

# Whittington Parish Council



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Minutes of the Meeting of Whittington Parish Council held on Tuesday 16<sup>th</sup> July 2019 at 7.30pm at The Tea Rooms at Whittington Castle, Castle Street, Whittington.

**Councillors Present:** Jill Whitby, Frank Davies, Paul Thompson-Lawrence, Lucy Beaumont, Paul Jones, Keith Stanton, Ian Johnson, Greg Hickman, Steve Charmley, Jenny Pritchard

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

*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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## 104.19 APOLOGIES FOR ABSENCE

It was **RESOLVED** to accept apologies for absence from Cllr Rupert Harvey.

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## 105.19 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.**
- b) To consider any applications for dispensation. **None received.**

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## 106.19 CONFIRMATION OF MINUTES

To confirm the Minutes of the Full Council Meeting held on 25.06.19

It was **RESOLVED** to confirm the minutes of the Full Council meeting held on 25.06.19 and they were duly signed as a true record.

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## 107.19 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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## 108.19 POLICE REPORT

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

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

PCSO Hughes joined the meeting at 20.02 and gave a verbal report. **RESOLVED** to note.

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## 109.19 REPORTS

### For Consideration

- a) **Chair's Report** – Consider matters arising since the last meeting.

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The Chair reported that there were no matters to raise that were not already included on the agenda for discussion.

**b) Clerk's Progress Report** – Consider matters arising since the last meeting

**RESOLVED** to note the Clerk's Report as follows:

<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) – The pavement is very narrow and dangerous due to the overgrowth. Needs clearing and weeds removing – Reported to Environmental Maintenance.</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>Play Area</b></p> <ul style="list-style-type: none"> <li>• Calor Community Grant Application – The Parish Council's application did not receive enough votes and was therefore unsuccessful</li> <li>• Annual ROSPA inspection has been booked with SC and will be carried out in July/August</li> <li>• New signage now installed</li> </ul>	To note
<p><b>Training</b></p> <ul style="list-style-type: none"> <li>• Cllr Harvey booked to attend Code of Conduct Training on 18<sup>th</sup> July</li> <li>• Clerk booked to attend training on 17<sup>th</sup> Sept on Quotes, Tender and Contract Management</li> </ul>	To note
<p><b>PCC Ambassador's Fund</b> – Application submitted to fund 3 x VAS. Awaiting the outcome.</p>	To note
<p><b>Year End Accounts</b> – AGAR sent to external auditors. Notice of Public Rights published, period set 17.06.19 – 26.07.19</p>	To note
<p><b>Rights of Way – Kissing Gates in Whittington</b> – reported to Outdoor Partnerships at Shropshire Council and they have confirmed that the required repairs have been logged and the area officers notified.</p>	To note
<p><b>Housing Needs Survey</b> – This has now been circulated.</p>	To note

- c) Street Lighting** – To receive a report from the Streetlight Working Group and consider:
- I. Removal of light on Burma Road – It was **RESOLVED** to approve the removal of the disconnected light on Burma Road and the quote was **APPROVED**. It was **FURTHER RESOLVED** to request that Highline retain the column for re-use.
  - II. Establishing a Streetlight Committee with Delegated Powers to manage the improvement project – The Terms of Reference and Delegated Powers that had been prepared by the Clerk were considered by the council and it was RESOLVED to seek further clarification and advice on whether a committee can be granted more spending powers than those stipulated in the Parish Council's Financial Regulations. This agenda item will be included on the August agenda for further consideration. It

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was **FURTHER RESOLVED** that, if the council agree to form a committee, the Working Group members will be elected on as representatives. It was NOTED that the Working Group are meeting on 18<sup>th</sup> July to discuss the quotes supplied to address the priority areas of concern. A report and recommendations will be given at the August meeting.

- d) Electrical Testing, Cleaning and Visual Inspection of Columns (20% of lighting stock per year over 5 year period) – It was **RESOLVED** to **APPROVE** the quote and place an order with Highline to carry out the checks (20% per year) to ensure all stock is checked over the next 5 years. It was requested that main roads be dealt with as a priority and lights earmarked for work within the next 12 months avoided.
- e) **Whittington Cemetery and Garden of Remembrance** – To receive a report  
Cllr Davis gave a report on recent activities at the Cemetery. The standard of grass cutting is a current concern not just in the Cemetery but across the village, including on the Three Trees Green and at The Castle. The paths have been sprayed for weeds and the re-gritting of the paths will be done over the summer. **RESOLVED to note the report and Cllr Davis will speak to the contractor to follow this up and report back at the August meeting.**
- f) **Whittington Castle** - To receive a report  
Nothing to report. **RESOLVED to note.**
- g) **Whittington play area at Fitzgwarine** – To receive a report from Cllrs Davis and Jones and an update from the Clerk on the Calor Community Grant.  
Cllrs Davis and Jones reported that there are no new issues, other than those that have previously been recorded on the inspection sheets and will be looked at further after the Rospa inspection. It was NOTED that the decaying log has a branch sticking up that could present a hazard so Cllr Davis will tend to this over the forthcoming days. The Clerk reported that the Calor Grant Application had not been successful. **RESOLVED** to note the reports.
- h) **Whittington Youth** – To receive a report from Cllr Johnson.  
Cllr Johnson gave councillors an update. **RESOLVED** to note.
- i) **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 Whitby gave a resume of the recent Neighbourhood Planning Training. **RESOLVED** to note.  
Cllr Johnson gave a report on the recent TNS event attended on behalf of the Parish Council. **RESOLVED** to note.

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## 110.19 SHROPSHIRE COUNCILLOR REPORT

To receive a report from Councillor Steve Charmley.

Cllr Charmley reported on the following:

- Meeting with Planning Officers regarding Park Hall and clarification on the Parish Council's response to the local plan preferred sites.
- Pressure from the Orthopaedic Hospital for the key worker housing to be developed.
- Right Home Right Place – there have been around 100 responses to date, so the deadline has been extended.
- Still experiencing ongoing issues with Kier.

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## 111.19 PLANNING

### a) To note any planning decisions

I. **Reference:** 18/03954/VAR (validated: 24/08/2018)

**Address:** Proposed Residential Development West Of, Artillery Road, Park Hall, Shropshire

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**Proposal:** Variation of Condition No.5 (site investigation report) and Condition No.6 (surface and foul water drainage systems) attached to permission 13/01643/OUT dated 27/08/2014

**Decision:** Grant Permission

II. **Reference:** 19/02408/FUL (validated: 30/05/2019)

**Address:** 18 Penybryn Avenue, Whittington, Shropshire, SY11 4DL

**Proposal:** Erection of a single storey extension to rear

**Decision:** Grant Permission

(the following planning decision was published after the agenda was published)

**Reference:** 18/04510/FUL (validated: 16/10/2018)

**Address:** Proposed Standby Generator, Oswestry, Shropshire

**Proposal:** Formation of a gas powered standby generation plant to comprise of: 30 generators, switchgear cabin, substation, welfare cabin, 9 security columns, gas governor, 8 transformers, 4m high acoustic fencing, 2.5m high security fencing, alterations to existing access point (off A5) and formation of on-site roadways; temporary construction compound

**Decision:** Grant Permission

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

b) **Planning applications for consideration**

I. **Reference:** 19/02593/FUL

**Address:** Plot 29 Old Piggery, Park Hall, Shropshire, SY11 4AX

**Proposal:** Erection of 1no dwelling (modification of previously approved house type)

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

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

II. **Reference:** 19/02566/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)

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

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

III. **Reference:** 19/03052/TCA

**Proposed Tree Works:** To fell 2no Conifer trees (T1,T3), 1no Alder (T4) and 2noHolly trees (T5), Crown raise by 3-4 meters 1no Yew (T2) and Crown reduce by 30% 1no Hornbeam tree within Whittington Conservation Area.

**Address:** Church House, Church Street, Whittington, SY11 4DT

***Cllr Jones declared a bias and did not take part in discussions or the decision making relating to this item.***

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) Consider Planning applications not listed above that are received after the issue of this agenda and are included on Shropshire Council's website

**Reference:** 19/03145/FUL (validated: 12/07/2019)

**Address:** Dwelling At Former Hairdressing Salon , Station Road, Whittington, Shropshire, SY11 4DA

**Proposal:** Erection of a two-storey dwelling with additional accommodation in the attic to include garden and parking areas following demolition of existing bakery

**It was RESOLVED to SUPPORT the application with the following comments:**

**The Parish Council support this application as it will enhance the area.**

- d) **Appeal against Planning Reference: 18/04703/FUL** – Consider modifying previous representation. It was **RESOLVED** not to amend the original representation made by the parish council as the comments are still valid and relevant. These comments have been automatically submitted to the Planning Inspectorate.
- e) **Shropshire Local Plan Review – ‘Strategic Sites’ Consultation** – Consider response. The consultation was considered but as none of the sites are local to the parish, it was **RESOLVED** not to respond to the consultation.

## 112.19 ACCOUNTS

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

CHEQUE NUMBER	PAYMENT TO	DESCRIPTION	NET	VAT	GROSS
3024	Clerk	Salary 1 <sup>st</sup> July – 31 <sup>st</sup> July	898.46	0.00	<b>898.46</b>
		Expenses (Home Office Allowance, mileage)	44.80	0.00	<b>44.80</b>
3025	HMRC	Clerk - PAYE Payments (Month 4)	26.82	0.00	<b>26.82</b>
		Employer NI	30.84	0.00	<b>30.84</b>
3026	Highline Electrical	Streetlight Repairs (June)	61.50	12.30	<b>73.80</b>
3027	Whittington Castle Preservation Trust	Room Hire – June	25.00	0.00	<b>25.00</b>
3028	D & R Brewer	Grounds Maintenance – Month 4 (4/12 of total annual cost)	87.50	0.00	<b>87.50</b>
3029	J Whitby	Mileage – Training on 25.06.19	22.50	0.00	<b>22.50</b>
3030	The Sigtists	2 x signs for the play area - Minute 95.19 (f) refers	120.00	0.00	<b>120.00</b>
3031	Wem Town Council	Clerk's Training – Quotes, Tenders and Contracts (50% of cost shared with Llanyblodwel PC)	35.00	7.00	<b>42.00</b>

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3032	Shropshire Council	Streetlighting Energy – 1 <sup>st</sup> Quarter (incorrect amount, overcharge will be deducted from 2 <sup>nd</sup> quarter invoice)	1962.08	392.42	2354.50
3033	Whittington Castle Preservation Trust	Room Hire – 8 <sup>th</sup> July (Streetlight Meeting)	25.00	0.00	25.00
3034	SALC	Cllr Training – 26.06.19 x 3 Cllrs	222.00	0.00	222.00
3035	SALC	Cllr Training – 02.07.19 x 1 councillor	27.00	0.00	27.00
Direct Debit	NEST	Pension May (Employer 12.91 & Employee 17.22 Contribution), Employee contributions deducted from Salary	30.13	0.00	30.13

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

Date Received	From Whom and Description	Amount
28.06.19	NatWest – Interest	4.70

- c) **Reconciliation** - To approve bank reconciliation up to and including 30<sup>th</sup> June 2019. **RESOLVED** to approve.
- d) **1<sup>st</sup> Quarter Budget Report** – To consider the report. **RESOLVED** to note.
- e) **Internal controls** – Review the Parish Council’s system of internal control and nominate a councillor to carry out the 1<sup>st</sup> Quarter check on the accounts. The Council reviewed their current system of Internal Control and agreed that there are adequate measures in place and the quarterly checks carried out by a councillor and reporting using the prescribed form is proving effective. It was **RESOLVED** that Cllr Beaumont carry out the 2019/20 1<sup>st</sup> Quarter checks and report back at the August meeting.
- f) **Pensions** – To note the Re-declaration of Compliance has been completed. **RESOLVED** to note.

## 113.19 GRANT APPLICATIONS

To consider a Grant Application from Whittington Seniors Over 50’s Club

It was **RESOLVED** to grant £250.00 towards the work required to repair the roof and request that they write to the council again, once the agreed quote has been approved so the council can consider whether to make an additional grant to help towards the total cost.

The grant of £250.00 was made via **Cheque number – 3036**

## 114.19 WEBSITE ACCESSIBILITY REGULATIONS

Receive an update from the Clerk following recent training with the SLCC

The Clerk reported that two training sessions (webinars) with the SLCC have now been completed and were very informative. As the Parish Council’s website has not been re-built since 23<sup>rd</sup> September 2018, the deadline for compliance with the regulations is September 2020. The clerk gave a resume of the training and explained that in order to be able to write an accessibility statement, the parish council must first fully test the website and assess the ways in which it is and is not accessible. The parish council will need to carry out a full audit and then analyse what has been tested and consider the findings. The statement needs to state: What a person can do, what a person cannot do and what

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they are able to do about it. It was **RESOLVED** that Cllr Johnson work with the clerk to test the site and draft a statement based on the finding.

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## 115.19 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.***

- Cllr Stanton attended Fundamentals for Councillors Training
  - *3 lights out in Burma Road – opposite junction (Robinson Way), 1 by the chicane by BT and one outside Park Court.*
  - *Community Speedwatch item on Facebook has generated responses raising concerns about speeding throughout the village.*
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## 116.19 CORRESPONDENCE

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

1. SALC – Information Bulletin June (2)
2. Shropshire Council - Road Closure: New Marton Farm to south of New Marton Hall. 2nd October 2019
3. Shropshire Council - Road Closure: Whittington Level Crossing, Oswestry Road. Start Date: 18th September - End Date: 19th September 2019. Purpose: Road Closure - Signal and Telecoms annual maintenance. Working times 22:00 - 06:00
4. Shropshire Council – Communication on CIL Funding – 05.07.19

To consider:

1. **Shropshire Council's Review of Polling Districts, Places and Stations** – Consider a response – It was **RESOLVED** to respond stating that there are no concerns or issues with the current polling station.
2. **Shropshire Council's Review of A Boards Policy** – Consider a response. **RESOLVED** not to respond.

Correspondence regarding the Road Closure for the Level Crossing Upgrade work was noted and the clerk reported that the drop in session on 30<sup>th</sup> July has been publicised on the website and posters will go up this week.

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## 117.19 DATE, TIME AND LOCATION OF NEXT MEETING

To note the date and time of the next meeting.

Tuesday 27<sup>th</sup> August – 7.30pm

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Meeting closed: 21.04

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