

Whittington Parish Council



Minutes of the Meeting of Whittington Parish Council held on Tuesday 21st January 2020 at 7.30pm at The Senior Citizen's Hall, Station Road, Whittington.

Councillors Present: Jill Whitby, Frank Davies, Greg Hickman, Ian Johnson, Steve Charmley, Rupert Harvey, Keith Stanton, Sue Manford, Steve Pugh.

Also in attendance: Mrs A Jones (Clerk), Miss L Bardsley (Locum Clerk), Gill Jones (TNS FC Foundation), A representative from the Whittington Music Festival, A representative from Chartland Homes, PCSO Dave Hughes.

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.

1.20 APOLOGIES FOR ABSENCE

It was **RESOLVED** to accept apologies for absence from Cllr P Thompson-Lawrence and Cllr L Beaumont

2.20 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.

3.20 CONFIRMATION OF MINUTES

To confirm the Minutes of the Full Council Meeting held on 17.12.19

It was **RESOLVED** to confirm the minutes of the Full Council Meeting held on 17.12.19 and they were duly signed as a true record.

4.20 PUBLIC PARTICIPATION

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

Members of the public spoke on the following matters:

- **Chartland Homes** re: planning reference: 20/00168/FUL. Development proposed: Substitution of two dwellings (plots 14,21) with six dwellings; formation of parking areas; creation of additional public open space. It was noted that the initial ideas were presented to councillors at the October meeting last year. The representative explained that these initial ideas have now changed as the plans have come to fruition and the revised plans were presented to councillors. Bungalows were considered by the developers but did not fit within the plans for the site. The developer explained that the principle of the amendments are the

Whittington Parish Council

same – to provide the smaller houses for the first-time buyers. The changes to the plans are a direct result of housing demand and a shortage of 2 bedroomed, reasonably priced houses. The information was noted, and the application will be considered at the February meeting. Councillors thanked the developer for attending the meeting and providing an explanation of the plans.

- **Whittington Music Festival** – A representative shared with Councillors details of the 2020 Event and provided details on how the grant the Parish Council has given in previous years has been spent.
- **TNS (Youth Club)** – A representative provided an update on recent Youth activities and answered questions on the funds/grant required to support the Youth Club in 2020/21. The council were thanked for their support in 2019/20. It was noted that a successful recent fundraising activity (Bag Packing) had raised just over £400.

5.20 POLICE REPORT

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

The written report was **NOTED**. PCSO Dave Hughes was present and he was informed about the recent meeting councillors have had with Cllr Steve Davenport regarding speeding on Castle Street.

6.20 REPORTS

- Chair's Report** – Consider matters arising since the last meeting.
The Chair reported that she will be welcoming the new Vicar to the parish next week, on behalf of the parish council. **RESOLVED** to note.
- Clerk's Progress Report** – Consider matters arising since the last meeting and consider request to attend an online webinar 'Making online documents accessible to all users'.
It was RESOLVED to approve the training request and NOTE the following report.

<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. 3 volunteers currently on the list. Publicity on Facebook and Noticeboards.</p> <p>The police have been in receipt of a number of complaints regarding speeding in Babbinswood. I have informed them of the location of the new VAS which will be installed shortly.</p>	On-going
<p>Play Area Cradle Swing installed Tuesday 7th January.</p>	To note
<p>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.</p>	To note
<p>Banking Councillor Stanton has been added to the Mandate.</p>	To note
<p>Donations Thank you email received from the Church regarding the donation towards the printing of the carol sheets for the Community Carol Service and a contribution towards providing additional lighting for the event.</p>	To note
<p>Right Home Right Place (minute 202d.19 refers)</p>	To note

Whittington Parish Council

Clarification has now been sent to Shropshire Council stating that the Parish Council wish to be involved in terms of setting up a steering group, once an exception site comes forward, to look at a community led scheme for the site.	
<p>Churned up verge – Inglis Road, Park Hall (Minute 206.19 refers) WW Utilities who have informed the Parish Council of the following: The verges in Inglis Road have been reinstated where we excavated, with top soil, and levelled. The issue looks to be that vehicles have mounted the soft verges churning them up in places where we have not worked. But they have sent a team to level these areas, although they didn't drive over the verges but may have contributed to people doing this while we worked there. Once they have levelled these any further vehicles driving on the verges, at present while they are so soft, will result in the same situation. As they are now completed on site, any new verge rutting would not be their responsibility. However, they will return in early spring and re rake the areas they excavated and apply grass seed.</p>	To note
<p>VE / VJ Day (Minute 205.19 refers) Cllrs Whitby and Johnson to approach local organisations in the Parish to discuss ideas and potential options. These suggestions are to then be presented to full council at a future meeting. Cllr Johnson reported that the Castle already have plans in place to mark the occasion so the Church will be approached as an alternative possible location.</p>	On-going
<p>Christmas Lights (Minute 199.19 refers) The Parish Council were kindly lent a set of Tree Lights from Ellesmere Town Council. They were then installed before Christmas by Highline Electrical, on the Tree in the Boote Inn Car Park. A press release was put on the website, facebook and in the local press, thanking local organisations and businesses for helping to make this possible. The purchase of new lights and the generous donation by the community to be considered as part of the 2020/21 budget discussions.</p>	To note
<p>Pavements There is a large tree root pushing up the tarmac causing a trip hazard. It is on the very edge of the village by the 30 mph sign on the Whittington Road / Oswestry Road section, about 100 metres from the Park Hall turning. The tree is in the scrub land right on the edge of the village.</p>	Reported to SC. To note

- c) **Whittington play area at Fitzgwarine** - To receive a report from Cllrs Davis and Charmley on the fortnightly visual inspections and receive an update on the installation of the Cradle Swings.
 Cllr Davis passed the completed inspection forms to the Clerk for filing and no concerns were raised. It was **NOTED** that the new Cradle Swing had now been installed.
- 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. **Nothing to report.**

7.20

SHROPSHIRE COUNCILLOR REPORT

To receive a report from Councillor Steve Charmley.

Councillor Steve Charmley reported on the following matters:

- An officer has been appointed to rectify the issues within the Highways Department.
- Potholes are currently being targeted, village by village. Potholes can be reported via the new portal system on the Shropshire Council website.

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

Whittington Parish Council

8.20

HIGHWAYS MATTERS

- a) **Castle Street** – Receive an update and a report following the meeting with Shropshire Councillor Steve Davenport.

The following report was presented and NOTED.

Meeting with Cllr Steve Davenport on 08.01.2020

Present: Amy Jones (Clerk), Jill Whitby (Chair), Ian Johnson and Sue Manford (Parish Councillors)

Castle Street

Steve Davenport will put in a request for rumble strips / lasers that act as average speed monitors and count traffic speeds (in both directions). This will be located outside the Castle and will provide data which will be vital when considering future projects for this stretch of road and is the first course of action before doing anything else.

The two new roundabouts as part of the development will naturally slow everything down on this stretch of road.

David Gradwell has been informed of this meeting and what has been agreed/discussed. The request is still with Dave Gradwell to consider improving the 30mph signage.

Station Road

Excessive speeds are often witnessed coming into the village from the Oswestry direction, going over the railway line.

The Vehicle Activated Signs should help to improve this.

20mph speed limit is being brought in outside ALL SCHOOLS in Shropshire.

It was reported that the resident who has facilitated a petition regarding speeding traffic on Castle Street will be meeting with Steve Davenport shortly to present it to Shropshire Council. Cllrs reported that they have never seen the petition but have requested that Cllr Davenport inform the council when it is received. **RESOLVED** to note.

- b) **Vehicle Activated Signs** – To receive an update.

The Clerk reported that the council are still awaiting the funds from West Mercia Police so the cheque to purchase the VAS is still being held by the Clerk. **RESOLVED** to note.

9.20

PLANNING

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

- b) **Planning applications for consideration**

I. **Reference:** 19/05570/FUL (validated: 02/01/2020)

Address: North Lodge , Twmpath Lane, Gobowen, SY10 7AH

Proposal: Erection of two-storey rear extension and formation of new en-suite within existing roof

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.**

Whittington Parish Council

The following was received the day before the meeting, and it was **RESOLVED** that the application be included on the February agenda for consideration.

- I. **PLANNING REFERENCE:** 20/00168/FUL
DEVELOPMENT PROPOSED: Substitution of two dwellings (plots 14,21) with six dwellings; formation of parking areas; creation of additional public open space
LOCATION: Proposed Residential Development West Of, Artillery Road, Park Hall.

d) **Planning Applications – FOR INFORMATION ONLY**

- I. **PLANNING REFERENCE:** 20/00073/VRW106
DEVELOPMENT PROPOSED: Variation of Section 106 for planning application number 18/03954/VAR
LOCATION: Proposed Residential Development West Of, Artillery Road, Park Hall.

RESOLVED to note.

10.20 ACCOUNTS

- a) **Uncashed payment** – To note that cheque 3060 (Whittington Castle - £25) is an outstanding uncashed payment and consider re-issue of payment via cheque 3078. **RESOLVED** to note that the cheque had not been received and to re-issue the payment via cheque 3078.
- b) **Payments** - Consider the following accounts for payment. **RESOLVED** to approve.

CHEQUE NUMBER	PAYMENT TO	DESCRIPTION	NET	VAT	GROSS
3076	Clerk	Salary 1 st January – 31 st January	898.46	0.00	898.46
		Expenses (Home Office Allowance, mileage & stationery)	62.89	0.00	62.89
		Total	961.35		961.35
3077	HMRC	Clerk - PAYE Payments (Month 10)	26.82	0.00	26.82
		Employer NI	30.84	0.00	30.84
		Total	57.66	0.00	57.66
3078	Whittington Castle Preservation Trust	Room Hire – December mtg	25.00	0.00	25.00
		Re-issue of payment initially made via cheque 3060 (uncashed) for Room Hire – October mtg	25.00	0.00	25.00
3079	D & R Brewer	Grounds Maintenance – Month 10 (10/12 of total annual cost)	87.50	0.00	87.50
3080	Whittington Senior Citizens Club	Room Hire for January – March 2020	90.00	0.00	90.00
3081	Ray Parry Playgrounds Ltd	Cradle Swing (minute 139(c.ii).19 refers	2455.00	491.00	2946.00
3082	Highline Electrical	S/Light Repairs – Dec	190.50		
		Sleeve Columns and new LED lanterns for Columns 148, 149	1304.81		

Whittington Parish Council

		and 153 (minute 188.19 refers)		299.06	1794.37
Direct Debit	NEST	Pension (Employer 12.91 & Employee 17.22 Contribution)	30.13	0.00	30.13

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

Date Received	From Whom and Description	Amount
31.12.19	NatWest – Interest	£3.74

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

e) **3rd Quarter Budget Report** – To consider the report (included as part of the draft 2020/21 budget). **RESOLVED** to note and no concerns were raised.

f) **Internal Controls** – To appoint a councillor to carry out the 3rd quarter checks. It was **RESOLVED** that Cllr Beaumont carry out the 3rd Quarter checks and report back at the February meeting.

11.20 PARISH COUNCIL ACTION PLAN

Consider the previously adopted plan updated by the Clerk for 2020/21 (also includes medium and long-term projects).

It was noted that the action plan had been updated with details on completed projects and those currently in progress. It was **RESOLVED** to adopt the Action Plan for 2020/21, with no additional projects being added. A copy of the action plan will be published on the Parish Council website.

12.20 2020/21 PRECEPT SETTING AND BUDGET

- a) To consider the budget proposal and draft budget prepared by the Clerk, presented under the following headings:
- I. Income (Receipts)
 - II. Staff Costs (Payments)
 - III. Administration (Payments)
 - IV. Culture, Leisure and Recreation (Payments)
 - V. Streetlighting (Payments)

The budget was considered, and the following items discussed, **AGREED** and noted:

1. **Staff Costs** – Increase in staff salary to account for 2020/21 NJC Pay Scales and to cover the cost of a locum clerk whilst the Clerk is on Statutory Leave.
2. **Administration** – Election Expenses and Village Plan to remain in the budget at the same amount and that the unspent funds from the 2019/20 year be transferred to Earmarked Reserves. There was a small increase to the subscriptions budget due to the anticipated increase in the NALC/SALC Affiliation fees as a result of an increase in the number of electors in the parish. The Grants/Donations budget was increased by 32% to enable the council to consider larger grants from organisations in the parish who would benefit from the increased support.
3. **Culture, Leisure and Recreation** – The Youth Development Budget was increased by 2% to enable the parish council to continue supporting the Youth Club in 2020/21. Any unspent funds from this financial year are to be Earmarked. A new budget heading was added for ‘Christmas Light Display’ to enable the council to purchase new lights for the Tree on the

Whittington Parish Council

Three Trees Green. Added to this will be the funds raised by the community to support with the purchase of new lights. £2000 has been included in the budget for Road Safety Projects which could be used to purchase another VAS or could be transferred to the 'Welcome Gate' budget heading, should more funds be required once designs have been considered. It was agreed that £1000 be retained under the budget heading 'Garden of Remembrance' to prepare for the formal closure of the churchyard, which could result in the parish council either taking on the maintenance or supporting Shropshire Council to do so. The unspent funds from the 2019/20 budget will be Earmarked.

4. **Streetlighting** – As the Energy Costs for the new LEDs have not been confirmed by Shropshire Council for the 2020/21 financial year, it was agreed that a budget of £6000 be retained. Once the amount is published by Shropshire Council, if there is an over estimation, the funds can be moved to the maintenance budget heading, which has been reduced by 55% as the new LEDs will be under warranty. A new budget heading of 'Column / Bracket Replacements' was added to enable the council to carry out the work required on the grade '5' columns and brackets.

b) To agree the budget for 2020/21

All figures are net (excluding vat)

It was **RESOLVED** to set an expenditure budget of: **£68892.64**

It was **RESOLVED** that **£19342.45** of this expenditure be drawn from the parish council's earmarked reserves as follows:

Streetlight Improvements - £13816.42

Neighbourhood Fund (to be spent on Streetlight Improvements) - £5526.03

It was **RESOLVED** to estimate income (excluding the precept) at: **£421.19**

**£68892.64 (expenditure) – £19342.45 (funds drawn from earmarked reserves) - £421.19
(income)
= £49129.00**

2020/21 Budget attached – appendix a.

c) To set the parish precept for 2020/21

The following information was considered by councillors when setting the precept:

- Number of electors in the parish: 2186 (an increase from 2044 in 2019/20)
- Shropshire council tax base for Whittington based on Band D equivalents: 915.23 (increased from 845.86 in 2019/20)
- To show a 0% increase on the 2020/21 band d council tax charge the precept would need to be increased to £47,479 (£51.88) - this is due to the increase in tax base

Based on the budget agreed under agenda item 12b, it was RESOLVED to set a parish precept of £49129.00 which equates to a 3.49% increase on a Band D property in the Parish (increasing the Band D Council Tax Charge by £1.81 to £53.69).

The precept request form was signed by the Chair and the Clerk.

Whittington Parish Council

The increase in the precept is attributed to:

- Funding the on-going streetlight improvement project.
- Funding further Road Safety Projects in the Parish.
- Increasing the funds available for parish and local organisations to apply for via the grant awarding system.
- Funding for new play equipment in the Parish Council owned play area.

13.20 GRANT APPLICATIONS / DONATION REQUESTS

To consider grant applications received to date for payment in the 2019/20 financial year.

The following grant applications / donation requests were considered and **APPROVED**:

ORGANISATION	AMOUNT REQUESTED	APPROVED	AMOUNT GRANTED	CHEQUE NO
Whittington Community Centre	£100.00	Yes	£100.00	3083
Hope House	Donation	No	-	-
The Qube	Donation	No	-	-
Derwen College Charity	Donation towards the Agnes Hunt Village	Yes	£250.00	3084
Whittington Music Festival	£100.00	Yes	£100.00	3085

14.20 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.**

- *Sign opposite the White Lion directing for Oswestry is too early and sending vehicles, including large artic lorries up into the dead end, cul de sac*
- *Drainage collapsing on Station Road – excessive surface water at times of high rainfall*
- *Pavements around Park Hall are covered in debris (leaves) and low hanging branches hanging outside Wingate Way and outside Industrial Estate are a H&S concern*
- *Concerns noted regarding the Cemetery.*
- *The rotten sign at Aston has still not been replaced.*
- *Funds have been raised at the Lion Pub to go towards another defibrillator in the Parish. Cllr Pugh to discuss this with the Castle and report back on their views regarding having this installed on the building.*

15.20 CORRESPONDENCE

To note correspondence received. **RESOLVED** to note.

1. SALC – News Bulletins
2. Shropshire Council - Road Closure: Market Street, Ellesmere. Start Date: 16th February. End Date: 16th February 2020. Purpose: Road Closure - Install Boundary Box in the Carriageway.
3. Severn Trent Community Fund – Details circulated to local community groups for information.
4. Shropshire Council - Road Closure: Whittington Level Crossing, Whittington. Start Date: 29th February. End Date: 1st March 2020. Purpose: Road Closure - Network Rail Works to enable track access for drainage vehicles
5. Shropshire Council – Place Plans, Publication Update. To note.

Whittington Parish Council

6. Shropshire Rural Bus Project Newsletter – January 2020

To consider:

1. Buckingham Palace Garden Party – Consider submitting a nomination. **RESOLVED** to nominate Jill Whitby (Chair).
 2. Consider request from a resident to donate trees to be planted in the new development – Castle Keep. The letter was considered and it was **RESOLVED** that Cllr Charmley pass this onto the developer.
-

16.20 DATE, TIME AND LOCATION OF NEXT MEETING

- a) To note the date and time of the next meeting. **Tuesday 18th February, 7.30pm.**
 - b) To discuss potential speakers for the May Annual Parish Meeting. It was **RESOLVED** to invite the community banker from Natwest to give a talk on 'Friends against scams'.
-

17.20 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

21.30 - It was **RESOLVED** to suspend standing orders to enable item 17 to be discussed.

Staffing Matters – To receive a report from the Finance and Executive Committee Members following the Clerk's Annual Appraisal.

Councillors noted that the Clerks annual appraisal has been completed. A confidential report in relation to staff salaries and pay scales was also considered and noted.

Meeting closed: 21.32

Signed _____ Chairman