

Whittington Parish Council

T: 01691 829571

E: clerk@whittingtonpc.com

www.whittingtonpc.com

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

20th May 2020

Dear Councillors,

YOU ARE SUMMONED TO ATTEND A **REMOTE** MEETING OF THE PARISH COUNCIL TO BE HELD ON **TUESDAY 26TH MAY 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/95890817464>

Meeting ID: 958 9081 7464



Mrs A Jones, Clerk to the Council

Parish Council AGENDA

- 68.20 Election of Chairman and Declaration of Acceptance of Office
- 69.20 Election of Vice Chairman and Declaration of Acceptance of Office
- 70.20 Apologies for Absence
- 71.20 **Declarations of interest regarding the agenda**
Members are reminded that the Council's Code of Conduct requires that any Member, having a financial or other interest (bias or predetermination) in any of the business to be transacted, must declare all such interests either at the start of the meeting or immediately before the item is discussed. Members are required to leave the room during the discussion and voting on matters in which they have a disclosable interest.
- 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.
- 72.20 **Confirmation of the Minutes**
To approve and authorise the signing of the Minutes of the Full Council Meeting held on 28.04.2020

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73.20 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).

74.20 Council Committees and Delegated Powers

a) To review terms of reference, delegated powers and 2019/20 meeting dates of each committee

- I. Finance and Executive Committee
- II. Planning Committee

b) To elect Councillors onto the following committees:

- I. Finance and Executive Committee (3 members including the Chairman)
- II. Planning Committee (5 members)
- III. Grievance Panel (3 members – Vice Chair and 2 Councillors)
- IV. Discipline Panel (3 members – Vice Chair and 2 Councillors)
- V. Appeals Panel (5 members including the Chairman - no member must be on III or IV)

c) To note Working Groups/Task and Finish Groups currently established and agree objectives

75.20 Appointment of Representatives

To appoint representatives to the following outside bodies:

- a) SALC Area Committee (Chairman and 1 member)
- b) Local Joint Committee (1 member and a reserve)
- c) Whittington Youth Project
- d) Whittington In Need Charity
- e) Helicopter Noise Liaison Group
- f) Oswestry Tree Scheme

76.20 To receive the Annual Accounts

- a) Internal Auditors Report 2019-20 – To note
- b) Annual Governance Statement 2019-20 (section 1 of the AGAR) – To consider and approve
- c) Accounting Statements 2019-20 (section 2 of the AGAR including the explanation of variances) – To consider and approve
- d) Exercise of Public Rights – to note the dates proposed
- e) Review of Council's expenditure incurred under s.137 / GPC in 2019-20

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- 77.20 Annual Review of Council Regulations, Policies and Procedures**
- a) Standing Orders (inc Addendum re: Covid-19 and remote meetings)
 - b) Financial Regulations
 - c) Accounting Procedures Risk Assessment
 - d) Code of Conduct
 - e) Policies, procedures and practices in place in respect of the Parish Council's obligations under freedom of information and data protection legislation
 - I. Publication Scheme
 - II. Privacy Policy
 - III. Document Retention Policy
 - IV. Personal Data Management Policy
 - V. Security Incident Response Policy
 - VI. Subject Access Policy
 - f) Accounting Procedures Risk Assessment
 - g) Parish Council Policies:
 - I. Complaints Policy
 - II. Press and Media Policy
 - III. Grant Awarding Policy
- 78.20 Coronavirus**
To receive the latest guidance from NALC in relation to Government Guidelines and Local Authorities.
- 79.20 Police Report**
To receive a written police report.
- 80.20 Reports**
- a) **Chair's Report** – Consider matters arising since the last meeting.
 - b) **Clerk's Progress Report** – Consider matters arising since the last meeting and to note the response from Shropshire Council regarding the Garden of Remembrance.
 - c) **Whittington play area at Fitzgwarine** – To review the continued locking of the Play Area to help enforce social distancing.
 - d) **Shropshire Councillors Report** – To receive a report from Cllr Steve Charmley
 - e) **Councillor Reports** – To consider reports from Councillors.
- 81.20 Planning**
- a) To note recent planning decisions published by Shropshire Council
 - b) Planning applications for consideration
 - I. **Reference:** 20/01745/FUL (validated: 13/05/2020)
Address: 4 Plas Cerrig Close, Whittington, Oswestry, SY11 4PJ
Proposal: Erection of extension following demolition of existing porch

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

82.20 Finance and Accounts

- a) Consider the following accounts for payment:

CHEQUE NUMBER	PAYEE	DESCRIPTION	NET	VAT	GROSS
BACS4	Clerk	Salary 1 st May – 31 st May Expenses (Home Office Allowance 16.00)	923.54	0.00	923.54
3104	HMRC	Clerk - PAYE Payments (Month 2) Employer NI	47.11	0.00	47.11
3107	D & R Brewer	Grounds Maintenance – Month 2	87.50	0.00	87.50
3110	SALC	ALC Affiliation Fees	993.57	0.00	993.57
3115	B. Townson	Internal Audit 2019/20 Accounts	125.00	0.00	125.00
BACS5	Friends of Whittington Cemetery	Donation towards grasscutting in the Garden of Remembrance (minute 62.a.20 refers)	50.00	0.00	50.00
Direct Debit	NEST	Pension (Employer & Employee Contribution)	29.57	0.00	29.57

- b) Income – To note income received

Date Received	From Whom and Description	Amount
31.03.20	NatWest – Interest	£1.00
30.04.20	NatWest – Interest	£0.93
31.03.20	Nationwide - Interest	£534.43
24.04.20	Shropshire Council - Precept	£49129.00
24.04.20	Shropshire Council - Neighbourhood Fund	£35861.92
17.04.20	HMRC - VAT Refund for 2019/20	£8035.08

- c) **Reconciliation** - To approve bank reconciliation up to and including 30th April.
d) **Internal Transfer** – Consider an internal transfer of funds

83.20 Streetlighting Projects

Consider the updated Project Plan and consider:

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- a) Quotation for Project A (revised quote – previously approved minute 168.19) – Column Replacements with new LED Lanterns
- b) Quotation for Project C – Replacement of Brackets and new LED lanterns (cost of lanterns already approved as part of Project B – minute 168.19 refers)

84.20 Community Led Housing

Receive an update from the Steering Group.

85.20 Council Reports / Areas of Concerns / Items for future Agendas

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.***

86.20 Correspondence

To note correspondence received:

1. SALC / NALC – Bulletins, Covid-19 updates, training opportunities
2. Shropshire Council – Covid-19 Updates
3. Resident Letter – matters raised included under Clerk’s report
4. HIGH SHERIFF OF SHROPSHIRE - Introduction

87.20 Date and Time of Next Meeting

To note the date and time of the next meeting.