley and associated works	Yes	Still with Shropshire Council spending board to authorise
	Cllr Naylor to raise Council's concerns with SC cabinet member for planning and ask him to attend Council meeting.	Yes	See item 26.1.6
	Clerk to add discussion of volunteer drivers to aid isolated people to agenda for next meeting	Yes	See item 26.1.22
25.11.11.1	Clerk to contact Quintas to inform them of the PC's intention to levy a small management charge to reflect the time spent by the Clerk on Lightsource fund ahead of budget finalisation in January.	Yes	Contacted twice, no response
25.11.12	Cllr R Davies to complete DPI form	Yes	
25.11.14	Clerk to report potholes in road on the hill leading out of Acton Burnell towards Ruckley and on the bridge over the Rowe Brook between Pitchford and the entrance to Pitchford Hall.	Yes	Received report that Acton Burnell – Ruckley hill work is complete
	Clerk to write to Mr A Bruce-Smythe and Concord College re trimming over-hanging trees/hedges impinging on road.	Yes	Concord responded that vegetation is responsibility of individual households
25.11.17	Cllr Naylor to request update from SC on Bentley Ford Farm bridleway	Yes	No response yet
25.11.18	Clerk to submit support on planning portal for 25/03868/FUL	Yes	
25.11.19	Clerk to contact Clerk at Berrington Parish Council and check planning register regarding apparent change of use at Cantlop garage	Yes	Nothing on planning register, no response from Berrington PC
25.11.21	All Councillors to try to set up their new email inboxes and to contact Clerk for help if necessary	Yes	

## PC Working Documents

**26.1.16** The Council reviewed and agreed the Fixed Asset Management Policy with no changes

## Highways Matters

**26.1.17** **Highways** - Cllr Culliss raised the issue of potholes being fixed while adjacent holes are left. Cllr Naylor requested Cllrs send him photos where this happens so he may raise issue with Cllr David Vasmer, Portfolio Holder at SC for Highways.

## Rights of Way

**26.1.18** **General issues – Action: Cllr Russell Davies to check with Ed Jackson when he is planning to scrape earth away from gate to alleviate flooding on bridleway ref 0430/3/3 as previously discussed.**

## Planning

**26.1.19** **The Council considered the following new planning applications**

Ref: 25/04407/TCA (validated: 24/11/2025)

Signed:  
Date:

Chairman

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

Address: Clouds Hill, Acton Burnell, SY5 7PQ

Proposal: Crown reduce by max. 4 metres and reduce over-extended branches, shortening the major limb by approx. 50% 1no. Weeping Willow (T1) and crown reduce by max. 3 metres 1no. Copper Beech (T2) within Acton Burnell Conservation Area

Ref: 25/04365/FUL (validated: 1/12/2025)

Address: Concord College, Acton Burnell, SY5 7PF

Proposal: Proposed patio adjoining Broadlands dining facility and associated fixed furniture, proposed installation of new doors to Broadlands, relocation of existing security gate and hard and soft landscaping and external lighting

Ref: 25/04478/FUL (validated: 16/12/2025)

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

Proposal: New dwelling, 3no. garages, removal of existing steel-framed barns, and associated landscaping works

The Council decided to oppose this application on the basis that it should be two separate applications, one covering the new dwelling and a second for retrospective permission for work which has already been undertaken.

**Action: Clerk to submit opposition on planning portal**

## 26.1.20 Other planning applications/notices/enforcement issues – none discussed

### Parish Matters

#### 26.1.21 Website accessibility – the Council's website does not currently meet the accessibility requirements but Web Orchard will be updating all community websites before April 2026, so it should meet the required guidelines by the time it is audited hopefully without any additional cost to the Council.

#### 26.1.22 Provision of volunteer drivers for isolated residents - The Council discussed the possibility of finding a list of volunteers willing to offer lifts to people who may be, or feel isolated. A volunteer co-ordinator will be sought for each village. Volunteers could be refunded by their passenger at a rate of the HMRC maximum of 45p per mile maximum but would not be allowed to make a profit.

**Action: Clerk to write piece for Village Views looking for volunteers.**

#### 26.1.23 Snow – The Council discussed the response to the recent snowy weather. It was agreed that winter preparedness should be added as an item on the agenda each September.

**Action: Clerk to include item on September's agenda**

**Action: Clerk to request grit bin for Frodesley**

**Action: Cllr Ball to report grit bin which requires maintenance on fixmystreet**

### Time, Date & Place of Next Meetings

#### 26.1.24 7.30pm on Tuesday 10 March 2026 at Pitchford Village Hall.

Signed:

Date:

Chairman