

# 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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7 January 2026

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 13 JANUARY 2026** 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

105.25	<b>TO RECEIVE APOLOGIES FOR ABSENCE</b>
106.25	<b>INTERESTS IN AGENDA ITEMS</b> <ul style="list-style-type: none"><li>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).</li><li>b) Declaration of any Non-Registerable Interests in any matter to be discussed at the meeting.</li><li>c) To consider any applications for dispensation delivered to the Clerk prior to the meeting.</li></ul>
107.25	<b>MINUTES OF PARISH COUNCIL MEETING</b> <p>To resolve that the minutes of a meeting of the parish council held on 9 December 2025 are a correct record.</p>
108.25	<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).
109.25	<b>TO RECEIVE AND NOTE REPORTS</b> <ul style="list-style-type: none"><li>a) Police</li><li>b) Shropshire Council elected councillor</li><li>c) Clerk</li><li>d) <b>Other Reports</b> - from councillors attending meetings, training sessions and site visits on behalf of the Parish Council</li></ul>
110.25	<b>FINANCE</b> <ul style="list-style-type: none"><li>a) <b>Income received</b> - to note: Nationwide, interest 1-31 December 2025 (£86.63)</li><li>b) <b>Outstanding Payments</b> - to approve:<ul style="list-style-type: none"><li>(i) Rosemary Wood, Clerk's net pay December 2025 (£858.36)</li><li>(ii) HMRC: income tax (£8.20), employer NICs (£69.60)(total: £77.80)</li><li>(iii) Rosemary Wood, Clerk's quarterly payment: mileage (£30.06), office consumables (£5), home work allowance (£41.04), Defibrillator pads &amp; starter kit (£75.42) (total £151.52)</li><li>(iv) SALC, Chairmanship Skills July 2025 (Cllrs Thornhill &amp; Ozagir) (£180)</li><li>(v) Graham Taylor Grounds Maintenance, Oct to Dec 2025 (£1,065) (incl VAT £177.50)</li><li>(vi) Shropshire Council, joint energy costs 3<sup>rd</sup> quarter 2025/26 (£398.94) (incl VAT £66.49)</li></ul></li><li>c) <b>Other payments</b> - to note other debits from Unity Trust account:<ul style="list-style-type: none"><li>(i) Unity Bank, service charge December 2025 (£6)</li><li>(ii) NEST, pension contribution direct debit 1-31 Dec: employer (£10.83), employee (£14.44)(total £25.27)</li></ul></li></ul>

	<p><b>d) Other income/invoices received after agenda sent out</b></p> <p><b>e) Quarterly finances</b> (at 31 December 2025) – to consider and approve the following:</p> <ul style="list-style-type: none"> <li>(i) Receipts and Payments</li> <li>(ii) Budget Report</li> <li>(iii) Bank Reconciliation</li> <li>(iv) Reserves Statement</li> </ul>
<b>111.25</b>	<p><b>PLANNING MATTERS</b></p> <p><b>a) Planning Applications notified by Shropshire Council</b> – none at the time of issuing agenda</p> <p><b>b) Planning Decisions notified by Shropshire Council</b> – none at the time of issuing the agenda</p> <p><b>c) Planning correspondence or decisions received after agenda sent out</b> – to note</p>
<b>112.25</b>	<p><b>HIGHWAYS</b></p> <p>To note the following road closure (as previously reported):  <u>Grimpo Road, West Felton</u> Start Date: 2 March 2026; End Date: 2 March 2026; Purpose: Road closure – pole test; Works Promoter: Openreach; Enforcement pattern: 09:30 – 15:30hrs</p>
<b>113.25</b>	<p><b>PARISH GROUNDS &amp; ASSETS</b></p> <p><b>a) Grounds maintenance safety report</b> – to consider and note</p> <p><b>b) ROSPA Annual Inspection of play equipment</b> – to consider</p> <p><b>c) 1 Bay 2 Seat Swing</b> – to receive an update on dealing with the equipment identified as high risk and agree any further action to be taken.</p> <p><b>d) Playing field lease</b> – to consider terms for a new lease</p> <p><b>e) Parish Council website</b> – to consider quotes for a new parish council website together with a generic email account hosted on the council's own domain</p>
<b>114.25</b>	<p><b>POLICIES &amp; PROCEDURES</b></p> <p><b>IT Policy</b> – to consider adopting</p>
<b>115.25</b>	<p><b>PARISH COUNCIL GRANTS 2026/27</b></p> <p>To consider applications for grants from community groups.</p>
<b>116.25</b>	<p><b>BUDGET AND PRECEPT 2026/27</b></p> <p>To approve the budget and set the precept for 2026/27.</p>
<b>117.25</b>	<p><b>NEXT MEETING</b></p> <p>To note the date, time and location of the next meeting of the Parish Council, to be held on Tuesday 10 February 2026 at 7:30pm in West Felton CE Primary School.</p>