



Arley Parish Council

Serving the rural Parish of Arley in North Warwickshire

Parish Council Meeting held in Arley Pavilion

on Thursday 2nd July 2026 at 7.15pm

Minutes

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

10 members of the Public in attendance.

198 - 26 To accept **Apologies** for absence. Apologies were received from Cllr J Osei-Tutu, and NWBC Cllr M Jackson.

199 - 26 **Declarations of Interest.** Cllr Shannon and Cllr Smith declared a non-pecuniary interest in Agenda item 6. PAP/2026/0074.

200 - 26 **To Approve the Minutes.**

- Having been previously circulated and read, Cllr Male proposed acceptance of the Confidential Minutes of the Council Meeting held on 3rd June 2026. Seconded by Cllr Shannon. All in favour.
- Having been previously circulated and read, Cllr Shannon proposed acceptance of the Minutes of the Parish Council Meeting held on 17th June 2026. Seconded by Cllr Davis. All in favour.
- Having been previously circulated and read, Cllr Male proposed acceptance of the Minutes of the HR Committee Meeting held on 17th June 2026. Seconded by Cllr Smith. All in favour.

201 - 26 **Public Discussion**

The Meeting was closed. There was public discussion regarding;

- Ansley & Arley Community Shed wish to site a shipping container at Hilltop
- Bournebrook View pothole in road (discussion if the road is adopted or not)
- Hedge making visibility difficult at the T junction turning right out of Station Road on to Tamworth Road
- Hedge making visibility difficult at the T junction turning out of Devitts Green on to Tamworth Road

- Concrete bollard is broken on the corner of Elm Grove and Oak Avenue
- Solid white lines are worn away at the end of Birmingham Road Ansley
- Caravans parking in the field to the rear of the Wagon Load of Lime are causing traffic issues emerging onto the road.
- WCC Cllr Stephen Shaw has offered to meet residents to discuss traffic speeding.
- Former Councillors reported the death of Pat Cotterill who had previously served Arley Parish Council for decades, becoming the Chair. Thanks were given for her service and an article will be submitted to the Parish newsletter.

Meeting re-opened.

202 - 26 Progress Reports.

- Declaration of results of elections.** Cllr Smith has been duly elected and had signed his Declaration of Acceptance of Office and Declarations of Interest at the EGM on 17th June 2026. Cllr Osei-Tutu was elected unopposed and also signed his Declaration of Acceptance of Office and Declarations of Interest at the EGM on 17th June 2026.
- Replacement bench.** No progress however Cllr McKay reported that there are in fact 2 benches requiring replacement on Oak Avenue. Clerk to investigate composite replacements.
- Request for extension of 30mph limit.** Cllr Cameron has agreed to pay for speed surveys out of his budget but WCC Highways have not yet informed APC where speed surveys have been done before in order to build evidence for a need for speed reduction.
- Vacancies due to insufficient candidates (Co-option).** Notices are posted that there are 2 vacancies which will be filled by co-option. Closing date for applications is 21st July 2026. Applications should be sent to the Clerk.
- Model Flying event.** This went ahead as planned. Mr Tennant sent an email thanking the Council for the use of Hilltop fields.
- Headstone inscription.** Agreed.
- Burial application.** Agreed.
- Policies update.** Clerk suggested that as the main policies and procedures are in place that an IT Policy and APC Publication Schedule (both required) should be discussed and agreed at the September meeting. All were in agreement.
- Footpaths Sycamore Cresc-George Street.** These have been cleaned by the Lengthsman.
- Kompan Seesaw.** Kompan have asked for more details and photos. Cllr McKay to send photos. Clerk to review playground reports for further information.

203 - 26 Correspondence

- Resignation letter from Cllr K Sansome. *Noted.*
- Cost of living workshop 24/7/26 9.30-11.30am. *Cllr Male & Cllr Shannon to attend.*
- Grit bins/bins map. *Cllr Male to check details are correct and report to the next regular meeting.*

- d. NALC bulletin. *Noted.*
- e. WALC bulletin 159 & 160. *Noted.*
- f. Email regarding Police matters. *Noted.*
- g. Letter from ARPG. *Cllr Male proposed that APC should be involved, Seconded by Cllr Williams. 2 Councillors unable to vote through non-pecuniary interests, others all in favour.*
- h. WCC Road Closures;
 - i. Ballards Green Lane (telegraph pole) 17.07.26 *Noted.*
 - ii. Wood Lane 18.08.26 (09.00- 15.00) *Noted.*
- i. Warwickshire SNT Newsletter. *Noted.*
- j. Councillors Grant Fund available. *Noted.*

Planning Applications to consider;

2026/0451/HH 27 Morgan Close. Proposal: Two storey side extension and single storey rear extension. *No objections.*

2026/0462/DOC Thistle Hollow, Gun Hill. Proposal: Discharge of condition 20 (Post remediation verification report) for application PAP/2023/0345 (Demolition of existing light industrial building and erection of 2no. detached dwellings, gate pillars and gates and associated works). *Noted.*

2026/0427/DOC Land North Of Park Lane Farm, Park Lane, Astley. Proposal: Discharge of condition 12 (Drainage Verification Report) of permission PAP/2021/0651 - Construction and operation of a solar PV farm and battery energy storage plus ancillary infrastructure and equipment, landscaping and access *Noted.*

PAP/2026/0074 Land between Stonehouse Lane and Dafferns Wood Spring Hill. Proposal: Outline application for residential development (Use Class C3) including open space, landscaping, pedestrian improvements, drainage features and associated infrastructure. All matters reserved except for accesses off Spring Hill. *Objections.*

2026/0470/HH Site at rear of 13 Church Lane Old Arley. Retrospective application for a detached outbuilding used as a summerhouse. *No Objections.*

Planning Determinations received;

PAP/2025/0438 Fairview Spring Hill. Proposal: Proposed detached dormer bungalow, detached single garage with dual pitched roof, new entrance gates and Hardstanding Driveway. *Granted Subject to Conditions.*

204 - 26 **Matters for Decision**

- a. **Website/.gov.uk email addresses – quotes.** Two quotes were received from Parish Council specific website designers/email providers. Clerk suggested that Councillors deferred the decision to look at examples of the website and emails that the companies provided, in an effort to make sure that the most user-friendly choice was made for Parishioners.
- b. **Sewage Treatment plant at the Pavilion.** Cllr Shannon has spoken to the installer and also the manufacturer. The plant is out of warranty and whilst there

- may be a smell there is no public health risk. The plant needs to be emptied before remedial works can be completed. Cllr Shannon undertook to obtain 2 further quotes for the electrical works required and at least 2 quotes for the waste removal.
- c. **WALC Councillor Training.** It was proposed by Councillor Shannon for the 2 new Councillors to complete the 3 modules of Councillor Training and the Chair to complete 2 modules of Chairmanship training. Total cost to be £320. Seconded by Cllr Male. All in favour.
 - d. **Brother Ecoprint contract.** Locum Clerk informed Councillors that the Ecoprint contract was cancelled by the Clerk who is currently off sick on 5th May 2026. Councillor Williams proposed not to reinstate the contract as it would be cheaper to may for ink as used. Seconded by Cllr Davis. Clerk requested permission to buy printer ink to the value of £70, all in favour.
 - e. **Ty Belford Contract.** Following discussion, it was concluded that the contract for Chess FC also had the same expiry dates. Cllr Smith proposed that both contracts should be renewed at the same rental cost, however both should have a clause inserted into the Contract so that it is clear that Chess FC are also responsible for paying the metered electricity as consumed in addition to the rental, and that Ty Belford is responsible for paying for the metered water as consumed in addition to the rental. Seconded by Cllr Shannon. 5 Councillors in favour and 1 in disagreement. The motion is carried.
 - f. **Grounds Maintenance contract.** Clerk has sourced a second quote however also obtained a document from NWBC listing their bins which they are responsible for and empty. If this includes bins currently emptied by the Contractor then this will impact the prices. It was resolved to wait until Cllr Male has checked the locations of the bins against the map so APC know exactly what is needed before agreeing a contract. Lack of strimming around the Pavilion was also discussed; the contractor cut all the grass before the Pavilion was installed so now there is less grass why is the back area not being cut. Clerk to email.
 - g. **Asset Register.** Whilst the AR is not up to date, it was Proposed by Cllr Williams to add on the only purchase in the last financial year (2 x planters @£300 each) and leave the figures as they were previously. Seconded by Cllr Shannon. All in favour.
 - h. **Lengthsman playground Training.** Neither WALC nor NWBC training is currently available. Cllr Male proposed that the Lengthsman should complete the course, to the value of £400. Seconded by Cllr Davis. All in favour. Clerk to source external provider.

The time was 9.15. Cllr Williams proposed that the meeting continue to try and finish the business on the Agenda. Seconded by Cllr Male. All in favour.

- i. **HR Committee members & date for HR meeting.** Due to the resignation of Mrs Sansome, there is a vacancy on the HR Committee. Cllr Male offered to fill the vacancy. Cllr McKay proposed Cllr Smith to fill the vacancy. Cllr Williams Seconded the motion for Cllr Smith. There was no seconder for Cllr Male's

proposal. Councillors were asked to vote on the proposed and Seconded motion that Cllr Smith would fill the vacancy. All in favour. It was agreed to hold an HR meeting on Thursday 9th July at 5pm. Clerk to issue the Agenda.

205-26 Finance

a. AGAR (annual accounts)

- i. **Internal Audit.** As far as the Locum Clerk can see, no internal audit has been completed for the financial year 2025 -2026.
- ii. **Annual Governance Statement.** Each statement was read and responded to by Councillors. No statements could be responded to positively. Clerk to write to Moore, the auditors. Chair to sign the Statement.
- iii. **Discussion re AGAR.** Locum Clerk has been in touch with auditors. Estimated figures are not acceptable. Due to 2 missing bank statements, a missing cheque book and no access to the Co-op bank accounts the Locum Clerk is unable to complete the audit. The Parish will receive a fine from Moores but there is nothing that can be done to speed the process up that is not being done already.

b. **Asset Register acceptance.** As previously agreed, the asset register for 2025-26 will be recorded as £462130.50

c. Bank accounts;

- i. Progress on Unity Trust account. This account is opened. In order for it to run in accordance with the Financial Regulations the instructions need to change as follows;
 - Administrator to be Mrs Heather Badham as Locum Clerk. Payments to be raised by Mrs Badham but must be authorised by 2 further signatories.
 - All Councillors to be signatories including the newest Councillors Smith and Osei-Tutu.
 - All signatories have rights to view the account and authorise payments but not to raise payments.

All above alterations; 205 -26 i, proposed by Cllr McKay, Seconded by Cllr Shannon. All in favour.

- ii. Locum Clerk brought forward email from Co-op to progress alteration of signatories. In addition to the 5 signatories already in process, Cllr David Williams and Cllr Jeffrey Smith should be added now; proposed by Cllr Male, Seconded by Cllr Davis. All in favour.
- iii. For clarification, signatories that need to be removed from the co-op account are Mr Martin Langley, Mrs Joy Langley, Mr Eric Fellows, Mr Trevor Tennant and Mr Nigel Turley. These people are not available to sign the documents. Proposed by Cllr McKay, Seconded by Cllr Davis. All in favour.
- iv. The Administrator of the account will be the Locum Clerk, Mrs Heather Badham, who will not be a signatory, but will be administrator. Payments/instructions need to come from the Administrator (Mrs Heather Badham) and should be authorised by 2 signatories. Proposed by Cllr Male, Seconded by Cllr Shannon. All in favour.

Payee	Reason	Nett	Reclaimable VAT	Gross	Method
H Fellows	Payroll Clerk	3.52		3.52	BACS
H Badham	Locum Clerk	1980.00		1980.00	BACS
H Badham	Document Storage Cases			17.99	BACS
H Badham	Broadband	5.00		5.00	BACS
FPC	Half phone cost	3.65		3.65	BACS
P A Services	Grounds Maintenance contract monthly fee	TBC as direct debit			DD
J Langley	Clerk				BACS
NWBC	Room hire – Rowland Court	45.00		45.00	BACS
Water Plus	Invoice not available				
WALC	Inv 1993 training	200.00	40.00	240.00	BACS
KES Electrical Systems	Fire alarm repair inv 2026-91	120.00	24.00	144.00	BACS

Above payments proposed for approval by Cllr Shannon, Seconded by Cllr McKay. All in favour.

206-26 Councillors Reports and items for future Agenda.

- a **APC Property.** Cllr Male to supply individual email addresses, Locum Clerk to write and ask for return of goods.
- b **Car park bollards.** There are 2 which have been given to the Locum Clerk for safe keeping.
- c **Notice Board Keys.** It was noted that the two Parish Council Notice Boards do not require keys for access. One is on Meadowcroft/Rectory Road and the other is near St Michaels Church.
- d **Defibrillator.** It was noted that there a number throughout the Parish. The only one that APC is responsible for is the one at Stewart Court. Locum Clerk to check condition.
- e **Vandalism of dog waste bin on Church Lane.** PA Services have invoiced for the repair. Clerk noted that APC are unsure of ownership of the bins until Cllr Male has been round and checked locations against the map. The Clerk noted that APC should only be paying for damage to APC bins, not NWBC so this will become clear when Cllr Male has updated the map.
- f **Parish and Town Council Meeting 01.07.26.** None attended.
- g **Signage required at the Pavilion** - with regard to liabilities within the car park etc.
- h **Car park repairs at Hilltop**
- i **Nature trail near allotments**
- j **Changing planning reports procedure**

- k **Planters have not been planted for summer.** Cllr McKay reported that these will be done in the autumn.
- l **Cllr Davis requested that another Councillor be responsible for the APC Facebook page.** Cllr McKay agreed to take on responsibility and Cllr Davis will change the administrator details.
- m **Future community engagement events**
- n **Ideas to communicate better with Parishioners**
- o **Suggestion to alternate venue for the APC meetings with Stewart Court.**

207 – 26 **Date of next regular meeting** to be Thursday 3rd September 2026 at 7.15pm. The time was now 10.30pm. The Clerk proposed that Agenda Pavilion business be dealt with, together with proposal of agreement of minutes an EGM to be held on Thursday 9th July. All in agreement.