

Astley Parish Council

NORTH WARWICKSHIRE

Astley Parish Council Meeting
Thursday 9th July 2026 at 19:30
in The Reading Room, Castle Drive, Astley

DRAFT MINUTES

Present: Chairman Cllr Webber, Cllr Orton, Cllr Hunter, Parish Clerk Helen Billington.

Also in attendance: Jeanette Sutton (Astley PCC), Mick Spicer (MOP)

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Apologies

Cllr Proctor (health reasons)

Cllr James Wilkinson (away)

Adam Weaver (on leave)

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Open forum

- Jeanette Sutton updated the council on the recent successful Open Weekend. The church had 860 visitors and there were over 1000 at the Castle, with more than £2000 raised thanks to the hard work of the PCC and other village support.
- Jeanette also thanked the Parish Council for the letter of support for the lottery funding bid.
- Mick Spicer enquired about the Duke of Suffolk monument, and whether there has been any work done to protect it from further deterioration. The clerk will contact the heritage contact at NWBC and copy in Adam.

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Declaration of interests

No changes noted

115/26

Approval of minutes from ACM/Ordinary meeting 21st May 2026

Minutes from the meeting held 21st May 2026 were approved and signed by the

Chairman.

116/26

WCC Update

Cllr Cameron was not present, but the council discussed speed issues again. Measurement of traffic both towards and from the crossroads needs to be monitored before a solution can be considered. Speed lines and/or a speed survey is thought to be the first step.

It was noted that the grit bins ordered by Cllr Cameron in March, for Breach Oak Lane, have not been delivered yet.

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Arbury Estate

- As the estate manager was absent, discussion about flagpole and post box on the reading room is deferred to the next meeting. The clerk noted that post is still being sent directly to the reading room, despite her providing an alternative address.

118/26

Correspondence

- I. 5-year housing email- Jeffrey Smith (Arley Rural Protection Group) is setting up a Planning Forum. The council reluctantly concluded that they would not be able to join, given the small size of the council and current vacancies. Clerk will respond to Mr Smith.
- II. Local development plan- The clerk has forwarded the details of Regulation 18 (Local Plan Review) to council if they wish to contribute to the consultation. As Astley land is primarily owned and managed by Arbury estate, the information was considered but the council will not be inputting to the consultation. The clerk can forward full details on the consultation to any interested parties, which runs from 9th July to 19th August.
- III. Beeline funding request- it was decided to decline the request for funding support. Astley PC budget does not currently have capacity to offer funding.
- IV. Defib pads- Cllr Orton and the clerk have received information about replacement pads for the defibrillator. It was agreed that the clerk will purchase online and be reimbursed.
- V. An email has been received from Cllr Proctor regarding his resignation from the council due to ongoing health reasons. The council have accepted his resignation and thank Cllr Proctor for his input and support

during his time on council.

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Internal Auditor Report 2025-26

The clerk has circulated the full report. Overall, the auditor concluded that the council is operating internal control procedures adequately.

The following sections, which may enhance the overall running of the council, were discussed.

Overall recommendation:

It was resolved to adopt Policy and Procedure document to show legal process for filling a vacancy and procedure in place for filling a casual vacancy. Clerk will create a document for review at next meeting.

To consider:

- It was resolved to sign up to Civility and Respect pledge. Clerk will create a document for review at next meeting.
- Financial risk:
 - I. Council should hold approx. 50% precept as free reserves (currently this would be £1600- budget estimate 2026-2027 surplus is approx. £500)- **council is aware this reserve is too low and has been making progress towards increasing it.**
 - II. Need to budget for election costs for 2027- **this was noted and felt it was unlikely that there would be a full election; nevertheless, extra budget needs to be allocated when the budget is set.**
 - III. Council should have a reserves policy- **clerk will create a new document appropriate for the council**
 - IV. Cheque stubs need to be initialled- **it was resolved to adopt this extra measure from this meeting**
 - V. Declaration of councillor's allowance/expenses- is a policy needed? - **it was decided that there is no requirement to have chairman/councillor expenses or allowances. This needs to be advertised even if zero. Clerk will advertise as needed.**
 - VI. Need to check whether absence of groundsman public liability impacts council insurance- **it was noted that the groundsman is aware that his public liability is not covered by the Parish Council. It was agreed that**

Clerk will generate a document for council to review.

- Overall, the audit has been a useful review of the effectiveness of the council.

Finance

- I. The clerk reported the bank balance is £1562.45 (awaiting a cheque to be cleared, reconciliation is £1342.45)

Cllr Hunter signed the reconciliation to date.

[illegible]

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

- II. Cheques presented for signature and stubs also initialled in line with auditor recommendations.
- III. The increased premium for the annual council insurance was considered and approved.

Astley Parish Council Accounts				
Date	Expense/to whom	Amount	Method of payment	To whom
9/07/2026	Clerk salary	£185.64	cheque	clerk
9/07/2026	Zurich insurance renewal 15 th Aug	£214	cheque	Direct to Zurich

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Councillors report/future agenda items

- I. Flagpole email and postbox items for Adam to consider
- II. Traffic lines/survey and WCC update
- III. Duke of Suffolk monument update

Meeting closed at 20:52pm

Chairman signature

Date