

# WEST FELTON PARISH COUNCIL

**MINUTES of a Meeting of WEST FELTON PARISH COUNCIL held on TUESDAY 10 JUNE 2025 at 7:30pm in West Felton CE Primary School.**

**CHAired BY:** Cllr John Thornhill

**CLERKED BY:** Rosemary Wood

**PARISH COUNCILLORS PRESENT:** John Thornhill, Marian Hesketh, Alastair Forbes, David Walker, Pat Mabe, Chris Jones, Ed Nicholas, Mike Green

**ALSO PRESENT:** Cllr David Walker as Shropshire County Councillor

31.25	<b>APOLOGIES FOR ABSENCE</b> Apologies for absence received: Cllrs David Curtis (holiday), Ozcan Ozagir (holiday), Neil Summers (family caring responsibilities) Absent: none Other apologies received from the police
32.25	<b>INTERESTS IN AGENDA ITEMS</b> a) Declaration of any matter to be discussed at the meeting relating to anything included in a Member's Register (Disclosable Pecuniary Interests and Other Registerable Interests). <b>None</b> b) Declaration of any Non-Registerable Interests in any matter to be discussed at the meeting. <b>None</b> c) Any applications for dispensation delivered to the Clerk prior to the meeting. <b>None</b>
33.25	<b>MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD ON 13 MAY 2025</b> It was <b>RESOLVED</b> to confirm the above minutes (subject to deleting the words "Cllr Walker did not vote on this item" from item 30.25) as a true record and the Chairman was instructed to sign them as such.
34.25	<b>PUBLIC PARTICIPATION SESSION</b> No members of the public present.
35.25	<b>REPORTS RECEIVED</b> a) <b>Police</b> – written report <b>NOTED</b> b) <b>Shropshire Council</b> – County Councillor David Walker had submitted a written report, which he expanded on and answered questions from members – <b>NOTED</b> . c) <b>Clerk</b> – written report considered and <b>NOTED</b> . d) <b>Other Reports:</b> The Chairman and the Clerk had had a site visit with Shropshire Council's highways engineer to discuss proposals for VAS signs, conservation area signs and management of school parking on Oak Farm Lane. The Clerk's written report and further comments from the Chairman was considered and <b>NOTED</b> .
36.25	<b>FINANCE</b> a) <b>Income received - NOTED:</b> (i) Nationwide, interest 1-31 May 2025 (£98.52) (ii) Tracey James, statutory declaration regarding transfer of exclusive right of burial on plot 3 (£80) (iii) Unknown bank credit (£120) b) <b>Outstanding Payments</b> - It was <b>RESOLVED</b> to pay the following invoices and two of the authorised signatories were instructed to check the supporting paperwork before authorising payment: (i) Rosemary Wood, Clerk's net pay for May 2025 (£850.88) (ii) HMRC: income tax (£2.80), employer NICs (£65.50)(total: £68.30) (iii) Shropshire Council, joint energy costs May to June 2025 (£265.97)(incl VAT £44.33) (iv) Bernard Townson, internal audit fee (£150)(Chq) c) <b>Unity Bank Service Charge</b> – service charge of £6 deducted from account for May 2025 – <b>NOTED</b> .

	<p>d) <b>NEST direct debits</b> – the following direct debits were <b>NOTED</b>:  March/April contributions: employer (£19.60), employee (£26.13)  May contributions: employer (£10.01), employee (£13.35)</p> <p>e) <b>Other income/invoices received after agenda sent out</b></p>
37.25	<p><b>ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2024/25 PART 3</b></p> <p>a) <b>Annual Internal Audit Report and written report</b> – considered and <b>NOTED</b></p> <p>b) <b>Annual Governance Statement (Section 1)</b> – Having considered the Internal Auditor’s report, it was <b>RESOLVED</b> to complete positively the Annual Governance Statement and the Chairman and Clerk were authorised to sign it.</p> <p>c) <b>Accounting Statements (Section 2)</b> (as prepared and signed by the Responsible Financial Officer) – <b>RESOLVED</b> to approve the Accounting Statements and the Chairman was authorised to sign them.</p> <p>d) <b>Explanation of Variances</b> – <b>RESOLVED</b> to approve the Explanation of Variances for submission to the External Auditor.</p> <p>e) <b>Internal Auditor 2025/26</b> – <b>RESOLVED</b> to appoint Bernard Townson as Internal Auditor for 2025/26.</p> <p>f) <b>Notice of Electors’ Rights</b> – The Clerk informed the council of her intention to display the Notice of Electors’ Rights to commence on Tuesday 1 July 2025 and ending on Monday 11 August 2025.</p>
38.25	<p><b>PLANNING MATTERS</b></p> <p>a) <b>Planning Applications notified by Shropshire Council</b> – none</p> <p>b) <b>Planning Decisions notified by Shropshire Council</b> – the following decisions were <b>NOTED</b>:</p> <p>(i) <b>Ref:</b> 25/01096/VAR (validated: 28/03/2025))  <b>Address:</b> <u>Holiday Let Units At Former Racing Stables, Tedsmore Hall, Tedsmore, West Felton</u>  <b>Proposal:</b> Variation of condition 2 attached to planning permission 21/00702/VAR dated 14.09.2021  <b>Decision:</b> Grant Permission</p> <p>(ii) <b>Ref:</b> 25/01396/OHL (validated 8 April 2025)  <b>Address:</b> <u>Llynclys To Maesbury Marsh</u>  <b>Proposal:</b> 11kV Overhead Electricity Distribution Line Rebuild  <b>Decision:</b> No Objection OHL/Circular Notification</p> <p>c) <b>Planning correspondence or decisions received after agenda sent out</b> – to note</p>
39.25	<p><b>PARISH GROUNDS &amp; ASSETS</b></p> <p>a) <b>Grounds maintenance and safety reports</b> – no report</p> <p>b) <b>Fox Lane bus shelter</b> – options for repairing the damaged panel in the Fox Lane bus shelter were considered. <b>RESOLVED</b> to replace the damaged panel with a Perspex clear panel at a cost including fitting of £150.</p>
40.25	<p><b>PARISH PROJECTS/ISSUES</b></p> <p>a) <b>Neighbourhood Plan</b> – members noted that there had been no interest from an appeal in the village magazine for residents to form a working group. <b>RESOLVED</b> to have a stall at the village Carnival to move forward with engaging the community, with Cllrs Thornhill and Walker to prepare a questionnaire and any members available on the day to take turns on the stall.</p> <p>b) <b>Letter to Helen Morgan MP</b> – a letter from Helen Morgan MP sent to residents was considered and it was <b>RESOLVED</b> to nominate Cllr Thornhill to write to the MP to express the council’s concerns regarding provision of a village post office, trains, buses and mobile phone coverage.</p>
41.25	<p><b>POLICIES AND PROCEDURES</b></p> <p>The following policies were reviewed:</p> <p>(a) Councillor/Clerk Relations Protocol – <b>RESOLVED</b> that no amendments needed.</p> <p>(b) Action Plan – <b>RESOLVED</b> to amend as agreed.</p>
42.25	<p><b>NEXT MEETING OF THE PARISH COUNCIL</b></p> <p>It was <b>NOTED</b> that the next meeting of the Parish Council will be held on Tuesday 8 July 2025 at 7:30pm in West Felton CE Primary School.</p>

43.25	<p><b>EXCLUSION OF PRESS AND PUBLIC</b></p> <p><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 item to be considered involves the likely disclosure of confidential information:</p> <p><b>Planning enforcement case – NOTED</b></p>
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There being no further business, the Chairman closed the Meeting at 8:50pm.

Chairman's Signature *J Thornhill*

Dated *8 July 2025*