

WHITTINGTON PARISH COUNCIL

Minutes of the Annual Meeting of Whittington Parish Council held remotely on Tuesday 26th May 2020 at 7.30pm via Zoom Video Conferencing.

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

Also in attendance: Mrs Amy Jones (Clerk).

68.20 Election of Chairman and Declaration of Acceptance of Office

Cllr Whitby decided to stand down as Chair.

It was **RESOLVED** to elect Frank Davis as Chairman and it was agreed that the Declaration of acceptance of office be sent electronically to Cllr Davis to sign and return to the Clerk to be signed and kept on file.

69.20 Election of Vice Chairman and Declaration of Acceptance of Office

It was **RESOLVED** to elect Lucy Beaumont as Vice-Chairman and agreed that the Declaration of acceptance of office be sent electronically to Cllr Davis to sign and return to the Clerk to be signed and kept on file.

70.20 Apologies for Absence

All present.

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.

None declared.

- b) To consider any applications for dispensation.

None received.

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

It was **RESOLVED** to approve the minutes of the Full Council Meeting held on 28.04.2020 and it was agreed that these would be signed when the council next hold a physical meeting in person.

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).

No members of the public were present.

74.20 Council Committees and Delegated Powers

a) To review terms of reference, delegated powers and 2020/21 meeting dates of each committee

- I. **Finance and Executive Committee** – It was **RESOLVED** to approve the committee terms of reference and delegated powers with no amends and that the committee will meet, ordinarily, 3 times in 2020/21 on the following dates:
 - Tuesday 23rd June 2020– 6.45pm (1st Quarter Budget Review)
 - Tuesday 17th November 2020 – 6.30pm (2021-22 Budget Planning)
 - Tuesday 23rd March 2021 – 6.30pm (Clerk's Annual Appraisal, Year End Review)
- II. **Planning Committee** – It was **RESOLVED** to approve the committee terms of reference and delegated powers with no amends and that the committee will meet as required.

b) To elect Councillors onto the following committees:

- I. **Finance and Executive Committee (3 members including the Chairman)**
It was RESOLVED to elect the following councillors: Jill Whitby, Frank Davis, Greg Hickman.
- II. **Planning Committee (5 members)**
It was RESOLVED to elect the following councillors: Steve Charmley, Jill Whitby, Ian Johnson, Lucy Beaumont, Rupert Harvey.
- III. **Grievance Panel (3 members – Vice Chair and 2 Councillors)**
It was RESOLVED to elect the following councillors: Lucy Beaumont (VC), Jill Whitby, Ian Johnson.
- IV. **Discipline Panel (3 members – Vice Chair and 2 Councillors)**
It was RESOLVED to elect the following councillors: Lucy Beaumont (VC), Jill Whitby, Ian Johnson.
- V. **Appeals Panel (5 members including the Chairman - no member must be on III or IV)**
It was RESOLVED to elect the following councillors: Frank Davies (Chair), Greg Hickman, Keith Stanton, Paul Thompson-Lawrence, Steve Charmley.

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

Streetlighting Working Group – The following was AGREED:

- This Group is not a standing committee and does not have any delegated powers.

- The objective of this Group is to:
 - Meet with contractors, suppliers, advisors etc to obtain as much information as possible that can be shared back to Council
 - Monitor the Project Plan for the Streetlight Project which includes LED conversions and concrete pole replacements.
 - Draft a Streetlight Maintenance Contract to be considered by Full Council.
- The following councillors were elected to continue as members of the working group – Cllrs Davis, Whitby, Hickman, Johnson and Charmley.

Grounds Maintenance Working Group – The following was AGREED:

- This Group is not a standing committee and does not have any delegated powers
- The objective of this Group is to:
 - Monitor the performance of the grounds maintenance contractor and report back to council with observations.
 - Carry out reviews with the ground maintenance contractor and report back to full council to agree any required action.
- The following councillors were elected to continue as members of the working group – Cllrs Davis, Beaumont, Charmley.

It was **NOTED** that there is also a Steering Group established to work with Shropshire Council and Star Housing on the Community Led Housing Project. Members include: Cllrs Johnson, Whitby, Beaumont, Harvey and Charmley.

75.20 Appointment of Representatives

To appoint representatives to the following outside bodies.

It was **RESOLVED** to appoint the following representatives:

- a) SALC Area Committee (Chairman and 1 member) – Cllr Davis and Hickman
- b) *Local Joint Committee (1 member and a reserve) – No longer applicable*
- c) Whittington Youth Project – Cllr Johnson
- d) Whittington In Need Charity – Cllrs Hickman and Beaumont
- e) Helicopter Noise Liaison Group – Cllr Harvey
- f) Oswestry Tree Scheme – Cllrs Harvey and Beaumont
- g) Facebook and Ripple Articles – Cllr Whitby

76.20 To receive the Annual Accounts

- a) Internal Auditors Report 2019-20 – To note
It was **RESOLVED** to note the report and no issues were raised by the auditor. The Clerk and Cllr Beaumont were thanked for their hard work preparing the accounts and for carrying out the quarterly internal controls.
- b) Annual Governance Statement 2019-20 (section 1 of the AGAR) – To consider and approve
It was **RESOLVED** to approve and section 1 was signed by the Chairman and Clerk/RFO.

- c) Accounting Statements 2019-20 (section 2 of the AGAR including the explanation of variances) – To consider and approve
It was **RESOLVED** to approve and section 2 was signed by the Chairman. Section 2 had been signed by the RFO prior to the meeting.
- d) Exercise of Public Rights – to note the dates proposed
It was **NOTED** that the period for the Exercise of Public Rights would be from Monday 15th June - Friday 24th July 2020.
- e) Review of Council's expenditure incurred under s.137 / GPC in 2019-20
RESOLVED to note.

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) Parish Council Policies:
 - I. Complaints Policy
RESOLVED to adopt with no amends.
 - II. Press and Media Policy
RESOLVED to adopt with no amends.

It was **RESOLVED** to adopt item 77 a-f(ii) with no amends

III. Grant Awarding Policy

It was **RESOLVED** to revise the policy to state that applications are to be submitted from 1st November until 31st December and will be considered once a year at the January meeting. The policy should state that only in exceptional circumstances will applications be considered outside of this timeframe. Any organisation wanting a grant to be made payable in April, should apply by 31st December and the council will consider the Grant in January when setting the budget and where applicable, agree for payment to be made in April, out of the next financial year. It was **NOTED** that this excludes applications relating to Youth Activities and these can be made as required.

78.20

Coronavirus

To receive the latest guidance from NALC in relation to Government Guidelines and Local Authorities.

RESOLVED to note that no recent updates have been received.

79.20

Police Report

To receive a written police report.

It was **NOTED** that no report had been received this month.

80.20

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 and to note the response from Shropshire Council regarding the Garden of Remembrance. **RESOLVED** to note.

<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>Signage along Castle Street</p> <ol style="list-style-type: none"> 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. 2. 30mph signage – This is currently being discussed with the Traffic Manager. <p>Vehicle Activated Signs Waiting to be installed.</p>	<p>On-going</p>
<p>Training Clerk attended SLCC Webinar Training on creating word and pdf documents as accessible documents. Excellent session and the meeting agenda now qualifies as an accessible document in it’s format.</p>	<p>To note</p>
<p>Streetlighting</p> <ul style="list-style-type: none"> • 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. • Park Lane, Park Hall- 4 lights out for over a year. Has been reported to Scottish Power by Highline. 	<p>To note / on-going</p>
<p>Matters Raised by a Parishioner</p> <ol style="list-style-type: none"> 1. The Oswestry Road sign on the grass bank of Crossing Cottage, near the Crossing needs replacing 2. Rebuilding of the end of the original Three Trees / A5 wall – fallen materials on site (remains of the ruined tower of the Castle). Damage may have been done some years ago by a vehicle and an insurance claim may have been made? 3. Removal of the tree guard that is preventing branch formation of young tree planted to replace the Turkey Oak outside Rosehill House, near BR Crossing 	<p>Reported to SC</p> <p>More information required – pass to SC as owners of the Wall</p> <p>Report to SC Tree Dept.</p>

<p>Sanitising Key areas in the parish have very kindly been sanitised FOC by Saxon Clean</p>	<p>To note</p>
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- c) **Whittington play area at Fitzgwarine** – To review the continued locking of the Play Area to help enforce social distancing.
It was **RESOLVED** to leave the Play Area locked at present as the Council does not have the ability to monitor Social Distancing and the Clerk was asked to liaise with other councils to find out when they are planning to re-open theirs. Report to councillors with any updates if the situation changes before the next meeting.
- d) **Shropshire Councillors Report** – To receive a report from Cllr Steve Charmley
Cllr Charley reported on the following:
- Nothing notable to report. Officers are now working remotely.
- e) **Councillor Reports** – To consider reports from Councillors. Nothing to report.

81.20

Planning

- a) To note recent planning decisions published by Shropshire Council. **RESOLVED** to note.
- I. **Reference:** 18/01990/FUL (validated: 02/05/2018)
Address: Development Land SE Of Whittington Primary School, Station Road, Whittington, Shropshire
Proposal: Erection of 34No. dwellings; formation of access onto the B5009; open space area and community parking area (Phase I of area approved under 14/03027/OUT)
Decision: Grant Permission
 - 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

It was **RESOLVED** to MAKE A REPRESENTATION with the following comments:
 - The council have no comments to make on the application.
 - II. **Reference:** 20/01945/FUL (validated: 22/05/2020)
Address: Proposed Dwelling To The South Of, Top Street, Whittington, Shropshire
Proposal: Erection of 1No dwelling and garage
 - c) Consider Planning applications not listed above that are received after the issue of this agenda and are included on Shropshire Council's website.

The Council's response to the application for outline planning was noted:

Comment submitted date: Thu 04 Sep 2014

At the meeting of the Parish Council on 2nd September, members considered this application and object on the basis that this is an infill development that goes against the Parish Council's Policy for the village.

It was **RESOLVED** to **OBJECT** and reiterate the comment made in 2014, that the council objects on the basis that this is an infill development that goes against the Parish Council's Policy for the village.

82.20 Finance and Accounts

a) Consider the following accounts for payment:

It was **RESOLVED** to approve the following payments:

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
BACS6	Agritel	Stationary and Printer Toner	95.53	19.11	114.64
Direct Debit	NEST	Pension (Employer & Employee Contribution)	29.57	0.00	29.57

b) Income – To note income received

It was **RESOLVED** to note the following income:

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. It was **RESOLVED** to approve the bank reconciliation up to and including 30th April.
- d) **Internal Transfer** – Consider an internal transfer of funds
Councillors considered the report prepared by the Clerk and it was **RESOLVED** to approve a £30,000 transfer into the Parish Council’s Nationwide Savings Account and a £30,000 transfer into the Parish Council’s NatWest Savings Account. This transfer will be done electronically by the Clerk/RFO.

83.20 Streetlighting Projects

Consider the updated Project Plan and consider:

- a) **Quotation for Project A** (revised quote – previously approved minute 168.19) – Column Replacements with new LED Lanterns – It was **RESOLVED** to approve the quotation for Project A and that the Clerk place the order with Highline Electrical.
- 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) – It was **RESOLVED** to approve the quotation for Project C and that the Clerk place the order with Highline Electrical.

84.20 Community Led Housing

Receive an update from the Steering Group.

The Steering Group have requested a terms of reference for the group so that they can try to interest people to come forward and particulate.

No members of the public have come forward at present to be a member of the group. An article was put in the Ripple.

No meetings have taken place yet but Star Housing are moving forward with the Site. An ecologist has been on site to carry out studies and an engineer is looking at the site, the proposal is for 24 houses. **RESOLVED** to note.

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.**

- *ASB from the traveller site riding quad bikes on the road around park hall and onto by-pass, often shadowed by a 4x4 – has been reported to the police. Council to report.*
- *Thanks were given to Cllr Whitby for her hard work and dedication to the role of Chair over the past 3 years.*

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

RESOLVED to note.

87.20

Date and Time of Next Meeting

To note the date and time of the next meeting.

The next meeting will take place via Zoom on:

Tuesday 23rd June – 7.30pm

F&E Committee will meet prior to this at 6.45pm

Meeting was closed at 20.36