

WHITTINGTON PARISH COUNCIL

Minutes of the Meeting of Whittington Parish Council held remotely on Tuesday 28th July 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, Ian Johnson, Paul Thompson-Lawrence and Cllr Keith Stanton.

Also in attendance: Mrs Amy Jones (Clerk).

Parish Council MINUTES

106.20 Apologies for Absence

Apologies received from: Cllr Sue Manford.

107.20 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.

108.20 Confirmation of the Minutes

To approve and authorise the signing of the Minutes of the Full Council Meeting held on 23.06.2020

It was **RESOLVED** to approve the minutes of the meeting held on 23.06.20 and a hard copy will be signed at the next physical meeting of the council.

109.20 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.

110.20 Coronavirus

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

RESOLVED to note the latest guidance shared by NALC/SALC, specifically that the guidance is for face to face meetings not to resume under the current guidance unless absolutely necessary and a thorough risk assessment must be carried out.

- b) To consider the Covid-19 Risk Assessments (currently under constant review due to the evolving situation).

Councillors considered the Risk Assessments prepared by the Clerk in relation to the Play Area, Homeworking and Meetings. It was noted that the Play Area Risk Assessment had been updated by the Clerk since 4th July, due to the Government clarifying their guidance. The Risk Assessment for the return to physical meetings has been prepared using the NALC/SLCC Checklist and physical meetings should only be resumed if it is not possible to carry out council business remotely or if government guidance changes.

RESOLVED to approve the Risk Assessments and for the Clerk to keep the Risk Assessments under continual review during these changing times.

111.20 Police Report

To receive a written police report.

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

The Police have asked if there are any Community Groups either large or small who have helped the elderly and vulnerable in the community during the Covid Crisis. There is some funding available from the police commissioner. It was **RESOLVED** to forward the information to Cllr Johnson to circulate to his Whittington Together contacts.

112.20 Reports

- a) **Chair's Report** – Consider matters arising since the last meeting.
The Chair **NOTED** that all matters are covered on the agenda, including the complaints received from a resident of Babbinswood, relating to speeding traffic issues, exacerbated by the A5 diversion.
- b) **Clerk's Progress Report** – Consider matters arising since the last meeting.
The Clerk's Report below was **NOTED**.

<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. 5 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>A5 Diversion and Speeding in Babbinswood Complaints about speeding on the Babbinswood Road passed to the Police as the main issues have been noted as being 4.30 – 7am and</p>	<p>On-going</p>
--	-----------------

after 6pm which is usually outside of the hours that speed monitoring takes place. Issues exacerbated by the recent diversion.	
<p>Accounts – 2019-20 Year End</p> <p>Annual Return submitted to external auditors on 3rd June</p> <p>Exercising Public Rights – period now complete Notice of public rights and publication of unaudited annual governance & accountability return. Published on Website and Noticeboards. Inspection Period was from 15th June – 24th July</p>	To note
<p>Water Leak</p> <p>A leak was reported on the Council owned land next to the play area – this was reported to Severn Trent to investigate.</p>	To note
<p>Highways Signage</p> <p>The Inglis Road sign at the junction with Burma Road has been knocked down. Reported to SC and they will re-instate the sign.</p>	To note
<p>Police Matters</p> <p>Police informed that the play area has now re-opened so that they are aware and can keep an eye on things.</p>	To note
<p>Admin</p> <p>The Gmail Gsuite package we pay for does not include Google Hangouts, it's part of the Enterprise Package so we cannot use it as an alternative to Zoom.</p>	To note

The following points were added to the report:

- The light outside No 7 Yew Tree Close was changed to LED in December but is causing an issue as it is shining directly in the house. **RESOLVED** to request that the light be dimmed.
 - Complaint received about light 127 that was converted with a new bracket in July 2020 as it is attached to The Church House and prior permission was not sought to carry out work on their property. The Clerk has responded explaining that it was not clear on the S/Light inventory that the light is on private property and that the Chair will meet with them to discuss the options, including the possible removal of the light. **RESOLVED** to note.
- c) **Whittington play area at Fitzgwarine** – Consider the latest inspection report provided to the council verbally by Cllr Frank Davis.
It was **NOTED** that the Council await the annual ROSPA report and no concerns were raised as part of the fortnightly visual inspections. The log seat is decaying, and it was **RESOLVED** to monitor its condition.
- d) **Shropshire Councillors Report** – To receive a report from Cllr Steve Charmley.
Councillor Charmley provided an update on:
- Local Plan - full consultation to be rolled out in August and September.
- e) **Councillor Reports** – To consider reports from Councillors.
- I. **SALC Oswestry Area Committee** – Cllr Greg Hickman

Cllr Hickman reported on the meeting and Cllrs **NOTED** the written report. It was **FURTHER NOTED** that Cllr Hickman has been elected as a member of the SALC Executive Committee.

II. **Community Engagement Training Event** – Cllr Ian Johnson

Cllr Johnson provided a verbal report on the training which was relevant to the events run at the Castle and by Whittington Together. **RESOLVED** to note.

III. **Vehicle Activated Sign Data** – Cllr Ian Johnson

Cllr Johnson shared with Councillors a report presenting the data downloaded from the VAS at both sites. The download of the data at both sites found evidence of speeding traffic at various times of the day. The key points to note are:

Glebe VAS - the maximum speed recorded was 66 mph with 85% of the traffic travelling at 35 mph

Babbinswood VAS - the maximum speed recorded was 80 mph with 85% traffic travelling at 43 mph.

It was **NOTED** that the sample only covers a period of a couple of weeks and the Working Group plan to gather a complete month of data and to discuss the results with the road safety team, agreeing a plan to move forward.

IV. **Community Speedwatch and the inclusion of Babbinswood as a monitoring site** – Cllr Ian Johnson / Clerk

It was reported that West Mercia Safer Roads Partnership have now included Babbinswood as a monitoring site, following their recent data assessment. There are 5 names on the list of volunteers so as soon as the council have 6 volunteers forward, their details can be past to the Safer Roads Team to progress the scheme. **RESOLVED** to note.

113.20 Planning

a) To note recent planning decisions published by Shropshire Council

None received.

b) Planning applications for consideration

I. **Reference:** 20/02757/FUL (validated: 13/07/2020)

Address: 3 Penybryn Crescent, Whittington, Oswestry, SY11 4DP

Proposal: Erection of a two storey side extension and single storey rear extension following partial demolition of existing single storey extension

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

- The parish council have no comments to make on this application providing it is within planning guidelines and in keeping with surrounding properties.

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

None received.

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

CHEQUE NUMBER	PAYEE	DESCRIPTION	NET	VAT	GROSS
BACS9	TNS FC Foundation Ltd	Grant – August Holiday Club – minute 100.20 refers – payment made by clerk on 20.07.20 once confirmation on the sessions going ahead was received	405.00	0.00	405.00
BACS10	Clerk	Salary 1 st – 31 st July Home Office Allowance 16.00, mileage 6.30 & reimbursement for Bullguard Internet Security TOTAL	979.83	0.00	979.83
BACS11	HMRC	Clerk - PAYE Payments (Month 4) Employer NI	47.11	0.00	47.11
BACS12	D & R Brewer	Grounds Maintenance – Month 4	87.50	0.00	87.50
BACS13	Shropshire Council	S/Light Energy Charges (1 st Quarter) – Minute 101.20 refers	1415.08	283.02	1698.10
BACS14	Shropshire Union Canal Society	Annual Membership	25.00	0.00	25.00
3111	Highline Electrical	Installation of 2 x VAS (as per quotation minute 187.19 refers)	278.00	55.60	333.60
BACS15	Friends of Whittington Cemetery	Donation towards grasscutting in the Garden of Remembrance (minute 62.a.20 refers) - August	50.00	0.00	50.00
BACS16	D.Guar	Wall Repairs (minute 99.20 refers) and replacement of 2 slates on bus shelter roof	350.00	0.00	350.00
Direct Debit	NEST	Pension (Employer & Employee Contribution)	29.57	0.00	29.57
3112	Highline Electrical	Project C – LED Lanterns and Brackets – 34 lights (minute 83.b.20 refers)	10166.00	2033.20	12199.20

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

Date Received	From Whom and Description	Amount
30.06.20	NatWest – Interest	£0.31

c) **Reconciliation** - To approve bank reconciliation up to and including 30th June. **RESOLVED** to approve.

d) **1st Quarter** – Consider the 1st Quarter Budget Report. **RESOLVED** to note with no comments / issues raised.

e) **Internal Controls** – Review the Parish Council’s system of internal control and nominate a councillor to carry out the 1st Quarter check on the accounts. The Council’s System of Internal Control was reviewed and Cllr Beaumont **AGREED** to carry out the 1st Quarter Checks and report back at the next meeting.

115.20 Website Accessibility Regulations

To note the guidance from NALC and:

- a) Consider the report prepared by the Clerk which includes the website check (audit), recommendations and proposed actions.

The report was considered and **NOTED**.

- b) Approve the Accessibility Statement which is to be published on the Parish Council Website.

RESOLVED to approve.

116.20 Village Entrances

Discuss the project (included in the Parish Council's Project Plan and Budget) and:

- a) Consider the information the Clerk has obtained and agree a plan of action including funding for the project and applying for grants available
- b) Consider possible locations
- c) Agree for the Road Safety Working Group to research the project further and report back to the council with proposals

It was **RESOLVED** that a new Working Group be set up to further research the project and report back to full council at the next meeting. The following Councillors were elected to the Group: Cllrs Johnson, Beaumont, Whitby, Harvey, Davis.

117.20 Whittington Youth Club

Consider the update from TNS FC Foundation and consider making the annual grant towards the running of the Youth Club.

It was **RESOLVED** to approve a grant of £2000 to the Youth Club and that the grant be paid once the Clerk received confirmation from TNS FC Foundation that the sessions will begin as planned.

118.20 Christmas Light Display

Consider ideas and quotes for a new light display on the tree on the Three Trees Green.

The quotes and ideas were considered and it was **RESOLVED** to go for bright white lights (no blue lights), Option 2 – Festoon Lighting, up to a total cost of £1285.00.

It was **NOTED** that the electrical connection needs to be out of reach so that the lights do not need to be removed each year. Cllr Davis to discuss this with Highline.

119.20 Community Led Housing – Pen-y-Bryn

Receive an update from the Steering Group.

Cllr Ian Johnson reported on the recent Zoom meetings that have taken place. The proposal is to build 24 houses (to include 10 semi-detached bungalows) at the top end of the Pen-y-bryn site. Residents have put forward various concerns regarding the site and why they consider it not to be viable. A Pre-App has been carried out

with Shropshire Council and Star Housing are looking towards putting a full planning application in in September. **RESOLVED** to note the report.

120.20

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.***

- *Community Engagement and Communication – Cllr Johnson raised this as a future agenda item, suggesting that the Council consider how they engage with the community and put in place a strategy.*
- *Lucy Beaumont attended Chairmanship Training – **NOTED.***

121.20

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 Community Reassurance Updates (published on the website)
3. CANCELLED - 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.
4. NALC – Legal Update and News Briefings
5. Senior Citizen’s Hall – Questionnaire for hirers – completed by the Clerk with no return date indicated at present
6. Highways England – Road Re-surfacing on the A5 13th – 31st July
7. NALC – Code of Conduct Consultation – Cllrs to respond independently
8. Complaints from residents in Babbinswood re: speeding traffic during the diversion
9. Shropshire Fire and Rescue Integrated Risk Management Plan (IRMP) 2021-25
10. EPC4 – Communities framework & the devolution white paper
11. Briefing note on CIL Allocations and Income July 2020
12. Proposed Road Closure Twmpath Bridge – 3rd August for 10 days
13. Road Closure: Ellesmere -The Shropshire Triathlon. Start Date: 6th September, End Date: 6th September 2020. Purpose: The Shropshire Triathlon takes place at Ellesmere on 6th September 2020. The event requires the following roads to be closed from 7.30am to 3pm.: Swan Hill, Sandyhill Lane and Swan Hill to Coptiviney.

122.20

Date and Time of Next Meeting

To note the date and time of the next meeting.

Tuesday 25th August, 7.30pm via Zoom.

The Meeting was closed by the Chairman at 21.04