

Astley Parish Council

NORTH WARWICKSHIRE

Thursday 19th March 2026 at 7.30pm
in The Reading Room, Castle Drive, Astley

DRAFT MINUTES

Present: Chairman Cllr Webber (Chairman), Cllr Orton, Cllr James Wilkinson, Cllr Hunter, Parish Clerk Helen Billington.

Also in attendance: WCC Cllr Scott Cameron

77/26

Apologies

Apologies from Cllr Proctor

78/26

Open Forum

Nothing raised by residents

79/26

Declaration of Interests

No conflicts noted

80/26

Minutes of meeting held on the 15th of January 2026

Minutes were confirmed as an accurate record of the meeting and signed by the Chairman.

81/26

Matters arising from previous minutes

- I. Clerk relayed response from Adam Weaver about footpaths- there being no right of way up the track, and footpaths would be reinstated if they had been sown too closely.
- II. Broken sign- clerk had not been able to locate it to report to WCC. Cllr Webber offered to take a photograph and forward it on for reporting. Clerk to action.
- III. Mailbox- it was decided to defer further discussion about a possible mailbox on the Reading Room until Adam Weaver is present. It was suggested the old noticeboard with a bus timetable could be removed to provide space for a post-box.
- IV. Specific personal details have been removed from the Astley PC website but are retained within the NWBC website, in line with current requirements. Councillors were happy with this amendment.

82/26

WCC Cllr Scott Cameron update.

- Cllr Cameron confirmed two grit bins have been ordered to be delivered to Breach Oak Lane corner (where there is one missing) and one on the junction of Howe Green Lane/Breach Oak Lane (damaged and in need of replacement). Current WCC priority is on repairing potholes, but delivery is promised as soon as possible.
- No update yet available on survey/installation of VAS.
- There is a new WCC website which will enable Cllr Scott to track requests.
- Further funding may be available from Cllr Scott's designated highways budget.
- Cllr Scott made the council aware of a Grant Fund which can be used towards events for the benefit of the community. Requests need to be made May/June.

The Council and clerk are grateful to Councillor Cameron for his regular input at the meeting and his ongoing support to address road safety issues in the Parish.

83/26

Correspondence

- I. There was discussion around the various road closures, including Nuthurst Lane from 20th April for 18 days (residents have received letters and further details can be found on the Latest News of the website).
It was noted that Highways have objected to the proposed Temporary Access Construction point on Nuthurst Lane, following the points raised by Astley PCC.
- II. A resident has shared Google Earth images to show the possible impact of the Severn Trent water pipe on a nearby footpath. The clerk will contact the NWBC contact to request paths are kept open wherever possible. Cllr Cameron will forward contact details to the clerk.
- III. Cllr Scott provided information about the Local Government Reorganisation consultation. It was resolved that the Council will not respond on behalf of parishioners (who are all invited to provide their views directly), but will make individual responses as appropriate.

84/26

Chairman and Clerk meeting with MP representative Niah Gwilym

The MP's office have offered support where needed from local communities. The key issue is thought to be the need for measures to encourage compliance with speed limits through the village.

Cllr Webber will forward previous communications around this to the Clerk, who will forward it on to Rachel Taylor with a request to reconsider options.

It was noted that Cllr Webber has made significant attempts with local authorities over the last two years, to address local speeding issues and utilise speed deterrents if possible.

85/26

Appoint Internal Auditor for AGAR 2025-26

The clerk outlined requirements assessing governance and internal control. The council

reviewed the letter of engagement from Louise Baudet, of Town and Parish Council Audit Services, and unanimously agreed to appoint her to conduct Astley PC internal audit for a reduced fee of £150.

86/26

Policies for review and adoption (all policies can be found on the documents page of the website)

- I. ICO Model Publication Scheme- the Council discussed the ICO policy and RESOLVED it would be adopted with immediate effect from March 20th 2026
- II. Model Councillor Code of Conduct- the Council discussed the Code of Conduct policy and RESOLVED it would be adopted with immediate effect from March 20th 2026
- III. Retention Policy- the Council discussed the Retention policy and RESOLVED it would be adopted with immediate effect from March 20th 2026
- IV. Data protection GDPR Policy- the Council discussed the GDPR policy and RESOLVED it would be adopted with immediate effect from March 20th 2026
- V. IT Policy- the Council discussed the IT policy and RESOLVED it would be adopted with immediate effect from March 20th 2026
- VI. IT & Information Security Risk Assessment- the Council discussed the IT & Information Security Risk Assessment and RESOLVED it would be adopted with immediate effect from March 20th 2026t
- VII. Internal Control and Financial Risk Assessment - the Council discussed the Internal Control and Financial Risk Assessment and RESOLVED it would be adopted with immediate effect from March 20th 2026. Council discussed the need to ensure business continuity and who could take over in an emergency if the clerk was unexpectedly absent. It was agreed that the Chairman Cllr Webber would receive secure details so that he could access the Council laptop, phone and banking details if necessary. This is captured in the Risk Assessment as “Chair has access to essential records”.

87/26

Councillor GDPR training

- All Councillors present reviewed and signed a Data Protection Advice document.
- This provides guidance on GDPR best practice, highlighting measures to be noted regarding Councillor responsibilities around GDPR.
- The Clerk has already completed online GDPR training and will forward links to the Councillors for them to review.
- Cllr Proctor was absent but will be provided with the same materials for his attention.

88/26

Annual Parish Meeting Timing and further Council meeting dates for 2026-27

- It was resolved to start the Annual Parish Meeting at 7pm followed by the Annual Council Meeting at 7.30pm on Thursday 21st May 2026.
- Dates for subsequent Ordinary meetings will be circulated to the Councillors by the Clerk, for review and approval at the May meeting.

Finance report from clerk and cheques presented for signing

- I. Clerk confirmed YTD balance in bank correlates with expenditure- balance of £798.15 held. Clerk agreed to edit the budget spreadsheet to reflect WCC paying for the grit bins and to capture the proposed fee of £150 for the Internal Auditor appointment. YTD reconciliation was signed by Cllr Wilkinson (separate attachment).

- II. Cheques signed at meeting:

Astley Parish Council Accounts				
Date	Expense/to whom	Amount	Method of payment	To whom
19/03/2026	Clerk salary	185.64	cheque	clerk
19/03/2026	stamps and printer paper	11.71	cheque	reimburse clerk
19/03/2026	green bin subscription (NWBC)	45.00	cheque	reimburse clerk
19/03/2026	Reading Room fees	150.00	cheque	Astley PCC

- III. Parish Council Domain autorenewal \$48 was **approved** by Council, for payment by Clerk and reimbursement. Currency is automatically converted at the point of purchase (clerk to pay and be refunded).

76/26

Councillors report/items for future agenda

- Ongoing issues with potholes
- Fencing opposite the nursery and near pool need repairing
- Parked cars obstructing road users- implement double yellow lines?

Meeting closed at 21:07

The next meeting will be the Annual Parish Meeting starting at 7pm, followed by the Annual

Council Meeting at 7:30 pm on Thursday 21st May 2026
in The Reading Room Castle Drive, Astley.

Chairman signature

Date

Draft created by
Helen Billington, Clerk,
March 20th, 2026

