

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

Parish Council Meeting
Tuesday 10 March 2026 at 7.30pm
Pitchford Village Hall

DRAFT MINUTES

26.3.1 The Chair welcomed all to the meeting.

26.3.2 Present and Apologies

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

Apologies: Cllr G Davies

26.3.3 **Declarations of Pecuniary or Personal Interest** – Cllr Harrison declared an interest in item 23.6.10 Village Views grant application and recused himself from that discussion.

26.3.4 **Minutes of Last Meeting** - Members confirmed and accepted the minutes of the previous meeting on 20 January 2026 as a correct record.

26.3.5 **Public Session** – None required

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

- **Highways:** Cllr Naylor updated the Council on the difficulties of getting pothole and surface repairs prioritised on local roads. He asked for examples of any local businesses which are suffering financially as a result of the poor condition of the roads. He is pushing for an investigation into the criteria for how repairs are prioritised.

Specifically on the repairs which had been scheduled for Longnor over half-term, he said that drainage repairs had to be undertaken prior to fixing the surface issues, this had taken longer than expected and now there is no timeframe for the surface repairs.

Action: Clerk to write to Stuart Anderson MP to highlight issue. Action: Clerk to write to Andy Oliver regarding number of issues and complaints. Action: Clerk to put article in next Village Views and on Facebook group on how to claim from Shropshire Council for damage to vehicles caused by potholes

- **Shirehall:** A decision on what to do with Shirehall had been deferred to June while Shropshire Council (SC) investigates potential investors to purchase the building rather than demolish it.

Finance

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

Account	Payee	Item	Amount £
ABFPR&L	O2	Mobile phone	11.70
	Pitchford Village Hall	Meeting room hire	140.00
	Clerk	Jan Salary	496.08
	HMRC	National Insurance Contributions	11.09
	Unity Trust Bank	Bank charges	6.00
	O2	Mobile phone	11.70
Lightsource	MedUK	MedUK	111.60

Signed:
Date:

Chairman

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

Account	Payee	Item	Amount £
	Unity Trust Bank	Bank charges	6.00
Total			794.17

26.3.8 The Council accepted the Bank Reconciliation as presented by the Clerk.

26.3.9 The Council reviewed expenditure against budget year to date.

26.3.10 The Council approved a £500 grant from the Lightsource Community Benefit Fund to Village Views

Audit

26.3.11 The Clerk presented the Internal Auditor's interim report for 2025/26 which showed the Council had met all the requirements assessed so far.

26.3.12 AGAR Assertion 10: there is a new assertion in the 2025/26 AGAR form regarding data protection, website accessibility and IT. The Clerk has attended GDPR training and has updated some GDPR policies for 2026 (see item 26.3.14). The website does not currently meet the required accessibility standards; Web Orchard is working on the back end to update accessibility, while the Clerk is working through the website to ensure all pdfs are accessible and where possible information is presented as html rather than pdf. However, it is likely that the website will not meet all the requirements and it may put undue burden on Parish Council to ensure the website is completely compatible. This will be clearly laid out in the Council's website Accessibility Statement.

Clerk's Report

26.3.13 Report on actions from the meeting 20 January 2026:

MINUTE NUMBER	RESOLUTION/AGREED ACTION	TASK COMPLETE	COMMENTS
26.1.18	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.	Yes	The Council will wait to see whether the actions Mr Jackson has undertaken are effective.
26.1.19	Clerk to submit opposition to planning application 25/04478/FUL on planning portal	Yes	
26.1.22	Clerk to write piece for Village Views looking for volunteers drivers	Yes	No responses yet Action: Clerk to put in article on Village Views again and on Facebook page
26.1.23	Clerk to include item on winter preparedness on September's agenda	N/A	Made note to include
26.1.23	Clerk to request grit bin for Frodesley	Yes	Village does not meet SC's criteria for Grit bin Action: Clerk to request grit bin by church is filled
26.1.23	Cllr Ball to report grit bin which requires maintenance on fixmystreet	Yes	

PC Working Documents

26.3.14 The Council reviewed and agreed updates to the following documents:

26.3.14.1 Data Processing Log

Signed:
Date:

Chairman

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

26.3.14.2 General Privacy Notice

26.3.14.3 Information Technology Policy

Highways Matters

26.3.15 Highways: There was an accident near Frodesley Hall Farm recently. The Council discussed the possibility of requesting a “road narrows” or “slow” sign at this location.

Action: Clerk to submit article to Village Views about this accident highlighting location as location to take care

26.3.16 Discussion on the state of the roads – see item 26.3.5

Rights of Way

26.3.17 General issues – **Action: Clerk to write to Church Stretton P3 group to thank them for recent work on woods near Pitchford**

Action: Cllr Naylor to ask where Golding path is on SC’s list to be submitted to Secretary of State

Planning

26.3.18 The Council considered the following new planning applications and had no comments on any of them:

Ref: 26/00427/CPE (for information only) (validated 10/02/2026)

Address: Agricultural Building at West Farm Ruckley, Acton Burnell, SY5 7HR

Proposal: Certificate of Lawful Existing Use or Development, breach 'as built' structure, which has not been constructed in accordance with the plans submitted with 12/00374/AGR, as required by condition 3 on the decision notice

Ref: 26/00515/TCA (validated: 11/02/2026)

Address: The Warren, Acton Burnell, SY5 7PE

Proposal: Fell 1no. Leyland Cypress (T568) within Acton Burnell Conservation Area

Ref: 26/00516/TCA (validated: 11/02/2026)

Address: Blacksmith Cottage, Acton Burnell, SY5 7PA

Proposal: Fell and replace with alternative species 1no. Leyland Cypress (T639) within Acton Burnell Conservation Area

Ref: 26/00529/FUL (validated 11/02/2026)

Address: 6 Stoneleigh Close, Acton Burnell, Shrewsbury, Shropshire, SY5 7PJ

Proposal: Single-storey rear extension

Ref: 26/00101/LBC (validated 19/02/2026)

Address: Middle Cottage, 15 Acton Burnell, Shrewsbury, Shropshire, SY5 7PG

Proposal: Replace 5 x rotting windows to front elevation

26.3.19 Other planning applications/notices/enforcement issues – none discussed

Parish Matters

26.3.20 SPAM and spoofing emails – the SPAM filter on the Council’s emails has been turned up to its highest setting, therefore Councillors should periodically check their SPAM folders to ensure nothing important has been incorrectly filtered. **Action: Clerk to turn off forwarding from old Councillor emails to reduce SPAM being forwarded to new accounts**

26.3.21 Shropshire UK Shared Prosperity Fund Programme – The Council agreed to lobby Stuart Anderson MP on future growth funds. **Action: Clerk to write to MP**

26.3.22 Annual Parish Meeting – the Council agreed that the meeting will be held on 19 May 2026.

Action: Clerk to book Village Hall and invite Phil Nock, Rural Crime Officer to attend.

26.3.23 Three Hill Ford Stages Consultation – the Council agreed to respond that it has no objection to this event, but to suggest that the organisers make a donation to a local charity/Pitchford Village Hall to mitigate for the inconvenience of the road closures, and to emphasise need to keep local residents informed. **Action: Clerk to respond**

Time, Date & Place of Next Meetings

26.3.24 7.30pm on Tuesday 12 May 2026 at Pitchford Village Hall.

Signed:

Date:

Chairman