

WEST FELTON PARISH COUNCIL

MINUTES of the ANNUAL MEETING OF WEST FELTON PARISH COUNCIL held on TUESDAY 14 MAY 2024 at 7:30pm in West Felton CE Primary School.

CHAired BY: Cllr Thornhill (from item 15.24)

CLERKED BY: Rosemary Wood

PARISH COUNCILLORS PRESENT: David Walker, Chris Jones (from item 16.24), Ozcan Ozagir, Kerry Grove, Ed Nicholas, John Thornhill, David Curtis, Pat Mabe

ALSO PRESENT: Members of the Public (four)

14.24	ELECTION OF CHAIRMAN Cllr Walker chaired this item. It was proposed and seconded that Cllr Thornhill be elected as Chairman and he was then duly ELECTED by a majority vote and signed an Acceptance of Office Form.
15.24	ELECTION OF VICE CHAIRMAN It was proposed and seconded that Cllr Ozagir be elected as Vice Chairman and he was then duly ELECTED by a majority vote and signed an Acceptance of Office Form.
16.24	APOLOGIES FOR ABSENCE Apologies for absence received: Cllr Marian Hesketh (holiday) Absent: none Apologies also received from the police.
17.24	INTERESTS IN AGENDA ITEMS a) Declaration of any matter to be discussed at the meeting relating to anything included in a Member's Register (Disclosable Pecuniary Interests and Other Registerable Interests. None b) Declaration of any Non-Registerable Interests in any matter to be discussed at the meeting. None c) Any applications for dispensation delivered to the Clerk prior to the meeting. None
18.24	MINUTES OF THE PARISH COUNCIL MEETING HELD ON 9 APRIL 2024 It was RESOLVED to confirm the above minutes as a true record and the Chairman was instructed to sign them as such.
19.24	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 gave consent to this.</i> A resident introduced himself as the founder and manager of the newly reformed West Felton Football Club. He reported that as a long term plan the club is hoping to get a full size pitch back in the village as they are currently using the Corbet School pitch. He noted that if this were to be on the playing field then it would involve moving the existing play equipment and the football club would willingly fundraise for this. Concern was expressed about how the new path and equipment currently being installed would impact on these plans. He was asked to send further details to the Clerk, so that the matter could be considered at a future meeting. A member of the football club explained the importance of having a pitch in the village and the big loss for him and his friends when the pitch had been removed, as they were too old to use the play equipment and too young to go outside of the village for things to do. <i>Two members of the public left following this item.</i>
20.24	PARISH COUNCIL REPRESENTATION ON OUTSIDE BODIES

	<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 (Cllrs Curtis and Mabe) c) West Felton Village Hall (Cllr Hesketh) d) ABP Liaison Committee (Cllr Nicholas) e) Helicopter Noise Liaison Group (Cllr Walker) f) Other (none)
21.24	<p>REPORTS RECEIVED</p> <ul style="list-style-type: none"> a) Police – written monthly report and annual statistics considered and NOTED b) Shropshire Council – not present and no report c) Clerk – written report NOTED d) Other Reports – Cllrs Jones and Walker reported on a site visit with David Woodhouse looking at trees, with reference to item 29.24(b).
22.24	<p>ANNUAL FINANCIAL ARRANGEMENTS</p> <ul style="list-style-type: none"> a) Annual Arrangements <ul style="list-style-type: none"> (i) Insurance policy – NOTED renewal documentation for second year of a three year policy with Hiscox Insurance Company Limited. (ii) SALC/NALC affiliation – RESOLVED to continue membership of SALC and NALC. (iii) SLCC Membership – 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 - RESOLVED that Cllrs Walker, Hesketh, Nicholas and Curtis continue as signatories with Unity Trust Bank and Nationwide. (ii) Direct debits – RESOLVED to continue the direct debit to the ICO for the council’s annual data protection registration fee. (iii) Savings account – RESOLVED to continue 35 day savings account with Nationwide. (iv) Internet Banking – RESOLVED to continue internet banking for the current account with Unity Trust Bank. c) s137 Local Government Act 1972 payments – total payments of £750 for 2023/24 NOTED
23.24	<p>FINANCE</p> <ul style="list-style-type: none"> a) Income received – NOTED: <ul style="list-style-type: none"> (i) Shropshire Council, precept 2024/25 (£17,735) (ii) West Mercia Police & Crime Commissioner, road safety grant (£2,543.30) (iii) Nationwide, interest 1-30 April 2024 (£189.87) (iv) Buckley Memorials Ltd, monument resident registration fee plot CG30 (£40) 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: <ul style="list-style-type: none"> (i) Rosemary Wood, Clerk’s net pay April 2024 (£802.36) (ii) HMRC, income tax (£2.60), employer NICs (£6.48) (total £9.08) (iii) Insurance premium (ref item 22.24(a)(i)) (£1,840.01) (iv) DM Payroll Services Ltd, payroll 2024/25 (£120) (v) West Felton C of E Primary School, grant for playground markings(£500) (vi) West Felton WI, grant for purchase of projector (£250)(Chq No 17) (vii)Scottish Power, electricity 31/3/23 to 31/3/24 (£1,607.77) (incl VAT £76.56) (viii)Bernard Townson, internal audit 2023/24 (£150)(Chq No 16) c) Other income/invoices received after agenda sent out <ul style="list-style-type: none"> (i) Income - the following income was NOTED: <ul style="list-style-type: none"> Aubrey Kirkham, fee to add inscription to plot CG30 memorial (£30) (ii) Invoices - it was RESOLVED to pay the following invoice and two of the authorised signatories were instructed to check the supporting paperwork before authorising payment: <ul style="list-style-type: none"> SALC, affiliation fees 2024/25 (£748.87) d) Transfer from Nationwide account – RESOLVED to approve a transfer of £30,000 from Nationwide savings account to Unity Trust account. e) West Felton WI grant – NOTED that the WI is at present not in a position to proceed with the

	<p>purchase of a screen for which a grant had been awarded, and that payment of the grant will be put on hold pending further information from the WI and reconsideration at a future date.</p> <p>f) Reimbursement to school for tea and coffee – The Clerk advised that the only possible authority she had found to make a donation to the school for provision of refreshments at meetings (other than the Annual Parish Meeting, for which there was a specific power) could be s111 Local Government Act 1972, being “<i>Anything involving expenditure which is calculated to facilitate, or is conducive or incidental to, the discharge of any of the parish council’s functions</i>”. The matter was discussed and the Clerk was asked to put an item on a future agenda for consideration of a contribution to the school for hire of the hall, and to liaise with the Headteacher.</p> <p>g) CIL Neighbourhood Fund Annual Monitoring Form 2023/24 – RESOLVED to approve for submission to Shropshire Council.</p>
24.24	<p>ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2024/25 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 2024/25 – RESOLVED to appoint Bernard Townson as Internal Auditor for 2024/25.</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 3 June 2024 and end on Friday 12 July 2024.</p>
25.24	<p>PLANNING MATTERS</p> <p>a) Planning Applications notified by Shropshire Council – none at time of issuing agenda</p> <p>b) Planning Decisions notified by Shropshire Council – the following was NOTED: Ref: 24/00632/FUL (validated 16 February 2024) Address: <u>13 The Willows</u>, West Felton SY11 4JX Proposal: Proposed new roof and conversion of existing attached outhouse and re-landscaping of the existing front garden Decision: Grant Permission</p> <p>c) Planning correspondence or decisions received after agenda sent out – none</p> <p>d) Planning submissions 2023/24 – summary of planning submissions made by the parish council during 2023/24 NOTED</p>
26.24	<p>CONSULTATIONS</p> <p>Shropshire Local Plan Examination (further consultation focussing on additional material prepared in response to the Planning Inspector’s interim findings) – considered and agreed to submit individual responses rather than from the Parish Council.</p>
27.24	<p>HIGHWAYS</p> <p>The following road closure (as previously reported) was NOTED: School Road, West Felton Start Date: 26 May 2024; End Date: 29 May 2024; Purpose: Hydrant rebuild chamber; Works Promoter: Severn Trent Water; Enforcement pattern: 24 hrs; Closure and diversion route: https://one.network/?tm=137727752</p>
28.24	<p>PARISH GROUNDS & ASSETS</p> <p>a) Grounds safety and maintenance reports – NOTED. It was commented that the wildflower area under the trees at the burial ground looks superb and everything looks tidy except weeds on the hard surfaces and edges (possibly not sprayed due to wet weather) which the Clerk was asked to raise with the contractor. She was also asked to get the moles at the burial ground attended to.</p> <p>b) Shropshire Council Environmental Maintenance Grant – submission of application for funding of £1,500 for a VAS sign NOTED.</p> <p>c) Bin at Fox Lane bus shelter – It was NOTED that the need for a new bin at Fox Lane bus shelter had</p>

	been reported by a couple of residents. The Clerk was asked to obtain a quote for consideration.
29.24	<p>PARISH PROJECTS/ISSUES</p> <p>a) Community Speed Watch – It was NOTED that residents at the Annual Parish Meeting had been keen to have this scheme in the Parish and it was also NOTED that the Parish Council had tried on a number of previous occasions to initiate this but insufficient numbers of volunteers had come forward. RESOLVED to advertise the scheme again and coordinate a list of volunteers to pass to the police.</p> <p>b) TPOs – NOTED that the report from the arboriculturalist following the site visit was still awaited.</p> <p>c) Drainage scheme – a drainage scheme to be installed on the playing field by the developer of the adjacent housing estate with the aim of alleviating flooding on Ralph’s Drive was considered. RESOLVED to inform the developer’s agent that the Parish Council has no objection to the work being carried out on the playing field but does not support the scheme as it does not believe that it will alleviate the problem in view of concerns raised previously.</p> <p>d) Neighbourhood Plan – a presentation given by David Ward was considered. It was RESOLVED to further consider and engage with members of the parish for long term support with the development of the project. This would initially be through the magazine and possibly Parish Council website. It was NOTED that it would be sensible to wait until after a change of government and possible change in policy before making any commitment to this project.</p>
30.24	<p>POLICIES & PROCEDURES</p> <p>a) The following policies were reviewed:</p> <p>(i) Standing Orders – RESOLVED no amendments required</p> <p>(ii) Financial Regulations – RESOLVED to adopt the new NALC model Financial Regulations 2024, as amended by the Clerk.</p> <p>(iii) Code of Conduct - RESOLVED no amendments required</p> <p>(iv) Scheme of Delegation - RESOLVED no amendments required</p> <p>b) Defibrillators – Maintenance and Deployment Records 2023/24 for West Felton and Grimpo defibrillator NOTED. Monthly log 2023/24 for Grimpo defibrillator NOTED. Cllr Grove reported that she will make the monthly log for West Felton defibrillator available.</p>
31.24	<p>PARISH COUNCIL VACANCIES</p> <p>Notices from Shropshire Council NOTED reporting that no requests had been received to hold an election following the resignation of Cllrs John Houghton and Carole Coles and that the Parish Council is now requested to fill the vacancies as soon as practicable by the co-option of eligible people.</p>
32.24	<p>ORDINARY MEETINGS OF THE PARISH COUNCIL 2024/25</p> <p>It was RESOLVED to hold meetings for the period June 2024 to May 2025 on the following dates: 11 June 2024, 9 July 2024, (no meeting in August) 10 September 2024, 8 October 2024, 12 November 2024, 10 December 2024, 14 January 2025, 11 February 2025, 11 March 2025, 8 April 2025, 13 May 2025.</p>

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

Chairman’s Signature *J Thornhill*

Dated *11 June 2024*