

# WEST FELTON PARISH COUNCIL

**MINUTES of a meeting of WEST FELTON PARISH COUNCIL held on TUESDAY 9 OCTOBER 2018 at 7:30pm in West Felton Methodist Church Hall.**

**CHAired BY:** Cllr Marian Hesketh

**CLERKED BY:** Rosemary Wood

**PARISH COUNCILLORS PRESENT:** Marian Hesketh, David Walker, Roger Hampson, Dianne Barnes, Pat Mabe, Chris Jones, Ed Nicholas, Carole Coles

**ALSO PRESENT:** Shropshire Councillor Steve Charmley, Police representative PCSO Charlie Iremonger, Shropshire Council Community Led Housing Enabler Tim Shrosbree, Members of the Public (Two)

<b>146.18</b>	<b>APOLOGIES FOR ABSENCE</b> Apologies for absence received and <b>NOTED:</b> Cllrs Alison Ollier, David Curtis, Kay Kynaston
<b>147.18</b>	<b>DISCLOSABLE PECUNIARY INTERESTS</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 – Cllr Coles declared (and Cllr Walker redeclared) an interest in item 153.18. b) To consider any applications for dispensation. None received.
<i>It was <b>RESOLVED</b> to bring forward item 151.18(a) to be considered here as PCSO Iremonger had to leave.</i>	
<b>148.18</b>	<b>MINUTES OF THE PARISH COUNCIL MEETING HELD ON 11 SEPTEMBER 2018</b> It was <b>RESOLVED</b> to move this item to the end of the meeting to be considered with item ref 163.18 when members of the public and the press had been excluded.
<b>149.18</b>	<b>PUBLIC PARTICIPATION SESSION</b> - <i>The Chairman advised that issues raised in this session may be recorded in public minutes and both members of the public gave their consent to this.</i>  <b>Streetlighting at Queens Head</b> - A member of the public attended to request that the Council consider installing additional streetlighting at Queens Head. <b>Affordable Housing</b> - A member of the public expressed concerns over the increasing number of young people having to move out of the parish to find affordable housing and the difficulty in obtaining permission to self build an affordable home.
<b>150.18</b>	<b>HOUSING NEEDS SURVEY/PARISH PLAN</b> Tim Shrosbree from Shropshire Council advised that the Housing Needs Survey in West Felton was planned for February 2019 and would be fully funded by Shropshire Council. The Parish Council were asked to work with Shropshire Council to publicise the Survey through local magazines, groups and organisations. It is hoped that as many people as possible will complete the Survey online, which will make it more efficient and cost effective to process. Assistance can also be given with updating the West Felton Parish Plan.
<b>151.18</b>	<b>TO RECEIVE REPORTS</b> a) <b>Police</b> – PCSO Iremonger gave a report of last month’s incidents, which included drink driving and reports of speeding vehicles and several people with flashlights looking into cars. b) <b>Shropshire Council</b> – Cllr Charmley reported that Shropshire Council are still considering changes to the distribution of CIL monies and that it is likely that some of the monies will be spent within a wider Place Plan area. c) <b>Other Reports</b> – None
<b>152.18</b>	<b>FINANCE</b>

	<p>a) <b>Bank Reconciliation as at 12 September 2018</b> – It was <b>NOTED</b> that bank statements to 12 September had not been received and Cllr Walker had contacted NatWest about this.</p> <p>b) <b>Income received – NOTED:</b> Jones &amp; Hughes Ltd, Headstone monument fee (Phyllis Una Morris deceased), £40</p> <p>c) <b>Outstanding Payments</b> – It was <b>RESOLVED</b> to pay the following invoice and two of the authorised signatories were instructed to check the supporting paperwork to the cheque raised before authorising payment: (i) Rosemary Wood, Clerk’s net pay September 2018 (£525.57)(Chq No 1528) (ii) Rosemary Wood, Clerk’s quarterly expenses (£90.70) (Chq No 1529)</p> <p>d) <b>Other income/invoices received after agenda sent out</b> – None</p> <p>e) <b>Reserves Policy</b> – It was <b>NOTED</b> that a policy should be in place and this will be considered again when the six monthly budget monitoring report has been produced.</p>
153.18	<p><b>WEST FELTON CE PRIMARY SCHOOL EXPANSION PROJECT</b> Information received from the Head Teacher was considered and it was agreed to invite the Head Teacher and Chair of the Governors to the November Parish Council meeting, so that they can provide further information about the project.</p>
154.18	<p><b>PLANNING MATTERS</b></p> <p>a) <b>Planning Applications notified by Shropshire Council:</b> <b>Ref:</b> 18/04437/TPO (validated: 26/9/2018) <b>Address:</b> Tudor Cottage, Oak Farm Lane, West Felton, Oswestry SY11 4JR <b>Proposal:</b> Fell 1 No Scots Pine protected by Shropshire Council (Land between Oak Farm Lane and Holyhead Road, West Felton) TPO 2012 Ref: SC/00088/12) It was <b>RESOLVED</b> to submit a comment that the Council has <b>no comment</b> to make.</p> <p>b) <b>Planning Decisions</b> – None</p> <p>c) <b>Planning Enforcement Case – NOTED:</b> <b>Ref:</b> 18/06212/ENF (received: 18/9/2018) <b>Address:</b> Building 255, Rednal Industrial Estate Site B, Rednal, West Felton, Oswestry SY11 4HS <b>Description of Issue:</b> Alleged breach of Planning Control in relation to the erection of a steel framed building</p> <p>d) <b>Planning Correspondence</b> – None received</p>
155.18	<p><b>HIGHWAYS</b></p> <p>a) <b>Road Closure</b> – The following closure at Queens Head was <b>NOTED:</b> <b>Location:</b> Main Street, Queens Head (from the public house to south east of the junction for Queens Head junction to Heath House junction) and 100m approx on Queens Head junction to Heath House junction (from the junction of Main Street) <b>Dates:</b> 15 Oct 2018 (Start), 23 Oct 2018 (End) <b>Enforcement pattern:</b> Monday – Sunday, 00:00 - 23:59 <b>Purpose:</b> Carriageway resurfacing under a road closure from 18/10/18 to 19/10/18 and three way traffic lights from 20/10/18 to 23/10/18 <b>Works Promoter:</b> Shropshire Council (Ref UJ211RS/823796-1) <b>Closure and diversion route details:</b> <a href="https://roadworks.org/?tm=107994753">https://roadworks.org/?tm=107994753</a></p> <p>b) <b>VAS Sign at Queens Head</b> – No update. An update is to be obtained for the November meeting.</p>
156.18	<p><b>GROUNDS MAINTENANCE CONTRACT</b> It was reported that due to an error in the contractor’s calculations, the total annual cost is to be £3,550 &amp; VAT, rather than £3,535 &amp; VAT as previously reported. It was <b>RESOLVED</b> to approve this small increase and the Clerk was instructed to sign the contract on behalf of the Council.</p>
157.18	<p><b>PLAYING FIELD INSPECTION</b> The Play Inspection Report was considered and it was <b>RESOLVED</b> to obtain a quote to carry out the works to the play equipment that had been reported as ‘moderate risk’ and also to repair the zip wire.</p>
158.18	<p><b>PARISH MATTERS</b> – The following update reports were received and <b>NOTED:</b></p> <p>a) <b>Burial Ground Maintenance</b> – The contractor’s weekly reports were considered. He is to be asked</p>

	<p>for clarification regarding moss removal.</p> <p><b>b) Playing Field Maintenance</b> – The contractor’s weekly reports were considered. It was <b>RESOLVED</b> to ask the contractor to repaint the football pitch white lines during November at an agreed cost of £100 &amp; VAT.</p> <p><b>c) Streetlighting</b> – Quotes to upgrade to LED are still being gathered. It was <b>RESOLVED</b> that any quotes obtained will be considered at the November meeting.</p> <p><b>d) Bus shelter seating</b> – Enquiries are continuing to find a company that can install seating into the shelters.</p>
<b>159.18</b>	<p><b>WAR MEMORIAL</b></p> <p>A request to add an inscription to the War Memorial was considered and it was <b>RESOLVED</b> that, subject to the Royal British Legion verifying the facts, the inscription be added at the cost to the Parish Council (if necessary) of £60 &amp; VAT.</p>
<b>160.18</b>	<p><b>POLICIES AND PROCEDURES</b></p> <p>The list of active policies and procedures was reviewed and it was <b>RESOLVED</b> that Standing Orders, Financial Regulations and the Code of Conduct are to be reviewed annually (usually in May) and all other existing policies are to be reviewed every five years (or earlier if legislative changes necessitate it). Newly adopted policies are to be reviewed after 12 months and every five years thereafter.</p>
<b>161.18</b>	<p><b>CLERK’S UPDATE REPORT AND COMMUNICATIONS</b></p> <p><b>a)</b> The following communication reports were received and <b>NOTED</b>:</p> <p><b>(i) Pradoe View Street name plate</b> (Ref 143.18(b)) – Shropshire Council have advised that this is a private road, so they are not responsible for the name plate.</p> <p><b>(ii) Pradoe View/The Wheatlands</b> (Ref 143.18(e)) – Shropshire Council are investigating.</p> <p><b>(iii) Fox Lane footbridge</b> – A resident has slipped and hurt herself, as the bridge has become worn and slippery in wet weather. Safety concerns have been reported to Shropshire Council, who are investigating.</p> <p><b>(iv) Speeding concerns</b> – A resident has reported speeding concerns, particularly at the mini roundabout and The Cross and feels that there is inadequate signage/road markings.</p> <p><b>(v) Agricultural vehicles</b> – A resident has reported concerns over wide agricultural vehicles driven at speed along narrow lanes and feels that they need to be driven more slowly to prevent damage to verges/hedges and ensure safety when stopping in an emergency.</p> <p><b>(vi) Airband</b> – letter promoting the rural broadband network.</p> <p><b>b) Clerk’s Six Monthly Time Recording</b> – <b>NOTED</b></p>
<b>162.18</b>	<p><b>NEXT MEETING</b></p> <p>It was <b>NOTED</b> that the next meeting of the Parish Council is to be held on Tuesday 13 November 2018 at 7:30pm in West Felton Methodist Church Hall.</p>
<b>163.18</b>	<p><b>EXCLUSION OF PRESS AND PUBLIC</b></p> <p>It was <b>RESOLVED</b> 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 items to be considered involve the likely disclosure of confidential information.</p> <p><b>a) Apology</b> – It was <b>RESOLVED</b> to approve the apology to the Clerk contained in the Confidential Report.</p> <p><b>b) Clerk’s Probationary Period</b> – It was <b>RESOLVED</b> to approve the Clerk’s satisfactory completion of her 26 week probationary period.</p> <p><b>c) Minutes of meeting held on 11 September 2018</b> - It was <b>RESOLVED</b> to confirm the said minutes as a true record (subject to amending the Confidential Report to delete the words “and it was .....facilities.”) and the Chairman was instructed to sign the minutes as such.</p>

There being no further business, the Chairman closed the Meeting at 10:10pm.

Chairman’s Signature *M Hesketh*

Dated *13 November 2018*