

WHITTINGTON PARISH COUNCIL

Minutes of the Meeting of Whittington Parish Council held remotely on Tuesday 27th April 2021 at 7.30pm via Zoom Video Conferencing.

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

Also in attendance: Mrs Amy Jones (Clerk). PCSO Roberts (left the meeting after item 46c). 1 member of the public.

Parish Council MINUTES

42.21 Apologies for Absence

Apologies for Absence received from Cllr Steve Pugh.

Absent – Cllr Paul Thompson-Lawrence.

43.21 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.

Agenda item 49.a – Cllr Davis did not take part in the discussion or decision-making process on this item.

Agenda item 49.c – Cllr Charmley did not take part in the discussion or decision-making process on this item.

b) To consider any applications for dispensation.

None received.

44.21 Confirmation of the Minutes

To approve and authorise the signing of the Minutes of the Full Council Meeting held on 23.03.2021.

It was **RESOLVED** to approve the minutes of the Full Council Meeting held on 23.03.2021.

45.21 Public Participation

To allow public participation in accordance with the Council's Standing Order procedure.

No matters were raised.

46.21 Reports

a) Clerk's Progress Report – Consider matters arising since the last meeting (as per attached report).

Road Safety / Highways (matters not included for discussion elsewhere on the agenda)	On-going
Signage along Castle Street <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 last April. They will also relocate sign to resolve issue with vehicles turning into the dead-end bit of Castle Street.2. 30mph signage – additional repeater signs requested.	
Update from Shropshire Council's Traffic Engineer (12.03.21):	

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<p>Unfortunately, due to the various Covid19 lockdowns, we have been having significant issues with getting any signing and similar type works carried out by Kier, initially because of social distancing/health and safety reasons but also due to problems they have had with their supply chains. This has resulted in backlog of jobs waiting to be carried out and delays to a lot of our minor works safety schemes and also the larger Capital projects. The replacement/relocation of the directional sign on Castle Street and the provision of additional 30mph repeater signs is on the works list to be carried out and we will liaise with Kier to ensure this work is carried out as soon as practicably possible.</p> <p>Park Hall, Burma Road and Oswestry Showground Junctions Response received from Shropshire Council following request: We refer to your recent correspondence regarding the visibility splays off the A495 at the Burma Road and Garrison Avenue junctions at Park Hall.</p> <p>The relevant Shropshire Council Traffic Engineer will undertake the requested survey in the near future and assess the existing conditions against the relevant Technical Standards. Once this is completed, they will contact you further with their findings.</p>	
<p>Streetlights</p> <ul style="list-style-type: none"> • Electrical checks on 20% lighting stock carried out by Highline and reports filed on record. • Condition survey requested once Project A completed. • Project A – Delay on materials to complete the project. Expected in the next 4 weeks. Clerk currently liaising with Shropshire Council regarding the Section 50 permits. 	To note
<p>Planting of a Christmas Tree Clerk enquiring about purchasing a rooted tree ready for planting in the Autumn.</p>	On-going
<p>Wall Repairs by the Car Park Completed.</p>	To note
<p>Banking The new Unity Trust current account will be used from 1st April to make online payments.</p>	To note
<p>Elections Notices of an uncontested election have been received and published. One Vacancy – advertised (website, Facebook, School newsletter, noticeboards) for co-option at the May meeting.</p>	To note
<p>Grounds Maintenance Tent has been removed following correspondence with the Police.</p>	To note
<p>Whittington Castle Concerns raised by a resident relating to the increasing presence of young cyclists using the area as a recreational cycle track to the extent that ramps are constructed from pieces of plywood and there is damage being caused to the surrounding grounds.</p>	Consider
<p>Play Area Consultation Poster put up at Play Area, article sent to School for their newsletter and post put on Facebook. Feedback to be collated and presented at a future meeting (after the elections)</p> <p>Grass mats</p>	To note / on-going

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<p>Order placed (minute 5c.21 refers). Work now complete. Basket swing seat removed to allow the grass to establish.</p> <p>Fence Broken slats have been repaired (minute 33.a refers)</p> <p>Anti-Social Behaviour Some ASB has been happening in the play area – abusing language from older youths and bike ramps being put in the area.</p>	
<p>Youth Club – Easter Holiday Club Fully booked for the Whittington Easter activities within 24 hours of the information going out - a brilliant response. Unfortunately, they've had to turn quite a few families away, so hoping they'll be able to accommodate them all over the summer.</p>	To note
<p>Police Reports They we are currently looking into how they can produce the monthly report now they have a new computer system. The new system is more complex and doesn't have a straightforward way of doing it like before – you cannot search per area and all the calls are categorised differently, incidents, contact logs, etc. They hope to be able to come up with something and will keep us updated.</p>	To note
<p>Fly Tipping – Park Hall Historical fly tipping discovered through the woods behind The Venue towards the area where the old rifle range is - adjacent to the travellers' camp. Reported.</p>	To note
<p>Remote Meetings SALC issued a Special News Bulletin (5th Feb) to warn councillors and clerks about the possible return to Face to Face meetings when the regulations permitting remote meetings expire on 7th May. This means that, without any further action from the government, all local authorities including local councils must return to face to face meetings from 7th May. NALC is working with several national bodies to press the government to extend these regulations beyond this date and will continue to stress the urgency and importance of this issue. However, at this time government has no plans to extend these regulations and so councils should start preparing for the real possibility of face to face meetings from May.</p> <p>Risk Assessment on the agenda for consideration.</p>	To note
<p>Training Cllr Harvey booked onto Planning Training (3 sessions in Sept) Cllr Beaumont booked onto Code of Conduct Training in Sept</p>	To note

- b) Whittington play area at Fitzgwarine – Consider:
- i. The latest visual inspection report provided to the council by Cllr Frank Davis
Cllr Davis reported that a visual inspection had been carried out earlier in the evening and no issues or concerns were raised. The basket seat has temporarily been removed to allow the grass beneath the new grass mats to bed in and establish. **RESOLVED** to note.
 - ii. Suggestions for improved signage (litter).
Ongoing. **RESOLVED** to defer to a future meeting.
 - iii. Report of Anti-Social Behaviour
This matter was raised and covered under the police report. **RESOLVED** to note.

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- c) **Police Report** – Consider.
A report was delivered by PCSO Roberts:

Theft of a catalytic converter.
3 - Domestic incidents
4 – Concern for safety
SNT are aware of the rise in anti-social behaviour in the area and we are completing more patrols of the village.
RESOLVED to note.
- d) **Shropshire Councillors Report** – To receive a report from Cllr Steve Charmley.
Cllr Charmley reported on the following from Shropshire Council:
- Not much activity at present between Councillors and Officers due to the upcoming elections.
- e) **Councillor Reports** – To consider reports from Councillors (training courses attended, meetings attended as council representatives).
- I. **SALC Executive Report** – **RESOLVED** to note the written report provided by Cllr Greg Hickman.

47.21

Planning

- a) To note recent planning decisions published by Shropshire Council
- I. **Reference:** Reference: 20/05022/FUL (validated: 09/12/2020)
Address: High Level Station House, Station Road, Whittington, SY11 4BQ
Proposal: Erection of two storey side extension and associated works
Decision: Grant Permission
 - II. **Reference:** 21/01033/FUL (validated: 01/03/2021)
Address: Artillery Business Park, Garrison Avenue, Park Hall, Oswestry, SY11 4AD
Proposal: Erection of a single storey extension to an existing commercial premises
Decision: Grant Permission

RESOLVED to note.
- b) Consider Planning applications not listed above that are received after the issue of this agenda and are included on Shropshire Council's website.
- I. **Reference:** 21/01608/FUL (validated: 21/04/2021)
Address: Perrymoor Farm, Berghill Lane, Whittington, SY11 4PF
Proposal: Formation of a private riding arena to include change of use of land, erection of timber post and rail fence and gate
It was **RESOLVED** to **MAKE A REPRESENTATION** with the following comments:
 - The Parish Council have no comments to make on this application.
 - II. **Reference:** 21/01722/FUL (validated: 23/04/2021)
Address: Woodbrook, Station Road, Whittington, Oswestry, Shropshire, SY11 4DA
Proposal: Erection of extension, conversion of loft and internal alterations
It was **RESOLVED** to **OBJECT** with the following comments:
 - The Parish Council is concerned about the visual impact of the development on the residents of Penrhos Court. The proposed development is in the conservation area of the village and is considered to be out of keeping with the surrounding area.

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- c) **Industrial units north of Whittington Road, Park Hall (18/05391/OUT)** – Consider a possible comment review.

It was noted that the Parish Council’s initial comments to this application in 2018 were as follows:

“The parish council do not consider the proposed access to be suitable due to its close proximity to the roundabout and A5.”

The Parish Council have been contacted by the Planning Officer to inform the that since 2018 there has been a lot of work done by the applicant in discussion with Shropshire Highways and Highways England regarding the new access and this is still ongoing. The Parish Council have been asked to consider whether they would consider withdrawing this comment if the applicant gets to the stage where Shropshire Highways and Highways England are happy with the proposal. This was discussed and it was **RESOLVED** not to withdraw the Parish Council’s comments at this stage and ask that Shropshire Council consult again at a point when the revised plans are available to consider. Concerns were raised about whether there is a possible change of use for the site and the Clerk was asked to raise this question with the Planning Officer.

48.21 Finance and Accounts

- a) Consider the following accounts for payment:

RESOLVED to approve the following payments.

CHEQUE / BACS NUMBER	PAYEE	DESCRIPTION	NET (£)	VAT	GROSS (£)
BACS77 (paid 31.03.21)	D. Guar	Repairs to Wall and Repairs to Play Area Fence	550.00	0.00	550.00
BACS1	Clerk	Salary Month 1 (plus expenses (16.00 home office allowance and mileage) Zoom reimbursement £143.88)	1144.74	0.00	1144.74
BACS2	HMRC	Clerk - PAYE Payments (Month 1) Employer NI	73.92	0.00	73.92
BACS3	D & R Brewer	Grounds Maintenance – Month 1 plus cost to remove the log, soil and seed (30.00)	117.50	0.00	117.50
BACS4	J. Whitby	Cllr expenses – mileage for putting up Council Notices	6.75	0.00	6.75
BACS5	Shropshire Council	Installation of 2 new bins and annual cost of emptying (to March 2022) – minute 33.21 refers	750.00	150.00	900.00
BACS6	Highline Electrical	4 invoices: 3204 – S/Light repairs Jan 21 - £257.50+VAT 3224 – S/Light repairs Feb 21 - £86+VAT 3240 – Ellesmere Road VAS Reset RCD - £26.00+VAT 4385 - Installation of new T-bracket over the Community Car Park (minute 24.21 refers) - £323+VAT	692.50	138.50	831.00

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Direct Debit	NEST	Pension (Employer & Employee Contribution)	35.63	0.00	35.63
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b) Income – To note income received.

Date Received	From Whom and Description	Amount
31.03.21	NatWest – Interest	£0.32
31.03.21	Nationwide – Interest	£314.76

c) **Reconciliation** - To approve bank reconciliation up to and including 31st March 2021 (Year End). **RESOLVED** to approve.

d) **Financial Year End 2020/21** – To consider the following financial documents:

- I. Year End Receipts and Payments (inc. S.137 payments)
- II. Year End Budget Report
- III. Earmarked Reserves
- IV. Asset Register
- V. VAT Reclaim – to note a claim has been submitted

RESOLVED to note and approve.

e) **CIL / Neighbourhood Fund** – to receive an update on CIL and note the Parish Council’s Neighbourhood Funds allocation 2020/21 (payable in May).

It was **NOTED** that the 2020/21 Neighbourhood Fund allocation for Whittington is £29,415.72 and this will be transferred to Earmarked Reserves when received.

f) **Direct Debits** – To note the council’s DD Payment to Nest for Employee Pension for 2021/22. **RESOLVED** to note.

g) **Internal Auditor** – Appoint an internal auditor for 2021/22.

It was **RESOLVED** to appoint Bernard Townson as the Parish Council’s Internal Auditor for 2021/22.

49.21

Grant Requests

Consider applications from:

Cllr Davis did not take part in item a) due to his involvement with the Friends of Whittington Cemetery.

a) Friends of Whittington Cemetery (Cemetery and Garden of Remembrance)

The application to support with the cost of grasscutting the Cemetery was considered and it was **RESOLVED** to make a grant payment of £1050.00. Councillors also considered the request to support with the maintenance of the Garden of Remembrance as it looks unlikely that the closure order will be finalised for several months. It was **FURTHER RESOLVED** to grant £250.00 to support with the Garden of Remembrance.

b) Whittington Castle

The application to support with the cost of grasscutting at the Castle was considered and it was **RESOLVED** to make a grant payment of £520.00.

Cllr Charmley declared an interest and did not take part in item c)

c) The New Saints FC Foundation – Whittington Youth Club

The application to support with the running of Whittington Youth was considered and it was **RESOLVED** to make a grant payment of £2000.00.

All payments to be made via bacs allocating BACS nos 7, 8 and 9 respectively.

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50.21

Park Hall

- a) Receive an update regarding the installation of a pavement between The Venue and Inglis Road. It was **RESOLVED** to enquire about a potential start date for the project and request whether it is possible for the council to have a copy of the 106 agreement.
- b) Receive an update regarding the flooding of Burma Road (by the traffic calming, near the Venue). It was reported that a survey has now been conducted looking at the water flow in the Woodland areas. It was noted that there is funding in place from The Venue and Park Hall Farm to carry out the work in the Summer months. It was **RESOLVED** to request a copy of the report and request an estimated start date for the work.
- c) Receive an update on the reinstatement of the footpath through the development off Park Crescent.
It was noted that this is currently being looked at by the developer and their intention is to lay some bark. **RESOLVED** to monitor.
- d) Receive an update on the implementation of Traffic Calming (a planning condition attached to the development off Park Crescent)
It was reported that the design layout has now been signed off. However, as properties are now being occupied, it was **RESOLVED** to write to the Planning Officer to raise concerns that the planning conditions state that the properties 'should not be occupied' until the Traffic Calming measures are put in place.

51.21

Environmental and Grounds Maintenance

- a) **Receive an update on the installation of two bins to be placed in Park Hall and Castle Fields.**
It was reported that these have now been installed and invoiced for. **RESOLVED** to note and that the Clerk add these to the Parish Council's asset register.
- b) **Consider the cost to produce Dog Fouling Signage.**
The Clerk presented options for producing dog fouling signs. It was **RESOLVED** to order 12 (6 of each design) and disseminate them to councillors to install around the parish.
- c) **Consider including 'Installation of more Bins' in the Council's Project Plan and Place Plan.**
Councillors discussed this and **AGREED** to add the installation of more bins into the Project Plan and also the Place Plan, which will enable the council to use Neighbourhood Fund to purchase the bins, if required. It was **RESOLVED** that this be brought back to a future meeting to discuss possible locations.
- d) **Consider quotes to carry out the tree survey on the trees next to the Play Area (required June 2021).**
It was **RESOLVED** to approve quote A and agreed that the Clerk request the tree survey be carried out May/June.

52.21

Road Safety / Highways

- a) Receive an update on a possible application for funding from the Safer Roads Trust for Road Safety Improvements at Pen-Y-Bryn.
The Clerk provided a report documenting correspondence with Shropshire Council. Shropshire Council explained that for the grant application they would need to have undertaken a feasibility report which would identify the type of crossing, options of where it could be placed and a draft design, this can be done however there would be a cost to the report and a likely summer completion date (length of time is due to the current work load with the designers due to the number of CIL schemes traffic signals have received funding for), the recommendation would be only after this is complete we look for funding. Without this report there are so many variables on the crossing and ultimate cost, however with the report we can look at a number of funding

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options, new housing could create CIL to fund or it could be part of the highway response to a planning application or we can look externally for funding.

I would suggest we work with Corrie on a CIL application to request funding, rather than just do the feasibility we apply for funding for the feasibility and design with a caveat that if no alternative funding is available we may return to request CIL funding for the build. Alternatively, we could look at using neighbourhood fund for the feasibility and design if that is something the local council is willing to fund.

Working Group meeting – 17th May 12.30pm

RESOLVED to note the update and the working group to report back at a future meeting.

It was noted that The Whittington Community Speed Watch has, so far, been out in the village on 5 separate occasions.

4 different sites were identified by West Mercia Police and the CSW team have now been to each site at least once.

The greatest number of offending motorists was at site 2, which is at the Top Street/ Penybryn/Ellesmere Road junction.

The 5 different trips out has resulted in 40 vehicles being identified as speeding - but 15 of those were at the one visit to site 2. Each visit has been for approx 2 hours.

The CSW volunteers were particularly concerned about site 2 as they were there from 2pm to 4 pm, it was very worrying to see how difficult it is for adults and children to cross the road safely (end of the school day). This was even worse where some children were trying to cross the road alone.

The general feeling from the CSW team was that a crossing, with proper lights, would be money well spent. It was **RESOLVED** to share this information with Shropshire Council at the meeting on 17th May.

b) Receive an update on Oswestry Road / Station Road resurfacing and repairs.

The following update has been received from Shropshire Council:

“It has however been difficult, due to the complexity and constraints around working adjacent to a level crossing. Before the design could be issued to Kier for pricing and programming, agreements had to be in place with Network Rail. Any works on the highway with 250m of a level crossing requires consultation with Network Rail. Furthermore on this scheme, the resurfacing of the carriageway needs to take place up to the rails. This is within Network Rail land and will require either a line closure or be undertaken within a strict timeframe between train movements. This was dictated to us by Network Rail.

The discussions with Network Rail have concluded and all agreement and BAPA agreement (Basic Asset Protection Agreement) are in place. The scheme has been priced and programmed with Kier and work is scheduled to start on the 01/06/21 – 07/06/21.”

RESOLVED to note.

53.21 Community Car Park

a) Receive an update on the new road markings and parking enforcements.

No further updates to report and no parking enforcements have been instated. **RESOLVED** to monitor.

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- b) Receive an update on the implementation of lighting for the Car Park.
It was **NOTED** that both the t-bracket and the new column have now been installed and will be added to the Parish Council's Asset Register.

54.21

Correspondence

To note correspondence received:

1. SALC / NALC – Bulletins, News in brief bulletins, Covid-19 updates
2. Shropshire Council – Covid-19 Updates (published on the website)
3. 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. 7 June - 22 Oct 2021
4. Road Closure: Twmpath Lane to junction with B5009, Gobowen. 20th September - 22nd October 2021. Purpose: Road Closure - Water Main Renewal.
5. Whittington Castle – information updates
6. High Sheriff of Shropshire - Year End
7. New community initiative - Shropshire's Outstanding Community
8. Road Closure: Former Railway Bridge to New Marton Junc, Hindford. 28th - 30th April 2021. Purpose: Road Closure - Hydrant Renew
9. Road Closure: Boot Street, Whittington. 11th April - 26th April 2021. Purpose: Site 415 Road Closure for Surface Dressing - Dressing Dates 11-13 April Daytime Working Lining 22-26 April Daytime Working Works are weather dependent and dates are subject to change
10. Advance Notice: BT Payphone Removal Consultation
11. NALC Guidance on the death of HRH, The Prince Philip, Duke of Edinburgh

RESOLVED to note.

For consideration

1. Consider sending a letter of condolence to Buckingham Palace following the Death of HRH The Prince Philip. **RESOLVED** to send a letter of condolence to the Queen on behalf of the Parish Council.
2. Police Charter – To note that the Local Policing Community Charter from West Mercia Police now has now been launched and consider the first and second phase of the consultation. Councillors considered the Charter and **AGREED** that the top 3 Priorities are:
 - Traffic Speed
 - Anti-Social Behaviour
 - Rural Theft

The Parish Council have indicated that they would expect 30 hours a month / averaging an hour per day of visibility in the Parish from the Safer Neighbourhood Team.

55.21

Date and Time of Next Meeting

- a) To note the date and time of the next meeting and future meeting dates.
Next meeting – Tuesday 25th May 7.30pm (Face to Face unless regulations permit the continuation of remote meetings).
Future meeting date agreed and to be published on the website.
- b) Consider the Risk Assessment for the return to Face-to-Face meetings in May. **RESOLVED** to note.

The Meeting was closed by the Chairman at 21.14