

# WHITTINGTON PARISH COUNCIL

Minutes of the Meeting of Whittington Parish Council held remotely on Tuesday 17<sup>th</sup> November 2020 at 7.30pm via Zoom Video Conferencing.

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

**Also in attendance:** Mrs Amy Jones (Clerk). 1 representative from Shropshire Climate Action Partnership, 1 member of the public.

## Parish Council MINUTES

### 170.20 Apologies for Absence

Absent -

Lucy Beaumont (Vice Chair)

Paul Thompson-Lawrence

### 171.20 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.

### 172.20 Confirmation of the Minutes

To approve and authorise the signing of the Minutes of the Full Council Meeting held on 27.10.2020.

It was **NOTED** that the following statement has been added to the minutes:

162.20.b.iii - The Car Parking Area for the School was discussed and it was confirmed that the developer would be meeting the cost of this as part of the development.

It was **RESOLVED** to approve the minutes of the Full Council Meeting held on 27.11.2020 and a hard copy will be signed at the next face to face meeting of the council.

### 173.20 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 matters raised.

### 174.20 Shropshire Climate Action Partnership

Receive a presentation.

Allan Wilson delivered a presentation to councillors and the Shropshire Climate Action Partnership (SCAP), focusing on how councils can act for the benefit of our communities and the environment.

- Shropshire needs to become net zero carbon by 2030.
- To achieve this, organisations, businesses and communities and people across Shropshire need to play their part.
- As of 2025, you will not be able to build a house with a gas supply. By 2030, you will not be able to buy a petrol, diesel or hybrid car.
- [www.carbonfootprint.com/calculator](http://www.carbonfootprint.com/calculator) - calculates your carbon footprint as an individual or small business.
- [www.zerocarbonschropshire.org](http://www.zerocarbonschropshire.org) is SCAPs website.

It was **RESOLVED** to note the information and Allan was thanked for the time he has taken to present to the Council.

175.20

## Reports

- a) **Chair's Report** – Consider matters arising since the last meeting and the Chair's proposal for the Chairman's Allowance 2020/21.

The Chair reported that the Parish Council's Wreath was laid on Remembrance Sunday.

The Chair declared that he did not wish to personally receive the annual Chairman's Allowance of £350 but has requested for the council's agreement to donate it to the following organisations in the Parish:

- Friends of Whittington Cemetery - £100.00
- The Castle - £50.00
- Senior Citizen's Hall - £100.00
- Whittington Community Centre - £100.00

It was **RESOLVED** to approve the donations and the Clerk to action the payments via bacs. The payments were made using s.137 of the LGA 1972 (donations) and £350 was moved from the Councillors Allowance Budget Heading to the Grants and Donations Budget so that they could accurately be recorded as donations.

- b) **Clerk's Progress Report** – Consider matters arising since the last meeting and receive the latest Covid guidance in relation to Local Authorities.  
In addition to the following report, the Clerk reported on the updated Government Guidance relating to Play Areas and that new Covid safety signs had been put up due to the disappearance of the original ones. **RESOLVED** to note.

<p><b>Road Safety / Highways</b></p> <p><b>Signage along Castle Street – An update on the following has been requested</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>Speed monitor – Castle Street</b> Surveys currently underway.</p>	<p>On-going (has been followed up but no update provided)</p>
<p><b>Remembrance Sunday</b> The event was cancelled due to Covid restrictions and a national lockdown but a Wreath was laid by the Chair.</p>	<p>To note</p>

<p><b>S/Lights – Project A</b> The project has been delayed until the new year, due to a delay with the Shropshire Council Permits. The aim is for completion this financial year.</p>	To note
<p><b>Three Trees Green</b> Branches have been cut away by young people using the area with their bikes and put under the big tree. This has raised concerns with residents because of the fire hazard they present. It has been reported to SC twice, asking them to remove the foliage.</p>	To note

- c) **Whittington play area at Fitzgwarine** – Consider the latest visual inspection report provided to the council verbally by Cllr Frank Davis.  
Cllr Davis reported that no issues have been identified in the latest visual inspections and asked that the Clerk file the inspection sheets accordingly to report that the inspections have taken place. **RESOLVED** to note.
- d) **Police Report** – Consider.  
A formal Police report had not been received this month but councillors noted that a serious assault had taken place in the Village and the matter is being dealt with by the Police. **RESOLVED** to note.
- e) **Shropshire Councillors Report** – To receive a report from Cllr Steve Charmley.  
Councillor Charmley reported on the following matters from Shropshire Council:
- Speeding issues on Station Road and Fitzgwarine (loud vehicles - ASB) – information continues to be passed to the police.
- f) **Councillor Reports** – To consider reports from Councillors (training courses, meetings attended as council representatives, roles carried out as a councillor).
- I. **Cllr Sue Manford – Community Speedwatch (lead volunteer)**  
The training has been delayed due to the Lockdown restrictions but will hopefully take place in December. A plea was made for more volunteers to come forward and take part in the scheme and that this be promoted on Facebook. **RESOLVED** to note the information and a recruitment post be published on Facebook.
  - II. **Cllr Ian Johnson – Vehicle Activate Signs**  
The data from both VAS has been analysed by the Operations Supervisor at West Mercia Police Road Safety Team and they reported back that the speeds the Parish Council VAS are recording are roughly in the same parameters as the data they have collected in the past which would generally indicate good compliance with the speed limit. Therefore, at present, they would not look to take any further action based on the data the parish council have collected and confirmed that they would not look to use data from VAS signs when evaluating sites. They have their own data collection equipment that can be discreetly deployed (no tubes) to the side of the road thus having little or no influence on the passing traffic to enable them to get a true reflection of travel speeds and volumes. When the Community Speed Watch Group is operational, they carefully monitor the returns and if it is seen as necessary, they can carry out further data monitoring themselves.  
It was **RESOLVED** to write to The PCC Community Ambassador (c.c in the Police and Crime Commissioner) to relay the information that the parish council have received from the Police Road Safety Team and voice the parish

council's disappointment at their inability to use the data due to its location and the proximity to the start of the 30mph zone. The question of whether the 30mph zone could be moved further out towards Oswestry was raised and it was **FURTHER RESOLVED** that, before submitting a letter to the PCC, it was requested for Steve Charmley raise the matter with Highways to obtain their view on this proposal.

**III. Cllr Greg Hickman – SALC Executive**

It was **NOTED** that the AGM is Friday 20<sup>th</sup> November and Cllr Hickman will be attending as a voting member.

176.20

**Planning**

a) To note recent planning decisions published by Shropshire Council

- I. **Reference:** 20/01089/FUL (validated: 17/03/2020)  
**Address:** 51 Artillery Road, Park Hall, SY11 4AL  
**Proposal:** Erection of first floor extension to side of dwelling  
**Decision:** Grant Permission
- II. **Reference:** 20/03753/FUL (validated: 25/09/2020)  
**Address:** Castle Teas, Whittington Castle, Castle Street, SY11 4DF  
**Proposal:** Erection of access platform with steps and insertion of pedestrian access doors to existing tea room; internal alterations to form preparation room  
**Decision:** Grant Permission
- III. **Reference:** 20/03754/LBC (validated: 25/09/2020)  
**Address:** Castle Teas, Whittington Castle, Castle Street, SY11 4DF  
**Proposal:** Works to facilitate the insertion of pedestrian access doors to existing tea room with access platform and steps; internal works to combine rooms to form preparation room  
**Decision:** Grant Permission
- IV. **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  
**Decision:** Grant Permission

**RESOLVED** to note.

b) Planning applications for consideration

- I. **Reference:** 20/04257/FUL (validated: 23/10/2020)  
**Address:** Land Off, Penybryn Avenue, Whittington, Shropshire  
**Proposal:** Erection of 24No. affordable dwellings and associated parking and amenity space, formation of vehicular and pedestrian access

*Cllr Ian Johnson and Jill Whitby left the meeting (resided in the Waiting Room) while the application was discussed and did not take part in the decision making process.*

It was **RESOLVED** to **SUPPORT** with the following comment:

- Although the Parish Council support the application in principle, councillors have concerns that 24 properties could lead to over population of the site and possible traffic management issues.

*Cllr Johnson and Whitby returned to the meeting.*

- II. **Reference:** 20/04398/FUL (validated: 26/10/2020)  
**Address:** Vine Cottage, Middleton Road, Middleton, Oswestry, Shropshire, SY11 4LT  
**Proposal:** Erection of an agricultural storage shed

This property is not in Whittington Parish. It was, therefore, **RESOLVED** not to comment on the application.

- 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.

177.20

### Finance and Accounts

- a) Consider the following accounts for payment.  
**RESOLVED** to approve the following payments. BACS payments 42, 43, 44 and 45 were added to for the grants agreed (minute 175.20.a refers) and BACS payment 46 was added for the purchase of the VAS (minute 177.20.f refers)

CHEQUE NUMBER	PAYEE	DESCRIPTION	NET	VAT	GROSS
BACS38	Clerk	Salary 1 <sup>st</sup> – 30 <sup>th</sup> November plus expenses (home office allowance 16.00, mileage 10.80)	970.64	0.00	<b>970.64</b>
BACS39	HMRC	Clerk - PAYE Payments (Month 8) Employer NI	72.90	0.00	<b>72.90</b>
BACS40	D & R Brewer	Grounds Maintenance – Month 8 plus additional cut to all areas at end of October and removal of branches from Three Trees	172.50	0.00	<b>172.50</b>
BACS41	Cllr Ian Johnson	Reimbursement for cost of items to facilitate VAS data downloads	28.43	0.00	<b>28.43</b>
BACS42	Whittington Castle	Grant (from Chairman's Allowance)	50.00	0.00	<b>50.00</b>
BACS43	Friends of Whittington Cemetery	Grant (from Chairman's Allowance)	100.00	0.00	<b>100.00</b>
BACS44	Senior Citizen's Hall	Grant (from Chairman's Allowance)	100.00	0.00	<b>100.00</b>
BACS45	Whittington Community Centre	Grant (from Chairman's Allowance)	100.00	0.00	<b>100.00</b>
BACS46	Morelock	Purchase of 2 x VAS (s.101 LGA 1972)	4469.00	893.80	<b>5362.80</b>
Direct Debit	NEST	Pension (Employer & Employee Contribution)	33.53	0.00	<b>33.53</b>

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

Date Received	From Whom and Description	Amount
31.10.20	NatWest – Interest	£0.29

- c) **Reconciliation** - To approve bank reconciliation up to and including 31<sup>st</sup> October 2020.  
**RESOLVED** to approve.
- d) **2<sup>nd</sup> Quarter Internal Checks** – Consider the verbal report from Cllr Beaumont following the 2<sup>nd</sup> Quarter Internal Checks on the Accounts.  
Cllr Beaumont has carried out the internal checks and reported to the Clerk that there are no issues to be raised. **RESOLVED** to note.
- e) **Christmas Light Display** – Consider quote to add light features to the S/Light Columns around the Church Grounds.  
Councillors considered the quote from Highline Electrical to hire and erect 5 festive lighting displays on the columns around the churchyard (for which the Church have given their permission) and it was **RESOLVED** to approve the quote and request that the lights be put up at the end of November/Beginning of December.
- f) **Vehicle Activated Signs** – To approve the order to purchase (Spending Power - S.101 LGA 1972) two additional Vehicle Activated Signs, once grant funding has been received.  
It was **RESOLVED** to approve the purchase of 2 additional Vehicle Activated Signs from Morelock once the grant funding has cleared in the Parish Council’s Account.
- g) **Grant request** – Consider request from St John the Baptist Church to support the ‘Drive in’ Christmas Carol Service.  
  
It was noted that a formal request had not been received and this was likely to be because of the uncertainty of restrictions post lock-down. It was **RESOLVED** to await further details of the event and approve, in principle, a small donation towards the event if plans proceed.

178.20

#### Parish Council Strategies and Plans

- a) To review the Project Plan, ahead of 2021/22 budget planning (*agreed projects to be funded through Neighbourhood Funds are to be automatically added to the Place Plan*).  
Councillors considered the suggested projects, put forward for inclusion in the Project Plan (Appendix A) and voted on whether each project was considered to be viable, not viable or whether more information was required to make a decision on it’s viability. The outcome of these discussions (documented in Appendix A) is a list of new projects, which will be merged into the existing project plan and it was **RESOLVED** that this updated project plan be presented at the December meeting.
- b) To consider the Communication and Community Engagement Strategy and Action Plan prepared by the Clerk.  
**RESOLVED** to defer this item to the December meeting.

179.20

#### Community Car Park

To consider taking on liability for the Car Park on a 6-month lease from the developer.

It was noted that a draft lease had not been presented to the council for consideration and, therefore, the matter could not be discussed. It was **RESOLVED** to defer this item to the December agenda.

## 180.20 Finance and Executive Committee

To receive a verbal report following the meeting on 17th November and consider recommendations arising from the meeting including: Policies - A review of the following documentation:

- a) General Reserves Policy
- b) Training and Development Policy

It was **RESOLVED** to approve the policies with no amends, as recommended by the committee.

The Committee Chair Cllr Hickman provided a verbal report on the meeting that took place prior to the Full Council meeting. The 2021/22 draft budget was discussed by the Committee and will be presented to full council in January. The Committee also discussed the council's banking arrangements and have requested that this be added to a future agenda, for consideration by Full Council. The committee are in support of the Clerk's proposal to open a current account with Unity Trust Bank who provide an online banking facility that enables users to be set up as administrators and authorisers. **RESOLVED** to note.

## 181.20 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.***

- Election campaigning has begun around the village.
- Ellesmere Road – from Hindford Turning to back entrance of Halston Hall – bad potholes. The potholes in Hindford have been repaired.

## 182.20 Correspondence

To note correspondence received:

1. SALC / NALC – Bulletins, News in brief bulletins, Covid-19 updates
2. Shropshire Council – Covid-19 Updates and Community Reassurance Updates (published on the website)
3. NALC – Legal Updates and News Briefings
4. SALC AG – 20<sup>th</sup> November
5. Her Majesty's Lord-Lieutenant of Shropshire – Garden Party
6. Shropshire Council Road Closure: Caegoody Lane, Ellesmere. 18th January - 19th January 2021. Purpose: Boundary box Installation.
7. Invitation to - CONFERENCE: The Climate & Ecological Emergency: Taking Action Together
8. Burial Act 1853: Section 1 – Garden of Remembrance, Church Street, Whittington. Information regarding the public consultation.
9. Shropshire Council - Covid support groups - survey results and offer of support
10. LOCALISM ACT 2011 AND ASSET OF COMMUNITY VALUE REGULATIONS [ENGLAND] 2012 Removal The White Lion, Whittington From the list of assets of community Value.
11. Connecting Shropshire Programme – Update November 2020.
12. Provident Dispensary Trust – Community Grants Available.

**RESOLVED** to note.

## 183.20 Date and Time of Next Meeting

To note the date and time of the next meeting.

Tuesday 15<sup>th</sup> December, 7.30pm.

**The Meeting was closed by the Chairman at 21.30**

## APPENDIX A - Project Plan Review – 17.11.2020

### Additional Projects to add into the existing Plan and update some existing items

**S – Short Term (within 12 months)    M – Medium Term (within 1 - 2 years)    L – Long Term (within 3 – 5 years)    0 – Ongoing (no end date)**

- The Project Plan has been adopted by the Council and is to be reviewed as part of the 2021/22 budget planning process.
- The Project Plan informs the Place Plan (A Shropshire Council Document that’s purpose is to provide an evidence base to assist with delivery of local community priorities) and this document determines how the Parish Council can spend Neighbourhood Fund money and the application of CIL Local (please see below)
- The Project Plan informs the budget.
- **PLEASE NOTE** – The Parish Council’s Project Plan should detail projects that the Parish Council Plans to fund, either through the Precept, Reserves, Neighbourhood Fund or applying for CIL Funding. **IT IS NOT** a list of issues that are the responsibility of other organisations such as Shropshire Council (i.e. pot holes, the condition of road surfaces, condition of footpaths etc). The Parish Council will lobby the relevant organisations as and when required, as matters arise. This is a Project Plan, detailing the Parish Councils Short, Medium and Long Term Plans and informs the budget.

### Proposed additions to discuss (if approved, new projects will be merged into the existing plan):

	Title	Timescales	Details	Funding Source(s)	Things to consider / research	Viable Project – to be added to the Plan YES / NO
1	Pedestrian Crossing – Pen-y-bryn (Ellesmere Road)	M-L	To provide safe, pedestrian access across the main road, the Church side of Top Street.	Community Led Funds from Community Led Housing Scheme	Discussions with SC Highways, estimated cost unknown	YES
2	Vehicle Activated Signs	S	Continue to add to the 4 existing VAS.  Addition of one at Park Hall (Solar Powered VAS on road between the Orthopaedic and The Venue)	Precept Grants	Costs of a Solar Powered VAS and a column to mount this on – approx. £4k  Funding likely to be all precept because we cannot apply again for a WMP Grant.	YES

			Park Hall faces an increase in traffic with the new developments and problems with congested traffic on the A5 - this is subject to preliminary fact finding.			
3	Youth Amenities	M-L	<p>Mini Bike Park</p> <p>MUGA</p> <p>Play Area at Penybryn</p> <p>Play Area in Park Hall</p> <p>More inclusive Play Area(s)</p>	<p>Neighbourhood Fund Precept Grants(?)</p> <p>Community Led Funds from Community Led housing at Penybryn</p> <p>Precept Neighbourhood Fund Grants(?)</p> <p>Precept</p>	<p>Can we make improvements that make it so?</p> <p>Possibly extend the existing playground.</p>	<p><b>FURTHER INFORMATION REQUIRED</b> - Requires further Community Engagement to determine what exactly is required and what is wanted.</p>
4	Parish Village Hall with Playing Fields	L	<p>As the village is growing at a fast rate there is a need for a playing field and village hall.</p> <p>Possible Site – Cricket Ground?</p>	Neighbourhood Fund	<p>Could be managed by an independent voluntary management committee, totally separate to the Parish Council but project coordinated by the PC and funding provided.</p>	<p><b>FURTHER INFORMATION REQUIRED</b> - Requires further Community Engagement to</p>

			(links to item above – increased play facilities)			determine what exactly is required and what is wanted.
5	Festive Lighting and Displays	S	<p>Enhance and build on the current display:</p> <ul style="list-style-type: none"> <li>• Decorative displays on columns</li> <li>• Lighting on trees around the Castle and Church</li> <li>• Planting of a real Christmas tree and decorative lighting</li> <li>• Include areas like Park Hall – possible Christmas Tree</li> </ul>	Precept	<p>Where could a tree be planted?</p> <p>Could the green space at the end of the Community Car Park (owned by Shropshire Council) be utilized.</p> <p>The Church are putting lights on the trees in their grounds this year (2020) and a few other decorative features.</p>	<b>YES</b>
6	Wifi throughout the Parish	M		Neighbourhood Fund(?) Precept	<p>Difficult to draw a line – which areas most need support with connectivity?</p> <p>As development is predominantly in the Village and in Park Hall, NF should not be used predominantly to further infrastructure in the hamlets. Discussions would need to be had with Connecting Shropshire</p>	NO
7	<p>Paths, Pavements and Highways</p> <p><b>(Responsibility of Shropshire Council)</b></p>	M to L	<p>Lobby Shropshire Council to improve the paths.</p> <p>Extension of the Footpath from Penybryn down to the Church.</p>	Neighbourhood Fund(?) CIL	SHROPSHIRE COUNCIL RESPONSIBILITY BUT THE PARISH COUNCIL TO LOBBY SC AS A PRIORITY	To be included as a SC responsibility that the PC will lobby for

			<p>Footpath along Burma Road (between Venue and Park Hall Farm) – Already included in the Project Plan. Lobby SC Highways.</p> <p>Flooding on the Road between the Venue and Park Hall Farm and on other parts of North Drive.</p> <p>Congestion on Station Road at school drop off and pick up times.</p> <p>Inclusivity - As you walk around Whittington there are many obstacles for disabled people such as overgrown hedges bad kerbs. Look towards making Whittington all inclusive.</p> <p>Footpath from Gobowen to Whittington (Stanyards into Whittington) – serious H&amp;S concern.</p>		Council to identify where the pinch points are	
8	Defibrillators	S-M	<p>Additional defibrillators throughout the Parish including Park Hall, Babbinswood and Hindford</p> <p>Also – Castle and Penybryn</p>	Precept Grants	If a suitable location does not have easy access to a power supply, an alternative cabinet may be required.	YES
9	CCTV	S-M		Precept	Where would the cameras be located?	NO

					Are they actually effective?	
10	Increase the amount of waste bins at Park Green Close	S	Signage saying 'please respect our village' and 'take your litter home' and also increase the number of bins.	Precept		YES
11	Wildflower Meadow	S-M		Precept	Suitable location? Area by the Community Car Park Or near a Community Hall	YES
12	Community Garden / Allotments	M	Mental health being a strong benefit, as highlighted during the C19 lockdowns. Is there a small pocket of land somewhere that can be utilized?	Precept Neighbourhood Fund	Suitable location? Cost to purchase / lease land and set up but the plot rental would generate an income Could it form part of a Village Hall site?	YES – Future Project - Should suitable land become available
13	Parish / Tourist Noticeboard	S	Lots of tourists visit the village – it would be good to have an information point	Precept Grants	Location? Previously discussed by Whittington Together. Could be done in conjunction with them.	Yes

**Please see below for more information on the spending of Neighbourhood Fund and CIL. This information should be considered when planning future projects that involve spending NF / or applying for CIL Funding:**

If projects are included in the Place Plan under NF projects then they will be suitable projects.

CIL regulations state that with reference to CIL Local:

*A local council must use CIL receipts passed to it in accordance with regulation 59A or 59B to **support the development** of the local council's area, or any part of that area, by funding—*

*(a) the provision, improvement, replacement, operation or maintenance of infrastructure; or*

*(b) anything else that is concerned with addressing the demands that development places on an area. infrastructure” includes—*

- (a) roads and other transport facilities,*
- (b) flood defences,*
- (c) schools and other educational facilities,*
- (d) medical facilities,*
- (e) sporting and recreational facilities,*
- (f) open spaces*

Use of the word “includes” means this list is not a closed list but other items should be equivalent.

*This definition allows the levy to be used to fund a very broad range of facilities such as play areas, open spaces, parks and green spaces, cultural and sports facilities, healthcare facilities, academies and free schools, district heating schemes and police stations and other community safety facilities.*

**Neighbourhood Fund** can be spent on a wider range of things than the rest of the levy, provided that it meets the requirement to ‘support the development of the area. The wider definition means that the neighbourhood portion can be spent on things other than infrastructure (as defined in the Community Infrastructure Levy regulations) provided it is concerned with addressing the demands that development places on the parish’s area