

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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8 October 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 14 OCTOBER 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

70.25	TO RECEIVE APOLOGIES FOR ABSENCE
71.25	INTERESTS IN AGENDA ITEMS <ul style="list-style-type: none">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.
72.25	MINUTES OF PARISH COUNCIL MEETING <p>To resolve that the minutes of a meeting of the parish council held on 9 September 2025 are a correct record.</p>
73.25	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).
74.25	TO RECEIVE AND NOTE REPORTS <ul style="list-style-type: none">a) Policeb) Shropshire Council elected councillorc) Clerkd) Other Reports - from councillors attending meetings, training sessions and site visits on behalf of the Parish Council
75.25	FINANCE <ul style="list-style-type: none">a) Income received - to note:<ul style="list-style-type: none">(i) Nationwide, interest 1-30 September 2025 (£87.56)(ii) ME & A Hughes, resident memorial fee plot CG4 (£40)(iii) H2O Clear, repayment of duplicate payment for Fox Lane bus shelter perspex, paid in August 2025 and again in error in September 2025 (£150)b) Outstanding Payments - to approve:<ul style="list-style-type: none">(i) Rosemary Wood, Clerk's net pay September 2025 (£858.36)(ii) HMRC: income tax (£8.20), employer NICs (£69.60) (total: £77.80)(iii) Rosemary Wood, quarterly payment Q2 July-Sept: mileage (£ 23.94), office consumables (£2.20), home work allowance (£41.04), Grimpo replacement defibrillator pads (£66) (total £133.18) (incl £11 VAT)(iv) PKF Littlejohn LLP, limited assurance review of AGAR 2024/25 (£378) (incl VAT £63)(v) Highline, labour to replace Queenshead faulty LED (£43.20) (incl £7.20 VAT)(ix) Graham Taylor Grounds Maintenance, grounds maintenance contract July to Sept 2025

	<p>c) Other payments - to note other debits from Unity Trust account:</p> <p>(i) Unity Bank, service charge September 2025 (£6)</p> <p>(ii) NEST, pension contribution direct debit 1-30 Sept: employer (£10.83), employee (£14.44)(total £25.27)</p> <p>d) Other income/invoices received after agenda sent out</p> <p>e) Quarterly finance reports (as at 30 September 2025) – to consider and approve the following:</p> <p>(i) Receipts & Payments</p> <p>(ii) Bank reconciliation</p> <p>(iii) Budget report</p> <p>(iv) Reserves statement</p>
76.25	<p>YEAR END ACCOUNTS & AUDIT</p> <p>To note the following:</p> <p>a) Exercise of rights relating to the annual accounts – to note that the accounting records and all documents relating to those records for the financial year ending on 31 March 2025 were made available for inspection by any person interested during the period commencing on 1 July 2025 and ending on 11 August 2025.</p> <p>b) Completion of limited assurance review – to note that the external auditor has advised that the limited assurance review for the year ended 31 March 2025 has been completed and has certified that there are no matters giving cause for concern and no other matters to be drawn to the attention of the council.</p> <p>c) Notice of conclusion of audit – to note that a Notice of Conclusion of Audit together with the completed AGAR has been published, including on the council’s website.</p>
77.25	<p>PLANNING MATTERS</p> <p>a) Planning Applications notified by Shropshire Council – to consider the following application: Ref: 25/03651/FUL (validated 8 October 2025) Address: Proposed Residential Development <u>Land North of Old Rectory Gardens</u>, West Felton Proposal: Proposed residential development of 10 dwellings</p> <p>b) Planning Decisions notified by Shropshire Council – to note the following: Ref: 25/02359/LBC (validated 26 June 2025) Address: <u>The Threshing Barn, Haughton</u>, West Felton Proposal: Minor amendments (changes to rooflights, small area of newly constructed lean to roof, additional casement windows in established openings, formation of new openings in ground floor partitions) to previously approved Listed Building Consents Decision: Grant Permission</p> <p>c) Planning correspondence or decisions received after agenda sent out – to note</p>
78.25	<p>PARISH GROUNDS & ASSETS</p> <p>a) Grounds maintenance and safety reports – to consider and note</p> <p>b) Felling of trees at burial ground and playing field (as recommended in 2025 tree safety survey):</p> <p>(i) Consent from Balfours – to note that the tree safety survey conducted at the playing field has been sent to Balfours, and that consent for felling of the Ash tree at the playing field has been sought and obtained from Balfours, as required under the terms of the lease.</p> <p>(ii) Quotes - to consider quotes for the recommended work.</p>
79.25	<p>PARISH PROJECTS/ISSUES</p> <p>a) Financing of Parish Council projects – to consider how best to use available monies for financing of Parish Council projects, including those at items 79.25(b)(ii)&(c).</p> <p>b) Neighbourhood Plan:</p> <p>(i) Designation of Neighbourhood Area - to note approval by Shropshire Council of application for designation of the parish as a Neighbourhood Area.</p> <p>(ii) Consultant costs – to consider comments from consultants, including possible costs.</p> <p>c) Traffic Management (VAS) – to consider quotes from Shropshire Council’s two approved contractors for the two different types of VAS signs as agreed at the council's July meeting (item 53.25(a)).</p> <p>d) Shropshire Local Nature Recovery strategy – to consider and agree details of ‘green spaces’ in the parish to pass on as part of the Shropshire Local Nature Recovery strategy.</p>

80.25	NEXT MEETING To note the date, time and location of the next meeting of the Parish Council, to be held on Tuesday 11 November 2025 at 7:30pm in West Felton CE Primary School.
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