

# Whittington Parish Council



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Minutes of the Meeting of Whittington Parish Council held on Tuesday 27<sup>th</sup> August 2019 at 7.30pm at The Tea Rooms at Whittington Castle, Castle Street, Whittington.

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

**Also in attendance:** Mrs A Jones (Clerk). Representative from Highways England.

*Prior to the meeting, the Chair delivered a Health and Safety Briefing - In the event of a fire, the fire alarm will operate and everyone will immediately evacuate the building. People are asked to exit the same way they entered and make their way to the Assembly Point on the Car Park. No fire drill is planned for this evening. People were asked to please take care when exiting the building after the meeting.*

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## 118.19 APOLOGIES FOR ABSENCE

It was **RESOLVED** to accept apologies for absence from Cllr Hickman and Paul Jones.

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## 119.19 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. None declared at this stage in the meeting.
- b) To consider any applications for dispensation. None received.

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## 120.19 CONFIRMATION OF MINUTES

To confirm the Minutes of the Full Council Meeting held on 16.07.19

It was **RESOLVED** to confirm the minutes of the Full Council Meeting held on 16.07.19 and the minutes were duly signed as a true record.

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## 121.19 PUBLIC PARTICIPATION

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

No members of the public present.

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## 122.19 POLICE REPORT

To receive a written and verbal Police Report (dependent on their attendance at this meeting).

It was **NOTED** that a written report had not been received for the month of July and a representative was not present to give a verbal report.

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## 123.19 HIGHWAYS

Highways England to inform of closures on the A5 – To receive a short presentation followed by the opportunity to ask questions

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Highways England have identified several improvements that they need to complete along the A5 between Weirbrook and Five Crosses. They need to improve the emergency lay-bys, drainage and carry out some resurfacing. They will also be renewing the road markings in the area. The work is planned to be completed from 19<sup>th</sup> September – 11<sup>th</sup> October. Work will be completed at night between the hours of 8pm and 6am Monday – Friday.

Phase 2A and 2B are the closures that will affect Whittington – lasting 13 nights. Through increased and better signage, they aim to mitigate traffic through Whittington as a result of the closures.

It was **RESOLVED** to note the information and to publish a copy of the letter on the Parish Council website and on the noticeboards.

## 124.19 REPORTS

### For Consideration

- a) **Chair's Report** – Consider matters arising since the last meeting – The Chair reported that shortly before the meeting she had taken a call from a reporter at the Advertiser asking for a comment in relation to CIL payments. **RESOLVED** to note that a short statement was given.
- b) **Clerk's Progress Report** – Consider matters arising since the last meeting. **RESOLVED** to note the below report.

<p><b>Road Safety / Highways</b> – Currently registering people's interest in becoming a volunteer. When 6 volunteers have come forward, the project can be passed to Community Speedwatch to launch. 1 volunteer currently on the list.</p> <p>Police have agreed to continue monitoring the speed of traffic on Berghill Lane</p> <p>Road between Whittington and Gobowen (B5009) and the road out of Whittington to Babbinswood – The pavement is very narrow and dangerous due to the overgrowth. Needs clearing and weeds removing – Reported to Environmental Maintenance and followed up with Highways.</p> <p>The road signs have rotted off the post by the Shell Mex fuel station at Babbinswood, pointing towards Aston. Safety concern. – Reported to Environmental Maintenance.</p> <p>Condition of the Station Road – surface – Reported to Highways.</p>	On-going
<p><b>Training and Events</b></p> <p>Clerk booked to attend training on 17<sup>th</sup> Sept on Quotes, Tender and Contract Management</p> <p>SALC Area Committee – Cllr Hickman to attend SALC AGM</p>	To note
<p><b>Environmental Maintenance</b></p> <p>Complaints regarding the hedge on the bank opposite 23,33,34 and 35 Penybryn Avenue, Whittington. The hedge is so overgrown it is scratching cars and cars are struggling to pass – Reported to Environmental Maintenance</p>	To note
<p><b>Cambrian Avenue</b></p> <p>The only light on Cambrian Avenue has been out. This has been reported for repair but has raised questions from residents regarding the lack of lighting on Cambrian Avenue compared to other residential areas in the village.</p>	To note
<p><b>Admin</b></p>	To note.

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<p>The Clerk and Chair completed the VCSA / SALC Rural Survey due to the deadline for responses falling before the August meeting.</p> <p>Radar (HR and H&amp;S Support provided through our insurance providers) – Account has now been set up with access to a wide range of online resources.</p>	
<p><b>Streetlights – Electrical Testing</b> Asset Inspection Schedule amended to reflect the annual electrical checks of 20% of stock on a rolling basis</p> <p>Light on Cambrian Avenue outside Number 5 was beyond repair so after seeking approval from the Chair, it was agreed to replace with an LED as it is the only light on Cambrian Avenue and the parish council were in receipt of a number of complaints from residents.</p>	<p>To note</p> <p>To note</p>

**c) Whittington play area at Fitzgwarine**

- I. To receive a report from Cllrs Davis and Jones on the fortnightly visual inspections **RESOLVED** to note the report and the recent inspection sheets were filed with the Clerk.
- II. To receive a report from the Clerk on the Cradle Swing and recommendations for repair

Councillors discussed the options and it was **RESOLVED** to seek quotes to replace the whole unit with a new metal unit. It was **FURTHER RESOLVED** that the Clerk obtain three quotes for consideration at the September meeting and ask suppliers whether it is possible to reuse the overhead bar and swings that are still in good working order.

**d) Street Lighting – To receive a report from the Streetlight Working Group and consider the following recommendations:**

It was **NOTED** that guidance had been received from NALC in relation to the project being managed by a committee and that their advice for a project of this scale is that decisions should be made by Full Council. It was therefore agreed to continue with a Working Group to research areas of the project and report back to Full Council for decision making.

**I. Agree in principle to take out a SALIX loan to enable the council to purchase LED Lanterns**

The Clerk presented information on the Salix Loan and approximate costs for Project 1 – the conversion of all Lanterns to LED. The report also contained information on energy saving projections and loan repayments.

A vote was taken (7 – agree, 1 – against, 1 – abstain).

The vote was in favour of the council expressing an interest in the Salix Loan and it was **RESOLVED** that the council obtain more information on the loan and that the Clerk prepare all the documentation for consideration at the September meeting.

**II. Agree to replace all 16 columns graded as ‘5’ and the 5 concrete columns in Yew Tree/ Oaklands Drive and consider quotes received**

The Clerk reported that one of the quotes had only been received just before the meeting and in order to give councillors time to consider the quotes carefully, it was **RESOLVED** to defer this item to the September meeting.

**e) Grounds Maintenance – To receive an update from Cllr Davis. Cllr Davis reported that he had spoken to the contractors to review the recent complaints and issues and although they seem to have been addressed in the short-term there are still some issues on-going. It was**

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**RESOLVED** that the Grounds Maintenance Group meet with the contractors in September for a contract review and report back at the meeting following this.

- f) **Whittington Cemetery and Garden of Remembrance** – To receive a report. Cllr Davis reported that the gates will be fitted next month and new posts have been installed. All paths have been sprayed.
  - g) **Whittington Castle** - To receive a report. Nothing to report.
  - h) **Whittington Youth** – To receive a report from Cllr Johnson. Cllr Johnson reported that holiday club attendance has reduced to around eight over the summer. It was agreed that the Parish Council request that TNS provide a review of the Summer Holiday Club as the grant provided by the Parish Council part-funded the activity.
  - i) **Whittington Together Summer Fete** – To receive a report from Cllr Johnson. It was noted that it was an excellent event with an increased number of tents compared to previous years.
  - j) **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 Harvey attended Code of Conduct Training and gave a resume of the training.
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## 125.19 SHROPSHIRE COUNCILLOR REPORT

To receive a report from Councillor Steve Charmley.

Cllr Charmley reported that it had been a quiet month at Shropshire Council and there were no matters to report.

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## 126.19 PLANNING

### a) To note any planning decisions

- I. **Reference:** 18/03382/FUL (validated: 01/08/2018)  
**Address:** Highway Land Adjoining Moorcroft, Top Street, Whittington, Oswestry, Shropshire  
**Proposal:** Construction of approximately 11m by 2m of raised kerb build-out to reduce road width  
**Decision:** Refuse
- II. **Reference:** 19/01831/FUL (validated: 22/05/2019)  
**Address:** Bryn-Y-Plentyn Farm, Bryn-Y-Plentyn, Middleton, Oswestry, SY11 4LP  
**Proposal:** Installation of a renewable heatpump and all associated works  
**Decision:** Grant Permission

### Decisions published after the date of the agenda:

**Reference:** 19/02566/FUL (validated: 24/06/2019)  
**Address:** 5 Agnes Hunt Drive, Park Hall, Oswestry, Shropshire, SY11 4FE  
**Proposal:** Erection of 1no dwelling (modification of previously approved house type)  
**Decision:** Grant Permission

**Reference:** 19/02593/FUL (validated: 24/06/2019)  
**Address:** Plot 29 Old Piggery, Park Hall, Shropshire, SY11 4AX  
**Proposal:** Erection of 1no dwelling (modification of previously approved house type)  
**Decision:** Grant Permission

**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  
**Decision:** Grant Permission

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It was **RESOLVED** to note all recent planning decisions.

**b) Planning applications for consideration**

**I. Reference:** 19/03229/FUL (validated: 18/07/2019)

**Address:** Plot 36, 18 Agnes Hunt Drive, Park Hall, Oswestry, Shropshire, SY11 4FE

**Proposal:** Amendment to house type approved under 16/01018/REM for plot 36 to include single storey rear extension

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

The Parish Council have no comments to make on this application

**II. Reference:** 19/03301/FUL (validated: 07/08/2019)

**Address:** Normandy House , Burma Road, Park Hall, Shropshire, SY11 4AF

**Proposal:** Erection of two story extensions to front and side and single story extension to rear

***Cllr Beaumont declared a bias and did not take part in discussions or the decision-making process.***

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

The parish council have no objections to this application providing that officers are satisfied that it fits in with Planning Policy.

**III. Reference:** 19/03613/TCA (validated: 14/08/2019)

**Address:** Three Chimneys, Station Road, Whittington, Oswestry, SY11 4BS

**Proposal:** Fell 1no Wych Elm within Whittington Conservation Area

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

The Parish Council have no comments to make on this application.

**c) Consider Planning applications not listed above that are received after the issue of this agenda and are included on Shropshire Council's website – None received.**

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## 127.19 ACCOUNTS

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

It was **RESOLVED** to approve the following accounts for payment

CHEQUE NUMBER	PAYMENT TO	DESCRIPTION	NET	VAT	GROSS
3037	Clerk	Salary 1 <sup>st</sup> August – 31 <sup>st</sup> August	898.46	0.00	<b>898.46</b>
		Expenses (Home Office Allowance, mileage, stamps)	50.90	0.00	<b>50.90</b>
		<b>Total</b>	<b>949.36</b>		<b>949.36</b>
3038	HMRC	Clerk - PAYE Payments (Month 5)	26.82	0.00	<b>26.82</b>

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		Employer NI	30.84	0.00	<b>30.84</b>
<b>3039</b>	Highline Electrical	Streetlight Repairs (July) and Test of 20% of lighting stock	944.70	188.94	<b>1133.64</b>
<b>3040</b>	Whittington Castle Preservation Trust	Room Hire – July	25.00	0.00	<b>25.00</b>
<b>3041</b>	D & R Brewer	Grounds Maintenance – Month 5 (5/12 of total annual cost)	87.50	0.00	<b>87.50</b>
<b>3042</b>	Shropshire Council	Streetlight Energy – 2 <sup>nd</sup> Quarter	1197.76	239.55	<b>1437.31</b>
<b>3043</b>	SALC	Code of Conduct Training – Cllr Harvey	27.00	0.00	<b>27.00</b>
<b>3044</b>	SLCC	Clerk’s Training – Preparing to meeting website accessibility guidelines (Webinar)	60.00	12.00	<b>72.00</b>
<b>3045</b>	D. Gruar	Painting 2 benches at Fitzgwarine and painting bus shelter at Park Hall	497.00	0.00	<b>497.00</b>
<b>Direct Debit</b>	NEST	Pension May (Employer 12.91 & Employee 17.22 Contribution), Employee contributions deducted from Salary	30.13	0.00	<b>30.13</b>

b) **Income** – To note income received. **RESOLVED** to note.

Date Received	From Whom and Description	Amount
31.07.19	NatWest – Interest	<b>5.54</b>

c) **Reconciliation** - To approve bank reconciliation up to and including 31<sup>st</sup> July 2019. **RESOLVED** to approve.

d) **Internal controls** – To receive a report from Cllr Beaumont on the 1<sup>st</sup> Quarter checks on the accounts. Cllr Beaumont gave a report on the 1<sup>st</sup> Quarter checks. It was reported that the invoice for Cheque 3013 had not been signed by 2 signatories. Apart from this there were no issues or concerns raised. The matter was corrected, and a second signature added to the invoice. **RESOLVED** to note.

## 128.19 VEHICLE ACTIVATED SIGNS

Agree positions for two new VAS funded by the PCC Ambassador Fund

The Clerk reported that the application was successful (in-part) and the PCC’s Ambassador Fund has agreed to fund 2 new Vehicle Activated Signs. The council have been asked to specify the exact location of the signs and seek permission of Shropshire Council (Highways) for their installation.

It was **RESOLVED** that the new signs be located in the following locations:

- Babbinswood – On the lamp post after the turning for Berghill Lane (No 4)
- Entrance to village from Whittington Roundabout on Oswestry Road, before the crossing (No 23 or 24)

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## 129.19 2050 AND NEIGHBOURHOOD PLANS

Consider the proposal from Selattyn and Gobowen Parish Council

Councillors discussed the proposal and it was **RESOLVED** that more information is needed to consider this proposal further. The Clerk reported that a meeting has been arranged with the Clerk's to discuss the proposal in more detail and feedback to the council. Councillors expressed the view that they are not considering a joint plan but will be willing to discuss areas that overlap.

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## 130.19 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.***

- All lights out in Burma Road
- Serious incident on the pavement towards Babbinswood due to overgrown hedge. The matter was followed up with Environmental Maintenance at Shropshire Council and the hedge was assessed.
- Unightly sand bags have just been left following flood outside the B&B Guest House.

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## 131.19 CORRESPONDENCE

To note correspondence received via e-mails or post 'hard copies' from 25<sup>th</sup> June, until date of this agenda:

1. Shropshire Council - Road Closure: Perthy Bridge to Windy Ridge, Lower Perthy. Start Date: 7th October 2019, End Date: 9th October 2019
2. SALC – July Bulletin
3. Shropshire Council - Road Closure: The Shropshire Triathlon, Ellesmere. Start Date: 8th September 2019. End Date: 8th September 2019
4. SALC – August Bulletin

**RESOLVED to note.**

**To consider:**

1. **Rural Bus Services** – Consider the identification of specific routes and times that could be improved  
It was **RESOLVED** to submit the following feedback: The parish is in need of a linked up service that corresponds with train times at Gobowen Station. For example, after the last bus service between Shrewsbury and Whittington, people can catch the train but they then need a bus service to get them from the station back to Whittington and surrounding areas.
2. **Shropshire Council** - review of "Banners, Bunting and Christmas lighting Policy and Process – Consider – **RESOLVED** not to respond.
3. **Forthcoming BT Payphone Removal Consultation** – Consider the remaining kiosks in the Parish and consider their removal or retention. It was **RESOLVED** to wait to respond until data on the usage is available.

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## 132.19 DATE, TIME AND LOCATION OF NEXT MEETING

To note the date and time of the next meeting.

Tuesday 24<sup>th</sup> September – 7.30 in the Castle Tree Rooms.

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## 133.19 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*

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**Staffing Matters** – To receive a report from the Clerk

It was **RESOLVED** to delegate responsibility to the Finance and Executive Committee to consider all documentation in relation to this matter and to prepare a Risk Assessment. The Finance and Executive Committee will consider the Clerk's proposal at their November meeting and report back to full council with their recommendations.

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**Meeting closed: 21.20**

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

DRAFT