

# Whittington Parish Council



Minutes of the Meeting of Whittington Parish Council held on Tuesday 23<sup>rd</sup> October 2018 at 7.30pm in the Senior Citizen's Hall, Whittington.

**Councillors Present:** Jill Whitby (Chairman), Frank Davies, Ian Johnson, Jenny Pritchard, Paul Thompson-Lawrence, Steve Charmley, Lucy Beaumont, Rupert Harvey, Paul Jones

**Also in attendance:** Mrs A Jones (Clerk), 48 members of the public, The Police, The Head of Whittington Primary School.

<b>179.18</b>	<b>APOLOGIES FOR ABSENCE</b>  It was <b>RESOLVED</b> to accept apologies for absence from Cllr Greg Hickman (conflicting meeting).  It was reported by the Chair that Cllr Pat Raine has resigned as councillor and the Clerk has now started the process of public notice period. If no election is called in this period, the council can advertise to fill the vacancy by co-option. It was <b>RESOLVED</b> to send a letter of thanks to Pat Raine for her dedication to the role of councillor over a number of years.
<b>180.18</b>	<b>DISCLOSABLE PECUNIARY INTERESTS</b> 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. <i>[Members are reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable interest, whether or not the interest is entered in the register of members' interest maintained by the Monitoring Officer]</i>  <b>None declared at this point in the meeting.</b>
<b>181.18</b>	<b>CONFIRMATION OF MINUTES</b> To confirm the Minutes of the Full Council Meeting held on 25.09.2018  Proposed by: Cllr Davis Seconded by: Ian Johnson  It was <b>RESOLVED to CONFIRM</b> the minutes of the Full Council Meeting held on 25.09.18 and the minutes were signed by the Chair as a true record.
<b>182.18</b>	<b>PUBLIC PARTICIPATION</b> To allow public participation in accordance with the Council's Standing Order procedure <ul style="list-style-type: none"><li>• A member of the public spoke on behalf of the community about the devastating impact the anti-social behaviour, vandalism and recent cases of criminal damage is having around the village and requested action to bring this to an end.</li></ul>
<b>183.18</b>	<b>POLICE REPORT</b>

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	<p>To receive a verbal Police Report (dependent on their attendance at this meeting). Written report of incidents within the parish for the month of September, 2018 circulated via email.</p> <p>Representatives from the Police reported the following:</p> <ul style="list-style-type: none"> <li>• They are fully aware of the criminal damage in the village and policing presence has been increased as much as possible. All families of the people involved have been spoken to and anti-social behaviour letters have been signed. Evidence is now required. There has now been a reduction in calls since measures have been put in place. Housing Officers have been involved and people made aware of the impact this will have on tenancy agreements.</li> <li>• There have been no calls in the last week.</li> <li>• Everyone who has been involved in an incident is encouraged to call 101 to report it or ring the PC's mobile or email them directly. Their contact details are provided in the Ripple, the village magazine and a request was made for them to be widely available in the school and the school newsletter. They will also be made easily accessible on the Parish Council Website.</li> <li>• There will be an additional PCSO in the village until Christmas.</li> <li>• As a result of recent incidents, volunteers have come forward to support the setting up of a youth club.</li> </ul> <p><i>19.58 – 36 Members of the public and the police left the meeting</i></p>				
<p><b>184.18</b></p>	<p><b>REPORTS</b></p> <p><b>For Consideration</b></p> <p><b>a) Chair's Report</b> – Consider matters arising since the last meeting</p> <p>I. Locking the defibrillator cabinet and associated costs. The Chair reported that the cabinet now has a lock on and the code has been communicated to WMAS and all relevant parties. The cost to install this was around £100.00 and the council will be invoiced by Highline. It was reported that it is very dark on the front of the building and seeing the key pad on the defibrillator cabinet is impossible without a light. It was <b>RESOLVED</b> that Highline be asked to look into the possibility of installing a light above the cabinet.</p> <p>II. Speed monitoring requests. The Chair reported that a number of complaints about speeding have been received through the Facebook Page. This was NOTED and will be followed up when the Parish Council receive a response from the West Mercia Safer Roads Partnership.</p> <p>III. Anti-social behaviour in Whittington. This item was mainly dealt with under the Police Report. In addition, the Chair reported that she has received a letter from a member of the public raising issues about behaviour of the three trees green. The letter was NOTED by the council and a response to be sent explaining that the parish council do not own the green and therefore cannot prohibit any activities or enforce them, however, the council are endeavouring to find out who owns the land.</p> <p><b>b) Clerk's Progress Report</b> – Consider matters arising since the last meeting and request to attend SLCC Clerk's Training Day on 21<sup>st</sup> November.</p> <table border="1" data-bbox="261 1839 1465 2083"> <tr> <td data-bbox="261 1839 341 2083"> <p><b>1</b></p> </td> <td data-bbox="341 1839 1273 2083"> <p>There has been interest in more Defibrillator sessions, if the council would like to put on another later in the year.</p> <p>A defibrillator Charity from Stone, Staffs got in touch to say that they had seen the news in the press about the defib damage and offered to support the council to replace the unit with some grant funding they have access to. They were thanked for their generous and kind offer and informed that</p> </td> <td data-bbox="1273 1839 1465 2083"> <p>To note</p> <p>To note</p> </td> </tr> </table>		<p><b>1</b></p>	<p>There has been interest in more Defibrillator sessions, if the council would like to put on another later in the year.</p> <p>A defibrillator Charity from Stone, Staffs got in touch to say that they had seen the news in the press about the defib damage and offered to support the council to replace the unit with some grant funding they have access to. They were thanked for their generous and kind offer and informed that</p>	<p>To note</p> <p>To note</p>
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	the unit was still in working order and the replacement items had now been sourced.	
<b>2</b>	<b>Cemetery / Memorial Garden</b> <ul style="list-style-type: none"> <li>Working Group met on 02.10.18 – on the agenda for discussion</li> <li>The volunteers have made a request to remove two shrubs from the lawn area and plant with Spring and Winter flowers. The Rectory have no objection. They just need to be mindful of the bulbs that were planted.</li> <li>There is no an issue with excess debris from the clearing as the contractors will be visiting less frequently during the Autumn / Winter. It was suggested that the volunteers seek support from the Church as they own the land and see if they can find someone to help clear this away.</li> </ul>	To note
<b>3</b>	<b>Speed Monitoring through Whittington</b> – To be covered in Chair’s report  West Mercia Safer Roads Partnership have been contacted but no response received to date.	On the agenda
<b>4</b>	<b>Streetlighting</b> <ul style="list-style-type: none"> <li>Annual Survey Report – <i>OUTSTANDING</i></li> <li>Service Transfers in Park Hall – to take place on 24.10.18</li> <li>Many lighting issues reported – itemised on the Highline Invoice</li> </ul>	On-going
<b>5</b>	<b>Play Equipment ROSPA Report</b> – The Clerk met with Ray Parry to visit the site and provide a quote for the work required on the item identified as ‘Medium Risk’.	On the agenda
<b>6</b>	Matters reported since the last meeting to Environmental Maintenance: <ul style="list-style-type: none"> <li>30mph speed sign O/S No30 North Drive is faded so no longer visible – request that this be replaced</li> <li>Number of bin collections – Twice a week. One of these days is usually a Wednesday.</li> </ul>	To note
<b>7</b>	Whittington Community Carol Service – Wednesday 12 <sup>th</sup> December 5.30pm The poster has been publicised on the parish website, facebook and noticeboards Donations to be agreed at the November meeting	To note
<b>8</b>	Archive Minutes The Clerk will be moving all old minutes to Shropshire Archives for safety and to make them more easily accessible to the public. They are stored Free of Charge.	To note
<b>9</b>	Youth Consultation – In progress	On-going
<b>10</b>	Recent vandalism and Criminal Damage in the Parish (Anti-Social Behaviour) – To be covered in the Chair’s report	On-going

It was **AGREED** that D Gruar be asked to paint the bus shelter to remove any graffiti and rectify the damage caused by recent vandalism.

It was **FURTHER AGREED** that the Clerk’s request to attend the SLCC training event be **APPROVED**.

c) **Footway Lighting** – To receive any issues. **No issues reported.**

d) **Whittington Cemetery** – To receive any issues relating to the Cemetery. It was **NOTED** that the Working Group will be carrying out maintenance work there on Saturday 3<sup>rd</sup> Nov 9am – 12pm and any support is welcomed.

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	<p>e) <b>Garden of Remembrance</b> - To discuss any issues relating to the Garden. It was <b>NOTED</b> that this had been covered in the Clerk's Report.</p> <p>f) <b>Whittington Castle</b> - To discuss any issues relating to the Castle. Cllr Jones reported that Halloween Activities are coming up. The graffiti has resulted in a crowd funding campaign which is currently at around £1600. <b>RESOLVED</b> to <b>NOTE</b>.</p> <p>g) <b>Whittington play area at Fitzgwarine</b> – To consider the quote from Ray Parry for work identified in the 2018 ROSPA Report and any other issues relating to the play area.  <b>Proposed by:</b> Frank Davis, <b>Seconded by:</b> Lucy Beaumont. It was <b>RESOLVED</b> to approve the quote for the Toddler Multi Play repairs to the grass mat (medium risk on the ROSPA report) and re-visit the other items quoted on when the budget for 2019/20 is considered.</p>
<p><b>185.18</b></p>	<p><b>SHROPSHIRE COUNCILLOR REPORT</b>  To receive a report from Councillor Steve Charmley.</p> <p><b>Councillor Steve Charmley reported on the following:</b></p> <ul style="list-style-type: none"> <li>• Changes to CIL</li> <li>• Place Plan Areas – awaiting final report</li> <li>• ASB and Criminal Damage in the village. The school were thanked for their support communicating with parents.</li> </ul> <p>It as <b>RESOLVED</b> to <b>NOTE</b> the report.</p>
<p><b>186.18</b></p>	<p><b>PLANNING</b></p> <p>a) <b>To note any planning decisions</b></p> <p>I. <b>Reference:</b> 18/01678/OUT (validated: 20/04/2018)  <b>Address:</b> Land Adj Park House Farm, North Drive, Park Hall, Oswestry, SY11 4AX  <b>Proposal:</b> Outline application for the erection of 6 detached dwellings to include scale  <b>Decision:</b> Refuse</p> <p>II. <b>Reference:</b> 18/03351/FUL (validated: 20/07/2018)  <b>Address:</b> Castle Cottage, Castle Street, Whittington, Oswestry, Shropshire, SY11 4DF  <b>Proposal:</b> Erection of two storey extension to rear elevation following demolition of existing extensions  <b>Decision:</b> Grant Permission</p> <p>III. <b>Reference:</b> 18/03483/FUL (validated: 31/07/2018)  <b>Address:</b> 15 Cambrian Avenue, Whittington, Oswestry, SY11 4DS  <b>Proposal:</b> Erection of single storey rear extension and first floor side extension  <b>Decision:</b> Grant Permission</p> <p>IV. <b>Reference:</b> 18/03787/FUL (validated: 15/08/2018)  <b>Address:</b> Bryn-Y-Plentyn Farm, Bryn-Y-Plentyn, Middleton, Oswestry, Shropshire, SY11 4LP  <b>Proposal:</b> Erection of an 11KV electricity substation and all associated works  <b>Decision:</b> Grant Permission</p> <p>It was <b>RESOLVED</b> to <b>NOTE</b> recent planning decisions.</p> <p>b) <b>To consider any planning applications received</b></p> <p>I. <b>Reference:</b> 18/04341/CPE (validated: 20/09/2018)  <b>Address:</b> The Annex, Bronte, Road To Top Farm, Rhosygadfa, Gobowen, SY10 7BP  <b>Proposal:</b> Application for a Lawful Development Certificate for continued use of annex as an independent residential unit</p> <p>It was <b>RESOLVED</b> to <b>MAKE A REPRESENTATON</b> with the following comments:</p> <ul style="list-style-type: none"> <li>• The Parish Council have no comments to make on this application</li> </ul>

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*Cllr Charmley declared a bias in agenda item 18/04416/FUL and did not take part in discussions or the decision.*

- II. Reference:** 18/04416/FUL (validated: 02/10/2018)  
**Address:** 4 Glebe Meadows, Whittington, SY11 4AG  
**Proposal:** Erection of single storey link extension to front elevation

**It was RESOLVED to MAKE A REPRESENTATION with the following comments:**

- **The Parish Council have no comments to make on this application**

- III. Reference:** 18/04607/FUL (validated: 08/10/2018)  
**Address:** Henlle Farm, Hindford, Whittington, Oswestry, Shropshire, SY11 4NL  
**Proposal:** Erection of an agricultural/livestock building and all associated works

**It was RESOLVED to MAKE A REPRESENTATION with the following comments:**

- **The Parish Council have no comments to make on this application**

- IV. Reference:** 18/04510/FUL (validated: 16/10/2018)  
**Address:** Proposed Standby Generator, Oswestry, Shropshire  
**Proposal:** Formation of a gas powered standby generation plant to comprise of: 30 generators, switchgear cabin, substation, welfare cabin, 9 security columns, gas governor, 8 transformers, 4m high acoustic fencing, 2.5m high security fencing, alterations to existing access point (off A5) and formation of on-site roadways; temporary construction compound

**It was RESOLVED to MAKE A REPRESENTATION with the following comments:**

- **The Parish Council request that this be considered by Shropshire Council's Planning Committee as there is not enough information available for the Parish Council to make an informed response.**

- V. Reference:** 18/04522/FUL (validated: 02/10/2018)  
**Address:** 6 Peveral Drive, Whittington, SY11 4PN  
**Proposal:** Erection of single storey side extension

**It was RESOLVED to MAKE A REPRESENTATION with the following comments:**

- **The Parish Council have no comments to make on this application**

- c) Planning Committee** – Receive a report from the Planning Committee and consider recommendations. This item was dealt with under item b)

The Chair of the Council reported that she had attended the site visit with Cllr Johnson re: 17/05555/COU. The application has now been given grant permission at Shropshire Council's Committee.

The Chair of the Parish Council's Planning Committee reported on the meeting that was held prior to the Full Council meeting, draft minutes of which will be published on the website. Recommendations made by the committee, on the applications considered in item b) were taking into consideration by councillors.

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187.18

## ACCOUNTS

a) Consider the following accounts for Payment

It was **RESOLVED** to **APPROVE** the following payments:

Cheque No	Sundry Creditor & Details	Amount (inc VAT)
2943	<i>Clerk's Salary and expenses as of 1<sup>st</sup> October 2018- 31<sup>st</sup> October 2018</i>	936.86
2944	<i>HMRC – Clerk PAYE Payments (TAX and NI) and Council's National Insurance Payment (Month 7 - 1/10/18 to 31/10/18)</i>	30.80
2945	<i>Greenfingers Ltd. – Grounds Maintenance – September, 2018 - Maintenance Contractors (Oswestry) Inv. 34190 refers - Min.61/14 and Min. 79/16 refers)</i>	579.60
2946	<i>Highline Electrical – Streetlight Repairs (September)</i>	814.80
2947	<i>Shropshire Council (cheque to be made payable to the Post Office) – 2<sup>nd</sup> Quarter Streetlight Energy</i>	2102.23
2948	<i>Whittington Castle Preservation Trust – Room hire for Grounds Maintenance Working Group Meeting 02.10.18</i>	25.00
2949	<i>Whittington Senior Citizens Club – Room Hire – April – Dec</i>	300.00
2950	<i>SLCC – Clerks Training Day on 21<sup>st</sup> November – Agreed under item 184b</i>	20.00
2951	<i>INTERNAL TRANSFER OF FUNDS TO NATIONWIDE SAVINGS ACCOUNT – Agreed under item 187.18 d)</i>	40,000.00
DD	<i>NEST – Pension October (Employer Contribution, Employee Contribution), Employee contributions have been deducted from SALARY</i>	17.21

b) To approve bank reconciliation up to and including 30<sup>th</sup> September 2018. **RESOLVED** to **APPROVE**.

c) To consider the 2<sup>nd</sup> Quarter Budget Report and appoint a councillor to carry out the 2<sup>nd</sup> quarter internal check on the accounts.  
The 2<sup>nd</sup> Quarter Budget Report was **NOTED** and no queries raised. It was **RESOLVED** that Cllr Beaumont carry out the 2<sup>nd</sup> quarter internal checks and report back at the November meeting. The Clerk provided Cllr Beaumont with the Audit File and Receipts/Payments File.

d) **Nationwide Savings Account**

- i. Approve transfer via cheque into Nationwide Savings Account and agree transfer amount.  
The transfer of funds was **APPROVED** via cheque number 2951 and it was **AGREED** that £40,000 be transferred.
- ii. Sign the Signature Mandate Form – It was **AGREED** that this form be signed by the 4 signatories. As Cllr Hickman is not present, the form will need to be signed by him as soon as possible.
- iii. Sign the Audit Authority Form - It was **AGREED** that this form be signed by the 4 signatories. As Cllr Hickman is not present, the form will need to be signed by him as soon as possible.

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<p><b>188.18</b></p>	<p><b>GROUNDS MAINTENANCE CONTRACT</b></p> <p>Consider report from the Working Group and agree contract specification to enable the Clerk to contact prospective contractors to submit quotes.</p> <p>The Working Group gave a report on their recent meeting, where they considered the current specification and updated this to meet current requirements. A copy of this specification was circulated to all councillors with the agenda.</p> <p>The Clerk presented councillors with the following information and produced a report recommending that they take all information into consideration when deciding on the renewal of the grounds maintenance contract:</p> <ul style="list-style-type: none"> <li>• NALC L01-18 – Financial Assistance to the Church</li> <li>• The Letter written by the Parish Council to the Church in March 2014 specifying a sliding scale of reduced contributions towards the maintenance of the Cemetery up to 2018</li> <li>• Clearly define who owns the land the council are maintaining and who they are maintaining it on behalf of.</li> </ul> <p>It was <b>RESOLVED to APPROVE</b> the specification drafted by the Working Group and obtain quotes for items A-F. These quotes will then be considered at the December meeting. It was <b>FURTHER RESOLVED</b> that at the December meeting, these quotes will be looked at separately, in relation to who owns each piece of land (A-F on the contract specification) and decisions made regarding what land the council will continue to maintain. As part of these discussions, a meeting with the Church will be arranged.</p>
<p><b>189.18</b></p>	<p><b>COUNCILLOR REPORTS / AREAS OF CONCERN / ITEMS FOR FUTURE AGENDA</b></p> <p>Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. <b><i>Councillors are respectfully reminded that this is not an opportunity for debate or decision making.</i></b></p> <ul style="list-style-type: none"> <li>• Bus Stop sign at Park Hall by the letterbox, Burma Road, Whittington House, Layby, in the hedge and brown sign opposite to signpost the Venue has gone.</li> <li>• Thanks to Cllr Charmley for the coordination in relation to the ASB</li> <li>• Clerk to make it clear on the website how to contact the local police officers</li> <li>• Crumbling wall, Cllr Charmley has spoken to the Conservation Officer about the possibility of covering the wall to protect it (top soil, membrane). Cllr Harvey will investigate on Land Registry who owns this land and the Clerk will look into whether the parish council has the legal power to undertake this work if they decide to do so in the future.</li> <li>• Footpath on Burma Road – No progress to report</li> <li>• The Chair reported that further to discussions with the Clerk, as there is no legal power for the Council to give a 'gift', the £20 claimed in the July by the Chair will be re-paid at the November meeting and councillors were asked individually to contribute to the gift.</li> </ul>
<p><b>190.18</b></p>	<p><b>CORRESPONDENCE – for information</b></p> <p>Received via e-mails or post 'hard copies' from 25<sup>th</sup> September, until date of this agenda</p> <ol style="list-style-type: none"> <li>1. SALC September Bulletin with attachments (inc AGM agenda)</li> <li>2. Road Closure: Ellesmere 10K Race, Start Date: 26th August 2019, End Date: 26th August 2019</li> <li>3. A5, River Ceiriog Viaduct Upgrade – Essential Carriageway surfacing including road marking and road-stud renewal works. Starting 1<sup>st</sup> October.</li> <li>4. Press Release: 'Local GP Practices to offer evening and weekend appointments from 1st October</li> </ol>

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	<p>5. Road Closure: Gobowen Level Crossing, Station Road, Gobowen, Start Date: 11th February 2019, End Date: 15th February 2019, Purpose: NETWORK RAIL- ACCESS FOR THE FLAILING MACHINE TO ON TRACK, 23.30hrs - 05.30 hrs</p> <p>6. Road Closure: North Drive, Park Hall, Whittington, Start Date: 29th October 2018, End Date: 2nd November 2018, Purpose: Section 50 - Streetworks Licence for a New Sewer Connection, 24 hrs. Copy of residents letter supplied by Evans Construction.</p> <p>7. Road Closure: Main Street, Queens Head (from the public house to south east of the junction for Queens Head junction to Heath House junction) and 100m approx on Queens Head junction to Heath House junction (from the junction of Main Street). The road closure is now from Monday 22nd October 08:00 to Tuesday 23rd October 17:00 for the resurfacing works and curing of the specialist resurfacing materials. Works Promoter: Shropshire Council</p> <p>8. NEST – Increase in pension contributions from April 2019.</p> <p>9. Road Closure: Gobowen Level Crossing, Station Road, Gobowen, Start Date: 5th November 2018, End Date: 9th November 2018, Working times 23:30 on 5th November to 05:30 on 9th November.</p> <p>10. Consultant letter from Shrewsbury and Telford NHS Trust</p> <p><b><u>RESOLVED</u></b> to <b><u>NOTE</u></b>.</p> <p><b>For consideration:</b></p> <ol style="list-style-type: none"> <li>1. Letter from Airband High Speed Internet suggesting attending a future Parish Council meeting (copy of letter distributed with the agenda)- It was <b><u>RESOLVED</u></b> to invite them to attend a meeting in the new year.</li> <li>2. Letter from St John the Baptist’s Church requesting a letter to support their renovation appeal (copy of letter distributed with the agenda) – It was <b><u>RESOLVED</u></b> to send a letter of support stating that the Church is a Village asset that is used for more than a place of worship (home of Whittington Music festival).</li> <li>3. SALC AGM - Consider putting forward a motion for he AGM on 9th November and attendance at the event – It was <b><u>NOTED</u></b> that nobody is available attend but request that the slides from presentations be shared.</li> <li>4. Local Transport Plan for Shropshire - Consider a response to the survey. It was <b><u>RESOLVED</u></b> to respond to the survey and Cllr Davis drafted a response to be submitted by the Clerk.</li> </ol>
<p><b>191.18</b></p>	<p><b>DATE AND TIME OF NEXT MEETING</b>            To confirm the date and time of the next meeting</p> <p><b>Tuesday 27<sup>th</sup> November, 7.30pm.</b></p>

Meeting closed: 21.24

Signed \_\_\_\_\_ Chairman

27<sup>th</sup> November 2018