

# Astley Parish Council

NORTH WARWICKSHIRE

Wednesday 10<sup>th</sup> September 2025 at 7.00pm  
in The Reading Room, Castle Drive, Astley

## MINUTES

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

Also in attendance: James Wilkinson, Cllr Scott Cameron (WCC Coleshill South and Arley)

28/25

### Apologies

Apologies received from Adam Weaver and Jeanette Sutton

29/25

### Open Forum

Nothing reported.

30/25

### Declaration of Interests

No conflicts noted

31/25

### Minutes of meeting held on the 17<sup>th</sup> July 2025

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

32/25

### Matters Arising

Nothing to note

33/25

### November meeting date change

The clerk has a holiday booked which means a new date is required for the next meeting. Councillors agreed to check availability and at the time of writing the minutes, the new date of **Wednesday 12<sup>th</sup> November** has been agreed.

Cllr Proctor asked if a start time could be reviewed for future meetings and the Council RESOLVED to adopt a new start time of 7:30 pm for future meetings, starting in November.

34/25

### Clarification on Sole End Solar Farm Community Fund

Cllr Webber clarified that the Parish can expect £5000 contributions from the Solar Farm developer annually for the life of the solar farm (expected to be 40 years).

The clerk confirmed that she had advice from Worcestershire County Association of Local Councils confirming that payments can be made into the Parish Council account without compromising precept payments. She will investigate how the grants and donations system works, and if grants from

this fund may be provided for church projects.

No contributions will be made until energy is exported from the site and as yet no development has actually started.

Clerk will also ask Astley Gorse developers if they had reviewed our request for a community fund to recompense for the inconvenience to residents and loss of local amenity.

## 35/25

### Highways update

Cllr Scott Cameron, WCC, joined the meeting.

He updated the Council on his efforts with Highways and looking into the areas of concern (speeding particularly through the 30mph zone, blind exits off Castle Drive).

There was further discussion about issues at the Woodyard during deliveries (whether lines and/or "No Waiting" signs would be of help), and the nursery being on the edge of the 30mph zone (could this zone be extended?).

Cllr Cameron has asked the Highways team/Minor Works team to investigate the issues and has kindly agreed to fund this for the Council from his annual allowance. He will await the report once investigation has taken place, which will be forwarded to the clerk, outlining the suggested options.

Cllr Cameron could potentially fund these suggested improvements or investigate other Highways funds or dedicated pots (eg Road Safety Schemes) to cover the cost for the Council.

To improve safety at the Woodyard, particularly where lorries stop to unload using the pathway, Cllr Cameron would find photographic evidence useful to follow this up.

Any pictures of delivery which show examples of unsafe parking etc can be forwarded onto the clerk for him to review.

## 36/25

### MP Planning Meeting

Cllr Webber suggested that the clerk invite Rachel Taylor's representative to the January meeting, providing discussion time in November to create a clear agenda. Council agreed.

## 37/25

### Devolution email and survey

Cllr Webber to complete the survey on behalf of the Council

Cllr Cameron provided general insights into the possible options for Unitary Councils and the implications for Parish Councils

## 38/25

### Historical records storage

Cllr Proctor will handover historical records to the clerk, who has confirmed that Warwickshire County Records Office will provide appropriate storage.

## 39/25

### Risk assessment

Richard Fellows has signed the risk assessment document, and Cllr Webber signed on behalf of the Council.

It was noted that Mr Fellow should be advised that the Parish Council does not accept any liability for any injury or issues created as a result of the work done on their behalf.

Cllr Orton will speak to Mr Fellows to discuss his public liability insurance, and the clerk will check if current Parish Council insurance provides any cover.

40/25

### Clerk report

- Reading Room external letter box- not required, Cllr Orton kindly offered his address if post is required to be sent to the Parish Council or Reading Room.
- Newsletter- not required: previous copies were designed to drive awareness of website where full up to date information is captured. Clerk will highlight website access on noticeboards and elsewhere.
- Clerk is due to receive copies of MP Rachel Taylor's reports from her office. These will be distributed to the Council and provided for the residents to review in the Reading Room or on request from the clerk.

41/25

## Clerk Contract

Contract approved, signed by Cllr Webber and clerk.

New pay scales backdated to 1<sup>st</sup> April 2025 noted.

42/25

## Adoption of Financial Regulations

Council resolved to adopt the document. Cllr Webber has highlighted several areas (eg. ongoing internal audit measures) that need to be addressed to provide compliance. He and the clerk will discuss and ensure these are resolved.

43/25

## Financial

The Clerk confirmed the balance in the account is £315.94 with next Precept payment of £1100 due later in September.

Bank reconciliation noted by Council.

Cllr Cameron advised there is an opportunity to apply for a community grant to support local events. He will send the link to the clerk, and the Council will consider appropriate applications.

Cheque approved and signed by Cllr Webber and Cllr Orton.

<b>Astley Parish Council Accounts</b>			
<b>Date</b>	<b>Expense</b>	<b>Amount</b>	<b>Method of payment</b>
10/09/2025	Clerk salary		cheque
			<b>TOTAL</b>

44/25

Councillors report/items for future agenda

- Cllr Orton reported that the defibrillator pads will require replacement shortly, and he will get a price quoted for this. He checks the equipment monthly, for which the Council are very grateful.
- Clarity required on who has responsibility for keeping the grit bins filled

Meeting closed at 8:41pm

The next meeting will be held at 7:30 pm on Wednesday 12<sup>th</sup> November 2025 in The Reading Room Castle Drive, Astley.

Chairman signature

Date

Draft created by  
Helen Billington, Clerk,  
September 11th 2025