

WHITTINGTON PARISH COUNCIL

Minutes of the Meeting of Whittington Parish Council held remotely on Tuesday 26th January 2021 at 7.30pm via Zoom Video Conferencing.

Councillors Present: Frank Davies (Chair), Lucy Beaumont (Vice Chair), Jill Whitby, Ian Johnson, Steve Charmley, Rupert Harvey, Sue Manford, Keith Stanton, Steve Pugh and Greg Hickman. Cllr Paul Thompson-Lawrence joined the meeting at 19.53.

Also in attendance: Mrs Amy Jones (Clerk). 1 member of public representing The New Saints FC Foundation.

Parish Council MINUTES

1.21 Apologies for Absence

Cllr Paul Thompson-Lawrence was absent until 19.53, when he joined the meeting.

2.21 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.

Cllr Manford declared a bias in Agenda Item 6.21.b (Planning Applications) and did not take part in discussions or decision making relating to this item.

- b) To consider any applications for dispensation.

None received.

3.21 Confirmation of the Minutes

To approve and authorise the signing of the Minutes of the Full Council Meeting held on 15.12.2020.

It was **RESOLVED** to approve the minutes of the Full Council Meeting held on 15.12.2020 and a hard copy will be signed at the next Face to Face meeting of the council.

4.21 Public Participation

To allow public participation in accordance with the Council's Standing Order procedure (members of the public who are participating in the Zoom session are invited to speak).

A representative from the New Saints FC Foundation provided an update on Whittington Youth Club:

- There was unfortunately no youth club activity 1.4.20 to 3.9.20 inclusive due to Covid-19.
- Following lifting of restrictions and the issue of Government guidance regarding the provision of out of school activity provision at the beginning of July 2020, the Parish Council awarded the Foundation a holiday club grant. Weekly free 2-hour activities ran throughout August in Whittington and were well attended (there was an additional contribution from Wrekin Housing Group which enabled them to offer the provision for free to all participants).
- Out of school provision was able to continue at the end of the summer holidays in accordance with the above Government guidance, and subject to all necessary risk assessments and Covid-19 protocols being in place. A Youth club grant was therefore approved by Whittington Parish Council, with a view to the Youth Club provision starting in September 2020.

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- The 1st youth club session ran on 10th September 2020 – no charges were made for this session which was used to reintroduce young people to the provision, explain limitations on numbers, sanitisation requirements, social distancing requirements, etc in accordance with Covid-19 protocols and risk assessments. A maximum of 15 young people are permitted at any session, in accordance with Government and NYA guidance.
- Despite the difficulties encountered this year, they are delighted with the success of the youth provision in Whittington. There is excellent support from local residents, and the dedicated Facebook page created 'Whittington Youth' has a good following and is an excellent means of getting communications out in the village. This has been particularly helpful during the uncertainties of the Covid-19 pandemic. They have asked that a record of thanks to Whittington Senior Citizens Hall be made, for their support of the provision.
- A full written report submitted to members prior to the meeting and is to be considered by Councillors as part of the 2021/22 budget discussions, giving consideration to a Youth Club Grant in 2021-22.

RESOLVED to note.

5.21

Reports

a) **Chair's Report** – Consider matters arising since the last meeting.

- Issues raised by Park Hall residents including the need for a Play Area in Park Hall and the issue of the increasing amount of Litter.
- The Chair reported that overgrown hedges, as part of Babbinswood Farm, are causing a serious issue, particularly on Berghill Lane where Health and Safety is a concern due to the narrow nature of the lane. It was noted that the matter has been report to Shropshire Council to action.

b) **Clerk's Progress Report** – Consider matters arising since the last meeting (including the latest Covid guidance in relation to Local Authorities).

RESOLVED to note the following report.

<p>Road Safety / Highways</p> <p>Signage along Castle Street – An update on the following has been requested</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>Speed monitor – Castle Street Surveys currently underway.</p> <p>Station Road Letter sent to the Police and Crime Commissioner – a formal response has not yet been received but the letter has been acknowledged.</p> <p>VAS – Delivered – waiting on installation. Now included on the Parish Council's Insurance and Asset Register.</p>	<p>On-going</p>
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<p>2021 Elections Clerk is booked onto a course with Shropshire Council in early March. Section added to the website 'About Whittington Parish Council'. More to be added as information about the forthcoming elections is released. Publicity on elections to follow.</p>	To note
<p>Church The Church are going to be putting together a welcome leaflet for new residents. The Parish Council's contact details will be included.</p>	To note
<p>Youth Club Currently suspended due to lockdown restrictions. A report will be presented at the January meeting – as part of the 2021/22 budget setting process.</p>	To note
<p>Streetlights Several lights still off in Drenewydd – reported before Christmas. Repair now complete. Several out on Station Road (including the VAS) – reported 11.01.21</p>	To note
<p>Planting of a Christmas Tree Cllr Charmley reported that enquiries would need to be made in the Summer and it was AGREED that this be included on a future agenda (summer), so that Councillor Charmley can make the necessary arrangements to source a tree.</p>	Update
<p>Finance Maternity Pay refunded to the Council has now been credited to the Council's PAYE account (£893.61) so a request will be made to HMRC to release these funds as a refund in full.</p>	To note
<p>Environmental Maintenance Issues reported in Park Hall including Fly Tipping and Littering. Resident supplied with the links to report the issues to Shropshire Council and an email has been sent to Environmental Maintenance. Lack of Dog Fouling Bins in Park Hall was raised and an email sent to Shropshire Council to request whether more could be added.</p>	To note

Cllr Thompson-Lawrence joined the meeting at 19.53.

- c) **Whittington play area at Fitzgwarine** – Consider the latest visual inspection report provided to the council verbally by Cllr Frank Davis and consider a report from the Clerk containing quotes to carry out maintenance work on the equipment.

It was **NOTED** that an inspection had not taken place since Christmas and that one would be done in the coming days. An inspection report is to be completed for January by Cllr Davis and submitted to the Clerk to keep on file.

The Clerk presented Councillors with a report which included extracts from the ROSPA Report, along with quotes to carry out the maintenance work. Councillors considered the Clerk's report and it was **RESOLVED** to approve the quote for the grass mats to be replaced and minor maintenance work including replacing the caps on the Parrot Spring Rider, Bot tightening on the Flat Seat Swing and bushes replaced on the overhead glider. It was **FURTHER RESOLVED** to defer the other items, including replacing the seat, chains and fixings on the Basket Swing, to late Spring/Summer, when they will be considered in the new financial year.

- d) **Police Report** – Consider.
It was **NOTED** that a written report had not been receive from the Police this month.
- e) **Shropshire Councillors Report** – To receive a report from Cllr Steve Charmley.
Cllr Charmley reported on the following matters:

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- The issue of rubbish in Park Hall at the entrance to the Traveller site. This is due to be dealt with.
- Station Road – issue of dangerous potholes – this is continually fed back to Highways.
- Covid – infection rates are decreasing.
- Elections – 15th March is the date for the elections notice to be published so a definite decision will be made regarding elections by this date.

RESOLVED to note.

- f) **Councillor Reports** – To consider reports from Councillors (training courses, meetings attended as council representatives, roles carried out as a councillor).
Nothing to report.

6.21 Planning

- a) To note recent planning decisions published by Shropshire Council
- i. **Reference:** 20/04894/VAR (validated: 24/11/2020)
Address: 20 Cygnet Close (Plot 14), Whittington, Shropshire, SY11 4FL
Proposal: Variation of condition 2 attached to permission 18/01990/FUL to allow for single storey extension to rear of the property
Decision: Grant Permission
RESOLVED to note.

- b) Planning applications for consideration
- i. **Reference:** 20/04860/FUL (validated: 07/01/2021)
Address: Danewood, 16 Park Crescent, Park Hall, SY11 4AR
Proposal: Erection of two storey rear extension and alterations

Cllr Manford declared a bias in Agenda Item 6.21.b (Planning Applications) and did not take part in discussions or decision making relating to this item.

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

- The Parish Council have no comments to make on this 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.
- d) **Shropshire Local Plan Review - Regulation 19: Pre-Submission Draft of the Shropshire Local Plan** – Consider. Representations are invited on compliance with all legal requirements, including the duty to co-operate, and soundness. Documents are available for inspection via the ‘Get Involved’ section of the Shropshire Council website at: <https://shropshire.gov.uk/get-involved/Reg-19-Pre-Submission-Draft-Local-Plan>
RESOLVED to note.

7.21 Finance and Accounts

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

CHEQUE NUMBER	PAYEE	DESCRIPTION	NET	VAT	GROSS
BACS56	Clerk	Salary 1 st – 31 st January plus expenses (home working allowance 16.00)	960.04	0.00	960.04
BACS57	HMRC	Clerk - PAYE Payments (Month 10) Employer NI	72.70	0.00	72.70

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BACS58	D & R Brewer	Grounds Maintenance – Month 10	87.50	0.00	87.50
Direct Debit	NEST	Pension (Employer & Employee Contribution)	33.53	0.00	33.53

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

Date Received	From Whom and Description	Amount
31.12.20	NatWest – Interest	£0.30

c) **Reconciliation** - To approve bank reconciliation up to and including 31st December 2020. **RESOLVED** to approve.

d) **3rd Quarter Budget Report** – Consider the report (included as part of the 2021/22 draft budget) **RESOLVED** to note with no issues raised.

e) **Internal Controls** – To appoint a councillor to carry out the 3rd Quarter Internal Checks. **RESOLVED** that Cllr Beaumont carry out the 3rd Quarter checks and report back at the February meeting.

f) **Office Furniture** – Consider proposal from the F&E Committee to purchase a new Office Cabinet for the Clerk’s Office. **RESOLVED** to approve the purchase of a new Office Cabinet for the Clerk’s Office – BACS Ref: BACS59 up to a max spend of £300.

8.21

Grant Applications and Donations

Consider Grant Applications and Donation Requests received.

The following grant applications were considered and approved:

Applicant	Summary of Application	Amount Requested	Approved Y / N	Bacs No Reference
Whittington Senior Citizen’s Club	Repair and redecoration of the Chimney.	£100 - £500 or any amount the council can donate.	£250.00 Donation Approved	BACS60
Whittington Community Centre	Significant loss of income due to Covid-19 New fridge required	Any donation would be greatly received.	£250.00 Donation Approved	BACS61
Oswestry Men’s Shed	New Art Shed	£1000 but any donation would be greatly received.	£250.00 Donation Approved	BACS62
The Movement Centre	2021 Fundraising Campaign	£50-£250	Not approved due to nobody from the Parish currently attending the Centre	NA
1 st Whittington Brownies	Donation towards their Census Bill	£150	£250.00 Donation Approved	BACS63

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9.21 2021 / 2022 Budget and setting of the Precept

a) To consider the budget proposal and draft budget prepared by the Clerk, presented under the following headings:

- I. Income (Receipts)
- II. Staff Costs (Payments)
- III. Administration (Payments)
- IV. Culture, Leisure and Recreation (Payments)
- V. Streetlighting (Payments)

Councillors considered the draft budget prepared by the Clerk and the following item was discussed:

- **New Play Area** – Whilst the council hopes for progress on this in 2021, the current restrictions are making any form of community engagement and consultation difficult. It was, therefore, **AGREED** to not include this as an expenditure item in the 2021-22 budget as the project will likely be completed in the 2022-23 financial year. The Clerk reported that because this item has now been removed from the budget, the requirement for an additional play area inspection is now no longer required and also the estimated VAT expenditure will be significantly reduced.

b) To agree the budget for 2021/22

All figures are net (excluding vat)

It was **RESOLVED** to set an expenditure budget of: **£53,616.19**.

It was **RESOLVED** that £4,000.00 of this expenditure be drawn from the parish council's earmarked reserves to provide a donation to Whittington Castle towards their new toilet block.

It was **RESOLVED** to estimate income (excluding the precept) at: £666.19.

£53616.19 (net expenditure)

– £4000.00 (funds drawn from earmarked reserves)

= £49616.19 (net revenue expenditure)

- £666.19 (income)

= **£48,950.00 (precept)**

2021/22 Budget attached – appendix A.

c) To set the parish precept for 2021/22

The following information was considered by councillors when setting the precept:

- Number of electors in the parish: 2112 (a decrease from 2186 in 2020/21)
- Shropshire council tax base for Whittington based on Band D equivalents: 889.23 (decrease from 915.23 in 2020/21)
- To show a 0% increase on the 2021/22 band d council tax charge the precept would need to be decreased to £47,733 (£53.68) - this is due to the reduced taxbase

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Based on the budget agreed under agenda item 9b, it was **RESOLVED** to set a parish precept of **£48,950.00** (a £179.00 reduction on the 2020-21 precept) which equates to a 2.55% increase on a Band D property in the Parish (increasing the Band D Council Tax Charge by £1.37 to £55.05).

The precept request form is now to be signed by the Clerk and returned to Shropshire Council.

10.21 Community Car Park

- a) Receive an update on the new road markings and parking enforcements.
No update. **RESOLVED** to defer this item to the February meeting.
- b) Consider concerns regarding poor lighting of the area.
The possibility of putting lamps on the back of the Streetlight Columns to help light the area was discussed and it was **RESOLVED** to request a quote from Highline to be brought to the February meeting.
- c) Consider a quote to repair the end of the wall at the entrance to the access road to the car park (property of Shropshire Council).
It was **RESOLVED** to approve the quote to carry out the repairs.

The matter of the Footpath being blocked by the fence around the car park was raised again and Cllr Charmley confirmed that this will be followed up with the landowner.

It was also reported that the trees planted along the edge of the car park are planted remarkably close to the edge of the car park so, as they grow, they will encroach on the car park and possibly damage the kerbing. Cllr Charmley confirmed that this will be followed up with the landowner.

11.21 Her Majesty's Lord-Lieutenant of Shropshire, Special Garden Party

Consider nominees.

A person considered to be very deserving of the invitation was nominated by Councillors and the clerk will complete the paperwork and contact the nominee.

12.21 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.***

- *Lack of Salt Bins in Park Hall – request for additional bins.*
- *Footpath between the Venue and Park Hall Farm – it was noted that this will be included on the February agenda.*
- *Condition of Station road - dealt with under Cllr Charmley's report.*
- *Lights in Hindford not working – Cllr Harvey to find out which ones are not working.*
- *The Drive in Carol Service was a successful event. The additional Christmas Lighting was very much appreciated by the village.*
- *The Community Litter pick was put on hold due to Covid. Dog mess, overgrown vegetation encroaching on pavements and the amount of litter being dropped was raised as a concern.*
- *Affordable housing development at Penybryn – the steering group were asked to contribute to a quality document for the tendering document.*

13.21 Correspondence

To note correspondence received:

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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. Road Closure: Birch Road Ellesmere, 8-10th March 2021
5. 2021 Census – information (shared on noticeboards, social media and website)
6. Shropshire Council - Shrewsbury North West Relief Road and the Severn Valley Water Management Scheme - Update
7. Shropshire Climate Action Partnership – Update
8. RAF Shawbury – Notification of RAF Night Flying from 11th January for 4 weeks

RESOLVED to note.

14.20

Date and Time of Next Meeting

To note the date and time of the next meeting.

Tuesday 23rd February 2021, 7.30pm on Zoom.

The Meeting was closed by the Chairman at 21.18