

# WEST FELTON PARISH COUNCIL

**Chairman:** Cllr Marian Hesketh

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

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6 May 2020

To: All Members of West Felton Parish Council

Dear Sir/Madam

**NOTICE IS HEREBY GIVEN** that a **REMOTE MEETING** of **West Felton Parish Council** will be held at **8pm** on **TUESDAY 12 MAY 2020** via 'Zoom' (link to be put on council website and given to Members prior to meeting) 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

<b>1.20</b>	<b>TO RECEIVE APOLOGIES FOR ABSENCE</b>
<b>2.20</b>	<b>DISCLOSABLE PECUNIARY INTERESTS AND ANY OTHER INTERESTS IN THE AGENDA ITEMS</b> a) Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting and which is not included in the register of interests. b) To consider any applications for dispensation. c) Declaration of any other interests in the agenda items
<b>3.20</b>	<b>COUNCIL AND PARISH MEETINGS</b> a) <b>10 March 2020 Minutes</b> – to resolve that the Minutes of the Meeting of the Parish Council held on 10 March 2020 are a correct record b) <b>7 April 2020</b> – to note that the meeting of the Parish Council scheduled for 7 April 2020 was not held due to government prohibitions on public gatherings following the outbreak of the Covid 19 pandemic c) <b>Annual Parish Meeting 2020</b> – to note that the Annual Parish Meeting due to be held on 23 March 2020 was cancelled, due to government prohibitions on public gatherings following the outbreak of the Covid 19 pandemic d) <b>Annual Meeting of the Parish Council</b> – to note the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 and to consider whether or not to proceed with the holding of the Annual Meeting of the Parish Council in May 2020
<b>4.20</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>5.20</b>	<b>TO RECEIVE AND NOTE REPORTS</b> a) <b>Police</b> b) <b>Shropshire Council elected councillor</b> c) <b>Clerk</b> d) <b>Other Reports</b> - from councillors attending meetings, training sessions and site visits on behalf of the Parish Council
<b>6.20</b>	<b>YEAR END FINANCE/ANNUAL ARRANGEMENTS</b> a) <b>Annual Arrangements:</b> (i) <b>Insurance policy</b> – to consider renewal quotes (ii) <b>SALC/NALC affiliation</b> – to confirm renewal as per budget (iii) <b>SLCC membership</b> – to confirm payment of Clerk's membership as per budget b) <b>Banking</b> – to review banking arrangements and cheque signatories

	<p>c) <b>Year End 2019/20 Finance</b> – to consider and approve the following:</p> <ul style="list-style-type: none"> <li>(i) <b>Bank Reconciliation</b></li> <li>(ii) <b>Receipts and Payments account</b></li> <li>(iii) <b>Budget Report</b></li> <li>(iv) <b>Reserves Statement</b></li> </ul>
7.20	<p><b>ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2019/20 PART 3</b></p> <ul style="list-style-type: none"> <li>a) <b>Annual Internal Audit Report and written report</b> – to consider report and agree any action to take in response</li> <li>b) <b>Annual Governance Statement (Section 1)</b> – to complete and authorise the signing of it by the Chairman and Clerk</li> <li>c) <b>Accounting Statements (Section 2)</b> (as prepared and signed by the Responsible Financial Officer) – to approve and authorise the signing of it by the Chairman</li> <li>d) <b>Explanation of Variances</b> – to approve for submission to the External Auditor</li> <li>e) <b>Internal Auditor 2020/21</b> – to agree appointment</li> <li>f) <b>Notice of Electors’ Rights</b> – Clerk to inform Council of intentions to display the Notice</li> </ul>
8.20	<p><b>FINANCE</b></p> <ul style="list-style-type: none"> <li>a) <b>Income received</b> – to note: <ul style="list-style-type: none"> <li>(i) Resident’s pre purchase of single cremated remains plot CG23 (£80) (received 28/3/2020)</li> <li>(ii) WE Price, resident’s double plot exclusive right of burial to plot 47 (£320) and interment fee (£55) (total £375) (received 3/4/2020)</li> <li>(iii) Shropshire Council, precept (£20,095) and CIL Neighbourhood Fund (£14,718.88) (total £34,813.88) (received 24/4/2020)</li> </ul> </li> <li>b) <b>April Payments</b> – to note the following payments made in April outside of a council meeting (all included in the council budget and previously agreed): <ul style="list-style-type: none"> <li>(i) Rosemary Wood, Clerk’s net pay March 2020 (£583.44)</li> <li>(ii) DM Payroll Services Ltd, payroll administration 2020/21 (£120)</li> <li>(iii) Kathryn Tamsin Jacson (JN Richards), playing field rent 25/3/2020 to 28/9/2020 (£34)</li> <li>(iv) SALC, CiLCA Session 4 (£50.50)</li> </ul> </li> <li>c) <b>Outstanding Payments</b> - to approve: <ul style="list-style-type: none"> <li>(i) Rosemary Wood, Clerk’s net pay April 2020 (£583.44)</li> <li>(ii) Rosemary Wood, quarterly payment January to March 2020 (mileage (£67.75), office consumables (£21.43), home working allowance (£34.56)) (total £123.74)</li> <li>(iii) Scottish Power, electricity charges 31/3/2019 to 31/3/2020 (£451.71) (incl VAT £21.51)</li> <li>(iv) Graham Taylor Grounds Maintenance, contract 13 Feb 2020 to 12 May 2020 (£1,065) (incl £177.50 VAT)</li> <li>(v) SALC, Affiliation fees 2020/21 (£590.98)</li> <li>(vi) Society of Local Council Clerks, Clerk’s annual membership fee (pro rata) (£108)</li> <li>(vii) Insurance premium (as approved at item 6.20(a)(i))</li> <li>(viii) West Felton Village Hall, grant award (£500)</li> <li>(ix) Hope House Children’s Hospice, grant award (£500)</li> <li>(x) Qube, grant award (£500)</li> </ul> </li> <li>d) <b>Other income/invoices received after agenda sent out</b></li> <li>e) <b>NatWest Reserve account</b> – to approve account opening form for new account and consider by how much to credit the account on opening</li> <li>f) <b>CIL Neighbourhood Fund Monitoring form 2019/20</b> – to approve for submission to Shropshire Council</li> </ul>
9.20	<p><b>PLANNING MATTERS</b></p> <ul style="list-style-type: none"> <li>a) <b>To consider the following Planning Applications notified by Shropshire Council:</b> <ul style="list-style-type: none"> <li>(i) <b>Ref:</b> 20/01396/FUL (validated 6 April 2020) <b>Address:</b> <u>Manor House Farm</u>, Old Rectory Gardens, West Felton SY11 4LE <b>Proposal:</b> Formation of field access</li> <li>(ii) <b>Ref:</b> 20/01600/FUL (validated 5 May 2020) <b>Address:</b> <u>Nescliffe House</u>, The Cross, West Felton, Oswestry SY11 4EH <b>Proposal:</b> Erection of first floor rear extension</li> <li>(iii) <b>Ref:</b> 20/01730/FUL (validated 4 May 2020) <b>Address:</b> <u>Top Farm</u>, Henbarns, Haughton, West Felton, Oswestry SY11 4HE <b>Proposal:</b> Erection of a replacement dwelling following demolition of existing farmhouse</li> </ul> </li> </ul>

	<p><b>b) To note the following Planning Decisions:</b></p> <p>(i) <b>Ref:</b> 20/00421/FUL (validated 21 February 2020)  <b>Address:</b> <u>Rednal Racing Ltd</u>, Kart Track, Rednal Airfield, Rednal, West Felton  <b>Proposal:</b> Erection of building to be used for kart/motor vehicle maintenance  <b>Decision:</b> Grant Permission</p> <p>(ii) <b>Ref:</b> 20/00969/FUL (validated 4 March 2020)  <b>Address:</b> <u>Stone House</u>, Woolston Road, West Felton, SY10 8HY  <b>Proposal:</b> Erection of 2 bay carport with adjoining log store and garden store  <b>Decision:</b> Grant Permission</p> <p><b>c) To note any planning correspondence or decisions received after agenda sent out</b></p>
<b>10.20</b>	<p><b>HIGHWAYS</b></p> <p>To consider and note the following planned road closures:</p> <p>a) <u>Grimpo Road, West Felton</u>: Start Date - 10 Aug; End Date - 10 Aug; Enforcement Pattern - 9.00 to 15.00 hrs; Purpose - road closure, replacing overhead wires and new pole; Works Promoter - SP Energy Networks; Closure and Diversion Route - <a href="https://one.network/?tm=116964310">https://one.network/?tm=116964310</a></p> <p>b) <u>Cefn-y-Wern to Tedsmore Junction, West Felton</u>: Start Date – 10 Aug; End Date – 10 Aug; Enforcement Pattern – 24 hrs; Purpose - road closure, replacing electricity poles and overhead power lines; Works Promoter – SP Energy Networks; Closure and Diversion Route - <a href="https://one.network/?tm=116602397">https://one.network/?tm=116602397</a></p>
<b>11.20</b>	<p><b>WEST FELTON CE PRIMARY SCHOOL EXPANSION PROJECT</b></p> <p>To consider a request (together with Clerk’s advice) by West Felton CE Primary School for £4,000 to be used by them to fund the cost of architects’ fees for the school expansion plans.</p>
<b>12.20</b>	<p><b>PARISH GROUNDS &amp; ASSETS</b></p> <p>a) <b>Grounds Maintenance reports</b> – to consider and note monthly reports (March and April)</p> <p>b) <b>Play equipment inspection reports</b> – to consider and note monthly reports (March and April)</p> <p>c) <b>Play equipment repairs</b> – to consider repair recommendations and quote from grounds maintenance contractor and agree action to be taken regarding issues identified in the six month inspection report</p>
<b>13.20</b>	<p><b>POLICIES &amp; PROCEDURES</b></p> <p>a) <b>To consider adopting the following:</b></p> <p>(i) <b>Scheme of Delegation</b></p> <p>(ii) <b>Standing Orders</b> (based on new 2019 template published by NALC)</p> <p>b) <b>To review the following:</b></p> <p>(i) <b>Financial Regulations</b></p> <p>(ii) <b>Code of Conduct</b></p>
<b>14.20</b>	<p><b>ORDINARY MEETINGS OF THE PARISH COUNCIL 2020/21</b></p> <p>To agree dates to hold meetings for the period June 2020 to April 2021.</p>
<b>15.20</b>	<p><b>NEXT MEETING</b></p> <p>To agree the date, time and location of the next Parish Council Meeting.</p>