

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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3 April 2024

To: All Members of West Felton Parish Council

Dear Sir/Madam

NOTICE IS HEREBY GIVEN that a **meeting of West Felton Parish Council** will be held at **7:30pm** on **TUESDAY 9 APRIL 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

1.24	TO RECEIVE APOLOGIES FOR ABSENCE
2.24	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) To consider any applications for dispensation delivered to the Clerk prior to the meeting.
3.24	MINUTES OF PARISH COUNCIL MARCH 2024 MEETING To resolve that the minutes of a meeting of the parish council held on 12 March 2024 are a correct record.
4.24	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).
5.24	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
6.24	FINANCE a) Income received - to note: (i) Nationwide, interest 1-31 March (£196.19) (ii) Hordley Parish Council, use of scanner/ink/paper 2023/24 (£20) (iii) Pre-paid resident double ashes funeral plot (£160) (iv) HMRC, refund of VAT 2023/24 (£2,618.77) b) Outstanding Payments - to approve: (i) Rosemary Wood, Clerk's net pay March 2024 (£790.12) (ii) HMRC, income tax (£0.80), employer NICs (£4.54) (total: £5.94) (iii) Rosemary Wood, Clerk's quarterly payment (mileage £54.72, office consumables £49.55, home working allowance £41.04) (total £145.31) (incl VAT £5.40) (iv) SLCC, Clerk's membership (£131.76) (v) Shropshire Council, bin emptying x3 2023/24 (£517.27) (incl VAT £86.21) (vi) Graham Taylor Grounds Maintenance, grounds maintenance contract 1 Jan to 31 March 2024 (£1,065) (incl VAT £177.50)

	<p>(vii)Graham Taylor Grounds Maintenance, playing field equipment inspection report 2023/24 (£216) (incl VAT £36)</p> <p>c) Other income/invoices received after agenda sent out</p> <p>d) Year End accounts (as at 31 March 2023) – to consider and approve the following:</p> <p>(i) Receipts and Payments</p> <p>(ii) Budget Report</p> <p>(iii) Bank Reconciliation</p> <p>(iv) Reserves Statement</p>
7.24	<p>PLANNING MATTERS</p> <p>a) Planning Applications notified by Shropshire Council – to consider the following:</p> <p>(i) Ref: 24/01041/FUL (validated 14 March 2024) Address: <u>Manor House Farm</u>, Old Rectory Gardens, West Felton, Oswestry Proposal: Proposed internal alterations and formation of new openings in external wall to an existing Garden Studio (not listed) in the grounds of a listed building.</p> <p>(ii) Ref: 24/01042/LBC (validated 14 March 2024) Address: <u>Manor House Farm</u>, Old Rectory Gardens, West Felton, Oswestry Proposal: Proposed internal alterations and formation of new openings in external wall to an existing Garden Studio (not listed) in the grounds of a listed building.</p> <p>b) Planning Decisions notified by Shropshire Council – none at time of issuing agenda</p> <p>c) Planning correspondence or decisions received after agenda sent out – to note</p>
8.24	<p>HIGHWAYS</p> <p>To note the following road closure (as reported at March meeting): 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>
9.24	<p>PARISH GROUNDS & ASSETS</p> <p>a) Grounds safety and maintenance reports – to consider and note</p> <p>b) Streetlight energy supplier – to consider future energy supplier for streetlights</p>
10.24	<p>PARISH PROJECTS</p> <p>a) Accessible path at playing field – to note Clerk has used delegated power (ref item 142.23(a)) to commission Tim Simmons to proceed with the accessible path at the playing field, at a total cost of £9,769.50 plus VAT.</p> <p>b) Traffic calming programme – to note receipt of West Mercia OPCC grant offer for £2,543.30 towards a VAS and to further note submission by Clerk of Grant Acceptance Form.</p> <p>c) Shropshire Council Environmental Maintenance Grants 2024/25 – to consider an application</p>
11.24	<p>POLICIES & PROCEDURES</p> <p>To review the following:</p> <p>a) Disciplinary Policy</p> <p>b) Grievance Policy</p>
12.24	<p>ANNUAL MEETING OF THE PARISH COUNCIL</p> <p>To note the date, time and location of the Annual Meeting of the Parish Council, to be held on Tuesday 14 May 2024 at 7:30pm in West Felton CE Primary School.</p>
13.24	<p>EXCLUSION OF PRESS AND PUBLIC</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>Planning Enforcement case – to note</p>