

Arley Parish Council

Meeting held in Arley Pavilion on 7th May 2026 at 8pm

In attendance; Cllr C McKay, Cllr J Davis, Cllr J Male, Cllr D Williams, Cllr S Shannon, Cllr K Sansome. Locum Clerk Mrs H Badham.

6 members of the Public in attendance.

153-26 **Apologies**

Apologies were received from WCC Cllr Cameron and NWBC Cllrs Jackson and Guilmant.

154 - 26 **Declarations of Interest**

Cllr Shannon declared an Interest in planning applications 2026/0191/LAWE and 2026/0192/LAWE.

155 - 26 **Approval of Minutes**

The Minutes of the extraordinary meeting on 30th April 2026, having been previously circulated, were proposed for approval by Cllr Williams, Seconded by Cllr Davis. All in favour.

156 – 26 **Public Discussion**

There were no items brought forward for public discussion.

157 -26 **Progress Reports**

- a. **Replacement bench.** Cllr McKay has produced a map of all APC assets such as benches, grit bins and litter bins. The request was for a replacement of the bench at Woodside however Councillors have approached the Community Shed to ascertain if this community group can repair the bench.
- b. **Request for extension of 30mph limit.** Cllr Jackson has informed APC that WCC will be installing a 20mph speed limit signs outside the school. APC to contact Cllr Cameron for confirmation. APC also decided to invite the Police SNT to the APC meetings. APC to ask where speed surveys have been done before so that comparative data can be found to progress a request for extending the speed limit.
- c. **Election of new councillors – update.** Election notices have been posted. Applications close on 14th May 2026 with applications to go to NWBC with the election to be held on 11th June 2026.
- d. **WALC councillor training.** Councillor 2 and 3 training booked for all Councillors however Cllr 2 date is the same date as the next APC meeting. It was agreed that the training should take priority and the next meeting can be altered to Wednesday 3rd June 2026.

- e. **Signing of “clean” copies of new policies recently adopted** (having been previously circulated by email). These were signed in the Annual Meeting.
- f. **HR Committee meeting.** The HR committee will agree a date and notify the Clerk so that the Agenda can be posted.
- g. **Website/.gov.uk email addresses.** No progress.

158 – 26 **Correspondence**

There was no correspondence.

Planning Applications to consider;

Cllr Shannon left the room and took no part in discussions.

2026/0191/LAWE Unit 8A-8D, Arley Industrial Estate, Colliers Way. **Proposal:** The continued use of the land and buildings edged red for industrial and industrial-type purposes, including manufacturing, industrial processing, coating, preparation, storage and associated commercial activities consistent with the established industrial character of the estate, together with: the use of associated operational land for external storage of materials and products; vehicle movements, loading and unloading operations; the operation of plant and machinery ancillary to the industrial use; and industrial activity undertaken without restriction as to hours of operation. Cllr Williams proposed No objections in principle however councillors have concerns regarding noise and hours of working. Seconded by Cllr Sansome. All in favour.

2026/0192/LAWE Unit Units 5A–5E and 6A–6F, Arley Industrial Estate, Colliers Way. **Proposal:** The continued use of the land and buildings edged red on the submitted plan (Units 5A–5E and 6A–6F and associated operational land) for industrial and industrial-type purposes comprising manufacturing, engineering, fabrication, machining, welding, pressing, processing, vehicle repair and servicing, preparation, storage and associated commercial activities consistent with the established industrial character of the estate. The use includes:

- the operation of plant and machinery (including fabrication equipment, compressed air systems and ancillary industrial equipment);
- the use of associated operational land for the storage of raw materials, components, stillages, pallets, equipment and finished products;
- loading, unloading and manoeuvring of vehicles including HGVs and forklifts;
- the use of ancillary structures and lean-to extensions forming part of the established operational layout; and
- industrial activity undertaken without restriction as to hours of operation.

Cllr Williams proposed No objections in principle however councillors have concerns regarding noise and hours of working. Seconded by Cllr Davis. All in favour.

Cllr Shannon returned to the meeting.

Planning Determinations received;

PAP/2025/0587 Land and Buildings South East Corner of The Field Lamp Lane.

Proposal: Prior approval for conversion of agricultural building to Dwellinghouse. *Prior Approval Given*

PAP/2025/0420 Fern Cottage Spring Hill, New Arley. Proposal: Rear two storey extension with glazed apex. Side first floor extension over existing single storey kitchen. Garage demolition and reconstruction. New larger window in existing opening to front elevation. *Granted Subject to Conditions*

PAP/2026/0003 1 Morgan Close, New Arley. Proposal: Retrospective Application for Change of use from C3 residential to C1 (Guest House/Short Term Let). *Granted Subject to Conditions*

PAP/2025/0139 Slowley Green Farm House Tamworth Road. Proposal: Partial rebuilding of dilapidated outbuilding, including new pitched roof. *Granted Subject to Conditions*

PAP/2025/0200 Slowley Green Farm House Tamworth Road. Proposal: Partial rebuilding of dilapidated outbuilding, including new pitched roof. *Granted Subject to Conditions.*

PAP/2026/0031 Thistledown Farm Ansley Lane. Proposal: Change of use of land from equine to agricultural use and retrospective consent for the siting and use of units to facilitate forestry skills training, practical land-based education, accredited first aid training, and associated classroom-based instruction. *Granted Subject to Conditions.*

PAP/2025/0590 Spring Hill House, 74 Spring Hill New Arley. Proposal: Construction of a self-build replacement dwellinghouse, retention and completion of the existing outbuildings, and the retention of the existing garage building for temporary residential use, followed by its conversion to a domestic garage incidental to the replacement dwelling. *Granted Subject to Conditions.*

159 – 26 **Finance**

- **AGAR** (annual accounts). The Locum Clerk informed Councillors that the AGAR has to be completed, agreed in full by the Council and Minuted and signed as such. In order to complete the AGAR the locum Clerk needs last years AGAR (which is not available on the APC website) and all the financial documents for the last year.
- **Bank account update.** Unity Trust Bank need the last 6 months bank statements from the existing account to open the new account. These are still held by the Clerk who is off sick.
- Outstanding invoices. A number of invoices have come forward;
 - Mr A Bennet – 2 timesheets
 - Mr J Mellor inv from 2024 £6,000
 - Mr J Mellor inv from 2025 £2,000
 - 2MD Regeneration Ltd inv 244 £945.54
 - 2MD Regeneration Ltd inv 245 £309.64The invoices from 2MD include late payment charges.

The Clerk noted that as this is public money, Councillors need to be sure that these invoices have not already been paid. Normal procedure should be for invoices to be listed on the Agenda and Minutes, then presented to the Council at their meeting, and for Councillors to formally propose payments be made. There appear to be no records on Agenda or Minutes and Councillors confirmed that they do not know if these invoices are paid or not. Clerk asked ex-Councillor Turley (who was attending

as a member of the public) if he was aware if the invoices were paid and he confirmed that he also did not know. The Clerk suggested that previous financial information must be checked before agreement to pay the invoices presented.

160 – 26 **Councillors Reports** and items for future Agenda.

- a. Cllr Davis noted that a new post is required on the kissing gate at the playing field. The gate prevents motorbike nuisance. HR Committee to discuss with Lengthsman/Handyman at the forthcoming HR meeting.
- b. Cllr Male suggested that working parties/division of PC tasks.
- c. Cllr Male noted that the Festival of Flight is coming up and the Council are not aware of bookings for the playing field or any agreements/charges made.
- d. Cllr Shannon suggested a community networking event/PC surgery to encourage community engagement.

161 – 26 **Date of next regular meeting**

This is now to be Wednesday 3rd June 2026 at 7.15pm due to Councillor training on Thursday 4th June.

162 – 26 **Pavilion Business**

- a. **Bank account.** Cllr Male confirmed that Unity Trust have said that the bank account will be open within 9 days. Cllr Male explained that there is a reserve in the APC account of money earmarked for the Pavilion. Clerk suggested that the accounts need to be examined closely and evidence of the amount still in that reserve provided, and then the agreed amount can be transferred to the Pavilion account and then, going forwards all Pavilion invoices are to be paid from that account.
- b. **Formal Agreement and signing of Constitution.** The Constitution had been circulated and read by all Councillors. Cllr Male proposed adoption of the Constitution. Seconded by Cllr Williams, all in favour. Constitution was duly signed.
- c. **Cancellation of booking resolution.** The previous dispute with the educator was discussed. Cllr Williams proposed accepting a payment of £660 in full and final settlement providing the keys are returned and table removed. Seconded by Cllr Male. All in favour.
A second cancellation issue was brought forward regarding a caterer. The keys are now returned however the debt is outstanding. Cllr Davis to write before further action.
- d. **Outstanding payments.** Cllr Male presented invoices for Electricity and rates etc that he believed should be paid from the Pavilion or PC account. These included invoices for electricity, phone and other items.

There was discussion regarding paying invoices for repairs/ issues that Councillors felt should have been completed by the original contractors. Councillors need details of contract and previous payments to decide on how to progress

Cllr Davis noted that despite presenting invoices the Pavilion Caretaker has never apparently been paid. As before, documents need to be obtained and examined before payments can be made.

- e. **Draft Terms of Hire for Kitchen 1 include installation of an improved extractor hood.** Cllr Davis to bring 3 quotes for this to the next meeting.

Meeting closed at 10.20pm.