

# WEST FELTON PARISH COUNCIL

MINUTES of a meeting of WEST FELTON PARISH COUNCIL held on TUESDAY 10 May 2022 at 7:30pm in West Felton Methodist Church Hall.

CHAired BY: Cllr David Walker

CLERKED BY: Rosemary Wood

PARISH COUNCILLORS PRESENT: David Walker, Marian Hesketh, Pat Mabe, John Houghton, Carole Coles, John Thornhill, Kerry Grove

ALSO PRESENT: Shropshire Councillor Steve Charmley, Members of the Public (one)

12.22	<b>ELECTION OF CHAIRMAN</b> It was proposed and seconded that <b>Cllr Walker</b> be re-elected as Chairman and he was then duly <b>ELECTED</b> by a majority vote and signed an Acceptance of Office Form.
13.22	<b>ELECTION OF VICE CHAIRMAN</b> It was proposed and seconded that <b>Cllr Grove</b> be elected as Vice Chairman and she was then duly <b>ELECTED</b> by a majority vote and signed an Acceptance of Office Form.
14.22	<b>APOLOGIES FOR ABSENCE</b> Apologies for absence received: Cllrs Ed Nicholas (work commitments), David Curtis (holiday) <b>Absent:</b> None
15.22	<b>DISCLOSABLE PECUNIARY INTERESTS AND ANY OTHER INTERESTS IN THE AGENDA ITEMS</b> 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. <b>None received.</b> b) To consider any applications for dispensation. <b>None received.</b> c) Declaration of any other interests in the agenda items. <b>None received.</b>
16.22	<b>MINUTES OF THE PARISH COUNCIL MEETING HELD ON 12 APRIL 2022</b> It was <b>RESOLVED</b> to confirm the above minutes as a true record and the Chairman was instructed to sign them as such.
17.22	<b>PUBLIC PARTICIPATION SESSION</b> - <i>The Chairman advised that issues raised in this session may be recorded in public minutes and the member of the public gave consent to this.</i>  One of the co-option applicants (item 28.22) was present at the meeting and answered questions from Members.
18.22	<b>PARISH COUNCIL REPRESENTATION ON OUTSIDE BODIES</b> It was <b>RESOLVED</b> to nominate the following councillors to represent the Parish Council on the bodies below: a) West Felton CE Primary School (Cllr Curtis) b) SALC Oswestry Area Committee (Cllr Mabe) c) West Felton Village Hall (Cllr Hesketh) d) ABP Liaison Committee (Cllr Nicholas) e) Helicopter Noise Liaison Group (Cllr Walker) f) Other (none)
19.22	<b>REPORTS RECEIVED</b> a) <b>Police</b> – no report

	<p><b>b) Shropshire Council</b> – Cllr Charmley reported that ‘Fix My Street’ (an application to report issues such as potholes to Shropshire Council) was now live and fully integrated with the Shropshire Council website. He also reported that he had been contacted by a couple of residents who were very upset about the planning application at item 22.22(a)(ii) and he had directed them to submit comments on the planning portal. Cllr Hesketh reported her concerns to Cllr Charmley that the road at Rednal down to the industrial estate was again suffering badly with potholes, and the ‘Queens Head’ name plate on entering Queens Head from the Rednal Straight was still broken despite having been reported a couple of years ago.</p> <p><b>c) Clerk</b> – written report <b>NOTED</b>. The Clerk also updated Members on communications from Shropshire Council in which they had advised that it was not possible to amend the s106 Alma Close agreement to release the monies to the council for play equipment at the playing field. The Clerk advised that she will press Shropshire Council as to what they intend to do with the money, and Cllr Charmley was also asked if he could intervene in this matter.</p> <p><b>d) Other Reports:</b> Cllr Hesketh expressed appreciation for the ladies who had served refreshments at the Annual Parish Meeting.</p>
<p><b>20.22</b></p>	<p><b>YEAR END FINANCE/ANNUAL ARRANGEMENTS</b></p> <p><b>a) Annual Arrangements</b></p> <p><b>(i) Insurance policy</b> – it was <b>NOTED</b> that renewal documents had not yet been received for the three year policy with Pen Underwriting Limited.</p> <p><b>(ii) SALC/NALC affiliation</b> – It was <b>RESOLVED</b> to continue membership of SALC and NALC.</p> <p><b>(iii) SLCC Membership</b> – It was <b>RESOLVED</b> to proceed with Clerk’s annual membership.</p> <p><b>b) Banking</b> – the following banking arrangements were reviewed:</p> <p><b>(i) Cheque signatories</b> - It was <b>RESOLVED</b> that Cllrs Walker, Hesketh, Nicholas and Curtis continue as signatories with Unity Trust Bank. It was <b>NOTED</b> that Cllrs Walker, Coles, Nicholas and Curtis will continue as signatories for NatWest bank until closure and it was <b>FURTHER NOTED</b> that former Cllr Jones is also a NatWest signatory and will be removed unless co-opted back onto the council.</p> <p><b>(ii) Direct debits</b> – It was <b>RESOLVED</b> to continue the direct debit to the ICO for the council’s annual data protection registration fee.</p> <p><b>(iii) Savings account</b> – It was <b>NOTED</b> that a 35 day savings account is being opened at Nationwide Bank.</p> <p><b>(iv) Internet Banking</b> – It was <b>NOTED</b> that internet banking is now operational for the current account with Unity Trust Bank.</p> <p><b>c) Year End 2021/22 Finance</b> – It was <b>RESOLVED</b> to approve the following and authorise two of the authorised signatories to sign them:</p> <p><b>(i) Bank Reconciliation</b></p> <p><b>(ii) Receipts and Payments account</b></p> <p><b>(iii) Budget Report</b></p> <p><b>(iv) Reserves Statement</b></p> <p><b>(v) s137 Local Government Act 1972 payments</b> – total payments of £502 for 2021/22 <b>NOTED</b></p>
<p><b>21.22</b></p>	<p><b>FINANCE</b></p> <p><b>a) Income received – NOTED:</b> Shropshire Council, 2022/23 precept (£16,795)</p> <p><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:</p> <p><b>(i)</b> HMRC, National Insurance contributions (employer) for Clerk’s March 2022 salary (£4.21) (Chq No 009)</p> <p><b>(ii)</b> Rosemary Wood, Clerk’s net pay April 2022 (£660.40) (BACS)</p> <p><b>(iii)</b> SALC, ALC Affiliation fees (£671.91) (BACS)</p> <p><b>(iv)</b> Scottish Power, electricity 31 March 2021 to 31 March 2022 (£551.91) (incl VAT £26.28) (Chq No 010)</p> <p><b>c) Other income/invoices received after agenda sent out:</b> None</p>
<p><i>Cllr Charmley left the meeting at the end of item 21.22.</i></p>	

<p><b>22.22</b></p>	<p><b>PLANNING MATTERS</b></p> <p><b>a) The following Planning Applications notified by Shropshire Council were considered:</b></p> <p><b>(i) Ref:</b> 22/01636/VAR (validated 4 April 2022) (consultation period extended for parish council)  <b>Address:</b> <u>West Felton C of E School</u>, Grimpo Road, West Felton, Oswestry  <b>Proposal:</b> Variation of Condition 5 of planning permission ref 12/00103/FUL (retention of a 3-Bay Demountable Unit for use as an additional classroom, associated external play areas and canopy to link existing buildings)  It was <b>RESOLVED</b> to submit a representation supporting the application.</p> <p><b>(ii) Ref:</b> 22/01631/TPO (validated 29 April 2022)  <b>Address:</b> <u>Wellingtonia, 6 Dovaston Court</u>, West Felton, Oswestry  <b>Proposal:</b> To remove 1no. Wellingtonia (T11) protected by the Shropshire Council (Land at 5 to 7 Doverston Court, West Felton) TPO 2012 (Ref: SC00086/12)  It was <b>RESOLVED</b> to submit a representation objecting to the application on the grounds that we should be seeking to plant more trees rather than removing trees, so the tree should only be removed if deemed necessary due to disease or a safety issue.</p> <p><b>b) The following Street Name and Numbering proposal notified by Shropshire Council was considered:</b>  <b>Ref:</b> 22/05615/NEWDEV (deadline extended)  <b>Address:</b> Residential development (6x plots) south of Clifton Villas, Queens Head, Oswestry  <b>Suggested street name:</b> Stanwins Field OR Stanwinsford  It was <b>RESOLVED</b> to submit a comment that the council's preference is Stanwinsford, but the council request it be noted that they would prefer names to be taken from the War Memorial.</p> <p><b>c) Planning Application for Information Only – the following application notified by Shropshire Council for information only was NOTED:</b>  <b>Ref:</b> 22/02090/AGR (validated 2 May 2022)  <b>Address:</b> <u>Top Farm, Henbarns</u>, Haughton, West Felton SY11 4HE  <b>Proposal:</b> Agricultural storage building for grain and machinery</p> <p><b>d) The following Planning Decision was NOTED:</b>  <b>Ref:</b> 22/00843/FUL (validated 21 February 2022)  <b>Address:</b> <u>17 Nursery Close</u>, West Felton, Oswestry SY11 4LZ  <b>Proposal:</b> Erection of a single storey extension to the side of the existing property  <b>Decision:</b> Grant Permission</p> <p><b>e) Planning correspondence or decisions received after agenda sent out – the following planning decisions were NOTED:</b></p> <p><b>(i) Ref:</b> 22/00457/FUL (validated 10 February 2022)  <b>Address:</b> <u>Lady Hill Barns</u>, West Felton, Oswestry SY11 4JZ  <b>Proposal:</b> Conversion of a range of traditional outbuildings into 3No. residential units to include associated hardstanding, curtilage, access connection to required services to include a foul system, soakaway and oil tank  <b>Decision:</b> Withdrawn</p> <p><b>(ii) Ref:</b> 22/00820/FUL (validated 9 March 2022)  <b>Address:</b> <u>Garden Cottage, Tedsmore</u>, West Felton, Oswestry  <b>Proposal:</b> Erection of two storey rear extension  <b>Decision:</b> Refuse</p> <p><b>f) Planning submissions 2021/22 – summary of planning submissions made by the parish council during 2021/22 was NOTED</b></p>
<p><b>23.22</b></p>	<p><b>PARISH GROUNDS &amp; ASSETS</b></p> <p><b>a) Grounds Maintenance and safety inspection reports – NOTED.</b> It was also <b>NOTED</b> that one of the picnic tables was in a bad state of repair and needed replacing, and the Clerk was asked to obtain a quote.</p> <p><b>b) WI tree –</b> the WI's proposed location for the tree to be planted at the playing field (ref item 116.21(b)) was considered and was agreed in principle subject to seeing a plan of exactly where it was going and subject to it being a native species. It was <b>NOTED</b> in the Clerk's report that written permission obtained by the WI from the landlord's agent had been received by the Clerk.</p>

24.22	<p><b>PARISH MATTERS</b></p> <p>a) <b>Conservation Area</b> – Shropshire Council’s amendments to the boundary of the proposed Conservation Area were considered. It was <b>RESOLVED</b> to accept the revised boundary in principle, subject to any minor amendments agreed by Shropshire Council at a site visit with the parish council Chairman and conservation consultant. It was <b>FURTHER RESOLVED</b> to delegate power to the Clerk to agree to any such amendments to the boundary on behalf of the parish council.</p> <p>b) <b>CIL monies</b> – suggestions for spending of CIL monies, including those made at the Annual Parish Meeting 2022 were considered. It was <b>RESOLVED</b> to set up a Task &amp; Finish Group consisting of Cllrs Hesketh, Mabe, Houghton, Grove and Thornhill to consider and prioritise all suggestions and then report back to full council.</p> <p>c) <b>Sandstone wall on Holyhead Road</b> – reported damage to the wall (on the left when entering the village from Queens Head) was considered. It was agreed that this should be raised with Shropshire Council at the Conservation Area site visit (ref item 24.22(a)) with a follow up from the Clerk.</p>
<p><i>The member of the public left the meeting at the end of item 24.22.</i></p>	
25.22	<p><b>POLICIES &amp; PROCEDURES</b></p> <p>The following policies were reviewed and it was <b>RESOLVED</b> that no amendments were needed:</p> <p>a) Standing Orders  b) Financial Regulations  c) Code of Conduct  d) Scheme of Delegation</p>
26.22	<p><b>PARISH COUNCIL VACANCY</b></p> <p>The following was <b>NOTED</b>: receipt of notice from Shropshire Council that no request has been received to hold an election following the disqualification of Cllr Chris Jones and that the parish council is now requested to fill the vacancy as soon as practicable by the co-option of an eligible person.</p>
27.22	<p><b>ORDINARY MEETINGS OF THE PARISH COUNCIL 2022/23</b></p> <p>It was <b>RESOLVED</b> to hold meetings for the period June 2022 to May 2023 on the following dates: 14 June 2022, 12 July 2022, (no meeting in August) 13 September 2022, 11 October 2022, 8 November 2022, 13 December 2022, 10 January 2023, 14 February 2023, 14 March 2023, 18 April 2023 (third Tuesday), 16 May 2023 (third Tuesday).</p>
28.22	<p><b>CO-OPTION</b></p> <p>It was <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>Three applications for co-option were considered. A vote was taken, and Ozcan Ozagir and Chris Jones were co-opted onto the council. The Chairman commented that the quality of all applications was high and asked the Clerk to thank all applicants for applying.</p>

There being no further business, the Chairman closed the Meeting at 9:25pm.

Chairman’s Signature *K Grove*

Dated *14 June 2022*