

Whittington Parish Council



Minutes of the Meeting of Whittington Parish Council held on Tuesday 18th December 2018 at 7.30pm in the Senior Citizen's Hall, Whittington.

Councillors Present: Frank Davies, Ian Johnson, Paul Thompson-Lawrence, Steve Charmley, Lucy Beaumont, Rupert Harvey, Greg Hickman.

Also in attendance: Mrs A Jones (Clerk), 4 members of the public.

207.18	APOLOGIES FOR ABSENCE It was RESOLVED to accept apologies for absence from Cllrs: J Whitby, J Pritchard, P Jones
208.18	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.
209.18	CONFIRMATION OF MINUTES To confirm the Minutes of the Full Council Meeting held on 27.11.2018 Cllr Hickman was not recorded as present or absent in the minutes but was present at the meeting. The minutes were amended and subject to this amend, it was RESOLVED to confirm the minutes of the full council meeting held on 27.11.2018 and they were signed as a true record.
210.18	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">• It was reported that dogs have been seen running off leads, not in control and fouling on the Bridlepath off top street. It was RESOLVED to contact SC's ROW Dept and ask for recommendations on what can be done and if signage can be improved in this area.• It was reported that both VAS signs in the village are now working.• A breakdown on parish council donations for the Carol Service was requested and noted.
211.18	POLICE REPORT To receive a verbal Police Report (dependent on their attendance at this meeting). Written report of incidents within the parish for the month of November, 2018 circulated to councillors via email. A representative from the Police was unable to attend due to this being a very busy time of year and their apologies were noted. RESOLVED to note.

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212.18	<p>CASUAL VACANCY FOR A COUNCILLOR FOR THE PARISH OF WHITTINGTON</p> <p>To receive applications to co-opt a member to fill the vacancy.</p> <p>Councillors considered the application for the position of councillor and it was RESOLVED to co-opt Keith Stanton onto the Parish Council. It was FURTHER RESOLVED that as Mr Stanton was not present at the meeting, that he sign his Declaration of Acceptance of Office prior to the January meeting.</p>	
213.18	<p>REPORTS</p> <p>For Consideration</p> <p>a) Chair’s Report – Consider matters arising since the last meeting</p> <p style="padding-left: 20px;">I. Visibility issues as a result of parking on the pavement on Boote Street. It was RESOLVED that this matter be passed to the Police</p> <p>b) Clerk’s Progress Report – Consider matters arising since the last meeting</p>	
	<p>Speed Monitoring through Whittington – West Mercia Safer Roads Partnership have been contacted but no response received to date. Road Safety is on the December Agenda.</p>	On-going
	<p>Streetlighting</p> <ul style="list-style-type: none"> • Annual Survey Report – To be completed in January • Waiting for Highline to remove the old columns in Park Hall • Artillery Road, Park Hall – The majority of lights have been out due to a SP fault. This was actioned by Highline on 2nd November but unfortunately, they made a mistake their end reporting it to SP and therefore the fault was not logged. This was flagged up on 10th December and the fault now correctly logged with SP. The fault will be dealt with within 25 days unless there are technicalities that take longer to resolve. • Yew Tree Drive – light out, was repaired but still not working so Highline have been recalled • Station Road, at entrance to Glebe Meadows (No24) – Light out – this is a Scottish Power fault • Level crossing on the left as you leave Whittington (tall light) – head is beyond repair, new head has been ordered • Inglis Road, Park Hall – Lights out – Scottish Power Fault • Between Nos 1 and 4, Park Crescent, Park Hall – Scottish Power Fault • Light out on Burma Road (Shropshire Council light) not working as supply is taken from Column 59 on Inglis Road (PC light) – Scottish Power fault as noted above 	On-going
	<p>Play Area</p> <ul style="list-style-type: none"> • The work required to the Toddler Multi Play and the overhead bar on the cradle swings has been ordered and will be completed in Jan. Clerk seeking additional quotes for the other maintenance work required in new financial year. • David G has been given the order to repair the fence. • Mole Hills issue has been dealt with and resident written to 	On-going
	<p>Oswestry Area Committee – The Clerk gave a brief report on the event</p>	To note
	<p>Bus Shelter – Orthopaedic Hospital – Concerns raised regarding access for wheelchair users and mobility reduced patients. Issues are in relation to the need for a dropped curb (highways) and cutting back the hedge (environmental maintenance) – The person has been given contact details for the officers within Shropshire Council and also</p>	To note

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Councillor Charmley has suggested that the hospital council be involved in fundraising to contribute towards the installation of a dropped curb.

- c) **Footway Lighting** - To receive any issues with streetlights
Matters raised by the Clerk were **NOTED** in the Clerk's Report. It was **AGREED** that a strategic plan in relation to streetlights and funding of the project needs to be devised by the Streetlight Working Group and brought to full council for consideration.
- d) **Whittington Cemetery** – To receive any issues relating to the Cemetery
The following matters were raised: The Working Group have sprayed the footpath to allow it to be re-gritted. Next meeting – end of January to do a general clean up. **RESOLVED** to note.
- e) **Garden of Remembrance** - To receive any issues relating to the Garden
No issues were raised.
- f) **Whittington Castle** - To receive any issues relating to the Castle
The following matters were raised: Clearing of foliage from around the spotlights has taken place. **RESOLVED** to note.
- g) **Whittington play area at Fitzgwarine** – To discuss any other issues relating to the play area
The following matters were raised: The Clerk reported that the repairs will take place in January.

214.18 SHROPSHIRE COUNCILLOR REPORT

To receive a report from Councillor Steve Charmley.

Councillor Steve Charmley reported that it has been a busy month at Shropshire Council but nothing to report directly relating the parish.

215.18 PLANNING

- a) **To note any planning decisions**
 - I. **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
Decision: Grant Permission
 - 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
Decision: Refuse

RESOLVED to note.
- b) **Planning Committee** – Receive a verbal report from the Planning Committee
It was NOTED that no meeting has taken place since the last full council meeting.
- c) **To consider any planning applications received**
 - I. **Reference:** 18/05499/FUL
Proposal: Erection of a 500KW ground mounted solar development and all associated works
Address: Bryn-Y-Plentyn Farm, Bryn-Y-Plentyn, Middleton, Oswestry, Shropshire.

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

 - The Parish Council have no comments to make on this application.
 - II. **Reference:** 18/05391/OUT
Proposal: Outline application for the erection of industrial units (B1, B2 and B8) uses to include access

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Address: Proposed Commercial Development Land To The North Of, Whittington Road, Park Hall, Shropshire.

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

- The parish council do not consider the proposed access to be suitable due to its close proximity to the roundabout and A5.

III. Reference: 18/05611/FUL (validated: 06/12/2018)

Proposal: Erection of single storey flat roof extension to rear and side and alterations to front elevation

Address: 3 Park Lane, Park Hall, SY11 4AE

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

- The parish council have no comments to make on this application.

216.18

ACCOUNTS

a) Consider the following accounts for Payment:

Cheque No	Sundry Creditor & Details	Amount (inc VAT)
2957	<i>Clerk's Salary and expenses as of 1st December 2018- 31st November 2018</i>	935.10
2958	<i>HMRC – Clerk PAYE Payments (TAX and NI) and Council's National Insurance Payment (Month 8 - 1/12/18 to 31/12/18)</i>	30.80
2959	<i>Greenfingers Ltd. – Grounds Maintenance – November, 2018 - Maintenance Contractors - Min.61/14 and Min. 79/16 refers)</i>	579.60
2960	<i>Highline Electrical - Streetlight Repairs (November)</i>	228.00
2961	<i>SLCC – Annual Membership Renewal</i>	156.00
2962	<i>The New Saints FC Foundation Ltd – Youth Engagement Work and Consultation Report (10 hours) – Min. 166/18 refers (Budget – Youth Fund)</i>	200.00
2963	<i>Whittington PCC – Donation towards the cost of printing 100 carol sheets</i>	6.50
2964	<i>Ye Olde Boote Inn – Donation towards event expenses (Christmas Community Carol Service)</i>	100.00
2965	<i>Whittington Castle Trust – Donation towards providing additional lighting for the Community Carol Service</i>	50.00
DD	<i>NEST – Pension December (Employer Contribution, Employee Contribution), Employee contributions have been deducted from SALARY</i>	17.21

RESOLVED to APPROVE.

b) **Reconciliation** - To approve bank reconciliation up to and including 30th November 2018.

RESOLVED to APPROVE.

c) **Banking** - To consider sending a letter of authority to NatWest to remove the 'Back to Branch' marker on the account.

RESOLVED to sign the letter of authority and consider looking into the possibility of switching banks in the future.

d) **Earmarked and General Reserves**

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	<p>1. Receive a report from The Finance and Executive Committee and consider recommendations in relation to earmarking reserves The Chair of the Finance and Executive Committee gave a verbal report and it was RESOLVED that this item be deferred to the January Budget Meeting.</p> <p>2. Consider the Finance and Executive Committee's recommendation for adoption of a General Reserves Policy It was RESOLVED to adopt the General Reserves Policy.</p>
217.18	<p>INCIDENT IN FITZALAN CLOSE Receive a report following the Chair and Vice Chair's site meeting with STAR Housing and the update from the Police. Consider matters raised in the report and community requests.</p> <p>The Vice Chair reported on the recent site meeting with STAR Housing and updates received from the police. It was RESOLVED to work with the Police to source improved signage including Neighbourhood Watch and CCTV.</p>
218.18	<p>ROAD SAFETY</p> <p>a) Discuss the PCC grant funding criteria and information presented by the Commissioner at the Town and Parish Council Forum The PCC's grant was considered and it was RESOLVED that when more information on the Community Speed Watch is obtained, the council will consider this further.</p> <p>b) Receive an update from Cllr Charmley on the Community Speedwatch Scheme Cllr Charmley reported that he had made enquiries and is awaiting further information. It was AGREED that this would make a good focus for the Annual Parish Meeting in May 2019.</p>
219.18	<p>YOUTH ENGAGEMENT Consider the information presented by TNS FC Foundation Ltd and the MyFAM project at the November meeting.</p> <p>Councillors considered the information presented at the November meeting. It was RESOLVED that the parish council continue to develop ideas with TNS, with Cllr Johnson taking a lead on this and discuss options with TNS to be fed back to full council for approval (including a budget proposal for the next financial year).</p>
220.18	<p>FINANCE AND EXECUTIVE COMMITTEE To receive a verbal report from the Finance and Executive following their meeting on 18.12.18 and consider the recommendations from the committee relating to the adoption of the following policies by Full Council:</p> <p>a) Complaints Policy b) Freedom of Information – Publication Scheme (reviewed and updated) c) Grant Awarding Policy (Donation Policy reviewed and updated) d) Press and Media Policy e) Training and Development Policy</p> <p>It was RESOLVED to adopt all policies a-e. All policies are to be published on the parish council website.</p>
221.18	<p>EXCLUSION OF PRESS AND PUBLIC - To resolve: 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 will disclose the time sensitive commercial interests of the council and the persons that have tendered their services is not in the public interest.</p> <p>GROUND MAINTENANCE CONTRACTS</p> <p>a) Consider the quotations and documentation submitted to tender for the Grounds Maintenance in Whittington</p>

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All quotations submitted were considered and it was **RESOLVED** to accept the quotation from for areas D, E and F **ONLY** (Parish Council owned land and the Three Trees Green):

Quote 4 – D & R Brewer. A contract agreement letter to be sent stating the following:

- The contract will be for items D, E and F of the specification only (Play area, grass area in front of the White Lion and the Three Trees Green)
- The contract will be for the duration of three years from the commencement of the work, subject to satisfactory performance, with regular reviews. There will be an annual review related to, but not necessarily, the rate of inflation (CPI). The contract can be terminated by either party and is subject to a 3 month notice period.
- All necessary equipment and materials to complete the work to the council's satisfaction to be supplied by the Contractor.
- The Contractor should satisfy this council that they have the necessary insurance cover to indemnify the Parish Council or land owner from any liability as a result of their operations. Evidence of RAMS and spraying certificates to be provided prior to the contract commencing.

b) Consider the council's involvement in maintaining land not belonging to the council

Church owned - It was **RESOLVED** that the parish council will no longer include the Cemetery and Memorial Garden in the parish council's maintenance contract. It was **FURTHER RESOLVED** that the Parish Council contact the Rector to set up a meeting before the January Budget meeting to discuss the future grass cutting contract. Councillors Davis and Hickman and the Clerk to attend this meeting along with the appropriate Church representatives. The Council will present the legal guidance from NALC which has led to the council reaching this decision.

Whittington Castle Preservation Trust owned - It was **RESOLVED** that the parish council will no longer include the Old Play Area in the parish council's maintenance contract. It was **FURTHER RESOLVED** that the Parish Council ask a representative to attend the January budget meeting to discuss this further.

Shropshire Council (Three trees): It was **RESOLVED** that the parish council continue to maintain this area on behalf of Shropshire Council, with the financial support of the Environmental Maintenance Grant. This does not include the trees – these will remain the responsibility of Shropshire Council. The parish council will be responsible for grasscutting.

c) Consider the draft application prepared by the Clerk for the Environmental Maintenance Grant to contribute to the maintenance of the Three Trees Green

The application was considered and it was **RESOLVED** to submit the application.

222.18 2019/20 BUDGET

Receive a verbal report from the Finance and Executive Committee on the draft 2019/20 budget (to be considered by full council at the January meeting) and if savings have been made as a result of the decision in 219(a), consider how these funds could be re-deployed within in the budget, giving consideration to community priorities raised in the Parish Plan.

It was **RESOLVED** that the Clerk re-deploy the funds into youth, donations, road safety and streetlighting when preparing the draft budget to be considered by the Council in January.

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223.18	<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> <ul style="list-style-type: none"><i>It was NOTED that the Carol Service went very well and was well attended. It was AGREED that thank you letters be sent to the Boote for hosting the event and to the shop for supplying the mince pies</i>
224.18	<p>CORRESPONDENCE – For information</p> <p>Received via e-mails or post ‘hard copies’ from 27th November, until date of this agenda</p> <ol style="list-style-type: none">Shropshire Council – notification of the Shropshire Local Plan Review ‘Preferred Sites’ Consultation running 29th November – 31st January 2019Road Closure: Spunhill junction with A528, Whitemere, Start Date: 2nd January 2019, End Date: 5th March 2019Road Closure: Junction West of Pentrehelin, Dudleston Heath, Start Date: 2nd January 2019, End Date: 4th January 2019Rural Services Bulletin – 4th December 2018SaTH - statement from The Shrewsbury and Telford Hospital NHS Trust (SaTH) following the CQC report and a copy of their NewsletterSALC – November Bulletin No 2Enquiry regarding possible land in the Parish to site a CircusHigh Sheriff of Shropshire's Young Citizenship Awards 2019NALC Legal Update – December 2018Road Closure: Rednal to Hordley, Start Date: 28th January 2019, End Date: 29th January 2019, Purpose: Carriageway resurfacing. <p>RESOLVED to note.</p>
225.18	<p>DATE, TIME AND LOCATION OF NEXT MEETING</p> <ol style="list-style-type: none">To confirm the date, time and location of the next meeting. Tuesday 22nd January 2019, 7.30pm in the Tea Rooms at Whittington Castle.To confirm the 2019 Meeting Dates and to agree a date for the 2019 Annual Parish Meeting (to enable the Clerk to make forward bookings with the Castle) RESOLVED to confirm the dates for 2019 and these be published on the noticeboards and website – making specific reference to the new venue for 2019. ANNUAL PARISH MEETING – Date to be confirmed at January meeting.

Meeting closed: 21.19

Signed _____ Chairman

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