

Whittington Parish Council



Minutes of the Meeting of Whittington Parish Council held on Tuesday 26th February 2019 at 7.30pm at The Tea Rooms at Whittington Castle, Castle Street, Whittington.

Councillors Present: Frank Davies, Ian Johnson, Paul Thompson-Lawrence, Steve Charmley, Lucy Beaumont, Greg Hickman, J Whitby, J Pritchard, P Jones, Keith Stanton.

Also in attendance: Mrs A Jones (Clerk), 3 members of the public

17.19	APOLOGIES FOR ABSENCE It was RESOLVED to accept apologies for absence from Cllr Harvey.
18.19	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 at this stage of the meeting.
19.19	CONFIRMATION OF MINUTES To confirm the Minutes of the Full Council Meeting held on 22.01.19 and the Planning Committee Meeting held on 22.01.19 It was RESOLVED to confirm the minutes of the Full Council Meeting held on 22.01.19 and ratify the planning committee's decision to confirm the minutes of the planning committee meeting held on 22.01.19. The minutes were signed as a true record.
20.19	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">• A planning application has been submitted to Shropshire Council for a replacement house and an outbuilding near Queen's Head (full application to be considered by full council when it is verified by Shropshire Council). The information was noted by councillors. <i>19.35 - 2 members of the public left the meeting.</i>
21.19	POLICE REPORT To receive a verbal Police Report (dependent on their attendance at this meeting). Report of incidents within the parish for the month of January, 2019 circulated to councillors via email.

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A written report was received and **RESOLVED** to note. CSO Hughes joined the meeting at 19.53 and provided a summary of the written report. A discussion regarding Twitter took place and the information that is shared. A request was made for more information about speed checking in Whittington to be published on the SNT Twitter feed.

22.19

REPORTS

For Consideration

- a) **Chair's Report** – Consider matters arising since the last meeting
The Chair reported that she had not been selected for the Buckingham Palace Garden Party. **RESOLVED** to note.
- b) **Clerk's Progress Report** – Consider matters arising since the last meeting. The report below was considered by Councillors. **RESOLVED** to note.

<p>Speed Monitoring through Whittington – Waiting for a response from the Community Speedwatch Scheme regarding the Risk Assessment. Funding road safety measures (such as more VAS in the village) has been included in the 2019/20 budget.</p>	<p>On-going</p>
<p>Streetlighting (on-going issues)</p> <ul style="list-style-type: none"> • Annual Survey Report – Now completed. Streetlight Working Group to meet before the March meeting and report back to Full Council. • The old columns in Park Hall has now been removed • Artillery Road, Park Hall – The SP fault has been rectified and all lights are now working correctly. • Station Road, at entrance to Glebe Meadows (No24) – Light out – this is a Scottish Power fault – Highline are following this up as it has been out for 3 months. • Inglis Road, Park Hall – Lights out – Scottish Power Fault. Fault starts at Column outside No 31 to outside No 23 and from Column opposite Larkhill Road junction to Column 59. Highline are following this up with SP as these lights have been out for 3 months. • Between Nos 1 and 4, Park Crescent, Park Hall – Scottish Power Fault. Highline is following this up. • 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 • Stump in Cambrian Avenue – Removed • North Drive – 43 and 47 have been repaired but 36 and 30 are SP faults and Highline reported them on 08/02/19 	<p>On-going / To note</p>
<p>Play Area</p> <ul style="list-style-type: none"> • The work required to the Toddler Multi Play is ordered but still outstanding and the overhead bar on the cradle swings has now been completed and the bar replaced. • Clerk seeking additional quotes for the other maintenance work required in new financial year. • New sign now installed 'no dogs allowed' and contact details for people to report an issue with the Play Area • Rota to be put in place for Play Area inspections 	<p>On-going</p>
<p>Fitzalan Close – The police supplied 'CCTV in operation' and 'Neighbourhood Watch Area' signs and these are to be put in place by Cllr Davis.</p>	<p>To-note</p>
<p>Dog fouling on footpath – The issue has been sent to a representative in the mapping and enforcement department at Shropshire council who has referred it to the Dog Warden, who will be in touch.</p>	<p>On-going</p>

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	<p>Grounds Maintenance – Meeting with the new contractors has been arranged for the 15th March (Cllrs Whitby, Davis and the Clerk) prior to the start date of 1st April. Copies of Risk Assessments and Insurance will be presented at the meeting.</p> <p>Environmental Maintenance Grant – Application submitted, response not yet received.</p>	To note	
	<p>Banking – Notification received that the block on the current account with NatWest has now been removed so statements should now be sent directly to the Clerk and the application for online banking can now be processed.</p>	To note	
	<p>Training and Events – The Clerk attended the newly formed ‘Oswestry Clerk’s Network Meeting’ on Tuesday 19th February. Informative meeting, led by Dianne of SALC covering the purpose of Area Committees, Awards, Place Plans Updates, Training and a round the table discussion.</p> <p>HMRC Webinar on expenses and benefits – completed 20.02.19</p>	To note	
	<p>c) Footway Lighting – To note the Survey and receive any issues with streetlights Councillors received a copy of the Annual Streetlight Survey completed by Highline Electrical and it was RESOLVED that the Streetlight Working Group would meet on Monday 25th March to consider this in detail and present a proposal to full council regarding the next phase of the LED project.</p> <p>d) Whittington Cemetery and Garden of Remembrance – To note any issues Cllr Frank Davis reported: Working group meeting end of March / early April and Friends of the Cemetery will shortly be meeting with potential contractors. RESOLVED to note.</p> <p>e) Whittington Castle - To note any issues relating to the Castle and consider writing a letter of support for their grant application Cllr Paul Jones reported: Full programme of events at the Castle and volunteers are currently putting together an application to Big Lottery. It was RESOLVED to write a submission to support their application – stating that the parish council fully support the Castle’s plans and activities. The Castle is a valuable asset to the community and encourages tourism and provides employment in the area. Cllr Charmley asked councillors to consider whether there was scope to provide a larger grant in next year’s budget to help support the Castle. It was RESOLVED that this be discussed as part of the 2020/21 budget planning process.</p> <p>f) Whittington play area at Fitzgwarine – To discuss any issues relating to the play area and note that the new sign has now been installed. The Clerk reported that the new ‘no dogs allowed’ sign had now been fitted and the swing bar has now been replaced. The work to replace the grass mats will be completed shortly. Visual inspections of play equipment by Councillors – no issues reported. RESOLVED to note.</p> <p>g) Whittington Together – Consider whether the Parish Council have a stall at the Summer Fete This proposal was considered and it was RESOLVED that it would not be appropriate.</p> <p>h) Councillor Reports – To note any reports from Councillors who have attended meetings / training sessions on behalf of the council, since the last full council meeting. Cllr Johnson reported on the Youth Project – Sessions held on 21st and 28th. Attendance was disappointingly low (7 children) at the session on 21st. Hoping for more on 28th. Still issues with finding venues in the Village to host the events so that the venues can be rotated. Will report back at the next meeting. RESOLVED to note.</p>		
23.19	<p>SHROPSHIRE COUNCILLOR REPORT To receive a report from Councillor Steve Charmley. Councillor Steve Charmley reported on the following:</p>		

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- Highways Department restructure at Shropshire Council – Highways Manager for this area is leaving so a new person will be appointed shortly. June 1st the new structure for the Highways Department will go live.

24.19

PLANNING

a) To note any planning decisions

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

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

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

Decision: Grant Permission

RESOLVED to NOTE.

b) Planning applications for consideration

Cllr Charmley declared an interest (bias) in the following item and did not take part in discussions or decision:

I. Reference: 19/00201/FUL (validated: 15/01/2019)

Address: 4 Glebe Meadows, Whittington, SY11 4AG

Proposal: Erection of single storey extension and 2No dormer windows to front elevation (revised scheme)

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

- The Parish Council have no comments to make, providing that the application is in keeping with the Planning Officers recommendations.

II. Reference: 19/00374/FUL (validated: 24/01/2019)

Address: Bryn-Y-Plentyn Farm, Bryn-Y-Plentyn, Middleton, Oswestry, Shropshire, SY11 4LP

Proposal: Application under section 73A of the Town and Country Planning Act 1990 for installation of renewable energy heat pump and all associated works

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

- The Parish Council have no comments on this application.

III. Reference: 19/00397/FUL (validated: 25/01/2019)

Address: Dugdale, Babbinswood, Whittington, Oswestry, Shropshire, SY11 4PQ

Proposal: Erection of single storey extension to rear of dwelling following demolition of existing structures

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

- The Parish Council have no comment on this application.

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- c) **Planning Committee** – To receive a verbal report from the Planning Committee following their meeting on 26.02.18 and:
- I. **Planning Policy** - consider the committee’s proposed scheme of delegation regarding pre-application engagement. It was **RESOLVED** that the draft scheme of delegation put together by the committee be circulated and considered at the March meeting, for adoption by the Full Council. It was **FURTHER RESOLVED to NOTE** the report from the Planning Committee and note that the appeal (application reference: 18/02122/FUL) had been considered by the committee and it was agreed that no amends be made to the original representation made, which objected to the application. It was noted that all original comments have been forwarded to the Planning Inspectorate.

25.19 ACCOUNTS

- a) Consider the following accounts for Payment:

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

Cheque No	Sundry Creditor & Details	Amount (inc VAT)
2972	<i>Clerk’s Salary and expenses as of 1st February – 28th February 2019</i>	927.20
2973	<i>HMRC – Clerk PAYE Payments (TAX and NI) and Council’s National Insurance Payment (Month 10 - 1/2/19 to 28/02/19)</i>	30.80
2974	<i>Greenfingers Ltd. – Grounds Maintenance – February - Maintenance Contractors (Oswestry) Inv. 34190 refers - Min.61/14 and Min. 79/16 refers)</i>	579.60
2975	<i>Highline Electrical - Streetlight Repairs (January)</i>	616.80
2976	<i>Shropshire Council – 3rd Quarter Streetlight Energy (July – Sept)</i>	2102.23
2977	<i>Whittington Castle Preservation Trust – Room Hire (January)</i>	25.00
2978	<i>Information Commissioner – annual data protection fee</i>	40.00
2979	<i>SP Services (UK) Ltd – defibrillator replacement items – battery and pads (agenda item 7.19.b refers)</i>	198.72
2980	<i>The Sigtists – Replacement sign for the play area ‘no dogs allowed’ (agenda item 7.19.f refers)</i>	60.00
2981	<i>Highline Electrical – Phase 2 LED conversion (minute 174/17 ref)</i>	9131.52
DD	<i>NEST – Pension February (Employer Contribution, Employee Contribution), Employee contributions have been deducted from SALARY</i>	17.21

- b) **Reconciliation** - To approve bank reconciliation up to and including 31st January 2019.
RESOLVED to APPROVE
- c) **2018/19 3rd Quarter Internal Controls Report** – Consider the report from Cllr Beaumont. Cllr Beaumont gave a verbal report following the 3rd quarter controls. No issues were raised other than one invoice had missed to be signed by the signatories as it was the 2nd of 2 invoices to the supplier. **RESOLVED** to note.

26.19 PLACE PLAN REVIEW – SPRING 2019

Nominate two / three representatives to attend a meeting with the new Place Plan Officer on 4th April, 7pm.

It was **RESOLVED** to elect the following councillors to attend the meeting, along with the Clerk:

1. Ian Johnson

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2. Lucy Beaumont

27.19 CIL AND NEIGHBOURHOOD FUND

- a) **Neighbourhood Fund allocation 2019/20** – To note the parish council’s allocation to be received in April 2019 and consider assigning the funds to a project(s) and earmarking them in reserves until required.

The Clerk reported that notification regarding the Parish Council’s 2019/20 Neighbourhood Fund allocation had now been received and it was **NOTED** the council would receive a payment of £5526.03 in April, along with the Precept. When received, these funds will be automatically added to earmarked reserves for future projects.

b) **CIL Funding application – Top Street, Whittington**

- I. Consider the draft Expression of Interest Form (and supporting documentation)

The Expression of Interest Form had been circulated to councillors with the agenda and the content and proposal was considered. The project aims to reduce ‘rat run’ traffic through Top Street by forcing traffic around the Church, using the main artillery route. The project aims to improve road safety and reduce the dangers to residents living on Top Street. It was noted that estimated costings for the project had not yet been received. It was **RESOLVED** to **APPROVE** the application so that it can be submitted before the deadline of 22nd March and to re-circulate it to councillors once the total costings had been included. It was noted that several letters of support from residents had been received and the Clerk has supplied all supporters with a Privacy Policy detailing who their information will be shared with and how long it will be stored for, in line with GDPR. It was **FURTHER RESOLVED** that anyone who has not responded to this email to acknowledge receipt, will have their personal data redacted from the letter of support.

- II. Consider the breakdown of funding package – It was **NOTED** that project costs at this stage are unknown as the parish council are awaiting guidance from Shropshire Council. It was **RESOLVED** that the Parish Council would offer a contribution of £5,000 to the project which would be taken from the 2019/20 Neighbourhood Fund allocation and the remaining cost would be applied for through CIL Local.

28.19 GRANT / DONATION REQUESTS

To receive and consider grant applications received to date.

Councillors noted that £1000 was put into the 2018/19 budget for community grants and donations and to date, there is £543.50 remaining within this budget.

Cllr Jones declared an interest and did not take part in discussions or decision making.

The following grant applications were **APPROVED**:

Organisation	Details	Approved	Amount granted	Cheque number
Whittington Music Festival	Support for the annual event	Yes	£100.00	2982
Whittington Castle	Replacement of 2 x Exterior Floodlights to LEDs	Yes	£200.00	2983

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<p>29.19</p>	<p>PARISH COUNCIL ACTION PLAN Consider the draft plan prepared by the Clerk for 2019/20 and to include medium and long-term projects. Councillors considered the Action Plan and it was RESOLVED to defer this item to the March meeting.</p>
<p>30.19</p>	<p>COUNCILLOR REPORTS / AREAS OF CONCERN / ITEMS FOR FUTURE AGENDA 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> No items raised</p>
<p>31.19</p>	<p>CORRESPONDENCE To note correspondence received via e-mails or post 'hard copies' from 22nd January, until date of this agenda:</p> <ol style="list-style-type: none"> 1. Shropshire Council - details of a temporary speed limit. Affected Street: Whittington Road A495, Whittington. Start Date: 5th February 2019. End Date: 7th February 2019. Purpose: Speed Reduction in conjunction with multiway signals - Remedial Works. Works Promoter: Severn Trent Water 2. Future Fit - Press release: Health leaders publish key decision-making document on future of local hospital services 3. Shropshire Council – CIL Update dated 22.01.19 4. Network Rail - Invitation - Network Rail Wales & Borders Stakeholder Conference 2019 – 12th February, Shrewsbury Town Football Club 5. SaTH - Views sought on Ophthalmology Services 6. SaTH – Future Fit Decision 7. Latest from the Voluntary and Community Sector Assembly 8. Shropshire Council - Community Enablement Team (CET): Briefing Note (January 2019) 9. Shropshire Islamic Foundation – Invitation to attend an open event on Sunday 3th March 2019 from 12.00 till 17.30 10. Information Commissioner - Data Protection fee - Reminder to renew (included under payments) 11. Letter to Councillors regarding Future Fit 01.02.19 12. SaTH – Media Release – The Future of our Hospitals 13. Oswestry Town Council - Police & Crime Commissioner Public Meeting Invitation 6.30 pm on Monday 18th February 2019 at the Wynnstay Hotel, Oswestry 14. Invitation to Civic Society talk on February 21st 15. SALC – February Bulletin 16. SALC – Updated Training Programme for 2019 17. Road Closure: St Martins Road B5069 Junction to B5070, Henlle. Start Date: 19th March 2019, End Date: 19th March 2019. Purpose: Road closure - Provide 1 new pole-Works are in verge. Works Promoter: BT. Works Promoter Ref: BC006TI003MW500272639901. Enforcement pattern for St Martins Road B5069 Junction to B5070, Henlle: 09.30 - 15.30 hrs 18. Severn Trent – Copy of the letter to residents regarding the forthcoming work in Whittington to replace the old pipes on a section of Church Street (B5009) 19. SaTH - NEWSLETTER: Princess Royal Hospital of the Future 20. Road Closure: Whittington Level Crossing, Oswestry Road. Start Date: 8th June 2019, End Date: 9th June 2019, Purpose: Road Closure - General Crossing Maintenance. Working times 23:30 - 09:30, Enforcement pattern for Whittington Level Crossing, Oswestry Road: 23.30 - 09.30 hrs 21. Recover! Shropshire DAAT Newsletter February 2019 22. SALC – Information Bulletin February (2) <p>RESOLVED to NOTE.</p>

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	<p>To consider the following:</p> <ol style="list-style-type: none">1. SALC Area Committees Survey – Consider a response. It was RESOLVED that the Clerk be delegated responsibility to respond.2. Shrewsbury to Chester Rail Users Association (SCRUA) – Corporate Membership. It was RESOLVED not to renew the lapsed membership to SCRUA.
32.19	<p>DATE, TIME AND LOCATION OF NEXT MEETING</p> <ol style="list-style-type: none">a) To confirm the date and time of the next meeting. Tuesday 26th March, 7.30pm.b) To confirm speakers for the 2019 Annual Parish Meeting and agree all other arrangements for the event.<ul style="list-style-type: none">• Date – Tuesday 14th May – 6.30pm, Senior Citizen’s Hall (Big Room)• Right Home, Right Place – It was noted that their attendance has been confirmed• Community Speedwatch – It was resolved to request a representative to attend.• Clerk to request Community reports from: School, Church, Men in Sheds, Senior Citizens, Community Centre, Whittington Together, Castle, TNS and Youth Project and any other organisations in the Parish who would like to submit a report.

Meeting closed: 21.10

Signed _____ Chairman