

# WHITTINGTON PARISH COUNCIL

Minutes of the Meeting of Whittington Parish Council held remotely on Tuesday 23<sup>rd</sup> June 2020 at 7.30pm via Zoom Video Conferencing.

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

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

## Parish Council MINUTES

### 88.20 Apologies for Absence

Absent – Cllr Paul Thompson-Lawrence

### 89.20 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.

### 90.20 Confirmation of the Minutes

To approve and authorise the signing of the Minutes of the Full Council Meeting held on 26.05.2020

It was **RESOLVED** to approve the minutes of the meeting held on 26.05.20 and a hard copy will be signed at the next physical meeting of the council.

### 91.20 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 present.

### 92.20 Finance and Executive Committee

To receive a verbal report from the Finance and Executive Committee following their meeting which took place prior to the Full Council meeting and consider their recommendations in relation to the review of the following Health and Safety Documents:

- a) Health and Safety Policy
- b) Risk Management Schedule
- c) Asset Management Schedule
- d) Risk Assessments

The Chair of the F&E Committee gave a verbal report on the meeting and it was **RESOLVED** to accept their recommendation to adopt the reviewed policies a) – d) with no amends and that the Clerk draft a Covid-19 Risk Assessment for Homeworking, Meetings and the Play Area covering the following risks and control measures:

- **Homeworking (Staff and Councillors)** – Ensure all staff and councillors are clear on the rules and regulations regarding symptoms of Covid-19 and self-isolation.
- **Physical Meetings (Staff, Councillors and Members of the Public)**
  - Only resume physical meetings when it is considered safe to do so
  - Chairs and desks spaced out 2m apart
  - People should carry hand sanitizer, wipes and wash hands before and after the meeting
  - Consideration should be given to staff and councillors and their well-being – are they unable to attend because of health conditions making them vulnerable to the virus
  - People should only attend meetings if they are well and no one in the house is self-isolating
  - At all times, sector specific advice should be followed – [www.gov.uk/guidance/covid-19-guidance-for-local-government](http://www.gov.uk/guidance/covid-19-guidance-for-local-government)
  - If anyone attends a meeting and then develops symptoms, they should follow the Government advice and also notify the Clerk.
- **Play Area**
  - Signage to be put up as guidance
  - People use it at their own risk

93.20

### Coronavirus

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

Nothing further to report at this stage. The Government Guidance has been reviewed on 23.06.20 and the council await NALCs interpretation of this guidance in relation to the re-opening of Play Areas. **RESOLVED** to note.

94.20

### Police Report

To receive a written police report.

It was **NOTED** that no report had been received this month and that speed monitoring has been taking place in Whittington and Babbinswood.

95.20

### Reports

- a) **Chair's Report** – Consider matters arising since the last meeting.  
Nothing to report from the Chair. All items covered on the agenda.
- b) **Clerk's Progress Report** – Consider matters arising since the last meeting and consider Clerk's recommendation to set up a working group to oversee the installation and on-going use of the Vehicle Activated Signs in Whittington.  
**The Clerk's Report was NOTED and it was RESOLVED to set up a Road Safety Working Group with the following councillors: – Ian Johnson, Lucy Beaumont, Jill Whitby.**

<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></p> <ul style="list-style-type: none"> <li>• To be installed at agreed locations w/c 22<sup>nd</sup> June</li> <li>• Consider setting up a Working Group to monitor the signs, alternate setting, download data</li> </ul>	<p>On-going</p> <p>To note</p> <p>To consider</p>
<p><b>Streetlighting</b></p> <ul style="list-style-type: none"> <li>• Inglis Road – Scottish Power/Jones Lighting have completed the work.</li> <li>• Park Lane, Park Hall- 4 lights out for over a year. Work now completed by SP and all 4 lights now working.</li> </ul>	To note
<p><b>Accounts – 2019-20 Year End</b> Annual Return submitted to external auditors on 3<sup>rd</sup> June <b>Exercising Public Rights</b> - Notice of public rights and publication of unaudited annual governance &amp; accountability return Published on Website and Noticeboards Inspection Period from 15<sup>th</sup> June – 24<sup>th</sup> July</p>	To note
<p><b>Play Area</b> ROSPA Inspection for 2020 has been booked with Shropshire Council and they have the Brewers contact details to unlock the gate.</p>	To note
<p><b>ASB / Vandalism in Whittington</b> 31<sup>st</sup> May – those affected were asked to contact the police directly to file reports.</p>	To note

- c) **Whittington play area at Fitzgwarine** – To agree processes and procedures for re-opening the play area when Government Guidance permits.  
It was **NOTED** that the Council await guidance from NALC on whether Play Areas can re-open following the Government announcement on 23<sup>rd</sup> June. The Clerk has prepared a sign to be displayed when they are permitted to re-open. It was **RESOLVED** to approve the sign (unless SALC provide an official template to use which will then be used instead), which will be placed on the Play Area fence when the Play Area is re-opened. It will be amended according to the latest Government Guidance.

It was **FURTHER NOTED** that the ROSPA inspection will take place in July / August.

- d) **Shropshire Councillors Report** – To receive a report from Cllr Steve Charmley. Councillor Charmley provided an update on:
- The Local Plan review and the consultation timelines that Shropshire Council will be working to. The Plan will be going to Cabinet early July with a public consultation following this.
- e) **Councillor Reports** – To consider reports from Councillors.
- Whittington In Need Charity have had a request for Covid-19 support.
  - Cllrs Harvey and Beaumont attended a Community Led Housing Seminar.
  - Overgrown footpaths between Whittington and Gobowen have been reported to Shropshire Council.
  - Fly tipping in the layby by the pond by the Venue has been reported.
  - Park Crescent and North Drive, Park Hall – There is a condition on the Planning permission stating that Traffic Calming must be put in place. This now needs to be actioned. The matter is being followed up by Cllr Manford with the planning officer.
  - Items put forward for future agenda items – wild flower verges / meadows and the possibility of car park charges on the new community car park.

96.20

## Planning

- a) To note recent planning decisions published by Shropshire Council  
**None received.**
- b) Planning applications for consideration
- I. **Reference:** 20/01979/FUL (validated: 22/05/2020)  
**Address:** Gracelands, Ellesmere Road, Whittington, SY11 4DJ  
**Proposal:** Conversion of the former 7 bedroom nursing home into 5 apartments. Demolition of lift and additions to be replaced with rear 2 storey extension.

It was **RESOLVED** to **MAKE A REPRESENTATION** with the following comments:

- The Parish Council have concerns regarding the limited parking and access for the property at the rear.
- The Council request that enforceable action be put in place to ensure that parking is contained within the development as it is on a busy road.

***Bias declared - Cllr Stanton did not take part in discussions on the following planning application as he is a neighbour.***

- II. **Reference:** 20/02196/FUL (validated: 05/06/2020)  
**Address:** Bryn-Y-Plentyn Farm, Bryn-Y-Plentyn, Middleton, Oswestry, SY11 4LP  
**Proposal:** Installation of a 600kw renewable heat pump and all associated works

It was **RESOLVED** to **MAKE A REPRESENTATION** with the following comments:

- The Parish Council have no comments to make on this application.

III. **Reference:** 20/01983/FUL (validated: 10/06/2020)

**Address:** The Old Church, Babbinswood, Whittington, Oswestry, Shropshire, SY11 4PQ

**Proposal:** Erection of single storey rear extension

It was **RESOLVED** to **MAKE A REPRESENTATION** with the following comments:

- The Parish Council are aware that there were several planning restrictions when the Old Church was originally converted. The Parish Council have questioned whether these restrictions are still applicable.

***Bias declared - Cllr Stanton did not take part in discussions on the following planning application as he is a neighbour.***

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

IV. **Reference:** 20/02039/FUL (validated: 17/06/2020)

**Address:** Bryn-Y-Plentyn Farm, Bryn-Y-Plentyn, Middleton, Oswestry, Shropshire, SY11 4LP

**Proposal:** Erection of a rural business workshop and all associated works

It was **RESOLVED** to **MAKE A REPRESENTATION** with the following comments:

- The Parish Council have raised concerns regarding the height of the workshop – 9.5m high

## 97.20 Finance and Accounts

a) Consider the following accounts for payment. **RESOLVED** to approve.

CHEQ No	PAYEE	DESCRIPTION	NET	VAT	GROSS
BACS7	Clerk	Salary 1 <sup>st</sup> – 30 <sup>th</sup> June – 907.54 Mileage 5.85, Home Office Allowance 16.00, 24 x 2 <sup>nd</sup> class stamps 15.60 Reimbursement for Office 365 59.99 Reimbursement for Wordpress premium website and domain registration 99.00 Reimbursement for Gsuite email package 65.00 <b>TOTAL</b>	1168.98		<b>1168.98</b>
3105	HMRC	Clerk - PAYE Payments (Month 3)	47.11	0.00	<b>47.11</b>

		Employer NI			
<b>3108</b>	D & R Brewer	Grounds Maintenance – Month 3	87.50	0.00	<b>87.50</b>
<b>BACS8</b>	Friends of Whittington Cemetery	Donation towards grasscutting in the Garden of Remembrance (minute 62.a.20 refers) - July	50.00	0.00	<b>50.00</b>
<b>Direct Debit</b>	NEST	Pension (Employer & Employee Contribution)	29.57	0.00	<b>29.57</b>

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

<b>Date Received</b>	<b>From Whom and Description</b>	<b>Amount</b>
31.05.20	NatWest – Interest	<b>£1.07</b>
11.05.20	Shropshire Council – Environmental Maint. Grant	<b>£245.00</b>

c) **Reconciliation** - To approve bank reconciliation up to and including 31<sup>st</sup> May. **RESOLVED** to approve.

## 98.20 Whittington Castle

Consider giving a Community Grant to the Castle to support them through the Covid-19 Crisis.

Covid-19 and the Coronavirus Pandemic has meant that the Castle has been unable to generate any income through the Tea Room or events, for several months. Councillors considered giving the Castle an additional grant to support them in their pledge to raise £50,000. Trustee, JonJo Evans provided the council with an update of the current financial situation and it was **RESOLVED** to approve, in principle, a grant of £4,000, which will be taken from Earmarked Reserves, Community Projects. The grant will be paid to the Castle in the future, when they require it for a specific project, such as the new toilet block.

Questions were raised regarding access to the new toilet block and it is understood that it is the trustees intention to make the toilets accessible on a 'fob' key basis.

## 99.20 Repairs to the Wall on the Three Trees Green

Consider the quote to repair the Wall (property of Shropshire Council).

It was **NOTED** that the Wall is not owned by the Parish Council but due to its central position in the village and growing safety concerns, it was **AGREED** that the Parish Council would cover the cost of the work required to restore the damaged wall and the quote was approved. This will be paid for from the Grounds Maintenance Sundry budget.

## 100.20 Whittington Youth Club

Consider the update from TNS and consider a grant towards the Holiday Club.

Councillors considered the update provided and it was **RESOLVED** to approve a grant of £405.00 to the Holiday Club and the payment will be made via BACS, when the council have received confirmation that the sessions can definitely go ahead.

101.20 Streetlight Energy Agreement 2020-21

To note the energy charges for 2020-21.

It was **RESOLVED** to note this information and the energy charges for 2020-21.

102.20 Community Led Housing

Receive an update from the Steering Group.

A meeting of the Steering Group will take place on Zoom on Friday 26<sup>th</sup> June so an update can be provided at the next meeting. The Steering Group now includes a member of the Community.

It was **NOTED** that the Steering Group is not a Parish Council Group, but a standalone community group. Any queries relating to the project should be directed to the Steering Group and not the Parish Council.

**RESOLVED** to receive an update at the next meeting.

103.20 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.***

- ***Oaklands Drive – strip of land grass cut by Shropshire Council. The hedge bordering this is very overgrown and is no longer being cut.***
- ***Leaflets circulating in the village for ‘Next Door’ – Whittington Community Online Network.***

104.20 Correspondence

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

1. SALC / NALC – Bulletins, Covid-19 updates, training opportunities
2. Shropshire Council – Covid-19 Updates and correspondence relating to Safely Reopening Businesses in our Town Centres, Community Reassurance Updates
3. Shropshire Council – Ellesmere Covid-19 Distancing Measures. Start Date: 8th June. End Date: 6th September 2020.
4. SALC – June Bulletin and attachments
5. Severn Trent - Planned Works for Derwen - The Bryn Junction to Gornal, Iron Mills junction via The Bryn to Ebnal Hall Junction, Iron Mills to Ebnal Lodge Junction, Junction with B5009 to Iron Mills Junction, Gobowen. Will commence August 2020.

105.20 Date and Time of Next Meeting

To note the date and time of the next meeting.

Tuesday 28<sup>th</sup> July, 7.30pm

**The Meeting was closed by the Chairman at 20.57**