

# Whittington Parish Council



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Minutes of the Meeting of Whittington Parish Council held on Tuesday 26<sup>th</sup> March 2019 at 7.30pm at The Tea Rooms at Whittington Castle, Castle Street, Whittington.

**Councillors Present:** Frank Davies, Ian Johnson, Paul Thompson-Lawrence, Lucy Beaumont, Jill Whitby, Jenny Pritchard, Paul Jones, Keith Stanton, Rupert Harvey

**Also in attendance:** Mrs A Jones (Clerk). 2 members of the public.

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## 33.19 APOLOGIES FOR ABSENCE

It was **RESOLVED** to accept apologies for absence from Councillors Charmley and Hickman (conflicting meetings).

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## 34.19 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.

*[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]*

**None declared.**

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## 35.19 CONFIRMATION OF MINUTES

To confirm the Minutes of the Full Council Meeting held on 26.02.19 and the Planning Committee Meeting held on 26.02.19

It was **RESOLVED** to confirm the minutes of the full council meeting held on 26.02.19 and the Planning Committee Meeting held on 26.02.19 and they were signed as a true record.

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## 36.19 PUBLIC PARTICIPATION

To allow public participation in accordance with the Council's Standing Order procedure

Members of the Public spoke on the following matters:

- Development of The Old Bakery site, Station Road, Whittington – as part of a pre-application process, representatives attended to present the plans and proposals before submission to Shropshire Council. The proposal is to demolish the former bakery, improve the access and build one detached dwelling house with small garden and parking. Councillors considered the plans and gave informal feedback to the applicant. No concerns were raised and councillors commented that the development will improve what is currently a derelict site.

*19.42 – 2 members of the public left the meeting.*

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## 37.19 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 February, 2019 circulated to councillors via email.

A member of the SNT was not present to give a verbal report.

It was **RESOLVED** to note the written report.

## 38.19 RIGHT HOME RIGHT PLACE

To receive a presentation from Tim Shrosbree and Corrie Davies

Apologies received from Tim Shrosbree and Corrie Davies. The information supplied by Mr Shrosbree was circulated for consideration. It was **RESOLVED** to request that Mr Shrosbree give a presentation to Cllrs at 7.00pm on Tuesday 23<sup>rd</sup> April, ahead of the full council meeting at 7.30pm. It was noted that a presentation will be made to the public at the Annual Parish Meeting in May.

Cllr Johnson gave a report on the meeting he attended with Prees and Ryton XI Towns parish councils, who have now completed their Housing Needs Survey. As a result, they are now seeking out the housing that is required in their parish and have a greater understanding of what the housing needs are in the area. **RESOLVED** to note the report.

## 39.19 REPORTS

### For Consideration

#### a) Chair's Report – Consider matters arising since the last meeting

The Chair reported that there had been an issue with the noticeboards and the keys not working properly to open and close the noticeboards. Although the company do not make noticeboards anymore, they offered to send out some spare keys free of charge, which have now been received. It was **RESOLVED** to send a letter of thanks.

#### b) Clerk's Progress Report – Consider matters arising since the last meeting. **RESOLVED** to note.

<b>Speed Monitoring through Whittington</b> – Waiting for a response from the Community Speedwatch Scheme regarding the Risk Assessment. Invited to attend the Annual Parish Meeting – attendance confirmed.	On-going
<b>Streetlighting (on-going issues)</b> <ul style="list-style-type: none"><li>Annual Survey Report received - Streetlight Working Group have met – the report was not up to date and has been returned to Highline. Next meeting – 23.04.19.</li><li>Station Road, at entrance to Glebe Meadows (No24) – Light out – this is a Scottish Power fault. The light was first reported on 30<sup>th</sup> November. Complaint made to SP because their standard of service has not been met. There is a requirement for full TM from Shropshire and construction date is 26/4/19.</li><li>Inglis Road, Park Hall – Lights out – Scottish Power Fault. Now repaired.</li><li>Light out on Burma Road (Shropshire Council light) not working as supply is taken from Column 59 on Inglis Road (PC light) – Now repaired.</li><li>Between Nos 1 and 4, Park Crescent, Park Hall – Scottish Power Fault. Now repaired.</li></ul>	On-going / To note

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<ul style="list-style-type: none"> <li>North Drive – 43 and 47 have been repaired but 36 and 30 are SP faults and Highline reported them on 08/02/19.</li> </ul>	
<b>Play Area</b> <ul style="list-style-type: none"> <li>The work required to the Toddler Multi Play and the overhead bar on the cradle swings has been completed. Clerk seeking additional quotes for the other maintenance work required in new financial year.</li> <li>Rota to be put in place for Play Area inspections</li> </ul>	On-going
<b>Fitzalan Close</b> – The police supplied ‘CCTV in operation’ and ‘Neighbourhood Watch Area’ signs and these were put in place by Cllr Davis.	To-note
<b>Dog fouling on footpath running behind the houses at Penybryn Avenue</b> – The issue has referred it to the Dog Warden but they have confirmed that they do not currently have a Dog Warden for the North area (the position is going to be recruited as part of our departmental restructure), so the local technician will have to assess the request for signage.	On-going
<b>Grounds Maintenance &amp; Environmental Maintenance Grant</b>	On the agenda
<b>Banking</b> – Online banking application form has now been processed, providing the clerk with access to statements and to view the accounts online.	To note
<b>Insurance</b> – Met with a representative of Came and Company (insurance brokers) on 20.03.19 to discuss the Parish Council’s insurance. Will be submitting a quote. Current insurers BHIB will submit their renewal quote 6-7 weeks before renewal on 1 <sup>st</sup> June	To note
<b>Top Street, Whittington</b> – CIL EOI has now been submitted	To note
<b>Annual Parish Meeting</b> – Right Home, Right Place (Shropshire Council) and Community Speedwatch are confirmed to attend. Invitations sent out to parish organisations to attend / submit a report	To note
<b>Clerk Training</b> – Took part in a HMRC webinar on Payroll – End of Year Reporting on 20.03.19	To note
<b>Cllr Training</b> – Cllrs Whitby and Harvey booked to attend Neighbourhood Planning Training on 26 <sup>th</sup> June	To note

**c) Footway Lighting** – To receive a report from the Streetlight Working Group

The Group met on 25.03.19 to consider the Survey Report submitted by Highline Electrical.

**Survey and LED Project**

- The February 2019 survey lists all of Babbinswood as SOX lamps but Babbinswood was the first phase of the LED conversion so cannot be accurate.
- Councillors were concerned that the information doesn't look up to date and asked Highline to clarify and send over an up to date survey.
- Referring to the original quotes, they indicated 21 LED's in Babbinswood and Fitzalan Close and 19 LED's in Park Hall - 40 LED's in total, plus any that have been changed on an ad hoc basis like at the station crossing, where they are beyond repair. However, the survey is only showing 23 LED's.

**On-going Issues**

- Query regarding Yew Tree Avenue. The lights are currently on all night but they were supposed to be part night lighting. There was an issue with sensors a while back and Highline was looking into it.
- Inglis Road / Burma Road - The SP issues seem to be sorted which is great but there is still a light out on the corner with North Drive. This could be relating to another SP issue that Highline reported on 8<sup>th</sup> February.

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Request made for Andy to attend a half hour meeting on 23rd April at 6.30pm.

**RESOLVED** to note the report and that the group provide an update at the next meeting.

- d) **Whittington Cemetery and Garden of Remembrance** – To receive a report  
**CLlr Davis reported:** There have been 2 meetings at the Cemetery – weeds cleared off the new path, re-gritted, dead flowers removed. There has been a meeting with the grounds maintenance contractor and are currently obtaining quotes. The railings have been painted and all looks very tidy. Volunteers have started their annual maintenance work in the Memorial Garden. **RESOLVED** to note the report.
- e) **Whittington Castle** - To receive a report  
**CLlr Jones reported:** There is an American Civil War event taking place at the Castle this week. **RESOLVED** to note the report.
- f) **Whittington play area at Fitzgwarine** – To consider any issues relating to the play area
- Inspections – Weekly Checks (as per insurance requirements) – The Clerk has designed a check list and it was **RESOLVED** that Cllrs Paul Jones and Frank Davis will carry out weekly, visual checks on the play equipment and return the completed check list forms to the Clerk either in hard copy form or electronically via email.
  - Maintenance – The Clerk raised concerns about the condition of the Glider Handle (exposed metal on the one end) and Platform. It was noted that the Clerk had contacted 4 companies to quote on the repairs but only the company who installed the equipment initially would quote for repair work. It was **RESOLVED** that Cllrs Davis and Jones inspect the Glider and report back at the next meeting.
- g) **Councillor Reports** – To consider reports from Councillors who have attended meetings / training sessions on behalf of the council, since the last full council meeting.

**CLlr Hickman submitted a report which was read out and RESOLVED to note:**

Whittington Charity held their AGM on 11th March – Cllr Hickman and Pritchard attended. Accounts approved and have been submitted to the Charities Commission. Sarah and Richard are leaving Whittington Parish and moving to the Church of Wales. The Diocese will be recruiting a new Vicar who will join the Charity board of Trustees (Vicar, two selected by the Church and two Parish Councillors – Cllr Hickman is currently Chair and Cllr Pritchard is the Secretary).

**CLlr Johnson gave a report on the Youth Project:**

Now going into its 5<sup>th</sup> week. 20 children turn up regularly – now named Whittington Youth. Setting up a website and social media accounts. Looking for a site to hold a holiday club. **RESOLVED** to note the report.

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## 40.19 SHROPSHIRE COUNCILLOR REPORT

To receive a report from Councillor Steve Charmley.

Cllr Charmley was absent from the meeting so no report was provided.

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## 41.19 GROUNDS MAINTENANCE

- a) Receive a report following the meeting with the new contractor and consider insurance documentation and risk assessments that have been reviewed by the Finance and Executive Committee

The Committee reported that they had reviewed the documentation and had raised a couple of queries regarding the insurance cover and risk assessments. This as being followed up by the Clerk, who will report back at the next meeting. **RESOLVED** to note.

- b) Receive an update on the Environmental Maintenance Grant in relation to The Three Trees Green

The Clerk reported that there has been no feedback to date on the Environmental Maintenance Grant and no indication in the recent precept payment documentation circulated that any grants would be paid along with the precept. Councillors considered their position regarding the grasscutting of the Three Trees Green and it was **RESOLVED** to ask Cllr Charmley for an update on the grant and to commence grasscutting on 1<sup>st</sup> April. The condition of the old wall was raised and it's deteriorating state. **RESOLVED** to note.

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## 42.19 PLANNING

- a) To note any planning decisions

- I. **Reference:** 19/00024/FUL (validated: 14/01/2019)  
**Address:** 12 St Barbaras Place, Park Hall, Oswestry, Shropshire, SY11 4AP  
**Proposal:** Erection of single storey extension  
**Decision:** Grant Permission
- II. **Reference:** 18/05499/FUL (validated: 28/11/2018)  
**Address:** Bryn-Y-Plentyn Farm, Middleton, Oswestry, Shropshire, SY11 4LP  
**Proposal:** Erection of a 500KW ground mounted solar development and all associated works  
**Decision:** Grant Permission
- 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  
**Decision:** Grant Permission
- IV. **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)  
**Decision:** Grant Permission

**RESOLVED** to note.

- b) Planning applications for consideration

- I. **Reference:** 19/00995/FUL (validated: 01/03/2019)  
**Address:** Yew Tree Farm, Queens Head, Oswestry, Shropshire, SY11 4LL  
**Proposal:** Erection of replacement dwelling following demolition of existing and erection of new barn

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

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

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- c) **Pre-Application Engagement** – Consider the scheme of delegation prepared by the Planning Committee

Councillors considered the scheme of delegation alongside the already adopted Pre-application protocol and it was **RESOLVED** to adopt the document as part of the Parish Council's Planning Policy. It was **FURTHER RESOLVED** that this needs to be as visible as possible to encourage applicants to engage so a copy is to be placed on the website and noticeboards.

## 43.19 ACCOUNTS

- a) **Consider the following accounts for Payment:**

It was **RESOLVED** to **APPROVE** the following payments, excluding cheque number **2986**. The Finance and Executive Committee reported that agreed maintenance work in the Garden of Remembrance had not been completed and the Greenfingers contract ends on 31<sup>st</sup> March. It was **RESOLVED** that the March invoice remain unauthorised and that this be re-considered at the April meeting. A new cheque (2993) was raised to make the one single payment to Greenfingers for the February maintenance.

CHEQUE NUMBER	PAYMENT TO	DESCRIPTION	NET	VAT	GROSS
2984	Clerk	Salary 1 <sup>st</sup> March – 31 <sup>st</sup> March 2019	880.60		<b>880.60</b>
		Expenses	74.75		<b>74.75</b>
2985	HMRC	PAYE Payments and NI (Month 12)	30.80		<b>30.80</b>
2986	<b>VOID</b>				<b>VOID</b>
2987	Highline Electrical	Streetlight Repairs (February)	543.00	108.60	<b>651.60</b>
		LED Upgrade Project – Service Transfers for Phase 2 (Park Hall)	2985.50	597.10	<b>3582.60</b>
2988	Whittington Castle Preservation Trust	Room Hire – February Meeting	25.00		<b>25.00</b>
2989	Agritel	Brother High Yield Toner for Clerk's Printer	69.60	13.92	<b>83.52</b>
2990	Shropshire Council	Streetlight Energy – 4 <sup>th</sup> Quarter	1751.86	350.37	<b>2102.23</b>
2991	SALC	Clr Training 13.03.19	27.00		<b>27.00</b>
2992	Ray Parry Playgrounds Ltd	Repairs to Play Equipment – Minute 197.18.g refers	700.00	140.00	<b>840.00</b>
2993	Greenfingers	Grounds Maintenance (February)	483.00	96.60	<b>579.60</b>
<b>Direct Debit</b>	NEST	Pension March (Employer & Employee Contribution), Employee contributions deducted from Salary	17.21	0.00	<b>17.21</b>

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b) **Reconciliation** - To approve bank reconciliation up to and including 28<sup>th</sup> February 2019.  
**RESOLVED to APPROVE.**

c) **Internal Transfer of Funds**

- I. To note the electronic transfer of funds carried out by the Clerk from the NatWest Savings Account to the Current Account (ref: Financial Regulation 5.5(c) – delegated responsibility). **RESOLVED** to note.
- II. To approve an additional online transfer of £15,000 to the current account.  
**RESOLVED to APPROVE.**

d) **Finance and Executive Committee Report**

- I. To note the draft year end budget report
- II. To note the VAT Claim Refund drafted by the Clerk for submission after 31.03.19.
- III. To note the signing of the International Tax Compliance Regulations Declaration Form (Nationwide Business Savings Account)

**RESOLVED** to note.

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## 44.19 WEBSITE

To note the NALC LTN on The Public Sector Bodies Accessibility Regulations 2018 and consider the Clerk's recommendations.

Councillors considered the NALC LTN and the Clerk reported that there have been no further updates from NALC or the SLCC, despite in the NALC LTN there being reference to a template statement being made available in December. The council has until September 2020 to be fully compliant and this may only require minimal changes to the website as it is already accessible on all devices. The clerk reported that she has been in contact with various web agencies that specialise in Parish Council's to seek additional advice. The Clerk recommended waiting until further advice and guidance was made available from NALC and the SLCC. It was **RESOLVED** to note the report and that the Clerk to report back when further information and guidance is available.

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## 45.19 GRANT / DONATION REQUESTS

To receive and consider grant applications received.

It was noted that the Cemetery has submitted a letter requesting a grant / donation and they have been sent a copy of the application form to complete. It was also noted that Whittington Castle have submitted an application and this will be considered at the April meeting.

A letter from Derwen College was considered, requesting a donation towards their fundraising for a new Therapy and Fitness Centre at the College. It was **RESOLVED** to make a donation of £100.00 and Cheque number 2994 was signed.

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## 46.19 PARISH COUNCIL ACTION PLAN

Consider the draft plan prepared by the Clerk for 2019/20 (also includes medium and long-term projects) (Item deferred from February meeting)

The Action Plan was considered and it was agreed that the word 'priority' be removed when referring to the place plan as this could be misleading. It was **RESOLVED** to adopt the Action Plan and review annually. A copy is to be placed on the website.

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## 47.19 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. ***Councillors are respectfully reminded that this is not an opportunity for debate or decision making.***

- Highways – road signs are dirty and overgrown (on the Babbinswood road out of Whittington)
- Traffic Calming on Burma Road – dirty, requires cleaning as reflectors are not properly visible.

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## 48.19 CORRESPONDENCE

To note correspondence received via e-mails or post 'hard copies' from 26<sup>th</sup> February, until date of this agenda:

1. Reinforcement to North Shropshire Electricity Distribution Network – Notice of Preliminary meeting
2. Keep Britain Tidy Information
3. Rights of Way: Restoring the Record 2026 FREE TRAINING DAYS
4. SLCC - News bulletin 22nd February 2019
5. NALC - Chief executive's bulletin (22/9/2019)
6. SaTH - MEDIA RELEASE: Specialist team
7. NALC – Legal Update February 2019
8. Letter of thanks from Whittington Music Festival for the grant
9. Shropshire CCG - New Accountable Officer Appointed at Shropshire CCG
10. Letter of thanks from Whittington Castle for the grant towards new lighting
11. RSN Rural Funding Digest - March 2019 Edition
12. SaTH - News: Trust joins nationwide Cervical Screening Saves Lives campaign
13. Shropshire Council - Road Closure: Newton Junction A495, Lyneal, Ellesmere. Start Date: 4th June 2019. End Date: 6th June 2019. Purpose: Road Closure - To locate existing water main and other services Install mains connection Valve and Washout Full Road Crossing. Works Promoter: Severn Trent Water, Works Promoter Ref: LB517A6W/12389953B
14. Shropshire Council – Affordable Housing Newsletter
15. Rural Services Network - Rural Services Network call on Government for a Rural Strategy
16. Shropshire Council - Road Closure: Junction West of Pentrehelin, Criftins, Start Date: 24th April 2019, End Date: 25th April 2019, Purpose: Road Closure - Bbox Install 25mm and Meter Carriageway type 4 (up to 0.5 MSA) Job in Verge (Grass)
17. SALC – March Bulletin
18. Heathwatch Shropshire - Spread the word: Help local people have their say on the future of the NHS in Shropshire

To consider the following correspondence:

1. Information on Shropshire Archives – **RESOLVED** to note.
2. Calor Rural Community Fund – It was **RESOLVED** that the Clerk submit an application for the playground refurbishment and a new Spring Rider.
3. Tree Safety - Correspondence from BHIB Insurance and Natural Environment Team (quote for tree inspections) – The information on Tree Inspections was considered by councillors, in relation to the small number of trees on the ground owned by the Parish Council, to the side of the play area. It was **RESOLVED** to approve the quote from Shropshire Council to carry out a tree survey and the clerk to share the report once received.
4. Shropshire Council - Consultation on proposed changes from September 2019 - Travel assistance for SEND Nursery and Post 16 students. **RESOLVED to note and to share the consultation on the website.**

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## 49.19 DATE, TIME AND LOCATION OF NEXT MEETING

To note the date and time of the next meeting.

The next meeting of the full council will be Tuesday 23<sup>rd</sup> April, 7.30pm.

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## 50.19 EXCLUSION OF PRESS AND PUBLIC

*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 items to be considered involves the likely disclosure of confidential information.*

### Clerk's Employment

- a) To note the NJC 2019/20 Pay Scales and change in pension contributions from 6<sup>th</sup> April. It was **RESOLVED** to note the scales and it was agreed that the Clerk will receive an incremental increase on 1<sup>st</sup> April as per the contract of employment.
  - b) Receive a report from the Finance and Executive Committee following completion of the Clerk's annual appraisal. **RESOLVED** to note the report.
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Meeting closed: 21.26

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