

WEST FELTON PARISH COUNCIL

MINUTES of the ANNUAL MEETING of WEST FELTON PARISH COUNCIL held on TUESDAY 14 MAY 2019 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, Ed Nicholas, David Curtis, Dianne Barnes, Carole Coles, Kay Kynaston, Alison Ollier

ALSO PRESENT: PCSO Stuart Carroll, Members of the Public (None)

14.19	ELECTION OF CHAIRMAN It was proposed and seconded that Cllr Hesketh be re-elected as Chairman and she was then RE-ELECTED by a majority vote and signed an Acceptance of Office Form.
15.19	ELECTION OF VICE-CHAIRMAN It was proposed and seconded that Cllr Walker be re-elected as Vice-Chairman and he was then RE-ELECTED by a majority vote and signed an Acceptance of Office Form.
16.19	APOLOGIES FOR ABSENCE Apologies for absence received and APPROVED: Cllrs Roger Hampson (illness) and Pat Mabe (holiday) Apologies were also received from Shropshire Councillor Steve Charmley Absent: Cllr Chris Jones
17.19	DISCLOSABLE PECUNIARY INTERESTS AND ANY OTHER INTERESTS IN THE AGENDA ITEMS 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 received. b) To consider any applications for dispensation. None received. c) Declaration of any other interests in the agenda items. None received.
18.19	MINUTES OF THE PARISH COUNCIL MEETING HELD ON 9 APRIL 2019 It was RESOLVED to confirm the above minutes as a true record and the Chairman was instructed to sign them as such.
19.19	PUBLIC PARTICIPATION SESSION – No Members of the Public were present.
<i>The Chairman used her discretion to bring forward to here item 21.19(a).</i>	
20.19	PARISH COUNCIL REPRESENTATION ON OUTSIDE BODIES It was RESOLVED to make the following nominations: a) West Felton CE Primary School – Cllr Curtis b) Shropshire Council LJC – Cllrs Curtis and Hesketh c) SALC Oswestry Area Committee – Cllr Mabe d) West Felton Village Hall – Cllrs Curtis and Hesketh e) ABP Liaison Committee – Cllr Hampson f) Helicopter Noise Group – Cllr Walker g) Other - None
21.19	REPORTS RECEIVED: a) Police – PCSO Carroll responded to various questions and concerns raised by Members. <i>PCSO Carroll left the meeting after speaking.</i>

	<p>b) Shropshire Council – No report</p> <p>c) Other Reports – Cllr Walker gave a report of the Helicopter Noise Liaison Group meeting that he had attended in March 2019. He reported that a new Station Commander had introduced himself and advised that two complaints had been received from West Felton since the last meeting. Horse rider safety posters had been distributed for display and the availability of free high visibility bibs for riders had been promoted.</p>
22.19	<p>OSWESTRY PLACE PLAN REVIEW</p> <p>The Parish Council’s requested entries for inclusion in the draft Oswestry Place Plan were considered and it was RESOLVED to approve the agreed entries for inclusion.</p>
23.19	<p>YEAR END FINANCE/ANNUAL ARRANGEMENTS</p> <p>a) Annual Arrangements – to consider renewal of:</p> <p>(i) Insurance policy – It was RESOLVED to approve the renewal documents for the third year of a three year insurance agreement with Inspire.</p> <p>(ii) SALC/NALC affiliation – It was RESOLVED to continue membership of SALC and NALC.</p> <p>b) Banking – It was RESOLVED that banking arrangements will continue with Natwest Bank and the cheque signatories will continue as Cllrs Ollier, Walker, Coles, Nicholas, Curtis and Jones.</p> <p>c) Year End 2018/19 Finance – The following were considered and it was RESOLVED to approve them and the bank statement at year end was signed by two of the authorised signatories:</p> <p>(i) Bank Reconciliation</p> <p>(ii) Budget Report</p> <p>(iii) Reserves Statement</p>
24.19	<p>ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2018/19 PART 3</p> <p>a) Annual Internal Audit Report and written report – The report was considered and NOTED and the Clerk was thanked for her hard work.</p> <p>b) Annual Governance Statement (Section 1) – Having considered the Internal Auditor’s report it was RESOLVED to complete positively the Annual Governance Statement and the Chairman and Clerk were authorised to sign it.</p> <p>c) Accounting Statements (Section 2) (as prepared and signed by the Responsible Financial Officer) – It was RESOLVED to approve the Accounting Statements and the Chairman was authorised to sign them.</p> <p>d) Explanation of Variances – It was RESOLVED to approve the Explanation of Variances for submission to the External Auditor.</p> <p>e) Internal Auditor 2019/20 – It was RESOLVED to appoint Bernard Townson as Internal Auditor for 2019/20.</p> <p>f) Notice of Electors’ Rights – The Clerk informed the Council of her intention to display the Notice of Electors’ Rights to commence on Monday 17 June 2019 and end on Friday 9 August 2019.</p>
25.19	<p>FINANCE</p> <p>a) Bank Reconciliation as at 25 April 2019 – It was RESOLVED to approve the Bank Reconciliation and the current bank statement was signed by two of the authorised signatories.</p> <p>b) Income received – None at the time of issuing the agenda.</p> <p>c) Outstanding Payments – It was RESOLVED to pay the following invoices and two of the authorised signatories were instructed to check the supporting paperwork to the cheques raised before authorising payment:</p> <p>(i) Rosemary Wood, Clerk’s net pay April 2019 (£583.44) (Chq Nos 1566/7)</p> <p>(ii) Came & Company, insurance premium renewal 1 June 2019 to 31 May 2020 (£1,272.27) (Chq No 1568)</p> <p>(iii) West Felton Youth Club, Grant Award (£500) (Chq No 1569)</p> <p>(iv) West Felton Rainbows, Grant Award (£250) (Chq No 1570)</p> <p>(v) Knockin & Kinnerley Cricket Club, Grant Award (£500) (Chq No 1571)</p> <p>d) Other income/invoices received after agenda sent out:</p> <p>(i) Income NOTED - a cheque for £20 had been received in payment for the displaying of a plaque in memory of Alun Williams deceased on the Memorial Wall at the Burial Ground.</p> <p>(ii) Payment – It was RESOLVED to pay the following invoice and two of the authorised signatories</p>

	were instructed to check the supporting paperwork to the cheque raised before authorising payment: Bernard Townson, internal audit fee 2018/19 (£150) (Chq No 1572)
26.19	<p>PLANNING MATTERS</p> <p>a) Planning Applications notified by Shropshire Council:</p> <p>(i) Ref: 19/01751/FUL (validated 26 April 2019) Address: Manor House Farm, Old Rectory Gardens, West Felton SY11 4LE Proposal: Erection of the following garden structures/buildings – sunken patio, store shed, greenhouse, zip line tower and summer house It was RESOLVED to submit a representation that the Parish Council has no comment to make on the application.</p> <p>(ii) Ref: 19/01752/LBC (validated: 26 April 2019) Address: Manor House Farm, Old Rectory Gardens, West Felton SY11 4LE Proposal: Erection of the following garden structures/buildings – sunken patio, store shed, greenhouse, zip line tower and summer house affecting a Grade II Listed Building. It was RESOLVED to submit a representation that the Parish Council has no comment to make on the application.</p> <p>b) Planning Decisions NOTED: Ref: 19/00973/FUL Address: Abbotsmoor Farm, Haughton, West Felton Proposal: Installation of renewable heat pump and associated works Decision: Grant Permission</p> <p>c) Planning Correspondence – None received</p>
27.19	<p>HIGHWAYS – The following road closure was NOTED: Haughton to Henbarns near Rednal Start Date: 10 June 2019; End Date: 11 June 2019 Purpose: To allow ducting of BT equipment Works Promoter: BT Enforcement Pattern: All the time Diversion Route: https://roadworks.org?tm=113540932</p>
28.19	<p>PARISH MATTERS</p> <p>a) Burial Ground Maintenance – No report given</p> <p>b) Playing Field Maintenance – The Clerk reported that she had considered the paperwork received from Shropshire Council concerning a variation to the Alma Close s106 Agreement and was liaising with the developer over completion of the paperwork.</p> <p>c) Streetlighting at Queens Head – A quote of £7,275.03 plus VAT for the installation of LED lighting was considered and it was RESOLVED to proceed with the works, using monies from CIL Neighbourhood Fund.</p> <p>d) Parish Plan – No progress, as results from the Housing Needs Survey are still awaited. The Clerk reported that she had contacted Shropshire Council for an update and was awaiting a response.</p>
29.19	<p>POLICIES & PROCEDURES</p> <p>The following policies were reviewed and it was RESOLVED that no amendments were necessary:</p> <p>a) Standing Orders</p> <p>b) Financial Regulations</p> <p>c) Code of Conduct</p>
30.19	<p>CLERK'S REPORT AND COMMUNICATIONS</p> <p>a) SALC Training – It was RESOLVED to approve the following requests to attend training at £27 per session:</p> <p>(i) Fundamentals for Councillors, 2-4:30pm on Wednesday 22 May at Dawley Town Hall - None</p> <p>(ii) A Practical Guide to Complying with GDPR/Data Protection Act 2018, 2-4pm on Friday 24 May at Shirehall - None</p> <p>(iii) Planning & CIL training, 2-4pm on Friday 7 June at Shirehall – Cllr Hesketh</p> <p>b) Other reports – a letter received from Owen Paterson MP concerning broadband in North</p>

	Shropshire was NOTED .
31.19	ORDINARY MEETINGS OF THE PARISH COUNCIL 2019/20 It was RESOLVED to approve the following dates to hold meetings for the period June 2019 to April 2020: 11 June 2019, 9 July 2019, 13 August 2019, 10 September 2019, 8 October 2019, 12 November 2019, 10 December 2019, 14 January 2020, 11 February 2020, 10 March 2020, 7 April 2020
32.19	NEXT MEETING It was NOTED that the next meeting of the Parish Council is to be held on Tuesday 11 June 2019 at 7:30pm in West Felton Methodist Church Hall.
33.19	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. Clerk's Annual Appraisal – It was reported that no recommendations were made following the Clerk's appraisal.

There being no further business, the Chairman closed the Meeting at **8:40pm**.

Chairman's Signature *MJ Hesketh*

Dated *11 June 2019*