

Whittington Parish Council



Minutes of the Meeting of Whittington Parish Council held on Tuesday 24th September 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, Greg Hickman.

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.

134.19 APOLOGIES FOR ABSENCE

All councillors present.

135.19 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.

136.19 CONFIRMATION OF MINUTES

To confirm the Minutes of the Full Council Meeting held on 27.08.19

It was **RESOLVED** to confirm the minutes of the full council meeting held on 27.08.19 and the minutes were duly signed as a true record.

137.19 PUBLIC PARTICIPATION

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

Members of the public spoke on the following matters:

HGVs using the unauthorised entrance opposite the Donnett Close are queuing down Donnett Close and then moving out into the B5009 before reversing into the site. Concerns raised regarding danger to traffic and the breach of Planning conditions. Cllrs considered this information but consider Donnett Close not to be a Private Drive. It was noted that the Planning Department have been informed and it was **RESOLVED** to note the concerns raised.

138.19 POLICE REPORT

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

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It was **RESOLVED** to note the written report. It was noted that the percentages shown on the monthly reports are being incorrectly displayed as percentages when they should be numbers and it was asked that the Clerk refer this matter to the Police to be corrected for future reports.

139.19 REPORTS

For Consideration

- a) **Chair's Report** – Consider matters arising since the last meeting
The Chair reported that, following his resignation, a note of thanks has been sent to Paul Jones for his commitment and dedication to the Council. **RESOLVED to note.**
- b) **Clerk's Progress Report** – Consider matters arising since the last meeting. **RESOLVED to note.**

<p>Road Safety / Highways – 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>Training Clerk attended training on 17th Sept on Quotes, Tender and Contract Management</p>	To note
<p>Admin The Clerk completed the Shropshire Council: Pitch and Outdoor Sport Strategy Questionnaire</p>	To note
<p>Casual Vacancy Notice has been given of a casual vacancy for a councillor. This period ends on 27th September. After this date, if an election has not been called, the parish council can co-opt. If there is no election called I will advertise the vacancy for co-option, asking interested people to submit their details, with a view to co-opting at the October meeting if there is sufficient interest</p>	To note
<p>Environmental Maintenance Grant Application was successful to fund 50% of the cost to maintain the grass on the three trees green. Payment to be made directly in the PC bank account</p>	To note
<p>Banking The mandate needs to be updated and new signatory appointed – Clerk will prepare the paperwork to the October meeting</p>	To note

- c) **Whittington play area at Fitzgwarine**
 - i. To receive a report from Cllrs Davis on the fortnightly visual inspections. It was **RESOLVED** to note the report and the Clerk further reported that the ROSPA Inspection Report will be on the October Agenda for consideration. As Paul Jones is

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now no longer a councillor, his role supporting Cllr Davis with Play Equipment checks will be replaced by Cllr Charmley.

- II. To consider quotes to replace the Cradle Swing Unit – Four quotes were considered and it was **RESOLVED** to approve Quote 2 (Ray Parry Playgrounds) which will reuse the swing seats and chains from the old unit.
- d) **Street Lighting** – To receive a verbal report from the Streetlight Working Group
A meeting of the working group has taken place since the last full council meeting and currently the group are in the process of gathering information on product specifications. It was **NOTED** that an Extraordinary meeting has been called by the Chair to discuss the streetlighting projects and will be held on Monday 14th October, 7.00pm in the Castle Tea Rooms.
- e) **Grounds Maintenance** – To receive a verbal report from the Grounds Maintenance Working Group and elect a new member to the working group

It was **RESOLVED** that three members of the group is sufficient.

The Grounds Maintenance Working Group reported that they had met with the contractor and made the following recommendations to Council:

- That the contract be amended to include 2 additional cuts in October (if required) as the contract runs April – September
- The Clerk be delegated responsibility to approve additional cuts during the cutting season, within the agreed budget

The Clerk reported that the 2019/20 budget for grasscutting is £1280 and that the contractor had quoted £25-£30 for additional cuts (depending on frequency)

It was RESOLVED to approve the group's recommendations and that the Clerk be delegated spending powers of up to £200 to approve additional cuts as deemed necessary.

- f) **Councillor Reports** – To consider reports from Councillors who have attended meetings / training sessions on behalf of the council, since the last full council meeting.
 - I. SALC Area Committee – Cllr Hickman provided a resume of the meeting. Cllr Davenport (SC) attended the meeting and gave a report and answered questions on Highways Matters and Melverley PC raised issues about flooding. A copy of the meeting notes have been circulated. **RESOLVED** to note.

140.19 SHROPSHIRE COUNCILLOR REPORT

To receive a report from Councillor Steve Charmley.

Councillor Charmley reported on the following:

- Phase one of the development behind the school is now underway and phases two and three are still active on the portal.
- The Mile End Roundabout proposals will go to planning once the consultation period is complete.

141.19 PLANNING

a) **To note any planning decisions**

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

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

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

Decision: Grant Permission

RESOLVED to note.

b) Planning applications for consideration

I. Reference: 19/03785/FUL (validated: 29/08/2019)

Address: Bryn-Y-Plentyn Farm, Bryn-Y-Plentyn, Middleton, Oswestry, Shropshire, SY11 4LP

Proposal: Erection of a 500KW ground mounted solar development and all associated works

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

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

II. Reference: 19/03877/FUL (validated: 02/09/2019)

Address: Artillery Business Park , Garrison Avenue, Park Hall, Oswestry, SY11 4AD

Proposal: Application under Section 73a of the Town and Country Planning Act 1990 for the installation of ground source heat pumps and a biomass boiler to serve commercial premises at Artillery Business Park (Retrospective)

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

Reference: 19/04184/TCA (validated: 19/09/2019)

Address: Willow House, Station Road, Whittington, Oswestry, Shropshire, SY11 4BS

Proposal: Reduce side branches creating overhang of 1no Yew (T1) & reduce in height by 30% and prune side branches to restore shape of 1no Yew (T2) 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

d) Neighbourhood Fund: Annual Monitoring Form – To complete. It was **RESOLVED to complete the form and it was duly signed by the Clerk, Chair and Shropshire Councillor. The form will be submitted to Shropshire Council and published on the Parish Council website.**

142.19 ACCOUNTS

a) Payments - Consider the following accounts for payment:

It was **RESOLVED to approve the following payments**

CHEQUE NUMBER	PAYMENT TO	DESCRIPTION	NET	VAT	GROSS
3046	Clerk	Salary 1 st September – 30 th September	898.46	0.00	898.46

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		Expenses (Home Office Allowance, mileage)	52.00	0.00	52.00
		Total	950.46		950.46
3047	HMRC	Clerk - PAYE Payments (Month 6)	26.82	0.00	26.82
		Employer NI	30.84	0.00	30.84
3048	Highline Electrical	Streetlight Repairs (August)	552.00	110.40	662.40
3049	Whittington Castle Preservation Trust	Room Hire – August Mtg Room Hire – 16.09.19	50.00	0.00	50.00
3050	D & R Brewer	Grounds Maintenance – Month 6 (6/12 of total annual cost)	87.50	0.00	87.50
3051	Agritel	Toner for Clerk’s Printer	69.60	13.92	83.52
3052	PKF Littlejohn LLP	External Audit	300.00	60.00	360.00
Direct Debit	NEST	Pension May (Employer 12.91 & Employee 17.22 Contribution)	30.13	0.00	30.13

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

Date Received	From Whom and Description	Amount
31.08.19	NatWest – Interest	£5.04

c) **Reconciliation** - To approve bank reconciliation up to and including 31st August 2019. **RESOLVED** to approve.

d) **External Audit** – Consider the External Auditor’s Report. It was noted that the External Auditor raised no issues or concerns and the Clerk reported that the notice of conclusion of audit had now been published. **RESOLVED** to note.

143.19 VEHICLE ACTIVATED SIGNS

To receive an update on the new VAS funded by the PCC Ambassador Fund

- Councillors noted the agreed locations which have now been approved by Shropshire Council.
- The Clerk reported that all information has now been submitted to the PCC and the application has now been moved forward to the final stage for approval.
- VAS options will be brought to a future meeting, as soon as funding has been confirmed.

144.19 TRAFFIC CALMING AT CASTLE KEEP – Discuss

It was noted that the situation, in relation to planning, is currently evolving and it was **RESOLVED** to continue to monitor the situation.

145.19 2050 AND NEIGHBOURHOOD PLANS

Consider the proposal from Selattyn and Gobowen Parish Council

The Clerk reported that she had attended a meeting with Oswestry’s Town Clerk and Selattyn and Gobowen’s Parish Clerk and explained that S&G PCs proposal was one of joined up thinking in regards to areas where a plan may overlap and where a joint approach may be beneficial. S&G PC are currently exploring the option of a Neighbourhood Plan and would be open to setting up a joint working party.

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Oswestry Town Council's focus at present is on the town centre's regeneration and they are not currently looking to complete a Neighbourhood Plan, however, the notion of joined up thinking on matters that span across parishes was considered a valuable approach. The Town Council are awaiting the outcome of Shropshire Council's Local Plan.

It was **RESOLVED** that a proposal be made to establish a working group be set up to discuss cross-parish matters arising from the Local Plan.

146.19 FINANCE AND EXECUTIVE COMMITTEE

Following the resignation of Cllr Paul Jones, elect a member to stand on the F&E Committee.

It was **RESOLVED** that the Chair (who is already on the committee as a non-voting member) be elected onto the committee as a voting member. This will retain the number of voting committee members as three.

147.19 TREE PLANTING

Consider Oswestry TC's recent pledge to plant 17 thousand trees by 2023 and the NALC report.

NALC are urging councils to sign up to the Tree Charter – <https://www.nalc.gov.uk/news/entry/1239-nalc-calls-for-local-councils-to-sign-the-tree-charter>

- Cllr Hickman reported that this matter was raised at the SALC Area Committee.
- Options to offer support for the pledge were discussed.

It was **RESOLVED** that the council are open to supporting the pledge to plant more trees in the parish and will share information in the Ripple and on the website to make residents aware.

148.19 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.***

- Lights out again on Burma Road
- Concerns have been raised regarding the number of motor homes parked on the Castle Cark Park overnight. The Castle are not currently concerned as there are not a significant number.

149.19 CORRESPONDENCE

To note correspondence received via e-mails or post 'hard copies' from 27th August, until date of this agenda:

1. North Shropshire Reinforcement Project (EN020021)
2. Oswestry Mile End Roundabout Improvements - Consultation Poster
3. Senior Citizens Hall – Thank you for the grant and an update on the roof works
4. County Wide Potholing Trial

To consider:

1. **Forthcoming BT Payphone Removal Consultation** – Consider the remaining kiosks in the Parish and consider their removal or retention. It was **NOTED** that the remaining kiosks in Whittington are not part of this consultation for possible removal.
2. **Consultation on the proposed introduction of a post-19 transport policy** – Consider a response. **RESOLVED** not to respond.

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3. **Right Home Right Place Report** – Elect members to attend a meeting at Shirehall and agree a date. It was **RESOLVED** that Cllrs Beaumont, Johnson and Whitby attend the meeting and to propose the date of Tuesday 8th October – 1pm, Shirehall.

4.

150.19 DATE, TIME AND LOCATION OF NEXT MEETING

To note the date and time of the next meeting.

- Extraordinary Meeting – Monday 14th October – 7.00pm
 - Ordinary Meeting – Tuesday 22nd October – 7.30pm
 - F&E Committee – Tuesday 19th November – 6.15pm
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Meeting closed: 20.41

Signed _____ Chairman