

WEST FELTON PARISH COUNCIL

Chairman: Cllr Marian Hesketh

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

Tel: 01939 262881 westfeltonpc@gmail.com

12 May 2021

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 **8pm** on **TUESDAY 18 MAY 2021** 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

14.21	TO ELECT A CHAIRMAN AND CHAIRMAN TO SIGN DECLARATION OF ACCEPTANCE OF OFFICE
15.21	TO ELECT A VICE-CHAIRMAN AND VICE CHAIRMAN TO SIGN DECLARATION OF ACCEPTANCE OF OFFICE
16.21	DECLARATION OF ACCEPTANCE OF OFFICE – to note Declarations of Acceptance of Office signed by councillors and received prior to commencement of the meeting and if necessary to consider permitting any councillor a delay in signing of their Declaration of Acceptance of Office until a later meeting fixed by the council.
17.21	TO RECEIVE APOLOGIES FOR ABSENCE
18.21	DISCLOSABLE PECUNIARY INTERESTS AND ANY OTHER INTERESTS IN THE AGENDA ITEMS 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
19.21	PARISH COUNCIL MEETING 13 APRIL 2021 a) Minutes – to resolve that the minutes of the meeting of the parish council held on 13 April 2021 are a correct record. b) Ratification of decisions – to ratify the decisions taken at the meeting of the parish council held on 13 April 2021 following a notice period part of which fell within a period of national mourning.
20.21	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).
21.21	PARISH COUNCIL REPRESENTATION ON OUTSIDE BODIES To nominate councillors to represent the Parish Council on the following bodies: a) West Felton CE Primary School b) SALC Oswestry Area Committee c) West Felton Village Hall d) ABP Liaison Committee e) Helicopter Noise Group f) Other

22.21	<p>TO RECEIVE AND NOTE REPORTS</p> <p>a) Police</p> <p>b) Shropshire Council elected councillor</p> <p>c) Clerk</p> <p>d) Other Reports - from councillors attending meetings, training sessions and site visits on behalf of the Parish Council</p>
23.21	<p>YEAR END FINANCE/ANNUAL ARRANGEMENTS</p> <p>a) Annual Arrangements:</p> <p>(i) Insurance policy - to note renewal documentation for long term policy</p> <p>(ii) SALC/NALC affiliation – to confirm renewal as per budget</p> <p>(iii) SLCC membership – to confirm payment of Clerk’s membership as per budget</p> <p>b) Banking – to review the following banking arrangements:</p> <p>(i) Cheque signatories</p> <p>(ii) Direct debits</p> <p>(iii) Savings accounts</p> <p>(iv) Internet banking</p> <p>c) Year End 2020/21 Finance – to consider and approve the following:</p> <p>(i) Bank Reconciliation</p> <p>(ii) Receipts and Payments account</p> <p>(iii) Budget Report</p> <p>(iv) Reserves Statement</p>
24.21	<p>ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2020/21 PART 3</p> <p>a) Annual Internal Audit Report and written report – to consider report and agree any action to take in response</p> <p>b) Annual Governance Statement (Section 1) – to complete and authorise the signing of it by the Chairman and Clerk</p> <p>c) Accounting Statements (Section 2) (as prepared and signed by the Responsible Financial Officer) – to approve and authorise the signing of it by the Chairman</p> <p>d) Explanation of Variances – to approve for submission to the External Auditor</p> <p>e) Internal Auditor 2021/22 – to agree appointment</p> <p>f) Notice of Electors’ Rights – to note Clerk’s intention to display the Notice of Electors’ Rights for the period commencing on Monday 14 June 2021 and ending on Friday 23 July 2021</p>
25.21	<p>FINANCE</p> <p>a) Income received - to note:</p> <p>(i) Shropshire Council, precept (£19,952) (received 1 April 2021)</p> <p>(ii) Shropshire Council, CIL Neighbourhood Fund (£22,078.32) (received 23 April 2021)</p> <p>b) Outstanding Payments - to approve:</p> <p>(i) Rosemary Wood, Clerk’s backpay March 2021 (£12.48) and net pay April 2021 (£636.48) (total £648.96)</p> <p>(ii) SALC, ALC affiliation fees (£1,124.47)</p> <p>(iii) Came & Company, insurance premium 2021/22 (£1,344.71)</p> <p>(iv) Graham Taylor Grounds Maintenance, grounds maintenance contract 13 February 2021 to 12 May 2021 (£1,065) (incl VAT £177.50)</p> <p>(v) Graham Taylor Grounds Maintenance, supply and fit safety matting and build up ground at base of slide and ramp (£181.20) (incl VAT £30.20)</p> <p>(vi) H2O Clear, bus shelter clean (£35)</p> <p>(vii) Bernard Townson, internal audit 2020/21 (£150)</p> <p>c) Other income/invoices received after agenda sent out</p>
26.21	<p>PLANNING MATTERS</p> <p>a) To consider the following Planning Applications notified by Shropshire Council:</p> <p>(i) Ref: 21/01278/FUL (validated 12 April 2021) (consultation period extended for parish council) Address: <u>Tedsmore Lakes</u>, Tedsmore, West Felton, Oswestry SY11 4HD Proposal: Application under Section 73A of the Town and Country Planning Act 1980 for the regularisation of fishing pond, associated pegs/decking, storage shed, stone ornament, parking area and access track (retrospective)</p> <p>(ii) Ref: 21/01600/FUL (validated 30 March 2021) (consultation period extended for parish council)</p>

	<p>Address: <u>Heath House, Rednal, West Felton, Oswestry SY11 4HX</u> Proposal: Erection of self contained annex ancillary to main dwelling and all associated works following demolition of existing timber garage/workshop</p> <p>(iii) Ref: 21/01601/LBC (validated 30 March 2021) (consultation period extended for parish council) Address: <u>Heath House, Rednal, West Felton, Oswestry SY11 4HX</u> Proposal: Erection of self contained annex ancillary to main dwelling and all associated works following demolition of existing timber garage/workshop affecting a Grade II Listed Building</p> <p>(iv) Ref: 21/01564/FUL (validated 29 March 2021) Address: <u>Rednal Industrial Estate, Site A, Rednal, West Felton</u> Proposal: Temporary construction compound for the service of the Scottish Power North Shropshire Reinforcement Development Consent Order (DCO) PINS Reference EN020021</p> <p>(v) Ref: 21/01684/FUL (validated 1 April 2021) Address: <u>The Springs, Queens Head, Oswestry SY11 4EG</u> Proposal: Erection of two-storey rear extension following demolition of rear lean to and conservatory</p> <p>b) To note Planning Decisions notified by Shropshire Council:</p> <p>(i) Ref: 20/04713/FUL (validated 16 November 2020) Address: <u>Holly Cottage, Grimpo, West Felton, Oswestry SY11 4HL</u> Proposal: Erection of two storey extension Decision: Refuse</p> <p>(ii) Ref: 21/00415/VAR (validated 28 January 2021) Address: <u>Land at The Cross, West Felton, Oswestry SY11 4FH</u> Proposal: Variation of condition no.1 attached to planning reference 16/05336/REM dated 19/02/2018 for the re-siting of plot 1 only in order to allow access to a future dwelling at the rear (subject to a separate Full Planning Application) Decision: Grant Permission</p> <p>c) Planning Application considered at parish council’s April 2021 meeting not requiring permission of Shropshire Council - to note: Ref: 21/01311/VAR; Address: Proposed Barn Conversion at Bank Farm, Tedsmore; Proposal: Variation of conditions no.2 (approved plans), no.17 (access and parking) and removal of condition no.16 (visibility splays) pursuant of 19/02744/FUL to allow for reduction in overall scheme, elevation and fenestration changes, installation of dormer windows and removal of new vehicular access from proposal</p> <p>d) To note any planning correspondence or decisions received after agenda sent out</p> <p>e) Planning submissions 2020/21 – to note summary of planning submissions made by parish council during 2020/21</p>
<p>27.21</p>	<p>HIGHWAYS</p> <p>To consider and note the following planned road closures:</p> <p>a) <u>Heath Houses Junction to Harp Farm Junction, Sutton:</u> Start Date: 24 June; End Date: 25 June; Purpose: Road Closure, boundary box install and tap main for logger; Works Promoter: Severn Trent Water; Enforcement Pattern: all the time; Diversion route: https://one.network/?tm=121779986</p> <p>b) <u>Threadneedle Street, West Felton:</u> Start Date: 7 June; End Date: 11 June; Purpose: road closure – excavate joint bay in grass verge 5m road crossing lay cable; Works Promoter: SP Energy Networks; Pattern: 24hrs; Diversion route: https://one.network/?tm=122000935</p>
<p>28.21</p>	<p>PARISH GROUNDS & ASSETS</p> <p>a) Grounds Maintenance and safety reports – to consider and note</p> <p>b) Litter Picking equipment – to consider purchase of litter picking equipment to loan out to community groups and residents</p> <p>c) Public portaloos – to consider whether to investigate acquiring public portaloos</p>
<p>29.21</p>	<p>POLICIES AND PROCEDURES</p> <p>a) To review the following policies:</p> <p>(i) Standing Orders</p> <p>(ii) Addendum to Standing Orders</p> <p>(iii) Financial Regulations</p> <p>(iv) Code of Conduct</p> <p>(v) Scheme of Delegation</p>

	b) General Power of Competence – to review eligibility criteria and note that the council no longer qualifies to use General Power of Competence
30.21	NEXT MEETING To note the date, time and location of the next Parish Council Meeting, to be held on Tuesday 8 June 2021 at 8pm in West Felton Methodist Church Hall.
31.21	EXCLUSION OF PRESS AND PUBLIC 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. Planning Enforcement Case notified by Shropshire Council – to note