

ASTLEY PARISH COUNCIL

Chair: Councillor Kate Lloyd

Clerk: Lisa Harris

Email: clerk@astleyshropshireparishcouncil.gov.uk

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING Held on 20 May 2026 at Astley Village Hall

Present: Parish Councillors K Lloyd (Chair), E Bedell H Mardell, K Sumner, D Williams and Shropshire Councillor B Mallon

Clerk: Lisa Harris

No members of the public were present

01.26 Election of Chair

Councillor Lloyd asked for nominations for Chair.

It was proposed by Councillor Mardell and seconded by Councillor Bedell and

Resolved (without opposition)

that Councillor Lloyd be elected as Chair for the ensuing municipal year.

02.26 Chair to sign Declaration of Acceptance of Office

Councillor Lloyd signed the Declaration of Acceptance of Office, witnessed by the Clerk.

03.36 Election of Vice Chair

Councillor Lloyd asked for nominations for Vice-Chair.

It was proposed by Councillor Lloyd and seconded by Councillor Sumner and

Resolved (without opposition)

that Councillor Mardell be elected as Vice-Chair for the ensuing municipal year.

04.26 Vice Chair to sign Declaration of Acceptance of Office

Councillor Mardell signed the Declaration of Acceptance of Office, witnessed by the Clerk.

05.26 Apologies for Absence

Apologies were received from Councillor S Robinson.

06.26 Disclosable Pecuniary Interests

- a) No disclosable pecuniary interests were declared
- b) There were no applications for a dispensation regarding disclosable pecuniary interests

07.26 Public Participation Session - *a period of 15 minutes will be set aside for the public to speak, with a strict 5-minute limit per speaker. Members of the public may speak on matters appearing on the agenda. However, if a matter does not appear on the agenda, a written request should be submitted to the Clerk no later than 2 working days before the meeting.*

No members of the public were present.

08.26 To approve the Minutes of the Parish Council Meeting held on 2 March 2026

The minutes of the previous meetings had been circulated.

It was proposed by Councillor Lloyd and seconded by Councillor Mardell and **resolved (without opposition)**

that the minutes of the Parish Council Meeting held on 2 March 2026 be accepted as a true record.

The minutes were signed accordingly.

09.26 Clerk's report on matters arising since the Parish Council Meeting on 2 March

- Submitted objection to planning application 26/00188/OUT. Can be viewed [here](#).
- Prepared AGAR and end of year accounts for internal auditor (see 18.26).

10.26 To receive reports from

a) Shropshire Councillor

Having presented his report at the earlier Annual Parish Meeting, Councillor Brendan Mallon had nothing further to add.

b) RAF Shawbury

Colour Sergeant Richard Lane presented the following report:

- **Night Flying** - The current period is planned until 19 June. Night flying periods are usually for seven weeks with three weeks in between periods. There will be posts on the RAF Shawbury social media channels advising on the night flying periods and we are grateful for the tolerance of this essential training. There is also information on the RAF Shawbury webpage with contact details for complaints or concerns. Night flying will commence typically 30 minutes after sunset and may continue until 02:30.
- **Hi-Viz for Horse Riders** – Watch our social media posts (Facebook and X) or website <https://www.raf.mod.uk/our-organisation/stations/raf-shawbury/flying-info/>, for information on ordering kit as part of our Be Seen Be Safer Campaign 2026. We hope to have new stock in May.
- **Drones** - If anyone flies a drone/model aircraft locally we recommend checking the CAA website. The rules for flying drones and model aircraft changed on 1 January 2026. There are legal restrictions near all airfields, civil and military, regarding the flying of drones and model aircraft. See our social media posts and the CAA site – <https://www.caa.co.uk/drones/> For PCs adjacent to our airfields we would be interested in sites where Drone Notices could be displayed.
- **Aries Magazine** - The Spring edition (2026 Edition 1) is available online at the link - [Aries – Issue 1 2026 | RAF Mags](#) Edition 2 of 2026 is expected in June.
- **Course Community Projects** - We are always interested about ideas for Community Projects. Usually our trainees are available to help for a day and will provide a willing workforce, but tools and equipment would need to be provided. Please be flexible with dates as time for course projects is timetabled and there is no guarantee we can provide a course to assist.
- **RAF Shawbury Contacts and Website**
Website: <https://www.raf.mod.uk/our-organisation/stations/raf-shawbury/>
Low Flying Complaints Email: SHY-LowFlying@mod.gov.uk
Low Flying Complaints Telephone: 01939 251712
Engagement and Media general enquiries Email:

11.26 To receive any relevant updates from parish councillors

- Councillor Bedell:
 - Together with Councillor Williams, had performed checks on the defibrillators and both appliances were ready to use as and when required. The Circuit has been updated.
- Councillor Sumner:
 - Had given report from Village Hall Committee at the earlier Annual Parish Meeting.
- Councillor Williams:
 - Advised of recent incidents of fly-tipping in Astley which had been reported on FixMyStreet.

12.26 To review and re-adopt Standing Orders

The Standing Orders had been circulated to the Councillors for review prior to the meeting.

It was agreed (without opposition) that the Standing Orders dated May 2026 be re-adopted by the Council and signed accordingly

13.26 To review and re-adopt Financial Regulations

The Financial Regulations had been circulated to the Councillors for review prior to the meeting.

It was agreed (without opposition) that the Financial Regulations dated May 2026 be adopted by the Council and signed accordingly.

14.26 To review and re-adopt Code of Conduct

The Code of Conduct had been circulated to the Councillors for review prior to the meeting.

It was agreed (without opposition) that the Code of Conduct dated May 2026 be re-adopted by the Council and signed accordingly.

15.26 To review and re-adopt the Risk Management Schedule

The Risk Management Schedule had been circulated to the Councillors for review prior to the meeting.

It was agreed (without opposition) that the Risk Management Schedule dated May 2026 be re-adopted by the Council and signed accordingly.

16.26 To receive and review the Asset Register as at 31 March 2026

The Clerk presented the Asset Register as at 31 March 2026. No additional assets had been added during the year.

It was agreed (without opposition) to accept the Asset Register as presented. The Asset Register was signed accordingly.

17.26 To appoint insurers for the period 01/06/26 – 31/05/27

As the amount being quoted by Zurich was within budget and the cover offered by the policy had previously been assessed as meeting the requirements of the Parish Council

It was agreed (without opposition) to appoint Zurich as insurers for the 12 months commencing 1 June 2026.

18.26 Annual Return for the year ended 31 March 2026

Council to receive, approve and sign (as appropriate) the following:

a) Final bank reconciliation and accounts 2025/26

The Parish Council approved the year end bank reconciliation as checked by the Internal Auditor. The final year end detailed accounts were approved.

b) Internal Audit Report 2025/26 (AGAR part 2 page 4)

The Parish Council considered the Internal Audit Report and noted that the Council's system of Internal Controls was operating effectively.

c) Certificate of Exemption 2025/26 (AGAR part 2 page 3)

The Parish Council confirmed that it meets the criteria for certifying itself as exempt from the full requirements for external audit. The RFO and the Chairman signed the Certificate of Exemption for submission to the external auditor.

d) Annual Governance Statement 2025/26 (AGAR part 2 page 5)

The Parish Council considered each internal control statement per The Governance Statement (1-10) and confirmed their agreement that each was met. The Clerk/RFO completed the Annual Governance Statement to this effect and the Chair and Clerk/RFO signed the statement as approved.

e) Summary accounting statements (AGAR part 2 page 6)

It was agreed (without opposition) to confirm the accuracy of the accounting statements. The Chair signed the summary accounting statements in the Annual Governance and Accountability Return as approved.

19.26 Current financial matters

a) Payments

Payee	Description	Amount
Miss L Harris	Clerk's expenses April/May	£ 42.75
Miss L Harris	Clerk's salary April/May	£ 859.52
HMRC	PAYE on Clerk's salary April/May	£ 214.80
A Crane	Internal audit 2025/26	£ 150.00
E.ON	Annual maintenance contract	£ 44.26
SALC	Affiliation fees 2026/27	£ 321.51
Zurich	Annual insurance premium	£ 300.00
TOTAL		£1932.84

It was proposed by Councillor Mardell and seconded by Councillor Lloyd and

resolved (without opposition)

that the above accounts be approved for payment.

b) Bank reconciliation to 10 May 2026

The bank was reconciled at £19,253.32 being the online banking balance on the date the meeting agenda was prepared. The bank reconciliation was agreed and signed accordingly

It was agreed (without opposition) that the quote, to repair the noticeboard in Upper Astley, be accepted.

ACTION: Councillor Lloyd to liaise with the supplier to get the repair works carried out.

20.26 Planning

1. Decisions to note

a. Ref: 25/03521/FUL

Address: Shrewsbury Selfstore Battlefield Shrewsbury Shropshire SY4 3DB

Description: Proposed industrial/commercial development and all associated works

Validated: 06 Oct 2025

Status: Pending Consideration (notification that application has now been granted received after the meeting)

Application can be viewed on Shropshire Council's Planning Portal, or by clicking [here](#)

b. Ref: 25/04886/FUL

Address: Land To The East Of Heathside Bings Heath Astley Shropshire

Description: Proposed agricultural building for storage of agricultural equipment/machinery and fodder for livestock

Validated: 05 Jan 2026

Status: Granted

Application can be viewed on Shropshire Council's Planning Portal, or by clicking [here](#)

c. Ref: 26/00438/TCA

Address: Applegarth Astley Shrewsbury Shropshire SY4 4BP

Description: G1 Lawson Cypress – Reduce section back to previous pruning points (approx. 2m) from 1no. group of Lawson Cypress (G1) and fell 2no. Lawson Cypress (G2) within Astley Conservation Area

Validated: 06 Feb 2026

Status: Consent By Right – Trees

Application can be viewed on Shropshire Council's Planning Portal, or by clicking [here](#)

d. Ref: 26/00884/TCA

Address: Oak House Astley Shropshire SY4 4BP

Description: Fell 3no Fir and 1no Spruce (G1), reduce height by approximately 50% of 3no Robinia (G2), remove crowns to create pollard at height of previous cut for 2no Robinia (G3) & reduce height of tree to bend in trunk (removing crown) of 1no Fir (T1) within Astley Conservation Area.

Validated: 06 Mar 2026

Status: No Objection

Application can be viewed on Shropshire Council's Planning Portal, or by clicking [here](#)

e. Ref: 26/00963/DIS

Address: The Hatch Hatch Lane Astley Shropshire SY4 4BN

Description: Discharge of condition 3 (Landscaping) 4 (Ecological Clerk of Works) 5 (Lighting) to planning permission 25/00473/FUL

Validated: 11 Mar 2026

Status: Discharge Conditions Part Approved

Application can be viewed on Shropshire Council's Planning Portal, or by clicking [here](#)

f. Ref: 26/01630/AG1

Address: The Firs Farm Astley Shrewsbury Shropshire

Description: Proposed agricultural storage building

Validated: 01 May 2026

Status: Prior Approval Not Required

Application can be viewed on Shropshire Council's Planning Portal, or by clicking [here](#)

2. Planning applications for consideration

NOT IN THE PARISH:

a. Ref: 26/00188/OUT

Address: Land To The South East Of Battlefield Roundabout Battlefield Shrewsbury Shropshire

Description: Outline application for up to 570 new homes, land for a single form-of-entry primary school, a local centre with a total floorspace of no more than 500m² (gross) town centre uses (Class E) and additional community uses, vehicular access from the A53 through the provision of a new roundabout, enhanced footpath links, and open space, with all matters reserved other than access

Validated: 04 Feb 2026

Status: Pending Consideration

Application can be viewed on Shropshire Council's Planning Portal, or by clicking [here](#)

No comments or objections made. Objection to 26/00188/OUT submitted to Shropshire Council's Planning Portal in March.

21.26 Correspondence

None.

22.26 Future agenda items

None.

23.26 Date of next meeting

Wednesday 15 July 2026, 7.00pm at Astley Village Hall.

The Chair thanked everybody for attending and the meeting closed at 8.35pm.

Signed by Chair:

Date: 15 July 2026