

# Astley Parish Council

N O R T H   W A R W I C K S H I R E

Thursday 15<sup>th</sup> May 2025 at 8.00pm  
in The Reading Room, Castle Drive, Astley

---

## DRAFT MINUTES

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

Adam Weaver and Jeanette Sutton also attended.

**01/25**

### Apologies

No apologies

**02/25**

### Open Forum

Following on from the Parish Assembly, there was a discussion about the work of Jeanette Sutton, Cllr Proctor and the team which is described in the Church Report.

The Church Report shows there has been a huge amount of work done, many events delivered, and monies raised. Jeanette informed the Council that she has recently confirmed a new assistant to help her which will be of help with future events.

Councillors expressed their intention to support in any way possible.

Jeanette confirmed that there are dates for volunteering to help on the first Saturday of every month at 10am at the church.

Everyone from the Parish is welcome to join in and their help would be very much appreciated.

**03/25**

### Declaration of Interests

Nothing to declare

**04/25**

### Minutes of meeting held on the 20th March 2025

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

Proposed by Cllr Proctor and seconded by Cllr Hunter.

**05/25**

### Matters Arising

The Clerk wished to record that the Internal Audit procedure had been approved since the last meeting by way of email with the Councillors due to the time limitations to discuss at a meeting. This was unanimously confirmed.

06/25

AGAR paperwork review and signing

AGAR paperwork for 2024-25 was reviewed and signed by the Chairman.

07/25

Confirmation of dates for future meetings

Pending confirmation at next meeting Thursday on 17<sup>th</sup> July 2025 when all Councillors have checked diaries, the following dates were proposed:

- Wednesday 10<sup>th</sup> September 2025
- Thursday 20<sup>th</sup> November 2025
- Thursday 15<sup>th</sup> January 2026
- Thursday 19<sup>th</sup> March 2026
- Thursday 21<sup>st</sup> May 2026

08/25

Finance

Financial Report provided by Clerk who confirmed the balance in the account is £1410.51. Cheques approved and signed by Cllr Orton, which were taken later to outgoing Chairman Mick Spicer for final signature.

Mandate will require updating to remove outgoing Chairman and add Cllr Simon Webber, new Chairman (Clerk to action).

Astley Parish Council Accounts			
Date	Expense	Amount	Method of payment
26/03/2025	website and SSL	£49.57	Clerk
06/04/2025	domain	£7.56	Clerk
21/04/2025	mailbox hosting	£18.46	Clerk
12/05/2025	token of thanks to Chairman	£25	Clerk
		£100.59	reimburse Clerk by cheque
15/05/2025	Clerk salary		signed cheque
01/04/2025	Reading room fee for 2025-26	£120	signed cheque
01/04/2025	WALC subscription 2025	£130.60	signed cheque
06/04/2025	ICO certificate	£52	direct debit due 16/05/2025

09/25

Councillors' report and items for future agenda

- It was reported that there are ongoing issues with the speed of traffic on Nuthurst Lane in particular. Cllr Webber has investigated Community Speedwatch initiatives/mobile cameras but has been told it is impractical to implement due to the speed limits and junctions.

**ACTION** Clerk to check previous minutes and see what progress previous Chairman Nigel achieved. Follow this up with Highways and request a letter of concern from the school and the Church, to potentially present to MP Rachel Taylor.

- Cllr Hunter raised the topic of the hours worked by the Clerk. The Clerk confirmed that she is working more hours than was originally proposed. She will present her contract and a time sheet to the next meeting to discuss further.
- It was proposed that an Events Planning Meeting be confirmed for August at the next meeting.
- A risk assessment for Richard Fellows needs to be completed
- The Parish Council asset register needs confirming- confirmation of number of grit bins

**Meeting closed at 8.35pm**

The next meeting will be held on Thursday 17th July 2025 in The Reading Room Castle Drive, Astley.

**Chairman signature**

**Date**

Draft created by  
Helen Billington, Clerk,  
May 19<sup>th</sup> 2025