

WEST FELTON PARISH COUNCIL

MINUTES of a meeting of WEST FELTON PARISH COUNCIL held on TUESDAY 14 JUNE 2022 at 7:30pm in West Felton Methodist Church Hall.

CHAired BY: Cllr Kerry Grove

CLERKED BY: Rosemary Wood

PARISH COUNCILLORS PRESENT: Kerry Grove, Pat Mabe, Ed Nicholas, John Thornhill, Chris Jones, Ozcan Ozagir

ALSO PRESENT: None

29.22	DECLARATIONS OF ACCEPTANCE OF OFFICE It was reported by the Clerk and NOTED that Declaration of Acceptance of Office forms had been duly signed by Cllrs Jones and Ozagir and received by the Clerk prior to commencement of the meeting.
30.22	APOLOGIES FOR ABSENCE Apologies for absence received: Cllrs Carole Coles (work commitments), Marian Hesketh (holiday), John Houghton (family commitments), David Curtis (illness), David Walker (personal commitments) Apologies also received from Shropshire County Councillor Steve Charmley and the police Absent: None
31.22	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. Cllr Grove noted her interest on the register with respect to items 37.22(a)(ii)&(iii). b) To consider any applications for dispensation. None received. c) Declaration of any other interests in the agenda items. None received.
32.22	MINUTES OF THE PARISH COUNCIL MEETING HELD ON 10 MAY 2022 It was RESOLVED to confirm the above minutes as a true record and the Chairman was instructed to sign them as such.
33.22	PUBLIC PARTICIPATION SESSION No Members of the public present.
34.22	REPORTS RECEIVED a) Police – written report NOTED b) Shropshire Council – no report c) Clerk – written report and verbal update NOTED. d) Other Reports: In Cllr David Walker’s absence, the Clerk and the Chairman gave a brief report of the Conservation Area site visit that David had attended.
35.22	FINANCE a) Income received - NOTED: Audrey Kirkham Funeral Directors Ltd, double resident plot and interment (R Nicholls deceased, plot CG30) (£190) (received 13 May 2022) b) Outstanding Payments - It was RESOLVED 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 May 2022 (£660.40) (ii) Gallagher insurance, insurance premium 1/6/22 – 31/5/23 (£1,446.21) (iii) West Felton Methodist Chapel, grant award (ref item 116.21(a)) (£500) (Chq No 012) (iv) West Felton WI, grant award (ref item 116.21(b)) (£200) (Chq No 013)

	<p>(v) Bernard Townson, internal audit 2021/22 (£150) (Chq No 011)</p> <p>c) Replacement of cheques – It was NOTED that Graham Taylor had returned cheque numbers 007 and 008 (ref items 6.22(c)(i)&(ii)) to the Clerk due to Unity Bank rejecting the payee on the cheques. Reissuing of the payments by BACs was approved.</p> <p>d) Other income/invoices received after agenda sent out – the following income was NOTED: (i) Jones & Hughes, memorial registration plot CG30 (£40) (cheque received 11/6/22) (ii) MJ & BM Smith, double resident plot (Michael Smith deceased, plot CG35) (£160) (BACs 9/6/22)</p> <p>e) Annual CIL Neighbourhood Monitoring Form 2021/22 – RESOLVED to approve for submission to Shropshire Council</p>
36.22	<p>ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2020/21 PART 3</p> <p>a) Annual Internal Audit Report and written report – considered and NOTED</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) – RESOLVED to approve the Accounting Statements and the Chairman was authorised to sign them.</p> <p>d) Explanation of Variances – RESOLVED to approve the Explanation of Variances for submission to the External Auditor.</p> <p>e) Internal Auditor 2022/23 – RESOLVED to appoint Bernard Townson as Internal Auditor for 2022/23.</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 20 June 2022 and end on Friday 29 July 2022.</p>
37.22	<p>PLANNING MATTERS</p> <p>a) The following Planning Applications notified by Shropshire Council were considered:</p> <p>(i) Ref: 22/02107/FUL (validated 19 May 2022) Address: <u>6 Congreve Close</u>, West Felton, Oswestry SY11 4QL Proposal: Erection of two storey side extension RESOLVED to submit a representation supporting the application. <i>Following item 37.22(a)(i) Members voted to appoint Cllr Nicholas as Chairman for items 37.22(a)(ii) & (iii). Cllr Grove then left the room and Cllr Nicholas chaired items 37.22(a)(ii) & (iii).</i></p> <p>(ii) Ref: 22/02332/FUL (validated 18 May 2022) Address: <u>Manor House Farm</u>, Old Rectory Gardens, West Felton, Oswestry SY11 4LE Proposal: Conversion of historic gate house building to form an ancillary annex to the main dwelling (resubmission) RESOLVED to submit a representation supporting the application</p> <p>(iii) Ref: 22/02333/LBC (validated 18 May 2022) Address: <u>Manor House Farm</u>, Old Rectory Gardens, West Felton, Oswestry SY11 4LE Proposal: Conversion of historic gate house building to form an ancillary annex to the main dwelling affecting a Grade II Listed Building (resubmission) RESOLVED to submit a representation supporting the application <i>Cllr Grove returned to the room after item 37.22(a)(iii) and chaired the remainder of the meeting.</i></p> <p>b) The following Planning Decisions notified by Shropshire Council were NOTED:</p> <p>(i) Ref: 21/05775/VRA106 (validated 16 December 2021) Address: <u>Alma House, The Cross</u>, West Felton, Oswestry SY11 4EH Proposal: Variation of a planning obligation attached to OS/01/11849/OUT Decision: Withdrawn</p> <p>(ii) Ref: 22/01515/FUL (validated 29 March 2022) Address: <u>Lythwell Cottage</u>, West Felton, Oswestry SY11 4LD Proposal: Erection of two storey side extension Decision: Grant Permission</p> <p>(iii) Ref: 22/01516/FUL (validated 29 March 2022) Address: <u>6/7 Woolston Road</u>, West Felton, Oswestry SY11 4LB Proposal: Demolition of existing cottages and erection of 1 no. dwelling Decision: Grant Permission</p>

	<p>(iv) Ref: 22/01636/VAR (validated 4 April 2022) Address: <u>West Felton C of E School</u>, Grimpo Road, West Felton, Oswestry SY11 4JR Proposal: 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) to allow for the retention of the demountable accommodation for a further temporary period of 10 years Decision: Grant Permission</p> <p>c) Planning correspondence or decisions received after agenda sent out - None</p>
38.22	<p>HIGHWAYS The following planned road closures were NOTED:</p> <p>a) <u>Heath Houses Junction to Harp Farm Junction, Sutton</u>: Start Date: 24 June; End Date: 25 June; Purpose: Road Closure, boundary box install and tap main for logger; Works Promoter: Severn Trent Water; Enforcement Pattern: all the time; Diversion route: https://one.network/?tm=121779986 (as reported at council meeting on 10 May 2022)</p> <p>b) <u>Woolston Road, West Felton</u>: Start Date: 27 July; End Date: 29 July; Purpose: Road Closure, new clean water connection; Promoter: Severn Trent Water; Enforcement Pattern: all the time; Diversion route: https://one.network/?tm=128828324</p>
39.22	<p>PARISH GROUNDS & ASSETS</p> <p>a) Grounds Maintenance and safety inspection reports – NOTED</p> <p>b) Quotes for picnic table and burial ground sign – quotes from the grounds maintenance contractor for replacement of a picnic table at the playing field (ref item 23.22(a)) and repair of the sign on the burial ground gate were considered and it was RESOLVED to proceed with both quotes.</p> <p>c) CIL spending Task & Finish group report – the report was considered and it was RESOLVED to defer approval of it until the July council meeting.</p>
40.22	<p>POLICIES AND PROCEDURES Standing Orders – RESOLVED to update Standing Orders by replacing standing order 18 with NALC’s new model standing order 18 (revised April 2022)</p>
41.22	<p>NEXT MEETING It was NOTED that the next meeting of the Parish Council will be held on Tuesday 12 July 2022 at 7:30pm in West Felton Methodist Church Hall.</p>

There being no further business, the Chairman closed the Meeting at 8:30pm.

Chairman’s Signature *D Walker*

Dated *12 July 2022*