

# 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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2 May 2023

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 9 MAY 2023** 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

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| <b>15.23</b> | <b>TO ELECT A CHAIRMAN</b>  |
| <b>16.23</b> | <b>TO ELECT A VICE-CHAIRMAN</b>   |
| <b>17.23</b> | <b>TO RECEIVE APOLOGIES FOR ABSENCE</b>   |
| <b>18.23</b> | <b>INTERESTS IN AGENDA ITEMS</b><br>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).<br>b) To consider any applications for dispensation delivered to the Clerk prior to the meeting.<br>c) Declaration of any Non-Registerable Interests in any matter to be discussed at the meeting. |
| <b>19.23</b> | <b>MINUTES OF PARISH COUNCIL APRIL 2023 MEETING</b><br>To resolve that the minutes of the meeting of the parish council held on 18 April 2023 are a correct record.   |
| <b>20.23</b> | <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).   |
| <b>21.23</b> | <b>PARISH COUNCIL REPRESENTATION ON OUTSIDE BODIES</b><br>To nominate councillors to represent the Parish Council on the following bodies:<br>a) West Felton CE Primary School<br>b) SALC Oswestry Area Committee<br>c) West Felton Village Hall<br>d) ABP Liaison Committee<br>e) Helicopter Noise Group<br>f) Other   |
| <b>22.23</b> | <b>TO RECEIVE AND NOTE REPORTS</b><br>a) <b>Police</b><br>b) <b>Shropshire Council elected councillor</b><br>c) <b>Clerk</b><br>d) <b>Other Reports</b> - from councillors attending meetings, training sessions and site visits on behalf of the Parish Council  |
| <b>23.23</b> | <b>ANNUAL FINANCIAL ARRANGEMENTS</b><br>a) <b>Annual Arrangements:</b>  |

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|       | <p>(i) <b>Insurance policy</b> - to consider broker's recommended quote to insure with Hiscox Insurance Company Limited and whether to enter into a one or three year 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>s137 Local Government Act 1972 payments</b> – to note total payments for 2022/23 of £700</p>   |
| 24.23 | <p><b>FINANCE</b></p> <p>a) <b>Income received</b> - to note:</p> <p>(i) Shropshire Council, precept 2023/24 (£17,261)</p> <p>(ii) ME &amp; A Hughes, monument resident registration fee plot 165 (£40)</p> <p>b) <b>Outstanding Payments</b> - to approve:</p> <p>(i) Rosemary Wood, Clerk's net pay April 2023 (£738.92)</p> <p>(ii) Insurance premium (ref item 23.23(a)(i)) (£1,788.86)</p> <p>(iii) SALC, ALC affiliation fees (£712.63)</p> <p>(iv) West Felton C of E Primary School, grant (£500)</p> <p>(v) Scottish Power, electricity 31/3/22 to 31/3/23 (£1,200.54) (incl VAT £57.17)</p> <p>c) <b>Other income/invoices received after agenda sent out</b></p> <p>d) <b>CIL Neighbourhood Fund Annual Monitoring Form 2022/23</b> – to approve for submission to Shropshire Council</p>  |
| 25.23 | <p><b>PLANNING MATTERS</b></p> <p>a) <b>Planning Applications notified by Shropshire Council</b> – to consider the following:<br/> <b>Ref:</b> 23/01514/FUL (validated 6 April 2023)<br/> <b>Address:</b> <u>Land Adj Lodge Farm, West Felton, Oswestry SY11 4JU</u><br/> <b>Proposal:</b> Conversion of a traditional rural building to holiday accommodation and all associated works</p> <p>b) <b>Planning Decisions notified by Shropshire Council</b> – to note the following:<br/> <b>Ref:</b> 23/01037/FUL (validated 23 March 2023)<br/> <b>Address:</b> <u>Ivy Farm, Grimpo Road, West Felton, Oswestry</u><br/> <b>Proposal:</b> Formation of roof over existing slurry store and associated works (re submission of 19/03786/FUL)<br/> <b>Decision:</b> Grant Permission</p> <p>c) <b>Planning correspondence or decisions received after agenda sent out</b> – to note</p> <p>d) <b>Planning submissions 2022/23</b> – to note summary of planning submissions made by the parish council during 2022/23</p>  |
| 26.23 | <p><b>HIGHWAYS</b></p> <p>To note the following road closures:</p> <p>a) <u>Woolston Road, West Felton</u> (as notified at April meeting) Start Date: 12 June; End Date: 14 June; Purpose: Short Comm pipe Cut Off 25mm; Works Promoter: Severn Trent Water; Enforcement Pattern: All the time; Diversion route: <a href="https://one.network/?tm=133574593">https://one.network/?tm=133574593</a></p> <p>b) <u>Tedsmore Hall</u> (as notified at April meeting) Start Date: 14 June; End Date: 16 June; Purpose: to carry out a new water connection; Promoter: Severn Trent Water; Diversion route:</p> <p>c) <u>West Felton Carnival</u> Start Date: 9 July; End Date: 9 July; Purpose: the West Felton Carnival takes place on 9th July 2023. Roads will be closed for various periods between 1230pm and 3pm. Roads affected are: Holyhead Rd, School Rd, The Avenue, Tedsmore Rd, Fox lane, Woolston Rd and Threadneedle St.; Enforcement pattern: all the time; Diversion route: <a href="https://one.network/?tm=133834653">https://one.network/?tm=133834653</a></p> <p>d) <u>Cefn-y-wern Junction to Haughton Farm Junction</u> Start Date: 3 July; End Date: 4 July; Purpose: road closure – marker post install; Works Promoter: Severn Trent Water; Enforcement pattern: 24hrs; Diversion route: <a href="https://one.network/?tm=133866084">https://one.network/?tm=133866084</a></p> |
| 27.23 | <p><b>PARISH GROUNDS &amp; ASSETS</b></p> <p><b>Grounds safety and maintenance reports</b> – to consider and note</p>   |

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| <b>28.23</b> | <b>POLICIES &amp; PROCEDURES</b><br><b>To review the following policies:</b><br><b>a)</b> Standing Orders<br><b>b)</b> Financial Regulations<br><b>c)</b> Code of Conduct<br><b>d)</b> Scheme of Delegation |
| <b>29.23</b> | <b>ORDINARY MEETINGS OF THE PARISH COUNCIL 2023/24</b><br>To agree dates to hold meetings for the period June 2023 to May 2024.   |