

Whittington Parish Council

T: 01691 829571

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www.whittingtonpc.com

Hawthorn Cottage, Porthywaen, Oswestry, Shropshire, SY10 8LX

21st May 2019

Dear Councillors,

You are summoned to attend a meeting of the Parish Council to be held on **Tuesday 28th May 2019 at 7.30pm** in The Tea Rooms at Whittington Castle, Castle Street, Whittington for the transaction of business as set out in the Agenda below.



Mrs A Jones, Clerk to the Council

AGENDA

68.19 ELECTION OF CHAIRMAN AND DECLARATION OF ACCEPTANCE OF OFFICE

69.19 ELECTION OF VICE CHAIRMAN AND DECLARATION OF ACCEPTANCE OF OFFICE

70.19 APOLOGIES FOR ABSENCE

71.19 DISCLOSABLE PECUNIARY 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]

- a) 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.
- b) To consider any applications for dispensation
- c) To note that register of interest forms must be updated with any changes

72.19 CONFIRMATION OF MINUTES

To confirm the Minutes of the Full Council Meeting held on 23.04.2019

73.19 PUBLIC PARTICIPATION

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

74.19 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 April, 2019 circulated to councillors via email.

75.19 COUNCIL COMMITTEES AND DELEGATED POWERS

- a) To review terms of reference, delegated powers and 2019/20 meeting dates of each committee
 - I. Finance and Executive Committee
 - II. Planning Committee
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b) To elect Councillors onto the following committees:

- I. Finance and Executive Committee (3 members plus the Chairman as a non-voting member)
- II. Planning Committee (5 members)
- III. Grievance Panel (3 members – Vice Chair and 2 Councillors)
- IV. Discipline Panel (3 members – Vice Chair and 2 Councillors)
- V. Appeals Panel (5 members including the Chairman - no member must be on III or IV)

c) To note Working Groups/Task and Finish Groups currently established and agree objectives

76.19 APPOINTMENT OF REPRESENTATIVES – TO APPOINT REPRESENTATIVES TO THE FOLLOWING OUTSIDE BODIES:

- a) SALC Area Committee (Chairman and 1 member)
 - b) Local Joint Committee (1 member and a reserve)
 - c) Whittington Youth Project
 - d) Whittington In Need Charity
 - e) Helicopter Noise Liaison Group
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77.19 TO RECEIVE THE ANNUAL ACCOUNTS

- a) Internal Auditors Report 2018-19 – To note
 - b) Annual Governance Statement 2018-19 (section 1 of the AGAR) – To consider and approve
 - c) Accounting Statements 2018-19 (section 2 of the AGAR) – To consider and approve
 - d) Review of Council's expenditure incurred under s.137 / GPC in 2018-19
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78.19 ANNUAL REVIEW OF COUNCIL REGULATIONS AND PROCEDURES

- a) **Standing Orders**
 - b) **Financial Regulations**
 - c) **Accounting Procedures Risk Assessment**
 - d) **Code of Conduct**
 - e) **Policies, procedures and practices in place in respect of the Parish Council's obligations under freedom of information and data protection legislation**
 - I. Publication Scheme
 - II. Privacy Policy
 - III. Document Retention Policy
 - IV. Personal Data Management Policy
 - V. Security Incident Response Policy
 - VI. Subject Access Policy
 - f) **Accounting Procedures Risk Assessment**
 - g) **Parish Council Policies:**
 - I. Complaints Policy
 - II. Press and Media Policy
 - III. Grant Awarding Policy
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79.19 REPORTS

For Consideration

- a) **Chair's Report** – Consider matters arising since the last meeting
 - b) **Clerk's Progress Report** – Consider matters arising since the last meeting
 - c) **Footway Lighting** – To receive a report from the Streetlight Working Group and receive any issues with lighting
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- d) **Whittington Cemetery and Garden of Remembrance** – To receive a report
- e) **Whittington Castle** - To receive a report
- f) **Whittington play area at Fitzwarine** – To receive a report from Cllrs Davis and Jones on the weekly checks and consider Clerk's report and suggestions to improve signage
- 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.

80.19 SHROPSHIRE COUNCILLOR REPORT

To receive a report from Councillor Steve Charmley.

81.19 PLANNING

- a) **To note any planning decisions**
 - I. **Reference: None received at the date the agenda was published.**
- b) **Planning applications for consideration**
 - I. **Reference: None received at the date the agenda was published.**

82.19 ACCOUNTS

- a) **Payments** - Consider the following accounts for payment:

CHEQUE NUMBER	PAYMENT TO	DESCRIPTION	NET	VAT	GROSS
3005	Clerk	Salary 1 st May – 31 st May	898.46	0.00	898.46
		Expenses	67.58	0.00	183.03
3006	HMRC	PAYE Payments (Month 2)	26.82	0.00	26.82
		Employer NI	30.84	0.00	30.84
3007	Highline Electrical	Streetlight Repairs (April)	116.00	23.20	139.20
3008	Whittington Castle Preservation Trust	Room Hire – April	25.00		25.00
3009	D & R Brewer	Grounds Maintenance – Month 2 (1/12 of total annual cost)	87.50	0.00	87.50
3010	Friends of Whittington Cemetery	Grant (minute 63.19 refers)	980.00	0.00	980.00
3011	B.Townson	Internal Audit	125.00	0.00	125.00
3012	Whittington Senior Citizens Club	Room Hire for APM – 2.5hrs	37.50	0.00	37.50
3013	Insurance Provider (TBA)	To be agreed under agenda item 83.19	TBA		TBA
Direct Debit	NEST	Pension May (Employer 12.91 & Employee 17.22 Contribution), Employee contributions deducted from Salary	30.13	0.00	30.13

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b) Income – To note income received

Date Received	From Whom and Description	Amount
24.04.19	HMRC – VAT Refund 2018-29	9566.76
26.04.19	Shropshire Council Precept Neighbourhood Fund	43880.00 5526.03
30.04.19	NatWest – Interest	5.37

c) Reconciliation - To approve bank reconciliation up to and including 30th April 2019

d) Internal Transfer – To consider transferring funds to the parish council's savings account

83.19 INSURANCE

Consider quotes and policy schedules received. Approve payment of associated invoice.

84.19 STREET LIGHTING JOINT ENERGY AGREEMENT 2019-20

Consider the 2019-20 agreement and associated costs.

85.19 GRANT APPLICATION

Consider application for Grant Funding from TNS FC Foundation Ltd to help a weekly two-hour holiday club in Whittington during the 2019 school summer holidays.

86.19 ANNUAL PARISH MEETING

To receive feedback on the Annual Parish Meeting held on 14th May 2019

87.19 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.***

88.19 CORRESPONDENCE

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

1. SALC – Easter Bulletin and attachments
 2. Shropshire Council / Amey – Planning Road works for Derwen
 3. Shropshire Council - Road Closure: Little Criftins Farm to Dudleston Hall junction, Dudleston Heath. Start Date: 4th July 2019. End Date: 4th July 2019. Purpose: Road Closure - Replace 1 existing pole
 4. NALC Chief Executive Bulletin
 5. High Street/Town Centre Clean Up Initiative & LEAF - Litter Elimination Action Fund
 6. Shropshire Council - Road Closure: Junction with B4580 Underhill Farm to Parc Uchaf, Rural Oswestry. Start Date: 22nd July 2019. End Date: 22nd July 2019. Purpose: Road Closure - Replace 1 existing pole
 7. Road Closure: Old Marton crossroads to Perthy Bridge, Dudleston. Start Date: 24th July 2019. End Date: 26th July 2019. Purpose: Road Closure - Laying 152 meters of duct in verge.
 8. Shropshire Council – CIL Update Letter 29.04.19
 9. Press Release - NHS Shropshire Clinical Commissioning Group – GP Practices closed over BH weekend (shared on the website)
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10. Shropshire Council – Road Closure – REVISED DATE: The Old Chapel Junction, Perthy. Start Date: 7th May 2019. End Date: 7th May 2019.
11. Shropshire Council – Road Closure: Road Closure: Rose Cottage Junction to A528, Cockshutt. Start Date: 23rd July 2019. End Date: 26th July 2019
12. SALC – May Information Bulletin and attachments
13. Shropshire CCG and Telford & Wrekin CCG - NHS Shropshire CCG and NHS Telford & Wrekin CCG's Proposal to become One Organisation
14. SaTH Press Release - SaTH appoints interim Deputy Chief Executive
15. NALC Legal Update – April 2019
16. VE Day – 75th Anniversary 2020
17. Road Closure - Haughton to Henbarns nr. Rednal. Start Date: 10th June 2019. End Date: 11th June 2019
18. SALC – Community Litter Pick – Case Study
19. Shropshire Council Road Closure: Rose Cottage Junction to A528, Cockshutt. Start Date: 28th May 2019. End Date: 31st May 2019
20. Shropshire Council - VCSA Annual Assembly
21. Notes on Neighbourhood Planning – Issues No 22
22. NHS Shropshire CCG - CCG Board Update

To consider the following correspondence:

1. Review of A-boards Policy and Process
2. Correspondence from The Rt Hon Owen Paterson MP re: broadband in North Shropshire
3. Shropshire PCC – SmartWater Offer and Annual Survey 2019
4. Letter from a parishioner - Road Flooding at Park Hall

89.19 DATE, TIME AND LOCATION OF NEXT MEETING

To note the date and time of the next meeting and note meeting dates for 2019-20 (including committees)
