

WEST FELTON PARISH COUNCIL

MINUTES of a meeting of WEST FELTON PARISH COUNCIL held on TUESDAY 10TH JULY 2018 at 7:30pm in West Felton Methodist Church Hall.

Present:

Parish Cllrs: Chair Marian Hesketh, Vice Chair David Walker, Roger Hampson, Kay Kynaston, Dianne Barnes, Pat Mabe, Chris Jones, David Curtis, Ed Nicholas

Clerk: Rosemary Wood

Shropshire Councillor: Steve Charmley

Absent: Cllr Carole Coles

Public: None

99.18 PUBLIC PARTICIPATION SESSION

No members of the public were present

100.18 APOLOGIES RECEIVED AND NOTED – Cllr Alison Ollier

101.18 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 - None

b) To consider any applications for dispensation – None

102.18 TO CONFIRM THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 12 June 2018

Council **RESOLVED** to confirm the above minutes as a true record and instructed the Chairman to sign the minutes as such.

103.18 REPORTS

Police – No police representative was present

Shropshire Council – Cllr Steve Charmley made some preliminary observations concerning the forthcoming Shropshire Local Plan Review. He also commented that the West Felton Carnival had once again been a magnificent, well organised event, which was a credit to the community.

Chairman Hesketh reported that she had attended the SALC training ‘Chairmanship Skills’, which had been very useful and practical.

Cllr Ollier had attended SALC training ‘Planning from a Local Council Perspective’ and had provided a written report, read out by the Clerk, and made material from the course available to the Councillors.

104.18 SILENT SOLDIER CAMPAIGN

a) Cllr Walker reported that he had received further information about the fixing of the Soldier and having inspected the possible sites, he recommended that the Soldier could be safely fixed in the central shrub border at the rear of the War Memorial site. It was **RESOLVED** to proceed with the purchase of one Soldier.

b) Council **RESOLVED** to authorise the Clerk to sign the Indemnity Agreement with the Royal British Legion and request that the Soldier be delivered to Cllr Walker’s house.

105.18 FINANCE

a) Council **AGREED** the Bank Reconciliation as at 12 June 2018 and the current bank statement was signed by two of the authorised signatories.

b) Council **NOTED** the following income received:
Shropshire Council – 2018/19 Precept (£19,250) and 2017 Provisional Neighbourhood Fund (£50,478.33) (total £69,728.33) (BACs, 27 April 2018)

c) Council **RESOLVED** to pay the following invoices, instructing two of the authorised signatories to check the supporting paperwork to the cheques raised before authorising payment:

(i) Rosemary Wood, Clerk’s net pay June 2018 (£525.57) (Chq No 514)

(ii) Rosemary Wood, Clerk’s quarterly expenses (£206.43) (incl VAT £14.03) (Chq No 515)

- (iii) HMRC, National Insurance Contributions Q1 (£4.41) (Chq No 516)
 - (iv) SJF Design and Print, printing of Smartwater calling cards (£45.60) (incl VAT £7.60) (Chq No 517)
 - (v) Greenfingers Landscape Ltd (payments for March, April, May) (£638.70) (incl VAT £106.44) (BACs)
 - (vi) West Felton Youth Club – grant (ref 96.18(b)) (£500) (Chq No 518)
 - (vii) SALC, 'Clerks, What to do and When' training and Good Councillors Guide to Neighbourhood Planning' publication (£50) (Chq No 519)
 - (viii) Royal British Legion Surrey, one Silent Soldier (£250) (Chq No 513)
- d)** Council **RESOLVED** to pay the following invoice, received after the agenda was sent out, instructing two of the authorised signatories to check the supporting paperwork to the cheque raised before authorising payment:
Shropshire Council, Elections Recharge 4 May 2017 (£1,416.26) (Chq No 520)
(payable to 'Post Office Ltd')

106.18 FINANCIAL PLANNING/HOUSING NEEDS SURVEY/PARISH PLAN

Nothing to report

107.18 PLANNING MATTERS

- a)** Planning Applications notified by Shropshire Council – None received
- b)** Council **NOTED** the following Planning Decisions made by Shropshire Council:
Ref: 18/02001/FUL (validated: 4/5/2018); Address: The Mill House, Old Rectory Gardens, West Felton SY11 4QE; Proposal: Conversion of existing loft over garage into home office with external staircase and roof lights.
Decision: Refuse
- c)** Planning Correspondence – None received

108.18 GROUNDS MAINTENANCE CONTRACT

The Clerk reported that Greenfingers had failed to address concerns about their service and instead had purported to give notice to terminate the grounds maintenance contract at the end of July, although there was no provision in the contract for them to do so. It was **RESOLVED** to accept termination of the contract. It was **FURTHER RESOLVED** that the Clerk should request agreement from Greenfingers that they waive the final payment for the month of July and authorise the Clerk to cancel the standing order due on 1 August. (Cllrs Nicholas and Jones voted against this resolution, wanting the standing order to be cancelled, regardless of whether or not Greenfingers agreed to waive the payment.)

The Clerk circulated three quotes for the grounds maintenance contract, together with accompanying references. It was **RESOLVED** to award the contract to Graham Taylor of Kinnerley for the period of 12 months from 1 August 2018, subject to him providing a further breakdown of his quote.

109.18 HIGHWAYS

- a)** Road closures – None
- b)** VAS Sign at Queens Head – The Clerk reported that she had received confirmation from Shropshire Council that the VAS Sign at Queenshead is still part of the works programme for this financial year.
- c)** Community Speed Watch – nothing to report
- d)** Road sweeping – Cllr Mabe reported concerns about blocked drains in various locations, which the Clerk had already reported to Shropshire Council. Shropshire Cllr Charmley agreed to pursue this with the Highways Department.

110.18 PARISH MATTERS

- a)** Silent Soldier Campaign – see item 104.18
- b)** Burial Ground Maintenance – see item 108.18
- c)** Playing Field Maintenance – see item 108.18
- d)** Streetlighting – the Clerk reported that she was still obtaining quotes for replacement LEDs
- e)** Smartwater – Cllrs Walker, Hesketh and Nicholas and a police representative had been door to door, offering the kits and reported that there are still a few more locations to cover. The Clerk had received requests for the kit from two residents and Cllrs volunteered to deliver these.
- f)** Bus shelter seating. The Clerk reported that there did not appear to be any grants available for this. Cllr Mabe agreed to investigate the option of installing seats or replacing the bus shelters with seated shelters.

g) Litter – the Clerk gave a report from Cllr Ollier regarding her efforts with litter picking and the possibility of organising a community litter pick was discussed.

Cllr Charmley left the meeting

111.18 POLICIES AND PROCEDURES

Council considered the following policies (a) to (c) and **RESOLVED** to approve and adopt them:

- a) Standing Orders 2018
- b) GDPR – Subject Access Policy and Security Incident Response Policy
- c) Grant Awarding Policy
- d) It was **RESOLVED** that a policy for Councillor Expenses/Allowances should be prepared for consideration.

112.18 CLERK'S UPDATE REPORT AND COMMUNICATIONS

- a) Shredder - It was **RESOLVED** to authorise the Clerk to purchase a suitable shredder up to a maximum price of £50.
- b) Overtime – The Clerk reported that she had worked an additional 12 hours during June and she was asked to continue reporting any overtime for Council's consideration.
- c) Request to attend CiLCA training – Council **RESOLVED** to authorise payment of CiLCA training, but emphasised that the Clerk should not feel under any pressure to obtain her qualification yet.
- d) Holiday cover during August – arrangements were agreed for Cllrs to cover the clerking role as necessary.
- e) Authorisation to carry out locum clerking role – It was **RESOLVED** to authorise this.
- f) Concerns from resident regarding The Avenue (dog fouling and nettles obstructing footpath) – To be reported to Shropshire Council Highways.

113.18 NEXT MEETING

Council **NOTED** the date of the next Parish Council Meeting, to be held at 7:30pm on Tuesday 14 August 2018 in West Felton Methodist Church Hall.

*At 10pm it was **RESOLVED** to suspend Standing Order 3(x) for the remainder of the meeting in order to allow the meeting to exceed the period of two hours and thirty minutes.*

114.18 EXCLUSION OF PRESS AND PUBLIC

Council **RESOLVED** 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.

- a) Cllrs Mabe, Curtis, Nicholas and Jones were appointed to form a working group in connection with the Shropshire Local Plan Review.
- b) It was **RESOLVED** to postpone discussions about a possible use of some of the Neighbourhood Fund monies until the August Council meeting.

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

Chairman's Signature: *M Hesketh* Dated: *14 August 2018*