

Astley Parish Council

N O R T H W A R W I C K S H I R E

Annual Council Meeting followed by Ordinary Meeting business

Meeting opened at 7.50pm

Thursday 21st May 2026

in The Reading Room, Castle Drive, Astley

MINUTES

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

Also in attendance: Jeanette Sutton (Astley PCC), WCC Cllr Scott Cameron

91/26

Election of chairman

Cllr Simon Webber was unanimously voted in as Chairman for 2026-27.

92/26

Chairman to sign Declaration of Interest

Cllr Webber accepted the role and signed a Declaration of Office.

93/26

Apologies

Apologies were received from Cllr Proctor

94/26

Minutes from ACM 19th May 2025

It was noted the minutes were approved and signed on 17/07/2025 with no outstanding matters

95/26

Policies requiring annual review (all policies can be found on the documents page of the website)

- I. Internal Control and Financial Risk Assessment – it was resolved that the Council reviewed and approved the Internal Control and Financial Risk Assessment for the year ending 31st March 2026, confirming that

appropriate systems of internal control are in place in accordance with guidance from the National Association of Local Councils.

- II. It was noted the Standing orders were appropriately reviewed and approved in January 2026
- III. It was noted the Financial regulations were appropriately reviewed and approved in November 2025
- IV. It was resolved to adopt and publish the website Accessibility Statement

96/26

Annual Insurance requirements

It was noted that the Annual Insurance policy with Zurich (renewal date 15th August 2026) is suitable for the Council and was checked by the internal auditor.

97/26

Asset Register

It was confirmed that the Asset Register 2025-26 is correct, although the missing grit bin has not yet been reinstalled. Cllr Cameron has ordered two replacement bins, which will be delivered by WCC in due course.

98/26

Annual Governance statements

- I. Section 1 and 2 statements were signed by chairman and responsible officer and noted by council
- II. Dates of publication of public rights was noted: 3rd June 2026-14th July 2026
- III. Certificate of exemption was signed and noted by council
- IV. Explanation of variances was presented (no issues reported) and noted by council

99/26

Internal Auditor Report 2025-26

The clerk reported that this has only just been received back. The overall summary is that internal control procedures in operation are adequate to meet the needs of the council, there are no significant areas of concern and no significant matters to raise. The clerk will circulate the report, review the recommendations, and these will be discussed at the next meeting.

100/26

Accounts for year ending March 31st 2026

The accounts held a surplus of £555 at the end of the year, vs a projection (when the budget was set) of a surplus of £693. Whilst savings from the budget were made, there was extra expense in installing the new dog bin and increased number of hours worked by the clerk. On balance, it was agreed it was a fair outcome.

101/26

Minutes of meeting held on the 19th of March 2026

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

102/26

Matters arising from previous minutes

- I. Ongoing issues with potholes- repairs have been seen, but there is still work to be done. Matters reported on WCC website are recorded but some work is listed to be completed “within 12 months”
- II. Fencing opposite the nursery and near pool need repairing- these are reported to be repaired
- III. Parked cars obstructing road users- an ongoing issue on Nuthurst Lane near the Woodyard. Larger events always struggle with adequate parking locally.

103/26

Community grant information request

- I. Cllr Scott earlier discussed the Community Grant Fund which can be used towards events for the benefit of the community. He will forward the link to the clerk when applications can be sent (May/June)- this will be shared with interested parties. Further funding may be available from HS2 Community Engagement Fund- CEF/BLEF (for requests by community groups).
- II. The PCC would appreciate a letter of support for an application to the Lottery Fund. The chairman proposed that he would write a letter on behalf of the council- seconded by Cllr Orton.
A letter on headed notepaper would have more impact so the clerk will forward a letterhead to Chairman Webber.
WCC Cllr Cameron also agreed to write a letter of support for the PCC. Letters of support need to be received (either directly to PCC/Jeanette Sutton or via the clerk) before 23rd June 2026 for submission for the bid.

104/26

WCC Cllr Scott Cameron update.

- I. The Highways Feasibility Study which Cllr Cameron paid for, suggested that two road signs and “slow” road markings could be put in place. The Parish Council unanimously agreed to accept the offer of these signs. An additional VAS sign could be of help, and the VAS sign which is currently in place is not functional.
- II. Cllr Cameron will order a speed survey to capture evidence of traffic speed.
- III. It was suggested installation of speed lines near the 30mph/nursery would be helpful.
- IV. Clerk will email Cllr Cameron with a summary of what was discussed.

105/26 MP support for speeding issues

The email outlining what the MPs office is following up regarding speeding was discussed.

106/26 Arbury Estate matters

In the absence of Adam Weaver, the two items regarding flagpole and post box were deferred to next meeting

107/26 Public footpaths/Severn Trent Work

The clerk has written to thank the resident who alerted the council to this. She will contact the public footpath department and add the Council’s request that footpaths are open and maintained where possible during the planned work.

108/26 Old Minute Books

The clerk has delivered the historical minute books/payment books dating 1894-2007 to Warwick Records Office. The archivist said that to have this complete record is rare and was delighted to hold them on loan.

They can be accessed by anyone, on site at the Warwick office, using reference number CR5401.

109/26

Finance report from clerk and cheques presented for signing

- I. Clerk confirmed YTD balance in bank correlates with expenditure- current balance of £1958.80
- II. YTD reconciliation was signed by Cllr Wilkinson

Astley Parish Council Accounts				
Date	Expense/to whom	Amount	Method of payment	To whom
21/05/2026	Clerk salary	185.64	cheque	clerk
21/05/2026	Namecheap renew SSL	10.25	cheque	reimburse clerk
21/05/2026	Namecheap website hosting	37.96	cheque	reimburse clerk
21/05/2026	Namecheap domain	7.79	cheque	reimburse clerk
21/05/2026	Namecheap email renew	18.11	cheque	reimburse clerk
21/05/2026	WALC subs	136.60	cheque	WALC
21/05/2026	Bunds/Richard Fellows 2025-26	220.00	cheque	Richard Fellows
13/05/2026	ICO	47.00	direct debit	Info Commissioners Office

110/26

Meeting dates for Parish Council

The council approved:

- 9th July 2026
- 17th September 2026
- 19th November 2026
- 21st January 2027
- 18th March 2027
- 20th May 2027

111/26

Councillors report/items for future agenda

PCC flagged that Astley open days were taking place 26th-28th June and 11th-13th September 2026.

Volunteers and helpers welcomed on each day 10-4pm (in two-hour slots).

Meeting closed at 8:49pm

The next meeting will be held 7:30 pm on Thursday 9th July 2026
in The Reading Room Castle Drive, Astley.

Chairman signature

Date

Draft created by
Helen Billington, Clerk,
May 23rd, 2026