

WEST FELTON PARISH COUNCIL

MINUTES of the ANNUAL MEETING of WEST FELTON PARISH COUNCIL held on TUESDAY 8th MAY 2018 at 7:30pm in West Felton Methodist Church Hall.

Present:

Parish Cllrs: (outgoing) Chairman Ed Nicholas, (outgoing) Vice-Chairman/(new Chairman) Marian Hesketh, (new Vice-Chairman) David Walker, Carole Coles, Roger Hampson, Kay Kynaston, Pat Mabe, David Curtis and Alison Ollier

Clerk: Rosemary Wood

Shropshire Councillor: Steve Charmley

Police: PCSO Charlie Iremonger

Public: None

Absent: Cllr Chris Jones

66.18 ELECTION OF CHAIRMAN

It was proposed and seconded that Cllrs Hesketh and Walker be appointed as Chairman, but Cllr Walker declined the nomination so Cllr Hesketh was then **ELECTED** unanimously as Chairman and signed her Acceptance of Office Form. Cllr Nicholas was thanked for all his hard work during his time as Chairman.

67.18 ELECTION OF VICE-CHAIRMAN

It was proposed and seconded that Cllr Walker be appointed as Vice-Chairman and he was then **ELECTED** unanimously and signed his Acceptance of Office Form.

68.18 PUBLIC PARTICIPATION SESSION – None

69.18 APOLOGIES FOR ABSENCE RECEIVED AND ACCEPTED – Cllr Dianne Barnes

70.18 DISCLOSABLE PECUNIARY INTERESTS

- 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
- b) To consider any applications for dispensation – None

71.18 APPOINTMENT OF PARISH COUNCIL REPRESENTATIVES

Council **AGREED** to nominate the following representatives:

- a) West Felton Primary School – Cllr Curtis
- b) Shropshire Council LJC – Cllr Curtis
- c) SALC Area Committee representative for Oswestry – Cllr Mabe
- d) West Felton Village Hall – Cllrs Hesketh & Curtis
- e) ABP Liaison Committee – Cllr Hampson
- f) Helicopter Noise Group – Cllr Walker
- g) Other - None

72.18 TO CONFIRM THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 10 APRIL 2018

Council **RESOLVED** to confirm the above minutes as a true record and the Chairman was instructed to sign the minutes as such.

73.18 REPORTS

Police: PCSO Charlie Iremonger gave a report of the last month's crime incidents, which included a spate of burglaries. He also reported a road traffic accident at Shottaton crossroads and a number of complaints received about mud on the roads/damage to grass verges in the Haughton area. He reported that speed checks have been carried out recently in West Felton and he also commented about efforts regarding speeding at Queens Head.

Shropshire Council: Cllr Steve Charmley reported that he had received a number of complaints regarding the state of the roads and grass verges from Queens Head to West Felton and that he could arrange a meeting with the local farmer and Parish Council representatives, to emphasise the ongoing responsibility to keep roads and verges clear. He clarified that the proposal by Shropshire Council to cancel the business rate relief for charities would only affect profit making businesses such as charity shops and not community halls. Complaints had been received about noise in Rednal from a car rally

event on the early May bank holiday weekend. It was noted that the grass verges had not yet been cut and this was due to the changeover to the new highway contractor.

Councillor reports: Cllr Curtis had reviewed the recently published Local Plan Report and gave an overview of some of the main points. Cllr Ollier had found the SALC Appraisal training very useful and reported on some of the main points.

74.18 FINANCE

- a) i) Council **NOTED** the renewal documents for the second year of the three year insurance agreement with Inspire. Council **AGREED** to continue the SALC/NALC membership. Council considered the contract with Greenfingers, which was due to be extended for a further year. It was noted that Greenfingers appeared to have failed to meet some of its contractual obligations over the last year and it was **AGREED** that a refund should be requested to reflect this and that a representative from Greenfingers should be asked to attend the next Council meeting to address Council's concerns.
- ii) Council confirmed that banking arrangements will remain with Natwest Bank. It was **AGREED** that Cllrs Ollier and Coles would remain as authorised signatories. Cllr Hampson requested that he be removed as an authorised signatory and Council **RESOLVED** that Cllr Walker replace him.
- b) Council **AGREED** the Bank Reconciliation at year end 2017/18 and the current bank statement was signed by one of the authorised signatories.
- c) Council **AGREED** the year end 2017/18 Accounting Statement and Budget Monitoring Report and these were signed by the Chairman and Clerk.
- d) Council **NOTED** the following income received:
Burial payments for single plot (no.41) and double plot (no.42) £535
- e) Council **RESOLVED** to pay the following invoices, instructing two of the authorised signatories to check the supporting paperwork to the cheques raised before authorising payment:
- (i) Came & Company, insurance premium renewal (£1,235.21)(Chq 1500)
- (ii) SALC, Appraisals Training 24 April 2018 (£25)(Chq 1501)
- (iii) Edward Nicholas, reimburse purchase of clerk's new laptop & external hard drive (£293.77) (incl VAT £48.96)(Chq 1502)
- (iv) Rosemary Wood, Clerk's pay 19 March to 30 April 2018 (£717.04)(Chq 1503). Council **NOTED** that the amount paid differed from that on the agenda, due to a change in the Clerk's tax code since the agenda was issued.
- (v) HMRC - Council **NOTED** that due to a change in the Clerk's tax code since the agenda was issued, the amount owing to HMRC for the said period was only £4.41, being the National Insurance Contributions ('NICs') only. Council **AGREED** that the NICs could be paid to HMRC on a quarterly basis.
- (vi) DM Payroll Services, payroll administration 2018/19 (£81)(Chq 1504)
- (vii) Scottish Power, electricity 31/3/17 to 31/3/18 (£865.49) (incl VAT £41.21)(Chq 1505)
- f) Council **RESOLVED** to pay the following invoices that arose after the agenda was sent out:
- (i) Highline Electrical Ltd (Queens Head light out – replaced with LED) (£326.40) (incl VAT £54.40)(Chq 1506)
- (ii) SDH Accounting (mentoring Clerk for Year End/Audit) (£98) (Chq 1507). The Clerk was asked to thank the mentor for assisting.

75.18 ANNUAL RETURN GOVERNANCE STATEMENT (Page 4) and ACCOUNTS STATEMENT (Page 5)

- a) Council considered the Internal Auditor's report and on the basis of it **RESOLVED** to complete positively the Annual Governance Statement on page 4 of The Annual Governance and Accountability Return 2017/18 ('the AGAR'). The Chairman was then instructed to sign the Governance Statement.
- b) On the basis of the Internal Auditor's report Council **RESOLVED** to approve the Accounting Statements on page 5 of the AGAR. The Chairman was instructed to sign the Accounting Statements.
- c) The Clerk was asked to thank the Internal Auditor for all his hard work.
- d) Council **RESOLVED** to appoint Bernard Townson as Internal Auditor for 2018/19.
- e) The Clerk informed the Council of her intention to publish the Notice of Electors' Rights to commence on 4 June 2018 and end on 13 July 2018.

76.18 PLANNING MATTERS

- a) Council considered the following planning application notified by Shropshire Council:

(i) Ref: 18/01573/FUL (validated: 4/4/2018); Address: Chapel Cottage, Haughton, West Felton SY11 4HF; Proposal: Erection of two-storey and single storey extension

Council **RESOLVED** to submit a comment objecting to the application on the grounds that the scale is disproportionate and the finish is out of character to the surrounding area.

(ii) Ref: 18/02001/FUL (validated: 4/5/2018); Address: The Mill House, Old Rectory Gardens, West Felton SY11 4QE; Proposal: Conversion of existing loft over garage into home office with external staircase and roof lights. Council **AGREED** that it had no comment to make on this application.

- b) Planning Decisions made by Shropshire Council – None made
- c) Planning correspondence – None received

77.18 HIGHWAYS

- a) Road closures – None
- b) VAS Sign at Queens Head – the Clerk reported that she had received confirmation from Shropshire Council that the new VAS unit at Queens Head will be installed as part of the works programme for this year. The Clerk will be contacted with a timescale for work, as soon revised quotes have been obtained and orders raised.
- c) Community Speed Watch – nothing to report

78.18 PARISH MATTERS

- a) Silent Soldier Campaign – The Royal British Legion. The Clerk reported that there had been a misunderstanding over the price of the Silent Soldier. Council considered the revised price and **AGREED** to proceed with the order of one Silent Soldier.
- b) Burial Ground Maintenance – nothing to report
- c) Playing Field Maintenance – The Clerk reported that the contractor had advised that all work had been completed except for the installation of the park bench, which should be completed within two weeks.
- d) Streetlighting – nothing to report
- e) Smartwater – It was reported that the Smartwater mop up session on 28 April had been successful and dates were proposed for a further session on an evening in June. It was also suggested and **AGREED** that Council should arrange for fliers to be printed to leave at houses where there is no answer.

79.18 CLERK'S UPDATE REPORT AND COMMUNICATIONS

- a) Council **AGREED** to authorise the Clerk to attend SALC all day training session, 'Clerks What to do and When?' on 25 May 2018
- b) Council **AGREED** that as the old laptop had no sale value, all data should be removed from it and then it should be disposed of. One of the Members agreed to arrange this.
- c) Council considered the new NJC Pay Scales 2018-19 and **AGREED** to increase the Clerk's pay in line with these, to be backdated from 1 April 2018.
- d) Council **NOTED** the letter from West Felton Methodist Chapel advising of a small increase in the cost of hiring the room
- e) The authorised signatories signed the NatWest change of address form, requesting that statements be sent to the new Clerk.
- f) General Data Protection Regulations 2018 – Council discussed the implications of these Regulations and noted that it is now unlikely that there will be a requirement to appoint a Data Protection Officer. The Clerk advised that she is preparing the required documentation for Council's approval.

80.18 NEXT MEETING

Council **NOTED** the date of the next Parish Council meeting, to be held at 7:30pm on Tuesday 12 June 2018 in West Felton Methodist Church Hall.

81.18 EXCLUSION OF PRESS AND PUBLIC

Council **APPROVED** the Clerk's contract of employment and authorised the Chairman and the Clerk to sign it in duplicate.

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

Chairman's Signature: *Marian Heskeith*

Dated: 12 June 2018