

WEST FELTON PARISH COUNCIL

MINUTES of a meeting of WEST FELTON PARISH COUNCIL held on TUESDAY 14 AUGUST 2018 at 7:30pm in West Felton Methodist Church Hall.

Present:

Parish Cllrs: Chairman Marian Hesketh, Vice Chairman David Walker, Roger Hampson, Dianne Barnes, Pat Mabe, Chris Jones, David Curtis, Carole Coles and Alison Ollier

Clerk: Rosemary Wood

Absent: Cllr Ed Nicholas

Public: None

115.18 PUBLIC PARTICIPATION SESSION

No members of the public were present.

116.18 APOLOGIES RECEIVED AND NOTED – Kay Kynaston sent apologies through Cllr Mabe. Apologies were also received from Shropshire Councillor Steve Charmley and the Police. Cllr Nicholas sent his apologies the following day, having been unable to do so prior to the meeting.

117.18 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 Walker declared an interest in item ref 122.18.
- b) To consider any applications for dispensation – None

118.18 MINUTES OF THE PARISH COUNCIL MEETING HELD ON ~~12 June~~ MK 10 July 2018

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

119.18 REPORTS

Police – No police representative was present. The Clerk read out a written report of recent incidents, provided by the police.

Shropshire Council – Not present

Councillors – It was **RESOLVED** to receive the report from the Shropshire Local Plan Review meeting under item ref 121.18.

120.18 FINANCE

- a) **Bank Reconciliation** - The Clerk reported that she had been unable to do a Bank Reconciliation at 12 July 2018, as she had not yet received the bank statements for June/July. Cllr Ollier is to go into the branch to make a complaint about this.
- b) **Income** - Council was unable to note the income for the month due to the absence of the bank statements.
- c) **Payments** - 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 July 2018 (£525.57) (Chq No 1521)
 - (ii) Greenfingers Landscape Ltd (June 2018) (£212.90) (incl VAT £35.48) (Direct Debit)
 - (iii) SALC, Planning from a Local Council Perspective, training 19 June (Cllr Ollier) (£65) (Chq No 1522)
 - (iv) SALC, Chairmanship Skills, training 29 June (Cllr Hesketh) (£65) (Chq No 1523)
- d) **Other Payments** - Council **RESOLVED** to pay the following invoices, received after the agenda was sent out, instructing two of the authorised signatories to check the supporting paperwork to the cheques raised before authorising payment:
 - (i) Bernard Townson – internal audit fee 2017/18 (£150) (Chq No 1524)
 - (ii) PKF Littlejohn – external audit fee 2017/18 (£240) (incl VAT £40) (Chq No 1525)
- e) **Cheque Signatories** - It was **NOTED** that there are currently six authorised cheque signatories, being Cllrs Ollier, Coles, Hampson, Curtis, Jones and Nicholas and that paperwork is currently

being processed to remove Cllr Hampson as a signatory and replace him with Cllr Walker. It was **RESOLVED** that no further changes are needed to the signatories at this time.

- f) **External Audit** – The Clerk reported that the auditor had completed the review of the Annual Governance & Accountability Return for the year ended 31 March 2018 (AGAR) and issued a report and certificate, with no matters for consideration arising from the review. The Clerk is to prepare a Notice of Conclusion of Audit and arrange for it and the certified AGAR to be published before 30 September 2018.
- g) **Internal Controls** – It was **RESOLVED** to introduce a system of quarterly internal checks, with a Councillor being appointed as Internal Checker for a period of one financial year.
- h) **Internal Checker** – It was **RESOLVED** to appoint Cllr Hesketh as Internal Checker for the financial year 2018/19.

121.18 HOUSING NEEDS SURVEY/PARISH PLAN

Cllrs Curtis and Mabe reported on a meeting that they had attended with Shropshire Council regarding the Shropshire Council Local Plan Review, due to be published in the autumn. The meeting had highlighted the need to carry out a housing needs survey and discussions were taking place about the possibility of doing this in conjunction with a neighbouring Parish Council.

Cllr Walker left the room.

122.18 NEIGHBOURHOOD FUND MONIES

Consideration was given to a request for £3,000 from West Felton CE Primary School to help fund the cost of preliminary professional advice for a possible expansion project. It was **RESOLVED** in principle to approve the requested funding, subject to the Clerk confirming whether the Council had the legal power to make this payment. At the time of voting on this matter, Cllr Coles declared that she had a disclosable pecuniary interest in this item which she had only become aware of during the discussion. She abstained from the vote.

Cllr Walker returned.

123.18 PLANNING MATTERS

- a) **Planning Applications** - Council considered the following planning application notified by Shropshire Council:
Ref: 18/03103/FUL (validated: 4 July 2018); Address: Chapel Cottage, Haughton, West Felton, Oswestry SY11 4HF; Proposal: Erection of two-storey side extension (re-submission)
It was **RESOLVED** to submit a comment **OBJECTING** to the application on the grounds that the scale is disproportionate and the finish out of character to the surrounding area.
- b) **Planning Decisions made by Shropshire Council** – none made
- c) **Planning Correspondence** – none received

124.18 HIGHWAYS

- a) **Road Closures** - none
- b) **VAS Sign at Queens Head** – no update
- c) **Community Speed Watch** – no update

125.18 GROUNDS MAINTENANCE CONTRACT

- a) It was **NOTED** that the former grounds maintenance contractor, Greenfingers, had agreed to waive the July payment and it was **RESOLVED** that no further action would be taken against them in terms of their alleged breach of contract.
- b) It was **NOTED** that the new contractor, Graham Taylor Grounds Maintenance, was unable to comply with some of the stipulations in the draft contract. It was **RESOLVED** to amend the draft contract to remove these stipulations, except for the requirement for the contractor to be CHAS (Contractors Health & Safety Assessment Scheme) registered. It was **FURTHER RESOLVED** that should Graham Taylor Grounds Maintenance be unwilling to obtain CHAS registration at his own expense within three months of the date of the contract then the contract should be offered to the other companies who tendered, the offers being made in the order of the most votes received when the tenders were voted upon at the July meeting of the Parish Council.

126.18 PARISH MATTERS

To receive any updates on the following:

- a) **Burial Ground Maintenance** - It was **NOTED** that the hedges need cutting.
- b) **Playing Field Maintenance** – It was **NOTED** that Shropshire Council had carried out the annual ROSPA inspection of the Playing Field and a written report was awaited. The flat swing seats and chains had been removed, for safety reasons, due to rot in the timber legs.
- c) **Streetlighting** – It was **NOTED** that E-On had carried out a site visit and a quote was awaited from them for upgrading the lights to LEDs and for the streetlight maintenance contract. It was also **NOTED** that a revised streetlight inventory had been submitted to SP Energy Networks, following which a new Unmetered Supply Certificate had been issued showing a much reduced estimated annual consumption, which reflected the replacement of some of the lights with LEDs.
- d) **Smartwater** – no update
- e) **Silent Soldier** – It was **NOTED** that the order had been submitted and delivery was awaited.
- f) **Bus shelter seating** – It was **NOTED** that the cost for replacing the bus shelters with seated shelters would be excessive and it was **RESOLVED** to continue investigating the possibility of installing some form of seating into the existing shelters.

127.18 COMMUNITY LITTER PICK

Council **NOTED** advice obtained from a neighbouring parish that had carried out a community litter pick. It was **RESOLVED** that litter be collected on a more informal basis, with Councillors carrying out their own litter picks and the community being encouraged to do the same.

128.18 POLICIES AND PROCEDURES

- a) **Allowances/Expenses** – Council **NOTED** advice from the Clerk concerning the option of paying a Parish Basic Allowance and/or a Parish Travelling and Subsistence Allowance. It was **RESOLVED** that an Allowance would not be paid, but instead that Councillors should if they wish submit a claim for any mileage and other incidental out of pocket expenses incurred wholly in the carrying out of council business. A claim form for this purpose is to be prepared and circulated for use.
- b) **GDPR** – Council **NOTED** the Privacy Notice for Councillors that the Clerk had supplied to each Councillor, as well as the Consent Form for completion and return.

129.18 CLERK'S UPDATE REPORT AND COMMUNICATIONS

- a) **Training Request** – It was **RESOLVED** to authorise the Clerk's attendance at SALC training 'Budget Setting' on 10 September 5:30-7:30pm.
- b) **CiLCA Qualification** – It was **NOTED** that the Clerk, having taken advice from other Clerks and SALC, had decided to wait a further year before commencing the CiLCA course, at which time she would have more experience to draw upon and potentially gain more from the course.
- c) **Hours Worked** – Council **NOTED** the July hours worked by the Clerk and **RESOLVED** to review the Clerk's hours half way through the financial year.

130.18 NEXT MEETING

Council **NOTED** the date of the next Parish Council Meeting, to be held at 7:30pm on Tuesday 11 September 2018 in West Felton Methodist Church Hall.

There being no further business, the Chairman closed the Meeting at 9:45pm.

Chairman's Signature *Marian Hesketh*

Dated *11 September 2018*