

WEST FELTON PARISH COUNCIL

MINUTES of a meeting of WEST FELTON PARISH COUNCIL held on TUESDAY 12TH JUNE 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 and Alison Ollier

Clerk: Rosemary Wood

Police: PCSO Charlie Iremonger

Public: One

82.18 PUBLIC PARTICIPATION SESSION

A representative of West Felton Youth Club attended to request a grant to assist with the running costs of the youth club. She also reported visibility problems for vehicles at Applewood Heights, arising from an overgrown bush; the police representative confirmed that he would investigate this.

83.18 APOLOGIES RECEIVED AND NOTED – Cllrs David Curtis and Ed Nicholas. Cllr Carole Coles had sent apologies through Cllr Ollier.

84.18 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 – Cllr Ollier **DECLARED** a pecuniary interest in the planning application at item reference 89.18(a).

b) To consider any applications for dispensation – None

85.18 TO CONFIRM THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 8 May 2018

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

86.18 REPORTS

Police - PCSO Charlie Iremonger gave a report of the last month's crime incidents, which included theft & damage at the village hall and theft of some wrought iron gates, some opportunistic burglary, a caravan that had been dumped and then set alight, noise complaints from a rally event and a dog bite incident. Speed enforcement had been carried out in the village, but resources for this are limited.

Shropshire Council – Cllr Steve Charmley not present

Cllrs Curtis and Hesketh had attended the Five Perry Parishes Local Joint Committee meeting on 15 May 2018. Cllr Curtis had prepared a written report of the meeting that the Clerk had circulated to the Councillors. Chairman Hesketh highlighted the 'Right Home Right Place' initiative and encouraged the Councillors to complete the online survey regarding housing needs.

87.18 FINANCE

a) The Clerk reported that she had been unable to do a Bank Reconciliation, as she had not yet received the bank statements for April/May. One of the authorised signatories to the account agreed to contact the bank about this.

b) Council was unable to note the income for the month due to the absence of the bank statements.

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 May 2018 (£525.57) & April 2018 back pay (due to increase in rate from 1 April 2018) (£18.93) (total £544.50) (chq no 508)
- (ii) Graham Taylor, repairs and installation of two picnic tables & one bench at playing field (£922.80) (incl VAT £153.80) (chq no 509)
- (iii) West Felton Methodist Chapel, hire of hall for Clerk interviews (9 & 12 March 2018) (2.5hrs) (£12.50) (chq no 510)

- (iv) West Felton Methodist Chapel, purchase of cupboard to store conference system – Council **RESOLVED** to authorise a contribution of £50 towards the purchase price of £204.98 to pay for the ongoing use of the cupboard (chq no 511)
- (v) West Felton Methodist Chapel, additional insurance premium of £8.80 to cover the Parish Council's conference system. Council **RESOLVED** to make a donation of £8.80 to reimburse the Methodist Chapel for the additional premium paid to their insurer following a misunderstanding (£8.80) (chq no 512)
- (vi) Royal British Legion Surrey, one Silent Soldier (£250). This was put on hold pending further investigations concerning the fixing of the Soldier.

d) No other income or invoices were received after the agenda was sent out.

88.18 FINANCIAL PLANNING/HOUSING NEEDS SURVEY/PARISH PLAN

Nothing to report

89.18 PLANNING MATTERS

a) *Cllr Ollier left the room.*

Council considered the following planning application notified by Shropshire Council:
Ref: 18/02372/FUL (validated: 1/6/2018); Address: Goose Cottage, Sandford, West Felton, Oswestry SY11 4EX; Proposal: Erection of single storey extension following demolition of existing veranda structure; replacement windows and internal alterations
Council **AGREED** to submit a comment supporting the application.

Cllr Ollier returned.

b) Council **NOTED** the following Planning Decisions made by Shropshire Council:

(i) Ref: 17/05626/VAR (validated: 21/11/2017); Address: Proposed Residential Development Land at The Cross, West Felton; Proposal: Variation of condition number 7 attached to Planning Permission 14/00133/OUT dated 1 October 2014 (won on appeal) to allow amendments to the access arrangements

Decision: Permission Granted

(ii) Ref: 18/01325/LBC (validated: 22/03/2018); Address: Racing Stables At, Tedsmore Hall, Tedsmore, West Felton, Oswestry; Proposal: Conversion of disused stable block to 4No residential units affecting a Grade II Listed Building

Decision: Permission Granted

(iii) Ref: 17/06151/FUL (validated: 30/01/2018); Address: Racing Stables At, Tedsmore Hall, Tedsmore, West Felton, Oswestry, SY11 4HD; Proposal: Conversion of disused Old Stable Block into four two storey residential units

Decision: Permission Granted

(iv) Ref: 18/01573/FUL (validated: 4/4/2018); Address: Chapel Cottage, Houghton, West Felton SY11 4HF; Proposal: Erection of two-storey and single storey extension

Decision: Permission Refused

c) Planning Correspondence – None received

90.18 CONTRACT WITH GREENFINGERS

The Clerk gave a report of the conversations and e-mail exchanges that she had had with the contract manager, as well as one of the directors of Greenfingers. She had been advised that the contract manager was no longer working for the company and she had been given reassurances that the level of service would improve under the new contract manager. Cllrs Barnes, Mabe and Kynaston gave reports of the various concerns over the poor standard of work. Council **AGREED** that the Clerk is to request the attendance of the new contract manager at the Council's July meeting, so that he can address the concerns and the Clerk is to obtain quotes from alternative contractors. Concerns were raised about the cutting of the playing field grass in the week leading up to the carnival on 8 July. The Clerk was asked to emphasise to Greenfingers the importance of cutting the grass that week. Council **RESOLVED** that, should Greenfingers fail to cut the playing field grass in time for the carnival, then in accordance with the contract with Greenfingers the Clerk should arrange a one off emergency cut with an alternative contractor up to a maximum price of £150.

91.18 HIGHWAYS

a) Road closures – None

b) VAS Sign at Queens Head – The Clerk was asked to contact Shropshire Council to clarify whether this is still part of the works programme for this year, as it was understood that such matters had been put on hold.

- c) Community Speed Watch – nothing to report
- d) Village drains and Twyford Lane ditch – The Clerk was asked to contact Shropshire Council Highways to request that they clear the drains in the village and clear/dig the ditch at the Queenshead end of Twyford Lane to prevent flooding.
- e) Water leak at The Court Nursing Home - The Clerk was asked to contact Severn Trent, as the leak had not been rectified, despite having already been reported.
- f) Burnt out caravan - It was confirmed that this had been removed.

92.18 PARISH MATTERS

- a) Silent Soldier Campaign – The Royal British Legion
 - (i) Council considered the Indemnity Agreement and **AGREED** to put the order on hold pending clarification from the Royal British Legion regarding the fixing of the Soldier and investigation by Cllr Walker as to the most appropriate place to locate it.
 - (ii) Council **NOTED** the Corporate Agreement received from the Royal British Legion
- b) Burial Ground Maintenance – see ref 90.18
- c) Playing Field Maintenance – see ref 90.18
- d) Streetlighting – nothing to report
- e) Smartwater – Council **AGREED** to carry out a further mop up to distribute the remaining kits on the evenings of Wednesday 27 June and Thursday 28 June. The Clerk advised that Smartwater had approved the draft calling card, but she was awaiting approval of it from the police. Council approved the draft calling card and **RESOLVED** to authorise printing of 250 cards up to a maximum price of £55, subject to police approval of it. The Clerk advised that she had received requests for kits from two residents and two of the Councillors agreed to deliver these.

93.18 GDPR 2018

- a) Council considered and **NOTED** the Report to Councillors and NALC Toolkit circulated by the Clerk.
- b) Council **RESOLVED** to appoint the Clerk as the Data Compliance Officer.
- c) Council considered the following policies and documents and **RESOLVED** to approve and adopt them:
 - (i) Personal Data Management Policy and Audit Log – Council **NOTED** that for all meetings going forward the Chairman is to inform the public at the beginning of the Public Forum that the issue that they raise may be included in public minutes and is to ask for their consent to such.
 - (ii) Privacy Notice – basic.
 - (iii) Privacy Notice – detailed
 - (iv) Privacy Policy
- d) Council **NOTED** the additional work for the Clerk arising from GDPR (and the additional hours that the Clerk had incurred carrying out training and research to complete the year end and audit paperwork). The Clerk was asked to submit a request for overtime and inform the Council if there were additional hours on an ongoing basis.
- e) Council **RESOLVED** to endorse the Action Plan in the Report to Councillors in order to work towards full compliance with GDPR.

94.18 BUS SHELTER SEATING

Council **AGREED** to investigate the availability of grants to install seating into the bus shelters or replace the bus shelters with seated shelters.

95.18 LITTER

Concerns were expressed about the amount of litter in the village. Cllr Ollier volunteered to clear some of the litter and Chairman Hesketh is to investigate possible signage to deter litter dropping.

96.18 CLERK'S UPDATE REPORT AND COMMUNICATIONS

- a) Council **APPROVED** Chairman Hesketh's request to attend the SALC all day training session, 'Chairmanship Skills: Part 1 and 2' on 29 June 2018.
- b) Council considered the grant request from West Felton Youth Club and **RESOLVED** to award a grant of £500.
- c) Council **AGREED** that it had no objections to a resident's proposal to remove a tree on Orchard Drive.
- d) The Clerk reported that she had again submitted to Shropshire Council a resident's concerns about the highway in Houghton, as no response had been received to the Parish Council's original submission made in December 2017.

97.18 NEXT MEETING

Council **NOTED** the date of the next Parish Council Meeting, to be held at 7:30pm on Tuesday 10 July 2018 in West Felton Methodist Church Hall.

98.18 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) Cllr Ollier reported that she had requested references for the Clerk and had received one reference which she and Chairman Hesketh had considered and agreed to be perfectly satisfactory. She and Chairman Hesketh had also inspected the Clerk's degree and professional certificates and confirmed that they were in order.
- b) Council had a preliminary discussion about a possible use of some of the Neighbourhood Fund Monies.

There being no further business, the Chairman closed the Meeting at 10:30 pm.

Chairman's Signature: *M Hesketh* Dated: *10 July 2018*