

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

## Annual Parish Council Meeting Tuesday 12 May 2026 at 7.30pm Pitchford Village Hall

### MINUTES – DRAFT

- 26.5.1 Election of Chairman:** Cllr Culliss was elected as Chair, nominated by Cllr Long, seconded by Cllr Harrison and agreed by all.
- 26.5.2 Declaration of Acceptance of Office by Chairman:** Cllr Culliss accepted her election as Chair and signed the Acceptance of Office form.
- 26.5.3 Election of Vice-Chair:** Cllr Hotchkiss was elected as Vice-Chair, nominated by Cllr Long, seconded by Cllr Harrison and agreed by all.
- 26.5.4 Declaration of Acceptance of Office by Vice-Chair:** Cllr Hotchkiss accepted his election as Vice-Chair and signed the Acceptance of Office form.
- 26.5.5** The Chair welcomed all to the meeting, explained the proceedings and thanked Cllr Long for his work as Chair over the past 12 months.
- 26.5.6 Present:** Cllr C Culliss - Chair, Cllr J Long, Cllr A Hotchkiss, Cllr P Harrison, Cllr K Faulkner, Cllr G Ball, Cllr R Davies, Mrs A Morris – Clerk.  
**Public:** M Davies – Pitchford Village Hall Centenary Club  
**Apologies:** Cllr R Morgan, Cllr G Davies, Unitary Cllr C Naylor
- 26.5.7 Declarations of Pecuniary or Personal Interest** - There were no declarations of interest.
- 26.5.8 Minutes of Last Meeting** Members confirmed and accepted the minutes of the 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:**
- 26.5.9.1 The delegation arrangements and terms of reference were reviewed. The following members were appointed: Cllr Culliss - Chair, Cllr Harrison and Cllr Ball.
- 26.5.10 Staff Grievance Committee**
- 26.5.10.1 The delegation arrangements and terms of reference were reviewed. The following members were appointed: Cllr Hotchkiss - Chair, Cllr Morgan and Cllr Long; Cllr Faulkner to act as reserve member if grievance involves any appointed member
- 26.5.11 New Committees and Task and Finish Groups**
- 26.5.11.1 The Council agreed that no new committees or groups were required.
- 26.5.12 Local Area Committee** – Cllrs Ball and Harrison were appointed as the Council’s representatives
- 26.5.13 Public Session:** M Davies from Pitchford Village Hall Committee’s Centenary Club outlined their Lightsource applications see item 26.5.27.
- 26.5.14 Shropshire Councillor’s Report** – Cllr Chris Naylor was unable to attend and sent a written report (see website for full report).
- Potholes – some progress has been made with fixing road defects since the last meeting; however Cllr Naylor will continue to pressure for further repairs. Shropshire Council (SC) has extended Keir’s contract to March 2027 but is making more use of local contractors. **Action: Clerk to ask Cllr Naylor to ask A Oliver if there is a timeframe for resurfacing works A458-Longnor.**

Signed:  
Date:

Chairman

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

- Golding path – Cllr Naylor has requested an update from SC Countryside team but has not yet had a response.
- SC has a new Chief Executive, Tanya Miles, who is keen to visit local Parishes.
- Hills Ford Stages Rally 19/20<sup>th</sup> Sept – Pulverbatch PC is concerned about effect of road closures on residents.
- Cllr Naylor has been appointed to chair SC's Finance and Improvement Scrutiny Committee

**Action: Clerk to ask Cllr Naylor to send report earlier in future.**

### 26.5.15 Internal Controls review

- 26.5.15.1 The Council reviewed its methods of Internal Control
- 26.5.15.2 The Council reviewed its bank mandates/signatories and agreed to add Cllr Culliss as a signatory to the Unity Trust Bank accounts
- 26.5.15.2.1 The Council agreed to update correspondence email for Unity Trust Bank accounts to [clerk@actonburnell-pc.gov.uk](mailto:clerk@actonburnell-pc.gov.uk)
- 26.5.15.3 Councillor R Davies was appointed to review bank reconciliations
- 26.5.15.4 The Council decided to appoint Rebecca Turner as Internal auditor for 2026/27

### Annual Governance and Accountability Return 2025/26

**26.5.16** The Year End Bank Reconciliation was accepted and agreed by all Members present.

**26.5.17** The Internal Audit Report was received by Council and noted.

- 26.5.17.1.1 The Council noted the Internal Auditor's advice regarding GDPR training for Councillors and decided to arrange training for Cllr Culliss who will then brief the other Councillors. The Clerk has recently done GDPR training and can advise Councillors if they have any questions.

**Action: Clerk to organise training for Cllr Culliss.**

**26.5.18** The Annual Governance Statement was approved and agreed by all Members present

**26.5.19** The Accounting Statements were approved and agreed by all Members present.

**26.5.20** The analysis of variances was received by Council and noted.

**26.5.21** The dates for Public Rights and Publication of unaudited AGAR were agreed and will be 3 June – 14 July 2026. **Action: Clerk to publish dates on noticeboards and website**

### Finance

**26.5.22** The Council received the list of accounts for payment, as outlined below and approved payment of all items.

Account	Payee	Item	Amount £
ABFPR&L	Clerk	March salary	496.08
	HMRC	National Insurance Contributions	11.09
	SALC	Clerk GDPR training	90.00
	Unity Trust Bank	Bank charges	7.00
	O2	Mobile phone	11.70
	Clerk	April salary	496.08
	HMRC	NI contributions	11.09
	Unity Trust Bank	Bank charges	7.00
	SALC	Affiliation fees	402.86
	RLT Auditing	Internal Audit	175.00

Signed:

Date:

Chairman

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

Account	Payee	Item	Amount £
	DM Payroll Services Ltd	Payroll services	144.00
	Clerk	Reimbursement Microsoft 365, Paper	99.78
	John Long	Expenses - paper, ink, travel 2025/26	106.25
	Zurich Municipal	Insurance	452.40
	O2	Mobile phone	13.50
Lightsource	Village Views	Grant	500.00
	Unity Trust Bank	Bank charges	7.00
	Unity Trust Bank	Bank charges	7.00
	Internal Transfer	Management fee	1,089.01
	<b>Total</b>		<b>4,126.84</b>

26.5.22.1.1 The Council approved Cllr Long's expenses claim for 2025/26

**26.5.23** The Bank Reconciliation was accepted by Council and agreed by all members present

**26.5.24** The Council authorised the following 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** The Council reviewed expenditure against budget year to date.

26.5.25.1 The Council approved forecast overspend on: SALC membership, insurance and stationery

**26.5.26** The 2025/26 CIL neighbourhood fund monitoring form was reviewed by the Council and signed by the Chair.

### General Power of Competence

**26.5.27** The Council confirmed it will continue to exercise general power of competence.

### Lightsource Community Benefit Fund applications

**26.5.28** The Council considered and decided to grant the following applications. The Clerk also reminded the Council that payment of the second half of the PVH broadband grant agreed in January 2025 is now due (£359.28)

26.5.28.1 Pitchford Village Hall – Centenary Celebrations - £475

26.5.28.2 Pitchford Village Hall – Centenary Club exhibition - £377

### Subscriptions to Other Bodies

**26.5.29** The Council reviewed and agreed to renew its subscription to SALC (£372.78)

**26.5.30** The Council reviewed and agreed to renew the Clerk's subscription to SLCC (£110)

### PC Working Documents

**26.5.31** The Council reviewed and adopted the Standing Orders unchanged

**26.5.32** The Council reviewed and adopted the Financial Regulations unchanged

**26.5.33** The Council reviewed and agreed its Register of Assets

**26.5.34** The Council reviewed and agreed its Risk Management Policy unchanged

**26.5.35** The Council reviewed and agreed the Staff Grievance Policy and Staff Disciplinary Policy (included in Staff Grievance Committee Terms of Reference) updated to most recent NALC model documents.

Signed:

Date:

Chairman

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

**26.5.36** The Council reviewed and agreed amended Financial Risk Assessment and General Risk Assessment and new GDPR risk assessment.

**26.5.37** The Council reviewed its Provisions of Insurance and agreed to continue Zurich Municipal cover.

**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. See item 26.5.46
26.3.13	Clerk to request grit bin by church is filled	Yes	Bin not filled yet. <b>Action: Clerk to add requesting filling grit bins and clearing gullies to July agenda</b>
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	Cllr Naylor to ask where Golding path is on SC's list to be submitted to Secretary of State	Yes	No response yet
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** The Clerk updated the Council on the new warden scheme trial starting in Church Preen allowing residents to fill very minor potholes. The Council agreed to monitor how this trial goes.

The new 30mph speed limit for Frodesley did not receive any objections and will go ahead. Current estimated timeframe is June 2026.

**Action: Clerk to report fridge which has been fly tipped at crossroads**

Signed:  
Date:

Chairman

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

### Rights of Way

**26.5.40 Action: Clerk to request update on Bentley Ford Farm and Old Swan, Frodesley paths**

**26.5.41** Pitchford bridleway ref 0430/3/3 – the Clerk has received correspondence from a local resident concerned that recent work to alleviate flooding on this path have been ineffective and further work is required. However, SC Rights of Way officer considers the path acceptable; therefore the landowner is not required to make any further improvements.

**Action: Clerk to respond to local resident**

### Planning

**26.5.42** The Council considered the following new planning applications and had no comment

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** There were no further planning applications discussed

### Neighbourhood Governance Pack

**26.5.44** Council decided not to table the motion as outlined in the pack and to take no further action.

### Parish Matters

**26.5.45** Police force merger consultation – the Council decided not to respond

**26.5.46** Volunteer drivers – There have been 2 volunteers. The Council decided to wait to the next meeting to see if there are any further volunteers following the Village Views article.

### 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 2027:

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:

Chairman