

Whittington Parish Council



Minutes of the Meeting of Whittington Parish Council held on Tuesday 22nd October 2019 at 7.30pm at The Tea Rooms at Whittington Castle, Castle Street, Whittington.

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

Also in attendance: Mrs A Jones (Clerk). A representative from Chartland Homes. 1 member of the public.

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.

158.19 APOLOGIES FOR ABSENCE

It was noted that Cllr Johnson has tendered his apologies as he will be late joining the meeting.

It was **RESOLVED** to accept apologies for absence from Cllrs L Beaumont and G Hickman.

159.19 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.**

160.19 CONFIRMATION OF MINUTES

To confirm the Minutes of the Full Council Meeting held on 24.09.19 and to note that the Extraordinary meeting on 14.10.19 was cancelled and therefore no minutes were produced.

It was **RESOLVED** to confirm the minutes of the full council meeting held on 24.09.19 and the minutes were duly signed as a true record. It was **NOTED** that the Extraordinary meeting on 14.10.19 was cancelled and therefore no minutes were produced.

161.19 PUBLIC PARTICIPATION

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

No matters raised.

162.19 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. A representative was not present to deliver a verbal report.

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163.19 PRESENTATION FROM CHARTLAND HOMES

Pre-application engagement – receive a presentation from Chartland Homes on possible revisions to some of the house types previously approved on the development in Park Hall.

Chartland Homes presented councillors with an update on progress at the development at Park Hall.

It was reported that there has been huge interest and demand for the smaller houses, particularly 2 beds and smaller 3 beds, specifically from first time buyers and local people. As a result of this recorded demand for the 2 bed properties, over the 4 bed properties, Chartland Homes asked for this opportunity to gauge the Parish Council's opinion on the possibility of making the following amends to the approved plans:

Plot 14 – 1 x 4 bed house to be replaced with a terrace of 3 x 2 bedroom houses.

Plot 6 - 1 x 4 bed house to be replaced with 2 x 2 bedroom bungalows.

There are currently 27 properties approved for the site and these amends would increase the number of houses on the development to 30.

It was **RESOLVED** to note the information and as per the parish council's pre-application engagement strategy the council offered their feedback which, at this stage, was that there are no objections to the proposed amends as starter homes are the type of property being requested.

19.42 - The Chartland Homes Representative left the meeting.

164.19 REPORTS

For Consideration

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

The Chair reported that following the September meeting, Cllr Pritchard tendered her resignation. She was thanked for her long serving commitment to the council. It was

RESOLVED to note this information and further details on the co-option process are detailed in the Clerks Report. and please see below for details on the process.

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

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.	On-going
Training Cllrs Harvey and Johnson booked to attend Community Led Housing Event	To note
Casual Vacancy The vacancy following the resignation of Cllr Jones has now been advertised to be filled by co-option. Notice has been given of a casual vacancy following the resignation of Cllr Pritchard. This period ended on 15 th October and as no election as called, the council are now able to co-opt for both vacancies. The vacancies have been advertised for co-option, asking interested people to submit their details, with a view to co-opting both vacant seats at the November meeting if there is sufficient interest. People have been asked to submit their interest in the role to the Clerk by 12 th November at the latest.	To note
Play Area 6 week lead time on the Cradle Swing – ordered 25 th September so likely to be installed November.	To note

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Carol Service Wednesday 18 th December – 5.30pm Donations for the event to be considered at the November meeting	To note
Website Accessibility Guidelines The Clerk and Cllr Johnson have met and put together an action plan to work towards compliance. A report on progress will be provided at a future meeting. Deadline for completion September 2020.	To note

c) Whittington play area at Fitzgwarine

- I. To receive a report from Cllrs Davis and Charmley on the fortnightly visual inspections
Cllrs Davis and Charmley gave a verbal report on recent observations and the completed inspection forms were filed with the Clerk. **RESOLVED to note.**
- II. To consider the annual ROSPA report and recommendations from the inspector
Councillors considered the annual ROSPA report and noted the recommendations. It was **RESOLVED** to note the report and that the Clerk and Cllrs Davis meet at the play area and make a list of work that could be carried out to rectify any of the low risk areas.

d) 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. **To receive a report on the findings from the Housing Needs Survey following a recent meeting with Shropshire Council**
It was noted that the survey was mostly completed in paper format with very few online responses. Most of the survey responses came from the main village area, 5 from Babbinswood and 25 from Park Hall. The favoured property to move to is a 2/3 bedroom property but there was a low response. At the meeting councillors raised the question regarding the number of residents using government schemes such as Help to Buy ISA and were informed that this information was not available.
A copy of the Survey Analysis was circulated and considered.
It was **RESOLVED** to note the information.
- II. **Community Led Housing Event – 22.10.19** – Cllr Harvey gave a resume of the session which covered Affordable Homes and Exception Sites. **RESOLVED** to note.

165.19 SHROPSHIRE COUNCILLOR REPORT

To receive a report from Councillor Steve Charmley.

Cllr Charmley requested that a report be deferred to the next meeting.

166.19 PLANNING

a) To note any planning decisions

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

Decision: Grant Permission

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)

Decision: Grant Permission

The following planning decision was received after the agenda was published:

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

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

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

Decision: Grant Permission

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

b) **Planning applications for consideration – None received at date agenda was published.**

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

I. **Reference:** 19/04640/VAR

Development proposed: Variation of condition number 2 (approved plans) and removal of condition number 7 (Acoustic Fence) attached to planning permission reference 18/04510/FUL Dated 16/07/2019 (see covering letter)

Location: Proposed Standby Generator, Oswestry, Shropshire

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

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

d) **CIL and Expressions of Interest** – Discuss the information circulated relating to new applications and receive an update on the Parish Council’s previous application.

The Clerk reported that Shropshire Council had recently shared an update on the council’s CIL application re: Top Street Road Safety Improvements. Although the application was unsuccessful, the department are working with colleagues in Highways to investigate how the project could potentially be funded through other methods. This process is still ongoing and the project will receive ongoing consideration. The application does not need to be re-submitted and will automatically be considered once the review work has been completed, at which stage the Parish Council will receive a further update. **RESOLVED** to note the information and await the outcome of the review.

167.19 ACCOUNTS

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

CHEQUE NUMBER	PAYMENT TO	DESCRIPTION	NET	VAT	GROSS
3053	Clerk	Salary 1 st October – 31 st October	898.46	0.00	898.46
		Expenses (Home Office Allowance, mileage)	59.20	0.00	59.20
		Total	957.56	0.00	957.56
3054	HMRC	Clerk - PAYE Payments (Month 7)	26.82	0.00	26.82
		Employer NI	30.84	0.00	30.84
		Total	57.66	0.00	57.66
3055	Whittington Castle Preservation Trust	Room Hire – September mtg	25.00	0.00	25.00

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3056	D & R Brewer	Grounds Maintenance – Month 7 (7/12 of total annual cost) plus one extra cut	122.50	0.00	122.50
3057	Shropshire Council	Tree Safety Inspection	150.00	30.00	180.00
Direct Debit	NEST	Pension May (Employer 12.91 & Employee 17.22 Contribution)	30.13	0.00	30.13

b) **Income** – To note income received

Date Received	From Whom and Description	Amount
30.09.19	NatWest – Interest	£5.21
11.09.19	Shropshire Council – Environmental Maint. Grant	£245.00

- c) **Reconciliation** - To approve bank reconciliation up to and including 30th September 2019. **RESOLVED** to approve.
- d) **2nd Quarter** - To consider the 2nd Quarter Budget Report and appoint a councillor to carry out the 2nd quarter internal check on the accounts. It was **RESOLVED** to note the 2nd Quarter Budget Report, which was duly signed by the Chair and appoint Cllr Beaumont to carry out the 2nd Quarter Internal Checks.
- e) **Bank Mandate** – To update the NatWest Bank Mandate and appoint a councillor as signatory. It was **RESOLVED** to appoint Cllr Keith Stanton as a signatory and the Bank Mandate was updated accordingly, with Paul Jones being removed.

168.19 STREETLIGHTING PROJECTS

20.10 – Cllr Johnson joined the meeting

1. NALC GUIDANCE

Consider the guidance received from NALC (ref: GP/27/8/2019/Whittington) in relation to the proposed projects and consider:

- The justification for contract packaging (Project A and B)
- Processes for managing the project - Contract Tendering. Specifically considering Standing Orders, Financial Regulations and the Public Contracts Regulations 2015.

Councillors considered the guidance from NALC and although it was noted that the Financial Regulations and Standing Orders could be amended to increase the rate at which a contract should be advertised, it was **RESOLVED** to package the contracts as follows:

- Project A** – Columns Replacements (Health & Safety)
- Project B** – LED Conversions split into the following 2 contract packages:
 - Supply and Purchase of Lanterns
 - Installation of Lanterns

2. PROJECT A – UPGRADING COLUMNS (HEALTH AND SAFETY)

Consider:

- A report from the Working Group
- Quotations to replace and improve columns graded as '5' and those requiring repair on the latest survey report

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Councillors received a verbal report from the Working Group and considered the three quotes supplied. Whilst the council accept that the condition of the columns graded '5' is a health and safety concern, it was **RESOLVED** to proceed with Project B in the first instance and use the energy and maintenance savings to fund the column replacements in the next financial year. It was **FURTHER RESOLVED** to address any serious concerns that arise, in relation to column condition and that the Clerk be delegated responsibility to approve the work required, in liaison with the Streetlight Working Group.

3. PROJECT B – ENERGY SAVING PROJECT, CONVERTING ALL EXISTING SOX AND SON LANTERNS TO LED

a) Consider the meeting report prepared by the Clerk covering:

- I. Background to the project
- II. Benefits of the project
- III. Market testing / estimated costs to complete the project
- IV. Funding the project
- V. Timescales

The meeting report was considered and it was agreed that there are significant benefits to progressing with the project:

- Once complete, the project will help towards reducing the council's carbon footprint as LEDs are more environmentally friendly than SOX and SON lamps
- Once complete, the predicted energy saving would be 60-65% reducing the council's annual energy bill from £6319 to around £2500 p/a (saving around £3750 p/a)
- Once complete, the routine maintenance and repair costs will reduce significantly. The LED lanterns have a 10 year warranty. The majority of the repairs at present are bulb replacements and work to the lanterns so the annual spend of between £4000 - £6000 p/a could be estimated to reduce to <£1000 (saving on average £3000 - £4000 p/a)
- Once complete, the project could save the council around £7000+ p/a

Quotes to complete the project were considered and it was **RESOLVED** to approve Quote 3 from Highline Electrical, split into the following contracts:

Contract 1 – Supply and Purchase Marwood Mars Line LED Lanterns

Contract 2 – Install the Lanterns

It was **FURTHER RESOLVED** that only lanterns on columns grade '4' or lower be replaced at this stage and the LED replacements required on grade '5' columns be dealt with under project A. As this reduces the number of lanterns from 154 to 133 (TBC), it was agreed that the contracts be subject to amended, accurate quotes being re-submitted.

Funding the Project – It was **RESOLVED** that the project be funded using the Parish Council's Earmarked Reserves.

Timescales – It was **RESOLVED** that the contracts be subject to a 5 month timescale, with both contracts to be completed and invoiced for before the end of March 2020.

Depending on the outcome of discussions under 168 (3.a.IV):

- ### b) Consider seeking approval from the Secretary of State for Housing, Communities and Local Government to apply for a Salix loan to fund the LED conversion project – **NOT APPLICABLE following the resolution in item 168 (3.a)**

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- c) Consider the Salix Loan Application Process. NOT APPLICABLE following the resolution in item 168 (3.a)

4. PART-NIGHT LIGHTING AND DIMMING

Discuss and agree a process for implementation in relation to Project B

It was RESOLVED to implement the following:

- The 2 Main roads – dimmed by 80% (apart from Main Junctions and Railway Crossing)
- Estates and Footway Lighting – Part Night Lighting (Lights off Midnight – 5am)

It was FURTHER RESOLVED that until a definitive date is given for the change over to LED, the council continue with all routine lantern repairs.

169.19 RELIEF IN NEED CHARITY

To appoint a new council representative.

It was RESOLVED to appoint Cllr Beaumont.

170.19 REMEMBRANCE SUNDAY

Consider the Parish Council's involvement.

The Chair reported that a Wreath has been ordered to lay on Remembrance Sunday. It was RESOLVED that Cllr Jill Whitby, as Chair of the Council, Lay the Wreath.

171.19 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.***

- Overgrown field hedges encroaching on Berghill Lane at the Babbinswood end (past Babbinswood Farm towards Perry Moor Farm on the S Bends, by the footpath. Visibility issues.
- Youth Group – funding comes to an end in December. The club has become very popular. Demographics of the group has changed since the group was formed – now attracting 10-14 age range. This will be included as an item on the November agenda and TNS will attend to deliver a report.
- Cricket Club are looking to install a defibrillator.
- Informal discussions around the appetite for a Community Village Hall and possible locations in the village.

172.19 CORRESPONDENCE

To note correspondence received via e-mails or post 'hard copies' from 24th September, until date of this agenda:

1. Public Consultation on Mile End Roundabout
 2. Policy E-Briefing PC11-19-NAO Audit
 3. Shropshire Community Directory (a link to the directory has been published on the website)
 4. Shropshire Council Consultation on Youth Support (details published on the website)
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5. Road Closure: Two Junctions with A495 to Newnes, Ellesmere. Start Date: 18th November End Date: 22nd November 2019. Purpose: ROAD CLOSURE - INSTALLING 11KV HIGH VOLTAGE CABLE FOR 96M IN THE VERGE AND 10M IN THE CARRIAGEWAY.
6. Road Closure: Junction West of Pentrehelin, Criftins, Ellesmere. Start Date: 28th October End Date: 1st November 2019. Purpose: Road Closure - Test Rod and Rope - Some Excavation may be required if blockages are located.
7. Intra-group reorganisation affecting Came & Company (parish council insurers)
8. Helicopter Noise Liaison Group – Tuesday 15th October 2019 (sent to Cllr Harvey PC rep)
9. Housing Plus Group – Newsletter Launch of new housing group
10. Shropshire Council Electoral Service – Permission to co-opt to fill the councillor vacancy
11. Shropshire Council. Road Closure: Ellesmere Winter Festival. Start Date: 29th November. End Date: 29th November 2019. Purpose: The Winter Festival event takes place in Ellesmere on 29th November 2019. Wharf Rd, Scotland St, High St and Cross St will be closed from 4pm to 9pm.

RESOLVED to note.

To consider:

1. Shropshire Council – Youth Support Consultation. **RESOLVED** not to complete the survey.
2. Letter from a resident regarding the hard copy supply of minutes and agendas – It was **RESOLVED** to note the letter and the Clerk will investigate whether a copy of the minutes can be put on the noticeboard in the Senior Citizen’s Hall. The Clerk reported that she has asked in the Post Office about displaying agendas and they would be happy to do so, however, space is very limited and this is not always possible.

173.19 MEETING VENUE

Discuss venue options for future meetings.

It was **RESOLVED** that from January 2020 the meetings move to the Senior Citizens Hall.

174.19 DATE, TIME AND LOCATION OF NEXT MEETING

To note the date and time of the next meeting.

The next meeting of the Full Council will take place on Tuesday 19th November – 7.30pm – Cllr Harvey tendered his apologies.

A meeting of the Finance and Executive Committee will take place prior to the full council meeting.

Meeting closed: 21.10

Signed _____ Chairman