

Whittington Parish Council



Minutes of the Meeting of Whittington Parish Council held on Tuesday 27th November 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, Greg Hickman.

Also in attendance: Mrs A Jones (Clerk), 9 members of the public, representatives from TNS Foundation.

192.18	APOLOGIES FOR ABSENCE It was RESOLVED to accept apologies for absence from Cllrs P Jones and R Harvey. It was NOTED that as a by-election was not called, following the resignation of Cllr Raine, the Clerk has now advertised the position for co-option at the December meeting.
193.18	DISCLOSABLE PECUNIARY INTERESTS 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> None declared.
194.18	CONFIRMATION OF MINUTES To confirm the Minutes of the Full Council Meeting held on 23.10.2018 and note the draft minutes of the Planning Committee (23.10.2018). It was RESOLVED to APPROVE the minutes of the Full Council meeting held on 23.10.2018 and they were signed as a true record. The minutes of the Planning Committee Meeting held on the 23.10.2018 were NOTED by the Council.
195.18	PUBLIC PARTICIPATION To allow public participation in accordance with the Council's Standing Order procedure Members of the Public spoke on the following matters: <ul style="list-style-type: none">• The death of a resident in Babbinswood following a burglary, as reported recently in the local press. A request was made for improved lighting in the area as well as CCTV. It was RESOLVED that this be included as an Item on the December Agenda for consideration and the Police be contacted for their input.• Speeding through the village – it was reported that a petition has been started by residents and a meeting with MP Owen Patterson has taken place. Concerns were raised about the

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	vehicle activated signs in the village as they do not seem to be working. It was RESOLVED that this be included on the agenda when the budget for 2019/20 is considered.																
196.18	<p>POLICE REPORT</p> <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 October, 2018 circulated via email.</p> <p>It was RESOLVED to NOTE the written report. The incident in Babbinswood was also NOTED.</p> <p>19.50 - 4 members of the public left the meeting.</p>																
197.18	<p>REPORTS</p> <p>For Consideration</p> <p>a) Chair's Report – Consider matters arising since the last meeting The Chair reported that she had spoken to the Police regarding an update on ASB and there have been no recent reports made. RESOLVED to note.</p> <p>b) Clerk's Progress Report – Consider matters arising since the last meeting</p> <table border="1"> <tr> <td>Speed Monitoring through Whittington – West Mercia Safer Roads Partnership have been contacted but no response received to date.</td> <td>On-going</td> </tr> <tr> <td> <p>Streetlighting</p> <ul style="list-style-type: none"> Annual Survey Report – To be completed in January Service Transfers in Park Hall – to took place on 24.10.18 Artillery Road, Park Hall – The majority of lights have been out due to a SP fault. </td> <td>On-going</td> </tr> <tr> <td> <p>Play Area</p> <ul style="list-style-type: none"> The work required to the Toddler Multi Play has been ordered and Clerk seeking additional quotes for the other maintenance work required. David G will provide a quote for repairing the fence around the play area – the posts are all rotten and fence is leaning and unstable. The parishioner had permission from SC to fell the tree at 37 Fitzwarine and was given permission to fell the tree onto Parish Land and dispose of it. This has now been done. Mole Hills have been an issue </td> <td>On-going</td> </tr> <tr> <td> <p>Whittington Community Carol Service – Wednesday 12th December 5.30pm The poster has been publicised on the parish website, facebook and noticeboards Donations to be agreed at the November meeting.</p> </td> <td>On the agenda</td> </tr> <tr> <td>Youth Consultation</td> <td>On the agenda</td> </tr> <tr> <td>Bus Shelter opposite Three Trees Shop – Ref minute 184.b.18, the work to paint over the graffiti has been booked in and also fix the bench in the shelter where a slat has been removed.</td> <td>To note</td> </tr> <tr> <td>Defibrillator – Ref agenda item 184.a.18 – The quote from Highline (£87.25) for a light above the defib was approved by The Chair as emergency action as it was pitch black and someone would not be able to see the ID number or the key pad. This has now been installed (permission was sought from the Senior Citizen's Hall) and the invoice is on this months payments to approve.</td> <td>To note</td> </tr> <tr> <td>Banking – NatWest have still not approved the request for Online Banking. This is because there is a 'Back to Branch' marker on the Current Account meaning that all statements have to come into the Oswestry branch first, before being sent on to the</td> <td>To note</td> </tr> </table>	Speed Monitoring through Whittington – West Mercia Safer Roads Partnership have been contacted but no response received to date.	On-going	<p>Streetlighting</p> <ul style="list-style-type: none"> Annual Survey Report – To be completed in January Service Transfers in Park Hall – to took place on 24.10.18 Artillery Road, Park Hall – The majority of lights have been out due to a SP fault. 	On-going	<p>Play Area</p> <ul style="list-style-type: none"> The work required to the Toddler Multi Play has been ordered and Clerk seeking additional quotes for the other maintenance work required. David G will provide a quote for repairing the fence around the play area – the posts are all rotten and fence is leaning and unstable. The parishioner had permission from SC to fell the tree at 37 Fitzwarine and was given permission to fell the tree onto Parish Land and dispose of it. This has now been done. Mole Hills have been an issue 	On-going	<p>Whittington Community Carol Service – Wednesday 12th December 5.30pm The poster has been publicised on the parish website, facebook and noticeboards Donations to be agreed at the November meeting.</p>	On the agenda	Youth Consultation	On the agenda	Bus Shelter opposite Three Trees Shop – Ref minute 184.b.18, the work to paint over the graffiti has been booked in and also fix the bench in the shelter where a slat has been removed.	To note	Defibrillator – Ref agenda item 184.a.18 – The quote from Highline (£87.25) for a light above the defib was approved by The Chair as emergency action as it was pitch black and someone would not be able to see the ID number or the key pad. This has now been installed (permission was sought from the Senior Citizen's Hall) and the invoice is on this months payments to approve.	To note	Banking – NatWest have still not approved the request for Online Banking. This is because there is a 'Back to Branch' marker on the Current Account meaning that all statements have to come into the Oswestry branch first, before being sent on to the	To note
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<p>council. This is causing an issue with the Online Banking Application and the Oswestry Branch are trying to resolve this.</p>	
<p>FOI Request – A request was made for a copy of the letter referred to in the minutes of the Full Council meeting on 28th February 2017 agenda item 29.17. A copy of the letter, which was sent as an email was supplied within 2 days of the request being made.</p>	To note
<p>Vacancy for a Councillor – The Council was informed on 14th November that no request has been made to hold an election so the council can go ahead and co-opt. The vacancy has now been formally advertised and interested parties asked to contact the clerk. As well as meeting the legal criteria, to apply, a person should explain why they would like to be a councillor and the skills they would bring to the role. Applications and expressions of interest will be compiled and circulated to councillors prior to the December meeting.</p>	To note
<p>Staff Training – The Clerk gave a brief report on the recent SLCC Clerk Training Event</p>	To note
<p>It was RESOLVED to NOTE the Clerk’s Report.</p> <p>c) Footway Lighting</p> <p>I. To receive any issues with streetlights The following issues were noted: At the end of Inglis Road on the left hand side going towards North Drive about 3 lights are out. By the level crossing on the left as you leave the village, this side of the crossing, the light is out. It was RESOLVED to report the Parish Council owned lights to Highline.</p> <p>II. To receive an update on the LED conversion programme and arrange a streetlighting working group meeting to discuss the next stage of improvements and report back at the January meeting The Clerk reported that Highline are unable to complete the Annual Survey of Streetlights until January. It was agreed that once this has been completed the Working Group can look to identify Phase 3 of the Project. It was noted that the council are currently awaiting the final third of the Phase 2 invoice which will also include the Scottish Power Transfer charges. The new columns and LEDs are in place and working in Park Hall and the old columns will be removed in the next couple of weeks. It was RESOLVED that the Working Group report back at the February meeting and it was FURTHER RESOLVED that at the budget meeting in January the Council need to consider a budget forecast and detailed strategy for the streetlight LED conversion project.</p> <p>d) Whittington Cemetery – To receive any issues relating to the Cemetery The following points were noted: The working party met two weeks ago and are looking to spray and re-grit the path when the weather improves. The gate posts are rotting so looking at replacing these and the possibility of widening the entrance. RESOLVED to note.</p> <p>e) Garden of Remembrance - To discuss any issues relating to the Garden The following points were noted: Record of thanks were noted to Cllr Beaumont for clearing away the debris that was created by the volunteers. RESOLVED to note. It was also noted that Derwen College could be approached by the Church to support with the maintenance of the Garden, as a student project and also the Probationary Service may be able to provide support. It was RESOLVED that this be discussed further when the grounds maintenance contract is agreed at the December meeting and this could then be included in the communication to the Church.</p> <p>f) Whittington Castle - To discuss any issues relating to the Castle</p>	

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	<p>No matters were reported for discussion.</p> <p>g) Whittington play area at Fitzgwarine – To discuss any other issues relating to the play area</p> <p>I. Consider remedial work required to the play area boundary fence and quotes supplied The Clerk reported that some remedial work was required to the Play Area fence as the posts have now become rotten and the fence is unstable. There are 5 or 6 rotten posts on the side bordering the footpath and also at the front, where you enter the play area. The contractor has proposed concreting in new posts in between to secure the fence. The quote of £600.00 was considered and it was RESOLVED to APPROVE the quote and that the funds be allocated from the budget heading ‘grounds maintenance – other associated works’.</p> <p>II. Mole hills The Clerk reported that mole hills have appeared on the grassed area next to the Play Area and it was RESOLVED that the Clerk be delegated responsibility to action this and appoint someone to carry out the work.</p> <p>The Clerk also reported that the contractor who has been appointed to carry out the work to the Toddler Multi-Play (Minute 184.g.18 refers) has now been on site to further assess the work required and the repair is now less than originally anticipated and the cost can be reduced to £380 (from £535). However, whilst on site, the contractor, as a duty of care, tested the top timber bar on the cradle swing as there have been several incidents recently where these are severely rotten and have collapsed. The contractor reported that there is significant decay along the top of the bar and this is providing an inlet for water which will only deteriorate further over the winter months. It was noted that this was not picked up by the ROSPA inspector, most likely because they do not carry step ladders with them on inspections so will have not seen the cracks along the top of the bar. The cost quoted to replace the bar is £360.00. It was RESOLVED to add this work to the initial work agreed, making the total payable £700.00 + VAT (Ref: Play Area Budget).</p>
<p>198.18</p>	<p>SHROPSHIRE COUNCILLOR REPORT To receive a report from Councillor Steve Charmley.</p> <p>Councillor Steve Charmley reported on the following:</p> <ul style="list-style-type: none"> • Neighbourhood Fund - £5703.00 in the Fund at present plus anything that was collected in December. This will be paid to the council in April 2019 with the precept. • The cost for Vehicle Activated Signs are between £2500 - £3200 per unit fitted (for consideration at the budget meeting) <p>It was RESOLVED to note the report and consider the cost of the VAS at the budget meeting.</p>
<p>199.18</p>	<p>PLANNING</p> <p>a) To note any planning decisions</p> <p>I. Reference: 17/05555/COU (validated: 05/12/2017) Address: Caravan Storage Land North Of, The Elms, Park Green Close, Whittington, Shropshire, SY11 4ND Proposal: Change of use from agricultural land to storage of 34 touring caravans and motor homes Decision: Grant Permission</p> <p>II. Reference: 18/04522/FUL (validated: 02/10/2018)</p>

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Address: 6 Peveral Drive, Whittington, SY11 4PN
Proposal: Erection of single storey side extension
Decision: Grant Permission

It was **RESOLVED** to note the recent planning decisions.

b) To consider any planning applications received

I. Reference: 18/04703/FUL (validated: 22/10/2018)

Address: Proposed Residential Development To The South Of, Hindford, Whittington, Shropshire

Proposal: Erection of two dwellings, associated garaging, alternations to the private access road and associated works

A representative spoke on the application and it's amends since first submission in 2017 which includes alterations to the access. Size and scale of the proposed dwellings have been reduced and evidence was presented to suggest that the development falls within the settlement. Revised plans of visibility splays have now been submitted.

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

- The Parish Council re-iterate their comments from 2017 reference: 17/04031/FUL:
- "The Parish Council considered this application at a recent meeting and took into account various views put forward by residents. The Parish Council would like to add their extreme concerns about the development, they feel there should be no more development in this area other than that already agreed, this will 'open the door' for further housing projects and this is outside the SamDev agreement".
 However, if Shropshire Council's view is that concerns raised about the initial application have now been dealt with appropriately as part of the revised plans, then the parish council are happy to accept this. There are, however, still concerns regarding the possible flood risk and the council still believe the development to be outside of the perceived boundary.

II. Reference: 18/05091/FUL (validated: 05/11/2018)

Address: 19 Fitzgwarine Drive, Whittington, SY11 4NZ

Proposal: Erection of two storey side extension and porch to front

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 verbal report from the Planning Committee and note the date of their next meeting.
 The Chair of the Planning Committee, Cllr Charmley re-iterated the comments of committee members as part of the discussions under agenda item 199.b.18 and these were considered by councillors when reaching a decision. It was noted that the date of the next Planning Committee meeting is to be confirmed and the committee are currently working of a draft of a 'Pre-Application Engagement Protocol'.

200.18

ACCOUNTS

a) Consider the following accounts for Payment:

Cheque No	Sundry Creditor & Details	Amount (inc VAT)
2952	<i>Clerk's Salary and expenses as of 1st November 2018- 31st November 2018</i>	974.00

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2953	<i>HMRC – Clerk PAYE Payments (TAX and NI) and Council’s National Insurance Payment (Month 8 - 1/11/18 to 31/11/18)</i>	30.80
2954	<i>Greenfingers Ltd. – Grounds Maintenance – October, 2018 - Maintenance Contractors (Oswestry) Inv. 34190 refers - Min.61/14 and Min. 79/16 refers)</i>	579.60
2955	<i>Highline Electrical</i> <ul style="list-style-type: none"> • <i>Streetlight Repairs (October)</i> • <i>Defib Cabinet Lock and Light</i> <i>Total for cheque 2955</i>	(360.00) (185.10) 545.10
2956	<i>SALC – Councillor Training x 2 delegates – Negotiate a better outcome in Planning 12.09.18</i>	130.00
DD	<i>NEST – Pension November (Employer Contribution, Employee Contribution), Employee contributions have been deducted from SALARY</i>	17.21

It was **RESOLVED** to **APPROVE** all payments.

It was **NOTED** that a cheque had been received from Cllr Whitby for £20.00 – minute 189.18 refers.

b) To approve bank reconciliation up to and including 31st October 2018.

RESOLVED to approve. It was noted that at the time of the reconciliation the cheque to transfer the funds into the new Nationwide Account had not been cashed but the Clerk confirmed that they have now been cashed and this will be recorded on the next reconciliation dated 31.11.18. It was **NOTED** that even though a cheque was used to transfer the funds, this is not recorded as a payment as it is a transfer of funds from one parish account to another (internal transfer of funds).

c) To consider the Internal Controls Report completed by Councillor Beaumont

Councillors considered the Report completed by Councillor Beaumont and it as **RESOLVED** to **NOTE** the report and include this report in the Audit file so that the Internal Auditor can refer to the comments when considering the accounts at the end of the Financial Year. It was noted that the final payment made to the previous clerk reflects the amount recorded in the accounts but this was calculated incorrectly as a mistake was made when totalling up the mileage claim. This was discussed and it was **RESOLVED** to note this as a discrepancy.

It was **RESOLVED** to consider item 202.18 at this point in the meeting.

201.18 GROUND MAINTENANCE CONTRACT

a) Consider a verbal report from Councillor Charmley regarding ownership and future maintenance of the Three Trees Green.

Councillor Charmley reported that it has now been confirmed by Shropshire Council that they do own the Three Trees Green and at a recent meeting with the Environmental Maintenance Manager, it was agreed that if the parish council apply for the Environmental Maintenance Grant to continue maintaining this piece of land on behalf of the council, it will be granted in full.

b) Consider the Application Process and Criteria for the Environmental Maintenance Grant.

The Clerk reported that applications are open until the end of the year and successful applications will be allocated funds in the new year, which will be backdated to covers the costs from the current financial year. As per Cllr Charmley’s report, it was **RESOLVED** that the Clerk draft an application, to be brought back to the December meeting for consideration.

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	<p>c) Receive a verbal update from the Clerk on the quoting process which is open until 30th November.</p> <p>The Clerk reported that the current contractor has responded to say they will not be tendering their services on this occasion. There has been significant interest in the contracts and several queries regarding the exact specifications. The Clerk has, therefore, recommended to those who have raised queries that they provide as much detail in the quote as they feel necessary, including any of their recommendations which can be considered by the council when considering the quotes. The deadline for quotes is Friday 30th November so immediately following this, the Clerk will collate the quotes and circulate to councillors for consideration, ahead of the December meeting. RESOLVED to note.</p>
<p>202.18</p>	<p>YOUTH CONSULTATION AND ENGAGEMENT</p> <p>a) Consider the report from TNS Foundation</p> <p>Representatives from the TNS Foundation gave a report on the findings from the recent Youth Consultation and presented copies of the report. Over the past 5 weeks since The New Saints FC Foundation was commissioned to engage with young people in Whittington, their youth and community coordinator has conducted a diverse outreach project in the village. This has involved over 22 visits, 12 of which resulted in no youths being found, however 10 visits resulted in successful dialogue with residents.</p> <p>The report concluded that the consultation has indicated that all generations of the village would like to have some structured activities and sessions for teenagers. However, a number also indicated a desire to support the next generation too (7 – 11 year olds).</p> <p>TNS Foundation Staff were thanked for the work that they have carried and it was noted how pleasing it was to hear about the number of young people who have been engaged.</p> <p>It was <u>RESOLVED</u> that whilst the Parish Council consider a long-term, sustainable solution in regard to future funding, as part of budget discussions, in the meantime TNS Foundation will apply for funding to run interim engagement work to continue with the work that has already begun. It was <u>FURTHER RESOLVED</u> that the consultation report be brought back to the December meeting for further consideration.</p> <p>b) Consider the presentation on the MyFAM Project</p> <p>Councillors received a presentation on the MyFAM Project, an all-inclusive youth club.</p> <p>It was RESOLVED to note the information and that it be brought back to the December meeting for further consideration.</p> <p>21.30 – It was RESOLVED to suspend standing orders to allow the remainder of the agenda to be considered.</p>
<p>203.18</p>	<p>CHRISTMAS CAROL SERVICE AT THE BOOTE INN</p> <p>To remind Council of arrangements for Wednesday 12th December and to agree donation amounts to:</p> <p>a) The Boote Inn – Support towards the expenses of the event</p> <p>It was RESOLVED to make a donation of up to £100.00 to the Boote Inn to support the Christmas Carol Service. This will be included on the payment list at the December meeting.</p> <p>b) Whittington Castle Preservation Trust – Support towards the cost of additional lighting during the Christmas Period.</p>

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	<p>It was RESOLVED to make a donation of up to £50.00 to the Whittington Castle Preservation Trust to support the Christmas Carol Service. This will be included on the payment list at the December meeting.</p> <p>c) Whittington Church – Support towards the cost of producing the Carol Service Sheets (Printing)</p> <p>It was RESOLVED to make a donation of up to £10.00 to the Church to support the Christmas Carol Service and the printing of the Carol Service Sheets.</p> <p>It was FURTHER RESOLVED that £250 be put towards improving the Christmas Tree light display on the Three Trees Green. It was AGREED that the funds for this be taken from the budget heading ‘Grounds Maintenance Associated Works’.</p>
<p>204.18</p>	<p>COUNCILLOR REPORTS / AREAS OF CONCERN / ITEMS FOR FUTURE AGENDA</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. <i>Councillors are respectfully reminded that this is not an opportunity for debate or decision making.</i></p> <p>Councillors reported the following:</p> <ul style="list-style-type: none"> • There was no official parish council presence on Remembrance Sunday or parish council wreath presented. It was RESOLVED that this be considered on the agenda in August / September next year to plan for next year’s event.
<p>205.18</p>	<p>CORRESPONDENCE – for information</p> <p>Received via e-mails or post ‘hard copies’ from 23rd October, until date of this agenda</p> <ol style="list-style-type: none"> 1. Agenda for the Town and Parish Council Forum on 29th November, 10.00am, Guildhall, Shrewsbury 2. Road Closure: Top Street, Whittington, Start Date: 17th January 2019, End Date: 17th January 2019, View the closure and diversion route by clicking here: https://roadworks.org?tm=109217701 3. SALC Information Bulletin October 4. Invitation to Shropshire Council’s Business Leaders’ Breakfast – Exploring a County of Opportunity Wednesday 14th November 7.45am – 10.30am. 5. SALC - Annual Report and Audited Accounts 6. SALC - Town & Parish Councils Survey Results 7. SALC - November Bulletin and NALC’s revised LTN 31 8. Invitation to Citizens Advice Shropshire AGM – 29 November 2018 9. Shropshire Council – Details on Cabinet meeting papers for 7th November 10. Shropshire Council – CIL and Place Plans Briefing Note 11. Shropshire Drug & Alcohol Action Team Information Leaflet 12. West Mercia Police and Crime Commissioner – PCC Newsletter 13. NALC – External Audit Update 14. Shropshire Council – Update on Community Enablement Team 15. Shropshire Council, Update on the Community Enablement Team from the Portfolio Holder for Communities, Waste and Licensing 16. Shropshire Council – Details on the Environmental Maintenance Grant (to be discussed under agenda item 201.18) 17. Shropshire Council – Shropshire Affordable Warmth Conference – 20th November 18. Scottish Power – Invitation to SPM UMS Workshop which is being held on Wednesday 5th December 2018 in the Hilton Doubletree Chester 19. Rural Services Bulletin – 13th November 20. Announcement of Her Majesty’s Lord-Lieutenant of the County of Shropshire

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	<p>21. Road Closure: Outcast Junction to Ellesmere Road, Tetchill, Start Date: 13th February 2019, End Date: 14th February 2019</p> <p>22. Scottish Power - North Shropshire Reinforcement - Project Update</p> <p>23. Oswestry Town Council – Invitation to attend the SALC Area Committee on 4th December, 7.00pm in the Guildhall, Oswestry</p> <p>24. Shropshire Council – Neighbourhood Fund Briefing Note</p> <p><u>RESOLVED</u> to <u>NOTE</u>.</p> <p>Consider:</p> <p>1. A Letter received from a resident in relation to the Woodland alongside The Venue <u>RESOLVED</u> to <u>NOTE</u>.</p> <p>Note responses made outside of the meeting to the following:</p> <p>2. Shropshire Council - letter detailing the re-tendering of local bus service contracts subsidised by Shropshire Council</p> <p>3. Local Connection Forms for available property in Wingate Way, Park Hall <u>RESOLVED</u> to <u>NOTE</u> the response and that Cllr Paul Jones took no part in discussions or the response.</p>
206.18	<p>DATE AND TIME OF NEXT MEETING</p> <p>To confirm the date and time of the next meeting</p> <p>Tuesday 18th December, 7.30pm at the Senior Citizen’s Hall.</p> <p>Prior to the Full Council meeting there will be a meeting of the Finance and Executive Committee.</p>

Meeting closed: 21.44

Signed _____ Chairman

18th December 2018