

# Whittington Parish Council



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Minutes of the Meeting of Whittington Parish Council held on Tuesday 19<sup>th</sup> November 2019 at 7.30pm at The Tea Rooms at Whittington Castle, Castle Street, Whittington.

**Councillors Present:** Jill Whitby, Frank Davies, Greg Hickman, Lucy Beaumont, Ian Johnson.

**Also in attendance:** Mrs A Jones (Clerk). 2 Representatives from TNS Foundation, PCSO Roberts, 2 members 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.*

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## 175.19 APOLOGIES FOR ABSENCE

It was **RESOLVED** to accept apologies for absence from Cllr S Charmley, K Stanton, R Harvey and P Thompson-Lawrence.

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## 176.19 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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## 177.19 CONFIRMATION OF MINUTES

To confirm the Minutes of the Full Council Meeting held on 22.10.2019.

It was **RESOLVED** to confirm the minutes of the Full Council Meeting held on 22.10.2019 and they were duly signed as a true record.

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## 178.19 PUBLIC PARTICIPATION

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

No matters were raised.

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## 179.19 POLICE REPORT

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

PCSO Peter Roberts was in attendance and gave a verbal report of recent activity in the Parish. The following matters were raised by councillors as community concerns:

- Babbinswood straight is being used as a testing ground for vehicles, following engine tuning at a local garage. Concerns raised regarding the speed of traffic and noise. PCSO Roberts to report back and investigate.

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- PCSO Roberts was asked whether concerns have been raised regarding speeding on Castle Street. The response was that the Police are not currently aware of speeding concerns on Castle Street and there have not been any recent reports. For a stretch of road to be monitored with a speed gun, it must meet certain criteria and one of these is that an officer needs to be visible for 100m. The nature of Castle Street affects this. The Parish Council noted they have not been made aware of a petition regarding the speed of traffic on Castle Street.
- Concerns were raised regarding people using Park Hall as a cut through at rush hour to miss the traffic congestion on the main A5. Similar concerns were raised through Aston.
- TNS Representatives expressed their thanks to the PCSOs for their support with the Youth Club and for having a regular presence at Youth meetings.

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## 180.19 PRESENTATION FROM THE NEW SAINTS FOUNDATION FC

- a) To receive a presentation and an update on recent activities.

A written report was circulated to councillors prior to the meeting.

A verbal report covered all the recent activities that have taken place as part of Whittington Youth. When the project began, the group consisted of around 10-12 children aged between 10-16 years old. Over the Summer, activities moved to the Cricket Club which allowed for lots of outdoor activities to take place. Current attendance numbers are around 25+. It was reported that sessions are going very well, and friendships have been forged as a result. The Holiday Club has also been a great success, with over 25 children attending, making Whittington's holiday club one of the best attended clubs that they organise.

When the project began, funding was obtained through the #iwill project, which finishes at the end of November. Fundraising events and volunteering activities have been ongoing throughout the year, generating a small income.

Future funding for the project was discussed and it was noted that there is now a small charge to attend the sessions and a tuck shop also generates a small income. Over a period of 12 months, the estimation is that the project will be £2000 short of funding, however, there are currently funds available to keep the club running in the short term.

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

- b) To consider their application for a grant for further funding of the youth project.

It was **RESOLVED** that TNS Foundation submit a grant application, to be considered at the December meeting, to obtain further funding from the council that was allocated within the 2019/20 budget.

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## 181.19 CO-OPTION

To consider expressions of interest and co-opt two new members onto the council.

The council considered the one application submitted and it was **RESOLVED** to co-opt Suzanne Manford as a member of Whittington Parish Council with immediate effect. The Declaration of Acceptance of Office was signed in the presence of the Clerk. Cllr Manford joined the meeting.

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It was **NOTED** that there had been an expression of interest in the other vacancy but this was not received in time for any information to be distributed to councillors with the meeting papers, ahead of the meeting. It was **RESOLVED** that the interested person be asked to apply for the role by 10<sup>th</sup> December and that the co-option for the remaining vacancy take place at the December meeting.

## 182.19 REPORTS

### For Consideration

- a) **Chair's Report** – Consider matters arising since the last meeting. **No matters reported.**
- b) **Clerk's Progress Report** – Consider matters arising since the last meeting. **The Clerk's report was considered and noted.**

<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. 3 volunteers currently on the list. Publicity on Facebook and Noticeboards.</p>	On-going
<p>Concerns raised regards to the speed of traffic along Castle Street out of the village towards Babbinswood and request for a VAS to be fitted</p>	Agenda item 187
<p><b>Casual Vacancy</b> The vacancy for co-option has been advertised, 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 were asked to submit their interest in the role to the Clerk by 12<sup>th</sup> November at the latest.</p>	On the agenda
<p><b>Play Area</b> 6 week lead time on the Cradle Swing – ordered 25<sup>th</sup> September so likely to be installed November – awaiting an update from Ray Parry.</p>	To note
<p><b>Website Accessibility Guidelines</b> 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.</p>	To note
<p><b>Grounds Maintenance</b> The grass is being damaged outside the play area by vehicles driving on the grassed area and causing ridges – contractors are monitoring the situation should it persist.</p> <p>Play area has had 2 cuts in October. Three Trees has had 2 cuts in October (one of these was charged for on the last invoice). The White Lion Grassed Area has had 2 cuts in October. Unless required, no additional cuts will be carried out until the start of the growing season in Spring.</p>	To note
<p><b>Streetlights</b> Order for 133 LEDs placed – delivery expected February and installation will take place as soon as they arrive to ensure the deadline of 31<sup>st</sup> March is met</p> <p>Light outside No 17 Penybryn is being obscured by an overgrown tree – reported to EMOSwestry.</p>	To note
<p><b>Meeting Venue – 2020</b> Senior Citizen's Hall booked from January – Hire is at the slightly increased rate of £30.00 per booking</p>	To note
<p><b>Noticeboards</b> The noticeboard at Park Hall is leaking slightly, letting water enter and then causing condensation when it warms up.</p>	RESOLVED to monitor

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<p><b>Admin Misc</b> An enquiry was received from an insurance company requesting whether the PC has CCTV covering Boote Street as it was required to provide evidence in an insurance claim. Clerk responded to inform them that the PC does not own any CCTV in the Parish.</p>	To note
<p><b>Remembrance</b> Enquiry regarding Streetlight Poppies and whether the Parish Council have considered these for future years</p>	RESOLVED that The display in the church is more than adequate.

c) **Whittington play area at Fitzgwarine** - To receive a report from Cllrs Davis and Charmley on the fortnightly visual inspections.

Cllr Davis gave a report, with no issues being raised and the completed inspection sheets were filed by the Clerk. **RESOLVED** to note.

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. **Derwen College** – The Agnes Hunt Village Project – Receive a report from Cllrs who attended and consider a future donation.

Cllrs Whitby and Johnson attended and provided a resume of the session. Derwen College are planning and project to renovate the bungalows to make them more suitable and adequate for wheelchair users. College residents took part in the presentation and spoke of their experiences at the College. Councillors were given a tour and shown plans for the developments. It was requested whether, as part of budget setting in January, a significant donation could be allocated to support the project in 2020/21. It was **RESOLVED** that this be considered as part of the January Budget discussions.

## 183.19 SHROPSHIRE COUNCILLOR REPORT

To receive a report from Councillor Steve Charmley.

Cllr Charmley was not present to provide a report.

## 184.19 PLANNING

a) To note any planning decisions – none received at date of agenda

b) Planning applications for consideration – none received at date of agenda

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.

## 185.19 ACCOUNTS

a) **Payments** - Consider the following accounts for payment. **RESOLVED** to approve.

CHEQUE NUMBER	PAYMENT TO	DESCRIPTION	NET	VAT	GROSS
3058	Clerk	Salary 1 <sup>st</sup> November – 31 <sup>st</sup> November	898.46	0.00	<b>898.46</b>
		Expenses (Home Office Allowance, mileage, stamps)	51.83	0.00	<b>51.83</b>
		<b>Total</b>	<b>950.29</b>		<b>950.29</b>

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<b>3059</b>	HMRC	Clerk - PAYE Payments (Month 8) Employer NI <b>Total</b>	26.82 30.84 <b>57.66</b>	0.00 0.00 0.00	<b>26.82</b> <b>30.84</b> <b>57.66</b>
<b>3060</b>	Whittington Castle Preservation Trust	Room Hire – September mtg	25.00	0.00	<b>25.00</b>
<b>3061</b>	D & R Brewer	Grounds Maintenance – Month 8 (8/12 of total annual cost) plus additional cuts in October	192.50	0.00	<b>192.50</b>
<b>3062</b>	Shropshire Council	3 <sup>rd</sup> Quarter S/Light Energy Charges	1579.92	315.98	<b>1895.90</b>
<b>3063</b>	RBL Poppy Appeal	Poppy Wreath	17.50	0.00	<b>17.50</b>
<b>3064</b>	Highline Electrical	October Repairs	580.16	116.03	<b>696.19</b>
<b>Direct Debit</b>	NEST	Pension May (Employer 12.91 & Employee 17.22 Contribution)	30.13	0.00	<b>30.13</b>

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

Date Received	From Whom and Description	Amount
30.10.19	NatWest – Interest	<b>£5.21</b>

- c) **Reconciliation** - To approve bank reconciliation up to and including 31<sup>st</sup> October 2019. **RESOLVED** to approve. It was requested that the Clerk check there are sufficient funds in the Natwest Accounts to pay the Streetlight LED conversion invoices at the end of the financial year and if a transfer from the Nationwide account is required, that this be added to the agenda to allow sufficient time to make a withdrawal.
- d) **2<sup>nd</sup> Quarter Internal Checks** – To receive a report from Cllr Beaumont on the 2nd quarter internal check on the accounts. No issues were raised by Cllr Beaumont, **RESOLVED** to note. The Clerk reported that the Staff Salary and Expenses Invoice has been added up incorrectly for the October meeting and that the expenses were underpaid by 0.10p. This resulted in a 0.10p underpayment, which was highlighted on the Payment Ledger as the mileage figure had been entered at the correct amount (10p more than the amount paid). This underpayment of 0.10p has been added to this payment schedule on cheque 3058. **RESOLVED** to note.

## 186.19 CHRISTMAS CAROL SERVICE AT THE BOOTE INN

To note arrangements for Wednesday 18<sup>th</sup> December and to agree donation amounts to:

- a) The Boote Inn – Support towards the expenses of the event.  
It was **RESOLVED** to make a donation of £100.00 paid via **cheque 3065**
- b) Whittington Castle Preservation Trust – Support towards the cost of additional lighting during the Christmas Period.  
It was **RESOLVED** to make a donation of £50.00 paid via **cheque 3066**
- c) Whittington Church – Support towards the cost of producing the Carol Service Sheets (Printing)  
It was **RESOLVED** that the Church/PCC be donated £20 towards producing Carol Service Sheets and also a request made for the exterior lights to be turned on for the evening. Paid via **cheque 3067**

The Community Carol Service will be held on Wednesday 18<sup>th</sup> December.

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The Church and the School will be involved, along with the Three Trees Shop. There will be a charitable choir singing and entertaining on arrival at 5.30pm. The brewery shire horses will also attend. The Clerk reported that the Christmas Lights have been booked with Highline to be turned on before the event.

**RESOLVED** to note.

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## **187.19 VEHICLE ACTIVATED SIGNS** - To consider options and quotes.

Councillors considered the 4 quotations and it was **RESOLVED** that option 4 (Morelock) was the preferred unit. The Clerk will now revise the funding application to include exact costs and re-submit.

The council considered purchasing an additional VAS, in addition to the two being funded by the Community Ambassador's Fund, to be located on Castle Street but it was **RESOLVED** that an additional VAS is not purchased for the following reasons:

- Discussions with the Police and PCSOs have indicated to the Parish Council that Castle Street is not practical for speed monitoring due to the bend in the road (decreased visibility) and on this basis, the Parish Council do not consider it a suitable location for a VAS. Other traffic calming measures could be explored in partnership with Shropshire Council (if funding permits).
  - The Safer Roads Partnership informed the Council at the Annual Parish Meeting that speed data on Station Road, Boote Street and Ellesmere Road has been gathered and analysed and all roads fit the criteria for the scheme. Castle Street was not identified or listed as a road for the Community Speedwatch scheme.
  - Traffic calming measures are already being planned as part of the development behind the school.
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## **188.19 STREETLIGHTING LED PROJECTS** - To receive an update.

The Working Group reported on the following:

**Part Night Lighting / Dimming** - 80% dimming was previously agreed by the Parish Council for the main roads, however, Shropshire Council's Streetlighting Engineer advises to dim no less than 50% on the main roads, junctions and crossings. This will still make a significant saving and complying with Shropshire Council policy, which may make future adoption possible. This was **NOTED** and **APPROVED**.

It was reported that Light 148 O/S No 7 Yew Tree Avenue needs a new lantern but to replace the lantern with an LED the column will need to be sleaved as it is a swan neck column. Councillors considered the quote previously submitted to sleeve the 3 concrete columns (grade 5) on Yew Tree and replace the heads with LEDs. It was **RESOLVED** to complete all three at the same time and that the order be placed to rectify the issue as soon as possible as Light 148 is currently dayburning.

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## **189.19 FINANCE & EXECUTIVE COMMITTEE**

To receive a verbal report following the meeting on 19<sup>th</sup> November and consider recommendations arising from the meeting including:

### **POLICIES**

A review of the following documentation:

- a) General Reserves Policy
  - b) Training and Development Policy
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c) Financial Regulations (following NALC update to model regulations)

It was **RESOLVED** to approve the **RECOMMENDATIONS** to adopt the policies a) – c).

It was **NOTED** that a draft Budget has been considered by the Committee and will be presented at January full council meeting.

**EXCLUSION OF PRESS AND PUBLIC - To resolve:**

*That in accordance with s1(2) Public Bodies (Admission of Meetings) Act 1960, members of the public and press be excluded from this item on the agenda on the grounds that the following item to be considered involves the likely disclosure of confidential information.*

**STAFFING MATTERS**

The arrangements for the Locum Clerk were noted and it was **AGREED** to change the following meeting dates to:

Tuesday 21<sup>st</sup> January 2020

Tuesday 18<sup>th</sup> February 2020

The next F&E meeting will be moved to June and the March meeting cancelled.

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## 190.19 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 hedges obstructing a footpath – No 8 Oaklands Drive. Report to Environmental Maintenance.
- Volunteers are struggling to maintain the Garden of Remembrance. Church are considering a formal closure order.
- Santa is visiting Whittington – Friday 13<sup>th</sup> December

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## 191.19 CORRESPONDENCE

**To note correspondence received via e-mails or post 'hard copies' from 22<sup>nd</sup> October, until date of this agenda:**

1. Rural strategy workshop - 13th November 2019, 10.45am - 1pm in the Council Chamber at Shirehall, Shrewsbury
2. Invitation to Citizens Advice Shropshire AGM – 21 November 2019
3. Local councils & VE day 75 - 8th May 2020
4. Shropshire Council - Library Strategy Consultation (response required before the meeting, Cllrs requested to respond as individuals)
5. West Mercia PCC's Rural Crime Strategy Consultation (response required before the meeting, Cllrs requested to respond as individuals)
6. Shropshire Council - Operational Improvements Towards Zero Carbon - invitation to a series of small talks
7. On the beat Newsletter - North Shropshire
8. SALC – November Bulletin with attachments

**RESOLVED to note.**

**To consider:**

1. Local Council's and VE Day – May 2020.

**RESOLVED to consider this further at the December meeting.**

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2. NatWest – Friends Against Scams – offer of a presentation. To note the information and **RESOLVED** that it be shared with the Senior Citizen’s Hall as they may want to take up the offer and arrange a presentation.
  3. Motion Request from Power to People – National Community Energy Campaign. To note and **RESOLVED** to take no action.
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## **192.19 DATE, TIME AND LOCATION OF NEXT MEETING**

To note the date and time of the next meeting.

Tuesday 17<sup>th</sup> December – 7.30pm (3<sup>rd</sup> Tuesday)

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**Meeting closed: 21.23**

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