

# WHITTINGTON PARISH COUNCIL

Minutes of the Meeting of Whittington Parish Council held remotely on Tuesday 22<sup>nd</sup> September 2020 at 7.30pm via Zoom Video Conferencing.

**Councillors Present:** Frank Davies (Chair), Lucy Beaumont (Vice-Chair – joined the meeting at 19.43), Jill Whitby, Ian Johnson, Sue Manford, Keith Stanton, Steve Pugh and Greg Hickman.

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

## Parish Council MINUTES

### 140.20 Apologies for Absence

Apologies for absence were received from Cllrs Charmley, Thompson-Lawrence, Beaumont (joined the meeting at 19.43) and Harvey.

### 141.20 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.

### 142.20 Confirmation of the Minutes

To approve and authorise the signing of the Minutes of the Full Council Meeting held on 25.08.2020 and the Planning Committee Meeting held on 25.08.2020.

It was **RESOLVED** to approve the minutes of the Full Council Meeting held on 25.08.2020 and the Planning Committee Meeting held on 25.08.2020 and hard copies of the minutes are to be signed at the next face to face meeting.

### 143.20 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.

### 144.20 Coronavirus

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

It was **NOTED** that social gatherings of more than 6 people are currently not permitted, and the NALC guidance is that councils should continue to meet remotely.

### 145.20 Police Report

To receive a written police report.

No report received. The following matter was **NOTED**:

- Theft of dogs – people asked to be vigilant and report anything suspicious to the police.

## Reports

- a) **Chair's Report** – Consider matters arising since the last meeting.  
All items are dealt with elsewhere on the agenda.
- b) **Clerk's Progress Report** – Consider matters arising since the last meeting.

|   |          |
|---|----------|
| <p><b>Road Safety / Highways</b> (matters not included elsewhere on the agenda)<br/>Community Speedwatch – need 1 more volunteer.</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>Speed monitor – Castle Street</b><br/>Surveys to be carried out once the summer holidays have finished (Sept/Oct).</p> <p><b>Station Road</b><br/>A proforma is being submitted to their capital team for consideration to be given to this road for inclusion on a future works programme.</p> <p><b>Boot Street A495</b><br/>Essential Maintenance Work being carried out (re-surfacing) – 6<sup>th</sup> – 12<sup>th</sup> November – Diversion to be put in place.</p> <p><b>Site 38 B5009 - Wootton to Queens Head A5 Urban Section</b><br/>Essential Maintenance Work being carried out (re-surfacing) – 11<sup>th</sup> – 13<sup>th</sup> November – Diversion to be put in place.</p> | On-going |
| <p><b>Training</b><br/>Cllrs Johnson, Whitby and Beaumont are booked onto the 'Planning with Ian Kilby' Course on 12<sup>th</sup> October<br/>Clerk booked on – Developing a Communications Strategy 15<sup>th</sup> October, Risk Assessments 12<sup>th</sup> November and the SLCC Virtual Annual Conference 12<sup>th</sup> – 16<sup>th</sup> Oct</p>  | To note  |
| <p><b>Christmas Lights</b><br/>They are now up and some low branches have been cut away to discourage climbing in the trees.<br/>They will be lit up the first week in December.<br/>Will be added to insurance and asset register.</p>   | To note  |
| <p><b>Grant</b><br/>The £2000 grant to TNS FC Foundation for the running of the Youth Club has now been paid – minute 117.20 refers – BACS ref BACS30</p>   | To note  |
| <p><b>Remembrance Sunday</b><br/>Clerk will order a Wreath as normal to be laid by the Chair</p>  | To note  |

|   |         |
|---|---------|
| <p><b>Star Housing</b><br/>A complaint was made via their website contact form and acknowledged. A response has been received.</p> <p>Hedges at Penybryn – overgrown hedges have been reported and will be dealt with over the coming months.</p> | To note |
| <p><b>Anti-Social Behaviour</b><br/>Report in Fitzwarine Drive – advised to report to the police - SNT</p>  | To note |

- c) **Whittington play area at Fitzwarine** – Consider the latest visual inspection report provided to the council verbally by Cllr Frank Davis.  
No matters of concern reported. It was **NOTED** that the ROSPA report had not yet been received.
- d) **Shropshire Councillors Report** – To receive a report from Cllr Steve Charmley.  
No report received as Cllr Charmley was absent from the meeting.
- e) **Councillor Reports** – To consider reports from Councillors (training courses, meetings attended as council representatives, roles carried out as a councillor).  
Cllr Hickman provided a report on the recent SALC Executive Meeting. **RESOLVED** to note the report.

147.20

## Planning

- a) To note recent planning decisions published by Shropshire Council
- I. **Reference:** 20/02039/FUL (validated: 17/06/2020)  
**Address:** Bryn-Y-Plentyn Farm, Bryn-Y-Plentyn, Middleton, Oswestry, SY11 4LP  
**Proposal:** Erection of a rural business workshop and all associated works  
**Decision:** Refuse
  - II. **Reference:** 20/02757/FUL (validated: 13/07/2020)  
**Address:** 3 Penybryn Crescent, Whittington, Oswestry, Shropshire, SY11 4DP  
**Proposal:** Erection of a two storey side extension and single storey rear extension following partial demolition of existing single storey extension  
**Decision:** Grant Permission
- RESOLVED** to note.
- b) Planning applications for consideration
- I. **Reference:** 20/03347/FUL (validated: 28/08/2020)  
**Address:** 20 Cygnet Close (Plot 14), Whittington, Shropshire, SY11 4FL  
**Proposal:** Erection of extension to existing house type to provide treatment room (Plot 14 only)
- It was **RESOLVED to MAKE A REPRESENTATION** with the following comments:
- The Parish Council have no comments to make on this application.
- II. **Reference:** 20/03334/FUL (validated: 27/08/2020)  
**Address:** Hawthorn House, 2 Glebe Meadows, Whittington, Oswestry, Shropshire, SY11 4AG  
**Proposal:** Erection of a single storey rear extension
- It was **RESOLVED to MAKE A REPRESENTATION** with the following comments:
- The Parish Council have no comments to make on this application.

III. **Reference 20/03001/TCA**

**Proposed Tree Works:** Fell 1no Silver Birch within Whittington Conservation Area

**Location:** 21 Mytton Close, Whittington, SY11 4PP.

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

- o Providing the Tree Officer is satisfied with the proposals, The Parish Council have no objections to the proposed tree works.

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.

d) Neighbourhood Fund: Annual Monitoring Form – To approve.

**RESOLVED** to approve. A copy of this form is to be returned to Shropshire Council and a copy is to be published on the Parish Council website.

*19.43 – Cllr Beaumont joined the meeting.*

148.20

**Finance and Accounts**

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

| CHEQUE NUMBER | PAYEE                           | DESCRIPTION  | NET     | VAT    | GROSS          |
|---------------|---------------------------------|--|---------|--------|----------------|
| BACS23        | Clerk                           | Salary 1 <sup>st</sup> – 30 <sup>th</sup> September<br>Backdated pay 1 <sup>st</sup> April – 31 <sup>st</sup> August<br>Home Office Allowance 16.00 & Mileage 6.75 | 1148.32 | 0.00   | <b>1148.32</b> |
| BACS24        | HMRC                            | Clerk - PAYE Payments (Month 6)<br>Employer NI   | 201.45  | 0.00   | <b>201.45</b>  |
| BACS25        | D & R Brewer                    | Grounds Maintenance – Month 6  | 87.50   | 0.00   | <b>87.50</b>   |
| BACS26        | Shropshire Council              | S/Lighting Energy Charges – 2 <sup>nd</sup> Quarter  | 793.55  | 158.71 | <b>952.26</b>  |
| BACS27        | Friends of Whittington Cemetery | Donation towards grass cutting in the Garden of Remembrance (minute 62.a.20 refers) – October – FINAL DONATION   | 50.00   | 0.00   | <b>50.00</b>   |
| BACS28        | SALC                            | Cllr Training – Public Engagement and Community Events Planning  | 30.00   | 0.00   | <b>30.00</b>   |
| BACS29        | SLCC                            | Clerk Training (CPD) – SLCC National Conference – Virtual Event 2020   | 25.00   | 5.00   | <b>30.00</b>   |
| BACS30        | TNS FC Foundation               | Grant towards the Youth Club 2020-21 (minute 117.20 refers) – payment made 11.09.20  | 2000.00 | 0.00   | <b>2000.00</b> |
| BACS31        | Highline Electrical LTD         | Festoon Christmas Lighting on the Three Trees Green  | 713.47  | 142.69 | <b>856.16</b>  |
| Direct Debit  | NEST                            | Pension (Employer & Employee Contribution)   | 53.32   | 0.00   | <b>53.32</b>   |

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

| Date Received | From Whom and Description | Amount |
|---------------|---------------------------|--------|
| 28.08.20      | NatWest – Interest        | £0.27  |

c) Reconciliation - To approve bank reconciliation up to and including 31<sup>st</sup> August 2020.  
RESOLVED to approve.

149.20

## Highways

**a) Receive an update on the Vehicle Activated Signs Funding Application and a verbal report on the meeting with Shropshire Council’s Traffic Engineer.**

The Clerk reported that an application for 50% funding towards 2 additional Vehicle Activated Signs had been submitted to the PCC. The working group reported on the Site Meeting where the Traffic Engineer agreed the two locations for the VAS – on the A495 Ellesmere Road at Penybryn, replacing the old VAS (which is to be relocated) and on the B5009 outside the Firs, on the Parish Council’s Streetlight, monitoring traffic leaving the village via Babbinswood. Park Hall was considered as a location for re-positioning the old sign from the Ellesmere Road, however, there is not a suitable location on a streetlight so a post would need to be installed. This would need to be considered as part of the 2021/22 budget. It was RESOLVED to note the report and the Clerk to report back when there is an update on the funding application.

**b) Consider Correspondence relating to road safety concerns on Station Road (outside the school) and Castle Street.**

The Clerk reported that correspondence had been received regarding traffic concerns on Station Road and Castle Street:

**Station Road:** The letter regarding vehicle congestion at drop off and pick up times was noted. The time it takes for children to board the bus has now increased due to hand sanitising, but with the bus often not being able to pull into the layby, this is causing gridlock on Station Road and whilst it is frustrating for other motorists, it's unsafe for children weaving in and out of cars and also a very serious matter if an emergency services vehicle cannot get through. The hope is that the new Community Car Park (soon to be opened), will help to ease the issue and it was RESOLVED to write to the school to ask if it would be possible to put an article in their parent newsletter, asking parents to be considerate when parking and to ensure that there is adequate space at the bus stop for the bus to pull in.

**Castle Street:** Correspondence noted. Awaiting a traffic counter outside the Castle.  
RESOLVED to note.

150.20

## Streetlights

Consider the correspondence from NALC Legal regarding light 127 on Church House and receive an update from Scottish Power.

Councillors considered the Legal Guidance received from NALC relating to the Parish Council’s Powers and received an update on the Chair on liaisons with Scottish Power and a historical wayleave. To date there has not been a response from Scottish Power so it was RESOLVED that this be followed up to report back at the October meeting.

151.20 **Community Led Housing, Pen-y-Bryn** - Receive an update from the Steering Group.  
An application is currently being submitted to planning. An area has been identified as a possible new play area and councillors were asked whether they would support this as an addition to the proposed development. It was **AGREED** that, in principle, this would be supported by the council and further discussion would need to take place regarding ownership and responsibility of the play area.

152.20 **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.***

- *Light out outside No 50 – Penybryn*
- *Concerns raised regarding the development at the Chip Shop – matter for Planning Enforcement*
- *Issues downloading the VAS data at the Glebe. Cllr Johnson has purchased an additional cable, agreed that he be reimbursed for this.*

153.20 **Correspondence**

To note correspondence received:

1. SALC / NALC – Bulletins, News in brief bulletins, Covid-19 updates, training opportunities
2. Shropshire Council – Covid-19 Updates and Community Reassurance Updates (published on the website)
3. NALC – Legal Updates and News Briefings
4. Shropshire Council - Road Closure: Oswestry Road, Whittington. 21st November 2020 - 22nd November. Purpose: Track Maintenance
5. Connection Shropshire – Broadband Update

**RESOLVED** to note.

**For consideration:**

1. Shropshire Fire and Rescue Service – Consultation - draft Integrated Risk Management Plan (IRMP) 2021-25  
It was **RESOLVED** that councillors respond as individuals.

154.20 **Date and Time of Next Meeting**

To note the date and time of the next meeting.

Tuesday 27<sup>th</sup> October, 7.30pm.

**The Meeting was closed by the Chairman at 20.11**