

# Whittington Parish Council



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Minutes of the Meeting of Whittington Parish Council held remotely on Tuesday 28<sup>th</sup> April 2020 at 7.30pm via Zoom Conferencing.

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

**Also in attendance:** Mrs Amy Jones (Clerk).

## MINUTES

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### 50.20 APOLOGIES FOR ABSENCE

Cllr Paul Thompson Lawrence was noted as Absent.

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### 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.**

Cllr Frank Davies declared an interest in Item 62a) due to his involvement with the Friends of Whittington Cemetery.

**b) To consider any applications for dispensation. None received.**

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### 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.

It was **RESOLVED** to confirm the minutes of the Full Council meeting held on 18.02.2020 and a copy was printed and put on file to be signed when the council next physically meet. It was noted 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.

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### 53.20 PUBLIC PARTICIPATION

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

There were no members of the public present.

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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.

**The decision was RATIFIED and NOTED.**

2. **To note Government Guidance in relation to Covid-19 including:**

- I. Remote meetings and the Annual Parish Meeting in May – **RESOLVED** to note.
- II. Audit of Accounts 2019/20 – To note the Annual Return Addendum - **RESOLVED** to note.

55.20

## POLICE REPORT

To receive a written Police Report.

It was **NOTED** that there was no Police report received.

56.20

## REPORTS

- a) **Chair's Report** – Consider matters arising since the last meeting. **Nothing to report.**
- b) **Clerk's Progress Report** – Consider matters arising since the last meeting. It was **RESOLVED** to note the following report:

<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> <p><b>Signage along Castle Street</b></p> <ol style="list-style-type: none"> <li>1. The Oswestry directional sign sending people up Castle Street rather than Station Road – SC have confirmed that they will look to renew this sign/posts as part of their works programme in the new financial year commencing April. They will also relocate sign to resolve issue with vehicles turning into the dead end bit of Castle Street.</li> <li>2. 30mph signage – This is currently being discussed with the Traffic Manager.</li> </ol> <p><b>Vehicle Activated Signs</b> Signs will be installed when lockdown has ceased and the engineers are in a position to be able to install them. The Clerk has added 2 x new VAS onto insurance from w/c 16<sup>th</sup> March. The cost of this will be £23.25 but as it's pro rata and renewal is in June there is no charge until renewal.</p>	<p>On-going</p>
<p><b>Insurance</b> Clerk has added 2 x VAS on to Came &amp; Co. insurance from 16<sup>th</sup> March (see above) and clerk has requested an estimate for insuring 198 streetlights. Insurance will be a March agenda item. As the Council is going into year 2 of the existing 3-year agreement, we are not obtaining quotes from other insurers, just assessing if anything has changed which could affect the renewal price for this year.</p>	<p>To note and agree any changes</p>
<p><b>VE / VJ Day (Minute 205.19 refers)</b></p>	<p>Events postponed</p>

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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.	
<p><b>Training</b> Community Led Housing – Free event Rupert Harvey has attended the following dates:</p> <ul style="list-style-type: none"> <li>• 27 &amp; 28 Feb</li> </ul> <p>All other SALC training events and briefings have been postponed due to coronavirus.</p>	To note
<p><b>Streetlighting</b></p> <ul style="list-style-type: none"> <li>• Inglis Road – Scottish Power/Jones Lighting have attended but couldn't access fault due to localised flooding. They will return when the water has receded.</li> <li>• Park Lane, Park Hall- 4 lights out for over a year. Has been reported to Scottish Power by Highline.</li> <li>•</li> </ul>	To note
<p><b>Dog fouling, Park Hall area</b> Environmental Maintenance have put up new signs in area and have raised an order for contractor to clear up dog fouling. There is a spending freeze at the moment so cannot order any new bins but will review this in the new financial year.</p>	To note
<p><b>Verge damage, Berghill lane</b> Report of damage caused by agricultural vehicles. Has been reported to EM Oswestry.</p>	To note
<p><b>Hardcopies of agendas and minutes</b> Following a request from a former councillor, there is now a folder containing agendas and approved minutes in the Senior Citizens Hall.</p>	To note

- 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. It was **RESOLVED** that the play area will remain closed until further guidance from the government is received and the contractors will continue to mow the grass on a fortnightly basis.
- d) **VE / VJ Day** – To note that the celebration event has been cancelled / postponed. **RESOLVED to note.**
- e) **Councillor Reports** – To consider reports from Councillors.  
Cllr Hickman reported that the AGM of Whittington In Need Charity was held on 9<sup>th</sup> March as he was elected as Chair, with Cllr Beaumont being elected secretary. The accounts were signed and adopted. **RESOLVED to note.**

57.20

## SHROPSHIRE COUNCILLOR REPORT

To receive a report from Councillor Steve Charmley.

Cllr Charmley reported that, like everywhere else, the Council is in lockdown but are busy giving out grants to businesses and providing support to the community.

**RESOLVED** to note.

58.20

## PLANNING

- a) To note any planning decisions received

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- 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**

**RESOLVED to note.**

- 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**

**RESOLVED to note.**

- 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. None submitted.**

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59.20

## STREETLIGHTING

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

It was noted that 99 lights of the 133 lights ordered had been converted to LED because the other 34 are on brackets and when Highline came to change them they were in too poor a condition to take the new light and it would then void the warranty on the new lantern. Although these brackets were not grade 5 at the last survey 12 months ago they must have deteriorated in condition, as they were grade 4 12 months ago.

Highline Electrical’s invoices for the work have now been submitted and paid (the order was agreed on 22.10.19 - minute 168.19 refers) but the total cost (lanterns and installation) has been reduced because not all the work was completed and some will need to be pushed onto Phase B of the project.

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A request has been placed with Highline to submit revised quotes for Project B to incorporate the new brackets.

It was **RESOLVED** to note the report and consider the quote for Phase B when submitted.

The Clerk also reported that the inventory has been updated with Shropshire Council to ensure the Parish Council's energy charge for 2020/21 is accurate. **RESOLVED** to note.

60.20

## ACCOUNTS

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

The following payments were **RATIFIED** and **NOTED**:

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

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. **RESOLVED** to approve the following payments:

CHEQUE NUMBER	PAYMENT TO	DESCRIPTION	NET	VAT	GROSS
BACS2	Clerk	Salary 1 <sup>st</sup> April – 30 <sup>th</sup> April Expenses (Home Office Allowance 16.00, upgrade to Zoom Pro Account 119.90 + VAT) <b>Total</b>	1067.42	0.00	<b>1067.42</b>
3103	HMRC	Clerk - PAYE Payments (Month 1) Employer NI	90.51	0.00	<b>90.51</b>

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		Locum Clerk – PAYE Payments <b>Total</b>			
<b>3106</b>	D & R Brewer	Grounds Maintenance – Month 1(1/12 of total annual cost) and locks and chains for play area	107.50	0.00	<b>107.50</b>
<b>3102</b>	Locum Clerk	As per timesheet (reimbursement for hours worked and mileage)	186.82	0.00	<b>186.82</b>
<b>BACS3</b>	SLCC	Clerk Training – Webinar 6 <sup>th</sup> May	30.00	6.00	<b>36.00</b>
<b>Direct Debit</b>	NEST	Pension (Employer & Employee Contribution)	29.57	0.00	<b>29.57</b>

**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.

**RESOLVED** to note.

**d) Income – To note income received. RESOLVED to note the following income:**

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

**e) Reconciliation - To approve bank reconciliation up to and including 31<sup>st</sup> March 2020 (Year End). RESOLVED to Approve.**

**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

**RESOLVED** to Approve.

**g) CIL Neighbourhood Fund – to note and agree transfers into Earmarked Reserves. It was NOTED that the Council was due £35,861.92 in Neighbourhood Funds in 2020-21. It was RESOLVED to agree the transfer of the full amount into a Neighbourhood Fund Earmarked Reserve.**

**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.**

It was **RESOLVED** not to insure the streetlights and renew the policy as the policy stands with no amends. Clerk to arrange payment and renew the Policy (2<sup>nd</sup> year of a 3 year agreement) with Came and Company. **Paid via Cheque number 3109. Total cost of Premium - £866.66**

**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. It was **RESOLVED** that the item was like for like so the asset value figure should remain the same.
- II. **Streetlight Upgrades** – Consider applying a reasonable valuation to those that have been upgraded to date.

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Currently listed in the asset register for £1 (not per light, this is the total) as it was likely the majority were transferred to the parish council from the borough council.

Now that extensive improvements have taken place to the streetlights, the external auditor's advice would be "That it is acceptable to include the new and improved lights in the asset register, at a new value, providing this is applied consistently".

Since 2017, the following has been spent on LED and Column Improvements (listed under the budget heading of 'improvements' (figures are NET of VAT)

- 2017/18 - £6300 (Babbinswood – LED Lanterns, installation included in cost)
- 2018/19 - £15219.17 + (£2985.50 column transfer charges but these are not a tangible asset so have not been included) (Park Hall – Columns and Lanterns, installation included in cost) = £15219.17
- 2019/20 - £14355 (99 lanterns) + £5692.00 (installation) + 3 lights on Yew Tree (£1304.81) = £21351.81
- TOTAL SPENT - £42870.98 (excluding column transfer charges as these are not a tangible asset)

It was **RESOLVED** to apply an asset value of **£42870.98** to the streetlights and that the clerk will restate the asset value for the previous year as per recommendations to reflect the lights that were purchased in previous financial years. The Asset Register is to be updated accordingly and the updated figure stated on the 2019/20 AGAR.

- j) **Direct Debits** – To note the council's Direct Debit Payment to Nest for Employee Pension for 2020/21. **RESOLVED** to note.
- k) **Internal Auditor** – Appoint an internal auditor for 2020/21. It was **RESOLVED** to appoint Bernard Townson as auditor for the Financial Year 2020/21.

## 61.20 GARDEN OF REMEMBRANCE, CHURCH STREET

To consider Part B of the Notice of intention to apply for transfer of maintenance responsibility, applied for by the Church.

Councillors considered the guidance provided by NALC and this was noted. The following was discussed and resolved:

1. The Parish Council does not have any objections to the Church closing the Garden of Remembrance so that no more burials can take place and it will become a closed churchyard (closed in regard to burials not to the public). It was **RESOLVED** to complete Part B of the Notice and return to the PCC.
2. The Parish Council discussed the process for transferring the maintenance responsibility under S.215 of the Local Government Act 1972 and **RESOLVED** that when the Notice of Closure is issued, the Parish Council will not take on the maintenance responsibility and they will, within the 3 month timeframe, transfer the responsibility to Shropshire Council. In the meantime, the Clerk will contact the relevant Officer at Shropshire Council to let them know of their intentions.

## 62.20 GRANT REQUESTS

To consider grant applications and requests from:

***Cllr Davies left the meeting 20.37 and did not take part in the discussions or decision for part a)***

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

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It was RESOLVED to approve the grant application for £980 to support with the maintenance of Whittington Cemetery. **Payment was made via cheque number 3113.**

It was **FURTHER RESOLVED** that the Friends be granted £50.00 to pay for grass cutting in the Garden of Remembrance (the first payment will cover May) until the garden is formally closed and responsibility for ongoing maintenance is transferred to Shropshire Council. The grant of £50 will be paid monthly, up until a maximum point of the end of October. **Payment of £50 for May was paid via cheque number 3113.**

*Cllr Davies returned to the meeting*

**b) Whittington Castle**

It was **RESOLVED** to approve the application for £480 to pay for the grass cutting on the back playing field.

It was **FURTHER RESOLVED** that, due to the sustained loss of income the Castle has suffered due to the Coronavirus Pandemic, the Castle be granted a further £520 to support with the grass cutting of other areas around the Castle. **Payment of £1000 was made via cheque number 3114.**

These donations will come out of the pre-agreed grants and donations budget for 2020-21. The grant to support the Garden of Remembrance will be taken from the designated budget.

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## 63.20 COMMUNITY LED HOUSING

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

It was **NOTED** that there is no update at present and no meetings have taken place.

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## 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.**

- Possible glamping on the disused railway at Hindford – noted.
- Pen-y-Bryn residents have been complaining about speeding of traffic entering the village from the Ellesmere direction – report to police.
- Anti-social behaviour at the Castle on a Sunday night – report to police
- Youths with crossbows firing metal tipped arrows at White Lion – report to police

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## 65.20 CORRESPONDENCE

**Correspondence – to consider**

1. Shrewsbury North West Relief Road consultation (deadline 13.04.2020) – It was **RESOLVED** that councillors would respond as individuals and no council response was required.

**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. 24<sup>th</sup> – 26<sup>th</sup> Feb. 2. Lane from Swan Hill past side of The Mere, Ellesmere. 30<sup>th</sup> March – 30<sup>th</sup> April. 3. Welsh Frankton Junction, Lower Frankton, 9<sup>th</sup> – 10<sup>th</sup> April. 4. Whittington Level Crossing. 15-16<sup>th</sup> Sept.
7. Notes from Oswestry Area Committee Meeting



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8. Shropshire Council- Highways Improvement Plan and Capital Works Programme 2020-21
9. Oswestry Olympians Park Hall 5k – 10<sup>th</sup> 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.

**RESOLVED** to note.

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## 66.20 DATE AND TIME OF NEXT MEETING

To note the date and time of next meeting.

It was noted that the next meeting will take place remotely via Zoom on Tuesday 26<sup>th</sup> May at 7.30pm. This will be the Annual Meeting of the Council.

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## 67.20 EXCLUSION OF PRESS AND PUBLIC

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**

It was **RESOLVED** to contribute to the cost of the Community Car Park with the Parish Council's Neighbourhood Fund allocation.

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**Meeting closed: 21.25**

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