

WEST FELTON PARISH COUNCIL

MINUTES of the ANNUAL MEETING OF WEST FELTON PARISH COUNCIL held on TUESDAY 18 May 2021 at 8pm in West Felton Methodist Chapel.

CHAired BY: Cllr Marian Hesketh

CLERKED BY: Rosemary Wood

PARISH COUNCILLORS PRESENT: Marian Hesketh, David Curtis, Chris Jones, Pat Mabe, David Walker, Carole Coles, Edward Nicholas

ALSO PRESENT: Members of the public (six plus one listening from outside)

14.21	ELECTION OF CHAIRMAN It was proposed and seconded that Cllr Walker be elected as Chairman and he was then duly ELECTED by a majority vote and signed an Acceptance of Office Form.
15.21	ELECTION OF VICE CHAIRMAN It was proposed and seconded that Cllr Nicholas be elected as Vice Chairman and he was then duly ELECTED by a majority vote and signed an Acceptance of Office Form.
16.21	DECLARATION OF ACCEPTANCE OF OFFICE It was reported by the Clerk and NOTED that Declarations of Acceptance of Office forms had been duly signed by all councillors elected and present and received by the Clerk prior to commencement of the meeting. It was RESOLVED to permit Cllr Jones a delay in signing his Declaration of Acceptance of Office until a later meeting.
17.21	APOLOGIES FOR ABSENCE Apologies for absence received and APPROVED: Cllr Chris Jones (illness) Apologies also received from County Councillor Stephen Charmley
18.21	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.
19.21	PARISH COUNCIL MEETING 13 APRIL 2021 a) Minutes – It was RESOLVED to confirm the minutes of the meeting of the parish council held on 13 April 2021 as a true record and the Chairman was instructed to sign them as such. b) Ratification of decisions – It was RESOLVED to ratify all decisions taken at the meeting of the parish council held on 13 April 2021 following a notice period part of which fell within a period of national mourning.
20.21	PUBLIC PARTICIPATION SESSION – <i>The Chairman advised that issues raised in this session may be recorded in public minutes and the members of the public consented to this.</i> The members of the public spoke about the Tedsmore Lake planning application (item 26.21(a)(i)), all except one expressing objections to it. Brought Tedsmore Lakes planning forward to here. Marian's objection as drafted approved. DW
<i>The Chairman used his discretion to bring forward to here item 26.21(a)(i).</i>	

21.21	<p>PARISH COUNCIL REPRESENTATION ON OUTSIDE BODIES</p> <p>It was RESOLVED to nominate the following councillors to represent the Parish Council on the bodies below:</p> <ul style="list-style-type: none"> a) West Felton CE Primary School (Cllr Curtis) b) SALC Oswestry Area Committee (Cllr Mabe) c) West Felton Village Hall (Cllrs Curtis and Hesketh) d) ABP Liaison Committee (Cllr Nicholas) e) Helicopter Noise Group (Cllr Walker) f) Other (none)
22.21	<p>REPORTS RECEIVED AND NOTED:</p> <ul style="list-style-type: none"> a) Police – written report NOTED. The Clerk was asked to advise the police that the council would appreciate a more informative report and would like to know when the police will be able to attend council meetings. b) Shropshire Council – written report NOTED c) Clerk’s Report – written report NOTED d) Other Reports – none
23.21	<p>YEAR END FINANCE/ANNUAL ARRANGEMENTS</p> <ul style="list-style-type: none"> a) Annual Arrangements <ul style="list-style-type: none"> (i) Insurance policy – renewal documents for three year policy with Pen Underwriting Limited were NOTED. (ii) SALC/NALC affiliation – It was RESOLVED to continue membership of SALC and NALC. (iii) SLCC Membership – It was RESOLVED to proceed with Clerk’s annual membership. b) Banking – the following banking arrangements were reviewed: <ul style="list-style-type: none"> (i) Cheque signatories - It was RESOLVED that Cllrs Walker, Coles, Nicholas, Curtis and Jones continue as cheque signatories with NatWest Bank and that former Cllr Ollier be removed as a signatory. (ii) Direct debits – It was RESOLVED to continue the direct debit to the ICO for the council’s annual data protection registration fee. (iii) Savings account – It was RESOLVED that the Clerk should make appropriate enquiries about setting up a savings account with a second bank. (iv) Internet Banking – It was RESOLVED to proceed with internet banking and the Clerk is to begin making the necessary arrangements. c) Year End 2020/21 Finance – It was RESOLVED to approve the following and authorise two of the authorised signatories to sign them: <ul style="list-style-type: none"> (i) Bank Reconciliation (ii) Receipts and Payments account (iii) Budget Report (iv) Reserves Statement
24.21	<p>ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2020/21 PART 3</p> <ul style="list-style-type: none"> a) Annual Internal Audit Report and written report – The report was considered and NOTED. 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. 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. d) Explanation of Variances – It was RESOLVED to approve the Explanation of Variances for submission to the External Auditor. e) Internal Auditor 2021/22 – It was RESOLVED to appoint Bernard Townson as Internal Auditor for 2021/22. f) Notice of Electors’ Rights – The Clerk informed the Council of her intention to display the Notice of Electors’ Rights to commence on Monday 14 June 2021 and end on Friday 23 July 2021.

25.21	<p>FINANCE</p> <p>a) Income received – NOTED:</p> <p>(i) Shropshire Council, precept (£19,952) (received 1 April 2021)</p> <p>(ii) Shropshire Council, CIL Neighbourhood Fund (£22,078.32) (received 23 April 2021)</p> <p>b) 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 backpay March 2021 (£12.48) and net pay April 2021 (£636.48) (total £648.96) (Chq Nos 1689/90)</p> <p>(ii) SALC, ALC affiliation fees (£1,124.47) – It was NOTED that the invoice is for the wrong amount and the Clerk should ask SALC for a revised invoice.</p> <p>(iii) Came & Company, insurance premium 2021/22 (£1,344.71) (Chq No 1692)</p> <p>(iv) Graham Taylor Grounds Maintenance, grounds maintenance contract 13 February 2021 to 12 May 2021 (£1,065) (incl VAT £177.50) (Chq No 1693)</p> <p>(v) Graham Taylor Grounds Maintenance, supply and fit safety matting and build up ground at base of slide and ramp (£181.20) (incl VAT £30.20) (Chq No 1694)</p> <p>(vi) H2O Clear, bus shelter clean (£35) (Chq No 1695)</p> <p>(vii) Bernard Townson, internal audit 2020/21 (£150) (Chq No 1696)</p> <p>c) Other income/invoices received after agenda sent out – None</p>
26.21	<p>PLANNING MATTERS</p> <p>a) The following Planning Applications notified by Shropshire Council were considered:</p> <p>(i) Ref: 21/01278/FUL (validated 12 April 2021) (consultation period extended for parish council) Address: <u>Tedsmore Lakes</u>, Tedsmore, West Felton, Oswestry SY11 4HD Proposal: Application under Section 73A of the Town and Country Planning Act 1980 for the regularisation of fishing pond, associated pegs/decking, storage shed, stone ornament, parking area and access track (retrospective) It was RESOLVED to object to the application as per the comments set out in the Appendix.</p> <p>(ii) Ref: 21/01600/FUL (validated 30 March 2021) (consultation period extended for parish council) Address: <u>Heath House, Rednal</u>, West Felton, Oswestry SY11 4HX Proposal: Erection of self contained annex ancillary to main dwelling and all associated works following demolition of existing timber garage/workshop It was RESOLVED to submit a representation that the council has no objection to the application provided that the concerns and conditions set out in the comments from the Canal and River Trust and SC Conservation (Historic Environment) are addressed.</p> <p>(iii) Ref: 21/01601/LBC (validated 30 March 2021) (consultation period extended for parish council) Address: <u>Heath House, Rednal</u>, West Felton, Oswestry SY11 4HX Proposal: Erection of self contained annex ancillary to main dwelling and all associated works following demolition of existing timber garage/workshop affecting a Grade II Listed Building It was RESOLVED to submit a representation that the council has no objection to the application provided that the concerns and conditions set out in the comments from the Canal and River Trust and SC Conservation (Historic Environment) are addressed.</p> <p>(iv) Ref: 21/01564/FUL (validated 29 March 2021) Address: <u>Rednal Industrial Estate</u>, Site A, Rednal, West Felton Proposal: Temporary construction compound for the service of the Scottish Power North Shropshire Reinforcement Development Consent Order (DCO) PINS Reference EN020021 It was RESOLVED to submit a comment supporting the application.</p> <p>(v) Ref: 21/01684/FUL (validated 1 April 2021) Address: <u>The Springs, Queens Head</u>, Oswestry SY11 4EG Proposal: Erection of two-storey rear extension following demolition of rear lean to and conservatory It was RESOLVED to submit a comment supporting the application.</p> <p>b) The following Planning Decisions notified by Shropshire Council were NOTED:</p> <p>(i) Ref: 20/04713/FUL (validated 16 November 2020) Address: <u>Holly Cottage, Grimpo</u>, West Felton, Oswestry SY11 4HL Proposal: Erection of two storey extension Decision: Refuse</p>

	<p>(ii) Ref: 21/00415/VAR (validated 28 January 2021) Address: <u>Land at The Cross</u>, West Felton, Oswestry SY11 4FH Proposal: Variation of condition no.1 attached to planning reference 16/05336/REM dated 19/02/2018 for the re-siting of plot 1 only in order to allow access to a future dwelling at the rear (subject to a separate Full Planning Application) Decision: Grant Permission</p> <p>c) It was NOTED that the following Planning Application considered at the parish council's April 2021 meeting does not require the permission of Shropshire Council: Ref: 21/01311/VAR Address: <u>Proposed Barn Conversion at Bank Farm, Tedsmore</u> Proposal: Variation of conditions no.2 (approved plans), no.17 (access and parking) and removal of condition no.16 (visibility splays) pursuant of 19/02744/FUL to allow for reduction in overall scheme, elevation and fenestration changes, installation of dormer windows and removal of new vehicular access from proposal</p> <p>d) The following planning correspondence or decisions received after agenda sent out was NOTED: Ref: 21/01399/FUL (validated 31 March 2021) Address: <u>Rednal Racing Ltd</u>, Kart Track, Rednal Airfield, Rednal, West Felton Proposal: Erection of a Workshop Decision: Grant Permission</p> <p>e) Planning submissions 2020/21 – a summary of planning submissions made by the parish council during 2020/21 was NOTED</p>
27.21	<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</p> <p>b) <u>Threadneedle Street, West Felton:</u> Start Date: 7 June; End Date: 11 June; Purpose: road closure – excavate joint bay in grass verge 5m road crossing lay cable; Works Promoter: SP Energy Networks; Pattern: 24hrs; Diversion route: https://one.network/?tm=122000935</p>
28.21	<p>PARISH GROUNDS & ASSETS</p> <p>a) Grounds Maintenance and safety reports - NOTED</p> <p>b) Litter Picking equipment – purchase of litter picking equipment for the community was considered and the Clerk was asked to enquire with the West Felton WI if they would be willing to receive a gift of equipment from the parish council on condition that they make it available for the community to borrow.</p> <p>c) Public portaloos – It was RESOLVED not to investigate acquiring public portaloos.</p>
29.21	<p>POLICIES AND PROCEDURES</p> <p>a) The following policies were reviewed:</p> <p>(i) Standing Orders – RESOLVED that no amendments required</p> <p>(ii) Addendum to Standing Orders – RESOLVED that policy no longer needed</p> <p>(iii) Financial Regulations - RESOLVED that no amendments required</p> <p>(iv) Code of Conduct – RESOLVED to continue with current Code of Conduct and review again when Shropshire Council has decided whether to adopt the new Code of Conduct.</p> <p>(v) Scheme of Delegation – RESOLVED that no amendments required</p> <p>b) General Power of Competence – the eligibility criteria were reviewed and it was NOTED that the council no longer qualifies to use General Power of Competence.</p>
30.21	<p>NEXT MEETING It was NOTED that the next meeting of the Parish Council will be held on Tuesday 8 June 2021 at 8pm in West Felton Methodist Church Hall.</p>
31.21	<p>EXCLUSION OF PRESS AND PUBLIC</p>

	RESOLVED 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.
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Planning Enforcement Cases notified by Shropshire Council – NOTED

There being no further business, the Chairman closed the Meeting at 10:15pm.

Chairman's Signature *D Walker*

Dated *8 June 2021*