

# WEST FELTON PARISH COUNCIL

MINUTES of a meeting of WEST FELTON PARISH COUNCIL held on TUESDAY 12 May 2020 at 8pm remotely via Zoom video conferencing

CHAired BY: Cllr Marian Hesketh

CLERKED BY: Rosemary Wood

PARISH COUNCILLORS PRESENT: Marian Hesketh, Pat Mabe, David Curtis, Carole Coles, David Walker, Kay Kynaston, Ed Nicholas, Carole Coles

ALSO PRESENT: None

1.20	<p><b>APOLOGIES FOR ABSENCE</b> Apologies for absence received and <b>APPROVED</b>: Cllrs Chris Jones (work commitments), Roger Hampson (family caring responsibilities), Dianne Barnes (illness) Apologies also received from Shropshire Councillor Steve Charmley and the police</p>
2.20	<p><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> <i>The Clerk asked Cllr Curtis if he felt that he had an interest to declare in respect of item 11.20, as he was the Parish Council's representative for the school, a school governor and the school representative bringing the application for the grant. Cllr Curtis replied that he recognised his responsibilities as a parish councillor and did not consider himself to be in a position where he should not fully participate.</i></p>
3.20	<p><b>COUNCIL AND PARISH MEETINGS</b> a) <b>10 March 2020 Minutes</b> – It was <b>RESOLVED</b> to confirm the minutes as a true record and the Chairman was instructed to sign them as such. b) <b>7 April 2020</b> – It was <b>NOTED</b> that the meeting of the Parish Council scheduled for 7 April 2020 was not held due to government prohibitions on public gatherings following the outbreak of the Covid 19 pandemic c) <b>Annual Parish Meeting 2020</b> – It was <b>NOTED</b> that the Annual Parish Meeting due to be held on 23 March 2020 was cancelled, due to government prohibitions on public gatherings following the outbreak of the Covid 19 pandemic. d) <b>Annual Meeting of the Parish Council</b> – The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 were <b>NOTED</b> and it was <b>RESOLVED</b> not to proceed with the holding of the Annual Meeting of the Parish Council in May 2020.</p>
4.20	<p><b>PUBLIC PARTICIPATION SESSION</b> No Members of the Public present</p>
5.20	<p><b>WRITTEN REPORTS RECEIVED:</b> a) <b>Police</b> – No report b) <b>Shropshire Council</b> – Report from Cllr Steve Charmley <b>NOTED</b> c) <b>Clerk's Report</b> – <b>NOTED</b> d) <b>Other Reports</b> - None</p>
6.20	<p><b>YEAR END FINANCE/ANNUAL ARRANGEMENTS</b> a) <b>Annual Arrangements</b></p>

	<p>(i) <b>Insurance policy</b> – Three quotes were considered and it was <b>RESOLVED</b> to proceed with a three year agreement with Pen Underwriting Limited for a premium of £1,307.</p> <p>(ii) <b>SALC/NALC affiliation</b> – It was <b>RESOLVED</b> to continue membership of SALC and NALC.</p> <p>(iii) <b>SLCC Membership</b> – It was <b>RESOLVED</b> to proceed with annual membership.</p> <p>b) <b>Banking</b> – It was <b>RESOLVED</b> that banking arrangements continue with Natwest Bank and the cheque signatories continue as Cllrs Ollier, Walker, Coles, Nicholas, Curtis and Jones.</p> <p>c) <b>Year End 2018/19 Finance</b> – The following were considered and it was <b>RESOLVED</b> to approve them and authorise two of the authorised signatories to sign them:</p> <p>(i) <b>Bank Reconciliation</b></p> <p>(ii) <b>Receipts and Payments account</b></p> <p>(iii) <b>Budget Report</b></p> <p>(iv) <b>Reserves Statement</b></p>
7.20	<p><b>ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2019/20 PART 3</b></p> <p>a) <b>Annual Internal Audit Report and written report</b> – The report was considered and it was <b>RESOLVED</b> to proceed with the recommendation by the internal auditor that the Clerk report to Council at the end of the period of exercise of public rights. The Chairman thanked the Clerk for producing accurate accounts which the auditor found helpful.</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) – It was <b>RESOLVED</b> to approve the Accounting Statements and the Chairman was authorised to sign them.</p> <p>d) <b>Explanation of Variances</b> – It was <b>RESOLVED</b> to approve the Explanation of Variances for submission to the External Auditor.</p> <p>e) <b>Internal Auditor 2020/21</b> – It was <b>RESOLVED</b> to appoint <b>Bernard Townson</b> as Internal Auditor for 2020/21 and the Clerk was asked to thank him for acting as auditor for 2019/20.</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 Monday 15 June 2020 and end on Friday 24 July 2020.</p>
8.20	<p><b>FINANCE</b></p> <p>a) <b>Income received – NOTED:</b></p> <p>(i) Resident’s pre purchase of single cremated remains plot CG23 (£80) (received 28/3/2020)</p> <p>(ii) WE Price, resident’s double plot exclusive right of burial to plot 47 (£320) and interment fee (£55) (total £375) (received 3/4/2020)</p> <p>(iii) Shropshire Council, precept (£20,095) and CIL Neighbourhood Fund (£14,718.88) (total £34,813.88) (received 24/4/2020)</p> <p>b) <b>April Payments</b> – the following payments made in April outside of a council meeting (all included in the council budget and previously agreed) were <b>NOTED:</b></p> <p>(i) Rosemary Wood, Clerk’s net pay March 2020 (£583.44) (Chq Nos 1617/8)</p> <p>(ii) DM Payroll Services Ltd, payroll administration 2020/21 (£120) (Chq No 1619)</p> <p>(iii) Kathryn Tamsin Jacson (JN Richards), playing field rent 25/3/2020 to 28/9/2020 (£34) (Chq No 1620)</p> <p>(iv) SALC, CiLCA Session 4 (£50.50) (Chq No 1621)</p> <p>c) <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 to the cheques raised before authorising payment:</p> <p>(i) Rosemary Wood, Clerk’s net pay April 2020 (£583.44) (Chq Nos 1622/3)</p> <p>(ii) Rosemary Wood, quarterly payment January to March 2020 (mileage (£67.75), office consumables (£21.43), home working allowance (£34.56)) (total £123.74) (Chq No 1629)</p> <p>(iii) Scottish Power, electricity charges 31/3/2019 to 31/3/2020 (£451.71) (incl VAT £21.51) (Chq No 1624)</p> <p>(iv) Graham Taylor Grounds Maintenance, contract 13 Feb 2020 to 12 May 2020 (£1,065) (incl £177.50 VAT) (Chq No 1625)</p> <p>(v) SALC, Affiliation fees 2020/21 (£590.98) (Chq No 1626)</p> <p>(vi) Society of Local Council Clerks, Clerk’s annual membership fee (pro rata) (£108) (Chq No 1627)</p>

	<p>(vii) Pen Underwriting Limited, insurance premium 1/6/20 to 31/5/21 (£1,307) (Chq No 1628)</p> <p>(viii) West Felton Village Hall, grant award (£500) (Chq No 1630)</p> <p>(ix) Hope House Children's Hospice, grant award (£500) (Chq No 1631)</p> <p>(x) Qube, grant award (£500) (Chq No 1632)</p> <p>d) <b>Other income/invoices received after agenda sent out</b> - None</p> <p>e) <b>NatWest Reserve account</b> – It was <b>RESOLVED</b> to approve the account opening form and credit the account on opening with the balance held of CIL Neighbourhood Fund (being £54,014.32 carried forward at 1 April 2020 plus £14,718.88 received April 2020 (i.e. £68,733.20), less any amounts authorised to be paid under items 11.20 and 12.20(c)).</p> <p>f) <b>CIL Neighbourhood Fund Monitoring form 2019/20</b> – It was <b>RESOLVED</b> to approve for submission to Shropshire Council</p>
<p>9.20</p>	<p><b>PLANNING MATTERS</b></p> <p>a) <b>The following Planning Applications notified by Shropshire Council were considered:</b></p> <p>(i) <b>Ref:</b> 20/01396/FUL (validated 6 April 2020)  <b>Address:</b> <u>Manor House Farm</u>, Old Rectory Gardens, West Felton SY11 4LE  <b>Proposal:</b> Formation of field access  It was <b>RESOLVED</b> to submit a representation <b>objecting</b> to the application on the following grounds:  It is proposed to remove in the region of 90 metres of a well established continuous line of ancient hedgerow, which provides shelter and habitat to nesting birds, invertebrates and small mammals. The removal of this could contravene the hedgerow regulations. As it is not currently possible to ascertain the importance of the hedgerow, nor the measures which will be put in place to mitigate any impacts and deliver 'net gains for biodiversity', the granting of planning consent could be counter to NPPF (Chapter 15, Conserving and Enhancing the Natural Environment.) Access to this field is already possible from an existing entrance, which does not require traffic to use the narrow lane.  The hedge forms a field boundary and is in close proximity to an ancient monument (The Castle Motte).  The Parish Council consider this to be an unnecessary removal of a vast amount of ancient hedgerow, for little or no gain. We therefore request that the Council Ecologist is consulted to carry out a hedgerow survey, to determine if the hedgerow is 'important' under the hedgerow regulations and if the hedgerow represents a UK BAP biodiversity habitat.  Removal of a hedgerow during the bird breeding season - albeit with a thorough search for nests prior to removal - is near certain to result in an offence under the The Wildlife &amp; Countryside Act.</p> <p>(ii) <b>Ref:</b> 20/01600/FUL (validated 5 May 2020)  <b>Address:</b> <u>Nescliffe House</u>, The Cross, West Felton, Oswestry SY11 4EH  <b>Proposal:</b> Erection of first floor rear extension  It was <b>RESOLVED</b> to submit a representation <b>supporting</b> the application</p> <p>(iii) <b>Ref:</b> 20/01730/FUL (validated 4 May 2020)  <b>Address:</b> <u>Top Farm</u>, Henbarns, Haughton, West Felton, Oswestry SY11 4HE  <b>Proposal:</b> Erection of a replacement dwelling following demolition of existing farmhouse  It was <b>RESOLVED</b> to submit a representation that the Parish Council supports the replacement of the dwelling but feels that the scale and character of the proposed replacement dwelling does not sufficiently reflect the scale and character of the existing dwelling as recommended by the Heritage Impact Assessment.</p> <p>b) <b>The following Planning Decisions were NOTED:</b></p> <p>(i) <b>Ref:</b> 20/00421/FUL (validated 21 February 2020)  <b>Address:</b> <u>Rednal Racing Ltd</u>, Kart Track, Rednal Airfield, Rednal, West Felton  <b>Proposal:</b> Erection of building to be used for kart/motor vehicle maintenance  <b>Decision:</b> Grant Permission</p> <p>(ii) <b>Ref:</b> 20/00969/FUL (validated 4 March 2020)  <b>Address:</b> <u>Stone House</u>, Woolston Road, West Felton, SY10 8HY  <b>Proposal:</b> Erection of 2 bay carport with adjoining log store and garden store  <b>Decision:</b> Grant Permission</p> <p>c) <b>Planning correspondence or decisions received after agenda sent out</b> - None</p>

10.20	<p><b>HIGHWAYS</b></p> <p>The following planned road closures were <b>NOTED</b>:</p> <p>a) <u>Grimpo Road, West Felton</u>: Start Date - 10 Aug; End Date - 10 Aug; Enforcement Pattern - 9.00 to 15.00 hrs; Purpose - road closure, replacing overhead wires and new pole; Works Promoter - SP Energy Networks; Closure and Diversion Route - <a href="https://one.network/?tm=116964310">https://one.network/?tm=116964310</a></p> <p>b) <u>Cefn-y-Wern to Tedsmore Junction, West Felton</u>: Start Date – 10 Aug; End Date – 10 Aug; Enforcement Pattern – 24 hrs; Purpose - road closure, replacing electricity poles and overhead power lines; Works Promoter – SP Energy Networks; Closure and Diversion Route - <a href="https://one.network/?tm=116602397">https://one.network/?tm=116602397</a></p>
11.20	<p><b>WEST FELTON CE PRIMARY SCHOOL EXPANSION PROJECT</b></p> <p>A request from West Felton CE Primary School for a grant of £4,000 to be used by them to fund the cost of architects’ fees for the school expansion plans was considered, together with a report from the Clerk (Appendix A).</p> <p>It was <b>RESOLVED</b> to award the requested grant of £4,000 from CIL Neighbourhood Fund, using the power under s137 Local Government Act 1972.</p>
12.20	<p><b>PARISH GROUNDS &amp; ASSETS</b></p> <p>a) <b>Grounds Maintenance reports</b> – the monthly reports for March and April were considered and it was <b>RESOLVED</b> to arrange for Shropshire Mole Control to deal with the mole problem reported at the burial ground.</p> <p>b) <b>Play equipment inspection reports</b> – the monthly reports for March and April were <b>NOTED</b>.</p> <p>c) <b>Play equipment repairs</b> – It was <b>RESOLVED</b> to authorise the grounds maintenance contractor to proceed with all repairs identified as urgent, as per his quote dated 29 February 2020 and recommendations dated 5 April 2020 (i.e. repair of platform, balance bar, log bridge and removal of stepping stumps) and to request a quote for replacement of the chain walker.</p>
13.20	<p><b>POLICIES &amp; PROCEDURES</b></p> <p>a) It was <b>RESOLVED</b> to <b>adopt</b> the following policies:</p> <p>(i) Scheme of Delegation</p> <p>(ii) Financial Regulations (based on new 2019 template published by NALC)</p> <p>b) The following policies were <b>reviewed</b> and it was <b>RESOLVED</b> that no amendments were required:</p> <p>(i) Standing Orders</p> <p>(ii) Code of Conduct</p>
14.20	<p><b>ORDINARY MEETINGS OF THE PARISH COUNCIL 2020/21</b></p> <p>It was <b>RESOLVED</b> to hold ordinary meetings of the Parish Council on 9 June 2020, 14 July 2020, 8 September 2020, 13 October 2020, 10 November 2020, 12 January 2021, 9 February 2021, 9 March 2021, 13 April 2021</p> <p><i>Cllr Nicholas left the meeting during the debate on the above item.</i></p>
15.20	<p><b>NEXT MEETING</b></p> <p>It was <b>NOTED</b> that the next meeting of the Parish Council is to be held remotely on Tuesday 9 June 2020 at 8pm.</p>

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

Chairman’s Signature

*M J Hesketh*

Dated 9 June 2020