

Whittington Parish Council

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Hawthorn Cottage, Porthywaen, Oswestry, Shropshire, SY10 8LX

19th May 2021

Dear Councillors,

YOU ARE SUMMONED TO ATTEND A MEETING OF THE PARISH COUNCIL TO BE HELD ON **TUESDAY 25TH MAY 2021 AT 7.30PM** IN THE SENIOR CITIZENS HALL, STATION ROAD, WHITTINGTON, FOR THE TRANSACTION OF BUSINESS AS SET OUT IN THE AGENDA BELOW. **BEFORE THE MEETING COMMENCES, ALL COUNCILLORS MUST SIGN A DECLARATION OF ACCEPTANCE OF OFFICE AND IT IS VERY IMPORTANT THAT THIS FORM IS SIGNED, WITNESSED BY ME, PRIOR TO THE MEETING. THIS MUST BE DONE BEFORE THE START OF THE MEETING AT 7.30PM SO I ASK THAT YOU ARRIVE AT 7.20PM.**

The press and members of the public are asked to please contact the Clerk prior to the meeting if they plan to attend.



Mrs A Jones, Clerk to the Council

Parish Council AGENDA

- 56.21 Election of Chairman and Declaration of Acceptance of Office
- 57.21 Election of Vice Chairman and Declaration of Acceptance of Office
- 58.21 Declarations of Acceptance of Office
To note that these forms have been signed prior to the start of the meeting.
- 59.21 Apologies for Absence
- 60.21 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.
 - b) To consider any applications for dispensation.
 - c) To note that Cllrs must return their register of interests form to the monitoring officer within 28 days of taking office and election expenses forms must be completed and returned.
- 61.21 Confirmation of the Minutes
To approve and authorise the signing of the Minutes of the Full Council Meeting held on 27.04.2021.
- 62.21 Public Participation
To allow public participation in accordance with the Council's Standing Order procedure.
- 63.21 Councillor Co-option
Consider applications for co-option and vote to elect a member to fill the vacancy.

64.21 General Power of Competence

To note eligibility criteria and confirm eligibility to exercise this power.

65.21 Council Committees, Panels, Working Groups and Delegation

- a) To review terms of reference, elect members (3 members including the Chairman) and agree meeting dates for the Finance and Executive Committee.
- b) To elect Councillors on to the following Panels:
 - I. Grievance Panel (3 members – Vice Chair and 2 Councillors)
 - II. Discipline Panel (3 members – Vice Chair and 2 Councillors)
 - III. Appeals Panel (5 members including the Chairman - no member must be on III or IV)
- c) To note Working Groups/Task and Finish Groups, appoint members and agree objectives:
 - I. Streetlight Working Group
 - II. Grounds Maintenance Working Group
 - III. Road Safety Working Group
 - IV. Planning Working Group (to approve the removal of the Planning Committee to be replaced by a Working Group)
 - V. Play Area Development Working Group (new group)
- d) Scheme of Delegation – To review.

66.21 Appointment of Representatives

To appoint representatives to the following outside bodies:

- a) SALC Area Committee (Chairman and 1 member)
- b) Community Led Housing Steering Group
- c) Whittington Youth Project
- d) Whittington In Need Charity
- e) Helicopter Noise Liaison Group
- f) Oswestry Tree Scheme
- g) Facebook and Ripple Magazine Content
- h) Community Speedwatch

67.21 To receive the 2020-21 Annual Accounts

- a) Internal Auditors Report 2020-21 – To note.
- b) Annual Governance Statement 2020-21 (section 1 of the AGAR) – To consider and approve.
- c) Accounting Statements 2020-21 (section 2 of the AGAR including the explanation of variances) – To consider and approve.
- d) Exercise of Public Rights – to note the dates proposed.

68.21 Annual Review of Council Regulations, Policies and Procedures

- a) Standing Orders
- b) Financial Regulations
- c) Accounting Procedures Risk Assessment
- d) Code of Conduct and receive an update on Shropshire Council's adoption of the new LGA Code of Conduct.
- e) Policies, procedures and practices in place in respect of the Parish Council's obligations under freedom of information and data protection legislation
 - I. Publication Scheme
 - II. Privacy Policy
 - III. Document Retention Policy
 - IV. Personal Data Management Policy
 - V. Security Incident Response Policy

- VI. Subject Access Policy
- f) **Parish Council Policies:**
 - I. Complaints Policy
 - II. Press and Media Policy
 - III. Grant Awarding Policy
 - IV. Planning – Pre-application Engagement (Scheme of Delegation and Protocol)

69.21 Reports

- a) **Chairman’s Report** – Consider matters arising since the last meeting.
- b) **Clerk’s Progress Report** – Consider matters arising since the last meeting (attached report).
- c) **Whittington play area at Fitzgwarine** – Consider the latest visual inspection report provided to the council by Cllr Frank Davis.
- d) **Police Report** – Consider.
- e) **Shropshire Councillors Report** – To receive a report from Cllr Steve Charmley.
- f) **Councillor Reports** – To consider reports from Councillors (training courses attended, meetings attended as council representatives).

70.21 Planning

- a) To note recent planning decisions published by Shropshire Council – None received
- b) To Consider Planning Applications:
 - I. **Reference:** 21/01805/FUL (validated: 28/04/2021)
Address: Whittington Castle, Castle Street, Whittington, Oswestry, Shropshire, SY11 4DF
Proposal: Erection of detached toilet block to include the felling of one Ash tree
 - II. **Reference:** 21/02384/TCA (validated: 10/05/2021)
Address: 11 Mytton Close, Whittington, Oswestry, Shropshire, SY11 4PP
Proposal: Fell 1no Sycamore (T1) within Whittington Conservation Area
 - III. **Reference:** 21/02054/FUL (validated: 22/04/2021)
Address: Artillery Business Park, Garrison Avenue, Park Hall, Oswestry, SY11 4AD
Proposal: Erection of a retaining wall
- c) Consider Planning applications not listed above that are received after the issue of this agenda and are included on Shropshire Council’s website.

71.21 Finance and Accounts

- a) Consider the following accounts for payment:

CHEQUE / BACS NUMBER	PAYEE	DESCRIPTION	NET (£)	VAT	GROSS (£)
BACS10	Clerk	Salary Month 2 (plus expenses (16.00 home office allowance and mileage)	1011.01	0.00	1011.01
BACS11	HMRC	Clerk - PAYE Payments (Month 2) Employer NI	74.12	0.00	74.12
BACS12	D & R Brewer	Grounds Maintenance – Month 2	87.50	0.00	87.50
BACS13	SALC	ALC Affiliation Fees 2021-22	1014.62	0.00	1014.62
BACS14	Highline Electrical LTD	Installation of new column and led over the car park (minute 24.b.21 refers – as per agreed quote)	784.92	156.98	941.90
BACS15	Ray Parry Playground Services LTD	Repairs as per quote (minute 5.c.21 refers)	1985.00	397.00	2382.00

BACS16	The Sigtists	Dog Fouling Signage x 12 (minute 51.b.21 refers – as per agreed quote)	144.00	0.00	144.00
BACS17	B. Townson	Internal Audit for 2020-21 Accounts	125.00	0.00	125.00
BACS18	Came & Company	Insurance Renewal (3 rd year of a 3 year agreement) – 01/06/21 – 31.05/2022	913.46	0.00	913.46
Direct Debit	NEST	Pension (Employer & Employee Contribution)	35.63	0.00	35.63

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

Date Received	From Whom and Description	Amount
30.04.21	NatWest – Interest	£0.27
23.04.21	Shropshire Council – 2021/22 Precept	£48,950.00

c) **Reconciliation** - To approve bank reconciliation up to and including 30th April 2021.

d) **Internal Transfer of Funds** – To approve transfers between Parish Council Accounts.

e) **Insurance** – To note the renewal due on 1st June (3rd year of a 3 year agreement).

72.21

Park Hall

- a) Receive an update regarding the installation of a pavement between The Venue and Inglis Road.
- b) Receive an update regarding the flooding of Burma Road (by the traffic calming, near the Venue).
- c) Receive an update on the reinstatement of the footpath through the development off Park Crescent.
- d) Receive an update on the implementation of Traffic Calming (a planning condition attached to the development off Park Crescent)

73.21

Road Safety / Highways

Receive an update on the research into a Feasibility Study at Pen-Y-Bryn following the Working Group Zoom Meeting.

74.21

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 Oct2021
4. Planned road closure Daisy Lane, Whittington - 28-30 June 2021
5. Letter from the Correspondence Secretary, The Duke of Edinburgh's Office – thanking the Parish Council for their letter of condolence and that it has been passed to Her Majesty The Queen.
6. Emails of thanks for the Grants approved at the April meeting.
7. Olympians Park Hall 5k race Fri 23 July 2021 19.30 start.
8. Future Oswestry update – Masterplan
9. Carriageway Resurfacing Works (RS-895041-1/2) – Station Road 1st – 7th June 2021
10. Road Closure: B5009, Whittington - 28th June - 30th June 2021. New Water Connection - Severn Trent Water
11. Road Closure: Oswestry Park Hall 5K - 23rd July 2021. Purpose: The Oswestry Olympians will be holding a 5K run on 23rd July 2021. The race will commence at 7.30pm and the following

roads will be closed from 7.25pm for approximately 1 hour: Burma Rd, Inglis Rd and Drenewydd.

12. North Shropshire Reinforcement: Update 13th May 2021

13. Consultation under clause 60 of the High Speed Rail (West Midlands – Crewe) Act 2021

14. Connecting Shropshire Broadband Programme Update

15. Notices relating to the Mile End Roundabout Upgrade.

Consider:

1. Response prepared by the Clerk to the Government’s Call for Evidence on Remote Meetings.

2. BT Payphone Consultation – proposal for the removal of the equipment in the Kiosk at Babbinswood (an average of 1 call made a month from the Kiosk).

75.21 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.***

76.21 Date and Time of Next Meeting

To note the date and time of the next meeting