

# 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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8 May 2019

To: All Members of West Felton Parish Council

Dear Sir/Madam

**NOTICE IS HEREBY GIVEN** that the **ANNUAL MEETING** of the **West Felton Parish Council** will be held at **7:30pm** on **TUESDAY 14 MAY 2019** 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

14.19	<b>TO ELECT A CHAIRMAN</b>
15.19	<b>TO ELECT A VICE-CHAIRMAN</b>
16.19	<b>TO RECEIVE APOLOGIES FOR ABSENCE</b>
17.19	<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.
18.19	<b>TO RESOLVE THAT THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 9 APRIL 2019 ARE A CORRECT RECORD</b>
19.19	<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).
20.19	<b>TO REVIEW PARISH COUNCIL REPRESENTATION ON OUTSIDE BODIES</b> a) <b>West Felton CE Primary School</b> – Cllr Curtis b) <b>Shropshire Council LJC</b> – Cllr Curtis c) <b>SALC Oswestry Area Committee</b> – Cllr Mabe d) <b>West Felton Village Hall</b> – Cllrs Curtis and Hesketh e) <b>ABP Liaison Committee</b> – Cllr Hampson f) <b>Helicopter Noise Group</b> – Cllr Walker g) <b>Other</b>
21.19	<b>TO RECEIVE REPORTS</b> a) <b>Police</b> b) <b>Shropshire Council elected councillor</b> c) <b>Other Reports</b> - from councillors attending meetings, training sessions and site visits on behalf of the Parish Council.
22.19	<b>OSWESTRY PLACE PLAN REVIEW</b> To consider and approve the Parish Council's requested entries for inclusion in the draft Oswestry Place Plan.

23.19	<p><b>YEAR END FINANCE/ANNUAL ARRANGEMENTS</b></p> <p>a) <b>Annual Arrangements</b> – to consider renewal of:</p> <p>(i) <b>Insurance policy</b></p> <p>(ii) <b>SALC/NALC affiliation</b></p> <p>b) <b>Banking</b> – to confirm banking arrangements and cheque signatories</p> <p>c) <b>Year End 2018/19 Finance</b> – to consider and approve the following:</p> <p>(i) <b>Bank Reconciliation</b></p> <p>(ii) <b>Budget Report</b></p> <p>(iii) <b>Reserves Statement</b></p>
24.19	<p><b>ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2018/19 PART 3</b></p> <p>a) <b>Annual Internal Audit Report and written report</b> – to consider report and agree any action to take in response</p> <p>b) <b>Annual Governance Statement (Section 1)</b> – to complete and authorise the signing of it by the Chairman and Clerk</p> <p>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</p> <p>d) <b>Explanation of Variances</b> – to approve for submission to the External Auditor</p> <p>e) <b>Internal Auditor 2019/20</b> – to agree appointment</p> <p>f) <b>Notice of Electors’ Rights</b> – Clerk to inform Council of intentions to display the Notice</p>
25.19	<p><b>FINANCE</b></p> <p>a) <b>Bank Reconciliation as at 25 April 2019</b> - to approve</p> <p>b) <b>Income received</b> - to note (none at time of issuing agenda)</p> <p>c) <b>Outstanding Payments</b> - to approve:</p> <p>(i) Rosemary Wood, Clerk’s net pay April 2019 (£583.44)</p> <p>(ii) Came &amp; Company, Insurance premium renewal 1 June 2019 to 31 May 2020 (£1,272.27)</p> <p>(iii) West Felton Youth Club, Grant Award (£500)</p> <p>(iv) West Felton Rainbows, Grant Award (£250)</p> <p>(v) Knockin and Kinnerley Cricket Club (£500)</p> <p>d) <b>Other income/invoices received after agenda sent out</b></p>
26.19	<p><b>PLANNING MATTERS</b></p> <p>a) <b>To consider the following Planning Applications notified by Shropshire Council:</b></p> <p>(i) <b>Ref: 19/01751/FUL</b> (validated 26 April 2019)  <b>Address:</b> Manor House Farm, Old Rectory Gardens, West Felton SY11 4LE  <b>Proposal:</b> Erection of the following garden structures/buildings – sunken patio, store shed, greenhouse, zip line tower and summer house</p> <p>(ii) <b>Ref: 19/01752/LBC</b> (validated 26 April 2019)  <b>Address:</b> Manor House Farm, Old Rectory Gardens, West Felton SY11 4LE  <b>Proposal:</b> Erection of the following garden structures/buildings – sunken patio, store shed, greenhouse, zip line tower and summer house <u>affecting a Grade II Listed Building</u></p> <p>b) <b>To note Planning Decisions:</b>  <b>Ref:</b> 19/00973/FUL  <b>Address:</b> <b>Abbotsmoor Farm</b>, Haughton, West Felton  <b>Proposal:</b> Installation of renewable heat pump and associated works  <b>Decision:</b> Grant Permission</p> <p>c) <b>To consider any Planning Correspondence</b> - none at time of issuing the agenda.</p>
27.19	<p><b>HIGHWAYS - To note road closures</b>  <b>Haughton to Henbarns near Rednal</b>  <b>Start Date:</b> 10 June 2019; <b>End Date:</b> 11 June 2019  <b>Purpose:</b> To allow ducting of BT equipment  <b>Works Promoter:</b> BT  <b>Enforcement Pattern:</b> All the time  <b>Diversion Route:</b> <a href="https://roadworks.org?tm=113540932">https://roadworks.org?tm=113540932</a></p>
28.19	<p><b>PARISH MATTERS</b></p> <p>a) <b>Burial Ground Maintenance</b> – to receive any report</p> <p>b) <b>Playing Field Maintenance</b> – to receive any report</p>

	<p>c) <b>Queens Head Streetlighting</b> – to consider a quote for the installation of new LED streetlights</p> <p>d) <b>Parish Plan</b> – to receive any report</p>
<b>29.19</b>	<p><b>POLICIES &amp; PROCEDURES</b></p> <p>To review the following policies:</p> <p>a) <b>Standing Orders</b></p> <p>b) <b>Financial Regulations</b></p> <p>c) <b>Code of Conduct</b></p>
<b>30.19</b>	<p><b>CLERK'S REPORT AND COMMUNICATIONS</b></p> <p>a) <b>SALC Training</b> – to approve any requests to attend training (all £27):</p> <p>(i) <b>Fundamentals for Councillors</b>, 2-4:30pm on Wednesday 22 May at Dawley Town Hall</p> <p>(ii) <b>A Practical Guide to Complying with GDPR/Data Protection Act 2018</b>, 2-4pm on Friday 24 May at Shirehall</p> <p>(iii) <b>Planning &amp; CIL training</b>, 2-4pm on Friday 7 June at Shirehall</p> <p>b) To receive any other report and communications from the Clerk.</p>
<b>31.19</b>	<p><b>ORDINARY MEETINGS OF THE PARISH COUNCIL 2019/20</b></p> <p>To agree dates to hold meetings for the period June 2019 to April 2020.</p>
<b>32.19</b>	<p><b>NEXT MEETING</b></p> <p>To note the date, time and location of the next Parish Council Meeting, to be held on Tuesday 11 June 2019 at 7:30pm in West Felton Methodist Church Hall.</p>
<b>33.19</b>	<p><b>EXCLUSION OF PRESS AND PUBLIC</b></p> <p>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.</p> <p><b>Clerk's Annual Appraisal</b> – to receive a report of any recommendations</p>