

WEST FELTON PARISH COUNCIL

Chairman: Cllr David Walker

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

Tel: 01939 262881 westfeltonpc@gmail.com

8 May 2024

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 14 MAY 2024** at West Felton CE Primary School 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

14.24	TO ELECT A CHAIRMAN
15.24	TO ELECT A VICE-CHAIRMAN
16.24	TO RECEIVE APOLOGIES FOR ABSENCE
17.24	INTERESTS IN AGENDA ITEMS a) Declaration of any matter to be discussed at the meeting relating to anything included in a Member's Register (Disclosable Pecuniary Interests and Other Registerable Interests). b) Declaration of any Non-Registerable Interests in any matter to be discussed at the meeting. c) Any applications for dispensation delivered to the Clerk prior to the meeting.
18.24	MINUTES OF PARISH COUNCIL APRIL 2024 MEETING To resolve that the minutes of a meeting of the parish council held on 9 April 2024 are a correct record.
19.24	PUBLIC PARTICIPATION SESSION - 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).
20.24	PARISH COUNCIL REPRESENTATION ON OUTSIDE BODIES 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
21.24	TO RECEIVE AND NOTE REPORTS a) Police b) Shropshire Council elected councillor c) Clerk d) Other Reports - from councillors attending meetings, training sessions and site visits on behalf of the Parish Council
22.24	ANNUAL FINANCIAL ARRANGEMENTS a) Annual Arrangements: (i) Insurance policy - to note renewal documentation for second year of three year policy with

	<p>Hiscox Insurance Company Limited</p> <p>(ii) SALC/NALC affiliation – to confirm renewal as per budget</p> <p>(iii) SLCC membership – to confirm payment of Clerk’s membership as per budget</p> <p>b) Banking – to review the following banking arrangements:</p> <p>(i) Bank signatories</p> <p>(ii) Direct debits</p> <p>(iii) Savings account</p> <p>(iv) Internet banking</p> <p>c) s137 Local Government Act 1972 payments – to note total payments for 2023/24 of £750</p>
23.24	<p>FINANCE</p> <p>a) Income received - to note:</p> <p>(i) Shropshire Council, precept 2024/25 (£17,735)</p> <p>(ii) West Mercia Police & Crime Commissioner, road safety grant (£2,543.30)</p> <p>(iii) Nationwide, interest 1-30 April 2024 (£189.87)</p> <p>(iv) Buckley Memorials Ltd, monument resident registration fee plot CG30 (£40)</p> <p>b) Outstanding Payments - to approve:</p> <p>(i) Rosemary Wood, Clerk’s net pay April 2024 (£802.36)</p> <p>(ii) HMRC, income tax (£2.60), employer NICs (£6.48) (total £9.08)</p> <p>(iii) Insurance premium (ref item 22.24(a)(i)) (£1,840.01)</p> <p>(iv) DM Payroll Services Ltd, payroll 2024/25 (£120)</p> <p>(v) West Felton C of E Primary School, grant for playground markings (£500)</p> <p>(vi) West Felton WI, grant for purchase of projector (£250)</p> <p>(vii) Scottish Power, electricity 31/3/23 to 31/3/24 (£1,607.77) (incl VAT £76.56)</p> <p>(viii) Bernard Townson, internal audit 2023/24 (£150)</p> <p>c) Other income/invoices received after agenda sent out</p> <p>d) Transfer from Nationwide – to approve a transfer from Nationwide savings account to Unity Trust account.</p> <p>e) West Felton WI grant – to note that the WI is at present not in a position to proceed with the purchase of a screen for which a grant had been awarded, and that payment of the grant will be put on hold pending further information from the WI and reconsideration at a future date.</p> <p>f) Tea and coffee at school – to consider offering to reimburse West Felton CE Primary School for tea and coffee provision at meetings.</p> <p>g) CIL Neighbourhood Fund Annual Monitoring Form 2023/24 – to approve for submission to Shropshire Council.</p>
24.24	<p>ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2023/24 PART 3</p> <p>a) Annual Internal Audit Report and written report – to consider report and agree any action to take in response</p> <p>b) Annual Governance Statement (Section 1) – to complete and authorise the signing of it by the Chairman and Clerk</p> <p>c) Accounting Statements (Section 2) (as prepared and signed by the Responsible Financial Officer) – to approve and authorise the signing of it by the Chairman</p> <p>d) Explanation of Variances – to approve for submission to the External Auditor</p> <p>e) Internal Auditor 2024/25 – to agree appointment</p> <p>f) Notice of Electors’ Rights – to note Clerk’s intention to display the Notice of Electors’ Rights for the period commencing on Monday 3 June 2024 and ending on Friday 12 July 2024</p>
25.24	<p>PLANNING MATTERS</p> <p>a) Planning Applications notified by Shropshire Council – none at time of issuing agenda</p> <p>b) Planning Decisions notified by Shropshire Council – to note the following: Ref: 24/00632/FUL (validated 16 February 2024) Address: 13 The Willows, West Felton SY11 4JX Proposal: Proposed new roof and conversion of existing attached outhouse and re-landscaping of the existing front garden Decision: Grant Permission</p> <p>c) Planning correspondence or decisions received after agenda sent out – to note</p> <p>d) Planning submissions 2023/24 – to note summary of planning submissions made by the parish council during 2023/24</p>

26.24	<p>CONSULTATIONS Shropshire Local Plan Examination (further consultation focussing on additional material prepared in response to the Planning Inspector’s interim findings) – to consider</p>
27.24	<p>HIGHWAYS To note the following road closure (as previously reported): School Road, West Felton Start Date: 26 May 2024; End Date: 29 May 2024; Purpose: Hydrant rebuild chamber; Works Promoter: Severn Trent Water; Enforcement pattern: 24 hrs; Closure and diversion route: https://one.network/?tm=137727752</p>
28.24	<p>PARISH GROUNDS & ASSETS a) Grounds safety and maintenance reports – to consider and note b) Shropshire Council Environmental Maintenance Grant – to receive an update regarding submission of an application for funding of £1,500 for a VAS sign. c) Bin at Fox Lane bus shelter – to consider installing a new bin near the bus shelter.</p>
29.24	<p>PARISH PROJECTS/ISSUES a) Community Speed Watch – to consider initiating b) TPOs – to receive and consider report of site meeting with arboriculturalist c) Drainage scheme – to consider drainage scheme to be installed on playing field to alleviate flooding d) Neighbourhood Plan – to consider presentation given by David Ward</p>
30.24	<p>POLICIES & PROCEDURES a) To review the following policies: (i) Standing Orders (ii) Financial Regulations (iii) Code of Conduct (iv) Scheme of Delegation b) Defibrillators – to note records for 2023/24</p>
31.24	<p>PARISH COUNCIL VACANCIES To note receipt of notices from Shropshire Council that no requests have been received to hold an election following the resignation of Cllrs John Houghton and Carole Coles and that the Parish Council is now requested to fill the vacancies as soon as practicable by the co-option of eligible people.</p>
32.24	<p>ORDINARY MEETINGS OF THE PARISH COUNCIL 2024/25 To agree dates to hold meetings for the period June 2024 to May 2025.</p>