Astley Parish Council

NORTH WARWICKSHIRE

Astley Parish Council Meeting
Thursday 17th September 2026 at 19:30
in The Reading Room, Castle Drive, Astley

DRAFT MINUTES

Present: Chairman Cllr Webber, Cllr Wilkinson, Cllr Hunter, Parish Clerk Helen Billington.
Also in attendance: Jeanette Sutton (Astley PCC), Anthony Proctor (MOP), Adam Weaver (Arbury Estate), WCC Councillor Scott Cameron

122/26
Apologies
Cllr Orton

123/26
Open forum
Cllr Cameron updated the council on highways activity. Balfour Beattie has the road signage and "slow" markings on their list.
The grit bins will be delivered shortly.
VAS signs- there is some debate about whose budget should be used to repair or replace faulty units.
Speed survey- no update- Cllr Cameron to chase with WCC

Cllr Cameron has written a letter of support for the PCC/lottery application and will forward to the clerk.

Cllr Cameron had to leave the meeting at this point with apologies.

124/26
Declaration of interests
No changes noted

125/26

Approval of minutes from ordinary meeting 9th July 2026

Minutes from the meeting held 9th July 2026 were approved and signed by the Chairman.
It was noted there was a typo on the agenda referring to Annual Meeting minutes which were previously approved in July.

126/26
Co-opt new councillor

Cllr Webber proposed Jeanette Sutton as new councillor, which was seconded by Cllr Hunter.

Cllr Sutton was welcomed and thanked by the chairman for joining.

127/26
WCC Update

Cllr Cameron had to leave the meeting early but had provided a full update earlier during open forum 123/26

128/26
Arbury Estate

It was noted that post is still being left on the doorstep or delivered to other houses nearby, despite the clerk providing her home address.
Adam Weaver agreed that a flat lockable post-box could be fixed to the Reading Room to ensure post can be kept safe.
The clerk will investigate suitable options to discuss at a future meeting.
There was also a discussion about installing a loft ladder in the Reading Room, separately to the council business.

129/26
Duke of Suffolk monument

Pictures provided by Cllr Wilkinson did not show a marked difference to the picture on NWBC website (dated 2025).
It was felt that any deterioration might be taking place over a longer period, rather than just the last year. The clerk will liaise with Jen Leadbetter, Heritage and Conservation officer NWBC.

130/26
Declaration of liability for the groundsman

The council reviewed a template which was edited in line with local requirements. The clerk will provide a final version at the next meeting for the

groundsman to sign.

131/26
Electronic payments/ car park volunteers
It was noted the open day took place efficiently with Landmark Trust supplying their own parking volunteers. Local residents were already busy with other commitments and had no spare capacity to offer extra help.
There were 1007 visitors to the church.
Cllr Sutton reported some issues trying to set up a SumUp electronic payment system. Options were discussed.

132/26
Log in details for business continuity
The clerk provided a sealed envelope containing log in information to the chairman, to be used in the event of an emergency.

133/26
Clerk pay increase
Clerk salary increases for 2026-27 were noted.

134/26
Finance

I. The clerk reported the bank balance is £942.81

Compared to budget, spend is on track for the approved budget of £3116.44.

Remaining budget is £1778.65 with original commitments of £1834.44. However, there are original commitments which are no longer required which will leave a surplus.

Taking current spend (£816.51) plus commitments still to spend (£1834.84) leaves a predicted end of year surplus of £859.16.

It was noted that the previous end of year position was £555.80, therefore the council is on target to continue to grow the surplus towards the recommended 50% of the precept.

NB- the auditors fee of £150 still needs to be added onto commitments to spend because it was missing off the spreadsheet presented at the meeting

ASTLEY PARISH COUNCIL					
BUDGET 2026 - 2027					
			updated 19/03/26	Sept update	
	Description	Approved 2026/2027 Budget £	2026/2027 Budget £		
Predicted Income					
	Precept	£3,200.00	£3,200.00	£3,200.00	
	VAT reclaim				
		£3,200.00	**£3,200.00**	**£3,200.00**	commitments still to spend
Payments					
	Dog Bin	£100.00	£100.00		£100.00
	Data Protection/ICO cert	£75.00	£75.00	£47.00	
	Donations	£50.00	£50.00		£50.00
	Meeting Room Rent 2027	£150.00	£150.00		£150.00
	Clerks Salary	£1,113.84	£1,113.84		£1,113.84
	Training	£200.00	£200.00		£200.00
	WALC Subscription	£130.60	£130.60	£136.60	
	Insurance	£196.00	£196.00	£214.00	
	Election	£0.00	£0.00		£0.00
	Web Site Hosting & Domain	£60.00	£60.00	£74.11	
	Bunds / Gardening	£220.00	£220.00	£220.00	
	Green Bin Sticker 2027	£46.00	£46.00		£46.00
	Defibrillator pads	£300.00	£300.00	£124.80	
	Grit bin	£300.00	£0.00	£0.00	
	Mailbox for Reading Room	£100.00	£100.00		£100.00
	Miscellaneous (stamps/print	£75.00	£75.00		£75.00
	Internal auditor		£150.00		£0.00
Predicted Outgoings		**£3,116.44**	**£2,966.44**	**£816.51**	£1,834.84
	Cash in Bank (carried over)	£310.51	£310.51	£310.51	
	Precept	£3,200.00	£3,200.00	£3,200.00	
	VAT reclaim	£0.00	£0.00	£0.00	
Predicted Income & cash		**£3,510.51**	**£3,510.51**	**£3,510.51**	
Predicted surplus		**£394.07**	**£544.07**	**£2,694.00**	**£859.16**

YTD reconciliation was noted but not signed. In line with Standing orders, the reconciliation will be signed at the next meeting.

BANK RECONCILIATION FOR THE YEAR ENDING 31ST MARCH 2027

Current Balance	£ 2,155.80										
	RECEIPTS		£ 2,155.80		PAYMENTS						
Date	From whom	Particulars	Amount		Date	Minute reference	Cheque Ref:	To Whom Paid	VAT reclaimable	Details	Amount
	Balance B/FWD		£ 555.80		19/03/2026	89/26 ii	100457	Astley Reading Room	£0.00	Fees 2026-27	£ 150.00
24/04/2026	NWBC	Precept	£ 1,600.00		*13/05/2026*	109/26 iii		*direct debit*	£0.00	*ICO certificate*	£ 47.00
	NWBC	Precept			21/05/2026	109/26 iii	100460	Clerk	£0.00	Namecheap mailbox hosting	£ 37.96
					21/05/2026	109/26 iii	100461	Clerk	£0.00	Namecheap domain	£ 7.79
					21/05/2026	109/26 iii	100462	Clerk	£0.00	Namecheap renew email	£ 18.11
					21/05/2026	109/26 iii	100459	Clerk	£0.00	Namecheap SSL certificate	£ 10.25
					21/05/2026	109/26 iii	100463	WALC	£20.60	WALC subscription 2025	£ 136.60
					21/05/2026	109/26 iii	100464	Richard Fellows	£0.00	Bunds 2025-26	£ 220.00
					21/05/2026	109/26 iii	100458	Helen Billington	£0.00	Clerk salary	£ 185.64
					09/07/2026	120/26 iii	100466	Zurich	£0.00	annual insurance	£ 214.00
					09/07/2026	120/26 iii	100465	Clerk	£0.00	Clerk salary	£ 185.64
					17/09/2026			Clerk		Defib pads	£ 124.80
					17/09/2026			Clerk		Clerk salary incl backpay	
					17/09/2026			Clerk	£0.00	printer paper	
										TOTAL OUTGOINGS	£ 1,337.79
	2024-25 balance in bank		£ 2,155.80								
								Account Balance	£ 818.01		
								Barclays balance	£ 942.81	(defib pads not yet debited £124.80)	

Initial Approved Budget	£3,116.44
Remaining Budget	£1,778.65
Commitments still to spend	£1,834.84

II. Cheques presented for signature and stubs also initialled in line with auditor recommendations.

Co-signatory Cllr Orton was not present so it was resolved that the clerk would request his signature on the cheques after the meeting, to facilitate payment.

It was resolved that a third signatory should be added onto the bank mandate- Cllr Wilkinson.

Astley Parish Council Accounts	**September 2026**			
Date	**Expense/to whom**	**Amount**	**Method of payment**	**To whom**
17/9/2026	Clerk salary@ £191.80 plus £15.40 backpay from April 2026	£207.20	cheque	clerk
17/9/2026	Defib pads	£124.80	cheque	clerk
17/9/2026	Printer paper	£7	cheque	clerk

135/26

Councillors report/future agenda items

Nothing to report

Next meeting to be held Thursday 19th November 2026 at 7.30pm in the Reading Room

Meeting closed at 20:33pm

Chairman signature Date