

Whittington Parish Council

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Hawthorn Cottage, Porthywaen, Oswestry, Shropshire, SY10 8LX

22nd April 2020

Dear Councillors,

YOU ARE SUMMONED TO ATTEND A **REMOTE** MEETING OF THE PARISH COUNCIL TO BE HELD ON **TUESDAY 28TH APRIL 2020 AT 7.30PM** VIA THE FOLLOWING LINK ON 'ZOOM' FOR THE TRANSACTION OF BUSINESS AS SET OUT IN THE AGENDA BELOW.

Join Zoom Meeting - <https://zoom.us/j/93324476325>

Meeting ID: 933 2447 6325



Mrs A Jones, Clerk to the Council

AGENDA

50.20 APOLOGIES FOR ABSENCE

51.20 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.**
- b) **To consider any applications for dispensation.**

52.20 CONFIRMATION OF MINUTES

To confirm the Minutes of the Full Council Meeting held on 18.02.2020 and to note that the Full Council Meeting due to be held on 24.03.20 was cancelled due to Covid-19 and the Government Guidance issued on 23.03.20.

53.20 PUBLIC PARTICIPATION

To allow public participation in accordance with the Council's Standing Order procedure (this is to be done remotely, inviting any members of the public who are participating in the Zoom session to speak).

54.20 CORONAVIRUS

1. **Scheme of Delegation**, including arrangements for payments – To ratify the decision made outside of the meeting to adopt the Scheme of Delegation and to sign cheques in advance, following the cancellation of the March meeting.
2. **To note Government Guidance in relation to Covid-19 including:**
 - I. Remote meetings and the Annual Parish Meeting in May
 - II. Audit of Accounts 2019/20 – To note the Annual Return Addendum

55.20 POLICE REPORT

To receive a written Police Report.

56.20 REPORTS

- a) **Chair's Report** – Consider matters arising since the last meeting.
 - b) **Clerk's Progress Report** – Consider matters arising since the last meeting.
 - c) **Whittington play area at Fitzgwarine** - To note that since the Government announcement on 23.03.20 the Play Area has been locked to help enforce social distancing.
 - d) **VE / VJ Day** – To note that this event has been cancelled / postponed.
 - e) **Councillor Reports** – To consider reports from Councillors.
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57.20 SHROPSHIRE COUNCILLOR REPORT

To receive a report from Councillor Steve Charmley.

58.20 PLANNING

- a) **To note any planning decisions received**
 - I. **Reference:** 19/05394/CPE (validated: 11/12/2019)
Address: Bronte, The Annex, Road to Top Farm, Rhosygadfa, Gobowen, SY10 7BP
Proposal: Application for a Lawful Development Certificate for continued use of annex as an independent residential unit
Decision: Certificate - Not Lawful
 - II. **Reference:** 20/00168/FUL (validated: 16/01/2020)
Address: Proposed Residential Development West Of, Artillery Road, Park Hall, Shropshire
Proposal: Substitution of two dwellings (plots 14,21) with six dwellings; formation of parking areas; creation of additional public open space
Decision: Grant permission
 - III. **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
Decision: Grant permission
 - IV. **Reference:** 20/00267/FUL (validated: 27/01/2020)
Address: The Courtyard, Hindford, Whittington, Oswestry, Shropshire, SY11 4NL
Proposal: Erection of a garden machine store to an existing garage block
Decision: Grant permission
 - V. **Reference:** 19/02400/VAR (validated: 04/06/2019)
Address: 3 Hindford, Whittington, Oswestry, Shropshire, SY11 4NL
Proposal: Variation of condition number 2 attached to planning permission reference 14/04965/FUL dated 16/12/2015 to allow amendments to approved plans
Decision: Grant Permission
 - b) **Planning applications – To ratify comments submitted outside of the meeting (ref: The Scheme of Delegation)**
 - I. **Reference:** 20/01089/FUL
Address: 51 Artillery Road, Park Hall, SY11 4AL
Proposal: Erection of first floor extension to side of dwelling
Comment submitted: The Parish Council had no comments on this application
 - c) **Planning applications for consideration – None received**
 - d) **Consider Planning applications not listed above that are received after the issue of this agenda and are included on Shropshire Council's website.**
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59.20 STREETLIGHTING

To note the report prepared by the Clerk in relation to Projects A and B.

60.20 FINANCE AND ACCOUNTS

a) **Payments – To ratify the following payments made outside of a meeting** (ref: the Scheme of Delegation – payments budgeted for and pre-agreed):

CHEQUE NUMBER	PAYMENT TO	DESCRIPTION	NET	VAT	GROSS
3093	Clerk	Salary 1 st March – 31 st March (SMP) Expenses (Home Office Allowance, postage & stationery) Total	845.61	0.00	845.61
3094	HMRC	Clerk - PAYE Payments (Month 12) Employer NI Locum Clerk – PAYE Payments Total	46.43	0.00	46.43
3095	D & R Brewer	Grounds Maintenance – Month 12 (12/12 of total annual cost)	87.50	0.00	87.50
3096	Locum Clerk	As per timesheet (reimbursement for hours worked and mileage)	55.28	0.00	55.28
3097	Highline Electrical	Streetlight Maintenance	363.50	72.70	436.20
Direct Debit	NEST	Pension (Employer 10.19 & Employee 13.59 Contribution)	23.78	0.00	23.78
3098	Highline Electrical	LED conversion project – 99 LEDS LED conversion project – Installation (Minute 168.19 refers)	14355.00 5692.00	2871.00 1138.40	17226.00 6830.40
BACS1	Shropshire Council	Play area ROSPA Inspection	80.00	16.00	96.00

b) Consider the following accounts for payment and to note that some payments are to be made via BACS where cheque payment is not possible:

CHEQUE NUMBER	PAYMENT TO	DESCRIPTION	NET	VAT	GROSS
BACS2	Clerk	Salary 1 st April – 30 th April Expenses (Home Office Allowance 16.00, upgrade to Zoom Pro Account 119.90 + VAT) Total	1067.42	0.00	1067.42
3103	HMRC	Clerk - PAYE Payments (Month 1) Employer NI Locum Clerk – PAYE Payments Total	90.51	0.00	90.51
3106	D & R Brewer	Grounds Maintenance – Month 1(1/12 of total annual cost) and locks and chains for play area	107.50	0.00	107.50
3102	Locum Clerk	As per timesheet (reimbursement for hours worked and mileage)	186.82	0.00	186.82
BACS3	SLCC	Clerk Training – Webinar 6 th May	30.00	6.00	36.00
Direct Debit	NEST	Pension (Employer & Employee Contribution)	29.57	0.00	29.57

c) To ratify the following - deductions for HMRC and NEST which were TBC at the February meeting

To note that HMRC payment figures for February were confirmed as follows: £83.38 total.

To note that NEST pension contributions (employee and employer) for February were confirmed as follows: £28.86 total.

d) Income – To note income received

Date Received	From Whom and Description	Amount
29.02.20	NatWest – Interest	£0.87
17.02.20	Police and Crime Commissioner (West Mercia Police) – Grant funding for 2 x vehicle activated signs	£4152.00
23.03.20	Whittington Music Festival – Grant refunded as event cancelled	£100.00

e) Reconciliation - To approve bank reconciliation up to and including 31st March 2020 (Year End)

f) Financial Year End 2019/20 – To consider the following financial documents:

- I. Year End Receipts and Payments
- II. Year End Budget Report
- III. Earmarked Reserves
- IV. Draft AGAR Section 2 – Accounting Statements and Explanation of Variances

g) CIL Neighbourhood Fund – to note and agree transfers into and deductions from Earmarked Reserves

h) Insurance - To consider any amends to existing long term agreement with Came & Company and discuss whether the council want to consider insuring the streetlights for damage.

i) Asset Register - Valuation Policy – Consider the Clerk’s report and the following:

- I. **Replacement of Old Cradle Swing with New Cradle Swing** – Consider whether the asset value should increase, decrease or remain the same.
- II. **Streetlight Upgrades** – Consider applying a reasonable valuation to those that have been upgraded to date.

j) Direct Debits – To note the council’s Direct Debit Payment to Nest for Employee Pension for 2020/21

k) Internal Auditor – Appoint an internal auditor for 2020/21

61.20 GARDEN OF REMEMBRANCE, CHURCH STREET

Consider Part B4 of the Notice of intention to apply for transfer of maintenance responsibility, applied for by the Church.

62.20 GRANT REQUESTS

To consider grant applications and requests from:

- a) Friends of Whittington Cemetery (to also include support with the Garden of Remembrance)
- b) Whittington Castle

63.20 COMMUNITY LED HOUSING

Proposed Site and Application - To receive an update from the Steering Group.

64.20 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.***

65.20 CORRESPONDENCE**Correspondence – to consider**

1. **Draft Local Economic Growth Strategy for Oswestry – Deadline extended to 22nd May -**
<https://www.shropshire.gov.uk/get-involved/draft-local-economic-growth-strategies/>

To note correspondence received:

1. SALC/NALC – News Bulletins and Coronavirus updates
2. Shropshire Council – Operational Movements towards Carbon Zero
3. Shropshire Council - Connecting Shropshire broadband updates - February & March 2020
4. West Mercia PCC Road Safety Strategy and Consultation
5. Oswestry Town Council - Community Forest
6. Road Closures: 1. Link to Junction with A495, Welsh Frankton. 24th – 26th Feb. 2. Lane from Swan Hill past side of The Mere, Ellesmere. 30th March –30th April. 3. Welsh Frankton Junction, Lower Frankton, 9th – 10th April. 4. Whittington Level Crossing. 15-16th Sept.
7. Notes from Oswestry Area Committee Meeting
8. Shropshire Council- Highways Improvement Plan and Capital Works Programme 2020-21
9. Oswestry Olympians Park Hall 5k – 10th June 2020
10. The Derwyn College & The Movement Centre – Thank you for grants.
11. Whittington Music Festival – cancelled.
12. Shropshire Council – Local Plan Review - Revised Timetable - the council will now seek to take this decision in July 2020, and follow this with public consultation between July and September.
13. Natwest an Nationwide – reduction in interest rates due to the change in Bank of England Base Rates
14. Derwen College and The Movement Centre – Thank you letters received thanking the council for the grants.

66.20 DATE AND TIME OF NEXT MEETING

To note the date and time of the next meeting

67.20 EXCLUSION OF PRESS & PUBLIC

To resolve to exclude the press and public under Public Bodies (Admission to Meetings) Act 1960, so as to discuss the following confidential matters.

Community Car Park Funding - Discuss
