

# WEST FELTON PARISH COUNCIL

**Chairman:** Cllr David Walker

**Clerk to the Parish Council:** Rosemary Wood of 5 Newtown Gardens, Baschurch, Shrewsbury SY4 2HF

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4 May 2022

To: All Members of West Felton Parish Council

Dear Sir/Madam

**NOTICE IS HEREBY GIVEN** that the **ANNUAL MEETING** of West Felton Parish Council will be held at **7:30pm** on **TUESDAY 10 MAY 2022** at West Felton Methodist Church Hall and Members are hereby summoned to attend for the purpose of transacting the following business.

*R. A. Wood*

Rosemary Wood

*Clerk to the Parish Council*

## AGENDA

12.22	<b>TO ELECT A CHAIRMAN</b>
13.22	<b>TO ELECT A VICE-CHAIRMAN</b>
14.22	<b>TO RECEIVE APOLOGIES FOR ABSENCE</b>
15.22	<b>DISCLOSABLE PECUNIARY INTERESTS AND ANY OTHER INTERESTS IN THE AGENDA ITEMS</b> a) Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting and which is not included in the register of interests b) To consider any applications for dispensation c) Declaration of any other interests in the agenda items
16.22	<b>MINUTES OF PARISH COUNCIL APRIL 2022 MEETING</b> To resolve that the minutes of the meeting of the parish council held on 12 April 2022 are a correct record.
17.22	<b>PUBLIC PARTICIPATION SESSION</b> - a period of 15 minutes will be set aside for the public to speak on items on the agenda (this may be extended at the discretion of the Chairman).  To include an opportunity for co-option candidates to speak and answer questions from Members.
18.22	<b>PARISH COUNCIL REPRESENTATION ON OUTSIDE BODIES</b> To nominate councillors to represent the Parish Council on the following bodies: a) West Felton CE Primary School b) SALC Oswestry Area Committee c) West Felton Village Hall d) ABP Liaison Committee e) Helicopter Noise Group f) Other
19.22	<b>TO RECEIVE AND NOTE REPORTS</b> a) <b>Police</b> b) <b>Shropshire Council elected councillor</b> c) <b>Clerk</b> d) <b>Other Reports</b> - from councillors attending meetings, training sessions and site visits on behalf of the Parish Council

20.22	<p><b>YEAR END FINANCE/ANNUAL ARRANGEMENTS</b></p> <p>a) <b>Annual Arrangements:</b></p> <p>(i) <b>Insurance policy</b> - to note renewal documentation for long term policy</p> <p>(ii) <b>SALC/NALC affiliation</b> – to confirm renewal as per budget</p> <p>(iii) <b>SLCC membership</b> – to confirm payment of Clerk’s membership as per budget</p> <p>b) <b>Banking</b> – to review the following banking arrangements:</p> <p>(i) <b>Cheque signatories</b></p> <p>(ii) <b>Direct debits</b></p> <p>(iii) <b>Savings accounts</b></p> <p>(iv) <b>Internet banking</b></p> <p>c) <b>Year End 2021/22 Finance</b> – to consider and approve the following:</p> <p>(i) <b>Bank Reconciliation</b></p> <p>(ii) <b>Receipts and Payments account</b></p> <p>(iii) <b>Budget Report</b></p> <p>(iv) <b>Reserves Statement</b></p> <p>(v) <b>s137 Local Government Act 1972 payments</b> – to note total payments for 2021/22 of £502</p>
21.22	<p><b>FINANCE</b></p> <p>a) <b>Income received</b> - to note: Shropshire Council, 2022/23 precept (£16,795)</p> <p>b) <b>Outstanding Payments</b> - to approve:</p> <p>(i) HMRC, National Insurance contributions (employer) for Clerk’s March 2022 salary (£4.21)</p> <p>(ii) Rosemary Wood, Clerk’s net pay April 2022 (£660.40)</p> <p>(iii) SALC, ALC Affiliation fees (£671.91)</p> <p>(iv) Scottish Power, electricity 31 March 2021 to 31 March 2022 (£551.91) (incl VAT £26.28)</p> <p>c) <b>Other income/invoices received after agenda sent out</b></p>
22.22	<p><b>PLANNING MATTERS</b></p> <p>a) <b>Planning Applications</b> – to consider the following applications notified by Shropshire Council:</p> <p>(i) <b>Ref:</b> 22/01636/VAR (validated 4 April 2022) (consultation period extended for parish council) <b>Address:</b> <u>West Felton C of E School</u>, Grimpo Road, West Felton, Oswestry <b>Proposal:</b> Variation of Condition 5 of planning permission ref 12/00103/FUL (retention of a 3-Bay Demountable Unit for use as an additional classroom, associated external play areas and canopy to link existing buildings)</p> <p>(ii) <b>Ref:</b> 22/01631/TPO (validated 29 April 2022) <b>Address:</b> <u>Wellingtonia, 6 Dovaston Court</u>, West Felton, Oswestry <b>Proposal:</b> To remove 1no. Wellingtonia (T11) protected by the Shropshire Council (Land at 5 to 7 Doverston Court, West Felton) TPO 2012 (Ref: SC00086/12)</p> <p>b) <b>Street Name and Numbering</b> – to consider the following proposal notified by Shropshire Council: <b>Ref:</b> 22/05615/NEWDEV (deadline extended) <b>Address:</b> Residential development (6x plots) south of Clifton Villas, Queens Head, Oswestry <b>Suggested street name:</b> Stanwins Field OR Stanwinsford</p> <p>c) <b>Planning Application for Information Only</b> – to note the following application notified by Shropshire Council: <b>Ref:</b> 22/02090/AGR (validated 2 May 2022) <b>Address:</b> <u>Top Farm, Henbarns</u>, Houghton, West Felton SY11 4HE <b>Proposal:</b> Agricultural storage building for grain and machinery</p> <p>d) <b>Planning Decisions</b> – to note the following decisions notified by Shropshire Council: <b>Ref:</b> 22/00843/FUL (validated 21 February 2022) <b>Address:</b> <u>17 Nursery Close</u>, West Felton, Oswestry SY11 4LZ <b>Proposal:</b> Erection of a single storey extension to the side of the existing property <b>Decision:</b> Grant Permission</p> <p>e) <b>Planning correspondence or decisions received after agenda sent out</b> – to note</p> <p>f) <b>Planning submissions 2021/22</b> – to note summary of planning submissions made by the parish council during 2021/22</p>
23.22	<p><b>PARISH GROUNDS &amp; ASSETS</b></p> <p>a) <b>Grounds Maintenance reports</b> – to consider and note</p> <p>b) <b>WI tree</b> – to consider and approve proposed location for tree to be planted at the playing field (ref item 116.21(b)).</p>

<p><b>24.22</b></p>	<p><b>PARISH MATTERS</b></p> <p>a) <b>Conservation Area</b> – to consider proposal from Shropshire Council to amend the boundary of the proposed Conservation Area.</p> <p>b) <b>CIL monies</b> – to consider suggestions for spending of CIL monies, including those made at the Annual Parish Meeting 2022.</p> <p>c) <b>Sandstone wall on Holyhead Road</b> – to consider reported damage to the wall (on the left when entering the village from Queens Head) and any appropriate action.</p>
<p><b>25.22</b></p>	<p><b>POLICIES &amp; PROCEDURES</b></p> <p><b>To review the following policies:</b></p> <p>a) Standing Orders</p> <p>b) Financial Regulations</p> <p>c) Code of Conduct</p> <p>d) Scheme of Delegation</p>
<p><b>26.22</b></p>	<p><b>PARISH COUNCIL VACANCY</b></p> <p>To note receipt of notice from Shropshire Council that no request has been received to hold an election following the disqualification of Cllr Chris Jones and that the parish council is now requested to fill the vacancy as soon as practicable by the co-option of an eligible person.</p>
<p><b>27.22</b></p>	<p><b>ORDINARY MEETINGS OF THE PARISH COUNCIL 2022/23</b></p> <p>To agree dates to hold meetings for the period June 2022 to May 2023.</p>
<p><b>28.22</b></p>	<p><b>CO-OPTION</b></p> <p>To resolve that in accordance with s1(2) Public Bodies (Admission of Meetings) Act 1960, members of the public and press be excluded from the remainder of the meeting on the grounds that the following item to be considered involves the likely disclosure of confidential information.</p> <p>To consider and vote on applications for co-option.</p>