

WHITTINGTON PARISH COUNCIL

Minutes of the Meeting of Whittington Parish Council held remotely on Tuesday 23rd March 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, Steve Pugh, Greg Hickman, Ian Johnson, Paul Thompson-Lawrence.

Also in attendance: Mrs Amy Jones (Clerk).

Parish Council MINUTES

29.21 Apologies for Absence
All present.

30.21 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.
None declared.

b) To consider any applications for dispensation.
None received.

Cllrs were reminded by the Chair that we are now in purdah period until 6th May.

31.21 Confirmation of the Minutes
To approve and authorise the signing of the Minutes of the Full Council Meeting held on 23.02.2021.

It was **RESOLVED** to approve the minutes of the Full Council Meeting held on 23.02.2021 and agreed that a hard copy be signed at the next Face to Face meeting of the council.

32.21 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).

No members of the public present.

33.21 Reports

a) Clerk's Progress Report – Consider matters arising since the last meeting.
It was **RESOLVED** to note the following report.

The matter of Dog Fouling Signage was discussed as a template design had now been received for consideration. Councillors discussed whether additional bins, to accompany the signage are required and the Clerk shared the cost which had been provided by Shropshire Council.

Castle Fields and Park Hall were identified as main issues. On the north side of north drive there is a large field used by dog walkers and lots of bags are left in bags by the gate. Drenwydd was also raised as an area where dog fouling is an issue.

It was **RESOLVED** to install two new bins:

1. Layby on North Drive, next to the field gate, dog poo bags always left by the gate.
2. Castle Fields (Play Area end).

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The Clerk was asked to contact Shropshire Council regarding permissions, purchasing the bins and arranging emptying.

It was agreed that signage needs to be used as part of a campaign to highlight the issue and help address dog fouling. It was **FURTHER RESOLVED** that the Clerk obtain a quote to produce 6 signs for Park Hall and 6 for Whittington (12 in total) and this be brought back to the April meeting for consideration.

<p>Road Safety / Highways (matters not included for discussion elsewhere on the agenda)</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 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. <p>Update from Shropshire Council’s Traffic Engineer (12.03.21): 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>On-going</p>
<p>Streetlights</p> <ul style="list-style-type: none"> • Several out on Station Road (including the VAS) – Repaired by SP. • Lights out in Drenwydd – Highline carried out some tests as this was a reoccurring issue with these lights going off. They disconnected a faulty cable which went down towards the traffic calming area where once upon a time a column got knocked over and was disconnected with a joint (which now has a fault) so all light are now working. • Electrical checks on 20% lighting stock booked with Highline to be carried out shortly. • Condition survey requested once Project A completed. 	<p>To note</p>
<p>Planting of a Christmas Tree Clerk enquiring about purchasing a rooted tree ready for planting. It has been confirmed that Planting of the tree would need to be in Autumn.</p>	<p>On-going</p>
<p>Wall Repairs by the Car Park These will be carried out before end April – weather conditions have delayed the work.</p>	<p>To note</p>
<p>Banking Clerk has applied for a new current account with Unity Trust Bank (minute 21.21.e refers). The account is now open.</p>	<p>To note</p>
<p>Environmental Maint. Fly tipping at Park Hall reported and dealt with. Rubbish on the Ellesmere Road out of Whittington reported. Dog Fouling Signage options – dealt with above.</p>	<p>To note</p>

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<p>Elections The Clerk has been added as an Admin on the Facebook account to report on all matters to do with Elections during the purdah period. Elections Promotion - Regular posts on Facebook, notices on the noticeboards and a dedicated page on the website.</p>	To note
<p>Grounds Maintenance An early cut (March) has been completed to ensure the grass is not too long at the start of the cutting season (April). Tent currently sited on the grass area to the side of the Play Area. The resident of the tent has been asked to vacate the land as it is trespassing on Council owned land. The Police are aware of the situation.</p>	To note
<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.</p> <p>Grass mats Due to weather conditions and lack of turf available at this time of year, it has not been possible to carry out the work yet (minute 5c.21 refers). This will be carried out as soon as possible. If it is in the new financial year, the funds from 2020/21 will be earmarked and carried forward.</p> <p>Damaged and rotting logs One of the logs was badly damaged this week, resulting in a lot of debris strewn across the play area. Cllr Johnson was thanked for clearing this up. It was RESOLVED to request that the grounds maintenance contractor remove the one log and make sure the ground underneath is level and does not pose a trip hazard – if possible, request that some grass seed be sprinkled on the area.</p> <p>Litter – the amount of litter is an on-going issue. It was RESOLVED that the Clerk investigate improving the signage at the play area and bring back proposals to full council.</p> <p>Broken slats in the fence – Clerk to order a repair to be carried out.</p>	To note / on-going
<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. The Parish Council has a Risk Assessment for the return to Face to Face meetings and this will be kept under review.</p>	To note
<p>Defib Used on 20th March. 2 sets of new pads have been ordered.</p>	To note

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- b) **Whittington play area at Fitzgwarine** – Consider the latest visual inspection report provided to the council by Cllr Frank Davis.
The removal of the log and other matters pertaining to the play area were addressed under Clerk’s report. No further issues identified. **RESOLVED** to note.
- c) **Police Report** – Consider.
It was noted that a written report has not been received this month. There has, again, been some local incidents of attempted dog snatching and people asked to be vigilant when walking their dogs. **RESOLVED** to note and the Clerk asked to follow up with the Police if it would be possible to receive monthly reports again.
- d) **Shropshire Councillors Report** – To receive a report from Cllr Steve Charmley.
Cllr Charmley reported on the following from Shropshire Council:
- Station Road underwent some remedial work. Resurfacing due to take place beginning of April.
- e) **Councillor Reports** – To consider reports from Councillors (training courses attended, meetings attended as council representatives).
- Cllr Hickman provided a resume of the recent Whittington In Need AGM. **RESOLVED** to note.
 - Cllr Johnson provided a resume of the recent Neighbourhood Planning Training run by APT and the RCC. The question was raised whether a Neighbourhood Plan could be carried out on a part of the Parish (i.e. Park Hall) or whether it had to cover the whole parish. It was **RESOLVED** that the Clerk investigate this and circulate information on Neighbourhood Plans to all councillors, with a view to looking at this in more detail later in the year (after the elections)

34.21

Planning

- a) To note recent planning decisions published by Shropshire Council

- 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
Decision: Grant Permission
- II. **Reference:** 21/00295/FUL (validated: 21/01/2021)
Address: 5 Penybryn Crescent, Whittington, Shropshire, SY11 4DP
Proposal: Erection of single storey rear extension
Decision: Grant Permission
- III. **Reference:** 09/70174/FUL (validated: 17/03/2009)
Address: The New Saints Football Club, Burma Road, Park Hall, Oswestry, SY11 4AY
Proposal: Erection of 6 no seating stands, refreshment shop and TV gantry
Decision: Grant Permission

RESOLVED to note.

- b) Planning applications for consideration

- I. **Reference:** 21/01037/TCA (validated: 01/03/2021)
Address: The Chestnuts, Station Road, Whittington, SY11 4BN
Proposal: Works to reduce 1No Irish Yew Tree (T001) to a finished height of 2m, remove 2No English Yew Trees (T002)(T003) to ground level and grind out stumps, fell 1No Scots

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Pine Tree (T004) to ground level and Fell 1 No Horse Chestnut Tree (T005) to ground level and grind out stump within Whittington Conservation Area

It was **RESOLVED** to **OBJECT** with the following comments:

- The evidence provided does not indicate that the trees are in poor condition. They are in a conservation zone and are considered a benefit to the entrance to the village.

Cllr Harvey declared a bias in the following item and did not take part in discussions or decision making.

II. **Reference:** 21/00893/FUL (validated: 12/03/2021)

Address: Evenall Farm, Whittington, Oswestry, Shropshire, SY11 4NT

Proposal: Formation of horse arena and a horse walker with post and rail fencing and associated works

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

- The Parish Council have no comments to make on this application.

III. **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

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.

35.21 Finance and Accounts

a) Consider the following accounts for payment.

It was **RESOLVED** to approve the following payments:

CHEQUE NUMBER	PAYEE	DESCRIPTION	NET	VAT	GROSS
BACS70	Clerk	Salary 1 st – 31 st March (plus expenses (16.00 home office allowance and mileage)	974.24	0.00	974.24
BACS71	HMRC	Clerk - PAYE Payments (Month 12) Employer NI	72.90	0.00	72.90
BACS72	D & R Brewer	Grounds Maintenance – Month 12 plus one early cut to all areas.	162.50	0.00	162.50
BACS73	Highline Electrical	Repairs to Hindford Lights	161.00	32.20	193.20
BACS74	Shropshire Council	ROSPA Play Area Inspection – August 2020	80.00	16.00	96.00
BACS75	MedUK Group Ltd	2 x sets of Adult Defib Pads (inc postage)	75.95	15.19	91.14
Direct Debit	NEST	Pension (Employer & Employee Contribution)	33.53	0.00	33.53

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

RESOLVED to note.

Date Received	From Whom and Description	Amount
26.02.21	NatWest – Interest	£0.27

- c) **Internal Transfer** – To approve an internal transfer between NatWest Accounts.
It was **RESOLVED** to approve a transfer of £3,000 from the Natwest Savings Account into the NatWest Current Account. Now the Unity Trust Account is open the agreed £10,000 transfer will take place (minute 21.e.21 refers). The March payments will be made out of the Natwest Current Account and then from 1st April onwards, payments will be made from the Unity Trust Current Account using the online banking system. The precept will continue to be paid into the NatWest Account and transfers made to Unity Trust Current Account as required.
- d) **Reconciliation** - To approve bank reconciliation up to and including 28th February 2021. **RESOLVED** to approve.
- e) **Grant Request** – Consider request to support the delivery of the Holiday Activities and Food Programme (HAF) over the Easter Holidays in Whittington.
Councillors considered the request to provide financial support for the Easter Holiday Club and it was **RESOLVED** to contribute £495 from the Earmarked Reserves fund.
- f) **Zoom** – Consider renewing the pro-account (renewal due 22nd April)
It was **RESOLVED** to renew the Zoom pro-account for 2021/22.
- g) **Year End outstanding orders** - Receive an update from the Clerk on the progress and payment of Project A (Streetlighting) and the Play Area repairs.

The Clerk reported that there have been delays with Project A (Streetlighting Column Replacements) due to permit issues and as a result Project A remains uncompleted. This will now be invoiced for in the 2021/22 financial year so the funds allocated in the 2020/21 budget will be carried over. The Play Area repairs have also been delayed due to weather conditions and the availability of turf. The work ordered will be completed in April and this will now be invoiced for in the 2021/22 financial year so the funds allocated in the 2020/21 budget will be carried over. **RESOLVED** to note.

36.21

Park Hall

- a) Receive an update regarding the installation of a pavement between The Venue and Inglis Road. Councillors referred to the following Planning Application that has just been granted permission:
Reference: 09/70174/FUL (validated: 17/03/2009)
Address: The New Saints Football Club, Burma Road, Park Hall, OswestrySY11 4AY
Proposal: Erection of 6 no seating stands, refreshment shop and TV gantry

The following conditions were **NOTED**:

CONDITIONS THAT REQUIRE APPROVAL BEFORE THE DEVELOPMENT COMMENCES

No development shall take place until a scheme to provide highway improvements (pedestrian/cycle/traffic calming, as appropriate) along Burma Road and North Drive has been submitted to and approved in writing by the Council and the development hereby permitted shall not be brought into use until the approved highway improvement scheme has been carried out strictly in accordance with the approved details, (or any other timescale to be agreed).
Reason: In the interests of highway safety

It was **FURTHER NOTED** that the 106 agreement has now been signed off and this is attached to the forementioned planning permission. The 106 agreement will provide funding for the

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Footpath and any shortfall will be provided by CIL funds. The aim is to join up the footpaths but this will be cost dependent.

RESOLVED to note.

The matter of conditions placed on the development off Park Crescent, to have Traffic Calming measures in place before the properties were occupied, was raised and as one property is now occupied and no measures have been put in place, it was agreed that this needed to be followed up. **RESOLVED** that Cllr Charmley raise this matter with planning and a report be provided at the April meeting.

The matter of the Footpath across the development was also raised. The ground is uneven, and the footpath needs to be properly instated. **RESOLVED** that Cllr Charmley raise this matter with developer and a report be provided at the April meeting.

- b) Receive an update regarding the flooding of Burma Road (by the traffic calming, near the Venue). No further updated received. On-going and will be looked at further in Spring. **RESOLVED** to note.
- c) Receive an update on the clearing of the Fly Tipping.
It was reported that the fly tipping has now been removed. **RESOLVED** to note.

37.21

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 an update from Shropshire Council which stated that they are in agreement that Highways will offer support to work in this area, however, it is felt that a review of the wider area is required to allow for consideration of places between Pen-y-Bryn and Station Road and on towards the school.

Shropshire Council would work with the Parish Council to get a brief agreed, to ascertain the scope of the work needed i.e. review walking/cycling routes etc and likely costs/timescales. it might be that a number of pieces of work is highlighted as part of this process and these could then be prioritised in the Place Plan, with a view to CIL funds being allocated where development has had an impact and those with no link to development could be included in the highway programme / other funding sources could be explored.

Councillors considered this update and whilst this is very much welcomed as a longer-term plan to address the issues within Whittington, the Parish Council would still like a scheme for Pen-y-Bryn to be drafted up in the short-term, to enable funding from the Safer Roads Trust to be applied for before the deadline. It was **RESOLVED** to respond reiterating the above.

- b) Receive an update on Oswestry Road / Station Road resurfacing and repairs.
Resurfacing works to be carried out early April. **RESOLVED** to note.
- c) Consider the feedback from Shropshire Council in response to a request to extend the 30mph zone at the entrance to Whittington (Oswestry Road).
It was confirmed by Shropshire Council that the extension of the 30mph zone at the entrance to Whittington is not a project they would look to undertake. It was, therefore, **RESOLVED** to remove this item from future agendas and not pursue the matter further.

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- d) Castle Street – Traffic Speed Survey – discuss the results.

The data was considered, and it was noted that as the data gathered falls within the 85%ile figure and the mean speed recorded in both directions was below 30mph, there is no tangible evidence of speeding to enable the council to further pursue traffic calming measures on Castle Street. **RESOLVED** to note.

- e) VAS data download – Babbinswood.

Cllr Johnson reported that, whilst there is evidence of speeding, the 85%ile figure is 44mph, a speed that is within the police enforcement limits. Cllr Johnson will carry out another data download next month to see if the adjustment to the speed setting on the VAS has altered traffic speed.

Cllr Manford reported that Community Speedwatch Training starts on 1st April.

RESOLVED to note.

- f) Discuss the A495 Burma Road Junction (BT) and consider making a request to Shropshire Council to assess whether the visibility splay at this junction is sufficient.

Councillors discussed the junction and its increase in use as a result of further development in Park Hall. The bend in the road, conceals oncoming traffic. The junction turning for Oswestry Showground was also raised as a concern. It was **RESOLVED** to contact Shropshire Council to ask for a visibility splay survey to assess whether these junctions meet current safety standards.

38.21

Community Car Park

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

It was noted that 'No Parking' has now been painted across the entrance to the car park, however, this is not being adhered to, specifically at school drop off and pick up times. It was **RESOLVED** to send an email to the school to ask if they can remind parents to not park across the entrance road to the car park.

- b) Receive an update on the implementation of lighting for the Car Park.

Councillors agreed that, despite permits being required to install the new column, they are happy to proceed with installation and the owner of the land has given their permission. It was **FURTHER AGREED** that when installing the column, a feed for Christmas Lights be installed. Agreed to proceed with the new light and add a feed for Christmas Lights.

- c) Discuss the issue of restricted access to the Footpath because of the Car Park fence.

It was **RESOLVED** to continue to monitor the situation and review late summer.

39.21

Finance and Executive Committee

Receive and consider a report from the F&E Committee following the meeting on 23.03.21.

- a) **Draft 2020/21 Year End Budget Report and Transfers to Earmarked Reserves.**

The Committee reported that the draft year end budget report had been considered and no issues or concerns were raised. The final year end accounts will be presented at the April full council meeting, following year end on 31st March. The Asset Register has been updated with Christmas Lighting, 2 x VAS, Office Storage Cabinet, 34 new LEDs and Brackets (Project C). Draft Year End Transfers were discussed in draft form. **RESOLVED** to note.

- b) **EXCLUSION OF PRESS AND PUBLIC - Report following Clerk's Appraisal.**

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(That in accordance with s1(2) Public Bodies (Admission of Meetings) Act 1960, members of the public and press be excluded from this agenda item on the grounds that the following items to be considered involves the likely disclosure of confidential information)

It was **NOTED** that the Clerk's Appraisal had been completed and the contractual incremental increase will take place from 1st April.

40.21 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. Helicopter Noise Liaison Group - Agenda for Virtual meeting - 16th March 2021
4. Highways England A5 Mile End Island Safety works 12th – 14th April
5. PCC newsletter: A tougher stance on domestic abuse
6. Urgent Road Closure – A495 Whittington – 8th – 9th March (8pm – 6pm Closure to repair critical defects)
7. SALC Joint Working Group (formerly CIL/SALC Working Group)
8. RAF Shawbury essential night flying training info (shared on Social Media)

RESOLVED to note.

41.21 Date and Time of Next Meeting

- a) To note the date and time of the next meeting.
The next meeting will be Tuesday 27th April, 7.30pm on Zoom.
- b) 2021 Annual Parish Meeting on 30th March – Receive an update from the Clerk.
The Clerk reported that reports from Organisations are being gathered and some representatives will be attending.

The Meeting was closed by the Chairman at 21.06