

WEST FELTON PARISH COUNCIL

Chairman: Cllr Edward Nicholas

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

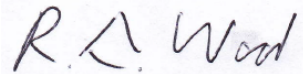
Tel: 01939 262881 westfeltonpc@gmail.com

2nd May 2018

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 7:30pm on TUESDAY 8TH MAY 2018 at West Felton Methodist Church Hall and Members are hereby summoned to attend for the purpose of transacting the following business.



Rosemary Wood

Clerk to the Parish Council

AGENDA

66.18 ELECTION OF CHAIR PERSON

67.18 ELECTION OF VICE-CHAIR

68.18 PUBLIC PARTICIPATION SESSION

A period of 15 minutes will be set aside for the public to speak on any items on the agenda (this may be extended at the discretion of the chairman).

69.18 TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE

70.18 DISCLOSABLE PECUNIARY INTERESTS

- 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.

71.18 APPOINTMENT OF PARISH COUNCIL REPRESENTATIVES

Council to nominate the following:

- a) Primary School representatives
- b) Shropshire Council LJC representative
- c) SALC Area Committee representatives for Oswestry
- d) Village Hall representative(s)
- e) ABP Liaison Committee
- f) Helicopter Noise Group
- g) Other

72.18 TO CONFIRM THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 10 APRIL 2018

73.18 REPORTS

Police, Shropshire Council, reports of councillors attending meetings or training courses on the council's behalf

74.18 FINANCE

- a) **Annual Arrangements**
 - i) to consider renewal of annual subscriptions, contracts and grant payments
 - ii) to confirm banking arrangements and cheque signatories
- b) **End of Year Bank Reconciliation**

To be considered and approved by Council
- c) **Year End 2017/18 - Accounting Statement and Budget Monitoring Report**

To be considered and approved
- d) **Income**

Burial payments for single plot (no.41) and double plot (no.42) £535
- e) **Accounts for payment**
 - (i) Came & Company, insurance premium renewal (£1,235.21)

- (ii) SALC, Appraisals Training 24 April 2018 (£25)
 - (iii) Edward Nicholas, reimburse purchase of clerk's new laptop & external hard drive (£293.77) (incl VAT £48.96)
 - (iv) Rosemary Wood, Clerk's net pay 19 March to 31 April 2018 (£573.24)
 - (v) HMRC – tax/NICs on Clerk's March to April pay (£148.21)
 - (vi) DM Payroll Services, payroll administration 2018/19 (£81)
 - (vii) Scottish Power, electricity 31/3/17 to 31/3/18 (£865.49) (incl VAT £41.21)
- f) **To consider other income and invoices received after the agenda has been sent out**

75.18 ANNUAL RETURN GOVERNANCE STATEMENT (Page 4) AND ACCOUNTS STATEMENT (Page 5)

- a) To consider the Internal Auditor's report and complete the Annual Return accordingly; to be signed by Chair (The Governance Statement, s1))
- b) To consider and confirm the Accounting Statements (s2); to be signed by Chair
- c) To consider and agree any response to the Internal Auditor's report
- d) To consider appointment of Internal Auditor for 2018/19
- e) Clerk to inform Council of intentions to display Notice of Elector's Rights

76.18 PLANNING MATTERS

- a) ***To consider any Planning Applications notified by Shropshire Council***
Ref: 18/01573/FUL (validated: 4/4/2018); Address: Chapel Cottage, Haughton, West Felton SY11 4HF;
Proposal: Erection of two-storey and single storey extension; Applicant: Mr and Mrs A Bircher
- b) ***Notifications of Planning Decisions made by Shropshire Council*** – None at the time of issuing the agenda
- c) ***Planning Correspondence*** - None at the time of issuing the agenda

77.18 HIGHWAYS

- a) To note Road Closures: None at time of issuing agenda
- b) VAS Sign at Queens Head – Clerk to give an update from Shropshire Council
- c) Community Speed Watch

78.18 PARISH MATTERS

- a) Silent Soldier Campaign – The Royal British Legion
Monthly update on the following:
- b) Burial Ground Maintenance
- c) Playing Field Maintenance
- d) Streetlighting
- e) Smartwater

79.18 CLERK'S UPDATE REPORT AND COMMUNICATIONS

- a) To consider the Clerk attending SALC all day training session, 'Clerks What to do and When?' on 25 May 2018
- b) Old laptop – to consider disposal
- c) New NJC Pay Scales 2018-19 – to consider whether to implement for Clerk's pay
- d) To note letter from West Felton Methodist Chapel regarding cost of hiring room
- e) Authorised signatories to sign NatWest change of address form
- f) General Data Protection Regulations 2018

80.18 NEXT MEETING

To note the date of the next Parish Council Meeting, to be held at 7:30pm on Tuesday 12th June 2018 in West Felton Methodist Church Hall

81.18 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.

Parish Clerk's Contract of Employment – To approve.