

Astley Parish Council

NORTH WARWICKSHIRE

Thursday 15th January 2026 at 7.30pm
in The Reading Room, Castle Drive, Astley

DRAFT MINUTES

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

Also in attendance: Adam Weaver, WCC Cllr Scott Cameron

60/26

Apologies

No apologies, but Cllr Orton stated he needs to leave the meeting by 8pm. Chairman Cllr Webber agreed to prioritise agenda items to allow Cllr Orton to input before he had to leave.

61/26

Open Forum

Nothing raised by residents

62/26

Declaration of Interests

No conflicts noted

63/26

Minutes of meeting held on the 12th of November 2025

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

64/26

Finance report from clerk and cheques presented for signing

Clerk confirmed YTD balance in bank correlates with expenditure

Receipts	£2,614.09
Expenditure excl Jan cheques	£1,524.59
Bank balance	£1,089.50

Jan cheques total £292.35

Cheques signed at meeting:

Astley Parish Council Accounts			
Date	Expense/to whom	Amount	Method of payment
15/01/2026	Clerk salary		cheque
15/01/2026	printer ink (to clerk)	14.99	cheque
15/01/2026	dog bin emptying (NWBC)	90.72	cheque

65/26

WCC Scott Cameron- update on delegated budget

Cllr Cameron confirmed his delegated budget will cover the cost of a flashing VAS (speed sign) near the nursery, if Highways are unable to pay directly.

There was a discussion around the WCC policy which allows 20mph advisory zones.

Position of the new VAS sign will be considered by Highways during a site visit, with possible option(s) to be suggested to the residents.

The clerk said she had not received any information from Highways other than what Cllr Cameron had forwarded to her, but she will check again to see if any emails have been received from Highways in response to the original request.

Cllr Cameron will follow up:

- the original speeding/blind entrance/exit survey details with Highways department
- requesting repair to a damaged bollard that has been reported near the crossroads.
- Replacement of a new grit bin to replace the missing one on Breach Oak Lane, as reported by

a resident to the clerk (possibly paid for by Highways or Councillor Delegated Budget).

The clerk is investigating costs of new grit bins, if the Parish Council need to purchase it directly. She will also see if the PC insurance covers the loss of the old grit bin. The possible cost has been incorporated into the budget for 2026-27 should the Council have to pay for it.

The grit bin located in the Reading Room car park is not recorded on the WCC website. The clerk will follow this up with WCC. A WCC sticker was found inside the lid suggesting it should be included in the county gritting schedule.

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

66/26

Defibrillator

Cllr Orton confirmed that battery and pad replacements would not be due until October 2026. He regularly checks the unit and confirmed it is fully operational.

Replacement parts will be costed out and purchased in advance of the expiry date. The council thanked Cllr Orton for his ongoing checks.

67/26

Astley Gorse development update

Email correspondence from the developer provided the following details on construction - "Phase 1" in April this year.

"All road and panel infrastructure is complete, the panels are approximately 80% installed, and electrical works are progressing well. The solar farm is due to be energised early in the new year, followed by testing and commissioning. All works are to be completed, and contractors to demobilise from the site, in April/May 2026, after which the project will be fully operational. It is slightly behind schedule overall, but progress remains good".

We understand the timings for Phase 2 are still to be confirmed.

68/26

Severn Trent water pipe installation

Road closure to complete work-

The clerk has received notice of Intention to Process the Order for Severn Trent Water: Park Lane, Astley which will be closed between 10/03/2026 - 21/03/2026

**** 8pm- Apologies from Cllr Orton and WCC Cllr Cameron who had to leave the meeting at this point due to other commitments ****

69/26

Meeting with MP representative

Likely to be remote, the clerk will liaise with the MPs office to arrange convenient date between Chairman/representative/clerk

70/26

Update on recent sudden closure of Nuthurst Lane

Urgent work by Arbury Estate to secure an unstable building meant the road was closed with no notice. The work is now satisfactorily completed.

71/26

Missing grit bin on Breach Oak Lane

A resident flagged a missing grit bin on Breach Oak Lane. This was discussed earlier with WCC Cllr Cameron (minutes reference 65/26) and a replacement will be obtained as quickly as possible. The clerk will update the resident who highlighted the issue.

72/26

Financial regulations policy

In line with the new approved standing orders, it was agreed that the quarterly reconciliation process would take place at the following meetings:

- January
- May
- July
- November

Due to having a small number of quarterly payments and receipts, it was resolved that the clerk would produce a single YTD statement of accounts for each quarterly reconciliation, with the latest quarter highlighted, and the bank balance recorded during her finance report.

For latest reported quarter Oct-Dec 2025, the only payment in the table is flagged in green. A hard copy has been signed in accordance with the regulations and will be filed.

73/26

Standing Orders for approval

The Standing Orders were circulated previously to all councillors. It was resolved that the clerk will edit the reconciliation section to show that YTD figures, with quarterly details highlighted, will be presented and signed off at quarterly meetings (minute reference 72/26).

It was noted that the Council should have a retention policy (clerk to review).

During discussion it was noted that Councillors requested that their personal contact details be removed from the website. The clerk will amend the information accordingly.

74/26

Clerk Report

Post has been delivered to the previous chairman's house or placed insecurely inside the noticeboard on the Reading Room.

It was thought that a mail/postbox attached to the Reading Room would be useful for deliveries.

The clerk will ask the Arbury Estate manager if they would give permission for this to be attached, and if they would pay for it.

Proposed annual budget and precept request for 2026-27

The clerk presented the attached budget which was discussed by the Councillors.

The requirement for an ICO certificate was discussed. Clerk will investigate and feedback.

Best practice is that the Parish Council should aim to have at least 50% of its Precept requirements held as reserve for unexpected eventualities in its accounts during the year.

Even with an increase in this year's Precept request, the reserve is significantly lower than that. It is hoped that if funding can be secured for some of the items (eg. grit bin), this will improve the reserve situation.

Proposed by Chairman Cllr Webber and seconded by Cllr Hunter.

ASTLEY PARISH COUNCIL				
BUDGET 2026 - 2027				
	Description	2025/2026	2026/2027	
Receipts		Budget £	Budget £	
	Precept	£2,200.00	£3,200.00	
	VAT reclaim			
		£2,200.00	£3,200.00	
Payments				
	Dog Bin	£50.00	£100.00	
	Data Protection/ICO cert	£35.00	£75.00	
	Donations	£50.00	£50.00	
	Meeting Room Rent	£120.00	£150.00	
	Clerks Salary	£771.00	£1,113.84	
	Training	£50.00	£200.00	
	WALC Subscription	£125.00	£130.60	
	Insurance	£250.00	£196.00	
	Election	£0.00	£0.00	
	Web Site Hosting & Domain	£225.00	£60.00	
	Bunds / Gardening	£200.00	£220.00	
	Green Bin Sticker	£45.00	£46.00	
	Miscellaneous (stamps/printing)		£75.00	
proposed	Defibrillator pads		£300.00	
proposed	Grit bin		£300.00	?WCC funding
proposed	Mailbox for Reading Room		£100.00	
TOTAL SPEND		£1,921.00	£3,116.44	
	Cash in Bank (predicted surplus)	£840.06	£538.00	
	Precept	£2,200.00	£3,200.00	
	VAT reclaim	£104.00	£0.00	
INCOME TOTAL		£3,144.06	£3,738.00	

76/26

Councillors report/items for future agenda

It was reported that the footpaths in the first two fields to Arley are becoming even more difficult to walk, due to the ploughing and planting of crops. It will mean that crops will end up being walked over. It was reported that there is a fallen Public Footpath sign near CV10 7QH

The historical Parish Council books have been returned for the Clerk to take to Warwick Record Office for storage.

Meeting closed at 8:50pm

The next meeting will be held at 7:30 pm on Thursday 19th March 2026
(subject to confirmation due to clerk holidays) in The Reading Room Castle Drive, Astley.
Apologies already received from Cllr Proctor for this date.

Chairman signature

Date

Draft created by
Helen Billington, Clerk,
January 21st, 2026