

WEST FELTON PARISH COUNCIL

Chairman: Cllr John Thornhill

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

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4 June 2025

To: All Members of West Felton Parish Council

Dear Sir/Madam

NOTICE IS HEREBY GIVEN that the a **Meeting of West Felton Parish Council** will be held at **7:30pm** on **TUESDAY 9 JUNE 2025** 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

31.25	TO RECEIVE APOLOGIES FOR ABSENCE
32.25	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.
33.25	MINUTES OF THE ANNUAL PARISH COUNCIL MEETING To resolve that the minutes of the annual meeting of the parish council held on 13 May 2025 are a correct record.
34.25	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).
35.25	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
36.25	FINANCE a) Income received - to note: (i) Nationwide, interest 1-31 May 2025 (£98.52) (ii) Tracey James, statutory declaration regarding transfer of exclusive right of burial on plot 3 (£80) (iii) Unknown bank credit (£120) b) Outstanding Payments - to approve: (i) Rosemary Wood, Clerk's net pay for May 2025 (£850.88) (ii) HMRC: income tax (£2.80), employer NICs (£65.50)(total: £68.30) (iii) Shropshire Council, joint energy costs May to June 2025 (£265.97)(incl VAT £44.33) (iv) Bernard Townson, internal audit fee (£150) c) Unity Bank Service Charge – to note service charge of £6 deducted from account for May 2025. d) NEST direct debits – to note the following direct debits: March/April contributions: employer (£19.60), employee (£26.13) May contributions: employer (£10.01), employee (£13.35) e) Other income/invoices received after agenda sent out

37.25	ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2024/25 PART 3 a) Annual Internal Audit Report and written report – to consider report and agree any action to take in response b) Annual Governance Statement (Section 1) – to complete and authorise the signing of it by the Chairman and Clerk 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 d) Explanation of Variances – to approve for submission to the External Auditor e) Internal Auditor 2025/26 – to agree appointment f) Notice of Electors’ Rights – to note Clerk’s intention to display the Notice of Electors’ Rights for the period commencing on Tuesday 1 July 2025 and ending on Monday 11 August 2025
38.25	PLANNING MATTERS a) Planning Applications notified by Shropshire Council – none at time of issuing agenda b) Planning Decisions notified by Shropshire Council – to note the following decisions: (i) Ref: 25/01096/VAR (validated: 28/03/2025)) Address: <u>Holiday Let Units At Former Racing Stables, Tedsmore Hall, Tedsmore, West Felton</u> Proposal: Variation of condition 2 attached to planning permission 21/00702/VAR dated 14.09.2021 Decision: Grant Permission (ii) Ref: 25/01396/OHL (validated 8 April 2025) Address: <u>Llynclys To Maesbury Marsh</u> Proposal: 11kV Overhead Electricity Distribution Line Rebuild Decision: No Objection OHL/Circular Notification c) Planning correspondence or decisions received after agenda sent out – to note
39.25	PARISH GROUNDS & ASSETS a) Grounds maintenance and safety reports – to consider and note b) Fox Lane bus shelter – to consider options for repairing the damaged panel in the Fox Lane bus shelter.
40.25	PARISH PROJECTS/ISSUES a) Neighbourhood Plan – to consider how to move forward with engaging the community, including the possibility of a stall at the Carnival. b) Letter to Helen Morgan MP – to consider sending a letter to Helen Morgan MP to express the council’s concerns regarding a number of local issues including provision of post offices and infrastructure for trains, telephone and broadband.
41.25	POLICIES AND PROCEDURES To review the following policies: a) Councillor/Clerk Relations Protocol b) Action Plan
42.25	NEXT MEETING To note the date, time and location of the next meeting of the Parish Council, to be held on Tuesday 8 July 2025 at 7:30pm in West Felton CE Primary School.
43.25	EXCLUSION OF PRESS AND PUBLIC 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: Planning Enforcement Case - to consider and note