

# Whittington Parish Council



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Minutes of the Annual Meeting of Whittington Parish Council held on Tuesday 28<sup>th</sup> May 2019 at 7.30pm at The Tea Rooms at Whittington Castle, Castle Street, Whittington.

**Councillors Present:** Frank Davies, Paul Thompson-Lawrence, Lucy Beaumont, Jill Whitby, Steve Charmley, Keith Stanton, Rupert Harvey.

**Also in attendance:** Mrs A Jones (Clerk). PCSO Roberts.

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## 51.19 APOLOGIES FOR ABSENCE

It was **RESOLVED** to accept apologies for absence from Councillors Paul Jones, Ian Johnson, Greg Hickman and Jenny Pritchard.

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## 52.19 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 at this stage in the meeting.**

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## 53.19 CONFIRMATION OF MINUTES

To confirm the Minutes of the Full Council Meeting held on 26.03.19

It was **RESOLVED** to confirm the minutes of the Full Council Meeting held on 26.03.19 and they were signed as a true record.

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## 54.19 PUBLIC PARTICIPATION

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

Members of the public spoke on the following matters:

- Whittington Youth Holiday Club has been a great success, very well attended and activities are going well. There is a real demand for more things for young people to do but volunteers are aware that this is reliant on funding. It was **RESOLVED** that the council seek an update from TNS.

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## 55.19 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 March, 2019 circulated to councillors via email.

PCSO Roberts give a verbal report covering the following:

- 12 crimes recorded last month. Slight increase compared to previous months.
- There has been a spate of 4 burglaries, targeting properties with unsecure wooden doors.

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- Couple of vehicles damaged in the area.
- Elderly woman in the village has been targeted and police are liaising with her.
- One domesticated offence.
- Some speed checking will take place shortly on the Babbinswood Road out of Whittington.

**RESOLVED** to note the report.

## 56.19 RIGHT HOME RIGHT PLACE

Discuss and consider the information received

Prior to the meeting, councillors received a presentation from Carol Clarke, Shropshire Council, about Right Home Right Place. The information was **NOTED**.

## 57.19 REPORTS

### For Consideration

- Chair's Report** – Consider matters arising since the last meeting. **No matters were raised by the Chair.**
- Clerk's Progress Report** – Consider matters arising since the last meeting:

<b>Speed Monitoring through Whittington</b> – Waiting for a response from the Community Speedwatch Scheme regarding the Risk Assessment. Representative attending the Annual Parish Meeting	On-going
<b>Streetlighting (on-going issues)</b> <ul style="list-style-type: none"> <li>• Annual Survey Report received - Streetlight Working Group meeting with Highline 30<sup>th</sup> April</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. Requires road traffic management which has been booked for 26<sup>th</sup> April. Regarding a complaint – the project leader has reported that if it has failed a GS Standard then it will be picked up when the compliance team do their quarterly audit and any payments will be processed.</li> <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>	On-going / To note
<b>Play Area</b> <ul style="list-style-type: none"> <li>• Weekly visual checks now being carried out by Cllrs Davis and Jones and record sheets being passed to the Clerk</li> <li>• Cllr Davis providing a report regarding the deteriorating condition of the Handle on the Glider</li> <li>• Calor Community Grant Application has been submitted – applying for £2,500 to help towards the purchase of a new Spring Rider and to replace the Steam Train that was removed, as well as make repairs to the Single Point Swing and Glider.</li> </ul>	On the agenda
<b>Fitzalan Close</b> – Cllr Davis has put up the signs re: CCTV and Neighbourhood Watch	To note
<b>Dog fouling on footpath running behind the houses at Penybryn Avenue</b> – confirmation now received that signage has been ordered and will be put up.	To note
<b>Grounds Maintenance &amp; Environmental Maintenance Grant</b>	On the agenda
<b>Top Street, Whittington</b> – CIL EOI has now been submitted. Awaiting an update and outcome of the application.	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. Senior Citizens Hall booked.	To note
<b>Clerk Training</b> – Attended Oswestry Clerks Network Meeting on 9 <sup>th</sup> April	To note

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<b>Cllr Training</b> – Cllrs Whitby and Harvey booked to attend Neighbourhood Planning Training on 26 <sup>th</sup> June	To note
<b>Trees</b> – Inspection has been booked with Shropshire Council and once completed a report will be supplied with recommendations for any work required and a recommendation for future inspections.	To note
<b>Admin</b> – OneDrive has now been setup, so all documents are being backed up to the Cloud in a secure area that is password protected.	To note
<b>Memorial Garden</b> – Update from Volunteers, there has been some more clearing by the Lychgate but they are having issues with refuse clearance so will have to stop clearing until they have a solution for getting rid of the rubbish.	To note
<b>Bus Shelters &amp; Benches</b> – Report from David G – The Bus Shelter on the Three Trees has now been painted to remove the vandalism. The next job will be the Bus Shelter at Park Hall which needs painting inside and out and is scheduled in to be done July/Aug. The benches by the play area require a couple of coats of paint as does the bench on the Three Trees.	Agreed

- c) **Footway Lighting** – To note the next meeting of the Streetlight Working Group and receive any issues with lighting

It was **NOTED** that the working group are meeting on 30<sup>th</sup> April, 6.00pm and will provide a report at the May meeting.

- d) **Whittington Cemetery and Garden of Remembrance** – To receive a report

- Cllr Davies reported on recent work carried out by the Friends of Whittington Cemetery.
- Complaints have been received regarding the lack of grasscutting in the Garden of Remembrance and all complaints have been referred to the Church as the owners of the land.
- The volunteers have found an alternative solution to removing the leaning trees and are proposing to the Church that they could be supported rather than removed as the previous contractor has refused to carry out the outstanding work.

**RESOLVED** to note the report.

- e) **Whittington Castle** - To receive a report

No report received as Cllr Jones was not present at the meeting.

- f) **Whittington play area at Fitzwarine** – To receive a report from Cllrs Davis and Jones on the weekly checks and receive an update from the Clerk in relation to the Calor Community Grant Application

**Cllr Davis provided the following verbal report:**

- **Condition of the glider handle** – Cllr Davis has tidied the plastic edges on the handle so this is now smooth, with no rough edges. It was **RESOLVED** to await the next RoSPA report for further guidance on maintenance.
- **Incident with the Spring Rider which was reported to the Parish Council on 18/04/19** – Cllr Davies tested the mechanism on both Spring Riders, and both are working fine.

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Cllr Davies has smoothed off the wood so that the edge is no longer splintered. It was **RESOLVED** to await the next RoSPA report for further guidance on maintenance.

## **The Clerk reported on the Calor Community Grant Application:**

The application has been approved and is now live on the website, with voting opening on 2<sup>nd</sup> May. This has been promoted on the Parish Council Facebook Page and a suggestion for a Picnic Table to replace the old steam train has been made. **RESOLVED** to note.

It was **FURTHER RESOLVED** that the Clerk investigate additional signage options (use with care, supervision required) and report back at the next meeting.

## **g) Grounds Maintenance & Environmental Maintenance Grant – To receive an update**

The Clerk reported that there has been no correspondence relating to the Environmental Maintenance Grant since the application was submitted. **RESOLVED** to note.

Contractors Insurance and Risk Assessments – It was noted that the Clerk had circulated the updated documentation, and this has been considered by Cllrs. No issues were raised. **RESOLVED** to note the documentation.

## **h) Councillor Reports – To consider reports from Councillors who have attended meetings / training sessions on behalf of the council, since the last full council meeting. No reports provided.**

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## **58.19 SHROPSHIRE COUNCILLOR REPORT**

To receive a report from Councillor Steve Charmley.

Cllr Charmley reported that there was nothing further to add, in addition to the items already on the agenda for consideration.

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## **59.19 PLANNING**

### **a) To note any planning decisions**

#### **I. Reference: 19/00374/FUL (validated: 24/01/2019)**

**Address:** Bryn-Y-Plentyn Farm, Bryn-Y-Plentyn, Middleton, Oswestry, 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

**Decision:** Grant Permission

**RESOLVED** to note.

### **b) Planning applications for consideration**

#### **I. To note that no new planning applications have been received up to the date the agenda was published (15.04.19)**

**RESOLVED** to note.

It was also **NOTED** that an application for a Lawful Development Certificate for an existing use as a place of storage (19/01685/CPE) has been received and that this is for information only and is not a formal consultation.

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## 60.19 ACCOUNTS

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

CHEQUE NUMBER	PAYMENT TO	DESCRIPTION	NET	VAT	GROSS
2995	Clerk	Salary 1 <sup>st</sup> April – 30 <sup>th</sup> April	898.46	0.00	<b>898.46</b>
		Expenses	67.30	0.00	<b>67.30</b>
2996	HMRC	PAYE Payments (Month 1)	26.82	0.00	<b>26.82</b>
		Employer NI	30.84	0.00	<b>30.84</b>
2997	<b>VOID</b>				
2998	Highline Electrical	Streetlight Repairs (March)	261.00	52.20	<b>313.20</b>
2999	Whittington Castle Preservation Trust	Room Hire – March x 2 Meetings	50.00		<b>50.00</b>
3000	SALC	ALC Affiliation Fees 2019/20	899.99	0.00	<b>899.99</b>
3001	D & R Brewer	Grounds Maintenance – Month 1 (1/12 of total annual cost)	87.50	0.00	<b>87.50</b>
3002	D W Gruar	Repairs to bus shelter on Three Trees Green and painting to remove graffiti (minute 184.b.18 refers)	442.50	0.00	<b>442.50</b>
3003	Greenfingers	Final invoice for Grounds Maintenance 2018/19 – paid in part as final works not completed	283.00	56.60	<b>339.60</b>
<b>Direct Debit</b>	NEST	Pension April (Employer 12.91 & Employee 17.22 Contribution)	30.13	0.00	<b>30.13</b>

**Ref: Cheque no 3003** – Greenfingers had confirmed via email prior to the meeting that no further work would be carried out in the Memorial Garden. As this contradicts what was agreed with the Parish Council, it was **RESOLVED** to pay Invoice Number 38146 in part (£200 less than the total minus the VAT = £240.00 less than the invoice total)

- b) **Income** – To note income received. It was noted that as of 31.03.19 - £165.15 had been paid in interest into the Nationwide Saving Account and £7.20 in the Natwest Business Saver Account for interest for the month of March. **RESOLVED** to note. It was **FURTHER NOTED** that the Precept and Neighbourhood Fund will be paid into the Parish Council bank account on 26<sup>th</sup> April and to date, the 2018/20 VAT Refund had not yet been received.
- c) **Reconciliation** - To approve bank reconciliation up to and including 31<sup>st</sup> March 2019 (Year End).

**RESOLVED** to approve the Year End Bank Reconciliation with the balance carried forward being: **£84,538.81**

- d) **Financial Year End 2018/19** – To consider the following financial documents:

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Each member had received a copy of the completed accounts for presentation to the Internal Auditor following the meeting. It was **RESOLVED** that the finalised accounts for the 2018/19 financial year be approved and the Chairman signed these accordingly. It was **NOTED** that the Annual Return (AGAR) and Internal Auditor's report will be brought to the May meeting for consideration before sending to the External Auditors, PKF Littlejohn.

- I. Year End Receipts and Payments – **RESOLVED** to note.
  - II. Year End Budget Report – **RESOLVED** to note.
  - III. Earmarked Reserves – **RESOLVED** to note. The Clerk reported that although the year end reconciliation shows the General Reserves dipping below the recommended minimum level, this will be balanced out when the 2018/19 VAT Refund is paid as double the amount of VAT was paid in 2018/19 compared to 2017/18. **RESOLVED** to note.
  - IV. Asset Register – **RESOLVED** to note.
- e) **Direct Debits** – To note Direct Debit Payments for 2019/20 – **RESOLVED** to note that the only payment made by Direct Debit is to NEST the Pension Provider.
- f) **Internal Auditor** – Appoint an internal auditor for 2019/20 – **RESOLVED** to appoint B. Townson as the internal auditor for 2019/20.
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## 61.19 INSURANCE

Consider quotes and policy schedules received

Quotes were considered from BHIB Insurance Brokers (AVIVA) and Came and Company who provided three quotes from three different insurance providers.

Came & Company's quote from Inspire was the preferred option, with a premium of £822.40 or **£783.78** if part of a 3 year agreement. Inspire use AXA as their insurance provider and they provide rradar, which through their dedicated teams of specialist industry advisors and solicitors, offer support and advice to help resolve any situation that may arise. As part of the rradar service clients have unlimited access to a comprehensive database of compliance and risk management information in the following areas: Employment and Human Resources; Health and Safety; Environment; Company and Commercial; Compliance, Governance and Legal Duties; Risk Management. In addition to the core covers afforded by all our insurers, as summarised in appendix i, Inspire can provide enhanced levels of protection and additional covers including Key person cover of £250 per week up to max £2,500 in one year

It was **RESOLVED** to raise the following questions with Came and Company regarding the quote:

- Request the rate per £1000 as Cllrs are considering whether to increase the insurance sum for the Street Furniture
- Streetlighting and the process should a light be damaged and the council wish to make a claim

Cllr Harvey proposed seeking an additional quote from a local broker.

The information will then be brought back to the May meeting for further consideration and approval to ensure the new policy is in place for the start date of 01/06/2019.

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## 62.19 19/04185/NEWDEV SHROPSHIRE COUNCIL STREET NAMING & NUMBERING

Consider the site plan and policy supplied by Shropshire Council and respond with suggestions for the new street name for the development land SE Of Whittington Primary School, Station Road.

Possible street names were considered and it was **RESOLVED** to propose the following:

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- Molesworth Way – Named after a previous headmaster of the school (one of the spur roads)
- Rowson Drive – Named after a former pupil who came back as a much loved teacher (one of the spur roads)
- Brook Avenue – Named after the common brook (Main Road)
- School Way (Spur road going off right)

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## 63.19 GRANT / DONATION REQUESTS

To receive and consider grant applications received.

**20.50** – Cllr Davis declared an interest and did not take part in the following discussion

### 1. Friends of Whittington Cemetery

Grasscutting in the Cemetery – Application for £980.00 grant funding.

Councillors referred to the Grant Awarding Policy which specifies a maximum grant of £500 can be made. It was **RESOLVED** that, in this instance, this be at the council's discretion and the grant for £980.00 was approved.

Approved	Amount granted	Cheque No
Yes	£980.00	The cheque will be signed at the May meeting as only one signatory available to sign as Cllr Davis declared an interest.

### 2. Whittington Castle Preservation Trust

Grasscutting (Old Playing Field) – Application for £480.00 grant funding

Approved	Amount granted	Cheque No
Yes	£480.00	3004

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## 64.19 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.***

- The cracked mirror at the end of Top Street is being replaced.

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## 65.19 CORRESPONDENCE

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

1. Shropshire Council - Road Closure: New Marton Road Junction, Oswestry. Start Date: 20th May 2019. End Date: 22nd May 2019. Purpose: Install 10m of 1 way poly duct in Verge. Enforcement pattern for New Marton Road Junction, Oswestry: 24 hrs
2. Shropshire Council – Road Closure: Road Closure: Rose Cottage Junction Kenwick Park, Cockshutt. Start Date: 23rd April 2019. End Date: 25th April 2019. Purpose: Short 0.1-4.5m Full Ex 25mm MDPE new water connection Job in Carriageway (10mm Bitmac (Tarmac). Enforcement pattern for Rose Cottage Junction Kenwick Park, Cockshutt: 24 hr
3. LGRC/NALC LOCAL COUNCIL EXPO - 21st June 2019

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4. NALC – Chief Executive Bulletin
5. SALC – Notification that next Oswestry Area Committee meeting will be 30<sup>th</sup> April
6. SALC – Invitation to attend: The 5 Voices workshop being held at Shirehall, Shrewsbury on 10<sup>th</sup> May 2019, 8.30am – 10.30am.
7. The Pensions Regulator - Your legal duties: workplace pensions re-enrolment
8. Shropshire Council - Road closure for resurfacing - B5069 St Martins between 15 and 20 April 2019
9. Shropshire Council - Road Closure: New Marton Junction Hindford, Whittington. Start Date: 18<sup>th</sup> June 2019. End Date: 20<sup>th</sup> June 2019.
10. Shropshire Council - High Street Community Clean up
11. SALC – April Information Bulletin
12. Shropshire Council - Resurfacing work on B5069 at St Martins postponed
13. Shropshire Council - Road Closure: Perthy Bridge to Windy Ridge, Lower Perthy. Start Date: 18<sup>th</sup> June 2019. End Date: 19<sup>th</sup> June 2019
14. Derwen College – Acknowledgement of the grant received and a thank you card

**RESOLVED** to note.

**To consider the following correspondence:**

1. Reinforcement to the North Shropshire Electricity Distribution Network (EN020021) - Rule 8 letter and Annexes – **To note.**
2. Local Bus Service consultation – **RESOLVED** not to respond.

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## 66.19 DATE, TIME AND LOCATION OF NEXT MEETING

To note the date and time of the next meeting.

Next Ordinary Parish Council Meeting - Tuesday 28<sup>th</sup> May, 7.30pm – Castle Tea Rooms.

Annual Parish Meeting – Tuesday 14<sup>th</sup> May, 6.30pm – Senior Citizen’s Hall.

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## 67.19 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.*

### PLACE PLAN

(defined at this stage by Shropshire Council as a confidential joint draft working document between Shropshire Council and Town and Parish Council’s)

### Consider and review the draft document

Councillors considered the report prepared by the Clerk and **APPROVED** submission to Shropshire Council as the Parish Council’s Review of the current draft document.

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**Meeting closed: 21.25**

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