

# Acton Burnell, Frodesley, Pitchford, Ruckley & Langley

## Annual Parish Council Meeting

Pitchford Village Hall. Tuesday 12 May 2026 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 12 May 2026 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

- 26.5.1 Election of Chairman**
- 26.5.2 Declaration of Acceptance of Office by Chairman**
- 26.5.3 Election of Vice-Chairman**
- 26.5.4 Declaration of Acceptance of Office by Vice-Chairman**
- 26.5.5 Chairman's Welcome**
- 26.5.6 Present & Apologies**
- 26.5.7 Declarations of Pecuniary or Personal Interest**
- 26.5.8 Minutes of Last Meeting:** Confirm and accept minutes of previous meetings:
  - 26.5.8.1 **Parish Council Meeting - 10 March 2026**
  - 26.5.8.2 **Staff Appraisal Committee Meeting - 11 November 2025**
- 26.5.9 Staff Appraisals Committee:** Review delegation arrangements, terms of reference, appointment of members (3). Current members: Cllr Long - Chair, Cllr Harrison and Cllr Ball.
- 26.5.10 Staff Grievance Committee:** Review delegation arrangements, terms of reference, appointment of members (3). Current members: Cllr Culliss - Chair, Cllr Morgan and Cllr Hotchkiss; Reserve: Cllr Faulkner.
- 26.5.11 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
- 26.5.12 Local Area Committee –** Appoint 2 Councillors (currently Cllr Culliss and Cllr Ball)
- 26.5.13 Public Session**
- 26.5.14 Shropshire Councillor's Report**
- 26.5.15 Internal Controls review**
  - 26.5.15.1 Review Council's methods of Internal Control
  - 26.5.15.2 Review bank mandates/signatories
    - 26.5.15.2.1 Agree to update correspondence email for Unity Bank accounts to [clerk@actonburnell-pc.gov.uk](mailto:clerk@actonburnell-pc.gov.uk)
  - 26.5.15.3 Appoint Councillor to review bank reconciliations
  - 26.5.15.4 Consider appointing Rebecca Turner as Internal auditor for 2026/27

### **Annual Governance and Accountability Return**

- 26.5.16** Receive and accept the year end bank reconciliation
- 26.5.17** Receive and note the Internal Audit Report
  - 26.5.17.1 Consider recommendations from report including GDPR training for Councillors
- 26.5.18** Approve the Annual Governance Statement
- 26.5.19** Approve the Accounting Statements
- 26.5.20** Receive and note the analysis of variances
- 26.5.21** Agree dates for Public Rights and Publication of unaudited AGAR (suggested 3 June – 14 July 2026)

### **Finance**

- 26.5.22** Consider and approve payments of accounts (list to be circulated)
  - 26.5.22.1 Approve Cllr expenses for Cllr John Long
- 26.5.23** Accept the Bank Reconciliation as presented by the Clerk
- 26.5.24** Authorise regular payments until next APCM in May 2027
  - 26.5.24.1 O2 - Clerk's mobile phone contract – monthly DD (£13.50 pm)
  - 26.5.24.2 Clerk's basic wage and working from home working allowance as stipulated by payroll documents – monthly BACS
  - 26.5.24.3 ICO – data protection registration fee – annual DD (£47 pa)
  - 26.5.24.4 Bank charges – Unity Trust Bank – charge for 2 current accounts (£14 pm)
- 26.5.25** Review expenditure against budget year to date
  - 26.5.25.1 Approve overspends on SALC, insurance, stationery
- 26.5.26** Review and sign CIL neighbourhood fund monitoring form

### **Lightsource Community Benefit Fund applications**

- 26.5.27** Consider and decide whether to fund the following applications:
  - 26.5.27.1 Pitchford Village Hall – Centenary Celebrations - £475
  - 26.5.27.2 Pitchford Village Hall – Centenary Club exhibition - £377

### **General Power of Competence**

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

### **Subscriptions to Other Bodies**

- 26.5.29** Review and agree the Council's subscription to SALC (£402.86)
- 26.5.30** Review and agree the Council's subscription to SLCC (£116)

### **PC Working Documents**

- 26.5.31** Review and adopt Standing Orders
- 26.5.32** Review and adopt Financial Regulations
- 26.5.33** Review and agree Register of Assets
- 26.5.34** Review and agree Risk Management Policy
- 26.5.35** Review and agree Staff Grievance Policy and Staff Disciplinary Policy (included in Staff Grievance Committee Terms of Reference)
- 26.5.36** Review and agree Financial Risk Assessment, General Risk Assessment and GDPR Risk Assessment
- 26.5.37** Review and agree Provisions of Insurance

### **Clerk's Report**

- 26.5.38** Clerk's Report on actions from the meeting on 10 March 2026

MINUTE NUMBER	RESOLUTION/AGREED ACTION	TASK COMPLETE	COMMENTS
26.3.6	Clerk to write to Stuart Anderson MP to highlight issue of condition of highways	Yes	Response received and circulated
26.3.6	Clerk to write to Andy Oliver regarding number of issues and complaints.	Yes	Response received and circulated
26.3.6	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	Yes	
26.3.13	Clerk to put in article on Village Views again and on Facebook page requesting volunteer drivers	Yes	2 people have offered to volunteer
26.3.13	Clerk to request grit bin by church is filled	Yes	
26.3.15	Clerk to submit article to Village Views about recent car accident highlighting location as location to take care	Yes	
26.3.17	Clerk to write to Church Stretton P3 group to thank them for recent work on woods near Pitchford	Yes	
26.3.17	ClIr Naylor to ask where Golding path is on SC's list to be submitted to Secretary of State		
26.3.20	Clerk to turn off forwarding from old Councillor emails to reduce SPAM being forwarded to new accounts	Yes	
26.3.21	Clerk to write to MP regarding Shropshire UK Shared Prosperity Fund Programme	Yes	Response received
26.3.22	Clerk to book Village Hall and invite Phil Nock, Rural Crime Officer to attend Annual Parish Meeting	Yes	
26.3.23	Clerk to respond to Three Hill Ford Stages Consultation	Yes	

### Highways Matters

**26.5.39** Clerk to update Council on any Highways Matters

### Right of Way

**26.5.40** Clerk to update Council on any Right of Way Matters

**26.5.41** Council to consider resident feedback on footpath in Pitchford

### Planning

**26.5.42** Council to consider new planning applications

Ref: 26/01191/CPL (validated 30/03/26) for information only

Address: Stone House, 2 Evenwood, Cound Moor, SY5 6BB

Proposal: Application for a Lawful Development Certificate for erection of single storey extension

Ref: 26/01208/LBC (validated 30/3/26) consultation period ended

Address: 2 Frodesley House Farm Barns, Frodesley, SY5 7HD

Proposal: Replacement timber front door

Ref: 26/01478/FUL (validated 24/4/26)

Address: June Cottage, Frodesley, SY5 7HF

Proposal: Installation of an EV charger

Ref: 26/01479/LBC (validated 24/4/26)

Address: June Cottage, Frodesley, SY5 7HF

Proposal: Installation of an EV charger

**26.5.43** Clerk to update on other planning notices or applications

**Neighbourhood Governance Pack**

**26.5.44** Council to decide whether to table the motion included in pack and contact MP and Shropshire Council as outlined in pack

**Parish Matters**

**26.5.45 Police force merger consultation** – Council to consider response

**26.5.46 Volunteer drivers** – Council to consider next steps

**Time, Date & Place of Next Meeting**

**26.5.47** Tuesday 7 July 2026, 7.30pm at Pitchford Village Hall

**26.5.48** Agree provisional dates and location of meetings to May 2026:

Tuesday 8 September 2026 at Pitchford Village Hall

Tuesday 10 November 2026 at Pitchford Village Hall

Tuesday 19 January 2027 at Pitchford Village Hall

Tuesday 9 March 2027 at Pitchford Village Hall

Tuesday 11 May 2027 at Pitchford Village Hall

Signed:



Date: 6 May 2026

Clerk and RFO