

WHITTINGTON PARISH COUNCIL

Minutes of the Meeting of Whittington Parish Council held on Tuesday 29th June 2021 at 7.30pm in the Senior Citizen's Hall, Station Road, Whittington.

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

Also in attendance: Mrs Amy Jones (Clerk). 2 members of the public (one member of the public left the meeting at 19.54). 2 PCSOs (in attendance from 19.30 – 19.43).

Parish Council MINUTES

77.21 Apologies for Absence

Apologies for absence were received from Cllrs Keith Stanton, Sue Manford and Vanessa Bromley.

It was noted that Cllr Bromley will sign her Declaration of Acceptance of Office prior to the July meeting. Cllr Johnson's Declaration was signed before the meeting commenced.

The Police report (item 81d) was brought forward on the agenda and dealt with prior to item 78. The report was minuted under item 81d. The PCSOs left the meeting at 19.43.

78.21 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.

79.21 Confirmation of the Minutes

To approve and authorise the signing of the Minutes of the Full Council Meeting held on 25.05.2021.

It was **RESOLVED** to approve the minutes of the Full Council Meeting held on 25.05.21 and they were signed by the Chairman as a true record.

80.21 Public Participation

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

Members of the public spoke on the following matters:

- Proposed development (pre-application engagement) – Top Street. The applicant spoke to councillors on plans to resubmit a new, revised, planning application for 6 bungalows, including one affordable dwelling. The information was noted by councillors and the applicant thanked for taking the time to present the draft plans to the council.

The following questions were raised by a resident:

- Does the parish council have an update as to the proposed development between Donnett Close and the bowling green/cricket club. The resident was informed that there is no planning application at present.

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- Who is responsible for maintenance of the newly turfed area opposite Donnett close next to the car park? It is becoming an eye sore with weeds, dog mess and rubbish. It was clarified that the land is still in the ownership of Shingler Homes and Cllr Charmley offered to follow this up with them directly.
- The edging of the walkway running alongside the Car Park – needs defining. To be followed up with Highways.
- Who is responsible for the hedge/ shrubbery maintenance that fronts the bungalows on Castle Street - encroaching shrubbery and briars restricting/ narrowing pathway? It was confirmed that these properties are the responsibility of Star Housing and that the Clerk will report the matter to them to follow up.

81.21

Reports

- a) **Chairman’s Report** – Consider matters arising since the last meeting. No matters raised since the last meeting.
- b) **Clerk’s Progress Report** – Consider matters arising since the last meeting (attached report). It was **RESOLVED** to note the following report.

<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):</p> <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</p> <p>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. 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 the council further with their findings.</p> <p>Feasibility Study</p> <p>An expression of interest has been submitted to the Internal Infrastructure Group for funding to do a review of the needs and present options to the parish and then return to IIG for the build costs. The next meeting of the group is in August and the Parish Council will be informed of the outcome of the application.</p>	<p>On-going</p>
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<p>Streetlights</p> <ul style="list-style-type: none"> • Condition survey carried out this Month by Highline and this provides an up to date accurate inventory of all lights. • Project A – Section 50 permits have now been submitted to Shropshire Council by Highline so awaiting approval. 	To note
<p>Planting of a Christmas Tree To be discussed under agenda item 85.</p>	On-going
<p>Dog Fouling Signage and Bins Signs are ready to be put up around Whittington and Park Hall (minute 51.b refers). Additional Bins around the parish – added to the Parish Council’s Project Plan and the Place Plan (minute 51.c refers).</p>	To note
<p>Working Groups Councillor Bromley has joined the Play Area Working Group</p>	To note
<p>Noticeboard in Park Hall Clerk reported that this has now been cleaned.</p>	To note
<p>2020/21 Accounts The AGAR has been submitted to the Ext. Auditor and published on the Website and Noticeboards. The dates for the period of exercising public rights run from Monday 14th June – Friday 23rd July.</p>	To note
<p>Community Speedwatch Invitation from BBC Radio Shropshire to put out a plea on the Sunday Morning Breakfast Show for volunteers.</p>	<u>RESOLVED</u> to ask Cllr Manford.

- c) **Whittington play area at Fitzgwarine** – Consider the latest visual inspection report provided to the council by Cllr Frank Davis (all other matters to be dealt with as part of agenda item 86.3 following a site visit by the Working Group).

Cllr Davis reported that a visual inspection had been carried out prior to the meeting. Visual matters to note were that there is wear on the pin on the top of the glider. **RESOLVED** to monitor and consider the inspectors comments in the ROSPA report which will be completed in August.

- d) **Police Report** – Consider.

PCSO Roberts provided the following report:

16/05/2021 – Road Traffic Collision (RTC – Ellesmere Rd)

Incidents that have been omitted for data protection or non-crime dealt with by police;

- Domestic incident - 1
- Concern for safety – 8
- Suspicious incident – 3
- Intel report, dog barking, male in car / sleeping
- Highway disruption – 2
- No documents, cows
- Anti-social Nuisance – 3
- Drugs, youth x2
- Animals / wildlife – cow on tow path

Information was provided on the ‘We don’t buy crime’ initiative – Smartwater Scheme. If the Parish Council are interested in investing, they can request a presentation and further information.

Neighbourhood Alert – a new messaging service being used by the Police is in the process of being launched in the area. Contact details will be supplied to the Clerk to circulate.

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A councillor reported that suspicious behaviour (Leaflets being placed through peoples' letterboxes (unsolicited leafleting) had been reported online and caught on CCTV. An unsatisfactory response was received via email and no action taken.

The Rednal and Babbinswood straights being used at a 'test ground' for 'tuned up cars'. This was reported to the Police to follow up.

RESOLVED to note the report and officers were thanked for their attendance.

- e) **Shropshire Councillors Report** – To receive a report from Cllr Steve Charmley.
Councillor Steve Charmley reported that all matters are to be dealt with on agenda.
- f) **Councillor Reports** – To consider reports from Councillors (training courses attended, meetings attended as council representatives).
 - **Cllr Greg Hickman – attended the 7th June SALC Exec Meeting** – Supt Int. Bill and Police and Crime Commissioner John Campion were present at the meeting. County lines becoming a bigger issue in Shropshire. **RESOLVED** to note the resume of the meeting provided by Cllr Hickman.

82.21

Planning

- a) To note recent planning decisions published by Shropshire Council
 - I. **Reference:** 20/03859/FUL (validated: 25/09/2020)
Address: Proposed Residential Development West Of, Artillery Road, Park Hall, Shropshire
Proposal: Erection of five dwellings with garaging (previously approved for 3 houses under 13/01643/OUT and 17/03680/REM). PLOTS 18-20 ONLY
Decision: Grant Permission
 - 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
Decision: Refuse
 - III. **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
Decision: Grant Permission
 - IV. **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
Decision: Grant Permission
 - V. **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
Decision: Grant Permission

RESOLVED to note.

- b) To Consider Planning Applications:
 - I. **Reference:** 21/02419/FUL (validated: 12/05/2021)
Address: North Lodge , Twmpath Lane, Gobowen, SY10 7AH

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Proposal: Erection of 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.

II. **Reference:** 21/02446/FUL (validated: 13/05/2021)

Address: 47 Artillery Road, Park Hall, Oswestry, Shropshire, SY11 4AL

Proposal: Erection of first floor extension and single storey rear extension. Widening of existing drive.

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

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

III. **Reference:** 21/02850/TCA (validated: 11/06/2021)

Address: Whittington Castle , Castle Street, Whittington, SY11 4DF

Proposal: Fell 16no Ash trees and pollard 2no Weeping Willow by approx. 30% (See Schedule) within Whittington Conservation

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

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

IV. **Reference:** 21/03065/TPO

Address: Birch House, Daisy Lane, Whittington, Oswestry, Shropshire.

Proposal: Reduce by 1/3rd 1no Silver Birch protected by The Council of the Borough of Oswestry (Daisy Lane) TPO 2001 (Ref: OS/00048/01)

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

- The Parish Council have no objections to this application providing the tree officer is satisfied with the proposed 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.

V. **Planning reference:** 21/03208/TCA

Proposed tree works: To trim 1no Wych Elm tree by up to approximately 5m on both sides of boundary (to include thinning and pruning of lengthening branches) within Whittington Conservation Area

Location: 2 Jasmine Cottage, Station Road, Whittington, Oswestry, Shropshire.

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

- The Parish Council have no objections to this application providing the tree officer is satisfied with the proposed works.

d) **Training** – To consider attendance on the 'Introduction to Town Planning from a Local Council Perspective' course on 9th, 16th and 23rd September. **RESOLVED** that Cllr Harvey attend.

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83.21

Finance and Accounts

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

CHEQUE / BACS NUMBER	PAYEE	DESCRIPTION	NET (£)	VAT	GROSS (£)
BACS19	Clerk	Salary Month 3 (plus expenses (16.00 home office allowance, mileage and reimbursements for website annual subscriptions))	1227.35	0.00	1227.35
BACS20	HMRC	Clerk - PAYE Payments (Month 3) Employer NI	74.12	0.00	74.12
BACS21	D & R Brewer	Grounds Maintenance – Month 3	87.50	0.00	87.50
BACS22	Shropshire Council	S/Light Electricity – 2021/22 1 st Quarter	586.61	117.32	703.93
BACS23	Llanerch Arboriculture	Tree Survey (minute 52.21 refers)	110.00	0.00	110.00
BACS24	Shropshire Union Canal Society	Annual Membership	25.00	0.00	25.00
Direct Debit	NEST	Pension (Employer & Employee Contribution)	35.63	0.00	35.63

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

Date Received	From Whom and Description	Amount
28.05.21	NatWest – Interest	£0.25
05.05.21	Shropshire Council – Neighbourhood Fund	£29415.72
05.05.21	HMRC VAT Refund from 2020/21	£4297.78
25.05.21	Scottish Power – Wayleave	£1.19

c) Reconciliation - To approve bank reconciliation up to and including 31st May 2021. RESOLVED to approve.

e) **Streetlight Joint Energy Agreement** – To note the annual charge based on the current inventory. RESOLVED to note and agreed that the Clerk update Shropshire Council once the updated inventory has been received from Highline.

84.21

Highways, Pavements and Footpaths

a) Receive an update regarding the installation of a pavement between The Venue and Inglis Road.

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Cllr Charmley reported that this is ongoing and a site meeting took place 2 weeks ago. A feasibility study is in the process of being conducted and a follow up meeting is planned. It was **RESOLVED** to note the information and that the Parish Council continue to receive updates.

- b) Receive an update regarding the flooding of Burma Road (by the traffic calming, near the Venue).**

Cllr Charmley reported that an online meeting with the drainage officer has taken place and the next stage will be securing the funding to carry out the required works. It was **RESOLVED** to note the information and that the Parish Council continue to receive updates.

- c) Receive an update on the reinstatement of the footpath through the development off Park Crescent.**

No update was available and some councillors raised queries regarding the actual location/presence of this footpath which at present is very undefined/unclear. It was **RESOLVED** to remove this item from future agendas.

- d) Receive an update on the implementation of Traffic Calming (a planning condition attached to the development off Park Crescent).**

Cllr Charmley reported that this matter is still ongoing and at the final sign off phase of the process. **RESOLVED** to note and continue to monitor.

- e) Consider raising the condition of the Pavement along Station Road with Shropshire Council.**

Cllr Charmley reported that Shropshire Council's current focus is on repairing the 7.5k backlog of pot holes across the county. The condition of the pavement will be raised and looked at in the future. **RESOLVED** to note.

- f) Consider making a request to Shropshire Council to notify property owners of their responsibility to keep hedges cut, to avoid them encroaching on pavements and footpaths.**

The following locations were referred to as being a particular issue:

Station Road – House next but one to the senior citizens hall when travelling into Whittington, hedge is badly overgrown and encroaching on pavement for people walking to school.

Kelper (between school and shop) – hedge is protruding at face level on to the footpath.

Berghill Lane – hedges on Babbinswood Farm are very overgrown.

Near Donnet Cottage – having to walk in road due to overgrown hedges.

RESOLVED to contact Shropshire Council to ask that they notify the landowners and request that they cut back their shrubs and hedges.

- g) Community Car Park – Discuss the issue of restricted access to the Footpath because of the Car Park fence.**

Cllr Charmley reported that Shingler Homes are going to look at whether a section can be removed. **RESOLVED** to note and monitor.

RESOLVED to monitor.

- h) Dog Fouling – Receive an update on the installation of signage.**

Cllr Davis asked councillors to put forward suggestions for where the signs can be placed and the following locations were **AGREED**:

- a. On the streetlight by the new car park
- b. On the Streetlight by the entrance to Park Hall Farm
- c. Oaklands Drive
- d. Walkway into Castle Fields and towards Play Area
- e. Castle – Back Field.

85.21 Tree Survey and Tree Planting

- a) Consider the inspectors report, following the tree survey carried out on 4th June 2021.**

Councillors considered the report and it was **NOTED** that no work has been recommended and that the trees continue to be inspected every 2 years.

- b) Consider the proposal to plant additional trees on the land adjacent to the Play Area.**

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Councillors considered the proposal and **AGREED** to plant a small number of new trees along boundary but none in the middle as the area is used by children and residents for ball games. It was reported that Oswestry Town Council are looking for areas to plant trees on and they may have trees available. Other options to consider include:

- Woodland Trust – Free Trees Pack Scheme
- Shropshire Community Tree Scheme

It was **RESOLVED** that the Clerk speak to OTC Clerk to find out more information about the trees that they might have available and make enquiries to provide an update to councillors at the next meeting.

c) Consider the information provided by the inspector on Christmas Tree Planting.

It was **RESOLVED** that the Clerk continue to make our own enquiries with local nurseries to see what is available. It was agreed that the council need a Native Evergreen 6-10ft.

86.21

Parish Projects

Referring to the Parish Council's Project Plan, consider the following:

1. Purchasing additional defibrillators for the Parish – discuss suitable locations and funding. Suggestions:

Councillors discussed suitable locations and it was **AGREED** to purchase three new defibrillator and locked cabinets for the parish. The Clerk will obtain 3 quotes and these will be included on the July agenda for consideration. The new defibrillators will be placed in the following locations (details on mains power connections to be discussed at the next meeting, along with quotes for the work required.)

- Hindford – by the Telephone Box
- Babbinswood – by the new Car Park – power supplied from the Streetlight
- Park Hall – location TBC

It was **FURTHER AGREED** that:

- One Defibrillator and Cabinet be funded from the Parish Council's Defibrillator 2021/22 budget.
- One Defibrillator and Cabinet be funded through the 2021 Neighbourhood Fund Allocation.
- One Defibrillator and Cabinet be funded through a charity (donation), if possible. If applications are not successful then this will also be funded through Neighbourhood Fund.

2. Vehicle Activated Speed Sign in Park Hall – discuss and consider information from the Clerk on options, installation and costs.

- Councillors considered the location for a VAS in Park Hall and it was **AGREED** that it should be located on North Drive, so that it records traffic heading into Park Hall from the Hospital direction. There are three streetlights on this stretch of road, located on poles (1st, 2nd and 3rd after 30mph sign) as you head towards Hospital (lights 43, 44, 45) which could be used to obtain power from as it was **FURTHER AGREED** to purchase a Morelock Mains Powered VAS (quote approved). Purchasing the VAS now will enable the Council to take advantage of the £150 July discount. The Clerk was delegated authority to approve the purchase and raise the order for payment.

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- The exact location is to be agreed, once Shropshire Council have been consulted with and their approval sought.
- A request to be made to Shropshire Council to erect a column for the VAS to be located on and the Parish Council's electrician will then arrange to connect up the column to the mains and install the VAS.

3. Play Area – Consider consultation responses and a report by the Working Group following a recent site meeting.

CLlr Beaumont reported on the recent site meeting, at which she was present, along with the Clerk and Ray Parry. It was noted that the Play Area is very well used and was busy throughout the duration of the site visit, used by children from all different age groups. The feedback from the consultation was discussed and the following points raised and discussed:

- Wet Pour – it would not be viable to cover the whole area but the council should consider using it for new equipment installed.
- All-inclusive roundabout – this should be incorporated into a new play area.
- Current slide – in good condition and suitable for toddlers / small children.
- The rotten log needs to be removed.
- Suggestion to remove the two old carriages and replace with a small seesaw creating an area at the front of the play area that is suitable for small children
- Towards the back of the play area – suggestion put forward to develop this as an area ore suitable for older children. The zip wire is nearing end of life and the rope climber has some significant wear. Both have very worn grassmats and require some maintenance work.
- The Working Group suggested that the Council compare quotes for carrying out maintenance work/repairs on these items compared to removing them and installing a new piece of equipment (climbing frame with a big slide).
- It was noted that in theory the addition of picnic benches is a nice idea but it may encourage ASB in the evenings with youths using it as a place to sit and congregate.
- The chains and seat on the single point swing were raised (rusting under the seat) and it was agreed that this be discussed at a meeting after the August ROSPA Inspection Report when councillors can consider the inspectors comments and assess whether there has been significant deterioration in condition over the last 12 months.

It was **RESOLVED** that the working group continue to research ideas based on the suggestions and investigate funding opportunities to present ideas to Full Council in later summer / early autumn.

4. In relation to the above – consider whether to allocate any of the 2021 Neighbourhood Fund to fund / part fund the projects

It was **RESOLVED** to Transfer the 2021 NF allocation into Earmarked Reserves where they will remain until assigned to a project.

87.21 Review the following Health and Safety Documents:

- a) Health and Safety Policy
- b) Risk Register and Risk Management Scheme

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- c) Asset Management Schedule
- d) Risk Assessments

Items a) – d) were considered and reviewed and it was **RESOLVED** to approve all with no amends.

88.21

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. Temporary Road Closure: Ellesmere Town Market Charter 800th Anniversary - 10th July
4. Temporary Road Closure: Ellesmere to Dudleston Heath. 9th June - 25th June 2021.
Purpose: Surface Dressing Works Prep Works 09/06/2021 - daytime hours Surface Dressing 14/06/2021-16/06/2021 - daytime hours Lining Works 23/06/2021-25/06/2021
5. Surface Dressing Twpath Lane, Gobowen - Cancelled and rescheduled for late July
6. Scottish Power - North Shropshire Reinforcement: Update 12th June 2021
7. Surface Dressing Works (415) – Boot Street 20th – 22nd June - Road Closed from 09:30am to 16:00pm for Surface Dressing. The road will have an initial sweep within 24 hours of the new surface being laid. The sweeper returns after about 7 days to remove any residual loose chippings. 5th – 7th July – Road Closed from 09:30am to 14:45pm (during term time) 09:30 to 16:00pm (outside term time) for white line replacement.
8. Surface Dressing Works (224) - Twmpath Lane, Gobowen, Oswestry is programmed to be surface dressed between 20th June and 2nd July 2021. The work is currently programmed to take place as follows: - 20th – 22nd June - Road Closed from 09:30am to 16:00pm for Surface Dressing. The road will have an initial sweep within 24 hours of the new surface being laid. The sweeper returns after about 7 days to remove any residual loose chippings. 30th June – 2nd July – Road Closed from 09:30am to 16:00pm for white line replacement.
9. Ministry of Justice – Update on the Closure of the Burial Ground (Garden of Remembrance). No objections received following the advertisement giving notice of the proposed closure.
RESOLVED to note.

For consideration:

1. PCC Town and Parish Council 2021 Survey. It was **RESOLVED** to submit the same responses and comments as in 2020 as priorities and concerns in the Parish remain unchanged.
2. The Queen’s Platinum Jubilee Beacons - 2nd June 2022. Cllr Johnson reported that Whittington Together are planning to hold the Fate in August 2022 but are also looking at holding a Street Party within the Castle Grounds. Ideas are in the early stages. It was **RESOLVED** that Cllr Johnson continue to provide the Council with an update on plans as they develop and the Clerk to contact Ellesmere Rural Parish Council to find out what their plans are, with a view to connecting up.

89.21

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.**

- Tent that was removed from the land next to the play area – can now be disposed of.
- Whittington Cricket Ground – could the grounds be utilised for community use? Are item for possible future discussion.

90.21

Date and Time of Next Meeting

To note the date and time of the next meeting.

Tuesday 27th July. 7.30pm.

The Meeting was closed by the Chairman at 21.20